

A photograph of a campus scene. In the foreground, two women are walking on a paved path. Behind them is a large, two-story brick building with a red-tiled roof and many windows. The building is surrounded by lush green trees and a large rose bush with red flowers. The sky is blue with scattered white clouds. The entire scene is framed by a white vertical bar on the right side, which contains the text.

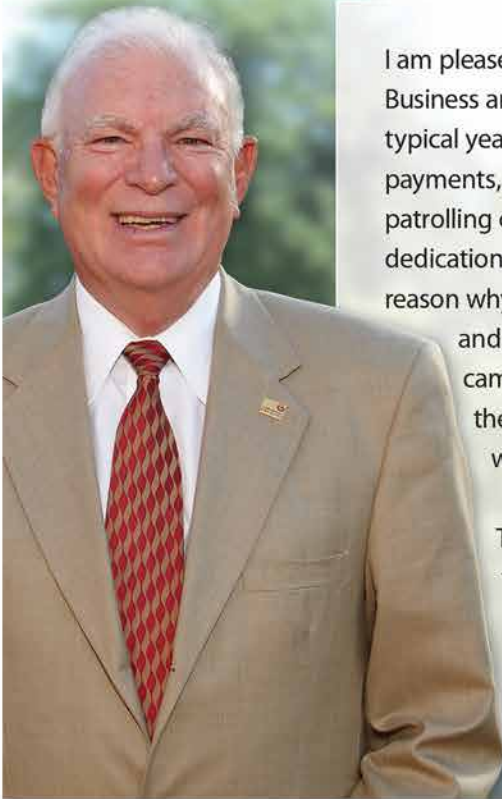
ACCOMPLISHMENTS 2012–2013

Our People
Our Accomplishments
Our Commitments

California State
University, Chico

Division of
Business & Finance

A Message from the President



I am pleased to express my thanks and appreciation to our staff in the Division of Business and Finance for their many great accomplishments in 2012–13. It was another typical year of hard work and outstanding service. Whether it is processing student fee payments, advising employees on health benefits, cleaning classrooms and offices, or patrolling campus streets, these employees make all of us proud every day. Their skill, dedication, and adherence to the highest ethical and professional standards are a big reason why Chico State is such a highly regarded place to learn and work. Many Business and Finance staff members work behind the scenes and after hours to keep the campus running well and looking beautiful. They may not always be the face of the University, so to speak, but they are very much the heart and soul of it along with our students and faculty.

To those of you reading these accomplishments, thank you for taking the time to get to know our Division of Business and Finance. You will be impressed by what they do serving our students and the faculty and other staff at Chico State. Please thank them, too, when you have the chance.

Paul J. Zingg, President

A Message from the Vice President

As a member of the President's Executive Cabinet, one of my primary responsibilities is to focus on new, creative ways to utilize our limited resources, achieve internal efficiencies while enhancing the beauty of our campus, and create a state-of-the-art learning environment. Considering the difficult budget climate these last few years, it is with great pleasure that I present Business and Finance's "2012–13 Accomplishments." I am so proud of our Business and Finance team that I wanted to highlight *their* accomplishments. Although this report contains just a sampling of the many important contributions made this past year, it speaks volumes that in the midst of difficult budget times, our wonderful staff members continue to take pride in their daily work product. I want to take this opportunity to thank each one of them for a job well done.

