

# R'FBO

## Uploads & Updates

University of California Riverside  
March 2011 Issue / Volume III

UCRIVERSIDE | Finance & Business  
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## Earthquake Preparedness Emergency Management

Our heartfelt prayers go out to all directly and adversely affected by the recent 8.9 magnitude quake that shook the coast of Japan. This earthquake and resulting tsunami in Japan serve to remind all of us who are a part of the UCR community the need to discuss family disaster plans, refresh evacuation supplies, review safety measures, and learn about first-aid, CPR and other safety courses. If not already prepared, we Californians in “Earthquake Country” should take action to be ready for such an event.

*Continued on p. 2 >>*

### [Accounting](#) [Mileage Rates Increase](#)

The mileage reimbursement rates for expenses incurred in connection with the use of a private automobile for business purposes on behalf of the University have increased. The new rates below are published as an Internal Revenue Advisory in [IR 2010-19](#). They are to be applied for expenses incurred on or after January 1, 2011.

#### **Use of Private Vehicle**

The reimbursement rate for the use of a private automobile for University business travel has been increased a penny to 51 cents/mile.

#### **Relocation of Vehicle**

The reimbursement rate for the driving or shipping an automobile in connection with a move or relocation has been increased from 16.5 cents/mile to 19 cents/mile.

[Business and Finance Bulletin G-28, Policy and Regulations Governing Travel](#), has been revised to reflect these changes. Questions regarding these reimbursement rates can be addressed by the Director of Payroll, Payables, and Travel Accounting, [Gabe Nwandu](#) (951) 827-1956.

### [Printing & Repographics](#) [Working Smarter](#)

**Ordering Business Cards Online**  
About 4 ½ years ago, the UCR Printing & Repographics (P&R) department took over the production of all UCR business cards. Spurred on by the introduction of an automated work order system, the new digital presses and in-house expertise, and the fact the campus decided to create a standard tricolor template, P&R believed the unit could provide the service in a more cost-effective and timely manner than the previous vendor arrangement.

Over that period, the unit has successfully processed over 8,000 business card orders, with an average turnaround time of four days compared to the three weeks before this change. P&R estimates that the savings to UCR has been approximately \$250,000.

This is but one of many ways UCR units are working smarter, saving the campus money, improving customer service, and making a difference. To learn more, visit [Printing & Repographics](#).



### [Storehouse](#) [Delivery of OfficeMax®](#)

Effective March 1st the UCR Storehouse/Receiving unit is delivering orders of OfficeMax products. **OfficeMax will no longer be making any campus deliveries.** This affects current processes in two ways. First, deliveries are still being made the next day. However, the shipment will be delivered in the afternoon rather than morning. If there is an urgent need for an ordered product, Storehouse/Receiving will accommodate the department requesting an emergency delivery. Second, OfficeMax products will be delivered to standard Storehouse order delivery points. The desktop program has been phased out. The primary reason for this change is to allow Storehouse/Receiving to combine OfficeMax products with other vendor product packages onto one of the Storehouse's eco-friendly vehicles. This efficiency will reduce package delivery costs, as well as running a duplicate route around the campus. This new delivery procedure makes the supply chain more efficient and contributes to a more environmentally friendly and sustainable campus environment. Storehouse/Receiving appreciates the support of all units in implementing this new delivery practice. For more information, call (951) 827-5542.

**Heartfelt Farewells**

*In Memory of* **Steve La Shier**

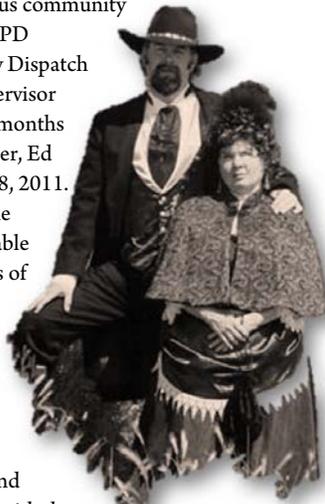
It is with a deep feeling of loss and sadness that we mourn the passing of our friend and colleague Steve LaShier. Steve passed away at his home early on the afternoon of Thursday, January 20, 2011. Steve

joined the University of California Riverside in 2006, as the campus Director of Risk Management. His comprehensive approach to and dedicated efforts in identifying and managing a full array of risks were clearly aligned with the strategic and operational goals of the University. His tireless commitment to the University's mission of education, research, and public service will continue to have an enduring impact on the entire campus community. Our most heartfelt condolences are extended to his wife, Anna, and his entire family.



