



Staff Resource Guide



California State
University

Division of
**BUSINESS &
FINANCIAL
AFFAIRS**

CHANNEL
ISLANDS



DIVISION OF BUSINESS & FINANCIAL AFFAIRS

MISSION

The Division of Business & Financial Affairs (BFA) supports CI's academic mission by transforming the delivery of services through continuous improvement.

CORE VALUES

Teamwork

Diversity

Integrity

Respect

Excellence

Collaboration

VISION

We are the recognized leader for delivery of outstanding services.



*How does what I do
make this a better place for CI students
to learn and develop?*

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

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VICE PRESIDENT AND DIRECT REPORTS



Ysabel Trinidad *Vice President for BFA*

Ext. 3169

EDUCATION

- * St. Mary's University in San Antonio, MBA
- * CSU Fresno, B.S., Magna Cum Laude in Business Administration



Pamela Abbott-Mouchou *Organizational Effectiveness Officer*

Ext. 3169

EDUCATION

- * St. Mary's College of California, Masters in Leadership
- * St. Mary's College of California, B.A. in Business Management



Caroline Doll *Director, Special Projects BFA*

Ext. 3232

EDUCATION

- * J.D.
- * CSU Channel Islands MVS School of Business, MBA
- * UC Irvine, B.S. in Biology



Erik Blaine *Associate VP for Admin. Services*

Ext. 2670

EDUCATION

- * Pepperdine University, Doctorate in Organizational Leadership and Policy
- * CSU Northridge, M.S. in Educational Leadership and Policy Studies
- * B.S. in Business Administration



John Gormley *Senior Director of PDC*

Ext. 3241

EDUCATION

- * USC, Bachelors in Architecture
- * Training from the California Emergency Management Agency



Wes Cooper *Senior Director of Facilities*

Ext. 2662

EDUCATION

- * Oxnard College, Certificate in Fire Technology
- * Alan Hancock Community College, Graduated from the Law Enforcement Academy as a POST Level II Reserve Officer



Missy Jarnagin *AVP for Budget & Planning*

Ext. 3514

EDUCATION

- * Portland State University, B.S. in Business Administration with an emphasis in Management



Anna Pavin *AVP for Human Resources*

Ext. 8425

EDUCATION

- * CSU Northridge, Bachelor of Arts



John Reid *Director, Public Safety & Chief of Police*

Ext. 8447

EDUCATION

- * University of Cincinnati, Masters in Criminal Justice
- * Graduate of the 202nd session FBI National Academy in Quantico, VA



Diane Mandrafina *Asst. VP for BFA/Controller*

Ext. 3651

EDUCATION

- * Long Island University, MBA in Business Administration
- * Mercy College, BS in Accounting



Sonja Howe *University Internal Auditor*

Ext. 8484

EDUCATION

- * Pepperdine University, Master of Public Policy (MPP) with dual specialization in Economics and State & Regional Policy



Brittany Grice *Title IX Inclusion Officer*

Ext. 3608

EDUCATION

- * University of Notre Dame, Juris Doctorate
- * University of Hawai'i at Mānoa, Bachelor's of Science, Political Science and History

VICE PRESIDENT'S OFFICE

Contact Information

The Vice President's office is responsible for BFA strategy and leadership as well as the overall planning and management of the campus. It also includes special projects, organizational effectiveness, and risk management.

Organizational Effectiveness Program

The Organizational Effectiveness Program (OE) supports the Division of Business & Financial Affairs (BFA) mission by providing the University with staff development, employee engagement, change management, and Lean Six Sigma, as well as offering consultative services to functional leadership teams regarding organizational and leadership matters.

Special Projects

Special Projects has been engaged with a wide range of projects over the years. These projects are collaborative in nature and support the growth of the University, requiring exchanges with campus stakeholders in order to develop understanding of various projects, garner input, and arrive at mutually satisfactory outcomes.

Personnel	Title	Ext.	Email
Ysabel Trinidad	Vice President for BFA	3169	ysabel.trinidad@csuci.edu
Pamela Abbott-Mouchou	Organizational Effectiveness Officer	3169	pamela.abbott@csuci.edu
Sonja Howe	University Internal Auditor	8484	sonja.howe@csuci.edu
Brittany Grice	Title IX Inclusion Officer	3608	brittany.grice@csuci.edu
Caroline Doll	Director of Special Projects	3232	caroline.doll@csuci.edu
Katharine Hullinger	Risk Manager	8846	katharine.hullinger@csuci.edu
Tina Kotin-Savitch	Analyst/Risk Specialist	3668	tina.kotin@csuci.edu
Devyn Howell	Admin. Support Coordinator	3169	devyn.howell@csuci.edu
Nathan Bowden	Web Content Coordinator	3719	nathan.bowden@csuci.edu

ADMINISTRATIVE SERVICES

Contact Information

This unit oversees commercial services which provides retail food services, residential dining, vending, and catering. Administrative Services also provides oversight of Conferences & Events, the CI Power Plant, and Procurement & Logistical Services.

