

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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Leadership Greeting

Hello DBFA team!

It's hard to believe we are at the end of another academic year. A little over a week ago we graduated 1600+ students over the course of four ceremonies in two days. What an amazing celebration and reminder of why what we do is important. Every one of us in Business and Financial Affairs is the blood that keeps the heart of our institution pumping. The work you do touches student's lives in direct and indirect ways enabling them to pursue their education in a safe and beautiful environment with support for their financial, employment, and technology needs.

While many believe the work in higher education stops in the summer, we all know the truth – these are some of our busiest months! There are many projects underway, year-end closings, processing of bridge student assistants, preparations for the coming academic year, and much, much more. Our work is never done but it is appreciated and recognized as essential to the campus.

As the days grow longer and a bit warmer, our hope is you take time to relax, enjoy the beauty of our Southern California coastal environment, and do what makes you happy.

Happy Summer!

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



BFA Division Spring Meeting Highlights

The spring division meeting was held on Thursday, May 11, in the new outdoor space at Lindero Hall. It was a terrific opportunity to come together in-person after over 2 years of holding virtual all hands staff meetings. The morning included a welcome of new employees, and recognition of outstanding performers along with food and drink. A rock, paper, scissor tournament, and a CSUCI trivia competition added to the fun time.



Recognition Awards Presented

The Spring 2022 Recognition Awards were presented at the division meeting held in person on May 11. Performance since the last division meeting held in December 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

Pedro Rivas, ITS

Marissa Zosimo, EH&S

Excellence Award Winners

Dan Gerrard, Facilities Services

Karly Ibrahim, Public Safety

Jessica Parker, Human Resources

Joyce Spencer, EH&S

Terry Tarr, PD&C

Dale Velador, ITS

Collaboration & Teamwork—Individual Award Winners

Roxane Beigel-Coryell, Facilities Services

Michael Long, ITS

Collaboration & Teamwork—Team Award Winners

Custodial Crew

Landscape Services Staff

Human Resources Staff

Committee Members

Paula Robertson, VP-BFA Office, Chair

Marina Moreno & Paula Rockenstein
Financial Services*

Richard Guyette & William Nutt, Administrative Services

Michelle Dietz & Terry Tarr, Facilities Services

Ryan Garcia & Carlos Miranda, ITS

*Collen Haws** & Joyce Spencer, Public Safety*

Peter Maher, UAS

**Secretary **Communications Chair*

There are opportunities to serve on the committee for 2022-23. Contact your manager or the committee chair if you are interested.

Flying Dolphin Award Presented to Nathan Bowden

The Flying Dolphin Award was established by the Vice President of BFA to recognize the highest achievement in service to our campus, our students and community. Laurie Nichols and Barbara Rex presented Nathan Bowden with the award at the division meeting.

Nathan first came to CSUCI in 2016 and served as Web Content Coordinator, Administration Operations Coordinator, and BFA's Director for Strategic Operations. Over his six years in BFA, he developed a reputation for his keen mind, organization, civility and respect for all, and his willingness to help others. He brings a sense of stability and calm even in the most chaotic of times. In many ways, he has been a touchstone for many of us in Lindero Hall bringing clarity and organization to complex data and structures. Always willing and happy to help, Nathan is extremely gracious, generous and very understated.

One of his most recent, and quite possibly greatest accomplishment, was the shepherding of the long-term sublease agreement with Kennedy Wilson for the 32 acre residential development in University Glen.

Congratulations and best wishes to Nathan as he begins his next adventure as a senior contracts attorney with a Texas based firm.



Barbara, Nathan, Ekho and Laurie

Custodial Night Shift Celebrated

The custodial team was awarded the Collaboration & Teamwork Award for a Team at the division meeting. Since the night shift arrives on campus at 5:00 p.m., they couldn't attend the day time event so they were invited to an evening celebration. On Monday, May 16, the party started at 5:00 p.m.

