Financial Affairs Collaboration Team (FACT)
January 10, 2024
10AM-11AM
https://csusb.zoom.us/j/86107502025
Minutes

Introduction

- John Gungon
    - o Mr. Gungon introduced himself as the Manager of Talent Acquisition and has been with CSU for 12 years, with 10 years of that being with Appointment Services and Talent Acquisitions.
    - o He has assisted employment services and provided students with HR internship opportunities for the department.
- Julio Arevalo
    - o Mr. Arevalo Introduced himself as the Director of Talent Acquisition and has been with the university for 2 years.
    - o Stated that before coming to CSUSB, he worked at CSU Dominguez Hills for 10 years. Still, he did start his talent acquisition career at a company called Sasco, an electrical contracting company, for 5 years.

Talent Acquisition - Presentation

- John Gungon
    - o Updated on the approval process initiative with Talent Acquisition
    - o Staff and MPP Recruitment Process – Approval Process
        - ▪ Prior to last year, before implementing the new recruitment process, there were 19 campus approval processes and the average time for processing those approvals was 7 to 14 business days.
        - ▪ On November 6th, there were two standardized campus approvals, one for staff and one for MPP.
        - ▪ Benefits: Centralize job card and offer card process to Talent Acquisition, no approval process via Job Card, and talent acquisition will post job immediately with no wait time.

- Position Description Approval Process
  - In the previous state, they had the Position Description Approvals with just the hiring manager as well as Class and Comp. to review the position description.
  - Now the approval process has 6 approvers, however, it takes away the approval process in the job card. The hiring administrator will only approve it once rather than having to approve multiple times.
- Job Card Approval Process
  - When the task was shifted from the job card to position description approvals, they eliminated the job card approval step for the hiring manager, Cost and Compensation, and VP, which expedited the process. Now it has a centralized place to have the approval process for Talent Acquisition in posting a position.
- Position Description Approval Guide
  - For emergency hires (EH) and hourly positions, select SB-HR-Position Description Approval (EH/Hourly):
    - Hiring Administrator: Input the appropriate administrator.
    - Class & Comp: This pre-populates, do not change.
    - Budget Dept: This pre-populates, do not change.
    - VP/VP Delegate: Input the appropriate Vice President or their delegate.
    - Talent Acquisition: This pre-populates, do not change.
  - For MPP and staff positions, select SB-HR-Position Description Approval (MPP/Staff):
    - Hiring Administrator: Input the appropriate administrator.
    - Class & Comp: This pre-populates, do not change.
    - Budget Dept: This pre-populates, do not change.
    - VP/VP Delegate: Input the appropriate Vice President or their delegate.
    - Cabinet: This pre-populates, do not change.
    - Talent Acquisition: This pre-populates, do not change.
- What Happens Next?
  - The Hiring Administrator will receive an email notification of the fully approved position description.
  - Talent Acquisition will complete the job card within 24 hours and the recruitment will be posted on various sources (CSU Careers, CSUSB Careers, etc.).

- o Final Updates
  - John stated they will be updating the position description guide on the Talent Acquisition page. Once updated, it will have a new PD approval process and will be for MPP replacement positions.
  - John demonstrated how to fill out the requisition to submit a job description for approval.
- Julio Arevalo
  - o Stated they have re-engineered the Talent Acquisition program and will continue to do so. Their objective is to post positions immediately and fill those positions as soon as possible.
  - o The timeline to fill those positions is 90 to 120 days. If the position does go over 120 days, then one will receive a notification from their assigned Talent Acquisition specialists to the division.
  - o Davina asked if they must do a new position description even if they are recruiting for an already approved position with no changes. John stated that the "type" can be changed from "New" to "Replacement", one can reuse the previous position description and go through the same approval process.

