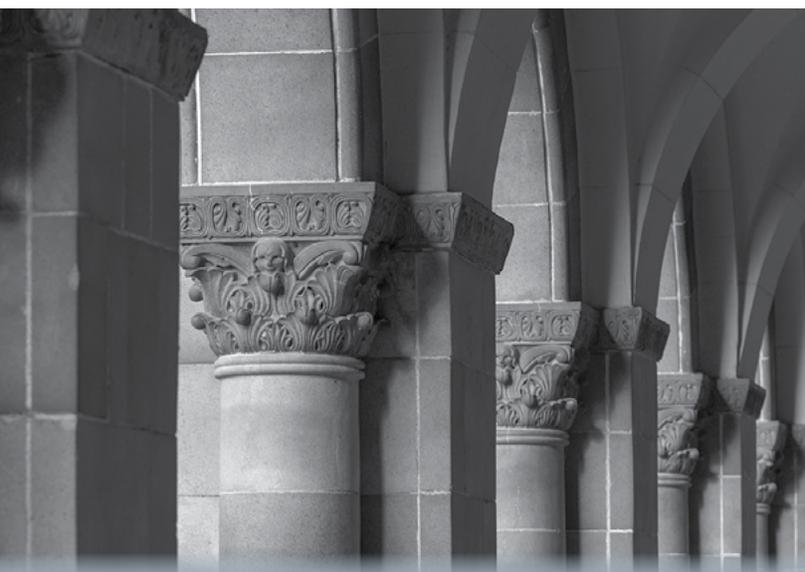




Division of
**Business
& Finance**
California State University, Chico

Annual Report
Academic Year
2015–2016



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Sustainability Efforts Pay off with Major Results

Shred It and Forget It

During 2015–16, more than 4,000 pounds of paper was shredded and recycled by departments using the industrial shredder located in Print Services. There is no cost for using the [self-service shredder](#).

Sustainable Paper Please

Print Services was awarded a renewal of its Forest Stewardship Council (FSC) Chain of Custody Certification in 2016. The renewal was awarded after the department passed an extensive audit.

The FSC is an international organization that promotes environmentally appropriate, socially beneficial, and economically viable management of the world's forests. When customers ask for FSC-certified products both the FSC and Rainforest Alliance marks can be proudly displayed on the job.

Just Say “No Fill” to Landfill

We are always working to reduce waste and to maximize the use of existing resources. To reduce waste and divert items from landfill our Property Management office collects surplus furniture and equipment for campus reuse, public sale, and donation to local schools, non profits, and government agencies.

Not including reuse on campus, over 13 tons of furniture, such as desks, chairs, file cabinets, bookcases, and other items were donated to local schools and non profits. In addition, over 18 tons of working computers were donated to Computers for Classrooms. This organization refurbishes computers for schools, college students, senior citizens, low income families, and non profits.

Go Digital or Go Home

The final printing press at Print Services was decommissioned in 2015, and the shop is now fully digital. Digital printing positively impacts the environment by reducing much of the physical and chemical waste that is prevalent in traditional printing.

For example, offset printing required long setups which could equate to 15 percent paper waste. In addition, all the chemicals and solvents needed for offset printing have been eliminated.

“Bin” There, Done That

The [Campus Conservation Committee](#), chaired by Dale Wymore and sponsored by the vice president of business and finance, is tasked with improving waste diversion from landfills. One of the committee's recommendations was that the campus establish a 1:1:1 ratio of trash bins to cans and bottle recycling bins to paper recycling bins throughout campus.

Members also recommended that the standardization of collection bins would increase user identification of recycling opportunities. In summer 2015, their recommendations were adopted by campus and 3-in-1 bins were purchased for 10 buildings and installed in first floor lobbies. The committee would like to see bin standardization continue across campus to increase user identification of recycling opportunities and to decrease waste.

For more information, visit us [online](#).

4,000
pounds
of paper
shredded and
recycled

13 tons
of furniture
donated

18 tons
of working
computers
donated



Business Services



Workshops and Training

Property Management conducted training to help faculty and staff understand the property basics, including the process from acquisition to transfers, inventory, and final disposition. The workshop was held twice this year, with a total of 45 participants.

