**Financial Affairs Collaboration Team (FACT)**

**November 4, 2015**

**Minutes**

**Present:**

Alejandre, Badulis, Anderson, Calderon, Chester, Escamilla, Farre, Hansen, DeLeon, Iannolo, Kuenz, Levin, Lindsey, Maculsay, Salge, Smith, Valencia, Walls

**Absent:**

Apodaca, Aguirre, Contreras, Fuller, Guzman, Henderson, Kelley, Prado, Stanton, Watkins

**Guest**

**Cindy Levin – Concur Sign In Problems**

1. Cindy shared that some users are having issues with Concur due to internet browsers. Issues
   * Chrome is most popular and least problematic
   * Firefox is not 100%
   * IE 10+ works well.
2. Trainings are still available.
   * Individuall or one on one for departments/large group
   * Open labs are available
     1. Friday, November 6th from 9:30-10:30a & 10:30-11:30a
     2. Friday, November 20th 9:30-10:30a

* Matias is working out details with IT and should have an update regarding delegation to change travel approvers and CIA Form process at the next FACT meeting

Mimi [– NRAs](http://admnacct.csusb.edu/reportingAndTax/FAQs.html)

* If a guest lecturer from foreign country is paid from Auxiliary and State, whichever unit has the greater portion will cut the check and seek the reimbursable portion from the other unit. If the portions are equal between the units, the campus will cut the check and seek reimbursement from Auxiliary for 50% of total cost.
* Contact Mimi or Maggie from Accounting for these transactions to address all tax related issues/requirements
  + Melinda Jensen is the contact for Auxiliary

**General**

* Mimi Badulis is the new General Accounting Manager
* Karen Prill is retiring in December
* Dave Johnson in Strategic Communications is leaving
* Anabel shared her access issue with the online CIA form and suggested an IT representative attend to address issues pertaining to IT

**Accounting**

1. Use of Program Codes – Who is looking at them?

Matias shared that they are exploring eliminating the use of program codes in chartfield string. Most campuses are not using program codes because it can be derived from other existing chartfields (i.e. Account, Fund, and Dept ID). Program codes are causing significant workload for a number of units on campus with no apparent benefits.

**Auxiliary Financial Services**

1. Endowments/scholarships’ distribution accounts funded from endowments will be done today.
2. Today is Day 1 of on-campus interviews for the UEC Director. Lisa encouraged attendance to the open forum for today’s candidate.

**Budget**

1. Minimum Wage Increase

Minimum wage will be increasing on Jan 1 to $10. The Budget Office will be doing the analysis to distribute budget to cover anticipated costs which will become baseline for next year. However, adjusting salaries of staff not below the minimum wage is at departmental discretion and not funded centrally.

**Support Services**

1. Vendor Fair Recap

Kathy shared there were 299 attendees, 26 vendors, and 6 on-campus providers at the Vendor Fair. Kathy is seeking feedback for next year’s event.