

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

This has been a fall like none we've ever had here at CSUCI. For the most part, students have been taking their classes online. The normal buzz on campus as students return from summer break wasn't there. Many of you continue to work from home while you juggle the challenges of remote work, and those of you coming on campus have had to adjust the way you work to ensure safety. Even when we're together, we're six feet apart, muffled by our masks. In addition, our campus is working through reductions in our budget and are saying goodbye virtually to many of our longest serving colleagues.

This is a lot. It's a lot for all of us to process. Yet, we continue to work and address each of these challenges one-by-one. We helped prepare the campus facilities for the return of some students, faculty and staff this fall. We continue to work across divisions to help prepare for a spring semester that will look very similar. I believe we've addressed our budget challenge for this fiscal year openly and fairly, and notably without the need for layoffs. We've stayed connected in new ways—Zoom, chat, long distance office pop-by's. I'm inspired by our team's perseverance, and I hope you can find inspiration and hope in that too.

Ysabel Trinidad
Vice President for Business and Financial Affairs

Keeping Campus Safe and Working

The COVID-19 pandemic has created a number of challenges for the campus, and BFA team members everywhere have stepped up to those challenges. Here are just a few of the many ways our team has responded to the pandemic and our new remote working and learning environment.

Contact Tracing

Public Safety has been actively involved in keeping the campus community safe through exposure investigation of positive COVID-19 cases that land on campus. The Emergency Manager at CSUCI, along with other exposure investigation team members from throughout the CSU system, assisted the Chancellor's Office in creating the **CSU COVID-19 Campus Exposure Investigation and Response Guideline**. This is a living document that is continually updated and provides guidance on a number of factors attributed to exposure investigations which is also known by the more familiar term "contact tracing."

The CSUCI effort is led by a team consisting of staff members from Public Safety, Environment Health & Safety, Student Affairs, and Human Resources. When there is a positive case identified on campus, the team is notified, and the investigations begin. A "case" is a person who tests positive for the disease. "Contacts" are people who have been in contact with the case, and are "traced" to prevent the spread of infection. They are asked a number of questions such as what buildings they have been in and who they have been in contact with. Usually, if a person has had close contact with a case, they are required to quarantine for 14 days. The positive case will be required to isolate for 10 days and may return to work or school after that period if they do not present symptoms.



Online Graduation Application Launch

The Registrar's office and Student Systems deployed a new self-service CI Records Graduation Application in August. Previously, students submitted the form and payment to SBS. SBS then placed the charge and payment (viaCashNet or PS) on to the student account and sent the form to Student Records for processing and scanning. With this new process, students fill out the self-service CI Records Graduation Application. Then a nightly process will charge the student the fee on their student financial account. This is an operational improvement as this will allow eligible students to fill out the application online instead of through a paper process. Since the application is tied to a fee, it was requested to have the fee automatically placed on the student's account once they have filled out the form, thus eliminating the need for manual processing.

Keeping Campus Safe and Working (cont'd)

CSUCI Installs Hyflex Classrooms

ITS has been researching and testing various improved AV components in classrooms for more than a year, however, the recent popularity of Hyflex classrooms spurred by COVID-19 needs has accelerated research. This resulted in developing a specific proposal for select CSUCI rooms in June, and after approval, installation of Hyflex equipment in 5 classrooms was completed in September 2020. Four of these classrooms are in Aliso Hall and one in Sierra Hall. These Hyflex Proof of Concept (POC) rooms benefit students and faculty by providing an alternative means for participating in what are traditionally “hands-on” laboratory classes. In Hyflex rooms, remote students have the ability to view the whole classroom as well as fine details of work such as work occurring on a lab bench. Microphones and speakers in the room allow for remote participants to hear and be heard by on-site participants. This implementation came with the concerted support and endorsement of the Hyflex Model from Chief Information Officer Dr. Jim August and Assistant Vice Provost Kirk England. IT Department members Christopher Murphy and Dawn Canfield worked with a professional AV design company to specify and install the best combination of technologies that would result in high-quality, yet affordable Hyflex installations.



