

**FINANCE & ADMINISTRATION DIVISION**  
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## **ACCOUNTING ACCOMPLISHMENTS**

### **Accounts Payable**

- A direct result of the RMP change is incorporating an additional payables process. To prevent the campus from having to advance funds for large construction and capital project payments that are reimbursed by the state, payables now requests these payments be made directly from the State Controller's Office to the vendors.
- The AP lead offered three training sessions this year to Student Affairs, Associated Students and to the campus at large.
- The development and implementation of escheating stale-dated checks was successfully completed this year.
- While the volume of activity has increased 25% from FY0506, the Accounts Payable staff has successfully managed to keep up with the additional workload, without any new resources and maintaining a high quality of review and audit of transactions.

### **General Accounting**

- A Property Coordinator has been hired and the first order of business was to tag all campus assets. Many procedural documents have been developed this year and are being implemented.
- The campus has successfully cleared 12 of the 13 FISMA audit findings received during the Spring 06.

### **Student Accounting**

- The campus has continued the dis-enrollment practice first introduced last year. It was initially met with initial resistance, but better communication with the students about deadlines and the process and follow through, the student's response and reaction to the dis-enrollment has improved.
- A third cashier has been added to the Cashiering staff allowing the cashier's to maintain their high degree of customer service and dedication to assisting students.
- Student Accounting is also participating in the PeopleSoft 8.9 upgrade.

### **Auxiliary and Miscellaneous Accounts Receivable**

- Responsibility for the campus miscellaneous accounts receivable has been transitioned to a staff accountant hired this year. While the workload has significantly increased this year, more time and attention can be devoted this important task. A formal collection process has been developed and implemented this year.

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**BUDGET & FINANCIAL REPORTING ACCOMPLISHMENTS:**

- Revenue Management Program (RMP) – This year has brought several changes to the way the CSU and the campus will manage cash and record general fund allocations which affects every area of finance (Accounting, Budgeting, and Procurement) and what they need to know to do their job. However, the biggest change is the ability to establish reserves. This will help build for our future needs and be available if state funding is reduced. The transition for RMP started July 1st of this fiscal year, and will continue to evolve over the next few years.
- Legal closing submitted on time to State Controller's Office and Chancellor's office, and deadline was 2 weeks earlier this year.
- GAAP audit went much smoother; we were the 5th campus to submit our reporting package to the Chancellor's Office (compared to 23rd in the prior year).
- Grants and Contracts Administration has worked extremely hard to ensure that we are in compliance with each and every one of our contracts. The Budget Office has also taken all of these reconciliations and prepared a several page report that is currently being put onto our website so that we publish all of our sources and uses monthly.
- Budget has created standardized reports for the Strategic Budget Committee to review.

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**HUMAN RESOURCES PROGRAMS ACCOMPLISHMENTS:**

**Employee Relations/Civil Actions:**

Human Resources Programs (HRP) seeks to proactively anticipate and resolve employee relations issues before they occur. We facilitate this process by actively and openly engaging in employment and labor discussion with staff employees, managers, labor union leads, labor union representatives, and systemwide labor relations managers.

- There have been no civil actions filed against the campus this year.
- We have prevailed on two Department of Fair Employment & Housing discrimination investigations.
- We have prevailed on one Department of Justice, Office of Civil Rights, claim (two other OCR cases are pending).
- We have settled one arbitration matter, only two others scheduled for hearing.
- We have settled two SPB Discipline Appeals

**Training & Development:**

- HRP Training and Development administered two half-day Heartmath Stress Reduction Workshops this year. This event had an extremely strong turnout with approximately 275 registered participants, including more than 70 off-campus registrants.
- Online Sexual Harassment for Supervisors Training continues with 32 supervisors signed up this year.
- HRP Training & Development conducted biannual 2-day New Employee Orientation classes.
- HRP Training and Development sponsored both the CalPERS Home Loan and CalPERS Will & Trusts Workshops on campus this year.
- Training & Development also sponsored CalPERS Retirement seminars twice this fiscal year.

