

Financial Affairs Collaboration Team (FACT)

November 1, 2017

UEC Board Room

Minutes

Attendees: Aguirre, Alejandro, Anderson, Badulis, Beechko, Contreras, De León, Farre, Fuller, Galvin, Guzman, Iannolo, Jensen, Kelley, Kuenz, Lindsey, Lopez, Prado, Saucedo, Sinha, Smith, Vahovick, Valencia, Menchaca, Watkins

Members not in Attendance: Chester, Calderon, Gee, and Vahovick

General Information

1. CSU101 Conference, experiences and lessons learned – Menchaca (Walls), Vahovick

Menchaca shared her experiences attending the CSU101 Conference. The Meeting included an overview with presentations and reporting, additionally it provided networking opportunities with other CSU campuses.

2. CSU-CCC-UC Collaborative - Farre

Farre emphasized the networking opportunities the CSU-CCC-UC Collaborative could provide in order to gain outside perspectives on processes, procedures, and dealing with challenges.

Action Item: Provide list of upcoming conferences.

Accounting

1. Student Clubs – Anderson

Student clubs with cash handling must be pre-approved to accept credit cards. Use of squares is not authorized or secured, they should not be used. Contact department to ensure compliance. Restrictions must be communicated to students. Department chairs and Advisors should attend student club orientations to discuss guidelines and rules for student banking.

2. Pro Card Purchases – Anderson

Anderson discussed the need to ensure proper use of pro-cards. When making purchases, the number should be changed to the appropriate account number in order to maintain accuracy.

3. DACS Update – Farre

Effective 12/12/17- DACS will be moving from HR module to the Campus Solutions module. It will be accessed through a new icon.

Signature authorization form will be replaced with DACS; delegations of authority to be handled through DACS.

Accounts Payable

Auxiliary Financial Services

Endowment distributions complete and posted.

Budget

Procurement

1. IT Purchases Review - Guzman

Guzman advised, the Procurement Department created a draft for the implementation of an IT Purchase form. They are requesting for colleagues to review and make suggestions for revision, dissemination, and best practice for incorporation.

Action Item: Provide Gabby Guzman or David Gee feedback on the draft within 2 weeks.

Travel

Announcements

Changes in Operating funds and cost recovery reporting – Farre

Deadline for implementation of changes is June 30, 2019. Farre announced that meetings will be taking place in November to start the planning process and work a plan between accounting and budget, as it is a major recording and reporting change .

CFS/FA Scholarship Report - Walls

Menchaca advised, Department secretaries can request access to the CFS/FA Scholarship report by submitting CIA request. This request must be submitted for report to be distributed.

Fuller made a suggestion for a centralized location to post FAS announcements.

Lindsey will be sending out email in preparation for the Business Conference taking place on 2/28/18. The emails will include an interest survey requesting feedback on possible topics for the conference. The survey will help build an interest list for the issuance of a registration invite list. Survey must be completed in order for invite to be issued. The conference has a 200 person capacity.

Guzman announced a Staff Clearance Form is currently being tested.

Beechko is currently building reports through Data Warehouse, the goal is to come up with a one page direction. Currently seeking additional testers to join group.