El equipo de custodia ha sido la luz al final del túnel. Con la pandemia en curso, el equipo de custodia nunca tuvo ninguna duda de completar su trabajo de limpiar y desinfectar oficinas, dormitorios, salones de clases etc. Durante la pandemia, a muchos empleados se les dejó trabajar desde casa, pero el personal de limpieza continuó trabajando sin pensarlo dos veces. Incluso hasta el día de hoy, continúan trabajando en su horario regular y también manejan llamadas de servicio con respecto a COVID-19.

The custodial team has been the light at the end of the Tunnel. With the pandemic going on, the custodial crew never wavered from the task of cleaning, sanitizing classrooms, offices, dorms, and etc. During the pandemic, many were told to stay home and the custodial staff continued to work without any hesitation. Even to this day they continue to work their regular schedule as well handle calls for service regards to COVID-19.



Custodial Team Playing Trivia



Custodial Night Shift Team and Other BFA Attendees



Ekho Attends the BFA Spring Division Meeting

Lindero Hall Interior Courtyard Debuts

It has been a year in the making and at last the courtyard is “open for business”. The welcoming space features a covered patio area with tables and chairs, a labyrinth, and garden boxes for flowers and vegetables. **Everyone in the BFA division is welcome to gather and enjoy a place to step away from their tasks and be refreshed. Come to have lunch or just take a break and take advantage of the opportunity to walk the labyrinth, play in the garden and enjoy the fruits of your labor.**

Meeting reservations can be made by contacting the VP-BFA office. Small groups can meet during regular business hours, however, because the courtyard is lined by offices, larger groups will be restricted to meet before or after normal business hours or on weekends. Once the meeting date and time are approved, you may contact University Events to schedule any resources you may need. The space will also be available to guests outside of our division.

GARDEN BOX Sign-up Now

- ✓ Individual or Team Plots
- ✓ First Come/First Served
- ✓ **Camrosa Recycled Water is Safe to Use for Vegetables**
- ✓ May Impact Salt Sensitive Produce
- ✓ Contact Paula Robertson





Human Resources Tips

Public Loan Forgiveness

One of the programs available to state employees is the Public Service Loan Forgiveness program. For more information about this program and to see if you may be eligible, please visit the following webpages:

[Public Service Loan Forgiveness \(PSLF\) Help Tool](#)

[Public Service Loan Forgiveness \(PSLF\) & Temporary Expanded \(TEPSLF\) Certification & Application](#)

[Limited PSLF Waiver Information](#)

[Public Service Loan Forgiveness Program FAQ](#)

[Submit a Public Service Loan Forgiveness Reconsideration Request](#)

In addition, on October 6, 2021, the U.S. Department of Education announced a temporary period during which borrowers may receive credit for payments that previously did not qualify for PSLF or TEPSLF.

To learn more about this limited PSLF waiver, please visit the following link: [PSLF Waiver](#)

For Your Benefits: 2022 CSU Vendor Webinar

Systemwide Human Resources will be hosting a series of webinars in partnership with our benefit vendors throughout the year. All webinars will be closed captioned and be posted one week after the webinar has occurred. Our spring series of webinars will focus on benefits that can be enrolled in year-round, while our fall series will focus on benefits that are only available during Open Enrollment or upon hire.

[2022 CSU Vendor Webinar Flyer](#)

Need an answer to your own HR question? Visit the HR Service Catalog [to submit a ticket](#)

Travel Assistance

Through Assist America, Inc., travel assistance is available for CSU employees when traveling more than 100 miles from home or when traveling internationally for up to 180 days. Travel assistance is only available while insured under The Standard's Group Life Insurance Policy. For more information, please visit the following link:

[Travel Assistance—Assist America, Inc.](#)

Health and Wellness Tips

CSU employees have access to lots of great resources through the employee assistance program (EAP) Empathia. To get the latest on materials provided by LifeMatters, please visit the following links:

[Managing Allergies](#)

[Shaking Up Your Walking Routine](#)

[Building Resilience](#)

[The Second Anniversary of COVID-19](#)

To learn more about Empathia, please visit Human Resources's EAP webpage for more information about how to access the portal and what types of services are available. Please visit the following link:

[Employee Assistance Program](#)

Did you know?

