

FINANCE, TECHNOLOGY & OPERATIONS

YOUR SUCCESS, OUR MISSION

FINANCE

CORPORATE CARD HANDBOOK UPDATE RELEASED

The [corporate card handbook](#) was recently updated and released to the campus community. These updates were done in collaboration with many campus partners including basic needs, the office of sponsored programs, and the office of student engagement. The intent of the updates was to provide clarity and guidance in certain areas and to provide our corporate cardholders with added flexibility. Our goal is to make the process of using and reconciling your credit card more efficient and effective. We strive to assist you in procuring the goods that you need as timely as possible so that you can succeed!

We would like to thank the campus community for your collaboration on this and we will continue to work closely with you on future updates to this handbook to ensure that we continue to adapt to our ever-changing campus needs.



TECHNOLOGY

COLLABORATIVE SECURITY OPERATIONS CENTER

The CSUSB Security Operations Center (SOC) has officially completed its first full month of operation, delivering real-time monitoring and response capabilities for cybersecurity incidents. This innovative initiative, a collaboration between CSUSB's Information Technology Services and the Center for Cyber & AI offers hands-on learning opportunities for cybersecurity students under the California Division of Apprenticeship Standards framework.

Currently serving both CSUSB and CSU Stanislaus, the SOC is already exploring partnerships with other CSU campuses, with the goal of creating a multi-university collaboration. In addition to supporting campus security needs, the SOC provides apprentices with valuable experience, teaching them the foundational principles of SOC operations, as well as hands-on familiarity with SOC software and supplemental security tools.

The SOC team is also working to enhance its infrastructure, including the installation of large TV monitors by CSUSB's Facilities team to improve operational efficiency. To broaden awareness and transparency, a dedicated SOC website has been launched: <https://www.csusb.edu/its/security/security-operations-center>.

Looking ahead, the team is in the early stages of evaluating the potential of expanding its services beyond CSUs to include K-12 schools, local government agencies, and other organizations. The SOC exemplifies CSUSB's commitment to fostering academic, professional, and technological excellence, providing students with invaluable opportunities to gain industry-ready skills while supporting the critical cybersecurity needs of the community.

HOW TO ASSESS YOUR WORK-SPACE HOME AND OFFICE



SCAN HERE TO
GET STARTED

Did you know that EH&S' new Ergo tool can help you assess your home and office workstation, to self-correct ergonomic hazards which can put you at risk of a work related injury? Ergonomic hazards are not always easy to identify and there are often easy steps that employees can take to make small adjustments to their workstation to mitigate lurking risks.

Our new self-evaluation ergonomics tool can be accessed by all employees through MyCoyote and allows you to identify the key details for up to three work locations such as home and office workstations. Based on user input, the tool will provide real-time instructions on how to make simple adjustments that



will improve the alignment of your workstation and reduce risk of discomfort. Upon completion of a self-evaluation, our tool will assign a risk value which we can monitor over time as adjustments are made or if equipment is recommended to see if the risk factors change. Ideally, we aim to reduce risk factors over time to ensure your workstation is properly aligned and free of ergonomic hazards.

Complete a follow-up assessment to see if discomfort has subsided after making adjustments to your workstation.

REDUCE, REUSE AND RECYCLE WITH COYOTE DEPOT

Choosing to reduce, reuse, and recycle not only prevents pollution but will sustain the environment for future generations. The most effective way to reduce waste is to minimize and be more conscious of what we put into the planet.

Is your department in need of furniture but low on funds? Do you have surplus items that are not being used that could be utilized by another unit on campus? The Coyote Depot can help! The Coyote Depot located behind the Administrative Services building houses surplus furniture and equipment that is ready for adoption for FREE! There are desks, tables, bookshelves, filing cabinets and more!

Coyote Depot

- Open on Wednesday's from 11am – 1pm
- Feel free to contact the warehouse at x71793 on Wednesdays during operating hours or send our office an email at resilient@csusb.edu if you have any questions or are in need of assistance.



If you have surplus equipment that you would like to donate to Coyote Depot, you can work with Property Management to have the items surveyed and removed. For more information please visit:

<https://www.csusb.edu/property/procedures/survey-of-property-from-records>

I-215 UNIVERSITY PARKWAY CONSTRUCTION

Construction on the I-215 University Parkway Interchange project will continue throughout the Spring Term with crews working behind k-rail (concrete barriers). In January, crews will install temporary poles and place concrete on the southbound (SB) on- and off-ramps. In addition, Lanes between the on- and off-ramps on University Parkway will be narrowed to allow for work to occur on the street. Nighttime closures may occur Monday through Friday between 9:00 p.m. and 6:00 a.m. (into the following morning) as follows:

- I-215 University Parkway on- and off-ramps may be intermittently closed and detour routes will be posted.
- Lanes may be intermittently closed on University Parkway between the on- and off-ramps. The street will remain open to through traffic.

The I-215/University Parkway Interchange project is designed to reduce delays and improve freeway access. The project will construct a diverging diamond interchange (DDI) which promotes safety, decreases congestion, and minimizes the cost of new infrastructure. During construction, activities may include digging up roads for utility work, pavement and restriping work, installation of new traffic signals, traffic shifts, intermittent lane closures, and ramp closures. Workers and heavy equipment will be present throughout the project corridor and we ask that you allow for extra time to reach your destination as you may experience delays.



STREAMLINING SERVICE: UPD INTRODUCES FLEXIBLE LIVE SCAN BOOKING & EXPANDS ACCESS TO PALM DESERT CAMPUS

To improve and enhance the level of service that the University Police Department (UPD) provides to our campus community regarding LIVE SCANS, we are exploring a new scheduling system that will allow our students, faculty, and staff to book their own Live Scan processing appointments. Appointment availability will be from 7:00 a.m. to 4:30 p.m. Monday through Friday.

We anticipate rolling out this new model beginning in Spring 2025. The new scheduling system will be piloted for six months, and if no challenges arise, it will be fully operational in Fall 2025 and will be our new permanent service model for live scans.

Additionally, UPD is exploring installing a Live Scan machine at the Palm Desert Campus to improve live scan access and prevent inconvenience for our students, faculty, and staff. We are working with the Department of Justice, Chancellor's Office, and Biometric to ensure the device can communicate with UPD's police facility.

The UPD remains dedicated to fostering a safe, supportive, and connected campus environment.



CUSTOMER SERVICE

We commit to providing prompt, courteous, and personalized Customer Service built on a foundation of Collaboration and Collegiality.

INNOVATION

We champion Innovation as the key to efficiency and creative solutions that streamline processes and drive transformative progress.

INTEGRITY

We uphold Integrity as our guiding principle by fostering a culture of Transparency and Trust.