



FOUNDATION FOCUS

A quarterly update for staff, faculty, students and friends of
The Foundation for California State University, San Bernardino

Spring 2009

Issue 4

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Board of Directors

Dr. Albert K. Karnig – *Board Chief Executive Officer*,
President, CSUSB

Dr. Edward Teyber – *Board President*; Professor,
Psychology, CSUSB

Robert V. Fullerton – *Board Vice President*; Retired
Founder-Lemann Schaefer LLP

Lois J. Carson – *Board Secretary*; Executive Director,
Community Action Partnership
of Riverside County

Bob Gardner – *Board Treasurer*; VP, Admin &
Finance, CSUSB

Stephan Saleson – San Bern.
County Superior Court Judge

Jeremy Vasquez – President,
Assoc. Students Inc., CSUSB

Dr. Haiwei Chen – Associate
Professor, Accounting &
Finance, CSUSB

Dr. Dorothy Chen-Maynard –
Assoc. Prof., CSUSB

Dr. Louis Fernandez –
Provost VP, Academic Affairs,
CSUSB

George Gorian – President,
Gorian Investment Group

Rex Jackson – Owner, Inland
Empire Investment Advisors

Dr. Frank Rincón – VP,
Student Affairs, CSUSB

Phillip M. Savage III –
Retired, Partner, Gresham,
Savage, Nolan, Tilden, LLP

William Aguilar – VP for Univ.
Advancement, CSUSB

Howard Friedman, CPA –
Partner, Friedman &
Brounstein, LLP

Recognizing Our Greatest Assets

A message from the General Manager, Debbie Burns

We've all heard the phrase, "employees are our greatest assets." We know it. We believe it. But at this time of year when every supervisor is scrambling to complete all of their performance evaluations by year end, it's easy to get distracted by the tediousness of the process and lose sight of the point of recognition.

As supervisors we need to remember that most employees look forward to getting annual feedback. The words, "job well done" or "thank you!" can mean so much. Even your more difficult performance evaluations will typically include positive comments and feedback. More importantly, as you look at your department/division/office as a whole, you should have much to celebrate. So, celebrate! Be sure to recognize the overall accomplishments of your team along with the outstanding contributions of individuals.

I am proud to recognize the tenacious group of employees that comprise the Foundation Business Office. They continue to demonstrate a quality that I value so much: ownership. It is their sense of ownership that has allowed the Foundation to make great strides in improving our financial position, transition our retail operations, and embrace the resulting changes because of the overriding benefit to the Campus. So I just want to say "Thank You!" to Adrienne, Angela, April, Brian, Cara, Cathy, Crystal, Christia, David, Diane, Elizabeth, Esther, Holly, Ingrid, Jeanette, Jennifer, Judy, Julie, Lisa, Lynn, Mallory, Marcus, Maria, Maritza, Melinda, Michelle, Paulina, Rick, Siska, Stan and Yolanda. Let's keep the momentum going!

Foundation Board Member Changes

The March 19, 2009 Foundation Board of Directors Meeting delivered a beautiful spring day that allowed us to update our Board Member photograph.

Our distinguished group of members now includes the addition of Robert ("Bob") Gardner as Board Treasurer. Bob replaces David DeMauro as Vice President, Administration and Finance for CSUSB, as well as Treasurer of the Foundation's Board.



Back row (l-r): Fernandez, Rincon, Savage, Friedman, Teyber, Jackson and Karnig. Front row (l-r): Chen-Maynard, Carson, Gardner, Aguilar, Vasquez and Gorian. Missing: Chen, Fullerton and Saleson.



Cost Sharing

A Tip from Sponsored Programs Administration

When cost sharing is included in Line M, it is solely at the discretion of the proposing institution and will not be a factor in the Foundation's decision to make an award. However, once cost sharing is proposed on Line M, and accepted by the Foundation, the commitment of funds becomes legally binding and is subject to audit.

Failure to provide the level of cost sharing reflected in the approved grant budget may result in termination of the NSF grant, disallowance of grant costs and/or refund of grant funds to NSF by the grantee."

The above is a direct quote from the National Science Foundation's (NSF) Grant Proposal Guide and reflects a common attitude of federal agencies. Do not volunteer cost sharing on a proposal unless it is required by the funding agency. Cost sharing does not improve your chances of being funded. Cost sharing offered even when not required becomes a legal requirement and must be documented otherwise it will adversely affect the project.



Spotlight On...



CoyoteCareers is a Title V funded program designed to give CSUSB students the tools they need to be competitive in today's job market.

CoyoteCareers - It is who and what you know!

Despite deepening economic woes, one CSUSB grant program continues to help students gain the extra edge they need to find and secure the careers of their dreams. Coyote Careers focuses on job placement through an innovative strategy that includes free tutoring, alumni networking, paid service learning internship experiences, and career development workshops. Funded by a US

Department of Education Title V grant, the program seeks to provide Hispanic and disadvantaged students majoring in the math, science, and technology fields with the career skills, relevant work experience, and networking contacts needed to obtain and succeed in professional positions. For more, visit <http://CoyoteCareers.csusb.edu>.

Department Update - Sponsored Programs Administration

During the past four months, The Foundation received thirty-four (34) new awards equaling a total of \$4,020,804.70!

