

ANNUAL REPORT

Division of Business & Finance



CALIFORNIA STATE UNIVERSITY, CHICO

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BUSINESS & FINANCE ANNUAL REPORT 2016-2017

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MESSAGE

FROM VICE PRESIDENT ROBBI D. STIVERS

Dear Chico State community,

I am pleased to present the Annual Report for the Division of Business and Finance.

This report highlights some of the many accomplishments the division has achieved this year, and celebrates the staff members who contribute behind-the-scenes to run the campus efficiently.

With over ten departments and approximately 330 personnel, the Division of Business and Finance continues its commitment to providing high-quality, efficient administrative and operational support and planning services.

Guided by the strategic vision and supported by the campus master plan, throughout the 2016-2017 year, changes, upgrades and improvements were made to University facilities, staff leadership, and operational processes.

I am proud of the accomplishments achieved over the past year, and proud of the way the division faced challenges together. Chico State is a remarkable community of many talented and hardworking individuals. As you look through this annual report, please consider it an invitation to rediscover a new appreciation for your fellow Wildcats.

Sincerely,



Robbi D. Stivers
Vice President for Business and Finance
California State University, Chico





AUDIT

(CURRENT ASSIGNMENTS)



CLOUD COMPUTING | STUDENT ACTIVITIES | CONSTRUCTION

assessing risks and exposures for cloud-based Internet services



a review of student and Greek organization bylaws and compliance



an audit to evaluate the Taylor II Replacement building



Audit Promotes Best Business Practices Across Campus



The following audits were conducted by the Chancellor's Office for the 2016-17 year:

Cloud Computing

Objective: The objectives of this audit were to determine whether an appropriate governance structure exists on campus to

assess the risks and exposures related to the use of cloud-based Internet services and/or other third-party technology solutions, that procurement and contracting activities are adequate, and that necessary contractual provisions are included; and to ascertain the effectiveness of administrative, operational, and data security controls related to the use of such technology.

Report Date: August 4, 2016

International Activities

Objective: To ascertain the effectiveness of administrative and operational controls for international activities and to ensure compliance with relevant governmental regulations; Trustee policy; Office of the Chancellor (CO) directives; and campus procedures.

Report Date: December 15, 2016

Construction—Taylor II Replacement Building

Upon completion of all construction projects in the system, the CO audit evaluated:

- Delegation of construction management authority
- Review and approval of project design, budget, and funding
- Administration of the bid and award process
- Contract execution and required contract bonds and insurance
- Subcontractors and subcontractor substitutions



- Contract and service agreement payment processing
- Procurement of major equipment and materials
- Performance of required inspections and tests
- Administration of subcontractor labor rates
- Construction management and overall project cost accounting and reporting
- Construction allowances and contingency balances

Report Date: June 20, 2017

Student Activities

Objective: To ascertain the effectiveness of operational, administrative, and financial controls related to student organization activities and to ensure compliance with relevant governmental regulations, Trustee policy, Office of the Chancellor (CO) directives, and campus procedures.

Report Date: May 22, 2017





BITS

BUSINESS INFORMATION TECHNOLOGY SERVICES



IMPROVED |

UPGRADED |

DIVISION-WIDE

Data Reporting

Parking Dispensers

Remote IT Support



BITS Impact Felt Across Campus with Improved Reporting and IT Support

Upgrading TMA to WebTMA

BITS performed system upgrades to the work-order and transaction (TMA) system. The upgrade included changing the client-server based system to a more proficient web-based system. Also included was a review of business processes, data analysis by the vendor, conversion of current data, and a review and update of systems which interfaces with TMA.



Bomgar Utilization Division-Wide

In partnership with central IT Support Services (ITSS), BITS received training on Bomgar Remote Support Software. Bomgar is a remote support solution that allows support technicians to remotely connect to end-user systems through firewalls from their computer.

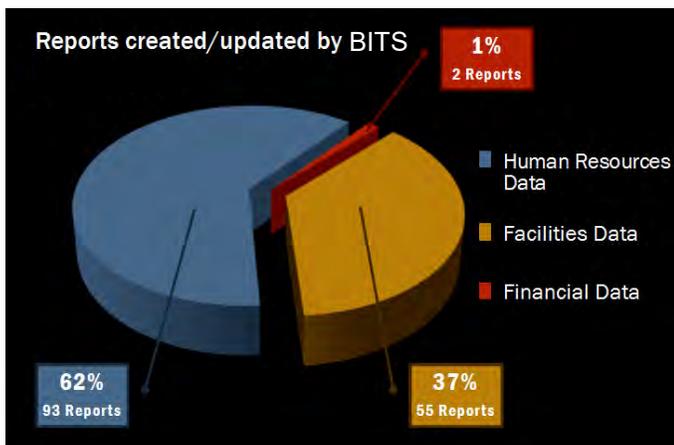
BITS began utilizing the remote desktop support tool to provide more efficient support to users.

Data Reports Breakdown

Financial Services: 2 reports

Human Resources: 93 reports

Facilities Management: 55 reports



Parking Dispensers

Antiquated parking dispensers were replaced on campus. BITS partnered with Information Security (ISEC) to ensure that the campus parking dispenser environment met the Payment Card Industry (PCI) Security Standards Council compliance.



Hyperion Database and Cluster Upgrade

In partnership with Enterprise Systems (ESYS), the Hyperion database version and cluster were updated due to the hardware and database end of life.





BUSINESS

SERVICES



CHARITABLE

INDUSTRIOUS

RELIABLE

10.1 tons

of furniture donated to schools
& non-profits



286,350

inbound USPS mail
pieces received



21,193

bus passengers transported



Productive Year for Bus Reservations, Mail Services, Property Management, and Shipping and Receiving

Property Management

Beginning spring semester 2017, Property Management began using PublicSurplus.com for the sale of surplus items. The online auction site allows users to bid on items for personal use, including desks, chairs, filing cabinets and other items that the University no longer needs or finds useful. This new online auction site is in addition to other venues already in use by Property Management to sell and donate surplus furniture and equipment.



Bus Reservations

The Department of Bus Reservations successfully completed a pilot shuttle program for University Housing during the 2016 spring semester. The shuttle transported students from University Village to the campus which incorporated the existing route to the FARM. As a result of the success of the pilot, shuttle service will continue.