*In Memory of* **Edward Kerley**

The entire UCR campus community mourns the loss of UCPD Riverside Public Safety Dispatch Communications Supervisor Edward Kerley. After months of struggling with cancer, Ed passed away February 8, 2011. Each of us grieves at the passing of this remarkable man who gave 30 years of dedicated service to ensuring the safety of our community and police officers. Ed served proudly as a member of the United States Marine Corps and former reserve officer with the City of Colton Police Department. Our heartfelt prayers are with his wife, Terry, and his entire family.



*In Memory of* **Thomas Goatcher**

The entire UCR campus community is deeply saddened by the sudden passing of Thomas Goatcher on Saturday, January 22, 2011. Tom began his career at the University in 1992 as an active member of the day crew, attentively setting up for events and dutifully moving department physical assets around campus. Over the past two years, Tom worked on the campus recycle team. His committed efforts were instrumental in ensuring that the campus began diverting more and more waste from landfills. He had just completed 19 years of outstanding service. Our heartfelt prayers are with his wife, Sandy, and his entire family.



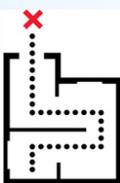
>> *Continued from p. 1*

**Earthquake Preparedness**  
*Emergency Management*

**Get a Kit.** The essential items of a kit include at least a three-day supply of food and water for each person, first aid supplies, clothing and bedding, tools, and emergency supplies and special items. Inspect the kit every six months. Replace food and water. Add items as the needs of your family change. For a checklist of items of what to include in your kit, visit the [American Red Cross](http://www.AmericanRedCross.org) website.



**Make a Plan.** Discuss with your family members the disasters that can happen where you live. Establish responsibilities for each member of your household and plan to work together as a team.



- Choose two places to meet after a disaster:
- Right outside your home, in case of a sudden emergency, such as a fire.
- Outside your neighborhood, in case you cannot return home or are asked to evacuate your neighborhood.

Tell everyone in the household where emergency information and supplies are kept. Make copies of the information for everyone to carry with them. For more information on making a plan, visit the [American Red Cross](http://www.AmericanRedCross.org) website.

**Be Informed.** Learn what disasters or emergencies may occur where you live, work and play. Identify how local authorities will notify the public during a disaster and how you will obtain important information. Learn what you can do to prepare for disasters by contacting your local American Red Cross chapter to ask about first aid, CPR, and disaster training. For more information on making a plan, again, visit the [American Red Cross](http://www.AmericanRedCross.org) website.



Here at UCR, each department should complete a Department Emergency Operations Plans (DEOP), review and update an existing DEOP, and obtain or refresh department emergency supplies. EH&S Emergency Management is available and ready to assist in the completion of these tasks, to provide workplace training, and to answer any questions that faculty, staff, and students may have.

**Links.** For more information about earthquake preparedness, visit the websites for the [American Red Cross](http://www.AmericanRedCross.org), [Ready America](http://www.ReadyAmerica.org), or [UCR Emergency Preparedness](http://www.UCREmergencyPreparedness.org).

**Environmental Health & Safety**

**NEW Director of EH&S**

The campus is pleased to announce the selection of Dr. Russell Vernon as the new Director of Environmental Health & Safety (EH&S). Effective January 5, 2011, he will direct EH&S operations focusing on promoting a safe and healthy campus environment.

Additionally, Dr. Vernon manages the campus laboratory safety audit, integrated waste, and campus emergency planning, preparedness, and response programs. Earning his Ph.D. in Chemistry at UCSD,



Dr. Vernon possesses over 16 years of experience in academic laboratory and research safety. He has been instrumental in the implementation of campus laboratory standards, including the maintenance and update of laboratory-specific chemical hygiene plans, accident root cause investigation, exposure prevention, hazardous materials use, storage, and disposal. Prior to arriving at UCR in February 1999, he held a postgraduate researcher position at Scripps Institution of Oceanography and has served as a lecturer at UCSD, where he also managed the teaching laboratory safety program.

