Financial Affairs Collaboration Team (FACT)

November 14, 2018

UEC Board Room

**Agenda**

**Regular Attendees:**  Ambriz, Aguirre, Alejandre, Badulis, Beechko, Beran, Calderon, Chester, Contreras, De León, Farre, Fuller, Galvin, Guijarro - Ledezma, Guzman, Jensen, Lindsey, Lopez, Menchaca, Murray, Prado, Saucedo, Schneck, Sinha, Smith, Trujillo, Valencia, Watkins

Guest: Gerard Au, Tammy Dietzel

**General Information**

**Information Technology Services**

1. Campus Directory -   Gerard Au

Au discussed the various changes to the online directory.

He explained that the information is fed from the HR Department.

Dietzel suggested that there needs to be a discussion about the needs to make definitions universal. This is also impacting other IT systems and is part of a bigger conversation.

AU explained that the request to make changes happen on a weekly basis.

Chester added that there are different subsystems and all of the purposes are not the same/linked. For example facilities work orders - uses dept. id, the department id from HR helps route the mail.

Chester added that the HR - Dept. ID - determines the physical location - payroll certification - and it has changed so we do not know what it determines now.

Chester explained that it has morphed over time.  Position management is driven by the directory.

Matias added that sometimes the names don’t match.

Chester suggested forming a subcommittee to come to a consensus and agree about department id’s use.

Dietzel added she will set up a meeting.

**Accounting**

1. Month-end Close Notifications (Including Auxiliaries) - Badulis discussed communications via CMS info listserv.  She informed the group that the month has closed for State. Badulis sent it to Aux and budget and asked if there is some benefit to send it out to CMS info?  Farre added that the CMP unit closes earlier than Auxiliaries and Philanthropic and UEC at the end of the month. Badulis added that through this communication, they will get multiple notifications as each one is done.

**Accounts Payable -** Wood explained that they are working on the Hospitality policy and will be revamping it. Farre added that Wood has 25 years of experience and has spent a lot of years in higher education.  Wood has some great recommendations. Schneck who has been coming to the meetings was taking the lead while there was a vacancy. Farre asked that Schneck continue to join us during the meetings.

**Budget**

1. Budgeting by Expense Line - Chester

Chester explained that the only thing constant is change.  Chester added that all departments need to start budgeting using line expenses.  She reminded everyone that you are able to make interdepartmental transfers in March. Adjustments are allowed twice a year in March and September. If there are large variances to the budget we will contact you. She is asking for departments to work to plan in advance as Cabinet will be looking at the balances.

If there is a rollover - this can be distributed where you want - in expense accounts or reserve account number.

Budget will be doing a little bit of clean-up in September and March.  Chester added that with the new program, Questica, it will help with budget projections.

Chester explained that some things may come up, departments may see issues, and we'll talk through it.  The transition will be a little rough at first, then it will be the norm. This is affecting fund SB001 only.

**Procurement**

1. PeopleSoft Requisitions - Murray explained that procurement is working with IT regarding the process of attaching documents to requisitions. She has been working on it during the past week and performed some testing and will be asking for feedback.

Back-up documentation for requisitions should be placed in the comments section of the requisition. Murray explained that some people do not have the proper knowledge and/or trainings regarding how to submit all the documentation needed for the requisition.

**Support Services**

1. Off-Campus Property Management form - Shanks discussed Policy 3501 and original form 200. Shanks explained that the original form held the person responsible if an incident happened.  The New form 10-2018 holds the person responsible only if it is negligence. Shanks explained that is the only change unless feedback is provided.

**Travel**

**Announcements**