FHR Council Meeting

Wednesday, November 20, 2019
10:00 a.m.
Bell Tower 2414

CSU Channel Islands
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AGENDA

I.   Welcome – Laurie Nichols and Stephanie Bracamontes

II.   New Staff – Stephanie Bracamontes

III.   Reorganization Updates – Stephanie Bracamontes

IV.   Procurement Structure – Marcus Armstrong

V.   Campus Marketplace – Dianna Mann

VI.   Student Business Services Call Center Outcomes – Anna Benscoter and Tara Hughes

VII.   Fixed Assets – Leslie Brotcke

VIII.   Certify Workflow Approval Update-Leslie Brotcke

IX.   Travel Ban Updates - Leslie Brotcke

X.   Human Resource Updates - Laurie Nichols and Diana Enos

XI.   Budget & Planning Updates

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WELCOME

Laurie Nichols
Interim Assistant Vice President for Administrative Services

Stephanie Bracamontes
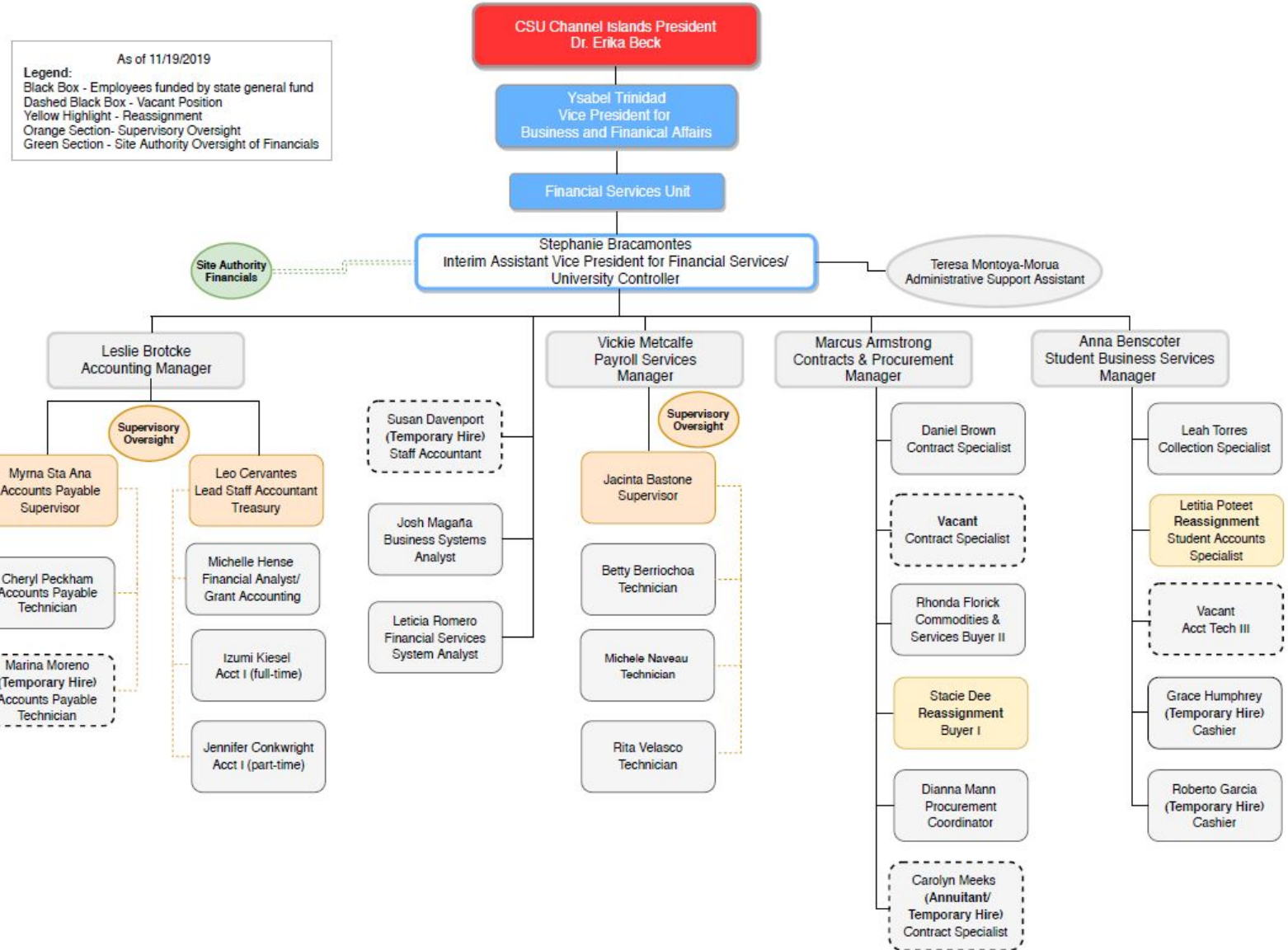Interim Assistant Vice President for Business & Financial Affairs/Controller

