

FACT Meeting Minutes

05/12/2021

Budget:

Davina Lindsey

- Year-end deadlines are approaching. Please submit any budget amendments or requests by Thursday, June 10th. It should also be noted that requests should be submitted to department analysts for review and submission to the budget office.

Accounting Services:

- No updates were provided.

Accounts Payable:

Jay Wood

- Requests for invoicing must be received in Accounting Services by Thursday, June 10th. Requests received after this date may be processed after July 1st and reflected in the following fiscal year. For questions, contact Melania Herndon.

Travel:

Mona Sinha

- Travel Requests must be closed or tied to an Expense Report by Friday, June 18th. Any outstanding expenses for open travel requests will be accrued for this fiscal year (2020-21). Mona has sent a list of open requests to the FACT Group and will send weekly updates. Requests should be closed out by creating an Expense Report or closing/inactivating them.

Student Financial Services:

Claudia Enriquez

- No updates were provided.

Procurement:

Art Torres / Erika Takenaka

- Erika shared a PowerPoint presentation related to COVID-19 CSUSB Event Information as of 4/15/21 and reminded everyone that all travel, events and conference registration require VP/Provost approval while any vendors coming onsite requires MPP approval.
- Employee Development Days is May 25-26; distribute this information to your staff and encourage folks to attend. There will be a lot of presenters from FAS and across campus.
- June 30th will be the last opportunity for items to be shipped to personal/home addresses. Since all MPP's will be reporting to campus as of July 6th, Procurement will require all purchases to be sent to campus for pick-up.

Support Services:

Brandon Hernandez

- As we begin to repopulate, please check your office printers to allow time for the Support Services team to service printers in need ahead of the anticipated repopulation date.
- Brandon will be doing an EDD presentation on 'Property Management'. This will present more on the topic of property custodians and reminded everyone that each area should have an identified custodian that will be the point of contact that Property Management can be more accountable and have more up-to-date records. Per Art, the campus will be receiving a message.
- Reminder: May 28th is year-end deadline for Printing, Campus Stores and Mail Services.

- Printing services has a down printer but has a plan in place for an outside vendor to assist with printing needs (including COVID signage); all orders will be taken in but some may be contracted out to the vendor to keep up with volume as we plan for repopulation.