



# ABA ADMINISTRATION & BUSINESS AFFAIRS FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS

VOL.5 ISSUE 1 SUMMER 2011



## ABA SUMMER: FULL SPEED AHEAD

At Sacramento State, a different environment emerges when the academic year comes to a close, and faculty and students take off for destinations unknown. But as the academic pace slows down, ABA is operating at full speed to support the University's summer calendar of events and tackle some of the year's most demanding work.

This year, the campus is host to nine large-scale events for such noteworthy organizations as the 2011 World Master's Track & Field Championships, California Boys State, and the United Football League (UFL). Over 15 youth programs can be found on campus, including Academic Talent Search, the CAMP Summer Leadership Institute, Eppie's Great Race Kids Duathlon, and a variety of other academic and sports camps. These activities supplement the University's standard seasonal line-up, which includes Summer Session and Summer Bridge, Athletics, intramural sports, and orientation, as well as with testing, seminars, conferences, workshops and rehearsals. For ABA, this means the full range of support, from coordination and preparation of facilities to....[read more](#).

## MESSAGE FROM THE VICE PRESIDENT

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From late spring through summer, ABA is busy closing the books for the fiscal year, completing financial statements and GAAP reports to meet mandated deadlines, and developing the budget for the new year. A new financial system (CFS) implemented in April makes this year's process even more cumbersome than usual. Construction, special repairs, and systems testing are scheduled during the summer to lessen the impact on academics. Across the campus, from June through August, special programs...[read more](#).



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(Interim)  
Ming-Tung "Mike" Lee



## ABA EXTENDS A WARM WELCOME TO ALI IZADIAN

In early July, Vice President and CFO Ming Tung "Mike" Lee announced the appointment of Ali Izadian as associate vice president for Facilities Services. Izadian, who replaces Mario Ruiz, outgoing interim associate vice president who retired in April, began his post Monday, July 11.

Izadian brings with him a noteworthy record of achievements, extensive experience in complex organizational administration and advanced educational training. He served 10 years as director of facilities planning and construction at California State University, Los Angeles, before

joining Loyola Marymount University as the director of construction. Prior to CSU Los Angeles, he held director of facilities positions at Long Beach City Community College, Santa Barbara School District and Tucson Unified School District. During his tenure at CSU Los Angeles, Izadian successfully managed the completion of several major capital projects, including...[read more](#).

## STAFF SPOTLIGHT

**In this edition of Staff Spotlight, the ABA FOCUS Newsletter features Mark Montalvo, ASI Director of Finance and Administration.**

**How long have you been with Sac State?** Since January 31st, 2011.

**Describe your educational and professional background:** I have 17 years of experience with the Roseville Joint Union High School District and was most recently the director of Accounting with the Roseville Joint Union School District. I am a member of the California Association of School Business Officials, School Services of California, and Toastmasters International.

I hold an MA Degree in Business Administration from the University of Phoenix, and a BS degree, with an MIS concentration and a minor in Accounting, from Sacramento State. I am currently working toward a Doctorate of Educational Leadership and Management...[read more](#).



## ROVING REPORTER: WHAT ARE YOUR SUMMER PLANS?

Summer in Sacramento is a season known for hot weather, the State Fair, local festivities, and more. In each issue of the FOCUS newsletter, we try to find unique ways to feature fellow ABA staff. In this issue, we reached out to multiple offices to ask, what are your summer plans? [Read more](#).





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## ABA NEWS

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*Ali Izadian, Associate Vice President, Facilities Services*

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Izadian holds a Ph.D. in Political Science from Claremont Graduate University and an M.S. in Public Administration and B.S. in Civil Engineering from the University of Colorado. Since 2008, he has been a faculty member at CSU Northridge, where he taught graduate-level Public Administration and Research Methods. According to Mike Lee, "His breadth of experience and commitment to the success and advancement of Facilities Services and the division of Administration and Business Affairs will be an asset to the University."

Vice President Lee thanks those who participated in the search process by sharing comments about the candidates.

