



California State University **Chico**

## FINANCIAL SERVICES FORUM

February 23, 2023

### Financial Forum Transcript *(edited for clarity)*

--Begin Webinar Transcript

**Stacie Corona:** Good morning everybody. We are just going to wait another minute or so here to let everybody join. And once the numbers kind of stop, we'll get started.

We are at 97, let's go ahead and get started. Good morning everybody, my name is Stacie Corona. I'm the AVP of Financial Services and I appreciate all of you joining for our first Spring Financial Services Forum. We are doing this again in our webinar format that we've done before. Really missing Kathleen Huber, who retired at the end of December from our campus. And a big thank you out to Dolores Yates in the VP Business and Finance Office. She's going to help us out today, but please bear with us, the first time we've done a webinar here on our own without Kathleen and there's a lot of details behind the scenes that you don't realize until you're setting all this up, so hopefully we can move through this smoothly, and share some good information, and answer questions and stuff along the way. We have a lot of information to share today. I'm really excited about our content. Melissa Taylor is going to run the slides first today, so thank you to Melissa and we'll just kinda have to each share with her when we are ready to move on, so Melissa let's go to the next slide.

So, again doing this same format we've done before, we are going to keep chat closed during the meeting, just because it's kind of distracting. We do have the Q&A open though. That window is out there. What we've learned in the past is that we need to repeat the questions as they are asked because not everyone sees those, I think, until we answered them, so we'll try to answer questions at the end of each of our sections before we move to the next. Hopefully that works out okay. And then as we always do, we are recording this. We'll put minutes and our slides and stuff out there in our Financial Services Forum website when we're done.

**FINANCIAL SERVICES FORUM**

February 23, 2023  
10:00 a.m.  
Virtual Zoom Webinar

### WELCOME!

Some guidelines for our meeting:

- Chat will be closed during meeting
- Q&A window will be open throughout, and we will address questions for each manager after their slide presentation
- This session will be recorded and will be available with the slides and minutes once they post

So, our similar format from the past. We go down each of our departments that fall under Financial Services or financial related here on campus. A new one this time. We are going to have Pam Hollis join us to talk a little bit about University Foundation and Chico State Enterprise funds, so I'm excited to have her on our forum today with us, so again same format. Go ahead, Melissa, we'll go to the next one.

So, one thing I wanted to share, I just was thinking about this the other day that we have a lot of department type emails. Just for everybody to know what they are, I listed them all here by department and if we have a generic or a general email, I put it off to the side. Two things to know is that Accounts Payable and Procurement and Contract Services, as you're working with those teams, we are really asking you to reach out to your procure-to-pay specialist, which I put the link there where you can get to those. So, just some general information I thought I could throw out here. The other day, I was trying to think about all of them, it's like that would be good to share here at the forum, so okay next slide.

So, a couple of important things, we're working on our Fiscal Year-End Schedule, so this is our schedule that talks about just kind of all of our deadlines here as we approach our year-end at June 30<sup>th</sup>. I know it will be here before we know it, so anything about deadlines we each have, departments, when things are due, when we have things that we are going to get out to all of you, just to help us close the books and do a lot of our financial reporting that's necessary for being a state agency. And like usual, we'll communicate via our FIN/CFS emails, get stuff out there posted on websites, and make sure we share those links with you all.

One thing I wanted to share overall, was just some campus budget status updates. I hope this is not new information to everybody. There's been a lot of communications from our President around budget and enrollment. Lots of announcements, divisions have been having meetings, leadership has been meeting. Cabinet has been meeting twice a week, most of the focus just on budget, so I thought I would share a few things here. I hope everybody knows that we're in a declining enrollment. I've been talking about this. This hasn't been anything new. And just the last four or five years we went from a high of 16,282 FTES, which is full time equivalent students, and right now we are looking at this year ending at 12,300. So that is a delta of about 4,000 students. It's a very significant

## AGENDA

- Financial Services
- Student Financial Services
- University Budget
- UF and CSE Funds (Pam Hollis)
- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting
- Questions & Future Topics



## FINANCIAL SERVICES

### Reference - List of Department Emails

Department	Email
Financial Services	<a href="mailto:fincfs@csuchico.edu">fincfs@csuchico.edu</a>
Student Financial Services	<a href="mailto:cash@csuchico.edu">cash@csuchico.edu</a>
University Budget Office	<a href="mailto:budgetcfs@csuchico.edu">budgetcfs@csuchico.edu</a>
Accounts Payable	<a href="mailto:accountspayable@csuchico.edu">accountspayable@csuchico.edu</a> <a href="http://www.csuchico.edu/purc/procure-to-pay">www.csuchico.edu/purc/procure-to-pay</a>
Procurement & Contract Services Distribution Services	<a href="http://www.csuchico.edu/purc/procure-to-pay">www.csuchico.edu/purc/procure-to-pay</a> <a href="mailto:distribution@csuchico.edu">distribution@csuchico.edu</a>
Financial Accounting & Reporting	<a href="mailto:far@csuchico.edu">far@csuchico.edu</a>



## FINANCIAL SERVICES

### Fiscal Year-end Schedule

- Coming soon
- Communication will be via FIN CFS emails and posted on multiple websites

### Overall Campus Budget Status

- Declining Enrollment – reduced revenue
- Hiring freeze
- Spending Reserves (unsustainable model)
  - Information about spending UF/CSE funds

Univ Budget Committee Mtg  
 March 8<sup>th</sup> – 9:30am  
 ID: 838 7580 2482  
 Passcode: 724398



decline. And between that time period, which is about 5 years, it's about a 25-million-dollar reduction to our campus. So, I wanted to share our campus budget is made up of state support and student fees. That's the two big sources of revenue. So, as our enrollment is declining, obviously the student fee revenue is going down as well. This is a direct impact to our campus budget. It's one of the reasons that the campus president did the hiring chill announcement on Friday. 85% of our budget is made up of salaries and benefits, so that's one of the reasons she did that to control those costs. We've been doing a lot of planning and scenario building, projecting out the next three years. Again, to make sure that the campus is prepared and we're making the right decisions at the right time. Our spring enrollment census, which is where our Spring Enrollment is finalized will be real soon, we're gonna use that, for again, trying to update for the next few years. That should be wrapping up here really quickly.

Part of our plan this year, though, was we knew we were going to spend down our reserves. So, our reserves, think about those as you know your savings account, the balance in your checking account at the end of the day, whatever you want to call it, but that's not a sustainable model, so very intentionally we had reserves built up during COVID and the pandemic. We didn't spend as much and we've very intentionally, this year, been spending down those reserves to try to give us time to try to kind of right size our budget to match what our revenue is. One of the things we are going to share today, which I'm excited about that Pam Hollis is going to go over, is just a little more information about all the other funds that we maybe have access to at the campus. Most of that might be on the University Foundation and the Chico State Enterprise side, so our auxiliaries. We have some information about how to spend those dollars over there, trying to preserve our general fund budget. So, this is the time, like a rainy-day fund we might have been setting aside and we never want to spend, now is the time we should be dipping into those and trying to save our G1006 funds.

