

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



In this Issue

Leadership Greeting	1
Division Meeting Highlights	2
Recognition Awards Presented	3
Human Resources Reminders	4
Healthy Lifestyle	5
Excellence in Efficiency Award	6
Recipe Corner	7
Did You Know?	7
Where Is This?	7
Corporate Games Are Back	8
Electrifying Your Drive at CSUCI	9
Welcome New Employees	10
Familiar Faces in New Places	11

Leadership Greeting

Greetings DBFA colleagues!

It seems it was just moments ago when we gathered for the Fall BFA Division meeting in Petit Salon to congratulate the latest recognition awardees, learn about the multi-faceted Public Safety unit, and have some fun solving a murder mystery. Since then, we have experienced the wettest winter in decades, welcomed students back for the spring semester, welcomed new employees, and said goodbye to others. Soon, we will be celebrating the graduating class of 2023, looking forward to the quieter summer months and the beginning of a new school year. The cycle continues and so does our work to support the University. Throughout the seasons, your contributions remain steady and focused. Thank you.

Unfortunately the pandemic has left its mark on enrollment here at CSUCI. Our Fall 2022 Full Time Equivalent Student figure came in at a 25% drop compared to Fall 2019. Contributing factors, such as the perception that the value of a higher education has declined, and/or the students feeling a loss of connection and dimming hopes due to existential threats, are being explored and addressed by campus leadership. We welcome your thoughts and encourage you to read the [Enrollment Report](#) and listen to the [Budget Town Halls](#) to stay informed.

What can you do to make an impact? Take pride in your work; offer a friendly wave and a smile when you pass a student on campus; and recognize them as the reason we come to work each day.

Laurie Nichols, Associate Vice President for Administrative Services/HRO
Barbara Rex, Associate Vice President for Budget & Planning/Interim CFO

Division Meeting Highlights

Over 100 employees gathered in the Petit Salon for the semi-annual BFA Division meeting. After the leadership remarks given by Laurie Nichols, AVP Administrative Services/HRO and Barbara Rex, AVP Budget & Planning/Interim CFO, Mike Long kicked off with the new employee introductions. Fourteen new employees were welcomed by all.

Interim Chief Drake Massey led the presentation on the Public Safety unit. Maggie Tougas educated everyone on the Emergency Management department. Joyce Spencer provided information on the Environmental Health & Safety work. Lt. Chris Jetton and Lt. Garrett Brownfield wrapped up the presentation with the Police Administration and Operations divisions which included a ride-by of two of the bicycle patrol officers.

There was a murder mystery to solve at ‘The Joint’. The meeting wrapped up with the Division Recognition Awards.

Don't miss the Spring Division meeting to be held in Grand Salon on May 10, 8:30 –11:00 a.m.



December 6, 2022 BFA Division Meeting



Lt. Garrett Brownfield presenting



Public Safety Bikes on patrol



Mike "Vinny" Long at the mic



Committee Members

*Lindsay Billett** & Paula Robertson*,
VP-BFA Office*

Paula Rockenstein, Financial Services

William Nutt, Administrative Services

*Bianca Acosta & Michelle Dietz, Fa-
cilities Services*

Jerry Garcia & Carlos Miranda, ITS

*Crista Fisher*** & Joyce Spencer,
Public Safety*

Jamie Ferns & Peter Maher, UAS

**Chair **Secretary*

****Communications Chair*

CI Staff Council

Your representatives on CI Staff
Council are:

Colleen Haws, Public Safety
(Budget & Planning, Facilities Ser-
vices)

Brian Lindgren, Organizational
Effectiveness (Administrative Ser-
vices/HR, Facilities Services)

Paula Robertson, VPBFA Office
(ITS, Financial Services)

Since our division is so large, Colleen,
Brian and Paula decided to stay in
touch with specific units within the
division which are noted above in pa-
renthesis. Reach out and let them
know about the kudos and concerns of
your department for the benefit of the
rest of the campus.



Recognition Awards Presented

The Fall 2022 Recognition Awards were presented at the division meeting held in person on December 6. Performance since the last division meeting held in May was considered for nomination. The following individuals and teams received well deserved recognition. Congratulations to everyone for demonstrating the BFA values and their outstanding contributions to the CSUCI workplace!

