

R'FBO

Uploads & Updates

University of California Riverside
September 2010 Issue / Volume I

UCRIVERSIDE | Finance & Business
Operations

Office of Finance & Business Operations (FBO)

Vice Chancellor Gretchen Bolar
Assistant Vice Chancellor Georgianne Carlson

FBOIT Services

Director Bill Freire

Risk Management

Director Steven La Shier

Financial Services

Associate Vice Chancellor Bobbi McCracken

Accounting Services

(Director TBA)

Financial Control & Accountability

Director Marc Guerra

Payroll Services

Director Gabe Nwandu

Student Business Services

Director Asirra Suguitan

Capital & Physical Planning

Associate Vice Chancellor Tim Ralston

Capital Planning

Director Kieron Brunelle

Physical Planning

Director Nita Bullock

Real Estate Services

(Assistant Director TBA)

Design & Construction/Sustainability

Associate Vice Chancellor Don Caskey

Assistant Vice Chancellor Richard Racicot

Facilities, Transportation, and EH&S

Associate Vice Chancellor Mike Miller

Administrative Services

Director Greg Artman

Building Services

Superintendent Bob Slater

Environmental Health and Safety

(Director TBA)

Facilities & Maintenance

(Physical Plant)

Assistant Director Mike Terry

Fleet Services

Director Mike Delo

Transportation & Parking Services (TAPS)

Director Mike Delo

Human Resources/Labor Relations

Associate Vice Chancellor Marilyn Voce

Material Management

Director Russ Lewis

Campus Purchasing

Manager Chip Staples

Storehouse/Receiving/Surplus

Manager Dolores Cordova

Printing and Reprographics

Director Dallas Johnson

Resource Planning and Budget

Associate Vice Chancellor Matt Hull

Budget

Director Cindy Williams

UCPD Riverside (Police)

Chief Mike Lane

Introduction to UCR Finance and Business Operations

In June 2009, the offices of the Vice Chancellor for Administration (VCA) and the Vice Chancellor for Academic Planning and Budgeting (AP&B) merged into what is now the office of the Vice Chancellor for Finance and Business Operations (FBO). Simply stated, the mission of the resulting FBO Organization is to support the operations of the university through the delivery of core financial and business services, in the most efficient and cost effective manner possible.

Given the decentralized way administrative functions are accomplished at the university, it is critical that we provide our colleagues across the campus with timely and relevant news, information, and training. This will enable administrative efficiency at all levels and support departmental personnel as they carry out their responsibilities in connection with financial and business functions. To that end, we are pleased to introduce the first edition of *R'FBO Uploads and Updates*; an electronic publication to be issued periodically. This publication is made possible through the collaborative efforts of the various divisions and departments of the FBO organization. We hope you find the information included in this publication helpful.

Human Resources

Happenings

New Labor Relations Director

Jadie Lee has been selected as UCR's new Labor Relations Director. An expert in the field of labor relations, Jadie has over 17 years of experience working in the field of human resources and labor relations, most recently as the Assistant Director of Labor Relations at UCR. She teaches graduate-level management and labor relations courses, and is an accomplished musician. Jadie holds an MBA from the UCR School of Business Administration and Bachelor degrees in English and History from the University of East Anglia, Norwich in the U.K. She started in her new role on 09/01/10.

New HR Website

It's finally here! The new [UCR HR website](#) has been designed with applicants, employees, and management in mind. Easy access to an abundance of human resource related information is now simply a click away. Everyone in the UCR campus community is encouraged to visit the new and improved [UCR HR Website](#) and submit any and all feedback.