Office Information

Office: (805) 437-2667

Fax: (805) 437-2681

Office Hours: Monday—Friday 9 a.m.—5 p.m.

Personnel	Title	Ext.	Email
Erik Blaine	AVP for Admin. Services	2670	erik.blaine@csuci.edu
Site Authority			
Jeff Smith	CI Power Plant Manager	3795	jeff.smith@csuci.edu
University Auxiliary Services			
Dave Nirenberg	Senior Director	2668	david.nirenberg@csuci.edu
Deanne Ellison	Director of Admin. Services	3151	deanne.ellison@csuci.edu
Michael McConnell	Director of Facility Services	2675	michael.mcconnell@csuci.edu
Conference & Events			
Ray Porras	Interim Director	8434	ray.porras@csuci.edu
Merissa Stith	Assistant Manager	8548	merissa.stith@csuci.edu
Esthefany Polanco	Event Support Assistant	3159	esthefany.polanco@csuci.edu
Lisa Racine	Events Specialist	8961	lisa.racine@csuci.edu
Carolyn Shamowski	Events Specialist	3698	carolyn.shamowski@csuci.edu
Stephen Contreras	Laborer	3227	stephen.contreras@csuci.edu
Jessie Gonzalez	Laborer	3225	jessie.gonzalez@csuci.edu

ADMINISTRATIVE SERVICES

Contact Information Continued

Personnel	Title	Ext.	Email
Procurement & Logistical Services			
Ilene Soto	Interim Director	8481	ilene.soto724@csuci.edu
Karina Cruz	Procurement Coordinator	8581	karina.cruz@csuci.edu
Danny Haws	Property Clerk	8551	danny.haws@csuci.edu
Cindy Ulisse	Mail Services/Receiving Supervisor	8927	cindy.ulisse@csuci.edu
Robert Perez	Shipping & Receiving Assistant	8475	robert.perez@csuci.edu
Baldemar Salazar	Warehouse Worker	2693	baldemar.salazar@csuci.edu
Arthur Zumaya	Warehouse Worker	8473	arthur.zumaya@csuci.edu
Jerry Fernandez	Warehouse Worker	3386	jerry.fernandez@csuci.edu

FACILITIES SERVICES (FS)

Contact Information

FS is responsible for planning, designing and constructing new buildings and renovations, maintaining buildings and landscaping, providing custodial services, managing utilities, and providing support services to the campus. Facilities Services also maintains a liaison relationship with the Chancellor’s Office for the coordination of capital projects along with reporting and compliance matters.

Office Information

FS Main Line: (805) 437-8461

Email: fsworkcenter@csuci.edu

Office Hours: Monday—Thursday 7 a.m.— 5 p.m.

Friday 7 a.m.— 4p.m.

Personnel	Title	Ext.	Email
Planning, Design & Construction (PDC)			
John Gormley	Senior Director of PDC	3241	john.gormley@csuci.edu
Jim Walsh	Associate Director of PDC	8903	james.walsh@csuci.edu
Dan Gerrard	Manager of Inspection Services	3354	dan.gerrard@csuci.edu
Kurt Nachazel	Project Manager	3352	kurt.nachazel@csuci.edu
David Carlson	Associate Architect	8472	david.carlson@csuci.edu
Terry Tarr	Associate Architect	2018	terry.tarr@csuci.edu
Susan Davis	Project Coordinator	3541	susan.davis@csuci.edu
Christine Miller	AutoCad Drafter	3153	christine.miller@csuci.edu
Operations			
Wes Cooper	Senior Director of FS	2662	wesley.cooper@csuci.edu
Raudel Banuelos	Director of FS	8464	raudel.banuelos@csuci.edu
Guy Spevak	Operations Project Manager	3778	guy.spevak@csuci.edu
Tim Berndtson	Manager of Work Center/ Planning	3543	timothy.berndtson@csuci.edu
Gilbert Soliz	Manager of Facility Support	8473	gilbert.soliz@csuci.edu

FINANCIAL SERVICES/BUDGET & PLANNING

Contact Information

This unit is responsible for oversight of the budget planning process, in accordance with applicable law and policy while also providing the highest possible level of service. The unit also maintains a liaison relationship with the Chancellor's Office for reporting and compliance matters.

Office Information

Office: (805)437-8875

Fax: (805)437-3366

Office Hours: Monday—Friday 8 a.m.— 5 p.m.

