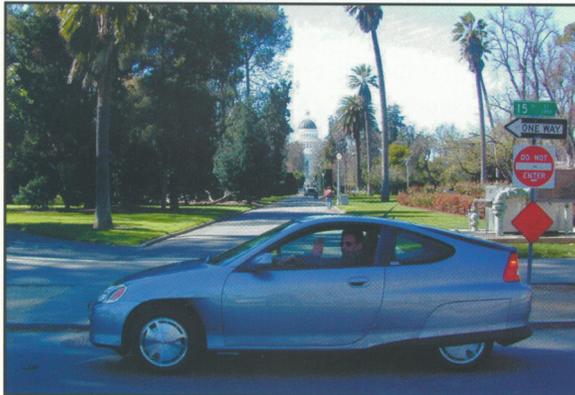


DGS Side-by-Side

California Department of General Services • a newsletter for employees by employees • Issue #27 • April 2000



*DGS Alternative Fuels
Vehicle Coordinator Rich
Slama zips by the east end of
Capitol Park in the new gasoline-
electric hybrid powered Honda Insight.*

Spotlight on . . .

SEXUAL HARASSMENT PREVENTION TRAINING

(See page 4)

ULTRA-CLEAN, HYBRID POWERED VEHICLES ADDED TO STATE'S "GREEN" FLEET

The Department of General Services recently added one of the most fuel efficient and low emission cars in the world to its fleet of "environment friendly" vehicles. The 2000 Honda Insight, with its "hybrid" power source of batteries and gasoline, can travel up to 70 miles per gallon.

"The addition of this new technology to the state's automotive fleet is part of California's continuing commitment to reducing harmful emissions," says Office of Fleet Administration Chief Timothy Bow. "Not only will the Insight help reduce air pollution, it will dramatically reduce fuel bills as well."

The Honda Insight utilizes a cleaner burning gasoline-powered engine and a powerful electric motor. Unlike all-electric vehicles, the car does not have to be plugged into a recharging station because the gas motor

recharges the battery pack during deceleration and braking. The innovative hybrid engine will achieve an Environmental Protection Agency fuel economy range of 70 miles per gallon (mpg) on the highway and 61 mpg in the city. The two-passenger coupe is also certified by the California Air Resources Board as an Ultra-Low Emission Vehicle, which makes it one of the "greenest" cars on the road.

DGS' "green fleet" is leading the state in reducing vehicle emissions by making hundreds of non-polluting and low emission cars, trucks, and vans available to state and local agencies. DGS plans to add 12 of the hybrid-powered cars to the "green fleet" in the near future. Stop by the main garage in Sacramento for a test drive.



To ensure quality, cost-conscious, and timely assistance and support to state and other public agencies so they can efficiently deliver needed services to California citizens. With the leadership of the Governor, and in cooperation with the Legislature, we seek to provide creative business solutions and serve our customers in a responsive and flexible manner. Our mission is dedicated to serving the customer.

INTERIM DIRECTOR'S

Message...



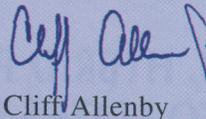
*Clifford Allenby
Interim Director*

As you know, this year's United California State Employee Campaign (UCSEC) was a great success. I support this program wholeheartedly. In an effort to ensure continuity and future successes, I am implementing a standing committee that can complete any unfinished business, deal with interim issues, and guarantee a smooth transition to the next DGS-UCSEC Chairperson and Leadership Team.

The workload should be relatively small and may include a monthly meeting and some minor assignments.

I wish to thank those of you who have already approved their staff for membership on this committee. In the near future, a few other experienced staff will be applying for membership. I would appreciate any help that you may provide in approving them.

If you have any questions, please feel free to contact Carlos Toirac, DGS-UCSEC Chairman at (916) 323-8716.



Cliff Allenby
Interim Director

STATE ARCHITECT NAMED

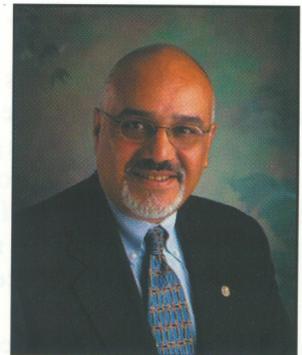
Governor Gray Davis has appointed Stephan Castellanos as State Architect.