So, I hope context that was helpful. I encourage everybody – there's a University Budget Committee meeting. It's March 3<sup>rd</sup> at 8:00 am on a Friday, so super fun, but a 2-hour meeting. I put the ID and the passcode in there, but there should be campus announcements coming out as well. But, just wanted to share that that is coming up. It's an open meeting, everybody's willing to join or able to join. It is, you know, we do enrollment updates, budget updates in most of the divisions do updates as well. So, really encourage participation in there, just to try to learn more about the budget.

Since we had our last forum, Josh James was our assistant budget director and he's working now for the Chancellor's Office in their budget office. So, we are great to have him there as a resource, but we are missing him every day as well. Anna Magana is our Student Financial Services Director, and we are transitioning her to be the University Budget Director. She is wearing multiple hats today and for another few months. Anna is going to be sharing a little more about budget as well, so I think that is all I have for my slide here, and I'm just gonna see if there is anything in the Q&A.

**Melissa Taylor:** Next slide is me. So, Melissa Taylor, for those of you that don't know me. Just want to give a quick reminder for a website that was demoed a couple of months ago. A resource opportunity for administrative support services folks. We have a lot of content for you today, but please do take a look at this website. It's meant to be a high level. Trying to get people understanding which direction they might go if they need help, depending on what they are working on and definitely not specifics when in relation to tasks, but just a general overview of which department you might be interacting with and who you could reach out to for support. If you all

have any feedback for that website, please continue to send our way so we can continue to refine it and make it more valuable to you all who are using it, so give that a look when you get a chance. Another thing that we wanted to highlight is some additional things on the horizon for our project that we are working on for electronic forms, workflow, trying to consolidate some of our tools that we are engaging with you all and the work that we do together. So, right now we're working on delegation of authority form in OnBase, which is meant to replace a signature authorization form process. As we all know that is still a fillable PDF and comes with its own challenges. We are trying to work on getting that moved into that online OnBase platform.

And then we are also working on employee/student direct deposit authorizations for accounts payable. Remember, payroll is different than the accounts payable side of the house, so we do need to engage with folks and get the authorization for them to pay them electronically, so we are working on that in OnBase as well. So, we will continue to message you all, put out there and publish, when ready to use.

And then another thing that we're need to work on in the course of CSUBuy, which will, you know, continue to discuss over time, and even today, is employee and student's reimbursements, and what we're going to do with that population as we look to the future. So, more to come on those things and we'll just continue to communicate with you all as those kinda come into play and are ready for use. So, that's it for me.

**Gina O'Neal:** Hi everyone. I'm Gina, the Assistant Director in Student Financial Services. A team has been working on a new portion of our website to try and assist when people are determining how to get a payment to a student. Is it financial aid? Is it wages? Is it travel? Is it a prize? So, we have created a website, again it's been a team effort to get it going. We've actually just recently made the site live. So as your exploring that site, trying to decide is the type of payment your trying to issue to the student...what really is that payment? And, as you are going through the interactive website and the decision tree, answering the questions as yes/no. If you have questions on the final outcome, like maybe you're not sure that that really is the right thing, or as you are going through it if you land on a page that maybe has a broken link, please feel free to reach out to us and provide us feedback. And it will continue to evolve with the more

## FINANCIAL SERVICES STRATEGIC INITIATIVES

### Website Updates

- **Administrative Support Resources Page (reminder)**
  - <https://www.csuchico.edu/hr/resources/admin-support/index.shtml>

### Electronic Form & Workflow Project

- Forms and processes in development:
  - Delegation of Authority (to replace the signature authorization form/process)
  - Employee/Student direct deposit authorization for Accounts Payable
  - Employee/Student reimbursement workflow

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## STUDENT FINANCIAL SERVICES

### Payments to Students Guide

- A resource to assist in determining the category of payments to a student:
  - Financial Aid
  - Wages
  - Travel Reimbursement
  - Prize/Award
- Website - <https://www.csuchico.edu/sfin/payments-to-students-guide/index.shtml>
  - Site is still evolving

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people that are getting in there and using it. So our website, the link is provided below (<http://www.csuchico.edu/sfin/payments-to-students-guide/index.shtml>) and if you have any questions please reach out to us. Thank you.

**Anna Magana:** Hi everyone. I am the University Budget Director, Anna. Stacie introduced me a minute ago, but just starting off with some of the changes that are happening right now in the budget office. So, I am transitioning in to be the Budget Director. And then we also have a new Budget Analyst, her name is Marzi. We have some people that have transitioned out of the budget office in the last few months. So, we have Josh, as Stacie mentioned, has left our campus, but is still a resource to us at the Chancellor’s Office, which is great. And then for those of you who may work with Jessica Anderson, on position management stuff, she is also transitioning out of the budget office to work on the new CHRS project. So, she will be splitting her time in HRIS and Budget. So, we really are requesting that anything that you might have sent to an individual in the budget office, that you start using our budget email address. Right there its listed as budgetcfs ([budgetcfs@csuchico.edu](mailto:budgetcfs@csuchico.edu)). That way, we can ensure that someone is looking at it and that we’re working through those scenarios as a group as we’re managing learning and transitioning.

And just to emphasize - some patience please. There are a lot of us that are new here in the budget office, so we’re going to be learning new processes. So, we just appreciate your patience as we transition. I think this is probably a sentiment that all of campus is feeling a little bit of – or will be in the next year – so, please make sure that you consider that we’re learning some of those processes as you’re asking us. Next slide.

And now kind of digging into the time of the year that for all of you that are managing budgets, please make sure that your reviewing your student fee funds. So, your IRA - SLF - CCF, those are fund that come from students, so we want to make sure that we’re using it on the students that have been paying into that, so not something that we want to push down the road. We want to use it now so these students can benefit from their own fee dollars. So, digging into specifically to SLF (Student Learning Fee) and CCF (Consolidated Course Fee), you need to try to make sure that your spending that money down by the end of the semester.

