



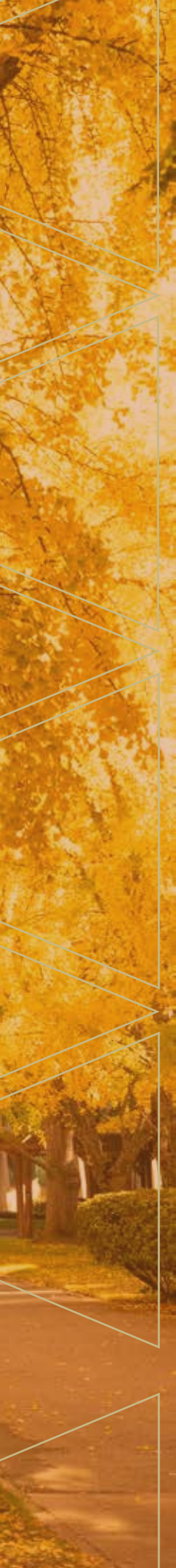
SACRAMENTO
STATE

ADMINISTRATION & BUSINESS AFFAIRS

Report of Accomplishments

2018-2019





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MESSAGE FROM THE PRESIDENT

When people think of Sacramento State, they most-likely think about students, classes, and faculty. This year, they also think about our brand new Ernest E. Tschannen Science Complex, our state-of-the-art planetarium, and for the first time ever, our Big Sky champion football team.

Sacramento State has had a remarkable year. In many ways, in our 73rd year, we are just getting started. None of the exciting events, university-wide growth, or even the regular day-to-day activities, would be possible without the hard work of the employees in the division of Administration & Business Affairs.

The work of Administration & Business Affairs keeps our campus running smoothly and safely. Our daily operations and our future growth are possible because of the solid infrastructure created and maintained by the division of Administration & Business Affairs.

Without you, there is no Science Complex or planetarium. Without you, there are no athletic events or art performances. Without you, there are no classrooms for students, and without you, our faculty cannot transform the lives of our students. On behalf of the entire Hornet family, thank you, and congratulations on your successes.

I encourage everyone to read this report to learn all that the division does to support Sacramento State's faculty, staff, and students.

Robert S. Nelsen
President, California State University, Sacramento



MESSAGE FROM THE VICE PRESIDENT/CFO

Every day as I walk the campus, I am reminded of the tremendous effort put forth by the division of Administration & Business Affairs (ABA). There are many elements that exemplify ABA's impact at Sacramento State—it's the well cared for grounds and facilities; it's the safe and secure environment our organizational families promote; it's the sustained commitment to fostering and maintaining our human and fiscal resources. These elements play a role in the story that ABA consistently shares with the Hornet family.

This year's Report of Accomplishments is also a story, one that memorializes a year of growth on our campus and of our people. It is our ABA departments whose collective achievements contribute significantly to making Sac State an outstanding asset to the educational community, an undeniable asset to Sacramento, and a wonderful place to work.

The campus has blossomed with Master Plan triumphs since our last update. Dubbed last year as "Science II," the now completed Ernest E. Tschannen Science Complex has received an incredibly warm reception from both the campus and extended community since its grand opening on September 28, 2019. The completion of Parking Structure 5 not only filled a void in needed parking space, but also was the recipient of a number of awards for both its design and sustainable features. Lastly, the University Union expansion is complete and functioning as if it has always been here, which is a testament to its intuitive design and function.

Another exciting chapter in ABA's story is the addition of Human Resources (HR) to the division. This organizational change was especially impactful as there were numerous operational and procedural synergies between ABA families and HR. Both areas share a stalwart commitment to serving the campus community. I am confident that welcoming HR staff will contribute significantly to helping ABA achieve its vision – becoming the leading administration and business organization in the CSU.

There is a palpable excitement in the air as Sacramento State continues to make a buzz in the community. I am proud that ABA continues to support our campus' significant accomplishments. That buzz and our pride reflect the herculean effort that the members of ABA put forth to support one of the most diverse systems of higher education in the west.

Jonathan Bowman
*Vice President for Administration & Business Affairs/CFO,
California State University, Sacramento*



Hornet Honor Code

As proud members and representatives of the Sacramento State Hornet community, we commit ourselves to actively promoting honesty, integrity, respect, and care for every person, ensuring a welcoming campus environment, and striving to help every member of our Hornet family feel a strong sense of belonging.

Who we are . . .

Administration & Business Affairs (ABA) is Sacramento State's largest administrative division and one of the University's chief support divisions. We provide integrated and comprehensive administrative, business, financial, operational, and logistical support services to students, faculty, and staff. In addition, ABA encompasses planning, operation, and maintenance services for the campus facilities and environment, which includes major responsibility for capital construction projects, as well as police and safety services for the campus community. 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 Sac State's "Finish in Four" with ever-increasing improvements, all through a staff dedicated to continuous improvement, innovation, and collaboration, with student success at our core.

Our Families:

- Auditing & Consulting Services
- Budget Planning & Administration
- Business & Administrative Services
- Facilities Management
- Financial Services
- Human Resources
- Office of the Vice President for Administration/CFO
- Risk Management Services
- Sacramento State Police Department

Administrative Changes – Administrative Council

Jonathan Bowman, Vice President, Administration/CFO
Appointed January 2019

Jonathan Bowman is the Vice President for Administration and Chief Financial Officer at Sacramento State. The Vice President for Administration/CFO provides leadership to the Administration & Business Affairs division.

