



FOUNDATION FOCUS

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

Summer 2009

Issue 5

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Coyote Bookstore's Brand New Look!

A Message from the Executive Director, Debbie Burns

Before...



California State University, San Bernardino has a Bookstore we can be proud of!

On June 22, 2009, Follett began a major renovation project to improve the look, feel and flow of the Coyote Bookstore.

The first and smallest phase of construction took place in the textbook department and included new shelving gondolas, a new textbook help desk with a CSUSB backdrop and the relocation of the supplies section from the retail sales floor.

During...



The second stage of construction, on the main sales floor, resulted in the most dramatic changes. The customer service desk was relocated to the front wall of the store. The convenience area, general books, information desk and computer department were moved to more efficient locations. Everything in the store, including the shelving, fixtures, counters, flooring and lighting were highly upgraded to enhance the presentation of CSUSB merchandise, while exuding a warmer and more professional atmosphere.

Added features include a much needed dressing room and soft seating located in the general book area. The new seating gives customers a comfortable place to rest while flipping through the latest best seller! Additionally, the new floor plan allows for much more flexibility for seasonal demands such as rush, buyback and the holiday season.

We hope you enjoy all the wonderful changes that Follett has made to our Coyote Bookstore.

And After!





Effort Reporting Basics

A Tip from Sponsored Programs Administration

The federal government requires an effort report when an individual is compensated by or has agreed to contribute time to a federally sponsored project. Each individual must certify a report that indicates that the distribution of their total effort is a reasonable estimate of work performed during the period covered by the report.

Difference between effort reporting and payroll distribution

Payroll distributions and effort reports are not the same thing. Payroll distributions are the distribution of an individual's salary, while effort reports describe the allocation of an individual's actual time and effort spent for specific projects, whether or not reimbursed by the sponsor.



100% Effort verse 125% Effort?

CSU Additional Employment Policy HR 2002-05 allows CSU personnel to perform up to 25% extra effort above their primary assignment and be compensated for that effort. Therefore within the CSU an individual may be paid for up to 125% effort/time. However, for the federal government the total Effort an individual reports must equal 100% (primary assignment plus any additional effort).

Audits

Effort reporting is a hot audit item for the federal government. Institutions can be levied with large disallowances if reports are not obtained, properly certified, inaccurate, or appear reasonable. A recent disallowance occurred at Northwestern University, \$5.5 million dollar disallowance on grants of \$325 million.



Spotlight On...



The Women's Business Center will counsel, teach, encourage and inspire you at every stage of business development and expansion. We want you to have a successful business!

The Inland Empire and Coachella Valley Women's Business Centers are non-profit small business assistance programs of the Inland Empire Center for Entrepreneurship (IECE) at CSUSB. The WBC's are partially funded by the U.S. Small Business Administration (SBA) and were established to meet the unique needs of women business owners with the goal of benefiting the local economy by assisting existing and aspiring women business owners to start and grow successful businesses.

The WBC's provides free business counseling, low cost entrepreneurial training and mentoring events to assist and encourage women business owners in the pursuit of their goal, business success. The IEWBC Resource Center includes a library of books, audio-books, and videos on all business topics, two computer workstations with Internet connectivity and a play area for children.

The WBC's assist aspiring and existing women business owners throughout Riverside and San Bernardino Counties, the offices are located in San Bernardino with a part-time office in Corona and in Palm Desert. The IEWBC offers services in English and Spanish. The Inland Empire Women's Business Center website is <http://www.iewbc.org>. The Coachella Valley Women's Business Center website is <http://www.cvwbc.org>.

Department Update - Sponsored Programs Administration

During the past four months, The Foundation received thirty-four (34) new awards equaling a total of \$933,011.12!

Schedule of New Sponsored Programs

Awards over \$50,000 (Received between April 1, 2009 and June 30, 2009)

Account Name	Awarding Agency	New Awards	College/ Division	Project Director
Step Up to Success 2009-2010	Riverside Community College District	227,945	CNS - Computer Science & Engineering	George Georgiou
CSUSB MARC 08-09 Project	National Institute of Health	173,554	CSBS - Psychology	Sanders McDougall
2009 Visual Impairment Workshop	Korea National Institute for Special Education	82,432	COE - Educational Psychology & Counseling	Sang Nam
High School Strand - STARTALK 9009	National Security Agency	80,000	CAL - World Languages & Literature	Terri Nelson
DSUSD-EETT Competitive Grant Project	Desert Sands Unified School District	60,000	COE - Science, Math & Tech. Education	Eun-Ok Baek
AMP 09/10	CSU Sacramento FDN	58,000	CNS - Mathematics	Belisario Ventura
Offender Employability Continuum	Orange County Superintendent of Schools	54,167	COE - Educational Psychology & Counseling	Thom Gehring
Workability	CSU San Bernardino	50,000	Service to Students with Disabilities - Admin	Beth Jaworski

Tension Relievers



For the long summer days, try these stretching exercises at your desk - or anywhere else - to ease back pain and boost energy (source WebMD):

Just stand up and sit down (no hands) over and over. Try it while on the phone, no one will know!

Shrug your shoulders to release the neck and shoulders. Inhale deeply and shrug your shoulders, lifting them high up to your ears. Hold. Release and drop. Repeat 3 times. Also shake your head yes and no.

