



SACRAMENTO STATE

ADMINISTRATION & BUSINESS AFFAIRS

Report of Accomplishments

2020 – 2022





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Message from President Nelsen

It has been over two and a half years since the last ABA Annual Report of Accomplishments was published. Though much has changed in our world during that time, what has remained constant is the critical role that ABA plays in keeping this campus running. As we navigated the transition to virtual learning and remote work and back again, ABA staff rose to meet the many challenges we faced. You never lost sight of our mission, doing your critical part to help us continue to transform lives by preparing students for leadership, service, and success.

During the pandemic, many people talked about schools being “shutdown” – but as you know well, our campus was never truly shutdown just because most classes were being held virtually. You were here keeping the grounds beautiful and maintained. You were here ensuring faculty, staff, and vendors got paid. You were here creating and implementing new cleaning and sanitizing protocols. You were here upgrading all of our classrooms so that when students returned, they could learn in state-of-the-art spaces that enable hybrid learning. You are the often-unseen heroes – Hornet Heroes – of this campus, and I commend you for all you have done and continue to do to keep our campus running smoothly and safely.

As you know, this year we celebrate Sac State’s 75th anniversary. This Diamond Anniversary has given us a chance to reflect on and celebrate all that we have accomplished over the past 75 years while charting our way forward. With your help, we are creating a future in which we can continue to transform hundreds of thousands of lives.

On behalf of the entire Hornet Family, thank you, and congratulations on your successes. I encourage everyone to read this report to learn all that the division does to support Sacramento State’s faculty, staff, and students. Stingers Up!

Robert S. Nelsen
President
California State University, Sacramento



Message from Vice President/CFO

Sacramento State welcomed me to the family in late 2018. At that time, Administration & Business Affairs (ABA) had a lot going on: construction was underway for Parking Structure 5, construction was wrapping up on the Tschannen Science Complex, the Placer Ranch endeavor and the California Mobility Center were just getting started, all in addition to the day-to-day work of keeping a community of over 30,000 students, faculty, and staff running smoothly. I thought we were handling a lot.

2019 was a blissfully busy and productive year with students hustling around campus. Then, in March 2020, our world changed. ABA staff and management had to continue to move forward with our campus projects and daily workload, but also with the unique challenges we faced with COVID-19. We had to add new cleaning and sanitization protocols, prioritize what we needed, and assess what we could and could not do. As such, some things had to be sidelined. One such endeavor was the ABA Annual Report of Accomplishments. The last report we published was during the 2019/2020 fiscal year.

Much of what ABA does is unseen and unknown by the campus community at large. We keep the lights and the A/C on through a record-breaking heatwave. We provide Personal Protective Equipment (PPE) such as hand sanitizer, wipes, and masks to every department, every room, and every person on campus who wants it. We keep nearly 4,000 trees trimmed, safe, and healthy. We ensure that rooms are available for every class offered and for numerous on-campus events. We pay vendor invoices and reimburse staff. We keep payroll on track, so everyone gets paid. ABA does all these things and more while experiencing unprecedented staffing shortages.

Our world finally feels like it is beginning to right itself again. Because we are resuming a sort of normalcy, it is time for us to again publish the ABA Report of Accomplishments. This report features the unique challenges faced during COVID-19, the projects we are working on right now, and our plans for the future.

In this issue, we highlight some of the behind-the-scenes work of ABA departments. Our folks have used the remote working environment to change processes and make substantial improvements that benefit the user experience and help make us more efficient. Several departments have won awards and gained national recognition while continuing to take care of day-to-day business. We also discuss the partnerships we are forging in the community and the projects we are working on to secure the future successes of the Sacramento State community and our students.

I am so proud of the efforts and dedication of the ABA family. Our staff has learned to not just pivot but to improve. We continue to pursue concepts like anti-racism, expand existing efforts in the Finish in Four and the Anchor University initiatives, and look to the future to ensure that our students and community feel seen and included.

I hope you find this ABA Report of Accomplishments as inspiring and hopeful as I do.

Jonathan Bowman
Vice President for Administration/CFO
California State University, Sacramento



Who we are...

Administration & Business Affairs (ABA) is Sacramento State's largest administrative division and one of the University's chief support divisions. We provide integrated and comprehensive administrative, business, financial, operational, and logistical support services to students, faculty, and staff. In addition, ABA encompasses planning, operation, and maintenance services for the campus facilities and environment, which includes major responsibility for capital construction projects, as well as police and safety services for the campus community. ABA's professional staff proudly supports student success through stewardship of Sacramento State's fiscal and capital resources, a well-planned and safe campus, and a commitment to outstanding customer service. ABA supports Sac State's graduation initiatives such as "Finish in Four" and the campus's Antiracism & Inclusive Plan with increasing improvements, all through a staff dedicated to continuous improvement, innovation, and collaboration, with a focus on student success at our core.

Our Families

- Auditing & Consulting Services
- Budget Planning & Administration
- Business & Administrative Services
- Facilities Management
- Financial Services

- Human Resources
- Office of the Vice President for Administration/CFO
- Risk Management Services
- Sacramento State Police Department

Hornet Honor Code

As proud members and representatives of the Sacramento State Hornet community, we commit ourselves to actively promoting honesty, integrity, respect, and care for every person, ensuring a welcoming campus environment, and striving to help every member of our Hornet Family feel a strong sense of belonging.

