

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

Vice President’s Greeting	1
Keeping Campus Safe and Working	2
Recipe Corner	4
SBA Loan for UAS	4
Where is this?	4
Elaine Crandall Retires	5
Congratulations to Graduating Student Assistants	5
Welcome to New Employees	6
Sustainability in Celebration of Earth Day	6
50th Earth Day Anniversary	7
Bee Campus USA Renewal	7
Health and Wellness	7
Human Resources Reminders	8
Familiar Faces in New Places	8
Arbor Day Foundation Tree Campus USA Recognition	8

Greetings from the Vice President

For most of us, the last three months have been truly unprecedented. There is no easy analogy for what we are going through--we’ve been forced to adapt quickly to a strange new reality that touches nearly every aspect of our lives. I am proud to say the BFA team has been pivotal in making the necessary adjustments here at CSUCI that ensured our students could continue to pursue their degrees and our campus community remained safe. In this issue, we’ll highlight just a few of the countless ways in which the BFA team pulled together to respond to the challenges of the COVID-19 pandemic.

I hope you are all doing well, and that you and your loved ones are staying safe and healthy. I’d ask that we all take a moment to check in with each other to make sure we’re still connected and we feel supported. When your next Zoom meeting comes up (and I know you’ve got plenty of them), take a bit of your call to see how your colleagues are doing. Be sure to take time for yourself, too, and give space for your colleagues as we deal with the countless personal and professional challenges we’re facing.

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.

Facilities Services

Facilities Services has had a key role in the response to the COVID-19 crisis. Among other measures the team has taken to keep the campus safe, the custodial team began regularly disinfecting high-touch areas on campus (classrooms, restrooms, breakrooms, common areas, study rooms, and reception areas) after its normal cleaning routine. To accomplish the disinfecting, the team purchased four electrostatic misting units, which allow for disinfectant solution to be sprayed on surfaces using a quick and consistent misting method. Staff were provided with three separate 20-minute training sessions on the chemical used and its safety data sheet, proper use of personal protective equipment, introduction to the electrostatic misting unit, and full training on use of the electrostatic misting unit. Spraying began on March 5, 2020. Communication was key for the Facilities team, especially early on, as it worked to schedule the spraying at a time when building occupancy was fluctuating. Despite the early challenges, the Facilities team says the disinfecting schedule will likely continue as a best practice even after the current crisis subsides.



Marina Guzman (left) and David Mann (right)

Student Business Services

Student Business Services (SBS) has had to move quickly to stay up with our changing work environment while ensuring it can still provide critical services to campus, like distributing payroll. Normally, payroll is distributed by designated pay warrant officers who pick up paychecks for their designated areas and distribute them on pay day. Due to the campus's move to a largely telecommuter work environment and state and local stay-at-home orders, it was clear that pay warrant distribution for March 2020 would need to look a lot different. Preparation for the new distribution took weeks and involved not just the SBS team, but others from across campus including the Police Department, Conference & Events, Communications, University Auxiliary Services, Environmental Health & Safety, Payroll, and Purchasing. On March 30, 2020, SBS held a drive-through pickup so that live paychecks could be picked up by employees in assigned time slots. Campus police helped direct traffic as staff drove through to pick up their paychecks. In total, 85 checks were distributed.



From left to right: Robert Garcia, Anahi Munson, Ashley Garcia, Grace Humphrey

This change has resulted in a fundamental change in how we do business. CSUCI staff can now view their pay stub and W-2 information online through Cal Employee Connect (CEC). Subsequent to the March 2020 pay warrant distribution, state policy changed allowing for mailing of paychecks. Although the “drive-up” process will no longer be needed, the process was a great example of how our team can pull together quickly to solve previously unknown challenges. Thank you to everyone who contributed to making this event successful.

Keeping Campus Safe and Working (cont'd)

Information Technology Services

With the campus rapidly transitioning to a largely remote working and learning environment, Information Technology Services (ITS) has been critical to helping faculty, staff and students to continue their work and studies from home. In a partnership with the library, an emergency loaner laptop pool was created to supplement the library's normal "check-out" laptops. In all, about 200 laptops and iPads were made available to students and about 100 laptops were made available to faculty and staff. The process of identifying and preparing laptops to lend began in early March, but the bulk of preparation and distribution took place on campus between March 16 and 27. Distribution continued through the end of the semester, and now will need to be reevaluated.



ITS staff preparing loaner laptops

The partnership with the library was effective, as library staff used the existing check-out system and procedure for their loaners to students, and ITS used the ticketing system to keep track of computers loaned to faculty and staff. Over 20 members of the ITS team contributed to the effort of preparing and distributing the loaner laptops, including staff from User Services, Information Security, Infrastructure, Project Management, student assistants, and the CIO. There was no reserved inventory of computers immediately available for the loaner program, nor was there a team that had previously been assembled for running the program. Collaborative, dedicated and creative people made the difference in meeting the need and building an emergency check-out pool. In order to develop a deep enough pool of computers, ITS identified computers that would most likely not be used on campus for some time and repurposed them for lending. Don't get too attached to your loaner, though. Once we begin returning to campus and on-site classes and work resumes, the loaned computers will need to be returned as soon as practical (and in good shape).