Back when the campus was still a state hospital, the campus served as a backdrop for an NSYNC music video!

Song: "I drive Myself Crazy"

Album: 'N Sync

Song Released: February 15, 1999



Organizational Effectiveness

Congratulations to each of you! You have made it through another fiscal year filled with challenges. You have adapted and continued to provide excellent service to each other and the students at this university! It is important to take a moment to recognize and acknowledge the good work we have done in these challenging times. In that spirit, please take some time to look back and catalog any Efficiency Savings you and your team has made since July 2021. Let's celebrate the efficiency and innovation your team has done by submitting your improvements. Improvements can be any changes that have been implemented that:

- Save Money
- Save Time
- Frees Up Time To Do Other Things
- Decreases/Removes Manual Processes
- Standardizes or Centralizes Processes
- Reduces Steps in a Process

Some examples would be:

- Converting Paper Processes to Digital (Adobe Sign)
- Replacing Paper Documents with Digital
- New Systems that may have replaced inefficient ones
- Standardizing Processes, making them streamlined

All reported efficiency projects are included in a fiscal Efficiency Report which is shared with the President's Cabinet and the Chancellor's Office. In addition, every project that is submitted qualifies for the Excellence In Efficiency Award that honors the campus wide improvements that have the greatest impact to CSUCI.

If you have a project to report or if you have ideas for processes to be improved, please reach out to brian.lindgren@csuci.edu and we can talk it over.



Adobe Sign



ITS Tips & Tricks

Excel Tips and Tricks

Microsoft Excel can be a powerful tool for data analysis and visualization, and it comes installed in the standard image of CSUCI-issued computers as part of the Microsoft Office 365 Software Suite. The following tips can help to use the application more effectively:

Freezing Panes

When dealing with large spreadsheets, it may be helpful to freeze rows or columns so that they remain at the top or left side of the spreadsheet while scrolling through data. To freeze panes, open the *View* tab, select the rows or columns that you want to freeze, then click *Freeze Panes* in the *View* menu.

Adding Dropdowns to Cells

Dropdown menus can be added to cells by selecting the cells that you want to add dropdowns to, opening the *Data* menu, selecting the *Data Validation* dropdown in the *Data Tools* section of the menu, then selecting *List* from the *Allow* dropdown in the *Data Validation* window. The list of options that will appear in the dropdown can either be selected from cells on a different sheet in the workbook or by manually inputting options separated by commas.

Quickly Hide and Unhide Rows and Columns

Rows and columns can be hidden in Excel by selecting a cell in a row or column then pressing Ctrl-9 to hide rows or Ctrl-0 to hide columns. To unhide rows or columns, select the rows or columns surrounding those that you want to unhide, then press Ctrl-Shift-9 to unhide rows or Ctrl-Shift-0 to unhide columns.



PTA 1993 Graduating Class (Andreas Gruenig, Front Row, Far Right)