Statistics

Property Management:

- 10.1 tons of furniture donated to schools and non-profits
- 5.8 tons of furniture re-used on campus
- 7.4 tons of working computers donated

Mail Services:

- 286,350 inbound USPS mail pieces received
- 162,838 outbound USPS mail pieces sent

Shipping and Receiving:

- 46,091 inbound packages received
- 21,193 outbound packages sent

Bus Reservations:

- 486 bus trips completed
- 31,403 miles traveled
- 21,193 passengers transported





ENVIRONMENTAL

HEALTH AND SAFETY



SAFETY

PREPAREDNESS

TRAINING

Lab Inspections

Hazmat Tour

Employee Safety Training



Safety, Communication and Preparedness Prioritized on Campus

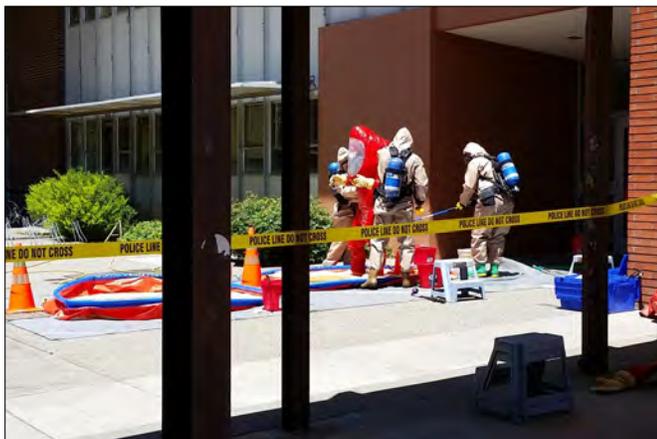
Oroville Dam

In response to the Butte County Sheriff evacuation order issued in response to the Oroville Dam Crisis, EHS worked with the Campus Policy Group (the President, Cabinet, and select individuals) to determine the direct and indirect impacts to the campus. EHS staff, as part of their emergency management roles, continued to monitor the situation, brief the Policy Group, and work with Public Affairs to ensure accurate, thorough, and timely messages were delivered to the campus. An After Action Report was developed to review and optimize the ability to react and respond to future incidents.



Butte County Hazmat Tour

During the 2016-17 hazardous materials incident at Physical Sciences, the hazardous materials technicians noted that they had never been in a science building of that size with such a complexity of chemical inventories. Previously, EHS has conducted walking tours with the Butte County Interagency Hazardous Materials Response Team to familiarize them with campus. In response to their specific comments regarding the actual lab spaces, a tour was conducted with Butte County Hazmat through a number of chemical labs located in several of our buildings. The tour was appreciated by the Hazmat



Team members and provided an opportunity to increase collaboration efforts and communication processes with emergency responders.

Lab Inspections

EHS conducted lab inspections of the Chemistry, Physics and Geosciences departments in the College of Natural Sciences. Inspections included areas related to hazard communication, emergency and safety information, fire safety, personal protective equipment, and housekeeping, to name a few. Next year, the plan is to inspect other campus labs.



Employee Safety Training

While much of the training conducted at the University is delivered on-line now, there are still a number of subjects that are done in a classroom, in the field, or both. Several of these trainings were hosted by EHS and offered to employees from Facilities Management and Services, University Housing, University Farm, Theater Arts, and Telecommunications Services. Training topics included Fire Extinguisher Use, Electrical Safety, Confined Space Entry, Fall Protection, and Fall Protection Competent Person.





FINANCIAL

SERVICES



EFFICIENT | COMMUNICATIVE | RESPONSIVE

with a focus this year on reporting and improved processes



through improved tracking in PeopleSoft



to the needs of students, faculty, staff & community members



Financial Services Focused on Efficiency and Improved Communication This Year

Communication in PeopleSoft

Student Financial Services has

added improved communication tracking. By leveraging functionality in PeopleSoft, communication and tracking billing and notices has improved. Copies can be retrieved of individual emails or letters, and validations can be run to determine if the communication was successfully sent and received by the student. Over 50,000 emails and letters from Student Financial Services were sent this fiscal year.



Office Efficiencies

Process efficiencies and reporting were high priority this year. New reports were created to allow timely processing of refunds to students. Another new report was created to allow Student Financial Services to provide students an on-demand charge verification form. Collaboration with external sponsors also allowed the use of electronic billing within campus, communicating on students supported by specific campus groups, such as veteran students, and Student Success populations.

Electronic Markets (eMarket)

A few years ago, the campus approved funding to an unlimited electronic market license through the payment processor, CASHNet. After the launch and development of a few pilot areas, efforts were increased in order to push this online resource which allows campus departments an online payment option for their state-supported events or business process. 6-7 new eMarkets were added, and 3-4 eMarkets were

reactivated in the 16/17 year. These events included: the etiquette dinner, summer housing conferences, multicultural celebrations, and the campus vendor fair, to name a few.

Authorization to Release

In conjunction with other student service areas, Student Financial Services added a campus modification to PeopleSoft that allows students to authorize a parent/guardian/etc. access to their information. Previously, each office had its own process to grant access and it was valid for that office only, leading to confusion among students and parents. Now, students can enter their student center, authorize access to certain areas and update or remove access online instantly. See example page from the Student Center.

Create an Authorization to Release

Your student records which are maintained by California State University, Chico are protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as your parents, guardian, sponsor, etc.

Upon completing the form below, you are authorizing Office of the Registrar and Academic Advising Programs, Student Financial Services, and/or the Financial Aid and Scholarship Office to share your records with your third-party designee(s). Granting access to one office does not grant access to the other office(s).

Note: Authorization to Release information is different from a [Parent Portal](#) account. The Parent Portal account only allows users to view your student information online; it does not allow staff to share your records with those users.

Office of the Registrar and Academic Advising Programs: may release academic record information, such as grades, enrollment, progress toward degree, academic standing, advising notes, etc.

Student Financial Services: may release charges and payments posted on your student account, and/or financial aid that has been applied or is pending disbursement, as well as current enrollment status, as it affects your balance.