Schedule of New Sponsored Programs

Awards over \$250,000 (Received between December 1, 2008 and March 31, 2009)

Account Name	Awarding Agency	New Awards	College/ Division	Project Director
OTTC	San Diego State University Foundation	950,000	President's Office - Administration	Tim Gerrity
National Children Study	UC Irvine	482,165	CSBS - Social Work	Teresa Morris
NCLB X - TCAP	NCLB X - TCAP	369,508	CAL - Theatre Arts	Kristine Alexander
Upward Bound - Rialto	U.S. Dept. of Ed	250,000	Upward Bound	Karalee Vaughn
Upward Bound - San Bernardino	U.S. Dept. of Ed	250,000	Upward Bound	Karalee Vaughn
Strategic Language Initiative	CSU Long Beach Foundation	224,000	CAL - World Languages	Terri Nelson and Dany Doueiri
Center for Academic Excellence	National Geospatial-Intelligence Agency	206,500	CSBS - Political Science	Mark Clark
REU Site: Investigators in Combinatorics	National Science Foundation	189,864	CNS - Mathematics	Roland Trapp
Alluvial Fan Task Force	Calif. Dept of Water Resources	150,409	CNS - Water Resources	Susan Longville
The Evaluation of AmeriCorp	Evaluation of AmeriCorp	150,000	CSBS - Criminal Justice	Dale Sechrest
Influenza Virus RNA Synthesis & Processing	National Institute of Health	124,117	CNS - Biology	Laura Newcomb

WELCOME

New Employees:

PDC - Nursing

Frederica Hooper, *Nursing Lab Coordinator*

Leonard Transportation Center

Casey Cavello, *Administrative Assistant*

Workability IV

Lucas Cuny, *Career Development Coordinator*

Gear-up

Wendy Zinn, *Project Coordinator*

Nursing

Andrea Staudt, *Administrative Assistant*

Foundation Employment Link:

[Employment Opportunities](#)



Department Update - HR / Payroll



New Performance Appraisal Forms

Over the last few years, we've had many requests to modify our performance appraisal forms. We listened! And just in time as the annual appraisal period is fast approaching. New forms for both management and staff appraisals have been developed in an easy to use pdf format. We've also combined the goals and action plan with the appraisal form for one complete document.

The two new forms, along with the Student Evaluation Form are available on our Human Resources website under [Performance Appraisal Process](#). We welcome your suggestions and comments on the new forms. Suggestions submitted to hr-fdn@csusb.edu will be considered for the 2010-2011 review period.

Remember, the annual appraisal process usually takes place at the end of the fiscal year (June 30th) or the end of your department's budget period. Student evaluations are usually conducted between September and December.

Watch for reminder notices in May/June.

Employee Corner

New Legislation Will Affect HR Practices and Policies Specifically Pertaining to Employment Eligibility Verification (I-9 Forms)



Upon finalization of this new legislation, we will no longer be able to accept expired identification documents for the legally required employment verification Form I-9. Additionally, some document types have been removed from the approved list altogether.



In anticipation of the expected changes, over the next couple of months the Foundation Human Resources Department will be conducting an internal audit of all personnel files. This includes all employment types; students, faculty, full-time, part-time, temporary, etc. All employees with expired documentation will be required to update their file by providing appropriate unexpired employment verification / identification documents. We will notify you as soon as possible if you need to update your records.

Going forward, expiring verification documents will need to be updated prior to their expiration date. We will contact the affected employees approximately one month in advance of the expiration date. This should allow all employees plenty of time to update their records.

Contact Us



FOUNDATION BUSINESS OFFICE

Management Team

Debbie Burns, Foundation General Manager, x73939

Lisa Iannolo, Foundation Finance Manager, x73922

Stan Stanley, Foundation Director of Sponsored Programs Administration, x73914

Brian Wittenberg, Foundation Director of Human Resources, x73543

Department Numbers

Business Office x75918

Sponsored Programs x75929

Human Resources x77589

Payroll x77225

Accounting/Finance: x77213

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Department Update - Accounting and Finance

Changes to Petty Cash Processing



Effective July 1, 2009 all Petty Cash forms must be approved by your Research Administrator (FB-107) for all sponsored programs activities or by the Accounting Office (FB-105) for all other activities before they are processed by the Cashier's Office. To ensure quick processing of petty cash requests, please obtain the proper approval before presenting to the cashier's window. If you have any questions please contact ext 77213. Thank you for your cooperation.

Coming Soon! Foundation Workshop - Accounts Payable Procedures

Do you know the correct procedures for submitting disbursements, travel claims, etc? Who do you submit them to and on what form? When are receipts mandatory? How do you prepare and submit mileage/travel claims? If you have ever had a disbursement delayed because of incorrect paperwork, this is a must attend workshop for you. Stay tuned!

News from our Retail Partners

Coyote Bookstore Remodel Begins in June

The Coyote Bookstore is excited to begin their interior remodel on June 22nd. The store will remain open during the remodel and there should be no service interruption through finals/buyback week, graduation or summer school. It will take approximately three weeks to complete and will include new fixtures, paint, and flooring utilizing a neutral color scheme of wood and earth tones complemented by our school colors.

The new layout will allow customers to see merchandise from the entrance and quickly identify what area of the store they want to visit. Each department will benefit from improved use of space and include noticeable enhancements. For example, the general book department will provide both soft-seating and worktables so students have an alternative location to do homework or just relax between classes. In addition, all fixtures will now be on wheels, so it will be much easier to adapt the sales floor for events such as Grad Days, book signings or rush.

Customer service is the Bookstore's highest priority and they are confident the remodel will enhance the shopping experience and make the Coyote Bookstore another great reflection of the wonderful things happening at CSUSB.

Facts & Figures...on Food

21,000 = The average number of weekly transactions in Commons, Pub, Starbucks, Student Union Café and the Convenience Stores in Jack Brown, Wedge, and Union.

700 = The average number of coffee drinks sold daily in Starbucks.

0 = Zero transfat oils used for frying in our dining operations.

10 am to 5 pm and 11 am to 6pm = Weekend hours of operation for Starbucks and Coyote Café, respectively.

Editor: Christia Williams