



California State University

Division of **BUSINESS & FINANCIAL AFFAIRS**

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



Vice President for Business and Financial Affairs

The Vice President for the Division of Business & Financial Affairs has initiated an employee recognition program in order to show appreciation for individual staff members and teams.

Launched earlier this year, a divisional Recognition Committee was formed, with the chance to celebrate employee accomplishments. During the April 22 divisional meeting a presentation was made by the new team to kick off the recognition program. As a first step, Vice President Ysabel Trinidad recognized the division's five, ten, and fifteen year employees.

The Committee is working on revising the division's Recognition webpage (<http://www.csuci.edu/vpbfa/recognition/htm>), and this will highlight staff who have accomplished a goal as an individual or by collaboration as part of a team. All staff will have an opportunity to provide feedback by sending their comments in recognition of their colleagues.

The Committee will also oversee the nomination process for quarterly recognition. For more information, contact Teresa Montoya at Ext. 3514. or email the Recognition Committee at dbfa.recognition@csuci.edu.

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*How does what I do
make this a better place for CI students
to learn and develop?*

DIVISION OF BUSINESS & FINANCIAL AFFAIRS



Can you guess
the location?
See page 2





Administrative Services

- ~ The **Town Center Market** is now open. The market provides a "one stop shop" for the campus and the University Glen community. You will find something for everyone, with a full service deli, ice-cream and frozen yogurt station, Freudian Sip, and a neighborhood market. Open hours are from 7:00 a.m. to 9:00 p.m. daily.
- ~ The **Freudian Sip** offers coffee at a discount when you purchase the "Freudian" mug. Your first cup of coffee is free, and each time you return with the mug you receive a 20% discount. Now that's a treat.

Pure Health is open for business and also located in the Town Center. They offer meal-replacement shakes that are a combination of health and taste. The top three flavors are Chocolate Peanut Butter Banana, Pineapple Orange Coconut, and Blueberry Muffin. Stop by and ask a wellness coach about three steps to better health.



Did you know...

It was about a year and a half ago that **Amy Shick** became a CI employee with the **Administrative Services** Commercial Services Team. Amy coordinates all catering events for the campus. She brings experience as a past Catering Sales Director at the Wedgewood Wedding and Banquet Center in Ventura.

Amy loves that she gets to work with a community of people who make her feel like she is living in a small town. Some of the committees she assists with are Staff Development, Commencement, and Safety Day.

As soon as she arrived, Amy noticed that small groups on campus had specific needs. She then started several processes to make catering more accessible and cost effective, including *Coffee-To-Go* and pick-up options.

When you ask Amy what her favorite hobby is, of course she will tell you cooking! Thank you, Amy for providing the CI Campus with exceptional service. For additional information on catering and related services, contact Amy Shick, Catering Manager, at Ext. 8905 or amy.shick@csuci.edu.

Amy Shick

Facilities Services

- ~ On Thursday, July 17th, Facilities Services held an event in the **North Play Fields** called "Over the Line" Baseball. The relaxed and social game had ten teams comprised of four or five players. The participants included Facilities Services employees and fellow T&C colleagues. Financial Services and Academic Affairs came out to support the teams. Food and music were provided, helping to create a successful event. Thank you for your participation!
- ~ Facilities Services has implemented the upgrading of street and walk-way lighting. The upgrading on Chapel Drive will help the campus be more energy efficient and offer lighting in the evening.

Congratulations to Dave Chakraborty and Professor Gregory Wood for helping the campus receive the **Campus as a Living Lab grant**. This grant is in recognition of a project they completed called *Sustainability in Campus Infrastructure at CSU Channel Islands*. The program aligns the CSU's long-standing commitment to sustainability with the fundamental goal of preparing students for the workforce.





Financial Services

- ~ Congratulations to Financial Services as they successfully met their year-end close deadlines with the Chancellor’s Office for FY13-14. Many thanks to everyone in the division who helped make this the smoothest year-end close!
- ~ The Accounting team welcomed **Anna Campbell** as their new AP Technician. Anna has experience in both accounting and purchasing. She will be working with Myrna Sta Ana and Andre Borghetti in the Accounts Payable department.
- ~ **Financial Services** is currently working to revamp their website. This will include a main **contact page** and will integrate the Accounting and Accounts Payable webpages. More to come soon!

In August, direct deposit will now be available to students regardless of whether or not they receive financial aid. This will be a green initiative that will cut down on paper checks and postage. Students will also receive their checks quicker.

Financial Services will be tackling the campus GAAP audit and auxiliary audit, and will be heavily involved in these year-end financial audits until September 2014.

~ Congratulations to Gustavo Esparza. He is the first recipient of the Financial Services Student Assistant of the Month **STAR Award**.



Public Safety

- ~ The **CI Police Department** would like to welcome new officer, Andrew Garcia. Graduating from Adolfo Camarillo High School (2004), he attended CI during the Fall Semester of 2006 before completing the Police Academy at Allan Hancock in May, 2013. Andrew served as a reserve police officer with the Oxnard Police Department before coming to the CI campus. On Tuesday July 16th, President Rush administered the Oath of Office. Please join the entire Public Safety Unit in welcoming Andrew to the CI campus!
- ~ Amanda Hernandez joins us after having worked as a Student Assistant in the Parking Services office for the past year and half. She graduated from CI this past June. Previously, she graduated from Fillmore High School. Amanda is excited about taking on this new role in the Public Safety Unit and bringing a fresh student centered approach to the parking department. Please join us in welcoming her!

