

FAS NEWSLETTER

Finance &
Administrative
Services

Special Issue 34
Fall/Winter Happenings

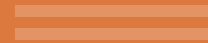




IN THIS ISSUE

VP'S CORNER

-3-



RECOGNIZING EXCELLENCE AWARDS

-4-



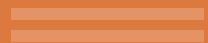
SUSTAINABILITY CORNER

-5-



UPDATES AND ACCOLADES

-6-



IN MEMORIAM

-20-



NEW EMPLOYEE SPOTLIGHT

-21-



THANK YOU NOTES

-22-



VP's Corner

Transitions and Pandemic Lessons

This is my first newsletter, and I am so happy to be here serving this campus in any way I can.

As I transition here at CSUSM, I believe that we have many opportunities to create a sustainable future for the campus and our community. The global pandemic has been very challenging, but it has also taught us some valuable lessons.

We learned we are capable of great flexibility in delivering academic programs to our students in difficult times. Our use of technology tools allowed CSUSM to provide a virtual education experience to students through the pandemic and allowed them to continue their college journey. These technologies will serve CSUSM well as we move into the future.

We learned the nature of work is changing and that remote work is not only possible but can be just as productive as on campus—in many cases. Certain positions require more on-campus time, and other positions cannot be performed remotely at all. But as we consider campus repopulation, we will have the opportunity to evaluate positions on campus through a telecommuting lens. For those who cannot telecommute, we will investigate schedule options that will address the needs of our campus while allowing staff flexibility.

We are continuing to learn how space will be impacted by our changing work environment. Soon we'll begin a building-by-building review of our campus and consider innovative ways to use any space that can be repurposed to improve the student experience.

Finally, we learned to partner with others in a greater way. The pandemic presented opportunities for improved collaboration within and outside of the CSU system as we worked together to address many challenging issues that arose with COVID-19 and the battle to arrest its spread. In my short time here, I have been privileged to speak with most of my fellow VP FAS colleagues across the CSU. We are working on solutions together with guidance from the Chancellor's Office.

I have embraced these lessons and I look forward to more learning opportunities as I continue to settle in at CSUSM. It will be a very interesting time as we consider how to provide the best possible educational experience for our students and a prosperous institution for our campus community and beyond. I am excited to tackle the future with all of you.

Leon Wyden
VICE PRESIDENT

Recognizing Excellence

FAS Recognizing Excellence - Awardees and Nominees

Legendary Leader:

Rayanne Weber (awardee), Amber Perez

Legendary Service:

Angela Sanchez (awardee), Courtney Tamone, Reyna Tolento, Kristin Erickson, Stephanie Hebert

Pivot Award:

Justine Cook (awardee), Jennifer Martin

PAW Award Collaboration:

Anna Vazquez-Reyes (awardee), MarieChris Fernandez

PAW Award Continuous Improvement:

Noella Richer (awardee)

PAW Award Positive Spirit:

Paulette Renfro (awardee), Crystal Villalobos

Key Collaborator Award



Since March 2020, we have had to rely on teamwork and collaboration to provide for our employees and campus community during a time of uncertainty, ever-changing priorities, and shifting deadlines.

In anticipation of our return to campus this Fall, those charged with ensuring a safe place of study and work began planning for a large-scale testing facility on campus that would help the CSUSM community stay safe as we repopulated our campus.

In our search for space, we were immediately approached by CSUSM Athletics with an offer to use the Clarke Field House for the testing facility. Jennifer Milo, Athletics Director, and her team willingly offered up their space and time to help oversee the COVID testing resources on campus. They have made our partnership smooth and focused on getting to solutions quickly and with great humor and flexibility. We are pleased to recognize Jen and her team with the Key Collaborator Award, in recognition of their above-and-beyond partnership in service of our campus community.



Sustainability Corner

Wow has this year flown by. I feel like I blinked, and we are days away from 2022. As the holidays are around the corner, I wanted to spend this Sustainability Corner talking about waste. In the U.S., we throw away 25% more trash between Thanksgiving and New Years than any other time of year. That equals about 1 million extra tons of trash going to the landfill per week! In addition, we also have about 25% more food waste as well during the holidays. Although we are still dealing with COVID, many of you might be bringing in treats or having a meal with your colleagues, and therefore you may have some food waste in your departments.

At CSUSM, you may have noticed a few new green-colored bins located around campus. Those new bins are the launch of our organics composting program. Our goal of Zero Waste by 2025 will only be achieved if we develop a robust, organics program.

Our organics program can take a variety of items that traditionally went in our landfill bins. These items include:

- All Food: Cooked or raw meat, poultry and seafood (including bones), cheese, dairy products, fruits, vegetables, grains, pasta, eggshells, bread, coffee grounds, tea bags, tea leaves, baked goods, nuts, jelly, candy, snack foods, leftovers, spoiled food
- Food- Soiled Paper: Paper bags, paper napkins, paper towels, paper plates, paper cups, paper take-out containers and take-out boxes (with no plastic or wax coating, and with metal removed), greasy pizza boxes, coffee filters, tissues.

Over the next few months, we will be placing even more green compost bins around campus. We also will begin piloting to offer organics composting in break rooms/ kitchenettes in buildings and in housing.

This is the biggest change to our waste program in years, and we hope that you will help us reach our Sustainability goals. FAS has always been an important part of our success and I am sure you will embrace this new program with open arms.