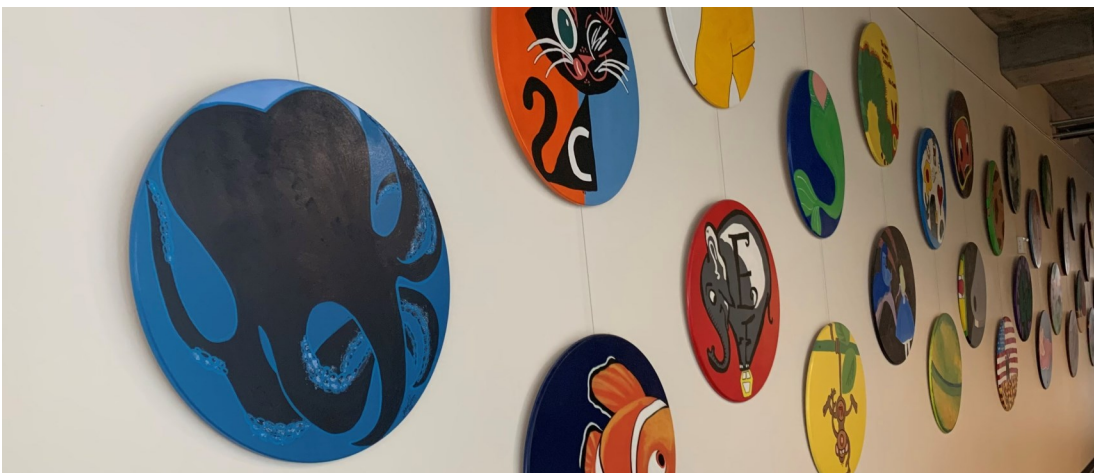
In the Spotlight

Did you know there are a couple of staff members today who used to work for the campus back when it was still the Camarillo State Hospital? Andreas Gruenig, mail clerk for campus, worked as a Teaching Assistant providing support for patients with developmental disabilities and then went on to enroll in the Psychiatric Technician Assistant (PTA) Program in 1991. Through a collaboration between Camarillo State Hospital and Ventura Community College, Andreas had the opportunity to learn about behavioral science, pharmacology and many other courses related to physical care of patients. In 1993, he along with his classmates graduated as the last class cohort of the Psychiatric Technician Assistant Program.



Andreas Gruenig Delivering Mail

Where is this?



Answer: On page 12

Recipe Corner

Blueberry Sour Cream Waffles

Ingredients

- 2 cups all purpose flour
- ¼ cup sugar
- 4 teaspoons baking powder
- ½ teaspoon salt
- 2 eggs
- 1½ cups of milk
- 8 ounces of sour cream
- ⅓ cup of melted butter
- 4 cups of fresh blueberries

Other Items Needed

- Waffle maker
- Non-stick cooking spray

Directions

1. In a large bowl, mix dry ingredients. Combine flour, sugar, baking powder and salt.
2. In a separate bowl, combine eggs, milk, sour cream and butter.
3. Stir wet ingredients into the flour mixture and fold in blueberries.
4. Spray waffle maker with non-stick cooking spray.
5. Pour batter into the waffle maker and cook for 4-6 minutes.



Recipe provided by Roberto Garcia, Cashier, Student Business Services

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



HR Student Assistant, Citlalli Carrillo, With Binder Donations

Reduce, Reuse & Recycle

Over the past few months, staff around Lindero Hall have been reviewing and clearing out items from storage and the offices. Of the many items reviewed, some items were kept, while others items were disposed of if they were in poor condition. The many items that were still in great condition were given a second life! From the break room, an assortment of drinkware and food storage containers were donated to the basic needs program on campus. You can now find them at the Dolphin Pantry, where they are available for students to take if they need them. In addition, with the transition of moving toward virtual filing, there was an abundance of 3-ring binders no longer needed by some departments. With many of these binders still in excellent condition, a box was donated to the basic needs program, while the rest were donated to a local thrift store. In total, more than 50 binders were donated! Thus, with the season of “spring cleaning” upon us, we encourage you to think about donating items you are no longer using instead of disposing of them. As they say, “one person’s trash is another person’s treasure!”

Need-to-Know Updates to CSU's Sustainability Policy

In March 2022, the CSU Board of Trustees adopted important updates to the CSU Sustainability Policy. Originally adopted in 2014, the sustainability policy establishes essential goals and guidelines to reduce the CSU's environmental impact and move our campuses toward a more sustainable future. In addition to advancing climate literacy and social justice, the policy update includes critical goals for campuses to achieve, such as reducing water use 10% below 2019 levels by 2030. While 2030 may seem far away, and the ten percent reduction sounds deceptively simple, this will be a task that requires attention from all employees and students.

CSUCI started addressing water conservation early, reducing total water use pre-pandemic 30% compared to 2013. As a growing campus that has already picked off a lot of the low-hanging fruit of water conservation, it is critical that we keep a keen eye on campus water use to identify and implement conservation and efficiency measures.