So, a quick overview of where we’re at right now as of January close is with SLF dollars. We’ve spent about 48%, but we’re about 58% into the year, so we’re a little bit lower than where we should be. So, if people can be watching that and making sure that we are utilizing those dollars. And similar with CCF, we’ve spent about 31%

## UNIVERSITY BUDGET

### Budget Office Changes:

- New Budget Director: Anna Magaña
- New Budget Analyst: Marzi Nikbakht
- Transitions:
  - Josh James working for CO Budget Office
  - Jessica Anderson splitting time between HRIS (Supporting CHRS) and Budget
- Budget Office Email: [budgetcfs@csuchico.edu](mailto:budgetcfs@csuchico.edu)

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## UNIVERSITY BUDGET

### Start reviewing student fee funds (IRA, SLF, CCF)

#### Student Learning Fees/Consolidated Course Fees

- Try to spend down awards before the end of the semester so students can receive the benefit of these dollars
- As of January 2023 close, we are 58% through the fiscal year but SLF is 49% spent and CCF is 31%

Fund Fdescr	Dept Level 2 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
T8508 - Student Learning Fee	AA - Academic Affairs	1,914,501.19	853,983.76	145,097.50	917,419.93	52%
	SA - Student Affairs	315,370.00	97,242.11	0.00	218,127.89	31%
T8508 - Student Learning Fee Total		2,229,871.19	951,225.87	145,097.50	1,135,547.82	49%
T8509 - Consolidated Course Fee	AA - Academic Affairs	622,994.74	171,796.19	21,671.70	429,526.85	31%
	UA - University Advancement		(964.18)	0.00	964.18	
T8509 - Consolidated Course Fee Total		622,994.74	170,832.01	21,671.70	430,491.03	31%
Grand Total		2,852,865.93	1,122,057.88	164,769.20	1,566,038.85	45%

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as a campus, but again we are 58% of the fiscal year – through the fiscal year, so if people can be looking at that and using that money up before the fiscal year ends.

Some more nuances to those funds. If you are using it for student wages, just to be aware that its only for student hours worked through the end of May that will post this fiscal year. Any hours worked in June will post in the next fiscal year. And any unspent amounts will be – will not automatically be rolled forward into the next fiscal year. The exception being SLF. There will be the standard 10% that will be reallocated and everything else will be swept back to be allocated with new awards in the next fiscal year. Similarly, with consolidated course fee, the rollovers are limited to 20% of the college’s current year allocation. If you have any questions about either spending guidelines or rollovers, there are a couple of links there that go into those different programs.

## UNIVERSITY BUDGET

### Student Learning Fees/Consolidated Course Fees

- Reminder only student hours worked through 5/31/23 will post in this fiscal year
- Unspent awards will not be rolled forward into next fiscal year.
  - SLF: Programs will retain the standard 10% rollover and any additional budget will be swept back to be reallocated.
  - CCF: Rollovers are limited to 20% of each college’s current year allocation.
- Visit the SLF website for more program info
  - [www.csuchico.edu/slf](http://www.csuchico.edu/slf)
- Visit CCF expenditure guidelines under Category II:
  - <https://www.csuchico.edu/bud/student-fee-info.shtml>

Another think to be watching for at this time of year is your workstudy. So, as a campus we always want to make sure that we spend 100% of our workstudy budget. So, make sure you are reviewing your budget to your actuals and if your feel there’s gonna be a big discrepancy, make sure you are in communication with your AAS or your budget contact. If you feel like you’re not going to spend it all, let them know because maybe it can be reallocated to a department that will spend it. Again, we want to benefit the students in this year. Its not something you can roll over so, be mindful of where you’re at and work with your budget contact.

## UNIVERSITY BUDGET

### Workstudy

- As a campus, we want to spend 100% of workstudy budgets.
- Review budget to actuals and be in communication with your AAS or Budget contact.
- Campus Budget \$2,721,574
- Actuals \$1,429,544 as of 1/31/23 (student payroll as of Dec 31st)
- 53% spent ← needs to be 100% by June 30<sup>th</sup>

Fund Fdescr	Dept Level 1 Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
G1006 - CSU OPERATING FUND	UNIV - CSU, Chico	2,588,573.72	1,369,279.13	0.00	1,219,294.59	53%
T6300 - TIR-INSTR REL ACTVTY	UNIV - CSU, Chico	133,000.00	60,265.00	0.00	72,735.00	45%
<b>Grand Total</b>		<b>2,721,573.72</b>	<b>1,429,544.13</b>	<b>0.00</b>	<b>1,292,029.59</b>	<b>53%</b>

Again, just kind of a snapshot of where we are as a campus. We have about \$2.7 million that we could spend in workstudy as of January 31<sup>st</sup> which is a month behind with payroll. So, we just worked as of December 31<sup>st</sup> we’re at 1.4 million which equates to about 53% and so we’re in a good place as a campus, but we do need to make sure we spend 100%. So, if you are feeling like your department is not going to utilize those funds, please make sure you reach out and let’s get that money reallocated that to a department that can use it.

**Stacie Corona:** And, if we could just pause for a second. I wanted to answer at least one of my questions. Maybe Melissa can repeat hers. Roy Dunlap asked if who should request position numbers through now that Jessica is transitioning out. So, Jessica’s working kinda part-time between Budget and HRIS until June, so we got quite a few months to figure this out which we’re super thankful for, but we’re working on that. Roy we’ll be in touch. We just don’t quite have all those details worked out. And then Melissa, I don’t know if you want to answer the question about OnBase?

**Melissa Taylor:** Sure

**Melissa Taylor:** Roy also asked about moving signature processes to OnBase rather than continuing to use Adobe Sign. We're evaluating each process as we go, sometimes Adobe Sign does not actually seem necessary, but it was the tool that we had in the moment, right. So, we're trying to kind of reevaluate those things and try and put things in the least amount of buckets, I guess I should say, as possible. Please keep in mind that things we are talking about are for Financial Services, Procurement side of the house, as opposed to HR who does use Adobe Sign for a lot of their forms, so just kind of keep that distinction in mind, but we, on our side, are trying to migrate things because most of the things that we're dealing with, Adobe Sign is not truly necessary, so we'll look into those as we migrate things.

**Stacie Corona:** Thank you Melissa. And Pam, thank you, I just allowed you to talk, so I saw you come into our panel, so thank you, I hope that you can hear us okay and are ready to go onto your slides.

**Pam Hollis:** Yes, I can hear you and I'm ready.

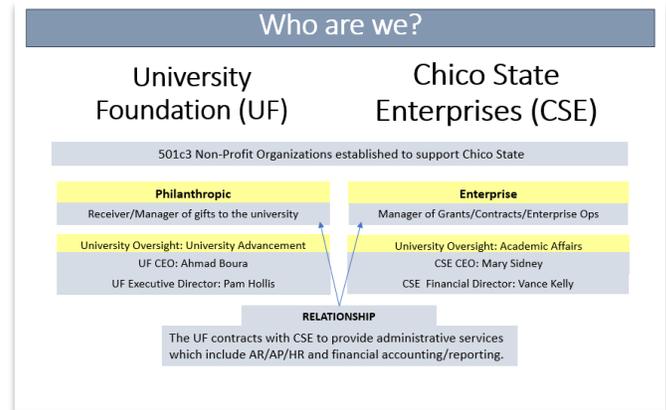
**Stacie Corona:** Super. Thanks Pam.

**Pam Hollis:** Good morning everyone. I'm Pam Hollis and I'm the Assistant Vice President of Advancement Administration and also the Executive Director of the University Foundation. And I'm here to talk to you today about University Foundation and Chico State Enterprises and how these two entities can help supplement our budgets during these difficult times.

So, who are we? The University Foundation and Chico State Enterprises are both non-profit organizations that were established by the University to do some of the things that a state institution cannot do. For example, to accept gifts and grants. So, there is a lot of confusion on campus about these two entities and many folks just sort of have a fuzzy idea of, you know, it's the foundation, but, they are two very distinct entities with different purposes and most critical is the gifts versus grants distinction.

