

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

Summer has almost come and gone, and this one has been unlike any other. As our campus prepares to continue in a mostly virtual learning environment for the fall, with a small fraction of students and classrooms on campus, I want to take the time to thank all of you who have been involved in helping the school prepare for this unprecedented beginning to a new academic year. You’ll get a chance to learn a little more about what some of our BFA team members have been up to over the last couple of months as we prepare for the fall semester. These stories just scratch the surface of the extraordinary work being done in this extraordinary time.

Whether you’ve been helping develop the plan for delivering meals for students who will be on campus, helping deliver training to employees on indispensable tools like Microsoft Teams, ensuring faculty have adequate technology on hand to deliver their courses virtually, or simply figuring out how you can continue to provide quality service to our campus from the confines of your home, we’ve all had a critical part to play. We continue to find ways to do our work and support the campus and our students in very challenging circumstances. Those challenges will continue into the fall as we deal with COVID-19 and the ripple effects it is having on us personally, operationally, and economically. The last few months have demonstrated, however, that we are up to the challenge.

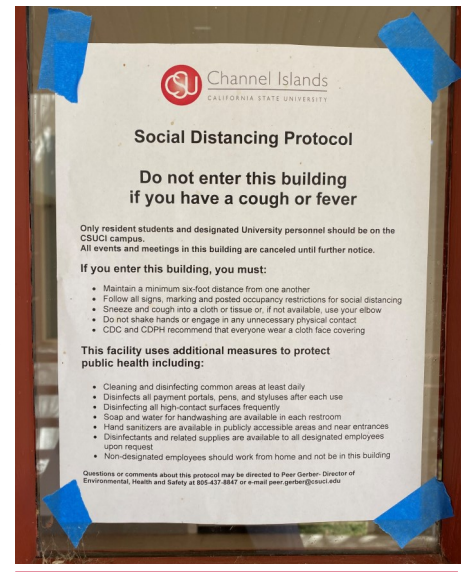
Ysabel Trinidad
Vice President for Business and Financial Affairs

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.

Environmental Health & Safety

Starting in February 2020, EHS has been actively involved in Fall semester preparation efforts, including providing up-to-date COVID-19 health and safety guidelines, social distancing signs, participation in the Communicable Diseases Workgroup, the Fall Planning Task Force, developing and providing a COVID-19 Prevention training course, creating a COVID-19 hazard assessment form, assisting Human Resources in creating a Worksite Specific COVID-19 Prevention Plan, and participating in a walk-through of each space corresponding to each approved face-to-face academic activity. Peer Gerber, Director of Environmental Health & Safety, has been responsible for implementing the University's Illness/Injury Prevention Plan and providing COVID-19 guidance and recommendations to University leadership. Joyce Spencer, Health and Safety Manager, has been responsible for coordinating COVID-19 training requirements. Derick Nguyen, Safety Specialist, has been responsible for completing assigned tasks related to ongoing campus infrastructure projects. Teamwork was key as EHS collaborated with HR, Academic Affairs, ITS, and Facilities Services through Zoom, Microsoft Teams meetings, and via limited face-to-face meetings on campus.



Facilities Services

Although most of us left campus when stay at home orders were issued mid-March, some of the Facilities staff, primarily custodians, never did! Even before working from home became the new normal, the new protocols for disinfection required training, equipment and long hours and they all stepped it up. When faculty and staff left, the buildings and landscaping stayed right here. From the end of March through the middle of June, Facilities alternated schedules with designated personnel coming to campus to address the critical maintenance needs for campus grounds, buildings, and infrastructure. Once the stay at home orders entered a less restrictive phase, in the middle of June, all employees were brought back except those that could telework or had conditions that prevented them from returning. To keep employees safe, Facilities has implemented social distancing among other COVID-19 protective protocols. Everyone has stayed healthy and they are hard at work catching up on the backlog created during the time they were minimally staffed. Facilities has over 100 personnel working hard to maintain a safe environment for existing and returning personnel and to ensure the maintenance of the campus.

Some of the staff have also been involved in the Fall Planning Task Force. The Planning, Design & Construction (PDC) team directly supported Academic Affairs while putting together the University's plan for how to support virtual learning. On the administrative side of the unit, virtual meetings and teleworking have been very effective. Interim Assistant Vice President for Facilities Services Tom Hunt notes that, "Adapting to adversity has a way of making you stretch and grow. Going through this has helped us see better where our strengths and weaknesses are and we will come out stronger because of it."