Bus Reservations participated in the Field Trips and Bus Reservations workshop. The class helped staff and faculty understand how to plan safe field trips and how to reserve a campus bus. The workshop was held twice, with a total of 16 participants.

**2015–2016
Bus
Reservations:**

**14,000
passengers
were
transported**

**on 558
trips**

**totaling
26,577
miles**

Print Services—Speed, Sustainability, and Special Finishes

Printing Services recently purchased a new digital press providing specialty finishes that give printed pieces a competitive edge. The new finishes include white toner, which looks great on dark papers, and clear toner that creates visually appealing highlights.

The new press can also print oversize prints, including an 8.5 x 11 inch three-fold brochure, something that previously would have been outsourced. In addition, the machine meets sustainability criteria giving it a Silver EPEAT rating, meaning that it has met all of the required criteria

and at least 50 percent of the optional criteria in several categories that concern environmental standards for electronics.

Print Services was featured in the May 2016 edition of [In-Plant Graphics](#), a trade publication dedicated to in-house (in-plant) printing operations. The new digital press and its capabilities were featured in the article.

For more information, visit us [online](#).



Standing with the new Ricoh Pro C7100SX digital color press at California State University, Chico, are (from left) Ed Heeter, Kathleen Huber, Dale Wymore, and Joe Hilsee.

Planning Design and Construction



A Year of Improvements

It's been a busy year for Planning, Design and Construction, and several large-scope projects were completed. We successfully finished the Arts and Humanities Building and replaced two bridges, the Gus Manolis and Physical Sciences.

Finally, the Boiler-Chiller Plant Modifications project was successfully bid and came in under budget, which is always our goal.

Moving Forward with Capital Projects

Our top priorities for next year are to complete the Performing Arts Center (PAC) improvements on time and on budget. The building was constructed in 1967, and after nearly 50 years we are installing new energy-efficient windows, among other changes.

Over the summer the Physical Sciences bridge replacement was completed successfully. The new

bridge was delivered to campus in four pieces. It was then assembled and set in place.

The much wider bridge allows emergency vehicle access directly to the east side of campus for the first time. This is a great safety feature. In addition, the bridge replacement includes accessibility improvements.

For more information, visit us [online](#).



Left, architect Julia Morgan was the first licensed female architect in California and a pioneer in her field. Photo courtesy of Historic Preservation in Northern California, [learn more online](#).

History and Mystery: Preserving the Past

Chico State is one of the oldest campuses in the CSU system so it's seen a lot of change!

For example, the Albert E. Warrens Center was designed by renowned California architect Julia Morgan, who also designed Hearst Castle. The building was constructed in 1923

as a private residence, then served as Chico State's [President's Mansion](#), and is now used for campus events.

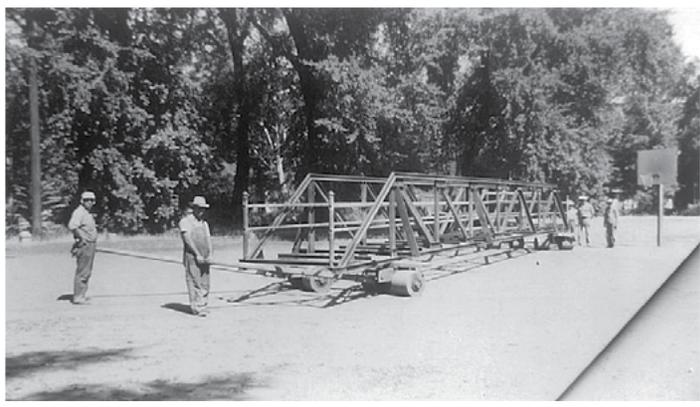
PDC is working with the State Historic Preservation Officer and a historical consultant to bring back some of the

building's historic character, as the building undergoes restoration.

It has been exciting to review original plans and try to discover what the house looked like almost 100 years ago. If you have old photos of the original building, please contact us.

In 2016, when the existing Physical Science bridge was removed, a longtime neighbor gave us an old photo (shown left) of what may have been the original bridge. We have been unable to validate this information and welcome input from interested parties.

To share historical information and photos, please contact jhaney@csuchico.edu.



Original Physical Sciences bridge? It's a mystery!

