




Sac State
Sustainability

ADMINISTRATION & BUSINESS AFFAIRS

Report of Accomplishments

2017-2018



SACRAMENTO
STATE



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MESSAGE FROM THE PRESIDENT

Sacramento State is growing and evolving before our very eyes. Everywhere you look you can see progress. This transformation would not be possible without the diligence and hard work of all the dedicated employees in the division of Administration & Business Affairs. They are helping make the dreams of the Hornet Family a reality.

Student success is at the heart of everything we do. The work of Administration & Business Affairs to keep our campus safe, beautiful, and clean directly impacts our students. They care for our trees; they plan and manage our construction projects; and they make Sacramento State our home. I do not have the words to adequately express my gratitude.

This past year saw exciting accomplishments from Administration & Business Affairs. A new five-level parking garage opened; the \$91 million Science Complex is rising before our eyes; and our University Union expansion is nearing completion. We have made significant progress on safety and health issues, and our sustainability efforts continue to lead the CSU.

We are all grateful for another successful year, and we all owe the division congratulations on what they have accomplished. Sacramento State cannot be successful without those who work in Administration & Business Affairs. They truly deserve our praise. I hope that everyone will review this report and come to campus to see their outstanding work here.

Robert S. Nelson
President, California State University, Sacramento



MESSAGE FROM THE VICE PRESIDENT/CFO

Every year I continue to be impressed by the work of our dedicated staff. We affectionately refer to our departments as “families,” and the term is fitting. We work with each other, we learn from one another, we lean on one another, and we depend on each other, like a family. These close interpersonal relationships help hold us accountable, and keep us focused on delivering the high degree of service that is expected.

No hurdle is too high and no project is too complex for our team, and this year has proved it. The completion of Riverview Hall and Parking Structure 5, as well as the near-completion of the Ernest T. Tsachannen Science Complex and the University Union expansion represent dramatic results of our efforts.

Our division does more than just build things, however. In 2017, we realigned our goals to answer the President’s calls. The Finish in Four initiative and the President’s imperatives have been engrained into our processes and business practices. The pages that follow in this report illustrate these points. From ensuring students have adequate financial resources, to providing innovative learning environments, ABA is providing the support necessary to meet the challenging academic goals that have been set by the University.

As our vision states, we strive “to be the leading administration and business organization in the CSU.” Through our hard work, we continue to realize this vision each and every day. If our work defines us, then I am proud to say that we are great.

Ming-Tung “Mike” Lee
*Vice President for Administration & Business Affairs/CFO,
California State University, Sacramento*

Introduction to ABA



Administration & Business Affairs (ABA) is Sacramento State's largest administrative division, serving the University and its communities through the provision of business, financial, safety, facilities, and resource management. ABA's responsibility for facilities and grounds includes oversight for development and implementation of the campus master plan via the University's capital planning, design and construction program. ABA staff professionals have a strong commitment to service, stewardship, and operational excellence to ensure delivery of a quality product and the protection of University resources. ABA supports Sacramento State's "Finish in Four" initiative through a staff dedicated to continuous improvement, innovation and collaboration, all with student success at our core.

DEPARTMENTS

- Office of the Vice President for Administration/CFO
- Auditing & Consulting Services
- Budget Planning & Administration
- Facilities Management
- Financial Services
- Police Department
- Resource & Organizational Management
- Risk Management Services
- University Support Services

Administrative Council Changes



KRISTIN WEIGLE-ROBERTS
Director, Auditing & Consulting Services

Kristin joined ABA as Interim Audit Manager in November 2017. Her primary duties include managing external audit activities and internal reviews, serving as a liaison with the Chancellor's Office of Audit and Advisory Services, and overseeing

records request, subpoena, and legal hold processes. Kristin holds a B.A. in International Studies and French from Colby College, and a J.D. from University of the Pacific, McGeorge School of Law.

Kristin previously served as University Compliance and Public Records Coordinator within the President's Office. Before coming to Sacramento State, she conducted public sector audits and consulting engagements as a senior consultant with Sjoberg Evashenk Consulting. She earned a Certified Government Auditing Professional (CGAP) designation from the Institute of Internal Auditors in 2014 and is also an active member of the State Bar of California.

Confirmed in position in December 2018

Management Council Changes

BRYAN CHATTERTON
Housing Custodial & Grounds Supervisor, Facilities Management

Bryan studied Fire Science at Crafton Hills College.

Bryan supervises a crew of 17 custodians and two gardening specialists. The efforts of Bryan and his staff create and maintain an exceptional indoor and outdoor living environment for students residing on our campus.

Confirmed in position December 2017

LAURA LOCKETT
Director, University Print & Mail

Laura earned a Bachelor of Science in Graphic Design from Sacramento State.