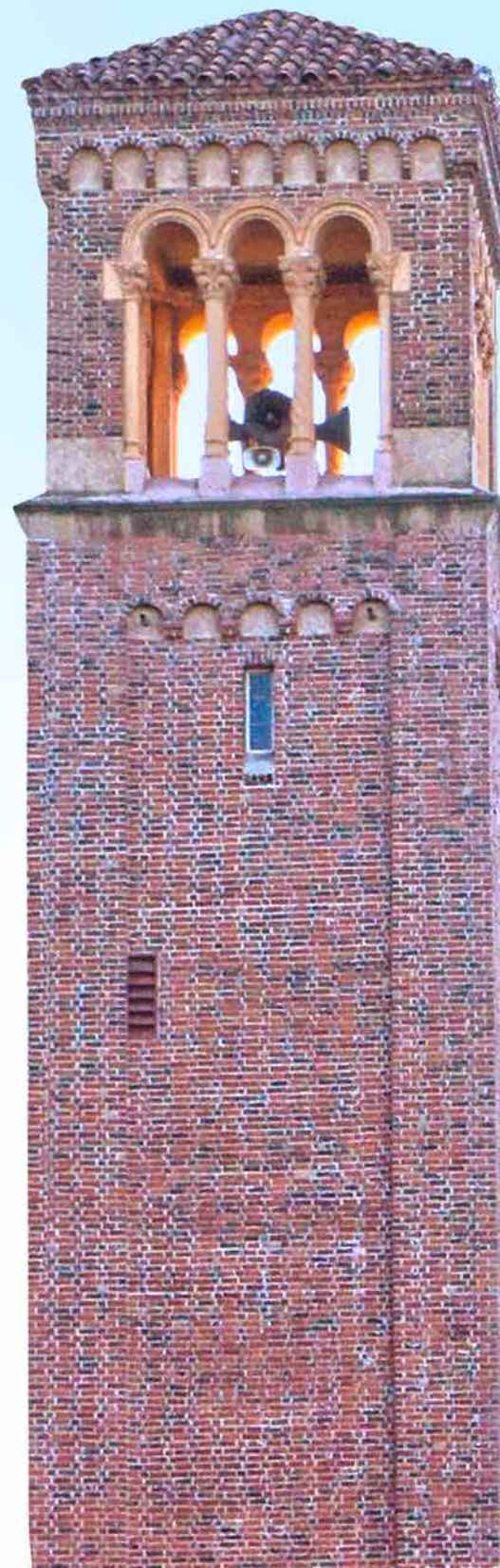
Whether it's one of our people delivering your department mail, developing your budgets, pruning roses, or keeping the campus safe, we are all here to support the University and its academic mission. I hope you will enjoy reading and learning more about Business and Finance and the people who make it all possible.

Lorraine B. Hoffman, Vice President



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The Division of Business and Finance



In support of the University's academic mission, the Division of Business and Finance plays a critical role in the operation of the University by providing budget and financial oversight; facilities management; public safety; environmental health and safety; police department; human resources; business services; and planning, design, and construction.

OFFICE OF THE VICE PRESIDENT

AUDIT SERVICES

BUSINESS INFORMATION TECHNOLOGY SERVICES (BITS)

BUSINESS SERVICES (BUSV)

- Bus Reservations
- Print and Mail Services
 - Office Copier Program
- Property Management
 - Surplus Property
- Shipping and Receiving

ENVIRONMENTAL HEALTH AND SAFETY (EHS)

- Emergency & Safety Preparedness

FACILITIES MANAGEMENT AND SERVICES (FMS)

- Administrative Services
 - Logistics and Transportation
- Custodial and Moving Services
- Design and Construction
- Engineering Trades
- Facilities Operation Planning
- Maintenance, Operations and Landscaping
- Utilities and Sustainability

FINANCIAL SERVICES (FIN)

- Accounting Operations
 - Accounts Payable
 - Travel Accounting
- Financial Reporting
- Procurement and Contract Services
- Student Financial Services/Cashiering
- University Budget and Resource Management

HUMAN RESOURCES SERVICE CENTER (HRSC)

- Benefits and Workers Compensation
- Classification and Compensation
- Employment
- Labor Relations and Compliance
- Payroll and Human Resource Information Systems
- Professional Development

PLANNING, DESIGN, AND CONSTRUCTION (PDC)

RISK MANAGEMENT (RMGT)

STAFF COUNCIL (STAC)

UNIVERSITY POLICE DEPARTMENT (UP)

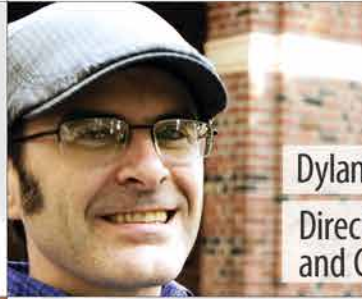
- Safe Place
- Transportation and Parking Services



Administrative Changes This Year



Michael Alonzo
Supervisor of Grounds, FMS



Dylan Saake
Director of Labor Relations
and Compliance, HRSC



Will Hood
Interim Custodial Supervisor, FMS



Corrine Beck
Lieutenant, University Police



Rebecca Cagle
Director of Payroll, HRIS/BITS



Chase Halderman
Interim Custodial Supervisor, FSM



Alison Christensen
Manager of Payroll, HRSC



Heather C. Long
Manager of Bus Reservations, BUSV



Stephanie Nixon
Asst. Project Manager, FMS



Emily Peart
Director of Safe Place, UP



Sheryl Woodward
Manager of Employment Services, HRSC



OUR PEOPLE

You'll find many CSU alumni working at Chico State in the Division of Business and Finance. Some graduates obtained their degree while working at Chico State by taking advantage of the fee-waiver program. For many, their career is a way of contributing on a daily basis to the institution that prepared them for success.