A Hyflex classroom in Aliso Hall



New Online Photo Submission Process

A new Online Photo Submission (OPS) process was implemented in August 2020 for the Fall 2020 semester. This was the second attempt to implement an OPS for CSUCI students. The first attempt had a development, configuration, and testing time frame of about 9-12 months from Spring 2019 – Fall 2019, and ultimately was not able to be successfully launched for Fall 2019. The second attempt was successfully tested and launched within 8 weeks from start to finish.

Prior to this implementation, students would either have their photo taken and receive their ID in-person at Student Business Services (SBS) or they would have their photo taken during Island View Orientation (IVO) and then pick up their ID card at SBS at the start of the semester. The new OPS system allows students to receive a link to their myCI email where

they are asked to upload and submit a photo. Once reviewed and approved by SBS, the ID card is printed and mailed to the student or is made available to the student at move in, if they are staying in student housing. This project was a collaboration between SBS and ITS. ITS took point on installation and configuration of the OPS product, while SBS handled the development and implementation of the operational business process and the roll-out to students. While it had long been the desire of the campus to launch the OPS in order to create efficiencies and provide a value added service to our students, the pandemic and resulting need to transition to a virtual environment increased the urgency to roll out this new application and process to our students.

Recipe Corner

Lemon Bars

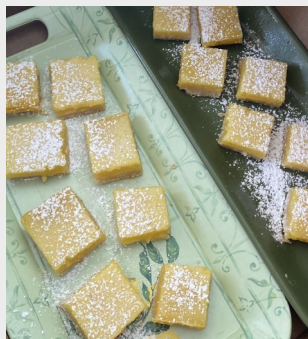
Ingredients

Shortbread Crust

- 1 cup (2 sticks) unsalted butter, melted
- 1/2 cup granulated sugar
- 2 teaspoons pure vanilla extract
- 2 cups + 2 tablespoons all-purpose flour (spoon & leveled)

Cake

- 2 cups granulated sugar
- 6 tablespoons all-purpose flour
- 6 large eggs
- 1 cup lemon juice (3-4 lemons)



Instructions

- 1) Preheat the oven to **325°F**. Line the bottom and sides of a 9x13 glass or ceramic pan with parchment paper, leaving an overhang on the sides to lift the finished bars out (makes cutting easier). Set aside.
- 2) **Crust:** Mix the melted butter, sugar, vanilla extract, and salt together in a medium bowl. Add the flour and stir to completely combine. The dough will be thick. Press firmly and evenly into prepared pan. Bake for 20-24 minutes or until the edges are lightly browned. Remove from the oven. Using a fork, poke holes all over the warm crust (not all the way through). Set aside.
- 3) **Filling:** Sift the sugar and flour together in a large bowl. Add the eggs and lemon juice and whisk until completely combined.
- 4) Pour the filling over the warm crust. Bake the bars for 22-26 minutes or until the center is set and no longer jiggles. Remove the bars and cool completely at room temperature (2 hours) and then chill in refrigerator (1-2 hours).
- 5) Once cool or chilled, lift the parchment paper to take the bars out of the pan and dust them with confectioners' sugar. Cut into squares (24). Wipe the knife clean between each cut. Cover and store any leftover lemon bars in the refrigerator for up to 1 week.

Recipe provided by Paula Robertson

Do you have a recipe that you would like to share? Send it to nathan.bowden@csuci.edu to be featured in the next newsletter!

Congratulations! President Beck and Dr. Yao

Congratulations to President Beck who will begin her new appointment as president of CSUN on January 11, 2021. Dr. Beck served our campus for 4 years and raised CSUCI to the top of many national rankings.

We welcome Dr. Rich Yao as our interim president. Dr. Yao now serves as vice president for the Student Affairs division and is well known and respected on the campus by students, faculty, and staff alike. He is expected to serve in this new role through June 30, 2022.