In her position, Laura is responsible for strategic planning and oversight of the University's in-plant print shop and mail center. Her print staff team provides copy, print, wide format, bindery, and graphic design services to faculty, staff, and students. Her mail staff team provides daily mail pickup, delivery, and processing of both intra-campus mail and off-campus mail for University faculty and staff. The mail center also provides bulk mail services for more cost effective large campus mailings.

Confirmed in position October 2017

SUSAN MCGUIRE
Director of Administration, Facilities Management

Susan earned a Bachelor of Science in Business Administration, with a concentration in Information Systems Management, from California State University, East Bay.

In her position, Susan provides oversight and guidance for all financial activities (accounting, budget, procurement, payroll, personnel management, and information technology) of the Facilities Management department. Facilities Management is ABA's largest department with over 200 employees in four functional areas: Planning, Design & Construction, Facility Operations, Sustainability & Plant Operations, and Administration.

Confirmed in position May 2018

GREG PAUL

Customer Service Manager, Facilities Management

Greg completed his Bachelor of Arts in English here at Sacramento State. In his position, Greg is responsible for managing customer service for Facilities Management, overseeing our maintenance management system (AIM), and key issue software.

Confirmed in position March 2018

NICOLE ROGERS

Associate Bursar & Collection Manager

Nicole completed her Bachelor of Science in Organizational Behavior from the University of San Francisco.

Her responsibilities include oversight of OneCard services, refunds, student invoicing for third-party billing, as well as collections related to employee over payments, campus organizations, university contracts, and all student debts.

Confirmed in position January 2018

NICOLE SHARKEY

Auxiliary Accounting Manager, Financial Services

Nicole has a Bachelor of Accountancy and a Bachelor's in Business Management, from Humphreys University.

Nicole is responsible for managing the day-to-day accounting operations and the month-end/year-end financial processes and reporting of the University Foundation as Sacramento State (UFSS), an auxiliary organization of Sacramento State.

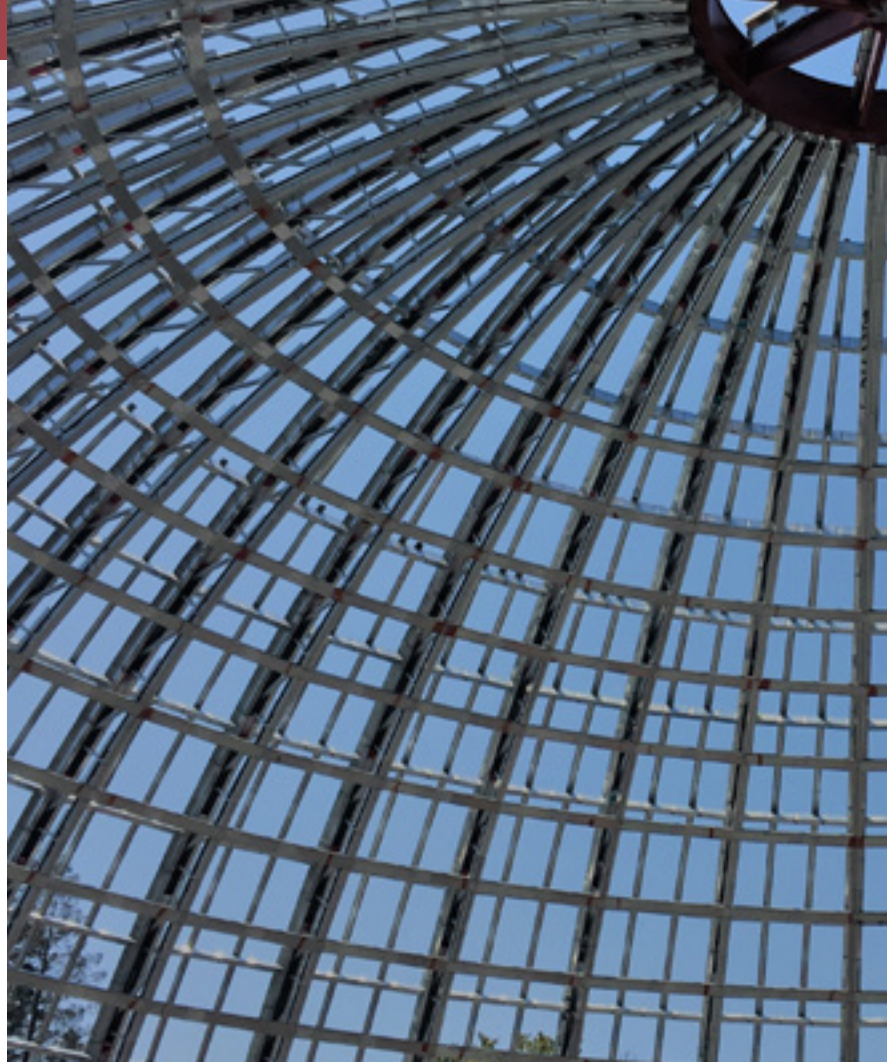
Confirmed in position June 2018

Organizational Changes

ABA has seen many organizational changes in the past year. These changes include:

Department Name Changes

- The former office of Administrative Services has been renamed to Resource & Organizational Management, comprised of the offices of Organizational Development, Resource Management, and Space Management.
- Organizational Development is the new name for the office formerly known as Strategic Planning & Quality Improvement.
- Reprographics & Mail Services has been changed to University Print & Mail.
- University Transportation, Parking & Support Services, comprised of University Print & Mail and University Transportation & Parking Services (UTAPS) has been renamed to simply: University Support Services. This name change better reflects the summation of services rendered to the University.



Master Planning Update

In our 2016-2017 report, great emphasis was placed on the realization of the Master Plan – a design that outlined the physical vision for the University’s future. Since then, significant progress has been made towards completing projects, and breaking ground on new ones.

Riverview Hall, Sacramento State’s most recently completed student housing project, opened to its first set of students in the fall of 2017. Capable of housing more than 400 students, the facility boasts a fitness center, cardio studio, study lounges, a computer lab, a game and movie lounge, laundry rooms, and community and classroom space for events.

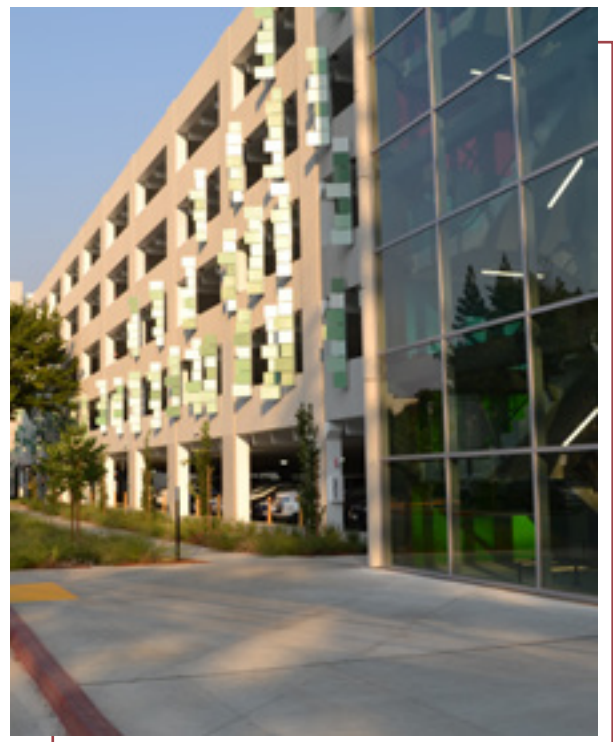




More on-campus housing is available for students than ever before. The completion of this project further establishes Sacramento State as a destination campus capable of delivering unique and rewarding campus experiences.

As the campus has grown, so have our parking needs. After opening in spring of 2018, Parking Structure 5 brought an additional 1200 spaces with designated parking for students, faculty, staff, residence hall students, electric vehicles, and disabled persons. The completion of this project represents another checkbox marked off from the Master Plan.

More work remains to be done toward the completion of two ongoing projects, the University Union expansion, and the Science Complex. The expansion of the Union is planned for completion in the spring of 2019, while the Science Complex is slated to open in the spring of 2019. In each of these cases, these projects represent the completion of a vision, ensuring Sacramento State meets the 21st century academic needs of its students.



Finding New Ways to Engage Staff

Over the last year, ABA's Office of Organizational Development (OD) has been working hard to find new ways to engage with ABA staff. Employee engagement, at its core, is about the relationship between the organization and its employees; OD wants to ensure employees have a voice and feel connected.

Do you remember that last work-related survey you answered? Did you participate in the winter season Door Decorating contest? Did you win one of the raffle prizes at the ABA Summer Social? Each of these activities were created to provide opportunities for staff to become more engaged with their work, their colleagues, their managers, and the University as a whole.

Employee engagement efforts started from day-one. After spending most of the day in a room with Human Resources, new employees are then greeted by a wealth of ABA's available resources, including its new onboarding program. In addition, new employees are provided with ABA-branded "swag bags," full of fun goodies, as well as a welcome card and booklet introducing them to the division.

The onboarding program provides new employees with the opportunity to connect with a sponsor, who helps oversee their first few months on the job. Finally, new employees are emailed confidential surveys at the mark of their first week, 90 days, six

month, and one year anniversaries. These surveys allow the employees to provide feedback on their progress and their workplace. These surveys help OD staff collect data

on the effectiveness of employee engagement efforts, and provide insight into any potential problems developing in the workplace. Direct and constant contact with new employees is key to developing employees who feel engaged, valued, listened to, and respected.

