



THE VIEW

From Business & Finance

September 2007

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Welcome back to campus! The 2007 Fall semester is off to a busy start as you'll see from the many announcements and reminders included in this issue of the *The View*. From Open Enrollment for employee health and dental programs to the construction of two new facilities on campus, there is a great deal of news to share. We post issues of *The View* on the Business & Finance web site, on the Forms & Publications web page, so you can refer back to them as a resource.

I hope you find the helpful and interesting.
Mary Stephens, Vice President, Business & Finance

Open Enrollment Is Here

Open enrollment is the time to make changes to your medical and/or dental plans. To make a change, your Insurance Enrollment worksheet must be submitted to Human Resources, MSR 320, **no later than Friday, October 12, 2007**. Enrollments and changes are effective January 1, 2008.

If you want to participate in the Health and Dependent Care Reimbursement Account, please submit a new enrollment form during open enrollment. You **MUST RE-ENROLL EACH YEAR** in the HCRA and/or DCRA plan. The forms are available at www.csustan.edu/hr/. The HR web site contains a wealth of useful information, forms, and publications. For information on benefit summaries, insurance premiums, the Insurance Enrollment worksheet, and links to provider web sites, click the Employment Benefits link on the HR home page. Or, for more information you can attend one of the information drop-in brown bag sessions:

Turlock - MSR130C - 11:30 to 1:00
September 17, 21, 25, or 26
October 1, 4, 9, or 10

Stockton - Acacia 1013 - 1:30 to 2:30
October 3

Holiday

Campus will be closed Monday, November 12th, in observation of Veteran's Day, which falls on Sunday, November 11th.

HR Workshops

Verizon Employee Day - October 4, 2007, 11:30 am to 3:00 pm in Main Dining.
CalPERS Retirement Readiness - October 26, 2007, 8:15 am to 12:15 pm in MSR 130.
CalPERS Retirement Choices - October 26, 2007, 12:45 pm to 4:45 pm in MSR 130.



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Emergency Readiness Items

Biannual Campus-Wide Evacuation Drill: The next evacuation drill is scheduled for the morning of October 11, 2007. The Turlock Fire Department will participate by driving on campus emergency roadways.

Large Scale Emergency Exercise: On Friday, November 16th, University and local emergency responders will practice dealing with a large scale campus emergency. Student volunteers will portray injured victims. The University plan for continuation of business after an emergency will be tested during this planned emergency exercise. Department phone trees and emergency communication plans will be exercised.

Emergency Communications Update: "Get ConnectEd!" With the new direct emergency notification system, University employees and students will receive direct and immediate notification in case of an emergency affecting the campus. Timely warnings and emergency details will be sent to your personal handheld device. When this system is operational, you will be contacted via e-mail and be directed to the web site from which you can enter the phone number and or e-mail address to which you want notices sent.

Emergency Web Site www.csustan.edu/emergency: This web site provides emergency readiness and response information for the University community. Urgent alerts will be posted to this site to provide current information on emergencies in progress.

Emergency Alerts 877-STAN411 (877-782-6411): When an emergency or campus crisis occurs, the campus community should call the special emergency alert telephone number for periodic updates. Recorded messages will advise on campus conditions and emergency procedures.

Emergency Procedures: An updated version of the Emergency Procedures flip-chart was recently distributed to all campus employees. Please review it to become familiar with the emergency response plans, maps, and contact numbers. The flip-chart was designed to be easy to post in your office for easy access. Please provide a copy to new employees as they join your department.

Annual Campus Security Report: The annual Campus Security Report includes reported crime statistics for the previous three years that occurred on campus, in certain off-campus buildings, on property owned or controlled by CSU Stanislaus, and on public property within the vicinity or accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, reporting of crimes, sexual assault, and other matters. A copy of this report is posted on the Public Safety web site.

*Check out the new University Police/Public Safety website
www.csustan.edu/DPS/*



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Public Safety Staff Updates

Promotions: Please join us in congratulating Matt Dillon, who has been promoted to University Police Sergeant, and Andy Roy, who has been promoted to University Police Corporal.

New University Police Officer: Please join us in welcoming Amanda Drummond, who joins the ranks as a University Police Officer. Amanda is a CSU Stanislaus alumna. She most recently worked as an officer with the Turlock Police Department.