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SAC STATE RECEIVES EXCELLENCE IN FINANCIAL REPORTING AWARD

Sacramento State received a Certificate for Achieving Excellence in Financial Reporting from the State of California Office of the State Controller for the year ending June 30, 2010. The certificate represents commendations to the staff of the Financial Services and Budget Planning & Administration departments for achieving the highest quality in California government accounting and financial reporting for four out of six submitted funds. These include the General Fund, the Special Deposit Fund, the Higher Education Capital Outlay Bond Fund of 2002, and the Higher Education Capital Outlay Bond Fund of 2004. The certificate was issued by John Chiang, California State Controller on June 15, 2011. Financial Services has earned State Controller's commendation for several years running.



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## ABA SUMMER: FULL SPEED AHEAD



*One of over 100 new light fixtures installed throughout campus, intended to provide greater lighting to dim areas, and greater campus safety.*

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This year, the campus is host to nine large-scale events for such noteworthy organizations as the 2011 World Master's Track & Field Championships, California Boys State, and the United Football League (UFL). Over 15 youth programs can be found on campus, including Academic Talent Search, the CAMP Summer Leadership Institute, Eppie's Great Race Kids Duathlon, and a variety of other academic and sports camps. These activities supplement the University's standard seasonal line-up, which includes Summer Session and Summer Bridge, Athletics, intramural sports, and orientation, as well as with testing, seminars, conferences, workshops and rehearsals. For ABA, this means the full range of support, from coordination and preparation of facilities to the provision of insurance, safety, billing and parking services.

While ABA is busy supporting University's summer program, special events and visitors, some of the division's key financial processes reach their peak. Among the most critical are the year-end closing of financial records, and development of the budget for the new fiscal year. A 22-page calendar of deadlines outlines the year-end schedule, from purchasing deadlines beginning in mid-March to final reports due mid-July. The deadline call yields a substantial volume of transactions and "catch up" activities, impacting business and financial staff significantly throughout the fourth quarter. Lots of follow-up, trouble-shooting and analysis takes place to ensure that no pending accruals or open requisitions remain on the books and that invoices have been issued and collections cleared for the year, "with 100 percent accuracy." This means "all



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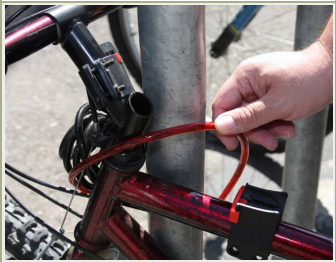
hands on deck" from the last week in June to July 15, when reports are submitted in preparation for late summer audits.

Concurrently, from June through August, the GAAP Report<sup>1</sup> detailing the University's financial balances is in process and financial data and adjustment entries are converted to GASB<sup>2</sup> standards for over 100 different schedules. Around the same time, final data is gathered to formulate the new fiscal year budget projections for the FIRMS<sup>3</sup> report required by the Chancellor's Office. Work must be completed to meet these and many other regulatory deadlines, regardless of the season. In fact, numerous inspections, audits, audit reports and compliance training have been conducted or are planned throughout the summer.



While ABA's focus during the academic year is on services to students and faculty, summer conditions are favorable for construction and special repairs. Work is more efficient when use of facilities, roadways, parking areas and walkways is minimal. This summer's major projects include: remodel of sixteen classrooms with smart technology features to better meet today's student learning styles; replacement of Yosemite Hall's gym floor with modern, durable materials; the first phase remodel to repurpose the former Student Health Center for its new residents, Athletics; resurfacing, reconfiguration, striping and seal coating of parking lots and structures; and preparations for the fall semester and winter weather conditions, as well as routine facilities maintenance. Many operational improvements are implemented and trainings are conducted during this time to ensure more welcoming campus for students when they return in the fall.

Safety improvements are emphasized this summer, as the campus continues to conduct safety audits and repair trip hazards on roads and pathways around the Esplanade and State University Drive. As part of the University's Safety & Security Study, replacement of walkway lighting has begun on heavily trafficked pathways between the residence halls, the library, and the WELL. Aside from safety enhancement for students during evening hours, the new energy efficient lighting signifies the University's commitment to sustainability. The lighting project is just one aspect of the more comprehensive review taking place to identify safety measures for implementation. A project to augment and relocate bicycle storage and reinforce security is underway, with a goal for "zero" bike thefts come fall.