As Hornets, we will:

1. Promote an inclusive campus and community.
2. Listen and respect each other's thoughts, interests, and views.
3. Value diversity and learn from one another.
4. Engage daily with mutual trust, care, and integrity.
5. Support a culture of honor and adhere to campus policies for honesty, ethics, and conduct.
6. Be proud to be Sac State Hornets.

Administrative Changes

Management Council

Stephanie Avery **Clery and UBIT Compliance Manager**

Clery Compliance Office

Appointed in May 2022, Stephanie Avery oversees compliance related to the Jeanne Clery Act and Unrelated Business Income Tax. Stephanie holds two bachelor's degrees; one in History from Westmont College and one in Business-Accountancy from Sac State.

Ari-El Cheathon **Accounting Operations Manager**

Accounting Services

Appointed in April 2022, Ari-El Cheathon manages a group of accountants and prepares the information for the Director of Accounting Services retirement. Ari-El is an alumnus of Cal State Northridge an achievement with a Bachelor of Science degree in Accounting and a Juris Doctor Degree from DePaul.

Sarah Hansen **Accounts Payable & Travel**

Accounts Payable and Travel Manager

Appointed in June 2022, Sarah Hansen insures supplier invoices & employee/student reimbursements are paid timely and accurately by following the CSU policies & Federal/State laws. Sarah has more than 30 years of experience in Accounts Payable & Accounting and took high levels of educational business courses.

Tyler Harris **Director, Environmental Health and Safety**

Risk Management Services

Appointed in September 2022, Tyler Harris is responsible for supporting the vision and mission of the University through collaborative efforts focused on the Health and Safety of the campus, and our community. Tyler is a Certified Industrial Hygienist (CIH) with an educational background spanning coast to coast, as well as both CSU (undergraduate) and UC (graduate) systems.

Mashariki Lawson-Cook **Audit Manager**

Auditing & Consulting Services

Appointed May 2022, Mashariki Lawson-Cook is responsible for leading or coordinating campus internal and external audit and consulting engagements. Mashariki is made at Sac State and has enjoyed 10 years working in the private sector auditing world.

Tabitha Leeds **Senior Director of Accounting Services**

Accounting Services

Appointed in November 2021, Tabitha Leeds is responsible for directing and managing the work in the Accounting Services Department, specifically reporting and compliance. Tabitha holds a masters in Conflict Resolution and has simultaneously done Accounting and Social Service Work over the last 15 years.

Chet Madison **Chief Police**

Police Department 1

Appointed in October 2021, Chief Chet Madison is critical to the campus, he is accountable for much more than just the oversight of officers and law enforcement responsibilities on campus. He plays a pivotal role in preparing and responding to campus emergencies and serving as an incident commander in the Emergency Operations Center. Chief has over 28 years in law enforcement and holds two degrees: M.A. in Emergency Services Administration (2008) and B.A. in Criminal Justice (2005). In addition, he is a graduate of the 44th Class of the FBI National Executive Institute.

Chris Marolla **Property Management & Central Receiving Manager**

Receiving & Property Management

Appointed in February 2022 as "Interim" Administrator I, then promoted to Administrator I on March 2022. Chris Marolla's responsibilities are to oversee and administer all functions of the Property and Receiving Services, including triennial inventory, electronic waste, auction sales, and the furniture warehouse. Chris has been an employee with the CSU for over 20 years and has achieved a Certified Professional Property Managers certificate from National Property Manager Association.

Glen Schaezlein **Building Trades Manager**

Building Maintenance Trades

Appointed in September 2022, Glen Schaezlein oversees the shops that maintain, repair, and remodel many of our buildings and related systems as the Building Trades Manager. Glen is a graduate of Sac State with 25-plus years in construction and maintenance-related industries.

Michael Williams **Assistant Director, University Housing Facility Operations**

Housing-Maintenance Office Admin

Appointed August 2021, Michael Williams provides leadership and oversight for Housing facilities and surrounding grounds. Michael is a retired MSgt USAF of 21+ years with a Masters in Business Administration, and a Bachelor of Arts in Organizational Management.

Space Management, & the Service We Give

By Raleigh Wilcox

In 2019, Space Management hired me as their new student assistant. At the time, Space Management was snugly nestled in a small office on the third floor of Lassen Hall. While I knew that this office played a crucial role in managing campus space, I had not yet fully understood the depth of its responsibilities. It was not until after training that I understood the significant role and impact Space Management has in helping Sacramento State fulfill its mission.

Sacramento State provides space capacity for more than just department operations and academic classes and activities. Our state-owned facilities also support athletic practices and games, student club activities, student job fairs, music, dance and theatre performances, prospective student recruitment events, campus department/staff celebrations, business conferences, community events, and much more. Sacramento State is an institutional leader in community engagement, education and innovation, and its mission is to prepare students to be future leaders. To meet its objectives, our university requires an efficient allocation of its spaces for optimal utilization and regulation on how they are used.

