

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

Hello and welcome to the second edition of The Companion. We’ve reached the end of summer, a time when many of us worked hard to close out work from the last fiscal year and started planning for the next fiscal year. In between, I hope you had a chance for well-earned vacation or time off. I know my time off this summer really helped me recharge my batteries and connect with family and the people beyond work that are important to me.

We accomplished a lot last fiscal year, a year that presented plenty of challenges for us as a campus, and I can’t say thank you enough for all of the work you do each day to keep this campus going and growing. As we begin this new fiscal and academic year, I look forward to seeing our team continue to look for those opportunities where we can add value to the campus and support the Strategic Initiatives, whether it’s in planning the next capital projects that will help bring new classrooms and student housing to campus, or identifying those day-to-day processes that need documenting or streamlining. Though we’re certain to bump into more challenges this year, I feel confident we have the team in place to not only meet those challenges as they come, but to continue to develop the teams and processes that can make responding to those challenges easier. I hope you had a wonderful summer, and I look forward to a new fiscal and academic year working beside you.

Ysabel Trinidad, Vice President for Business and Financial Affairs

BFA Spotlight: Public Safety

Whether or not you've met them personally, you no doubt know of our CSUCI Police Department. Their work on campus is extremely important as they help ensure we have a safe campus environment in which we can work and students can learn. This last year has proven to be one in which the support of the Police Department has been critical to maintaining safety on campus, and now is a transformative time as they adopt a new organizational structure to better prepare the department for the future.

Part of the Public Safety Unit, the Police Department is headed by Chief Michael Morris. As a result of a recent reorganization, the work of the department falls under two divisions: Police Operations and Police Administration.

Police Operations, headed by Lieutenant Drake Massey, consists of 17 sworn peace officers, 5 Public Safety Officers, and a group of part-time students serving as Community Service Officers. Together, the Police Operations team is responsible for law enforcement, emergency medical response, parking enforcement, traffic control and more. Police Administration, on the other hand, is responsible for the dispatch center, police records, investigations, training, and community involvement and crime prevention efforts, as well as the Transportation and Parking program, which was recently moved

under the police department. Acting Lieutenant Chris Jetton, whose appointment to Lieutenant will be permanent later this month, is leading the Police Administration team. This new organizational structure is designed to provide strong depth and capacity to the Police Department team to better position them for the ever-growing future here at CSUCI.

If you were here on campus last fall, you know the critical role this entire team can play in keeping the campus and the neighboring University Glen community safe. During the Hill Fire, both the campus and the University Glen community were evacuated, meaning thousands of people needed to get off campus. The police coordinated the evacuation effort, calling in all off-duty peace officers to assist. With the help of the Ventura County Sheriff's Office, the team went door-to-door on campus and in the University Glen community to ensure everyone was notified and evacuated. In the end, all members of the campus and University Glen communities were safely evacuated. Then, while the evacuation order was in place, the Police Department put together a plan and worked with residents to individually escort them to retrieve pets, medications, and other necessities. The evacuation was lifted after three days, but the access the Police Department was able to provide during the interim was critical for those residents.

While we hope we don't see another emergency event like the Hill Fire soon, we can be sure that the CSUCI Police Department is prepared and ready to keep the campus safe.



From Left to Right: Acting Lieutenant Christopher Jetton, Chief Michael Morris, Lieutenant Drake Massey

Organizational Effectiveness

Many of the processes that the CSUCI staff work with every day include collaboration between divisions and departments. Improvements to these processes can make a big impact to the University. One of those processes recently improved is how faculty receive payment for the courses they teach—in this case, the faculty who work in the Extended University program. The Extended University Faculty Pay Process was identified by the staff that work the process as one that needed to be more efficient. This process involved three different departments: Extended University, Human Resources and Faculty Affairs. In order to get things started, the Organizational Effectiveness Team gathered the champions (managers) from each of the departments involved to establish the parameters of the project and to allow the staff time to work on it.

Once the parameters were set, a team of five staff from Extended University, Human Resources and Faculty Affairs, along with two Green Belt Facilitators, met to figure out the “current state” of the “EU Faculty Pay Process.” The current state is a step-by-step visual representation of how the current process works created by those that work with it every day. The current state of the process ended up having 97 steps, 5 different forms that required multiple verifications, “wet” signatures and duplicate actions. The team then worked together to figure out which forms, verifications and steps of the process were actually needed to get the job done. After much discussion and collaboration, the group realized only two forms were necessary and reduced the total steps in the process to 37! The total time saved is estimated at 49 hours for a yearly time/cost savings of over \$17,000. If you have a process that takes too much time or you feel “there is a better way to do this,” contact the Organizational Effectiveness Team (Brian.lindgren@csuci.edu) and submit your idea for improvement.



Members of the cross-functional EU Faculty Pay Process team

Where is this?