BUSINESS AND FINANCE

Lorraine Hoffman, MA city & Regional Planning - CSU, San Luis Obispo

BUSINESS INFORMATION TECHNOLOGY SERVICES

Rebecca Cagle, MA Public Administration, BS Business Administration - CSU, Chico

Jarrett Morgado, BS Business Administration - CSU, Chico

Laura Randall, MBA - CSU, Chico; BS Animal Science - CSU, Fresno

Richard Wilkerson, BS Computer Info. Systems - CSU, Chico

Doug Wilson, BS Business Administration - CSU, Chico

UNIVERSITY POLICE DEPARTMENT

David Bird, BA Political Science - CSU, Chico

Bryce Davison, BA Criminal Justice - CSU, Chico

Richard Gridley, BA Criminal Justice - CSU, Chico

Rosie Hosford, BS Exercise Physiology - CSU, Chico

Bill Kolb, BA Social Science - CSU, Sacramento

Kaari Martin, BA Psychology - CSU, Chico

Keith Parsons, BA Sociology - CSU, Chico

Emily Peart, MA International Relations,

BA Public Administration - CSU, Chico

Lisa Saldano, BA Social Science & Psychology - CSU, Chico

Paul Vue, BA Criminal Justice - CSU, Chico

ENVIRONMENTAL HEALTH AND SAFETY

Marvin Pratt, MA Public Administration,

BS Industrial Technology - CSU, Chico

FACILITIES MANAGEMENT AND SERVICES

Mike Alonzo, BS Agriculture - CSU, Chico

Matt Alston, BS Construction Management - CSU, Chico

Kat Anderson, BS Construction Management - CSU, Chico

Andrew Boyd, MBA - CSU, Chico

Jeff Hensley, BS ITEC-Automotive - CSU, Chico

Stuart King, BS Political Science - CSU, Chico

Ron Knecht, BA History - CSU, Chico

Stephanie Lingsch, BA Interior Design - CSU, Chico

Curtis Maas, BA Art - CSU, Chico

Ernesto Murillo, BA Graphic Arts & Tech - CSU, Chico

April Nesbitt, BS Business Administration - CSU, Sacramento

Marie Patterson, MA Geography, BS Construction Management - CSU, Chico

Zach Pearse, BA Art - CSU, Chico

Andrea Rumiano, BS Business Administration - CSU, Chico

Durbin Sayers, BA Anthropology - CSU, Chico

Glenn Simmons, BA Art - CSU, Chico

Norma Young, BA Psychology - CSU, Chico

HUMAN RESOURCES SERVICE CENTER

Yvonne Bealer, MBA, BA English, BS Agricultural Business - CSU, Chico

Brenda Berry, BA Psychology - CSU, Chico

Beverly Gentry, MBA - CSU, San Bernardino;

BS Music - CSU, Long Beach

Stephanie Neuhart, BS Finance - CSU, Chico

Teresa Palacios, BS Business Administration - CSU, Chico

Regina Simpson, BA History - CSU, Chico

Gretchen Tousey, BS Management Information Systems - CSU, Chico

Sheryl Woodward, BS Business Administration - CSU, Sacramento

FINANCIAL SERVICES

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Nicol Gray, BA History & American Studies - CSU, Chico

Kathleen Hillman, BS Humanities & Fine Arts - CSU, Chico

Cydney Holley, BA English - CSU, Chico

Jeni Kitchell, BS Business Administration - CSU, Chico

Suzy Littrell, BS Business Administration - CSU, Chico

Anna Magaña, MBA, BS Business Administration - CSU, Chico

Duane McCune, BA Communication in Education - CSU, Chico

Michael McNairn, BS Biological Sciences - CSU, Chico

Gina O'Neal, BA Liberal Studies - CSU, Chico

Katy Rollo, BA Religious Studies - CSU, Chico

Sara Rumiano, BS Home Economics - CSU, Chico

Deanna Salas, MBA, BA Psychology & Latin American Studies - CSU, Chico

Melissa Taylor, BS Business Administration - CSU, Humboldt

Jennifer Thayer, BA Communication - CSU, Chico

Erin Wilson, BA Psychology - CSU, Chico

BUSINESS SERVICES

Marc Gabriel, MA Interdisciplinary Studies - CSU, Sonoma

Joe Hilsee, BA Theatre - CSU, Chico

Cody Johns, BA Communication Design - CSU, Chico

Chris Mendoza, BS Instructional Technology - CSU, Chico

Jason Smock, BS Business Administration - CSU, Chico

Sam Zamarron, BA Spanish - CSU, Chico

PLANNING, DESIGN AND CONSTRUCTION

Rick Deaver, BS Business Administration - CSU, Chico

Hal Toon, BS Recreation Administration - CSU, Chico

Jenna Wright, MA Public Administration - CSU, Chico

David Wymore, BS Construction Management - CSU, Chico



Staff in the Spotlight



Carol Rudolph, 2012 Staff Employee of the Year

Carol Rudolph was recognized at the Staff Council's 42nd annual Staff Awards Luncheon in April with the 2012 Staff Employee of the Year Award. She was nominated by her peers and selected from among eight outstanding nominees. An 18-year employee of Chico State, Carol currently works in Financial Services. Those nominating Carol spoke of her customer-oriented, can-do attitude and her willingness to help, no matter what.