Recipe Corner

Chicken Caprese

Ingredients

- 1 lb boneless skinless chicken breast (4 evenly thin pieces)
- Kosher Salt
- Black Pepper
- Extra Virgin Olive Oil
- Basil Pesto (Store bought is fine)
- 4 slices low-sodium fresh mozzarella cheese (about 1/4 to 1/2 inch in thickness each)
- 4 thick slices of ripe tomatoes
- Balsamic glaze or balsamic reduction (store bought is fine)
- 8 fresh basil leaves (4 whole leaves, slice the rest into ribbons)

Method

1. Pat chicken dry and season with salt and pepper.
2. Heat an indoor griddle or pan over high heat. Drizzle about 1 tbsp extra virgin olive oil to coat bottom of pan.
3. Add chicken and cook for 3 to 5 minutes on each side or until done (chicken's internal temperature should register 165 degrees F)
4. At the last couple of minutes of cooking, top each piece of chicken with a bit of basil pesto, then add a mozzarella slice on top.
5. Remove from heat. Add fresh basil leaves and tomato slices on top, spoon a little balsamic glaze on top. Finally sprinkle fresh basil ribbons.
6. Serve with your favorite side dish or salad.



Recipe provided by Nic Manocchio, Executive Chef

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!

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:

- Michele Naveau, Payroll Technician
- John Lazarus, UAS Executive Director (Transition from Administrative Services to Financial Services)

Partnership Between Dolphin Pantry and University Auxiliary Services

COVID-19 created so many challenges for our Campus community and one of those was an increased need from students facing food insecurity. This was made even more challenging because of the changes in how the Dolphin Pantry collected and distributed food and other supplies safely during the pandemic. Food Share, which is the Ventura County foodbank, is normally the prime supplier of the Dolphin Pantry but their supplies were very limited due to COVID and the Dolphin Pantry staff, as well as the many volunteers, were only able to pick up a limited number of items per trip. UAS Dining was honored to be able to help the Dolphin Pantry in its vital mission of providing immediate food, toiletries and basic necessities at no cost to students in need by using its suppliers and bulk purchasing power to get that food to them. The food was then used to stock the pantry up with shelf stable items.



The Dolphin Pantry



Central Mall under construction

Top CSU Savers—The One Million Dollar Club

In fiscal year 2018/2019, CSU Procurement Leadership developed a system-wide procurement strategy called 23C. The emphasis of the 23C program centered around collaboration across campuses, aggregating spend and developing the procurement function and its people. Part of the 23C program involved calculation methodologies for savings to demonstrate the value of taking such a collaborative approach and working together so we can contribute significant value to the bottom line thus providing additional funds in support of the CSU mission. Five key centers of excellence were identified as offering the greatest potential for significant returns. One of those centers of excellence was the category of Construction. In September of 2019 the Procurement & Contract Management team at CSUCI underwent a realignment of staff functions to vertically align with the 23C five centers of excellence. Caroline Meeks, a Buyer III, was given the Construction portfolio to manage.

Carolyn was recognized by her peers and senior procurement leadership at the CO for her contribution to the total savings that benefit the CSU system as a whole. In 2019, the total savings contribution from the CSUCI procurement team was \$11,000. Carolyn's individual approved savings total for 2020 was over \$1,102,000.00 which earned her admission into the One Million Dollar Club!

Top CSU Savers (cont'd)

These savings were calculated using the Cost Reduction via Imputed Cost methodology. This is where an RFP process leads to multiple bids, and the cost of the winning bid is subtracted from the average cost of all responsive, non-awarded bids.

Carolyn did a great job in managing the contracting process for several major and minor construction projects on campus. For the Central Mall Paving Project, she rejected the initial bids and introduced some creative options that increased the vendor pool and realized significant savings as a result.

Of course, Carolyn is a team player and would like to recognize the collaborative efforts of all concerned in the Facilities organization who were valuable partners in obtaining significant savings for CSUCI. While we all recognize that this was a group effort, Carolyn's contribution was not insignificant and she is well deserving of such recognition. Thank you, Carolyn and the Facilities team for your collaborative efforts in contributing to the overall success of the CSUCI mission.

