



Financial Affairs Collaboration Team (FACT)

February 14, 2024

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

Minutes

Mimi Badulis mentioned that the FACT Team had expanded to include University Police, Parking Services, and Facilities.

University Police Updates

- No updates.

Parking Services Updates

- No updates.

Facilities Updates

- Juan Macias
 - Introduce himself, Director of Facilities Management; informed that he oversees space management, which includes grounds and automotive, custodial and building maintenance.
 - Informed that they are preparing for the upcoming rainstorm.
 - Moving forward, Olivia Nanez will speak on behalf of Facilities Management at the FACT meetings.
 - If anyone needs any services, please reach out to Facilities Management at x75175.

Accounting Updates

- Michelle Bulaon
 - Informed that they have completed the financial audit for all the business units in Auxiliary and the single audit for the Sponsored Programs as well.
 - Informed that Accounting Department is now fully staffed.
 - Currently making changes to the SB fill business unit description where the data warehouse will no longer be active. Anybody with a customized report saved in the data warehouse, please run and save all reports. Then, convert them into a PDF or Excel. This change will be implemented February 26, 2024. If any questions or concerns arise, reach out to Michelle Bulaon.



- Mimi Badulis
 - Mimi spoke on behalf of Khristine Barraza and mentioned accounting has a position open for Accounting Technician III for billing. Khristine Barraza is temporarily taking on this position, any questions regarding billing reach out to Khristine.

Accounts Payable & Travel Updates

- Jay Wood
 - Amber Schneck has been promoted to Interim Director of Procurement, Accounts Payable, and Travel and Disbursement.
 - Currently the Director of Procurement, Accounts Payable, and Travel position has been posted and is currently open.
 - Informed that Faculty Affairs is still working on the moving and relocation of staff.
- Amber Schneck
 - Mentioned that the department is short-staffed and has positions open. Some staff are also on vacation causing a delay in processing invoices.
 - Announced they hired a temporary employee, Nicole Rivera who started this week. Working on giving her access so that she may help with all delayed invoices.
 - Recently hired Isabella Briguglio who took over Auxiliary IV, which includes processing UEC, Philanthropic, ASI, and Student Union invoices.
- Manorama Sinha
 - Indicated that the new interface for Concur will now be named SAP Fiori and will be converted on March 15th. Will conduct training on February 15, 2024, at 10:30 am. The Staff Development Center has limited in-person capacity, however, those who could not RSVP to the in-person session can join virtually.

Procurement Updates

- Angelica Jara
 - Informed they are still working on the corporate card and reconciliation, if any questions arise regarding any expense reports, please reach out by email to corporatecard@csusb.edu or Angelica Jara and Karo Hernandez.
 - Stated that anyone who requests a new corporate card must attend training first; to sign up, please reach out to Angelica.
 - Jay Wood mentioned they are revamping the corporate card handbook to explain how to use the card properly.



Budget Updates

- Homaira Masoud
 - Informed that the Governor released the CSUSB preliminary budget on Wednesday, January 10, 2024. The CO will review the budget and release the preliminary allocation memo to Budget by early April.
- Jessica Lu
 - Informed that Questica migration and upgrade to the new version will take place on Wednesday, February 28, 2024. The production will not be available all day; will send out reminders to Questica users of the migration in the days leading up to it.

ITS Updates

- Gabby Guzman
 - Still working on phone billing; will be up to date soon.

Student Financial Services Updates

- Claudia Enriquez
 - Commented they are recovering from the start of the term, and due to this, some items have been delayed.
 - The third-party position has been filled and a formal announcement will be released soon.
 - The billing position is still vacant; they are responsible for billing sponsored programs and others.
 - Reminded that if any department is accepting payments, they need to be approved for cash handling location. If not aware, please reach out to Claudia Enriquez.

Support Services Updates

- Brandon Hernandez
 - Announced sometime soon will be holding property management workshops and introduce new terms such as property custodian. The property custodian will be the contact person for their respective department.
 - Mentioned this position is for those who are aware of what is happening in the department and can be a contact person for anybody who asks questions. This position will be open to anyone from the office.

Questions

- Iwona-Maria Contreras needed clarification on the change of SB fill; mentioned if it was not going to be filled in, what way would it be changing regarding the change of description?
- Amber Schneck clarified that in CFS and Data Warehouse, the Philanthropic business unit SBPHL will have it's description updated from CSUSB Philanthropic Foundation to CSUSB Philanthropic Foundation GL Use. The reason this change was requested is to deter campus employees from entering



requisitions under the business unit SBPHL for CSUSB Philanthropic Foundation purchases. The correct business unit for entering CSUSB Philanthropic Foundation requisitions is SBPH2. Please note, that the update will affect Data Warehouse – per the FDW team, “any saved customizations with current business unit name (CSUSB Philanthropic Foundation) will no longer yield results.

- Iwona-Maria Contreras asked if they have a spreadsheet or cheat sheet that shows what accounts have been combined or are no longer available for the new pro card system.
- Jay Wood mentioned he would send her the new Parent Type listing.