Efficiency Award Winners

Jerry Garcia, ITS

Robert Tabor, ITS

Juan Rios, ITS

Excellence Award Winners

Jose Cobian, Custodial Services

Michele Naveau, Payroll Services

Liza Bruno, ITS

Kara Waycasy, Accounts Payable

Jason Hughes, Facilities Services

Chris Jetton, Public Safety

Collaboration & Teamwork—Individual Award Winners

Daniel Brown, Procurement & Contract Services

Jessica Parker, Human Resources

Collaboration & Teamwork—Team Award Winners

Channel Islands Police Department

Enrollment Management



Human Resources Team Building Connections

Human Resources Reminders

- ◆ Health Care/Dependent Care Reimbursement Accounts (HCRA/DCRA) - claims for services incurred January 1 through March 15, 2023 will automatically be processed against the 2022 plan year first if there is an account balance remaining after December 31 and filed by the claims filing deadline, June 30, 2023.
- ◆ 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 2023 plan year. This means that if your annual contribution amount is \$1,000 for the new plan year, the Card will be programmed with the full \$1,000 in January. New HCRA enrollees should receive their cards by January 31st.
- ◆ Update benefit plan beneficiaries:

CalPERS participants- [California Public Employees' Retirement System - CalPERS](#)

CSU paid and voluntary life insurance/accidental death and dismemberment- [The California State University | The Standard](#)

Savings Plus Program 401(k)/457 participants- [Savings Plus \(savingsplusnow.com\)](#)

Fidelity 403(b)- [Home - California State University \(fidelity.com\)](#)

- ◆ W-2's- annual W-2 forms are mailed directly from the State Controller's Office to an employee's address on record with Human Resources. If you have not received your W-2 by January 31st, please submit an [HR Service ticket for W-2 assistance](#). Although W-2 forms are available to view and print through [Cal Employee Connect](#), it is not a valid copy to file with returns that are mailed.

Enroll In and Change Payroll Direct Deposit Using Cal Employee Connect

The State Controller's Office implemented a new process for Direct Deposit sign-up and changes using the Cal-Employee Connect portal, which also offers employee's access to their paycheck stubs and W-2's. This new process for Direct Deposit will allow employees to independently change their direct deposit information in a secure way and will provide a faster processing and implementation timeline.

In order to register for Cal-Employee Connect (CEC), you must have received at least one paycheck, as part of the registration process will require information found on the paystub. If you did not receive a live paycheck or are registering to make changes and are currently on direct deposit, please submit an [HR Service Ticket for Payroll assistance](#) for the information required to register.

[Instructions for Cal Employee Connect and Direct Deposit Enrollment](#)



Assistance with Life, Work, Family, and Wellbeing

The Employee Assistance Program (EAP) is designed to provide confidential support for challenges that employees face in their everyday lives. Please visit

[Human Resources's EAP webpage](#) for more information about how to access the LifeMatters portal and to learn what types of services are available and who is covered.

LifeMatters provides a wide range of resources for both personal and professional needs. Call LifeMatters by Empathia toll-free anytime. 1-800-367-7474



Welcome to 2023!

Visit LifeMatters online at mylifematters.com Sign in: **csuci**

Search: **New Years Resolutions**

- Quick-Start Resolutions for the New Year (see #1)
- How to Make Your New Year's Resolutions Stick (see #3)
- Take a New Year's Quiz (see #8)

Language assistance services in your preferred spoken and written languages are available at no cost by calling 1-800-367-7474.

Health and Wellness Tips

A Real 8-Minute Fitness Routine

Eight minutes in the morning -- that's all it takes to help launch you toward a fitter, trimmer lifestyle, according to fitness trainer Jorge Cruise, author of "8 Minutes in the Morning: A Simple Way to Start Your Day That Burns Fat and Sheds the Pounds."

While 30 minutes a day of any kind of physical activity is the most widely advocated prescription for getting active, strength training is an important key to weight management, Mr. Cruise suggests. He bases his successful weight-loss program on a firm foundation of brief morning strength-training sessions, plus healthful eating and -- when one feels ready for it -- fitness walking for the aerobic benefits.

Before beginning any exercise program, check with your doctor first. Once you've done that, start with muscle-toning exercises, he advises. Not only can they more quickly shape up your body, they'll also strengthen your bones, reduce your injury risk and increase your metabolism so you burn calories more quickly.

