



CALS Business Services Newsletter

Issue 6 FY18

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Getting Lean at the Car Wash

Submitted by Lynda Silvain

I decided to treat myself to a full service car wash. I pulled up to the vacuums and an attendant took my order. I waited for him to give me the slip that I present to the cashier in the lobby, but he didn't budge. Something was different. After an awkward silence, he finally said that he would take my payment. I gave him my debit card and he ran it through some contraption he was wearing on his waist. Within 15 seconds I had a receipt. The attendant then "invited" me to the lobby, where I would find free coffee, popcorn, and WiFi. I went to the lobby and it looked like a coffee shop, with some high tables and couches. I was most impressed with the jar of free dog biscuits on the counter. I wished I had a dog.

I had nerdy thoughts while in the lobby; I thought about Lean and Process Improvement. Lean is a program developed by the Toyota Production System (TPS). Lean is a way of continuously looking for ways to improve a process; it is a never settle philosophy. Lean also takes the path of least resistance. To get Lean, it is important to map your process, to look at every step and see if there is a more efficient way to address the step in the process. One way to get Lean is to eliminate a step entirely. Another is to combine steps, where two parts become one. In the case of TPS, Lean was about customer satisfaction, whereby eliminating waste, a product could be delivered to a customer sooner and at a reduced sticker price. This is how I got Lean at the car wash. The cashier and attendant taking the order were now the same person, a person in motion. The focus of the lobby was no longer the payment station, but a room where I could get a cup of coffee, plop down on the couch and surf the web.



Important Reminder!

Submitted by Matt Rahr



Don't forget to take the UA-mandated online IT Security Awareness Training!

According to the [UA standard](#), "All University Employees (including student employees) and Designated Campus Colleagues (DCCs) who have access to the University's information assets are required to complete information security awareness training."

The IT Security Awareness training is available online in [UAccess Learning](#). An easy way to enroll is by searching for the course by going to 'Find Learning', then use the 'search by keyword' box to search for course number **UA-1332-3**.

UA-1332-3

Search Results View All First 1 - 1 of 1 Last

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Information Security Awareness Training (UA-1332)

Online security awareness training is provided to all employees to ensure that they understand their responsibilities in protecting University information assets. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Available Seats	Start Time	
UA-1332-3	Self-Paced	50 Mins		None	--	--	Enroll

Click [here](#) for full enrollment instructions. The trainings are broken up into 10 small modules, each one is 5 minutes or less and can be taken at your own pace.

Business Managers can get a live look at users that need to complete training by going to Uaccess Analytics → Security Dashboard → Prereqs Tab → InfoSec Essentials column.




Shout Out to Jonie Burge of the Safford Ag. Center/ Graham County Business Office!

Teamwork

Jonie walked me through doing blanket PO's for invoices for FY 17-18. She also gave me the spreadsheets that she uses to keep track of all of the invoices.

This was extremely helpful and has saved me hours of work this year!

Submitted by Mori Farmer, Gila County Business Office



Want a Better Monday?


Submitted By Lynda Silvain

I have noticed that coming in to a nice, clean office on Monday morning gives me motivation to get back in the groove. Put aside some time to practice the [Five S's](#)!:



- **Sort**- put things back in order or make order of new things. After a long busy week, we can really spread out!
- **Set in Order**-find the right place for everything and put everything in its place. Just an extra second of putting something away can save minutes of times trying to find it under a stack of papers. Store your personal items so you are not constantly moving them out of the way.
- **Shine**- wipe down your desk and accessories. We are very germey so I recommend the disinfecting wipes.
- **Standardize**- put everything in a state of readiness (update your calendar or kan ban board, or create a to do list).
- **Sustain**- keep it up during the week, and if you share a space, don't be afraid to bring up the Five S's to your colleagues.

Put aside some time on Fridays and practice!



**A shout out Kathi Van Os,
Administrative Assistant in the
School of Plant Sciences!**

Teamwork and Cross Training

Over the last several months, the School of Plant Sciences has been cleaning up processes that are not effective. In order to do this, we are developing new procedures and auditing transactions as needed. Kathi has always maintained a positive attitude about the changes that have taken place. She has also offered to take on new challenges and has been asked to serve in many capacities outside of her normal day-to-day duties. She has proven to be a significant asset to our team!

Submitted by Amanda Ferraris

Policy Updates on the Purchase of Hazardous Materials

Hazardous Materials

The purchase of Hazardous Materials with PCard is restricted to items listed in the table below, and allowable for purchase only consumer quantities.

Review PCard [Policy 8.1 Restrictions/](#)

[requirements/ limitations](#) for more information on

hazardous materials. Also, make sure to review footnote #7 in the policy for transportation, handling and storage requirements.