Mr. Castellanos of Valley Springs is a partner and architect at Derivi Castellanos Architects, a position he has held for 20 years. He has been an active member of the American Institute of Architects (AIA) and has led the Institute in improving governmental relations, heightening public awareness of architectural excellence, and advocating for diversity within the profession.

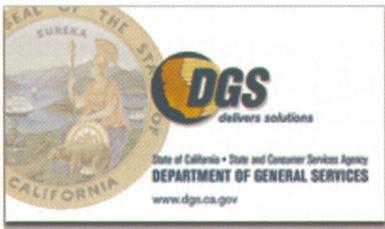
Mr. Castellanos is a member of the AIA Board of Directors and has represented California as the regional AIA director since 1998.

Mr. Castellanos succeeds Fred Hummel who plans to return to the private sector.

The State Architect is responsible for reviewing the plans and construction of publicly funded schools and essential services buildings. The State Architect reviews the building process to ensure that the plans, their specifications, and the actual construction are in compliance with structural safety, fire and life safety, and accessibility requirements.



BUSINESS CARDS AVAILABLE ON-LINE



Through its Office of State Publishing (OSP), DGS will soon be offering an e-commerce solution to ordering DGS business cards. Starting in May, DGS employees will be able to log-on to the DGS Intranet site and create their business cards electronically. The card will be printed just as it appears on the computer screen so you will be able to see exactly how your new card will look.

You'll then route the card request to your supervisor for approval. After the order is okayed it will be forwarded to OSP, which will send you an e-mail confirmation that your order is on the way. This new e-commerce solution will be showcased at the Government Technology Conference at the Sacramento Convention Center in May. Come by DGS' booth for a hands-on demonstration!



Leah Senitte retires from DGS Telecomm following 33 years of State service.

TWO DGS VETS CALL IT A CAREER

The managers of two of DGS' most innovative programs have ended distinguished careers with the state of California. Both Leah Senitte, head of the state's 911 emergency phone program and Hollis Thompson, manager of DGS' Surplus Property Program have retired.

Leah Senitte began state service in 1967 with the Board of Equalization. She joined DGS' Telecommunications Division in 1983, and became manager of the 911 program in 1987. During her tenure, Leah's office oversaw the legislative and technological changes that make it possible today for landline 911 calls to be selectively routed to the proper law enforcement agency as well as telling emergency dispatchers where 911 calls originate. She also implemented a study to lay the groundwork for similar innovations

involving 911 calls placed on wireless and cellular phones. Leah initiated a children's educational program called "911 for Kids," and she served as President of the National Emergency Number Association.

Leah says she looks forward to relaxing at home with her family, especially her granddaughters Meghan, Allison and Madeline.

Hollis Thompson started his first state service job in 1957 with the Division of Highways (now CalTrans). In December 1960, he took a job with the Department of Finance's Purchasing Division. A few years later, the Purchasing Division was put under the newly created Department of General Services where Hollis worked for nearly four decades.

In addition to the state's property reutilization program, which recycles everything from surplus file cabinets to desk chairs, Hollis was also instrumental in helping many schools receive free surplus computers.

Although he won't be trying to find homes for surplus office furnishings any longer, Hollis plans to remain active with several community groups including the Solano Blades on Ice, the Sacramento Food Bank, and of Our Lady of Lourdes Church.



Hollis Thompson saw it all prior to retiring as DGS' Surplus Property Program manager. During his career, Hollis has supervised the acquisition and reuse of everything from surplus military fuel trucks (pictured) and helicopters to autopsy room cadaver tables.





SPOTLIGHT ON..

SEXUAL HARASSMENT PREVENTION TRAINING



Lauren Neisen of the Office of Risk and Insurance Management gets some tips from EEO Officer Greg Sandin on how to navigate the new on-line Sexual Harassment Prevention program.