If you have any questions about our zero waste goals, organics composting, our office supply exchange program or general sustainability, please don't hesitate to reach out to:
Sustainability@csusm.edu

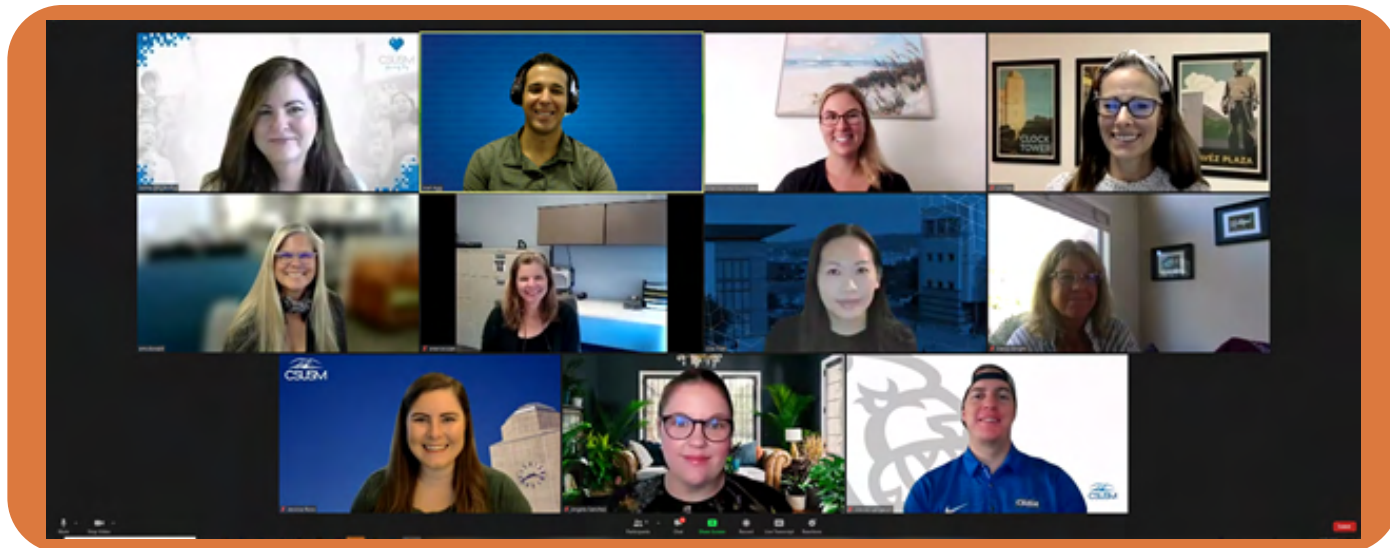


Updates and Accolades

VPFAS

Business Process Improvement (BPI)

The second BPI @ CSUSM training program has concluded after two months of intensive training. Although FAS offered BPI training last year, the program was primarily taught by independent contractors at Transforming Solutions, Inc. (TSI). This year, the program was taught by CSUSM employees from last year's cohort! This year's cohort consisted of 9 employees from every campus division. FAS plans to offer this training program every fall, in hopes of promoting process improvement in all areas of campus.



Welcome To The Team: We are so excited to welcome three new team members! **May Flores** (our new internal auditor), **Edith Nuno** (our new policy analyst), and **Amber Giacalone** (VP Wyden's new executive assistant). Come by and say hello!

VP Coffee Hour Is Back

VP Wyden is excited to host in-person coffee hours again. We have held two this semester and each one has given him an opportunity to know you better. The questions have been on point, the stories have been insightful, and the laughter has been plentiful. He is looking forward to meeting, listening to, and learning from each of you. Be on the lookout for monthly invitations in 2022!

UPDATES & ACCOLADES

VPFAS

Congratulations Katy



For the last 26+ years, Katy has been a treasured member of our campus community. She has a strong reputation for being collaborative, inclusive, and a champion for the success of others.

She began her remarkable career at CSUSM as a student assistant, in the University Police Department and is leaving CSUSM as the Associate Vice President of Administration – with many exciting opportunities along the way. She has consistently demonstrated a “university-first” perspective – always tying every decision back to CSUSM’s mission, which she holds dear. Through her willingness to take on any task and her ability to build relationships throughout the campus community, Katy has been able to develop initiatives and move them forward while remaining accessible and open-minded.

Under Katy’s leadership, CSUSM received a National Innovation Award for the Emerald Energy Program from the Campus Safety, Health, and Environmental Management Association. She was one of four recipients of the Network for Change and Continuous Innovation 2016 Leaders of Change Award. Katy was also selected for the inaugural NACUBO Fellows Program. She leaves behind some big shoes to fill!

Katy has spent her career at CSUSM. She is known as someone who dives in, researches, activates, thinks strategically, and supports the university at every turn. We will miss your smile, your energy, and your devotion to this campus.

Congratulations on your next adventure Katy!

Safety, Health, and Sustainability (SHS)

Welcome to the Team:

SHS hired **three new student assistants** this year and we couldn't be more pleased. We would also like to welcome **Siria Flores** - our new Administrative Support Coordinator.

CPR/First Aid/AED

Cai Steffler conducted two CPR/First Aid/AED trainings on 11/23 & 12/1. Both students and staff benefitted from this training. Thank you Cai!

Wilderness First Aid (WFA)

Cai Steffler plans to complete the Wilderness First Aid training and is planning to facilitate a WFA for students and staff.



UPDATES & ACCOLADES

Staff Center

Crafting & Cocoa

On Dec. 9, the Staff Center held its very first **in-person event**. Over 40 staff members made their very own snow person at the Crafting & Cocoa Event. A huge shout out to all of our FAS staff who crafted with us!



Onboarding Buddy Program

We are always seeking staff who would like to participate in our onboarding buddy program. Buddies are not responsible for training of any kind and typically meet with new employees once a month. Though they often decide to meet more often. Buddies provide a resource and friend outside of the new employee's department. If you would like to learn more and volunteer, please visit our [Onboarding Buddies Page](#).



Newsletter Subcommittee

Have you read our monthly emails? We are looking for non-MPP staff to join our Newsletter subcommittee. This is the team that brainstorms and develops our monthly newsletter. This team meets twice a month. Learn more about open committee positions on our [recruitment page](#).

Let Us Help

Need help dusting off the old resume and cover letter? We now offer **cover letter and resume critiquing** and **mock interviews**. If you would like to set up an appointment, send us an email at staffcenter@csusm.edu.

