

**CSU, CHICO**  
**DIVISION OF BUSINESS AND FINANCE**  
**ACCOMPLISHMENTS**  
**2005/2006**

**STRATEGIC PRIORITY #1**

**BELIEVING IN THE PRIMACY OF STUDENT LEARNING, WE CONTINUE TO DEVELOP HIGH QUALITY LEARNING BOTH IN AND OUTSIDE OF THE CLASSROOM.**

1. FCP – Master Plan – After five years of effort the 2005 master plan for the University was unanimously approved by the CSU Board of Trustees at their July 2005 meeting.
2. FCP – Student Services Center – 100% construction documents were completed in June 2005, after an unforeseen increase in construction costs (partly due to Hurricane Katrina) the project came in over bid and funds were reverted to the state. In July 2006 funds were reallocated and construction is scheduled to begin in July/August 2006 with completion anticipated in January/February of 2008.
3. FCP – Telecommunications Infrastructure Initiative – The project was re-scoped and re-bid after the initial contractor left the project. The new contractor started on the project which is now 95% complete and should be completed by mid-August 2006. The final effort is the completion of construction and wiring within each of the buildings.
4. FCP – Natural History Museum – A request for qualifications for the Natural History Museum is nearing completion. The building will be built using the design-build delivery methods. The project will be built in phases as funding becomes available. The first phase will allow for a 7,000 square facility with a lobby/entrance hall, education area, temporary exhibit area, permanent exhibit area and administration/collection area.
5. FCP – New Warehouse Facility – In conjunction with the building of the Wildcat Activity Center a replacement warehouse will be built on Orange Street between 2nd and 3rd Streets. The warehouse is in the preliminary programming phase.
6. FCP – First Street – A final concept plan for the renovation of the abandoned portion of First Street from Salem Street to Ivy Street has been completed. The concept is to convert the asphalt street to a paved pedestrian way with shade trees, benches, art work, and lighting. This project will be accomplished by funds raised through donations.
7. FCP – Taylor II – This project is included in the Trustees' five-year capital outlay program for funding in the 2007/08 budget year. We have

completed a supplemental feasibility study of the facility to confirm the validity of the current scope of the project, along with the estimated budget.

8. FCP – Housing Expansion – University Housing and Food Service Phase 1 has begun. The project is using the CM @ Risk delivery method. The architect for the facility is A.C. Martin and the Construction Manager is Sundt Construction. The phase will remove the current Living Learning Center adjacent to Whitney Hall and replace it with a new three to four story facility. The first floor will be devoted to a new kitchen and dining facility and the upper floor will provide new student living spaces in cluster configurations. The project is currently in the schematic design phase and is planned to begin construction November 2007 with a completion date of April 2009.

Three additional phases are envisioned that will; 1. Acquire the College Park area, 2. Construct new student housing on this land, 3. Renovate the existing Whitney Hall or demolish it and construct new housing units on this site.

9. EH&S - The EH&S staff has successfully coordinated three (3) unannounced CalOSHA visits which resulted in no citations or fines.

10. EH&S - The Department of Environmental Health and Safety developed, implemented, and oversaw several key programs that will benefit the campus community and regulatory requirements such as:

- Spill Prevention, Control, and Countermeasures Plan for Spill Reporting Information.
- Phase I – Environmental Site Assessment and Asbestos and Lead based Paint Survey Report for Stiles and Reynolds Warehouses (WAC).
- Phase II – Soil and Groundwater Investigation Report for Stiles and Reynolds Warehouses (WAC).
- Hazardous Materials Survey Final Report for Stiles and Reynolds Warehouses.
- Phase I – Environmental Site Assessment Report Student Services Center Site.

11. EH&S - Regulatory Training – The Department of Environmental Health and Safety provided 11 topics of training for a total of 33 sessions which resulted in 358 employee training hours for faculty and staff. EH&S and a variety of contracted safety consultants provided training in the following:

Asbestos Awareness  
Bloodborne Pathogens  
Confined Space General  
Emergency Action Plan  
Ergonomics Awareness  
Fire Prevention Training  
General Safety Awareness  
Hazardous Waste Refresher

Lead Awareness Training  
Lockout/Tagout Training  
Work Place Violence Awareness

12. In addition, EH&S staff conducted training in the following 8 topics for a total of 17 sessions which resulted in 189 employee training hours for faculty and staff throughout the year for various Campus departments.

