

SACRAMENTO STATE
Administration & Business Affairs
2019-2020 Compiled 1st Quarterly Report

VICE PRESIDENT OFFICE

| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
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| | | | <p>ABA is working with numerous community groups, including SMUD GSEC, UC Davis and Los Rios Colleges to build the California Mobility Center. The Mobility Center will provide space and equipment for community members and small businesses to utilize.</p> <p>Margaret and Frances began working on the 2019/2020 Instructionally Related Activities (IRA) Committee. They reviewed new feedback from prior year funds recipients, as well as began discussions about changes to the IRA submission and approval process for this academic year.</p> <p>Margaret and Frances provided leadership and support to the APIAFSA group.</p> | | |

AUDITING & CONSULTING SERVICES

| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
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| | | | | | Laura O’Neill was hired as Staff Internal |

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| | | | | Worked with Risk Management Services on implementation of recommendations from the California State Auditor’s Health and Safety Compliance Audit and on preparation for Chancellor’s Office of Audit and Advisory Services Health and Safety Audit. | Auditor/Consultant. Had an informal Auditing and Consulting Services welcome lunch for Laura O’Neill. Participated in Financial Services/Audit/BPA/VP-CFO/ROM Summer Fun Days. |
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BUDGET PLANNING & ADMINISTRATION

| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
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| Initiated discussions on the Yosemite Hall improvements and determination of funding. Budget is running the quarterly Construction Meetings. | | | Worked with various areas for the completion of the Capital Radio Memorandum of Understanding (MOU). | | New AVP for Budget, Planning & Administration – Rose McAuliffe Stacy celebrated our year-end successes by treating the staff to lunch. |

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 |
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| The BAC Yard – Students continue to work at the BAC Yard for course lab hours, academic internships and volunteer learning experience. Environmental Studies Students also continue to perform | University Committee for Persons with Disabilities (UCPD) committee – Todd McComb is an ex-officio member Restroom Working Group Committee (related to all gender restrooms) - Donovan Hillman is a member | | Sac State Sustainability began sales of Hornet Honey. The recent honey extraction was covered by Good Day Sacramento, Fox 40 and KCRA. All honey was sold out after 3 days. Sac State Sustainability did on campus bee and compost education for all Natomas Unified School District 3rd graders and in class bee | Sent our entire staff to IIPP training conducted by EH&S Removed flaking hazmat coating on south wall of Lassen Hall Dept. of Water Resources Grant- Water Fixture Upgrades 99% complete: | Team Recognition Program: July 2019: Year End Admin Team: Becky Watkins, Sarah Raczkowski, Marie Mann, Dee Johnson, Edna Flores, Kristina Cullen, Baron Marsh |

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| <p>native plant experiments for experiential learning associated with an ENVS 110 course project. Some plants have already been transplanted to the American River.</p> <p>The sustainability team is working with Dr. Ajay Singh's ENVS 144 class again to incorporate student projects into waste reduction initiatives on campus. Students present waste reduction project ideas and campus Sustainability chooses the projects that will be implemented.</p> | <p>Repairing Trip Hazards</p> <p>Union Expansion Status: Union Expansion is substantially complete with beneficial occupancy as of April 2nd.</p> <p>Well Expansion Status: 90% (design) complete. Received final GMP document October 3rd, under campus and Chancellor Office review. Anticipate Phase 2 contract mid-November.</p> <p>Welcome Center/UTAPS Status: 50% complete. Construction is in progress with roofing, exterior skin, and interior paint and drywall as main activities. Estimated project completion is March 2020.</p> <p>Switchgear Replacement status: 100% complete. Scope includes: Replacement of 12KV switchgear at Library I and II, Tahoe, Amador and Eureka Halls, electrical distribution panels at Library I.</p> | | <p>demonstrations at Antelope Meadows Elementary school.</p> | <p>Installation of a commercial steam cooker, commercial dishwasher and commercial ice maker are the last three remaining items for this grant.</p> | <p>Other activities:</p> <p>August 2019: Facilities Management Summer Picnic (August 2019)</p> <p>FM joined ABA for the Employee Appreciation Day (September 2019)</p> <p>ABA Recognition Program:</p> <p>Leadership Peer Award: Grounds Department - Johnathan Davis</p> <p>Team Award: Grounds Department – Athletics Team</p> <p>Union expansion project was awarded the Best Higher Education/Research project for Northern California by Engineering News Record.</p> <p>Sac State Sustainability received an Innovation/Efficiency award at the 2019 California Higher Education Collaborative Conference. The award was for Leveraging Student Research to Reduce water.</p> |
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FINANCIAL SERVICES

ACCOUNTING

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| Imperative #1: | Imperative #2: Diversity, | Imperative #3: | Imperative #4: Community | Imperative #5: Safety | Employee Engagement Efforts |
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| Reducing Time to Degree | Inclusion, Equity | Philanthropic Giving | Involvement & Collaboration | | |
| | | | Housing Move-in Day – AS Staff volunteered to welcome new students and their respective families. | | <p>Financial Services Summer Fun Days – staff participated in July and August Summer Fun Days</p> <p>Monthly office meetings: communicate events, issues to staff; opportunity for staff to share with others in office.</p> <p>Birthday celebrations – with dessert and singing!</p> |
| ASI BUSINESS & ADMINISTRATION | | | | | |
| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
| | <p>1st Business Partners Round Table held for fiscal year held on April 16th</p> <p>ASI Business Office - Updated Financial Policies in response to the ASI Audit – approved through the Board of Directors.</p> | | | | <p>2nd and 3rd Summer Fun Day – Surprise Day (each department selected their own theme)</p> <p>Green and Gold Day – this is a simple way to bring staff together with one fun goal in Financial Services. The offices can dress, potluck, decorate and/or have games in support of the theme. This year we included the Budget and Audit Offices as usual, but added ROM & the VP's Office as well.</p> |
| 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>Ongoing support SB/DVBE workshop downtown</p> <p>Continue support of the CSU strategic procurement initiative in support cost savings goal of \$1.4M.</p> | | <p>Continue with one on one meetings when and if needed.</p> <p>Continue with meeting with Leads.</p> <p>Financial Services Summer Fun Days – staff</p> |