Financial Services



Statewide Award Received January 2016

Procurement and Contract Services received a statewide award earlier this year. Duane McCune and Sara Rumiano accepted the “Most Improved Small Business Participation Award” for a large agency at the 16th Annual State Agency Recognition Awards (SARA) presentation in Sacramento.

The award recognizes the department’s efforts in using certified Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) resources for contracted work. McCune said it can be hard to meet and exceed the state’s minimum goals of SB and DVBE participation because of Chico’s location, but his office works diligently to encourage and record partnerships with

micro businesses, small businesses, and disabled veteran businesses. One notable example of this is the University’s partnership with Otto Construction, which used several local certified small businesses as subcontractors for the new Arts and Humanities Building.

Read the full story in the April issue of [Inside Chico State](#).

Financial Services also completed the campus conversion from Office Max to Staples for systemwide contract for office supplies. The program supports over 200 users on campus.



New PeopleSoft Module

Financial Services is working toward implementing a PeopleSoft module that will offer procurement card online reconciliation.

We will also transition from American Express to a new US Bank credit card for University travel purposes. We’ll be sending out announcements and updates as the transition is finalized.

For more information, visit us [online](#).



Duane McCune accepted the state’s Most Improved Small Business Participation Award



12 budget presentations in 20 months

Budget Transparency and New Online Tools

OpenGov Transparency Portal

Easily access [OpenGov](#) (no login needed) to view the University's actual revenues and expenses in a simple graphical interface. From there, you may create custom reports and graphs, or download budget files. We have also created some [how-to guides](#) to help new users navigate the site.

maintains the department's annual budget projections and provides a mechanism for a monthly reconciliation to actual transactions posted in PeopleSoft. The University Budget Office staff build custom tools and provide one-on-one training with departments. Over 50 budget projection tools have been created in the past 18 months.

Launched in September 2015, the site is already generating interest. As of mid-July 2016, there had been 166 visits in the previous 90 days. Financial data will continue to be uploaded at the close of each fiscal year.

Access Our Budget Presentations

We are committed to providing the entire campus community with clear, relevant budget information. Over the past 20 months, 12 presentations have been provided to various campus groups. In addition to the information presented to the University Budget Committee, we have partnered with HR to offer campuswide training sessions on budget and funding basics. Our [current and past presentations](#) are available online.

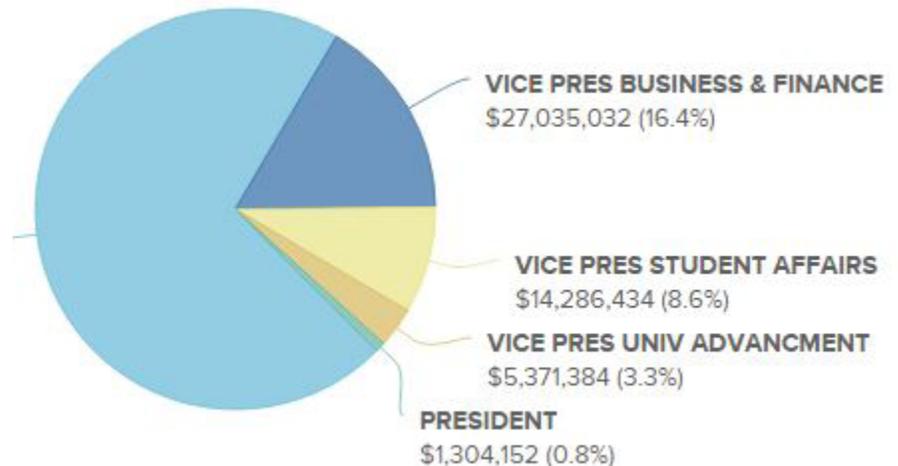
Budget Projection Tool

The [budget projection tool](#) is an Excel workbook that can be customized for a department or unit to assist with projecting and tracking their budget. The tool

50 budget projection tools created in 18 months

Sample Graph from OpenGov

PROVOST & VICE PRES FOR ACADEMIC AFFAIRS - \$117,214,713 (70.9%)



Risk Management

Last Year's Foreign Travel

Risk Management secured foreign travel insurance for over 440 students and faculty, and assisted with nearly 800 campus outings. These programs allow students to gain valuable experiences outside the classroom.