Answer on page 7

Recipe Corner

Chewy Coconut Cookies

Ingredients

- 1 1/4 cup all-purpose flour
- 1/2 teaspoon baking soda
- 1/4 teaspoon salt
- 1/2 cup butter
- 1/2 cup packed brown sugar
- 1/2 cup white sugar
- 1 egg
- 1/2 teaspoon vanilla extract
- 1 1/3 cups flaked coconut

Method

- 1) Preheat oven to 250 degrees.
- 2) Combine flour, baking soda, and salt; set aside.
- 3) In a medium bowl, cream the butter, brown sugar, and white sugar until smooth. Beat in egg and vanilla until light and fluffy.
- 4) Gradually blend in the flour mixture, then mix in the coconut.
- 5) Drop dough by teaspoonful's onto an ungreased cookie sheet. Cookies should be about 3 inches apart.
- 6) Bake for 8 to 10 minutes in the preheated oven, or until light brown. Cool on wire racks.

Recipe provided by Janet Korsmo

In the News

CSUCI's very own Sergio Gonzalez was recently highlighted in the Ventura County Star for his incredible, delectable work here on campus! Read the full article and learn more about Sergio and the work he does as a pastry chef with UAS all year round here on campus. Fair warning though: your mouth will be watering by the end of the article.

Access the VC Star article here:

<https://www.vcstar.com/story/life/2019/07/18/california-state-university-channel-island-pastry-chef-camarillo-campus/1692975001/>



Did you know?

Did you know that CSUCI has a Waterfront Program at the Channel Islands Boating Center? The program offers instructional and safety classes in kayaking, sunset kayaking, sailing, and stand up paddle boarding among other activities. If you have a free weekend, drop by the CI Boating Center to participate in aquatic activities and perhaps see a sea lion along the way! Information regarding the CI Boating Center can be found here: <http://www.ciboating.org/>. Recreation Center members can be eligible for a discount. Check the rec center web page: <https://www.csuci.edu/recreation/dp-passport.htm>



HR Frequently Asked Questions

Q. When can I enroll or make changes to my benefits?

A. Newly benefits-eligible employees have 60 days from the date of benefit eligibility to enroll in benefits. Benefit eligible employees can also enroll in benefits during the annual open enrollment period held in September/ October for a January 1st effective date. There are also "permitting events" that may allow an employee to enroll outside of the 60 day election window or the open enrollment period.

Q. How long may my dependent children remain covered under my benefits plans?

A. Eligible dependent children (natural, adopted, step, domestic partner's children, children in a parent-child relationship status) are eligible for coverage up until the age of 26. A child over age 26 who is incapable of self-support because of a mental or physical condition that existed prior to age 26 and continuously since age 26 may be included at your initial enrollment. This enrollment is subject to CalPERS approval.

Q. I often have questions about my benefit plan coverage. What are the best resources for locating answers to my questions?

A. The best way to learn about your plan coverage is to review the plan's Evidence of Coverage (EOC) booklet. The EOC will outline in detail coverages and exclusions to your current insurance plan. In conjunction with your review of the EOC, Human Resources also recommends confirming your interpretation with the insurance carrier, to validate your understanding.

EOCs can be found here:

Health- <https://www.calpers.ca.gov/page/active-members/health-benefits/plans-and-rates>

Dental- <https://www.deltadentalins.com/csu/>

Vision- <http://csuactives.vspforme.com/>

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



Practicing Sustainability in the Workplace

1) Carpool with Colleagues. Finding people to carpool with can be difficult, but luckily, CI has a tool that makes it easier. Whether you need a ride or can give one, sign up through our RideMatching online resource to save money, a possible driving trip, and the planet: <https://www.csuci.edu/publicsafety/parking/carpooling.htm>

2) Eat Mindfully. Bring reusable utensils and containers for your meals. It's common to find ourselves rushing in the morning, so stash some extra utensils in your office in the event you forget to bring them that day. Additionally, focus your meals around plant-based rather than animal-based foods and reduce your environmental footprint by up to 90 percent!

3) Drink Responsibly. Your plastic water bottle may never decompose, so make the switch from disposable to reusable. We have several water refill stations in every building on campus for you to refill your water bottle, but if you happen to forget it, there are plastic-free options available at the Freudian Sip, Sea Store, and Town Center Market. Simple switches make all the difference - one year of using a reusable water bottle prevents 1,460 plastic ones from going into the landfill!

4) Conserve Energy. Remember to turn your computer off at lunchtime and when leaving the office. Be sure to turn off the lights when leaving a room and advocate for the use of natural light in the office during the daytime to avoid unneeded electricity usage. Avoid using at-desk appliances and switch to using communal office appliances, such as printers and paper shredders.

Habits won't change overnight, and living sustainably will take time and forgiveness. Applaud your accomplishments and simply aim for a 1% difference every day. For more tips and general CSUCI Sustainability information, visit <https://www.csuci.edu/fs/sustainability/> and follow Facilities Services Sustainability on Instagram at @sustainabilityatcsuci.

