



## Financial Affairs Collaboration Team (FACT)

September 9, 2026

10AM-11AM

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

### Minutes

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- **University Police Department**

No updates.

- **Facilities/Risk Management**

No updates.

- **Parking Services**

No updates.

- **Accounting**

- Khristine Barraza

- Announced that they aim to close Period II for August by the end of the business day today, September 9<sup>th</sup>.
    - If there are any last-minute issues it should be communicated promptly to ensure timely closure.
    - For any questions or issues regarding DOA360, use the shared email folder DOA360admin, either Chris Han or herself will respond.

- Maria Badulis

- Michelle is currently unavailable as she is occupied with auxiliary audits and the ongoing GAP state audit.
    - Draft financial statements for all four auxiliaries have been prepared and released for review.
      - The team is actively meeting with audit committees to discuss and review these draft financials.
      - They are in the process of making any necessary adjustments or changes based on feedback from these meetings.



- **Accounts Payable, Travel & Procurement**

- Jay Wood

- Congratulated the Procurement and Contracts team for earning the Achievement of Excellence for the fourth consecutive year.
    - The campus hosted a small business expo with nearly 400 registrants, aimed at gathering information about small, disadvantaged businesses that could support the university.
    - A new "Interested in Doing Business with CSUSB" link was introduced on the website, allowing vendors to register their services and contact information, though it does not imply official registration or obligation.
      - A forthcoming SSO (Single Sign-On) page will enable faculty and staff to access a database of vendors, including categories like caterers, hotels, and vendors with existing contracts, such as Chartwell, which has priority rights.
      - The database will also list employee discount programs and vendor agreements, accessible only to CSUSB faculty and staff via SSO.
    - Next week, the Procurement team will attend the CSU Buy and Concur Regional User Group (RUG) meeting in San Diego to discuss issues and challenges with the systems, particularly vendor onboarding and supplier management.
    - The CSU Buy training program continues weekly, offering open forum-style sessions where staff can ask questions and receive guidance; formalized campus-specific training is still being developed.
    - Support is available through drop-in sessions and email for staff needing assistance with procurement processes.

- Angelica Jara

- Announced that the CSUSB Universal Card Program training has been launched, with the first session held in August, and will occur monthly.
      - Staff interested in obtaining the Universal Card must complete this training, which you can sign up for, through Staff Development or CSU Learn.
      - There is a CSU Chancellor's Office Payment Card Policy training that staff must complete, available via Staff Development or CSU Learn.
    - Kristina Torres asked how soon staff can expect to receive their cards after completing the training.
      - Angelica explained that once staff development provides the attendance sheet, requests are processed, and it typically takes 12 to 14 days from ordering to receiving the card.

- Amber Shneck

- Announced that Mona is attending a conference in San Francisco and provided travel-related updates on her behalf.
      - A travel training session is scheduled for Friday, September 18th, with two parts: 10-11 a.m. covering how to book travel and submit requests, and 11 a.m.-12 p.m. on submitting expense reports.



- Staff can register for the training via the Staff Development Center's website or CSU Learn.
  - The training will be held monthly moving forward, and weekly drop-in sessions will continue for questions.
- Reminded that Chartwell systems will be sunseting in December, and all forms and processes, including the direct pay process, will be transitioned to Optimize.
- More details about the transition to Optimize are expected in the coming weeks.

- **Budget**

- Jessica Lu
  - Reported that the Cabinet approved approximately \$1.4 million for the division's strategic initiative funding for fiscal year 2026-27, with the funding extension from the previous year, 2025-26.
  - Only a few reimbursement claims have been received for 2025-26, leaving an estimated remaining balance of around \$600k.
  - Reminded everyone to submit their reimbursement plans to the Budget Office promptly once expenses are posted to datahouse.
  - Division analysts can contact the Budget Office for information regarding the 2026-27 funding or remaining 2025-26 funds.
  - The 2026-27 fiscal year is the final year to plan and submit expenses for the 2025-26 strategic plan, with no extensions available.
  - All expenses must be coded to the strategic class code STPNL; any transferred expenses need prior correction from accounting.
  - Claims for expenses not posted to the correct strategic class code will be rejected and returned to the division.
  - The claim form must include the fiscal year of funding approval, and supporting documentation must match the information on the claim form.
- Alex Maculsay
  - Reminded everyone that inter-department transfers, which involve transfers between different department IDs, are accepted throughout the year.
  - Intra-department transfers, which occur within the same department ID, should preferably be submitted in August and September, and again in January and February, aligning with the beginning and mid-year adjustments.

- **ITS**

- No updates.

- **Student Financial Services**

- Thanked everyone who submitted a cash sharing location form for fiscal year 2026-27, noting that approvals and denials have already been processed.
- She briefly mentioned that her department has completed the review of these submissions.
- Announced that Beatrice Flores is leaving the CSUSB team, and in the meantime, inquiries should be directed to Pam Profetta.



- Invited recommendations for a highly capable individual with strong customer service and cash handling experience to join the team.

- **Support Services**

- Brandon Hernandez
  - Stated there are no new updates for support services.
  - Emphasized that support is available and they are committed to helping as best as they can.