**Recruitment & Classification:**

- Recruitment & Classification has supported 57 staff recruitments; 35 have already been hired and 22 are pending.
- Recruitment & Classification has completed 53 classification reviews and processed 30 Dependent Fee Waiver and 43 employee Fee Waivers.

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**Other:**

- The campus has been selected as Work/Life/Employer of Choice for the last four years. Human Resources Programs coordinates the programs and the application process, including various projects such as creating campus lactation rooms.
- Human Resources Programs has processed over 1200 employment requisitions during this fiscal year including, but not limited to new hires, reclassifications, temporary appointments and title changes.
- HRP's Payroll Department currently provides payroll services to 617 full and part-time faculty, staff and administrators, 340 student employees and over 75 Special Consultants.
- HRP's Benefits supports the needs of over 450 benefit eligible employees in areas ranging from Health & Life insurance & Tax Sheltered Annuities.

**Environmental Health and Safety:**

- We currently support occupational safety in about twenty programmatic areas and are implementing new priority programs, e.g., last year we, in cooperation with OPC, implemented new regulations regarding heat stress. Hazardous materials and hazardous waste management continue to expand in support of campus operations and construction.
- We also maintain University compliance with pollution laws and regulations and develop essential new programs as our operations expand, e.g., last year work commenced on a campus biohazard program and conformance with new environmental regulations for management of sanitary sewer systems.

**Risk Management:**

- We continue to address our highest priority of providing support for high exposure University functions as they develop. Recent examples include work with Recreation and Leisure Services for sport clubs policy and procedure and, campus wide policy and procedure regarding student drivers. In support of the workers' compensation program the responsible campus staff member obtained professional certification in December 2006.
- We continue to review activities, make procedural suggestions, maintain insurance, provide policy input, review contracts, manage claims, etc. for the campus and auxiliaries.

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**Operations Planning and Construction ACCOMPLISHMENTS:**

**OPC OFFICE OF THE AVP**

- Reorganized all OPC departments to improve productivity and communication
- Reviewed most OPC (all departments) salaries to identify and adjust inequities, with appropriate salary compression, and in-range progressions as needed.

**OPERATIONS**

- Completed 2300 work orders in the 1<sup>st</sup> 8 months of 06/07
- Replaced main switch gear, and associated parts & equipment (increased campus capacity from 1.5mw to 2.5mw)
- Replaced 5 oil-filled switches (antiquated and hazardous)
- Upgrade/repair of campus generators
- Replaced 1,500 ft of F4 electrical feeder
- Upgraded 1,000 ft feeder from OLS to main switchgear (from overhead to underground, and doubled capacity)
- Installed level indicators and isolation valves for potable water tanks
- Extended reclaimed water line to northeast portion of campus
- Implement computerization of lock and key records
- Implemented WebWork maintenance management system
- Installed 40 waterless urinals
- Completed Phase 1 of energy upgrades in Bell Tower
- Installed Fire Alarm system in Sage Hall and Health Center
- Painted Sage Hall
- Upgrading Energy Management system
- Remodeled Health Center, AVP Student Affairs office, Bell Tower classroom upgrades
- Installed under floor ventilation in University Hall and Bell Tower
- Completed NMR lab installation
- Replaced 4 exterior entrances at Malibu to add CM locks
- Converted 120 'singles' to 'doubles' in Anacapa Village
- Installed bird repellant devices at Anacapa Village

**FACILITY SERVICES**

- Revised custodial shifts from graveyard to swing to increase productivity, working around evening class schedule
- Set-up for campus events (245% growth in events since 2002 with minimal additional staff)
- Achieved 80.1% solid waste reduction for 2006

**PLANNING, DESIGN, AND CONSTRUCTION**

- Broome Library (\$56M project) continues on-time, and on-budget
- Santa Cruz Village (\$32M project) continues on-time, and on-budget

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- Designing Infrastructure project (\$50M) for completion in 2010
- Prepared feasibility study for Westside Labs for inclusion in 2008 CPDC funding
- Conceptual design of new entry Road and associated playfields
- Master Plan Implementation: conducted on campus charettes, workshops, and numerous campus and community presentations
- Designing North Hall/ nursing Lab simulation projects
- Sited, scoped, and budgeted Smith Decision Center, now beginning design.
- Design and construction of Islands Café expansion
- Design and construction of Bell Tower East 2<sup>nd</sup> floor renovation
- Updated SFDB to gain entitlement to new space allocation funding
- Design and construction of new Disabled Accommodations Services facility
- Design and construction of new Budget and Accounting offices
- Create ‘bridging’ list to identify small, achievable projects to increase capacity space (classrooms, labs, and offices)
- Worked with ASI to achieve successful referendum for new Student Union, designing \$14M project.