Restricted Item	Restricted to the following Allowable Consumer Quantities
	* See Transportation, Handling, Storage Requirements
Charcoal Lighter Fluid	1-2 Pints
Helium Tank	3-5 lbs.
Dry Ice	10-20 lbs.
Liquid Propane	1-5 lbs. containers or refills
Pesticide Spray	12-16 oz. can or 1 gallon concentrate
Isopropyl Alcohol, Ethanol, Methanol	1 pint - 1 gallon
Cleaning Solvents, paint strippers, paint thinners	1 pint - gallon
Muriatic (Hydrochloric) Acid	1 gallon
Hydraulic or Lubricating oil	Up to 1 gallon
Navel Jelly (phosphoric acid)	1 pint – 1 quart
Hydrogen Peroxide (>6%)	1 pint – 1 quart
Lighters (hand held)	Up to 1 multi-pack (6 lighters)
Spray Paint	Up to 6 cans (12 oz./each)



Shout Out to all business officers involved in the Title IX and Sexual Harassment trainings!

Compliance

Given the developments locally and nationally, we have a duty to create an environment and culture where everyone feels safe, productive, and healthy. Thank you to all the business officers who have bird-dogged the training as we work to achieve 100% compliance. Training is just one step among many that must be taken to create the culture we want, but it is an important step forward.

Submitted by Jeff Ratje




New Object Code!

The new code, **5535 - Purchasing Card Fees**, was created by FSO in response to the new 1.5% international fee assessed on PCard transactions with foreign merchants:



"To be used on processing fees associated with purchases made using a PCard, such as international fees and vendor processing. Fees are not subject to sales and use tax. **NOTE: This object code is NOT to be used on any non-PCard related fees.**"

For questions please contact FSO Financial Compliance at 520-621-9097 or compliance@fso.arizona.edu. Or contact a fund accountant: Ximena Rodriguez (621-7738, rodriguezx@email.arizona.edu), or Will Ames (621-6748, wames@email.arizona.edu).




Shout Out to the Aquaculture Pathology Lab!

Innovation

The AquaPath Lab group at the School of Animal & Comparative Biomedical Sciences had an extended feature on the KGUN 9 morning news on 10/17/17. The feature showed the community of Southern Arizona that CALS has the top certification facility in the world for testing farmed shrimp to ensure it is safe for consumption.

Submitted by Lynda Silvain



Click [here](#) to read the article and watch a recording of the interview.

Updates to the Student Employment Manual

Changes were made recently to the [Student Employment Manual](#)! Updates were made in the following areas:

- Eligibility for student employment
- Allowable work hours for student workers
- Student worker job classification and pay
- On-the-job injuries: student workers
- Dispute resolution for student workers



The Human Resources memo from [October 4, 2017](#) provides additional information on the changes and updates made to the manual.



Shout Out to the Extension In-Service organizers!

Planning and Organization

A shout to Glenda Thompson, Karen Pizzuto, Carolyn Greeno, Pam Denney, Carol Besselsen, and Jenessa Hermosillo for a well organized and successful event.

Submitted by Belinda Oden



Fun Fact!

Submitted by Jeff Ratje

Upon statehood on February 14, 1912, the Arizona Constitution under Article 11, Section 6 mandated that the university “shall be open to students of both sexes.” (Also note that “university” is singular; ASU did not become a “university” until 1958 and NAU in 1966.) Even from the UA’s very beginnings in 1885 the school has admitted women, and the first graduating class of three students in 1895 was 2/3 female (Mercedes Anna Shibell and Mary Flint Walker).

The inclusion of females in higher education should not be taken for granted. The first formal co-educational college in the US was Oberlin Collegiate Institute in Ohio in 1833.

CALS carries forward the UA tradition by being the college with the fourth largest female student body ratio behind Nursing, Education, and Public Health. Ina Gittings became a favorite historical figure of mine when I learned her story. She was born in 1885, served in World War I with the Army Medical Corps, and became the first director of physical education for women at the UA in 1920, and retired after a career of more than three decades. Ina Road in Tucson and the Ina Gittings Bldg. on campus are both named in honor of her. Tucson insiders know she pronounced her first name “Eena,” not “Eyena.”



As we look towards the future of the UA, women – strong, accomplished, independent minded, and distinguished – have, do, and will contribute to the success of our institution in immeasurable ways.



Check out the Business Purpose reference guide!


Did you know FSO offers a **Business Purpose** [reference guide](#)? Aside from explaining the policy requirements, the guide includes several **examples** with the appropriate business purpose for different scenarios. Here are a couple of examples:



Shout Out to Dave Bogner of CALS Communication and Technology!

Teamwork

Dave helps with recording/broadcasting our many, many candidate presentations, Q&A sessions, and general meetings that need to go out statewide. Last month at the last minute he fit us in his schedule to broadcast a Specialist meeting. To sum up – Dave is ALWAYS willing to help, even if it doesn't fall into his job category. A big thank you to Dave from the Cooperative Extension team!



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Shout Out to all the business officers who attended the Extension In-service.

And thanks for being so open, friendly, and approachable. We are building great friendships and an awesome network of peers!!!! I am grateful to have you as colleagues.

Submitted by LaVerne Vinyard, Navajo/Apache County Business Office



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<http://cals.arizona.edu/cbs/rates-review>

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