

## FACT Meeting Minutes

08/11/2021

### **Presentation: ICS 213 Transitioning for PPE/COVID-Related Supply Orders**

**Presenter: April Wing, Emergency Management (EM) – *contact with questions***

- Supplies and materials have been stocked up and the process is outlined; FEMA must receive documentation of what was obtained and used (i.e. ICS 213 form)
- Now that a process is in place, we are going to transition this process back to the departments
  - Supplies are available and can be ordered through ICS 213 until August 23<sup>rd</sup> (we want to use these up so that we do not have any leftover)
- Going forward, you will receive an email approval from Emergency Management that will authorize your department to purchase PPE/supplies on your own
- You might get questions from April Wing about Worksite Safety Plans (if you do not have one), other information needed such as department info, location, usage, etc.
- Beginning August 23<sup>rd</sup>, the following items are approved for purchase by each department as return to campus supplies:
  - Face Coverings
    - Plain cloth masks
    - Disposable surgical masks
  - Clear Face Shields
  - Hand Sanitizer
  - Disinfecting Wipes
- Please note that disinfecting sprays are not allowed on campus per EHS guidance.
- The purchase of N-95 particulate masks and gloves will require review from Emergency Management prior to purchase.
  - Previously, fit testing was required for this. Cal-OSHA has stated that if you want to request this on your own you can, but this is not required (face covering only).
  - Gloves for usage during disinfecting wipes is not necessary. If you are receiving or distributing materials and you want them, hand sanitizer and proper hand-washing hygiene works just as well.

### **Presentation Questions**

**Q: Do we need to keep a usage log for the COVID supplies?**

**A:** Record-keeping is not required, but you can keep the ICS 213 for tracking; April is noting this on their end and nothing further is necessarily required. As “Safety Coordinator”, you just need to track how many items you have received (not how many are distributed beyond that).

**Q: From 8/23 will the end users still need to complete and attach the FEMA form when they start to order directly with purchasing?**

**A:** After August 23<sup>rd</sup>, we will revert to the normal ordering process through Procurement; they can provide guidance on this where needed

**Q: Plexiglass for the front office (purchasing)?**

**A:** When the CDC stated social distancing was no longer required, the campus determined that plexiglass would not be needed/purchased at this time. Administration is trying to manage the continuity across the board and campus with this regulation so departments shouldn't be purchasing this on their own either. EH&S has stated that plexiglass is an unauthorized purchase at this time. Marlowe Anderson is going to have this discussion with Jenny/Facilities to find out more so that we can address the inquiry of plexiglass for those that still want it.

**Q: Starting 8/23, if we need to purchase disinfecting wipes, masks, etc. Do we need to use 660947 for COVID related expenses or can we use 660003?**

**A:** The use of 660947 is no longer needed and these costs are not reimbursable (departments will also be responsible for these costs)

**Q: N95 Masks are not authorized? Correct?**

**A:** N95 masks requires EOC approval and the ICS 213 form to Emergency Management  
\*\*\*\*\*

**DACS:**

**Marlene Ambriz**

- DACS has been updated, additional functions for budget and property management have been added. You can also submit repair requests through DACS.
- Biggest change is that anyone with a Coyote ID can submit a request in DACS; it will be routed to the appropriate administrator for approval.

**Budget:**

**Dena Chester**

- 2021/22 budget has been approved by Cabinet (including rollover, which will go back to the divisions and it will be their discretion as to how that is distributed, or if it's kept centrally)
- Posting of the budget: Questica Upgrade occurred during year-end and testing went great. The live version is not allowing the budget to be posted for the new fiscal year. Dena and UBO are working with Questica to have this corrected as soon as possible. Deadlines will be pushed, if needed, depending on how long the fix takes to rectify.
- Budget Adjustments: September, March and 2<sup>nd</sup> week of December (additional date added)
- Danelle has been working with the analysts to delete positions that haven't been used for 2-years; 300 positions are in the process of deletion. If you have questions, contact Danelle Apodaca (the analysts are aware of which positions those are).
- Completed HEERF claims should be submitted ASAP so that Dena can process them. In-progress items can wait, Dena will reach out as/if needed.

**Accounting Services:****Mimi Badulis / Rima Tan / Khristine Barraza**

- Auxiliary: you will be able to see 'Period 0' for FY 21/22
- State-side closing is still in progress, hoping for tomorrow (August 12); if you were working with Eliana on anything, please allow time as things are still being processed.

**Accounts Payable:****Jay Wood**

- Petty Cash Reimbursements have been on a Direct Expenditure form while we've telecommuted process and everyone was working from home. Please continue to do this and submit to [payables@csusb.edu](mailto:payables@csusb.edu) until further notice; these will be processed in check form. This entire process is currently in review and will likely change in the future. The "Generic Invoice" for petty cash through the Direct Expenditure is being waived for this request (AP staff are aware).
  - A UPEC form will also be required for an employee reimbursement
- CSUSB Corporate Card is in testing phase in progress; reorganization of the various expenditure types is underway so the menu will look different in Concur for now. Please do not use any non-travel related options at this time, you will see them because reorganization is in progress.

**Travel:****Mona Sinha**

- No travel updates; to reiterate, if you see other non-travel expense types please do not use them as the accounting structure has not yet been established during the construction process.