The division is comprised of Auditing & Consulting Services, Budget Planning & Administration, Business & Administrative Services, Facilities Management, Financial Services, Human Resources, Office of the Vice President for Administration/CFO, Risk Management Services, and Sacramento State Police Department. These units provide the full range of administrative, business, financial, and operational services supporting the University's mission. As Chief Financial Officer, Jonathan also serves as the campus official for administrative compliance and fiscal oversight of the following campus auxiliary organizations: Associated Students, Inc., Capital Public Radio, Inc., University Enterprises, Inc., University Foundation at Sacramento State, and Union WELL, Inc.

Jonathan has over 25 years of experience in finance, administrative, personnel, operational, and facility management in both the public and private sector. Jonathan previously served as the Business Administration Manager for the Instruments Division at the Jet Propulsion Laboratory (JPL) which is managed by the California Institute of Technology for NASA. While at JPL, Jonathan led the business operations of a division of over 550 employees and provided financial oversight of a budget in excess of \$300 million. He was recognized as a transformational leader, as evidenced by the numerous honors he received, including but not limited to the NASA Honor Award, JPL People Leadership Award, and the JPL Voyager Award.

Prior to JPL, Jonathan worked in the private industry as a manager with the McMaster-Carr Supply Company. While under his leadership, numerous process efficiencies were realized in units he oversaw, in addition to increased productivity and quality.

Jonathan received his bachelor's degree from the University of California, Davis and his master's degree from the Pepperdine University Graziadio School of Business and Management.

Machelle Martin, Senior Associate Vice President, Human Resources
Appointed July 2019

Machelle Martin is the Senior Associate Vice President of Human Resources at Sacramento State. As the leader of Human Resources, Machelle is responsible for the operational excellence of the following units: Benefits, Classification & Compensation, Employee & Labor Relations, Employment Services, and Payroll.

Machelle has over 20 years of experience as a human resource professional and executive. Prior to her appointment as Senior Associate Vice President at Sac State she was the division chief for the California Department of Human Resources (CalHR) where her responsibilities included oversight of the benefits program for the state's more than 200,000 employees. She also has direct experience in spearheading process improvement initiatives within complex institutions.

Prior to her time with the state of California she served in the private sector as Vice President for Human Resources and Organizational Development with the Golden 1 Credit Union and as a human resources business leader with Comcast. Machelle provided consultative services in the areas of employee relations, employee engagement, talent management, and organizational effectiveness. In addition, she was the executive director of a regional human resources office for the United Services Automobile Association (USAA), where Machelle was responsible for an increasingly complex portfolio of duties which included managing diversity and wellness programs, facilitating employee development, employee relations and leave management programs, and implementing recruiting and sourcing strategies.

Machelle Martin earned her bachelor's degree in Communication Studies from Sacramento State and her Master of Business Administration from Golden Gate University. Machelle also holds several industry certifications including the Senior Professional in Human Resources (SPHR) and Society for Human Resource Management-Senior Certified Professional (SHRM-SCP).

Rose McAuliffe, Associate Vice President, Budget & Administration

Appointed September 2019

Rose McAuliffe is the Associate Vice President of Budget Planning & Administration at Sacramento State. Her primary responsibilities include leading the University efforts on budget management, conducting financial planning and forecasting, Title IV and V fees analysis and management, and serving as the liaison for the University Budget Advisory Committee (UBAC).

Before coming to Sacramento State, Rose served on the Governor's administration as the Financing Risk Manager for the California Housing Finance Agency and was the Chief of Financial Planning, Policy & Budgeting at the California Public Employees' Retirement System (CalPERS). She previously worked at the California Department of Finance on the education assignment as well as the pension assignment.

Rose holds bachelor's degrees in International Relations and Spanish from UC Davis, and a Master of Business Administration, with a finance concentration, from the Keller Graduate School of Management at DeVry University.

Tony Lucas, Associate Vice President, Business & Administrative Services

Appointed November 2019

Tony Lucas was appointed to lead the newly reformed Business & Administrative Services (BAS) department as their new Associate Vice President (AVP). His primary duties include providing leadership and support for a diverse family of operations encompassing self-support services such as University Print & Mail (UPM), and University Transportation and Parking Services (UTAPS), as well as Resource & Organizational Management (ROM), comprised of Space Management, Energy and Sustainability, and divisional resource management.

Prior to Tony's appointment as BAS's AVP, he performed the duties of Senior Director of University Support Services, worked within the Sacramento State Police Department, and spent time at CSU Monterey Bay.

Tony holds an Associate of Science in Personnel Management from the Community College of the Air Force, a Bachelor of Science in Management Information Systems from San Jose State University, and a Master of Arts in Educational Leadership from Sacramento State.

Administrative Changes – Management Council

Jeffrey Dierking, Administrative Services Manager, University Transportation and Parking Services (UTAPS)

Interim as of August 2018, appointed September 2019

Jeff Dierking is responsible for revenue management, parking permit sales operations, electric vehicle charging revenue collection, customer service, information booth management, event support services, parking systems administration, and citation processing.

