Financial Affairs Collaboration Team (FACT)

November 10, 2026

10AM-11AM

https://csusb.zoom.us/j/87809616161

Minutes

- **Human Resources**
  - Kalie King
    - Ms. King (Associate Director of Compliance and Strategic Initiatives, HR) introduced HR's service directory, previously shared during the LEARN conference and shared the link to the pdf document (HR Service Directory).
    - Reviewed HR department organizational charts, staff roles and responsibilities, contact
    - guidance, and service information.
    - Provided process guides and procedures for areas such as Civil Rights and Title IX, compensation, position descriptions, stipends, employee and labor relations, recruitment, student employment, and volunteering.
    - Payroll and benefits resources include instructions for using CalEmployee Connect for direct deposit, tax withholding, and W-2 access.
    - Staff Development resources include available services and an employee training matrix with common training and renewal requirements.

- **Accounting**
  - Khristine Barraza
    - Informed that Stateside Accounting plans to close the October accounting period by end of business day today; pending resolution of a few last-minute items.
    - Departments that are behind on chargeback submissions have been asked to submit them to get caught up so expenses are recorded promptly.

  - Michelle Buloan
    - Informed that the team is preparing to close the October period.
      - Tax preparation is underway; the submission portal is already available.
      - The team may contact departments for documents and plans to complete the process as early as possible.

- **Accounts Payable, Travel & Procurement**
  - Jay Wood
    - Announced a new CSUBuy requisition form selection matrix on the Procurement and Contracts website under the CSUBuy tab's training documents and tutorials.
      - The matrix lists approximately 340 commodities and indicates which CSUBuy form to use, with examples; helps users choose a form but does not determine whether a purchase is allowable.
    - A new staff and faculty resources portal is in development and will require single sign-on.
      - The portal is planned to include vendor and purchasing resources, such as negotiated or pre-qualified vendors, hotel discounts, and employee discount codes. It is not yet populated; more information will be added as development continues.

  - Angelica Jara
    - Reminded everyone to submit corporate card reconciliation reports by their deadlines.
    - Informed that if anyone receives an email from the Universal Card team for requests on missing receipts during an expense report audit, please respond promptly to avoid returning the report and repeating the approval process.
    - The corporate card website has reconciliation and card request guides, plus a handbook; staff should review guidance on differences between the legacy and new cards.
    - Monthly trainings are available and can be attended more than once. Contact the Universal Card team with questions.
    - Procurement is working through its queues. Quick reference guides are available online, and Procurement can provide additional help by email or call.

  - Jairo "JC" Cortez
    - Informed that CSUBuy office hours are held every Wednesday at 10 a.m.
    - A new method is available for searching vendors already approved for campus; a training on how to use it will be offered next week.

  - Amber Schneck
    - Informed that the new "Payment Request Form" is live and replaces the old Direct Pay form for new requests. Direct Pay forms submitted by the prior Friday will continue through approval and processing.
      - The form is available through the website or MyCoyote's Optimize Employee Center under Accounting → SB Payment Request. Training is scheduled for today from 11 a.m. to noon; users were encouraged to attend training or open sessions for help.
    - Announced that Dean Handy has left CSUSB, leaving a temporary vacancy; temporarily, Cassie handles A–B vendors, Raquel C–D, and Josh E–F and numeric vendors; AP is working to fill the vacancy.

- **Travel**
  - Manorama Sinha
    - Encouraged staff to attend the monthly Concur trainings: one on travel request authorization and one on expense reports and reimbursements.
    - Travel open hours are held every Tuesday. Zoom links are posted on the Travel website, and staff are welcome to join with questions.
- **Budget**
  - Anna Lim
    - Informed that annual University Budget Open Forum was held on October 13th; the presentation is available on the University Budget Office website.
    - First-quarter financial reviews with divisions are underway to compare revenue and expenses against budget and the same quarter last year.
    - Mid-year projections will be prepared after the holidays to identify and explain emerging budget variances.

- **ITS Updates**
  - Gabby Guzman
    - Notified that the IT Executive Committee decided that state-side telecom charges will be billed at the divisional level; charges will continue to be billed monthly as before.
    - Billing has been delayed while the approach was finalized; cellular and telecom charges for May–October 2026 have been processed and sent to Accounting Services for posting.
    - Thanked departments for helping collect general-fund telecom charges and invited questions as the team works to align billing for the fiscal year.

- **Student Financial Services Updates**
  - Claudia Enriquez
    - Reminded that any departments that accept or handle cash or cash equivalents, whether in person or online, must obtain approval before starting collection activities. This ensures appropriate controls are in place to safeguard funds and protect the university.
    - For any questions, Raquel can answer questions and guide departments through the approval process.

- **Support Services**
  - Brandon Hernandez
    - Reported no new Support Services updates, the team is available to help, and departments are welcome to reach out with questions or requests.

- **Questions/Comments**

  - Sesar Morfin thanked everyone for attending the meeting and Kalie for sharing the requested HR updates. Invited attendees to suggest topics, questions, or other departments they would like to hear from at future meetings.