

SACRAMENTO STATE

Administration & Business Affairs

2018-2019 COMPILED QUARTERLY REPORT – Q2

AUDITING & CONSULTING SERVICES

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
				<ul style="list-style-type: none"> California State Auditor Health & Safety Compliance Audit: Submitted 6-month follow up responses to the State Auditor. Director participated in the Records Management Task Force, Clery Compliance Committee, and Information Security Risk Analyst Search Committee as an active member. 	

BUDGET PLANNING & ADMINISTRATION

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
		Sac Hall Suite 259 came together to participate in the ASI Thanksgiving Food Basket drive.			Ademidun participated with the START committee to implement events for ABA employees, including the Door Decorating Contest.

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 – The 18 students working out at the BAC Yard this semester	<ul style="list-style-type: none"> Converting restrooms in Lassen and Yosemite to be ADA compliant. 		Campfire Unity Break/Donations Drive fundraiser - CSUEU –Grounds		Employee of the Month: October 2018 – Housing Building Maintenance: Bryan

<p>completed the aquaponics system and food is currently being produced to be harvested for the first pop-up pantry of the coming semester. The students also harvested fruit from campus citrus trees and distributed them at the last pop-up pantry of the semester before winter break. New students will arrive at the BAC Yard when classes resume in a few weeks. New students will consist of those working at the BAC Yard for course lab hours, academic internships and volunteer learning experience.</p>	<ul style="list-style-type: none"> • 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. 		<p>Staff participated with 8 staff donating items and volunteering time on 11/29/18.</p>		<p>Tufts, Joe Reynolds, Richard Caguiat, Daniel Pugmire, Younes Neto</p> <p>November 2018 – Custodial Support Team: Elvin Saldivar, Terrence Friend, Christian Borrego, Demetrio Nual, Monico Tagaca</p> <p>December 2018 – Swing Shift Lead Custodian Team: David Prudencio, Elvin Saldivar, Scott Flack, Michael Donovan</p>
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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
					<p>Office had a pumpkin carving contest and Halloween potluck. Held multiple birthday celebrations.</p>

ASI BUSINESS & ADMINISTRATION

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>Thanked the Financial Services/Budget team for a successful fiscal year end (including GAAP and FIRMS submissions) with “TEAM”</p>

					tumbler cups
PROCUREMENT & CONTRACT SERVICES					
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
BURSAR'S 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
Winter Intercession Provost Grant.	Held a meeting with IRT and Inclusive Excellence to use preferred names on OneCards	Sponsored Thanksgiving baskets for ASI and foster kids Christmas gifts.			Participated in office Halloween festivities, including costumes and decorations.
POLICE DEPARTMENT					
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
			<ul style="list-style-type: none"> Department solved four vehicle burglaries, including the crime where 30 vehicles incurred window smashing in Lot 10. Chief Iwasa and Lt. Woo went to Behavioral Intervention Team conference/training on November 28-30, 2018 as part of BIT group from Sacramento State 	2019 CA Campus Safety Plan Report was completed and posted on December 14, 2018	<ul style="list-style-type: none"> Officer John Parker was recognized as Employee of the Quarter Officer Matt Light was recognized as Employee of the Year CSO Sgt. Essam Vigil was recognized as Student of the Quarter and Student of the Year
RESOURCE & ORGANIZATIONAL MANAGEMENT					

ORGANIZATIONAL DEVELOPMENT

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

RESOURCE 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

SPACE 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
			Space Management provided consultation (conference calls, in-person meetings) for CSU Los Angeles, CSU Northridge, and Los Rios Community College partners regarding the purchase and implementation of Astra Schedule and Platinum Analytics solutions.		Space Management staff was fully engaged in both the USA Halloween office/costume decoration and ABA holiday door decoration contests and incidentally won both contests.

