

UC **SANTA BARBARA**

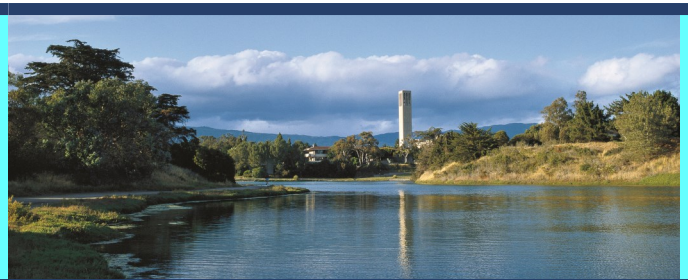
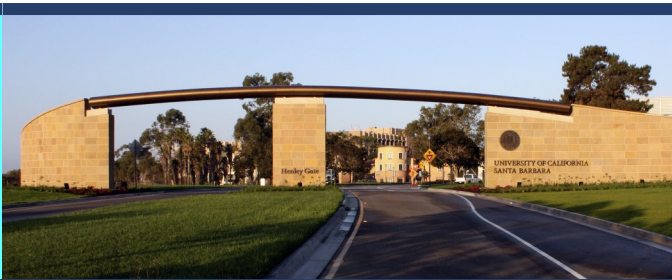
Administrative Services Division

DIRECT REPORTING DEPARTMENTS:

HUMAN RESOURCES

POLICE

VICE CHANCELLOR'S OFFICE



ANNUAL FINANCIAL REPORT

Fiscal Year 2018-19

October 2019

UC SANTA BARBARA

ADMINISTRATIVE SERVICES DIVISION

Fiscal Year 2018-19

UC SANTA BARBARA

Administrative Services Division

4129 Cheadle Hall, University of California
Santa Barbara CA 93106-2033
vcadmin.ucsb.edu

October 1, 2019

UC Santa Barbara Campus Community

Re: Administrative Services Division Annual Financial Reports, FY 2018-19

UC Santa Barbara Campus Community Members:

UC Santa Barbara continues to excel as a premier research and academic institution. Once again, our campus was ranked among the top 10 public universities in the U.S. News & World Report's 2020 "Best Colleges" guide, which is the most widely read college guide in the nation.

In an effort to match the quality of research and academic achievement, our division will initiate a new *Faculty & Staff Customer Satisfaction Survey* to establish an objective framework for continually assessing the effectiveness of the services we provide to the campus community. We believe that faculty and staff input will make a difference and the survey results, along with actions to be taken as a result of the survey, will be available to the campus by Spring 2020.

This annual financial report for the direct reporting units of Human Resources, Police, and the Vice Chancellor's Office, together with the annual reports for Design, Facilities & Safety Services (DFSS) and Housing, Dining & Auxiliary Enterprises (HDAE), provides a summary of financial activity in FY 2018-19 for the entire division. We take pride in our accomplishments over the past fiscal year, and look forward to even greater success in the current year.

We thank all employees of the Administrative Services Division for their commitment to managing campus resources responsibly, and for continuously working to improve our service to the campus community.

Sincerely,



Garry Mac Pherson, Vice Chancellor



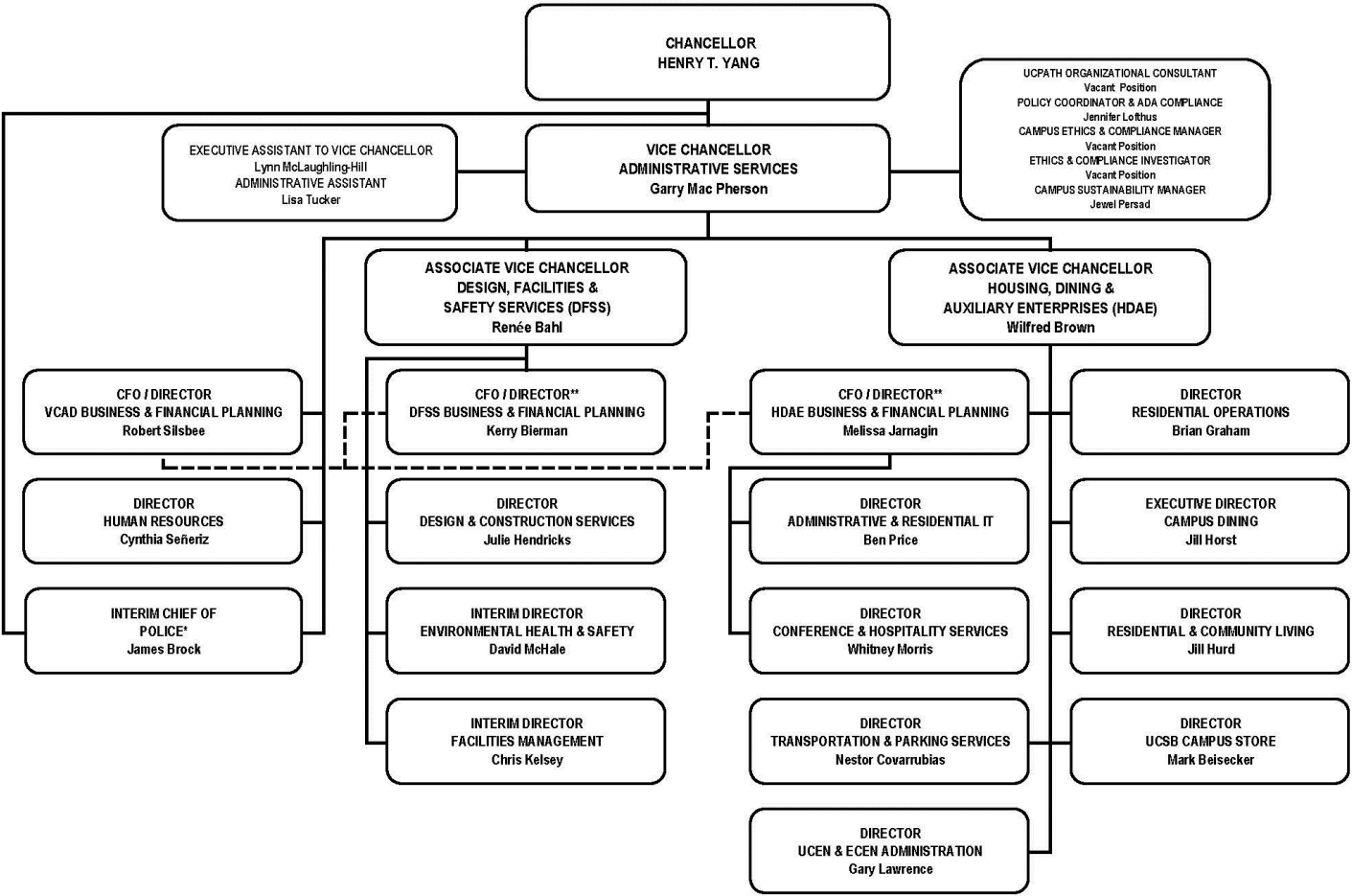
**Administrative Services Division
Annual Financial Report
Fiscal Year 2018-19**