Loaner laptops for use by staff and faculty

Creative problem solving and a willingness to adapt quickly to changing situations has enabled hundreds of people to work or study remotely. In the longer term, the change to laptops and portable computers as our main workstations could have an affect on the technology choices that many of us make as we realize the benefits of increased mobility and flexibility. Moving to more portable computing solutions could also enable us to make changes to our workspaces where we see a benefit of having more flexible, collaborative workspaces. The long term impacts are yet to be seen, but the changes we've already undergone are certainly already having an impact on what it means to be at work and how we get our work done.

Recipe Corner

CSUCI Carrot Cake

Ingredients

Cake

- 12 whole eggs
- 4 cups vegetable oil
- 4 cups of sugar
- ½ tsp salt
- 2 Cups, 5 tbsp. All purpose flour
- 2 tbsp cinnamon powder
- ¾ tsp baking powder
- 3 ½ cups shredded carrots
- 1 cup chopped pecans
- ¾ cup golden raisins

Cream Cheese Icing

- 24 ounce cream cheese, softened
- 5 oz unsalted butter, softened
- 2 ¼ cups confectioners' sugar
- ½ tsp vanilla extract

Method

Cake

1. Mix eggs, oil, sugar, and salt for about 5 minutes on medium speed.
2. Sift flour, cinnamon, baking soda, and baking powder and add it to the mix. Mix together for about 5 minutes.
3. Add carrots, pecans, and raisins and mix for 1 minute.
4. Pour batter into a cake pan lined with parchment paper and bake for 30-35 minutes at 325 degrees. Let cool.

Cream Cheese Icing

1. Beat the cream cheese and butter together in a large bowl until smooth
2. Add the sugar vanilla and sugar until everything is combined.
3. Spoon onto cooled cake and spread evenly until covered.

Recipe provided by Sergio Gonzalez

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!

SBA Loan for UAS

The Paycheck Protection Program is a loan program administered by the Small Business Administration (SBA) as part of the CARES Act. The program is designed to help certain businesses negatively impacted by COVID-19, including small businesses and non-profit organizations, among other businesses.

University Auxiliary Services applied for a loan to help fill a budget shortfall caused by the dramatic reduction in business volume after the campus switched to virtual instruction. Applying for the loan required people from a variety of departments to come together and work quickly. The effort included people from across the Financial Services Management Team with Stephanie Bracamontes, Rosa Bravo, Happy Stem and Myrna StaAna all playing vital roles. The turnaround time for the loan was quite quick—the team was able to complete and submit the application all in the same day, Friday, April 3rd. The team worked over the weekend to provide additional documentation, and more documentation was requested and provided early the following week with everything completed by Tuesday, April 7th. Thanks to the members of the team who worked so diligently to get this process done in such a short amount of time.

Where is this?



Answer on page 8

Elaine Crandall Retires

In February, the Division celebrated Elaine Crandall's retirement. Elaine began working with CSUCI in March 2018 as the Associate Vice President for Administration. She came to campus with over 30 years of experience in both the private and public sectors and a deep knowledge and passion for Lean Six Sigma.

In her time here, Elaine was a wonderful colleague, manager, mentor and caretaker of the University, and she will be greatly missed. Among her many accomplishments, Elaine was critical in helping move the University forward as we adopted and implemented new strategic initiatives, and she helped ingrain a continuous improvement mindset both with her team and the broader campus community.

We're already missing Elaine's cheerful, friendly presence at CSUCI (and her proud grandmother updates). We wish Elaine all the best in her retirement.



Celebrating Elaine's retirement. From left to right: Michael Morris, Elaine Crandall, Drake Massey.

Congratulations to Graduating Student Assistants!

Congratulations to all of the student assistants in the Division of Business and Financial Affairs who graduated this spring! Thank you very much for your work with BFA. We wish you the best of luck and know that, with your hard-earned CSUCI degree, you're destined for a bright future! Don't forget your BFA colleagues are always here for you.

Financial Services

- Anahi Munson, Sociology, Chicana/o Studies Minor
- Paulina Michel, Environmental Science and Resource Management
- Joshel Santos, Psychology
- Nathalie Vasquez, Business

Public Safety

- Robert Bravo, Business
- Valerie Garcia, Health Science
- Joseph Tubbs, Psychology

Information Technology Services

- Riad El-Khoury, Computer Science
- Latisha Pier Katigbak, Applied Physics
- Scott Slocum
- Krystle Tuazon, Information Technology



Graduating BFA student assistants Nathalie Vasquez (left) and Anahi Munson (right)

Welcome New Employees!



