

Financial Affairs Collaboration Team (FACT)

March 7, 2018
UEC Board Room

Agenda

Regular Attendees: Aguirre, Alejandro, Badulis, Becerra, Beechko, Calderon, Chester, Contreras, Farre, Fuller, Galvin, Guzman, Jensen, Kelley, Lindsey, Lopez, Prado, Saucedo, Sinha, Smith, Vahovick, Valencia, Menchaca,

Members not in Attendance: De León, Iannolo, Watkins

Guests in Attendance: Shanks

General Information

1. Property Management Improvement Plan Follow-Up (Shanks)

Shanks followed up on last month's meeting to gain any feedback in order to move forward with the initiative. Shared document with proposed duties for custodian. Provided a list of main activities and responsibilities as they pertain to property management and physical inventory. The goal is to streamline communication and record keeping.

Farre added for the structure of the process, a point of contact already exists, however it is not a formalized process. Chester asked the question, is it up to the department to adding someone at the division department level. Farre noted that there is no requirement how custodians are assigned. Or given delegated authority over property. Would like each college to assign an individual that will be the single point of contact. In the near future this will be assigned through DACS.

The property management plan will include auxiliary and PDC equipment.

Shanks would like to come back to discuss definitions and responsibilities and receive additional feedback on the process for assigning custodians.

One of the questions from today's Fact meeting, was how can they obtain a copy of their departments asset list. Department representatives should contact Property Management (Alycia Salgado) to obtain a copy of their Inventory Asset List.

In the upcoming weeks, a template will be sent out to all colleges/divisions to assign custodians, this will be used to assign individuals in DACS with a newly added function.

2. Fund Simplification (Chester/ Farre)

The Fund Simplification meetings with all Colleges are complete. If anyone needs a follow up meeting to discuss particular funds they can contact Tanya to set up a meeting.

Lindsey announced that class codes are being assigned, as no feedback was received from the FACT team, she will be moving forward with completion of code assignment.

Chester announced, as we move towards the end of the 17/18 fiscal year, requisitions should be entered with updated information. Any requisitions being made for the 18/19 fiscal year should be entered with a 7/1/18 date and new fund.

Accounting

1. DACS (Farre)

Accounts Payable

Auxiliary Financial Services

Budget

1. Intra-Dept. Budget Transfers (Chester)

Intra-departmental (within same department) budget transfers are being accepted the month of March.

Procurement

Travel

Announcements

1. April FACT Meeting

The April fact meeting will be cancelled due to the CSU Business Conference, as many members will be offsite to attend. The team will reconvene in May.

Shannon Kelley's last day is April 1.

David Gee has left campus, effective March 2nd. Marie Torres, the interim manager of procurement, will be invited to represent procurement.

CSUSB business conference was a success, a special thank you to Dena for chairing the committee. A survey went out to all who attended.

Fuller shared that there are certain forms, in paper or online format, that are not being updated accordingly, who should be contacted?

Guzman added that there is a lack of communication regarding the update or automation of forms, for example the Equipment purchase form has not been uploaded to website.

Farre noted that there are multiple initiatives across campus updating forms.

Alejandro announced, Endowment distributions for next fiscal year will be distributed to VPs, analysts will be copied.