



California State University

Division Of  
**FINANCE & ADMINISTRATION**  
C H A N N E L  
I S L A N D S



CI's Central Mall

NEWSLETTER

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SUMMER 2013

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Can you guess the location?  
See page 5

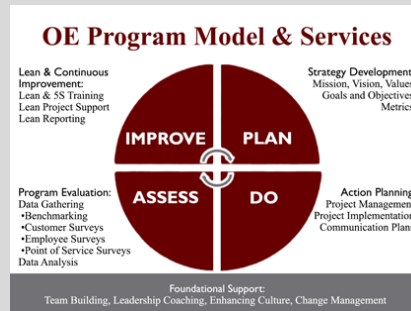
*Lean Six Sigma in the Division of Finance & Administration*

Over the course of this past year, many of you have received Lean Six Sigma Yellow Belt and Green Belt certificates. Introduced to the DFA nearly 2 years ago, Lean Six Sigma is an organizational effectiveness model that results in reducing waste and increasing quality.

A number of Lean projects have been initiated and implemented over the course of the past year, and this has led to increased operational efficiencies of over \$90k. Some of these savings have been from streamlining processes, and additional savings have been achieved through training provided by our partners at the County of Ventura.

Even though there are many models of organizational effectiveness (and you've probably participated in several), Lean Six Sigma is a state of the art practice, with its origins in manufacturing. Not too long ago, the healthcare industry adopted it, and most recently, it's seen more and more in higher education. As we enter into CI's second decade, the structure of Lean Six Sigma will assist us as we develop new and innovative ways of doing business.

If you haven't yet been able to participate in the training, more opportunities are being developed for you this upcoming year. If you have attended the classes, chances are good that you're looking at your work with new eyes. It's an exciting time for us as we use our new knowledge to create the next decade at CI.



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

## Finance

- The Request for Proposal (RFP) of the **Student Health Center Services** is a complex project with many variables that will significantly impact the health care options CI provides to students. We appreciate the collaborative effort and dedication from Cathy Strauch in Procurement and Contract Services, Debbie Gravelle and Louise Siefert from Student Affairs, and Ysabel Trinidad and Caroline Doll from the Division of Finance and Administration.
- The campus continues to expand the role of **Common Management Systems (CMS)** on the CI campus in order to allow for a fully integrated approach to the campus administrative, student and financial systems. The mandatory financial modules as required by CMS have been completed. This includes the PeopleSoft Financials billing and receivables module, which is now live.
- The **Accounts Payable** department does an excellent job of issuing payments on behalf of the university and auxiliary units. The prompt payment depends on proper submission of supporting documentation. For more information on this process click on this **Handbooks** link.

## Did you know...CI has a Student Assistant Specialist?



*Liza Ernst*

Liza Ernst has been working in CI's Human Resources department since May of 2010. She assists the students directly with the new hire sign-in process and continues to be a contact during their appointment as a student employee.

Liza takes pride in working at the CI campus. She is proud to be a part of a great team who recognizes the importance that each role of administration plays. Liza eagerly looks forward to each day, knowing that will be opportunities to assist members of the campus community.

One of the projects she has been involved with is the **Human Resources Student Assistant/Work Study Student Employment Guidelines**. These

guidelines are a helpful tool for supervisors whose departments have student assistants, or are planning future hires. The guidelines include information on the hiring process, how to determine the appropriate skill level, guidance regarding pay, and merit increases.

Aside from work, Liza enjoys being a part of both the CI University Scholarship Reader Committee and the CI Staff Activities Committee. Recently Liza participated in organizing the Staff Service Awards and Faculty Commemoration. The event turned out to be fun and memorable due to the teamwork and dedication of Liza and the entire Staff Activities Committee.

*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.

## Human Resources (HRP)

- On May 1st, a member of HRP management attended part one of a webinar organized by the Provost and Academic Affairs titled, "Recruiting and Retaining Diverse Faculty".
- HRP would like to recognize **T&C** for their hard work after the Springs Fire. They worked with Verizon in order to restore functionality to the connection used for submitting payroll transactions.
- Communication expert Sarita Maybin spoke before over 120 DFA employees on Tuesday, May 7th. Sarita talked about staying positive and how to constructively confront tough communication challenges. Her motivational presentation "**Adapting, Succeeding and Thriving in Changing Times**" was offered a second time in the afternoon, and the entire campus was invited.
- HRP is currently following up with emergency planners to incorporate constructive feedback received during discussions following the Springs Fire.
- Human Resources offers campus training on a variety of subjects for both employees and management. HRP is able to customize courses to meet CI department needs such as mentoring and job mechanics. For more information on training programs, click on this **HRP** link.