At Sacramento State, Space Management has delegated authority and responsibility to govern space use and schedule academic and state-owned and controlled facilities for almost all events, including classes and final exams. We centrally coordinate the use of university facilities to ensure their proper and non-redundant use, avoid scheduling conflicts, inaccuracies and unwanted liabilities for the campus, and comply with state, university, and Chancellor's Office policies. To help keep campus operations running smoothly for students, employees, and campus visitors, Space Management distributes daily/weekly scheduling reports to campus service departments so they can plan for staff and operational coverage, unlock/lock buildings, program HVAC, and provide necessary support services. For large events and projects, Space Management routinely collaborates with campus partners such as Academic Affairs, Athletics, Facilities Management, Risk Management Services, Sacramento State Police, School of Music, University Transportation and Parking Services to approve the use of space and services. A few notable large-scale community events held this past year at Sacramento State are:

2022 Junior Olympics Track and Field Championships held in July 2022

2022 Sacramento NAACP MLK Caravan in January 2022

2021 Run to Feed the Hungry held in Nov 2021

2021 WBA Marching Band Competition held in October 2021

Facilities scheduling transactions for classes, final exams, and events are performed using Astra Schedule, which is the university's comprehensive scheduling software tool managed by Space Management. In a typical year, Space Management schedules approximately 3,600 events (or more!) including nearly 40,000 scheduling transactions, with academic classes adding an additional 20,000 transactions. Our office works with the Division of Academic Affairs (including all colleges and departments) and Student Affairs to successfully plan, build, and audit class schedules in compliance with scheduling policies and procedures to build optimal schedules for student success.

Additionally, Space Management oversees the acquisition and maintenance of classroom instructional furniture. We conduct weekly classroom audits to ensure furniture condition is safe, furniture inventory counts are accurate, and furniture placement is maintained for a class-ready setting. Space Management strives to enhance University classroom environments by purchasing and replacing outdated instructional classroom and lab furniture to improve learning environments and support universal access.



Meet the Team

Emily Parmelee, Camellia Sahn, Deneilia Pappas, Lori Harrison, Raleigh Wilcox, and Jordan Coffin

Today, Space Management is based in the Welcome Center near the J Street entrance. It is staffed by five employees, and a student assistant (that’s me!). Our newest staff member filling the Scheduling Specialist position vacancy started on October 31. Altogether, our team has over 100 years of experience working at Sac State. Notably, Deneilia and Camellia recently surpassed 33 years each working on campus. It is through their expertise that all projects handled by Space Management are in good hands. I posed the following questions to the Space Management team:

*When did you start working at Sacramento State?
What is your role in Space Management?*

Camellia Sahn Director of Space Management

I started working at Sacramento State in 1989 in Admissions & Records. In 2006, I joined the Office of Space Management and was initially hired to implement the third-party Astra Schedule software system for classes, events, and final exam scheduling. As Director of Space Management, I oversee department personnel and operations and am responsible for planning and managing the use, assignment, and scheduling of State-owned university facilities, making decisions regarding space-related matters, and providing consultation and support services for space planning, allocation and utilization.

Deneilia Pappas Scheduling Coordinator

I started working at Sacramento State in 1985 as a student assistant in the Alumni Affairs Office and then was hired as a team member in 1989 in Academic Affairs. Later, I moved into facilities scheduling for campus events and then larger special events when the university first began to develop policies and procedures when event scheduling was in its infancy. Eventually, I was introduced to scheduling classes and final exams. I’ve done almost everything in Space Management over the years - ordered supplies, hired students, and worked on budgets.

What drew you to work at Space Management and what do you like about Sac State so far?

Jordan Coffin Scheduling Specialist

My husband and I just made the move 3000 miles across the country from Maine to Sacramento. While living in Maine, I worked scheduling events and classes at a small college about 30 minutes outside of Portland. When looking for a new job, I saw the Scheduling Specialist position posted and just knew this is where the universe was telling me I needed to be! The odds that I found something somewhat familiar in such a large new unfamiliar place led me to throw my hat into the ring. What do I like about Sac State so far? That’s easy! It’s the people! It has only been a small amount of time and already I feel as if I am part of the crowd. Everyone has been so warm and welcoming. Anytime I think to myself I am feeling overwhelmed, someone stops and talks to me and that reminds me that I am very lucky to have been welcomed into the Sac State family!

What do you like most about the office and what are some of your favorite moments working in Space Management?

Emily Parmelee Space Management Analyst

We are small, but we are mighty! I enjoy that the Space Management office is a small, tight-knit group. We have open lines of communication that allow us to work together to get our work done efficiently. My favorite moments are improving classroom spaces for our students. I enjoy picking furniture and creating layouts that will improve the learning environment for our students and faculty.

Lori Harrison Scheduling Analyst

I am a people person, so what I enjoy most about the office is working with customers. That would include internal and external customers. Working on an event with many details and seeing the event come together, trying my best each day, and bringing a smile to someone’s face is a bonus. As for what are my favorite moments in Space Management, I guess that would have to be the holiday displays. From complete huge cardboard builds to door displays, the Space Management team goes all in. Seeing the campus come by to see our decorating efforts brings me joy.