Business Continuity: A Plan For Essential Operations

Recently the *Policy on Risk Management* was updated to more accurately reflect the responsibilities of our department (per [Executive Memorandum 04-01](#)). Our top priority for this next year includes continuing to update and implement a newer version of the Business Continuity Program.

The Business Continuity Program for our campus has been designed to ensure uninterrupted flow of essential operations following a catastrophic event (per [Executive Order 1014](#)).

For more information, visit us [online](#).



Environmental Health and Safety

Ongoing Training and Environmental Compliance

Protecting Our Campus Riparian Corridor

A Lake and Streambed Alteration (LSA) permit was filed with the California Department of Fish and Wildlife that will allow the University to more definitively determine what maintenance operations can occur on a routine versus emergency basis in the riparian corridor. This permit will outline proper care that needs to be taken during completion of tasks along the riparian corridor to ensure that no harm comes to this ecosystem.

In-Person Safety Training

Fire extinguisher training was delivered to 135 faculty and staff, "Fall Protection for Competent Persons" was delivered to nine attendees, and "Fall Prevention Awareness" was delivered to 42 employees.

The Miller/Honeywell dynamic demonstration trailer was brought to campus to demonstrate how safety equipment is designed to ensure protection from a fall. Having employees practice how equipment operates in real-life situations helps guide proper use of equipment and gives employees a sense of security.

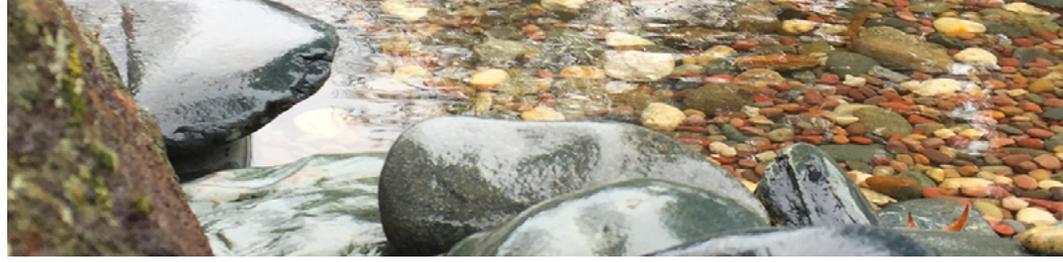
Irradiator from 1973 Decommissioned

The University purchased a Cesium irradiator in 1973. Over the years the irradiator was no longer being used so it was recently decommissioned on-site by the manufacturer and shipped back to it's facility.

Due to transportation regulations, the cost of the decommissioning process was high and tightened the timeline to accomplish the project.

In the end, the total cost of the decommissioning project was nearly \$70,000. The removal of the irradiator from our radioactive materials license will help reduce the regulatory burden placed on the campus as well as help reduce the annual license fee paid to the state.

These are just a few of the safety programs we manage. For more information, visit us [online](#).



A Busy Year of Improvements and Sustainability Efforts

Overall, the Facilities Management and Services (FMS) completed 11,616 work orders in the 2015–2016 fiscal year! It has been a time of major campus improvements.

Every Drop Counts

Many of our activities comply with state water-saving mandates and support our campus priority of sustainability. For example, we were successful in meeting the target of a 32% reduction in water use compared to 2013.

Other campus water-saving measures included reduced irrigation, removal of water-cooled refrigeration equipment, and installation of ultra low flow plumbing fixtures that attained water-savings estimated at 663,000 gallons per year.

Feeling thirsty?

Check out the campus hydration stations that have substantially reduced campus single use plastic bottles. There are now 35 stations across campus.

Waste Reduction

FMS completed Phase II of converting paper product and soap dispensers in restrooms to enMotion automated touchless towel and soap dispensers. These new dispensers improve hygiene, increase operational efficiency, and

help reduce waste. Butte and Kendall Halls were completed this summer. Additionally, dispensers were installed, as an alternative to the hand dryers, in the Student Services Center.

Bioswale Installed This Spring

The grounds and landscape department completed renovations of the landscaping at Student Services bioswale. The irrigation system was updated from an overhead watering system to sub-surface drip, and we planted drought-resistant and native plants. The area will now use water in a more efficient manner.