UPDATES & ACCOLADES

University Police (UPD)

Welcome Back Open House:

UPD & PACS participated in the Welcome back open house providing students and families an opportunity to wear the impaired driving goggles and safely experience how difficult it is to drive impaired. UPD was open for tours as well!

LIGHTS...CAMERA...ACTION

UPD assisted CA POST (the regulating agency for police officers in CA) with the filming of their upcoming training titled "Duty to Intercede". This video will be for a state-wide training and released in January.

"When they win, we all win"

UPD presented FDM with a plaque to show their admiration for the 2021 APPA Excellence in Facilities Management Award. We appreciate their partnership and when they win we all win.



We Are Hiring - Community Service Officers

The CSO program is made up of CSUSM students who assist with parking enforcement, building lockups and unlocks, telephone and light checks, crime prevention, security for special events, traffic control, and night escorts to campus parking lots/University properties. We have hired 5 CSOs, but we still have openings. If anyone knows of a student on campus that they think would be a good campus ambassador please send them our way.

No Shave November

UPD participated in No-Shave November to evoke conversation and raise cancer awareness. Stay tuned for pictures in our next edition!

The Great Shakeout

Emergency Management is off to a good start with continuing drills and training. We had the Great Shake Out, housing evacuation drill and a lock down drill along with continuing training of staff.



Adriana Gilbert and **David Lopez** graduated the police academy on Friday 10/29 and began Field Training with CSUSM Police. Graduation is a great accomplishment and takes a lot of hard work and dedication. We are looking forward to having them become part of the campus community.

UPDATES & ACCOLADES

FACILITIES DEVELOPMENT & MANAGEMENT

What We're Proud Of: FDM was awarded the **APPA Award for Excellence in Facilities Management (AFE)**. It was a long application and award process that included a substantial submittal package, scoring, and 2.5 days of interviews by APPA representatives on site (following COVID-19 protocols). Those interviews included our President, VP Wyden (the new boss), VP Student Affairs, CoBA dean, ASI student leaders, Housing & Dining, Chief Secka, the Office of Human Resources, and various FDM staff.



This award is "designed to recognize and advance excellence in the field of educational facilities...and highlight the essential role of facilities operations in the overall institutional mission and vision." Past winners include BYU, U of Texas, Florida, Georgia Tech, Ohio, various UCs, and others. The last CSU winner was CSUSB in 2007.

This award is truly the result of a lot of great work by the FDM team, bringing home a win for the CSU, CSUSM, and our team.

Divisional Reorganization

Effective Jan 1, 2022, Distribution Services will be joining the FDM subdivision. FDM is looking forward to officially teaming up with Distribution as we have always considered them part of the FDM family.

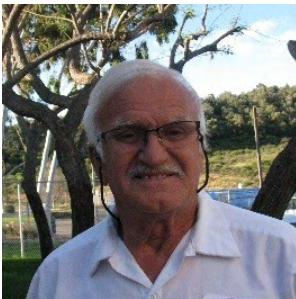
"What can I say about Distribution Services that we do not already know? This team is the epitome of excellent customer service and has been a jewel within Procurement Operations and BFS. I have no doubt that their kind and courteous energy will be greatly appreciated as part of FDM." – David Taylor



"We are so excited to have Distributions Services join the FDM family as of January 1st 2022! Distribution Services exemplifies teamwork and their customer service is bar none! Welcome Debbie, Bart, Symeon and Lawrence. And Gerry we wish you a very happy retirement!" – Virginia Berman

Caught Doing Something Safe Awards

Every quarter Facility Services in collaboration with Safety, Health & Sustainability review the nominations for the Caught Doing Something Safe award. Staff is recognized for doing their work safely for their protection, the protection of their fellow teammate, and the campus as a whole. At the end of the fiscal year a Safety Star is awarded at the Annual Safety Fair. For the first quarter of FY 21/22 the winners are Rosa Solorio and Elijah Pauser. They both received certificates and challenge coins. Congratulations and keep up the safe work!!



Elijah Pauser



Rosa Solorio

UPDATES & ACCOLADES

FACILITIES DEVELOPMENT & MANAGEMENT (CONT)

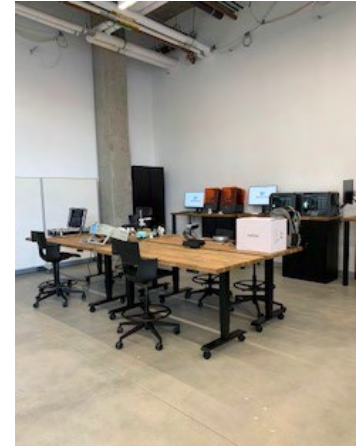
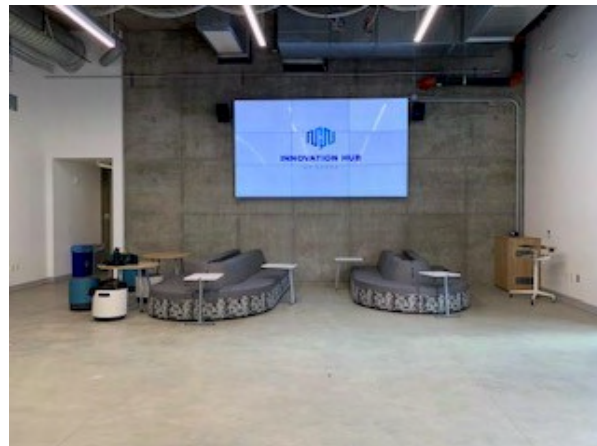
Markstein Hall South Stairwell Repair

The Markstein Hall South Stairwell was severely corroded and in need of repair. The paint was peeling off and the stair treads were loosening. Because the building was minimally occupied due to COVID-19 the opportunity arose to close the staircase for repairs. Scaffolding and containment were installed, the contractor sand blasted the metal staircase to clean out the rust and painters then painted the stairs with rust inhibiting paint. An additional contractor repaired the stair treads. Waterproofing was installed under the treads to preserve the metal as well as anti-slip material on the bull nose of the treads. New LED lighting was installed on both North and South staircases.