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CURRENT DIVISION ORGANIZATION CHART

Effective September 25, 2019

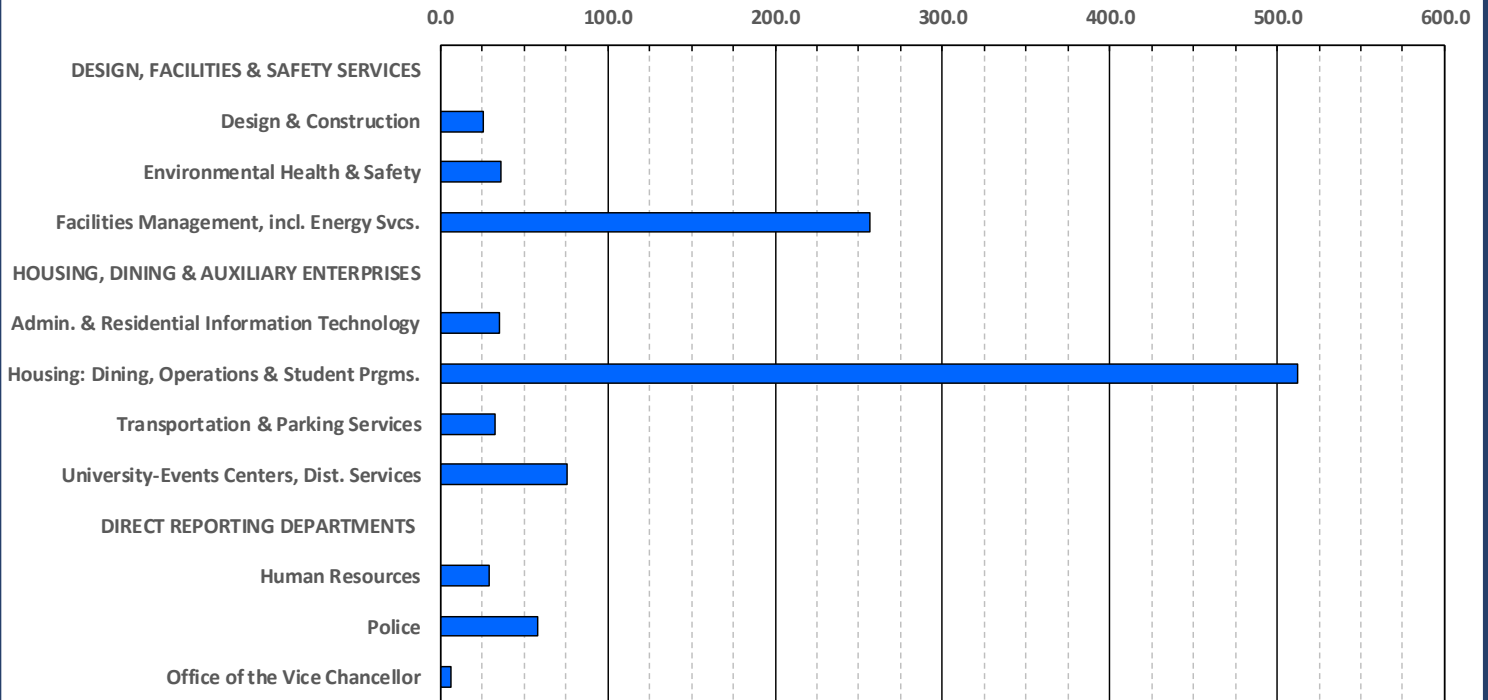


* Direct reporting to Chancellor Yang, Vice Chancellor Mac Pherson

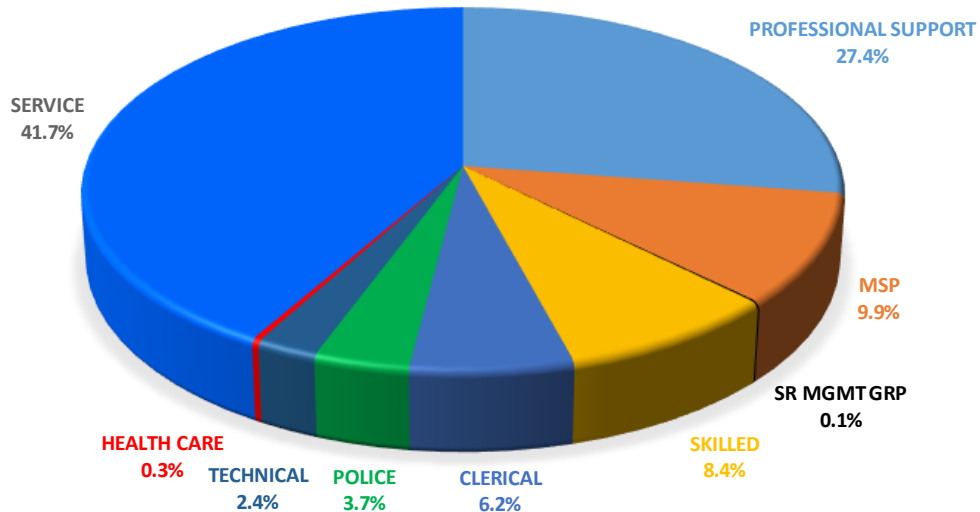
** Indirect reporting to VCAD CFO Silsbee

