



Financial Affairs Collaboration Team (FACT)

August 14, 2024

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

Minutes

University Police Department

- Chief John Gutierrez
 - Mentioned that UPD is enhancing campus safety with new camera installations and increased visibility of officers, both on the CSUSB and PDC campuses.
 - Announced the Emergency Operations Center (EOC) activation at level three, the lowest level of activation, to monitor events as students, faculty & return to campus.
 - One reason for this is to ensure readiness in case of emergencies such as power outages, earthquakes, or other unforeseen incidents.
 - Mentioned the planning of the October shake-out drill on both campuses. To instruct students and staff on what to do during an earthquake or fire.
 - Stated the department is progressing with the IACLEA (International Association of Campus Law Enforcement Administrators) accreditation process, which is regarded as the gold standard for campus safety accreditation.
 - The team is nearly 50% through the final phase of the process and the goal is to complete all necessary tasks by November 1st.
 - Announced that assessors will visit in January to test the department's systems, policies, protocols, and procedures. If successful, the department will receive its first accreditation, coinciding with its 50th anniversary.
 - Stated both campuses are under some construction including resealing, restriping lots, and installing additional EV chargers.
 - Announced the transition to license plate-based permits starting with housing residents as a first trial run.

Facilities/Risk Management

- No Updates

Accounting Updates

- Michelle Bulaon
 - Mentioned the annual audit is ongoing, with requests for documents and information being sent out.
 - Commented that Accounting is in the middle of completing the CLA audit while managing regular tasks, and informed that they may take longer than usual to respond to any requests/inquiries.



Accounts Payable, Travel & Procurement Updates

- Jay wood
 - Announced that Grace Parra has been promoted to the Accounts Payable Lead.
 - Indicated a rise in COVID cases, resulting in increased requests for masks. The departments can place an order for those items in Staples. If using N95 masks, it requires consultation with Environmental Health and Safety to make sure it is being used properly.
 - Reminded to use SBPH2 and not SBPHL as the business unit when submitting philanthropic requisitions.
 - Revealed that the Procurement Team has been awarded the Achievement of Excellence in Procurement 2024 by the National Procurement Institute.
 - Clarified the following regarding rental vehicles:
 - Rental Vehicles: Corporate cards can be used to refuel rental vehicles. The fuel expense will be categorized under the travel parent type in Concur.
 - Fleet Vehicles: If you have a campus state-owned fleet vehicle (e.g., van, truck), you may use your corporate card to purchase fuel. Ensure that your corporate card type includes fuel expenses.
 - Stated that Mona is converting all current fuel cards to the new C. card. Mona will be reaching out to departments using the old gas card and help transition them to the C. card.
 - Mentioned when using the C. card to check the "Fuel for Fleet Vehicles Only" box in Concur when using it for your fleet vehicle.
 - Informed that the Facilities Department has a gas pump on campus for fleet vehicles. If anyone wishes to use it to please contact the Facilities Department to enroll in their program.
- Manorama Sinha
 - Reinforced the transition to the C. card and will email the training dates and times to help set and use the card, the goal is to start the first week of September.
- Angelica Jara
 - Raised awareness regarding the submission and signing of contracts. There has been an increase in contracts being received either signed by the department or their VP.
 - Reminded only Procurement and Contracts have the delegation of authority for stateside and philanthropic contracts.
 - Disclosed unauthorized signatures can lead to legal complications, as vendors may consider them binding, making negotiations difficult.
 - Jay Wood emphasized the complexity of certain contracts that can take up to 3 days to 3 months.
 - Informed to submit contracts as early as possible to allow sufficient time to avoid delays.

Budget Updates

- Homaira Masoud
 - Stated the budget for the new fiscal year has been successfully set up, and preparations for fiscal year 2025 are currently in progress.



ITS Updates

- No Updates

Student Financial Services Updates

- No Updates

Support Services Updates

- No Updates

Questions

- Iwona-Maria Contreras raised concerns about difficulties in getting proper invoices from campus catering.
 - Jay Wood stated they will be reaching out to Chartwells to gather their information and provide it as a response to this meeting. As well as escalating this to Sesar Morfin, AVP-Finance & Administrative Services to inform him about the complaints.
 - Sarah Calderon provided Iwona-Maria with two contacts who have always been responsive, Jesse Alvarado and Alejandro Iniguez.