

The Companion

The Division of Business and Financial Affairs Newsletter



Division of
**BUSINESS &
FINANCIAL
AFFAIRS**
C H A N N E L
I S L A N D S



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Greetings from the Vice President

Difficult or stressful times can often bring out the best in people, a fact that I’m consistently reminded of here at CSUCI. This fall, our area experienced another wave of wildfires. I know many of you were impacted at home through power outages and evacuations, and I hope you and your families remained safe and sound. Here at work, of course, the campus was closed for two days, but some of our core functions still needed to continue. In this issue of *The Companion*, you’ll read about the BFA staff who stayed and worked during the campus closure to help make sure employees were paid, students were housed and fed, and the campus and University Glen area remained safe. You’ll also read about recognition received by our campus for being “Storm Ready” thanks to the efforts of members of our team.

I want to thank you all for your hard work and dedication through these and other recent events that have placed stress on your work and home lives. You help make those events manageable and keep our University running, and your efforts are very much appreciated.

Best wishes to you and your families for the holiday season,

Ysabel Trinidad
Vice President for Business and Financial Affairs

BFA Spotlight: Procurement and Contract Services

Have you met the Procurement team lately? The team that is responsible for helping the campus purchase goods and services has added a lot of new faces recently. With those new faces has come a renewed purpose and a fresh vision for the future. You may have worked with Procurement in the past if you use a procurement card, book travel, or are responsible for engaging with outside vendors in your area. The Procurement team's core function hasn't changed with the addition of new team members, but its vision for how it can execute that function is new.

Within the last six months, the Procurement team has added five new and transferred employees, joining Rhonda Florick, incumbent Commodities and Services Buyer on the team. The team is led by Marcus Armstrong, who joined CSUCI in September. The team also has three new Buyers in Daniel Brown, Carolyn Meeks and Stacie Dee. Stacie transferred from Accounts Payable, while Daniel and Carolyn are both new to the University. Dianna Mann also recently joined the Procurement team, serving as the Buyer for Events and Faculty Services.

Marcus' vision for the team since coming in is to vertically integrate the buyers with the major business units Procurement serves here at CSUCI, with the idea that this integration will help position the Procurement team to be more strategic partners with the University. The buyers, or category managers as they are often referred to in the private sector, are aligned in this way:

- Information Technology – Daniel Brown
- Facilities – Carolyn Meeks
- Faculty – Stacie Dee

Rhonda Florick oversees the workflow to the buyers, helps with analysis of savings, acts as the team's systems expert, and performs buying as well. By engaging early with their campus partners, the Procurement team can help inform business decisions and get better outcomes when it comes time to procure goods or services. Also, because these partnerships align with Centers of Excellence developed at the Chancellor's Office level, the Procurement team can take advantage of available CSU system-wide expertise and leverage the broader buying power of the system.

Through their organizational shift and other efforts, the Procurement team hopes to deliver more strategically focused procurement support that ultimately leads to more savings for the University. The team is making an effort to better track those savings to help show the benefit the Procurement team can bring to campus and further encourage strategic partnerships across CSUCI that can result in services and products that fit a need in a cost-effective way. Want to make sure you're getting the right service at the right price for your next vendor engagement? Start talking with your Procurement contact now!



From Left to Right: Daniel Brown, Stacie Dee, Carolyn Meeks, Rhonda Florick, Marcus Armstrong, Dianna Mann

Recipe Corner

Lo Mein with Roast Pork

Ingredients

- 12 ounces, thin dried Chinese egg noodles
- 2 tablespoons sesame oil
- 3 tablespoons soy sauce
- 1 1/2 tablespoons oyster sauce
- 1 1/2 tablespoons Chinese rice wine or dry sherry
- 1 1/2 teaspoons honey
- 1 tablespoon peanut or vegetable oil
- 1 1/2 teaspoons minced garlic
- 1 teaspoon minced or grated fresh ginger
- 3 scallions, cut into 2-inch lengths
- 4 or 5 fresh shiitake mushrooms, thinly sliced
- 1/2 pound Chinese barbecued pork cut into small, bite-sized pieces

Method

- 1) Bring a medium pot of water to a boil. Add the noodles and cook according to the package instructions until al dente, or the minimum amount of time suggested by the package.
- 2) Drain the noodles, rinse under cold water, and drain again, shaking well to remove excess water. Return the noodles to the pot, toss with the sesame oil until the noodles are well coated, and set aside.
- 3) Prepare the sauce: In a small bowl, combine the soy sauce, oyster sauce, rice wine, and honey. Set aside.
- 4) Heat a wok or large skillet over high heat until a bead of water sizzles and evaporates on contact. Add the peanut oil and swirl to coat the bottom. Add the garlic, ginger, and scallions, and stir-fry until aromatic, about 30 seconds.
- 5) Add the mushrooms and cook until softened, 1 to 2 minutes. Add the noodles and pork.
- 6) Pour in the sauce mixture and toss with tongs or chopsticks until the noodles and pork are heated through and well coated with sauce.
- 7) Transfer to a platter and serve.