Sexual Harassment Prevention Training is now available to DGS employees at the click of a mouse. The on-line, state-mandated training includes recognizing adverse behavior in the workplace, identifying the supervisor's responsibility in preventing and dealing with sexually harassing behavior, and identifying the consequences of sexual harassment for the employer.

The training module only takes 45 minutes to review the material and take the required test. There are two versions—supervisory and non-supervisory. Upon successful completion of the test, the employee will receive a certificate of their accomplishment.



“The new training module will result in cost savings—both in staff time and travel for the department,” says Greg Sandin, DGS Equal Employment Opportunity Officer. “It will also allow the employee to take the course at home if they telecommute or are unable to come to work.”

The training module is available on the Internet by accessing www.newmedialearning.com. Simply click on Government, look for California Department of General Services and follow the directions. Employees are requested to contact their supervisor or training coordinator prior to taking the training, which will soon be available on DGS' Intranet as well. If employees have needs that cannot be met through the on-line program they should call Anna Hernandez in the EEO Office at (916) 323-6506.



LOCAL SCHOOL KIDS RECEIVE SURPLUS DGS COMPUTERS

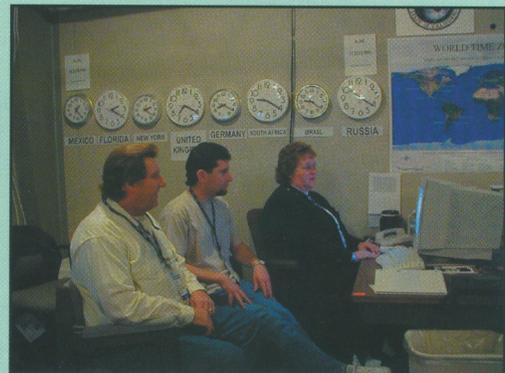
Thanks to the efforts of DGS' Marketing Office, Chief Information Officer and the Office of Technology Resources, dozens of students are equipped with computers. Billy Mitchell Elementary School in Sacramento and Vaca Pena Middle School in Vacaville are the recipients of scores of surplus DGS PC's, monitors and printers. Kudos to CIO Al Duran, OTR General Manager Joe Sogge, Marketing Manager Don Hallberg, staffers Jan Pfiester, Debby Keller, Carolyn Lawson and others for making the donations possible.



DGS STAFF 'FOLLOWS THE SUN' INTO THE NEW MILLENNIUM

Several DGS employees spent last New Year's Eve and New Year's Day volunteering their time and expertise to the Governor's Office of Emergency Services (OES) as it monitored the roll-over the Y2K. Procurement Division employees Georgia Welsh, Jeff Guidera and Ron Rabun were part of OES' "Follow the Sun" team in Sacramento where they kept in constant communication via the Internet, e-mail and other technology with other FTS sentries stationed around the globe. Together they tracked what turned out to be an uneventful transition to the year 2000.

DGS' Communications Office Assistant Director Pete Dufour and Information Officer Ken Hunt were also stationed at OES headquarters as part of the team that helped keep dozens of news media representatives from around the world up-to-date on the year 2000 rollover and—fortunately—the non-appearance of the millennium bug.



L to r: Procurement's Ron Rabun, Jeff Guidera and Georgia Welsh "Follow the Sun" into year 2000.

DGS EMPLOYEES OFFERED e-LEARNING OPTIONS

How would you like to upgrade your information technology skills without ever having to leave your desktop or notebook computer? The Department of General Services has partnered with the nation's biggest e-learning company, SmartForce, to provide

employees with the latest in on-line education

You can use the new e-learning portal to access 25 different self-paced courses. On-line training will be

offered for all Microsoft Office professional products including Word, Excel, PowerPoint, Access, and Outlook. The direct access to the SmartForce Internet web site offers DGS employees flexibility in accessing training while in the office, on the road or at home.

"I can't imagine a better investment than the education of DGS employees to continually strive to better serve our customers and consistently improve our

products," says Office of Technology Resources General Manager Joe Sogge. "We encourage all managers to assist their employees in making e-Learning a priority."

