

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

It’s bittersweet to write this, my last newsletter greeting to you all. As you know, I’ve decided to take a position with Cal Poly Pomona, and as I move onto this next phase of my career, I also want to take a moment to reflect and say a word of thanks to all of the members of the Division of Business and Financial Affairs. My time here at CSUCI has been rewarding, and there is a lot that I’m honored to look back on and say I was part of. But what I find myself reflecting on most are all of the colleagues and friends that I’ve had here. There have certainly been difficult challenges on campus, not the least of which has been the COVID-19 pandemic which changed so much of what we do and how we do it. The way through all of those challenges has always been the incredible people and teamwork here at CSUCI and in particular in BFA.

I want to say thank you to all of you with whom I’ve worked over the last ten years. I did not make this decision to move on lightly, and I will truly miss working with you. I know the division and the University are in good hands because I’ve seen the commitment to higher education you all share. Good luck to you all as you prepare for the return of students, staff and faculty to our beautiful campus.

Thank you,
Ysabel Trinidad
Vice President for Business and Financial Affairs

COVID-19 Updates and Questions

The County of Ventura is currently in the State's Orange Tier. Learn more about the [Tiers at the California Department of Public Health website here](#).

For information about the numbers and percentage vaccinated within our county, see the [Ventura County Vaccine Dashboard](#).

Strategies for Finding a COVID-19 Vaccine Appointment

- Everyone 16+ is eligible for the vaccine
- You can sign up for the state's [My Turn notification tool](#)
- You can sign up for [Ventura County's vaccination updates](#)
- You can use [VaccineFinder](#) to find a location where Covid-19 vaccinations are being administered

Ventura County Public Health Videos about the vaccine:

- [COVID-19 Vaccine Q&A – Part 1](#)
- [COVID-19 Vaccine Q&A – Part 2](#)



COVID-19 Vaccines Work — What you need to know

- Vaccines currently approved for use in the United States are effective at preventing COVID-19.
- COVID-19 vaccination is an important tool to help stop the pandemic.
- COVID-19 vaccines help protect people who are vaccinated from getting sick or severely ill with COVID-19 and may also help protect people around them.
- CDC recommends you get a COVID-19 vaccine as soon as one is available to you.

COVID-19 vaccines and new variants of the virus — [About Variants of the Virus that Causes COVID-19](#)

What We Know

- So far, studies suggest that antibodies generated through vaccination with currently authorized vaccines recognize these variants. This is being closely investigated and more studies are underway.
- Rigorous and increased compliance with public health mitigation strategies, such as vaccination, physical distancing, use of masks, hand hygiene, and isolation and quarantine, is essential to limit the spread of the virus that causes COVID-19 and protect public health.



What We Do Not Know

Evidence is limited and the CDC will continue to monitor the COVID-19 variants to see if they have any impact on how the COVID-19 vaccines work in real-world conditions.

COVID-19 Updates and Questions (cont.)

Questions you may still have:

1. Will the COVID-19 vaccine cost me anything?
 - The COVID-19 vaccine is free and you do not need insurance to receive it.
2. What if I am a student living in campus housing with an official mailing address not within Ventura County?
 - You are advised to bring your CSU Channel Islands identification card to your vaccination appointment.
 - Please note that verification requirements are set by the vaccination provider.
3. Is the vaccine effective?
 - Pfizer has 95% efficacy and Moderna has 94.5% efficacy. Please note that even after receiving both doses, you should continue to follow measures to stop the spread as you can still transmit the virus to others.
4. What can I do once I get the vaccine?
 - Based on current CDC recommendations, Ventura County Public Health has issued public health guidance for fully vaccinated people in non-healthcare settings.
 - It provides recommendations for fully vaccinated people including how fully vaccinated people can safely visit with each other or with unvaccinated people in private settings.
 - In addition, it provides recommendations for fully vaccinated people on how to approach isolation, quarantine, and testing. Guidance will be updated and expanded based on the level of community spread of SARS-CoV-2, the proportion of our population that is fully vaccinated, and the rapidly evolving science on COVID-19 vaccines.

COVID-19 VACCINE Information & Registration Assistance











Ventura County is currently vaccinating persons 50 and older, those with serious health conditions ages 16-64, and essential workers in:

- » Healthcare
- » Education and Childcare
- » Qualifying Regional Center Family Caregivers
- » Food and Agriculture
- » Emergency Services

On April 15, appointments will open for those 16 years of age and older.

1ST DOSE: Have not yet received a vaccination?
All **NEW** first dose appointments must be scheduled through **My Turn** at myturn.ca.gov or by calling the California COVID-19 Hotline at: **833-422-4255** M-F 8 a.m.–8 p.m., Sa–Su 8 a.m.–5 p.m.

