**Financial Affairs Collaboration Team (FACT)**

**September 7, 2016**

**Minutes**

Attendees:Alejandre, Apodaca, Aguirre, Anderson, Chester, Contreras, Farre, Fuller, Galvin (via teleconference), Guzman, Iannolo, Jensen, Kuenz, Lopez, Lindsey, Maculsay, Prado, Smith, Vahovick, Valencia, Walls, Watkins

Absent: Badulis, Calderon, DeLeon, Kelley, Levin, Salge

**Introductions**

Rikki Vahovick – AA/S, CEL

Tamera Galvin – AA/S, PDC

Melinda Jensen - Auxiliary Financial Services - A/P Supervisor

**Guests**

Monir Ahmed – Procurement and Travel Policy Changes

 Travel Policy Changes

* Monir distributed the Travel policy updates which were approved by VPC on Monday, Aug. 29.
	+ Concur change - flag for VP approval at $195 will now be raised to $275.
	+ Future project enhancement to include non-CSUSB employees to process travel (e.g. recruitments) through Concur.
	+ The “??” in item 9 may be new for some divisions/colleges

Procurement Signature Delegations

* Monir distributed the Procurement Signature Delegations sheet and walked the group through the approved changes
	+ Campus Issued ProCard changes will apply to all future issuance and renewal regardless of which business entity pays the bill.
	+ Purchase requests at or above $10K are per single item purchased
	+ These changes will be communicated to campus with an effective date
* *Monir requested for feedback from the group by next Friday, September 16 for changes or if there are items which are unacceptable. Monir is happy to take the items back to VPC.*
	+ *These changes will be communicated to campus with an effective date*
* Monir shared that we were successful in filling the Director of Procurement Services position. David Gee will begin September 26.
* Executive Director is still in recruitment.

**General**

DACS Update – Matias & Jacqueline

Matias shared that he and Jacqueline are working on the CIA form process to establish authority for implementers to manage the DACS system. It is currently in the testing phase.

**Accounting**

Student Fee Report Update

Del shared that the Student Fee Report was filed timely. However, Del’s observations are that there are negative cash balances in fee accounts, and that should not be the case. Some units are not spending out of course fee fund to purchase items (high balances). Del encouraged the group to make a special effort to not go negative and spend out of accounts.

Matias distributed new definitions for FY 16/17 regarding Repairs and Maintenance, Supplies and Services, and Contractual Services. Matias requested to review balances currently mapped to Facilities Maintenance and Repair object code (see updated table below) and reclassify to either supplies and services or contractual services. Please contact Matias Farre to discuss reclassifications before Sep 30, 2016. If feedback is not provided, reclassification decisions will be made centrally.



**Auxiliary Financial Services**

**Budget**

Intra-Department Budget Transfers accepted during September

During the month of September, budget transfers within the same Dept. ID can be submitted to division/college analyst and forwarded to the University Budget Office for processing.

16/17 Compensation Budget

Distributed at VP level.

16/17 Lottery Budget

Lottery budget is being finalized and Budget hopes to have out in next few weeks.

16/17 Strategic Plan Implementation Budget

For those who have their Strategic Plan goals ready to receive funding contact Dena to receive funds. Dena reiterated that Strategic Plan expenditures out of these funds need to be tracked and reported.

**Support Services**