Point your fingers - good for hands, wrist & forearms. Stretch your left hand out in front of you pointing your fingers towards the floor. Gently use your right hand to increase the stretch pulling the fingers back toward your body. Do the same with your right hand. Repeat with both hands but start with your fingers pointing skyward.

Do leg extensions - Work the abs and the legs. Grab the seat of your chair to brace yourself and extend your legs straight out in front of you so they are parallel to the floor. Flex and point your toes five times. Release and repeat

Take your breaks away from your desk! Movement, especially walking gives more oxygen to the brain.

Foundation Employment Link:

[Employment Opportunities](#)



Department Update - HR / Payroll



Federal Minimum Wage Increases

The 2007 military appropriations bill (the US Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act), requires that the federal minimum wage increase 70 cents, from \$6.55 per hour to \$7.25 per hour, effective July 24, 2009. The "Fair Minimum Wage Act of 2007" amended the Fair Labor Standards Act (FLSA), and was also included as part of the military funding measure. This law increases the federal minimum wage by \$2.10 incrementally over the period of three years. We saw the first two increases back in July of 2007 and July of 2008. This month will complete the third and final increase under the Act.

This increase, of course, will not have an impact on California employers or employees given California's already-higher minimum wage of \$8.00 per hour.

According to the Department of Labor, Wage and Hour Division, the federal minimum wage was first set at \$0.25 per hour effective October 24, 1938 and was applicable generally to employees engaged in interstate commerce or in the production of goods for interstate commerce.

Employee Corner

CalPERS 457 Supplemental Income Plan

The Foundation is excited to announce the adoption of another value added employee benefit to our organization: The CalPERS 457 Supplemental Income Plan.

Recently, the Foundation entered into a resolution with the California Public Employees Retirement System (CalPERS) to offer a tax-deferred, supplemental income plan. This new plan will replace the 403(b) tax sheltered annuity (TSA) plan that is no longer offered due to recent IRS modifications. The 457 plan will allow participants to make automatic payroll deductions to reduce a portion of their salary to invest in an available CalPERS fund of their choice. All employees that wish to participate in the plan will have the opportunity to reduce their taxable income by the amount they elect to invest, while securing a financial future.



The plan will offer a wide variety of investment options and comprehensive participant services that can accommodate future financial needs. Participants will have several options to invest based on a scale of preferred risk: aggressive, moderate, conservative, or based on retirement date. Participants will also be able to view and manage their account information 24 hours per day, 7 days a week using an online automated system.

The Foundation is currently working with CalPERS to coordinate and secure the open enrollment period dates for this year. As soon as the dates are announced, Foundation eligible employees will have the opportunity to attend an educational workshop and/or schedule a one-on-one appointment with a CalPERS 457 representative. The Foundation will provide additional open enrollment information by email in the coming weeks. In the meantime, should you have any questions, please feel free to contact the Foundation Human Resources Benefits Representative, Ingrid Valdez, at 909-537-3069 or ivaldez@csusb.edu.



Contact Us



FOUNDATION BUSINESS OFFICE

Management Team

Debbie Burns, Foundation Executive Director, 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

[On-line Staff Directory](#)

Please Welcome the Coyote Bookstore's *New Textbook Manager*, *Kevin O'Rourke*

Kevin comes to the Coyote Bookstore with extensive college textbook experience, to include several years at both Stanford University and Baylor University.

We are fortunate to have his expertise and invite you to contact Kevin at x73971 with any textbook related questions or concerns.

The Foundation for the California State University San Bernardino

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Department Update - Accounting and Finance

Accounting Essentials



Did you know the turnaround time on accounts payable documents and payments is 10 days?

Did you know that a W-9 Request for Taxpayer Identification Number and Certification is required for all new vendors?

Did you know that address changes or updates for individuals need to be sent to Accounting as well as Human Resources?

Did you know all accounting forms can be found on our website?

<http://adminfin.csusb.edu/foundation/Account/1-acctng-index.html>



Coming Fall 2009 - Foundation Accounts Payable Workshop

What's New in Dining Services?



Sodexo has been busy creating new menus and dining options, as well. Look for:

- "Budget Friendly" Catering Menus - For \$9.99 (a minimum of 15) you'll get a main entrée, side, beverages, dessert and delivery!
- Simply to Go - The Commons will feature freshly made (on our premises) grab and go items to include sandwiches, salads and limited time offers.
- SMSU C-Store - The convenience store is undergoing a **colorful** facelift. The "Coyote Market" will continue to carry your favorite grab and go items plus some new surprises.
- Nutritional Information - will be located throughout the Commons dining hall and at a designated location at the SMSU coyote café.
- Denny's Fresh Express - Serving all your Denny's favorites...coming to SMSU in January 2010.

Save Your Textbook Receipts

Course Materials Now Qualify for Tax Credit Up To \$2500

Under the American Recovery and Reinvestment Act's (ARRA) newly created American Opportunity Tax Credit, textbook and other course material expenses - along with tuition and fees incurred in 2009 and 2010 not covered by scholarships or grants - may be claimed as a tax credit on that year's tax return.

The American Opportunity Credit is worth up to \$2,500 of the cost of tuition and related expenses but starts phasing out if you make more than \$80,000 (or \$160,000 if you're filing a joint return).

Go to irs.gov/recovery for specific details on how this tax credit might apply to you!

Editor: Christia Williams