Eight minutes in the morning

Mr. Cruise's tips for a workout include:

- Use a hand weight that causes muscle fatigue by the 12th repetition. If you can do only five or six reps, the weight is too heavy. If you can do 15 to 20, it's too light.
- Vary your routine daily, starting with major muscle groups and moving to smaller ones. For example: Work the chest and back on Monday, shoulders and abdominals on Tuesday, arms on Wednesday.

For the full article and a sample program search for A Real 8-Minute Fitness Routine on the LifeMatters website. (mylifematters.com Sign in: csuci)



Toni DeBoni Joins the Division

After serving in a variety of administrator roles in Student Affairs at CSUCI for the past 20 years, change became the only constant for me – and one that I always embraced. In September 2022, my transition into a new role, serving in two different areas, Business & Financial Affairs and the Office of the President was more change, and significant. But as I hoped and anticipated, it has been a natural shift and I am sincerely enjoying the opportunity to work more closely with colleagues, some new, and some that I have worked with for years. It has been very rewarding to lean into the organizational effectiveness aspects of the role, help facilitate the next phase of the Early Childhood Care & Education Center, be

part of the planning for New Employee Orientations, learn more about the Fee Waiver program than I ever imagined I would, and provide support to so many other projects – with the goal of getting them to the finish line. I look forward to continuing my journey, learning, growing, and being part of these new and exciting teams. Thank you BFA for the warm welcome! And for fun, here is a picture of my family. It is not uncommon to find me attending events with one or more of my kiddos – I want them to have a positive experience on a college campus and see where and how I spend my days when I am not with them.

Excellence in Efficiency Award Winner-Enrollment Management Team

Congratulations to the **Enrollment Management Team** led by Ana Rosa Duràn on receiving the second annual Excellence in Efficiency Award! Ana Rosa Duràn received the award on November 30th for her and her teams work in FY21-22 creating the Enrollment Management Dashboard Automation project. This project is estimated to save over 21 work hours per month equating to \$26,980 worth of work efficiency per year!

Ana Rosa transformed a heavily manual process into an automated one. The process is required to ensure daily operational report numbers to the campus about application status and enrollment numbers. Before the improvement project took place, each report was refreshed one at a time, this was extremely tedious and took too much time.

What changed? Ana Rosa worked with the Institutional Research team and transitioned to using the Data Warehouse, which allowed the daily updates to the reports to refresh on their own, removing nearly all the manual processing.

The Excellence in Efficiency Award is awarded annually by the Administrative Efficiencies Committee and the [Organizational Effectiveness office](#) to a team or department on campus for a project that resulted in measurable improvements to increased effectiveness, increased efficiency, monetary savings, increased revenue, improved safety and/or improved customer service. All process improvement and efficiency projects reported to the Administrative Efficiencies Committee and implemented during FY21-22 were eligible. Congratulations to the Finalists for this year's award:

- **New Driver Certification Process** led by Jeff Kim, Director of Budget, Finance and Operational Services(BFA) which saved - \$36,252 in efficiency savings.
- **VP BFA Mail Signature Process Automation** led by Paula Robertson, VPBFA Operations Administrator, which saved - \$22,860 in efficiency savings.

You are probably asking yourself, “How does my team qualify?” If you and your team have implemented or will implement an improvement that makes your work easier and more efficient, contact Brian Lindgren (brian.lindgren@csuci.edu) to submit the improvement to be in the running for the 2022-2023 Excellence in Efficiency Award. If you don't have an improvement but would like to plan one, also contact Brian and the OE team.

Recipe Corner

Cucumber, Mango and Feta Salad

Ingredients

- 2 mangos
- 2 cucumbers
- 4 oz crumbled feta cheese
- ½ bunch of fresh mint
- 1/2 cup rice vinegar
- 4 Tbsp white sugar
- salt and pepper to taste
- 1/8 tsp hot sauce of your choice (Cholula, Siracha, Crystal, etc.)

Instructions

- Wash the cucumber well. Slice the cucumber into half-rounds.
- Using a sharp peeler, peel the skin off the mango and cut the mango into slices no longer than 1.5”
- Crumble the feta cheese
- Chop the mint
- Prepare the dressing by combining the rice vinegar, sugar, salt & pepper and hot sauce in a small bowl. Stir until the sugar is completely dissolved.

Add the sliced cucumber, mango, feta and mint to a large bowl, then pour the dressing over top and stir to combine. Serve immediately or refrigerate until ready to eat.



Recipe provided by John Lazarus, Executive Director of Operations

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



Did You Know?