Jeff holds an Associate of Arts in Accounting from Folsom Lake College and a Bachelor of Science in Agribusiness, with a concentration in International Business Management, from Cal Poly, San Luis Obispo.

Administrative Changes – Retirements

In July 2018, **Ming-Tung “Mike” Lee**, Vice President for Administration/CFO, retired after being an outstanding member of the Hornet family for 28 years. Mike supported the University in so many ways, joining Sac State faculty in 1990 and serving in numerous capacities such as Special Assistant to the President, Chair of the Department of Management, Associate Vice President and Dean for Academic Programs, Vice Provost, Interim Provost and Vice President for Academic Affairs, and Vice President for Administration/CFO. Mike left his mark on the campus, part of a stellar career deserving of the highest praise for embodying the best attributes of educational leadership.

Mike led a period of growth and development during his almost eight years as Vice President for the division of ABA. He oversaw and secured funding for more than \$290

million in capital projects, including the much needed Ernest E. Tschannen Science Complex. He managed the development of the comprehensive Sacramento State Master Plan and maintained university financial stability. Mike led with transparency, integrity, collaboration, and innovation. ABA has great appreciation for Mike’s legacy, commitment, and heart for Sacramento State.

Stacy Hayano retired in November 2019 as Senior Associate Vice President for Budget Planning & Administration, ending a superlative career that stretched over three decades. Responsible for the allocation and planning of a \$358M budget, Stacy provided vision, leadership, and action to the campus community and the Chancellor’s Office.

Organizational Changes

Department Name Changes

The former Reprographics and Mail Services became University Print & Mail (UPM) and is now part of the Business & Administrative Services family.

Unit Restructure

Organizational & Learning Development

Following the recent movement of the Office of Human Resources into the Division of Administration & Business Affairs, the units of Organizational Development and Professional Development and Training have merged. The unit is now called Organizational & Learning Development (O&LD). The Organizational Development team, previously under Resource & Organizational Management, will focus on facilitation, strategic planning, institutional wellness, engagement, and change management. The Learning & Development team will focus on providing employees with educational and training pathways, employee wellness, and career development.

University Support Services and Resource & Organizational Management merged to Business & Administrative Services

Business & Administrative Services (BAS) is a diverse operation, encompassing Resource & Organizational Management (ROM), University Print & Mail (UPM), and University Transportation and Parking Services (UTAPS).

ROM is comprised of Space Management, Energy and Sustainability, and divisional resource management. ROM manages division resources, through short and long-range budget planning, management of operating and special funds, and allocation of the division’s budget.

Additionally, ROM manages the University resources of academic and third-party space utilization, and sustainability initiatives to reduce our environmental impact and create a place where students’ innovative ideas can be explored and pioneers in sustainability can grow.

The University Print & Mail (UPM) team provides support to the campus community through integrated print and mail services, and operates the University’s official print shop and full-service campus mail center.

UTAPS administers parking facilities (structures/lots) planning and operations, parking permit operations, event parking support, alternative transportation operations, shuttle operations, parking enforcement, citation adjudications support, and visitor parking information.

The Office of Human Resources joined Administration & Business Affairs effective July 2019

Human Resources supports the goals and objectives of the University through the development, implementation, and maintenance of human resource programs, policies, and processes which include the recruitment, development, and retention of diverse, competent, and talented professional and staff personnel. Human Resources staff are responsible for providing professional and timely information, advice, and counsel in the areas of benefits, classification and compensation, recruitment, employee and labor relations, and payroll.

Welcome Human Resources to the ABA Family

Oftentimes Sacramento State is described as a small town. In many ways, the criteria that describes a town holds true for our community. We are bounded geographically by the American River in the east and the railroad tracks to the west. We have our own power plant and police force. We can handle nearly any construction concern with our talented trades professionals and manage a 334 million dollar budget each year. However, one of the main distinguishing characteristics of a town is its people. Our people, Sacramento State's staff, faculty, and administrators, are the best of the best. Just like our Facilities Management team members are stewards of our buildings, and our financial professionals are stewards of our money, the talented team of Human Resource professionals provide a variety of valuable services to our people.

Human Resources is comprised of a dynamic and strong team of 35 staff members and six leaders. 2019 was a big year in many ways, but perhaps mostly because we were able to celebrate the addition of this great team to ABA as our ninth family. The synergy of adding Human Resources to ABA is important. Just like many of our ABA families, Human Resources is a customer-centric organization that runs in the background of our great town.

Human Resource professionals have a significant impact on the lifecycle of each of our staff and faculty. From the beginning experience of recruiting new Sac State employees to the consulting services they provide to our team members embarking on their retirement journey, Human Resources is a helping hand. Consider the fact that Employment Services facilitated the hiring of 290 employees last fiscal year and reviewed over 16,000 job applications. Further, more than 200 employees received a warm welcome through the Human Resources sponsored New Employee Orientation. Combine that with 3,000 student employment assignments processed in just the fall semester and it becomes abundantly clear that the volume of customer service interactions that Human Resources has each day is staggering.

Human Resources' Employee & Labor Relations continues the good work in managing the University's efforts to create and maintain a positive relationship with our employees. The Employee & Labor Relations team strives to collaborate with our campus clients to create campus-wide fair and consistent treatment to all employees so they will be committed to their jobs and remain fulfilled members of our Hornet family.