Over the past several years, ABA has increased its presence at summer freshman orientations, to help students navigate services with ease, and share tips to promote a safe and successful college experience. At these events, ABA issues OneCards and parking permits, presents tutorials on personal safety, provides coaching to promote financial literacy through the Your Money Matters Program, and provides other useful information to help students succeed.

ABA employees understand that, while summer may be a time for rest and relaxation, there is still much to be accomplished. Each office faces unique challenges managing workloads and meeting tight year-end deadlines. All the same, ABA staff members carve out time for seasonal activities with friends and family. (Read the Roving Reporter to learn more about some of the exciting plans in the works for ABA employees this summer.) The summer months fly by fast, and ABA is ready to meet the needs of the campus to ensure the coming academic semester is successful.

*1 GAAP, or Generally Accepted Accounting Principles, refers to the standard framework of guidelines followed for financial accounting in the preparation of financial statements.*

*2 GASB, the Governmental Accounting Standards Board, is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.*

*3 FIRMS is the CSU Financial Information Records Management System.*





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## MESSAGE FROM THE VICE PRESIDENT



*Ming-Tung "Mike" Lee  
Vice President and CFO (Interim)*

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From late spring through summer, ABA is busy closing the books for the fiscal year, completing financial statements and GAAP reports to meet mandated deadlines, and developing the budget for the new year. A new financial system (CFS) implemented in April makes this year's process even more cumbersome than usual. Construction, special repairs, and systems testing are scheduled during the summer to lessen the impact on academics. Across the campus, from June through August, special programs and activities are taking place, including freshman orientations, academic programs for youth, summer camps,

and athletic events. Their presence can mean new facility contracts and reconfigurations, special insurance considerations, dedicated police and parking services, and much more. (For more about ABA's summer activities, read the newsletter article [ABA Summer: Full Speed Ahead](#) [here](#).)

Meanwhile, the Sacramento weather suggests that we take a more casual approach to living. The heat of summer demands less formal attire and conjures up visions of rest and relaxation. As busy as we are, I hope that you will all carve out some time to vacation, or simply take advantage of the longer days and sunshine, whether that means outdoor recreational activities, time with family and friends, or sampling the abundance of seasonal foods grown locally.

Reviewing the division's activities over the past year, I am reminded of the broad and diverse services that ABA provides in support of the academic mission of Sac State. The list of the year's accomplishments reported by ABA departments is impressive, especially in light of resource reductions sustained over time. ABA continues to complete major projects and improve services and operations despite the challenges brought about by budget cuts. This is indicative of a creative and innovative workforce committed to the mission of the University – one that works to overcome obstacles, bridge gaps and keep us moving forward.

A few of the year's major accomplishments include: The opening of the energy-efficient WELL, Sacramento State's first recreation and wellness center; conversion of the Common Management System (CMS) to the Common Financial System (CFS) Finance Module, the CSU's new common single data base; establishment of Public Safety service centers in the University Union and the American River Courtyard residence hall complex; renovations to prepare for new residents in Folsom Hall, Del Norte Hall and the Student Health

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Center; the integration of OneCard operations into the Student Financial Services Center to centralize services for students; and implementation of Audit Tracker II, an electronic data base and automated closed-loop system ensuring that hazards are identified and addressed.

This year, ABA was instrumental in bringing significant honors to the University. These include the Certificate of Excellence in Financial Reporting from the State of California Controller's Office for 2009/10, and a number of awards and incentives that demonstrate the University's commitment to energy efficiency, including achievement of LEED Gold status for both The WELL and American River Courtyard, to name a few.

Congratulations to every ABA staff professional for your contributions that have helped our division realize division and University goals. Thank you for your dedication and persistence, and congratulations on the achievements that you have helped to bring about over the year. Watch for ABA's 2010/11 Report of Accomplishments, scheduled for publication early in the fall semester.