Retirement: John Plett retired from the University Police department after 18 years of service. Friends and co-workers celebrated with John and showed their appreciation for his service at a retirement reception on August 16th.

Dispatchers: We are very happy to announce that we now have University Police dispatchers on duty from 7 am to 11 pm, seven days a week. This has been a long-term goal for our department. Welcome Francine Simbalenko and Elizabeth Hodge, who have joined our dispatch staff to provide community support and emergency communication.

Occupational Health & Safety Items

Fall Safety Training

Contact Kellie Marshall, Health & Safety Specialist, at 667-3572 to register for any of these workshops.

Adult CPR Certification: Tuesday, October 23rd, 8:30 am to 12:30 pm, or
Friday, November 30th, 8:30 am to 12:30 pm

Back Safety: Monday, October 8th, 2:00 pm to 3:00 pm

Defensive Driver Training: Everyone who drives for state business *must* complete the Defensive Driving course by the Department of General Services. The next training session available on campus is September 27th at three different times: 8:30 am to 12:00 pm, 1:00 pm to 3:30 pm, and 5:30 pm to 9:00 pm.

A Defensive Driving class registration form is available at www.csustan.edu/DPS/documents.html.

Exposure Control/Flu Hygiene: Tuesday, November 6, 2:00 pm to 3:00 pm

First Aid Certification: Thursday, October 25th, 8:30 am to 11:30 am

Office Ergonomics: Thursday, October 18th, 10:00 am to 11:30 am

Sports Safety Training: Wednesday, September 26th, 6:00 pm to 9:00 pm
Thursday, September 27th, 6:00 pm to 9:00 pm, or,
Saturday, October 20th, 2:00 pm to 3:00 pm



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Campus Print Shop & Mail Services

Oversight for the campus Print Shop (formerly Reprographics) and Mail Services has moved from Facilities Services to the Office of the Vice President, Business & Finance, under Clyta Polhemus. The services provided by these two departments are an integral part of daily campus operations. In this newsletter we would like to highlight some information that we think will be helpful to you.

PRINT SHOP

The goal for the Print Shop is to provide quality products at rates below that of off-campus service providers. Below we share the results of a recent market study to point out the cost savings for your department. Some of you may not have known that we have printers that will produce banners (both indoor and outdoor paper and vinyl).

Please contact us for a quote or to discuss the timing for a print or copy project. Our qualified staff can assist you to determine the most cost-effective option and will work with you to meet your deadlines. We encourage you to visit the Print Shop in the basement of MSR if you want to discuss your project; or you can call 667-3013 or e-mail Reprographics@csustan.edu.

PRINT SHOP PRODUCT	OUR PRICE	KINKO'S PRICE	STAPLE'S PRICE
Black & White Copies 8 1/2x11	\$0.05	\$0.08	\$0.07
Black & White Copies 11x17	\$0.07	\$0.11	\$0.10
Color Copies 8 1/2x11	\$0.27	\$1.00	\$0.39
Color Copies 11x17	\$0.31	\$1.91	\$1.79
Poster 24x36 Full Color			
Indoor Poster - Heavyweight Paper	\$12.00	\$24.00	\$24.00
Outdoor Poster - UV Polypropylene Paper	\$18.00	\$48.00	\$48.00
Outdoor Poster - UV Vinyl Material	\$48.00	\$72.00	\$66.00
Business Cards (250)	\$27.00	\$46.00	\$47.00



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MAIL SERVICES

We can handle all of your mail and shipping needs. Postage rates went up in May. The biggest increase was for first class mail over 1 ounce and for flats (e.g., manila envelopes). Please see the rate list below. To save money, some items that you mailed out flat for appearance purposes, you may want to fold and put in a #10 envelope, as the saving is a minimum of \$0.39 per piece.



1st Class Letter - 1 oz	\$0.41
1st Class Letter - 2 oz	\$0.58
1st class Letter - 3 oz	\$0.75
Flat - 1 oz	\$0.80
Flat - 2 oz	\$0.97
Flat - 3 oz	\$1.14



UPS is our preferred provider for ground, 2nd day, and overnight delivery. Charges are processed as department charge-backs. Price quotes are provided upon request. We are able to track any shipment.



FedEx is available upon request with credit card payment. No tracking on shipments is available.