The Classification & Compensation team provides further campus support through the coordination of personnel policies and procedures in classification and compensation matters in accordance with collective bargaining agreements; and support to University administrators on position classification, individual position, unit design, and reorganization. With over 8,640 customer interactions last year, including 409 compensation and 780 classification consultations, their impact is strong.

In addition to providing solution-centered customer service and consulting, Human Resource professionals make a huge impact to our University and our imperatives. The Benefits team alone processes over 500 Fee Waiver applications each year for employees and their dependents to take courses at CSU campuses. Additionally, they process 4,000 benefit enrollment transactions each year for employees. Combine that with retirement consultation services to approximately 100 employees, and managing 400 medical leave requests and one comes to understand the important work they perform. This support allows our staff and faculty to focus on mission-critical projects, initiatives, and actions.

Under the leadership of Machel Martin, Senior Associate Vice President, our Human Resources is working on becoming a place where solutions are co-developed between subject matter experts and customers. Part of Human Resources' core values is to help educate customers. Ms. Martin encourages campus partners to engage Human Resource professionals with questions on policies and programs, or to consult on how to achieve more timely and successful hiring and personnel transactions. Human Resources staff will navigate around the roadblocks and find pathways toward getting to the solution that best serves the University and our mission of student success.



Redefining University Print & Mail

Strong on customer service with a solid foundation in operations, ABA continued to “make it happen” in 2019. A lot of our work goes on all around us but it is so flawlessly executed that it can easily go unnoticed. Case in point, University Print & Mail (UPM), formerly Reprographics & Mail Services, changed their name last year to reflect a transition to the digital and inkjet world and build awareness of their dedicated mailroom and graphic design services. When you pause to think about it, and take a look around you, UPM has ingrained itself into every corner of Sacramento State.



University Print Front Office Update –New look, same dependable service!

In UPM's mail center there are five hardworking team members who pick up and deliver over 2.5 million pieces of mail per year. They also mail over 875,000 bulk mail pieces, including pre-acceptance letters and other student-focused print media that supports the University's graduation initiatives. In spring 2020, the staff at UPM will be hosting an open house where you can meet the team. Expect a demonstration of all the latest technology housed within Facilities Management 114, including their newest digital printing equipment, large format vinyl poster and sign production, and an offering of future services to include magnetic name tags and acrylic awards designed and produced in-house.



Print Team, Tony Lucas, and students from Professor John Forrest's senior-level graphic design class



Sacramento State graphic design students with their column graphics

University Print has been a tremendous asset to student success by aiding in the development of student portfolios and offering real world experience to graphic design majors in the commercial application of their study with the student designed, arboretum inspired, art wraps in Parking Structure 5.

University Print will soon be introducing a new addition to its Print Shop Pro Suite called Design Conductor, which features premade design templates. The Design Conductor templates allow the user, with minimal training, to add their own content and images. Users can easily navigate the design templates and make changes to editable objects and copy fields by clicking on the different identified areas of the art board. Depending on the template, users may also upload their own high-resolution images or select from a pre-loaded library of University image assets. All templates provided will be coordinated through University Marketing to ensure University brand compliance. Watch for more information on this exciting addition this spring. Needless to say, UPM is helping University staff create powerful and impactful printed pieces.



Mockup of template and software interface for Design Conductor

Reliable friendly service, the latest print technology and offerings, and creative staff consultants have made this a great year of accomplishments for UPM, one of our lower profile but highly valued families.

Master Planning Update

Maintaining an accessible, sustainable, safe, and vibrant environment on campus means there will be an ongoing architectural evolution. The Report of Accomplishments has featured projects over the years that signify 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 from completed projects to breaking ground on new ones.



Side view of Parking Structure 5 from Arboretum Way

Parking Structure 5 opened in the spring of 2018, bringing a 1,750 stall, six-level parking structure to satisfy our growing campus. There are also numerous electric vehicle and carpool parking spaces to accommodate this growing trend in our community and further demonstrates Sac State’s commitment to building sustainable structures. In addition to its functionality, Parking Structure 5 was recognized as one of the highest-performing and sustainable parking structures in the country. Stay tuned for updates on the future photovoltaic canopy on the roof to offset energy usage on campus.



Completed Science Complex Fall 2019

The **Ernest E. Tschannen Science Complex** opened in the fall of 2019, on time and under budget. An incredible facility by any standard, this hub of activity, discovery, and learning is preparing Sac State students to rise to the challenge of the ever evolving world of science. The complex is a five-story, 95,000 square-foot building which is currently in the yearlong process of obtaining LEED Gold Certification. It includes a grass-covered roof, 30 teaching and research laboratories, lecture halls, a retractable roof observatory, and at its base, a 2,500 square-foot planetarium that deserves an introduction all its own.

The Planetarium at the Ernest E. Tschannen Science Complex is the centerpiece of the project featuring a digital experience with images projected on a 40-foot dome, delivering a 360-degree viewing opportunity. The Planetarium has a threefold mission: as an astronomy

classroom, as the host site for student groups of all ages, and to be open to anyone in the Sacramento community for public events. The Planetarium is such a bigshot that it has its own Twitter, Facebook and Instagram accounts.