Financial Aid and Scholarship Office: may release financial aid and scholarship information, including student account activity, awards and disbursements, and enrollment and academic data related to your eligibility for financial aid.

Adding or updating a third-party designee:

- Enter and save student birth city if prompted
- Enter the designee's first and last names
- Create a 4 digit access code for the designee and share it only with that person
- You can change or update a designee's access by updating the checkboxes below
- To add a designee, click the "+" button
- Click the "Save" button to save your entries and/or changes

Before your student information can be released to your third-party designees, they will be required to identify themselves and provide student birthdate, birth city, and access code to confirm they are your authorized designees. Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your designees may no longer be valid.

Authorization to Release your Student Information to Your Third-Party Designee						
Student Information		Third-Party Designee		Authorize Access to Information		
Birthdate	Birth City	First Name	Last Name	*Access Code	Academic Records	Student Financial Services
		Felana	Gerzle	1234	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

Financial Accounting & Reporting

The accounting process for intra-campus project funding was re-engineered to create process efficiencies and more effective project detail data within our financial system. With a slight increase in workload absorbed by Financial Accounting & Reporting, the overall workload in Procurement, Accounts Payable and Cashiering was reduced. Additionally, this revised process strengthened internal controls as it eliminates unnecessary intra-campus encumbrance, payment and receipt practices. The redesign of this process has identified areas for further improvement in tangent processes as well as reduced year-end workload.

Procurement and Contract Services 2017 Spring Vendor Fair

What do you need for your next campus project? On April 21, 2017, Procurement & Contract Services hosted its first ever Spring Vendor Fair in Colusa Hall in conjunction with Koffee & Kudos. Twenty-three suppliers brought products and giveaway items, and were ready to interact with the 300 staff and faculty who attended. The Vendor Fair was a great opportunity to bring the campus community together while giving individuals the opportunity to meet vendors and learn about the vast variety of goods and services offered. The 2017 Spring Vendor Fair was such a huge success, the Procurement & Contract Services department is already planning next year's event.



Vendors

CDW-G	Imagine Promotional Group	Staples
Chico Bag Co.	Mendez Supply	Staples/Fellowes
Cleanrite-Buildrite	Oxford Suites Chico	Staples/Sanford
Esplanade Furniture	PPG-Glidden	Staples/Forte
Fastenal	Precision Disposables	Staples/Acosta
Fisher Scientific	The Printed Image	United Corporate Furnishing
Follett Corporation	Ray Morgan Company	
Grainger Industrial Supplies	School Speciality	
Granite Data Solutions		





HUMAN RESOURCES

SERVICE CENTER



EDUCATION

HIRING

DEVELOPMENT

489

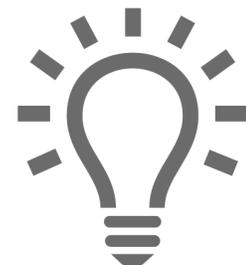
fee waivers processed for Chico State employees and dependents

4,684

job applications processed through Employment Services

2,638

staff, management and faculty who participated in professional development



New Resources Developed and Launched; Existing Resources Streamlined

ACAS Processing Recognition from the Chancellor's Office

Chico State, specifically Lynn Taylor and Lori Adrian, received special recognition from the Chancellor's Office for their diligent efforts in exceeding the keying thresholds for Affordable Care Act System (ACAS) reporting.

Lynn and Lori entered 3,529 transactions in addition to administering the benefits for 1,830 employees and their dependents.



MyPay Application Development and Launch

In partnership with Application Data Services and Business Information Technology Services (BITS), the Human Resources Services Center launched an application that was developed to display total compensation for salaried employees. In addition to displaying total annual gross pay, employer contribution for retirement, benefits, and taxes are displayed which show the value of an employee's total compensation for the year. Too often it is forgotten that wages are only a portion of the compensation at the CSU. The new MyPay application highlights the value of the extensive package of benefits afforded to Chico State employees. (To access the MyPay application, log in to your employee portal account, select 'state employee', select 'MyPay' located under the Payroll and Compensation Information tab).

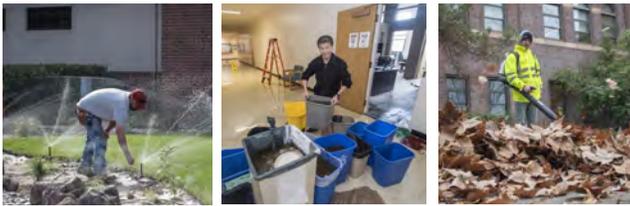


New Employee Resources Available Online

Kristen Curtis, Becky Guzman, and Gretchen Tousey teamed up this year to put together a New Employee Resources webpage highlighting the wide variety of benefits and resources provided to Chico State employees that are often difficult to find through campus webpages. This tool has been well received by hiring departments, new hires, and has been incredibly useful as a recruitment tool.

Time and Labor Student Payroll Streamlining

All hourly student employees were transitioned to the Time & Labor process. This changed the process for submitting/approving hours for students hired in the Bridge classification during the summer. Hiring departments are now responsible for recording and approving all hours worked in PeopleSoft for student employees. In addition to streamlining the process for the hiring departments, campus is now aligned with upcoming CSU standardizations from the Chancellor's Office (CHRS). The hours students work are now captured daily which has allowed for better reporting to those that monitor that data.



FACILITIES

MANAGEMENT & SERVICES



CONSCIOUS |

SUSTAINABLE |

DEPENDABLE

30% less

water used over the last 4 years

400,000

gallons of water saved per year

12,730

work orders completed



Successful Year of Improvements and Sustainability Efforts

Facilities Management and Services (FMS) completed 12,730 maintenance and event work orders in the 2016–2017 fiscal year alone. It has been a time of major campus improvements.

Every Drop Counts

Water conscious plumbing fixtures were installed throughout campus saving approximately 400,000 gallons per year.