New Staff

Stephanie Bracamontes,
Financial Services

Reorganization Updates

Stephanie Bracamontes,
Financial Services

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November 2019 Org Chart

As of 11/19/2019

Legend:
Black Box - Employees funded by state general fund
Dashed Black Box - Vacant Position
Yellow Highlight - Reassignment
Orange Section- Supervisory Oversight
Green Section - Site Authority Oversight of Financials

CSU Channel Islands President
Dr. Erika Beck

Ysabel Trinidad
Vice President for
Business and Finanical Affairs

Financial Services Unit

Stephanie Bracamontes
Interim Assistant Vice President for Financial Services/
University Controller

Site Authority Financials

Teresa Montoya-Morua
Administrative Support Assistant

Leslie Brotcke
Accounting Manager

Vickie Metcalfe
Payroll Services Manager

Marcus Armstrong
Contracts & Procurement Manager

Anna Benscoter
Student Business Services Manager

Supervisory Oversight

Supervisory Oversight

Myrna Sta Ana
Accounts Payable
Supervisor

Leo Cervantes
Lead Staff Accountant
Treasury

Susan Davenport
(Temporary Hire)
Staff Accountant

Jacinta Bastone
Supervisor

Daniel Brown
Contract Specialist

Leah Torres
Collection Specialist

Cheryl Peckham
Accounts Payable
Technician

Michelle Hense
Financial Analyst/
Grant Accounting

Josh Magaña
Business Systems
Analyst

Betty Berriochoa
Technician

Vacant
Contract Specialist

Letitia Poteet
Reassignment
Student Accounts
Specialist

Marina Moreno
(Temporary Hire)
Accounts Payable
Technician

Izumi Kiesel
Acct I (full-time)

Leticia Romero
Financial Services
System Analyst

Michele Naveau
Technician

Rhonda Florick
Commodities &
Services Buyer II

Vacant
Acct Tech III

Jennifer Conkwright
Acct I (part-time)

Rita Velasco
Technician

Stacie Dee
Reassignment
Buyer I

Grace Humphrey
(Temporary Hire)
Cashier

Dianna Mann
Procurement
Coordinator

Roberto Garcia
(Temporary Hire)
Cashier

Carolyn Meeks
(Annuitant/
Temporary Hire)
Contract Specialist

Teresa Montoya | Updated on 11/19/19

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Procurement Structure

Marcus Armstrong,
Financial Services

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Procurement & Contracting Services

New Team Members & Team Realignment

New Members
- Daniel Brown – Buyer III
- Stacie Dee – Buyer I

Department Realignment
- Vertical Integration by department serviced, e.g. IT, Construction, Events & Faculty, Aux
- Align with Chancellor's Office 23C initiative
- Align with CPOA Centers of Excellence

Benefits
- Higher level of stakeholder engagement & management
- Involved earlier in the buying decisions
- Enhanced understanding and appreciation of Business Unit nuances
- Integrated network of system-wide support

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Campus Marketplace

Dianna Mann,
Financial Services

Procurement & Contracting Services

Campus Marketplace

- Multi supplier-based catalog platform for P-Card holders
- 18 CSU Campuses in partnership
- Lower, CSU-contracted pricing (17-20% savings expected)
- Allows users to access multiple suppliers on the same platform
- Single shopping cart
- For high volume, low cost purchases
- Training program in progress
- 18% of our P-Card holders have been trained
- Cardholders "Go Live" once they are trained
- Fully implemented 12/07/2019

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Procurement & Contracting Services

Campus Marketplace

Student Business Services

Anna Benscoter,
Financial Services

Student Business Services

SBS and SSSC (Call Center) Partnership – WHY

SBS

- Pressure on current SBS resource levels not sustainable
- Inevitable reduction in effective service to students
- Need to find capacity using existing resource
- Data needed to inform organizational efficiency & decision making