The SmartForce e-Learning courses will be available to all DGS offices by the end of May 2000. For more information on the DGS SmartForce e-Learning program, please contact Jamie Mangrum, 323-6110.





Orchids

DGS customers can't seem to say enough about the great service they receive from DGS employees. Here's the latest...

Cathy Coyne, ABMS Projects Capital Outlay Leader with the **Office of Fiscal Services (OFA)**, was honored recently with a Superior Accomplishment Award from the Real Estate Services Division (RESD). Cathy was recognized for her "extraordinary efforts" with the ABMS Project Module and assistance provided to staff at RESD's Project Management Branch (PMB). OFA's **Louise Schumaker** also received kudos from RESD for her "efficiency and professionally helping expedite" tons of paperwork.

The **Real Estate Services Division (RESD)** made quite an impression on the Hastings College of Law in San Francisco. **Roy-Tjen-A-Looi**, project supervisor with RESD's Project Management Branch, oversaw the renovation of the campus; a project that was completed five months ahead of the original schedule. According to the Dean of the College, the end result of DGS' management "is a spectacular facility that will enhance (the college's) programs and reputation." **Georgia Marty** of RESD's Energy Assessments Section was singled-out by Natural Gas Services Program Manager Marshall Clark for her

"diligence and devotion to a high quality product." **Beth Buskirk, Todd Wilson and Anne Garbeff** also received praise for working on a Department of Health Services project in a "dedicated, professional and positive manner."

Several folks at the **Office of Human Resources (OHR)** are getting Orchids thanking them for "their hard work, ongoing assistance and support" in resolving various human resources and personnel issues. Congrats to OHR's **Eleanor Winner, Linda Redondo, Linda McGuire, and Kyle Freedman.**

The **Office of Public School Construction (OPSC)** continues winning fans at school districts from Santa Cruz to Bakersfield for their work on new school construction and modernization funding applications, the relocatable building program and school site reviews. OPSC's **Edwina White, Jack Myers, Sally Lemenager, Rachel Wong, Phil Shearer, and Eddie Hernandez** are among the honorees. OPSC staffers were also on hand to answer questions of attendees at the Coalition for Adequate

School Housing convention. Many thanks go out to **Shelly Nishikawa, Steve Paul, Juan Mireles, Liz Yokoyama, Jack Myers, Maria Ruiz, Olivia Campos-Mulligan, Joann Hamiel, Kathie Bovard, Lori Morgan, Carolyn Harmon, Rhonda Smith and Sandy Westerinen.**

The **Office of Fleet Administration (OFA)** proves that even the smallest things make a big impression including a phone call by OFA's **Sally Gill** to a commuter who had left his cars headlights on while parked in a State lot.

The **Procurement Division's (PD) Reginald Banks** impressed the State Controller's Office with his "sound direction and insight into the procurement process" while providing consulting services to the Division of Accounting and Reporting. PD's **Mary Scholer** had a satisfied customer who was "flabbergasted" at how quick she turned around some documentation. PD's **Eric Heckleman** got a note of thanks from Logicon for "outstanding service" on a project for the Office of Statewide Health Planning and Development.

The **Telecommunications Division (TD)** rang-up some praise from the California Highway Patrol for work on

Please send your "Orchids" to:

Ken Hunt

1325 J Street, Suite 1910 • Sacramento, CA 95814-2928

or fax them to (916) 323-6567

or e-mail to

Ken.hunt@dgs.ca.gov



radio frequency installations in Barstow. The CHP was "very impressed with the professionalism and expertise" of **Art Alto, Roy Cheetwood, Kermit Stevens, Charlie Park, Tim Wilcox, Meg Martinez, Sam Lafferty, Mark Fischer, Jesse Martinez, Ricardo Hernandez, Karen Blaylock, Gary Sprong, Janice Kuykendall, Josue Guzman, Tim Johnson, Vince Martinez** and **Franc Martinez**.

Similar praise came from the CHP in Monterey, the Department of Corrections, CalTrans and the FBI for the "invaluable help...outstanding effort...hard work and dedication" of TD staffers **Gary Estep, Mike Irwin, Rich Compton, Gary Rose, Manouch Boroumand, William Anderson, Andrew Austin, James Gaddy, Scott Wallace,** and **Robert Cervantes**.