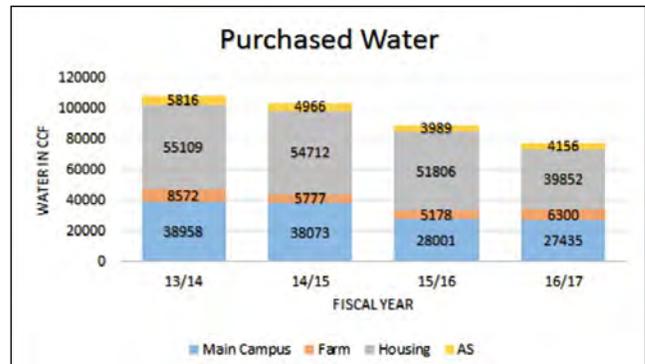
Out With the Old - In With the New

FMS upgraded the way the department monitors and manages energy use. For years the campus has used an outdated campus wide Energy Management System, originally installed in 1992. In an effort to increase data access, we have a new state of the art system and enabling increased accuracy in real-time energy use tracking.

Grounds Improvements

The landscaping between Yolo Hall and the gymnasiums was formerly an eye sore. The area has now been transformed due to the installation of new and improved soil, in-line drip irrigation, improved drainage, new plants, intricate stone patterns, large decorative boulders, and new tables and seating areas. The area is not only more aesthetically pleasing for faculty, staff and students alike, but it also improves drainage and is much more sustainable. Additionally, the west side of Acker and Shurmer Gym received a facelift featuring a new coat of paint and energy efficient exterior lighting.

This year, FMS Grounds and Landscape started a pilot program to collect and process leaves during the fall and winter months. The potential for cost savings is estimated to be upwards of \$10K-\$15K per season. Processed leaves can be returned to the bases of trees to add beneficial organisms and improve soil.



Additionally, a complete campus tree inventory was finalized, and a comprehensive database was developed to catalogue information for over 2,600 trees enabling proper upkeep and maintenance of our beautiful arboretum.



All-Gender Bathrooms

54 all-gender bathrooms with signage have been installed on campus.





PLANNING,

DESIGN AND CONSTRUCTION

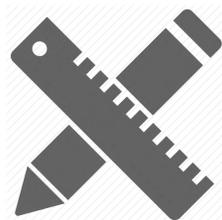


RENOVATION | MODIFICATION | CONSTRUCTION

Albert E. Warrens
Reception Center &
Performing Arts Center



Boiler Chiller Plant



Physical Science Bridge
and Science Replacement
Building Planning



Interior and Exterior Renovations, Boiler Chiller Upgrades and a New Bridge

Albert E. Warrens Reception Center Renovation

Renovation of this 1923 Julia Morgan designed house was completed earlier this year. The project was a combination of rehabilitation treatment with elements of a restoration treatment.

The rehabilitation treatment phase of the project included repairs and deferred maintenance, which repair or improve the natural deterioration of the structure that has occurred over time. This phase also included code requirements analysis and upgrades, so that the building would meet current Building Code standards. Finally, functional revisions were made in order to facilitate the structure's use as a reception center.



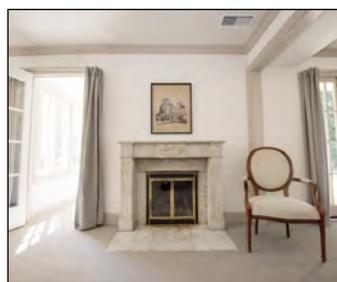
Before renovation



After renovation

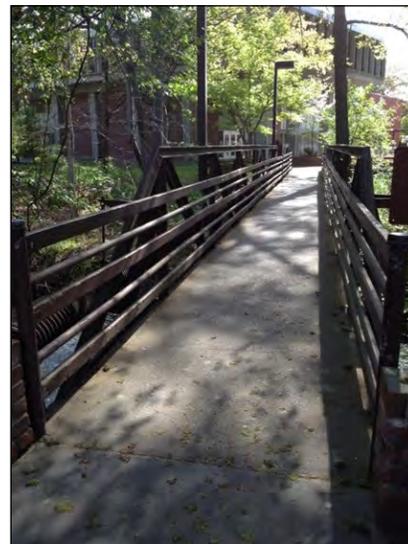
For the restoration treatment phase of the project, the crew removed inappropriate alterations that had affected the historical character of the building. The final result is a wonderful testament to the architectural era of the home and supports today's need for event space. Renovations included:

- Upgrades to the kitchen, fireplace, and floors
- New interior paint and lighting
- Removal of the elevator to gain back space
- Windows repaired, new exterior paint and outdoor patio



Physical Science Bridge

This year, the pedestrian-only bridge between the Physical Science Building and Holt Hall was replaced with an emergency vehicle access and pedestrian bridge. The new bridge allows for emergency vehicles to have better access to the east side of campus.



Old bridge

Performing Arts Center Improvements

This project occurred over two summers in 2015 and 2016 and the winter break in-between. In summer of 2015, a new and improved courtyard was constructed and the underground utilities were replaced. During winter break of 2015/16, new storefronts were built at all entrances of the building. In summer of 2016, various upgrades were made, including: replacement of existing windows with new windows featuring integral blinds; new exterior paint; brick cleaning and sealing; and new seating, paint and lobby renovation for the Harlen Adams Theatre.



New bridge



Performing Arts Center Courtyard and Storefronts Refurbished

Performing Arts Center Improvements, Continued



Old PAC Courtyard with non-functioning fountain



New PAC Courtyard, with seating and small stage



Old PAC Storefront



New PAC Storefront

Performing Arts Center, Central Plant Modifications and Science Building Plans

Performing Arts Center Improvements, Continued



Old PAC Exterior



New PAC Exterior

Central Plant Modifications

The Central Plant Modification project began in Summer 2016. It is currently about 85% complete, as can be seen by the new building and TES tank going up. This is the first major modification to the existing 40+ year-old central plant and will replace the two existing original boilers. This project will expand the existing building to meet current code requirements and accommodate a new chiller, future chiller and cooling tower. The project also adds a Thermal Energy Storage tank to increase the plant's efficiency and decrease energy costs. The added value includes a new roof on the existing plant, as well as a transformer to power the new Chiller. The estimated construction complete date for the project is December 2017.