CSUSM Innovation Hub

The build-out of the CSUSM Innovation Hub within ELB was completed with furniture, maker spaces, and AV installations. The newly completed space will further CSUSM's commitment to innovation. The vision for the space is to serve as a gateway to campus as we emerge from the pandemic. The innovation hub will be used by students, faculty and community members. In the lounge and collaboration zone there are 15 nesting tables and 30 rolling classroom chairs that can be staged in front of the Video wall for classes, then stored in the storage room.



UPDATES & ACCOLADES

FACILITIES DEVELOPMENT & MANAGEMENT (CONT)

In **SBSB** an existing Sociology closet on the 4th floor was renovated to become a single occupant **Gender Inclusive Restroom (GIR)**. In Arts, an existing men's and women's restroom on the 1st floor was renovated to become single occupants GIRs.



A **Container storage lot** (40' X 128' with a 6' chain link fence and a 12' asphalt drive lane) was created to hold 6 40' containers. The storage container lot and new recycle yard will limit the placement of storage containers throughout campus into a central location for assist with CSUSM department's storage needs.



FDMA experienced considerable **growth** with the addition of several new employees and a reorganization. The FDMA suite was renovated to make room for everyone! An existing door was removed to make space for a new cubicle. Feel free to stop by, say hi and see for yourself!



Thank You For The Memories...

FDM is bidding a fond farewell to several employees who are taking advantage of the Early Exit Program. Each one has had a tremendous impact on the subdivision and will truly be missed. We wish you all the best as you begin the next chapter in your lives. Thank you for your contributions to FDM, FAS, and CSUSM!!

- Stephanie Hebert
- Paulette Renfro
- Rafael Lopez
- Mui Sullivan
- George Martinez
- Steve Watters
- Gil Munoz
- Gregg Wilson
- Elijah Pauser

Welcome To The Team...

Please join us in **welcoming** the newest FDM **employees**:

- Erick Varona, 2nd Shift Custodian
- Karina Orea, Admin Support Coordinator (**PROMOTION**)
- Ana Camacho, Capital Analyst
- Gabriel Vasquez, Maintenance Mechanic
- Liliana Jacobo, 3rd Shift Custodian
- David Everson, Locksmith Apprentice
- Dusty Brown, Plumber
- Eve McDonald, IMAC - Sorry SHS - your loss our gain :)
- Michelle Alves, Campus Planner
- Nancy Rosenberg, Project Manager
- Rajesh Badri, Project Manager
- Megan Lombardo, Admin Support Coordinator

UPDATES & ACCOLADES

Corporation

Please help us congratulate **Bella Newberg** on her retirement and thank her for her many contributions during her nearly thirty years of dedicated service. For those who had the pleasure of working closely with Bella, you would describe her as an empathetic, caring, and transparent leader; a go-getter with an ability to successfully complete initiatives through collaboration; and, a visionary whose actions embody supporting students' success always.

Bella's career began at CSUSM in 1992, serving in the Planning, Design, and Construction (PDC) department where she later assumed the role of Director for Procurement, Contracts, and Support Services. Her extensive experience with procurement and contracts prepared her for her transition to Interim Executive Director of UARSC (which became CSUSM Corporation) and AVP of Procurement, Contracts, and Support Services in 2014. She was promoted to Executive Director the following year and in 2019 Bella was promoted to Executive Director, CSUSM Corporation & AVP for Business Development.



Among her many accomplishments in this role is the Extended Learning Building project where she worked with Extended Learning, Planning, Design and Construction, and Parking Services among others to expand CSUSM's footprint with the construction of a new academic building. Another impactful project that she played a key role in was the HSI \$6 million grant to bring an engineering program to CSUSM. In addition, she has repeatedly demonstrated the ability to work tirelessly and fearlessly in challenging times. Examples of this were the collaboration and leadership that she demonstrated during the 2014 wildfires that reached fence lines of the campus and again in 2020 when the campus needed to pivot during the pandemic.

A key to her success is her ability to build strong relationships both within and outside the campus. Beyond the campus relationships she has created, Bella has built partnerships with the Chancellor's Office, CSU Auxiliary Organizations Association (AOA), the City of San Marcos, and Seabreeze Properties (North City Developers). She has been a member of the AOA Executive Committee and has attended numerous City meetings and North County Economic Development meetings, just to name a few.

Bella's legacy will be her leadership, mentorship, and the impactful projects that she brought to fruition. Our mission (supporting the student's success) under Bella was never in question. Bella says that her two favorite days of the year as a CSUSM employee are Housing Move-In and Commencement. The days that you see all those excited new students move into student housing and the day you see them graduate and celebrate with their families. Bella has always enjoyed volunteering each year at these campus events, as it reminds her and others "why we are all here". Although Bella is retiring, her mark will remain with the University for many more move-in days and graduation celebrations.

Bella, thank you for your many contributions. We wish you a happy retirement!

UPDATES & ACCOLADES

Corporation

Welcome to **Will Marchese**, Executive Director and Associate Vice President of Business Development and **Sheila Van Metre**, Executive Assistant. Both joined CSUSM Corporation in December 2021.



We want to take this opportunity to say thank you and congratulations to our friend and colleague, **Karla Frazee**. Fortunately, we are not saying farewell as Karla is transitioning to a new role on campus as Operations Analyst with the CSU Shiley Institute for Palliative Care at CSUSM.

Karla began working with the corporation over six years ago and has held the role of Executive Assistant through this time. In her Corporation role, she provided excellent support to the Executive Director and CSUSM Corporation Operations. One of her key areas of responsibility was the Board of Directors and Committee coordination and administration. Her dedication, communication & organizational skills, high level of professionalism and her ability to remain calm under pressure served her well in her position.