Jason Plainer, Officer of the Year

Officer Plainer was hired by the University Police Department in January 2004 after completing the Yuba College Police Academy. In addition to serving the department on patrol, he is also a field training officer, an instructor for Arcon (self-defense) and Mace classes, and a member of the Honor Guard. He proudly serves the campus, readily provides support to his colleagues, and is the first to volunteer to help others.



Beverly Gentry, Human Resources Service Center

Beverly Gentry was recognized in the Spring 2013 *Chico Statements* magazine for helping bring awareness to her community about the many nonprofits in Palermo. She did this by creating a website, www.palermocommunity.net.



Raymond "Gabe" Martinez, Dispatcher of the Year

Gabe Martinez has worked as a public safety dispatcher at the University Police Department for seven years and held a similar position for nine years with the Marysville Police department. Gabe is a proud military service member and honored Army veteran. He is a member of the Disabled American Veterans, American Veterans, American Legion, and Veterans of Modern Warfare.



Daniel Voet, Business Information Technology Services

Daniel Voet volunteered 50 hours of his time last summer in the Salvation Army pantry, dividing food and distributing it to families in need. The food provided is donated by local businesses and individuals or purchased with donations made to the Salvation Army. This summer, he is volunteering in their distribution center.



Sgt. Bryce Davison, Sgt. David Bird, and Officer Mike Swithenbank

Sgt. Bryce Davison, Sgt. David Bird, and Officer Mike Swithenbank, specialists in crowd control and large event management, have been on assignment from the Chancellor's Office to provide training to police departments at other California State Universities in the North State.
(pictured: Officer Bryce Davison)



Paul Vue, Community Service Officer of the Year

A first-generation college student, Paul Vue worked for three years in the University Police Department as a Community Service Officer (CSO) while attending Chico State. In his last year of school, he served as a field training officer for the CSO unit. Paul graduated in spring 2013 and is now working as a temporary parking officer and continuing to pursue a career in law enforcement.



ACCOMPLISHMENTS

Business and Finance

Printer Consolidation Program

In an effort to be more sustainable and reduce costs, the Division of Business and Finance implemented an ambitious plan in fall 2010 to reduce the number of stand-alone desktop printers and transition to full utilization of the multi-functional printers (MFPs). There are 130 MFPs located throughout campus. It was found that by using the MFPs rather than desktop printers, operational costs related to maintenance and repair; energy consumption; and the purchase of paper, toner cartridges, and staples were reduced.

Two years later, 42 stand-alone printers as well as several stand-alone faxes have been removed from use. The division continues to restrict the purchase of new printers.



Business Information Technology Services (BITS)

Reliable Connections

Network connectivity to the State Controller's Office had been a slow and sometimes unreliable process due to the use of outdated systems network architecture technology. Using Internet Protocol (IP) technology, BITS personnel led the project in collaboration with campus Network Operations to use current infrastructure to connect Payroll, Benefits, HRIS, and Accounting Operations to the Controller's Office. Completed in March 2013, the new connection is part of the CSU Synergy Project that reduces costs and improves the speed and reliability of the system for all users.

New Reporting Tool

Accounting staff have used BRIO software to translate database information into usable reports for many years. When there was no longer vendor support for the product, it was time to make a change. BITS replaced the outdated software with Hyperion, a browser-based reporting tool that allows users to run queries, change parameters, and run specialized reports as needed. Preset reports in BRIO were retrofitted for use with both Hyperion and Insight, the campus's primary reporting tools.

Security Access Streamlined

Security and appropriate access to confidential data is a high priority at the University. CSU policy requires that all account access is reviewed at least annually to ensure that access and account privileges are commensurate with job function, need to know, and employment status. Up until last spring, the reauthorization process for PeopleSoft administrative access would take months to get outstanding accounts resolved and was all paper based. In March 2013, an improved online process to reauthorize PeopleSoft access was implemented. BITS personnel were critical participants in the development process, and successful collaboration between several departments required close coordination of technical and functional resources.



Human Resources Service Center



Online Employment System

HRSC provides staff and management job vacancies via an online employment system implemented in June 2012. Specializing in higher education recruitment and selection, this automated hiring system streamlines the posting and management of open positions and allows applicants to easily apply online.

