



SACRAMENTO STATE

► My Sac State ► Contact ► Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT QUICK LINKS ▼

ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)

[ABA Home](#)

[Recognition Program](#)

[Thank-you Blog](#)



FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

ABA Awards & Recognition



In April, ABA's Reprographics team was recognized by the Association of College & University Printers (ACUP) for their outstanding work in handling an accelerated work order.

According to the ACUP, the Accelerated Service Award is given to the in-plant that best successfully meets an extreme production deadline. In this case, Reprographics was tasked with producing an additional 44 binders for a client, each with separate tabs, covers, inserts, black and white printing, etc., on top of the 107 binders they had already produced - all within a critically short timeframe.

The Reprographics print shop is known to produce not only outstanding work, but to perform on-demand, often given short notice. Below is an excerpt...[read more.](#)

Fresh Takes



In a special feature for this edition of the newsletter, ABA FOCUS presents a few of the newest staff in ABA's family and their first impressions of ABA and Sac State. We call these ABA Fresh Takes.

[Read more](#)



ABA News

In June, Sacramento State hosted the 2014 United States of America Track and Field Trials

(USATF). Many have fond memories of Sac State hosting the U.S. Olympic Trials in 2000 and 2004. Bringing back...[read more.](#)

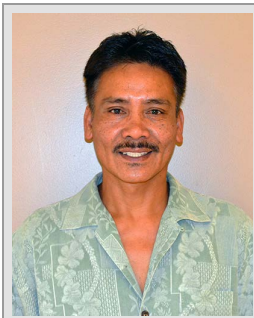
Green News



Sac State celebrated Earth Day with a series of events in mid-April, beginning with Sac State Earth Day on Thursday the 17th, and ending with the

second annual Mulching Mania event on Friday the...[read more](#)

Staff Spotlight



In each issue, the FOCUS Newsletter spotlights an ABA staff member whose work deserves mention. Recently, our spotlight explores ideas around "redefinition," asking how staff professionals have grown in their careers while...[read more.](#)

- Front Page
- ABA Awards & Recognition
- ABA News
- Fresh Takes
- Green News
- Message From The VP
- New Faces & Farewells
- Staff Spotlight
- Summer Fun
- Tech Tips
- Printable Copy

ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality Improvement
California State University,
Sacramento
PRESIDENT
Alexander Gonzalez
VICE PRESIDENT AND CFO
Ming-Tung "Mike" Lee

EDITOR
Sarah Whyte

WEB EDITORS
Andrew Stiffler
Sarah Whyte

WRITERS
Andrew Stiffler
Sarah Whyte

PHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler



Message from the Vice President

Summer is a busy time for ABA departments and units, but I hope you had the opportunity to take a vacation or spend time simply relaxing with family and friends. In ABA, we use the summer break to perform some of

the University's most important work...[read more](#)



Tech Tips

The following suggestions are intended to help ABA staff develop, implement and follow a digital filing

system. Think of organizing files on your computer in the same way you might manage paper files - by topic, with clearly labeled names. [Read more.](#)



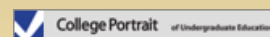
Summer Fun

Summer is often a time when people plan fun family vacations or getaways. The FOCUS has given several ABA staff the opportunity to share their own plans and perspectives on this summer...[read more.](#)



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)





SACRAMENTO STATE

► My Sac State ► Contact ► Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT QUICK LINKS ▼

ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)

[ABA Home](#)

[Recognition Program](#)

[Thank-you Blog](#)



FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

ABA AWARDS & RECOGNITION

Public Safety Recognizes Quarterly Best



Employee of the Quarter, 1st Quarter 2014 - Scott Christian

"Corporal Scott Christian has made major contributions to the Camera Task Force this quarter. His final product was the result of countless hours pouring through 400+ camera reviews (over 800 pages of data) and summarizing it into a document categorized by location. In addition, he provided valuable feedback (with his IT and law enforcement background) to make this project a success. Corporal Christian is a valuable member of this department and his contributions have been remarkable and commendable."

Student of the Quarter, 1st Quarter 2014 - Hector Huizar

"Hector was recently promoted to a corporal CSO and has been very aggressive in looking for ways to improve the program. When he is working at the crosswalk directing traffic, his placement is exactly where he needs to be so that he is seen; therefore he gets the job done well. Hector has a genuine, positive attitude toward co-workers and the campus community and he makes it a point to acknowledge and genuinely greet co-workers and department personnel."



Employee of the Quarter, 2nd Quarter 2014 - Katerina Donato



"Katerina is constantly looking ahead and planning for the next staffing gap in dispatch, collecting stats for the annual report, completing monthly reports and identifying equipment needs for her staff to make their job easier. She supervises Dispatch and Records and still has time to participate in several committees and projects. Katerina is a key player in police operations."

- [Front Page](#)
- [ABA Awards & Recognition](#)
- [ABA News](#)
- [Fresh Takes](#)
- [Green News](#)
- [Message From The VP](#)
- [New Faces & Farewells](#)
- [Staff Spotlight](#)
- [Summer Fun](#)
- [Tech Tips](#)
- [Printable Copy](#)

ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality Improvement

California State University,
Sacramento

PRESIDENT
Alexander Gonzalez

VICE PRESIDENT AND CFO
Ming-Tung "Mike" Lee

EDITOR
Sarah Whyte

WEB EDITORS
Andrew Stiffler
Sarah Whyte

WRITERS
Andrew Stiffler
Sarah Whyte

PHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler

Student of the Quarter, 2nd Quarter 2014 - Kurtis Bodner

"Kurtis was off-duty when he observed a subject who was a person of interest in the recent campus suspicious packages incidents. Kurtis called in to Dispatch and did a great job of reporting the subject's location and description. It was later determined that the observed individual was the person of interest. Because of his efforts, we were able to contact and identify this person. Great job Kurtis!"



Reprographics Awarded for Service

In April, ABA's Reprographics team was recognized by the Association of College & University Printers (ACUP) for their outstanding work in handling an accelerated work order.

According to the ACUP, the Accelerated Service Award is given to the in-plant that best successfully meets an extreme production deadline. In this case, Reprographics was tasked with producing an additional 44 binders for a client, each with separate tabs, covers, inserts, black and white printing, etc., on top of the 107 binders they had already produced - all within a critically short timeframe.