In addition to her core responsibilities, Karla was a member of the Engagement Committee helping make sure that our team took time to have some fun and celebrate together. Karla, we will sincerely miss working with you and wish you the best in your new opportunity. We look forward to staying in touch!



Office of Sponsored Projects

What We're Proud Of: Dr. **Tracey Brown** received a \$104K Beckman Scholars Program award, a 15-month mentored research experience for exceptional undergraduate students in chemistry, biological sciences, and interdisciplinary combinations thereof.

Dr. **Scott Gross** received a new \$4.5M Veterans to Energy Careers (VTEC) award from the Office of Naval Research.



Kim Askew received her RACC Certified Research Administrator designation in May

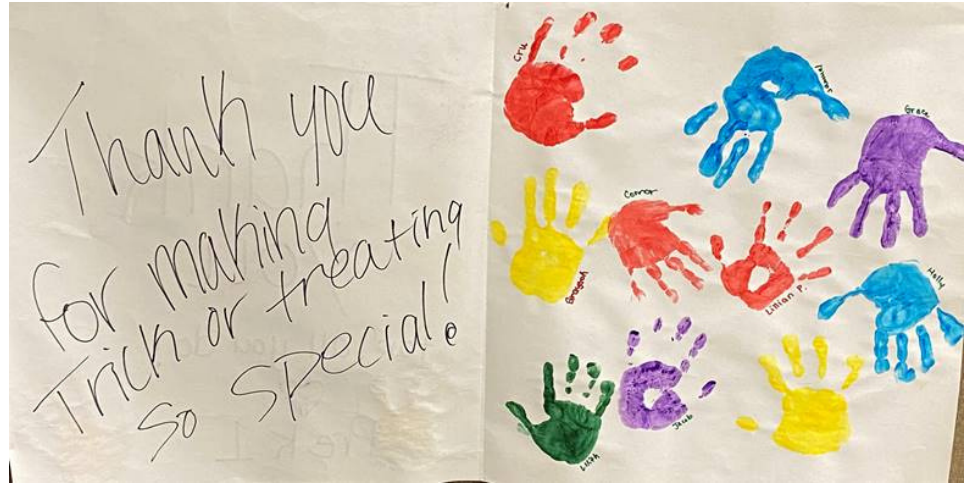


Zack Weaver was promoted to OSP Manager in April

HAPPY HALLOWEEN

One of FDM's favorite days is of the year is Halloween! FDM and UPD have traditionally hosted the kids from CCF for trick-or-treating. Unfortunately, last year had to be skipped because of the pandemic. This year, in an effort to get back to normal, **FDM** collaborated with **UPD** and the **Corporation** for a fantastic outdoor event that was a treat for all - including 128 trick-or-treaters!

A huge shout out to Veronica Ohm and Kristin Erickson for spearheading the event!



UPDATES & ACCOLADES

Business & Financial Services (CONT)

Procurement Operations

Khulood Abuousef, Contract Analyst in Procurement! Khulood graduated from the United Arab Emirates University and came to us with over 17 years of procurement and contracts experience in various government organizations in the UAE. She has been in the US since 2017 and has a daughter attending CSUSM. Khulood has an excellent understanding of the procurement process and is excited to learn more about CSU and CSUSM.

Gwen Bui comes to the Procurement & Contracts team with vast contracting and procurement experience in the construction industry. Gwen's addition will help meet our growing campus' public works and maintenance needs. We are excited to welcome her to the Procurement team.

Michelle Tanner joins our team with extensive experience working in the CSU system at San Diego State University. Michelle's institutional knowledge is a huge asset, and we're very happy that we were able to recruit her to join CSUSM Procurement!

Student Financial Services

Student Financial Services welcomed recent CSUSM graduate **Jessany Avila** as Cashier. Before graduating with her bachelor's degree in Criminology & Justice Studies in May, Jessany worked as a student assistant for SFS. She developed a passion for helping fellow students resolve all their cashing needs. As Jessany was a CSUSM student, she has a solid understanding of the challenges students face and a strong desire to help them achieve their goals.

Fiscal Services & Accounts Payable

We are pleased to announce **Zach Laurenzana** as a new Accountant in Auxiliary Accounting. Zach is a CPA and comes from the Public Accounting sector and is a CSUSM Alumni. He is a valuable addition to Fiscal Services!

Sharon McIntosh has extensive experience in Accounts Payable and Accounts Receivable. She is committed to teamwork and the overall success of the organization. Welcome Sharon to CSUSM and the BFS department.

Accounting Technician **Ruth Canseco** brings a strong background in accounts payable and general accounting to the AP team. Ruth is training as the backup for the weekly check run. Ruth is also an alum of CSUSM, earning her bachelor's degree in Business Administration.

Distribution Services

Mail Clerk **Lawrence Sellers** joined Distribution Services this year, taking over for Debbie Russo. A big thank you to Lawrence for continuing to provide excellent service to FAS and the campus. We are glad you are part of the team.

Financial Systems Operations (FSO)

FSO is happy to have **Ray Lopez** join our team with the retirement of Michele Laurenzana. We will very much miss Michele and her vast knowledge of CFS and her kind way of supporting users of the financial system. Ray comes to us with PeopleSoft experience and will be ready to hit the ground running. Please help me congratulate them both.

UPDATES & ACCOLADES

Business & Financial Services (CONT)

Movin' On Up..

Congratulations to **Lindsay Swensen** on her promotion to Director of Procurement Operations. Lindsay has been an integral leader for the Procurement and Contracts team. She has done a tremendous job mentoring and developing new staff, and effectively managing our steady flow of complex agreements and related issues. With several years of experience at the university and her background as an attorney, we look forward to her strong partnership into the future.

David Taylor will continue to serve in a co-leadership role helping to transition and knowledge-share with Lindsay in Procurement Operations. He will continue to directly support the Distribution & Property Control Services team through the end of the calendar year. David has provided wonderful leadership and support of the university for many years, and we are grateful for all his engaging and thoughtful service to campus. David is participating in the Early Exit Program, and we will miss his guidance and procurement expertise. Congratulations David on your well-deserved retirement.