Postage and UPS shipping are available for your personal use. Come to MSR 010 (basement) to request postage or service.

DO YOU HAVE MAIL PROJECTS?

Ask us and we can do it!

**Bulk Mailings (all sizes including postcards)
Address Printing (from your data base)
Collating, Folding, Inserting, Sealing, and Tabbing**

Tell us about your project and we will give you a price quote.



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Department Financial Statement

Do you often scratch your head wondering who to contact regarding a transaction that appears on your department financial statement? We have made it easy for you to get those answers. The Source column on your statement is the place to look and the Source Code Reference Sheet has the answer.

DEPARTMENT STATEMENT EXAMPLE

Dept	Fund	Date	Description	Doc Code	Doc Ref	Enc Num	Source	Current Budget	<Rev>/Exp
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The Source Code tells you what type of transaction it is and who to contact. For example: AP is Accounts Payable and PO is Purchasing. The Source Code reference sheet can be found on the Financial Services Forms & Publications web page at

<http://web.csustan.edu/FinancialServices/Documents/GeneralAccounting/SourceCode.xls>

It lists the source codes that are used by Financial Services, with the description of each code, and the name of the individual in Financial Services who can answer your questions about that transaction. **If you would like training on how to create your Department Statement using BRIO Web, or how to read them, please contact the AP department for personal training (667-3063).**

ProCard Change

To resolve operational issues caused by the recent lowering of the maximum-per-transaction charge allowed on a ProCard, the maximum will be raised from \$500 to \$1,000. The paperwork to implement the increase will be distributed soon to appropriate individuals for signature. Individuals who require a maximum-per-transaction charge greater than \$1,000 must receive authorization from their area Vice President.

Cashiering

As part of our campus transition to PeopleSoft Student Administration, a new cashiering system provided by Informed Decisions has been installed. Main Cashiers and the satellite cashiers began using the new CASHNet cashiering system late in July. This system replaces the Banner cashiering system. Students may pay their registration fees or other university charges on-line with CASHNet using an ACH e-check or credit card (Master Card, Discover, or American Express). These on-line payment methods are accessible from the Current Student web page at www.csustan.edu.

Accessible Technology Initiative

The ATI (Accessible Technology Initiative) program is a joint effort between OIT and Purchasing to comply with state and federal law pertaining to the purchase of electronic and information technology (E & IT) equipment. Such equipment must be purchased with features that make it accessible to a disabled person, if such features are available in the marketplace. The law is being phased in by the CSU system over a period of 4-5 years; fiscal year 07-08 affects all E & IT equipment purchases of \$50,000 and over. Examples of E & IT equipment are copiers, faxes, phones, computers, printers. If you plan to purchase E & IT equipment \$50,000 and over, please contact Carl Whitman, ext. 3137, for assistance.



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Student Recreation Complex

The competitive bid process for the Student Recreation Complex was successfully completed on September 11th. The contracts with the successful bidder will be completed soon. Construction is expected to begin in October, with projected opening of the complex in December 2008. This project is funded by the Student Recreation Complex fee that was approved by the students in May 2006.



HMC Student Recreation Complex
CALIFORNIA STATE UNIVERSITY STANISLAUS

Field View



HMC Student Recreation Complex
CALIFORNIA STATE UNIVERSITY STANISLAUS

SRC Entrance View

New Facilities Services Web Site

Facilities Services now has a presence on our campus web site at www.csustan.edu/FS/.

You will find forms, publications, and contact information for our various departments: Custodial, Design & Construction, Energy Management, Landscape, Maintenance, Motor Pool, Planning & Finance, and Recycling. There also is a quick link to our Work Order Request Form. Let us know if there is something you would like us to add to our web pages.