The Reprographics print shop is known to produce not only outstanding work, but to perform on-demand, often given short



notice. Below is an excerpt for the award :

"...The following Monday morning - the day the trainings began – Reprographics received a call indicating a last-minute enrollment surge had occurred. Reprographics was asked to produce an additional 44 binders for all five days – and remember, a different binder for each day was required – and they needed to be completed by noon, that same day!

This was a tremendous task to be completed in very short order. Each binder required black and white pages, color pages, tabs, covers, spines, insertion into the 44 binders and boxing up for shipping. By 10:30 that same morning, the program manager was told that the entire project had been completed and was ready for pickup.

Our judges found this performance to be the best of the best. They noted Sacramento State's Reprographics Office's dedication and commitment to serving the demands of an anxious client, on a precise time schedule, and with last minute changes and additions."

MADD Awards Officers

On April 24, Sacramento State police officers Matt Light and Nathan Rice received awards from the California Office of Traffic Safety and Mothers Against Drunk Driving (MADD), for their contributions to help combat drunk and drugged driving.

Together, these officers made twenty DUI arrests last year. Great work officers!



Facilities Management Recognizes Monthly Best



April 2014 - Tim Arkebauer

"Tim is one of our hardest working employees. He utilizes his time to the fullest, routinely being one of the last people to come back into the yard at the end of the work day. Tim jumps in to help on any task regardless of rain, dirt, mud, or heat. He meets all challenges head on and welcomes duties that others may hesitate to accept.

Tim is the kind of employee this program was made for. He is always positive and hardworking, with a work ethic beyond compare. Thank you, Tim!"

May 2014 - Keith Olocki

"Keith has been instrumental in ensuring our customers' needs are addressed as promptly as possible. He provides support to the daily routine and assignments around the shop.

In addition, he has been very effective at supporting Ruben Garcia at becoming acquainted with shop operations and growing more and more effective in completing a variety of assignments. Keith has also been effective at shifting his priorities quickly and adjusting his daily activities to address both Sign Shop and Lock Shop demands. Kudos, Keith!"



June 2014 - Edna Fores

"Edna is a trustworthy person who always carries through with her promises. Edna is responsible and responds to any situation. She is self-motivated, disciplined and organized to the point of being able to do her work without the need of supervision.

Edna actively maintains great relationships with her co-workers, our internal customers in the Trades, Central Plant, Custodial Services and Grounds & Landscape. She ably represents our department when dealing with the colleges and departments campus wide. Thank you, Edna!"



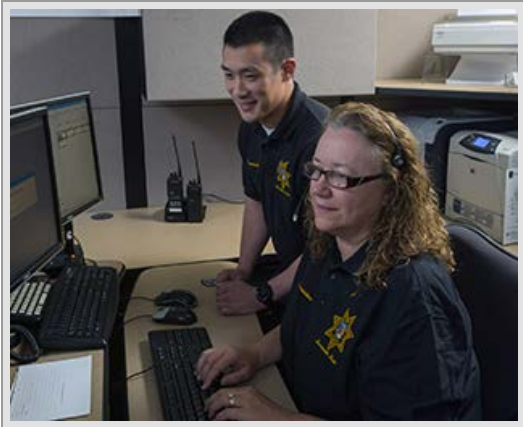
July 2014 - Eric Solberg

"Eric has been a tremendous asset to the Electrical Shop. His knowledge of the campus fire alarm system has saved the campus numerous calls to outside vendors. Eric has provided assistance on numerous projects, including resolving the water flow alarm issue at Folsom Hall and at the new Starbucks location.

Eric has a calm demeanor, is a great communicator, is knowledgeable, and is very pleasant to work with."

August 2014 - Sua Chor

"Sau is devoted to her position. She performs well in every area of responsibility and cooperates with her peers and customers. Sau is organized, manages her time efficiently and completes her tasks in a timely manner with little supervision. She is also a reliable staff member when we need cleaning coverage for unexpected and weekend events. Having her in the department is nothing short of Fantastic!"



Police Dispatchers Honored

The University's Police Department honored its staff dispatchers during National Public Safety Telecommunicators Week (April 13 through 19) at the 18th Annual Organization for Public Safety Telecommunicators (OPST) Dispatcher Appreciation Awards. The event was held on April 12 at the California Automobile Museum. This year's theme was the 50s, and proceeds went to Sacramento Police Activities League (SAC PAL) and Sacramento Community Cares.

Sac State Police Chief Mark Iwasa spoke at the event, applauding the critical role of dispatchers as the first point of contact with the public, often in emergency situations where time is vital. He recognized dispatchers for their skill and dedication in gathering,

evaluating and deploying crucial information to the field.

The OPST is comprised of 17 local agencies from the counties of Sacramento, Yolo, El Dorado and Placer. The annual banquet is the only event in the four counties that specifically recognizes the exceptional performances of 9-1-1 dispatchers and call takers.

Telecommunicators Week began as a grass-roots effort at the Contra Costa California Sheriff's Office in 1981, and was later adopted by the Association of Public-Safety Communications Officials (APCO), who lobbied congress for official designation. The annual process introduced as H.J. Resolution 284 was officially recognized as permanent and designated by Congress ten years later in 1991 as the second full week in April each year.



Special thanks to Sac State dispatchers for making a difference through their hard work and commitment every day of the year

ABA Thank You Blog - Recognize a Colleague Today!

Do you know of someone who deserves special thanks? Someone who is a team player? Someone who contributes to projects? Someone who goes above and beyond? Take a moment to recognize them today using the [ABA Thank You Blog!](#)

The ABA Thank You Blog is a great way for ABA staff to recognize colleagues. The process for using the blog is informal yet direct, as the recipient receives notification of the "thank you" message. In addition, all thank you messages are forwarded to Vice President Mike Lee. Don't wait, recognize someone today!



Below are some of the most recently received "thank you" notes:

To: Loc Vu (6/14/2014)

"I'd like to thank Loc Vu in Accounts Payable (AP) for excellent customer service. Recently, when I received an invoice from AP that needed to be approved for payment, Loc went the extra mile to ensure payment was properly processed. He took the time to attach a little note to the invoice, with simple instructions and his contact information. I found this gesture to be very thoughtful and helpful and wanted to say thank you!" -*Angel Thayer*

To: Freddy Orozco (6/17/2014)

"I would like to thank Freddy Orozco for his work on the traffic map, recently featured in the weekly bulletin dated June 16, 2014. The traffic map is great. The map depicts road closures due to the upcoming USA Track & Field Championships. I would like to thank Freddy and UTAPS staff for making life easier for the rest of the campus!"
-Norman Kwong

To: Serena Fuson (7/30/2014)

"I would like to thank Serena for being such a great co-worker! She is always on top of things and is so helpful not only with me but also other department staff. She deserves many kudos!" -Suzanne Bracamonte



2014 Staff Peer Award Photos Available Online

On June 3, ABA held its annual Spring Social at the Scottish Rite Temple near Sacramento State. This year's event featured the announcement of the 2014 ABA Staff Peer awards.