Back Safety  
Basic Radiation Safety Training  
Bloodborne Pathoges  
Fire Extinguisher and Fire Response Guide  
General Lab Safety Training  
Hazardous Communication  
Heat Illness Prevention  
Respiratory Protection Training

13. EAP – Provide internship opportunities for select students with projects which enhance and benefit the entire campus community.

14. EAP – Provide talks in classrooms; departments with new employees/supervisors; and other invited topic presentations.

15. UPD – Education Programs/Presentations

- Walking Under the Influence – CSU Chico Police Department worked with CADEC Director Shawna Quinn and developed a means of contacting our students, building relationships and understanding.
- Rape Aggression Defense (RAD) – CSU Chico Police Department officers who teach this class are RAD certified instructors. As part of our efforts to build relationships with our recognized sororities we offered these classes to help our students feel empowered and not victimized. We have also opened up this specialized course to the entire community of Chico. As a result we have enhanced our relationship with our surrounding community.
- We have established liaison officers for each recognized Greek house.
- Women’s Counseling Center, Student Health Center, Housing – RA’s and RCC’s, Alcohol Fair, Summer O, International Students, etc...this is not an all inclusive list and the amount of time we spend in the area of education is phenomenal.

16. UPD – Investigations Educational Outreach – Presentations/ training were made to student groups, faculty and members of CSU Chico staff. We also worked with the counseling center and other organizations that requested our expertise.

17. The investigations Unit provides security assessments and information related to crime prevention to departments across campus. As a result,

investigations works closely with personnel from IMC, housing and the library to reduce and or investigate crimes on campus.

Investigations has provided employee safety trainings to the following departments: Associated Students, Kendall payroll and cashiering department, library and the student health center.

18. RM – Risk Management assisted faculty and campus personnel with planning, insurance, and document preparation for dozens of academic field trips and special events.

19. RM – Risk Management participated in planning and carrying out the Moonlight Safety Walk and in follow-up/resolution of identified issues.

20. RM – Risk Management participated in the Emergency Operations Center safety officer training during a county-wide emergency exercise.

21. RM – The Risk Manager, the Health Center director, and UPD chief attended system-wide training and subsequently created a draft business continuity plan for an avian-flu pandemic. The draft is now under review/response by all involved University departments.

22. RM – The Risk Manager reviews all University Police Department operation plans such as those prepared for commencement, residence hall move-in/out, Halloween, Chico Outlaws baseball games, and other major events.

23. Distribution Services was challenged with temporarily moving their facility off campus. This raised issues regarding service, function and safety. To utilize maximum amount of space, a new forklift with a smaller turning radius was purchased resulting in the availability of more storage space. An adjustment to the operational hours provided time for staging the days work, eliminating dead time in the afternoon and returning the vehicles to the warehouse at the end of the day. The mail drop and pick up schedules were adjusted to accommodate a decrease in staff due to retiring personnel and the additional time required to transport mail to and from the campus to the temporary warehouses. It should be noted that while moving Distribution Services to a new off-campus location was a big undertaking, requiring coordination between departments to sort and pare down storage items, Distribution Services was challenged with temporarily moving their facility off campus. However, they were able to accomplish it without missing one day of mail delivery!

**STRATEGIC PRIORITY #2  
BELIEVING IN THE IMPORTANCE OF FACULTY AND STAFF, AND  
THEIR ROLE IN STUDENT SUCCESS, WE WILL CONTINUE TO INVEST  
IN FACULTY AND STAFF DEVELOPMENT.**

1. EAP – Supervisory Certification Program – Coordinate campus wide training opportunities for managers, supervisors, and those wanting to learn the skills necessary for upward mobility. We provided seven training opportunities to approximately 130 managers and supervisors this academic year.
2. EAP - Provides learning at lunch programs through the Work Life Program – We provided nine this academic year.”
3. FCP – SCUP Conference – Staff attended and assisted the President on his presentation for the conference in Hawaii.
4. Foundation – The Research Foundation will develop a program of overall performance indicators to measure its success in key areas: for example, we will measure the percentage change from year to year in the number of faculty involved in grants and contracts work.
5. UPD – Training Personnel Responsible for working within the EOC – The police department organized and conducted training to meet Executive Order 921 requirements:
  - All CSU Chico PD dispatchers, supervisors and managers have received training on how to set up and operate the EOC mobile radio.
  - All CSU Chico PD supervisors and managers have received the following training: Incident Command System (ICS) Operation Section, Law enforcement Mutual Aid Office of Emergency Services, all police department staff completed (NIMS) IS-700 Training
6. UPD - Successful Activation of Emergency Operation Center (EOC) – On January 26, 2006, CSU Chico participated in a countywide exercise (Silver Lining) that required the activation of all six EOC’s within Butte County. This was the first time in the history of CSU Chico that its EOC had actually been activated. At the onsite debriefing we were advised by the evaluator that we met the 4 objectives:  
  
