

SACRAMENTO STATE
Administration & Business Affairs
2018-2019 Compiled 4th Quarterly Report

VICE PRESIDENT OFFICE

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
<p>Our office’s work on the University Policy Manual (UPM) as well as Margaret Hwang’s efforts on the Web Stewardship Steering Committee (both listed above) contribute to furthering the University commitment to Reducing Time to Degree by ensuring that our current and perspective students can easily locate information on their rights and responsibilities, as well as accurate, comprehensive, and timely information such things as degree requirements and completion.</p>	<p>Margaret participated in the ABA Women’s Leadership Networking Group on April 12.</p> <p>Margaret and Frances both attended the Asian Pacific Americans in Higher Education (APAHE) annual conference in April.</p> <p>Coffee & Conversation Events held in April. Coffee & Conversation gives ABA staff the agency to speak directly to and with the VP/CFO to ask questions and discuss departmental/division/campus concerns. This creates transparency, breaks down silos, and empowers staff to have an open, honest, and enlightening dialog with the VP/CFO.</p> <p>Margaret and Frances are active members of the Educational Opportunities Program (EOP) ‘Taste of Asia’ Committee.</p> <p>Taste of Asia is an effort to find external funding to support the APIA Grad program by identifying community partners,</p>	<p>The ABA VP/CFO Office is a supporter of the Sac State Asian Pacific Islander American (APIA) club and members. This quarter the VP/CFO Office supported the club with a donation of design and printing for their Graduation Booklet. Margaret and Frances are also very involved in the running and advising of the APIA club and Frances attended their graduation celebration event in May.</p>	<p>Jonathan and Margaret volunteered for Commencement activities.</p>		<p>Coffee & Conversation: In our continuing effort to be inclusive and break down silos, ABA held two division-wide Coffee & Conversation events in April. This event gives transparency and agency to staff members to speak directly to and with the VP/CFO</p> <p>ABA Summer Social: Each spring/summer ABA hosts a division-wide luncheon. This year Human Resources was included in this event. The Social is a time for staff Peer-to-Peer awards, prizes, lunch, and fun.</p>

	donations, and fundraising support.				
AUDITING & CONSULTING SERVICES					
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			Ongoing community service as reported last quarter.	Worked with Risk Management Services to monitor and formulate a strategy for implementation of recommendations from the California State Auditor's Health and Safety Compliance Audit.	Auditing and Consulting Services participated in "Summer Fun Days" by dressing up in red, white, and blue attire on June 18.
BUDGET PLANNING & ADMINISTRATION					
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					Ademidun starts new motivational reading series (The Energy Bus was selected).
FACILITIES MANAGEMENT					
Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
The BAC Yard – Students continue to work at the BAC Yard for course lab hours, academic internships and volunteer learning experience. Environmental Studies Students have also begun doing native plant experiments for experiential learning associated with an ENVS 110 course project. The plants will be transplanted to the American River once the project is complete. Dr. Ajay Singh's ENVS 144 Project	Converted restrooms in Lassen and Yosemite to be ADA compliant. University Committee for Persons with Disabilities (UCPD) committee – Todd McComb is an ex-officio member. Restroom Working Group Committee (related to all gender restrooms) - Donovan Hillman is a member. Repairing Trip Hazards.		Sac State hosted Farm to Fork Dinner on the Bridge: Funding from event goes to Sac State Sustainability's BAC Yard. (Approx. 200 participants. Funding donation to BAC Yard expected to be approx. \$4k to support student learning.) Sac State Sustainability led tours and presented to approx. 534 children and adults from various community elementary schools, other CSU staff, college students, and professional industry staff	Implementation of Best Management Practices (BMPs) for Storm Water Pollution Prevention Program (SWPPPs) for Grounds-hosted by Sac State EH&S-Feb 2019.	Team Recognition Program: May 2019: Plumbing Shop- Tim Arkebauer, Jeff Whitehead, Mike Kramer, Mike Hendren Other Activities: June 2019: Facilities joined campus in attending the USA Picnic.

Presentations for Living Building Challenge: Students assessed project options for various petals for the Living Building Challenge as their semester project and presented to Sac State Sustainability (class of approx. 50).			demonstrating sustainability across campus and at the BAC Yard. Ages: kindergarten through adult. To date in 2019 total individuals impacted by tours/presentations/partnerships with Sac State Sustainability: 1432.		
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FINANCIAL SERVICES

ACCOUNTING

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #4: Community Involvement & Collaboration	Imperative #5: Safety	Employee Engagement Efforts
		UFSS – Started monthly meetings with Advancement to go over UFSS processes, and to better understand each other’s rolls.			Retirement Lunch for Kendal Chaney-Buttleman with staff and managers. Monthly office meetings: communicate events, issues to staff; opportunity for staff to share with others in office. Birthday celebrations – with dessert and singing! After work Happy Hour.

