

CSU, Chico Financial Services Forum

Minutes – Sept. 30, 2020

2:00-3:00 Webinar

STUDENT FINANCIAL SERVICES (Anna Magana):

- We continue to have limited in person hours for student transactions and for check payroll distribution (no more pay stubs.) See www.csuchico.edu/sfin for dates/hours.
- **Direct Deposit for Pay Warrants is steadily increasing (THANK YOU!)**

October 2019	80%
March 2020	84%

Campus strongly encourages direct deposit. Due to COVID, we need less in-person contact and higher DD participation. Please sign up and/or encourage others! Process take 1 to 2 pay cycles.

Bonus: No more worrying about lost checks – not quick reissue w/SCO.

FINANCIAL SYSTEM & DATA PROJECTS (Michelle Korte):

- **Finance Data Warehouse Project/Reports**
New campus Financial Data Warehouse
 - Table Layout Design
 - Data Validation
 - Reporting Design – Cognos (this will replace Insight reports)
- **CFS Maintenance Pack 4.0 (MP4) upgrade**
 - Go Live is November 16, 2020 at 9:00 a.m.
 - CFS down from noon Thurs, Nov. 12 through 9:00 a.m. Mon, Nov. 16 (all users will be out of the system during this time)
 - As a campus we are assessing the changes from the upgrade. Further information will be disseminated via FIN_CFS email communications
 - Please note: though the data will remain as of EOB on Thursday 11/12/2020, the CFS Data Warehouse and the campus local warehouse/Insight Reports will be available throughout the MP4 upgrade

BUDGET (Jeni Kitchell):

- 2020-21 Budget Update
- Have you run a budget report lately?
- Q1 Budget Oversight – 9/30/2020
- Student Learning Fees
 - 2020-21 Award Spending
 - Prior-year & new-year awards, monitor program codes
 - Budget modifications
 - Request positions, as needed
 - 2021-22 Award Cycle
www.csuchico.edu/slf/timeline/current-year.shtml

PROCUREMENT & CONTRACT SERVICES (Sara Rumiano):

- Contact your Procure-to-Pay Team! <https://www.csuchico.edu/purc/procure-to-pay.shtml>

<p>VACANT <i>See below for interim re-assignments</i> Procurement Specialist x5134</p> <p>NATALIE NOZISKA Payment Specialist x5866</p> <p>AGR (Jennifer) BUS (Jessica) HFA (Jennifer) UED/GRAD/OIE (Lupita) VPSA (Cindy)</p>	<p>JESSICA WESTBAY Procurement Specialist x5135</p> <p>NATALIE NOZISKA Payment Specialist x5866</p> <p>ECC IRES PRS</p>	<p>LUPITA ARIM-LAW Procurement Specialist x5383</p> <p>CHRISTINE PICO Payment Specialist x6812</p> <p>CME NSC VPBF</p>
<p>MICHAEL MCNAIRN Procurement Specialist x5237</p> <p>CHRISTINE PICO Payment Specialist x6812</p> <p>PDC FMS</p>	<p>CINDY REISWIG Procurement Specialist x5137</p> <p>BRI SASEEN Payment Specialist x5312</p> <p>BSS LADO RCE SLL/CCLC/SHC VPAA VPUA</p>	<p>JENNIFER THAYER Procurement Specialist x6516</p> <p>JANITA PIERCE Payment Specialist x3163</p> <p>ATHL FMS UHFS</p>

- Chico's Savings Goal for 19/20 was \$550,000...and we hit \$1,122,108!!! 104% over our goal!**
Some examples:
Savings of \$2,951 by pausing maintenance on a machine
Savings of \$1,870 on trash cans by doing a quick GovQuote
Savings of \$188 for Scantron forms by changing freight company
Savings of \$27,379 – contracted supplier asked for additional savings & reduced labor to install
- Dynamex Test:**
On September 18, 2019, the Governor signed into law, AB 5 (Chapter 296). The bill includes provisions that codifies the decision of the California Supreme Court in Dynamex and clarifies the decision's application in state law with regard to hiring independent contractors. A worker is considered an employee unless the following can be proven:
 1. Worker is free from employer's control
 2. Performs a service that is outside the usual course of the business –
(For example: can't hire faculty in counseling to work as IC for conflict resolution)
 3. Worker customarily engages in established trade (incorporated, licensed etc.)
- NEW** Chico electronic process in the works! More guidance coming regarding compensation process when hiring CSU employees – **must be paid via CPO** (Cash Posting Order.)
- Independent Contractor Process:**
 1. Need identified (Dept)
 2. Get proposal/quote from IC (Dept)
 3. Complete IC vs. Employee worksheet (Dept)
<https://www.csuchico.edu/fin/assets/documents/forms/purc-independent-contractor-vs-employee.pdf>
 4. Submit requisition with IC vs. Employee worksheet (Dept)
 5. Payee Data Record – (P&CS/AP) Procurement Specialist/AP Specialist will reach out to IC and obtain a Payee Data Record (Level 1 Info – do not email!)