CURRENT DIVISION STAFFING

**ADMINISTRATIVE SERVICES DIVISION STAFFING BY DEPARTMENT
(1,187 TOTAL CAREER STAFF FTE, OCTOBER 2019)**

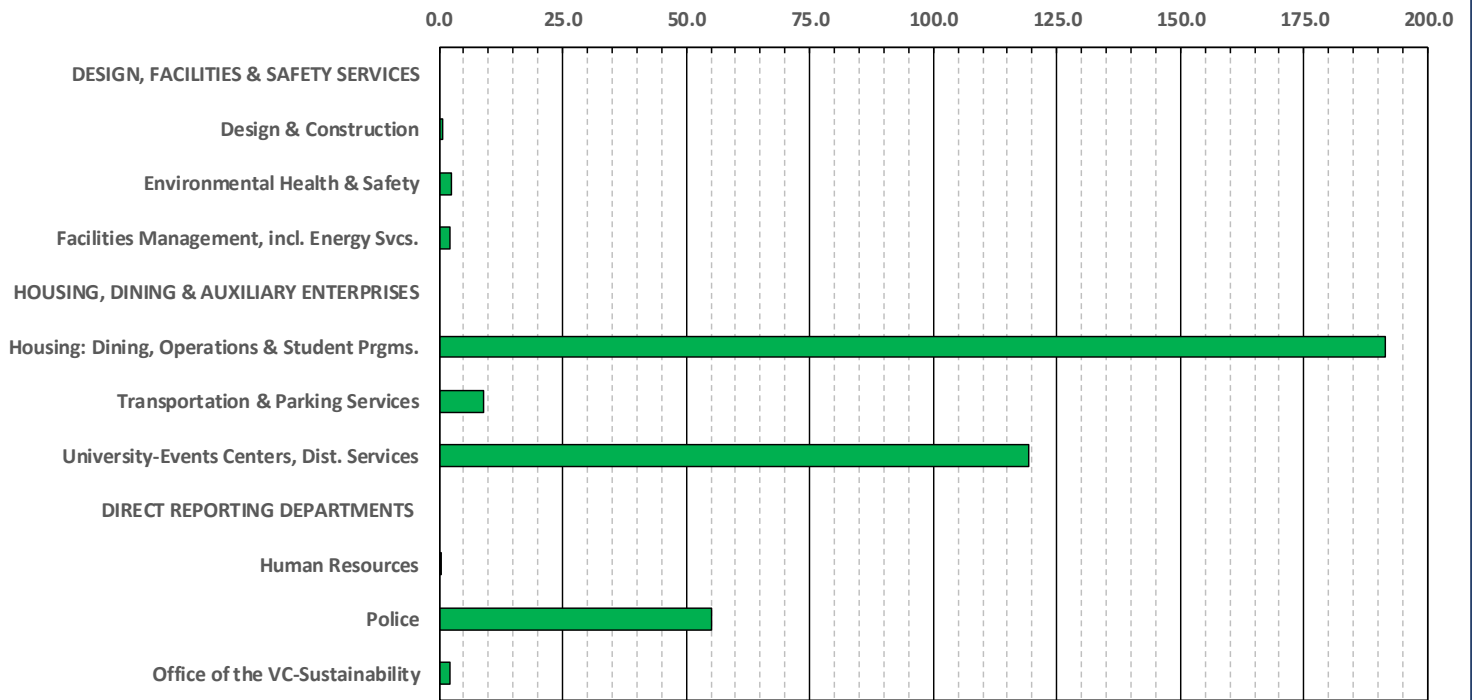


**ADMINISTRATIVE SERVICES DIVISION STAFFING BY JOB CLASSIFICATION
(1,187 TOTAL CAREER STAFF FTE, OCTOBER, 2019)**

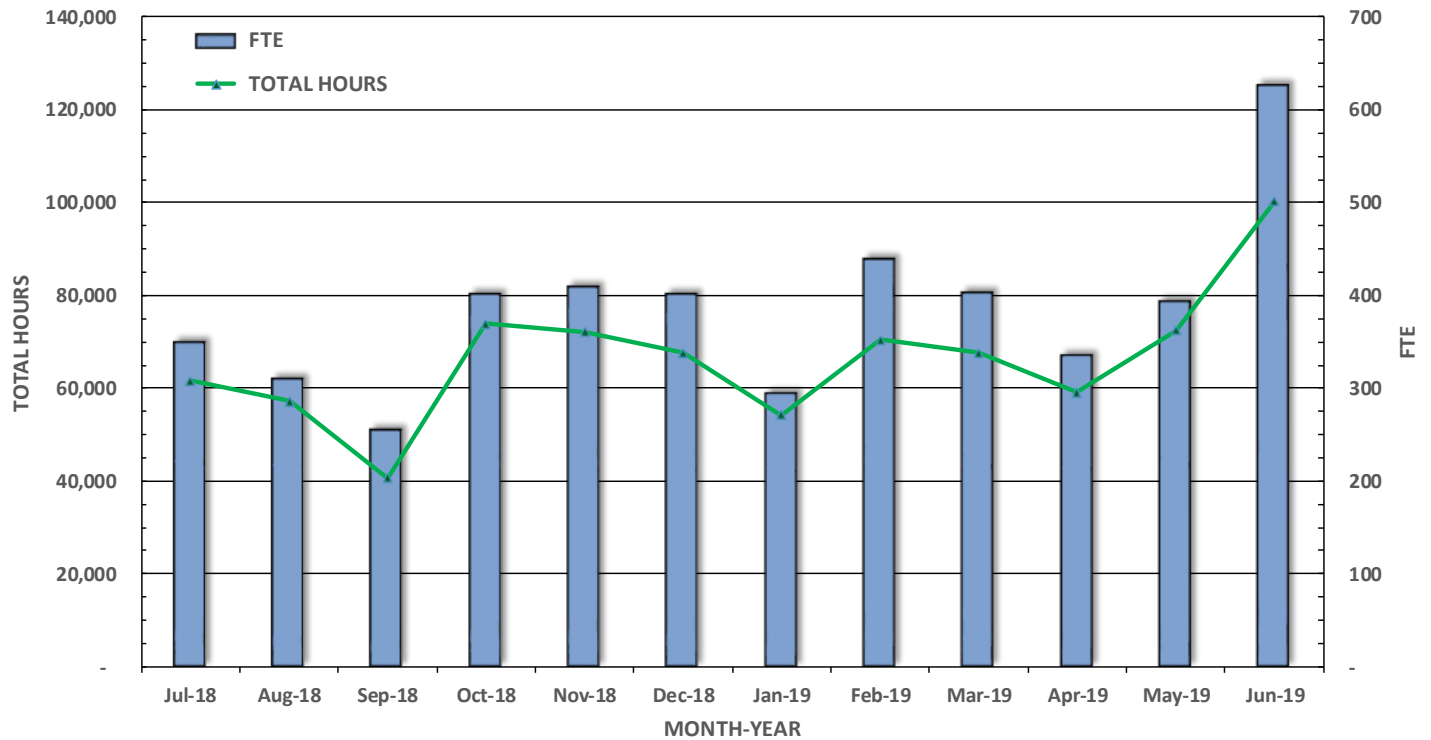


DIVISION STUDENT LABOR

**ADMINISTRATIVE SERVICES DIVISION STUDENT EMPLOYMENT BY DEPARTMENT
(383.1 STUDENT FTE, FY 2018-19)**



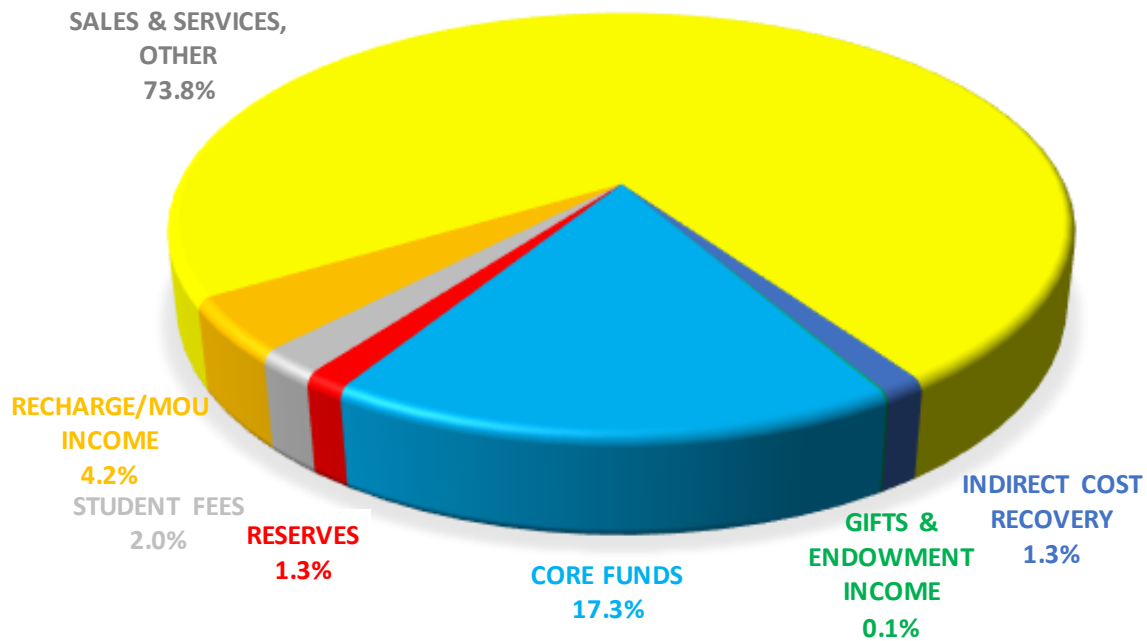