2020-2021 CI Staff Council

We are proud to announce the 2020-2021 CI Staff Council representatives for our division. Thank you for supporting and advocating for the staff of the University!

*Melissa Bergem
Christine Girardot
Beyrin Hernandez
Marina Moreno
Stephany Rodriguez*

*Renee Fuentes
Colleen Haws
Karly Ibrahim
Michele Naveau
Daniel Stewart*

Organizational Effectiveness

Have you ever thought to yourself, “There has got to be a better way to do this”? If you have you are not alone. Last year, dozens if not hundreds of colleagues on the CSUCI campus asked that same question and then acted. It is that attitude of constant improvement that has driven CSUCI’s efficiency savings for Fiscal Year 2019/20 to \$607,573! This number includes calculations of dollars, time and capacity (the ability to work on important items instead of wasteful ones) saved due to efficiency changes made. Some efficiencies were found by discontinuing outdated systems and replacing them with updated cheaper options. Efficiencies like the “Faculty Reassignment Time Procedure Standardization” led by Jacky Connell (AA), consolidated multiple convoluted processes into one streamlined version that approved, validated and tracked approved faculty reassignment time, saving \$91,800 in time savings.

Welcome New Employees!



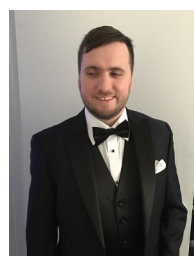
Richard Guyette, Payroll Technician I

Richard is the new Payroll Technician at CSUCI. He has over 15 years of experience in Payroll and Human Resources, most of which was in veterinary medicine hospital administration. When he is not working he enjoys going to Disneyland or spending time outdoors with his friends and pets. He is excited to apply his past professional experience to the department and to grow his knowledge here at CSUCI.



Rebecca Lawrence, Executive Director of Equity & Inclusion

Prior to joining CSUCI, Becca served in similar positions at Southern New Hampshire University, Northwest Missouri State University, and Ohio University. A native of Ohio, Becca is a graduate of University of Cincinnati College of Law, and earned a MS from London School of Economics and Political Science and BA from Wright State University. In her free time, Becca likes to read, travel, and “glamp.”



William Nutt, Manager of Institutional Equity & Deputy Title IX Coordinator

William Nutt is the new Manager for Institutional Equity with Title IX and Inclusion. With advanced degrees in business and anthropology, William began work in civil rights at the United States Equal Employment Opportunity Commission in 2014, and most recently held the position of Institutional Equity Investigator at the University of Texas. He has broad investigative experience, and has specialized in the ADA and investigating systemic issues.

Jose Ramirez, Student Financial Accountant

Jose is an alumnus of CSUCI and joined the team as the Student Financial Accountant. Welcome to Student Business Services!

A Fond Farewell!

Employees from six of the seven units of the division decided to seize the opportunity offered by the Early Exit Program and begin new adventures outside of CSUCI. Thank you for delivering the high quality of service the division is known for to support the campus community. Best wishes and you will all be missed!

October

Peer Gerber - Environmental Health & Safety
Richard Castro - Facilities ICU
Michael Middleton - Operations

November

Jacinta Bastone - Payroll
Guy Spevak - Operations

December (12/1)

Raudel Banuelos - Facility Services
Betty Barriochoa - Payroll
Michael Bianchi - Facility Services
Irma Cahuantzi - Facility Services
Gary Craig - Facilities ICU
Jesse Dellinger - Operations
Jeffrey Donlin - Operations

December (12/1)

Sherie Frame - Human Resources
Marina Guzman - Facility Services
Larry Hernandez - Facility Services
Gloria Martinez - Facility Services
Vickie Metcalfe - Payroll
Jose Nieto - Facility Services
Richard Ortiz - Grounds
Cheryl Peckham - Fiscal Services
Letitia Poteet - Student Business Services
Luz Rodriguez De Tapia - Facility Services
Rosalina Sarreal - Facility Services
Gilberto Soliz - Facility Services
Sergio Tafolla - Facility Services
Arthur Zumaya - Logistical Services
Penny Matthews - Internal Audit (12/31)
Jesus Paredes - Information Technology Service (12/31)

