



## **Financial Affairs Collaboration Team (FACT)**

**December 11, 2024**

**10AM-11AM**

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

### **Minutes**

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#### **University Police Department**

- John Gutierrez
  - The accreditation process with IACLEA is nearly complete, with the final step expected to be finished by the end of the week. Accreditation assessors will visit between January 11<sup>th</sup>-14<sup>th</sup> to conduct evaluations, and results will likely be available by the end of their visit.
  - The holiday toy drive's final push will occur tomorrow by the PFAU library, inviting donations of unwrapped toys to support families in need.
  - The National Drug Take Back Day collected 99 pounds of unwanted prescription drugs. A year-round dispensary for safe medication disposal is available at the police department lobby.
  - K-9 Vader retired after six years of service as a detection dog and informal therapy dog. Updates about Vader's retirement can be followed on his social media account.

#### **Parking Services**

- Gracie Munyiri
  - Spring permits will be available for purchase starting December 16<sup>th</sup> and will be valid from December 29<sup>th</sup> through May 24<sup>th</sup>.
  - Current Fall permits remain valid until January 4<sup>th</sup>, allowing students to use them during the break if needed.
  - Virtual permits for faculty and staff take effect on January 1<sup>st</sup>, replacing physical permits. Notifications and flyers are being distributed to encourage users to register their vehicle information in the system.
  - The virtual system simplifies the process for users with multiple vehicles, as long as all vehicles are registered.

#### **Facilities/Risk Management**

- No Updates.



## **Accounting Updates**

- Maria Badulis
  - Many sponsored program funds are set to end on December 31<sup>st</sup>, with key dates for such funds typically being December 31<sup>st</sup> and June 30<sup>th</sup>.
  - Reminders are sent to Principal Investigators (PI) for specific funds nearing their end date.
  - Those managing sponsored program funds should ensure submissions and related tasks are already underway for grants ending December 31<sup>st</sup>.
- Melinda Jensen
  - Announced that those with reimbursements and faculty release requests need to submit the final expenditures.
  - Reminded that any remaining expenses are to be vetted through the system before the grant's closeout period. Typically, a 60–90-day period is provided after a grant ends to settle additional expenses.
  - All Pro Card transactions should be settled and submitted through Concur to finalize grant-related expenses.
  - Suggested to include a list of grants ending in the following month as part of the monthly FACT meeting agenda. The list could include key details; grant title, fund, PI name, and department.
- Julie Wessel
  - Stated that timesheets must be submitted by December 31<sup>st</sup> for grants closing at the end of December.
  - Announced that timesheets are not included in the grant closeout extension period; timesheets need to be submitted by December 31<sup>st</sup>.

## **Accounts Payable, Travel & Procurement Updates**

- Jay Wood
  - Announced that the December reconciliation deadline has been moved up to before the holiday break which is before December 27<sup>th</sup>.
  - Expenses appearing on dashboards during the holiday can be reconciled after returning in January.
  - Stated that corporate card training sessions will resume in January, with schedules posted on the staff development website for registration.
  - Accreditation travel expenses require validation to determine if costs are billed by the accrediting agency or require direct payment to visitors. Ensure clarity to avoid duplicate payments and contact Jay Wood or the travel department for assistance if needed.



- Amber Schneck
  - Announced that the hospitality policy was updated and became effective on November 22<sup>nd</sup>. Staff are reminded to review and follow the latest version.
  - The last pay cycle for the calendar year is December 19<sup>th</sup>.
  - Urgent payment requests should be minimized to avoid overwhelming the department. However, please reach out if requests are necessary.
  - Accounts Payable is hiring for an Accounting Tech II position to support sponsored programs. Applications are being reviewed, with hiring expected by February.
  - Informed that Manorama is still on leave, if staff need travel assistance, they may email [travel@csusb.edu](mailto:travel@csusb.edu). Marco, Amber, and Jay are monitoring this inbox to ensure all travel needs are addressed.
  - The Concur homepage will be permanently updated on January 15, 2025. The option to revert to the legacy homepage will no longer be available after this date.

#### **Budget Updates**

- No Updates.

#### **ITS Updates**

- Gabby Guzman
  - Stated that the team is working on processing next month's telephone bill cycle.

#### **Student Financial Services Updates**

- No Updates.

#### **Support Services Updates**

- Brandon Hernandez
  - Announced that the team is wrapping up for the semester and preparing for winter break.

#### **Questions**

- Sesar Morfin
  - Reminded everyone that the REAL ID enforcement will begin on May 7<sup>th</sup>, 2025, and will be required for domestic travel.
  - Campuses will send out reminders as the date approaches, urging everyone to get their REAL ID-compliant identification before it becomes problematic closer to the deadline.