Recipe provided by Ysabel Trinidad

Where is this?



Answer on page 6

Measuring Success Through KPIs

The Division of Business and Financial Affairs' (BFA) mission and vision is service excellence driven. As BFA and Auxiliary employees, your daily efforts lead to the overall successful operation of the division. One way to measure success of those efforts is by tracking progress towards goals or targets. The division measures its progress towards strategic goals with key performance indicators (KPIs). By setting their own KPIs or mini targets, department teams can help make sure they're working with purpose. Imagine planning an excursion with no map; perhaps you would arrive late or not at all. KPIs include key elements such as measures, strategy maps, and actionable tasks. They highlight performance as well as risk areas where continuous improvement may help. KPIs are signs on the road to success. To learn more about KPIs, contact the Business and Transformation Support team.

For additional information, please visit the following links.

<https://kpi.org/>

<https://www.linkedin.com/pulse/5-reasons-why-kpis-important-your-companys-growth-louise-leith>

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<https://www.chronicle.com/article/Things-Successful-Presidents/236273>



StormReady University

CSU Channel Islands was formally recognized by the National Weather Service (NWS) as an official *StormReady* university in November through our partnership with the National Oceanic and Atmospheric Administration (NOAA). Maggie Tougas spearheaded this effort by applying for the recognition and working with NOAA to demonstrate CSUCI's preparedness to keep our community safe in the event of a weather-related natural disaster. CSUCI is one of three CSU campuses to be recognized as a *StormReady* University.

For more information on the StormReady program, please visit <https://www.weather.gov/StormReady>.



Did you know?

Did you know that CSUCI has an Islands Cafe commuter meal plan? This plan offers commuter students, staff, and faculty the opportunity to enjoy the Islands Cafe. For the price of \$190, enjoy 21 meals at the Islands Cafe with the first meal free. More information and the Commuter Meal plan application can be found here: <https://uas.csuci.edu/hospitality/hospitality-fac-staff-plans.htm>



Human Resources Reminders

- Health plan rate changes and new voluntary plan premiums will be reflected on your December paycheck paid on January 2, 2020.
- Health Care/Dependent Care Reimbursement Accounts (HCRA/DCRA): Claims for services incurred January 1 through March 15, 2020, will automatically be processed against the 2019 plan year first if there is an account balance remaining after December 31 and filed by the claims filing deadline, June 30, 2020.
- ASI Flex Debit Card: Employees that currently have a Debit Card and re-enrolled in the HCRA plan during Open Enrollment will automatically have their cards programmed by the end of January with the full HCRA amount that participants elected to contribute for the entire plan year. This means that if your annual contribution amount is \$1,000 for the plan year, the Card will be programmed with \$1,000 on the first day of the new year. New HCRA enrollees that request an ASI Flex Debit Card application should receive their cards by January 31st.
- CalPERS participants: Please register on myCalPERS www.calpers.ca.gov to review and update your beneficiary(ies) and confirm that the address(es) on file are correct. If there is an issue with your CalPERS address(es), please email human.resources@csuci.edu
- Address updates for W-2 forms: In January, the State Controller's Office (SCO) will mail the 2019 W-2 form to your mailing address. If your address on file is not up to date, please submit address change forms to the Human Resources Office no later than Friday, December 13, 2019. Address change forms are located on the Human Resources Forms page of the CSUCI website <https://www.csuci.edu/hr/hrforms.htm>

Need an answer to your own HR question? Contact the Shared Services Solution Center at extension x8490.

Welcome New Employees!



Marcus Armstrong

Manager of Procurement and Contract Services

Marcus Armstrong leads the Procurement & Contract Services group. Marcus was born in Scotland, raised in Australia and has lived and worked in leadership positions for almost 30 years in the Procurement/Supply Chain profession in the UK, Australia, Holland, France, and multiple states in the USA. Marcus believes in empowering others, the power of teamwork, and maintaining work-life balance. Marcus loves his wife, children, his dog Pepper, and his Harley Road Glide Special (not necessarily in that order every time).