One of the hurdles of employee engagement is also one of our strengths: our diversity. ABA staff come from different backgrounds with unique stories, but it is our collective work that brings us together. Employees who stay engaged in the workplace can accomplish both professional goals, as well as the goals of the University and its students.

With help from the Office of the Vice President of Administration/CFO, OD sought to kick it up a notch for this past year's events. Last summer, our annual Summer Social event held its first Bake-Off competition, with numerous games and giveaways. In May, ABA hosted a staff recognition event to distribute ABA-branded jackets to all employees. Each event also included time for employee networking, allowing staff to socialize, collaborate, and learn about the work of their colleagues. These opportunities to network showcase the diversity of our division and our work, but also our unified commitment to the University and its students.





Some of the credit for this year's events, activities, and competitions must also be given to the ABA Strategy Team: Achieving Results Together (START) committee. START is comprised of staff representing each of ABA's families and is chaired by the Director of Organizational Development. START members act as the primary communication vehicle for ABA's strategic planning activities, particularly those focused on staff recognition and engagement. The START committee meets monthly to discuss ideas for new events, and to reflect on previous ones to help determine what worked, and what could be improved. Their dedication to finding fun and creative ways to promote staff



engagement will continue into the following years as new events are already in the works.

Ultimately, ABA is a family. Having engaged staff is what allows us to realize our potential, both personally, and professionally. We depend on each other to be the most effective at our jobs. The interdependence of our working relationships require engagement. Staff engagement empowers employees to feel a sense of belonging, purpose, and pride; that is why this year's efforts are so noteworthy and will continue in the coming years.



Staff Recognition Program

The greatest resource of any organization is its personnel. Administration & Business Affairs (ABA) prides itself on the sense of community that it has built through its staff of over 300. ABA is committed to communication across the division whereby every employee's ideas are heard, and where common goals and values are shared.

ABA is proud of its employees and is committed to recognizing those who excel in their position and exhibit leadership, service, and professionalism. The ABA Recognition Program is one of the ways in which we reward exemplary performance and achievements within the division.

Our program began in 1995, becoming one of the University's first staff recognition efforts. Today, ABA celebrates its annual winners during the Summer Social event, which provides staff an opportunity to come together, cheer on their colleagues, and enjoy the company of their ABA family. Below are the most recent recipients for the 2017-2018 ABA Staff Recognition program:

STAFF PEER TO PEER AWARDS



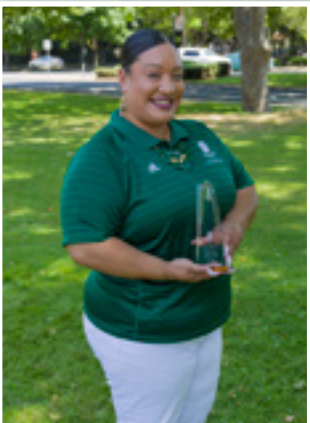
*Nic Ardelean
Teamwork*



*Jessica Bush
Customer Service*



*Charlie Eyster
Professionalism*



*Frances Palu
Positive Attitude*



*Luis Ramirez
Innovation*



*Norman Kwong
Problem Solver*

VALUED STAFF AWARDS



Glen Boehl



Sarah David



Matthew Smith



Nancy McCarty



Don Nahhas



Nayelli Parra

Not Pictured – Vincent Burton

MANAGEMENT PEER TO PEER AWARDS



Steve Leland
Not Pictured – Elisa Chohan

TEAM AWARDS



*Planning, Design & Construction
Services Team*



State Audit Team



*University Transportation & Parking
Services Team*



Paint Shop Team

Financial Wellness Ensures Student Success

During his fall 2016 address, President Nelsen challenged all of us, students, faculty, and staff, to make a new commitment: Finish in Four. His words were a call to action. "I am very aware there is anxiety and even concern about the push for a Finish in Four mindset..." said President Nelsen. "But I believe in our faculty, I believe in our students, and I believe it is the right thing to do."

President Nelsen's challenge came after the California State University (CSU) launched the California Promise Program. The program seeks to help CSU campuses "establish pledge programs for entering first-time students who are both interested and able to complete baccalaureate degrees in four years." To help students meet their Finish in Four goals, President Nelsen has asked students to Pledge to Take 15, promising to take 15 units per semester to ensure they stay on a path to complete their baccalaureate degree in four years.

In the brief amount of time since the launch of these programs and initiatives, ABA has realigned itself to accomplish the new mission of the University. For an example of offices who have taken up the challenge, look no further than ABA's Financial Services department. Serving as one of ABA's departments with the most student contact, their efforts over the last year have helped create the conditions needed to ensure student success. Their efforts can be summarized into a singular concept: Financial Wellness.

