



Financial Affairs Collaboration Team (FACT)

June 12, 2024

10AM-11AM

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

Minutes

University Police Department

- Chief John Gutierrez
 - Discussed the collaboration with the Chancellor's office, system-wide police chiefs, and emergency managers regarding the current sentiment across universities regarding protests and hate crimes.
 - Implemented hate crime prevention information on social media platforms and notified that their office is also an available resource for anyone who visits.
 - Announced the department is planning training sessions for building floor and area marshals.
 - Mentioned they are currently addressing audit findings related to emergency management.
 - Scheduling training sessions on major earthquake response, first aid, CPR, AED training, and water shutdown procedures to begin August 12th and following.
 - Announced that they are currently implementing a landing tree to manage high volumes of 911 calls to ensure calls to different campuses are directed correctly without dropping due to volume.

Parking Services

- Grace Munyiri
 - Announced that parking permits would be mailed beginning next week into the last week of June.
 - Informed that the 23-24 permits will be honored even if there are delays on receiving.

Facilities/Risk Management

- No Updates

Accounting Updates

- Kristine Barraza
 - Stated that the team is working hard to process all year-end submissions.
- Michelle Bulaon
 - Outlined important deadlines for auxiliaries:
 - June 13th: RFI, transfer of expense, and budget transfer requests.
 - June 17th: Procurement PO requests.



- June 24th: SFS-related deadlines.
- Reminded the open actuarial report deadline is on July 15th for ASI, SMSU, and UEC.

Accounts Payable, Travel & Procurement Updates

- Amber Schneck
 - Highlighted the staffing shortage and to bear with them regarding all submitted requests.
 - Mentioned they will be recruiting for two positions: Accounts Payable Lead and another forthcoming role.
- Manorama Sinha
 - Discussed a new policy that states corporate cardholders will not be issued cash advances. However, if there is a special circumstance reach out to Manorama or the corporate card team.
 - Emphasized that any open request for the fiscal year can still be submitted despite the initial deadline.
 - Stated that the last day for expense reports approval for the fiscal year is June 18, 2024.
 - Notified that the final accrued report will be sent out next week after the last expense report is cleared.
 - Announced that Concur will be used for travel reimbursement for non-employees candidates and students. All information is outlined on their travel website.
- Angelica Jara
 - Announced that the Change Order/PO Closure Request for FY 23/24 requisition submission deadline was June 13, 2024. Requests to increase, decrease, or close POs received after June 13th will be processed after FIRMS posts in July.
 - Reminded that charges should have been reconciled by May 23rd to be charged for 23-24 fiscal year. Anything after will be charged to fiscal year 24-25 and working on accruals regarding the charges.
 - Mentioned they are currently working on the accrual process for the next fiscal year. Email will be sent out once they finish.
- Jay wood
 - Announce that Chartwell will now accept corporate cards for payment and purchases for catering.
 - Emphasized the importance of completing and submitting hospitality forms, including agendas and attendee lists, via Concur.

Budget Updates

- Alex Maculsay
 - Reminded everyone to send budget transfers and payroll expenditure transfers by the end of the day.



ITS Updates

- Gabby Guzman
 - Announced that phone bills should be available next week, aligning with fiscal year-end requirements.

Student Financial Services Updates

- Claudia Enriquez
 - Announced the year-end deadline for deposits is June 24th, deposits made after this date will be posted by June 30th or carried over to the next fiscal year.
 - Stated HR will send reminders about faculty/staff pay disbursements for individual pickup on June 28th and distribution on July 1st.
 - Reminded to submit cash handling requests for the academic year 2024-2025. Departments that have not submitted will receive email reminders.

Support Services Updates

- No Updates

Questions

- AJ Hernandez asked Chief Gutierrez if there is a master list of building marshals.
- John Guttierrez explained the existence of a list; however, some marshals are still being evaluated aiming to have it done by August 12, 2024.
 - Mentioned upcoming training sessions to help solidify the list of roles and equipment needed.
- Antonio asked Jay Wood if there is a specific template regarding the hospitality forms.
- Jay Wood informed that an accrual template is being developed and will be provided soon, as well as a list of charges.