2ND DOSE: Need to schedule your second dose appointment?
For those who have already received their first dose of **moderna** or **Pfizer** and need to schedule a second dose appointment, please register at www.vcrecovers.org or call: **805-477-7161** M-F 8 a.m.–5 p.m.

The vaccine is ...	 The vaccines protect you from getting COVID-19 or help make the illness less severe.	 1-800-438-1985 The second dose should be received 21 to 42 days after your first dose.
 Safe	 COVID-19 vaccines will not give you COVID-19.	 1-866-663-3762 The second dose should be received 28 to 42 days after your first dose.
 Free	 Vaccination is recommended regardless of whether you already had COVID-19.	 1-800-565-4008 Requires only one dose.
 Easy	 Any side effects are typically mild and disappear within a few days.	

The Ventura County Area Agency on Aging provides transportation services for older adults who have already scheduled an appointment for COVID-19 testing or vaccine. This includes people who need lift assist as well as gurney transportation. To schedule a ride, call 805-477-7300.

WHEN YOU GO TO YOUR VACCINE APPOINTMENT, PLEASE BRING:

- » Proof that you live or work in Ventura County **AND**
- » Proof that you are an eligible essential worker (for example: pay stub, letter from employer, etc.) **OR**
- » Proof of serious health condition **OR**
- » Proof of age.
- » For second dose appointments, please bring your vaccination card with you to your appointment.



Learn more at: www.vcrecovers.org

How can we be sure COVID-19 vaccines are safe since vaccine development and production are being expedited?

- The FDA has [issued assurances](#) that it will not approve vaccines developed by sacrificing the standards for quality, safety, and efficacy that all vaccines meet. A group of vaccine manufacturers has also [signed a pledge](#) not to submit a COVID-19 vaccine before phase III studies have demonstrated that their candidate vaccine is safe and effective.
- California's [Scientific Safety Review Workgroup](#) stays informed about each vaccine candidate's trials, evidence of safety and efficacy, and other information to independently provide recommendations to California leadership and vaccine planning efforts as well as ensure public confidence in vaccine safety, efficacy, and implementation efforts.

Questions?

Want more information regarding the current state of COVID-19 and vaccines in Ventura County? Visit Ventura County Recovers (<https://www.venturacountyrecovers.org/>).

Recipe Corner

Potato and Sundried Tomato Frittata

Ingredients

2 russet potatoes

1 yellow onion

2 Tbsp. olive oil

6 eggs

½ cup crumbled goat cheese

½ teaspoon dried rosemary

½ teaspoon salt

7 oz. sundried tomatoes

1/3 cup milk

Method

- 1) Dice potatoes into ½ inch cubes, place in bowl with 1 Tbsp water, cover loosely and microwave for 5-6 minutes, until potatoes are tender
- 2) Dice yellow onion
- 3) Thinly slice sundried tomatoes
- 4) Scramble eggs together with milk, salt and goat cheese
- 5) Coat sauté pan with olive oil and sauté onions on medium heat until soft
- 6) Add potatoes, tomatoes and rosemary and sauté until potatoes begin to brown
- 7) Add egg mixture to pan and let sit on heat until edges begin to firm (about 3-4 minutes)
- 8) Finish by placing pan under broiler for 3-5 minutes, until frittata is cooked through and firm in the middle

Recipe provided by Nathan Bowden

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!



2020 Tree Campus Higher Education Recognition

CSU Channel Islands has been given the Tree Campus USA recognition for the 9th 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. During the last year, Facilities Services has planted more than 200 new trees on campus, including toyons, magnolia trees, and coast live oaks. Thank you Jason Hughes and the entire landscaping team for the collaborative effort to maintain this certification and assist with the application process.

Where is this?



Answer on page 6

Organizational Effectiveness



Congratulations to New Officers!

The CSUCI Police Department has added three new police officers to their unit. Lindsay Sanchez and Gabriel Ortiz have advanced from Police Cadet to Police Officers. David Ford joins us as a new employee to the University. Welcome and thank you for keeping our campus safe!



From left to right: Gabriel Ortiz, Lindsay Sanchez, David Ford

Organizational Effectiveness Updates

It's hard to believe that it has been more than a year since the stay-at-home order was initially put in place. No doubt you have had many challenges and you have adapted in order to keep CSUCI providing the high level educational experience we are all proud of. These adaptations come in many different shapes and sizes, but each are important. As we near the close of the 20-21 fiscal year, take a moment to reflect on the changes and adaptations you have made. Many of these changes have provided you with increased efficiency and helped you and your team work even better than before.