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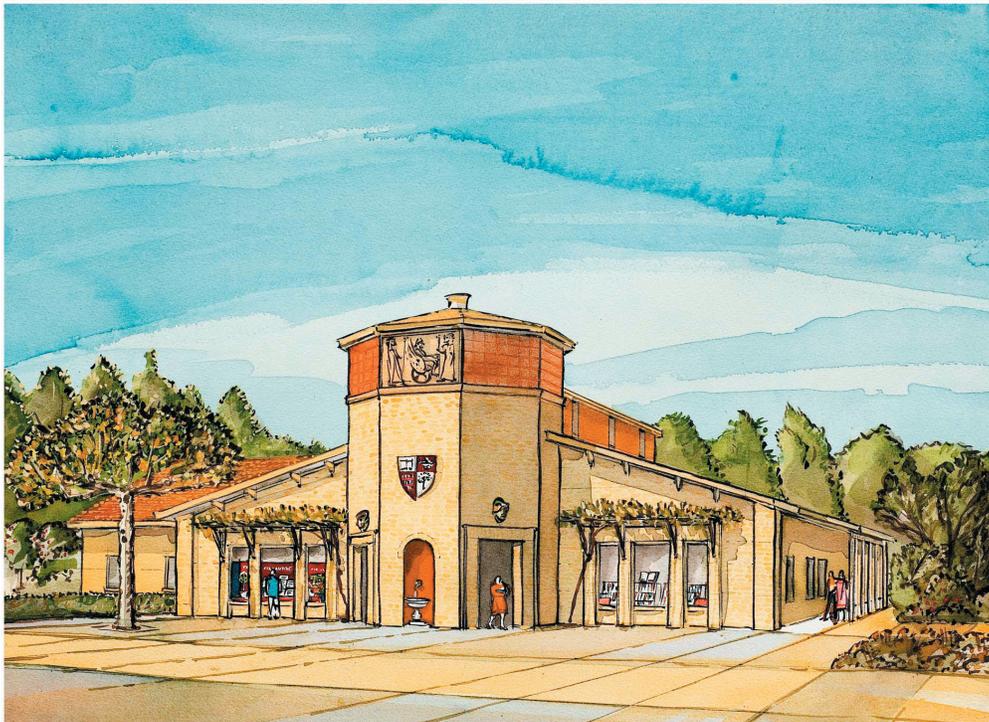
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ATM Machine In MSR

A new ATM machine (Farmers & Merchants Bank) is located in the lobby of the Mary Stuart Rogers Educational Services Gateway Building. It is located by the north entrance to the building, adjacent to Cashiers.

New Bookstore Construction

Construction of the new bookstore is underway. The Auxiliary & Business Services (ABS) funded bookstore (using bookstore revenues) is located just north of the old Science building. The new walkway that extends through the new Science Building will continue along the east side of the bookstore under an arbor-covered walkway. The bookstore is expected to be open for the Fall 2008 semester.



New University Bookstore - Perspective from Southeast
California State University, Stanislaus

HMC





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New Administrative Systems

What's new with our Administrative Computer Systems?

There is a lot going on at CSU Stanislaus and we highlight the following:

Human Resources (HR) Application:

We are working on releasing HR Self Service functionality to campus staff and faculty. This functionality will allow staff and faculty the ability to change their address, update emergency contact information, view their benefit plan information, and more via web Self Service.

Finance Application:

We are working on:

- Improving the current Brio department financial reports
- Improving the current Brio payroll report
- Releasing online requisition capability for departments that generate a high volume of requisitions
- Providing training classes for Brio

Student Administration Application:

A collaborative of CSU Stanislaus and four other Banner CSU campuses is working on the implementation of the PeopleSoft Student Administration application. This is a phased implementation and the phases are as follows:

- | | |
|--|-------------------------|
| • Admit Students (for Fall 2008) | October 2007 |
| • Process Financial Aid | February 2008 |
| • Process Enrollments | Spring 2008 |
| • Tuition Calculation/Process Payments | Spring 2008 |
| • Academic Advising (degree Audit) | Spring 2009 – Fall 2010 |

We will continue to utilize Banner until we complete all phases of the implementation



We have great team members working on these projects. With all these activities in progress, we'd like to thank you in advance and let you know that we appreciate your patience, understanding, and support as we proceed. We are working diligently to minimize any inconveniences to the campus community.



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Campus Parking Program Changes

It is well known, especially among our students, that as the University has grown over the past several years the availability of campus parking has been stressed. This situation has been recognized in the past, and campus discussions have been held for several years to review the options for increasing the number of parking spaces on campus, including building a parking structure. Because the Parking Program must be financially self-supporting, all options for adding parking spaces require an increase in parking fees. Understandably, there has been strong resistance to increasing fees.