So, what's the difference? I think the easy way to think about it is this, a grant has an expectation that they're going to get something in return, so for example a corporation might give a grant to the College of Agriculture to do some research that will help them in their business, so there is sort of a quid pro quo that happens with a grant. A gift, on the other hand, there is no expectation of anything besides warm fuzzy feelings when you give a gift. So, donors don't ask for anything in return other than really the opportunity to help a student get an education. So, donors might be - a good example is someone donating to the Biology Department on Giving Day, maybe a student walking across campus, or a staff member, or a member of the community, or mainly actually our donors are alumni who are thankful for the great education that they received at Chico State.

So, the University Foundation has a mission and it's very simple. The first one is to raise money. So, we have a team of fund raisers that are out there working every day to bring gifts into the University and to support all of our colleges, departments, and our programs.

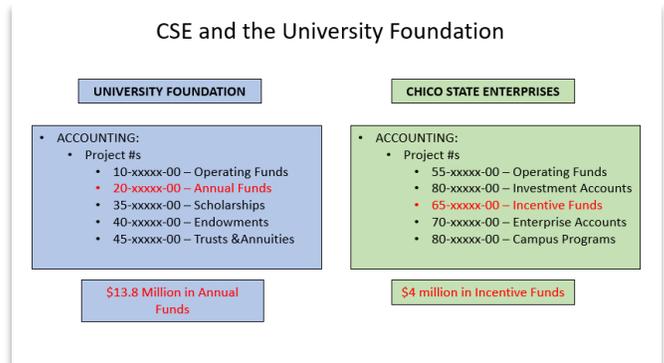
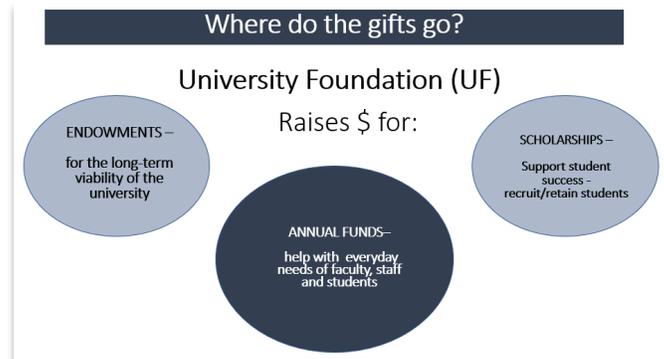


Our next priority is to invest that money and we have a fabulous firm that helps us invest our endowments. They are an outside firm and they come here and work very closely with our Board of Governors. And in fact, they are actually here on campus today meeting with our Board's Finance and Investment Committee to talk about the investments of our endowment and making sure that they are protected against things like inflation and that these funds really are being well taken care of, and I assure you that they are.

Finally, the most important piece of the Foundation's mission statement is to disperse those funds - to give them back to the programs, the students, the faculty, and the people that the donor intended to help with the money. So, the first two things aren't any good without the final thing. We really need to make sure to give that money back. And, so the Foundation does a great job of raising money. We do a fabulous job of investing it, but we're not doing the best job of dispersing that money. And that's why I'm here to ask for your help.

So, let's talk about the three kinds of funds that live in the University Advancement. So, endowments are gifts of a minimum of \$25,000 dollars and they live forever. These funds get invested and they earn money, and then every year those earnings are distributed most commonly as scholarships. So, for example if you gave a million dollars today it would distribute \$40,000 in scholarships every year in perpetuity. In a hundred years from now that million dollars would be intact. We currently have an endowment full of \$80 million dollars and we distribute thousands of scholarships annually. We do a really good job of this. It happens automatically and its - we just do a great job. The other bucket of funds, however, we call them annual funds. This is where all the non-endowed gifts go. So, for example when you give a gift at Giving Day, it goes into an annual fund. We have hundreds of these on campus - and what I like to call little buckets of gift money that's sitting around waiting for you all to spend it. And that's what I'm here to talk to you about today.

So, this is a little bit in the weeds here, but first of all, I should make it clear that the University Foundation and Chico State Enterprises share a common financial system and it's called One Solution. Many of you are familiar with it, and I know many of you hate it. It can be cumbersome and difficult, but it's what we have. And so, the reason I'm showing you this slide is because if you look at those project numbers - projects that start with 10-45 live in the University Foundation. And projects with the higher numbers prefixes 55-80 live in Chico State Enterprises. The ones that I have highlighted in red are projects where we have identified funds that we can tap to help our budget problems. So, in the University Foundation, and by the way I just updated that number this morning, it's not \$13.8 million right now, it is \$16 million. And that's how much money we have sitting around in annual



funds. And we have an additional \$4 million, and that number is also a little dated, I'm not sure what the current number is, but I think it's a little bit more than that, sitting in incentive funds in Chico State Enterprises that is available for folks to spend.

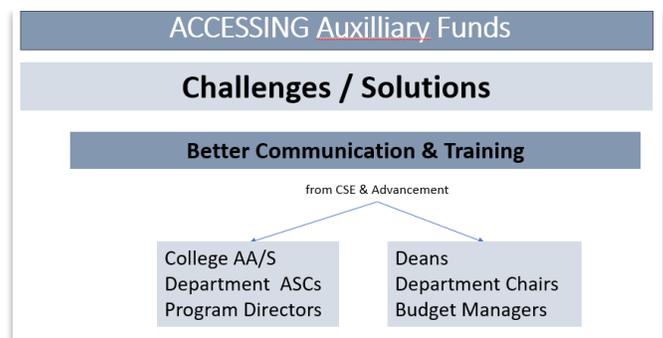
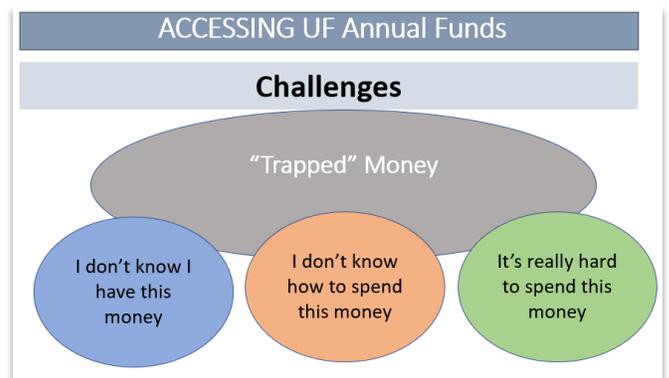
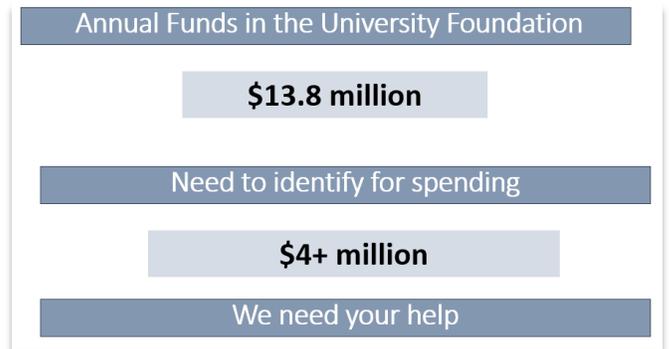
So, let's talk about the University Foundation. That number, like I said, is \$16 million now and not all of it is available and easy to spend. Some of it is already committed to very specific things. But we do believe, and that \$4 million number has been updated to \$5 million, since I actually put this slide together. We've got \$5 million dollars sitting in annual funds that's out there ready for you all to spend, but we need your help.