Each year, the Organizational Effectiveness program collects all the campus efficiency improvements into an annual report that is submitted to the President's Cabinet and the Chancellors Office. In FY 19-20, CSUCI reported \$607,573 in efficiency savings! We are hoping to surpass that number in FY20-21, but we need your help to identify and submit your improvements!

Ask yourself these questions:

- Have I started using a program or system that has replaced a manual or paper process?
- Are there any processes that were made simpler or now have fewer steps?
- Are you noticing you are spending less time on something that used to take a longer time?

If you can respond "yes" to any of these, please contact Brian Lindgren (brian.lindgren@csuci.edu) in the Organizational Effectiveness office to report the efficiency improvement.

CALEA Application Accepted

The Commission on Accreditation for Law Enforcement Agencies (CALEA) has accepted the CSUCI Police Department's application to the CALEA accreditation program. This accreditation program strives to improve delivery of public safety services by maintaining a body of professional standards. This process will help demonstrate continued commitment to continuous improvement by embracing and adopting recognized best practices in the profession.



Human Resources Office in Lindero Hall

Human Resources Reminders

Employee Learning and Development Opportunities:

- **CSU Learn:** Provides compliance, on-demand learning opportunities and learning bundles, plus books and videos
- **LinkedIn Learning:** Another on-demand learning resource, with many topics available.
- Go to myCI and search for CSU Learn and LinkedIn Learning tabs under the “services” area and “pin” them to the top of your page! Don’t forget to take advantage of the employee development benefit Fee Waiver to learn while you earn (<https://www.csuci.edu/hr/benefits/feewaiver/>). To learn more visit the Employee Learning and Development page (<https://www.csuci.edu/hr/training/>)

Introducing LANDED - A Home Buying Assistance Program for CSU Employees!

The California State University is pleased to introduce Landed, a company dedicated to helping working professionals achieving their dreams of home ownership. Landed offers:

- Financial solutions, including their down payment program to help you reach 20%.
- A network of trustworthy agents and lenders to support you along the homebuying journey.
- Free homebuying resources and guidance to help you prepare for homeownership.

For information visit <https://csyou.calstate.edu/Employee-Resources/Benefits/Pages/Employee-Home-Buying-Resources.aspx>

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2020 Customer Satisfaction Survey Results are in!

The Division of Business & Financial Affairs has completed the 2020 Customer Satisfaction Survey results. We received input from all Units in the Division with 514 responses from both staff and faculty. Please view the survey results and see what your colleagues say on our Customer Satisfaction Survey webpage (<https://www.csuci.edu/vpbfa/surveys.htm>).

Origami Workshop II

Origami Workshop II was held by Kazuhiro Fujita, student assistant, on March 24th. Participants created an origami lily flower. Thank you to those who attended the workshop!



Where is this?

Answer:
Student Union
Building Courtyard





BFA Recognition Program Logo

Spring 2021 Recognition Awards

The Spring 2021 Recognition Awards were presented at the virtual division meeting held on May 11th. Performance over the last 12 months was considered. The following individuals and teams were selected from a pool of 17 nominations. Congratulations to everyone for demonstrating the BFA values and their outstanding contributions to the CSUCI workplace!

Excellence Award Winners

Leslie Brotcke, Fiscal Services

Daniel Brown, Procurement & Contract Services

David Carlson, Planning, Design & Construction

Martha Ferguson, Human Resources

Efficiency Award Winners

Leo Cervantes, Fiscal Services-Accounting

Kristy Madrigal, Human Resources

Collaboration & Teamwork—Individual Award Winners

Mike Long, Information Technology Services

Christopher Murphy, Information Technology Services-User Services

Collaboration & Teamwork—Team Award Winners

Information Technology Services-User Services (Dawn Canfield, Alfred Duenas, Jerry Garcia, Hai Le, Christopher Murphy, Bill Ochs, Indy Valencia)

Joyce Spencer, Environmental Health & Safety, and Maggie Tougas, Public Safety

Refreshed Recognition Program Launched

The 2017 BFA Division Program was reformed, refined, reworked and relaunched at the end of March. The details of the criteria of the three award categories as well as the nomination process and other information is found on the Recognition Program webpage listed under BFA Staff Resources. Check it out here [DBFA Recognition](#). Nominations were opened and received through April 23rd.



