University of California Riverside
February 2012 Issue / Volume VII

Office of Finance & Business Operations (FBO)
Vice Chancellor Gretchen Bolar
Assistant Vice Chancellor Georgianne Carlson
FBO IT Services
Risk Management

Financial Services
Associate Vice Chancellor Bobbi McCracken
Accounting Services
Accounts Payable and Travel
Payroll Services
Student Business Services

Capital Programs
Associate Vice Chancellor Tim Raiston
Capital Finance and Real Estate
Architects and Engineers
Capital Resource Management

Campus Architect
/ Sustainability
Associate Vice Chancellor Don Caskey

Facilities, Transportation, and Safety
Associate Vice Chancellor Mike Miller
Administrative Services
Building & Special Services
Environmental Health and Safety
Facilities Maintenance
Fleet Services
Transportation and Parking Services (TAPS)

Human Resources
/ Labor Relations
Associate Vice Chancellor Marilyn Voce

Material Management
Director Russ Lewis
Campus Purchasing
Storehouse / Receiving / Surplus
Printing / Mail Services

Resource Planning and Budget
Associate Vice Chancellor Matt Hull

UCPD Riverside
Chief Mike Lane

UC Path System-Wide Shared Service Center

Computing & Communications
Lynda.com
Online Training Library
As UCR continues to redesign and reorganize in response to resource constraints, the campus must identify tools and approaches that afford staff and faculty, alike, opportunities to work smarter and not just harder. With these new tools, come learning curves.

Recognizing the value of training in that it provides valuable insight, as well as increases productivity, job satisfaction, and performance, Gretchen Bolar, Vice Chancellor-Finance and Business Operations announced in December of last year the availability to all UCR employees of a best-of-breed online training service known as Lynda.com.

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Printing & Reprographics

Noteworthy Working Smarter Suggestions

Get Rid of Desktop Printers
Integrating a Multi-Function Peripheral (MFP) into operations can save a campus unit energy and money. An MFP offers significant benefits by combining printing, scanning, copying, and faxing functions. If all campus units were to turn off desktop printers and move toward the use of a central MFP, it is conservatively estimated that the University, as a whole, could save more than $150,000 annually in just supplies and electricity.

Additional savings can be realized. There are cost savings by not buying or replacing desktop printers and fax machines. Linking into the networked fax environment reduces costs further by eliminating the support overhead for individual modems.

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UCPath Initiative

System-Wide Shared Service Center

Where will the UCPath SSC be Located?
The location of the UCPath SSC has not yet been determined. In December, all UC locations were invited to submit proposals to host the UCPath SSC. UCR was one of six locations that submitted a proposal. The UCPath PMO Executive Steering Team will review all proposals, with a final decision coming by the end of this month. The primary considerations for location selection include:

- Ability to Leverage Existing Talent at UC
- Availability and Condition of Space
- Ability to Scale space as Appropriate (Expanding or Contracting)
- Local Leadership Buy-In and Support
- Real Estate and Labor Costs

How will the UCPath SSC Impact UCR?
For those employees who work in the functional areas of HR, Payroll, and (transactional) Academic Personnel, some work practices will change as UC moves to a single set of business processes. In addition, work involving most transactional processes will move to the UCPath SSC. It is expected that over time, fewer positions in the core areas of HR, payroll, and academic personnel will be required. It is too soon to know specifically when or how many positions will be affected. If positions are eventually reduced, UC intends to minimize involuntary layoffs through attrition (retirements), re-training, and realignment of responsibilities. For directly affected staff, there may be opportunities to learn new skills or take on new roles as the nature of the work performed on campus becomes more strategic and less transactional.

How to Keep Informed?
The best way to keep informed of ongoing developments is by regularly checking the UCPath SSC website and reading campus communications, including upcoming editions of RFBO Uploads and Updates. Updates on all UC Working Smarter Initiatives can be found at the Working Smarter website.

UCR, like many other UC campuses, has its own shared service centers initiative. The System-Wide Shared Service Center is an extension of this initiative.

What Functions will not be Included in the UCPath SSC?
Many services are best performed at the local level and will continue to be provided by campus and medical center staff. Examples of services that will not be provided by the UCPath SSC include:

- Employee and Labor Relations
- Talent and Performance Management
- Staffing and Recruitment
- Learning Services

Capital Programs

In Memory of... Nita Bullock

It is with a deep feeling of loss and sadness that we announce the passing of our friend and colleague Nita Bullock. Nita passed away on the evening of Friday, February 10, 2012. She had been hospitalized at Kaiser in Riverside, battling a kidney infection.