ABA's Staff Peer awards are based on nominations from staff for peer recognition. Awards are presented annually in the following categories: Customer Service, Problem Solver, Teamwork, Positive Attitude, Professionalism, and Innovation.

Photos of all of the awardees are [now available online!](#) Take a look and celebrate the recognition of your colleagues!



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)





SACRAMENTO STATE

► My Sac State ► Contact ► Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT QUICK LINKS ▼

ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)

[ABA Home](#)

[Recognition Program](#)

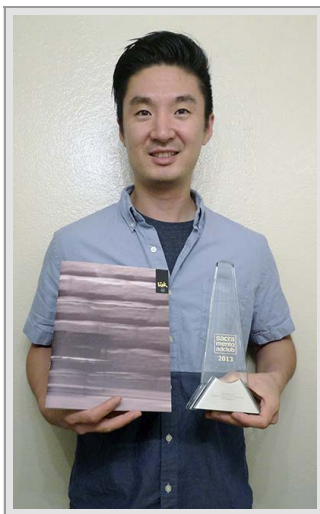
[Thank-you Blog](#)



FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

ABA NEWS



Reprographics: Supporting Student Success

You may not be aware, but Reprographics Services serves more than just campus administrative departments, colleges and auxiliaries. The University's official print shop also serves students directly, offering services for class assignments that not only support student success but produce award-winning results.

In 2010, Laura Lockett, assistant to the director of Reprographics Services, approached the Graphic Design department, while a student herself, to suggest an approach that would yield better results for student projects that Reprographics had recently begun to accept for printing.

Students who opted to use Reprographics Services as their printer often presented files that varied wildly in terms of readiness for printing. While Reprographics' staff was supportive in providing guidance to students, Lockett saw an opportunity. She met with academic program instructors to recommend and help develop pre-printing standards that would make student project submissions "print ready" and prepare them for real-world demands.

Over time, Reprographics has taken on more student work, and now handles printing for student produced magazines, font books, business collateral, posters, postcards and final portfolios. "Reprographics assists the students by offering our quality print services at a discounted price," said Brian Geimer, supervisor of Reprographic Services. "It is our quality and service that is typically better than normal copy centers."

Geimer and Lockett serve as advisors to the students, resolving preparation concerns and finalizing submissions so the students have their projects printed with the proper fonts and colors. They have recently begun to invite students to tour the facility. "We have, in the last year, included a class field trip to Reprographics so that we can show the students, many for the first time, the inner workings of a live print shop," said Geimer. "The lessons they learn in the relatively short time with Reprographics could benefit them throughout their careers, with awareness of what is commonly expected when submitting jobs to commercial print shops."

This support has demonstrated its worth many times over, but most remarkably through the awards received by students for their work. Featured above, Peter Maloney holds his ADDY award from the Sacramento Ad Club. Peter wanted others to know how much Reprographics assisted him with his project: "I'm glad I went to Reprographics to have my magazine printed. Laura and Brian couldn't have been more helpful. Brian was available to answer any questions I had about the printing process and I am extremely happy with the results."



And this is not a first. In 2010, a student received a

- Front Page
- ABA Awards & Recognition
- [ABA News](#)
- Fresh Takes
- Green News
- Message From The VP
- New Faces & Farewells
- Staff Spotlight
- Summer Fun
- Tech Tips
- Printable Copy

ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality Improvement

California State University,
Sacramento

PRESIDENT
Alexander Gonzalez

VICE PRESIDENT AND CFO
Ming-Tung "Mike" Lee

EDITOR
Sarah Whyte

WEB EDITORS
Andrew Stiffler
Sarah Whyte

WRITERS
Andrew Stiffler
Sarah Whyte

PHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler

similar award for a project printed by Reprographics. "The entire Reprographics team is to be commended for their dedication and professionalism to these students," said Geimer. From the moment Reprographics first began assisting academic departments back in 2009, they have grown to support the Graphics Design Program, Interior Design Program, Psychology and groups and clubs that are part of Student Organization and Leadership and ASI.

For more information about Reprographics Services, [check out their website](#).



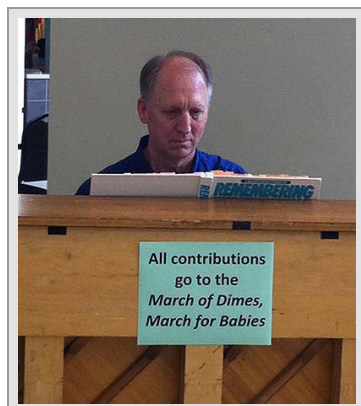
ABA Volunteers Step up to March

At the invitation of Sacramento State President and 2014 Local March of Dimes Chair Alexander Gonzalez, ABA volunteers came out in force to support the spring March of Dimes: March for Babies event. The 2014 campaign was especially heartfelt in its focus on "preemies," or babies born prematurely, often at risk for short and long term complications,

including disabilities, and physical or mental growth impediments.

A dozen or so ABA staff members marched as a team, alongside hundreds of others who descended on the steps of the capital to participate and show their support for babies. The sponsorships of the ABA team amounted to over \$1,500, which went to the campaign.

For three weeks during the campaign drive, ABA Director Kirtland Stout made a unique contribution, playing piano in the University Union for donations, earning a total of \$651.58, all of which went toward the campaign.



In thanks, Kirt said, "It wasn't about me and it wasn't about the music – it was about the generosity of the hundreds who contributed to a cause." Kirt has a vested interest in helping, as two of his grandchildren were born prematurely. They are both now healthy young girls, thanks to March of Dimes support.

A video of Kirt playing piano is available [here](#).

The money raised by contributors supports programs in the local community that help moms have healthy, full-term pregnancies, and funds research to find answers to the problems that threaten the health of babies.

Thank you to everyone who helped make this year's campaign a huge success!



