Rendering of the new Science and Innovation building to be presented to the CSU Board of Trustees during their November 2017 meeting.

**Greetings from Administration & Finance**

We are pleased to launch this first edition of our division newsletter, the AF Bulletin, to share information on the many exciting activities going on in Administration & Finance. Our goal is to release the AF Bulletin on a regular basis featuring information regarding projects and initiatives in the various departments in Administration and Finance, new employee introductions, and announcements. We hope you find our newsletter informative and interesting, and appreciate your comments and feedback. Please send email feedback to us via adminandfinance@csudh.edu.

--Naomi Goodwin, Interim VP Administration & Finance / CFO

**New Science and Innovation Building**

Significant progress in the design of the new Science and Innovation building has occurred, with schematic drawings now one-hundred percent complete. Construction of the 90,854 GSF building, which will be the first major building constructed at CSUDH since the new library addition was completed nearly seven years ago, is scheduled to begin during summer 2017 with the first classes in the new building anticipated in January 2020.

The new building will house biology, chemistry, physics teaching and research labs, instructional support space, faculty offices for biology and chemistry, and collaboration and innovation space shared with the Center for Innovation in STEM Education (CISE), including two "idea labs" to encourage creativity and innovation in STEM education and a fabrication lab with designated areas for design and ideation, prototyping, fabrication, assembly, and presentation focusing on the hands-on application of scientific concepts.

The new building will be situated to create a landscaped courtyard to the south of the existing Natural and Behavioral Sciences building, which will link the two buildings and provide an outdoor space for students and faculty to congregate and collaborate on new ideas. The building will receive a Leadership in Energy & Environmental Design (LEED) Gold Certification for sustainability.
Budget News

CSUDH received $6.1M in new base and $4.2M in new one-time revenue in conjunction with the 2016-17 State Budget Bill approved by Governor Brown. Increased base funding supports student enrollment growth of 156 FTES, faculty and staff compensation increases, and increases in health and retirement benefits for faculty and staff. One-time funding was allocated to CSUDH to accommodate additional CSUDH enrollment of students earning associate degrees for transfer at California Community Colleges redirected to CSUDH by impacted CSU campuses and CSU system recognition of higher costs required to support graduation and success of first generation, Pell-eligible, and underrepresented students.

Additional one-time funding of $1.35M is anticipated should Governor Brown approve a $35M one-time allocation for the CSU to support increased first-time freshmen four-year graduation and transfer student two-year graduation rates. The University Budget Committee will consider and recommend allocations of new base and one-time revenue to President Hagan.

Budget Town Hall Meeting Held October 20, 2016

A University Budget Town Hall was held on October 20, 2016 at the Loker Student Union to provide an overview of the University's fiscal status and current information regarding budget priorities. Town Hall meetings are open to all members of the campus community and over 100 individuals attended the October 20 Budget Town Hall. Information presented included current and prior year fiscal information. A demo of a new university fiscal transparency tool, OpenGov and a Q&A session rounded out the meeting. Additional information on OpenGov is provided on page 3 of this newsletter. Town Hall budget presentations may be accessed at: http://www4.csudh.edu/budget-plan-admin/budget-presentation/index
Transparency in Financial Reporting: OpenGov

The CSUDH Budget Office recently initiated efforts to improve transparency of university financial reporting by providing web-based access to fiscal data via OpenGov.

OpenGov has been adopted as a financial reporting tool by numerous governmental and higher education entities across the nation, including several other CSUs, and provides access to public financial information in a user-friendly web-based format, including graphical views of financial data and custom report creation capabilities. 2015-16 CSUDH state operating financial information is now available via OpenGov and financial information for 2012-13 through 2014-15 will be added during the next three to four months. Notification to the campus community launching OpenGov was sent via email on November 2.

To learn more about the CSUDH adoption of OpenGov, visit: http://www4.csudh.edu/budget-plan-admin/opengov/index

Campus Marketplace

CSUDH is engaged in plans to implement a web-based Campus Marketplace in early spring 2017 providing centralized purchasing via a partnership with 14 other CSU campuses. The Marketplace provides one-stop shopping, access to increased suppliers and commodity purchasing options, CSU-contracted pricing and additional benefits such as free shipping and streamlined purchase history tracking.

Faster Refunds

As a reminder, faculty and staff may sign up for direct deposit for reimbursement of expenses such as travel expense reimbursement as well as for paychecks.

There is now no waiting period for new employees to sign up for payroll direct deposit.