Karly Ibrahim
Customer Service Coordinator

Karly Ibrahim graduated from CSUCI in 2013 with a BA in Early Childhood Studies. After graduation, she had the opportunity to be an Early Childhood Educator. Karly has recently taken on the role of a Customer Service Coordinator for the Transportation and Parking department within the Division of Business and Financial Affairs. While attending CSUCI as a student, Karly was a member of EOP and Zeta Pi Omega, and worked on campus as a Community Service Officer. She is thrilled to be back at CSUCI as a staff member and is ready for a new chapter in her life.

Sustainability in Celebration for Earth Day

Most of us have suddenly found ourselves working from home, only leaving for brief outings in search of fresh air, exercise, or groceries. Now that we are spending more time at home than ever, it's likely you will find yourself using more water, energy and food and generating more waste than you're used to. As we all navigate this new experience, it presents the opportune time to find new ways to conserve resources and save money in our newly discovered home offices. Here are the top 14 tips for you to save money and conserve resources while working from home.

1. **Turn off your computer at night** and put it into sleep mode when you are taking a break.
2. **Plug chargers, computers and other electronics into power strips** that can be turned off when not being used to avoid phantom power. Phantom power is energy used by electronics and appliances that are plugged in, but not actively in use.
3. **Use daylight** whenever possible to create a healthier, more productive environment while saving energy and money!
4. **Use task lighting**, such as a desk lamp, instead of overhead lights when daylighting isn't available.
5. **Install LED bulbs** to get the best, most efficient lighting.
6. **Close windows** when heating or cooling is on and turn ceiling fans off when you leave the room. Ceiling fans only cool people, not rooms.
7. **Turn off the tap** when soaping your hands, brushing your teeth, or scrubbing dishes.
8. **Take shorter showers** to save water and energy (double the savings)! You can set a timer or select 2-3 songs to define your shower time.
9. **Experiment with plant-based cooking.** Plant-based meals are often less expensive, more nutrient-dense, and have a significantly lower environmental impact than animal proteins. Now is a great time to have fun with immunity boosting foods such as citrus, red bell peppers, broccoli, garlic, ginger, spinach, and turmeric.
10. **Sign up for [CI's Earth Day EcoChallenge!](#)** Select actions to celebrate Earth Day with us and get points for logging your activities.
11. **Air dry** your laundry. Other than your air conditioner, the dryer is the most energy intensive appliance in your home.
12. **Wash your clothes with cold water.** According to the EPA, 17% of your home's energy bill is for heating water!
13. **Learn how to recycle properly.** Recycling can be confusing and it differs in every community. Contact rox-ane.bc@csuci.edu if you'd like to have a virtual recycling training!
14. **Find stress management techniques** that work for you. Whether you go for walks, journal, do breath work, meditate, exercise, create art, or dance like no one is watching, it's important to recognize that this time may be presenting extra stress for us to manage.



Human Resources Reminders

- A new HR COVID-19 operations webpage with specific information about temporary adjustments to some HR services can be found here <https://www.csuci.edu/hr/communications.htm>
- The email address for submitting forms has changed to HR.Forms@csuci.edu
- [Contracted CSU Plan Vendor Resources for Employees Impacted by COVID-19](#)

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

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:

- Teresa Montoya, Admin Support Assistant to Admin Support Coordinator for both Assistant Vice Presidents: Financial Services and Budget & Planning
- Colleen Haws, Business Services Analyst to Public Safety Business Analyst and Executive Assistant to the Chief of Police (A/AIE to A/AIIE)
- Jesus Alvarez, Laborer (Temporary to Permanent)
- Robert Garcia, Cashier SBS (Temporary to Permanent)
- Shawn Bochat, Associate Director of Application Services (Temporary to Permanent)
- Beyrin Hernandez, Public Safety Officer (Student to Employee)
- Josue Magana, Financial Analyst (Transitioned from Financial Services to ITS)
- Leticia Romero, System Analyst (Transitioned from Financial Services to ITS)
- Theresa Olivo, Accountant II (Transitioned from Financial Services to Site Authority)



Arbor Day Foundation Tree Campus USA Recognition

CSU Channel Islands has been given the Tree Campus USA recognition for the 8th year in a row! This designation is a recognition of the University's commitment to managing and maintaining trees on campus, installing native trees, continuing water conservation practices and reducing pesticide and herbicide use. In 2019, the Grounds team planted 57 trees, removed 12, and serviced 772 in 2019 according to Jason Hughes, the Grounds Landscape Manager. CSUCI is on track to have 40% of the campus canopied by trees this year. Through the team's planting efforts, CSUCI has helped contribute to the Arbor Day Foundation's goal to plant 100 million trees in forests and communities and inspire 5 million tree planters by 2022.

Where is this?



Answer:
Santa Rosa Ping Pong Table



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