



California State University

Division Of FINANCE & ADMINISTRATION

C H A N N E L I S L A N D S

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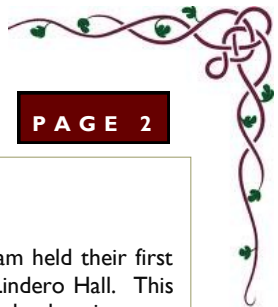
On December 12th, during our quarterly Division-wide meeting, nearly 150 members of the DFA team participated in a strategic planning exercise. This activity, based on a survey that will soon be distributed, was created to encourage thoughtful dialogue amongst ourselves, and to provide feedback to our Provost, who will be facilitating the campus-wide strategic planning process.

In the six categories surveyed, individually, you felt that the external challenge of economic factors was most important, as was graduating students with core skills, graduating moral and ethical students, providing assistive technology for the disabled, retaining students by providing financial aid and scholarships, educating students about problem-solving skills, and funding new learning facilities.

When you discussed these same categories at your tables, the consensus reflected some differences in importance. For example, graduating students in a timely manner was most important, and, as a group, you reported that students could best be retained by providing access to academic counseling.

This exercise was successful in bringing our diverse Division together to discuss not only our personal opinions on the importance of the various factors, but also to come to an agreement as a group. There were contemplative and thorough discussions at each of the 18 tables and the results of those conversations were reflected in the diversity between single attitudes and the group consensus.





Finance Team's,
Tracy Cole.

Finance

- The departments within Finance, including Procurement and Fiscal Services, have moved into the Lindero Hall Building.
- The Finance Team held a farewell gathering on Dec. 6th to say Ciao! to Tracy Cole. The team wished her the best of luck on her new journey. We acknowledged her hard work and all that she has done for the CI campus. The gathering took place after work at Winchester's Grill & Saloon in Ventura.
- On December 14th, the Finance team held their first "Holiday Secret Santa Potluck" in Lindero Hall. This was a team building event which helped to improve collaboration among staff.
- A December Birthday Celebration was held on the 17th by the Finance team. This event took place in Lindero Hall to recognize staff members, Theresa Olivo, Jennifer Schweisinger, Kristy Gonzalez, and Esmeralda Mendoza.

Procurement & Contract Services

- The Procurement Department would like to wish Susan Milligan, Accounts Payable Technician, a Happy Retirement. Her last day was Jan. 3, 2013.
- We would like to welcome Angela Sanchez to Accounts Payable. As a Student Assistant for 2-1/2 years, she worked mostly within Procurement and occasionally in AP until her recent graduation this past December. Angela will be temporarily taking over Susan's duties in late January when she returns from an International Studies tour in Taiwan.
- CI Finance is comprised of Fiscal Services, Procurement & Contract Services, and Student Business Services. Training will be provided about its processes and how they relate to each other in order to make a trainee's navigation smoother. Periodic open forums will follow this training so that questions or concerns can be answered on a more specific level.

Mission:
We are committed to providing expertise, guidance, and support in a wide variety of functions for internal and external customers.



Are you prepared?

Did you know...CI has Emergency Preparedness & Campus Safety Resources?



Sgt. Jeff Cowgill helps the CI community by implementing programs such as emergency planning, training, and response and recovery. The Emergency Operations Center (EOC) is a way for personnel to coordinate and strategize in order to deal with any emergency.

Each department has a designated supervisor who will respond when a serious incident occurs. They are trained and

responsible for the Emergency Action Plans and Business Continuity Plans.

Another important member of the emergency team is the Building Marshal, who serves as a liaison between the University Police and a building's occupants. Please take the time to become familiar with your department contacts.

<http://www.csuci.edu/police/emergency-preparedness/index.htm>

Human Resources

- Human Resources and Risk Management provided Sexual Harassment training to many members of the OPC department staff. A second training will be held for those who were unable to attend the first training session. These training sessions will be scheduled throughout the coming year for other areas on the CI campus.
- We would like to thank the representatives from OPC, T&C, Faculty Affairs, and HR who have been instrumental in the success of the Absence Management implementation. This CSU system-wide project replaces the paper process for reporting absences. This new tool not only helps to make the campus more sustainable by reducing the amount of paper used but also improves operational efficiencies. We hope to add other departments soon.
- A Holiday Party was held in the Grand Salon on Dec. 13th. The standing room-only event was a success, with over 250 staff, faculty, and administrators in attendance.



Mission:
We are committed to creating a consistently cooperative work environment that supports CI's mission by providing quality personalized guidance and support to our faculty and staff.

Mission:
Operations, Planning & Construction is committed to providing excellence in customer service, quality workmanship, quick response, forward vision, and planning to enable ongoing University programs and operations.



A9 lot before.



After.

Mission:
The CSU Channel Islands Police & Parking Services Department, in partnership with its student-centered community, ensures a safe and secure campus environment.