UCPD

Campus Beat

Officer Wright Honored

UCPD Riverside is pleased to announce that one of its own, Officer James Wright, was selected as the 2010 recipient of the [Chief Patrick G. Crowe Public Servant Award](#). Officer Wright was honored at the ninth annual Diocese of San Bernardino Blue Mass on 09/11/10. The Blue Mass was started in 1934 by Rev. Thomas Wade, a priest from the Archdiocese of Baltimore. The event was held as a tribute to local police officers and firefighters, who attended Wade's service at St. Patrick's Catholic Church in Washington, D.C., wearing all-blue dress uniforms. The San Bernardino Diocese began celebrating the Blue Mass in 2002. Every year the diocese honors a police officer or firefighter with the Chief Patrick G. Crowe Public Safety Award, bestowed for "exceptional service to the community, department or church in some way." Congratulations, Officer Wright!

Physical Plant

Campus Crafts

Plumbing Efforts in the Quad

Physical Plant is responsible for maintaining, operating, and repairing the physical aspects of the campus. This includes over 264 buildings, consisting of over 3 million square feet of space on 1,200 acres of land. Recently after a pipe burst flooded the basements of the Arts Building and Hinderaker Hall, Physical Plant replaced aged chilled water piping essential for the cooling of four campus buildings. Over 600 feet of 10" diameter pipe replaced the original chilled water system piping which was installed in the mid-1960s. The month-long project was completed on 08/22/10 with final cosmetic repairs completed on 09/17/10, just in time for the start of the fall quarter. Funding for this undertaking came from UCOP through their Be Smart About Safety (BSAS) initiative. This project is a prime example of the department's commitment to serve the UCR students, faculty, and staff by ensuring the physical integrity (facilities, utility systems, grounds, and other infrastructure) of the campus. To learn more, visit <http://pplant.ucr.edu>.

Human Resources

Winter Holiday Closure*2010-2011 Schedule*

As in previous years, UCR will observe a Winter Holiday Closure during the 2010-11 holiday season. The campus is scheduled to close beginning Friday, 12/24/10, through Friday, 12/31/10, and will reopen on Monday, 01/03/11. The annual closure has allowed UCR to achieve energy savings and continues to be an effective approach to power conservation for a specific period of time.

Several University holidays will be observed while the campus is closed, including December 24, 27, 30, and 31, 2010. However, December 28 and 29, 2010 are not paid holidays. Staff employees and those academic employees who accrue vacation leave are required to use vacation, compensatory time (if available), or take a leave without pay for these two work days.

In accordance with University personnel policies and applicable labor agreements, employees have the choice of the following options to cover the non-paid holidays:

- Employees may use vacation days in advance of their actual accrual.
- Newly hired employees, represented and policy-covered, may use accrued vacation without having achieved six continuous months on pay status.
- Employees with accrued compensatory time may elect to use it to cover the two days off or to offset the use of vacation time.
- Employees who do not wish to use vacation or compensatory time off may request leave without pay for the two working days based on departmental approval. In this case, employees will not lose hourly vacation or sick leave accruals for these two days.
- In accordance with regular procedures for scheduling vacation, employees should notify their respective supervisors in advance as to which option or combination of options they propose to use.
- Forthcoming announcements will provide additional information on changes to mail services and library hours as we get closer to the designated 2010-11 Winter Holiday dates.

You may contact Heidie Rhodes at heidie.rhodes@ucr.edu or (951) 827-2463 with any questions or comments.



UC Post-Employment Benefits (PEB)

UC Taskforce Final Report

On 08/26/10 Chancellor White informed the campus that President Yudof will soon release a report developed by the UC Task Force on Post-Employment Benefits (PEB). The full report, along with the Executive Summary is now available at a newly launched website. [The Future of UC Retirement Benefits](#) is a website that will be regularly updated with the latest information. This report makes recommendations on ways to provide competitive retirement benefits while making the University's retirement health and pension programs financially viable. There will be significant communication coming from the Office of The President in the coming months regarding the recommended changes. A special edition of the [Our University newsletter](#) focuses on UC retirement benefits and the Post-Employment Benefits Task Force recommendations.

Message from Chancellor White

Chancellor White has issued an important video message concerning post employment benefits. He asks that you take a few minutes to view this brief video as soon as possible. The video is available at: <http://retirementbenefits.ucr.edu>.