To sign up for direct deposit of paychecks, please download the Direct Deposit Enrollment Authorization form from the Payroll Services web page and submit the completed form to Payroll Services (Welch Hall B-478).

http://www4.csudh.edu/Assets/CSUDH-Sites/Payroll/docs/student-assistant/std699-direct-deposit.pdf

For direct deposits of reimbursements, download the Employee Reimbursement Direct Deposit Authorization form from the Accounting web page, attach a voided personal check, and bring both the completed form and voided check to the Accounting Office (Welch Hall 430).

http://www4.csudh.edu/Assets/CSUDH-Sites/Accounting-Services/docs/ach-direct-deposit.pdf

Also, come mid-November, Wells Fargo will no longer process student refunds, which will be processed and issued by the campus. Information for students regarding this change can be found at:

http://www4.csudh.edu/accounting-services/student-financial-services/direct-deposit/student-refund-changes

(l to r) Juan Carlos Rodriguez A/P Specialist, Lorena Raymundo-Yusuf Mgr. Acctg Services, Kara Bush Acctg. Tech, Iris Talactac A/P Specialist, Leon Chen A/R Coord. and Angela Phan Trust Accountant
UNIVERSITY FACILITIES MASTER PLAN UPDATE

The University is engaging in a collaborative process of updating the university facilities master plan that envisions the future of our physical campus and guides the development of the university over the next 10+ years. The master plan will include facilities and systems requirements for the campus to achieve the University’s core mission, its enrollment goals, its academic, student life and administrative goals. The master plan will also integrate plans to monetize some of the University’s land to support our strategic goals. An all-day workshop will be held on November 16 in the Extended Ed Bldg., Rm. 1213 with two 90 minute sessions beginning at 10 a.m. and 1:30 p.m. inviting the campus community to provide feedback and ideas to enhance the plan to create a vibrant campus environment for our students and community. A community workshop for local residents will be held on Thursday, December 1 in the Extended Education Bldg., Rm 1213 at 7 p.m. A draft master plan will be presented to the campus community towards the end of January 2017, and is scheduled for completion by mid-February 2017, at which point the Environmental Impact Report (EIR) process will begin.

Rendering of the campus layout used for master planning discussions. This drawing depicts challenges with current dual levels of the campus (mall level and sunken level for gardens near older buildings).
SAC-1 DEMOLITION

In order to accommodate the New Science and Innovation building, the South Academic Complex 1 (SAC 1) building must be removed. Current offices and classrooms located in SAC 1 must be relocated elsewhere on campus. Currently housed in SAC 1: approximately 35 offices, including the Kinesiology department office, 8 classrooms seating up to 40 students and approximately 30 part-time faculty. Identification of new offices and classroom spaces to accommodate these needs is underway. Relocation of 10 offices for full-time Communications faculty to the fifth floor of the Library has already occurred.

CLASSROOM REFURBISHMENT PLANS

A multi-year plan to refurbish University classrooms is being developed to address repair, maintenance and upgrade needs of our academic programs. Almost 100 classrooms with a combined instructional capacity of approximately 5,000 are included in the plan. The plan will be reviewed and prioritized by the Academic Affairs Facilities & Space Committee in early spring and we anticipate renovation of up to 20 classrooms will occur during summer.

STUDENT HOUSING

The University is continuing its plans to construct new student housing, serving approximately 500 additional students. The design of the new housing will focus on the needs of incoming freshmen and sophomore students and will include community engagement spaces for residents and other members of the campus community, proven successful in supporting student retention and success. The project received positive CSUDH feedback from the CSU Housing Proposal Review Committee, which is a critical milestone in moving the project forward. The site identified for the new units is off Birckknoll Drive on the vacant lot between the existing student housing and the East Academic Complex. Preliminary plans for the new housing do not include individual kitchen facilities for each unit. The University is developing alternative campus dining options for freshmen and sophomores that will be available when the new housing opens, which is anticipated to be in fall 2020.
Custodial Assessment and Recommendations

An assessment of CSUDH custodial functions has been completed by Core Management Services, providing helpful information regarding workload and staffing for campus buildings based on best-practice cleaning techniques, inspection procedures, and green cleaning to further support a healthy and safe environment for the campus community. Information in the assessment will be shared in the near future with custodial staff and staff will participate in discussions regarding implementation recommendations and next steps.

Custodial services has only one more staff member today than seven years ago despite adding the cleaning needs of the library addition to its responsibilities and having more than 2,500 students on campus using class rooms and other facilities. In conjunction with other changes, Administration and Finance is committed to hiring additional custodial staff and a search for these staff is underway.

