Spring 2016 Highlights

Our Commitment to Student Success
And Stewardship of Campus Resources

Welcome! Our division operates over 10 departments in support of the CSU, Chico campus.

It takes approximately 300 staff members in our division and a lot of behind-the-scenes activity to help the campus run efficiently. Our team manages many areas, from maintenance of the beautiful campus grounds, to ensuring safety and overseeing capital improvements. Staff members are here to make your Chico Experience a positive one!

Website Redesign
Scheduled as “Early Adopters”

The Division of Business and Finance has signed up with Web Services as early adopters and will receive a redesign of our web pages over the next several months.

Web Services is working on developing new web templates that will help our departments have a more consistent look and improved functionality.

Using Google Analytics reports to streamline our page navigation will offer end users a positive web experience. The division is creating new content so it will be easy to find current news and the great work that is being accomplished in support of the overall campus mission.

Do you have suggestions for web content that you feel would be helpful? We would love to hear from you! Please contact jhaney@csuchico.edu
You may have noticed our announcement this spring that Shipping and Receiving, Property Management, Surplus Property, and Bus Reservations have moved.

These services are now sharing space at the Facilities Management and Services yard at 940 West First Street. For more than 10 years these offices were located off campus due to space limitations. The move back to campus is providing operational efficiencies, space consolidation, and improved access for the campus community.

In addition, the funds that were previously used to lease off-campus building space will be reallocated and put to use for campus building improvements.

We appreciated everyone’s patience and understanding during the move. Our services are fully operational and the new location is up and running.

For more information, visit us online.
Diversity Data—BITS recently developed campus employee diversity data reports for use by the University Diversity Committee (UDC). The UDC provides data to various areas for ongoing outreach and support to departments, colleges/units, divisions, and hiring managers who are seeking to monitor and improve the diversity of their workforce.

Digital Iris Upgrade—The new console for administrative users has improved access and availability of financial data about on-campus parking.

CMS Reauthorization—The required annual reauthorization ensures that access and account privileges are appropriate with job function, need-to-know, and employment status.

BITS partnered with Human Resources Information Systems, University Registrar, and Information Security Office to define system requirements and functionality for Applications Data Services to develop a new tool.

CFS MP 2.0—Testing and implementing the latest Consolidated Financial System (CFS) maintenance pack to maximize the delivered functionality of CFS was completed for Financial Services.

Shipping/Receiving, Property and Bus Reservations Move to FMS—BITS facilitated all computer equipment and specialized hardware when the warehouse moved from Seventh Street to the FMS yard.

For more information, visit us online.

Financial Services

Improvements in Efficiencies
Updated Procedures and Training

Travel Procedures
We recently implemented a Chico version of the CSU travel procedures to assist campus with navigating changes in travel rules and forms.

The University Budget Office unveiled OpenGov last summer as part of the campus’ commitment to transparency. OpenGov is a web-based financial tool that displays the university’s actual revenues and expenses in a simple, graphical interface without the need for a user login.

Financial Services Training
Through popular demand we are thrilled to provide training on various topics including
• Life Cycle of a PO
• Travel
• Campus marketplace
• Budget 101
• Insight and exporting data

For more information, visit us online.

Student Financial Services
We are constantly striving to be more effective in our support of students and we offer a wide variety of resources. Students may find assistance with personal finances, debt management, financial aid, fee payment deadlines, and more on our Facebook page.

For more information, visit us online.
Some of the best student experiences are those that are hands on. Students gain valuable life lessons through travel and field trips, plus these events are a lot of fun! We work with a wide variety of students and age groups, so we are mindful of the special safety issues related to these excursions.

Risk Management (RM) through the CSU Risk Management Authority, recently secured the services of Praesidium Inc. to assist departments in evaluating programs that involve minors. The Praesidium risk assessment tool provides a framework for departments to analyze their programs and to identify areas in need of improvement.

The program also provides departments with guidelines and additional resources that help ensure the safety and security of the minor participants, as well as our employees and volunteers.