So, the problem is that we can't just write a check for \$5 million dollars to Stacie and say "Here, spread this out and give it to everyone." The reason we can't do that is this money is your money. People gave it to you - to your department, to your program, to your college, for you to spend on the needs of your students, and your faculty, and your staff. So, we need your help, as a campus, to get that money and spend it and use it on whatever it is you need to help cure these budget problems that we've got.

So, I'm sorry, so yeah – let's talk about trapped money. Why is it so difficult to spend our money? Quite often you don't know you have the money, and again, Melissa, also maybe you don't know how to spend the money. And finally, maybe you found that it's really difficult to spend this money. I think these are all the challenges that we have to overcome in order to kind of "un" trap this money.

So, what are we going to do about it? First of all, I think the easy thing is to educate everyone about do they have this money, where is it, and how to I get to it, and how much do I have. And so, we do produce a monthly report that goes out to all the colleges. I know many of you are familiar with it. It's kind of a big ugly spreadsheet, but for every college it identifies each one of the projects that you have and what the current balance is, and some other information about these projects. But what I have found is that although we send this out, not everyone is aware of it. It may not filter down to your department or your program. It is going out at a higher level. At any rate, we are going to make an effort to make those reports more available to anyone who what to see them. The first step is letting you know they exist. I want you all to know that you can contact me, or my office, if you'd like to take a look at that report for your college or your department, and we are more than happy to share that with you. So, you will at least know what you got.

Beyond that, I'm working very closely with Vance Kelly over in Chico State Enterprises to work on some training and communication - a series of trainings that we are putting together to help make it easier for people to spend



money, to learn the processes, to navigate One Solution, to write a check request, and to learn the ins and outs of spending money in Chico State Enterprises. I hope that you will all partner with us as we try to build a new program that makes it easier for you all to access and spend this money. And, I wish right now that I had borrowed the star that Anna had on her proposal a few minutes ago that said “please be patient”, but also please know that we are working very hard to help make it easier to spend this money and we are absolutely happy to hear your input, your comments, your concerns and any ideas that you have or any thoughts you want to share with us about this. Thank you.

**Stacie Corona:** Okay, and then Jessee Mendoza asked about if they are not receiving the projects spreadsheet. I’m just gonna ask her to reach out to you.

**Pam Hollis:** Absolutely.

**Stacie Corona:** And then, can you direct us to any policy guidelines that limit the spending of annual funds dollars. I don’t know if there is really anything.

**Pam Hollis:** There is actually no policy that says that this is what you cannot spend it on, but I will tell you that annual fund dollars and the incentive funds are probably the easiest or the least restrictive funds there are on campus. And, part of the training that we are putting together will include conversations about what is restricted and what is not.

**Stacie Corona:** Okay, thank you Pam. I really appreciate you taking some time and sharing with us. I know Pam, you need to get to your University Foundation Board meetings, so I’ll let you know if there are any other questions after that I cannot answer.

**Pam Hollis:** Thanks

**Sara Rumiano:** Hi everyone. I’m Sara Rumiano. I’m the Assistant Vice President for Procurement and Distribution Services. So, I have some updates and information to share.

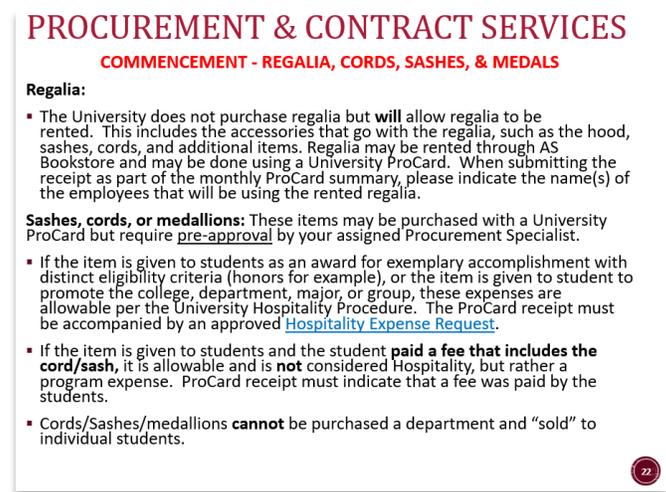
So, I have an update for your (if you haven’t heard) - we have a new procure-to-pay team member. And that is Tawnie Peterson who comes to us from HFA. And she is now a Procurement Specialist over here. And her procure-to-pay partner (lots of p’s) is Natalie, and you can see that there’s the list of units and areas that she has under her tutelage, if you will. So, we had to kind of mix the teams a little bit, trying to make sure that we flatten out the work load as much as possible. It’s really hard. It’s a complete moving target. So, we’re still, you know, hoping that this is the right mix, but it, you know, it definitely could change. You know, reach out, let us know, “Hey, you know, I need more help”, whatever that is.

The other change here, is that Michael McNairn is now a manager of our procure-to-pay systems in our department. So, he is in the process of training Jennifer Thayer to do our major capital outlay projects. So, that’s another pretty major shift. Jen’s doing a great job. And, Michael is in charge of our procure-to-pay implementation. So, he’s got plenty on his plate. So, that’s kind of the staff upgrades and updates.

When Tawnie came on, she gave an opportunity to create a quick guide. So, when you sit down and you say “Okay, what kind of transactions do we do over here in procurement?”. There’s a whole litany of them. And each and everyone of them has a different procedure, a different form, or somewhat of – you have to do this, you have to do that. So, we created a little quick guide. I think of it as more of a survival guide. It’s meant to be this high-level overview of what happens in certain types of transactions. Think of it almost like a bulleted list. If I want to do an employee reimbursement for hospitality, I need this, this and this. So, this quick guide is 5 pages of fun. And it’s got links to all of the policies, procedures, links to the forms. It’s got a whole lot of really good information and hopefully easily digestible format. So, your procurement specialists have access to this, so I encourage you to reach out to them. You can put in your procurement specialist and your payment specialist, at the top of this form and have it on your desktop so that its easy – an easy reference piece for that.