Join us in congratulating **Debbie Russo** on her permanent promotion to Lead, Distribution Services and Property Control. Debbie has been serving as the Interim Lead of Distribution Services and Property Control for several months. She has demonstrated superb leadership in supporting her team and the campus community—Debbie's promotion to permanent Lead is well deserved.

Bart Westbrook has been promoted to Property Clerk. Bart has gained experience with inventory, shipping, and receiving, which helped him secure his new position in Property Control. Please join us in congratulating Bart in his new role.

Congratulations to **Joseline Dyas** on her promotion to Budget Manager in the Budget Office. During the last year, Joseline has split her time equally between Extended Learning as Interim Associate Dean of Finance and Interim Budget Manager in the Budget Office. Joseline has implemented new processes in EL, mentored staff, and continued to support the Budget Office. Joseline has formed close working relationships with our campus stakeholders to provide budget support, has helped streamline processes, leads various reporting to the Chancellor's Office, and works on ad-hoc projects in the Budget Office. In her role as Budget Manager, Crystal Villalobos will report to Joseline.

Accounts Payable is excited to announce the promotion of **Chris Fernandez**, who joined CSUSM last year as an Accounting Technician in AP. Chris has been promoted to Accounts Payable Lead and ProCard Administrator. Great job, Chris, on your new role, your attention to detail, and all your hard work since joining BFS.

UPDATES & ACCOLADES

Business & Financial Services (CONT)

Awards & Achievements

Our Cashier Lead in Student Financial Services, **Michelle Noel**, received Employee of the Month, September 2021. Michelle worked tirelessly throughout the pandemic as an essential employee. Michelle is an irreplaceable member of our team, and we appreciate everything Michelle does day in and day out for our team and the campus community.



Karen Jara, Accountant in Fiscal Services, received her Bachelor of Science: Business Administration-Accounting Option from CSUSM. Congratulations Karen!

What's New?

Contract analysts **Maria Froehle** and **Khulood Abuyousef** are participating in the RFP Writing Best Practices course through the Chancellor's Office. Procurement submitted an application based on an upcoming RFP we plan to release. **Our team is one of five teams chosen to participate out of the 23 CSU's.** RFP's were chosen based on their impact and potential to be multi-campus or systemwide agreements. The course requires two hours of meetings per week and 4-6 hours of homework per week for eight weeks.

The entire Procurement Team attended a **Fraud Prevention and Detection Training.**

With the help of our campus customers and FSO, **we exceeded the Disabled Veteran Business Enterprise spend requirement of 3%.** This requirement is difficult to meet, and we managed to exceed it with 8% spend in 2020-2021.

After a busy summer, fall represents a wrap of our audit season, and Fiscal Services has **successfully completed all three auxiliary audits.** The stateside audit is just about complete and is expected to be finalized in January.

Accounts Payable rolled out our new Hospitality Quick Reference Guides for Approvers and Requestors:

- https://www.csusm.edu/fs/ap/apdocs/hospitality_qrg_approvers.pdf
- https://www.csusm.edu/fs/ap/apdocs/hospitality_qrg_requestors.pdf

The Budget Office will host "**Budget 101**" sessions for the campus and provide information for many new employees. Stay tuned for more information in the coming months.

Budget Office will soon kick off the Mid-Year process for 2021-22. **This will include updated guidelines for the campus, along with associated training.**

UPDATES & ACCOLADES

Office of Human Resources (OHR)

Did You Know? The CSU has a new **Home Buying Assistance program** called "Landed." Employees can take advantage of Landed's down payment program, support network, and home buying resources to help prepare you for homeownership. Learn more on the CSYou website:
<https://csyou.calstate.edu/Employee-Resources/Benefits/Pages/Employee-Home-Buying-Resouces.aspx>



What We're Proud Of: Congratulations to **Justine Cook** for your 2021 Recognizing Excellence Award (Pivot Award). Here is Justine's nomination:

"Wow! This person has had such dedication to CSUSM employees across campus, and even more so when COVID happened. This person has taken on more responsibility and has pivoted all along the way. They truly care about the work they do and want to ensure all employees have everything they need.

They had no choice but to quickly adapt to the virtual while ensuring phenomenal customer service and follow up. This person is reliable and I feel like they answer every single phone call (which can be really difficult to do when the volume is so high).

This person has gone above and beyond to seek out new ways of doing this and collecting information, to ensure the business got taken care of. "

Welcome to the team: We are so excited to welcome **Nina Eich** (HR Coordinator), **Susana Martinez** (HR Coordinator), **Bhavisha Talsania** (HRIS Specialist), and **Connie Lizaola** (Director, Payroll & HRIS Services). We are so happy that you are here and look forward to working with you.

What's New: We have officially transitioned to our new systemwide recruiting system, CHRS! **Common Human Resources System (CHRS)** Recruiting, built-in PageUp, is a systemwide initiative to move all campuses to a single recruiting system. This move will simplify our recruiting and provide a standardized, paperless, end-to-end recruiting process while allowing flexibility for campus-specific needs. CSUSM is part of the CO Wave 5 group to implement this change and is scheduled to go live by Fall 2021. OHR, Faculty Affairs, and IITS are sponsoring this project for our campus.



What you should know: It's Tax Time – **Update your Address for W-2 forms** – the "Home" address you have in Peoplesoft as of November 30, 2021 will be used for mailing your W-2 form. Update your home address in PeopleSoft to ensure your W-2 will reach you at your current "Home" address.

CAL Employee Connect: All paystubs can be accessed using the State Controller's Office secure portal. Register at [Cal Employee Connect](#) to access your paystubs online 24/7.