Committee Members

Administrative Services:

Richard Guyette

William Nutt

Facilities Services:

Susan Davis

Terry Tarr

Financial Services:

Carolyn Meeks

Marina Moreno, Secretary

Information Technology Services:

Neal Fisch

Ryan Garcia

Public Safety:

Colleen Haws

Drake Massey, Communications Coordinator

VPBFA Office/Budget & Planning:

Paula Robertson, Chair

University Auxiliary Services:

Peter Maher

5 Keys to a Safe and Sustainable Summer



With return to campus on the horizon, we hope you are excited to see some thrilling changes that have been underway on site. One of the most visible projects you may notice upon your return is the construction of CSUCI’s solar array along University Drive and Lewis Road. This project consists of more than 12,500 solar panels and will provide approximately 67% of the University’s electricity.

As we finish out spring and get ready for summer, we invite you to take inspiration from the University’s sustainability initiatives and incorporate some of your own practices at work

and at home. Here are our top 5 tips to enjoying a sustainable summer:

1. **Stay safe without making waste:** Even as things start to open back up and many people get vaccinated, face coverings may still be required to ensure community health. To comply with ongoing health requirements without creating excess waste, invest in washable, reusable face coverings instead of single-use ones. Make sure to wash your face coverings after every use.
2. **Get your FREE water saving kit:** Did you know that water heating accounts for about 18% of your home’s energy use?! If you are a So Cal Gas customer, you can order a free energy saving kit that includes a low-flow showerhead and faucet aerators to help you save water and energy! Simply go to <https://www.socalgas.com/save-money-and-energy/rebates-and-incentives> and click on “Complimentary Energy-Efficiency Starter Kit” to submit your order.
3. **Adjust irrigation for the season:** Irrigation accounts for 30-60% of household water use. As the seasons change and days get longer, make sure you change your irrigation practices to match the seasonal conditions. For example, if your irrigation is on a timer, adjust the time to ensure irrigation is running at the appropriate time for the change in daylight. Our recommendation is to water in the early morning and to avoid the hottest part of the day.
4. **Keep cool without breaking the bank:** As the days warm up, stay cool in your home by taking advantage of the cool morning air. Before relying on your A/C, open windows in the morning to let cool air in. On hot days, close windows and blinds to keep the heat of the sun at bay. It may sound simple, but windows are responsible for nearly 50% of a home’s heat gain.
5. **Savor foods with less impact:** Raising livestock accounts for about 15% of global greenhouse gas emissions. Opting for fewer meat options and prioritizing locally grown produce has serious environmental benefits. You don’t have to give up your favorite hamburger or steak forever but consider replacing one meaty meal each week or each day with a plant-based alternative. If you’re really craving that meaty flavor but don’t want the environmental impact, try one of the many alternative options available in stores today. You can even have a grill off with friends or family to taste test the different varieties.



Welcome New Employees!



Brian Manson, Analyst Programmer

Brian Manson is the new Analyst Programmer for the Information Technology Services department. Brian graduated from California State University, Bakersfield in 2014 with a Bachelor of Science in Computer Science and has almost 5 years of experience in programming and software development. Besides programming, Brian enjoys spending time with his family, reading, gaming, and playing guitar. He is very excited to be a part of the team here at CSUCI.



Wendi Nightingale, Refund & Disbursement Technician

Wendi Nightingale recently joined CSUCI's Student Business Services team. Wendi joins CSUCI after working the last 8 years at Casa Pacifica as a Revenue Specialist. Prior to Casa Pacifica, she worked at Verizon and with her family's small business. Wendi and her family have lived in Camarillo since 2002. Wendi and her husband are "empty-nesters" right now, as their only child/daughter is a Junior at Utah State University, playing as a Student Athlete on the softball team. Wendi enjoys long hikes with her husband in the surrounding Santa Monica Mountains. She is excited to join the CSUCI and Student Business Services team!



Jessica Parker, Human Resources Assistant

Jessica is a central coast native from Santa Maria who graduated from San Jose State University with a double BA in Religious Studies and History. After college, she worked in human resources for a national company before moving home and joining Allan Hancock College, serving in positions in academic counseling, admissions and records, and eventually human resources. Two years ago she went back to school for her master's degree and recently graduated with an MA in History from CSU Fullerton. Jessica is excited to serve faculty, staff, and students in the CSU's mission to advance and extend knowledge, learning, and culture.



Jon Saclolo, Internal Auditor

Jon is the new University Internal Auditor at CSUCI. Before joining CSUCI, he was a consultant and a campus auditor for the Audit & Advisory Services division of the CSU Office of the Chancellor at Long Beach. Prior to that, he held various auditing and consulting roles within the public accounting industry. He holds a Bachelor's degree in Accounting from California State University, Long Beach, has 12 years of financial, operational, compliance audit and advisory experience, and is a Certified Internal Auditor (CIA). His free time is spent trying to catch up with his fast-growing toddler.