In the works is the new **Welcome Center**. (A \$10M, 17,000 square foot project sitting on a 1.25 acre lot near the campus’ J Street entrance). The project’s placement and design create an intuitive and natural sense of arrival to our beautiful campus and features abundant parking options in Parking Structure 5 as well as free 30 minute parking options. The two story building will house UTAPS on the first floor which brings its main occupant to a much more central location on campus. Space Management has a home on the second floor, in addition to a large conference room with seating for 80 that will get plenty of activity with campus partners.



Frame of the Welcome Center next to completed Parking Structure 5



Side view of construction in progress for the new Welcome Center

The multiuse facility will be the launching point for Student Affairs outreach and tours, and the hub of UTAPS customer-facing counters. In service to our internal customers, it will be the center of the campus’ Space Management team who strives to be a professional, customer-focused, responsive and effective provider of space management services.

Points of Pride – Made at Sac State

ABA boasts nearly 80 staff members with Sac State degrees, ranging from undergrad to graduate, while others are pursuing their doctorate degrees. *Made at Sac State* is a University-wide campaign to celebrate and recognize the value of its graduates and their contributions to our mission, vision, and values.

Each *Made at Sac State* employee has a unique perspective as a member of the extended Hornet family. Being *Made at Sac State* allows them to connect to the campus and students in a different way due to their shared experience. These graduates compliment others in our family that have education and experience from across the CSU, UC, and other institutions of higher learning.

Office of the Vice President/CFO and Auditing & Consulting Services

Elisa Chohan, *MA Education*

Christine Hall, *MA Educational Leadership*

Margaret Hwang, *BS Human Resources, MBA,*

Organizational Development & Marketing

Mashariki Lawson-Cook, *BA Economics*

Frances Palu, *BS Sociology*

Business & Administrative Services

Melissa Ardelean, *BA Psychology, BA Sociology*

Rocke Bauhofer, *BA Communication Studies*

Edelsa Corpuz-Reyes, *BS Health Science*

Laura Lockett, *BS Graphic Design*

Tony Lucas, *MA Education*

James Madsen, *BS Sociology*

Deneilia Pappas, *BS Business Administration*

Camellia Sahm, *MA Education*

Justin Smith, *BS Criminal Justice*

Michael Tavares, *BS Criminal Justice, BA Journalism,*

MS Counselor Education

Ryan Todd, *BA Environmental Studies*

Facilities Management

Steve Andrade, *BA Art*

Edna Flores, *BS Criminal Justice*

Jose Martinez II, *BA English*

Todd McComb, *BS Mechanical Engineering*

Marie Mann, *BS Kinesiology*

Begaim "Becky" Mirzaeva, *BS Accountancy*

Thomas Moon, *BA Interior Design*

Greg Paul, *BA English*

Sarah Raczkowski, *BS Business Administration*

Alena Rybachuk, *BA Geography*

Grant Watkins, *BA Interior Design*

Financial Services

Stephanie Avery, *BS Business Administration*

Tyler Carpadus, *BA Anthropology*

Nicole Chacon, *BA Accountancy*

Gina Curry, *BS Business Administration, MBA*

Michael Gill, *BA French*

Anastasia Herrera, *BS Criminal Justice*

Elena Larson, *BA Liberal Studies, MA Education*

Hai Ly, *BS Business Administration*

Mark Montalvo, *BS Business Administration*

Robyn Pitts, *BS Business Administration*

Katie Ragle, *BA Photography*

Meuy Saechao, *BA Communications*

LaVerne Simmons-Barnett, *BS Business Administration*

Suzanne Swartz, *BS Business Administration*

Chris Wessendorf, *BA Government, MA Government*

Ivan Zarate, *BS Criminal Justice*

Human Resources

Sherrell Cline-Richmond, *BA Psychology*

Michelle Dungca, *BS Business Administration*

Jack Gonzalez, *BS Business Administration*

Galina Grigoryan, *BS Business Administration*

Dante Jadavi, *BA Social Science*

La Torria Jones, *BS Business Administration*

Kevin Mackey, *BA Economics, BA Humanities*

Machelle Martin, *BA Communication Studies*

Mackenzie Martin, *BA Communication Studies*

Scott Oleinik, *BS Business Administration*

Budget Planning & Administration

Ademidun Adejobi, *BA English*

Risk Management Services

Janie Mutchler, *BS Health Science*

Meysee Vang, *BS Health Science*

Sacramento State Police Department

Sydne Adams-Mason, *BS Criminal Justice*

Scott Christian, *BA Humanities*

John Hamrick, *BA Criminal Justice*

Mark Iwasa, *MA Public Policy & Administration*

Jason Johnston, *BS Business Administration*

Nikki Khamsouksay, *MA Business Administration for Executives*

Charles King, *BS in Criminal Justice*

Matthew Light, *BS Criminal Justice*

Priscilla Llamas-McKaughan, *BA Communication Studies*

Brenda Louie, *BA Sociology*

Nathan Rice, *BS Criminal Justice*

Natalya Sysa, *BA Liberal Studies*

Andrew Miller, *BS Government*

Brent Moffatt, *BS Criminal Justice*

Harvey Woo, *BS Criminal Justice*



2019 ABA Recognition Program

Former VP/CFO Mike Lee once said, "If our work defines us, then I am proud to say that we are great." The most valued asset of any organization is its people. Administration & Business Affairs (ABA) prides itself on the sense of community that has been engrained in the culture of its nine families and over 350 staff members. ABA is a place where employees' 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 recognize high performance and noteworthy achievements within the division.