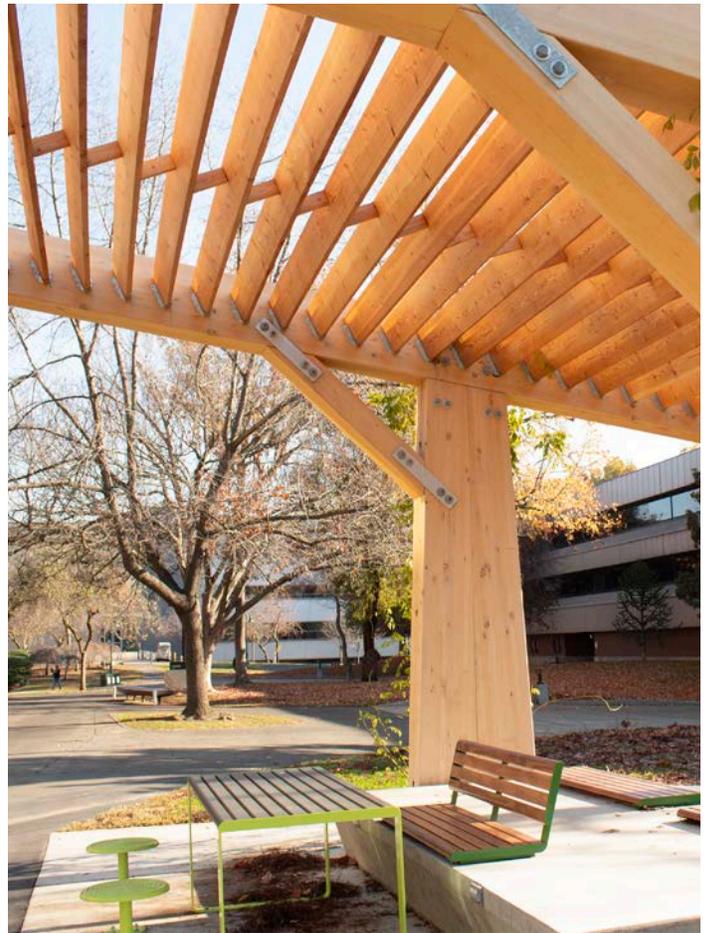
Raleigh Wilcox Student Assistant

As a college student, I am always overjoyed whenever Lori or another colleague brings their homemade pastries to the office. I also enjoy walking or driving our golf cart around campus when I am auditing classrooms. Most importantly, I have always felt supported and looked after by my colleagues, and I will certainly miss our office environment when I leave after graduation.

Outdoor Seating



As we prepared students to come back to campus, we had the opportunity to create outdoor seating areas in the form of pergolas, benches, and so much more. This ongoing project, led by Project Manager Tania Nunez, is meant for students to enjoy the beauty Sac State has to offer. The variety of spaces allows students to meet informally and formally all-around campus. More and more seating spaces will continue to pop up all around in the next couple of months.





Facilities Management: Building Up & Out, Pushing Boundaries

by Makenna Barber and Felicitas Morales



In an interview with Tania Nunez, she confirmed it has been an exciting fiscal year for Facilities Management, as the department has worked on many projects and continues to see projects through that will take years to complete. Some of these projects have even won awards and been recognized on the national level. The Placer Center's Master Plan won the 2022 Society for College and University Planning (SCUP) Honor Award for Excellence in Planning for a New Campus. Although highly regarded, the Placer Center's Master Plan has its challenges, some expected and others unimaginable. Those challenges included the pandemic and mandatory restrictions, and even having to come up with a demographic lesson on how Placer County is one of the state's fastest-growing counties with a significant positive change in diversity.



In April 2020, the solicitation process for creating a Placer Center Master Planning team began and by October meetings were officially online due to a pandemic. The master plan would lay out the framework for project development. Then, it could be read and understood by anybody. This process began during the height of the pandemic; thus, it was critical to find a planning team that could adapt to an environment that was largely remote. College deans, IRT, and even the President's Cabinet were all involved as stakeholders during this time. They were able to have a say in the planning and voice concerns over what had worked before and what was better to leave out when it came to envisioning the master plan for the campus. Since the impact of buildings and campuses is so large, almost the entire ABA division needs to be involved, including University Transportation and Parking Services (UTAPS), Sustainability, Procurement and Contract Services, the Police Department, Budget Planning and Administration and so many more. Each office has had a vital role to play in supporting the creation of master plans and helping to get them to the next step.

Once a document is set and approved the next process would be to get approval from the Board of Trustees (BOT) before the project can be started, therefore, this can be a long process of going back and forth with making the necessary changes. One of the aspects

of getting the BOT approval is to create an Environmental Impact Report (EIR), which discusses air quality, noise, possible at-risk animals, and more to ensure that the site is appropriate to build on and timelines match legal responsibilities.

The Placer Center is a collaboration between Sacramento State and Sierra College in which the main goal is to expand access to a four-year degree with dual enrollment to allow students to complete their community college studies and easily begin studies at Sacramento State eliminating the transfer process.

It is rare that people will get the opportunity to work on a project such as the Placer Center. Normally, we only see existing campuses being improved, never new campuses being built. While this is a once-in-a-lifetime opportunity, it is not the only project that Nunez is working on. Despite many students continuing to attend classes in a virtual setting and the future of student housing being unknown. The Hornet Commons received a positive response during the Fall 2021 opening and was at 100% capacity by the Spring. It took a giant leap of faith, that benefitted students by providing a close place to campus and access to on-campus housing.

Other projects mentioned during the interview were the Art Sculpture Lab, Faculty Staff Housing, and Press Box. Nunez wanted to highlight the Audiology clinic because of the amazing programs being provided for the community free of charge. They offer tinnitus evaluation and management, central auditory processing evaluations, free hearing tests, and more. The clinic is also part of the National Hearing Aid Project which collects hearing aids of any condition or age and refurbishes them for people in need. This center will have huge impacts that we may never individually see but will be felt by everyone that uses the clinic. Over the next couple of decades, Facilities Management looks forward to expanding upon its list of projects that continue to impact the California State University, Sacramento community and its surrounding communities.