SSSC

- Serves as single point of contact for main campus, IT Help, HR, SBS
- Operators' primary responsibility is to answer phone calls
- Identified capacity for handling more phone calls

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Student Business Services

August 2019

Daily Call Volume Trend
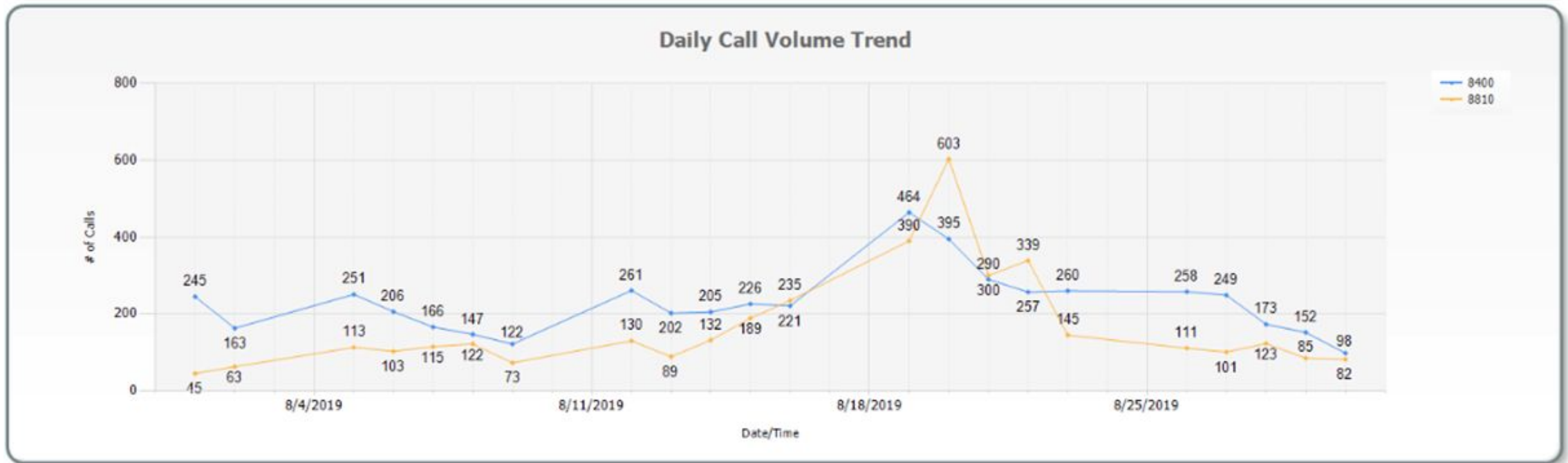
➢ Calls to SBS main line exceeded that of the campus main line
➢ 10% of calls to SBS main line were transferred to another area (i.e. Academic Advising, Registrar, Housing, & Financial Aid)

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Student Business Services

August 2019
Call Volume Data Summary

➢ JUST UNDER 3700 CALLS CAME INTO THE MAIN SBS LINE

➢ HIGHEST DAILY CALL VOLUME HIT 603

➢ HIGHEST HOURLY CALL VOLUME HIT 185

➢ TWO THIRDS OF THE AUGUST CALL VOLUME CAME IN A 3 DAY PERIOD

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Student Business Services

48% of SBS Call Volume resolved by SSSC

Student Business Services

Ideas and Opportunities

Fiscal Services

Leslie Brotcke,
Financial Services

Fiscal Services

Capital Assets

The Integrated California State University Manual (ICSUAM) Property Policies of the CSU System require campuses to develop standardized procedure to facilitate accurate record keeping related to the acquisition, maintenance, control and disposition of University property. A strong campus-wide commitment and control system is required to insure proper care, use and disposal of University assets. The property guideline, forms, processes and documents were created to maintain a uniform accountability for all campus property.

Reference Information:

https://www.csuci.edu/procurement/property-guidelines.pdf

CSU GAAP Manual Chapter 13

Legal Manual Chapter 39

Fiscal Services

Capital Assets

Real Property

- Land and land improvements
- Buildings and building improvements
- Improvements other than buildings
- Infrastructure
- Leasehold improvements
- Construction work in progress

Personal Property

- Equipment, including furniture, vehicles, boats and aircraft
- Library books and reference materials
- Works of art and historical treasures

Intangible Assets

- Computer Software (Include websites)
- Easements and Rights
- Licenses and Permits
- Patents, Copyrights and Trademarks

Fiscal Services

Capital Assets Definition

- 2.1 Capital Equipment: Any single item with acquisition cost of $5,000 inclusive of tax, shipping cost and installation, is a capital asset. Equipment is capitalized when the following three conditions are met:

    A. Tangible and intangible property (e.g. computer software) valued at $5,000 (e.g. two identical items totaling up to $5,000 does not meet the criteria in order to be capitalized.)