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Feedback on The Companion

We would love to hear from you! Please take this one-minute survey and let us know what you think of The Companion. Is it enjoyable to read? Tell us what improvements you would like to see and suggestions for future articles. Answers are anonymous. The survey will be open for three weeks.

https://csuci.qualtrics.com/jfe/form/SV_4JG29EVeIjgOt93



CSUCI Receives National Recognition for Sustainability Practices

CSUCI has earned a gold rating from the Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Assessment, & Rating System (STARS). STARS recognizes campus sustainability efforts and awards a rating when participants report achievements in academics, engagement, operations, planning and administration, and innovation and leadership. A gold rating is the second-highest in the five-level STARS rating system. CSUCI is one of three CSUs with a gold rating. CSUCI's sustainability efforts, such as the reduction of greenhouse gas emissions by 66% when compared to the 2008-2009 baseline, has contributed to the continuous improvement of its environmental impact.

Where is this?



Answer on page 8



Health and Wellness

Optum Employee Assistance Program

All employees can view and utilize these resources.

Listen to the **Moving Forward Together** podcasts, read up on health and wellbeing, relationships, work and financial issues and more. There is a special section dedicated to COVID-19 resources.

www.optumeap.com

www.liveandworkwell.com

Browse as guest with company access code: **csuci1**

A recent newsletter focuses on resilience and 'Bouncing back after tough times.'

(Websites are available in 18 different languages. Choose your preferred language in the toolbar at the top of the page.)

Did you Know?

Did you know that CSU Channel Islands maintains two gardens? The first garden, the Sierra Hall Sustainable Garden was a result of collaboration with students from CHEM 344, Energy and Society, faculty and Grounds Crew staff to create a pollinator/sustainable garden on the second floor of Sierra Hall. The second garden, the Student Garden, is located along Oxnard Street near Anacapa Village. The garden is open for students and includes Chumash plants and open pathways to be able to relax and enjoy the views of the mountains and trees.



A part of the Student Garden

Adobe Sign Makes Lemonade out of Lemons

When life gives you a lemon, make lemonade! The pandemic has drastically changed each of our lives both personally and professionally. While it is easy to be overwhelmed by the challenges we are experiencing, it also provides opportunity for ingenuity and growth. The CSUCI community's ability to transition to a largely work from home organization was and continues to be an amazing feat. Through that transition, we figured out how to work and how to continue to provide value to our students, our community and each other. While there have been a number of improvement projects that have contributed to our ability to weather the "Covid storm," one improvement stands out: The Adobe Sign Conversion.



Prior to March 2020, many of CSUCI's forms and signature approval processes included a "manual" or paper "hard" signature process, which called for staff to walk across campus, deliver important documents, and collect necessary signatures. Insert the COVID-19 Safe at Home Order, and those necessary manual approval processes could not be completed without a solution. Fortunately, CSUCI's ITS team was implementing such a solution - Adobe Sign. Converting hard copy documents to digital forms replaced many in-person processes. The ability to fill out a form and send it digitally for signatures has drastically reduced the time it takes to complete the approval process. In fact, since implementing Adobe Sign, (between March 17th and June 30th) the campus has saved more than 130 hours! We have removed 130 hours of wasted time walking paper documents across campus. This creates more capacity for staff to work on things that are more important. With continued use of Adobe Sign for these processes for the next year, we will save 1,560 hours in one year, which is 6 hours a day! What processes do you use every day that could benefit from Adobe Sign? We have only scratched the surface of what automating manual processes can do to help our campus work more efficiently.



Human Resources Reminders

Benefits Open Enrollment

Open Enrollment takes place each fall and this year it occurs from September 21, 2020 – October 16, 2020. Changes made during Open Enrollment will take effect January 1, 2021. Information for the 2020 Open Enrollment Period will be posted on the campus [Open Enrollment webpage](#) as it becomes available in early September and will include the health premiums for the 2021 calendar year.

HR Forms Processing

Looking for a form? HR is transitioning a number of forms to Adobe Sign. If the form you need is not noted below, then process the form electronically, by completing the form and uploading to Adobe Sign to route for approval signatures. Once the signatures are obtained, please forward to hr.forms@csuci.edu for processing.