9 Tips for a Sustainable Thanksgiving

As we all do our part to protect one another during the coronavirus pandemic, our Thanksgiving traditions and gatherings may look different this year. However, there are other reasons to reimagine how we design Thanksgiving festivities, too. We often don't see the environmental impact and racial injustice behind Thanksgiving celebrations.

Reimagine your Thanksgiving traditions with us this year. Here are **9 tips** to design a Thanksgiving with health, racial justice, and sustainability in mind:

Talk About Indigenous Peoples' Perspectives: The story most of us learn as children is one-sided. There are many resources online to help understand the full history of Thanksgiving and perspective of Indigenous people. The Center for Racial Justice in Education has compiled resources here: <https://centerracialjustice.org/resources/lorem-ipsum-dolor-sit-amet/>



Purchase Local & Organic Foods: Support your local farmers, economy, and ecosystem by purchasing local and organic food from a Farmers' Market in your community. You can find beautiful flowers for festive décor, too!

Focus on the Veggies: Reducing meat consumption is one of the most effective actions to reduce global warming and conserve finite resources, such as clean water. Get creative with some delicious veggie dishes and prepare less meat (or none!) for your Thanksgiving feast.

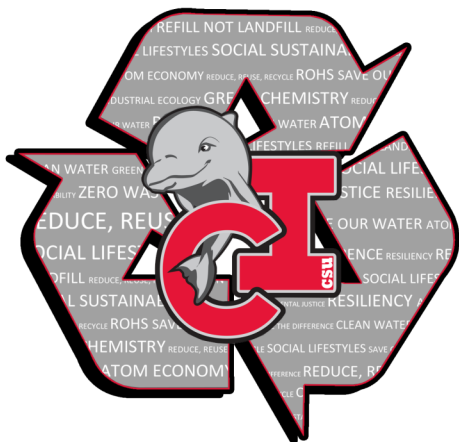
Have a Virtual Gathering: Connect with loved ones near and far by hosting a virtual Thanksgiving dinner together. Schedule a time for everyone to sign in, break bread together, and express gratitude. This will save you from travel expenses and holiday traffic too!

Use Reusable Dishware: Skip single-use products to reduce waste from your Thanksgiving festivities and save money. If you need to use disposable dishes, choose paper and wood-based products rather than plastic or styrofoam.

Embrace Your Leftovers: Americans throw away more than 200 million pounds of food, worth nearly **\$293 million**, every Thanksgiving! Reduce food waste by only preparing what you need and saving any leftovers. Look for tasty recipes to turn your leftovers into a new culinary experience.

If you will be hosting or attending a Thanksgiving event including people outside of your household:

Follow Health Guidelines: If gathering with people, make sure you follow local and national health guidelines. Visit the CDC's website for social gathering safety guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#gatherings>



After Thanksgiving...

#OptOutside: Spend the day after Thanksgiving exploring the outdoors instead of shopping. If you participate in Black Friday, look for opportunities to support local and minority-owned businesses instead of big-box retailers.

Practice Gratitude Daily: Expressing gratitude shouldn't be reserved for Thanksgiving Day. Studies show that practicing gratitude has many benefits, including improved psychological and physical health, better sleep, and less stress. Take a moment every day to focus on what you are grateful for.

Staff Shoutouts

Rogelio Mendoza

Facilities Project Supervisor, Facilities Services

“Rogelio is the hardest working member of our team hands down. His attention to detail is amazing and his work product is excellent. He is always on time and always keeps the end user informed any changes that may have occurred during the project’s progress. He is very well respected by his peers and works extremely well with all the trades staff in Operations.”