Daniel Brown

Contract Specialist

Daniel Brown graduated from CSUCI in 2012 with a BA in Psychology. After leaving CSUCI, he had the opportunity to travel, assist non-profit organizations, and work for the State of California in various capacities. Daniel has recently taken on the role of contract specialist and buyer for the Procurement and Contract Services department within the Division of Business and Financial Affairs. His hobbies include hiking, biking, swimming, and enjoying the ocean. He is glad to make his return back to CSUCI and excited for a new chapter in his life.



Jeff Kim

Director of Budget, Finance and Operational Services

Jeff Kim is the new Director of Budget, Finance and Operational Services. He brings over 16 years of corporate financial planning, financial systems, and project management experience from the entertainment, legal, and affordable housing industries. Jeff holds a bachelor's degree in Cognitive Science from UC Berkeley.



Marina Moreno

Accounts Payable Technician

Marina Moreno joined CSUCI as an Accounts Payable Technician. She graduated from California State University, Long Beach in 2016 with a Bachelor of Science in Business Administration emphasis in Accountancy. Prior to her arrival at CSUCI, her experience in accounting was primarily in retail and wholesale manufacturing. She is currently studying for the CPA exam and hopes to take the exam in 2020. She is a Ventura County native and her family has been here for over 70 years. Besides learning about the new accounting guidelines, she enjoys riding her bike near the beach and playing with her cats.

Welcome New Employees!



Paul Peterson
Data and Research Analyst

Paul joined CSUCI as a Data and Research Analyst for the Business Transformation and Support department in the Division of Business and Financial Affairs. He previously worked as an Institutional Research Data Analyst at Northern Michigan University. Paul holds a bachelor's degree in Psychology from San Diego State University, a master's degree and a PhD in Sociology from the University of California at Riverside.



Lisa Woods
Budget and Information Systems Manager

Lisa Woods is the new Budget and Information Systems Manager for the Budget and Planning department. She has over 10 years of experience in higher education, having worked in Payroll, Accounting, and Enrollment Management areas specifically. Lisa holds a Bachelor's Degree in Accounting from California Lutheran University and in August will complete her M.B.A. with a professional track in Human Capital Management also from California Lutheran University.

Familiar Faces in New Places

Onward and upward! From time to time, employees move into new roles here in the Division of Business and Financial Affairs. Here are some of the employees who've recently changed roles or moved into permanent positions, along with the title of their position:

- Shawn Bartlett, Police Corporal to Police Sergeant
- Stacie Dee, Accounts Payable to Procurement Buyer
- Maggie Domingo, Customer Service Coordinator to Parking and Transportation Demand Management Specialist
- Jesse Lucero, Maintenance Mechanic to Metal Worker
- Dianna Mann, Procurement Coordinator (Temporary to Permanent)
- Greg Reynolds, Police Officer to Police Sergeant
- Lindsay Sanchez, Public Safety Officer to Police Cadet
- Casey Waltrip, Maintenance Mechanic to Carpenter

Hidden Talents

An Origami Workshop was held by Kazuhiro Fujita, student assistant, on October 18th. During the workshop, participants created traditional paper cranes and learned about the history as to why the paper crane is symbolic. Be on the lookout for the next Origami Workshop!



Where is this?

Answer:
Bell Tower Ceiling



Fall Division Meeting Rounds Up Staff in the Grand Salon

All were invited to the country western themed division meeting on November 21st. Budget & Planning and Financial Services teamed up for presentations on what each department does and the value they bring to the University. The team building activity of constructing a bridge with marshmallows and toothpicks was a rip-roarin' good time! Table teams showed off their creativity, collaboration and capacity for fun! The Wheel of Questions tested raffle winners who passed with flying colors. Ekho arrived in time to help recognize and thank the close to 30 team members who stayed during the campus closure to take care of the campus, students and staff. Y'all keep a lookout for the spring meeting. It is guaranteed to have valuable information, great food and time to get to know one another.

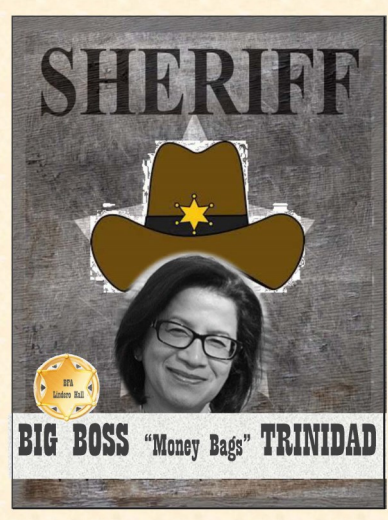




Photo Credit to Robert Inglis



Channel Islands

CALIFORNIA STATE UNIVERSITY

How does what I do

make this a better place for CI students

to learn and develop?

DIVISION OF BUSINESS & FINANCIAL AFFAIRS