

SACRAMENTO STATE
Administration & Business Affairs
2020-2021 1st Quarterly Report

OFFICE OF THE VICE PRESIDENT/CFO

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>Staff continued to support Cabinet with CARES Funding request, and supported ABA families with the reconciliation process in conjunction with Financial Services.</p>	<p>Margaret Hwang participated in ABA’s Women’s Leadership Networking Group.</p> <p>The VP/CFO office trained on the following topics: Calling Out Racism, VP Bowman participated in Cabinet and divisional Anti-Racism work, and the Fall 2020 Virtual Convocation - Advancing Our Commitment to Antiracism</p>		<p>ABA continues to work with numerous community groups, including SMUD and Los Rios Community College District to build the California Mobility Center. The Mobility Center will provide space and equipment for community members and small businesses to utilize in their pursuit of the modern mobility evolution.</p>	<p>Important COVID-19 safety plans were put in place, and support was provided to other departments through the VP/CFO Office.</p> <p>VP/CFO and President offices met to implement Wildfire Smoke precautions for the protection of our workers.</p>	<p>New student assistant, Felicitas Morales, has joined the VP/CFO team.</p> <p>The team continues to meet remotely, via Zoom, for updates and to facilitate frequent communication.</p> <p>Student assistants have chaired engagement activities to nurture our office culture and to schedule a bit of fun.</p> <p>Jonathan provided regular divisional communications via Zoom and emails as operations stayed virtual.</p>

AUDITING & CONSULTING SERVICES

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	<p>All team members participated in the Fall 2020 Convocation (“Advancing Our Commitment to Antiracism”), as well as personal work in this area via other campus offerings like LinkedIn Learning.</p>			<p>Audit & Consulting Services worked with Risk Management Services to monitor and formulate strategy for implementation of recommendations from the Chancellor’s Office Health and Safety Audit.</p>	<p>Held team meeting and included an anti-racism exercise in the discussion.</p> <p>Team continued twice weekly video chats (started when we moved to virtual operations in mid-March) to stay engaged with one another on a personal level.</p>

					The team will be featured in an upcoming article in the ABA Annual Report of Accomplishments.
BUDGET PLANNING & ADMINISTRATION					
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	The Budget team participated in the Convocation.		In collaboration with Campus partners, completed the year end pro forma for self-support programs such as Parking, Housing, and the Health Center. Also completed pro forma for the Union Well campus auxiliary.		Budget Team is learning the Tableau/Cognos tool for the Budget Dashboard. Hosting coffee/Zoom chats to stay connected with the team.
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
FM staff worked to keep necessary spaces operational for our students to live and study.	Active participation on the University Committee for Persons with Disabilities (UCPD) committee – Todd McComb and Tania Nunez are members. Restroom Working Group Committee (related to all gender restrooms) – Tania Nunez is a member. Repaired numerous trip hazards.		Continued work on the Ramona & Placer Ranch Master Planning projects, included ongoing community partnerships with Sierra College and Los Rios Community College District. Ernest E. Tschannen building received the Best Real Estate Project in the Education Category from the Sacramento Business Journal.	Mike Regalia has done an excellent job providing COVID-19 sanitizing liquids and PPE for staff and residents. Here are some of the highlights: Purchased and issued hand held disinfecting spray bottles for staff to use when leaving an area. Staff also disinfects whatever they touched, Several automatic hand sanitizer stations bought and placed in high traffic areas, and Purchased electrostatic dispensers (hand held and backpack versions) which enables us to quickly and thoroughly disinfect a room. University Housing Facilities	Retirees: Nay Saechao, Mark Leisz and, Robert Wyatt; and Promotion: Jonathan Macalino (lead custodian) ABA Recognition Program: Winners of Peer to Peer Team Player Michael Hendren Winners of Valued Staff: Mark Perry Sarah Raczkowski Mike Kramer Winners of Manager Peer to Peer: Daryn Ockey Ray Keck ABA Welcome Center Team award winner: Tania Nunez