RM assisted numerous academic and non-academic departments to facilitate over 500 University sponsored field trips this academic year. In addition, we coordinated with the Study Abroad Office to help nearly 400 students take their studies internationally.

The safety of our students is our top priority, and its rewarding to see them enjoying a variety of activities.

For more information, visit us online.

“**We assisted with over 500 field trips this year. It’s great to see our students enjoy these experiential opportunities.”**

—Mike Thorpe, Director of RM

### Environmental Health and Safety

#### Commitment to Recycling

**Where Does Our Waste Go?**

In 2015, nearly 50,000 pounds of electronic waste (E-waste), batteries, and lighting was recycled. Chico State is committed to managing our waste in the most sustainable way possible.

Nearly 100 percent of this waste was recycled with the exception of a small percent of PCB type lighting ballasts cannot be recycled by law.

<table>
<thead>
<tr>
<th>Recycled Waste</th>
<th>Pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Waste</td>
<td>41,974</td>
</tr>
<tr>
<td>Fluorescent Lamps</td>
<td>3,451</td>
</tr>
<tr>
<td>Batteries</td>
<td>1,880</td>
</tr>
<tr>
<td>Lighting Ballasts</td>
<td>2,001</td>
</tr>
</tbody>
</table>
The Department of Environmental Health and Safety (EHS) oversees a wide variety of safety issues.

In Case of Emergency
The University emergency operations plan ensures the campus is prepared to staff the Emergency Operations Center and respond to crisis if needed.

EHS works closely with the City of Chico Fire Department to coordinate safety exercises. For example, we recently staged activities at the University Stadium where firefighters could practice rescue techniques from the stadium light towers, helping them become familiar with working on campus.

The Butte County Hazardous Materials Response Team was invited to tour campus this winter. This proactive effort was designed to help the county become familiar with campus buildings and areas where hazardous materials are stored.

The tour covered the entire campus and was attended by about 20 fire fighters who are designated hazardous material specialists.

Be sure to sign up online for the campus emergency notification system. You can choose to be notified by a call, text or email.

Health and Wellbeing
Did you know EHS provides ergonomic reviews for the Campus? If you have recently received a new desk or chair, or just need tips to be more comfortable. EHS will be glad to review your workstation for ergonomic fit. Often small changes can have great beneficial effects.

For more information, visit us online.

“Hands on learning is an integral part of our students’ education. We strive to make campus experiences safe.”
—Marvin Pratt, Director of EHS

Emergency training and the Emergency Operations Center are just a few of the services EHS manages for campus safety. Learn more about being prepared.
The new Arts and Humanities Building is complete and will be open fall 2016 for classes. Faculty and staff will move during the summer months in preparation to welcome the first round of students into this stunning new building.

The last big push for completion included the purchase and installation of all furniture and equipment, and collaboration with internal campus departments such as TSRV and CMT to bring up the hardwired and wireless networks with the installation of “smart” classroom and conference room equipment.

Congratulations go to the Department of Planning, Design and Construction (PDC) department who have done an amazing job managing this substantial upgrade to the campus.

The continued refresh of the PAC will conclude this summer. Projects will include repainting the exterior (per the popular scheme, voted on by the campus), replacement of all windows, renovation of the Harlen Adams lobby and seating, and a complete courtyard refresh.

Watch for an expanded bridge near the Physical Sciences building with a completion date of October 2016. The new bridge will allow both pedestrian and emergency vehicle access which is needed in that area of campus, and will also carry campus utilities across the Big Chico Creek.

Next on the list of capital improvements is the replacement of the Physical Science Building at the current Siskiyou Hall site. This major capital project will include new teaching and research labs, as well as interdisciplinary research space.

In addition to capital projects, PDC is working on further defining space guidelines for the campus, as well as issuing building permits for all construction projects on campus.

Please feel free to stop by Kendall 109 to meet our team and get to know us. For more information, visit us online.

Additional photos next page.
The new arts building is a perfect example of long term capital improvements that will benefit our students for years to come.
Human Resources Service Center

It takes a lot of talent to operate our 119 acre campus. Did you know there are usually around 1,000 staff members working on campus? Go Wildcats!