Parking Lot and Roadway Enhancements

Parking Services continues to make progress in implementing a multi-year plan to repair and maintain all campus roadways and parking lots, ensuring these areas are in good condition and provide safe driving and walking conditions for students, faculty, staff, and campus visitors. During the summer, maintenance and repairs were completed in lot 3, the parking area adjacent to the Student Health Center, and a segment of Toro Center Drive. All parking lot and campus roadway maintenance and repair costs are funded through the parking program, which is a self-support operation funded by parking permit fee revenue. The next parking lots scheduled for repairs include lots 4A, 4B and the Library/LaCorte parking lot.
CSUDH Police Department Highest Ranked in CSU System

The CSUDH police department recently received the highest ranking in the CSU system via a Statewide University Police Association (SUPA) leadership evaluation, receiving an overall score of 4.65 out of a possible 5.0. Furthermore, CSUDH Police Chief Carlos Velez and CSUDH Police Lieutenant David Hall both received higher leadership ratings via the SUPA assessment than their respective CSU police department peers. Please join us in congratulating Chief Velez and Lieutenant Hall for this recognition of their accomplishments!

Lavell Communications, Inc. conducted the leadership evaluation on behalf of SUPA. This is the fifth year the evaluation has been conducted. Additional information on the methodology and results can be viewed at:

http://www.supapolice.org/images/articles/2016_Statewide_Rankings_Leadership_Survey_Results.pdf

Safety Reminders

Health and Safety Online Training

Online training is available for CSUDH faculty and staff covering frequently requested workplace health and safety topics. Course titles include office safety, hazard communication, office ergonomics, back safety, and defensive driving to name just a few of the topics available. The training can be accessed at the following link:

https://ds.calstate.edu/?svc=skillsoft&org=CSUDH

Jean McTaggart, Confidential Assistant to VP Admin & Finance
State Fire Regulations

Need assistance disposing of bulky items such as cardboard boxes, old office furniture and equipment such as file cabinets, chairs or a fax machine? Please submit a work request to move these items via Facilities Services at http://www4.csudh.edu/facilities-services/index , and identify dates in the work request to coordinate pick-up and disposal of bulky items. Please do not place items no longer needed in building hallways and corridors, which may impede egress from a building during an emergency. Notification regarding the disposal of tagged items for inventory purposes should be directed to the Asset Management Office - http://www4.csudh.edu/plclass/asset-property-inventory/faq. Information on recyclable items may be viewed at http://www4.csudh.edu/facilities-services/services/recycling/index#recycling.

Should you have questions or concerns, please contact Richard Venable, Custodial Manager at rvenable@csudh.edu, or (310) 243-2303.

Rape Aggression Defense (RAD) System

The University Police Department now offers Rape Aggression Defense (RAD) training for students, providing self-defense awareness, prevention, risk reduction, and realistic hands-on tactics and techniques. The training consists of three days of three-hour classes and is taught by CSUDH police officers certified as instructors. Classes are limited to 15 students per session to accommodate the hands-on instruction provided and are offered at no cost. The November session is now full and additional class availability will be communicated to students via the CSUDH student list serve when the Spring 2017 dates are determined.

Emergency Preparedness Training

Emergency preparedness training for faculty will be held on November 29 at 1pm - 2:30pm, Faculty Development Center, Library Rm. 1940. Another session for the entire campus community including students, faculty and staff will be held on March 7, 5pm-6pm at the Loker Student Union Ballroom B.

Content will include campus safety and active shooter information.

Additional information about Emergency Preparedness procedures and related videos may be accessed at http://www4.csudh.edu/dhpd/emergency-preparedness/
The DH Sports Lounge is partnering with Cal Poly Pomona's Innovation Brew Works to host a tap takeover—which features Cal Poly-brewed beer on tap at CSUDH while providing better pricing for CSUDH and specialized brews for our campus. Currently, the DH Sports Lounge has four Innovation Brew Works beers on tap and one of the Brew Works beers also found its way into a DH Sports Lounge burger. Storey's Stout from Cal Poly is used to make a jam glaze for the new DH Sports Lounge Innovation Brew Works pub burger. Typically, tap takeovers occur during a single evening or event but our partnership with Pomona will remain indefinitely and has received an overwhelming positive response. The DH Sports Lounge is open Monday-Thursday from 11:00 a.m.-9:00 p.m. and is closed Fridays, Saturdays and Sundays.

Free student meals are now provided daily in 1910 Café and Lounge via a new program sponsored by the CSUDH Foundation called i8FREE. Via i8FREE, the first 8 students presenting a CSUDH ID receive a free meal (chef’s choice) at 1910 every day the restaurant is open. Meals provided via i8FREE are served to students at a 1910 community table to promote student interaction and engagement and students are eligible to receive an i8FREE meal once a month. In addition, after the 8 free daily meals have been served, all other students dining in 1910 receive 8% off all regularly-priced menu items with no limits or restrictions on quantity or menu item selection. The program is a way for the CSUDH Foundation to give back to students while also promoting student use of 1910 Café & Lounge. 1910 Café & Lounge is open Monday-Thursday from 11:00 a.m.-3:00 p.m. and is closed Fridays, Saturdays and Sundays.
Horticultural Internship

As part of the "Campus as a Living Lab" initiative, Facilities Services and the Center for Service Learning, Internships, & Civic Engagement (SLICE) worked together to establish a horticultural internship for CSUDH students. The horticultural intern assists with the day-to-day care and ongoing development of the various native species gardens located on campus. The internship also includes working with the campus Fairy Garden, which is located between the University Theatre and the Student Health Center. Interns will assist the Facilities Services Grounds crew with garden maintenance, planning and evaluation, pest management, development, and plant identification. In addition, Facilities Services will work with interns to provide the education and knowledge needed to successfully take care of these special areas on campus. At the end of the internship, the horticultural intern will complete an individualized project, which they will showcase at the annual Community Engagement Symposium.