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| | | | | | <p>participated in July and August Summer Fun Days</p> <p>Concur team received the CHEC award for Efficiency</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 |
| | <p>Block Party – September 12th</p> <p>WELLcome Back – September 20th</p> | | <p>Event Coordination/Support: National Junior Olympics – July 22-28</p> | | <p>Staff appreciation lunch – September 25th</p> <p>Financial Services Summer Fun Days – staff participated in July and August Summer Fun Days</p> |
| POLICE DEPARTMENT | | | | | |
| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
| | | | | <p>CSOs have been very diligent in crime prevention & provide proactive campus patrol</p> <p>CSO training of 30 new hires completed</p> <p>AIRC building now has elevator cameras</p> <p>All employees are signed up for DUO verification login</p> <p>Added new Blue Lights at Solano Hall and Art Sculpture Lab</p> <p>Officer training included: DUI processes and procedures, Elder/Dependent Adult abuse cases, Norcan update, Clery Summit and FBI Training Conference.</p> | <p>Completed successful Track & Field event in July</p> <p>Officer Matthew Light was selected as Employee of Quarter</p> <p>CSO Ryan Wiegman was selected as Student of the Quarter</p> |

RESOURCE & ORGANIZATIONAL MANAGEMENT

ORGANIZATIONAL DEVELOPMENT

| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
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| | <p>True Colors workshops True Colors Workshop 6/19 – College Analyst Team True Colors Workshop 6/28 – Criminal Justice Team Attended CSU Business Conference and delivered 2 True Colors workshops to about 75 participants.</p> <p>Attended the administrator session of campus guest speaker Dr. Shakti; Chaired the EDI Trainer search committee; coordinate and host a monthly ABA Women’s Leadership luncheon for ABA female managers with the goal of creating community around a shared experience of being female administrators</p> | | <p>Workshops and partnerships Conducted a Statement of Purpose workshop for Peak Adventures 4/2.</p> <p>Conducted a Statement of Purpose workshop for Children’s Center 5/21.</p> <p>Conducted a Statement of Purpose workshop for Student Engagement and Outreach 6/18.</p> <p>Visited the UC Davis Learning and Development Office 4/8 – begun partnership to share community of practice.</p> <p>Consulted with Student Affairs about strategic planning best practice.</p> | | <p>Alumni month (April): Coordinated the identification and coordination of over 45 ABA Sac State alumni for annual photo.</p> <p>Published the ABA Summer Newsletter “The Focus” in July</p> <p>Continued True Colors ad-hoc assessments for new staff</p> <p>ABA Staff Appreciation Ice Cream Social August 6</p> |

RESOURCE MANAGEMENT

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| | | | <p>RM coordinated the Sac State Junior Olympics committee, which brought together several representatives from all over campus to plan for the 2019</p> | | <p>RM performed an analysis of 5 years of expenditures for all departments within ABA. After that, RM built a budget for 2019-20 based on the prior year trends. In keeping with the wishes of Vice President Bowman, each departmental budget was built from a</p> |

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| | | | USATF Junior Olympics. The July 22 to 28 national event held at Sacramento State was a resounding success. | | zero base. With this new budget approach, RM will be able to post next years' budgets to the departments by July 15, 2020. |
| SPACE MANAGEMENT | | | | | |
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| <p>Space Management collaborated with campus partners to purchase and replace outdated classroom furniture (including fixed seats) to improve classroom learning environment; furniture was installed in summer 2019. As a result, 52 additional seats were added to the existing classroom inventory.</p> <p>Space Management programmed all Tschannen Science Complex (TSC) instructional lab and classroom space in PeopleSoft and Astra Schedule to ensure that classes could be held in the new science building. Space Management collaborated with</p> | | | Space Management collaborated with ROM and Sacramento Sports Commission and campus partners to successfully plan, schedule, and reconcile billing for the 2019 SCVB USATF Hershey National Junior Olympic Track and Field Championships event at Sacramento State that took place July 18-29, 2019. | | |

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| <p>Academic Affairs units to determine which classes were approved to be scheduled in TSC instructional space and carried out all scheduling functions. In conjunction with Facilities Management and IRT, Space Management ensured that TSC classrooms were outfitted appropriately with instructional furniture and technology prior to the start of the fall 2019 term.</p> | | | | | |
| 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 |
| <p>Tshannen Hall – EHS provided continuing support to NSM as chemicals and equipment were moved into Tshannen Hall for the fall semester. Spill kits were installed, emergency equipment was tested operational issues were addressed prior to the start of the</p> | | | <p>EH&S provided health and safety support to artists involved in the Wide Open Walls event including safe operation of boom lifts, maintaining building egress and disposal of waste materials.</p> | <p>Tshannen Hall – EHS provided continuing support to NSM as chemicals and equipment were moved into Tshannen Hall for the fall semester. Spill kits were installed, emergency equipment was tested operational issues were addressed prior to the start of the semester. Significant issues with fume hood operation were quickly addressed by the contractor and Facilities Management after EHS pushed back on the need to have the hoods fully operational all the time.</p> | |

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| <p>semester. Significant issues with fume hood operation were quickly addressed by the contractor and Facilities Management after EHS pushed back on the need to have the hoods fully operational all the time.</p> | | | | <p>AED Program – 25 new AEDs have been installed on campus in high traffic areas to reduce the response time when an individual has a cardiac event. The fixed stations supplement the existing mobile units that are present in all campus police cars.</p> <p>Chemical Risk Management Policy (ADM-0114) – This new policy written by Risk Management Services and approved by President Nelson provides guidance to the campus community on the procurement, use, storage and disposal of all chemicals on campus in laboratory, shop or other settings.</p> | |
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RISK MANAGEMENT

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| <p>Created 20 A-Frame signs with “WALK: No Wheels” and placed throughout the campus.</p> <p>RM staff and HHS student volunteers stationed themselves at various locations throughout the campus reminding students to walk their bikes, skateboards and scooters within the designated pedestrian zones.</p> <p>Created a “Wheels:</p> | | | <p>Gary was an invited speaker on a Panel discussion at the RIMS Western Regional Conference, “Emergency Planning and Response – Removing the Silos Between Risk Management and Safety,” on September 11.</p> | <p>After taking over the Building Emergency Action Plan program from Sac State Police in January 2019, RM conducted 54 fire drills over the summer.</p> <p>Created a new Building Emergency Action Plan template for Building Coordinators to complete</p> <p>Conducted 10 Building Coordinator and Floor Marshal Trainings since January 2019.</p> <p>Worked with Kyle Waters to establish disclaimer for minors and guests regarding the inherent risks (dizziness or motion sickness) which could affect a small number of planetarium patrons.</p> | |