New Track Hosts Trials, Wows Competitors

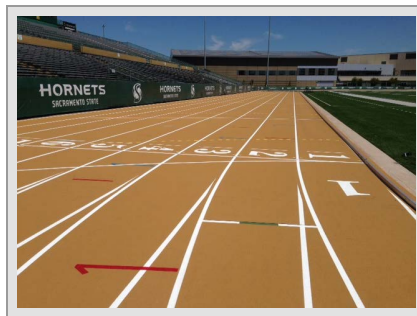
In June, Sacramento State hosted the 2014 United States of America Track and Field Trials (USATF). Many have fond memories of Sac State hosting the U.S. Olympic Trials in 2000 and 2004, so bringing back professional track and field competition was a major goal for the University. From June 25- 29, athletes competed in multiple events in Hornet Stadium, including sprints, hurdles, discus, high-jump and other disciplines.

What helped make a vision become a reality was the installation of a new track and field surface spanning the entire length of the Hornet stadium track, as well as the practice track. The new track surface, named the Mondo Super X 720, has been described as both the newest, and potentially fastest, track in the world.

"These championships are a terrific example of what we can accomplish in Sacramento. The potential is just enormous. The University is an integral part of the community and we are poised and ready to bring more events like this to Sacramento," said President Gonzalez.

A true spirit of teamwork ensured that the USATF trials were a success. ABA offices, working closely with key campus and community departments and agencies, played a major role. The Vice President's Office served as liaison with internal and external agencies, with oversight for coordination of agreements, negotiations and logistics. Facilities Management was instrumental in preparing the stadium with upgrades and safety corrections and coordinating with contractors for installation of the track, not to mention the provision of custodial, utility and grounds services.

UTAPS and Space Management worked together to provide adequate parking, and UTAPS conducted traffic planning and provided a shuttle between the 65th Street Light Rail Station and The WELL. Contracting services and financial analysis, as well as vendor negotiations, were conducted by Financial Services and Procurement & Contracts, while Risk Management Services assisted with risk assessment and acquisition of event insurance.



Public Safety provided overall security planning and development of incident action plans, in coordination with allied agencies, including the Sacramento Police Department, the Sacramento Fire Department, the Sacramento Sheriff's Department, the FBI, Homeland Security, the State Fire Marshall, and the Sacramento Sports Commission.

Coverage of the event included national televised coverage from NBC. Spanning four days, Hornet Stadium saw 32,783 spectators, as well as several hundred athletes. The new track surface - paid for by the Sacramento Convention & Visitors Bureau - received glowing reviews from athletes. "They love the track, particularly in the jumps, where they have to move their steps back. It's so fast," said Kathleen Raske, Sac State's director of track and field. "People are very, very happy."



Mugs Spell Success for ABA

An organization's mission, vision, values and code of conduct (MVVC) are important because they create a shared context within which to align activities toward common goals. But it's not uncommon for memories of an organization's MVVC to fade like the latest fad.

ABA has created its new MVVC to meet that challenge. ABA's MVVCs are so brief, in fact, that they fit on a coffee mug - an object that most of us keep close by and look at daily!

At the spring ABA Staff Professionals meeting, each staff selected a mug of their choice adorned with a newly designed ABA collage and bearing either the ABA mission, vision, values or code of conduct. With a few extra mugs on hand, Vice President Mike Lee challenged ABA staff members to start a collection, offering a



a few extra mugs on hand, Vice President Mike Lee challenged ABA staff members to start a collection, offering a

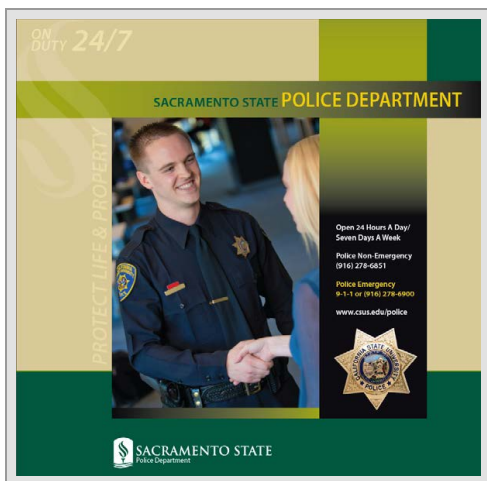
second one to staff who volunteered to read or discuss the meaning of one or more of the MVVC.

Developed over several months at ABA Administrative Council and Management Council meetings, the MVVC was crafted to embody the purpose and philosophy of ABA in the most concise and memorable terms. The mugs are hoped to continually remind ABA staff of the division's purpose, vision for the future and core values, and to inspire collegial conduct.

With the supply of mugs remaining, watch for more opportunities to expand your collection! And, if you haven't yet received one, please contact Andrew Stiffler at stiffler@csus.edu.

For more information on ABA's strategic plan, view the division Mission, Vision, Values, and Code of Conduct [here](#).

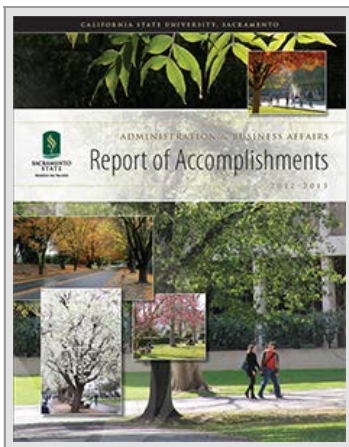
On Duty 24/7, Public Safety Publishes New Brochure



This spring, Public Safety published its new brochure for faculty, staff, students and visitors. The brochure communicates information about the department, including statistics for incidents on campus, as well as programs and services that are available to the campus community.

"It is our hope that the information in our brochure will provide valuable insight about the department, and the operations and services provided, as well as our role within the academic environment here at Sacramento State," said Serena Fuson, executive assistant to the Chief of Police. "We believe that safety is a shared responsibility. We understand the importance of cooperation, education, and police-citizen partnerships in making our campus and our local community safe and enjoyable."

The brochure is available [online](#), and printed copies are available in the Public Safety building's main lobby.



2012/13 ABA Report of Accomplishments Online

Join us in celebrating the many accomplishments of our staff and highlights of the year by reading the recently released 2013/13 ABA Annual Report of Accomplishments.

To view the report, [click here](#).



