



# Business Operations Forum

22 February 2022



California State University  
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# Agenda

- **BSS Update**
  - Sandra Amorim Ruiz, Director BSS
- **OSI Update**
  - Venkat Paruchuru, Director OSI
- **Budget Update**
  - Yolanda Anglin, Director Budget
- **Accounting Update**
  - Susan Koch, Director Accounting
  - Garren Fisher, Manager Accounting



# Welcome

*Business and Support Services*



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# Our Goal

Business and Support Services is dedicated to providing excellent customer service.

“We are here to help you get what you need, when you need it.”



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# What we do.....

- Procuring Goods and Services
- Executing and Negotiating Contracts
  - Goods/Services/Construction/IT/Student Placement Agreements
- Administration of the Procurement card
- Informal/Formal Solicitation Process
  - Goods/Services/IT/Construction
- Provide Procurement and Contracting Support to the Campus
- Compliance with State and CSU Policies
- Open Competition for State Dollars
- Fair, Ethical, and Professional Business Practices



# Benefits of Working with BSS

- Specialized knowledge
- Comply with statutes and policies
- Mitigate risks
- Facilitation of solicitation process
- Ensure fair and open competition
- Cost Savings Objectives



# Prepare for Success-PLAN

- Better business decision-making
- Opportunity to consolidate requirements
- Combine budget process with procurement planning
- Allows the best procurement methodology
- Tip: Reach out to Procurement early, when the need is conceived



# Bidding Limits/Thresholds

- Goods
  - *Under \$50K – No Bid/Optional Bid*
  - *\$50K and above – Informal Bid*
  - *\$100K and above – Formal Bid (Advertisement)*
- Services
  - *Under \$50K – No Bid/Optional Bid*
  - *\$50K and above – Informal Bid*
  - *\$100K and above – Formal Bid (Advertisement)*
- Small Business/Micro Business
  - *Under \$250K – two bids from SBE/MBE*





# Student Placement Agreements

Student Success  
Staff Support  
Site Safety  
Smart Statistics



*Cal State S4 is a system to track sites, collect forms, review student placements.*

*It acts as a contract repository for student placement agreements.*

**A one stop shop!**



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# CSUMB Signing Agents

- President (Eduardo Ochoa)
- Vice President for Administration and Finance (Glen R. Nelson)
- Associate Vice President for Finance (Stephen W. Mackey)
- Director for Business and Support Services (Sandra Ruiz)



# PaymentWorks

Sending the PaymentWorks “new vendor” link

- Click “Vendor Master Updates”
- Then select the tab “New Vendor” to set up a New vendor
- Go to Procurement’s CSUMB website: <https://csumb.edu/finance/procurement>
- Scroll down to “New Vendors” and click the link titled “PaymentWorks” (<https://paymentworks.com/login/saml/?idp=csumb>)
- Log in with your Otter SSOs”
- Click the “Send Invitation” button in the lower left



# Procurement Card

**NEW!**

- Standard limits are \$2500 per purchase and \$5000 monthly spend.
- Request a temporary limit increase by an email from the Approving Official or a permanent increase by completing the ProCard Change form located on the Procurement website.
- Cannot be used for dine-in on-campus restaurants, e.g., Otter Express, Starbucks, Chartwell.
- CAN NOT be used for off-campus restaurants, fast food places, hotels, or any travel expenses, including gratuity.
- Can only be used for catering through our on-campus contracted food vendor. Must have prior approval by completing the Catering Approval Form and attached to the documentation.
- Purchases are reviewed and authorized by their approving official at the end of each monthly cycle.



# Approving Official's Responsibilities

- Must be in a supervisory position with the cardholder.
- Review and approve the Cardholders charges each month.
- Funding is appropriate and available.
- Recommended to have a secondary Approving Official if the primary Approver is not available to review and sign the report.
- Follow up with the Cardholder when the card has been misused to ensure the Cardholder is aware of the policies concerning the use and any purchase of restricted items is appropriately documented.