Nita began her tenure at the University of California, Riverside, in 1999, as the campus Physical Planner. During that time she project managed several planning initiatives, including the 2005 Long Range Development Plan (LRDP), the 2nd Amendment to the 2005 LRDP, the East-Southeast Area Study, the East Campus Entrance Area Study, the Campus Aggregate Master Plan Study, the Campus Signage Program, and the Campus Design Guidelines. By 2011, Nita had advanced to the position of Director of Physical and Environmental Planning/Campus Landscape Architect.

Nita held a master’s degree in Landscape Architecture from Cal Poly Pomona. She had previous planning experience working for the City of Moreno Valley. Nita also had professional affiliations with the American Society of Landscape Architects, American Institute of Certified Planners, and the Association of Environmental Professionals.

On a personal note, the many of us who had the privilege of working with Nita will miss her quick wit and commitment to environmentally sensitive physical planning. Her dedication to enhancing UCR’s physical environment serves as an inspiration to the campus community.

Nita is survived by her husband Robert L. (UCR Class of 1969), son Robert, daughter Katherine, and two grandchildren. Nita was an avid gardener, often sharing the bounty of her home garden with friends and co-workers.

As we are informed about arrangements for memorial services, we will pass along the information. For those of you wishing to express your respects in the meantime, please send your well-wishes to the following address:

UCR Capital Programs
Attention: Ms. Leslie Rose
1223 University Avenue, Suite 240
Riverside, CA 92521-0101
Tel: (951) 827-2432
Email: leslie.rose@ucr.edu

All of your expressions of support will be passed along to the family.
Tim Ralston, Associate Vice Chancellor-Capital Programs was recently elected as a member of the Board of Directors for the Inland Empire Chapter of the U.S. Green Building Council (USGBC). The U.S. Green Building Council (USGBC) is a 501c3 nonprofit organization committed to a prosperous and sustainable future through cost-efficient and energy-saving green buildings. Since its inception in 1993, the Council has grown to more than 18,000 member organizations and a network of 78 chapters, affiliates, and organizing groups.

With his strong commitment to sustainability, AVC Ralston service as a USGBC Inland Empire Chapter board member will go a long way in furthering sustainability awareness and best practices on campus and throughout the entire Inland Empire. He brings over 20 years of capital planning and programming experience in higher education and is a licensed architect. In his current position, AVC Ralston is a strong advocate for the campus in satisfying UC Sustainability policy objectives.

AVC Ralston, along with all the Inland Empire Chapter board members, invites members of the UCR campus community to learn more about the work of the Council by visiting www.usgbc.org.

Employees are contributing to cost savings.

Tim Ralston
Elected to the Inland Empire Chapter of the U.S. Green Building Council

The USGBC Leadership in Energy and Environmental Design (LEED) program is the de-facto national rating system for sustainable building design and construction. This program has been embraced throughout the UC system as each campus strives to reduce the environmental impact of its capital projects. UCR is adopting an ambitious goal to design and construct all new and renovation projects to a LEED Silver standard at minimum. The campus is committed to certifying all projects through the USGBC to ensure projects meet the rigorous review afforded through third-party verification. While ambitious, UCR is intentionally pushing the envelope to set a high standard for the continued development of the East Campus and the future build-out of the West Campus. Currently the UC system has 56 LEED certified buildings, including two that are LEED Platinum certified.

In its mission “To promote sustainable strategies and responsibility for the Inland Empire’s environmental legacy and built environment, fostering a healthy, prosperous and improved quality of life,” the Inland Empire Chapter of the USGBC is committed to building a network of resources throughout the IE and beyond, for the purposes of information exchange, ongoing education, and advocacy. The chapter believes it is up to each of us as individuals, professionals, and organizations to come together to explore the possibilities and to collaborate for the long-term benefit of the Inland Empire region and the viability of our planet.”

The Printing and Reprographics department offers, on demand, printed copies of the 2012 campus directory. The 2011 campus directory consisted of two separate publications—one listing departments and one listing employees. The 2012 campus directory is combined into one publication.

By using a process of one-to-one ordering, the Printing and Reprographics department eliminates waste. This goes a long way in supporting campus sustainability efforts. Additionally, the 2012 campus directory is printed on recycled paper stock which is certified by the Forest Stewardship Council.