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)







SACRAMENTO STATE

► My Sac State ► Contact ► Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT QUICK LINKS ▼

ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)

[ABA Home](#)

[Recognition Program](#)

[Thank-you Blog](#)



FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

NEW FACES, FRESH TAKE

ABA's Newest Staff Share First Impressions

In a special feature for this edition of the newsletter, ABA FOCUS presents a few of the newest staff in ABA's family and their first impressions of ABA and Sac State.



Name, Title, Department: Italo Ciccarelli, Community Service Specialist, Public Safety

How long have you worked in your current position? Four months

What were some of your first impressions of your new workplace, and Sac State in general? Very pleasant and peaceful to work in. All my co-workers are very nice and all Sac State staff and faculty I have met so far are wonderful.

Do you know the ABA Mission, Vision, Values, and Code of Conduct? If not, do you know where to find them? I don't know them yet, but the info can be found on the Sac State website.

What is your favorite thing about ABA so far? I would say my colleagues. They are always very nice and helpful.

What are your greatest strengths as an employee? I love my job! I am very resourceful and passionate about making the Sac State community better for everybody.

Name, Title, Department: Margaret Hwang, Administrative Analyst/Specialist, Administrative Operations

How long have you worked in your current position? If this isn't your first position on campus, how long have you worked on campus? I have worked in my current position since May 12, 2014. I started with the College of Continuing Education in 2005 so I have worked on campus for about nine years.

What were some of your first impressions of your new workplace, and Sac State in general? My first impressions of ABA were great! For example, when I was sitting in SAC 272 waiting for my interview to start, I noticed the Peer Awards poster that was prominently displayed at the front desk. I was impressed that there was such an organized staff awards process and was excited to join a division that recognizes its staff. After I started my new position, it was immediately apparent to me that ABA colleagues are extremely gracious and are more than willing to assist you if you need help!



Do you know the ABA Mission, Vision, Values, and Code of Conduct? If not, do you know where to find

- Front Page
- ABA Awards & Recognition
- ABA News
- [Fresh Takes](#)
- Green News
- Message From The VP
- New Faces & Farewells
- Staff Spotlight
- Summer Fun
- Tech Tips
- Printable Copy

ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality Improvement

California State University,
Sacramento

PRESIDENT
Alexander Gonzalez

VICE PRESIDENT AND CFO
Ming-Tung "Mike" Lee

EDITOR
Sarah Whyte

WEB EDITORS
Andrew Stiffler
Sarah Whyte

WRITERS
Andrew Stiffler
Sarah Whyte

PHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler

them? I got a very cool mug on my first day on the job. I received the mug that has ABA's Vision on it so I am very familiar with our vision. Our mission, vision, values, and code of conduct are all very proudly displayed on our About ABA website.

What is your favorite thing about ABA so far? I really enjoy working with our immediate team in the VP's office, but I also enjoy working with ABA colleagues across the different families. ABA is such an encompassing division, and I love to see the tangible output of what we accomplish. It's like we are the motor that keeps the University running smoothly. It is fantastic to see!

What are your greatest strengths as an employee? I find intrinsic value helping others achieve their goals. I like to organize things, and like to connect project points together so projects are completed on time, on target, and in a collaborative manner.



What is your name, title, and department? Tracy Jordahl, ASC II for VP/CFO, Administration and Business Affairs

How long have you worked in your current position? My first campus position! I started June 2, 2014.

What were some of your first impressions of your new workplace, and Sac State in general? The landscaping on campus is beautiful. Coming from the Midwest, seeing redwoods and the like still makes an impression on me. Also, everyone I talked to around campus seems to have worked at Sac State for years – people are happy to stay. That speaks volumes about Sac State as an employer.

Do you know the ABA Mission, Vision, Values, and Code of Conduct? If not, do you know where to find them? I know I can find them on the coffee mugs on my desk!

What is your favorite thing about ABA so far? I appreciate the positive attitudes and helpfulness I've encountered. Also, during my first week here the ABA spring social and USA staff picnic took place. I was hoping this would be a weekly thing.

What are your greatest strengths as an employee? I think I have a positive attitude, a decent sense of humor, and strong organizational skills.

What is your name, title, and department? Meuy Saechao, Refund Specialist, Student Financial Services Center

How long have you worked in your current position? I've been working at my current position for almost four months.

What were some of your first impressions of your new workplace, and Sac State in general? My first impression of my new workplace is "this is too good to be true." My colleagues made me feel very welcome and a part of the team. I am in love with the environment in the office and the family-like aspect of the team. Sac State has been nothing but great! The vibrant and ever growing wondrous trees surrounding the campus makes it that much more enjoyable.

Do you know the ABA Mission, Vision, Values, and Code of Conduct? If not, do you know where to find them? As part of the ABA division I think it is vital to know the Mission, Vision, Values, and Code of Conduct in order to succeed as an employee. That information could be found on the ABA website under the "About Us" link.



What is your favorite thing about ABA so far? My favorite thing about ABA so far is the unity that we have as a division. Alongside that, we have the best planned activities, which makes it that much more fun.

What are your greatest strengths as an employee? My greatest strength as an employee is that I am a highly motivated and confident person. I am very passionate about my job and this industry, which allows me to give my best performance.



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)





SACRAMENTO STATE

► My Sac State ► Contact ► Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT QUICK LINKS ▼

ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)

[ABA Home](#)

[Recognition Program](#)

[Thank-you Blog](#)



FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

GREEN NEWS



Sac State Celebrates Earth Day

Sac State celebrated Earth Day with a series of events in mid-April, beginning with Sac State Earth Day on Thursday the 17th, and ending with the second annual Mulching Mania event on Friday the 18th.

Activities focused on student outreach to communicate the breadth of sustainable efforts practiced on campus and share tips on ways to help individuals live more sustainable lives.

Facilities Management staff, vendors, and student volunteers helped promote and celebrate the annual event, engaging students in volunteer and list-serve signups, vendor booths and games.

Vendors included SMUD, PG&E, Nicolas' Garden, Java City, wormfancy.com, GRAS, World Centric, and T3 Printing Solutions, as well as student volunteer fraternities and organizations.



ABA was well represented, with booths for Facilities Management, University Transportation & Parking Services, and Environmental Health & Safety.

On Friday, Facilities Management, in partnership with the Sacramento Tree Foundation, held its second annual Mulching Mania event. Student volunteers, including Circle K International and fraternity Sigma Alpha Epsilon, helped spread tree mulch around trees and planter beds near Eureka and

Capistrano halls.