Health and Wellness Tips

Between life and work, managing stress is an integral component to maintaining your health and wellness. Everything from that special project at work to taking the kids to soccer practice can produce stress.

There are many active ways to reduce your stress such as starting the day off right, staying organized, and developing healthy ways to react to stress. It's also important to establish boundaries between work and life. It can be as simple as not answering work calls during dinner or making a rule not to check emails at home.

By taking a few steps at a time, managing stress better is possible and contributes greatly to our overall health and wellness.

As a CSUCI employee, you have access to a number of resources on the topic of mindfulness through the website of our Employee Assistance Program provider, Optum. If you would like more information please visit this link (<https://www.liveandworkwell.com/content/en/member.html>) and click on "I don't know my access code" then select "California State University - Channel Islands." Once logged in, you can find articles and other resources related to mindfulness at the following link: <https://www.liveandworkwell.com/content/en/member/life-work/well-being/mindfulness.html>.

While you're there, you can check out the wide variety of resources available through Optum, from legal consultation services to tips on caregiving for a loved one.



Welcome New Employees!



Penny Matthews

Internal Auditor

Penny Matthews is the new University Internal Auditor in the Division of Business and Financial Affairs. She holds a bachelor's degree in Accounting and is a Certified Public Accountant. She has over 30 years of experience, most of which focused on auditing financial records and practices for compliance with regulations and policies. She reviewed contractors for Department of Defense, education/non-profit organizations working on research grants, and companies importing goods into the United States.



Paula Robertson

Executive Assistant

Paula Robertson is the new Executive Assistant for Ysabel Trinidad, Vice President of the Division of Business & Financial Affairs. She comes to us from St. Paul's Episcopal Church in Ventura where she worked as the Office Administrator for over six years. Paula also has prior experience in the areas of corporate finance, human resources and public education and holds a Master's Degree in Education. Her unique set of experiences will help her fit right in with the unique and varied work of our division.



Taylor Kronberger

Police Officer

Taylor Kronberger has been a Police Officer for almost 5 years, and just lateraled over from the VCCCD Police Department, where he was a Field Training Officer for most of his time there. He also served on the Moorpark College Behavioral Intervention Team, and was very active with the student body, regularly giving student safety and active shooter presentations to various classes and organizations. When he is not working, he enjoys spending time with his family, and taking his son to his favorite place, the Aquarium of the Pacific. He is excited to apply his past experience working in an educational environment to his new community here at CSUCI!



Jenna Kushigemachi

Police Officer

Jenna Kushigemachi is a former student at CSUCI and graduated in 2017 with a BA in Studio Art and a minor in Political Science. In 2016, she represented CSUCI as a Panetta Scholar at the Panetta Institute for Public Policy, which provided her the opportunity to intern with the United States Congress in Washington, D.C. for a semester. That internship increased her interest in public service, which led to her becoming a police officer. She hopes to be a role model for women trying to get into the career. She is also a personal trainer and enjoys working out as well as trying new foods (vegan).

Retirement Celebrations

Ray Porras

We would like to congratulate Ray Porras for an incredible 34 years of distinguished service towards the development and growth of the University. Ray Porras was the founding Director of Transportation & Parking. Throughout his time here, he was recognized multiple times including receiving the Flying Dolphin Award in Spring of 2017. In the future, Ray intends to move to Oregon with his family. Thanks to Ray on behalf of the Division for his ever-present dedication to the students, staff, and faculty of CSUCI on whom he had an irreplaceable influence.



From Left to Right: Raudel Banuelos, Ray Porras, President Erika Beck



Caroline Doll at her retirement celebration

Caroline Doll

We are at once delighted and disheartened to announce that Caroline Doll has retired after 21 years of service to CSUCI. She played instrumental roles as Director of University Glen Corporation, Director of Special Projects in the Division of Business and Financial Affairs, and most recently as the Site Authority Housing Manager. Caroline's favorite projects during her time here include oversight of University Park and the Channel Islands Boating Center. In the future, she intends to complete the state bar exam and possibly teach or engage in contract consulting. Thanks to Carolyn for her immeasurable contributions to the development of the University. We wish her the best of luck in her future endeavors.

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:

- **Cheryl Peckham**, Cashier to Accounts Payable Technician
- **Kristy Madrigal**, HR Student Assistant to Staff HR Assistant
- **Chris Jetton**, Sergeant to Lieutenant (effective September 12, 2019)
- **Shawn Bartlett**, Corporal to Acting Sergeant

Employee Award

Congrats to Wes Cooper, Senior Director of Facility Services, for being awarded with the California State Military Reserve Outstanding Service Ribbon. This reward recognizes the completion of a minimum of 200 hours of certified military service to CSMR. In 2018, SPC Wes Cooper had 464 hours of direct service for missions in support of the 18th Cavalry Regiment (1-18 CAV) in preparing them for their forward deployment in Jordan.

Where is this?

Answer:
Aliso Hall Zen Garden





*How does what I do
make this a better place for CI students*

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