The **Office of Small Business Certification and Resources (OSBCR)** continues to make it easier for businesses to do business with the State. OSBCR's **David Golden, Penny Schell,** and **Arlena Zavla** were cited for their "exemplary performance." **Cathy Kurtz** and **Jeanne Simmons** helped certify a small business owner who remarked "it is not often that a business gets this type of response from a governmental agency." Way to go OSBCR!

Finally, from the Office of the Legislative Analyst...an Orchid for the **Office of State Publishing (OSP)** for the "professionalism and dedication" of all OSP staff especially **Mike Taylor** and **Larry Azvedo** for producing a pair of Budget Bill documents.

WORK BEGINS ON CAPITOL AREA EAST END PROJECT



Recycling in action! Construction on new offices for the Department of General Services and the Department of Health Services will begin soon just east of Capitol Park where this art deco apartment complex once sat. The historic building was moved to a new location just a few blocks away.



Work crews start preliminary work near 15th and O Streets where the new offices of the Department of Education will be located. Official groundbreaking is due this month. Completion is expected by 2003.

25 YEARS OF GREAT SERVICE

Ralph Maurer, Chief of the Office of Risk and Insurance Management presents ORIM Associate Risk Analyst Helen Rogers with her 25th anniversary State service certificate.



TWILIGHT WALK FOR WISHES

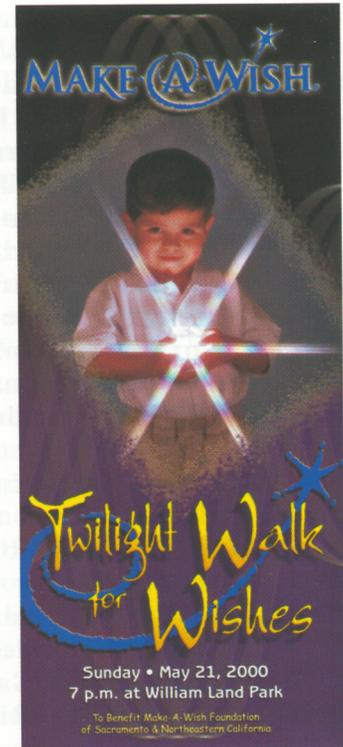
Please consider joining the Department of General Services team on May 21st for the Twilight Walk for Wishes. Participate with the Make-A-Wish Foundation of Sacramento and Northeastern California as people walk for wishes at the best time of the day...twilight. As the sun sets and the stars come out, what better way could you find to spend a Sunday evening than walking with friends, family and co-workers to benefit the very special children in our community. The event will take place at 7pm at William Land Park in Sacramento. There will also be fun and games including a carnival.

The proceeds from your pledges will help to make

wishes come true for children with life-threatening illnesses in the 24 counties. With your contributions, you can share in the "power of a wish".

Greg Sandin, who is putting together the DGS Twilight Walk for Wishes team will have all the information you will need. Form a team of co-workers, family members, friends from your neighborhood, church, synagogue, club or school. Teams are real spirit-builders and are a lot of fun! Each participant raising \$25 or more will receive a ceramic star luminary. For those raising \$75 or more, a "Twilight Walk for Wishes" commemorative T-shirt will be awarded. Arden Fair Mall Gift Certificates will be given to top fundraisers. The grand prize is two Southwest Airlines tickets to anywhere they fly! The tickets will be awarded to the person who collects the highest dollar amount in pledges (must be over \$1,000).

Since 1983 the Make-A-Wish Foundation of Sacramento has granted more than 1800 wishes for children in our community. Call Greg Sandin at 324-7111 to find out how you can make wishes come true.



Gray Davis
Governor

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CALENDAR

- April 23-29 Administrative Professionals Week*
- April 24-25 Imaging and Records Management*
- April 24-25 Annual Forum, Sacramento*
- April 27 Kid's Day 2000*
- May 10 First Annual Recycled-Product Trade Show, Sacramento*
- May 15-19 Government Technology Conference 2000 West, Sacramento*