This mulch helps stabilize the amount of moisture the trees receive. This is especially important, with California facing a record-setting drought; the mulch helps retain moisture to prevent water run-off.



The event was a big success as "the volunteers were really active and we got everything done sooner than expected! Everyone was working at a good pace," said Sustainability & Operations Analyst Kristina Cullen. "The Sacramento Tree Foundation helped by providing information and education to our volunteers as well."

Thank you to everyone who helped make this year's festivities a huge success! Earth Day may come around just once a year, but anyone can follow sustainable practices year round!



- [Front Page](#)
- [ABA Awards & Recognition](#)
- [ABA News](#)
- [Fresh Takes](#)
- [Green News](#)
- [Message From The VP](#)
- [New Faces & Farewells](#)
- [Staff Spotlight](#)
- [Summer Fun](#)
- [Tech Tips](#)
- [Printable Copy](#)

ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality Improvement

California State University,
Sacramento

PRESIDENT
Alexander Gonzalez

VICE PRESIDENT AND CFO
Ming-Tung "Mike" Lee

EDITOR
Sarah Whyte

WEB EDITORS
Andrew Stiffler
Sarah Whyte

WRITERS
Andrew Stiffler
Sarah Whyte

PHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler



80% Plus Waste Diversion Rate Exceeds Goals

Each year, CalRecycle releases their State Agency Reporting Center (SARC) report, which includes a statistic called a "diversion rate" for each state agency and large state institutions. The diversion rate reflects the amount of waste that was sent to landfill, contrasted by the amount expected by CalRecycle based on an institution's population. In addition, reduction in the consumption of certain materials positively affects the diversion rate.

The recently released 2013 report stated that Sacramento State's diversion rate was 83.2 percent. This rate exceeds the state goal of a 75 percent diversion rate by the year 2020. This is good news for Sac State, whose sustainability programs are highly regarded and continue to grow and improve.

Recycling Coordinator Joey Martinez describes how Sac State scores this diversion rate: "As a campus, we divert the following from landfills by recycling: car batteries, electronic waste, toner cartridges and ink, cell phones, latex paints, scrap metal, precious metals, Styrofoam, bottles and cans, cardboard, inert materials (asphalt, concrete, etc.), mixed paper, plastics, batteries, light bulbs and other hazardous materials."

The Sustainable Technology Outdoor Research Center (STORC) has also helped contribute to our high marks. "We pick up and deliver to the STORC campus' grass clippings, coffee grounds and used cooking oil from campus eateries, and pre and post-consumer food waste from the Children's Center and The Buzz," added Martinez.

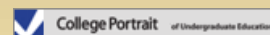
Martinez notes that one of the biggest factors contributing to Sac State's high diversion rate is education. Outreach efforts to inform faculty, staff and students are paying off. In addition, attitudes towards sustainability are changing, and people are embracing efforts to reduce their impact. "People have become more and more savvy about reduction and recycling ... more and more people are buying reusable items," added Joey.

How can you find ways to contribute? "Keep seeking opportunities to reduce and reuse. 'Reduce, Reuse, Recycle' isn't just a motto - it's actually the blueprint for living a more sustainable life. If you can figure out how to reduce by using reusable items, that makes a big difference. Then, of course, keep recycling," said Martinez.



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)



SACRAMENTO
STATE[► My Sac State](#) [► Contact](#) [► Directories](#)[ABOUT](#) [ACADEMICS](#) [ADMISSIONS](#) [ATHLETICS](#) [MAKE A GIFT](#) [QUICK LINKS ▼](#)

ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)[ABA Home](#)[Recognition Program](#)[Thank-you Blog](#)

FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

MESSAGE FROM THE VICE PRESIDENT



Message from the Vice President

Summer is a busy time for ABA departments and units, but I hope you had the opportunity to take a vacation or spend time simply relaxing with family and friends. In ABA, we use the summer break to perform some of the University's most important work – from financial reporting, budget preparation and facilities upgrades and repairs to professional development, student orientation and planning for the fall semester.

This summer, of course, we had the special occasion to showcase our campus to the world through NBC's coverage of the 2014 USATF National Outdoor Championship event. I know that many of you were there to ensure a successful event and watch the athletes perform.

This edition of the newsletter highlights ABA staff professionals recognized by the division and departments, as well as external agencies. I am proud to showcase the accomplishments of staff and the work they are doing to support the University and our community. In this issue, you will also meet some of our newest staff members, in a special article that communicates their first impressions of ABA and the University. You may also enjoy reading about the summer activities of a few colleagues, or news about division activities and sustainability efforts.

The upcoming fall semester promises to be an exciting one for Sac State, as President Gonzalez launches Sacramento State's new Strategic Plan and the Campus Master Plan draft is completed. Information about both plans is available from the Sac State home page. Beginning this fall, we will review division goals and strategies to ensure alignment with the University Strategic Plan, and plans for approved capital projects will begin to take shape.

Thank you for the work you have accomplished over the summer. I look forward to the fall semester, as we begin a new phase of work that will help to shape the future of the University.

[Front Page](#)[ABA Awards & Recognition](#)[ABA News](#)[Fresh Takes](#)[Green News](#)[Message From The VP](#)[New Faces & Farewells](#)[Staff Spotlight](#)[Summer Fun](#)[Tech Tips](#)[Printable Copy](#)

ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality Improvement

California State University,
Sacramento

PRESIDENT
Alexander Gonzalez

VICE PRESIDENT AND CFO
Ming-Tung "Mike" Lee

EDITOR
Sarah Whyte

WEB EDITORS
Andrew Stiffler
Sarah Whyte

WRITERS
Andrew Stiffler
Sarah Whyte

PHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)





SACRAMENTO STATE

► My Sac State ► Contact ► Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT QUICK LINKS ▼

ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)

[ABA Home](#)

[Recognition Program](#)

[Thank-you Blog](#)



FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

NEW FACES AND FAREWELLS

New Faces

ABA welcomes the following new staff professionals to the division. These new hires fill critical positions, and we welcome them to the ABA family.