I have some updates for regalia, cords, sashes, metals, etc. So, this has always been kinda one of these confusion areas, like “Well, can, you know, can we buy cords? Can we buy sashes? Can we – what do we do? How do we do it?” Regalia is pretty simple. We’re pretty consistent how that has been handles for several years. That the University doesn’t purchase regalia for commencement. We ask that it is rented. So, you can go over to the bookstore and use your procurement card and rent the regalia. Make sure that on your ProCard summary that you indicate that this was for these, the people, the employees that will be using the regalia, etc.



For sashes, cords, and medallions, these items can be purchased with a ProCard, but they do require a pre-approval because some of them are considered a hospitality expense. So, two kind of buckets of these sashes, cords, and medallions. If the item is for an award, or it is for somehow a promotional type arrangement – we want to promote the college, promote the major, promote the group, then those are allowable per the hospitality procedure. So, you need to have an approved hospitality expense request. You can still use your PCard, but you need to get pre-approval. The other group is that if we are giving cords, sashes, medallions to students that have paid a fee, that specifically included that cord or sash, then that is not considered hospitality, but it’s a regular program expense. Your program receipt just needs to indicate that that fee was paid for those items. And then lastly, on sashes, cords and medallions, they cannot be purchased by your department and then sold to individual students. Don’t do that. That is messy and I always say that the University we do a lot of things really great, but we don’t take money very well. So, we take student fee money when they want to pay us for their tuition, but other than that, it’s really hard for us to take money. No cash, none of that so don’t go there, that one’s just ugly.

Here's my other announcement is that we have Layla Betar-Makhoul has come and replaced Chris Mendoza, who was in our department for a little bit. She is our data analyst and program specialist, so she has taken over the role of your ProCard Program Coordinator. So, she's been training and getting familiar with all the ins and outs of our procurement card program and she's doing a fantastic job. Next time you're in Kendall, please swing by and say hello to her.

Remember for updates, declines, limits, any of that kind of stuff reach out to your procurement specialist. They're there to help you. We have an internal process that we use when so you that don't have to contact Layla directly. You contact your procurement specialist. A lot of times they

can be like "Hey, you know, what are you buying? What's going on?" and then if something needs to happen to your ProCard within US Bank we have an internal process that that happens very quickly.

The other little reminder is when you do your statement, please attach your receipts in the order that they are listed on the statements. That makes it really easy and helps us so much. When your procurement specialist is doing a review of your statements, and we do a hundred percent audit, so they look at every single statement at every single receipt, when those come in and they're trying to go by the statement and then "Where's that receipt?" and then "Oh, that one is here and that one is there." It takes a tremendous amount of time so if you can gather your receipts together and put them in order that they are listed on the statement, that's a huge help.

Let's see, year-end. Year-end is coming and will share a bit more about it in a few minutes. But, we keep asking that review your transactions, see what's out there, run an open commitments report. See what stuff is there from the prior year, or prior-prior year. See what you have out there as an encumbrance. If it needs to be closed, please start to do that work. Your procurement specialist will contact you and we're getting to that time of the year where they will be inviting you to attend a year-end meeting. They'll discuss the open commitments with you. They'll help with your transactions. And so, please, please, please try to attend that. I know that I've heard in the past "Oh yeah, that's year-end. It's, you know, it's going to be whatever – same as last year". This is not going to be the same. This year is not going to be the same. Not at all with CSU Buy coming like a freight train. So, make sure that you come and attend your year-end P2P meeting.

Attachments - I think this...I say it every year, every time – send them all together. Attach them to your req. Send your attachments. Sending a requisition in and no attachments does not do any good. Wait until you have everything together. Submit it in a nice, succinct package. Attach your attachments to the requisition and send it all over in all one package. Otherwise then it's - your procurement specialist gets the req and they're like "Well where's the attachment? It says there's an attachment. It says there's a quote. It says its here." Then we're trying to figure out where that is. Did it come in email? Did it come in the mail? Where is it? So, gather your information together and put it all in one package. And, if you happen to get an invoice, send that directly to AP. We we don't want it, AP wants it so send it to your AP specialist and that should help with that.

**Melissa Taylor:** So, Sara, before we move on, we have some questions that might be helpful to touch base on.

**Stacie Corona:** Let me try to handle the CSE ones.

## PROCUREMENT & CONTRACT SERVICES

### HAPPENINGS – REMINDERS – ANNOUNCEMENTS

#### ProCard

- Welcome to Layla Betar-Makhoul, ProCard Program Coordinator
- For updates/declines/limits/process & procedures, reach out to your Procurement Specialist FIRST!
- Statements – attach receipts in order

#### Year-end is coming!

- Review transactions
- Close/Cancel encumbrances (review Open Commitments)
- Be prepared to attend your year-end P2P meeting

#### Attachments

- Send all together – attach to req
- Invoices – to AP directly

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**Stacie Corona:** - I'm really not that sure that I can answer all these, right now, but – some just comments maybe in feedback about CSE and what's going on. Things that aren't, you know, true or active. A lot of time spent on travel then they didn't need it. There's a question about, you know, stateside restrictions and procedures. Need it on state side and then CSE does not have the same procedures. And that can be, you know, hard and challenging to work with. Another one is part of the confusion with CSE is that the process for sashes and cords is similar on the CSE side but different. This makes it difficult when we're working between the two entities. Some rules that are okay on the CSE side are not okay on stateside and vice versa. This is making things difficult.

So, I'll just answer first about what's going on with CSE and UF. I think Pam was trying to articulate that for us, today. It was kind of some of the concerns about not wanting to share this today, but I'd rather let's get this out there and talk about it. We know their processes aren't the greatest right now. There are some challenges between, you know, stateside versus CSE and Foundation. We are totally different separate entities. We try to do things the same, but there's a lot of differences there, but that's just the nature of where we are, and as Pam said that they are really trying to get some people hired. Get some processes in place and trying to smooth things out. We know it's been challenging. We have been frustrated as well, but they're doing their best too. They've had a ton of turnovers. So, I know that that isn't probably some great answer that answers all of that, but just be patient please. We're trying to figure this out together and there's a lot of us that are short staffed. And everybody is wearing multiple hats.

**Bri Saseen:** My name is Bri Saseen for those of you who don't know me. I work in AP, but I am also assisting with the CSUBuy P2P implementation as they change lead for the project. We first want to thank anyone who attended the CSUBuy Road Show that we had a couple of weeks back. We had a wonderful participation and we were really grateful for that. We will be sending out a Road Show survey soon that we are hoping – just a couple of questions that should be really quick, but for those of you that attended, we are really hoping to hear from you and see what you thought and what you're looking forward to.