Another notable goal in the sustainability policy is to recycle or compost 80% of all campus waste by 2040. Currently, CSUCI only recycles or composts 58% of all campus waste. Facilities Services is in the process of making improvements to waste management on campus, including the introduction of new signage with informative labels and images to help you sort your waste properly.

Finally, the CSU Sustainability Policy update introduces the topic of organic waste collection and disposal. Organic waste includes landscaping waste and food waste. This policy item corresponds with California's Senate Bill 1383, that requires food waste collection and recycling throughout the state. Here at CSUCI, food waste collection has already been implemented in Islands Café and the Lighthouse Café. Additional food waste collection bins will be distributed throughout campus this summer.



Immediately report any leaks, running toilets, dripping faucets, or other water waste you find on campus. Call the FS Work Center at 805-437-8461 or email fsworkcenter@csuci.edu



Choose to reuse before buying new. Put scrap paper together as your notepad, put a new label on an old file folder, and look for furniture in Cl's surplus property program.



Turn off the water while you lather your hands or wash your dishes.



Bring your own coffee cup or thermos to campus coffee shops to reduce waste *and* get a ten cent discount!



Always choose WaterSense labeled products when purchasing appliances, fixtures, or equipment for the campus.



Print double-sided, or not at all! Think before your print. If you need a hard copy, make sure to select double-sided printing to reduce paper waste.



Be on the lookout for new food waste collection throughout campus. The bins will be designated with a Food Waste Only sign.



Compost all food waste by disposing of it in the food waste collection bins.



Prevent contamination by reading the signs and sorting any paper, plastic, or non-food items into the appropriate waste stream.

Welcome New Employees!

Financial Services



Gabriel Najjar

Buyer II, Contract Specialist

Buyer II/Contract Specialist, working in the Procurement & Contract Services under the Financial Services Unit. He will provide the campus support with the procurement of goods and services. He believes in the importance of working on the CI campus which is a diverse community. His hobbies include hiking and reading books.



Makayla Matheu

Procurement/Accounts Payable Coordinator

Makayla Matheu is the Procurement Coordinator for Business and Financial Affairs. She is originally from Glendale and moved to Camarillo, CA to attend CSU Channel Islands. She graduated with a Bachelors of Science degree in Business in 2019. She previously worked for American Recovery Service Incorporated in Thousand Oaks as an Accounts Receivable Specialist. She is excited to be back at her alma mater and looking forward to working with the employees on campus.



Minna Chang

Auxiliary Financial Services Manager

Minna works with the Auxiliary Financial Services team and provides oversight with a wide variety of specialized administrative and finance functions. The department has oversight for the CI Site Authority, CI Financing Authority, Foundation, University Auxiliary Services, and Associated Student Inc. She previously worked at the Chancellor's Office and is excited to work on the CI campus and feel more connected to students. On her leisure time, she enjoys baking and hiking.

Facilities Services



Michael Harrison

Senior Manager of Trades

Michael Harrison brings experience working in the military/K-8 school system/bio-tech industry/ to most recently the California Department of Correction and Rehabilitation. In addition, he brings many years of experience working with a diverse group of and a variety of mechanical systems from small to very large and complex. His hobbies include quality family time, BBQ's, golf, reading, and watching combat sports. (MMA). Mike has been a resident of Camarillo since 2000, and is married with two children.



Lindsay Billett

Vice President's Office

Risk Analyst

Lindsay recently joined the BFA Division as a Risk Analyst.. Prior to joining the risk management team, Lindsay worked in the commercial insurance industry for over 10 years where she gained experience in risk control, insurance contracts and risk mitigation. Lindsay was born in Leicester, England and moved with her family to California at the age of 10. She attended California State University, Northridge and holds a degree in fine arts and illustration. Lindsay enjoys singing karaoke and performing with her cover band on the weekends.