In Memoriam

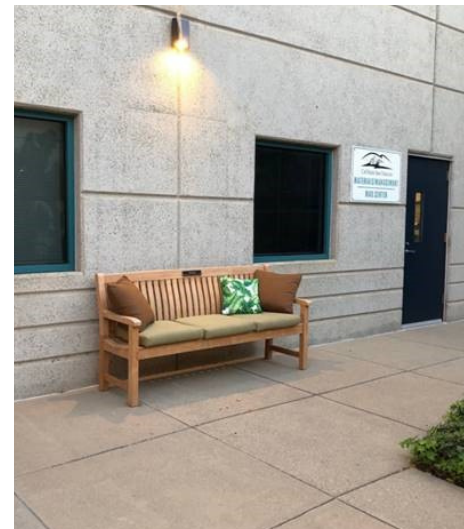
The **Valissa Smith Middleton Memorial Fund** was established to honor the life and contributions of Valissa. Thank you to all who contributed to the memorial bench that is now located near Distribution Services.

A Thank You Card from Valerie Smith (Valissa's sister)

To the Committee,

Please thank everyone who donated toward the bench in honor of my sister Valissa. It is beautiful and the plaque touched my heart. Also, thank-you to all of you on the committee who put together the celebration of Valissa's life and sharing it with her family here in California and those out of state. Valissa would have approved of the decorations and the snacks. I also think she would have been very moved by what everyone said and the love they felt for her.

Thank you again,
Valerie Smith



The FDM family unexpectedly lost one of our own in September. Our work family will not be the same without **Enrique Rosales**. Enrique always had a kind word and smile for anyone he interacted with.

Enrique served as a mechanic apprentice in the automotive shop, where he provided exemplary service since he joined our campus community in 2018. Every day, he took enormous pride in his work, cultivating solid working relationships with fellow staff members. His daily get-it-done attitude exemplified CSUSM's culture of care.

Enrique was the proudest of his son and his family. His favorite part of working at CSUSM was the people; he truly loved everyone he worked with.

We are grateful for the time we had with him and we offer our deepest sympathies to his family and loved ones.

New Employee Spotlight



<-----Gwen Bui (Contract Analyst)

1. At which store could you max out a credit card? **Costco**
2. What is one thing on your Bucket List that you've accomplished? **Obtaining a Master's Degree**
3. If you could eat only one meal for the rest of the month, what would be on the menu? **Shrimp & Vegetable Pad Thai**

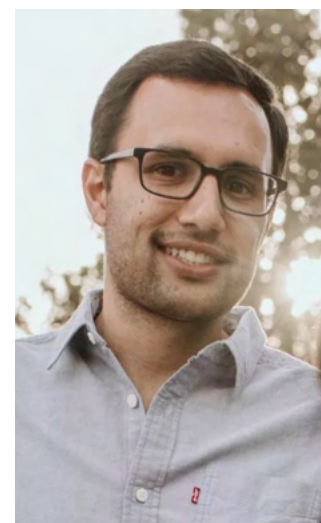
Jessany Avila (Cashier) ----->

1. At which store could you max out a credit card? **Marshalls**
2. What movie can you quote the entire script of? **Shrek in Spanish**
3. What is the one thing on your Bucket List that you've accomplished? **Skydiving**



<-----Edith Nuno (Policy Analyst)

1. At which store could you max out a credit card? **HomeGoods or Target**
2. If you could live in any other decade, which would it be? **The 80s, because I love the music from that time.**
3. What is the one thing on your Bucket List that you've accomplished? **Buying a home**



Zach Laurenzana (Accountant II)----->

1. At which store could you max out a credit card? **Definitely REI**
2. Give one random fact about yourself. **I used to be the team captain of the CSUSM Cross Country team.**
3. What is the one thing you think everyone should do at least once in their lives? **Something that truly terrifies you. You might actually end up enjoying it or learning something from it.**



Thank You Notes

Thank you John Adams and Mike Guty in the lock shop, you are always so responsive and helpful. You consistently go above and beyond to help our team and customers, thank you!

– Virginia Berman

Dear Stephanie Hebert,

Thank you for your 10 years of service at CSUSM. You have done an amazing job developing the Zero Waste Program which has impacted every area of campus. You are leaving with a remarkable legacy. I will miss you and wish you happiness in your future endeavors. – Heather Burkland

Thank you Kristen Erickson, Hannah Stehling, Letisia Ford and Karina Orea for your amazing collaboration!! It was a very successful CCF trick-or-treating event because of all of you! Can't wait 'til next year!!

– Veronica Ohm

Our sincere congratulations to our Manager, David Taylor, upon retirement. With all the changes over all the years, David has been a constant, and whose support is much appreciated. Thank you, David, our best wishes as you find new exciting adventures ahead!

– Your Distribution Services Team

Thank you Clint Roberts for being a thought partner, and for all of your patience!

– Brittani Brown

Susan O'Connor – Thank you for all your help with Mock Interviews and for being a caring friend. Sending you a warm hug.

– Reyna Tolento

To the Payroll squad: Brittany Piché, Penny Pritchett and Sue Gary. I'm privileged to be a part of this "small but mighty" team. It is very rare to find a group that always has your back and can ALWAYS come together and get 'er done. Thank you Chelsea Cross, for always being willing to collaborate and include the Payroll team in the conversation. Thank you Jane Cross for always keeping it real, listening to me talk for hours at times, and giving me solid advice and guidance. I am grateful that you have always been an advocate for our team and for me.

– Lisa Tran

Thank you to Ana Camacho for jumping right into the thick of it in your new role. Your expertise and can-do attitude are already a resource for those around you. I am excited to have you on our team!

– Virginia Berman

Steve Watters – Thank you for all your years at the University and the all the hard work you put into every project. Your quality of work shows and is valued. Have a wonderful retirement!

– Reyna Tolento

Thank You Notes

Mere words cannot fully convey the gratitude we in Distribution Services have for Jerry Sullivan, who is retiring at the end of December. Sixteen years at CSUSM, Jerry easily became an esteemed member and "go to" person on campus, always helpful, providing sound advice and sharing his wonderful sense of humor, not to mention the music! Jerry, Valissa was always thankful to have you here, as are we. You have our Sincere Thanks and The Best Wishes to you (& Mui) in retirement.