**Computing**



**Information Security is for Everyone**

*A Timely Security Suggestion from UCSB  
Karl Heins, Chief Information Security Officer*

Many information security problems result from individual behaviors. Below is one idea to help keep personal information secure.

Use a passphrase, for example "UCR-Living the Promise," instead of a password. The more numbers and punctuation in a password/phrase the more secure it becomes. Use different passwords/phrases for different purposes, in case one is compromised. Change passwords/phrases on a periodic basis. If a password/phrase may have been compromised, change it immediately. Always use a screen saver password/phrase. Set it to activate after a pre-determined period of time of inactivity. This will help to ensure that no one else can use the computer if left unattended. Finally, never share a password/phrase with anyone.

To learn more, visit the [UCOP Windows Password Policy](http://www.UCOPWindowsPasswordPolicy.org). Look for more helpful information regarding security practices in forthcoming editions of *R'FBO Uploads & Updates*.



**Payroll**

**The UC Working Smarter Initiative  
UC Issues Request for Proposal  
(RFP) for PPS Replacement Project**

The University of California (UC) continues on an ambitious plan to deploy a single payroll system and single human resources system across all ten campuses and five medical centers. One vital component of this plan, the Payroll Personnel System (PPS) Replacement Project, remains at the forefront of the UC Working Smarter Initiative.

At the end of February 2011, an RFP was posted for replacing the current PPS. The solution evaluation and selection process will be taking place through the spring. If all goes as planned, members of the PPS Replacement Project will select a vendor and execute an agreement by the first of July 2011.

In parallel with the replacement selection process, a number of teams have begun efforts on redesigning how payroll and human resources services are delivered throughout the UC system. These multi-campus teams will help design new organizational models, streamline processes, and align procedures across campuses and medical centers.

When all phases of the project are complete, the University of California will have single, centralized systems for processing payroll, fulfilling campus timekeeping needs, and collecting and analyzing human resources information. Not only will the new systems save UC money – \$30 million or more annually according to initial projections – but they will also improve the way payroll and human resource services are delivered. As progress continues on the PPS Replacement Project, look for updates in upcoming editions of *R'FBO Uploads & Updates*.

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**Human Resources**

**Kristie Elton to Represent UC  
at Safety in Design and Construction Seminar**

Kristie Elton, the UCR campus ergonomist, was selected to attend the Harvard University School of Public Health's Safety in Design and Construction seminar. The event took place from February 28 through March 3, 2011.

*"I am pleased to announce that Kristie Elton, the UCR campus ergonomist, has been selected to represent the system wide Ergonomics Working Group at the Safety in Design and Construction Seminar at Harvard University... The ultimate role and involvement for Kristie will evolve over time, but her primary role will be to incorporate ergonomic recommendations into the facility planning, design, and construction process system wide."*

~ Erike Young, UCOP EH&S Director

Kristie came to UCR in 2005 as a consultant to Labor Relations/Workers Compensation. In 2006, she joined as a career employee tasked with launching a campus wide ergonomics program. In 2008, she introduced Ergo iSEAT which facilitates the management of office ergonomics and injury prevention. In July 2010, Kristie became a part the Workplace Health & Wellness Unit in Human Resources. Kristie also manages the UC system wide Be Smart About Safety (BSAS) Matching Funds program.

Kristie attended Thomas Jefferson University in Philadelphia earning a BS and MS in Physical Therapy.

She is a licensed physical therapist in the State of California, and a Board Certified Orthopedic Clinical Specialist. Prior to coming to UC Riverside, Kristie was a practicing physical therapist for 12 years.

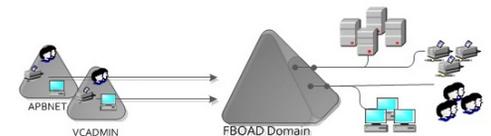
To learn more about the program, visit the [Ergonomics](#) webpage.



**FBOIT**

**FBO Domain Migration  
Project Update**

Computing & Communications (C&C) has recently established campus-wide Microsoft Exchange services for email and calendaring purposes. Over the last year, FBO Integrated Technology has worked closely with C&C to plan and execute the implementation of this new system that will take full advantage of an integrated email and calendar platform. FBOIT, in conjunction with C&C, will transfer all email services for FBO units into this newly created **Microsoft Exchange** environment over the next several months.