HRSC Improvements in Processes
And a Commitment to Communications

The Human Resources Service Center (HRSC) is one of our largest departments, offering a wide variety of services to staff members and the campus community. With a new assistant vice president and a number of action items in progress, the HRSC has been actively improving a number of business processes.

You may have noticed an increase in the level of communication with the campus. With monthly new hires announcements, and a spring update newsletter, the HRSC has been sharing what’s new and what’s coming up so that the community is up to speed with HRSC activities.

For more information, visit us online.

Process Improvements
• Online recruitment process
• Fewer forms for recruitment process
• Faster IRP’s and Class Reviews
• Faster online criminal background check
• Instant online education verification

Communications
• Monthly announcements of new staff and management
• Spring update newsletter

Workshops and Training
• Recruitment Life Cycle training
• IRP and Class Review workshops
Biking is a great way to get around Chico and you can easily register your bike with the University Police Department (UPD). A small $10 registration fee offers many benefits.

When you register your bike your contact information is entered into a statewide property database and a registration sticker is created.

When a bicycle is reported stolen, the database will display the registered owner’s information, so the bicycle can be returned to you if its recovered by UPD. Thieves look for registration stickers, so it’s wise to use this process!

Bicycle registration also proves ownership in cases where a bicycle is accidentally locked or the key is lost. We are not able to cut a bicycle lock unless ownership can be proven.

Don’t forget to walk (not ride) your bike on campus or you could receive a citation. If you are issued a citation you may have the fee greatly reduced through the bicycle citation diversion program, be sure to respond within two weeks from the date of your citation.

Ride on! To learn the rules for biking and skateboarding you can take an online course in bike safety.

There are numerous safety programs available with UPD including blue light phones, personal safety tips, emergency response and access to the safe place. For more information, visit us online.
Facilities Management and Services

Chico State Sustainability—Got Water?
Hydration Stations Provide Free Water

Facilities Management and Services (FMS) is proud to support CSU Chico’s strong commitment to sustainability. In partnership with other campus divisions, FMS has completed the installations of ten new hydration stations since January 2015. The convenient water bottle filling fountains are located at

- Acker Gym first floor near main lobby
- FMS Warehouse Custodial Area
- Glenn Hall second and third floors
- Performing Arts Center first floor main lobby
- Plumas Hall first floor near restrooms
- Shurmer Gym lobby
- Student Services Center first and third floors
- Yolo Hall 2nd floor near restrooms

These state of the art, ADA-compliant hydration stations are aimed at minimizing waste caused by single use plastic bottles. Equipped with an LED readout to track the number of bottles that have likely been diverted, data indicates that to date, the campus has eliminated the use of over 112,000 single-use bottles through use of the bottle filling feature. This figure does not included the seventeen additional stations located throughout the following:

- BMU first, second, and third floors
- Wildcat Recreation Center
- Arts and Humanities Building

For more information, visit us online.
The grounds and landscape department reached a milestone over the 2015—2016 winter break, finishing landscaping renovations at the Student Services Bioswale.

The Bioswale project updated the irrigation system from an overhead watering system to a more efficient sub-surface drip system. A combination of drought-resistant and native plants were planted as well.

The new irrigation system and drought resistant plants will allow the area to flourish, while using less water. The area is adorned with boulders, colorful cobblestones, and large volcanic slabs, all tied together with expert masonry work performed by our in-house staff.

The Bioswale will function in the same way as originally designed. It collects run-off from the surrounding area and filters out pollutants before being discharged into the adjacent storm drain.

Be sure to stop by the new setting where you can enjoy a quiet moment between classes or after a long day.

In the near future, educational signs will be installed which will help explain the importance of the bioswale, the plants and materials used, and the underground water storage system.

Congratulations go to the grounds and landscape staff! From those who built the bioswale to the team who maintained the rest of campus during the project, it was quite an accomplishment to finish before the spring 2016 semester.

For more information, visit us online.
Our Mission
Provide high-quality, efficient administrative and operational support and planning services as an integral part of the campus community in support of student learning.