Last year it was recognized that by fall 2007 the situation would be untenable and that an increase in parking spaces is critical to service the expanding student population. Consequently, many scenarios to expand the number of parking spaces on campus were evaluated. All of the scenarios required an increase in parking fees.

As part of the consultation process, a proposed plan to increase parking spaces and the associated increase in fees was reviewed with the Student Fee Advisory Committee (SFAC) this last spring. Students asked helpful questions and made valuable comments about the first proposal they reviewed. As a consequence, significant changes were made and an alternative proposal was developed, which received their concurrence.

The resulting parking plan includes the following:

- Fall 2007: An additional 190 general parking spaces will be added in Lot 6 (north of Student Housing).
- Spring 2009: 44 general parking spaces will be added adjacent to the new Student Fitness Center.
- Spring 2010: 500 spaces will be added in a new surface lot to be built in the southeast corner of campus (immediately south of the Calaveras Way entrance to campus, adjacent to Geer).
- Spring 2010: A traffic light will be constructed at Calaveras Way and Geer Road.
- Spring 2010: A entrance/exit (right turn only) will be added on the north side of campus connecting to Christoffersen Parkway.

The current parking rate for students and management employees is \$12.00 per month, \$43.00 per semester. To accomplish the changes listed above, student and management employee parking rates will increase as follows.

	Monthly Rate	Fall/Spr Semester Rate
July 1, 2007	\$ 18.00	\$ 64.00
July 1, 2008	\$ 23.00	\$ 82.00
July 1, 2009	\$ 27.00	\$ 96.00
July 1, 2010	\$ 32.00	\$114.00
July 1, 2011	\$ 36.00	\$129.00
July 1, 2012	\$ 40.00	\$143.00
July 1, 2013	\$ 45.00	\$161.00
July 1, 2014	\$ 49.00	\$175.00



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Campus Parking Program Changes (continued)

Faculty and staff employees will also see fee increases, although at different rates. Both the CFA and CSUEU collective bargaining contracts include terms that permit increases in parking fees, but limit those increases to the General Salary Increase (GSI) percentage provided to employees. Parking rates are not specified in the other staff collective bargaining agreements. However, CSU Stanislaus will propose that these employees be treated in the same manner as CSUEU employees.

For faculty, parking rates increased July 1, 2007 from \$12 per month to \$12.36 per month in compliance with the collective bargaining agreement. For CSUEU staff, parking rates increased July 1, 2007 from \$12 per month to \$12.48 per month, again in compliance with the collective bargaining agreement. These increases reflect GSIs awarded in fiscal year 2006-07. This increase was reflected in August 1 paychecks (July earnings). The collective bargaining agreements allow for a further increase tied to GSIs awarded in fiscal year 2007-08.

To provide equity among all fees, the daily parking fee also will be increased this fall from \$2.00 per day to \$3.00 per day.

While the above parking rate increases will fund additional parking spaces, it is likely that the rate of our student enrollment growth will still outpace the increase in the number of parking spaces on campus. Consequently, it is imperative that the campus optimize the use of all parking spaces. Therefore, in addition to the changes described above, the Reserved Parking Program has been restructured. Beginning fall 2007, Reserved Parking will operate in the following manner:

- The monthly cost of a reserved space will increase to \$45. The monthly cost will continue to increase annually as the cost of general parking increases.
- All individuals who currently have a reserved parking space may continue to purchase reserved parking under the new rates. Only the President, Vice Presidents, and Deans who choose to pay the reserved monthly fee will be eligible to have a new reserved parking space assigned.
- Individual names will be removed from signage and replaced with the notation "Reserved." Individuals paying for a reserved parking space will be able to use any of the marked reserved spaces provided in the parking lot closest to their primary work location. Individuals will be notified of the lot in which a reserved space has been allocated for them.
- Reserved spaces will be operative from 7:30 am to 5 pm on weekdays only (excluding holidays). These spaces will be available as general parking at all other hours, which will make them accessible to students during the evening and on weekends.
- As reserved parking spaces are freed up, they will be converted to faculty/staff parking spaces.

In conjunction with this increase in parking fees, the campus will begin parking enforcement 24 hours per day, 7 days per week. Finally, in parallel with these efforts to accommodate current parking demand, explorations are underway to identify and fund alternative means of transportation for students, faculty, and staff that will lessen the need to continuously expand on-campus parking.