6. Submit to HR/OAPL for review (P&CS)
7. Issue purchase order or contract to IC (P&CS)
8. Work is done by IC & Invoice submitted (IC)
9. Invoice is paid (A/P)

HAPPENINGS – REMINDERS – ANNOUNCEMENTS

- **Marketplace go live in CSUBuy as of June 1st**
Kathleen Huber is the primary contact questions kahuber@csuchico.edu, although you will still want to contact your [Procurement Specialist](#) with any purchase related questions.
- **ProCard**
Remember to edit the description during CFS reconciliation. The more detail the better!!!
- **Student Placement Agreements**
Spreadsheet of approved sites for internships. Contact Lupita Arim-Law for access to the spreadsheet
- **T8541 COVID Expenses**
Call your Procurement Specialist prior to using. We may already have what you need!
- **Attachments**
 - Remember you can attach to the requisition – just note it so your Procurement Specialist knows it is there
 - Reimbursement paperwork is coming over largely complete. THANK YOU for the help!!
- **Contract negotiations**
Negotiations with suppliers are taking a little longer than usual. Start early!
- **AdobeSign**
Implementation for contracts – remember that only Procurement has delegated authority to bind the University
- **CSUBuy**
Contracts, Sourcing, Spend – implementation Oct-Nov

ACCOUNTS PAYABLE (Melissa Taylor):

- **Sales & Use Tax Training** – Join us on Oct. 19 for an all-day training. Register in [CSU Learn](#)
- **Petty Cash** – Not available at this time. Please use employee reimbursement process during our remote work environment.
- **Direct Deposit Form:** check distribution times are limited. PLEASE SIGN UP FOR DIRECT DEPOSIT! We have established a secure transfer for completed files; instructions on the direct deposit authorization form.
- **Essential Travel-** Reminder, all employee travel should start in Concur and have pertinent justification about essential nature of travel for approvers to review. President approval required for all essential travel.
- **Electronic Documents/Files**
 - Secure drop box established for [Supplier documents](#) (i.e. Payee Data Record (potential L1), invoices, electronic banking information).

▪ **Submission of files**

- Just as occurred in the paper world, the expectation is that files arrive as complete singular packets. Please utilize Adobe functionality to merge files as applicable before they are sent over.
- Reminder – we have established Box “electronic inbox” folders for sharing invoices with your payment specialist. Please reach out to Melissa if you would like access.

Invoice Approvals

- Option 1 -Adobe Sign (*under construction*)
 - Invoice Approval Workflow in progress – will communicate when ready.
 - Please do not use Adobe Sign for invoice approval unless you receive a file from AP. The other direction is not an option that works at this time. Many downstream processes that cannot be completed without specific settings being attributed to a document before routed for approval.

- Option 2 – Digital/Certificate Adobe Signature
 - Knowledge Base [Video](#) on how to set up
 - This option requires a signature so adds some level of assurance that it is being used by the signature holder.

FINANCIAL SERVICES (Stacie Corona):

Since there has been a lot of media and campus messaging about “CARES Act” funding the campus received, I thought it would be useful to share what our campus received and how the funds will be spent. The CARES Act was voted into legislation by Federal government in late March. It included funding for Education Stabilization called Higher Ed Emerg Relief Fund (HEERF) and the majority of CSU campuses received three (3) funding tranches. The following information shares our campus website required for compliance purposes, the 3 tranches of funding Chico State received and how the funds were/will be spent.

Overview of CARES ACT Higher Education Emergency Relief Fund (HEERF)

Details on website: <https://www.csuchico.edu/coronavirus/caresact.shtml>

Funding Available to Chico State:

	Grant Award	Disbursed or Committed to Date
Tranche I – Emergency Relief Fund	\$ 9,979,696	\$ (9,979,696) ¹
Tranche II – Institutional Use	\$ 9,979,695	\$ (9,979,695) ²
Tranche III – Minority Serving	\$ 1,431,422	\$ (1,213,618) ¹

¹ Campus augmented \$439,745 to assist students with \$11.6M emergency aid relief in May 2020. Balance of Tranche III will be disbursed to students in Fall 2020.

² Campus has disbursed over \$6M with the remaining balance committed for student refunds (Fall 20) and technology projects.

Tranche II Institutional Use Allocation \$ 9,979,695

Refunds to students

Spring 2020	(4,900,265)
Fall 2020	(2,560,579)

Faculty Virtual Training - Summer 2020 (615,500)

Technology Commitments (1,524,351)

WiFi Expansion (379,000)

Balance \$ -

We welcome all feedback, future topics, and suggestions. Please send to fincofs@csuchico.edu

FUTURE MEETINGS

Date: TBD

Time: Feb. 2021

Place: Webinar