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| Do's and Don'ts" fact sheet (hand out) and web document. | | | | | |
| WORKER'S COMPENSATION | | | | | |
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| | | | | 37 Ergonomic Evaluations were performed in the quarter. | |
| UNIVERSITY SUPPORT SERVICES | | | | | |
| UNIVERSITY PRINT & MAIL | | | | | |
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| Collaborated with Department of Design to outline next phase of Parking Structure Public Art/Wayfinding. PS 2 wayfinding and art will be designed by Graphic Design Seniors during the fall semester as part of the senior curriculum and installed Spring 2020. | | | Design, Print and Installation of the Healthy Hornet Walking Path – Partnership with UTAPS & The Well La Feria – print collateral for event Japanese American Archival Collection Event – Design and printing of promo materials | | Birthday Celebrations Farewell events for Helen & Julin Installation of Direct Color 1800 UV Printer – This will allow University Print to support Facilities with campus signage requests in addition to providing more cost-effective solutions for specialty printing items such as name badges, awards, lanyard badges. Print Shop Pro launched to campus with over 300 faculty and staff trained during this time period. |
| UNIVERSITY TRANSPORTATION & PARKING SERVICES (UTAPS) | | | | | |
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| <p>Collaborated with Department of Design and UPM to outline next phase of Parking Structure Public Art/Wayfinding. PS 2 wayfinding and art will be designed by Graphic Design Seniors during the fall semester as part of the senior curriculum and installed Spring 2020.</p> <p>Met with Sacramento Regional Transit (RT) to discuss Connect Card Integration with OneCard</p> | <p>Lucas attended “Your Inclusive Awareness” Training with the Diversity Council Leadership.</p> | | <p>SOV Reduction Meeting – Sacramento Area Council of Governments (SACOG)</p> <p>Sacramento Transportation Management Association (TMA) Board meeting and Strategic Planning Retreat (Lucas – TMA Board Member)</p> <p>California Public Parking Association (CPPA) Board meeting (Lucas, VP of CPPA)</p> <p>CPPA Conference Planning Activities (Lucas, Chair CPPA Conference Committee)</p> <p>Participated in SACOG Transit Oriented Development (TOD) Focus Group</p> | <p>Healthy Hornet Pathway Project – implemented 2-mile walking/jogging route on Sacramento State in support of Sacramento State’s Partnership for Healthier America award.</p> <p>Repaired PS4 1st Floor Surfaces</p> | <p>Birthday Celebrations every month acknowledging staff with Birthdays in month</p> <p>Nacho Lunch Celebration and Pot Lucks</p> |

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OFFICE OF THE VICE PRESIDENT/CFO

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| | | | Continued support of the California Mobility Center (CMC). The 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. | Margaret Hwang lead the Sac State 101 Safety presentation as part of our mandatory new employee orientation and onboarding process. | |

ORGANIZATIONAL & LEARNING DEVELOPMENT

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| | Organization & Learning Development (O&LD) met with Inclusive Excellence several times to share best practices of Inclusive Excellence principles in O&LD trainings. | | In collaboration with HR, O&LD is exploring a career fair booth at a local high school to provide information to college bound, and workforce ready, students on careers in higher education. | The department has 100% participation in the campus' DUO two-step verification security solution. | O&LD submitted a pumpkin (Herky) to the ABA Pumpkin Decorating Contest. O&LD participated in the ABA Holiday Door Decorating Contest and won 2 nd place. O&LD participated in a values workshop for our team. |

AUDITING & CONSULTING SERVICES

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| | | | | Worked with Risk Management Services on implementation of recommendation from the California State Auditor's Health and Safety Compliance Audit and on preparation for Chancellor's Office of Audit and Advisory Services Health and Safety Audit. | |

BUDGET PLANNING & ADMINISTRATION

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| Worked with Dr. Jim Dragna and Accounting to create a new fund, MDS11, which will house one-time Student Success-monies to guarantee continued access to these funds over multiple fiscal years. | | | | | Budget team meets every Monday morning to go over plans for the week and discuss priorities and workload goals. This is also an opportunity for the team to come together, collaborate and problem solve. Participated in the Holiday Door Decorating Contest and Halloween activities. |

FACILITIES MANAGEMENT

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| | Todd McComb is participating in the University Committee for Persons with Disabilities (UCPD) committee. Tania Nunez is contributing to the Restroom Working Group Committee (related to all gender restrooms). | FM participated in the annual Give-A-Treat food drive to help stock the ASI Food Pantry which collectively, with ABA, won for the highest amount of donations. | | | FM is honored to have staff selected to participate in the Leadership Academy. Team Recognition Program with the Zero Waste Team (Feli Escobar, Clarita Casipit, Johnny Yasay, Joey Martinez, Dominador Gaspar, Ely Yasay, Douglas Roberts) being recognized for October. |

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| | | | | | <p>Facilities Management hosted a Falliday Celebration.</p> <p>Facilities Management hosted a small holiday celebration in December.</p> <p>ABA Recognition blog recognized Michael Mene.</p> |
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FINANCIAL SERVICES

ACCOUNTING

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| | | | | | <p>Participated in the Thanksgiving and holiday potluck in November and December.</p> <p>AS attended the President’s Holiday Luncheon in December.</p> <p>Monthly office meetings: communicate events, issues to staff; opportunity for staff to share with others in office.</p> <p>Birthday celebrations – with dessert and singing.</p> |

ASI BUSINESS & ADMINISTRATION

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|---|--|--|--|------------------------------|---|
| | | | <p>Gina attended California Higher Education Collaborative (CHEC) Conference. The conference brings together the three California higher education systems (Community Colleges, CSU and UC) to share knowledge and processes to better serve the</p> | | <p>Thanked the Financial Services/Budget/Audit team for a successful fiscal year end (including GAAP and FIRMS submissions) with “You are Truly Appreciated” travel/koozie cups.</p> <p>Participated with the whole suite</p> |

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| | | | community. | | in Halloween costume/decoration and holiday door decorating contest. |
| PROCUREMENT & CONTRACT SERVICES | | | | | |
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| | | | Procurement Staff attended the CSU Small Business Conference in Oakland. Ongoing support of CSU small business and disabled veteran business enterprise with Department of General Services. | | Continued with one on one meetings and meeting with Leads. |
| BURSAR'S OFFICE | | | | | |
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| | | Donated a Thanksgiving basket to Associated Students, Inc. (ASI) as part of their Student Engagement and Outreach program Thanksgiving Food Basket Drive. | | | Participated in the Halloween costume and contest promotion. Hosted a Thanksgiving luncheon. Offered a Christmas luncheon and gift exchange. Participated in the Holiday Door decorating contest. |
| HUMAN RESOURCES | | | | | |
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| | | | | Initiated and facilitated labor management meetings between the Teamsters, Facilities and Risk Management to improve university workflows regarding reporting of health and safety matters (we are now compliant with our contractual requirements, and are employing overall best practices). | We continue to have our 'Bagel Friday' events and invite our colleagues to participate. Have acknowledged the excellent work of our colleagues via the ABA Employee Appreciation Blog. The team was treated to a holiday |