***As far as retention is concerned,
Financial Wellness is essential to
student success.***

—Gina Curry

According to a recent survey of Sacramento State students, 72% worry about having enough money to pay for school and over 50% worry about paying their monthly expenses. Students are worried about paying for college and all of its related expenses, including books, transportation, parking, food, rent, and much more. Students who are stressed over their finances are less likely to have the books and materials they need, less likely to attend class, and more likely to drop out entirely. "As far

as retention is concerned, Financial Wellness is essential to student success," said Associate Vice President of Financial Services, Gina Curry.

To help alleviate financially-stressed students, the Bursar's Office introduced a new book loan program in 2017. The program provides students a loan for books and educational materials from the Hornet Bookstore up to \$600 with no interest accrued during the 60 days after purchase. The goal of the program is simple: students who have the materials and resources they need for their classes will be more successful in their academic careers. To help promote the new book loan



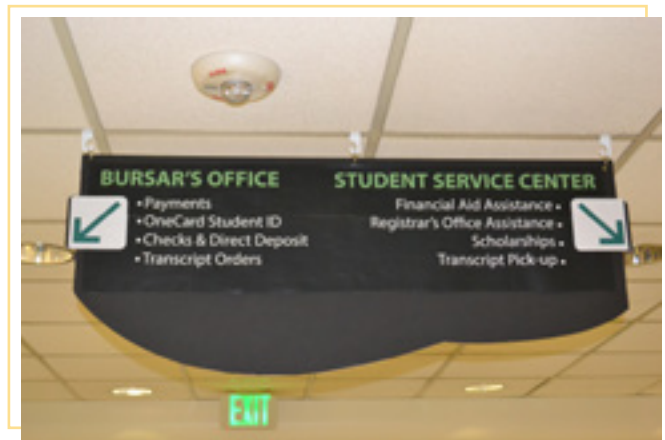
program, representatives from the Bursar's Office presented the program to Faculty Senate. "Many times faculty are the first to know if students have the required materials," said Curry. Since its introduction, over 50 students have taken advantage of this program.

Process improvements are vital in helping ensure students receive the services they need. In 2017, OneCard Services sought to improve their processes by allowing students to submit their own photos for their OneCard IDs. Previously, this was a laborious process that added to early-semester wait times. Students can now submit their own photo online and pick up their IDs quickly. Despite a perception of a "selfie culture" from students, Curry reports that 80% of student submitted photos are approved.

Financial Services has ingrained many of their offices into the student experience. From day one, representatives from OneCard and the Bursar's Office are on-hand at new student orientation providing resources on Financial Wellness. Students are encouraged to get any and all questions answered related to their finances, as well as receive vital information on fees, payment deadlines, registration dates, banking, and discounts.

as important, because students who attend these events and receive these resources “enter their term more successful.” The results? 75% of orientation students handled all the paperwork and submission process to get their IDs within the same day.

While managing finances can be stressful, one event seeks to make the process fun, a real version of the popular board game: Life. Titled, “How to Win at Life,” Financial Services has hosted the event in the University Union every year since 2015. This event creates a fun challenge for students to gain a realistic picture of what their financial life might look like after graduation based on their educational and personal finance decisions. “How to Win at Life is a fun way to incentivize students to think about finances in the real world and what financial decisions mean for their future,” emphasized Curry. Students are incentivized to participate. Students who complete the game receive a \$5 credit onto their OneCard. According to Curry, approximately 120-150 students attend each semester.



It was exciting when we got them to scream ‘One Card!’

–Candace Ensley

This year, OneCard was a requested presenter during the opening ceremony of student orientation. OneCard staff used giant cutouts of the student ID to showcase the benefits in a fun and engaging way. “It was the best thing ever, five minutes to engage the students. It was exciting when we got them to scream OneCard!” exclaimed Account Technician Candace Ensley. Curry stressed the importance of these initial outreach efforts





These events provide students with financial education at the beginning of their financial lives...

–Julie Carroll

In the last year, the continued success of “How to Win at Life” caught the attention of the office of Financial Wellness, a newly created office under the Division of Student Affairs, who hosted the spring 2018 event. Despite their new ownership, ABA’s Financial Services is still heavily involved. Every semester, volunteers from Accounting Services, OneCard Services, and the Bursar’s Office, are on-hand to help students understand how their decisions affect their financial future. The Assistant Director of Financial Wellness, Julie Carroll, makes this point: “These events provide students with financial education at the beginning of their financial lives so that they can make more educated financial decisions to ensure their success both now, and after graduation.”

A student’s financial standing is one of the leading factors in predicting their academic success. Seventy percent of Sacramento State students receive some form of assistance to help pay for college. The process improvements and events hosted by the offices of Financial Services have helped students be better equipped for their academic career here at Sacramento State. If we can continue to ensure students have access to the funds, resources, and much-needed financial information, they will continue to meet their academic goals, including finishing in four.