# Restricted Purchases

- IT hardware/software and license fees
- Sensitive Equipment (greater than \$1,000)
- Fixed Assets

# Prohibited Purchases

- Splitting of purchases
- Travel Related Expenses
- Personal Purchases
- Minor capital outlay projects or special repairs



# Property and Asset Management

- **Capitalized Property-**
  - Has total acquisition cost of \$5,000 or greater
- **Non-Capitalized Property**
  - Has total acquisition cost of \$2,500-\$4,999
- **Sensitive Equipment**
  - Easily subject to theft/ “high-risk” equipment
  - Regardless of cost
  - Mainly includes firearms, cameras, drones, & scientific/instructional equipment



# When to Contact Property

- Relocation of Property
  - Asset is being transferred between departments
  - Asset is being transferred inter-departmentally to new location
  - Email Property Department with new location info.
- Property Disposal
  - Asset is no longer in use to CSUMB
  - Asset needs to be completely taken out of system
  - **Request for Property Survey Form** to be filled out
- Lost/Stolen Property
  - Contact & File Report with University Police
  - **Property Loss Report** to be filled out
- New Asset on Campus
  - Email Property Department with info on asset AFTER it has been received by the campus





# The auctioning of surplus property

- When an item is no longer needed/in use by CSUMB, but is in fair enough condition to be sold
- Procedure:
  - Contact Property Department requesting Public Surplus/CSUMB account (Note: Seller needs a P.S. account affiliated with CSUMB only. No personal account use if selling CSUMB property)
  - Property Dept. will create an account for seller and schedule a training session to go over P.S. system
  - Seller will create their own auction for the item needing selling, and Property Dept. will release the auction once reviewed
  - Seller remains in contact with potential buyers, NOT Property Dept.



# Procurement and Contracts Website:

<https://csumb.edu/finance/business-and-support-services/>

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# Questions??



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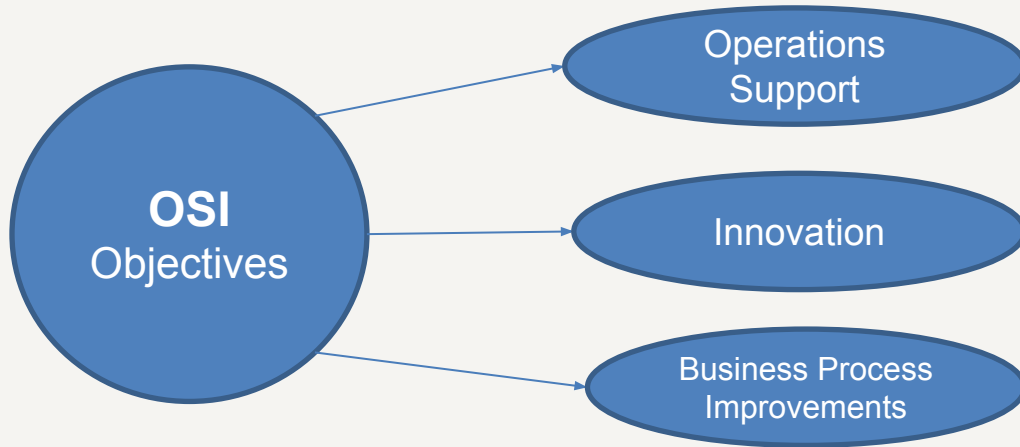
# Welcome

*Operational Support and Innovation (OSI)*



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# Introducing Operational Support and Innovation (OSI)....



Effective 1/1/2022, we have transformed the now retired ASM department from a primary PeopleSoft (CMS) systems support role to an operations support and innovation role.



## Meet Team OSI

**Venkat Paruchuru**  
Director, OSI  
vparuchuru@csumb.edu

**Marlene Sabanal**  
Senior OSI Analyst-  
Finance  
msabanal@csumb.edu

**Marie Camacho**  
Senior OSI Analyst-  
HR  
mcamacho@csumb.edu

**TBD**  
OSI Analyst

Department Email  
[osi@csumb.edu](mailto:osi@csumb.edu)



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# Questions??



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*Budget Update*



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# 2021-22 Base BUDGET RECAP



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# 2021-22 Base Budget Recap

2020-21 Base Budget Deficit	(5,784,000)
2021-22 Budget Allocation	6,239,000
2021-22 New Base Budget Expenses	<u>(4,882,000)</u>
2021-22 Base Budget Structural Deficit	(4,427,000)