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| | | | | | <p>lunch before the break to do our annual 'year in review' with our wins/losses/lessons learned.</p> <p>Continue to engage and encourage HR to participate with all campus events, particularly the Coffee and Community events through Diversity and Inclusion. The interactions and relationship building continues to have a positive impact on morale.</p> |
| POLICE | | | | | |
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| | | Completed successful event for Causeway Classic. | | CSOs have been very diligent in crime prevention and providing proactive campus patrol. | Officer John Linke was selected as Employee of the Quarter. CSO Trenton Howze was selected as Student of the Quarter. |
| BUSINESS & ADMINISTRATIVE SERVICES | | | | | |
| PARKING AND TRANSPORTATION (UTAPS) | | | | | |
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| | Active in the Welcome Center construction coordination, a facility where everyone can come and feel welcome. Once opened the Welcome Center will be the home of UTAPS and a jumping-off point for campus tours and location for University news conferences. | | | | Team participation in Cake Days and holiday parties. |
| UNIVERSITY PRINT & MAIL | | | | | |
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| Provided student portfolio printing services, an essential support service to students in | | | Provided print support of La Feria event. Feria de Educación is to empower thousands of Spanish- | UPM is now part of the MDCC Signage committee. The goals are to establish and help to enforce | |

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| <p>graphic design majors.</p> | | | <p>speaking parents and students by providing them with information and resources to help them succeed in California’s educational system, attend post-secondary education, and attain their professional goals.</p> | <p>event, building, and wayfinding signage on campus that helps direct faculty, staff, students and community visitors in a safe and effective manner. Regularly calendared meeting will be scheduled as the committee works to define guidelines for large and small A-Frame signage as one of its first priorities.</p> | |
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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 |
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| <p>The BAC Yard – Students continue to work at the BAC Yard for course lab hours, academic internships and volunteer learning experience. Environmental Studies students also continue to perform native plant experiments for experiential learning associated with an ENVS 110 course project. Some plants have already been transplanted to the American River. The sustainability team is working with Dr. Ajay Singh’s ENVS 144 class to incorporate student projects into waste reduction initiatives on campus. Students present waste reduction project ideas and campus Sustainability chooses the projects that will be implemented.</p> | | | | | |

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 |
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| <p>RM oversaw the progress of the seat replacement projects in Capistrano Hall, Shasta Theater, and the Studio Theater ensuring students have seating that supports a learning environment.</p> <p>Prepared for the reconfiguration of the Brighton 110 and 114 classrooms over summer 2020 to update classrooms.</p> | | | | <p>To ensure the safety and security of data and money, RM oversaw the annual process of updating user access for the whole division.</p> <p>Staff updated the Sacramento Hall Building Emergency Action Plan which resulted in a speedy and incident-free training evacuation.</p> | |

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 |
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| <p>Space Management collaborated with the College of Health & Human Services and the Communication Sciences & Disorders Department (CSAD) to select and purchase instructional furniture for the new 40-seat Folsom Hall 2204 CSAD computer lab and new 48-seat Folsom Hall 2604 lecture classroom completed during fall 2019. In conjunction with Facilities Management and IRT, Space Management confirmed that the FLS spaces will be outfitted appropriately with technology prior to the start of the spring 2020 term. Space Management programmed the FLS 2204 lab and FLS 2604 classroom space in</p> | | | <p>Space Management collaborated with campus partners and community third parties to successfully plan and schedule several high profile events, including: ATIC Sac Republic FC Academy Trng event held in the Stadium during October and November 2019, WBA Marching Band Competition event held in the Stadium on October 26, 2019, PRES Walk4Literacy Festival event held in the Main Quad on October 26, 2019, ATIC Shrine Bowl All-Star Game held in the Stadium on November 17, 2020, and the annual Run to Feed the Hungry event held partially at the front of campus on November 28, 2019,</p> | | |

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| <p>PeopleSoft and Astra Schedule and carried out all scheduling functions to assign relevant spring 2020 classes.</p> | | | <p>Thanksgiving Day.</p> <p>Space Management coordinated and led a Dec 6, 2019 on-site event planning meeting with Susan G. Komen and campus service department representatives for the high profile Susan G. Komen More Than Pink Walk event to be held at Sacramento State on Saturday, May 30, 2020.</p> | | |
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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 |
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| | | | | <p>Started implementation of Chemical Procurement Safety Procedure.</p> <p>Created Safety Posters for the campus.</p> <p>Redesigned the “Walk Your Wheels” poster to be clearer and concise to campus community and to fit within the guidelines of the campus Design Change Committee (MDCC).</p> | |

RISK 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 |
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| <p>Tyler Harris and Steve Leland attended the Fitting the Pieces Together Conference. They presented our campus’</p> | | | <p>Janie Mutchler was selected and is participating in the 2019-20 Sacramento Asian Chamber of Commerce Catalyst Leadership</p> | <p>RM began the implementation of Chemical Procurement Safety Procedures, and presented at the BPRT on the subject.</p> | |

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| experience with the 2018 wildfire campus closure lessons learned, and the use of air monitors on campus, to provide additional data for decision making in future events. | | | Program. The program develops management and leadership skills in young professionals. | Conducted 54 fire drills on campus in compliance with EO 1056. Meysee Vang and Don Nahhas attended the First Aid, CPR and AED training to become a trainer. This will increase our training capacity to better service the campus needs. | |
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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 |
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| | | | | Assisted 17 employees in the 2 nd quarter with ergonomic evaluations which address workstation setup and help with comfort and productivity. | |