The bioswale is adorned with beautiful boulders, colorful cobblestones, and large volcanic slabs. It's a great spot to take a break and enjoy the view.

Relocation of Services

We completed the relocation of Shipping and Receiving and Property Management into the Facilities Management and Services yard. The new space is just over 3,600 square feet with a layout that functions as well or better than the old space. The relocation resulted in substantial savings by eliminating the off-site warehouse rent.

For more information, visit us [online](#).

32%
reduction
in water use
compared to
2013

663,000
est. gallons of
water saved
per year

11,616
work orders
completed



Technology and Security Upgrades

CFS MP 2.0

Business Information Technology Services (BITS) has assisted Financial Services with testing and implementing the latest Consolidated Financial System (CFS) maintenance pack to maximize the delivered functionality of CFS.

Content Management System (CMS) Reauthorization

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

Our office partnered with Human Resources Information Systems, University Registrar, and the Information Security Office to define system requirements and develop a new tool.

We assisted with retrofitting code, testing functionality and implementing the tool for delivering annual reauthorization of CMS data access. PeopleSoft HCM and CFS were included as well as reporting environments, Insight, and Hyperion.

Parking Project

A new digital IRIS console for administrative users provides improved access and availability of campus parking financial data. We are also participating in the new parking dispenser project team.

Diversity Data

We developed and created campus employee diversity data reports for use by the University

Diversity Committee (UDC). The UDC provides data to monitor and improve the diversity of the campus workforce.

Emergency Operation Center (EOC)

We completed a review of EOC technology requirements and expectations.

High Security Workstations

Our team identified, assessed, and replaced high-security workstations in areas of the division to address new or updated information security policies.

Identity Access Management (IAM)

We partnered with EAPP to provide HR data and SQL expertise for the IAM project regarding how to identify populations for upcoming affiliations in the new IAM system.

WebTMA Upgrade

BITS provided project management support and upgraded the work management system at FMS from a desktop version to the new web-based version to provide improved functionality.

Work included data assessment, conversion of static data, updating business processes, converting custom reports, and converting the central supply mobile module of the system to the new WebTMA GO module. The project included an update to iService Desk, a web-based module for the campus community to request work.

For more information, visit us [online](#).

48
computers
replaced in
the Division of
Business and
Finance

Parking
financial data
access via
digital IRIS
upgrade

Emergency
Operation
Center
technology
review

Board of Trustees Committee on Audit



Board of Trustees Members

Douglas Faigin—Chair, Board of Trustees (2012–2017)

John Nilson—Vice Chair, Board of Trustees (2016–2018)

Lillian Kimbell—Member, Board of Trustees (2014–2024)

Hugo N. Morales—Member, Board of Trustees (2012–2020)

Lateefah Simon—Member, Board of Trustees (2016–2019)



Board of Trustees and Audit Process

Committee’s Function

A detailed audit process is in place as part of the CSU’s ongoing commitment to improvements. The Committee on Audit functions under the Rules Governing the Board of Trustees and is responsible for the overall audit function within the California State University.

Committee’s Responsibility

The committee will review the annual internal audit plan, discuss the extent to which it addresses high-risk areas with the vice chancellor, chief audit officer and management, and approve the final audit plan. It will also review internal audit reports and responses and monitor the completion of recommendations.

CSU Audit Process

On an annual basis, the Office of Audit and Advisory Services (OAAS) completes a risk assessment and develops a strategic audit plan, which is presented to the Board of Trustees for approval.

Stages in the Audit Process

- Fieldwork
- Internal control and transaction testing
- Audit report writing
- Audit report wrap-up
- Formal exit conference
- Reply to report
- Acceptance of audit report
- Follow-up

Types of audits

- Operational audits
- Financial audits
- Compliance audits
- Information systems (IS) audits
- Internal control reviews
- Investigations
- Advisory services

Fiscal Year 2015–2016

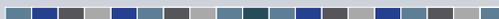
Internal audits provided risk assessments that included

- Auxiliary organizations
- Cloud computing
- International activities

For more information please visit the CSU Board of Trustees [overview](#).

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.



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