*Virtual Town Hall Meeting*

On Friday, 09/24/10 (10:00 am – 11:30 am) a [system-wide "Virtual" Town Hall meeting](#) on Post-Employment Benefits will be delivered live as a webcast by the Office of the President. Faculty, staff and retirees from across the UC organization will be able to view the webcast by going to: <http://www.ustream.tv/ucevents>. The webcast will provide members of the UC community an opportunity to ask questions and share concerns about post-employment benefits, health care costs, and the UC budget. For faculty and staff who are unable to participate, the webcast will be archived for later viewing. A transcript of the proceedings will also be made available.

Participate in the Process

All faculty, staff, and retirees are strongly encouraged to participate in the process and the opportunities to provide comment. To submit a question or comment, you are encouraged to visit [The Future of UC Retirement Benefits](#) and go to the [Your Views and Questions section](#). For questions regarding retirement planning, please contact the Benefits Office at (951) 827-4766.



Material Management

The Latest from Material Management*USPS Rates Increase*

The United States Postal Service (USPS) has requested a rate increase for various classes of mail to go into effect 01/02/11; campus mail rates will be increased commensurately. The cost of mailing a First Class letter will increase from \$0.44 to \$0.46 and a postcard from \$0.28 to \$0.30. For more details about rates for other types of mail, visit <http://ucrmail.ucr.edu>.

*Change In Excess**Equipment Sales Rate*

Equipment Management attempts to sell material that other UCR units send to the surplus warehouse as excess. This program is very important in order for the campus to continue to achieve its goals in the area of sustainability/recycling/reuse. Over the last several years Equipment Management has sold these items on a "first-come, first-served" basis, retaining the entire amount of any item that has sold for \$10 or less. For any item selling for more than \$10, the unit that sent the item to the surplus warehouse has received 80% of the proceeds. In order to assist in offsetting labor and storage costs, Equipment Management, determined it necessary to raise the \$10 threshold to \$30. This change became effective 07/01/10. For any item selling for more than \$30, the department that sent the item to the surplus warehouse will still receive 80% of the proceeds. For more information regarding the Excess Equipment Sales, call (951) 827-4200.

Capital & Physical Planning

Annual Fall Space Survey

Capital and Physical Planning is currently coordinating the 2010 Fall Departmental Space Survey. This survey, also conducted each spring, is an integral part of the Facilities Data System. This system provides space planning and management information for the campus, UCOP, and selected California state agencies. Major uses of this data include capital project planning, space management, risk management, and support for operational and maintenance of plant funding. Locally, the data is used to populate room information in other campus systems and to provide information to emergency responders. Details regarding the 2010 Fall Departmental Space Survey will be sent to Facilities Management System (FMS) users at the end of September. All space data will need to be updated in FMS by 10/29/10.

Local Policies & Procedures Update

New and Updated

Policies and Procedures

In the spirit of promoting a safe and healthy atmosphere for students, faculty, staff, and visitors on the UCR campus, a number of policies have been under consultation for the last several years. Three of these policies and the associated procedures have been approved for implementation. Two are new: (the use of) **Unlicensed Motorized Scooters** and (the presence of) **Pets on Campus**; and one is an update of a current policy and procedure; **Smoking / Tobacco Use and Sale on Campus**. All three of these policies and the associated procedures are located on the [FBO Policies and Procedures website](#). Information concerning the implementation of these policies and procedures, all effective on 09/23/10, will be forthcoming. A brief summary of each is provided below.



Unlicensed Motorized Scooters (450-24): All Unlicensed Motorized Scooters (UMSs), with the exception of those used as

electric personal assistive mobility devices by individuals who are mobility impaired, are prohibited from being used anywhere on the UCR campus. The intent of this policy is to protect the UCR campus community at large from the inherent dangers of UMS use. This policy serves to ensure that the campus pathways and sidewalks, designed to accommodate foot traffic only, may be safely travelled.