SACRAMENTO STATE
Administration & Business Affairs
2019-2020 Compiled 3rd 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 |
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| <p>VP Office staff volunteered for the Asian Pacific Islander (API) College Day which consisted of over 700 middle to high school students as well as community college students. In addition, the office staff served on the API Grad Celebration committee.</p> | <p>The VP's Office sponsored the Taste of Asia and the Pacific, API College Day, and API Graduation Celebration.</p> | <p>The VP's Office sponsored APAHE Table, ASI Food Drive and the 5k Fun Run.</p> | <p>The VP's Office provided support to the Placer Ranch, Josh's Heart, California Higher Education Collaborative (CHEC) Conference, and California Mobility Center.</p> <p>Milestones: Board of Trustees approval on Placer Ranch.</p> | | <p>Student assistant, Denisse Garcia, became ASI President.</p> <p>ABA Happy Feet fun run was transitioned to an online event with staff sharing their accomplishments and pictures to great applause from their peers.</p> <p>The VP Office Staff coordinated with Organizational Development to hold ABA's first virtual ABA All Staff Professional Meeting where 250 ABA employees were able Zoom in and meet with Jonathan.</p> |

ORGANIZATIONAL & LEARNING DEVELOPMENT

| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
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| <p>OD continues to serve as ABA's website coordinator, delivering the message and training to web editors to ensure our web page materials are meeting accessibility standards for staff and students.</p> | <p>Staff attended a presentation by Dr. Johnson from IE on diversity and inclusion in campus presentations.</p> | | <p>OD distributed a COVID-19 survey to check in on our teleworking staff for their physical and emotional wellbeing needs.</p> | <p>O&LD staff have added Employee Assistance Program help information to their signature blocks to promote healthy living during this time of COVID-19 uncertainty.</p> | <p>Christine Hall received her Strengths Finder Instructor certification.</p> |

AUDITING & CONSULTING SERVICES

| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
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| | <p>Audit & Consulting Services prepared, and presented for the first time, "Audit Process 101" (a presentation for departments with tips and information on what to expect during and after an audit).</p> | | <p>Received and began processing 36 Public Records Act requests and 15 subpoenas (in addition to continuing processing/monitoring/closing of outstanding items from 2017-2019).</p> | | <p>Following Principles of Supervision, the Director met individually with staff to identify and discuss motivators/energizers and stressors (covered during 1:1 meetings).</p> <p>After Audit & Consulting Services switched to teleworking on March 17, we held virtual "lunches" and afternoon breaks via video chat to help us stay connected and keep up with each other on a personal level.</p> |

BUDGET PLANNING & ADMINISTRATION

| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
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| | | | | <p>Successfully transition to telecommuting during COVID-19 pandemic.</p> | <p>Rose celebrated the completion of the Annual Report by taking the staff out to lunch.</p> <p>Weekly Coffee Meetings over Zoom! Coffee/tea breaks to catch up with coworkers while working from home.</p> <p>Midun led a "Communications Style" exercise for the Budget office where we all found out what each other's communication styles were and learned how to create a more open and understanding office environment.</p> |

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 |
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| Facilities Management staff work to keep all classrooms operational for our students to live and study. | FM added infant changing stations in various locations throughout campus. | | | Simple K Software update implemented to better protect our student's personal identity. | <p>Parking Structure 5 was featured in an article written in <i>Parking and Mobility Magazine</i> regarding our Award of Excellence for new sustainable parking and transportation facilities.</p> <p>Various staff helped execute Facilities Breakfast event.</p> <p>Staff helped coordinate lunch hosted by VP's Office.</p> |

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 |
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| | | | | | <p>AS presented at the BPRT the new changes for Expenditure Transfers forms, gave a reminder to departments to advise Receiving when they purchase assets via ProCard. AS also showed the new look of the website, and the new Suggestion/Request form, all with the goal of improving operations for staff.</p> <p>Continued Expenditure Transfers training to campus.</p> <p>Zoom interactions with staff, including weekly meetings and Coffee/Tea engagements for staff to relax and socialize with the</p> |

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| | | | | | <p>team. As well as Zoom Happy Hour.</p> <p>Valentine's Day potluck.</p> |
| ASI BUSINESS & ADMINISTRATION | | | | | |
| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
| <p>Mark Montalvo has been instrumental in moving services and staff of ASI to virtual work or establishing protocols for service closures for the ASI organization in the wake of the campus COVID-19 response.</p> | | | | | <p>Gina was co-presenter in the first Principles of Supervision 2-day training for campus managers.</p> <p>Provided donuts for all Financial Services departments just prior to the campus going virtual to celebrate a lot of pre-work done for the COVID-19 response.</p> <p>Provide periodic lunch for department staff who are reporting to work on-campus during the emergency shelter-in-place order period.</p> <p>Hosted the third Business Partners Round Table for fiscal year 2020 on February 5th.</p> |
| 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>Ongoing support of CSU small business and disabled veteran business enterprise with Department of General Services.</p> | | <p>Went to Level I in response to COVID-19 all department, procurement and contract services, accounts payable are working remotely from their homes. Central receiving is still working on campus.</p> <p>Hired Kathleen Placibar as a new Buyer II.</p> |

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| | | | | | Ongoing training for Procurement 101, Concur Travel, Pro Card use and AP 101. |
| 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 |
| <p>New online Financial Responsibility Agreement for students as of Fall 2020.</p> <p>New online 1098-T Agreement for students as of Fall 2020.</p> <p>Submitted proposal for Book Loan program with Follett for Fall 2020.</p> <p>Researching a plan for settling old delinquent debt.</p> <p>Researching a plan for archived (written-off) debt, to continue inclusion for interagency intercept.</p> | | | | <p>Provided social distancing in-person payroll disbursement in the north gym.</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 |
| | <p>HR worked as a team to identify staff (within ABA and external divisions) who we believe have done exceptional work. HR acknowledged them and informed their leadership of their employee's performance.</p> | | <p>HR participated in the annual Out of the Darkness Walk to support the American Foundation for Suicide Prevention – exceeded fundraising goal by raising \$440.</p> | <p>Implemented Covid-19 employee safety efforts around compliance within employment/labor. Also kept ELR cohesive and engaged during the pandemic and subsequent telecommuting.</p> <p>Floor Marshall training completed.</p> | <p>The Benefits Office took on the administration of the various new Paid Administrative Leave Programs, significantly increasing the workload for staff during an unprecedented period of employees working remotely. Benefits Office staff have taken on the additional work, while still maintaining existing level of service for ongoing day-to-day</p> |