**ADMINISTRATIVE SERVICES DIVISION STUDENT EMPLOYMENT BY MONTH
(FY 2018-19 TOTAL HOURS & FTE)**



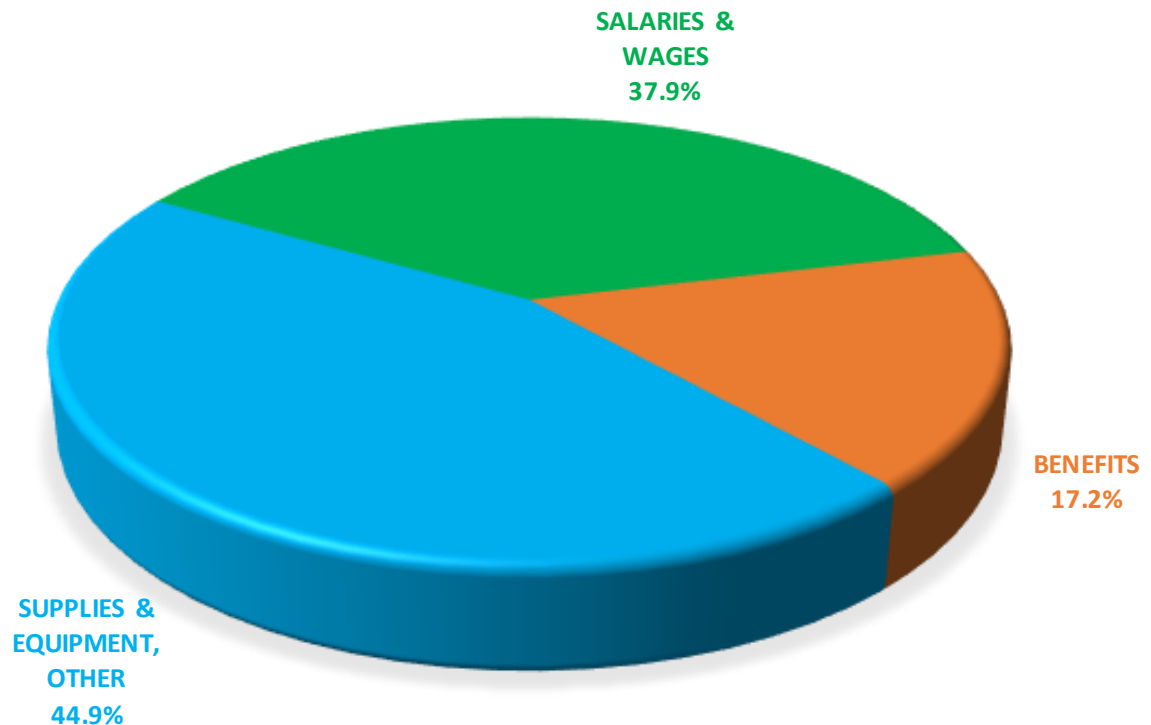
DIVISION TOTAL REVENUE & INCOME

ADMINISTRATIVE SERVICES DIVISION

FY 2018-19 TOTAL REVENUE = \$250,670,985



FY 2018-19 TOTAL EXPENDITURES = \$206,935,593



Note: Supplies & Equipment, Other amount shown above includes HDAE Utilities, Raw Food, and Costs of Goods Sold, as well as Non-operating Expenses of Campus Assessments and Debt.