Objective 1 – Activation  
Objective 2 – Communication  
Objective 3 – Provide Logistical Support to the Medical Community  
Objective 4 – Provide for the logistical Needs of the Community
7. RM – Risk Management personnel participated in a total of 16 days of professional training during the year.

8. RM – The Risk Manager completed study and testing in the core competencies for risk management and earned professional certification as Associate in Risk Management from the American Institute of Casualty and Property Underwriters.
9. RM – The Risk Manager was elected to serve as chair of the system-wide Risk Managers' Affinity Group beginning June 2005.
10. Distribution Services – 2 Employees traveled to Atlanta, Georgia to attend training on bulk mail and new Post Office regulations.
11. Student Financial Services – The cashiering supervisor (Dick Chamberlain) in conjunction with UPD held a cash handling and fraud workshop which was attended by those who handle cash and credit cards throughout the campus.
12. Financial Reporting – presented training to other CSU campuses of the accounting segment of the Fee Revenue Management Program Training in June 2006.
  - Financial Reporting department presented training and acted as resource to other CSU campuses at the CSU Year-end reporting training session in May 2006.
13. Procurement & Contract Services – Trained new campus procurement cardholders, expanding the program to include 150 cardholders Staff attended various campus, CSU and Department of General Services workshops and conference to enhance staff skills and knowledge.
14. Accounting Operations – Served on four CSU system wide committees: Financial User Group, Financial Standards Advisory Committee, Fee Revenue Management Program, and Data Warehouse. Presented Year End Closing Rules at system wide Year End Training.
15. Distribution Services – Upgraded technology in the form of a new computer for administrative support assistant and an upgrade in the Pitney Bowes mailing/postage equipment. Both result in faster service and better reporting for the campus.
16. Vehicle Reservations - In anticipation of implementing a fully automated driver-tracking environment that includes a Web-based vehicle request system for campus use, the extensive Driver Log Record, the DMV Driving Record Annual Request process, and the Defensive Driver Training Renewal Notices to employees have been automated using existing technologies available through desktop computing and the University Print

Shop. Automating these functions eliminates each year what was several weeks' worth of manual record maintenance.

17. Student Financial Services – Implementation of Peoplesoft Student Administration 8.0 Student Financials Module; On going PS SA Student Financials training for SFIN staff was conducted by Jamie Damon and Peggy Castaneda; Successfully converted all business processes from 2 different legacy systems to one system; Paper check refunds from PS SA were generated once a week during the 05/06 school year; Electronic Funds Transfer refunds were put into production. CSU Chico is the only CSU using electronic funds transfer to deposit refunds into students' bank account using PS SA. Cashiering added a direct satellite Cashnet receipting location in the RCE and CNS offices. This allows for real time receipting of payments. The cashiering area has worked hard to promote the use of electronic check payments which has allowed for a decrease in staffing levels.

18. Procurement and Contract Services - Successfully implemented and trained campus users on new on-line office supply ordering system; Developed and posted contract status spreadsheets on a campus server for easy access by campus personnel. Data includes detail on executed Master Service Agreements and Project-Specific Agreements related to public works projects. Entire contracts were scanned and are now available for viewing through links on the spreadsheets; Re-designed and posted Independent Contractor vs. Employee Worksheet on department website for electronic completion by department; Developed signature authority form for electronic completion by department, posted on department website, and advised campus electronically of submittal requirement. [Formerly printed signature cards and memos, and mailed to campus departments annually.]; Expanded use of department website for posting Request for Proposals and Invitation for Bids, reducing and/or eliminating printing and mailing costs; and Expanded use of electronic mail as a method for expediting transmittal of contracts to vendors/contractors Set up unique electronic mail accounts for use by bidders to submit intents to bid, questions, etc.