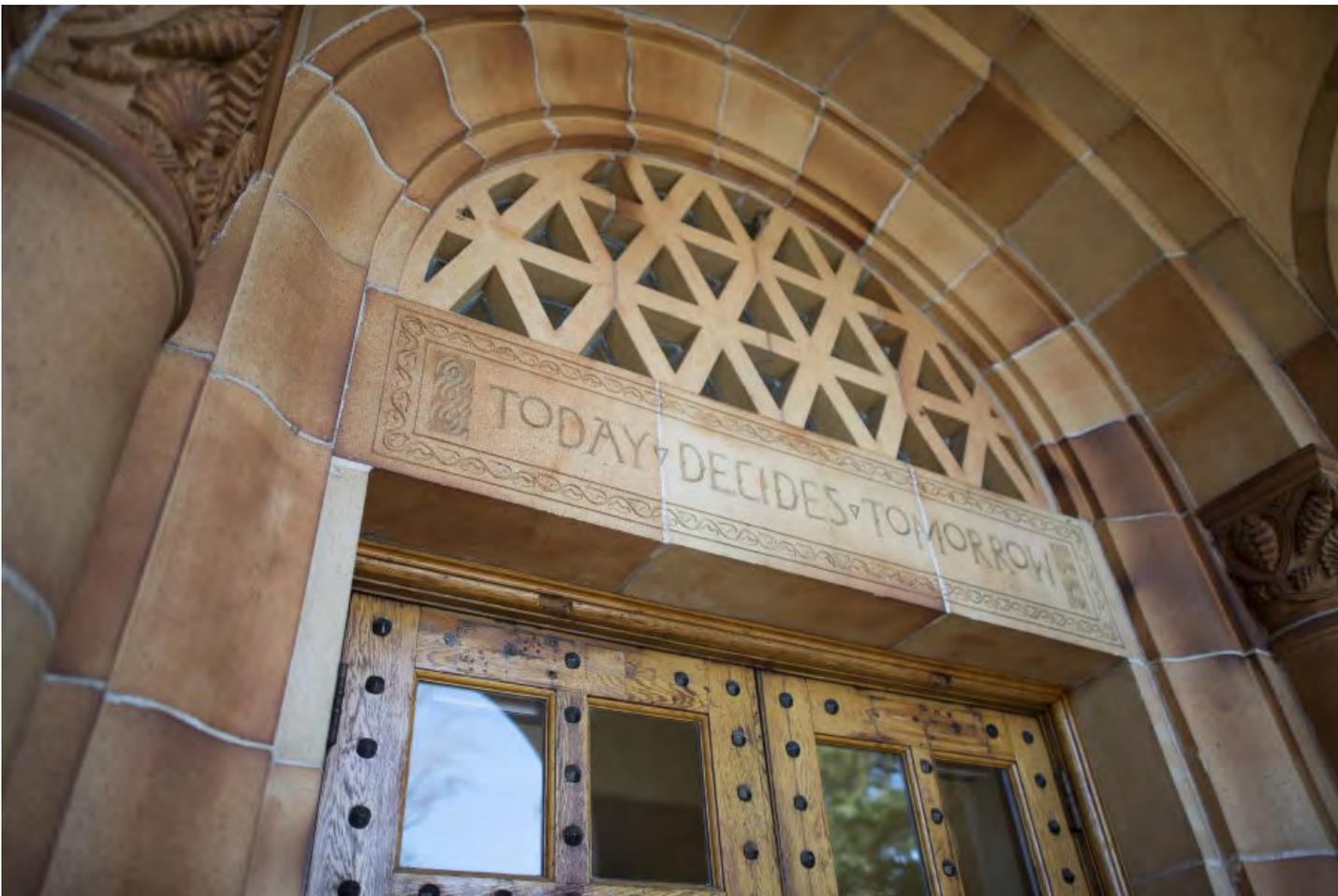


Science Replacement Building

The Programming and Feasibility Study was completed in early 2017. The main goals of the study were to confirm the existing space program and complete a site assessment. A few modifications were made to the existing program to better suit the College of Natural Sciences and the campus, and the Siskiyou Hall site was confirmed. In addition, the CSU approved an increase of \$11.6 million (a revised total of \$94.533 million) for the project. The increased funding was needed largely due to construction cost increases, but also will fund a 5,000 GSF increase to the building size. The design process is now under way for modern laboratories to replace the existing deteriorated and outdated Physical Science Building. Chemistry, Physics, GEOS, Psychology, Science Education, Neuroscience, and Interdisciplinary Space will all be included in the new building.



RISK MANAGEMENT



INSURANCE

SOFTWARE

SAFETY

for international students
and campus art exhibits

for study abroad students

shields for K-12 science students
in the community



Risk Management Offers New Insurance and Safety Measures

Insurance for Incoming International Students

All incoming international students are required by the US State Department and Chancellor's Office to carry minimal levels of accident and sickness insurance coverage. The Office of International Education has been tasked with reviewing insurance provided by each student to confirm the requirements are being met. This is challenging as many of the insurance policies are in different languages and formats that vary from those in the U.S. The Office of Risk Management recently contracted with an insurance broker, Arthur J. Gallagher, to provide insurance for all incoming international students and their dependents. International students will purchase coverage directly from the broker, and our Office of International Education can easily confirm whether or not students carry the required levels of insurance.



Study Abroad Software

Our campus sends hundreds of students abroad each year. When natural disasters or terrorist attacks occur abroad, it has been historically difficult to determine whether or not we have students in the vicinity of the catastrophe. It has also been very difficult to send communications in response to those catastrophes. The Office of Risk Management recently assisted the Study Abroad Office in securing and implementing a software database for facilitating and tracking students who are studying abroad. The program, Terra Dotta, serves as a



repository and allows campus to quickly identify and contact students who are studying in locations that have been subject to natural catastrophes and or terrorist attacks.

Campus Art Galleries

Our campus has eight separate art galleries that host a number of various exhibits. Many of the exhibit owners require the galleries to purchase insurance to protect their exhibit from various perils such as fire and theft. Until recently, each gallery would purchase insurance from the Office of Risk Management to satisfy the requirements of the exhibit owner. This year, the Office of Risk Management implemented a Fine Arts, Artifacts and Archives Insurance Program that extends coverage for all exhibits on campus at no cost to the departments. The program resulted in savings in excess of \$3,000 in the first year alone.