Human Resources Reminders

- The State Controller's Office will begin mailing out your 2020 W-2 form on or around Jan. 20, 2021. If your mailing address on file is not up-to-date, please submit address change forms to hr.forms@csuci.edu on or by Monday, Nov. 30 to ensure delivery of your W-2 to the correct address. If you have not received your W-2 by January 31, 2021, please contact human.resources@csuci.edu for assistance.
- Although you can view and print your 2020 W-2 through Cal Employee Connect on or after Jan. 31, 2021, it is not a valid copy to file with returns. For more questions or information regarding your W-2, refer to the State Controller's 2020 W-2 FAQ's page.

For more information contact Human Resources at 805-437-8490 or human.resouces@csuci.edu.

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:

- Lindsay Sanchez, Police Cadet (Advancement)
- Carolyn Meeks, Interim Director of Procurement

FIRMS Budget Submittal Record Set!

The Financial Information Record Management System (FIRMS) is a corporate financial information management system that allows the Chancellor's Office (CO) to fulfill its systemwide financial reporting requirements from campus-collected data. Each campus within the 23-campus system is required to submit annual campus budget data used for consolidated budget reporting, financial modeling and development of the CSU operating budget request submitted to the State Legislature for the following academic year. The budget data must be submitted in a FIRMS compatible format. This requires extensive mapping and record manipulation to ensure accurate articulation of coding that conforms to CO and State systems. This is accomplished within a very compressed period, typically two weeks, due to timing of annual divisional budget submittals and validation.

Lisa Woods, Budget & Information Systems Manager, served as project leader on the FIRMS budget submittal, with preparatory support from Esme Mendoza, Financial Reporting and Budget Analyst. This was also Lisa's first experience with the annual FIRMS Budget process after joining CSUCI's Budget & Planning department last year.

After closely studying the CO's required reporting parameters and establishing multiple checks and balances to ensure CSUCI data accuracy, Lisa successfully submitted her first FIRMS Budget. It was nearly a perfect first submittal that required a second submittal due to a file formatting anomaly. This was an extraordinary accomplishment particularly considering it was her first time working with the FIRMS budget and without the benefit of a comprehensive process guide. Lisa's masterful execution sets a campus record for the least number of attempts to achieve a clean budget submission and sets a very high bar for the 23-campus CSU System.

Way to go Lisa!

Where and what is this?



Answer: Courtyard behind Trinity Hall. This is a Gaga Pit for playing a variation of dodgeball.

ITS Tips & Tricks

Working remotely can be a challenge without the convenience of face-to-face meetings or one's office phone, but the following applications and add-ins can help alleviate these challenges:

Jabber:

Significant upgrades were made to our VOIP Phone System giving campus users enhanced mobile remote calling capability using Cisco's Jabber client. Jabber is an application that delivers University desk phone calls directly to your desktop or mobile device. With this app, you have the freedom to place and receive calls from any location as if you made the call from your desk. Jabber can be used on Mac and PC machines as well as Android and iOS devices. Contact the [Solution Center](#) to request a license.



Teams Dial-In:

This past summer ITS introduced Audio Conferencing in Microsoft Teams—the ability to join a Teams meeting from a regular phone. Dial-in conference numbers are available to current faculty and staff with an Office 365 mailbox. Contact the [Solution Center](#) to request a license for your Teams account.

Outlook FindTime Add-In:

FindTime is an Outlook add-in that combines the polling functionality of Doodle with the Scheduling Assistant feature of Outlook. You just open an email message, include the “Reply with Meeting Poll” option, and add people. Since it's a regular Outlook email, you can even use name lookup to add them. You can also designate people as “Required” or “Optional” so you can pick a time based on the people who really need to be there. Then, FindTime suggests

meeting times based on people's Outlook calendar (if they have one), or you can also pick dates manually.

