Financial Affairs Collaboration Team (FACT)

September 6, 2017

UEC Boardroom 9:00 a.m.-10:00 a.m.

Minutes

Attendees: Aguirre, Ahmed, Anderson, Apodaca, Badulis, Beechko, Calderon, Chester, Contreras, Farre, Fuller, Galvin, Gee, Guzman, Iannolo, Kelley, Levin, Lindsey, Lopez, Mancheca, Powell, Prado, Saucedo, Sinha, Vahovick, Valencia, Watkins

Members not in Attendance: Alejandre, De Leon, Jensen, Kuenz, Smith

**General Information**

Farre opened the meeting by welcoming the new Travel Coordinator, Mona Sinha, who will be taking Cindy Levin’s place. Introductions were made around the room.

1. **DACS**

Ahmed provided an update on the integration of DACS, the Decentralized Access Control System with forms and processes on campus, the goal of which is to improve efficiencies of sometimes long-established procedures. Currently, DACS is being assimilated into the Property Survey Report process, bypassing the need to obtain some signatures. Colleagues are still ironing out the particulars of this new process.

He pointed to other ways in which the campus has undertaken initiatives to improve efficiencies of business processes, including the automation of travel requests and expense reports, which had a favorable outcome of quickening reimbursement time. Another example is the moving to an online order system for Printing Services. He went on to explain that he hopes to continue to broaden the usage of DACS.

In addition to promoting efficiency, Farre commented that DACS is also implemented to adhere to compliance regulations and he welcomed the group to reach out to him with any questions regarding DACS. He requested that they use the online form to make changes to DACS users to keep an audit trail.

Please follow the link to the page that has the online DACS form:

<https://www.csusb.edu/accounting/resources/delegation-authority>

1. **CSU 101**

Ahmed announced the upcoming CSU 101 Conference. There are only 4 spots available to the CSUSB campus. He summarized that the objective of the conference is to provide an introduction to the CSU system at a macro level. He requested that Chester select the four individuals who should attend the conference, and she agreed. Chester asked the group to email her and copy Lindsey for recommendations on who should attend the conference.

Anderson shared that PowerPoint presentations from previous CSU101 conferences, are available online.

1. **Business Management Institute lessons learned**

The agenda item is tabled until the next meeting.

**Accounting**

Farre shared that he and his team are going through accounting statements and that he might reach out to some members of the group for input.

Anderson announced that those members who handle cash will soon be invited to a mandatory cash handling training. Accounting Services and Internal Audit are working on an audit finding that needs to be closed soon and this training is required to close one of the findings.

**Auxiliary**

Iannolo mentioned that all four campus auxiliaries are undergoing an audit, which has kept them all very busy. Their deadline is September 18 and she anticipates it will wind down by the end of next week.

Iannolo shared that she will develop a presentation to educate others on auxiliaries. She requested to those who have any questions about auxiliaries to email her as this will assist her in the development of that training.

**Budget**

1. **CSUSB Business Conference**

Chester announced that the tentative date for the 2018 CSUSB Business Conference, is February 28. The committee has been identified and the first meeting will be held in a couple weeks. This next conference will incorporate break-out sessions. She intends on utilizing the Fourplex and the Events Center.

**Procurement:**

Gee shared a bit about the marketplace demo, which is a platform that allows users to make purchases with the procurement card from a selected group of vendors.

He also announced that he is currently working with the Chancellor’s Office to have CSUSB become the first CSU campus to pilot Amazon Business.

Gee stated that he and his team are addressing an audit finding wherein during the requisitioning process some requestors are also approvers.

He went on to share that his department posted a new position, a Procurement Contract Supervisor, whose role would be to monitor buyers and handle the day to day workload, which would allow him to work on larger scale projects. The position will be posted within the next week or two and is an analyst 2 exempt.

Guzman inquired about making purchases through Costco, who sometimes offer better pricing, but has limitations of using them as a vendor. Gee explained the complexity of using Costco and that he would have an update next week.

**Travel**

Levin stated that moving and house hunting should be done through Concur. She has tested the function and it works. She noted that there is a lag of three to four days due to the time it takes for a new staff or faculty member to become active in the directory.

Levin shared that she is receiving inquiries about AB1887. On the Travel website, it encourages people to call AP with any questions regarding banned travel. She will edit her website to reroute those questions to the college AAS and keep AP out of the loop.

She said the biggest issue users have with Concur is the approval workflow. Each division and college has a different approval flow and users need to be kept aware of those individuals. Other than that issue, she said the system works great.

**Announcements**

Farre announced that in October at UCI, the California Higher Education Collaborative Conference will take place. Community colleges, UC and CSU campuses will come together, with CSUSB presenting.

Meeting adjourned at 10:00 a.m.