



Financial Affairs Collaboration Team (FACT)

February 11, 2026

10AM-11AM

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

Minutes

- **University Police Department**

No updates.

- **Parking Services**

No updates.

- **Facilities/Risk Management**

No updates.

- **ITS Updates**

- Gerard Au, Chief Information Officer informed/presented on the budgeting of the telecom and the ongoing changes.
 - Introduced the proposal regarding the new phone system, noting that the project has been discussed with IT governance and the President's Cabinet. The shift from usage-based billing to a flat, subscription-based model; aligning with industry trends over the past 20 years.
 - The transition involves moving from the Cisco phone platform to Microsoft Teams, with approval from IT governance and the cabinet to adopt a per-FTE or subscription-based model.
 - Outlined the plan to fund the transition by using costs from the previous fiscal year and highlighted expected savings of approximately 13%, though actual savings may be slightly lower due to one-time costs related to new phones.
 - The estimated annual cost for maintaining the Cisco system was approximately \$313K while the Teams phone system is projected to cost between \$287K - \$290K, with ITS covering the remaining costs, especially for one-time expenses.
 - Explained that, historically, usage charges were applied to non-state lines. With the move to a subscription model, non-state lines will now have a flat charge based on employee count, physical devices (wall phones, hallway phones), and subscription licenses. The previous charge of \$21 per month will be maintained, split into \$8 for Teams licenses and \$13 for phone service and 911 expenses, billed monthly and recalculated each September based on FTEs. Shared phones used by student assistants will incur a licensing fee of \$2-\$3 per month.
 - A new system for monthly billing and chargeback will be implemented to improve cost predictability. After the 2026-27 fiscal year, costs will be account for any increases, with proposals for future adjustments.



- Informed of the implementation timeline for budget planning; billing will be starting in March. Following the first full fiscal year, a re-evaluation will be conducted to determine actual costs and plan for necessary adjustments.
- Informed that the usage reporting on call centers and main lines are available and can be provided upon request, including data on dropped and abandoned calls.

- **Accounting Updates**

- Khristine Barraza

- Announced that the stateside accounting team plans to close the January month-end this Friday, February 13th, with pending journal entries related to non-billing activities to be posted today before closing.
- The team anticipates this will be their final use of Cherwell for journal entry requests, transfers, chargebacks, and invoice requests, with the end date for this platform set for February 27th, as they transition to Campus Solutions.
- Highlighted that the new platform will mirror Cherwell current interface, with improvements in chart field strings and validations, offering a newer, more efficient user experience.
- Training sessions and updates will be shared soon to guide users through the new process, emphasizing that this move benefits both the main accounting operations and auxiliary units.

- Michelle Bulaon

- Shared that the team is finalizing the January month-end closing with the single audit nearly complete, and they are now focusing on preparing the 990 tax forms for auxiliaries.
- Ms. Badulis confirmed that they are actively engaged, reaching out to various departments such as payroll, philanthropy, and SMSU to ensure their login access and document uploads are functioning properly. They will also be holding meetings with these departments to coordinate and address any issues.

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

- Amber Schneck

- Announced that the accounts payable team is preparing for upcoming year-end deadlines, urging everyone to submit requisitions, invoices, and close out POs promptly.
- Highlighted the new minimum order limit of \$35 for Staples orders and requested departments to try to combine orders weekly or monthly to reduce the workload on Accounts Payable, which previously processed consolidated invoices.

- Grace Parra

- Introduced Dean Handy, who started on January 5th, is now handling Vanessa's work assignments in Accounts Payable, specifically managing suppliers with names from A to F, excluding Cherwell.



- Manorama Sinha
 - Informed on the CSU Concur Optimize project; a new informational tile on the travel website with project timelines and go-live date set for April 6th, which will be regularly updated.
 - Emphasized the importance of employees submitting expense reports within 30 days of trip completion to ensure timely reconciliation, especially for transactions like airfare charged directly to the university.
 - Reminded staff to include all expenses, whether out-of-pocket or university-charged in their reports.
 - Announced ongoing training sessions for Concur, with upcoming sessions focusing on the new interface; she will distribute a report to departments to help identify overdue expense reports and encouraged everyone to promote compliance and attend refresher trainings.

- Angelica Jara
 - Shared that the procurement team is hosting open online sessions to assist staff with processing requisitions, and she encouraged everyone to visit the CSU Buy website for the schedule, training documents, and updates.
 - Sessions are held daily in the mornings, but staff can also request quick meetings or email for help.
 - Mentioned ongoing efforts to develop more in-depth, targeted training on CSU Buy processes and noted that no updates are currently available for the corporate card side, aside from the upcoming reconciliation deadline on February 27th.

- **Budget Updates**
 - Sesar Morfin
 - Introduced Anna Lim, new Executive Director of Budget Resource Management, who recently joined CSUSB a week and a half ago after coming from CSU Los Angeles.
 - Ms. Lim expressed gratitude for the warm welcome and shared that she is looking forward to working with everyone.
 - Announced that her team is currently conducting mid-year budget reviews, with templates already sent out and a submission deadline of February 20th. She also mentioned she will provide times when her team and herself will be available to answer questions and assist, especially for new staff.
 - Mr. Morfin shared that the governor's budget was released about a month ago and that it will be presented to the Cabinet soon; then be presented to the University Budget Advisory Committee.
 - The Budget team will coordinate with division budget officers to provide updates on the current status and expectations for next year's budget planning, ensuring all stakeholders are informed and prepared for upcoming financial decisions.

- **Student Financial Services Updates**

No updates.



- **Support Services Updates**
 - Tj Osborne
 - Informed that Printing Services has created a survey to gather campus feedback on service usage and potential new offerings; he shared that the survey link is available in the chat and that it can also be found on the Printing Services landing page.
 - He encouraged everyone to take a minute to complete the survey to help justify operational improvements or additional services, emphasizing that the feedback will be valuable for future planning.