*Mission:  
OPC supports CI stakeholders by providing highest quality service by practicing excellent workmanship, exhibiting forward vision, using resources effectively and efficiently and continuously improving the quality of service.*

## Operations, Planning and Construction (OPC)

- OPC, in collaboration with Academic Affairs, has recently installed sixteen water bottle filling stations throughout the CI campus. The economically friendly stations serve to reduce waste by promoting the use of reusable water bottles. Plus, these stations will provide refreshing, filtered water for the CI community to enjoy. For more information click on this link: [OPC Blog](#).
- OPC is dedicated to minimizing CI's use of resources, including dollars. To that end, landscapers are currently planting native vegetation along the Entrance Road and the North parking Lot. Plants native to Ventura County help to preserve the delicate balance and beauty of this region's natural ecosystem. There is also no need for toxic lawn chemicals, and little water is required in caring for these inherently drought-tolerant plants.
- Green technologies are becoming more prevalent in everyday life, and that includes the CI community. There are several social networks which have been started in an effort to keep the students and staff up to date on the latest campus sustainability projects and initiatives. These sites also give you the option to read articles and discover resources. Sustainable CI links: [Instagram](#), [Twitter](#), [Facebook](#).

### Emergency Dial 911

Contact the University Police  
24 hours a day at  
Non-Emergency (805) 437-8444  
Parking Services (805) 437-8430  
Email: [police@csuci.edu](mailto:police@csuci.edu)  
Email: [parking@csuci.edu](mailto:parking@csuci.edu)

## Public Safety

- On May 24th, representatives from Finance & Administration attended a meeting at the Ventura County Government Center and were introduced to FEMA procedures for reimbursement requests related to the recent Springs Fire.
- Contact the [University Police](#) to report any emergency or crime, and to get help in a crisis. Trained dispatchers will promptly connect you with the appropriate resource. Remember that it is important to communicate your location, and answer any questions you may be asked by the dispatcher.
- The [Rape Aggression Defense Program \(R.A.D.\)](#) is the largest women's self-defense training program in the country. There are now five instructors in the CI Police Department who are certified to provide this class. The next training sessions are set for Sept. 23, 25, 30 and Oct. 2nd. To sign up, contact Rachel Huff at [rachel.huff@csuci.edu](mailto:rachel.huff@csuci.edu).
- Anonymous Crime Reporting: For more information click on the [Crime Stoppers](#) picture below for the web page.



**CRIME Ventura County Crime Stoppers**

1-800-222-TIPS  
Hot Line  
Se Habla Español

Text "BUSTED"  
Plus Your Message to  
CRIMES (274637)

Web Tips  
Submit  
a Tip Online

*Mission:  
Public Safety, in partnership with its student-centered community, ensures a safe and secure campus environment.*

## University Glen

*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.*

- UGC would like to congratulate Kim Gardner for having been accepted into the next cohort of the Ventura County Leadership Academy.
- Dave Nirenberg and Deanne Ellison have received certification as Lean Six Sigma Green Belts.
- Southern California Edison performed it's capacity demonstration test of CI Power on July 2nd. The power plant easily produced the required 26.5 megawatts of electricity.
- UGC is pleased to announce that the CI Boating Center has been approved by the Health Department. Marketing materials are being developed so that activities at the facility will increase.
- The Town Center offers various places to dine including Tortillas Grill, Pizza 3.14, Juice-It-Up and Subway. Plus, you can find the latest CI apparel and gifts at The Cove bookstore. For more information and the latest summer hours click on this link: [Town Center](#).
- To welcome faculty and staff who are returning after the summer break, UGC will open Islands Café one week early and offer lunch at the reduced price of \$5.00 from Monday August 19 through Friday August 23. You can also get the latest Islands Café dining news on [Twitter](#).