Tami Toon, Brenda Berry, Krista Hollstrom

Absence Management Self Service (AMSS)

AMSS is a CSU systemwide project that replaces the paper process for reporting absences with an electronic process via CMS PeopleSoft. Chico State went live with AMSS in July 2012. Employees now enter their absences through the Portal, and managers and leads can review and approve absences electronically. This new process significantly reduces the use of paper and provides improved management tools for nonstandard work schedules.

Expanded Recruitment Efforts

In addition to its regular advertising on the CSU website and other advertising requested and paid for by the hiring department, HRSC has expanded recruitment efforts to reach diverse populations by advertising job opportunities on sites such as *asiansinhighered.com*, *blacksinhighered.com*, *hispanicsinhighered.com*, *LGBTinhighered.com*, and *veteransinhighered.com*.

A Sample of HRSC Documents Processed in 2012–13

314 Positions Reviewed

333 Independent Contractor Reviews

500 Fee Waivers Processed

753 Employment Letters Sent

903 Staff Action Forms Processed

3,006 Applications Screened

3,358 Records Reviewed for Data Standardization Project



ACCOMPLISHMENTS

Planning, Design, and Construction

Planning, Design, and Construction provides project planning, management, and contract administration of the capital outlay process for major capital projects (projects in excess of \$630,000) from initial funding through completion of the project. The team includes five multidisciplinary personnel who have demonstrated their abilities on a wide variety of projects over the years. Below are just a few projects the team completed in 2012–13.

Arts and Humanities Building (Taylor II Replacement)

While the new Arts and Humanities Building is not yet visible on campus, many people worked very hard to finalize its design during 2012–13. This project consists of a 96,000-square-foot building with a courtyard and many different “fronts.” It will face inward toward the campus at First Street and outward toward the community at Second and Salem Streets. The building includes a 200-seat recital hall, arts and humanities labs (art education, interior design, ceramics, glassblowing, English, and foreign languages), a recording facility, a dance rehearsal room, administrative space, faculty offices, lecture space, a box office, and art gallery space. Contingent upon funding, the construction of this project will begin October 2013. The building will be certified LEED Silver at a minimum.



First Street Promenade (Kendall Hall Node)

The half-mile-long corridor in the heart of campus is being built in phases. The section of First Street in front of the Performing Arts Center and Kendall Hall was completed during summer 2012. This is the third phase of improvements to First Street. The project began with the Student Services Center Plaza in 2010, and the final segment will be completed with the new Arts and Humanities Building.

Not only has the project improved the look of the campus, but it also involved major underground utility work. The steam, sewer, and storm drain lines were upgraded and replaced. Sustainable features of the Kendall Hall node include use of the original pavement as base rock for the new promenade, LED pole lights, efficient sprinkler systems, and onsite storm water treatment.



Normal Avenue Parking Structure and Office Complex

The Normal Avenue Parking Structure and Office Complex houses the University Police Department, Environmental Health and Safety, and the campus Information Center. This project was completely finished in October 2012, as planned; however, the parking structure was completed early—in time for the start of the 2012–13 academic year. The facility offers 356 parking stalls and 7,887 square feet of office space. The building portion of the project was certified LEED Gold; the parking structure has a 78 kW array of photo voltaic power, 10 charging stations for electric cars, and parking for 248 bicycles.

What's Next?

The next major capital project approved by the Chancellor's Office is the Physical Sciences replacement building, an 85,000-square-foot facility that will be located at the current site of Siskiyou Hall. The facility will include lab space, classrooms, and a vivarium (animal quarters) as well as interdisciplinary space. The planning process for a major capital project like this begins years in advance, and it was finally approved in 2012. The design process will begin in approximately two years. The actual construction will begin two years after that, with an estimated completion date of 2019–20.



*From left to right:
Jenna Wright, Capital Planning & Financial Analyst
David Wymore, Project Manager
Lynda Miracle, Director
Hal Toon, Administrative Assistant
Rick Deaver, Project Coordinator*

ACCOMPLISHMENTS

Facilities Management and Services

2012 Annual Report

The mission of FMS is to provide students, faculty, and staff with facilities and grounds that deliver the highest-quality learning environment. This requires the maintenance, repair, and operation of over 2,070,000 square feet of building space and all the infrastructure that goes with it. FMS employs 36 individuals in the building and mechanical trades, and in 2012, they responded to a total of 7,998 work orders on campus. More information about FMS and the work they accomplished in 2012 is available on the FMS website at www.csuchico.edu/fms.