Safety for Science Experiments

Our campus hosts a number of student activities that involve our students performing science experiments for K-12 students from the local community. While our students performing the experiments utilize appropriate personal protective equipment, the K-12 students often have no protection when observing the experiments. The office of Risk Management recently purchased safety shields to be utilized during these activities. The clear safety shields provide a protective barrier between the materials utilized in the experiments and the K-12 students observing the experiments.



STAFF

COUNCIL



CELEBRATION

RECOGNITION

COMMUNITY

Annual Luncheon and
Staff and Faculty Art Show

Staff awards

Dear World campaign and
Needy Children program



Staff Council Programs Unite Staff, Faculty, Students and Community

26th Annual University's Needy Children Program

This year, the Chico State campus adopted 54 local families and over 100 children and made their holidays that much brighter. Thank you to every person, department, office, and organization that participated in this annual event. Staff Council appreciates faculty members, Melissa Nicholaw and Ted Herrera, for providing us with wonderfully festive music. We also send a special thanks to our university President, Gayle Hutchinson, and Interim Provost, Mike Ward, for joining us to celebrate at the evening reception! Kudos to Service Projects Chair, Cindy Kelly, for coordinating another successful year!



Dear World Portrait Project

On Tuesday, April 18th, Dear World visited California State University, Chico. Dear World is an interactive, award-winning portrait project that unites people through pictures in their distinct message-on-skin style. Their work has been published in over 30 countries and have been featured on the Today Show, CNN, PBS and in the New York Times, Washington Post and Inc. magazine. Over 390 photographs were taken at Chico



State, giving students, faculty and staff a chance to share their stories.

2016 Staff & Faculty Art Show

Over 50 wonderful artists contributed to the 2016 Staff & Faculty Art Show. Artwork included in this album was featured in a silent auction on November 3, 2016 which included light refreshments and the chance to meet the artists. Money raised by the silent auction and sale benefited Staff Council programs. A big thank you to our fantastic campus artists (including our retired staff and faculty) who participated. And thank you to Scott Taylor (FMS) and Cindy Kelly (Service Projects Chair) for their hard work in putting this annual event together!



Staff Awards

Congratulations to Bev Langston from Risk Management on her 2016 Chico State Customer Service Award as well as her retirement. Bev Langston served campus for 38 years, becoming famous for her "can-do attitude" and always-pleasant disposition that earned her recognition as this year's Customer Service Award winner. We wish her well.





UNIVERSITY

BUDGET OFFICE



ALLOCATION

SUPPORT

BUDGET

State Budget Allocation
CSU, Chico - \$108M



General Operating Fund
State Support



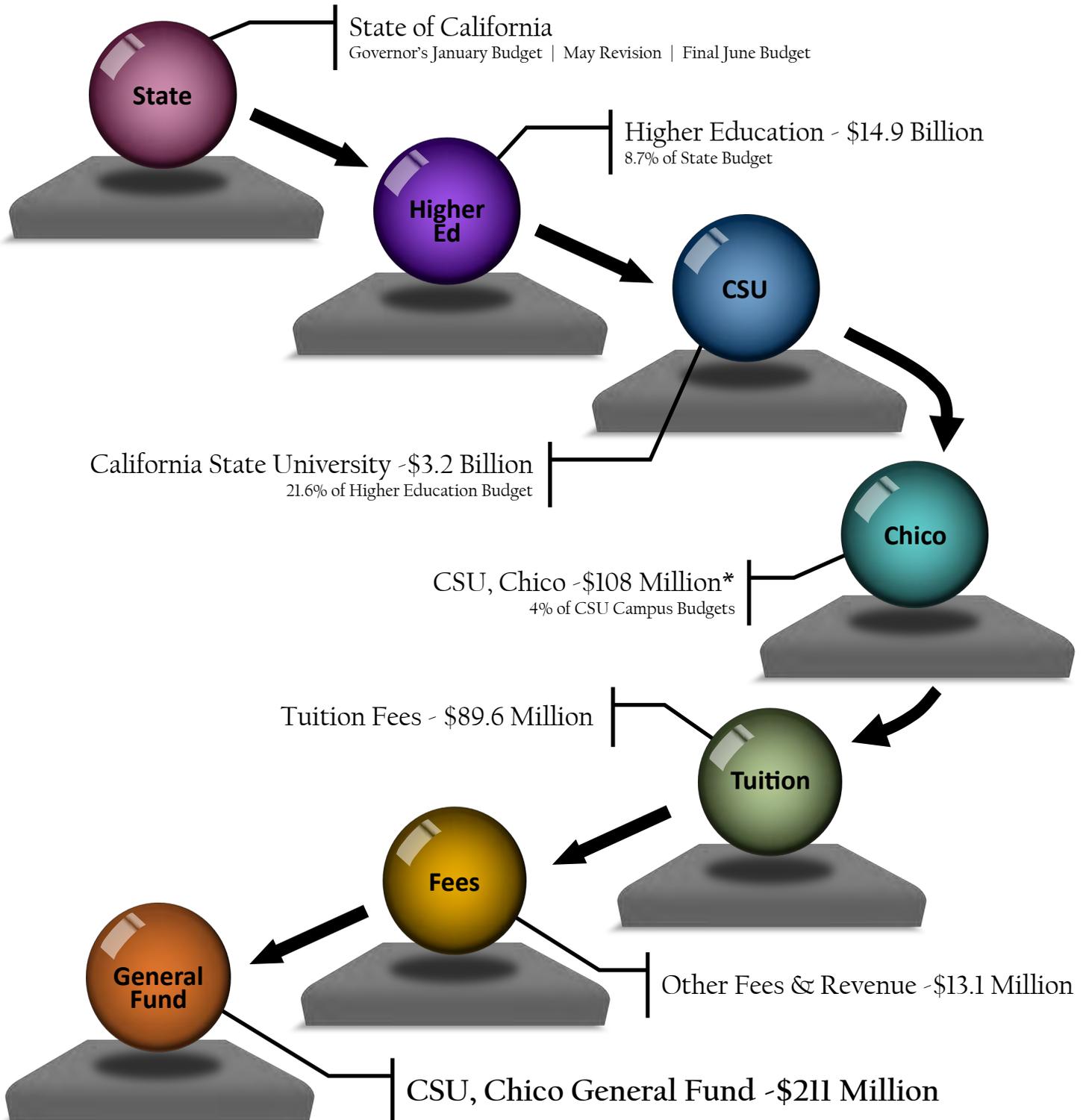
Business & Finance
Campus Budget Plan \$26M