Italo Ciccarelli
Customer Service Officer
Public Safety



Steve Decocq
Building Service Engineer
Facilities Management



Michael Donovan
Custodian
Facilities Management



Maria Gonzalez
Custodian
Facilities Management



Margaret Hwang
Administrative Analyst/Specialist
Administrative Operations



Tracy Jordahl
Administrative Support Coordinator II
Administrative Operations

- [Front Page](#)
- [ABA Awards & Recognition](#)
- [ABA News](#)
- [Fresh Takes](#)
- [Green News](#)
- [Message From The VP](#)
- [New Faces & Farewells](#)
- [Staff Spotlight](#)
- [Summer Fun](#)
- [Tech Tips](#)
- [Printable Copy](#)

ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality Improvement

California State University,
Sacramento

PRESIDENT
Alexander Gonzalez

VICE PRESIDENT AND CFO
Ming-Tung "Mike" Lee

EDITOR
Sarah Whyte

WEB EDITORS
Andrew Stiffler
Sarah Whyte

WRITERS
Andrew Stiffler
Sarah Whyte

PHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler



Shannon McDonald
Custodian
Facilities Management



Meuy Nian Saechao
Account Technician II
Financial Services

If you want to learn more about some of ABA's newest employees, visit our new section "[Fresh Takes.](#)"

Farewells

ABA says farewell to the following departing employees and wishes them well in their future endeavors.



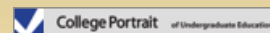
Abbi Stone
Associate Vice President
Business & Administrative Services

Not Pictured: Pamela Elbeck, Financial Services; Dave Kesty, Facilities Management



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)





SACRAMENTO
STATE[► My Sac State](#) [► Contact](#) [► Directories](#)[ABOUT](#) [ACADEMICS](#) [ADMISSIONS](#) [ATHLETICS](#) [MAKE A GIFT](#) [QUICK LINKS ▼](#)

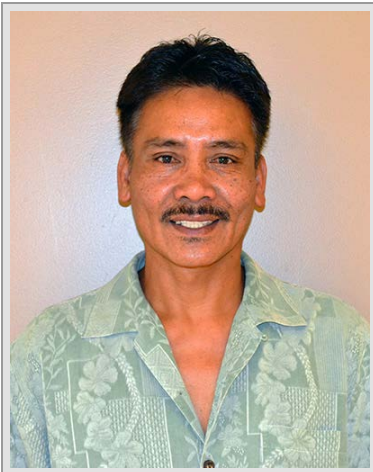
ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)[ABA Home](#)[Recognition Program](#)[Thank-you Blog](#)

FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

STAFF SPOTLIGHT



Staff Spotlight with Antonio Nual

Name: Antonio P. Nual**Position:** Assistant Manager of Custodial Services**ABA Department/Unit:** Facilities Management**How long have you been with Sac State?** 15 years**What are some examples of your daily duties?** I oversee night operations for the office of custodial services. We make sure all classrooms, restrooms, offices and public areas are cleaned and ready for the next day. This includes securing buildings, to ensure proper cleaning services before/after campus events. We strive to deliver a high level of quality services with minimum disruption to instruction.**What have you done to promote positive change in your unit's processes since your appointment?** Hands on training, coaching and assisting the crew in performing their jobs efficiently and safely.**Who are your primary customers?** Students, faculty, staff and everyone that visits the campus.**What are your biggest, yet most rewarding challenges?** My current position is the most challenging position I have held. I consider every day to be a nurturing challenge - to deal with it and learn from it. I always proudly say, "I've walked every step." I started as a "one day a week" employee, held a part-time position for three months, was a regular custodian for about seven years, lead custodian for two years, supervisor for two years and am currently the assistant manager (for about two years). Perseverance and dedication go hand in hand; reward is an added bonus.**What do you like best about your job?** I like the feeling when a customer expresses appreciation and/or satisfaction for the services that we provide to the University. It is a privilege to be part of the solution to make equitable decisions for smooth operations. I also enjoy the people that I work for and with.**What is your favorite aspect of working on campus?** The diversity of the campus, clean and green and safe environment; it is very relaxing view. Despite the pressures and challenges of the job, working on the campus is a great experience.**Why and how would someone contact you?** Anyone who has a comment regarding custodial services: words of appreciations, urgent requests for services, unlock/lock buildings, or any related questions regarding custodial services, feel free to contact me at 278-7601 (leave a message as my work shift begins at 3 p.m.) or email me at apnual@csus.edu.**What does Sac State's "Redefine the Possible" initiative mean to you?** Innovation and the marshalling of intellectual resources to meet the needs of current and future students.[Front Page](#)[ABA Awards & Recognition](#)[ABA News](#)[Fresh Takes](#)[Green News](#)[Message From The VP](#)[New Faces & Farewells](#)[Staff Spotlight](#)[Summer Fun](#)[Tech Tips](#)[Printable Copy](#)ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality ImprovementCalifornia State University,
SacramentoPRESIDENT
Alexander GonzalezVICE PRESIDENT AND CFO
Ming-Tung "Mike" LeeEDITOR
Sarah WhyteWEB EDITORS
Andrew Stiffler
Sarah WhyteWRITERS
Andrew Stiffler
Sarah WhytePHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)





SACRAMENTO STATE

► My Sac State ► Contact ► Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT QUICK LINKS ▼

ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)

[ABA Home](#)

[Recognition Program](#)

[Thank-you Blog](#)



FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

SUMMER FUN

ABA Staff Summer Fun

Summer is often a time when people plan fun family vacations or getaways. The FOCUS has given several ABA staff the opportunity to share their own plans and perspectives on this summer:



Nikolas Soza, Facilities Management

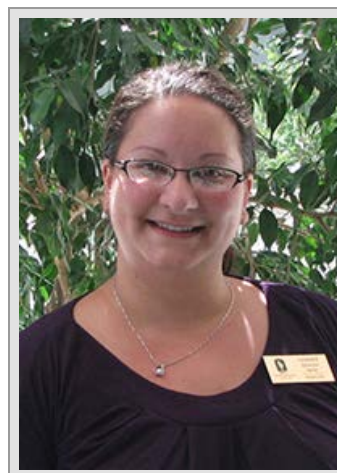
"This summer I have been traveling to different states visiting family and friends. I have traveled to Utah, Nevada and Arizona so far. I went to Salt Lake City for a family gathering, to Nevada for my first Vegas trip and Arizona for family camping and to see the Grand Canyon. I also went down the California coastline and visited Santa Cruz, San Luis Obispo, Santa Barbara and San Diego. Went to every town and did some surfing and visiting friends and family!

"Before the summer ends, I want to visit San Diego one more time to visit some family and get some more surf in."

Candace Ensley, Financial Services

"I will be traveling to Appleton, Wisconsin with my husband and a few others from our congregation to share the bible's message with those who live in remote areas of northern Wisconsin.