Community Service Challenge

In celebration of the University's 125-year anniversary, FMS took up President Zingg's community service challenge in a big way. Reaching out to local schools, FMS found that the exteriors of both gymnasiums at Pleasant Valley High School had not been fully painted in more than 20 years. FMS decided this was the perfect community project for their organization; employees jumped in and donated 420 hours of labor to pressure wash, repair cracks, prime, and paint. Kelly-Moore donated 195 gallons of paint. The total value of the project was estimated at \$60,000. The Chico Unified School District Board and superintendent recognized FMS with the Outstanding Community Service Award at their August 2012 board meeting.

Vision and Values

FMS developed a strategic plan in 2012 that emphasizes its focus on customer service, excellence, and stewardship. This new framework defines priorities and work practices as part of a continuing process to improve the performance and service of FMS. In conjunction with the newly defined organization, FMS also unveiled a new logo created by the University's creative director, Alan Rellaford.

Academic Spaces Upgraded

It was an ambitious plan to transform Glenn Hall and refresh Holt Hall in the same summer, but neither project could wait. In summer 2012, FMS gave 20 classrooms in Glenn Hall a makeover with new lighting, carpet, paint, and window blinds. Additionally, the classrooms received upgraded technology making them smart classrooms. In Holt Hall, 60 offices were repainted and window systems were completely replaced. Common study spaces were also improved. The value of both projects was approximately \$815,000.

Trash Compactor

A large-scale trash compactor was installed in the FMS yard as the final phase of the campuswide dumpster-reduction project. The objective of this multiyear collaborative effort by the Campus Conservation Committee (CCC) and FMS was to eliminate dumpsters on campus and centralize trash collection. The trash compactor reduces trash-hauling trips to campus by an estimated 200 percent, reduces truck traffic on campus, and provides improved waste-to-landfill metrics. The amount of time FMS staff spends collecting and disposing of waste products is also reduced. This final phase directly improves the efficiency of our operations, reduces the carbon footprint of campus, and improves campus appearance. The cost of the compactor project was \$115,000, which will be partially offset by reduced trash-hauling fees. Pictured below are members of the CCC and FMS.



Richard Perelli (EHS), Durbin Sayers (FMS) and Jeffrey Hensley (FMS)

Environmental Health and Safety

Saving Lives

The University has made the commitment to help increase survival rates of persons who are stricken with sudden cardiac arrest by placing publicly accessible automatic external defibrillators (AEDs). Two AEDs were placed this year, bringing the total to 17 at various locations on campus, including one on the farm and a portable unit that travels with athletic teams. AEDs are also in University Police Department patrol cars. The program is managed by EHS and overseen by the Student Health Center.

This has already proven to be a successful program. A student who was lifting weights at the Wildcat Recreation Center suffered a sudden cardiac arrest. The AED was successfully used to save the student's life.

Recycling Hazardous Waste

EHS is responsible for managing university materials that become waste and meet the definition of "hazardous." While meeting all safety regulations and government requirements for disposing of hazardous waste, EHS was able to recycle approximately 60 percent of the University's hazardous waste, thus reducing the University's carbon footprint and helping to meet the University's waste-diversion mandates.



Yvette Streeter and AED

ACCOMPLISHMENTS

Environmental Health and Safety (continued)

Locked Out

Understanding and using safe practices while working on equipment and buildings that are potential sources of hazardous energy was the focus of specialized training held in spring 2012. Employees from several departments participated in OSHA-compliant Lock-Out/Tag-Out training. Lock-Out/Tag-Out refers to specific procedures that are followed to ensure systems are turned off and locked so that they don't pose any danger to employees who might be working on or around them. The most common type of hazardous energy is electrical; however, the training covered sources such as mechanical, hydraulic, pneumatic, and kinetic as well.

After the training was completed, departments began using software from EHS to document procedures for equipment where hazardous energy could be present.

Business Services

Like Us on Facebook

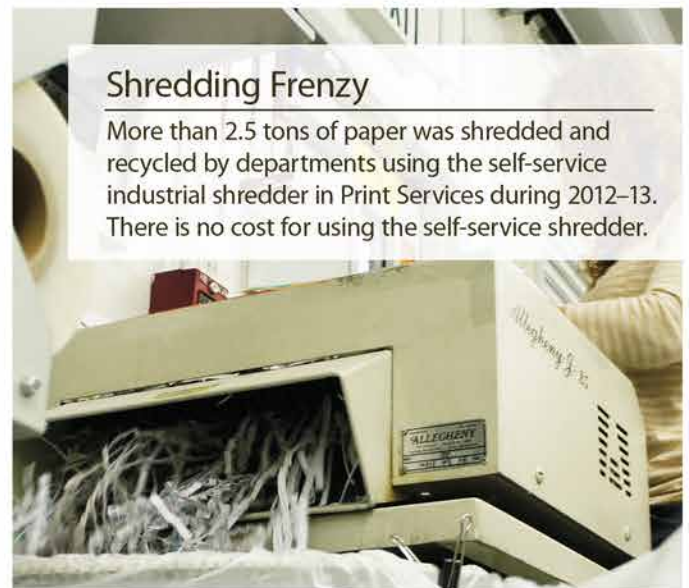
The Office of Property Management is increasing the use of surplus property on campus through an innovative use of Facebook. Departments on campus can "like" the Facebook page and get updates about surplus events such as staff and faculty viewing days, auctions, local school giveaways, and nonprofit donation days. Department personnel can also view photos of surplus items on Facebook to see what is available for reuse.