19. Accounting Operations - Designed and implemented new webpage; Developed reports for Student Finance; Successfully implemented Electronic Funds Transfer process; Refined Cashnet process; Piloted Finance warehouse project for CSU; Successfully moved to new CMS data center; Successfully implemented Electronic Data Interface; Assisted with implementation of Peoplesoft Student Admin module, specifically in successful integration of Peoplesoft Student Admin with Peoplesoft Financials.

**STRATEGIC PRIORITY #3  
BELIEVING IN THE VALUE OF THE WISE USE OF NEW TECHNOLOGIES  
IN LEARNING AND TEACHING, WE WILL CONTINUE TO PROVIDE THE  
TECHNOLOGY, THE RELATED TRAINING, AND THE SUPPORT NEEDED  
TO CREATE HIGH QUALITY LEARNING ENVIRONMENTS BOTH IN AND  
OUTSIDE OF THE CLASSROOM.**

1. EH&S – After an intensive 3-years of preparation, the Learning Management System/Web Based Training (LMS/WBT) went live in December 2005. The Department of Environmental Health and Safety developed the Web Based Training (WBT) to allow management and supervisors to deliver, automatically track, and receive detailed documentation of employee training of compliant driven requirements. The WBT has state-of-the-art streaming video and PowerPoint slides, and offers staff development, department specific, and supervisory certification program training. The training is available to employees at their workspace everyday at their convenience and is user friendly. The LMS interfaces with the Department of Human Resources database PeopleSoft. This web bases training will reduce the University's liability, potential citations, and fines. In July 2005, the Director and Assistant Director successfully presented a presentation on the LMS/WBT at the Campus Safety Health and Environmental Management Association (CSHEMA) Conference, a Division of the National Safety Council. The presentation was very well received and piqued the interest of colleagues from other colleges and universities. To date, 63 employees have completed assigned Web Based Training.
2. EH&S – The Department of Environmental Health and Safety redesigned and restructured the layout of the existing EH&S web site. The new design is user-friendly, easy to navigate, and is well organized. The new site offers up-to-date forms, current manuals, emergency information, training information, and easy access to the Web Based Training. In addition, the site has links to other useful environmental health and safety agencies.
3. EAP – WASC – Provide oversight to Business and Finance and its managers in order to stay current and address needs identified by the WASC Evidence Team meetings.
4. RM – With technology services personnel, the Risk Manager created the conceptual document for an on-line field-trip management system for faculty and student use through the University portal, a concept only fully functional if students could respond electronically to the faculty-generated documents. During 05-06, the Risk Manager has been serving on a CSURMA subcommittee to create a common liability release form. In May 2006 the subcommittee received Office of General Counsel approval for electronic response to a common release form.

5. Distribution Services – Upgraded technology in the form of a new computer for administrative support assistant and an upgrade in the Pitney Bowes mailing/postage equipment. Both result in faster service and better reporting for the campus.

6. Vehicle Reservations - In anticipation of implementing a fully automated driver-tracking environment that includes a Web-based vehicle request system for campus use, the extensive Driver Log Record, the DMV Driving Record Annual Request process, and the Defensive Driver Training Renewal Notices to employees have been automated using existing technologies available through desktop computing and the University Print Shop. Automating these functions eliminates each year what was several weeks' worth of manual record maintenance.

**STRATEGIC PRIORITY #4  
BELIEVING IN THE VALUE OF SERVICE TO OTHERS, WE WILL  
CONTINUE TO SERVE THE EDUCATIONAL, CULTURAL, AND ECONOMIC  
NEEDS OF NORTHERN CALIFORNIA.**