Dating back to 1995, our Recognition Program was one of the University's first staff recognition efforts. We celebrate annual winners during the Summer Social event, an event which brings staff together, to cheer on their colleagues, and enjoy the company of the ABA family. The most recent awardees for the Staff Recognition program are below:

Staff Peer to Peer Award Recipients

Staff members nominate their peers through the Staff Peer to Peer Award Program, highlighting their coworker's efforts through the year in the areas of Team Player, Creativity, Customer Engagement, Positive Attitude, and Subject Matter Expert.



Team Player
Meysee Vang



Team Player
Diana Lynch



Subject Matter Expert
Theresa Graham



Subject Matter Expert
Jeffrey Reinl



Positive Attitude
Mashariki Lawson-Cook



Positive Attitude
Ivan Zarate



Creativity
Kim Holmberg



Customer Engagement
Jack Gonzalez

Not Pictured Above: Zeny Buenaventura, Customer Engagement

Valued Staff Award Recipients

Valued Staff, Team and Manager Peer to Peer awards are recommended by ABA managers to recognize outstanding support from staff, teams, and the work of colleagues.



Robert Bartley



Helen Hamlett



Baron Marsh



Nina Delgado



Johnathan Davis

Management Peer to Peer Award Recipients



Tania Nunez



Scott Oleinik



Gary Rosenblum



Tony Lucas

Not Pictured Above: LaVerne Simmons-Barnett

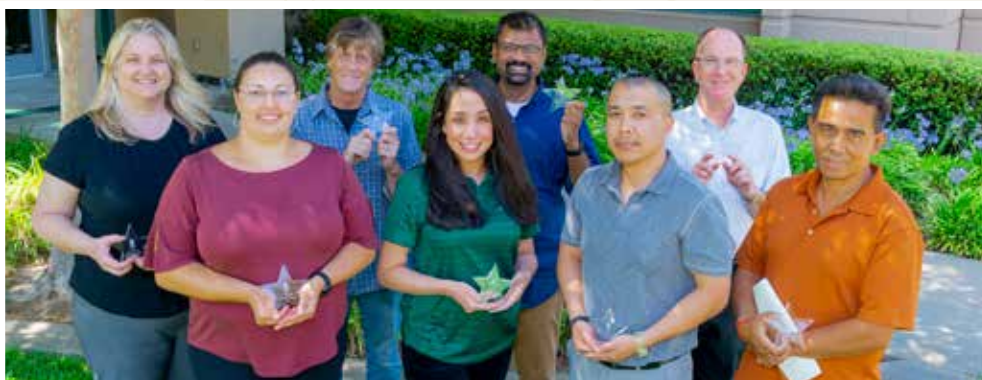
2019 ABA Recognition Program - *Continued*

Team Award Recipients

Team Awards recognize teams for accomplishing a common assignment, project, process or service improvement made towards ABA and University goals. This year we recognized three teams:



University Foundation at Sacramento State (UFSS) Team | Recipients: Gina Curry, Leah Davis, LaVerne Simmons-Barnett, Nicole Sharkey, Michael Gill, Monica Flood, Caryl Vickers-Harper, Elena Larson, Dawn Cooper, John Guion, Dale Clack, Showntia Varner, Nicole Chacon, Daljit Khangura, Emily Chu, Lani Nguyen, Michael Calvillo, Cheryl Stone, Debbie Ross, Larry Kushman, Sandy Siu, Tony Enriquez, Dung Nguyen, Mari Owen, Jackie Morris-Henderson, Kenneth Soto, Ryan Artis, Lisa Woodard-Mink, Russell Wyatt, Jeanie Krieger, Marisa Rollin



Concur Travel Implementation Team | Recipients: Daljit Khangura, Dan Biondi, Greg Porter, Hai Ly, Marc Fox, Russell Wyatt, Sarah David, Sarah Hansen, Seima Peck, Dolores Ortiz



Athletics Grounds Team | Recipients: Glen Boehl, Mike Castanon, Luis Sanchez, Juan Marquez, Johnathan Davis, Dale Knorr

ABA Department Highlights 2018-2019

Beginning in 2017, ABA families 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 five imperatives, ABA added one of their own, Employee Engagement. By aligning to the campus imperatives, ABA can better assess how well it has met the President's calls for action. The imperatives are defined below and followed by the best examples in this year's department highlights.

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 (ABA specific): Employee Engagement

Auditing & Consulting Services

5th Imperative: Auditing & Consulting Services 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.

5th Imperative: Based on documentation submitted in April 2018 for the 1-year audit responses, the State Auditor fully closed 18 of the 19 recommendations directed at our campus and partially closed the remaining recommendation from the California State Auditor's Health and Safety Compliance Audit.

Budget Planning & Administration

1st Imperative: Initiated discussions on improvements to Yosemite Hall and successfully determined sources of funding. Successfully facilitated quarterly Construction Meetings, a multi-department effort to streamline updates and enhance communication.

6th Imperative: Celebrated Administrative Professionals Day in April 2019 and Summer Fun Days (2018, 2019) by hosting a lunch with Budget Planning & Administration, Financial Services, VP's Office, and other offices.