STATEMENT OF OPERATIONS SUMMARY BY DEPARTMENT

FY 2018-19

DIRECT REPORTING DEPARTMENTS:

HUMAN RESOURCES

CAMPUS POLICE

VICE CHANCELLOR'S OFFICE

HUMAN RESOURCES

MISSION STATEMENT

To provide a dynamic service environment that assists the UCSB community in adopting the best Human Resources (HR) practices for their departments.

HIGHLIGHTS

- ✓ Centralized leave administration in HR for staff employees, to improve the employee experience and reduce compliance risks.
- ✓ Centralized position management in HR for staff positions, with the deployment of UCPath.
- ✓ Launched HR ServiceNow to improve customer service and tracking of customer requests.
- ✓ Transitioned to a web-based background check vendor to streamline the workflow and improve the employee experience.
- ✓ Extended 650+ career job offers.
- ✓ Reclassified 533 staff positions and approved 241 new staff job descriptions.
- ✓ Approved 276 staff salary equity increase requests.
- ✓ Formed a variety of support groups through the Academic & Staff Assistance Program including support groups for caregivers.
- ✓ Hosted the 2nd Staff Service Milestone Reception in June 2019 attended by ~300 guests and presented 160+ staff in attendance recognition for their service milestone.

STATISTICS

- ✓ Campus employees submitted over 5,200 service requests via HR ServiceNow, of which 33 percent involved UCPath-related requests.
- ✓ Over 1,800 requests were submitted to the Compensation unit for job reclassifications, job updates, new job classifications, temporary stipends, and equity increases.
- ✓ Academic & Staff Assistance Program offered counseling services via 927 office visits, 290 email consultations, 128 phone consultations, 89 Zoom sessions, and 41 on-site consultations.
- ✓ 456 staff employees attended 20 Training & Development instructor-led courses.

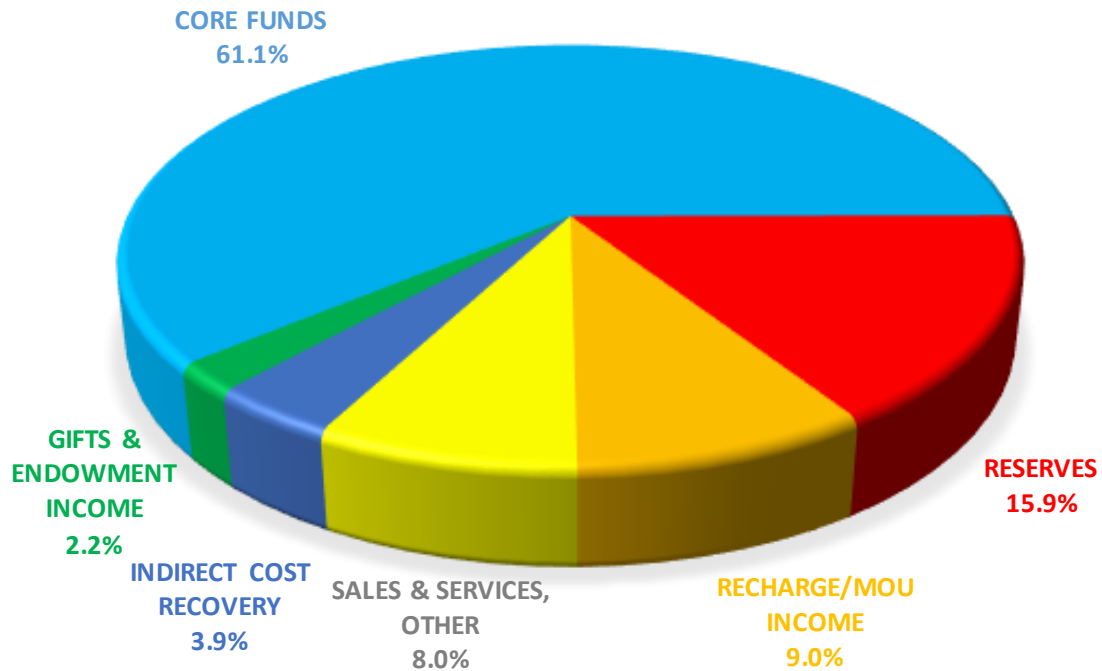
PROFESSIONAL DEVELOPMENT

- ✓ Elizabeth Delo, Workplace Accommodation Coordinator, participated in the UC People Management Conference.
- ✓ Jessica Graham, Employee & Labor Relations Specialist, participated in the California Lawyers Association Public Sector Conference.
- ✓ Katherine Abad, Talent Acquisition Supervisor, participated in the UC Systemwide Talent Acquisition meeting.
- ✓ Katie Martin, Employment & Training Analyst, participated in the Supervisory Certificate Program.
- ✓ Kathy Moore, Compensation Manager, participated in the UC Systemwide Compensation Managers meeting.
- ✓ Kirsten Olson, ASAP Manager, participated in the Association of Threat Management Professionals Conference.
- ✓ Lisa Romero, Employee Services Manager, participated in the UC Systemwide HR Open Enrollment Training.
- ✓ Melinda Crawford, Employment/Training & Development Manager, participated in the UC Systemwide Talent Management Consortium.
- ✓ Orlanda Welch, Transitional Return to Work Coordinator, participated in the UC Disability Managers systemwide meeting.
- ✓ Rebecca Preza, Healthcare Facilitator, participated in the UC Systemwide HR Open Enrollment Training.
- ✓ Tamara Berton, Compensation Analyst, participated in the UC People Management Conference.
- ✓ Tami Schmittgen, Leave Administrator Supervisor, participated in the 2019 FMLA/CFRA Master Class.
- ✓ Yesenia Limon, Employment Analyst, participated in the Supervisory Certificate Program.
- ✓ Cynthia Seneriz, Human Resources Director, participated in the HR Comply Legal conference.