RISK MANAGEMENT SERVICES

ENVIRONMENTAL HEALTH & SAFETY

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
				Inspections for all of NSM were completed and re-inspections using the Inspect Tool are beginning in Biology Inspections of other high hazard departments, Art, Facilities Management, Theatre and Dance, as well as several low	

				hazard buildings are also complete.	
RISK MANAGEMENT					
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				University Driver Credentialing: New drivers entered – 258 Updated driver records - 872	
WORKER'S COMPENSATION					
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
UNIVERSITY SUPPORT SERVICES					
UNIVERSITY PRINT & MAIL					
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
Classroom presentations and subsequent final project print support for 6 sections of classes for Interiors, Graphic Design and Family & Consumer Sciences.	Unit trading with Diana Tate Vermiere on diversity, inclusion & equity, UPM and UTAPS				UPM and UTAPS - Quarterly 1:1 meetings, birthday celebrations, holiday breakfast, holiday potluck/white elephant
UNIVERSITY TRANSPORTATION & PARKING SERVICES (UTAPS)					
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
<ul style="list-style-type: none"> PS5 Wayfinding Graphics Project with student participation ECS Transportation 	Unit trading with Diana Tate Vermiere on diversity, inclusion & equity, UPM and UTAPS				UPM and UTAPS - Quarterly 1:1 meetings, birthday celebrations, holiday breakfast, holiday potluck/white elephant

Engineering Program engagement with Autonomous Vehicle project					
VICE PRESIDENT OPERATIONS					
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>Each semester the VP/CFO holds Coffee & Conversation events for all ABA non-managerial staff. There are two events, one in the mid-morning, and one in the mid-to-late afternoon. These events enable frontline staff to interact directly with the VP/CFO, to breakdown barriers to open communication, remove a feeling of a strict and siloed hierarchy, discuss issues that frontline staff may feel are being overlooked by immediate managers and/or underreported to the VP/CFO, and to get feedback as well as answers to their concerns. These events further the goals of inclusion and equity. Our office arranged for the fall 2018 semester Coffee & conversation events to occur on October 1 and 4.</p>	<ul style="list-style-type: none"> • The ABA VP/CFO Office has supported the University Staff Assembly (USA) Annual Awards Luncheon by purchasing a table. Numerous ABA family members were recognized and received Years-of-Service Awards and it was important to stand and recognize all of our staff members being honored. • October 1 - November 2 all of ABA participated in the ASI Give-A-Treat Food Drive Competition. We had three donation locations in all of ABA, one of which was in the VP/CFO Office. We are so proud that our division came in second! 	<p>On Friday, October 5, Frances Palu sat on a panel: Veterans Career Pathways Professional Mentor Panel</p>		<ul style="list-style-type: none"> • Margaret Hwang helped support the planning of, and attended the California Higher Education Collaborative (CHEC) Conference at Sonoma State University • On October 1 Stacy Hayano attended the USA Staff Awards Luncheon • October 1 0 November 2 all of ABA participated in the ASI Give-A-Treat Food Drive Competition. We had three donation locations in all of ABA, one of which was in the VP/CFO Office. Our office participated heavily in the contest and are so proud that our division came in second! • ABA Coffee & Conversation events happened on Monday, October 1 and Thursday, October 4 • On Thursday, October 4 the entire Sacramento Hall ABA Family gathered to

celebrate the upcoming wedding of Budget Analyst, Lauren Garrett

- The October 12 ABA Admin Council Retreat was inspired by discussions between Stacy and Margaret. The ABA AVP staff all met at the Sacramento State Downtown Campus, a location new to many members of Admin Council, for a 2-hour meeting regarding public relations, marketing, and branding. They then went to a local restaurant
- On Friday, October 19 Margaret Hwang and Frances Palu assisted Jeff Dierking in decorating an ABA golf cart for the Homecoming golf cart procession
- The VP/CFO Office participated in the Halloween Office Decortng Competition, receiving Honorable Mention. Hogwarts Forever!
- The VP/CFO Office participated in the pumpkin decorating competition on 10/31
- Pizza Party held on Monday,

					<p>November 26 for the group that won the Jeopardy game at All Staff Professionals</p> <ul style="list-style-type: none">• ABA Winter Luncheon held on December 5. This year's event was a bit of a scramble due to the unforeseen and extended campus closure which occurred right before the event. The VP/CFO Office had many meetings to discuss ideas and delegate responsibilities. This year's event theme was Festive Sweater with a competition. Many people participated and feedback from staff identified that the event was a success• The VP/CFO Office participated in the winter door decorating contest
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