1. EAP – Chair of the Statewide “Psychologically Healthy Workplace Initiative” in helping to educate employers regarding the benefits of addressing issues and concerns of troubled employees, all the while seeking to identify the most Psychologically Health Workplace in California. Our University name was used statewide in journals, newsletter, and Chamber of Commerce announcements and educational books, including brochures, pamphlets, and CDs.
2. Foundation – The Research Foundation provides about \$250,000 annually to support research space for programs that service the economic and educational needs of the University’s service region, such as the Center for Economic Development and the Geographical Information Center.
3. Foundation – The Research Foundation, with the University’s assistance, subsidized over \$1 million in indirect costs for grants and contracts that paid low to no indirect, but were important to curriculum development and the advancement of education in our service region.
4. EH&S – In a joint effort, the Department of Environmental Health and Safety, the City of Chico Fire Department, and the Butte County Search and Rescue conducted high rise rescue helicopter training from the roof of Butte Hall. This first time training allowed emergency response personnel to practice rescue skills from the rooftop of one of the tallest buildings between Sacramento and Portland, Oregon. Due to the complexity of a roof top environment, i.e., antennas and multiple levels, the helicopter pilots hovered over Butte Hall lowering a life line and rescue person down to the mock “victim” on the roof top, lifting them up and remaining suspended in the air below the helicopter, subsequently lowering and releasing the rescue person and victim into the Universities Football Stadium.
5. EH&S – In addition to the helicopter/rescue training, two additional multi-agency training exercises were conducted. In a joint effort, the Department of Environmental Health and Safety and the City of Chico Fire Department firefighters gathered at the abandoned warehouse located at West Second and Orange Streets to battle a simulated commercial blaze filled with billowing smoke. The building sits on land where the proposed Wildcat Activity Center will be developed. The other was a live fire at the University Farm where firefighters, from multiple States, used controlled burn methods to simulate different types of fires within a structure.

6. EH&S – The Department of Environmental Health and Safety performed 16 health and safety food inspections in all aspects of the Associated Students (AS) operations to provide safe food vending services to off-campus K-12 activities.
7. EH&S – The Department of Environmental Health and Safety performed 4 health and safety food inspections to enable Diamond Concessions at the Chico Outlaws Baseball Club's operations to provide food vending services to Chico Outlaws Baseball activities. Also of significance: 77 Application for Food Serving Permits were issued.
8. RM – Risk Management assisted the Butte County Fire Department/CDF in securing authorization for conducting training exercises including high-rise rescue and live fire training.
9. RM – Risk Management is assisting in addressing the issues to be resolved in order to acquire Bidwell Bowl from the City of Chico.
10. FCP – Wildcat Activity Center – The students passed a fee referendum to fund a new 130,000 square foot Recreation Center on campus. The project was approved for inclusion in the Trustee's non-state funded capital outlay program in July 2006. The University requested and was granted permission to use the CM@Risk delivery method for the WAC. An architect (Sasaki Architects) and Construction Manager (John F. Otto Construction) were chosen to work on the \$65 million project. During the past year Sasaki has completed the schematic and preliminary design phases of the project and should have construction documents by early 2007. The CEQA for the Wildcat Activity Center was recently approved by the CSU Board of Trustees. As part of the project the warehouse currently occupying the space for the WAC will be removed. The WAC will be a LEED silver facility. Construction is slated to begin February/March 2007 with a completion date of late 2008.
11. FCP – Mechoopda Memorandum of Understanding – Worked with the office of the president, Greg White, and the Mechoopda Indian Tribe on the MOU between the University and the Mechoopda Indians, including ceremony.
12. FCP – Greg Francis, Executive Dean and Director of Facilities Planning, was selected to serve on the Rawlins' Environmental Literacy Committee.
13. UPD – Operation Protocol Agreement – CSU Chico Police Department entered into an agreement with the City of Chico and its police department regarding the policing of recognized fraternities and sororities. This was done in an effort to support President Zingg's desire for accountability of our students and their behavior both on and off campus. Through consistent efforts made by our department, a level of trust and understanding has been established with IFC and Panhellenic membership.

14. UPD – CSU Chico PD Committees/Membership Participation – Greek Task Force Committee Hazing Committee, Personal Safety in Campus Neighborhoods Committee, Alcohol and Drug Abuse Committee, weekly IFC & Panhellenic meetings, Chair Transportation Committee, Public Safety Advisory Committee, Property Board, Event Planning, Risk Management Advisory Committee, Town and Gown Committee and Butte County Law Enforcement Meeting, Presidents Alcohol Advisory Committee and Violence in the Workplace.

15. UPD – Patrol – In addition to all patrol responsibilities each patrol shift established a Community Oriented Policing and Problem Solving (COPPS) project. COPPS is a philosophy which takes a structured approach to addressing specific problems in a give patrol area. When analyzing issues, the SARA model (Scan, Analyze, Respond, and Access) is an effective tool. Sergeants worked with their individual teams in establishing their projects. The following COPPS projects were established: Physical Science / Children’s Park; Foot traffic crossing campus – Housing; Liaison officers with recognized fraternities/sororities

16. UPD – Operation Plans Written for Special Events – An operation plan (OP’s) is written for every major event on our campus. These plans describe the event, staff responsibilities and contingency plans for unexpected emergencies. All OPS plans are reviewed by the Chief of Police and Risk Manager. Listed below are the operation plans complete for 2005/2006:

- Housing Move-in and end of semester Move-out
- Commencement
- Fourth of July
- Halloween
- Music Concerts
- Chico HS Football Games and Almond Bowl
- Chico Hs Graduation
- Chico Outlaws Baseball Games (Fireworks)
- Dignitary Protection

17. UPD – Investigations Unit – The investigations unit works closely with other departments both on and off our campus. We provide a liaison relationship with the following:

- Student Health Center ensuring that our students are provided immediate assistance when they’re victimized through crimes committed against them. Reporting guidelines and procedures have been put into place to ensure legal compliance with current law.
- The investigations unit is the liaison to Student Judicial Affairs and works closely to provide assistance in common areas of interest including student accountability/actions, crimes committed, and documentation of events/incidents.

- The investigations unit works closely with allied agencies i.e. Chico Police Department and the District Attorney's Office.
- The investigations unit works closely with the District Attorney's office on those cases involving criminal prosecution.

18. Procurement and Contract Services - Encouraged placement of University orders and contracts with local businesses where full competition is not required by State mandate, with special focus on placement with small, micro or Disabled Veteran businesses.

**STRATEGIC PRIORITY #5**  
**BELIEVING THAT WE ARE ACCOUNTABLE TO THE PEOPLE OF THE**  
**STATE OF CALIFORNIA, WE WILL CONTINUE TO DIVERSIFY OUR**  
**SOURCES OF REVENUE AND MANAGE THE RESOURCES ENTRUSTED TO**  
**US.**

1. FMS - Customer Satisfaction Surveys for the Facilities area in 05/06 indicated an improvement in 10 out of the 12 categories when compared to the 04/05 fiscal year.
2. FMS - FMS was instrumental and supported the formation of an annual "Moonlight Walk" to be held each fall. This walk encourages a proactive approach to solving low light levels on campus.
3. FMS - Siskiyou roof was replaced.
4. FMS - The warehouse function was moved in its entirety to a new location to enable the construction to begin for the Wildcat Activity Center.
5. FMS - FMS completed 9,864 workorders this year (an increase of 18% over last year) and is broken down into the following categories: 6,827 Corrective/Preventative Maintenance; 328 Events; 889 Project Work orders; and 1,850 Work Requests
6. Foundation – Last year the Office of Research and Sponsored Programs achieved and 80% funding rate (the percentage of grants awarded vs. submitted), increased its number of awards, and increased the amount of indirect costs recovered.
7. Foundation – The Research Foundation will improve its rate on indirect cost recovery, thereby improving its self-support profile.
8. Foundation – Test our operational efficiency over time by measuring inflation – adjusted operating costs as a function of total assets under management.
9. Foundation – Survey how well we are helping our various clients achieve the goals important to them.
10. FCP – New Employee – Hired full time employee to assist in project management.
11. RM – With staff of the university Research Foundation, the Risk Manager conducted a first-time-ever review of Agricultural Teaching and Research Facility property to determine State vs. Foundation ownership and to ensure that all structures are adequately insured against loss.

12. With the assistance of the Risk Management Advisory Group and technology services personnel, the Risk Manager developed a web-based risk assessment survey tool to acquire campus information necessary to complete Phase I (data gathering) for the Campus-wide Risk Assessment project.

13. UPD – Developed a Complete Emergency Operation Guidebook/Manual – CSU Chico now has a complete EOC manual that encompasses the National Incident Management System (NIMS) requirements. This document was last revised on December 2005. President Zingg and Vice President Dennis Graham have a copy of this manual. Additionally, a copy of CSU Chico’s EOC manual is on file with the Office of Risk Management at the Chancellor’s Office in Long Beach. CSU Chico has one of the most (if not the most) current EOC manual within the CSU system.

14. UPD – Summary Reports and Processing – In an effort to coordinate and communicate consistent information, CSU Chico Police Department developed a summary report that is now forwarded to judicial affairs and student activities. Police officers take the original crime report and under “Recommendations” officers can forward the crime report to the District Attorney’s office as well as forward a summary report to either judicial affairs or student activities. The development of summary reports has allowed us to work with other departments on our campus without violating Clery requirements.

15. UPD – Dispatch Center – The Department of Justice audits law enforcement agencies to ensure compliance with laws, policies and regulations. This year our department was audited in the following areas:

- Compliance with accessing criminal history information
- Compliance with entering warrants and restraining orders into the state and national information systems
- Compliance with keeping records/documentation of handguns confiscated by our department.