Mission:
University Glen Corporation supports the mission of California State University Channel Islands by providing our students, faculty, staff and guests with a variety of high quality services in a fiscally responsible way that complements and enhances the educational mission of the University.

Operations, Planning & Construction

- OPC has reconstructed the A9 lot into a serene landscape courtyard with a walkway for both students and staff to enjoy. The grand opening ceremony was held on Dec. 7th.
- In order to promote a more sustainable campus environment, OPC has labeled various trash bin containers as “recycle” or “landfill” around the CI campus. These labels were placed on both old and new trash bins.
- There are renovation plans to convert the Del Norte Hall 3rd Floor into new classrooms and seminar rooms. The completion of this project should take place in April, 2013.
- CI will soon have a new campus back up power system. The preparations are being made to install a new transformer and change the control boxes.
- OPC has been quite busy these last few months with the moving of departments throughout the campus. They recently helped Finance, Fiscal Services, and Procurement move into Lindero Hall. OPC will be helping the Technology & Communication department move from the Broome Library and Ojai Hall into Solano Hall in January.
- The Boating Instruction & Safety Center at the Channel Islands Harbor is in the final stages of completion. <http://www.ciboatingcenter.org/progress.html>



University Police

- We are pleased to announce that the Channel Islands Police Dept. is the recipient of the annual award for the “Best Emergency Preparedness Plan for the County”. This award comes from the Ventura County Emergency Planning Council in recognition of CI’s development of a Gas Pipeline Emergency Plan. The staff had developed the plan earlier this year in response to a directive from the Chancellor’s Office asking that CSU campuses mitigate the risk posed by gas transmission lines. Our plan was the first of its type within the CSU family.
- The Environment, Health and Safety Programs office has been moved from Solano Hall to Arroyo Hall 2nd floor. The new Occupational Health & Safety Manager, Manny Ramos, started on Nov. 30th.
- Transportation & Parking has received a grant from the Ventura County Air Pollution Control District in the amount of \$35,000. This will be used to install electric charging stations in the north parking lot.

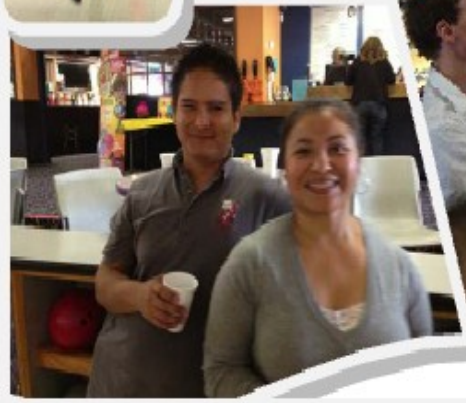
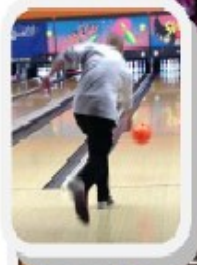
University Glen



- UGC’s Islands Cafe is proud to announce its new “To-Go” coffee service. The basic service includes a box of freshly brewed coffee, accompanying supplies, and serves up to ten people. You may pick your order up between the hours of 7am and 8pm.
- We would like to congratulate Erik Blaine, Executive Director, on passing the California Real Estate Broker exam. He will become the Broker of Record/ Designated Officer for the University Glen Corp.
- The BookNow program has been added to the Follett webpage. Now students will have the option to purchase books at the same time they register for classes. They will have the choice of having their books delivered or can pick them up on campus.
- The Ventura County Fire Department will be using University Glen as a testing site for promotional opportunities in February 2013. They will be using this site for one week in order to test the qualities of firefighter candidates.
- The grand opening for Pizza 3.14 on Jan. 14th was a success. The new dining location in the Town Center features pizza, salad, wings, and large screen TV's featuring sporting events. There is also a popular shake/smoothie machine with a variety of flavors to choose from. You can eat in, take out or call for a delivery at 437-3674. It is open daily from 10 a.m. to 8 p.m. and accepts dining dollars. <http://universityglencorp.csuci.edu/pizza314/>



Finance Bowling Team Building Event





Mission Statement

We support CI's academic mission by transforming the delivery of services through continuous improvements, providing a foundation that is knowledge driven, flexible in approach, and entrepreneurial in spirit.

Vision Statement

We are the recognized leader for delivery of outstanding services to our campus community.

Our Core Values

We value a **People-Centric** perspective that includes **Teamwork, Collaboration, and Relationships** across campus. In addition, we value **Excellence** that is exhibited through **Efficiency, Accountability, and Conscientiousness.**

The **Spirit** of our Division is reflected by **Fun, Magic, Pride, and Integrity**

We also commit ourselves to these qualities:

- ~ Timeliness ~ Safety and Quality ~ Compassion
- ~ Trust and Respect
- ~ Dedication and Willingness ~ Sustainability



OPC staff member, Jenny.



OPC staff member, Bobby.



OPC staff member, Jerry.

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