Solar Field Vegetation Management

Goats arrived on campus last month to clear the brush from the solar field near the University Drive entrance to campus.

Duke Energy manages and maintains the site, which provides about 68% of the University’s electricity, as part of a 30-year Power Purchase Agreement. Within this agreement, Duke Energy is responsible for managing the vegetation that grows within the site. In honor of CSUCI’s commitment to sustainability, Duke Energy contracted with Ventura Brush Goats for brush clearance. Goats are a proven way to manage vegetation without the use of toxic chemicals or fuel-intensive equipment. Dogs keep watch to protect the goats from predators.

The goats will return in the spring. Stay tuned for opportunities to learn more about them and watch a herding dog demonstration.

Where is this?



Answer:
On page 8



Corporate Games Are Back!

BFA Staff Get Competitive

Forty-five staff members from our division signed up to compete in the City of Ventura Corporate Games. After a two-year hiatus, everyone was excited to get back and have some fun. The games took place during the month of October.

Dolphins participated in Bocce Ball, Cornhole, Kickball, Lazertag, Miniature Golf, Softball, Ax Throwing, Bowling, Paintball, 5k Run/Walk, MB2 Kart Racing, Darts, Texas Hold'em, Volleyball, Table Tennis, Basketball, Flag Football, Speed Scrabble, Sand Sculpture, and Dodgeball.

Many thanks to Melissa Bergem for being the CSUCI point person for communications, registration, schedules, t-shirt design and distribution, and participation. If you are interested in assisting next year, please reach out to her. Melissa would love the help!

5K Run/Walk On-Campus

The 5K runners and walkers had an opportunity to participate on campus in a route mapped out by Lt. Chris Jetton. Everyone gathered on the lawn next to El Dorado Hall at 11:30 a.m. on Friday, October 7. Those that couldn't make the date, had an opportunity to choose their own time and place. An app was used to register the individuals' tracked time and awards were given out for overall race finishes as well as age groups. Paula Robertson earned a silver medal for her age group and is going for the gold next year!

Sand Sculpture

Gold Medal Winners

Melissa Bergem and Paula Robertson swam away with the gold

medal for their division in Sand Sculpture. The team of two were a little intimidated by the much larger corporate teams but didn't let that stop them! They were inspired by the CSUCI corporate games logo and created two dolphins that framed a winner's cup. It was a beautiful morning to be digging in the sand at Harbor Cove beach.



Gold Medal Winners: Melissa and Paula



Where is this?

Answer:
Kiln in
Napa Hall
Courtyard



Electrifying Your Drive at CSUCI

The New Year brings new opportunities to change things up and pursue your New Year’s Resolutions. Did you resolve to reduce your environmental impact this year? One way to do that may be to make the switch to an electric vehicle. Thanks to electric vehicle (EV) chargers on campus, you can easily charge your car while you work.

How to Charge Your Car on Campus

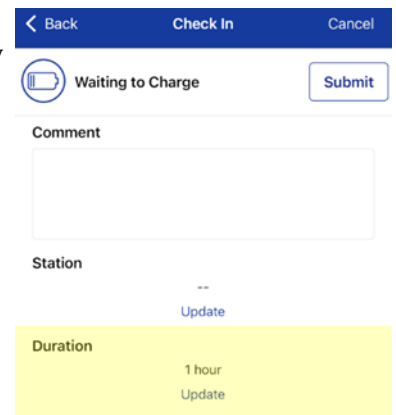
There are currently nine charging stations available on campus, including two stations in the G9 parking lot, two in the A1 parking lot, and five in the A3 parking lot. These stations are currently free to use, though they are in very high demand and availability is not guaranteed. In the A3 and G9 lots, some charging stations also feature “sharing stalls,” where one charging

Charging stations on campus

cable can reach multiple cars. This helps multiple people get a charge throughout the day without having to move their vehicles.

When using charging stations on campus, **you must use the www.PlugShare.com website or app** to facilitate sharing and driver communication. To use the app, simply setup your account, choose the appropriate charging station, and select “Check In.” Next, select your status, such as “charging now” or “waiting to charge.” If you are charging now, you are granted up to four hours of charging time on campus. In the PlugShare app, please select four hours or less for your duration, depending on your vehicle’s charging needs.

If you are waiting to charge, the duration should indicate how long your car will be parked there. Checking in as “waiting to charge” helps drivers know who is next in line to plug in when the vehicles currently charging have finished their session.