				Management changed the work order system to better protect against possible spread of the virus.	Facilities Management Re-Alignment Team Winners: Sarah Raczkowski and Dorthea Johnson
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
At the August Business Partner’s Round Table Accounting Services presented year-end deadlines, expenditure transfers request deadlines, and Federal Work Study (FWS) Budget Calculator. Housing Move-in Day – LaVerne Simmons-Barnett volunteered to welcome new students. Successfully submitted two GAAP reporting packages and FIRMS for the University CARES Reporting.	Majority of Accounting Services staff attended the Fall 2020 Convocation related to our commitment to antiracism.				Weekly Zoom meetings with staff since starting remote work. Daily Coffee/Tea Zoom Meeting – Time for staff to relax and socialize with the rest of the team.
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
	Gina Curry, Mark Montalvo, and Jeannie Brewster participated in the Sacramento State Fall Convocation. Gina Curry is part of the ABA Steering Committee developing the division framework for Anti-Racism and Anti-Bias. Mark Montalvo, as part of ASI initiatives, participated in the		ASI Business Office, in collaboration with ABA, secured a 24 year contract with State Parks for the Aquatic Center location. This was a 6-year process that involved the Federal Government, State Government and the CSU.		First Business Partners Round Table, held virtually via Zoom in August, recording our highest number of attendees ever at 176. Nicole Lack joins us as the new Senior Director for Procurement & Contracts, Accounts Payable, and Receiving & Property. Nicole replaces recently retired John Guion, long time Senior

	first of several workshops on Anti-Racism facilitated by Jermaine Moore of the Mars Hills Group.				Director.
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
	<p>Six staff members were able to participate in the Fall Convocation: Advancing Our Commitment to Antiracism.</p> <p>Staff participated in a one-hour CSU Small Business/Disabled Veteran Business Enterprise Workshop.</p>				<p>Nicole Lack joins us as the new Senior Director for Procurement & Contracts, Accounts Payable, and Receiving & Property.</p> <p>Nicole replaces recently retired John Guion, long time Senior Director.</p>
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
Bursar's Office allowed students with any stage of financial aid application to remain enrolled for the term. Students with incomplete applications are typically dropped by census, but accommodations were made.	Ivan Zarate has joined the Antiracism & Inclusive Planning committee.			Moved disbursement of payroll to the Bursar's Office, where staff is behind glass and there is more room to socially distance for those waiting to be assisted.	<p>Started social Teams page for the office to share personal happenings, celebrations, humor, etc.</p> <p>Started fun survey questions in weekly staff meeting to improve participation.</p>
HUMAN RESOURCES					
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
Employment Services ensured Student Assistants and FWS are required to be enrolled in a determined number of credits and to meet a minimum GPA requirement to promote degree completing and reducing time to degree.	Worked as a team to identify staff (within ABA and external divisions) who we believe have done exceptional work, and we helped to acknowledge and inform their leadership of their employee's performance.	Volunteered time to participate on mock interview hiring panels for the community organization - Women Empowered.	<p>Collaborated with Dr. Jessica Bagger in Communication Studies to present a three-part workshop series on change management for employees.</p> <p>Continued to partner with Empathia/Life Matters to deliver professional</p>	<p>Employee & Labor Relations contributed the following: Worked with employment and labor representatives to discuss COVID-19 compliance requirements.</p> <p>Hosted meetings and conferences to discuss return to work protocols and the early exit programs.</p>	<p>Steve Teeters and Regeena Lewis celebrated their one-year anniversaries with ABA.</p> <p>Benefits Office staff attended the annual Systemwide Benefits and Payroll conference as both a professional development and networking opportunity. The</p>

