**Self-Supporting Units**

**October 19, 2015**

**Agenda**

**Invitees:**

Michael Zachary, Michael Delo, Grace Munyiri, Patricia Smith, Angelica Bazan, Randall Hanlin, Rosa Garcia-Vargas, John Yaun, Anabel Escamilla, Tatiana Karmanova, Dena Chester, Davina Lindsey, Cheryl Calderon, Aaron Burgess, Maria Najera-Neri, Shannon Stratton, Lisa Iannolo, Monir Ahmed, Deletta Anderson, Matias Farre.

**Discussion Items:**

1. Introductions
2. Background on the creation of this group
3. Input from attendees regarding group charge, composition and meeting frequency:

**Charge:** self-supporting units provide goods or services to students, faculty and/or staff, and charge a fee directly related to, although not necessarily equal to, the cost of the goods or services. Although very different in nature, there are many commonalities between these units in terms of financial reporting requirements and operational compliance. This group will support the financial operation of self-supporting units by providing a space to:

* Discuss financial and audit requirements;
* Share best practices in the areas of reporting, compliance and internal controls. Tools may include datawarehouse, queries, templates and internal procedures;
* Identify opportunities to streamline processes such as preparation of pro forma statements and processing of payments;
* Determine financial ratios that may impact debt capacity and other institutional measures.

**Composition:** individuals with financial management/oversight responsibility (typically budget analysts) for self-supporting units -Housing, Parking, Health Center, CEL, auxiliaries-, and representatives from Accounting Services and Budget office.

**Meeting frequency**: monthly / may switch to quarterly over time

1. Define priorities

**Discussion items:**

**Input/feedback from self-supporting units regarding charge of this group:**

* Spend time on costing / look into rates methodology. Understand and being able to explain. Have consistency. Looking for synergy.
* Bring transparency and better understanding of cost allocation plan.
* Compare notes with other units.
* Include UEC and Philanthropic Foundation regarding financial and audit requirements.
* Maintain high degree of confidentiality. Develop set of guidelines that better define exceptions when it comes to auxiliary recharge each other.
* Learn more about charges to self-support units (example: custodial and police). Sometimes auxiliary units are called to negotiate prices, but then disagreements take place.
* Create an environment where discussions can take place in a collegial manner.
* Learn how to identify/allocate charges for specific events/sessions (example Coyote 1st step, training/presentation to campus). How to choose appropriate chartfield strings?
* Explore chargebacks, notion of promised funding vs fee for service may not be sustainable. Prevent practices that may lead to findings/liability issues.
* Enable campus to understand what self-supporting units do. Pressure of dealing with fees / debt ratios. Hard to cost out based on the methodology for the time. Be able to use PeopleSoft better
* Achieve consistency and use system tools effectively to create proformas. Some difficulty with projections. Build some reconciliations, reasonable tests.

**Action items:**

* Next meeting to take place sometime in November. Topic: Discuss 15/16 cost plan. Share methodology / details. Allocate 2 hours
* Present agenda / documents in advance
* Add Rick Craig to represent Recreational Center