Personnel	Title	Ext.	Email
Budget & Planning			
Missy Jarnagin	AVP for Budget & Planning	3514	missy.jarnagin@csuci.edu
Teresa Montoya	Admin. Assistant to the AVP	3514	teresa.montoya@csuci.edu
Lacey Lovejoy	Director of Financial Systems	3229	lacey.lovejoy@csuci.edu
Josh Magana	Financial Analyst	8593	josh.magana@csuci.edu
Jennifer Moss	Accounting Manager	3510	jennifer.moss@csuci.edu
Theresa Cilley	Financial Operations Analyst	3245	theresa.cilley@csuci.edu
Financial Services			
Diane Mandrafina	Assistant VP for BFA/Controller	3651	diane.mandrafina@csuci.edu
Accounting, Auditing & Financial Reporting			
Theresa Olivo	Student Financial Accountant	8479	theresa.olivo@csuci.edu
Anna Campbell	Financial Analyst/Grant Accounting	8463	anna.campbell@csuci.edu
Michelle Hense	Accounts Receivable Accountant	3143	michelle.hense@csuci.edu
Esmeralda Mendoza	Financial Reporting Analyst	3620	esmeralda.mendoza@csuci.edu
Leo Cervantes	Sr. Staff Accountant/Treasury	3175	leopoldo.cervantes@csuci.edu

FINANCIAL SERVICES/BUDGET & PLANNING

Contact Information Continued

Personnel	Title	Ext.	Email
Accounts Payable			
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Stacie Dee	Accounts Payable Technician	8578	stacie.dee@csuci.edu
Student Business Services			
Rachel Linares	Manager	3536	rachel.linares@csuci.edu
Cheryl Peckham	Lead Cashier	3186	cheryl.peckham@csuci.edu
Christine Patton	Cashier	3717	christine.patton@csuci.edu
Letitia Poteet	Vault Teller	8454	letitia.poteet@csuci.edu
Leticia Romero	Student Accounts Specialist	8533	leticia.romero@csuci.edu
Leah Torres	Collections Specialist	3917	leah.torres@csuci.edu

HUMAN RESOURCES

Contact Information

This area is responsible for the full complement of human resource services for the campus, including recruitment and employment processing, benefits administration, compensation and classification, professional training and development, equity and diversity, employee relations, HR information systems, and payroll. The unit maintains a liaison relationship with the Chancellor's Office for reporting and compliance matters.

Office Information

Office: (805)437-8490

Fax: (805)437-8491

Office Hours: Monday—Friday 8 a.m.— 5 p.m.

Personnel	Title	Ext.	Email
Human Resources			
Anna Pavin	AVP for Human Resources	8425	anna.pavin@csuci.edu
Laurie Nichols	Director of HR	8423	laurie.nichols@csuci.edu
Diana Enos	HR Manager	8426	diana.enos@csuci.edu
Ria Fidler	Confidential HR Assistant	8457	ria.fidler@csuci.edu
Martha Ferguson	HR Support Coordinator	8567	martha.ferguson@csuci.edu
Kim Sones	Workers Comp/HR Specialist	2623	kim.sones@csuci.edu
Janet Korsmo	HR Administrative Assistant	3163	janet.korsmo@csuci.edu
Sherie Frame	HR Information Systems Coordinator	2621	sherie.frame@csuci.edu
JoAnn Stuermer	Recruitment & Training Specialist	8488	joann.stuermer@csuci.edu
Payroll			
Vickie Metcalfe	Payroll Manager	3731	vickie.metcalfe@csuci.edu
Jacinta Bastone	Payroll Supervisor	8487	jacinta.bastone@csuci.edu
Betty Berriochoa	Payroll Analyst	8488	betty.berriochoa@csuci.edu
Christine Girardot	Payroll/CMS Specialist	8849	christine.girardot@csuci.edu

PUBLIC SAFETY

Contact Information

Public Safety is responsible for the safety and security of the campus environment as well as management of campus transportation and parking. The unit is comprised of the University Police Department; Transportation & Parking Services, and the Environmental, Health & Safety program (EHS).

Office Information

Police, Non-Emergency: (805)437-8444

Transportation & Parking Services: (805)437-8430

EH&S: (805)437-8847

Email: police@csuci.edu

parking@csuci.edu

Office Hours: Monday—Friday 8 a.m.— 5 p.m.

Personnel	Title	Ext.	Email
Police			
John Reid	Chief of Police	8444	john.reid@csuci.edu
Michael Morris	Lieutenant	8881	michael.morris@csuci.edu
Environmental & Health Safety			
William Kupfer	Director	8847	william.kupfer@csuci.edu
Transportation & Parking			
Ray Porras	Director	8434	ray.porras@csuci.edu
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