We passed all of these audits with great success.

16. UPD - Dispatch personnel worked closely with Computer and Communications Services to ensure that every phone on campus, when dialing 9-1-1, displays the correct location and telephone number on the 9-1-1 screen in dispatch. It is critical that this information be accurate so patrol officers can be dispatched to the proper location of the emergency.

17. UPD - We were successful with joining all of Butte County’s Justice Agencies Data Sharing into one website. (This is a website that any Butte County Justice Agency can go into and extract certain information held by another agency).

18. UPD - We are receiving a grant of \$30,000 to update our 9-1-1 phones, radio systems and obtain a Global Information System (GIS). The G.I. S. will allow us to see where a caller is who dials 9-1-1 from a cell phone, but can't tell us where they are. This is a long process and should be completed by fall 2007.

19. UPD - FBI Safe Streets Task Force - Our department has two investigators assigned to the FBI Task Force who are deputized as Special Deputy-US Marshals. As Special Deputy Marshals, they hold federal and state authority to investigate, arrest, and obtain federal search warrants. We continue to work with local, state and federal agencies in the investigation, apprehension and prosecution of high-risk sexual predators and gang members. This unit also specializes in computer forensics.

20. Foundation - The Research Foundation allotted close to \$500,000 for general University support in 2005-06, including:

- Faculty Incentive Program funding.
- Student-Centered Learning Environment Award.
- Technology Infrastructure program for campus research centers.
- Allocation for the Infrastructure and Management of the Environmental Preserves.
- CSU, Chico was given the State Controller's Award for Achieving Excellence in Financial Reporting for submitting accurate and timely year-end financial reports for the 1998 Higher Education Capital Outlay Bond Fund and 2002 Higher Education Capital Outlay Bond fund. This award is recognition for achieving the highest quality in California government accounting and financial reporting.

21. Budget Office: Received 1,453 budget transfer requests containing approximately 7,500 budget transfers. Each request was processed within 24 hours of receipt.

22. Student Financial Services - Collection Unit revised the Franchise Tax Intercept Process to accommodate Billing Service and People Soft Student Administration

23. Student Financial Services - Staff posted over 65 million in financial aid funds to student accounts. These funds either paid charges on the account or were refunded to the student.

24. Student Financial Services - The cashiering area has worked hard to promote the use of electronic check payments which has allowed for a decrease in staffing levels.

25. Student Financial Services - Chico had the 3rd lowest Perkins Cohort Default rate out of 22 participating CSU campuses.

26. Financial Reporting and Property - CSU, Chico met all Generally Accepted Accounting Principles (GAAP) audit deadlines imposed by the CSU and external auditors, KPMG, for the fiscal year under audit during 2005-06. Chico was the only CSU campus to meet 100% of these GAAP deadlines.
27. Financial Reporting accomplished an early submission of final 2005-06 Financial Information Records Management System (FIRMS) data to the Chancellor's Office, even with a two week earlier fiscal yearend close.
28. Financial Reporting staff participated in the Fee Revenue Management Program task force of the CSU, charged with process improvement to allow student fees to be deposited to trust.
29. Financial Reporting staff represented Chico campus on the CSU Financial Standards Advisory Committee, as well as participated as GAAP Committee Chairperson.
30. Financial Reporting staff was instrumental in providing the data and analysis for the Research Foundation to renegotiate the Indirect Cost Proposal of the Facilities and Administrative Fee rate. As a result, the Facilities and Administrative Fee return to the campus will be higher on future grants received by the University.
31. Financial Reporting and Property participated in the team charged with outlining baseline improvements to the system wide CMS Asset Management module for future releases.
32. Accounting Operations – Successfully closed year end within new mandated two week time frame.
33. Procurement and Contract Services - Reduced backlog of insurance document entry in specialized software program, and made progress toward securing appropriate insurance documentation in advance of performance of work by vendor/contractor. We Increased participation of small and micro businesses in University orders and contracts, nearing State goal of 25% participation by small or micro businesses; and we sent mass mailing to vendors to request seller's permits as required by State mandate; at same time, encouraged vendors to obtain certification as a small, micro or disabled veteran business enterprise if qualified in an effort to comply with other State goals.