*Ming-Tung "Mike" Lee*  
*Vice President and CFO (Interim)*





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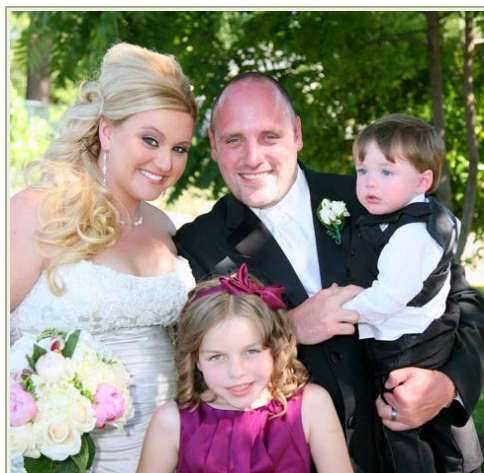
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**QUESTION:** What are your summer plans?



*Nathan Bagwill and his family are going to Disneyland.*

**Nathan Bagwill, Administrative Analyst,  
Budget Planning and Administration**

"This year I'm going with my family and my wife's family to Disneyland. We have two kids – my daughter Lainey is eight and my son Ethan is two."

"I just want to see my children's faces light up and I'll probably be following them around from ride to ride. My children are quite adventurous and in particular my son fancies himself a 'cowboy' so I'll be keenly interested to see how my little cowboy does on the rides."

"I've never taken my kids to Disneyland before and I suspect it will be fun watching their little imaginations run wild."



**Nancy McCarty, Student Aid Accountant,  
Accounting Services**

"My husband and I are going to Roatan for a week. Roatan is an island off the coast of Honduras. It is about 37 miles long and 5 miles across at the widest point."

"We are going because we will be burying my mother-in-law's ashes in the family plot. My mother-in-law, Reina Borden, was the oldest of 12 children. Her parents came to the island in the 1920's from England. They were Christian

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*Engraved headstone for Reina Borden, mother-in-law of Nancy McCarty .*



*Nooria Kakkar, outside the Public Safety building. Nooria plans to pursue her law degree this summer.*



*Gina Lombardo and her fiancé Mike Keating plan to wed July 23, 2011.*

Missionaries."

"My mother-in-law was also a proud CSUS graduate. Her headstone has been engraved with the Sacramento State logo. Although we are going for a sad occasion, we are hoping to have fun too."

**Nooria Kakar, Administrative Analyst  
Specialist, Public Safety**

"This summer I will start my 4th and final year of law school. This year will be extremely difficult as I have to study for my regular course as well as start preparing for the Bar Exam in February or July 2012."

"My ultimate goal in terms of education has always been to go to law school. Three years ago, I decided to jump in and pursue my dream because waiting for a perfect time was no longer an option. I have three kids. Dedicating the time between work, family and school has been difficult to say the least."

"I love to learn. If I didn't have responsibilities, I would probably be a student most of my life. I hope to find a position on campus where I can apply my experience and degree. Today, attorneys are needed in every facet of the University. I am confident I will be able to apply my skills."

**Gina Lombardo, Director, UTAPS**

"I am getting married July 23rd; we wanted a summer wedding so the weather would be nice."

"Mike and I chose South Lake Tahoe, with a huge cabin that holds 20 people where our whole wedding party and guests will be staying and celebrating with us. We love Tahoe and thought it would be a nice location for our friends and family to visit."

"Mike just moved here from Idaho. We are actually childhood friends and neighbors from Delaware, and our parents are still good friends. We recently reconnected and he relocated to Sacramento. He just landed a job teaching math at Sacred Heart Catholic School."



*Joseph Lum is visiting his home state of Hawaii.*

**Joseph Lum, Customer Service Associate,  
Facilities Services**

"My wife, my youngest daughter, and I are going to visit my oldest daughter in Hawaii in September. She is a student at the University of Hawaii and plays on a soccer scholarship."

"I was born and raised in Hawaii on the island of Oahu. I moved to California in 1989 on a job transfer.

"We will be attending her soccer matches, spending quality time with family and friends, and going to the beach every day to do some surfing, stand up paddling, and boogie boarding on the beaches of Lanikai and Kailua."



*Victor Takahashi has a passion for the outdoors, and loves to explore many of our State and National Parks.*

**Victor Takahashi, Director of Facilities,  
Planning & Construction Services, Facilities  
Services**

"I plan to take a trip this summer to Western Idaho. My two major destinations will be Sawtooth National Recreation Area and Hells Canyon National Recreation Area."