- Debbie, Bart, Symeon and Lawrence

Thank you to Paulette Renfro and Mui Sullivan for all you have given to the campus in your years here. We will miss you and wish you the best in your retirement! - Virginia Berman

Amber Perez - Thank you for all you do! You've become a great Manager. Thank you for always wanting to improve and keep our team close as we all learn and grow together.

- Reyna Tolento

Clint Roberts and David Taylor created a committee to organize the Memorial event for our dear colleague Valissa, and arranged a successful fundraiser (with Advancement), that a memorial bench was obtained in her honor. This bench sits outside of Valissa's office at the USB and is greatly appreciated. Thank you both!

- Distribution Services

Dear Brian Bender,

Thank you for helping support the TAB project at the library. You did amazing work documenting locations, drawings, and even crawling in ceilings! So grateful!

- Heather Burkland

Mitch Tran - Keep up the great work as Interim Supervisor BSE! Thank you for the constant communication and for your understanding.

- Reyna Tolento

Dear Steve Holbrook, Jack Houston, and David Wilson, You have been instrumental in implementing the HVAC projects happening on campus. Thank you for your diligence spearheading the TAB projects and putting together such a detailed AFMS scope. This campus is so lucky to have you!

- Heather Burkland

Thank you, Amber Giacalone for joining our team and hitting the ground running. After just a few short months, you have leaned into the role and continue to support Leon and the team so well!

-Brittani Brown

Thank you to all the EEP participants for your years of service! Here's to the endless problems you solved, projects you completed, and all the training you provided to new employees over the years. Your time and experience on campus has made CSUSM a better place for current and future students/faculty and staff. Hope that your retirement brings you happiness and when you reflect on your time at CSUSM you have nothing but good memories.

- Rayanne Weber

Mike Geck - Thank you for always being there when you're needed. Thank you for your immense knowledge and continued support through all these years. You are truly appreciated and I can't thank you enough for all you've done.

- Reyna Tolento

Thank You Notes

Thank you Veronica Ohm for being such a rock for FDM. Your positivity and kindness to all sets a great example. I so appreciate all you do for FDM!

– Virginia Berman

We would like to extend our thanks and congratulations to Bella Newberg, upon her retirement. Bella, you are a part of our department history, at various levels and with solid guidance. Thank you for your support and much happiness to you in the years ahead!

– Distribution Services

Dear Mitch Tran and Dave Rodriguez, Thank you for working so hard at the Central Plant keeping it running smoothly these last few months. You did a great job learning new skills and tackling new projects. You should be so proud. Thank you!

– Heather Burkland

Thank you Alan Stutler. You are a valued resource for me and my team. We know we can always come to you with questions or concerns and you find solutions quickly.

– Virginia Berman

Karina Orea you are doing an amazing job in your new position! I am so happy to have you as part of my team! Thank you for being so positive and sharing your perspective so that we can better serve FDM!

– Veronica Ohm

Carmen Varona and Irma Suazo – Thank you for always being willing to assist in any way possible and for being great Leads to your teams!

– Reyna Tolento

I want to send a special thanks to Jill Heath, Barbara Sainz, Mercedes Wilson, Erica Thissell, Chris Fernandez, and Ruth Canseco for your kindness and generosity in making my first month here at CSUSM amazing!!!!

– Sharon McIntosh

George Martinez – Thank you for the words of wisdom and for being my work-dad. I have learned a lot from you. Enjoy your well-deserved retirement.

– Reyna Tolento

Thank you Edith for jumping right into your new role and taking charge! We are so lucky to have such an organized and proactive person on our team!

– Shannon Honour Shaw

Kerry Stein – Thank you for your continued patience with FDM. Thanks for going over the JOC process with me. Your great amount of knowledge is appreciated.

– Reyna Tolento

Dear Mitch Tran and Dave Rodriguez, Thank you for working so hard at the Central Plant keeping it running smoothly these last few months. You did a great job learning new skills and tackling new projects. You should be so proud. Thank you!

– Heather Burkland

Thank you, Candace Bebee, for pushing through the challenging audits and PRAs while making great progress on Clery, especially the Annual Security Report. – Brittani Brown

Thank You Notes

Stephanie Hebert – Thank you for building the Zero Waste Program from the ground up and for demonstrating your creativity in all projects. Truly amazing work! Enjoy your retirement!

– Reyna Tolento

Thank you all in SFS! I truly appreciate you ALL!

– Nasrin DeCoux

Paulette Renfro – Words cannot explain how sweet you are and how much you will be missed! You have such a caring heart. I wish you well in your retirement.

– Reyna Tolento

Thank you to HR for all of your help and processing of open recruitments! WOW that is a lot of work!! Thank you for all your support.

– Rayanne Weber

Gil Muñoz, Rafael Lopez, Gregg Wilson, Elijah Pauser – Thank you all for your dedication and hard work throughout the years! You have made CSUSM a much more beautiful place. Cheers to your retirement!

– Reyna Tolento

Mui and Jerry Sullivan – You will both be extremely missed! Hope you both live happily ever retired :)

– Reyna Tolento

Thank you to the IITS team for the above and beyond customer service you always provide. We are so lucky to have each and everyone of you!

– Rayanne Weber

George Martinez – Thank you for the words of wisdom and for being my work-dad. I have learned a lot from you. Enjoy your well-deserved retirement.

– Reyna Tolento

It is with good fortune that Lawrence Sellers joined the Distribution Services team as Mail Clerk. Arriving amid a back log, he hit the ground running, ready to learn and assist where needed. Lawrence, thank you for joining our group, where no two days look the same. We appreciate your help, adaptability, and kindness, extended to all who you meet. We are so glad you're here!

– Debbie, Jerry, Bart and Symeon