The Future of EV Charging on Campus

If sharing a limited number of chargers feels overwhelming, do not fear! We are pleased to share that CSUCI is adding 30 charging stations to the A8 parking lot, behind the Broome Library, in the coming months. The new stations are being installed through a partnership with Facilities Services, Parking, and Southern California Edison. These stations will require payment for use to cover the operating costs.

Want to learn more about driving electric?

If we’ve piqued your curiosity and you’re interested in learning more about making the switch to an electric vehicle, check out these helpful resources:

[Making the Switch to an Electric Vehicle Workshop recording, hosted by CSUCI](#)

[Quiz: Which EV is Right for Me?](#)

[More information about plug-in cars, including models, incentives, and charging](#)

Have more questions? Contact Roxane Beigel-Coryell, CI’s Sustainability & Energy Director, at roxane.bc@csuci.edu



Welcome New Employees! (For the period of May 9—Dec 6)

Financial Services



Emily Garcia
Accounting Tech III

Gregory Stoup
Direct of Procurement and Contract Services

Karla Giron
Cash Services Manager



Sandeep Sudwal
Accounting Tech III

I am very happy to be part of the BFA division and CSUCI. I have over 5 years of financial services experience and I look forward to expanding my knowledge and become a valuable part of the AP team. Having worked with a major bank, I have developed great customer service skills that have helped me excel in my roles over the years and gain meaningful relationships. I hope to continue to do that going forward. Outside of work, I enjoy going on long

Administrative Services



Maria Perez
HR Coordinator

I graduated from California Lutheran University (CLU) with a double major in Psychology and Spanish. At my time there, I got the chance to study abroad in Spain and work as a Student Assistant for the Disability Services Program. After CLU, I decided to pursue a career in Human Resources to help support employees. I was previously a staffing coordinator for a respite care company but decided to make a change and go back to a higher education institute as I really loved my first experience at CLU. I hope to grow and learn both in my professional career and as a person here at CI!

ITS



Elizabeth Gerbasi
IT Consultant

Public Safety

Molly Kohler Pei
COVID-19 Compliance Coordinator

Welcome New Employees! (continued)



Joshua Morrison
Police Officer

Officer J. Morrison graduated from the San Bernardino County Police Academy in 2020. He started his career in the City of Montclair. While on the job, he is professional and takes pride in his work. He enjoys patrolling the community to help prevent criminal activity and seeks to resolve any common concerns within the community. Officer J. Morrison is a Native of Ventura County and is excited to be part of the CSU Channel Islands campus. He enjoys living an active lifestyle and spending time with his family and friends.



Ken Rushing
Police Sergeant

Ken is a Ventura County native and lives in Ventura with his wife, Gloria. Prior to joining CSUCI, he recently retired from the Santa Barbara Sheriff's Office. Ken held many assignments as a field training officer, detective, narcotics detective, K9 Handler, and supervising Senior Deputy, and Sheriff Sergeant. He also worked for 26 years as a full time Deputy. Ken's son, Kenny, currently serves as a Deputy Sheriff in Santa Barbara, and Ken's daughter, Kaitlyn, is a CSUCI alumna, and resides with her family in Chula Vista.

Facilities Services



Katherine Vaughn
Project Analyst

Hi everyone! I'm from Simi Valley but moved to Camarillo after four years in the U.S. Air Force as a broadcast producer and public affairs specialist. I recently completed the Master of Public Policy and Administration program at California Lutheran University and am excited to be a member of the CSUCI family. In my free time, I enjoy listening to podcasts and audiobooks, spending time with my dog Samara, and solving puzzles."

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:

- Andres Gutierrez, Lead Custodian
- Alexis Morales-Hernandez, Dispatcher
- Amanda DeZavala, Dispatcher and Police Support Coordinator
- Chris Murphy, Manager of User Services
- Jack Mohr, Health & Safety Manager
- Jess Padilla, HRE Maintenance Supervisor
- Jesus Alvarez, Storekeeper I
- Justine Giorgi, HR Systems Analyst
- Leo Cervantes, Financial Reporting Manager
- Liza Bruno, SR HRIS Operations Analyst
- Makayla Matheu, Facilities Services Coordinator
- Martin Montejano Jr, Mechanics Helper
- Myrna Sta Ana, Senior Accountant
- Patricia Sainz, Accountant II



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

**DIVISION OF
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