The following forms are currently available in *Adobe Sign—Library—Workflows*:

- ⇒ Temporary Telecommuting Agreement
- ⇒ Pre-Authorization for Special Consultant Pay (4660 Pre-Authorization Workflow)
- ⇒ Special Consultant Authorization for Special Pay (4660 Authorization for Special Pay)
- ⇒ Faculty Additional Employment (Additional Employment-Job Code 2403 Workflow)
- ⇒ COVID-19 Request for CSU Temporary Paid Leave
- ⇒ Common Management System (CMS) Access and Compliance Form Workflow

Adobe Sign—Library—Templates:

- ⇒ MPP Outside Employment

Coming soon in *Adobe Sign—Library—Workflows*:

- Faculty/Staff Requisition
- Student Assistant Requisition
- Faculty/Staff Separation Clearance Form
- Student Separation Clearance Form

IT Solution Center Working From Home FAQs

Working remotely can be a challenge, particularly if you encounter technical issues. Here are some solutions for some of the more common questions that come up.

How can I log in to my computer at home?

Solution: To log in to your computer using your CSUCI credentials, you will have to make sure to cache the credentials on the computer before leaving campus by logging in to the computer. It is advised that you log in to the computer while on campus before disconnecting it to work remotely to ensure that your credentials are stored.

I reset my myCI password at home and now I cannot log in to my computer on campus.

Your computer will have to be connected to the CI WiFi network or via ethernet on campus for your new login password to update on the computer.

Solution: Until you can cache your new password, you will have to continue logging in to your computer using the old cached password.

If you have VPN access, connect to the GlobalProtect VPN, lock the computer, then log in to the computer using your new password. If you do not have VPN access or if you are unable to connect to the CI WiFi network or via ethernet on campus to resolve the issue, please create an ITS Service Request, and an IT Services technician will be able to assist.

How can I continue to communicate and collaborate with my department remotely?

Microsoft Teams is a robust communications platform that combines workplace chat, collaboration, video meetings, and audio calls. Teams is available for Windows and Macintosh computers, as well as Android and iOS devices. Teams can also be accessed via the Web at <http://teams.microsoft.com>.

Learn more about Microsoft Teams training opportunities offered through Learning and Development .

<https://www.csuci.edu/hr/training/pdpe/>



How can I answer my office phone when working remotely?

Solution: Cisco Jabber is a soft phone application that can be installed on Windows or Mac computers as well as iOS and Android mobile devices. To request Jabber setup, you may submit an ITS Service Request including the type of device that you would like Jabber configured for and the extensions that you would need access to in Jabber. Alternatively, you may submit an ITS Service Request to have your office phone forwarded to a personal cell phone. Please include the extension that you need forwarded and the phone number that you would like calls to be forwarded to.

IT Solution Center Working From Home FAQs (cont'd)

I reset my myCI password and I am unable to receive emails in Outlook.

Solution: Outlook often has issues with syncing after password changes since it still uses the old password to attempt to connect. To rectify this issue, please remove your old password.

Windows – Outlook 365/2019:

- 1) Open Outlook and open the File menu, select “Office Account”
- 2) Click the “Sign Out” link under the "User Information" heading. Click "Yes" when the confirmation prompt appears.
- 3) Click “Exit” to terminate the Outlook process
- 4) Re-open Outlook. Input myCI credentials in the myCI SSO prompt.
- 5) Outlook should now sync as expected

Windows – Outlook 2016:

- 1) Open Credential Manager by typing "Credential Manager" into the search Programs and Files field in the Start Menu.
- 2) Once you have opened Credential Manager, scroll down to Generic Credentials, then remove any credentials pertaining to MS. Outlook or Microsoft Office by clicking each item, then clicking "Remove from Vault".
- 3) Once all Outlook/Office credentials have been cleared, close Credential Manager and reopen Outlook. You should be prompted to enter your new password.

Mac:

- 1) Open Outlook, then open “Preferences” under the “Outlook” menu.
- 2) Click “Accounts” in the “Outlook Preferences” window.
- 3) Select your account on the left side of the “Accounts” window, then input your new password in the “Password” field. After closing the “Accounts” window, Outlook should sync.

We hope that this list of FAQs can help you to work more effectively while working remotely. 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>

Where is this?

Answer: West entrance to Lindero Hall



MAKE SURE YOU'RE COVERED!

Coming to campus? Don't forget to review the latest face covering guidance for staff on the CSUCI website before arriving.

Go to the [staff section of the Fall 2020 FAQ page](#) now to learn more.





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