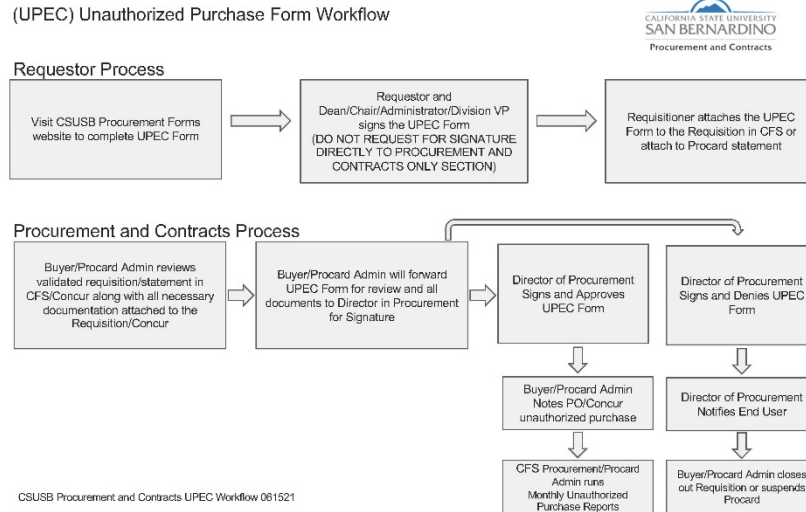
**Student Financial Services:****Susan Rose / Claudia Enriquez**

- SFS is receiving a high volume of calls and emails but students can do everything online, instructions are on the web and we are strongly encouraging them to go this route.
- Please contact SFS if you have any questions or concerns.

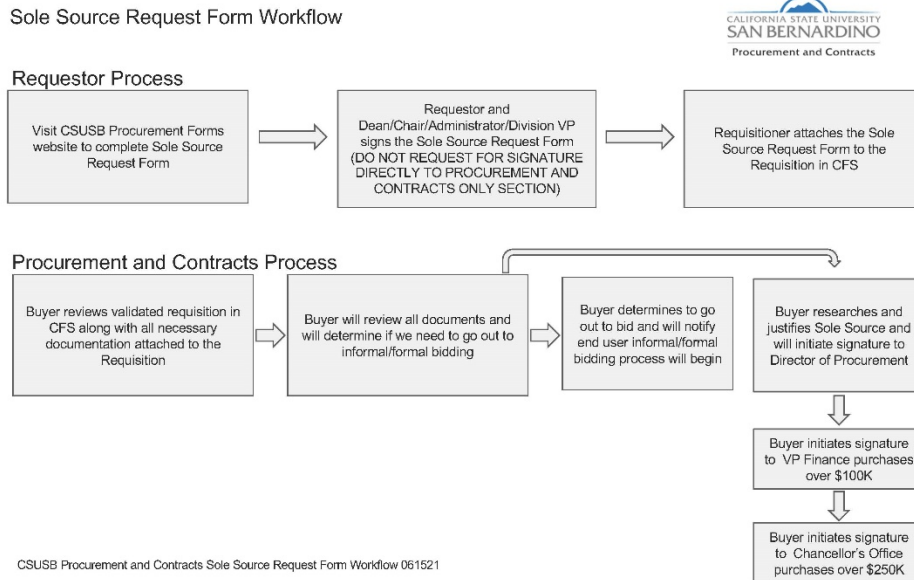
**Procurement:****Art Torres / Erika Takenaka**

- ITS/Security Team would like to speak at the next FACT meeting for 10-15 minutes
- Two new form updates:
  - UPEC (Unauthorized Purchase Explanation Certification Form); signature portion has been updated and can be done through Adobe. Once the department's signature process has been done for "Requestor", "Dean/Chair/Administrator" and "Division VP", Procurement will handle the bottom portion that says "FOR PROCUREMENT AND CONTRACTS OFFICE USE ONLY" (requestor should not add these in Adobe Sign).
    - Previously the UPEC didn't require Division VP approval, but now does. This is to ensure that we should not be rendering services prior to a PO being issued
  - Sole Source Form: again, the signature portion has been updated; please only complete the "DEPARTMENTAL CERTIFICATION" section.
    - True sole source requests will take additional time to approve
  - Purchasing Requestor's Checklist training (next) is 8/19/21 at 11am-12pm via Zoom
  - UPEC and Sole Source Forms have been updated on the [Procurement Website](#):
    - [Unauthorized Purchase Explanation Certification \(UPEC\)](#)
    - [Sole Source Justification](#)

○ **UPEC/Unauthorized Purchase Form Workflow (as of 6/15/21):**



○ **Sole Source Request Form Workflow (as of 6/15/21):**



**Support Services:****Brandon Hernandez**

- Printing Services is inundated with requests for shred bins. If you are not using them in your area, please email Laura Sicklesteel and they would gladly pick up and redistribute to those in need (new ones are backlogged).
- Mail Services is also inundated and are still working to get back to a routine; be patient. If there are any hot spots, please contact the department for your individual service and/or pick-up needs. The department is also in the process of getting Student Assistants to help.

**FACT Update:**

- Meetings will continue in a virtual format with the expanded attendee list for the time being.
- Kim Laursen will be leaving the AVP's Office for Finance & Administrative Services as of 8/20

**Questions:**

**Q:** Can the UPEC signature authorization be delegated to the dean, as in past?

**A:** Erika can review the memo, but unauthorized purchases are frowned upon and procurement is really trying to sway people away from making such purchases.