	<p>Train the Trainer – O&LD delivered a 3-part series for subject matter experts on how to be a better, more inclusive trainer, by exploring methodologies for all adult learner types. Trainers demonstrated accessibility standards for Power Point presentations as well as creating a welcoming environment for learners to practice their new-found skills. Post survey scores were well above industry standards.</p> <p>O&LD continued to collaborate with Inclusive Excellence in creating content. Including, design, curriculum, and structure for Leadership Academy, Principles of Supervision, and book circles.</p> <p>O&LD continued to present True Colors and Strengths to campus employees and teams as a method of promoting diversity and inclusion.</p> <p>Participation in Disability Inclusion Summit, PRIDE Safe Zone and Dreamer Ally trainings, and identifying ourselves and the department as welcoming, inclusive, and a safe space.</p> <p>Staff participated in the 2020 Convocation Anti-racist activities and training sessions.</p>		<p>development/personal wellness workshops to employees.</p> <p>Partnered with the Organizational & Learning Development department to develop a plan on how to roll out the new Student Employment OnBase Hiring Process and conduct virtual trainings.</p> <p>Partnered with Payroll for Zoom and MOVEit training, I-9 verification, Fall 2020 Capitol Fellows and new Faculty processing support.</p> <p>Partnered with Classification & Compensation department to finalize project to launch Adobe Sign powered Position Description Update for both Staff and MPP employees.</p>	<p>Developed resources to assist our campus communications with COVID-19 messages.</p> <p>Benefits Office contributed the following: Continued administration and processing of high volume requests for four new leave programs implemented as a result of COVID-19.</p> <p>Staff were well prepared and trained to host the Virtual Benefits Fair.</p> <p>Organization & Learning Development contributed the following: Collaborated with RMS to ensure new employee walking program had safety parameters in compliance with campus COVID-19 standards.</p> <p>Collaborated with Risk Management to implement COVID-19 training into CSU Learn with daily tracking reports.</p> <p>Collaborating with Risk Management to incorporate Volunteer Registration safety trainings.</p>	<p>conference was held in a virtual format this year and presented on topics such as benefits, leave, reasonable accommodations, and payroll.</p> <p>100% compliance on CSU Learn HIPAA training.</p> <p>O&LD created a Strategic Plan.</p> <p>Coordinated Employee Wellness program events, activities, and classes.</p> <p>Direct Deposit project went live on 8/13/2020 with self-service changes for the campus.</p> <p>Individual team member mind mapping progress meetings (work philosophy and role, professional development, and personal goals).</p> <p>Fostering employee inclusion, connection, and communication while telecommuting via weekly Zoom team meetings, daily “Morning Check-In” emails, individual one-on-one calls, and group activities (using the CSU Virtual Calming Room).</p> <p>Director of Talent Acquisition, Mellonie Richardson, will be highlighted as a Guest Expert for Sac State’s The HirED Podcast - Authenticity: Bringing Your Whole Self to Work.</p>
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POLICE					
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>Introduced AXON Body Worn Cameras, and all Officers like the cameras.</p> <p>Police Department assisted with providing campus safety during the Joseph DeAngelo Sentencing that at the University Union on August 21, 2020.</p>	<p>Corporal Christian continues to provide COVID-19 updates via email. He assisted in clearing the audit findings related to Emergency Preparedness Program from the Chancellor's Office.</p> <p>Corporal Christian is the EOC Director for Sac State where he was able to conduct an MPOD (Medical Point of Dispensing) training exercise in preparation for administering a COVID-19 vaccine when it becomes available. As part of the exercise, staff were able to receive a flu shot at no charge.</p> <p>86 Cameras added into Milestone.</p>	<p>Hired 28 Community Service Officers for the fall semester.</p> <p>Implemented Onboarding process for the department.</p>
BUSINESS & ADMINISTRATIVE SERVICES					
PARKING AND TRANSPORTATION (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
<p>UTAPS Operations fully contained within the Welcome Center.</p> <p>Virtual orientation provided to incoming students.</p>			<p>Participation in EOC:</p> <p>Providing Logistical and Planning Support to Student Health Center in preparation for COVID-19 Vaccine Dispensing.</p> <p>Coordinated mobile Points of Dispensing Events – Flu Shot (2 Events).</p>	<p>UTAPS has online permit sales and COVID-19 approved office sales.</p> <p>Wi-Fi hotspots created for socially distance learning.</p> <p>Converting parking structure areas for socially distant learning and activities, including Wi-Fi.</p> <p>Converting parking spaces to</p>	<p>Staff received cross training in a variety of areas, including: cashiers and data entry training, LinkedIn learning for front line staff, and floor marshal training.</p>

			Participation in the California Public Parking Association (CPPA): Tony is the CPPA President where they conduct virtual conference planning, and parking policy advocacy throughout California.	facilitate pick up and drop off of learning supplies. Coordinated drive through/up equipment pick up for classes.	
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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
<p>Laura Lockett presented at ACUP Virtual Conference – Success Story, Student Parking Structure Project.</p> <p>University Mail has also partnered with IRT to ship laptops and other technology devices to students in response to COVID-19 limitations.</p> <p>University Mail has been working with departments to mail packages to students containing relevant items for class work. Some examples are, recorders for Music, sewing machines and fabric for Family & Consumer Sciences, and lab materials for Engineering.</p>	<p>Suzie Castaneda participated in the Safe Zone training.</p> <p>Laura Lockett attended Confronting Anti-Black Racism on College Campuses.</p> <p>Several team members attended the Convocation.</p>			<p>COVID-19 Signage Task Force:</p> <ul style="list-style-type: none"> - Developed “brand” for all COVID-19 signs and developed required signed over 3 phases - Developed installation maps and guides for all buildings open to campus community - Collaborated with Facilities Management to install all signage before students returned to campus - Collaborated with Housing to produce unique COVID-19 signs related to students in Housing 	<p>Gold award for Digital Print. The category of “Single Page, President’s Holiday Reception Card.” Designed by Jody and printed on our Konica Digital press.</p>