Accounting Updates

- Mimi Badulis
  - o Announced that both Khristine Barraza and Michelle Bulaon are not on since they are attending a training.
  - o Informed that all the reporting has somewhat slowed down for state and auxiliaries.
  - o Stated that Michelle Bulaon and her team are starting to work on the unrelated business income tax report that will be sent out to the Chancellor's Office.
  - o Maggie Mutadzakupa or Crystal Galvan are going to reach out regarding specific revenues that they see for fiscal year 22/23 that might qualify as unrelated business income tax.

Accounts Payable & Travel Updates

- Jay Wood
  - o Announced that he has physically relocated to the procurement office and is in Sierra Hall 125. Mentioned he still has the same phone number, and anyone can reach him via email.
  - o He has identified two candidates in Accounts Payable and is currently in the process of making offers with hopes of having names by the next FACT meeting.

- They are currently working on identifying an interim to fill his old role in Accounts Payable.
- Informed everyone that the Chancellor's Office has updated the new travel policy, and the tracked changes will be updated in Concur and in the new policy soon.
- Stated that Amy Beran will be sending out a department list to everyone in the meeting and asked everyone to update their department names.
- Amber Schneck
  - Stated that Accounts Payable did get a new student assistant and is getting the scanning up to date for those waiting on pending invoices.
  - Lawrence Figuerres has now moved over to Accounting Services and now works with Auxiliary Accounting. Anyone working with Lawrence on the AP side will no longer be going to him as he is currently assisting with some of the invoices.
- Manorama Sinha
  - Introduced a new hire, Marco Vejarano, who is assisting in Travel and is actively training him.
  - Stated they are moving towards the new interface and are updating tutorials and PowerPoint; they will soon announce when they are ready.

Procurement Updates

- Angelica Jara
  - Stated that Ashley Alcazar, Corporate Card Administrator, is out on leave. Angelica and one of the AOCs are working on the corporate card side as well as requests and expense reports.
- J.C. Cortez
  - Announced they are actively recruiting to fill some vacancies in the Procurement Office.

Budget Updates

- Homaira Masoud
  - Informed that the Governor has released the 24/25 state budget, and it was mentioned that the budget office is currently in the process of working on it.
- Jessica Lu
  - Announced that the date set for the Questica migration update (January 30th), will no longer work. Once the new date is selected, everybody will be notified.
  - Reminded everyone that the Budget amendment training for the new version is next week. If someone cannot attend the first scheduled training; there will be another schedule the following week.

ITS Updates

- Gabby Guzman
  - Stated that they have already been able to catch up 2 more months on the phone billing.

Student Financial Services Updates

- Claudia Enriquez
  - Announced the completion of the 23/24 fiscal year which includes tuition and mandatory fees, along with the HEPI (Higher Education Price Index) increase for the academic year. Attendees, especially those new or in different roles, were encouraged to reach out for budget-related inquiries, as the information could be forwarded upon request.
  - Emphasized the importance of submitting requests to accept payments or maintain a collection point. Approval from multiple individuals is required; the sooner it is approved, the sooner everyone can start collecting payments.
    - The next payment is due on May 1st, reminded those who have not submitted their requests to do so.
  - The team has initiated the financial aid refund process for the Spring term.
    - The office is currently experiencing a high volume of phone calls and visitors. In case of difficulty reaching the team or delays in response to requests or emails, it was clarified that the focus is currently on addressing student needs.
  - Stated the there is a ongoing recruitment for a Third-Party Specialist position.
    - The position was initially opened just before the break and extended to ensure attention to campus activities. The closing date for applications is scheduled for January 19th.
    - Individuals interested in applying were encouraged to review the posting details.
- Mimi Badulis
  - Clarified that the HEPI increase refers to Higher Education Price Index. It specifically affects certain mandatory fees but not all of them. The current HEPI rate for the upcoming year is 4%, which is the maximum that the CSU will apply.

Support Services Updates

- Brandon Hernandez
  - Emphasized that the calendars are no longer available. Options were provided for those who need one which is to print a standard 8 x 11 calendar. Larger sizes can be ordered through the printing services website with a charge.