# DFA Staff Kudos



*Rosalina Sarreal*

Congratulations for receiving the OPC CORE Value Award. Rosalina consistently provides an incredible work ethic. She always gives exemplary customer service with a positive and friendly demeanor. Kudos to Rosalina for all of her efforts which help make her group a success.

*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 Finance and Administration*



*Lt. Michael Morris*

Lt. Michael Morris has been selected by his department colleagues as CI's Police Officer of the Year. Each year, in concert with Police Memorial Week, a police officer is formally acknowledged at an all-department briefing held during the morning of commencement. Lt. Morris was recognized for his significant and noteworthy contributions to the department.



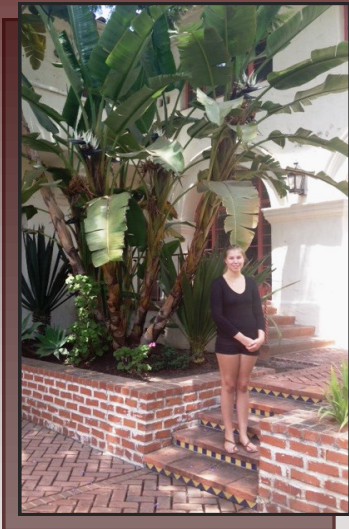
*Kudos to the fire fighters who helped CI during the Springs fire.*



*Bobby Perez*

Last summer saw the relocation of many offices. The first phase was moving the President's Office and Advancement. The second phase was the coordination of over 100 people from several buildings into North Hall. There was concern as to how this coordination would take place, but Bobby Perez had confidence that he and his crew could accomplish this task. Handling the moves in-house saved significant dollars for the university. Bobby planned this project and it was completed on schedule, with no complaints. OPC's Assoc. Vice President, Dave Chakraborty, congratulated Bobby on his team's work, and Bobby replied, "It was all for OPC." Bobby's hard work earned him OPC's Core Value Award for valuing his colleagues and for excellent customer service .

# DFA Student Assistants



*UGC*

*Hannah Dineley*



*OPC*

*Dedreiana Elliott, John Slagboom,  
Vicente Bolmoja, Selene Acosta,  
and Chris Nichols*



*Finance*

*Gustavo Esparza, Moorea Thill  
and Lauren Shepard*

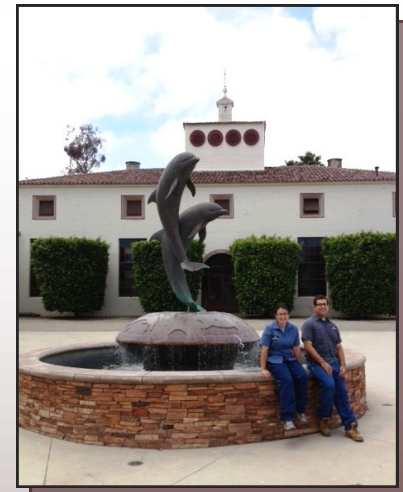


*The Division of Finance and Administration  
would like to recognize the student assistants  
from each department for their dedication and  
hard work.*



*Human Resources*

*Clarice Nichols and  
April Escobar*



*OPC*

*Jenny Arevalo and  
Jeremiah Navarro*



*Public Safety*

*Front Row:*

*Priscilla Molina - CSO I, Denise Gomez - CSO I, Brandon Hill - CSO I, Josh Ibrahim - CSO II (Graduated),  
Karly Laughon - CSO III, Chris Wall - CSO II (Graduated), Jelon Peavy - CSO I*

*Back Row:*

*Ruben Lino- Public Safety Officer I, Kevin Clay - CSO II, Ryan Marcon, CSO I (Graduated), David Yim, CSO II,  
Hayley Bracken, CSO III (Graduated), Jesus Fajardo, CSO I (Graduated), Robert Inglis - Public Safety Officer II*



### Division of Finance and Administration:

#### 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



Sandy Lang,  
Janet Korsmo, and  
Diana Enos



Stephanie Bracamontes,  
Leo Cervantes and  
Josh Magana



#### Top Row:

Cheryl Peckham, Theresa Olivo, Leticia Romero

#### Bottom Row:

Kristy Gonzalez, Letitia Poteet

The DFA Newsletter highlights the departments and employees within the Division of Finance and Administration.

We welcome your thoughts and comments.

Contact Teresa Montoya at  
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