



FINANCE & ADMINISTRATION

Presented By:

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and the Division of Finance & Administration Staff

Mission Statement

The Division of Finance & Administration supports the mission of the University by providing the highest quality service while practicing responsible stewardship of University resources.

Our Core Values

- Teamwork
- Flexibility
- Continuous Improvement
- Stewardship
- Mutual Support and Respect
- Innovation
- Building Opportunities
- Sense of Place
- We Value our Role in Supporting all other Divisions
- Excellence in Service

Vision Statement–Proactive

We strive to be proactive in all our areas of responsibilities while building the infrastructure and systems. This requires planning and preparation while being responsive to on-going needs.

“The Finance & Administration Division is dedicated to supporting the needs of the University in its delivery of financial, administrative and operational services. The Division’s focus is on ensuring quality operations by developing and implementing clear policies, simpler procedures, and efficient work processes while providing necessary services in a professional manner and in compliance with regulations. The dedicated professionals who make up the Finance & Administration Division at CSU Channel Islands possess an unabashed enthusiasm for advancing the University’s dreams, maximizing CSUCI’s potential and its impact as a premier institution of higher education. Students thrive when universities put students first and learning at the center.”

– Joanne Coville, Vice President for Finance & Administration

Division Of Finance & Administration Goals 2005-2010

Infrastructure: Provide facilities and infrastructure to meet University enrollment growth.

Organizational: Develop organizational and support systems that meet the demands of a changing and growing University.

Environment: Enhance a sense of campus community that provides for collegiality, sustainability and a safe environment for student learning.

Resources: Lead University efforts in responsible stewardship that maximize the use of limited resources.



Accounting

“Committed to providing prompt, high-quality customer service to our campus and community customers” by performing accounting and financial functions for the University, including:

Safeguarding fiscal data integrity through internal controls of University assets, and Implementing compliance policies and Processing cash receipts and disbursements, billing, payments and disbursements.

Budget & Financial Reporting

“We provide financial reporting functions of the University and manages the University budget, which includes general fund allocations, minor capital outlay allocations, revenue bond allocations, lottery allocations, and finally trust fund monies.”

Human Resources Programs

“Committed to creating a cooperative work environment which supports the University’s mission of enhancing student success” by providing quality personalized guidance and support in:

- Benefit administration
- Staff compensation and classification issues
- Staff employment guidance
- Professional training and development
- Environmental health and safety
- Risk management
- Diversity, equity and amicable resolution of differences regarding employee relations issues



Information Technology

We provide a stable, reliable, secure IT infrastructure that meets the teaching, learning, research, service, and administrative needs of the university community and provides value added services conducive to a 21st century campus.

Operations, Planning & Construction

Our services include campus maintenance and repairs, utilities and waste management, motor pool, logistical services (shipping and receiving, mail services), janitorial services, special repairs, capital outlay planning, major and minor construction projects, environmental compliance, facilities planning and campus master planning.

Procurement & Support Services

We work to achieve excellence in procurement while saving time and money when purchasing on behalf of the University community. We believe that responsiveness and quality is necessary both from ourselves and our supplier. We issue orders quickly, buy locally, buy recycled and buy from small, micro and disabled veteran businesses; manage copier, travel, office supply and credit card programs.

Public Safety

The CSUCI Police Department is staffed with 15 sworn police officers, five full time police dispatchers, and support personnel. The department operates 24 hours a day, seven day a week. We provide comprehensive law enforcement and safety services intended to support and sustain the