    B. Have a minimum useful life of at least one year or greater.

    C. Be used to conduct University business.

- Asset Accounts

Account	Descr	Account Use
607001	Master Planning	Capital Projects
607002	Acquisition	Capital Projects
607008	Service Districts Assessments	Capital Projects
607009	Capital Outlay Equipment	Capital Projects
607010	Lease Purchase	Capital Projects
607011	Minor Capital Outlay	Capital Projects
607022	Design Arch Fees	Capital Projects
607031	Construction Contract	Capital Projects
607032	Construction Management	Capital Projects
607033	Construction Other	Capital Projects
607037	Capital-Insurance Premiums	Capital Projects
607038	Capital-State Agency Costs	Capital Projects
607041	Contingency	Capital Projects
607042	Construction Reserve	Capital Projects
607090	Captl Asset Expend Adjust (AM)	Capital Projects
607099	Capital Transfers	Capital Projects
607801	Land Over $5k	Capital Projects
607802	Buildings Over $5k	Capital Projects
607803	Libraries Over $5k	Capital Projects
607804	Bld Improvements Over $5k	Capital Projects
607805	Campus Infrastr Over $5k	Capital Projects
607806	Non-Bldg Improv Over $5k	Capital Projects
607807	Construction Equip Over $5k	Capital Projects
608001	Library Books	Library
608006	Media	Library
616001	Communications Over $5k	Capital Assets
616002	Desk/Lap/Peripherals Over $5k	Capital Assets
616003	Software Over $5k	Capital Assets
616004	Computer Networks Over $5k	Capital Assets
616801	Servers/Peripherals Over $5k	Capital Assets
619002	Instructional Equip Over $5k	Capital Assets
619801	Furniture/Equipment over $5K	Capital Assets
619802	Vehicles over $5K	Capital Assets
619803	Works of Art over $5K	Capital Assets

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Certify

Leslie Brotcke,
Financial Services

Fiscal Services

Certify

The approval workflow changed in CERTIFY from a Lock Approval Workflow to a Flexible Approval Workflow effective November 5th, 2019. This was done to allow employees to create and submit expense reports with multiple approvers. The new Flexible Approval workflow is an approval workflow wherein an employee does not have an assigned approver. Although, the expense reimbursement can be forwarded to as many approvers as needed. The Signature Delegation of Authority policy should be followed and will be required. With this Flexible Approval Workflow, there can be reviewers and additional approvers as well as the person of who has Signature Delegation of Authority for the travel expense.

Fiscal Services
Certify

Process Flow:

- Employee/Traveler will be prompted to select an approver when submitting an expense report
- Employee/Traveler will need to state in the memo who the next approver/s are after the first, second, third, and etc, approver
- The Approver will follow the same pattern while approving the reports
- Once the expense report is approved, that approver can either forward the report to another approver or submit to the Accounts Payable Department for reimbursement
- Only employees with executive/manager roles can forward the expense report to another approver
- The Signature Delegation of Authority policy is required and if the expense has multiple departments there will need to be a Signature Delegation of Authority from each department

Contact us:

Myrna Sta Ana at myrna.staana@csuci.edu or Leslie Brotcke at leslie.brotcke@csuci.edu

Accounts Payable Team at: Accounts.Payable@csuci.edu

Travel Ban Updates

Leslie Brotcke,
Financial Services

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Fiscal Services

Travel Ban

The following states are currently subject to California's ban on state-funded and state-sponsored travel:

1. Alabama
2. Kansas
3. Kentucky
4. Mississippi
5. North Carolina
6. South Dakota
7. Tennessee
8. Texas
9. Oklahoma
10. South Carolina
11. Iowa

Human Resources Updates

Laurie Nichols,
Human Resources

Budget & Planning Updates

Barbara Rex,
Budget & Planning

Budget & Planning

Facilities Chargeback Structure
Effective July 1, 2019

QUESTIONS?

FUTURE TOPICS?

Next Meeting:
Wednesday, February 12

If you have questions related to the schedule, please contact Teresa Montoya
at teresa.montoya@csuci.edu