

Financial Affairs Collaboration Team (FACT)

December 6, 2017

UEC Board Room

Minutes

Attendees: Badulis, Becerra, Beechko, Chester, Farre, Fuller, Gee, Guzman, Iannolo, Jensen, Lindsey, Prado, Saucedo, Sinha, Smith, Vahovick, Valencia, Menchaca,

Members not in Attendance: Aguirre, Alexandre, Anderson, Calderon, Contreras, De Leon, Galvin, Kelley, Lopez, Watkins

General Information

1. UBIT/ Guest speakers (Mutadzakupa)

Mutadzakupa spoke regarding the process for scheduling guest lecturers and the impact certain accounting aspects have on payment. She indicated the importance of notifying accounting when planning to schedule a guest lecturer so that accounting team can complete their review process prior to a guest speaker's arrival. During the review process a form is provided to the speaker for completion. The form aids accounting in determining any applicable withholding taxes, based on country of origin, which ultimately deciphers final payment amounts.

2. Fund Simplification (Farre/ Chester)

Farre presented the Fund Simplification efforts, which are mandated by the Chancellor's office. The goal of this effort is to generate efficiencies and consistency in reporting. Chester added, each CSU campus performed cost recovery a little differently, which created inconsistencies in reports and allocations. Farre announced that the recommendation for all cost recovery activities is to move them to our operating fund. He presented a Timeline, 2017-18 is a transition year; 2018-19 will involve implementation. All changes will be effective June 30, 2019. A spreadsheet was provided to individuals whose trust funds will be affected. Individual meetings will be scheduled with each department to discuss details further.

Accounting

1. DACS Update (Farre)

Farre announced that the Trust fund fact sheet section related to 'Authorized Signers' has been removed and now references DACS. In addition, the former 'Signature Authorization Form' has been removed from the website since all delegation of fiscal authority is now performed through DACS.

2. Credit Card Swiper/iPad (Lymuel/ Harris)

SFS could not be present to speak on the matter. Farre announced, mobile card swipers are not accepted for use on campus (unless properly vetted by Information Security Office as in the case of Advancement). The University is piloting another mobile option. SFS is now able to lend an iPad for the purpose of accepting electronic forms of payment. Individuals who intend to use this service, must take a training course and become part of the CashNet system. At this time, there is a single iPad available

for borrow. This service is only available for state funded programs and given limited resources may take several weeks for setting it up.

Accounts Payable

Auxiliary Financial Services

Budget

1. CSUSB Business Conference (Chester/ Lindsey)

Chester announced, the CSUSB Business Conference will be held on February 28, 2018. Registration emails will begin to go out on Friday December 8, 2017. Recipients will be those who responded to survey, as well as all ASA and ASC individuals. The conference will include 8 breakout sessions, participants can sign up for 4 sessions, as sessions will be running concurrently. It will be a full day event with interactive activities that will require individuals to bring mobile devices. Those interested can still sign up by emailing Dena.

Procurement

1. Sustainable Auto Sub Program (Gee)

Gee announced that the Staples Sustainable Auto Sub Program is now in effect. Staples and the Chancellors office identified the most purchased items and replaced them with more sustainable items. If an old item is chosen for purchase it will automatically be replaced by a sustainable item. If there are any issues, individuals can contact David Gee.

Gee also announced the launch of Amazon marketplace within CSUSB's campus marketplace. An email will be sent explaining the program in more detail. Amazon marketplace will go live January 8, 2018. Gee emphasized, the same business rules apply to prohibited items when purchasing through Amazon.

Gee wanted to announce an upcoming change to the Independent contractor invoice process. Currently, contracts under \$10,000 can be issued to independent contractors without procurement involvement. The goal is to revise the current form, to involve procurement review prior to contract agreement.

Travel

Announcements

Iannolo announced deadlines for Auxiliary Financial Services. Payroll for UEC employees should be submitted prior to December 15, 2017. Any new hire or PTR direct deposit are to be submitted prior to December 20, 2017. A reminder was made that the minimum wage will be going up, effective January 2018.

Farre announced that Del Anderson's last day before retirement is December 21, 2017.