We also want to update you on additional ways to connect with us. So, we've established a new email account that specific to CSUBuy. [CSUBUY@csuchico.edu](mailto:CSUBUY@csuchico.edu). This should be utilized to reach out if you have any technical questions or issues, or if you have any questions about the project specifically, this will be a good way for you to connect with us. We are also working on updating the CSUBuy campus website to be able to give you more real time information about the current Procure-to-Pay transition project as well as current Marketplace information. And we also encourage anyone who is interested in additional contact about this project to sign up for systemwide project updates that can be - so, on this website, CSU systemwide website for this project, if you

## PROCUREMENT & AP

**CSUBUY ROADSHOW**

- Thank you to all who attended & participated!
- Give us your feedback on our [Roadshow Survey!](#)

**CSUBUY**  
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

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## PROCUREMENT & AP

**CSUBUY SPECIFIC EMAIL**

- [CSUBUY@csuchico.edu](mailto:CSUBUY@csuchico.edu)

**CSUBUY CAMPUS WEBSITE: UPDATES TO COME**

- <https://www.csuchico.edu/purc/csubuy.shtml>

**SIGN UP FOR SYSTEMWIDE PROJECT UPDATES**

- <https://csyou.calstate.edu/Projects-Initiatives/csubuy/procure-to-pay/Pages/default.aspx>

**CSUBUY**  
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

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scroll all the way to the bottom there is a place for you to insert your information to get regular outreach from the CO regarding this project.

And as Sara promised year-end strategy. This will be a year-end like no other. Pink unicorns for everyone. We are really hoping, I know Sara already talked about this, but we really want people – we really want to encourage everybody to be looking at your current year your current year POs, and be thinking about your upcoming needs. So, what are your current year Pos and if we can get those closed out as quickly as possible. If you can get your payments in, your processes completed. As soon as those can happen, the better. Be thinking about any inflight POs that'll happen. So, anything that's crossing over fiscal year lines and then potential new year POs. What is absolutely gonna be needed July 1 versus things that can wait. We promise you that we will have a plan in place for these transitions, as we move out of CFS and in to CSUBuy. We are working with the CO closely for a transition strategy, and we will share that information with you as soon as we have it. But we do, in the meantime, want you to be contemplating and working on the things that are currently within our control. Which is cleaning up what you have currently, you know, and kind of gathering your information about upcoming needs so that we can work with you all to make sure that there's not a bunch of extra work involved in making that transition and making it as clean as possible. Pink unicorns.

We also wanted to take a moment to recognize that, you know, with the pandemic and all the challenges that we faced with that, we had to rapidly transition our processes to electronic which meant a lot of band-aids and temporary processes, as Melissa mentioned earlier in the presentation. We set up things that could get us to the next phase, but we really wanna acknowledge that that was a challenge, and thank you all for your patience and also share that we are headed in a direction that is, you know, intentional, and that is providing, you know, process improvements, streamlined workflow, better quality data, increased visibility - all of those things that we're all craving. We are actively working toward that direction. And, you know, with the implementation of CSUBuy with the migration of things into OnBase, with utilizing Concur and all the ways that that functionality is working best for our campus.

So, just to acknowledge we're headed towards a happier place with all of these process transitions that we've been building out for you all, and we really appreciate you coming along on the journey with us and working

## PROCUREMENT & AP

WHERE WE'RE HEADED...



- Streamline Procurement and Payment Processes
- Improve User Experience
- Better Data Quality for Decision Making
- Increased Visibility
- Continuous Improvement

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## PROCUREMENT & AP

**YEAR END STRATEGY: A YEAR END LIKE NO OTHER**

Be thinking about your upcoming needs:

- Current year POs
- In-flight POs
- New year POs

CSUBUY transition strategy coming soon...



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## PROCUREMENT & AP

**BROUGHT TO YOU BY YOUR CAMPUS CORE TEAM**

- Sara Rumiano
- Melissa Taylor
- Michael McNairn
- Layla Betar-Makhoul
- Bri Saseen



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with us on learning new systems and learning better ways to process our financial transactions. And that's all I have for you today brought to you by your lovely campus CSUBuy Core Team: Sara, Melissa, Michael, Layla, and myself. So, thank you so much for your time and happy Thursday.

**Stacie Corona:** And a big thank you to everybody in Procurement and AP because it's definitely a team effort there.

**Melissa Taylor:** Travel - a quick reminder. We're coming off of the break, and we're still seeing some things kind of trickle through. Folks are reminded about submitting their travel activity as the dates, kind of, progress. So, at day 30, at day 45, and then 50 through 61. They are getting emails literally every day. So, it's meant to kind of prompt people to get in there and complete their stuff, so we don't have to go through the 60-day exception process. So, if you're a delegate for someone that's, you know, a traveler, and you're, kind of, watching those emails come through, appreciate your help as well, but ultimately, it's the traveler's responsibility to get all their stuff submitted and timely. So, we appreciate your guys help with that effort.

Another thing that's come up with travel recently, and this was communicated to PAC (Provost Academic Council) I will make sure that there's visuals in the notes from today, so you guys have them as a point of reference - but for academic affairs they are going to insert Provost Perez into the process. When international travel occurs, or, you know, banned state requests (obviously for banded states) that typically just end up getting kicked back and rejected all together, but if it meets one of those two criteria, international or banned state, the Provost needs to be added to the workflow. So again, I'll make sure you have visuals of what got sent to PAC, so you can see what that process looks like, or the Deans and approvers who need to add that level into the mix before they send it along. The President wants to see the Provost in that workflow before it comes to her as the exception approver.

And then, just a couple of general notes for guest hotel reservations. We are having some problems, if you will, with Hotel Diamond or Oxford Suites billing the wrong entity for those lodging agreements, so make sure that if you are calling procurement to get a lodging agreement number that you keep in mind that that's stateside funded so that they, you know, end up billing the right entity. What's happening is, I think that's getting crossed and they're billing us for activity that actually belongs with, maybe, CSE. So, keep that in mind, as you engage that process.

And then the other thing is a secure drop box folder for supplier PDR submissions, so the one that we have on the accounts payment website and the procurement website - that is going to be decommissioned in the next few weeks. We have that process stood up in OnBase. We're getting a lot of submissions through that, but having everybody in two worlds is just kind of continuing to create some processing delays that maybe we're - none of us are interested in, so if we can get everybody to make sure you're going through OnBase. You all can now participate in inviting suppliers to become a point of reference for us, and use them in the future, which is a baby step towards what they're going to encounter with CSUBuy. So, that's kind of the next phase of what that looks like because supplier onboarding. So, we will be pulling down that secure drop box in the next few

## ACCOUNTS PAYABLE

**Travel:**

- Submitting timely-60 days from completion of the trip end date
  - System notifications occur – 30, 45, 50-61 (daily)
- VPAA – addition of the Provost to international requests

**Approver 2 – Cost Object Approver (COA)**  
This is the designated minimum signature authority for the funding unit. Campus decision to delegate this to the Dean/Director level, from the VPs to an Admin III. This designation is made by dspltd.

**Approver 2 individuals will need to manually add the Provost to the workflow for international and banned state travel requests (that has actual potential under AB1887)**  
COA additions can be accomplished by editing a travel request's approval workflow, adding the Provost, and upon approval the request will route to the Provost next.

weeks. I want to give you all a heads up. So, if you have that adobe form save on your computer, please get rid of it and make sure you're using OnBase moving forward.