Welcome New Employees (Cont'd)

Site Authority



Christina Sotelo
Site Authority Resource Specialist

Christina was born and raised in Camarillo. She graduated from CSU Channel Islands with a Business Communications degree in 2018, and she is also a Notary Public. Prior to CSUCI, she worked for the top fix and flip lending company in the nation. In her free time, she enjoys cooking, golfing and exploring new places to hike with her dog. Also, she has never missed an Alumni Dodger game since graduating.



Lance Grange
Director of User Services

ITS

Lance has over 20 years of IT Experience with over 18 years in Higher Education. He grew up in the Ventura County area and is a CSU Alum, having received his BA in Business Administration with a Concentration in Management Information Systems from Cal Poly San Luis Obispo. Lance received his MBA from California Lutheran University. Lance enjoys spending time with his family, being outdoors, and following sports (Go Dodgers!). He is looking forward to working with the CSUCI community.

Public Safety



Jacqueline Chavez
Covid-19 Compliance Coordinator

CSUCI welcomes Santiago Estrada. We are very happy to have them part of the CSUCI community.

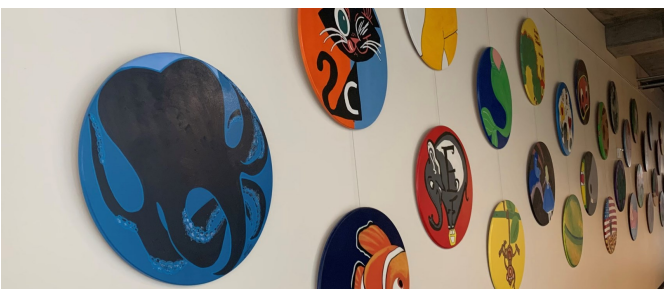


Santiago Estrada
Police Officer

CSUCI welcomes Santiago Estrada. We are very happy to have them part of the CSUCI community.

Employees who joined the Division after May 10 will be welcomed in the next issue of The Companion.

Where is this?



Answer: This wall of student art is located on the 1st floor of Broome Library

Employee Changes

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:



Jessica Parker has accepted the position of Classification & Compensation Specialist in Human Resources, taking over from Sherie Frame who retired in December 2020. Jessica has been with CSUCI for 1 year in March as the Human Resources Coordinator, and looks forward to improving the processes for classification and compensation progression.

- Anderson Hanchett, Digital Transformation Analyst
- Ashley Segovia, Human Resources Coordinator
- Connor Berriochoa, Laborer
- John Lazarus, Executive Director of Operations (Site Authority)
- Juan Rios , Operations
- Michele Naveau, Confidential Payroll Specialist
- Scott Gelz, Accountant II
- Stephany Rodriguez, Academic Personnel Specialist (Faculty Affairs)

Interim Appointments

The Division of Business and Financial Affairs would like to thank all those who are currently serving in an interim appointment. The following are those employees, along with the title of their position:

- Carolyn Meeks, Interim Director of Procurement & Contract Services
- Christopher Murphy, Interim Manager of User Services
- Leah Torres, Student Account Lead
- Leo Cervantes, Interim Accounting Manager Financial Reporting/Auxiliary Financial Services
- Rhonda Florick, Special Project Analyst

A Fond Farewell!

We thank the following individuals for delivering the high quality of service in support of the campus community. Best wishes on your new adventures outside of CSUCI. You will be missed!

- Nathan Bowden, Director of Strategic Operations
- Francine Iqbal, Director of Procurement and Contract Services
- Diane Phillips, Student Financials Accountant



Congratulations BFA Employee Graduates!



Bianca Acosta, M.B.A.

Master of Business Administration



Jonathan Jenkins, M.S.

Master of Science in Computer Science



Karly Ibrahim, M.A.

Master of Arts in Educational Leadership

Thank you to everyone who showed up on commencement weekend to create a memorable event for the graduates and their guests! Over 100 BFA employees were present to make it happen!





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

DIVISION OF BUSINESS & FINANCIAL AFFAIRS



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