Pets on Campus (850-38): While the practice of occasionally bringing pets onto the UCR campus is not prohibited in certain

approved circumstances, guidance concerning the presence of these animals and the responsibilities of their respective owners is necessary to preclude these pets from becoming threats, nuisances, health risks, or undesired distractions to others on campus. This policy is intended to clarify under what conditions pets may be allowed on the UCR campus.



Smoking/Tobacco Use and Sale On Campus (850-65): This revised policy provides for officially designated

outdoor areas for the use of tobacco products on the UCR campus. Further, it bans the sale of all tobacco products on campus. The intent of the policy is to protect the rights of all individuals on campus to breathe smoke-free air through the controlled sale and use of tobacco products.



Transportation & Parking Services

Getting Around Campus

UCR UPASS Program Recognized

Each year, the Association for Commuter Transportation (ACT) honors outstanding achievements and recognizes significant contributions to commuting options and Transportation Demand Management. During this year's ACT conference, UCR TAPS was honored in the category of *Marketing and Outreach* for its UPASS program. This program provides UCR students, staff, and faculty with free access to all Riverside Transit Authority (RTA) fixed bus routes. The UPASS program introduces students to the benefits of riding the bus and, possibly, making them lifelong users and advocates of public transportation.

A significant outcome of the RTA/UCR partnership was the passing of Assembly Bill 774, permitting community colleges statewide to establish agreements with local transit agencies that allow students to ride these systems at much lower rates. All UC campuses, with the exception of UCSF, and many California State Universities, have similar compacts with their local transit agencies. Since its inception in 2006, the UPASS program has been replicated by other institutions of higher learning throughout Riverside County, including the three Riverside community colleges.

In FY 2009-2010, the UCR UPASS program accounted for 282,242 trips on RTA buses, preventing over 1.2 million pounds of CO₂ from being emitted. Since its inception, it is estimated that the UCR UPASS program has prevented close to 3.0 million pounds of CO₂ from being emitted into the atmosphere. To learn more about the UCR UPASS Program, visit <http://parking.ucr.edu>.

Risk Management

Campus Risk Assessment

The Enterprise Risk Work Group (ERWG) Charter was created in October 2009, in response to a new charge put forth by the UCR Ethics and Compliance Risk and Audit Committee (ECRAC). The ERWG, chaired by the UCR Director of Risk Management, meets quarterly and is comprised of individuals from the major functional units of UCR. Its primary focus is to assure that Enterprise Risk Management (ERM) decisions are aligned with the overall vision and goals of UCR.

One of the first processes the ERWG has initiated is a campus-wide risk assessment, attempting to measure the risk profile of UCR as a whole. Using one of the tools provided by the UCOP Office of Risk Services (OPRS), the group is conducting a comprehensive study to identify and categorize the more common risks.

This effort of identifying and categorizing risks has served as the starting point for the ERWG in helping major functional units better assess the impact these risks have on strategic, operational, reporting, and compliance concerns. Prioritizing these risks within their respective functional units is helping UCR in identifying and developing the appropriate tools to implement and execute a comprehensive plan to effectively manage these risks. The progress of this ongoing initiative will be provided to the campus ECRAC, as well as to the UCOP OPRS. If you have any questions, contact the UCR Director of Risk Management, at steven.lashier@ucr.edu or call (951) 827-5892.

R'FBO Newsletter

September 2010 Issue

FINANCE & BUSINESS OPERATIONS (FBO)

UC Riverside
900 University Ave
Riverside, CA 92521
(951) 827-7310 Phone
(951) 827-5200 Fax
<http://fbo.ucr.edu>

EDITOR
Tim Willette

R'FBO is published by the Finance and Business Operations unit of the University of California Riverside. Your questions and suggestions are welcome. Please email comments to tim.willette@ucr.edu

DESIGN
Janette Ducut, Ed.D.

Did You Know?

The soccer field is made of synthetic turf grass that **saves** UCR about 326,000 gallons of water each year. That's almost 19 swimming pools!