Erika Eden-Zamarron and Jason Smock

Fast and Easy

"Press the button and off you go!" describes the new folder/creaser that was added to the Print Shop's lineup of finishing equipment in 2012. Ease of use, a small footprint, and the ability to fold up to 60,000 documents per hour are the reasons for this purchase in addition to improved efficiency for the shop.



Shredding Frenzy

More than 2.5 tons of paper was shredded and recycled by departments using the self-service industrial shredder in Print Services during 2012-13. There is no cost for using the self-service shredder.



Cody Johns and Chris Mendoza

Process Efficiencies

The Business Manager System in Print and Mail Services was upgraded in fall 2012. The system is used to capture, track, and charge back postage and freight charges to all university departments and foundation projects—about 609,000 pieces annually. In addition to updated software, the upgrade provides improved data capture, which translates into better financial reports and more detailed information for departments.

Go Green

Print Services was awarded a renewal of its Forest Stewardship Council (FSC) Chain-of-Custody Certification in 2012. The renewal was awarded after the organization passed an extensive audit. The FSC is an international organization that promotes environmentally appropriate, socially beneficial, and economically viable management of the world's forests. When customers ask for FSC certified products, both the FSC and Rainforest Alliance marks can be proudly displayed on the job.



Sam Zamarron and Esse Chavez

Reducing Costs

Shipping and Receiving added DHL shipping to the University's options in an effort to lower costs for international package shipments. They also acquired a FedEx ship manager station at the warehouse so that FedEx packages can be processed on site, which provides customers with immediate electronic tracking information.

ACCOMPLISHMENTS

Financial Services

Process Efficiencies

Spearheading a project to work with Accounts Payable staff to improve processes (including travel), Melissa Taylor and the Accounts Payable team are evaluating all forms and website content to eliminate redundancies, reduce the number of forms, and work towards increasing process efficiencies. The longer-term goal of this project is to implement electronic signature procedures and to circulate and store internal documents electronically, reducing amount of time and paper involved in the overall process. The efforts to make the Accounts Payable office more sustainable and efficient have created an environment of improvement that extends to department processes throughout Financial Services.



Accounts Payable Staff: Deanna Salas, Cydney Holley, Melissa Taylor, Katy Rollo, Laura Thomson

Decades of Giving

“Thirty years, 30-plus families, and thousands of gifts” aptly describes the participation of Financial Services staff in the Needy Children’s Giving Program. The program was originally started in 1983 by Patty Darr, an employee of Financial Services, and in 1990, it became an official Staff Council service project. From the very beginning, participation by Financial Services has been an annual tradition. The staff takes much joy in joining together to help underprivileged children in Butte County each December by providing gifts of warm clothing, shoes, and toys. The families assisted are identified by the Children’s Services Division of Butte County.

Risk Management

Vendor Insurance Tracking

In 2012, the responsibility of tracking vendor insurance was transferred from Procurement and Contracts Services to Risk Management. Risk Management ensures that vendors have the appropriate lines of coverage necessary to protect the University from any losses that might result from the vendor’s services. Transferring the responsibility of tracking vendor insurance to Risk Management has proven to be beneficial, as Risk Management oversees all insurance programs for the University.

DMV Database

Risk Management, with assistance from Business Information Technology Services, has established a direct link to the California Department of Motor Vehicles database. This direct link is free of charge to the University and enables Risk Management to comply with CSU and state requirements by obtaining records for those employees who drive on university business.

University Police Department



New Location

The University Police Department (UPD) moved to a beautiful new station in October 2012. Located at the corner of Second and Normal Streets, the new building provides increased security with a secure holding cell and improved technology. The new dispatch center boasts a modern and enhanced communication center that can monitor the campus' security more efficiently.

Safe Place Program

The Safe Place Program was moved to the UPD in July 2012 and is being funded by Business and Finance after the grant from the U.S. Department of Justice expired. The program has broadened its umbrella of support to include confidential services to victims of all crime, not solely sexual assault, domestic violence, and harassment. Emily Peart, hired in August 2012, coordinates Safe Place and community outreach programs such as the Freshman Safe Start Program and other Title IX-mandated training programs where student interns and volunteers conduct training in sexual harassment and violence prevention to all incoming students.