The annual Emergency Preparedness Forum will be held Thursday, September 25th from 11 a.m.-1p.m. in the South Quad. Students, staff & faculty will have an opportunity to learn campus and personal safety preparedness. For more information contact CI Campus Emergency Manager, Maggie Tougas at maggie.tougas@csuci.edu.

~ Joyce Spencer from Environmental Health & Safety will be conducting ergonomic assessments for all staff. Please contact her to schedule an assessment or for more information at joyce.spencer@csuci.edu.

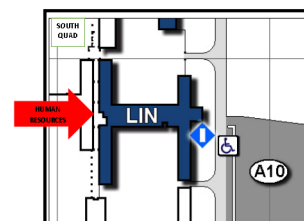


Human Resources Programs

- ~ The **Annual BBQ** is around the corner. This year’s event will be held on Aug. 14th from 12:00 noon to 2:00 p.m. in the North Quad where CI’s participants from Ventura County’s Corporate games as well as the top three Walk Across America teams will be recognized. See you there!
- ~ **Human Resources** will once again host **Walk Across America**. The annual fitness campaign challenges employees to track their walking steps. Involvement has increased over the years with over 250 participants and seventeen teams participating last year. Take part this year by contacting Janet Korsmo at janet.korsmo@csuci.edu.
- ~ Time & Labor Self Service was recently implemented for student employees. This new system replaces the old paper process and supports the campus’ commitment to sustainability.

The Fall semester is around the corner and so are the student assistant requisitions. The new requisition guidelines have been put into place to simplify the process. These will cover students for a full academic year. For more information contact Liza Ernst at liza.ernst@csuci.edu.

Human Resources and Payroll have moved from Solano Hall and relocated to the second floor of **Lindero Hall**.

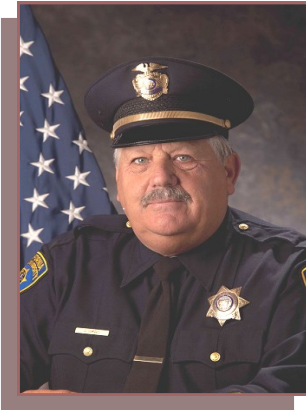


DBFA Staff Kudos

We would like to recognize all staff within the division. It is your excellence in teamwork and collaboration that makes us an outstanding campus community.

Thank you,

The Division of Business & Financial Affairs



Sgt. Jeff Cowgill

Congratulations to **Sgt. Jeff Cowgill** and **Officer Steve Osman** for being chosen as the recipients of the Medals of Valor and Merit. Each year the Peace Officers Association of Ventura County (POVAC) awards local officers who perform heroic acts without regard for their personal safety. Jeff and Steve are the first CI police officers to receive a Medal of Valor for service in the line of duty. This is due to their response to the serious shock/burn incident that occurred on campus last year.



Officer Steve Osman



Theresa Olivo is the recipient of the Flying Dolphin for Service Excellence Award. Theresa assisted the CI students last Fall at the call center. The center provided customer service to students experiencing issues with the CashNet payment portal. This award was given to her for extraordinary service to our CSU Channel Islands community.



Kudos to **Rick Castro** for his years of dedication as a DFS worker. Rick has various duties such as laying carpet, pouring concrete, and painting. He is always content and even teaches fellow employees tricks of the trade. Rick continues to exceed his position requirements. Thank you!



Kudos to **Carolyn Shamowski** for always going above and beyond to make sure that the Facilities Services (DFS) Work-Center runs as smooth as possible. Carolyn always makes sure customer service is a top priority by answering numerous phone calls and e-mails that come in daily from the campus community. She is the link between the campus and DFS. Thank you!

Kudos to **Susan Davis** for single-handedly maintaining all of the major capital project budgets. Recently, DFS needed someone to organize and track safety-related records. Susan stepped forward and created an Access database to track the records, and managed the system for more than a year. Thank you very much Susan for going above and beyond!

Kudos to **Tim Allen**, the Lead Building Service Engineer in the DFS Engineering Shop. Since becoming the Lead, Tim has reduced the shop's backlog of work drastically. He has improved productivity and efficiency of his shop, thereby improving customer service, while lowering operational costs. Thank you Tim for your proactive leadership.



Mission:

We transform the delivery of services through continuous improvement

Vision:

We are the recognized leader for the delivery of outstanding services

Values:

Teamwork • Diversity • Integrity • Respect • Excellence • Collaboration

Value to Our Customers:

Provide responsive service that reflects value

Help to solve complex problems

Ensure the safety of our community

BDFA Goals:

Improve Operational Excellence

Attract and Retain a Diverse
and Talented Staff

Enhance Resources

Enrich Communication



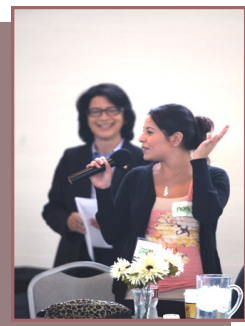
Anna Campbell
Accounts Payable



Ysabel Trinidad and Mark Spencer
at the Division Meeting



Dave Chakraborty
Facilities Services



Noemi Basquez
Student Business Services



Anna Pavin and Pamela Abbott-Mouchou
Human Resources and Vice President's Office



Erik Blaine
Administrative Services

A special Thank You to Officer **Robert Inglis** for providing the division meeting pictures.

Thank you to **Gustavo Esparza** and **Karen Gomes** for your contribution to the newsletter.

The DBFA Newsletter highlights the departments and employees within the **Division of Business & Financial Affairs**. We welcome your thoughts and comments.

for more information
contact: **Teresa Montoya**