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| | | | | | work such as benefits administration, dependent eligibility verifications, leave administration, retirement processing, fee waiver applications and reasonable accommodations. The Payroll Office has also seen a workload increase during this time and have all shown great dedication to their job. |
| 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 |
| | | | Emergency Blue Lights: - New blue lights by Sequoia Hall to provide coverage for bike racks near the building as well as the pathway next to the Guy West Bridge - Four additional emergency blue lights to be installed outside of Shasta Hall, Sinclair Road by Library, and along Moraga Way - All blue lights updated to have LED lights - Provided services for another successful Causeway Classic. | EOC (Emergency Operations Centers) activated in March for COVID-19 situations with virtual activation in progress. A new security camera has been installed at Facilities and outside at the north end of PD building. Continued maintenance of cameras day during day; adding night camera maintenance and surveillance. | Officers Andrew Miller, Nathan Rice and Anthony Martinez received a medal and ribbon at CRU training in recognition for their response and assistance during the Chico fires. |
| 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 |
| | Represented on University Diversity Council, Serving as Chair of Diversity Council Policy Subgroup developing mission/process for Employee Affinity Groups. UTAPS staff volunteered to help | | UTAPS provided Public Art Project (review) for the Welcome Center/PS5 Plaza project. UTAPS worked with faculty and students to incorporate wayfinding elements into PS2. | | Team participation in Cake Days and holiday parties. |

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| | with API College Day. Staff participated in Faculty Diversity & Inclusion Director interviews. | | | | |
| 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 |
| Printed 100 New Student Planners for orientation. | Print support for equality Tea & Cookies event. | | | | |
| 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 has begun working with professor Kenichiro Chinen from the College of Business to incorporate campus sustainability practices and information into his curriculum. The class will begin tailoring student projects to pertinent campus sustainability needs, giving students real-world hands-on projects and assisting the sustainability team with various projects.</p> <p>BAC Yard activities have been curtailed during COVID-19 observations, however the fish and plants continue to be cared for weekly so that students will be able to pick up where they left off when schedules return to normal.</p> <p>The Sustainability Team partnered with Environmental Studies Professor Dr. Ajay Singh's</p> | | | | | <p>Kristen Wonder has joined the Sustainability team as the campus Waste and Sustainability Coordinator. Kristen will focus on campus-wide waste reduction initiatives and a Zero-Waste Plan.</p> |

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| class to work on waste reduction project ideas in the fall 2019 semester. The students in the class created a draft Zero Waste Policy for Sac State and successfully presented the policy to President Nelsen. The draft policy is now being refined alongside the creation of a campus-wide Zero Waste Plan with the goal of bringing the policy before the Academic Senate in fall 2020. | | | | | |
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| RESOURCE MANAGEMENT | | | | | |
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| 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 |
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| | | | | | Bena's team is at the forefront of a new hybrid zero-based budgeting model that is being tested within the division. Instead of allocating budgets using an incremental budgeting model, Bena and his team will see that department heads received budgets based on existing staffing and an analysis of the 5-year average of expenditure by account. |

| SPACE MANAGEMENT | | | | | |
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| 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 |
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| Space Management collaborated with campus partners to purchase and replace outdated classroom furniture (including fixed seats) to improve classroom learning environment. New fixed seats were installed in the Music Recital Hall (CPS 142A), | | | Space Management collaborated with campus partners and community third parties to successfully plan and schedule several high profile events including: ATIC Shrine All Star Optimist Game held on January 18, 2020, ATIC Guns & Hoses | In response to the COVID-19 pandemic and at the direction of the University president, cancelled hundreds of events from March 12 through May 20, 2020. Communicated with relevant customers to inform them of cancellations and multiple campus | Emily Parmelee will start on April 1, 2020 as the Space Management Analyst. |

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| <p>University Theatre (SHS 113), and Studio Theatre (STH1) during winter 2020. Additionally, new chalkboards and sliding combination whiteboard/chalkboards were installed in several classrooms during winter 2020. New student seating will be installed in BRH 110, BRH 114, and TAH 1003 in summer 2020, and additional student seats will be achieved in all three classrooms.</p> <p>Space Management collaborated with the College of Health & Human Services and the Communication Sciences & Disorders Department (CSAD) to purchase instructional furniture for the new 40-seat Folsom Hall 2204 CSAD computer lab and new 48-seat Folsom Hall 2604 lecture classroom that came online for spring 2020 classes. Space Management programmed the FLS 2204 lab and FLS 2604 classroom space in PeopleSoft and Astra Schedule and carried out all scheduling functions to assign relevant spring 2020 classes.</p> | | | <p>Football Game event held on January 25, 2020, ATIC Sac Republic FC Academy Training events held January-March, 2020, and SAS Sacto Black Expo held February 29-March 1, 2020.</p> | <p>service departments to seek reduced event related charges, if needed, and processed revised invoices and campus cost recovery billing adjustments.</p> | |
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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 |
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| | | | | <p>Risk and EHS initiated a pilot program: Home Ergonomics and Stretching Wellness to promote</p> | |

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| | | | | healthy work habits when working from home. | |
| RISK 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 |
| <p>RMS is currently working with the Health Center, Sac State PD and Facilities on a Closed Medical Point of Dispensing (CMPOD) in case distribution for COVID-19 vaccine is required.</p> <p>Worked with The Well/Health Center on updating CSUS Pandemic Plan and Management.</p> | <p>Conducted drills that have incorporated testing the evacuation of individuals with special needs (disabilities, limited English proficiency, etc).</p> | | | <p>Risk and EHS initiated a pilot program: Home Ergonomics and Stretching Wellness to promote healthy work habits when working from home.</p> <p>COVID-19 – EHS reduced on-campus staffing to critical needs during the campus closure. Staff are working from home with the exception of urgent matters of health and safety and maintenance of regulatory compliance. Issues requiring on-campus included hazardous and biohazardous waste shipments, completion of hazard assessments for Facilities Management employees, contractor safety meetings and inspection of safety equipment.</p> <p>Sent out pandemic preparedness survey to assist with and gather metric for the Business Continuity Plan.</p> | <p>Weekly social meetings to maintain connection within department.</p> <p>Meysee Vang and Don Nahhas are now certified First Aid, CPR and AED trainers, which has increased our training capacity to better service the campus needs.</p> |
| 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>Assisted 21 employees in the 3rd quarter with ergonomic evaluations which address workstation setup and help with comfort and productivity.</p> | |

SACRAMENTO STATE
Administration & Business Affairs
2019-2020 Compiled 4th 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 |
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| Placer Ranch - Approved by the Board of Trustees. | The VP/CFO office pledged action on improving diversity, inclusion, and equity in alignment with the President’s message and in partnership with other campus departments. | ABA Team Happy Feet sponsored 12 th Annual Sac State 5k virtual fun run. | ABA is working with numerous community groups, including SMUD and Los Rios Community College District, to build the California Mobility Center. The Mobility Center will provide a space and equipment for community members and small businesses to utilize. | COVID-19 safety plan support was provided for the safety of the campus and the community. | <p>VP/CFO staff organized a surprise virtual graduation for Denisse.</p> <p>Our office continues meet remotely, via Zoom, for updates and facilitate frequent communication.</p> <p>Student assistants have chaired engagement activities each Friday to nurture our office culture and to schedule in a bit of fun.</p> <p>Frances implemented Microsoft Teams as a communication tool within our office, and recently accepted a promotion to the Police Department.</p> <p>Jonathan provided regular divisional communications via Zoom and emails as operations turned virtual.</p> |

