



## Financial Affairs Collaboration Team (FACT)

April 10, 2024

10AM-11AM

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

### Minutes

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#### University Police Department

- Chief John Gutierrez
  - Announced that UPD is moving forward with being accredited through a higher educational body, the International Association of Campus Law Enforcement Administrators (IACLEA); CSUSB will be recognized as a gold standard in campus safety and policing once accredited.
  - Mentioned they are actively looking for experienced and knowledgeable individuals to bring them to the team.

#### Parking Services

- Grace Munyiri
  - Mentioned they have made a couple of changes by adding parking availability signs to see the number of open spots.
  - Announced that summer parking permits will be available starting May 26, 2024.

#### Facilities/Risk Management

- No Updates

#### Accounting Updates

- Maria Badulis
  - Maria Badulis spoke on behalf of Khristine Barraza and mentioned that Khristine could not join the meeting today, due to the Fundriver implementation; the new endowment software that will help both University Advancement and Accounting Services with reports.
  - Announced that Gladys Ignacio, a temporary employee, is now holding a permanent position. Gladys will be handling invoices and billing for the state; ASI, Student Union, Philanthropic, and UEC billing (not SPA billing).
- Michelle Bulaon
  - Mentioned that currently they are preparing the 990 Tax Return forms for Clifton Larsen Allen (CLA) for all business units: ASI, Student Union, Philanthropic, and UEC. Which includes providing data and answering questions based on what is being submitted. Will reach out as questions come in.



- The deadline to submit the 990 Tax Return forms is on Wednesday, May 15, 2024, for the fiscal years 2022-2023. Aimed to send out the completed 990 forms as soon as possible, so they can be uploaded to their respective websites.
- Currently working on audits for UEC, which are conducted by the Chancellor's Office. Have been reaching out to departments as needed.
- Informed that they are currently working on closing out the Federal Emergency Management Agency (FEMA) (the assistance that they applied for during COVID-19) projects to get reimbursed.

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

- Amber Schneck
  - Informed that the office vacancies have been filled with new staff members and more will be joining next week.
    - One temporary hire, Susan Hogison, has joined the team.
    - Two new staff are starting next Monday, as Accounting Technicians.
  - Announced, she has transitioned to Director of Accounts, Payable Travel, and Disbursement. Therefore, the Accounts Payable Lead position will be open; the position will be posted soon.
  - Informed that the travel and hospitality policies are under review. All feedback and comments are due to Jay Wood, by Friday, April 19, 2024.
  - All invoices, check requests, and direct pay need to be submitted by Friday, April 19, 2024.
- Manorama Sinha
  - Announced there was a session last week where changes were reviewed to the policy related to the meals. In the session it was demonstrated how meals are going to be converted to continental rates and fixed per meal rates.
    - Another session will take place today at 2pm.
    - Mentioned another session will be scheduled soon, and information will be sent via email.
    - The deadline to submit expense reports, auxiliaries, and any trips approaching is Thursday, June 6, 2024; trips by the end of June will be accrued.
    - A list of outstanding travel requests will be sent out to their designees to begin submitting reports.
- Angelica Jara
  - Reported that they released a new corporate card handbook with updates on their website. Any questions or recommendations please email them at the corporate cards email or Jay directly.
  - Stated that training is required to receive a corporate card. Holders that have taken the training need to submit a Concur request.
    - Emphasize that if anyone has not taken the training for the new corporate card and is currently on the P Card, email her to register for the training as soon as possible.
    - Aiming to close out all P. Cards by the end of April.



### **Budget Updates**

- No Updates

### **ITS Updates**

- Gabby Guzman
  - Maria Badulis spoke on behalf of Gabby and mentioned that the telephone charges for March will be done perhaps by next week.

### **Student Financial Services Updates**

- Claudia Enriquez
  - Notified that everyone should have received an email on Tuesday, April 2, 2024, regarding annual cash handling and banking policy reminder. Reminded that every month the cash handling and location forms need to be submitted. The email has information on where to find the application. For any questions or comments contact Claudia Enriquez or Raquel Vallejo.
    - Announced that the new form for the fiscal year 2024-2025 is due on Wednesday, May 1, 2024.
  - Stated that any deposits you would want posted for fiscal year 2023-2024 must be received by Monday, June 24, 2024.

### **Support Services Updates**

- Brandon Hernandez
  - Reminded that Thursday, May 30, 2024, is the deadline for printing and mail services.

### **Questions**

- Claudia asked Chief John Gutierrez if their annual safety test would resume to ensure that the Student Financial Services panic/hold-up alarms would be connected to UPD and received robbery training from an officer.
- Chief stated they had tested 15 buttons and had installed 5 different panic buttons working on establishing training.
- Kathy Xu asked if there is a backlog list for a payment that can be verified if the submission of the invoices have been made by the vendor and to know the status.
- Amber stated that they do get statements from the vendors and are working on them.
  - If there are any specific invoices that she needs to email her.
  - Kathy disclosed her concern about not being able to verify status of invoices.
  - Amber mentioned they could set up a meeting to discuss this further.