Facilities Management

1st Imperative: The Bioconversion & Agricultural Collaborative (BAC) Yard – Throughout the academic year 2018-2019, students worked at the BAC Yard for course lab hours, academic internships, and volunteer learning experience.

3rd Imperative: Throughout 2018-2019 academic year, food grown in the BAC Yard was donated to the campus' pop-up pantry, which provides free fresh produce to students in need.

4th Imperative: In September 2019, Sac State Sustainability, in partnership with Food Production & Sustainability students, harvested nearly 200 pounds of honey from the 150,000 honey bees who live in the BAC yard. President Nelsen approved the sale of Hornet Honey to the community through the Facilities Management Service Desk. In addition, Sac State Sustainability did on-campus bee and compost education for all Natomas Unified School District third graders and in-class bee demonstrations at Antelope Meadows Elementary School during the academic year 2018-2019.

4th Imperative: Sac State hosted the annual Farm to Fork Dinner on the Bridge in May 2019. Funding from the event's 200 attendees went to Sac State Sustainability's BAC Yard, which supports student learning through the Family and Consumer Sciences Department.

4th Imperative: Sac State Sustainability led tours and presented to approximately 534 children and adults from various community elementary schools, other CSU staff, college students, and professional industry staff demonstrating sustainability across campus and at the BAC Yard. Within the fiscal year 2018-2019, 1432 individuals were engaged by Sac State Sustainability through tours, presentations, or partnerships.

6th Imperative: Throughout the 2018-2019 fiscal year, Facilities Management continued the tradition of recognizing a feature-employee as a part of the Employee of the Month program.

ABA Department Highlights 2018-2019 - Continued

Financial Services

1st Imperative: Financial Services hosted two Business Partner Round Table events to bring staff together and communicate important financial news in the fall of 2018 and spring of 2019.

2nd Imperative: Representatives from Procurement & Contract Services attended and participated in the Small Business Disabled Veteran outreach event in downtown Sacramento in October 2018.

3rd Imperative: The Bursar's Office provided office and school supplies to the Guardian Scholars Program in the summer of 2019.

4th Imperative: Accounting Services staff volunteered to welcome new students and their respective families in the annual Housing and Residential Life Move-In Day in August 2019.

Office of the Vice President of Administration/CFO

3rd Imperative: The ABA VP/CFO Office supports numerous student-centric groups and activities, including Asian Pacific Islander American (APIA) club, API College Day each March, and commencement.

4th Imperative: The California Mobility Center (CMC) is a groundbreaking joint initiative of Sacramento's most influential energy, higher education, and nonprofit organizations. CMC is geared to promote industry standards for electric vehicles, alternative powered vehicles, shared mobility, connected vehicles, and autonomous vehicles (collectively "Smart Mobility"). As an Anchor University division, the VP/CFO Office is promoting job growth, talent development, and companies in the Smart Mobility industry.

6th Imperative: In June 2019, hosted the ABA Summer Social, including the ABA Recognition Award ceremony, a bake-off, raffle, and the welcoming of the ninth ABA family, Human Resources.

6th Imperative: Hosted two division-wide Coffee & Conversation events in April and November 2019. This event gives transparency and agency to staff members to speak directly to and with the Vice President for Administration/CFO.

Sacramento State Police Department

4th Imperative: Sac State Police officers provided services at the USA Track and Field Hershey National Junior Olympic Track and Field Championships event held at Sac State in July 2019.

5th Imperative: Emergency blue light call stations, a 24-hour, button activated, emergency telephone system that will put a user in contact with emergency personnel, were successfully installed near Solano Hall and the Art Sculpture Lab.

5th Imperative: Trained 30 new Community Service Officers. Police officers continued their education in areas of DUI processes and procedures, elder and dependent adult abuse cases, Norcan (an opioid overdose reversal drug) updates, and the Clery Summit (a disclosure of campus security policy and campus crime statistics).

Resource & Organizational Management

1st Imperative: During the summer of 2019, Space Management collaborated with campus partners to purchase and replace outdated classroom furniture (including fixed seats) to improve classroom learning environment and add seating to several classrooms.

4th Imperative: Space Management collaborated with campus partners, Visit Sacramento, and the Sacramento Sports Commission to successfully plan and schedule the 2019 Sacramento Convention & Visitors Bureau USA Track and Field Hershey National Junior Olympic Track and Field Championships event held at Sac State.

4th Imperative: Throughout the fiscal year, Organizational Development facilitated workshops and partnerships, including True Colors, a Statement of Purpose workshop for Peak Adventures, the Children's Center, and Student Engagement and Outreach. Additionally, Organizational Development visited the UC Davis Learning and Development Office to begin a partnership to share a community of practice.

6th Imperative: Facilitated, in partnership with the START committee, to help plan multiple employee engagement efforts, including the Winter Luncheon and a winter door decorating contest.

Risk Management Services

2nd Imperative: Risk Management successfully contracted with an e-scooter company to bring this form of transportation to campus in a controlled and organized manner.

3rd Imperative: Risk Management initiated a proposal with a major supplier of safety equipment for potential donation of chemistry lab safety gear, lab coats, goggles, and gloves, for students in financial need who might not be able to purchase those items on their own.