2021-2022 Peer to Peer Recognition Program



ABA has proven time and time again its resilience and dedication to the University's mission. ABA is proud of its employees and is committed to recognizing the individuals within its departments that demonstrate leadership, service, and professionalism. It is with this in mind, that the ABA Staff Recognition Program was born.

Over 25 years ago, our Recognition Program was one of the University's first staff recognition efforts. In 2006, ABA launched the Staff Peer to Peer Awards Program to complement the Leadership and Valued Staff Award Program, with criteria recommended by ABA staff professionals.

Over the past two years, the ABA Staff Recognition Program has shifted back from a "virtual" to an in-person celebration of creativity, customer engagement, positivity, subject matter expertise, and teamwork; all of which are criteria of the Peer-to-Peer Awards, recommended by non-management ABA staff. Although the recognition program is just one of many ways ABA chooses to complement the cumulative efforts of the ABA families, it is the most anticipated. During the live ceremony, ABA employees have the opportunity to connect with those from other departments, have fun, and most importantly – celebrate each other's accomplishments. Those nominated and recognized in either category exhibit what are evident core values of not only ABA but Sacramento State as a whole.

Valued Staff

ABA's Valued Staff award recognizes staff professionals who contribute to the success of ABA initiatives; demonstrated values of leadership, teamwork, ethics, and integrity; and/or excel in the provision of quality of service or productivity. Award recipients are nominated by Management Council members and selected by the Vice President.

Winners of Valued Staff 2021:

Josh Neri, Sagan Bachtold, Clarita Casipit, Paul Skrinie.

Winners of Valued Staff 2022

Hai Ly, Chardik Teves, Jeanne Brewster, Tomas Ramos, Zitlaly Marin, Priscilla Llamas-McKaughan

Team

Team Awards recognize teams for accomplishing a common assignment, project, process, or service improvement made toward ABA and University goals.

Winners of Team Awards 2021

COVID Student Payments Team, Library Lighting Project Team, Police Department Dispatchers, Pandemic Classroom Preparedness Leadership Team

Winners of Team Awards 2022

Human Resources - Employment Services Department, Sacramento State Police Officers, Facilities Management - Day Shift – Custodial, Procurement & Contract Services

Leadership Peer to Peer

Leadership Peer to Peer Awards recognizes ABA Management Council members who are esteemed by their colleagues for contributions to ABA or University goals, service, teamwork, innovation, process improvement, advancement, communication, or the development of a model practice.

Winners of Leadership Peer to Peer Award 2021

Gina Curry, Steve Leland, Margaret Hwang, Caryl Vickers- Harper, Erik Skall

Winners of Leadership Peer to Peer Award 2022

Camellia Sahn, Christina Lofthouse, Greg Paul, Michelle Dungca, Todd Dangott



Resiliency

These team members have shown an exceptional level of resilience. They exhibit the components of resiliency: competence, confidence, connection, character, contribution, coping, and control in some of the most trying and challenging years of our lifetimes.

Winners of Resiliency Award 2021
Freddy Orozco, Tim Davis, Randy Davis

Winners of Resiliency Award 2022
Nicole Sharkey, Colin Yates, Sarah Hansen, Christine Hall

Creativity

The Creativity Award celebrates an ABA staff professional for whom creatively thinking outside the box comes naturally. They encourage change and contribute ideas for improvements in processes, services, or cost reductions.

Winner of Creativity Award 2021
Sarah Laird

Winner of Creativity Award 2022
Velinda Ross

Customer Engagement

Awards an ABA staff professional for whom “the customer comes first” is their motto. These individuals serve customers timely, efficiently, and with the utmost respect to their needs to deliver the highest level of service.

Winner of Customer Engagement Award 2021
Luis Diaz

Winner of Customer Engagement Award 2022
Desirae Arzate and Scott Flack

Positive Attitude

Awards an ABA staff professional who is a go-getter, someone whose positive outlook is contagious, and who is always ready for a challenge. Their attitude is infectious, creating a fun and engaging work environment.

Winner of Positive Attitude Award 2021
Joe Reynolds, Matthew Kurtz

Winner of Positive Attitude Award 2022
Yao Saechao, Jeanne Brewster, Clarita Casipit

Subject Matter Expert

Awarded to an expert who is dependable, knowledgeable, and trustworthy. This is someone who’s always your go-to when something goes wrong. Their expertise is comforting and inspires respect.

Winner of Subject Matter Expert 2021
Kevin Mackey, Regeena Lewis

Winner of Subject Matter Expert 2022
Dante Jadavi and Diana Lynch

Team Player

Awards an ABA staff professional who is a true team player. They are known for going the extra mile for their colleagues as a daily exercise. Their initiative and cooperation within their unit is integral to accomplishing big goals. They seek to bring out the best in everyone.

Winner of Team Player Award 2021
Alfredo Machuca

Winner of Team Player Award 2022
Danessa Quintos and Kristin Hillman

University Print and Mail Serving Our Campus & Community

by Makenna Barber and Felicitas Morales



Even with the interruption of the pandemic, University Print and Mail (UPM) has had an extremely busy couple of years. They still had items to complete despite the majority of the Sacramento State services being converted to online. Especially since they serve the Sacramento State students and university communities as a one-stop solution for all printing and mailing needs. Strategic and innovative use of technology and resources enables their employees to provide outstanding customer service. They focused on a number of very critical projects over the last couple of years. For example, they printed 355 awards and 366 name badges after adding magnetic nametags and awards to their product offerings.