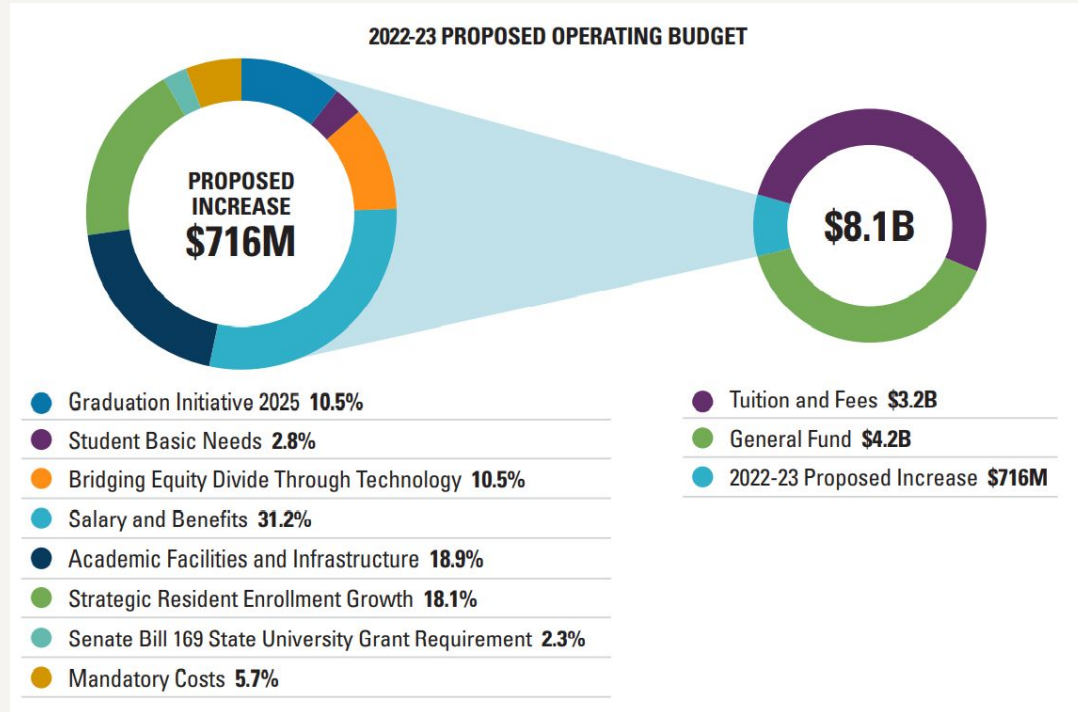


# 2022-23 CSU Operating Budget Request



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# 2022-23 CSU Operating Budget Request - BOT



# **Governor's January 10, 2022 Budget Proposal Announcement**



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# Governor's January 10, 2022 Budget Proposal Announcement

- **Base Operating increase of ~~\$716M~~ \$304.1M:**
  - \$211.1M - represents a 5% base increase to support operational costs
    - *Contingent upon the Administration and CSU reaching agreement on a multi-year compact by the May Revision*
  - \$81M – support resident undergraduate enrollment growth
    - *Based on 9,434 full-time equivalent students systemwide*
  - \$12M – support foster youth programs



# Governor's January 10, 2022 Budget Proposal Announcement

- **One-time augmentation of \$233M:**
  - \$100M – support for deferred maintenance and energy efficiency projects
  - \$83M – construct CSU Bakersfield Energy Innovation Center
  - \$50M – support equipment and facilities for CSU University Farms



# Questions??



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# Welcome

*Accounting Update*



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# GIFT CARDS

- New Procedures **April 1, 2022**



# GIFT CARDS – tax implications (not new)

- “Cash and cash equivalent items, such as gift cards and gift certificates, no matter how small, are always taxable to the employee as wages.”
  - [CSU Hospitality Policy](#)



# GIFT CARDS – when can they be used?

- The University may conduct academic research where participation and/or information collections from participants is necessary.
- Will be used within established guidelines to facilitate making payments to participants in research studies
- *These incentives are subject to US tax law and IRS regulations* and there are specific rules that must be followed in order for the University to remain in compliance.



# GIFT CARDS – Requesting

- Departments must first acquire explicit authorization from Accounting Director to purchase gift cards on a case-by-case basis.
- If using Procurement Card, must also acquire approval from Business & Support Services to purchase gift cards.



# ADOBE SIGN

- **Accounting will require signed documents be routed through Adobe Sign effective April 1, 2022.**
  - Adobe Sign has matured in past year
  - Supports sustainability and business process improvement efforts
    - All disbursement requests to outside parties must be routed with appropriate approvals through Adobe Sign.
    - If transactions are received via other measures, they will be returned and requested to be routed through Adobe Sign.



# NEW NAME for CPO

- **Who knows what CPO stands for?**
  - Does that even make sense?
- **In the next few months, the Chancellor's Office will be transitioning to a new name – IFT.**
  - **IFT = Inter-agency Financial Transaction**



# Questions??



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# Next BOF

- **22 March 22 – 2 – 4PM**