ASI BUSINESS & ADMINISTRATION

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					First Summer Fun Day hosted – Red, White & Blue Day on June 18 th – this is a simple way to bring staff together with one fun goal in Financial Services. The offices can dress, potluck, decorate and/or have games in support of the theme. This year we included the Budget and Audit Offices as usual, but added ROM & the VP’s Office

					as well.
PROCUREMENT & CONTRACT SERVICES					
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			Procurement attended and participated in the Small Business Disabled Veteran (SB/DVBE) Outreach Event Downtown Sacramento. This is an ongoing yearly commitment.		Continue with one on one meetings when and if needed. Continue with meeting with Leads.
BURSAR'S OFFICE					
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		Office/school supplies to Guardian Scholars.			Easter egg hunt for staff
POLICE DEPARTMENT					
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			CSOs have been very diligent in crime prevention & provide proactive campus patrol		
RESOURCE & ORGANIZATIONAL MANAGEMENT					
ORGANIZATIONAL DEVELOPMENT					
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	True Colors workshops True Colors Workshop 6/19 – College Analyst Team True Colors Workshop 6/28 – Criminal Justice Team Attended CSU Business		Workshops and partnerships Conducted a Statement of Purpose workshop for Peak Adventures 4/2. Conducted a Statement of		Alumni month (April): Coordinated the identification and coordination of over 45 ABA Sac State alumni for annual photo.

	Conference and delivered 2 True Colors workshops to about 75 participants.		<p>Purpose workshop for Children’s Center 5/21.</p> <p>Conducted a Statement of Purpose workshop for Student Engagement and Outreach 6/18.</p> <p>Visited the UC Davis Learning and Development Office 4/8 – begun partnership to share community of practice.</p> <p>Consulted with Student Affairs about strategic planning best practice.</p>		
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RESOURCE MANAGEMENT

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SPACE MANAGEMENT

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Space Management collaborated with campus partners to purchase and replace outdated classroom furniture (including fixed seats) to improve classroom learning environment; furniture to be installed in summer 2019. As a result additional seating was added to several classrooms.			Space Management collaborated with ROM and Sacramento Sports Commission and campus partners to successfully plan and schedule the 2019 SCVB USATF Hershey National Junior Olympic Track and Field Championships event to be held at Sac State from July 18-29, 2019.		

RISK MANAGEMENT SERVICES

ENVIRONMENTAL HEALTH & SAFETY

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			& Collaboration		
RISK MANAGEMENT					
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	Risk Management is currently working on our first contract with an e-scooter company to bring this new form of transportation to campus in a controlled and organized manner. Part of the contract is an effort to broaden the potential user base for those who do not have credit cards or smartphones. These efforts will enable students and other campus stakeholders without vehicles to come to campus using this environmentally sound alternative transportation method.	Risk Management has initiated a proposal with a major supplier of safety equipment for potential donation of chemistry lab safety gear, lab coats, goggles and gloves, for student in financial need who might not be able to purchase those items on their own.		Risk Management has completed the transition with Public Safety to take over the operational aspects of conducting fire drills on campus. This process also includes refreshing each building's emergency evacuation planning and training this year.	We held our quarterly group luncheon to enhance our team building efforts.
WORKER'S COMPENSATION					
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UNIVERSITY SUPPORT SERVICES					
UNIVERSITY PRINT & MAIL					
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Redesign of Orientation Family Guide and community facing materials to communicate more		Josh's Heart – Hosted Backpack Stuffing event	Healthy Hornet Walking Path – partnership with UTAPS/UPM & Facilities – design wayfinding		Birthday Celebrations, Admin Professionals Lunch for Laura O and Julin, Quarterly 1:1 meetings,

<p>directly to new student demographic.</p> <p>Presentations for Interior Design class – portfolio options, examples of good vs bad file set-up, template review of file setup.</p> <p>Phi Kappa Phi & Cooper Woodson Commencements – Print collateral support</p> <p>Transfer and New Student Orientation – print support</p>		<p>Officer O’Sullivan – Vigil signage coordination</p> <p>Design NACUMS – National Association of College and University Mail Services - branding, style guide, newsletter and 2019 Educational conference support collateral.</p>	<p>system – summer print & installation.</p> <p>UPM Partnership with Student Affairs Marketing for united brand messaging support.</p> <p>Concluded the Olli Autonomous Vehicle Project</p> <p>-Collaboration between UTAPS, City of Sacramento Mayor’s Office, Sacramento Area Council of Governments (SACOG), Sacramento State Department of Civil Engineering</p> <p>Co-Hosted the Phantom Auto Demonstration at Sacramento State. A collaboration between UTAPS, ABA VP’s Office, and the City of Sacramento Mayor’s Office Chief Innovation Officer.</p>		<p>farewell party for Helen Hamlett.</p>
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UNIVERSITY TRANSPORTATION & PARKING SERVICES (UTAPS)

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					<p>End of Year BBQ and Safety Discussion – UTAPS on 5/30</p> <p>UTAPS – Monthly Birthday Celebrations</p>