Many of the projects UPM has worked on, largely revolved around improving the student experience. In coordination with the Bursar's office, they developed a new online student payment system and created a new landing page for Print Shop Pro as well as print products for student course support. Over 200 orders were produced by University Print and Mail to support student success and a new website page dedicated to student projects was created by UPM. Their work also included mailing packages to students containing relevant items for class work, such as recorders for music, sewing machines and fabric for family and consumer services, and lab materials for engineering.

UPM also placed wide format installations across campus, these installations would be seen by all those who come to campus and are usually large in size. In addition to the Bursar's office frosted film installation, they printed and installed window/door graphics in the University Union Relaxation Room, Game Room, UNIQUE offices, and Space Management entry graphics. They even installed 4 display cases in the University Library that outlined the history of the Full Circle Project and Asian American and Native American Pacific Islander-Serving Institutions Program (ANNAPISI) to celebrate their 10th anniversary. The goal of this project is to utilize the Sacramento State campus and its community to create a positive environment that would allow for the success of Asian Pacific Islander Desi American (APIDA) students. To help spread the word about this amazing event, University Print and Mail produced and installed 4 display cases in the University Library that outlined the history of the Full Circle Project and Asian American & Native American Pacific Islander Serving Institution AANAPISI.

University Print and Mail has long been an important aspect of commencement. Though this became a new challenge once the COVID-19 pandemic took over and operations moved to remote. As a result, CARmencement was created to ensure students were able to celebrate with family and faculty. For the event UPM was responsible for the design and print coordination of the Grad kit box along with most of its contents. Grad Kits went out to all graduates via mail, this included some swag and congratulatory materials. They also produced outdoor banners and large signage to line the car route and alert the drivers what was coming up on the route. For the most recent commencement they designed Gonfalon banners and sample floor signs in addition to printing and mailing over 10,000 Commencement postcards and signage for Grad Fest.

They were even awarded two production awards during the 2022 Association of College and University Printers (ACUP+) ceremony. The ACUP+ awards recognize excellence in craftsmanship and management initiatives, so winning one of them is a significant accomplishment for UPM. They won platinum for their Annual Fund College Fall Appeal Meeting under the multiple piece section of the digital production small shop category. They also won gold for their University Print & Mail 2021/2022 Calendar in the Operation/Shop Self-Promotion category. The calendar was not only a creative project but it was also used to encourage UPM customers to visit the Print Shop Pro (PSP) Storefront and to submit any of their work through the PSP Webdesk. In 2021, they won a gold award for digital print in the single page category for their President's Holiday Reception Card. The University Print and Mail department looks forward to continuing to provide valuable materials and services to the Sacramento State campus and community.



ABA Department Highlights, the Six Imperatives 2020 - 2022



ABA families heed the call every day, in everything we do. Since 2017, ABA families began documenting their progress in supporting the President's imperatives and how our work exemplifies our campus effort of transforming lives and the Sacramento Region, one student at a time.

By aligning to the campus imperatives and student success, ABA can better assess how well it has met the President's calls for action. The imperatives are defined below, including ABA's own focus on Employee Engagement, and are followed by the best examples in these past two year's department highlights.

1st Imperative:

Reducing Time To Degree

2nd Imperative:

Diversity, Inclusion, And Equity

3rd Imperative:

Philanthropic Giving

4th Imperative:

Community Involvement And Collaboration

5th Imperative:

Campus Safety And Security

6th Imperative (ABA Specific):

Employee Engagement

Police Department

1st Imperative: The Community Service Officer Program continues to recruit students to join by posting administrative service jobs on Handshake. The new postings will garner more interest and reach students in various areas. **2nd Imperative:** The Police Department provided security services for CARmencement, this event went throughout the entire campus and included thousands of students, parents and families, staff, and faculty. **4th Imperative:** The Police Department collaborated with Sacramento County Sheriff's Office to host a Regional Active Shooter Training. The training required an immense amount of planning which included alerting the campus community and involving Community Service Officers (CSO). **5th Imperative:** The Officers, Dispatchers, Physical Security & Information Technology (IT), and CSOs continued to be diligent in crime prevention and providing proactive campus security during the campus closure. The Police Department has also continued to issue Timely Warning notices and provide ongoing maintenance to blue light cameras and alarms. **6th Imperative:** The Police Department had been able to host its annual softball game and BBQ during the 4th Quarter of FY 20/21. The softball game was between the Police Department staff and CSOs, which brought a fun-filled yet competitive win for the Police Department staff. The BBQ was to recognize our Student of the Quarter – Jeremy Mota and Employee of the Quarter – Matt Iwasa for their hard work and dedication to the department. This event was particularly special to the department as they celebrated Chief Iwasa's Retirement.

