

## FACT Meeting Minutes

1/12/2021

### Meeting Presentation: CSUSB Off-Boarding

Presenters: Rowena Casis Woidyla/Jim Reyes/Jasleen Aguilar/Marissa Boles/Sarah Garcia

Overview: As of November 2020, Human Resources revamped the current CSUSB exit process. Staff and administrators who voluntarily choose to leave the university, will go through a well-organized, revised exit process to help protect our brand and leave a lasting impression on the employee. The new exit process begins when the employee goes and completes the offboarding request form. The form will live on the HR separation process website. Once the form is submitted notifications will be sent out to the appropriate individuals as well as additional instructions and a transition guide to the separating employee. The new clearance form has also been revised. Human Resources are requesting feedback and suggestions in having a one collection point for all university issued property and equipment. This part of the project is currently not in place as of yet. The goal of revising the collection point is to reduce the number of stops the employee needs to make to get signed off, return property and turn in the form. Submit any questions or recommendations to Rowena, Jim, Jasleen, Marissa or Sarah.

### Budget:

Dena Chester

- Governor Newsome is proposing new money for higher education. For the CSU specifically he is proposing for FY 21/22 \$144M of that, \$30M is designated for students housing and food securities and basic needs. On average our campus receives 4% of funding depending on Chancellor's Office discretion how it is distributed.
- In May we may have a Budget open forum.
- On the position management request form at the bottom where it says approval, only your division or college analyst signs there. Department representative does not sign the form.

### Accounts Payable:

Jay Wood

- Working on transitioning the 1099m to 1099n.
- Working on the new Procard called Onecard. Communications will be sent out in the next couple of weeks regarding rolling this out. This will be one card that can be used for purchasing state auxiliaries. One no longer needs to carry multiple cards. Will now be able to reconcile all of the charges directly to Concur. Ap is in the process of reprogramming and testing this card and will train one department at a time.

### Travel:

Mona Sinha

- COVID-19 code in Concur was created when the pandemic started. It is used to track COVID related expenses. It is up to the departments to determine what expenses they want to code as COVID account #660947. Confirm with supervisors when using this code.
- Can use the COVID code if you are having training or attending a seminar related to COVID or incurred a COVID fee that is not usually charged.
- Mona is missing credit card receipts. Please continue to submit your receipts to Accounts Payable.

Student Financial Services:

Dena Chester

- SFS is processing Spring financial aid refunds today.
- Validating and will be submitting the 1098T file to the vendors

Procurement:

Erika Takenaka

- Reminder the small value purchases under \$100, and computer/laptop equipment and hotspots will need to be delivered to campus.
- We are standardized with DELL products. If we are purchasing other brand equipment reach out to your ITS specialist and run it by them.
- January 21<sup>st</sup> Procurement Workshop on zoom. Topic: Purchasing Software and Online Subscriptions/Accessibility and Cyber Security Requirements
- Procurement will be sending out a survey this month asking how the department is doing. Responses are used for process improvement purposes.

Support Services:

Brandon Hernandez

- Mail Services and Shipping and Receiving are on campus Monday – Friday. Printing Services is on campus if there are job requests. They are available to be reached anytime.