Sustainability Team Creates Living Classrooms

At Sacramento State, sustainability is a priority. As stated by President Nelsen, "I believe that we, as a University and as citizens of the world, have to take responsibility for our actions today to ensure we are creating a better world tomorrow." To help realize the President's call, ABA's Sustainability Team have put words into action by creating living classrooms in the field.

The Bioconversion and Agricultural Collaborative Yard, or BAC Yard, is located on campus behind lot 10 near Folsom Boulevard. This unassuming, rather small, location has become a hotbed for educational activity. Partnering with the Department of Family & Consumer Sciences (FACS), the Sustainability Team has hosted as many as 20 students per semester at the BAC Yard to help with their composting and horticultural goals. FACS has integrated their partnership into their curriculum; students can enroll in FACS 110: Food Production and Sustainability.

The course teaches life skills, handling tools and building planter beds. I've heard many students say, 'I've never done that before!'

– Ryan Todd

This course challenges student to learn the process of how food is grown, and how waste is managed. "The course teaches them about composting, they learn how food is grown, and what happens to the waste," explained Sustainability Manager, Ryan Todd. "The course teaches life skills, handling tools and building planter beds. I've heard many students say, 'I've never done that before!'"

The work these students put in pays off in the form of fresh fruits, vegetables, and herbs used on campus and by local community groups. In early 2018, Sacramento State hosted the annual Farm to Fork event on the Guy West Bridge. At this event, all of the tomatoes and herbs used in the meals were grown and provided by the BAC Yard. In addition, other foods are integrated into the food sourcing streams used by UEI Campus Dining. "We are fulfilling a campus need," concluded Todd.

The BAC yard is more than just a classroom to Sacramento State students. Sustainability Team members, Joey Martinez and Kristina Cullen, regularly host tours through the BAC Yard and other sustainability programs on campus. According to their records, they have hosted over 1000 guests over the last year, including children and teens from local elementary and high schools from Sacramento Unified and Natomas Unified school districts, as well as local charter schools and UCs, including UC Merced, UC Berkeley, and UC Davis.





The integration of academia into sustainable programs on campus doesn't stop there. The Sustainability Team already has their sights on their next big project: the Living Building. Hosted by the International Living Future Institute, the project is described as "the world's most rigorous proven performance standard for buildings." The building must be entirely self-sufficient, produce more energy than they use, and collect and treat all water on-site. To accomplish such a task will truly require team effort. Joining the Sustainability

Team are multiple academic departments, including Environmental Studies, Family & Consumer Sciences, and Mechanical Engineering, as they begin the planning phase of the project.

Fortunately, they are starting from a good launch point. In 2015, Sacramento State participated in the US Department of Energy's Solar Decathlon project, building a structure that met many of the same goals as the Living Building project. That

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existing structure will be redesigned, retrofitted, and reused for the new project. The end-goal is to “create a continual living lab space,” said Todd. When completed, the building will allow students to conduct sustainable research on energy production, energy use, water filtration, aquaponics, and other educational opportunities.

Todd doesn’t shy away from the magnitude of the project, nor what it would mean to him personally. “If we can pull this off, it will be the most incredible project of my career.” When completed, the Living Building will be the first of its kind in the entire state of California. Visitors, students, and interested faculty and staff will be able to visit it in the Arboretum once it has been completed.



ABA Department Highlights 2017-2018

Over the past year, ABA Departments began following a new process for reporting their progress on goals. Rather than goals being self-derived, ABA began following specific imperatives defined by President Nelsen. In addition to the President's four imperatives, ABA has added two of their own, including: Campus Safety & Security, and Employee Engagement. By aligning ourselves with these imperatives, ABA can better assess how well it has met the president's calls for action. ABA departments reported on these imperatives each quarter. The imperatives are as follows:

1st Imperative: Reducing Time to Degree

2nd Imperative: Diversity, Inclusion, and Equity

3rd Imperative: Philanthropic Giving

4th Imperative: Community Involvement & Collaboration

5th Imperative: Campus Safety & Security

6th Imperative: Employee Engagement

The best examples of these imperatives have been reported below in this year's department highlights.

AUDITING & CONSULTING SERVICES

4th Imperative: Auditing & Consulting Services participated in the Information Security Office search committee, providing valuable feedback on the qualifications and impressions of the candidates. They also were active members of the Risk Management Task Force, and the Clery Compliance Committee.

BUDGET PLANNING & ADMINISTRATION

1st Imperative: Volunteers assisted the "How to Win at Life" event, which helps educate students on how educational and financial decisions can affect their life after college.