Risk Management Services

1st Imperative: Environmental Health & Safety (EHS) and Natural Science & Mathematics (NSM) decommissioned an X-Ray Diffraction machine in Sequoia Hall, rendering it incapable of producing x-rays. This instrument was replaced by a new instrument currently housed in the Ernest E. Tschannen Science Complex. Risk Management Services worked With NSM and Organizational Learning and Development (OLD) to create a new student training portal in CSU Learn. This is primarily used by student researchers working in NSM laboratories. **3rd Imperative:** Risk Management Services worked with campus procurement to secure free Personal Protective Equipment (PPE) from the California Office Of Emergency Services (OES). The campus received 13,000 N-95 masks, almost

50,000 surgical-style face coverings, and 30,000 gloves at no charge to distribute all around campus and make available to students, staff, faculty, and guests to the campus. **4th Imperative:** Risk Management Services continued working with OLD on the migration of all (EHS) courses from MaxIT LearnerWeb to CSU Learn. Once complete, the campus will have one learning management system for all EHS and Human Resources (HR) related courses RMS also responded to a number of water intrusion events related to the October storm providing recommendations to Facilities for drying affected areas to prevent mold growth. **5th Imperative:** After a year of COVID-related delays, EHS shipped a 3 Curie radioactive source from Sequoia Hall. Although the source will remain radioactive for another 70,000 years, its safe service life is 20 years due to the potential for leakage. EHS monitors radioactive sources by wipe sampling every 6 months, conducting a radiation survey, and sampling radioactive storage areas quarterly. Risk Management Services completed respirator fit testing for Student Health employees to ensure protection from COVID-19 and other respiratory hazards. **6th Imperative:** Risk Management services continued supporting on-campus activities by providing guidance to the campus community as well as appropriate PPE and sanitizing solutions.

Facilities Management

1st Imperative: Facilities Management staff have continued work to keep all classrooms, resident halls, and instructional buildings operational for students to live and study while many classes and operations return to campus and some remote. **2nd Imperative:** Facilities Management continues to participate in University Committee for Persons with Disabilities and engage in conversations in the Inclusive Leadership Academy & ABA Anti-Racism Committee. **5th Imperative:** Facilities Management created a new system where Admin customer service team works by an appointment system. This would help ensure the safety of customers and staff in the COVID-19 environment. **6th Imperative:** The Facilities Management team worked on a collaborative beautification project of Library Quad. This beautification project will be viewed by the overall campus community and guests touring the campus. It took multiple units and departments within Facilities to make the projects happen.

Financial Services

1st Imperative: Financial Services finalized a master listing to track Higher Education Emergency Relief Fund (HEERF) requests, reimbursements and other reporting needs. Procurement & Contract Services worked with Student Affairs and Financial Aid to develop a new Federal Work Study Experience agreement template. The Bursar's Office disbursed the third major HEERF to "all" students. **2nd Imperative:** Procurement staff participated in Convocation and Bystander Intervention to Stop Anti-Asian/American and Xenophobic Harassment training. Employees also attended three different SB/DVBE Advocate Workshops U Learn Equity & Title IX Training, the team has also pulled together Procurement Report for ALN Initiative. AVP, Gina Curry attended sessions at the Western Association of College and

University Business Officers (WACUBO) Conference on Supplier Diversity in planning for initiatives stated in the Anti-Racism and Inclusion Plan for Procurement & Contract Services.

3rd Imperative: Financial Services AVP Office provided a 3-part recognition to "Finance and Friends" that included a Sac State Planetarium show, Hornet Honey, and a Sac State hat in appreciation for the activities related to fiscal year-end close and another Financial Services support. **4th Imperative:** Financial Services held individual meetings with staff to receive feedback on the department and workload. These meetings have helped inform a team-strengthening process. Representatives from Procurement attended the Department of General Services (DGS) "Connecting Point" Small Business/Disabled Veteran Business Expo (DVBE). Financial Services attended CalRecycle SB 1383 Webinar, attended Business Partners Round Table, and created a new Partnership Agreement template and process for the ACE Dual Enrollment Program and Partnership High Schools.

Budget Planning & Administration

1st Imperative: Budget Planning & Administration (BPA) identified and facilitated \$700k in funding for Coronavirus Aid, Relief, and Economic Security Act (CARES) grants to non-resident and Dreamer students and assisted with reimbursements. **4th Imperative:** BPA assisted Accounting Services with the implementation of MDS16 – Anchor Grants. Grants are now tracked with a class code. **5th Imperative:** BPA provided campus updates regarding COVID safety and changes related to the pandemic. BPA submits monthly DOF reports to the Chancellor's Office on COVID expenses.

Business & Administrative Services

1st Imperative: Sustainability worked with Senior Design and Architecture faculty member Mark Roddy to assist and review senior student project proposals. The project entailed students designing a highly sustainable building in the heart of Sacramento. Space Management purchased lab and classroom furniture with 2021-2022 funds to improve learning environments and support universal access. Classrooms were outfitted with new collaborative tablet armchairs, new workstations, and new student stools. Instructor podium stools were also installed in all classrooms with newly added sit-stand computer stations. University Print and Mail (UPM) coordinated a new online student payment method with Bursar's office and created a new Print Shop Pro landing page and print products for student course support. **2nd Imperative:** The Sustainability team worked on the 2019/2020 Sustainability Report, the report featured sustainability-related accomplishments from the last 2 years and will detail campus progress towards the CA-mandated Global Warming Solutions Act (AB32) and our 2040 Carbon Neutrality goal. Sierra Magazine has ranked Sac State as the 86th most sustainable school in the US this year. This was out of the 328 schools ranked in this year's edition of Sierra Magazine's Cool Schools report. In-Plant Impressions magazine published an article with featured the services UPM provided for shipping and print fulfillment. International Public Management Association (IPMA) Quarterly News also published an article featuring our support of CARMencement. **3rd Imperative:** UPM assembled and shipped

1500 Donor gift boxes in support of the On the Rise Campaign launch, this campaign helps support campus programs and so much more to keep Sac State thriving. **4th Imperative:** Sac State received a STARS (Sustainability Tracking, Assessment & Rating System) Gold sustainability rating from the Association for the Advancement of Sustainability in Higher Education (AASHE). This is the second Gold Rating Sac State has received from AASHE. The rating will be in place for 3 years. In collaboration with University Planning, Sacramento State Sustainability was requested by The Office of the Chancellor to create a system-wide minimum specification document for exterior lighting retrofits that would be used by any CSU. Space Management collaborated with campus partners and community third parties to successfully scheduled two high-profile events approved as exceptions by the campus president. UPM helped with the installation of window and door graphics in the University Union Relaxation Room, Game Room, and Unique offices, Space Management entry graphics design & print, in addition to the Bursar's office frosted film installation.