We will be meeting a great number of Hmong speaking people and we will be learning the basics of that language to be better able to reach them with a positive message."



- [Front Page](#)
- [ABA Awards & Recognition](#)
- [ABA News](#)
- [Fresh Takes](#)
- [Green News](#)
- [Message From The VP](#)
- [New Faces & Farewells](#)
- [Staff Spotlight](#)
- [Summer Fun](#)
- [Tech Tips](#)
- [Printable Copy](#)

ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality Improvement

California State University,
Sacramento

PRESIDENT
Alexander Gonzalez

VICE PRESIDENT AND CFO
Ming-Tung "Mike" Lee

EDITOR
Sarah Whyte

WEB EDITORS
Andrew Stiffler
Sarah Whyte

WRITERS
Andrew Stiffler
Sarah Whyte

PHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler



Edelsa Reyes, Risk Management Services

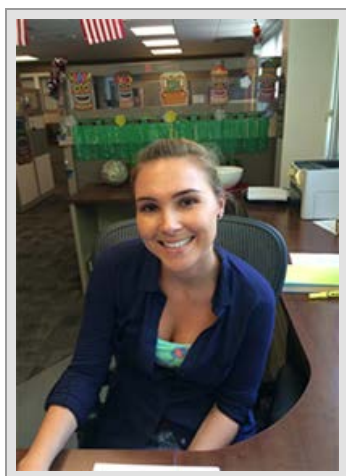
"I will be vacationing in Santa Barbara with my sister and a close friend. We plan to visit my aunt there. I've never been there before; it will be my first time visiting Santa Barbara.

We will be sightseeing in Los Angeles on our way to Santa Barbara. Then, we plan to visit the Santa Barbara Botanic Garden, Stearns Wharf, Lotusland, and the beach! We also plan to go to Solvang for more sightseeing.

Jeff Solomon, Public Safety

"My goal was to keep moving this summer. When I don't exercise I walk at least five miles a day. I keep track of my distance using a Fitbit tracker. I also do a lot of hiking and backpacking. I take my daughter to a national park every summer, and this summer we visited Crater Lake National Park in early June.

The benefits are overall better health and life longevity. I've done away with blood pressure medicine that I used to take daily for elevated levels. I also enjoy sharing this lifestyle with my daughter and others."



Amanda Stan, Facilities Management

"I went to Tahoe in July with a large group of friends. We were staying in a cabin, but the group and I went to Zephyr Cove and hung out on the beach until a thunder storm came in! We mostly stayed inside due to rainy weather. We try to go once a year.

I also learned to paddle board this summer at our lovely Aquatics Center!"

Suzanne Flores, Financial Services

"In July I joined the "Running Zone," an off campus women's running program. It is a 12-week coached training program that offers specific training and group runs twice per week.

At the end of the program, our whole group will participate in the 10th Annual Urban Cow Half Marathon on October 5!"





CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)





SACRAMENTO STATE

► My Sac State ► Contact ► Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT QUICK LINKS ▼

ADMINISTRATION & BUSINESS AFFAIRS

[Sac State Home](#)

[ABA Home](#)

[Recognition Program](#)

[Thank-you Blog](#)



FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 8 | ISSUE 1 | SUMMER 2014

TECH TIPS



Digital File Storage - Best Practices

The following suggestions are intended to help ABA staff develop, implement and follow a digital filing system. Think of organizing files on your computer in the same way you might manage paper files - by topic, with clearly labeled names.

You might consider organizing your digital files chronologically or alphabetically. Share your own methods with others in your office. The more standardized your methodology, the easier it will be for you and others to locate documents. If you have tips of your own, feel free to share them!

Documents

- Always name your document something that is brief, but descriptive of the content contained therein. A great example is simply using the title of the document as the file name.
- For files that are similar, try to keep the names consistent. This is particularly helpful for important documents like travel reimbursement forms, timesheets, invoices, etc. Once you have a naming convention you are comfortable with, use it consistently.
- Organize your files in folders that are broad in scope, with subfolders that narrow your topics. For example, a folder named "campaigns" or "events" helps organize all files related to those activities. Subfolders can be added to contain more specific events/campaigns. For example, "winter luncheon" and "spring social."
- For annual documents, or documents that see regular revision, consider including a date in the name. For example, "Financial Report Q1 2014.doc" or "parking citation form 4-25-14.pdf." However, avoid saving multiple versions of the same document, if possible, to avoid later confusion.
- Store your documents in the proper file right away. It is good practice to file your documents immediately.
- Experiment with your folder's organizational options. For example, files within a folder can be organized chronologically, alphabetically, by size, type, etc.

Image Files

- Organize your image files together within folders that describe the event, location, or item photographed - "Annual Report 2014 Photos," for example.
- After a photo has been edited, consider adding qualifiers to the name to describe the alteration. For example, the original file might be named "DSC1087.jpg," while a cropped version might be named "DSC1087_crop.jpg," and an image that has been reduced in size might be named "DSC1087_small.jpg."
- Ensure that your extension is consistent with the correct file type. If an image is missing its ".jpg" extension, the image may not display in certain web browsers.

- Front Page
- ABA Awards & Recognition
- ABA News
- Fresh Takes
- Green News
- Message From The VP
- New Faces & Farewells
- Staff Spotlight
- Summer Fun
- [Tech Tips](#)
- Printable Copy

ABA FOCUS
Is Published By The
Administration & Business
Affairs
Office Of Strategic Planning &
Quality Improvement

California State University,
Sacramento

PRESIDENT
Alexander Gonzalez

VICE PRESIDENT AND CFO
Ming-Tung "Mike" Lee

EDITOR
Sarah Whyte

WEB EDITORS
Andrew Stiffler
Sarah Whyte

WRITERS
Andrew Stiffler
Sarah Whyte

PHOTOGRAPHY
Bruce Clarke
Sam Parsons
Andrew Stiffler

Following these conventions will make it easier to find the file or files you are looking for, help communicate to your audience (in the case of web documents) the content of the files, and assist screen-reading software for blind or disabled viewers.

Try to collaborate so that the entire office is consistent in its naming conventions. This will help coworkers locate documents when the document owner is unavailable.



SACRAMENTO
STATE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J Street
Sacramento, CA 95819
(916) 278 - 6011

[Comments & Questions](#) [A to Z Index](#) [Accessibility](#)