2nd Imperative: Charlie Eyster attended "Unconscious Bias" training where attendees learn how the mind operates in ways that are outside of conscious awareness or control, which may cause us to think or act based on judgments of someone's race, gender, religion, etc.

6th Imperative: Celebrated Administrative Professionals Day and Summer Fun Days by hosting a lunch with Budget Planning & Administration, Financial Services, VP's Office, and other offices.

FACILITIES MANAGEMENT

1st Imperative: Offered internships providing class credits to over 30 students who volunteered with the BAC Yard's annual composting efforts and other year-round activities.

2nd Imperative: Staff from Facilities Management's Zone Management Program provided logistical support for the 50th anniversary of Dr. Martin Luther King Jr.'s visit to Sacramento State, including a tree planting ceremony and plaque installation.

3rd Imperative: Food grown in the BAC Yard was donated to the campus' pop-up pantry, which provides free fresh produce to students in need. Produce will be grown seasonally to match the needs of the pop-up pantry and the students they serve.

4th Imperative: Facilities Management and the Sustainability Team hosted a campus and community event to recommit to the objectives of the Paris Climate Accord. Attendees included SMUD, CAL Recycle, Department of General Services, as well as President Nelsen and Sacramento State students and faculty.

4th Imperative: The Sustainability Team hosted multiple sustainability tours highlighting the many sustainable features and programs Sacramento State has in place. Recent tours have included local elementary and high school students.

6th Imperative: Continued the Facilities Management tradition of recognizing a feature-employee as a part of the Employee of the Month program.



ABA Department Highlights 2017-2018

FINANCIAL SERVICES

1st Imperative: The Bursar's Office hosted the annual "How to Win at Life" event on financial literacy. Partnering with Budget Planning & Administration, Student Service Center, Office of Financial Wellness, and Financial Aid.

2nd Imperative: Representatives from Procurement & Contract Services attended and participated in the Small Business Disabled Veteran outreach event in downtown Sacramento.

3rd Imperative: The Bursar's Office participated in the ASI Thanksgiving Basket program, providing holiday assistance to families in need.

4th Imperative: Hornet Ticket Office improved their ticketing process to allow for students to purchase tickets online with their student discount. Previous system required them to purchase tickets in-person in order to receive discount.

6th Imperative: Hosted, promoted, and participated in the Financial Services Summer Fun Days, events meant to boost employee morale during the summer. This year's events included office games, a group lunch, and a scavenger hunt.

6th Imperative: The Bursar's Office hosted "Fun Fridays," in which employees were paired with another staff member they don't usually partner with, and together each team created a fun activity for everyone to participate in.

6th Imperative: Financial Services employees attended and participated in multiple team-building exercises during a retreat to the Sacramento State Aquatics Center.



POLICE DEPARTMENT

2nd Imperative: Sacramento State Police were on-hand during a visit from the Westboro Baptist Church as members protested on the perimeter of the campus. Officers ensured there were no violent clashes nor traffic interruptions.

4th Imperative: Sacramento State Police sponsored Sacramento State's annual 5k Fun Run. Officers both participated in the run, and provided logistical support for the course route.

5th Imperative: New locking mechanisms were installed and tested in Mendocino Hall to ensure the building would be properly equipped for a shelter-in-place scenario.

5th Imperative: Created the Safe Exchange Zone: a safe environment for people who buy, sell, or trade items in private transactions with people they do not know, such as with Craigslist or eBay. The zone includes lighting and 24-hour surveillance.

6th Imperative: Police Department held its annual softball game and employee/student recognition event.

RESOURCE & ORGANIZATIONAL MANAGEMENT

1st Imperative: Space Management added new instructional space in Folsom Hall to better serve the students of Communication Sciences and Disorders (CSAD).

4th Imperative: Completed ABA-wide True Colors training after administering training to Custodial Services and Risk Management Services. Conducted additional training seminar for Financial Aid.

5th Imperative: Coordinated walk through to view University classrooms with fixed tiered seating in need of seat repair or replacement to establish priority for renovation.

6th Imperative: Held staff focus groups with UTAPS and University Print & Mail to elicit feedback and develop strategic plan.

6th Imperative: Coordinated with the START committee to help plan for multiple employee engagement efforts, including the winter luncheon and a winter door decorating contest.

6th Imperative: Participated in an ABA team building event held at the Sacramento State Aquatic Center.

ABA Department Highlights 2017-2018

RISK MANAGEMENT SERVICES

5th Imperative: Risk Management Services has developed a Minors Abuse Prevention Initiative in collaboration with Praesidium, a national consulting firm. Praesidium will work to find strengths and weaknesses in our existing programs to protect minors involved with all aspects of the University.

5th Imperative: Risk Management Services worked with Loomis Armored Truck to use a route that minimizes driving on inner campus pathways. They have worked with Fed Ex Ground and UPS to minimize operation on pathways.