ORGANIZATIONAL & LEARNING DEVELOPMENT

| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
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| Christine continues to work as a Guardian Scholars mentor, working one-on-one with former foster youth enrolled at Sac State. This was increasingly important this fourth quarter as campus moved to online | <p>CliftonStrengths – ABA Facilities Managers (includes individual coaching) received valuable training.</p> <p>True Colors – facilitated several ad-hoc workshops and assisted</p> | | <p>Collaboration with CCE on Needs Assessment survey and report.</p> <p>Collaboration with Communication Studies faculty on faculty-led workshops for communications and Change</p> | <p>CSU Learn: Successfully partnered with Risk Management Services to set up COVID-19 training and related reports.</p> <p>Partnered with Kaiser Permanente to provide live, virtual wellness</p> | <p>Multiple virtual team check-ins each week to cover professional, as well as personal and emotional, needs of the individual.</p> <p>Organizational Development developed the virtual Summer</p> |

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| <p>curriculum delivery. She also works as an occasional volunteer for International Rescue Committee, assisting the local refugee population.</p> | <p>University Advancement in staff development.</p> <p>L&D started including language in workshop/program descriptions to ensure diversity and inclusion initiatives are represented.</p> | | <p>Management.</p> <p>O&LD is providing job shadowing to a local college student who attends staff meetings and observes Organization and Learning Development practices to further her educational experience.</p> | <p>webinars, and wellness email campaign for employees.</p> <p>Collaborated with Empathia (campus employee assistance program vendor) to provide variety of business, communication, and emotional wellness workshops to employees.</p> <p>Provided biweekly relaxation and meditation classes online.</p> | <p>Social and Staff Appreciation Awards event, with assistance from VP/CFO staff.</p> |
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| AUDITING & CONSULTING SERVICES | | | | | |
|---|--|-------------------------------------|---|---|---|
| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
| Completed FY2019-2020 Student Fee Review. | | | Received and began processing 24 Public Records Act requests and 7 subpoenas (in addition to continuing processing/monitoring/closing of outstanding items from 2017-2019). | Worked with campus departments (mainly Risk Management Services and the Police Department) on implementation of safety-related recommendations from the California State Auditor's Health and Safety Compliance Audit, CO OAAS Health and Safety Audit, and CO OAAS Emergency Management Audit. | Video Chats: After we switched to teleworking starting March 17, we hold virtual "lunches" and afternoon breaks via video chat to help us stay connected and keep up with each other on a personal level. Finance & Friends Virtual Retreat: Attended and participated in the virtual retreat organized by Financial Services and held on June 24. Contributed content to the FOCUS Newsletter. |
| BUDGET PLANNING & ADMINISTRATION | | | | | |
| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
| The Budget Office continues to support the University Budget Advisory Committee and the President as they take up the annual Budget Call Process. | | | | Successfully transitioned to telecommuting during COVID-19 pandemic. | Ruth Hansen celebrates one year in the Budget Office. |
| 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 all classrooms operational for our students to live and study. | University Committee for Persons with Disabilities (UCPD) committee – Todd McComb is an ex-officio member. Restroom Working Group Committee (related to all gender restrooms) – Tania Nunez is a member. Repair numerous trip hazards. | | | Zone Manager walked classrooms with Space Management to generate repair work orders. | New Staff: Javyer Hernandez (Mover); Damario Brown (Custodian); Leandro Fraga (Custodian) Ernest E. Tschannen received LEED Gold Certification Sac State received 2 CHESC (California Higher Education Sustainability Conference) awards Ernest E. Tschannen – Overall |

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| | Added infant changing stations in various locations throughout campus. | | | | <p>Sustainable Design Parking Structure 5 – Sustainable Transportation</p> <p>Sac State is the first university to receive a US Resiliency Council 4 star rating.</p> |
| FINANCIAL SERVICES | | | | | |
| ACCOUNTING | | | | | |
| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
| | | | | | <p>Weekly Zoom Meetings with staff since shelter-in-place due to COVID-19.</p> <p>Daily Coffee/Tea Zoom Meeting – Time for staff to relax and socialize with the rest of the team.</p> |
| ASI BUSINESS & ADMINISTRATION | | | | | |
| Imperative #1: Reducing Time to Degree | Imperative #2: Diversity, Inclusion, Equity | Imperative #3: Philanthropic Giving | Imperative #4: Community Involvement & Collaboration | Imperative #5: Safety | Employee Engagement Efforts |
| | Completed multiple budgets (scenarios with cuts) for President’s review and approval for ASI. Each scenario included review and approval by the Student Board of Directors. | | | Working on all the return-to-work plans, especially those with summer activities like the Aquatic Center and PEAK Adventures. | <p>Gina presented for MPP 101 – Fiscal Responsibility.</p> <p>Added weekly Financial Services managers meetings shortly after beginning reduced workforce/telework.</p> <p>Hosted a Financial Services and Friends (Budget, Audit, OL&D and VP’s Office) virtual mini retreat with an update and fun games/prizes.</p> |
| 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 |
| | | | | Supported the COVID-19 PPE emergency purchases for ongoing campus support through EOC. | Went to Level I in response to COVID-19 for all departments. Procurement and Contract |

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| | | | | | Services, Accounts Payable are working remotely from their homes. Central Receiving is still working on campus. |
| 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 |
| Completed disbursement of CARES emergency grants to over 30,000 students. | | | | Implemented process for mailing live payroll checks by request. Implemented appointment process for faculty/staff and student athlete OneCards. | Weekly staff meetings through zoom. |
| 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 |
| 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. | Building a recruitment diversity database to increase outreach and advertising of employment opportunities. Ongoing professional development regarding implicit bias, diversity, and inclusion. | Participated in Career Center Virtual Career Fair and mentoring database. Participated in Sacramento Black Chamber of Commerce Young Leadership Collaborative recognition ceremony. | Participating in: Sacramento Career Center Virtual Career Fair, Black Chamber of Commerce Young Leadership Collaborative presentation/keynote, Upward Bound Student Employment 101 workshops. Initiated relationship with Women's Empowerment. | | Individual team member check-in and mind mapping sessions (work philosophy and role, professional development, and personal goals). Beginning each team meeting with a team building learning professional development activity and/or fun activity. Fostering employee inclusion, connection, and communication while telecommuting via weekly Zoom team meetings, daily "Morning Check-In" emails, individual One-on-One calls, and weekly Zoom "Open Door Hour." Providing daily news, updates, employee, and family resources. Encouraging and providing resources for training and |