To order the 2012 campus directory at a cost of $8.95 per copy, visit the Printing and Reprographics work order system website. In placing an order, indicate in the footnotes section of the work order the number of copies being requested for printing. Upon completing the order, the coil bound publication will be printed and delivered within a few days. For additional information about the 2012 campus directory campus units are encouraged to contact Kathy Blondel at 2-6126.

Tim Ralston was the Associate Vice Chancellor-Capital Programs. He is a member of the Board of Directors for the Inland Empire Chapter of the U.S. Green Building Council (USGBC). The USGBC is a nonprofit organization aimed at promoting sustainable building practices. Ralston is committed to the goals of the USGBC, including setting high standards for new and renovated projects at UCR. The campus is dedicated to reducing its environmental impact through LEED certifications and sustainable design.

The USGBC Leadership in Energy and Environmental Design (LEED) program is widely recognized as the leading national rating system for sustainable building design and construction. The program is de-facto national in the United States, which indicates its widespread adoption and influence. The UC system, as exemplified by UCR, is embracing these standards to reduce environmental impact through building projects.

Tim Ralston's involvement with the USGBC through UCR's Inland Empire Chapter exemplifies the university's commitment to sustainability. The chapter is dedicated to promoting sustainable strategies and responsibility for the Inland Empire's environmental legacy and built environment. The chapter believes that it is the responsibility of each individual, professional, and organization to collaborate in exploring possibilities and working together to achieve the long-term benefit of the Inland Empire region and the viability of our planet.

Employees are also contributing to cost savings by adopting sustainable practices. This includes supporting the campus directory, which is printed on recycled paper stock certified by the Forest Stewardship Council. The directory is available on demand through the Printing and Reprographics department's order system.

The campus directory is a valuable resource for finding information about the structure and personnel of the university. It is designed to be printed on recycled paper, promoting sustainability. The 2012 campus directory is available for ordering at a cost of $8.95 per copy through the Printing and Reprographics department's order system. Employees are encouraged to contact Kathy Blondel at 2-6126 for additional information.

The campus directory is a significant resource for employees, providing contact information about the various departments and offices. It is printed on recycled paper stock, emphasizing the university's commitment to sustainability. The 2012 campus directory is accessible through the order system, offering a convenient and environmentally friendly method of obtaining this valuable resource.

The process for requesting an electronic version of the campus directory involves a few steps. First, employees should log on to At Your Service Online (AYSO) and select the W-2 prompt under the Income & Taxes panel. Next, they should follow the instructions provided after clicking on the Delivery Method prompt. Finally, employees should confirm their selection by going back into the W-2 Select Delivery Method and making sure the following statement is present: “You have chosen to receive your W-2 electronically.”

Employees are encouraged to save paper and time by signing up for electronic Form W-2.
**Computing & Communications**

**Lynda.Com**

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This website offers over 1,000 online courses on a wide range of topics from Adobe to web development. The number of courses, level of instruction, and timeliness of material offered in a whole host of MS Office applications is particularly noteworthy. This comprehensive assortment of online training offers all campus units a valuable resource to address ongoing training needs. The service can be accessed by faculty and staff from the R'Space portal by clicking on the Lynda.com - Software Training Library option listed within the Authorized Application window. Lynda.com is a valuable resource that assists members of the UCR community in meeting the challenges of both system-wide and campus working smarter initiatives. It can aid individuals in achieving these "smarter" approaches. Clearly, this on line training library will assist UCR in its efforts to continue to become more effective and efficient in all operational areas.

With the inclusion of the **Certificates of Completion Program**, there is an added incentive that rewards individuals for completing a course in its entirety. Upon completion of a course, a certificate is automatically generated that is viewable online and may be downloaded or emailed and included in one’s personnel file.

Instructions to gain access to Lynda.com can be found by visiting **How to Access Lynda.com**. To learn more about this training resource visit **Lynda.com Online Training**.

**Environmental Health & Safety**

The **UC Safety Spotlight newsletter** provides links to posters, training, presentations, videos, and other resources that will help develop a robust safety program. For more information visit the **UC Safety Spotlight website**.

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**Did You Know?**

The **UCR Pipe Band** was formed in the year 2000 after overwhelming crowd response to their performance during a graduation ceremony.

Mike Terry, who also serves as the Asst. Director of Plant Services, responded to the challenge to assemble a Pipe Band team after the campus moved to Division I athletics.

**For more information, go to**

http://pipeband.ucr.edu