5th Imperative: Collaborated with Human Resources to develop a training presentation that will address the duties and responsibilities of the manager/supervisor when dealing with an injured worker.

5th Imperative: Working with several academic departments, Risk Management Services has helped develop a new lab coat program to assist students, faculty, and staff in reducing risk from contaminated lab coats and keeping costs down.

UNIVERSITY SUPPORT SERVICES

1st Imperative: University Print collaborated with University Athletics to deliver “Finish in Four” collateral for residence hall branding.

1st Imperative: University Print conducted multiple presentations to Graphic Design, Interior Design, and Family & Consumer Sciences students. Presentations focused on services rendered, and how to prepare and format files for printing.

4th Imperative: UTAPS co-chaired the University Committee for Persons with Disabilities (UCPD) meetings in February and March of 2018 to hear transportation concerns.

4th Imperative: UTAPS developed Special Veteran Parking signs in preparation for PTSD special needs veteran parking requirements from Sacramento State’s Veterans Center.

6th Imperative: Participated in an ABA team building event held at the Sacramento State Aquatic Center.

VICE PRESIDENT OPERATIONS

4th Imperative: Dr. Lee attended and participated in the Sacramento City Council meeting to discuss the new Sacramento State policy on the prohibition of cannabis on campus.

4th Imperative: Dr. Lee attended a 90 minute discussion on solutions to local homelessness sponsored by the Power Inn Alliance.

4th Imperative: Dr. Lee spoke at the “Leadership Roseville Class on Education” conference at Brandman University in Roseville.

6th Imperative: Vice President Operations planned, coordinated, and hosted the ABA winter luncheon event, celebrating department accomplishments and recognizing staff who reached milestones in their careers with the ears-of-service awards with Years of Service awards.

6th Imperative: Hosted and coordinated the annual Summer Social event. All ABA staff professionals were invited to enjoy a meal, play games, recognize colleagues via ABA’s staff recognition program, and network. Assisted in the creation and hosting of the first ABA bake-off contest.



ABA Departments, Units, and Responsibilities

Office of the Vice President/CFO & Operations

- Campus communication
- Executive administrative service
- External relations for VP/CFO
- IRA Advisory Committee
- University policies and procedures
- University Records Management
- Special projects

Auditing & Consulting Services

- Internal audits
- Investigative reviews and special audits
- External audit management
- Reporting of fiscal improprieties/fraudulent activities

Budget Planning & Administration

- Budget maintenance and reporting
- Budget planning, development and allocation
- Campus fund compliance
- Capital construction project finance
- Human Resources system data process and analysis
- University Budget Advisory Committee

Resource & Organizational Management

- Resource Management
- Organizational Development
- Space Management

Facilities Management

- Administration
- Facility Operations
- Sustainability & Plant Operations
- Facilities Planning, Design & Construction

Financial Services

- Accounting Services
- Accounts Payable & Travel
- Central Receiving & Property Management
- Hornet Ticket Office
- Procurement & Contract Services
- Bursar's Office
- OneCard
- ASI Finance & Administration

Police Department

- Budget, personnel and administration
- Police operations
- Investigations and training
- Community relations and dispatch

Risk Management Services

- Business Continuity
- Environmental Health & Safety
- Risk Management
- Workers' Compensation

University Support Services

- Administrative Services
- Parking citation appeals
- Budget and personnel
- Parking Operations
- University Print & Mail

Administration and Governance

ABA ADMINISTRATIVE COUNCIL

Bena Arao

Elisa Chohan

Gina Curry

Stacy Hayano

Margaret Hwang

Mark Iwasa

Ming-Tung "Mike" Lee

Tony Lucas

Justin Reginato

Gary Rosenblum

Kristin Weigle-Roberts

ABA MANAGEMENT COUNCIL

Bena Arao

Tim Bair

Kevin Brisco

Kendal Chaney-Buttleman

Bryan Chatterton

Elisa Chohan

Gina Curry

Kimberly Donaville-Davis

John Guion

Stacy Hayano

Donovan Hillman

Margaret Hwang

Mark Iwasa

Raymond Keck

Nikki Khamsouksay

Daljit Khangura

Elena Larson

Damian Lee

Ming-Tung "Mike" Lee

Mark Leisz

Stephen Leland

Laura Lockett

Christina Lofthouse

Tony Lucas

Todd McComb

Susan McGuire

Richard Allen Mikeworth

Mark Montalvo

Brian Morphis

Michael Nausin

Antonio Nucal

Tania Nunez

Daryn Ockey

Greg Paul

Douglas Power

Justin Reginato

Nicole Rogers

Gary Rosenblum

Camellia Sahm

Adell Seibles

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Nicole Sharkey

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Ryan Todd

Caryl Vickers-Harper

Kristin Weigle-Roberts

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