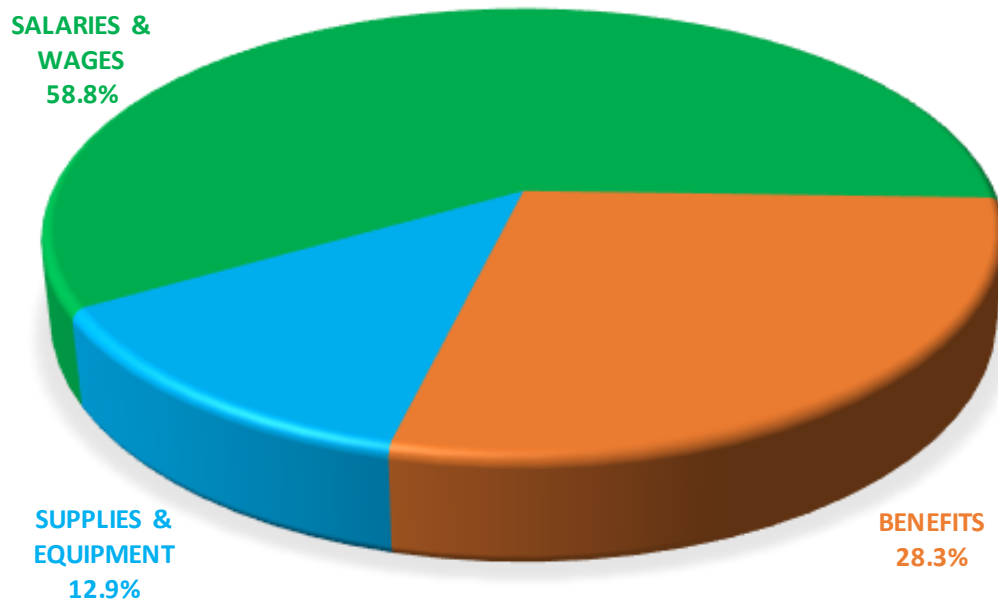
DEPARTMENT FINANCIAL INFORMATION

HUMAN RESOURCES

FY 2018-19 TOTAL REVENUE = \$3,990,455



FY 2018-19 TOTAL EXPENDITURES = \$3,461,279



Human Resources began FY 2018-19 with a carryforward surplus of \$477,506--which is reflected in Total Revenue, above--and ended FY 2018-19 with a carryforward surplus of \$529,176.

CAMPUS POLICE

MISSION STATEMENT

The University of California Santa Barbara Police Department provides traditional and non-traditional police and public safety services. Our department provides for the peace, safety, and security of persons and facilities within the university community. Our efforts are directed toward creating an environment where research, education, and public service flourish.



SERVICES PROVIDED

- ◆ Patrol Division
- ◆ Problem Solving Unit (PSU)
- ◆ Clery Act Division
- ◆ Community Outreach Services
- ◆ Records Division
- ◆ Communications Division
- ◆ Community Service Organization
- ◆ Property Unit
- ◆ Isla Vista Foot Patrol Division
- ◆ Bike Safety Class



ACCOMPLISHMENTS

- ✓ Continuing partnership with the Isla Vista Community Services District with two CSO safety stations placed in Isla Vista on weekends to provide presence, water, charging stations, and safety escorts.
- ✓ Restructured department to add a community outreach branch to bridge the gap between the police and the community and increase outreach capability.
- ✓ New Interpersonal Violence Investigator in Isla Vista to focus on sexual assault, domestic violence, and stalking cases, including training for entities such as UCSB Greek Life, athletic teams, and Isla Vista Community Groups.
- ✓ Continued involvement, support, and outreach for the Citizen's Police Academy.
- ✓ Continued involvement in the "Isla Vista First Responders" show and tell events for local daycare centers and elementary schools.
- ✓ Hostile Intruder Training for students, staff, and faculty to include office space safety presentations.
- ✓ Frequent participation in campus and Isla Vista outreach events, including safety talks with students and community members at forums such as pizza with the police, coffee with a cop, and day of the child.
- ✓ Continued facilitation of Rape Aggression Defense Training (RAD), free for students, staff, and faculty.
- ✓ In collaboration with UCSB Orientation Programs and Parent Services, Patrol Officers provide Parent Orientation talks to parents of incoming freshmen.

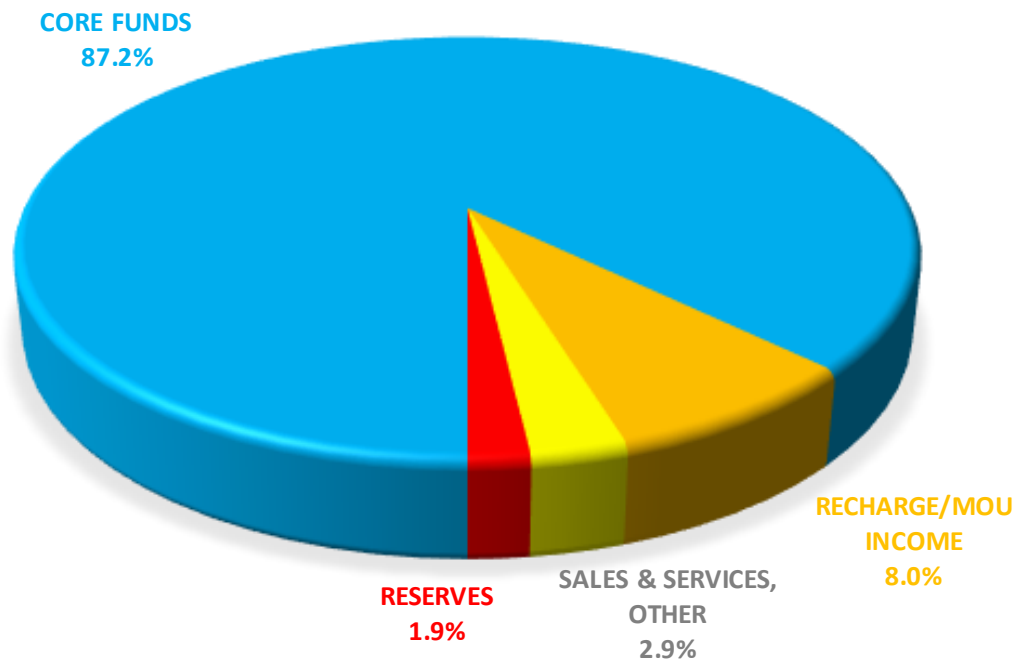
STATISTICS

1,485	CSO Escorts	30	Active Shooter Presentations
6,373	911 Calls	13	Pizza/Coffee with a COP Events
2,797	Bike Registrations	35	RAD Training Participants
1,304	Public Assistance		