"I have not been to Western Idaho, but Sawtooth and Hells Canyon are the two largest parks in the area. Nearly every National or State Park is preserved for a reason. There usually is some natural or historical significance."

"I enjoy exploring the outdoors. I like to take day hikes that show the best the park has to offer. I take my time, absorb the scenery, take tons of pictures, and enjoy the wildlife."





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## STAFF SPOTLIGHT



**Mark Montalvo**  
*ASI Director of Finance & Administration*

**In this edition of Staff Spotlight, the ABA FOCUS Newsletter features Mark Montalvo, ASI Director of Finance and Administration.**

**How long have you been with Sac State?** Since January 31st, 2011.

**Describe your educational and professional background:** I have 17 years of experience with the Roseville Joint Union High School District and was most recently the director of Accounting with the Roseville Joint Union School District. I am a member of the California Association of School Business Officials, School Services of California, and Toastmasters International.

I hold an MA Degree in Business Administration from the University of Phoenix, and a BS degree, with an MIS concentration and a minor in Accounting, from Sacramento State. I am currently working toward a Doctorate of Educational Leadership and Management.

**Describe your job:** My job as director of Finance and Administration in Associated Students involves financial reporting, budgeting, coordinating the audit, and overseeing the normal daily accounting functions such as accounts payable, payroll, and processing payments for club accounts.

**Who are your primary customers?** My primary customers are anyone who walks through the door, calls, or e-mails who needs assistance that ASI can provide. We engage with student clubs and organizations, campus and auxiliary staff, external vendors, and other ASI departments. I am very fortunate to have a staff that is dedicated to customer service and is always willing to help when called upon.

**Why would someone call you?** If a staff member or student has questions about their External Grant, IRA, DOC funding, club account or just wants to know more about how we operate in the ASI business office, then all stakeholders are more than welcome to contact us. We want people to know we are here to support students and staff with any accounting and non-accounting questions.

**What keeps you busy during the summer?** Actually work during the summer months is a busy time in the ASI Business Department. Using a fiscal year ending on June 30th, the summer is spent "closing the books" in an effort to represent the financial picture of ASI as accurately as possible. It takes many hours by a dedicated staff to accomplish this process. As soon as the books are closed, ASI will have its year-end audit in August which is performed by our independent auditing firm, MGO. And of course August is spent prepping for the beginning of the new school year and getting all the accounts ready for the clubs and

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organizations when classes are back in session.

In my personal life, I balance my time doing family activities, such as trips to Tahoe and daily trips around town, with extended family barbecues. I also spend quite a bit of time doing projects on my house, a rental, and on my daughter’s house which she recently purchased.

**As a new employee, what is your favorite aspect of working on campus?** Working on campus has allowed me to see what actually goes on “behind the scenes” in support of the students and their education. After graduating from this campus in 1986, I went on and gained knowledge in the accounting field and specifically in the K-12 educational environment. I enjoy the fact that my staff and I are able to provide the support the students need to make their educational experience fun and exciting and help them understand how the process works. ASI is here to work for the students.

**What makes Sac State different from other places?**Working in a high school district for the last 17+ years has given me a foundational knowledge of how the educational industry works. Working in Associated Students, Inc. at Sac State, I really enjoy how the students and the student board are making many of the decisions that are benefiting their peers. The student board members handle themselves in a very professional manner and listen to the voice of the students on campus.

**What do you like best about your job?** I really like the educational environment and coming to work every day. I enjoy knowing that ASI can help the students operate their clubs more efficiently and assist them in any way possible. What students may be learning in some of their business and government classes is what we are doing here in ASI, with the functions of accounting, marketing, human resources, instructional technology, and student government. This is a great opportunity for students to see how the real world works and understand the critical areas of business which they someday may be able to apply in their chosen field.

**How do people contact you?** People can contact me by coming to my office on the 3rd floor of the University Union, or by calling me (X-87917), or e-mailing me - [montalvo@csus.edu](mailto:montalvo@csus.edu). We have an open door policy and are available to assist students and staff with their concerns. My staff has access to my calendar and can tell you my availability.