**STRATEGIC PRIORITY #6  
BELIEVING THAT EACH GENERATION OWES SOMETHING TO THOSE WHO FOLLOW, WE WILL CREATE ENVIRONMENTALLY LITERATE CITIZENS, WHO EMBRACE SUSTAINABILITY AS A WAY OF LIVING, WE WILL BE WISE STEWARDS OF SCARCE RESOURCES AND, IN SEEKING TO DEVELOP THE WHOLE PERSON, BE AWARE THAT OUR INDIVIDUAL COLLECTIVE ACTIONS HAVE ECONOMIC, SOCIAL, AND ENVIRONMENTAL CONSEQUENCES LOCALLY, REGIONALLY AND GLOBALLY.**

1. FMS - FMS was instrumental in developing a contract with SunEdison and the Department of General Services in order to install a photovoltaic project on campus. This project will generate 359.100 kW of power which the Campus will purchase from Sun Edison. The solar panels are to be installed on Acker and Yolo Hall roofs and the project will be completed by late August, 2006.
2. FMS - FMS managed a waste diversion of construction materials from the Sutter block in 2004. This diversion culminated into an award for Chico in the category of "Innovative Waste Reduction" from the Higher Education Energy Efficiency Partnership Best Practices in Sustainable Operations and was presented at the UC/CSU Sustainability Conference in June.
3. FMS - The grounds department is systematically replacing the irrigation controls on campus to a system that will measure the moisture in the soil to help determine sprinkler needs. This automated method of irrigating will save thousands of gallons of water on an annual basis. The majority of our sports fields are on well water.
4. FCP - Sustainability - Many efforts are taking place on campus to support sustainability. Some of the recent activities and accomplishments that the Facilities Planning Department has been involved in include: Participated in the Towards Sustainability: Western Regional Conference and Expo held at CSU, Chico. Facilitated two sessions; Sustainable Practices for the Built Environment with Bill Orr, Rod Willey, and Dan Burgoyne; and Planning for Sustainable Campus Development presented by Pat Sonnino from Sasaki Associates, Inc. Facilities also had a booth display pertaining to the sustainability efforts on campus. Facilities Planning student intern and Greg Francis presented "Flying the Elephant" at the CSU Facilities Management Conference in October 2005. Staff supervised Jillian Buckholtz (Sustainability Coordinator) in submittal of the Sustainable Design Competition - and won two of the three entries. Attended Greenbuild 2006 in Atlanta, Georgia, sponsored by the United States Greenbuilding Council. Worked with student intern on transportation grant application with CalTrans. Hired student intern to work with Turner Construction on the submittal of documentation for the LEED certification of Student Services Center.

Worked with sustainability coordinator on various diesel, green campus, green dorm, and green heritage.

5. EH&S – The Department of Environmental Health and Safety managed the disposal of the following waste streams:

- Photo Fixer 345 gallons
- Non-PCB ballasts 493 lbs
- PCB Ballasts 318 lbs
- Nickel cadmium batteries 48 lbs
- Carbon zinc batteries 18 lbs
- Alkaline batteries 562 lbs
- Lead acid batteries 1,084 lbs
- Mixed batteries 144 lbs
- Fluorescent tubes 31,370 ft
- Miscellaneous lamps/bulbs 237 lbs
- Mercury containing articles 164 lbs
- CRT devices 8,765 lbs
- Electronic devices mixed 12,346 lbs

6. Medical Waste Disposal: The department of environmental health and Safety managed the removal of 3,727 lbs. of medical waste.

7. Hazardous Waste Disposal – The Department of Environmental Health and Safety managed the disposal of 103,614 lbs. of hazardous waste. This waste originated from maintenance operations, construction, demolition, laboratory research, and laboratory instruction.

8. Distribution Services – Enrolled with ECO-Logical Coalition which works with marketers to remove names of former employees from bulk mailing lists. With the help of ECO-Logical Coalition, the campus will eliminate undeliverable mail such as catalogs, magazines and other bulk mail addressed to former employees thus improving the campus's environmental footprint. Distribution Services purchased 3 eco-carts for delivery of mail. These carts are electric, street legal vehicles which use 110 volts for charging and replaced two older, non-street legal electric carts and a pickup truck.

9. Procurement and Contract Services – Co-sponsored a luncheon and program related to recycled products, securing participation by campus office supply contractor. Through efforts noted in Strategic Plan Priority 3 above, reduced paper usage through posting or delivery of procurement documents through electronic means