Business & Finance Budget Allocation

State Funds and CSU, Chico Revenue Sources

The State allots a budget to the CSU System who then distributes to the various campuses:

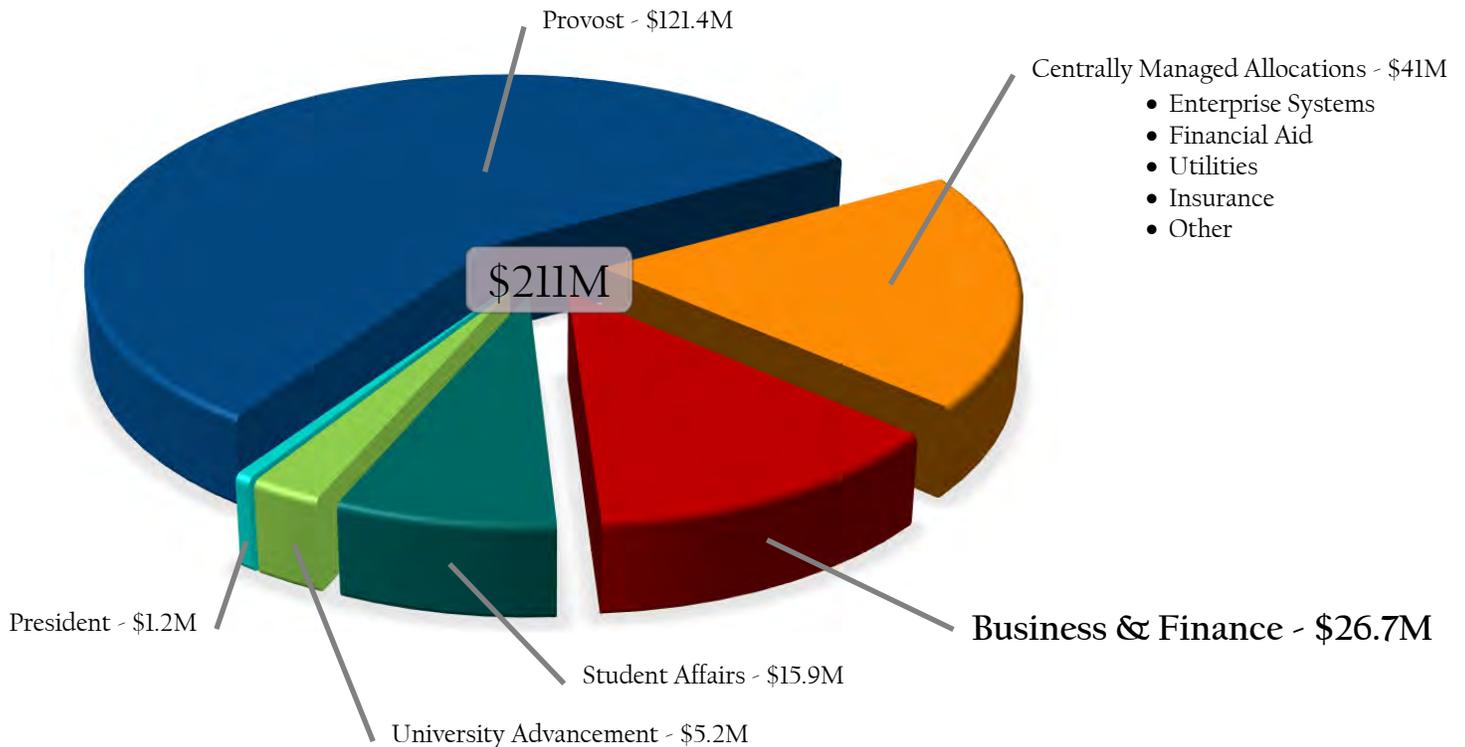


*2016/17 Amounts (2007/08 total: \$120M)