SUSTAINABILITY

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>The Sustainability Team is producing a video tour that may be viewed by students, faculty,</p>		<p>Sustainability Library Lighting Project: Construction is ongoing and the</p>		

	and staff in place of previously offered in-person tours. The tour will cover various aspects of campus sustainability, ranging from composting at the BAC Yard to renewable energy production at the Library and Well.		project's estimated completion is mid-December. This project is expected to reduce campus greenhouse gas emissions by 386 metric tons annually, and save more than \$100,000 in electricity costs.		
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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
	RM maintains a diverse and inclusive work environment that respects the individual's uniqueness, encourages innovation, and supports the team members to seek opportunities that enable them to develop to their full potential. We support having and awareness of our own cultural beliefs, values and norms, and trying to understand and appreciate those that are different from our own.			RM collaborates with the safety-focused departments within ABA. Including: Facilities Management, Police Department, and Risk Management Services, to ensure that they have access to the financial resources needed for routine and special operations. During the COVID-19 shelter-in-place, RM procured the funding that Risk Management and the Police Department required for safety and PPE procurement.	Bena completed the FEMA training required to participate as a member of the Sacramento State Emergency Operations Center. Yvette completed LinkedIn Learning courses, CSUs Discrimination Harassment Prevention Program for Supervisors, CalPERS WebEx-Laughter is the Best Medicine, and Got Webinar Workshop Personal Resilience.

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 - Back to School Taskforce: In collaboration with AA, ABA, and RMS, facilitated the successful fall 2020 face to face class schedule. Classes that were approved to meet face-to-face for fall 2020 needed to be scheduled in approved facilities at optimal				Space Management compiled space-related and class schedule data, and collaborated with multiple campus partners to assess instructional classroom and lab furniture configurations. This helped determine the appropriate student station counts per mandated social distancing	

times to allow for distancing and sanitation. Compiled and distributed numerous ongoing scheduling reports to ensure buildings were opened and closed and cleaning conducted as needed.				guidelines.	
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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
Provided training and PPE for new Student Ambassador program.	Collaborated with OLD to translate COVID-19 awareness training into Spanish.			Continued supporting on-campus activities by providing PPE and sanitizing solutions. EHS closely monitors particulate data from AirNow, Sac County and campus Purple Air monitors to provide appropriate guidance to campus employees. Indoor particulate monitoring in occupied spaces, particularly Riverview Hall and the Well, was completed with hand-held instruments to assure a safe indoor working environment.	

RISK MANAGEMENT

Imperative #1: Reducing Time to Degree	Imperative #2: Diversity, Inclusion, Equity	Imperative #3: Philanthropic Giving	Imperative #5: Safety	Imperative #5: Safety Cont.	Employee Engagement Efforts
			COVID-19 <ul style="list-style-type: none"> Creation of Risk Management guidelines and forms for experiential learning, approved by the Provosts office. FEMA committee gathering all necessary costs and offsets (i.e. insurance) Creation of Waivers for Sport 	Conducted 8 drills prior wildfire smoke in August: Central Plant, Welcome Center, Athletic Center, Facilities Services – Trailers, Facilities Services (Admin, Corp Yard, Mail, Print), Police Department, Children Center, and Broad Athletic Field. Audited 2 fire drills at Housings:	

			<p>Clubs, Internships, and Fieldtrips.</p> <ul style="list-style-type: none"> • Worked with Insurance regarding COVID-19 coverages, and lack thereof for virtual sports and events. • Approval of off-campus face-to-face for experiential learning. • Created an Order Form for EH&S' "COVID-19 Safety Supply Order" so that campus employees and departments are able to order necessary safety supplies such as hand sanitizer, sanitizer wipes, gloves, and masks for their offices. • Worked with IRT/Nadya Lucas to create the COVID-19 Returning to Campus Safety Protocol for OnBase. • Worked with EHS and University Print to place "wear your face covering" signs throughout campus. • Created and continue to update the Coronavirus webpage for Risk Management to include information regarding COVID-19 as well as weekly reporting of cases and testing of the virus as related to our campus. 	<p>American River Courtyard and Riverview.</p> <p>Streamlined the Building Emergency Action Plan process.</p>	
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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

				<p>13 staff Ergonomic Evaluations in the 1st quarter. Assisted staff with ergonomics while working remotely and collaborated with EH&S to create an ergo & stretching presentation.</p>	<p>Virtual Ergonomic Evaluations – Workstation evaluations were encouraged to help address any concerns with the workstation setup that may impact work comfort and productivity. Areas addressed: the workstation is evaluated, components of proper ergonomics and work habits are discussed, and incorporating daily movement into the workday was encouraged.</p>
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