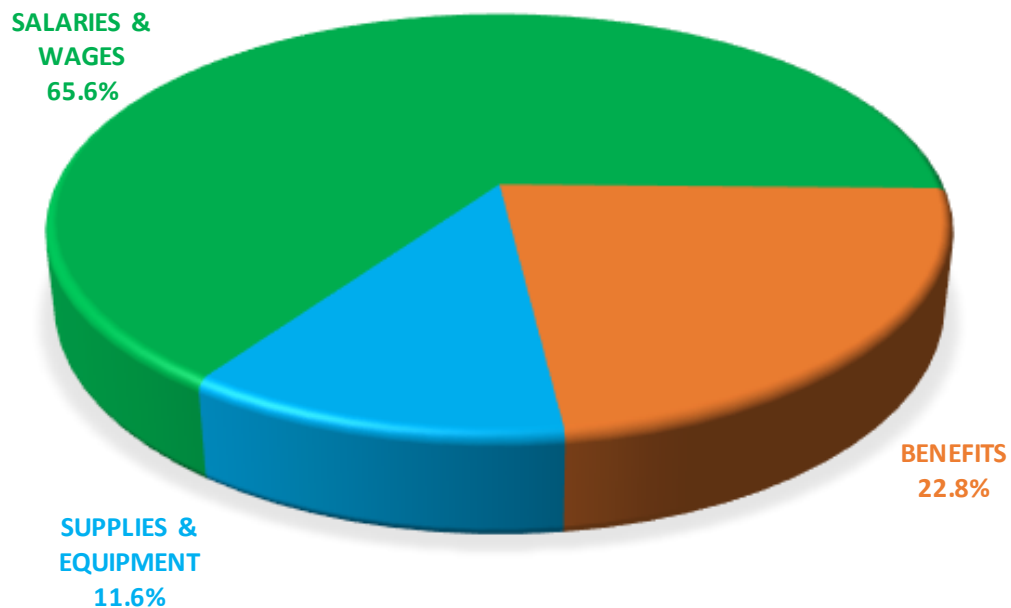
DEPARTMENT FINANCIAL INFORMATION

POLICE

FY 2018-19 TOTAL REVENUE = \$10,040,737



FY 2018-19 TOTAL EXPENDITURES = \$10,853,896



The Police Dept. began FY 2018-19 with a carryforward deficit of \$356,771, which is reflected in the Total Revenue above. The Police Dept. ended FY 2018-19 with a carryforward deficit of \$813,159, however, allocations totaling \$563,737 are anticipated in FY 2019-20 to reimburse the Police Dept. for major unfunded expenses incurred during FY 2018-19, including: \$99,926 from UCOP for body cameras; \$447,309 from central resources for specialty pay; and \$3,536 and \$12,966 from FEMA/CalOES for Holiday and Thomas Fires mutual aid, respectively.

VICE CHANCELLOR'S OFFICE

MISSION STATEMENT

The mission of all Administrative Services units is to provide essential services supporting UC Santa Barbara in its pursuit of excellence in teaching, research, and public service.

HIGHLIGHTS

- ✓ We welcomed Vice Chancellor Garry Mac Pherson to UC Santa Barbara in August, 2018. Garry joined us from UC San Diego where he served as Associate Vice Chancellor of Environmental and Building Services since 2009.
- ✓ Congratulations to John Kushwara, who retired from the campus Ethics & Compliance Investigator role in 2019. John continues part-time as a rehired retiree.

EMERGENCY ACCOUNTS

- ◆ Eight accounts were created in the Division between 2014 and 2019 to assist with financial tracking of the following emergency events (FY 2018-19 Total Expenses for each event is shown below in parentheses):
 - 1) a memorial event following the shooting deaths of six UCSB students in Isla Vista (\$0);
 - 2) a check fraud incident response notification (\$0);
 - 3) campus safety and security (\$17,428);
 - 4) an oil spill response affecting campus beaches (\$0);
 - 5) erosion protection of campus east bluffs (\$57);
 - 6) Thomas Fire, Montecito debris flows, and related US 101 closure (\$0).
 - 7) a campus water main line rupture (\$0); and
 - 8) a campus power shutdown planned by SCE (\$0).

STAFF ASSEMBLY

- ◆ The 2018-19 Staff Citation of Excellence Awards acknowledge and celebrate the outstanding achievements and meritorious service of these ten career campus staff:

Chelsea Boone	Corena Herrera
Brittany Boxley	Dana Huffman
Angelica Caudillo	Alexa Johnson
Richelle De los Santos	Pamela Scott
Monica Dussert	Rickie Smith

SUSTAINABILITY

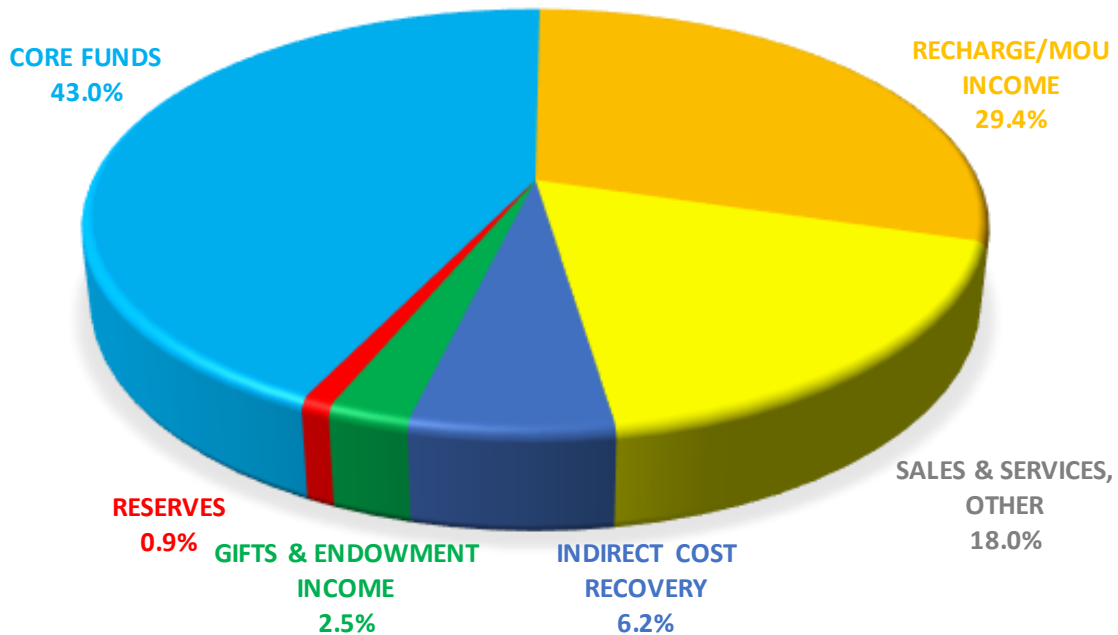
Sustainability Program Summary: FY 2018-19	
Sustainability Staff	\$115,183
Sustainability Student Interns	\$36,977
Faculty Sustainability Champion	\$25,000
UCOP Meetings, CHESC, AASHE Conference	\$16,547
Chancellor's Sustainability Interns	\$14,154
Campus Hydration Stations Maintenance	\$7,827
GHG Emission Verification	\$6,418
New-Leaf Curriculum Incentive Prgrm.	\$6,000
Internship Prgrm. Supplies	\$5,399
Central Coast Sustainability Conference	\$3,200
Communications Expenses	\$1,779
STARS Reporting Tool	\$450
Staff Sustainability Award	\$416
Total Expenses	\$239,350