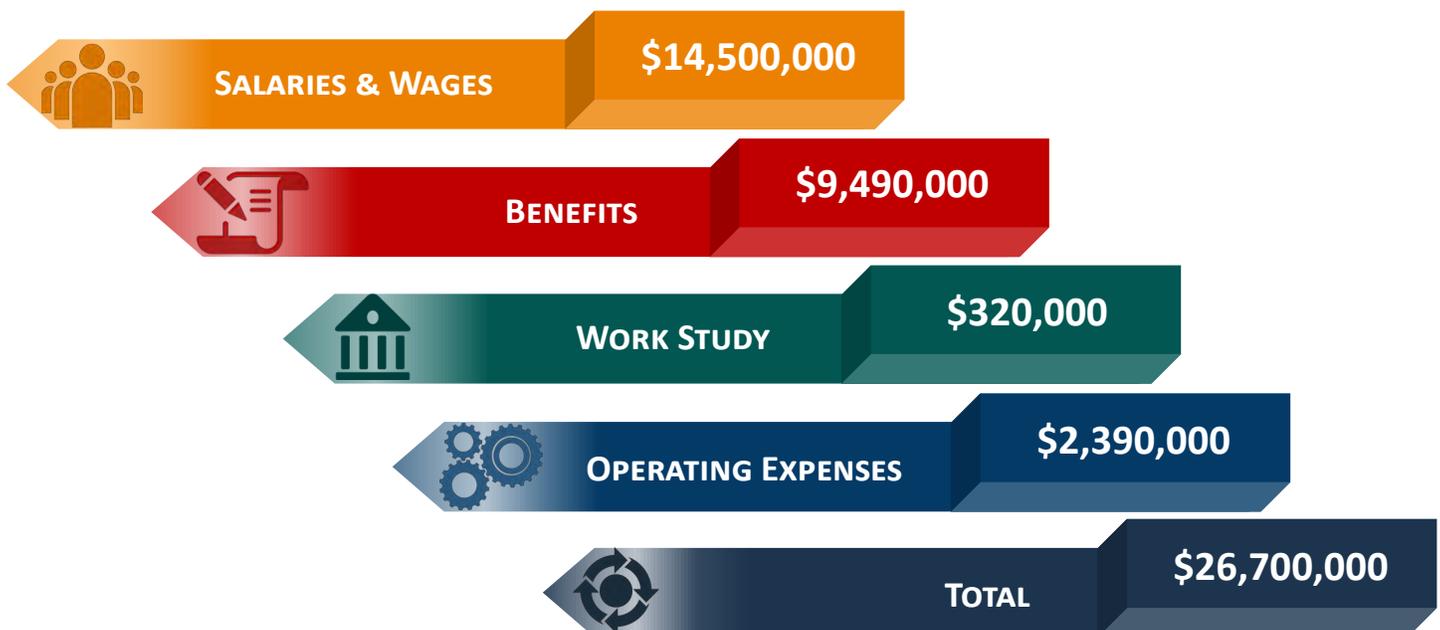
2016/17 General Operating Fund—\$211M

- State Support ● Tuition Fees & Other Fee Revenues

The 2016/2017 General Operating Fund (\$211M) is then distributed:



The Division of Business and Finance then allocates to the following budgets:





UNIVERSITY

POLICE DEPARTMENT



VEHICLES

OUTREACH

PARKING

zero-emission motorcycles added to UPD fleet of vehicles

Campus Community Night

Passport app implemented



Sustainable Vehicles, Community Outreach and a New Parking App

Retirement of Officer Mike Swithenbank

Officer Mike Swithenbank retired after 28 years of service. He began his career in Law Enforcement in 1989 at the Tehama County Sheriff's Office, where he spent 15 years. Swithy had served and protected our campus community for the last 13 years.



Hiring of Officer Dave Campbell

Officer Dave Campbell was hired on in December and successfully completed his field training program. He and his wife are both alumni of Chico State.

New Zero-Emissions Motorcycles

Chico State University Police is proud to announce the addition of two 2016 Zero DS electric motorcycles to their patrol fleet. The Zero motorcycle is an all-electric, zero emission motorcycle built in Scott's Valley, California. This project began as an effort to embrace and support Chico State's efforts to find green and sustainable ways to provide services to our campus family. The Zero motorcycles will reduce patrol car activity in the Campus Core and increase University Police response times to calls for service.

Campus Community Night

We successfully conducted our first Campus Community Night out back in October. The purpose of Campus Community Night Out was for the campus community to become acquainted with the Local Law Enforcement Personnel and campus re-



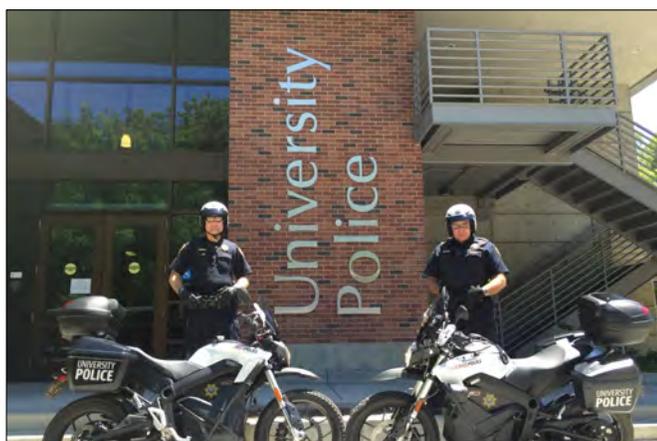
sources. Approximately 700 campus community members attended! We look forward to this being an annual event.

Passport Parking App

Students, staff, faculty, and visitors to California State University, can now pay for hourly and daily campus parking from their smartphone through a partnership with the mobile app PassportParking.



After creating an account, PassportParking users pay for their parking using a credit or a debit card securely through the app. They can also monitor parking sessions, receive alerts when their time is up, extend parking directly through the app and look at their parking history. The app is available for free through both the iTunes store and Android Google Play. In this pilot program, CSU, Chico joins other universities that are embracing Passport smartphone technology for their students, including North Carolina State, Michigan State University, the University of Michigan, the University of Nebraska, the University of Florida and the University of Central Florida.





BUSINESS & FINANCE

VICE PRESIDENT'S OFFICE



OPEN HOUSE

WELCOME

APPRECIATION

Holiday Open House
in Kendall Hall

of new Vice President,
Robbi D. Stivers

1st Annual Employee
Appreciation BBQ



Business and Finance Department Welcomes New VP and Hosts Staff Appreciation Events

Holiday Open House

In December 2016, Kendall Hall featured a Holiday Open House open to all faculty and staff. The event featured holiday treats and good cheer and was hosted by many offices in Kendall Hall. Participants enjoyed music, food, and drinks.



Diversity Committee

In 2017, Business and Finance established a Diversity Committee. The committee is devoted to explore opportunities (educational, social or recreational programs) and promote diversity and inclusion at all levels of the organization, to make sure that all members, regardless of background, feel welcome, valued, comfortable, and where new ideas and perspectives are encouraged and rewarded.



New Vice President of Business and Finance, Robbi D. Stivers, Welcomed to Campus

After a nationwide search, Mr. Robbi D. Stivers was selected as the Vice President for Business and Finance and began his position on May 1, 2017. Mr. Stivers came to California State University, Chico from the University of Tennessee system based in Knoxville, where he served as executive director of

the Office of Capital Projects since 2011, and earlier as director of the Office of Capital Projects Division of Real Property and Space Administration.

In his role as lead liaison for University of Tennessee statewide operations, he interacted with executive-level administrators and senior public officials as the chief official overseeing facility-related operations, acquisitions, leases, capital projects, and budgets. Prior to joining the University of Tennessee in 2000, he spent 15 years in the financial services industry, most recently as senior vice president and commercial loan manager at First Tennessee Bank.



First Annual Employee Appreciation Day at the Farm

In June 2017, Business and Finance hosted a first annual Employee Appreciation Day at the University Farm to wish Interim Vice President Jim Hyatt a fond farewell, and welcome the new Vice President, Robbi D. Stivers. Staff enjoyed an afternoon filled with music, food trucks, raffles, a photo booth with props and costumes, farm tours and a plant sale.