**LOGISTICAL SERVICES**

- Re-organized to form new Department 370: Logistical Services (Mail; Shipping and Receiving; OPC inventory and maintenance stores, and warehousing)
- Renovated a handful of small areas in Corp Yard for new work areas
- Implemented WebWork for inventory control, including pricing of parts for cost recovery, and inventory control
- Implemented SC Logic for shipping and receiving control
- Purchased new box truck to increase the reliability of deliveries and improve workplace safety.

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**PUBLIC SAFETY ACCOMPLISHMENTS:**

**Police Department**

- Implemented a staffing model that provides for two (2) police officers on duty at all times.
- Implemented a work and progress assessment process.
- Created a staff position for the purpose of focusing on community involvement and partnerships.
- Created a staff position for the purpose of focusing on crime prevention.
- Re-instituted the Rape Aggression Defense (RAD) class as a co-curricular effort with the Student Affairs Division.
- Acquired \$40,000 in federal homeland security grant funding for emergency preparedness efforts.
- Participated in a system audit of the campuses' emergency preparedness efforts and improved systems as a result.
- Participated in a system wide customer satisfaction survey.

**Transportation and Parking Services**

- In response to a request from student government, student shuttle escorts have been expanded to include a fixed route from Anacapa Village to the Hub, Library and Bell Tower. Hours of operation have increased until 11:00 p.m. Monday through Thursday and until 10:00 p.m. on Friday.
- Amount of student workers has increased from 6 to 11 to accommodate the growing need for escort services, office operations and event support. This is partially funded by Associated Students, Inc.
- New Community Service Officer Lead position has been developed and implemented due to the increase in use of student assistants in the shuttle escort program, event support and office operations. This position supports the Parking Officer Supervisor by assisting with the scheduling and monitoring of Community Service Officers for regular escort routes and special events.
- Shuttle escort program is being assessed by conducting surveys at the beginning and end of each semester.
- In conjunction with the Events and Facilities Committee, Transportation and Parking Services has provided logistical support and services for over 175 events on campus.

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- Transportation and Parking Services has worked in conjunction with other agencies and vendors in the county to ensure a successful commencement.
- Transportation and Parking Services is an active participant in various student and faculty orientations, recruitments and commencement related activities.
- Due to expanded staffing and the use of the Cashier's Office for permit sales, there has been an improvement in the quality of service and a reduction in waiting time for students and faculty at the beginning of the semester.
- Transportation and Parking Services, in a lead role with Student Affairs, developed a Students with Disabilities Fee Waiver policy and procedure. The policy has been approved and implemented. The fee waiver has been utilized twice since approval.
- The Rideshare Program has expanded its services to include Metrolink discounts for students.



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**SPECIAL PROJECTS ACCOMPLISHMENTS:**

- The Business Continuity Planning Committee first met April 21, 2006. The first project for the committee was to submit an Avian Flu Pandemic Plan to the Chancellors office by May 31, 2006. The plan was submitted on time. Sixty two “critical functions” the university performs were identified and outlined as a part of the plan.
- The Business Continuity Planning Committee now meets regularly every other month and is currently working on a broader Business Continuity Plan, while continuing to refine and execute plans with respect to Avian Flu Preparedness.
- CSUCI participated in the CSU Systemwide Survey 05/06 by surveying and establishing benchmarks for “Facilities”, “Student Accounts Receivable”, and “Procurement”. For 06/07 the campus will be conducting surveys on “Student Housing”, “Police Services”, “Human Resources”, and “Accounts Payable”.