THE GREEN INITIATIVE FUND (TGIF)

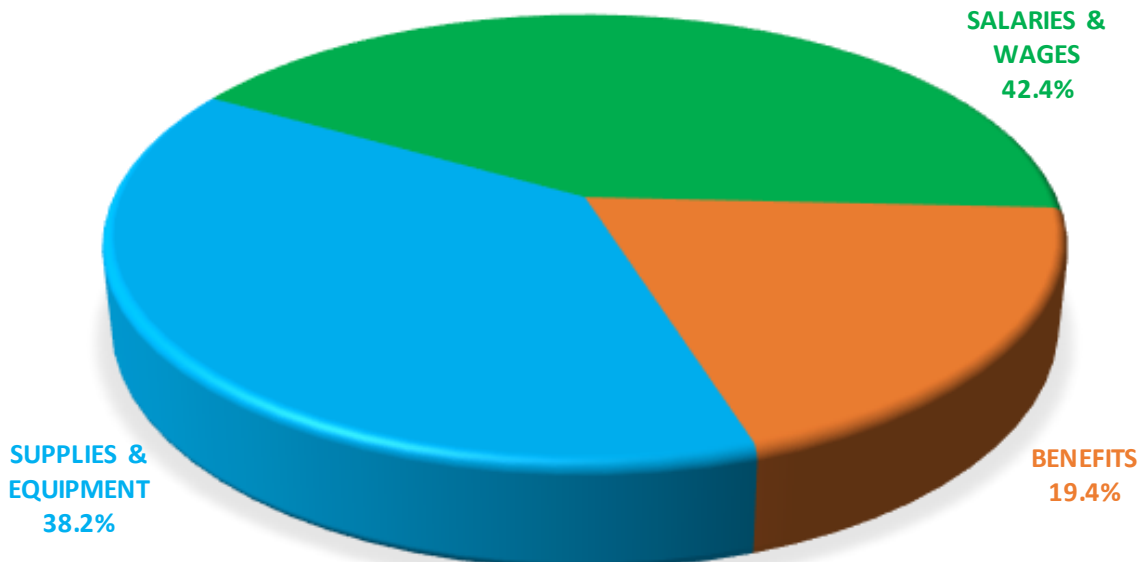
- ◆ FY 2018-19 TGIF Awards (Total = \$191,364):
 - CCBER NCOS Solar Application (\$50,000)
 - Electric Leaf Blower (\$20,403)
 - Robertson Gym Water Laundry Conversion (\$16,638)
 - IV Theater Lighting Upgrade (\$10,635)
 - TGIF Equipment Rebate Program (\$10,000)
 - Reducing Energy at Valentine Reserve (\$5,221)
 - Cambro Riser Stands (\$2,180)
 - Isla Vista Trading Post (\$1,300)
 - CHESC Registration Support (\$7,560)
 - Food Cycling Program (\$1,205)
 - HSSB Courtyard Solar Table (\$9,119)
 - Orfalea Family Children's Ctr. Solar WrkStn. (\$8,819)
 - Fostering Green Generation of Student Athletes (\$995)
 - Carbon Sequestration Study (\$15,195)
 - SSMS 2nd Floor Hydration Station (\$3,000)
 - Sustainable Tech Repair Pop-up (\$16,812)
 - Hatlen Theater Hydration Station (\$3,000)
 - Marine Biotech Lab Hydration Station (\$2,782)
 - Hydration Station for Education Building (\$3,000)
 - Big Belly Trio at UCen (\$3,500)

DEPARTMENT FINANCIAL INFORMATION

VICE CHANCELLOR'S OFFICE FY 2018-19 TOTAL REVENUE = \$2,648,016



FY 2018-19 TOTAL EXPENDITURES = \$1,779,965



The Vice Chancellor's Office began FY 2018-19 with a carryforward surplus of \$970,383--which is reflected in Total Revenue, above--and ended FY 2018-19 with a carryforward surplus of \$868,051, comprised of: \$272,613 of West Devereux Income funds; \$91,141 of ADA funds; \$76,319 of Violent Acts Mitigation funds; \$59,474 of Donor funds; \$37,210 of BSAS funds; \$4,083 of AUXE funds; and remaining other funds. Totals shown in charts above exclude Emergency, Staff Assembly, Sustainability, The Green Initiative Fund, and North Campus Planning accounts. Recharges/MOU Income includes Auxiliary Enterprise Administrative (AUXE) and Support & Initiatives (S&I) Assessments to departments in the division.

ACKNOWLEDGMENTS

Thanks and acknowledgments are due to all of the business and financial planning officers and others in the Administrative Services Division that contributed to this annual financial report and to the companion DFSS and HDAE annual reports, including: Rochelle Abraham-Floret, Kerry Bierman, Barry Colwell, Marylu Diaz, Anjum Fitch, Melissa Jarnagin, Julie Levangie, Dan Manfredonia, Lynn McLaughlin-Hill, Shalauna Miller, Lisa Milstead, Kara Nowell, Lori Nicolaides, Lisa Romero, Ron Yamane, department directors, and many others. It is their dedication and expertise that makes it possible to manage campus assets and resources responsibly, effectively, and efficiently, while constantly striving to expand and improve our service to the campus.

Robert Silsbee, CFO/Business & Financial Planning Director
Administrative Services Division



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