Emergency Operations Center on Wheels

The recipient of a \$25,000 grant from Homeland Security and the CSU Chancellor's Office, UPD purchased a mobile Emergency Operations Center and portable radio system. This enables the department to be physically on-site for critical incidents and large event management.

Campus Connection

The Campus Connection is a shuttle service provided free of charge by UPD to the campus community as an alternative to walking on campus at night. The program was expanded in spring 2013 to include police employees stationed in the library from midnight to 2 a.m., Thursday to Saturday. During those late nights, the police accompany individuals from the library to housing and vehicles. Beginning in fall 2013, the police presence will be at the library seven nights a week.



Community Service Officer Jeff Karnthong

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Division of Business and Finance

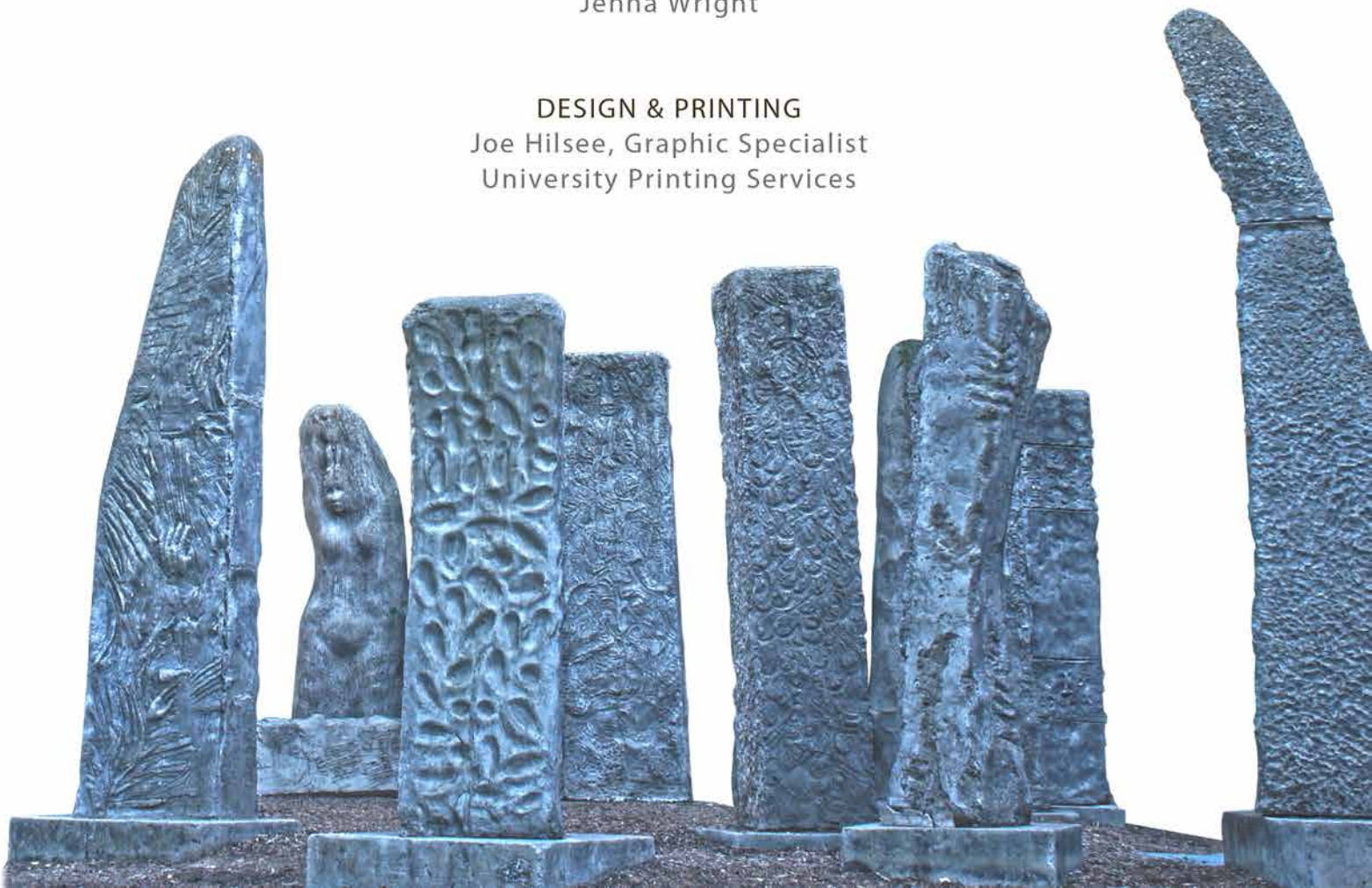
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