Currently, one student is participating in this new horticulture internship program, Luis Candelario, (l to r) Luis Candelario, student intern and Fernando Goncalves, groundsworker

Geography major in his last year at CSUDH. Internships are non-paid, non-credit bearing and the duration is generally on a semester basis. This program is open to anyone enrolled at CSUDH. Sergio Pineda, Community Partner Coordinator, has received positive feedback from Mr. Candelario on the internship and others have expressed interest in the program. It is hoped the program will grow in the future.

Grandview Geranium Farm

The Grandview Geranium Farm, a long-time tenant of CSUDH previously located on the southeast corner of campus, is no longer in business and has finalized the process of transitioning off campus property. Facilities Services and the Foundation are working together to restore areas formerly occupied by Grandview and to assess potential short-term revenue generation opportunities from this property.

Student intern Luis Candelario
The CSUDH Foundation is implementing a **new Procurement Card (P-Card)** through Wells Fargo Bank, providing a Visa® card for staff and faculty who have purchasing responsibilities via Foundation accounts. If you are interested in being among the first to use the new P-Card system, please contact Brandon Martinez at bmartinez@csudh.edu

**A new Post Award Grants and Contracts Handbook** and updated policies and procedures are being developed and will be available by mid-November.

Post Award (Grants and Contracts) oversight and responsibility is transitioning to the CSUDH Dean of Graduate Studies and Research as part of a new hybrid organizational mode consolidating services of both pre- and post-award administration for grants and contracts.

Led by the CSU Office of the Chancellor, CSUDH and the other 22 CSU campuses will upgrade to the latest version of PeopleSoft HR creating a single HR data warehouse for the CSU maintained by the Chancellor's Office. As a result of this **Common Human Resources System (CHRS) implementation**, HR processes will be more efficient and improved recruiting and on-boarding capabilities will be implemented. While led by the Chancellor's Office, this effort will require significant campus involvement in planning, design, communication, training, and implementation. The long-term planning approach is being developed and will be rolled out next year.

The **Benefits unit within HR will relocate** effective November 21 from its existing location on the third floor of Welch Hall to the existing Payroll Services office in WH B478. Co-locating Benefits and Payroll provides additional opportunities for increased communication and collaboration between the two units.

A comprehensive **Professional Development and Training Program** is under development for CSUDH staff, managers, and faculty. The program will provide both administrative and financial tools to effectively manage university business-related functions and individual/team skill development. Professional development opportunities and experiences lead to increased satisfaction, morale, and opportunities for career growth and upward mobility.

(I to r) Adria Edwards HRIS/SME Analyst, Julio Arevalo Recruitment Mgr., Linda San Assistant to AVP, Eva Alvarado Workers Comp/ADA Mgr., Deborah Roberson-Simms AVP HR, Monica Ponce Workforce Planning & HR Operations Mgr., Isabel Cardenas Student Assistant, Mark Abdalla HR Support Assistant

CSUDH will implement the **CMS Absence Management** self-service time and attendance module over the next three to four months. Most CSU campuses implemented Absence Management in 2011 and 2012 and CSUDH is the only CSU campus not currently utilizing Absence Management. Once fully implemented, individual faculty, staff, and administrators will enter monthly time and attendance information directly into the CMS system. Furthermore, auto-routing workflow will notify managers to review, certify, and approve time and attendance reporting within the CMS system, increasing accuracy and efficiency.
Welcome AF New Hires

Matthew Grigsby  
Student Financial Services  
Lead Financial Analyst  
Jul. 14, 2016

Luis Lopez - Carrera  
Custodial Services  
Custodian  
Aug. 2, 2016

Richard Foote  
Custodial Services  
Custodian  
Aug. 23, 2016

Alexander Jordan  
Custodial Services  
Custodian  
Aug. 24, 2016

Ricardo Soriano  
Building Maintenance  
Electrician  
Aug. 26, 2016

Sabah "Sally" Yassine  
PCLASS Administration  
Director  
Sept. 6, 2016

Karen Kato  
Payroll Tech  
Payroll Technician II  
Sept. 12, 2016

David Nunez  
Custodial Services  
Custodian  
Sept. 12, 2016