**Ron Barker:** My name is Ron Barker, and I'm the Director of Financial Accounting and Reporting, and I like to take a moment to introduce everyone to our newest team member. We're very excited to have Ross Gilb on the team. I was gonna make him talk, but nobody else made their new hires talk, so, I'm gonna let Ross stay anonymous for now, but please come by and meet him if you're interested. He'll be focusing primarily on capital projects. So, this type of work Mary Gaffney used to do.

I'd like to go over some second half of the year reminders. We're kinda over the hump now cruising towards year-end. So, please take time to look at your actuals and make any reclass requests now. Don't procrastinate on that. If there's anything you need to have reclassified, please make the request. And, similar to what Bri encourage you to do, please close out any POs that you know are complete. You know, if there's like a penny still sitting on that PO or couple of dollars that didn't end up getting used, please close it out if you know you're done with it.

And then, any IFTs, so that's an Interagency Financial Transaction. They used to be called CPOs (Cash Posting Orders). If you know that another campus owes us money, or we owe another campus money, and it needs to be transacted through an IFT, please, initiate that IFT as soon as possible. Don't save that for the end of the year if we can – if it can be done now. So please initiate those IFTs, or request the other campus to initiate the IFT if that's the way, it will be handled.

Similar reminder is reimbursed time. Do you have anybody with release time from Fall 2022? This should already have been taken care of, so please get that going now. Please work with your analyst at CSE to get that taken care of. And then, please be aware of any Spring 2023 release time that you have. Keep track of it to ensure that your department is made whole by the end of the year.

Ty Boots is currently working on updating all the local trust agreements. So, keep an eye out for those we should be sending out updated LTAs soon. And just another reminder that for any of these things that you need to have, if you review transactions or need anything, please reach out to the FAR email address ([FAR@csuchico.edu](mailto:FAR@csuchico.edu)) to make requests.

## FINANCIAL ACCOUNTING & REPORTING

- Introduction of our newest team member: Ross Gilb!
- 2nd half of the year reminders:
  - Look at your actuals, make any reclass requests now
  - Please close out PO's that are complete
  - Initiate any IFT's for transactions with other campuses
- Reimbursed time
  - Please work with your analyst at CSE for any Fall 2022 release time that has not yet been processed
  - Please be aware of any Spring 2023 release – keep track of it to ensure your department is made whole
- Ty is working on updated LTA's (Local Trust Agreements) – to be distributed soon
- Please continue to review transactions and reach out to [FAR@csuchico.edu](mailto:FAR@csuchico.edu) for any questions or correction requests

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I want to talk a little bit about what Pam talked with you about – about spending CSE & UF funds. There's some things that come over on a regular basis. And in those instances, though even in those instances, we talk about the receiving instructions upfront. We think about how we want to do it, even stuff that we do every year like, you know, Pam has something she brings over regularly, she'll always reach out to our team and say “Hey, how do we want receipt this?”. That's the best way to do it. Just talk to us on the front end and make sure it gets put in the right place the first time.

So, there's a couple of things that we're going to ask you about when you have that conversation. You can see there's three bullets here – the kind of reasons that we can bring money over we're gonna get money from CSE or UF. One is going to be invoicing for services. So that's when an employee of the State has done work on CSE's behalf. So, say you're working on a grant there is reimbursed time. So, that's an example of we're invoicing CSE for services. Contributions are when money is brought over with nothing in exchange. So, sometimes we have a project we're working on here, and we're bringing over some UF money or CSE money to fund that project. They're not getting anything exchanged. They're just giving us the money for the project, so that would be a non-exchange transaction. Now, another example of a non-exchange would be the UF Governor's Award. That's money that comes over, and they don't get anything in exchange for it. And then the last one is an expensive abatement. And, that's an instance where we spot something on our side that should have been on the other side, and so we're simply moving the expense from ours to theirs and they're giving us money to cover it. For any of those things, please reach out to FAR and we'll help guide you through how to handle it.

And then friendly reminder that only FAR can generate invoices. So, if there's an invoice going to an external party, those need to be generated by our team. So please reach out to us for those.

These are some new accounts that were introduced last year, and I just wanted to go over them one more time, because I think they can be a little tricky about when to know when to use them. These are interagency accounts. The first set are related to software. And, these are ones where another campus is purchased software that we are helping to pay for. These are only gonna come across through an IFT. So, these accounts, are gonna be things that are gonna be used when an IFT is giving us some expense related to software purchase. And then, the other two, the 617810 and the 617811, those are related to services from an auxiliary organization, so that would be CSE or AS. Predominantly here, its AS catering. So, if AS Catering does something for us, it needs to go to account 617810. That's a little change from how we used to do it, so I just want to reiterate that.

That's all I have. Let's see, are there any questions?

## FINANCIAL ACCOUNTING & REPORTING

- Spending CSE/UF Funds
  - Invoicing for services – when employees have done work on a CSE project
    - Example: Reimbursed Time
  - Contributions – non-exchange transactions
    - Example: UF Governor's Award
  - Expense Abatement – When the expenditure was made stateside in error
    - Used the word procurement card
- Receiving Instructions
  - Whenever you are bringing money over, please email [far@csuchico.edu](mailto:far@csuchico.edu) to discuss appropriate receiving instructions
- Friendly reminder: Only FAR can generate invoices

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## FINANCIAL ACCOUNTING & REPORTING

- Interagency Accounts Reminder
  - 616902 – Interagency I/T Software
  - 616E02 – Interagency I/T Enterprise Software
    - Used to distribute expenditures for IT Software, including maintenance costs, related to the use of the centrally paid software, between campuses or between campuses and the CO.
  - 617810 – Services from Auxiliary Organization - AS
  - 617811 – Services from Auxiliary Organization – CSE
    - To record charges for specific services performed by auxiliary organizations and related campus or the CO.

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**Stacie Corona:** I also offered to Pam that if we wanted to do a forum just on CSE and UF, and have them, you know, be a part of that share information, whatever that may be, that was something we could do, just specific to spending funds in the auxiliary. So, that might be something we pull together as well.

We don't have our year-end forum setup yet. We try to have that, I think, usually late, May, so we'll get that on the books. Any other topics or questions right now, we always want feedback. Please, email us at ([fincfs@csuchico.edu](mailto:fincfs@csuchico.edu)), happy to review and go over any other questions, or something you might want shown at another forum.

I know we had a lot of content today, so I really appreciate everybody pulling that together. There's lots of changes going on, and lots of things to keep us even more busy, right, between now and year-end when Sara, Melissa and their teams to go live with CSUBuy.

Thank you everybody and we'll all hang on here for a few minutes if there's any other questions, or if somebody want to ask something that they didn't want to throw out in the Q&A.

Have a good rest of your day.

--End Webinar Transcript, edited for clarity

## QUESTIONS & FUTURE TOPICS

- To Be Determined:  
    **“Year-End Forum”**
- Future topics? Any questions?
- We welcome feedback!
- Email [fincfs@csuchico.edu](mailto:fincfs@csuchico.edu) with general questions not specific to departments

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### **Michelle Korte**

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