Everyone gets an email with a link to vote (yes, no, preferred). You can track responses, send reminders, and add/delete people and date options. When all Required individuals vote, FindTime will automatically add the best meeting time to everyone's Outlook calendar. FindTime works on Office 365 Outlook for the Web, and the Outlook desktop applications for Windows and Mac computers. Only the meeting scheduler needs to have an Office 365 account to schedule meetings using FindTime. Contact the [Solution Center](#) for more details on how to request this add-in.

Updated Version of GlobalProtect:

Beginning November 2nd, 2020, ITS will begin using an updated version of Palo Alto GlobalProtect. Users will be prompted to download and install the updated version upon connecting. The updated version of GlobalProtect will also be available at <https://vpn.csuci.edu>, Software Center for Windows computers, and Self Service for Mac computers.

If you have any questions, please submit a new ITS Service Request.

Do you have a burning IT Question?

Contact the Shared Services Solution Center (SSSC) at 805-437-8552 or visit SSSC at <https://ci.teamdynamix.com/TDClient/1891/Portal/home/>



In Memoriam

Janet Korsmo

In times of unexplainable loss, what is there to say? Janet Korsmo was a cherished colleague and friend, and was the kind of person who made work enjoyable for those around her. Janet was one of the first people many of us met here at CSUCI, and she never failed to make us feel welcome. She had a warm presence and an easy laugh that made you feel at ease and part of the campus. Janet's years of work here were important, but not nearly as important as the number of people at CSUCI she touched with her daily kindness.

I wanted to share a little bit about who Janet was, both as a CSUCI employee and a person. Janet joined CSUCI not long after it opened, and worked in HR her entire time here. She had a wide variety of responsibilities that all involved interactions with the campus on a daily basis. From the very beginning she was involved in organizing many of the campus employee events. She was a chief cheerleader for the wellness programs and oversaw the Walk Across America annual event. She also participated in the Corporate Games every year representing the University in the 5K, kickball, and bowling. Away from work, Janet's life was full with family, friends and a wonderful array of interests. Janet was also a new grandmother--her son Casey and daughter-in-law Tai having had a baby girl, Irie this past April. Janet's favorite holiday was Thanksgiving, she loved to cook and was a master of the Instant Pot (as those who enjoyed her food at our pot lucks know), and she held a blackbelt in Taekwondo.

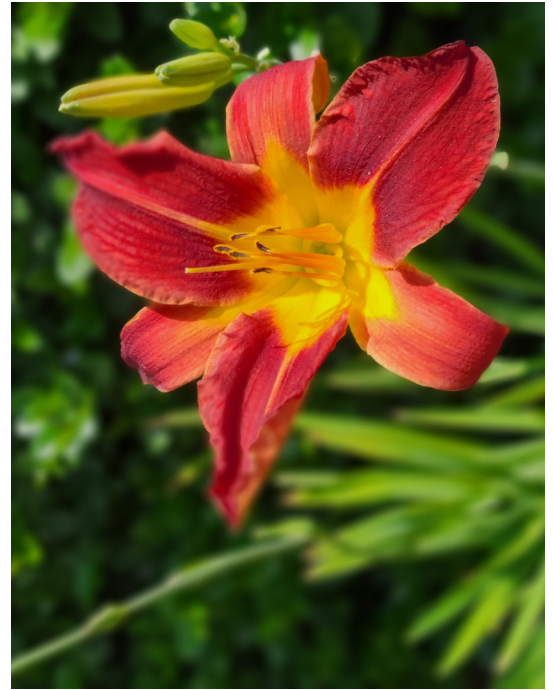
As most of you know, Janet decided to take the Early Exit Program and retire from CSUCI. Her last official day on campus was October 27th. Before she left, her HR colleagues held a virtual retirement party for her and as part of the celebration, they put together a short video highlighting Janet's time here. I'd like to share that video with all of you so you too can enjoy this celebration of Janet's life and impact here at CSUCI. She will be incredibly missed, but we will always keep our memories of Janet alive in our hearts and in our minds.

[View Janet's retirement video](#)

Sincerely,

Ysabel Trinidad





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