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| | | | | | <p>development, internally and externally.</p> <p>Promoting a LinkedIn #hashtagideas contest to build the department's LinkedIn HR presence.</p> <p>Presenting in HR All Staff meeting as a team.</p> <p>Zoom Open Door for entire HR Program Center.</p> <p>Took a team tour of Virtual Calming Room.</p> <p>Guest speaker series to open weekly team meeting</p> |
| 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>Successfully collaborated with other police organizations regarding the DeAnglo trial on June 29, 2020.</p> | <p>CSOs have been very diligent in crime prevention & provide proactive campus patrol.</p> <p>PD Personnel completed COVID-19 Training.</p> | <p>Frances Palu is the new Administrative Manager.</p> <p>Officer Nathan Rice was selected as Employee of the Quarter.</p> <p>CSO Jeremy Mota was selected as Student of the Quarter.</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>As part of the University Diversity Council, served as Chair of Diversity Council Policy Subgroup developing mission/process for Employee</p> | | <p>Hosted Public Art Project (review) for the Welcome Center/PS5 Plaza project.</p> <p>Working with Faculty and</p> | <p>Developing Specifications for PS1 Lighting and Striping Project to improve lighting and safety (as well as reduce carbon footprint)</p> | <p>Group Zoom meeting with all Energy and Sustainability Staff (BAS AVP).</p> <p>Group Zoom meeting with all</p> |

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| | Affinity Groups. Volunteered to help with several “drive-through” events in the wake of the COVID-19 Pandemic. | | Students to incorporate Wayfinding elements into PS2. | | UTAPS Staff (BAS AVP). Participation in annual Summer Social (BAS AVP). Birthday Cake Day – monthly, UTAPS. |
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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 |
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| Attended seven student presentations for PS2 Parking update proposals and selected winning team. | | | | | Risa Knight hired as 90 day Graphic Designer in March, extended another 90 days in June – recruitment on hold pending COVID hiring freeze. We are holding daily Zoom meetings for the print team. Care packages are being sent to those teleworking to help keep them connected and let them know they are appreciated. Birthdays continue to be celebrated in a safe manner. |

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 |
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| The BAC Yard – Fish, bees and plants continue to be cared for weekly. A wood chipper was procured to increase the amount of yard waste staying on campus for reuse as mulch. A replacement greenhouse has been ordered and is expected to arrive within the next week. The | | | | | |

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| greenhouse will replace the current Hoop House, which is severely damaged. | | | | | |
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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 |
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| | 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, these being Facilities Management, Police Dept., 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 Dept. required for safety and PPE procurement. | Bena – completed the FEMA training required to participate as a member of the Sacramento State Emergency Operations Center in May 2020. Yavette – 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 |
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| Space Management collaborated with campus partners to purchase and replace outdated classroom furniture (including fixed seats) to improve classroom learning environment. Renovations are currently in progress in BRH 110, BRH 114, and TAH 1003 classrooms, and new student seating will be installed by the end of summer 2020. Additional student seats will be achieved in all three classrooms. | | | | In response to the COVID-19 pandemic, Space Management compiled space-related and class schedule data and collaborated with multiple campus partners to assess instructional classroom and lab furniture configurations and determine appropriate student station counts per mandated social distancing guidelines. Space Management continues to work with Academic Affairs, ABA, and Faculties Management to plan where and when fall 2020 approved face-to-face classes can | Space Management successfully moved to its new office location in the Welcome Center 2011 office suite. The move entailed planning, packing, moving, and unpacking all of which SM staff performed admirably. All Space Management staff have embraced online learning and completed numerous CSU’s Got Talent, CSU Learn, LearnerWeb, and LinkedIn trainings. SM staff share their training successes with each other on a weekly basis. |

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| Space Management successfully managed Astra Schedule software for University class, final exam and event scheduling operations, conducted virtual Astra Schedule training for campus end users, and updated user security. | | | | be scheduled. | |
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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 |
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| | | | | <p>COVID-19 – Continued to provide health and safety support to the campus during the closure and repopulation of campus. Highlights include:</p> <p>Worked closely with Employee Labor Relations to develop the Campus Return to Work Protocol Developed and delivered COVID-19 awareness training and worked with Organizational & Learning Development to create daily reporting of employee completion of training.</p> <p>Created a system to provide employees with hand sanitizer, face coverings and surface sanitizers including decanting bulk material into spray bottles and labelling for distribution. Processed over 100 return to campus requests and provided safety protocols, accessible training and safety supplies to staff as they returned.</p> | Managers check in with staff as needed. Team members are engaged in trainings offered by Organizational & Learning Development. |

| RISK MANAGEMENT | | | | | |
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| 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>Identified 68 trip hazards along the ADA pathway.</p> <p>Collaboration with IRT to create an accessible OnBase form, with workflow, for the COVID-19: Return to Campus approval form.</p> <p>Worked with Sport Clubs to update their Gender policy to reflect a more updated and gender neutral guideline that compliments the CSU's overarching policy.</p> | | <p>Personal Protective Equipment (PPE):</p> <p>Researched the purchasing of bulk hand sanitizer within the Sacramento area.</p> <p>Collaborated with Family and Consumer Sciences: Fashion Merchandising and Management staff and faculty to create face coverings for staff and student use.</p> | <p>Participated in a committee/task force to help write a POD plan to treat and distribute a vaccine for a local attack (i.e. Anthrax). This plan would be in effect if we receive doses of a COVID-19 vaccine for our campus and their families.</p> <p>Developed a written process for conducting fire evacuation drills, documenting results and lessons learned, providing documentation to the "Emergency Management Team," and review/discussion by the Emergency Management Team. Included testing the evacuation of individuals with special needs (disabilities, limited English proficiency, etc.)</p> | |
| 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>7 staff Ergonomic Evaluations in the 4th quarter for a total of 82 for the year.</p> <p>Assisted staff with ergonomics while working remotely, collaborated with EH&S to create an ergo & stretching presentation. The presentation was given via zoom on 10 separate dates to about 120 staff.</p> | |