Additionally, all FBO units are being upgraded to the **Microsoft Office 2010** Professional suite and moved to a new **Windows 2008 domain**. These actions will allow all FBO units to make the most of the newest office software and central management offerings from Microsoft.

To learn more about this project, visit the [FBO Domain and Exchange Migration](#) website.

**Did You Know?**

The City of Riverside is surrounded by **three** major earthquake faults: San Andreas, San Jacinto, and Elsinore faults.

The last significant earthquake in Riverside County occurred on July 7, 2010 with a reported magnitude of **5.9**.

The strongest earthquake ever recorded in history occurred in Chile (1960) with a magnitude of **9.5**.

**Environmental Health & Safety**

**Notice of New Rates for Services**

Environmental Health and Safety (EH&S) serves an important role on campus in addressing the safety and welfare of UCR faculty, staff and students. The department helps prevent workplace injuries, promote employee and student health, and protect the environment through a wide range of programs. Traditionally, the services have been funded almost entirely without a charge. However, for "Special Events" services that are provided in support of campus activities that are determined to be ancillary to the mission of the University, authorization has been given to charge for delivery.

These campus activities include (but are not limited to) Commencement, Homecoming, Spring Splash, Block Party, and HEAT. For these events, EH&S personnel assist with the planning, preparation, and monitoring thereof to ensure that participants are protected against injury or illness. As the student population of the campus continues to grow, these services become increasingly important. It is imperative that service levels in this area be maintained. An hourly billing rate has been established for management/specialist and technical support personnel who are assigned to these events, as set forth below.

Category of Personnel	Hourly Rate
Management / Specialist	\$ 80.09
Technical Support	\$ 47.56

For more information, please call (951) 827-5528.

**Office of Capital & Physical Planning**

**NEW! UCR Faces**

The UCR Office of Capital & Physical Planning / Real Estate Services is pleased to introduce two new members of their professional staff.

**Mr. Bill Lee**, hired as the Assistant Director of Real Estate Service in early January 2011, has primary responsibilities over management and administration of all real property involving UCR. He will also assist the Associate Vice Chancellor in negotiating terms for ground leasing and development of university land



and facilities by external parties, as well as joint ventures. With a B.S. in Civil Engineering from Bucknell University and an M.S. in Urban Planning from Harvard University, Lee comes to

UCR having successfully managed a diversity of projects involving a wide variety of real estate ventures. In his free time, Mr. Lee is an avid outdoorsman.



**Ms. Mary-Alice Avila** joined UCR as a Senior Facilities Requirements Analyst in March. She is charged with providing comprehensive analysis of campus capital improvement initiatives, as well as the development and oversight of detailed program and planning documents and funding justifications for both State and non-State Capital Improvement projects. Ms. Avila joins UCR with an extensive background in the construction industry. In addition to having earned her Bachelor's and Master's degrees in Architecture from California Polytechnic State University, San Luis Obispo, she is a LEED-Accredited Professional, as well as a Certified Construction Specifier and Certified Document Technologist.

**STOP!**  
**DON'T THROW THAT OLD PEN AWAY**  
**RECYCLE IT!**

**How?** Send your old pens, mechanical pencils, highlighters and markers to the Storehouse in an intercampus envelope.

**Why?**

- Your old writing instrument will be recycled into something useful, instead of going into a landfill. It may become a toothbrush handle, purse, trash bin or flower pot!
- The donation UCR receives for each pen will help support a deserving UCR student through the UCR General Scholarship Fund.

**QUESTIONS?** Call the Storehouse at 827-5542

UCRIVERSIDE Storehouse

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**FINANCE & BUSINESS OPERATIONS (FBO)**

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R'FBO Uploads & Updates is published by the Finance and Business Operations unit of the University of California Riverside.

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*"Once social change begins, it cannot be reversed. You cannot un-educate the person who has learned to read. You cannot humiliate the person who feels pride. You cannot oppress the people who are not afraid anymore. We have seen the future, and the future is ours."*  
~ César Chávez