

FHR Council Meeting



**California State
University**

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**April 27, 2022 (Virtual)
10 a.m.**

WELCOME



Mitzi Williams

Executive Director of Human Resources

Stephanie Bracamontes

Assistant Vice President for Financial Services/Controller

Agenda

- I. Welcome
- II. New Employees
- III. Staff Updates
- IV. Active Recruitments
- V. CSUBuy
- VI. Year-End Deadlines
- VII. Finance 101 Training
- VIII. Student Employment Deadlines
- IX. Questions



New Employees



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New Employees

Financial Services



Gabriel Najjar

Buyer II/Contract Specialist



Minna Chang

Auxiliary Finance Manager



Makayla Matheu

Procurement/Accounts Payable Coordinator



STAFF UPDATES



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Staff Updates

Procurement & Contract Services

Francine Iqbal, Director of Procurement has departed. We thanked her for her contribution and time at CSUCI. Carolyn Meeks will serve in the interim until the position is filled.

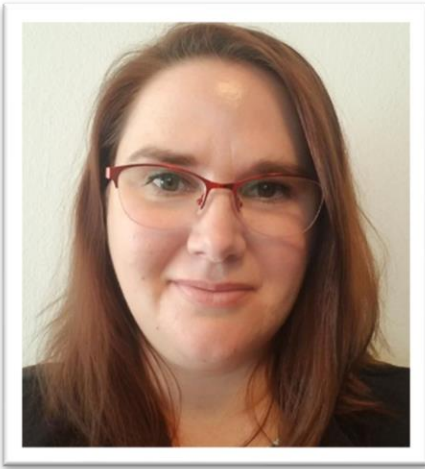


Carolyn Meeks
Interim Director



Staff Updates

Human Resources



Congratulations



**Jessica Parker was promoted to the
Classification and Compensation Specialist
position.**

Staff Updates

Human Resources

Stephany Rodriguez has been promoted to the Academic Personnel Analyst position. She will be moving to Faculty Affairs.



ACTIVE RECRUITMENTS



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Active Recruitment

Financial Services

Procurement & Contract Services

- Property Clerk

Student Business Services

- Accounting Technician II
- Student Financials Lead



Have a question or comment?
Collaborate via the raise hand feature or chat.



Questions

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Note: You may need to change to full screen or adjust the size of your window to accommodate/view all attendees.



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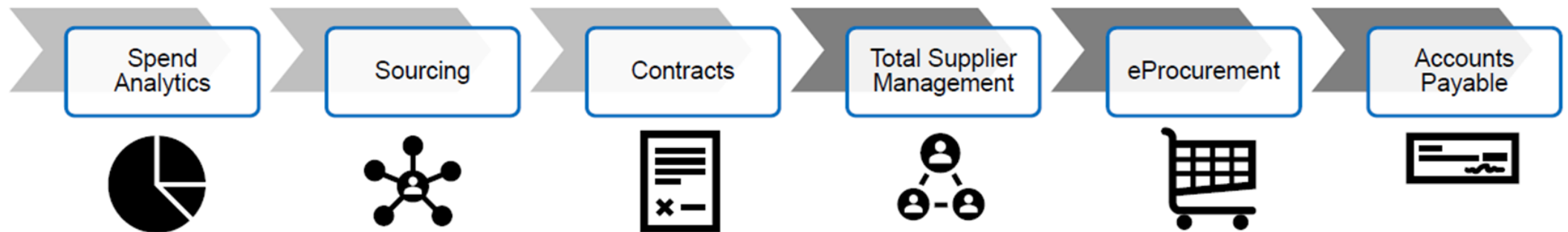
CSUBuy Update

CSUBUY Aligns Processes to Capture Value

Source to Pay

Source to Contract

Procure to Pay



Harness technology to:

- Reduce paperwork
- Reduce costs
- Mitigate risk/Business continuity
- Increase Spend visibility

- Leverage Spend
- Increase Productivity
- Ensure Compliance and Control
- Eliminate redundant systems and processes

Marketplace Update

The myCI Marketplace
tile has updated to CSUBuy
(pictured to the left)



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YEAR END DEADLINES



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Year-End Deadlines

PROCUREMENT



Deadline	Description	Contact Information
Friday, April 29, 2022	Deadline for requisitions \$50,000 or greater with all backup attached to be submitted to Procurement. The requisitions must be budget checked and approved.	purchasing@csuci.edu
Friday, May 27, 2022	Deadline for requisitions and PO's \$10,000 to \$49,999.99 with all backup attached to be submitted to Procurement. The requisitions must be budget checked and approved.	
Friday, May 27, 2022	Deadline for requisitions less than \$10,000 with all backup attached and PO's to be submitted to Procurement. The requisitions must be budget checked and approved.	
Friday, June 10, 2022	Change Orders	
Wednesday, June 15, 2022	*Receiving on Site	
* Receiving on Site: Please work with the vendor to have the product on site by June 15, 2022, to ensure receiving is completed in FY21/22		

Year-End Deadlines

FINANCIAL SERVICES



**Please stand-by while a
separate document is
shared...**

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FINANCE 101 TRAINING



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Finance 101 Training

Upcoming trainings:

- **Accruals/Prepays**
- **Chart of Accounts/Assets**
- **Data Warehouse/CFS** – How to look up a supplier, confirm addresses, and confirm paid invoices.
- **Office Hours with Financial Services** – Bring questions to the Open Hours which could be beneficial to all.

Workshop Series Coming your way!



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Student Employment Deadline



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Student Assistant Bridge

- 2022 Summer Bridge: June 1, 2022, to August 17, 2022
- Deadline to submit requisitions for Summer Bridge:
May 13, 2022
- Please submit all requisitions to hr.forms@csuci.edu
- Fall 2022 Semester begins August 18, 2022
- Spring 2023 Semester begins January 21, 2023
- Information for student employment can be found at <https://www.csuci.edu/hr/student-employment/department-resources.htm>

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FHR Council website: <https://www.csuci.edu/financial-services/fhr-council.htmf>