5th Imperative: Risk Management completed the transition of operational aspects of conducting fire drills on campus from the Sacramento State Police Department. In doing so, this process also included refreshing each building's emergency evacuation planning and training throughout the 2018-2019 fiscal year.

5th Imperative: Environmental Health & Safety provided support to the College of Natural Science & Mathematics as chemicals and equipment were moved into the Ernest E. Tschannen Complex for the fall 2019 semester. Spill kits were installed, emergency equipment was tested and operational issues were addressed prior to the start of the fall 2019 semester.

5th Imperative: Created a new Building Emergency Action Plan template for Building Coordinators to complete.

University Support Services

1st Imperative: University Print & Mail participated in the redesign of the Orientation Family Guide and other community facing materials to better communicate to perspective and incoming students.

1st Imperative: In the fall 2019 semester, students in the Graphic Design department designed wayfinding art for Parking Structure 2. UPM staff will print and install the art in the spring 2020 semester.

4th Imperative: The Healthy Hornet Walking Path designed in partnership with UTAPS, UPM, and Facilities Management, was installed in summer 2019. The Healthy Hornet Walking Path is a two-mile campus track made for walking and running. The pathway was created as part of a University contract with the Partnership for a Healthy America and its Healthier Campus Initiative.

4th Imperative: In collaboration with ABA VP's Office, and the City of Sacramento Mayor's Office Chief Innovation Officer, UTAPS hosted the autonomous shuttle service, Olli, in spring 2019.

6th Imperative: Installed the Direct Color 1800 UV Printer, which facilitates a partnership between University Print and Facilities Management for campus signage. Additionally, this printer will offer more cost-effective solutions for specialty printing items such as name badges, awards, and lanyard badges.



ABA Departments and Units

Auditing & Consulting Services

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

Business & Administrative Services

- *Resource & Organizational Management*
- *University Print & Mail*
- *University Transportation and Parking Services*

Budget Planning & Administration

- *Budget maintenance and reporting*
- *Budget planning, development, and allocation*
- *Campus fund compliance*
- *Capital construction project finance*
- *Human resource system data processing and analysis*
- *University Budget Advisory Committee (UBAC)*

Facilities Management

- *Administration*
- *Customer Service*
- *Facility Operations*
- *Planning, Design & Construction*
- *Plant Operations*

Financial Services

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

Human Resources

- *Benefits*
- *Classification and Compensation*
- *Employment Services*
- *Employee and Labor Relations*
- *Payroll*

Risk Management Services

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

Sacramento State Police Department

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

Office of the Vice President/CFO

- *Campus communications*
- *Executive administrative services*
- *External relations for VP/CFO*
- *Organizational & Learning Development*
- *Instructionally Related Activities (IRA) Advisory Committee*



Administration and Governance

ABA Administrative Council

Bena Arao

Jonathan Bowman

Elisa Chohan

Gina Curry

Stacy Hayano
(retired Nov. 2019)

Margaret Hwang

Mark Iwasa

Tony Lucas

Machelle Martin

Rose McAuliffe

Justin Reginato

Gary Rosenblum

Kristin Weigle-Roberts

ABA Management Council

Bena Arao

Tim Bair

Jonathan Bowman

Kevin Brisco

Kendal Chaney-Buttleman
(retired Apr. 2019)

Bryan Chatterton

Elisa Chohan

Chela Cholula

Gina Curry

Jeff Dierking

Kimberly Donaville-Davis

Michelle Dungca

Darlene Edelman

John Guion

Stacy Hayano
(retired Nov. 2019)

Donovan Hillman
(retired Nov. 2019)

Margaret Hwang

Mark Iwasa

Raymond Keck

Nikki Khamsouksay

Daljit Khangura

Elena Larson

Damian Lee

Mark Leisz

Stephen Leland

Laura Lockett

Christina Lofthouse

Tony Lucas

Machelle Martin

Rose McAuliffe

Todd McComb

Susan McGuire

Richard Allen Mikeworth

Mark Montalvo

Michael Nausin
(retired Dec. 2019)

Antonio Nucal

Tania Nunez

Daryn Ockey

Scott Oleinik

Greg Paul

Douglas Power

Justin Reginato

Nicole Rogers

Gary Rosenblum

Camellia Sahn

Adell Seibles

Paul Serafimidis
(retired Dec. 2019)

LaVerne Simmons-Barnett

Nicole Sharkey

Erik Skall

Victor Takahashi

Ryan Todd

Caryl Vickers-Harper

Harvey Woo

Kristin Weigle-Roberts



THIS REPORT IS PUBLISHED BY:

California State University, Sacramento

Administration & Business Affairs
Organizational & Learning Development

President

Robert S. Nelsen

Vice President for Administration/CFO

Administration & Business Affairs

Jonathan Bowman

Writers

Steven Teeters

Elisa Chohan

Editors

Regeena Lewis

Elisa Chohan

Margaret Hwang

Steven Teeters

Photographers

Steven Teeters

Bruce Clarke

Jessica Vernone

Andrea Price

Print Service

University Print & Mail

Design

Jody Helm







SACRAMENTO
STATE

Administration & Business Affairs

California State University, Sacramento
Sacramento Hall • MS 6038
6000 J Street, Sacramento, CA 95819

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