5th Imperative: In collaboration with Facilities Management, Space Management identified priority classrooms for velocity locks and/or shelter-in-place locks to be installed during summer 2022. Programmable locks will keep unauthorized users out of the classrooms, reduce lock/unlock reported issues, and eliminate the need for Police and Facilities Management to manually open or close these rooms for scheduled classes and events every M-F and weekends as needed. UTAPS supported the Active Shooter Training event with space, parking, and shuttles as well as shelter-in-place practice. UTAPS surveyed all lights in our parking lots to ensure areas are well-lit at night. UPM worked with Facilities to convert University Print's AC system from 100% outside air to 90% recirculated air. This improved air quality during months when there was a significant increase in wildfire smoke.

Office of The Vice President/CFO

1st Imperative: Hornet Vision- VP Bowman supported students with their project to make a 3D image of the campus. Office of the Vice President/CFO continued to support Cabinet with CARES/HEERF funding requests and supported ABA families with reconciliation and future funding requests in conjunction with Financial Services. **2nd Imperative:** ABA is committed to improving diversity, inclusion, and equity as aligned with President's message and in partnership with other campus departments. VP/CFO encouraged attendance of all ABA professionals for the Antiracism and Inclusive Campus Plan Roadshow. **4th Imperative:** VP/CFO office funded a lock upgrade within Sacramento Hall and collaborated with Facilities Management to initiate the process over winter break. California Mobility Center (CMC): Continued to provide updates to trustees on the Placer Ranch and Placer Center Crime Lab, General CMC Finance Committee, CMC Workforce, and Economic Development Committee, and attended Mobility Hub Business Model Design workshop. **5th Imperative:** VP/CFO sent out time-sensitive information via Sac Send. This included voluntary COVID-19 Test Kits, OSHA 300A Summary of Work-Related Injuries and Illnesses, and Water Line Break Repairs. The VP/CFO Office in collaboration with the Director of Policy, Records Management, and

Analyst Programmer Expert presented about System Security at the Information Security Symposium 2021. **6th Imperative:** VP/CFO office finished working with departments within ABA to try on and order appreciation jackets from Bare Bones Workwear and began the distribution plan to all of ABA. VP/CFO office has facilitated Strategy Team: Achieving Results Together (START) meetings and with the help of START committee members, has begun planning for major divisional activities.



ABA Departments & Units

Auditing & Consulting Services

- Internal audits
- Investigative reviews and special audits
- External audit management
- Reporting of fiscal improprieties/ fraudulent activities

Business & Administrative Services

- Resource Management
- Space Management
- Energy & Sustainability
- University Print & Mail
- University Transportation & Parking Services

Budget Planning & Administration

- Budget maintenance and reporting
- Budget planning, development, and allocation
- Campus fund compliance
- Capital construction project finance
- Human Resources system data processing and analysis
- University Budget Advisory Committee (UBAC)

Facilities Management

- Administration
- Customer Service
- Facility Operations
- Planning, Design & Construction
- Plant Operations

Financial Services

- Accounting Services
- Accounts Payable & Travel
- Bursar's Office
- Central Receiving & Property Management
- Hornet Ticket Office
- Procurement & Contract Services
- OneCard Services
- ASI Finance & Administration
- University Foundation

Human Resources

Academic Labor Relations

- Benefits
- Classification and Compensation
- Employment Services
- Employee and Labor Relations
- Organizational & Learning Development
- Payroll

Office of the Vice President for Administration/CFO

- Campus communications
- Clery Report
- Executive administrative services
- External relations for VP/CFO
- Instructionally Related Activities (IRA) Advisory Committee

Risk Management Services

- Business Continuity & Planning
- Environmental Health & Safety
- Risk Management
- Workers' Compensation

Sacramento State Police Department

- Budget, personnel, and administration
- Police operations
- Investigations and training
- Community relations and dispatch
- Security and Information Technology (IT)



Administration & Governance

ABA Administrative Council

Bena Arao	Tony Lucas
Jonathan Bowman	Chet Madison Jr.
Gina Curry	Machelle Martin
Margaret Hwang	Gary Rosenblum

ABA Management Council

Adell Seibles	Chris Marolla	Frances Palu	Kimberly Donaville-Davis	Michael Williams	Susan McGuire
Antonio Nucal	Christina Lofthouse	Gary Rosenblum	Laura Lockett	Michelle Dungca	Tabitha Leeds
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Camellia Sahn	Doug Power	Harvey Woo	Mark Montalvo	Raymond Keck	Todd McComb
Caryl Vickers-Harper	Elena Larson	Jeff Dierking	Mashariki Lawson-Cook	Ryan Todd	Tony Lucas
Chela Cholula	Elvin Saldivar	Jonathan Bowman	Mellonie Richardson	Sarah Hansen	Tyler Harris
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