Patricia Sainz, Accounting Technician III

Patricia Sainz comes to CSUCI with higher education experience in Accounting, Finance, Housing and Residence Life, and Planning Operations and Construction. Patricia graduated from California Baptist University in 2015 with a B.A. in Business Administration. While attending college, Patricia strived to do her best by raising her two boys and working a full time. Patricia loves living in Camarillo with her husband Matthew and their English Bulldog. She is excited about CSUCI and she looks forward to her short commute to campus. Patricia's top 5 strengths are Achiever, Responsibility, Arranger, Positivity, and Input.

Retirements in DBFA

Chief Morris Retires

It's with difficult and mixed emotions that we announce Chief Michael Morris's retirement. He had first joined us in 2006 as a Lieutenant in the CSUCI Police Department and was appointed Chief of Police in 2017. A law enforcement officer since 1992, Chief Morris served in the police departments of both CSU Bakersfield and City of Lemoore before coming to CSUCI. Throughout his tenure as Chief of Police, Chief Morris has implemented recommendations from the President's Task Force on 21st Century Policing, revamped the Police Department's training program, and ensured every CSUCI police officer received training in implicit bias and procedural justice. He also has completed a comprehensive security assessment of the campus that resulted in several significant enhancements. His last day will be May 31, 2021. While searching for a permanent replacement, Lieutenant Drake Massey will assume the role of Interim Police Chief. The Division and campus community thank Chief Morris for his continued service and wish him the best in his retirement.



Michael Shuler Retires

Michael Shuler was a Police Officer of the Camarillo State Hospital Police Department for 2 years before it closed. He was one of two officers hired by the CSU system in 1998, initially working at the satellite campus in Northridge. His favorite part of working at the University is working with the people. The community that grew around him as the University developed and the relationships he made were very similar to a family in nature. He had mentors that he could rely on that were parental figures in a way and then he had the students that came in from high school that grew up into young adults. Some returned to CSUCI to become staff or faculty. He is not sure what's next, something different and fun, but the world is his oyster!



A Fond Farewell!

Employees from four 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!

May

Susan Davis - Facilities Services (5/13)

Neal Fisch - Information Technology Services (5/31)

Rhonda Florick - Financial Services (5/31)

Kevin Medley - Police (5/1)

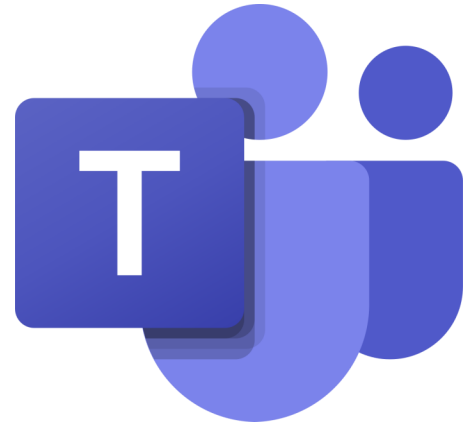
ITS Tips & Tricks

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:

Microsoft Teams Guest Access:

Microsoft Teams Guest Access allows for efficient collaboration with users outside of the CSUCI organization. Guest members of teams are granted access to meet, chat, and collaborate within a team.

Guest access can be fine-tuned to allow access to individual channels and files within a team while preventing access to others. For more information regarding Microsoft Teams Guest Access, please refer to the Microsoft Teams Guest Access Knowledge Base Article.



OneDrive File Requests:

Do you have a file that is too large to share via email or need to securely receive a file from an external user? OneDrive File Requests can be used to receive files directly into OneDrive. Anyone with a OneDrive File Request link can send files using the link, including users outside of the CSUCI organization and users without OneDrive. Users sending files using OneDrive File Request links can only send files and are not be able to see the content of your or your department's OneDrive folders. For steps on how to create a File Request in OneDrive, please visit Microsoft Support - Create a File Request.



Voicemail to Email:

Receiving your voicemail to your email inbox can make it easier to stay on top of incoming voicemails while working remotely. To request voicemail forwarding to email, please submit an ITS Service Request. Please include the extension(s) that you need forwarded and the CSUCI email address(es) that you will need the voicemails to be forwarded to.

Do you have more burning IT Questions?

If IT assistance is needed, you may contact the Shared Service Solution Center at 805-437-8552 from 8 AM to 5 PM, Monday through Friday. You may also submit an ITS Service request using the ITS Solution Center link in myCI, or at <http://go.csuci.edu/solutioncenter>.



How does what I do

make this a better place for CI students

DIVISION OF BUSINESS & FINANCIAL AFFAIRS