



**Delegate Teleconference Meeting  
Wednesday, December 5, 2014, 9:00 a.m. – 11:30 a.m.**

Members			
x	Doug Wade (Bakersfield)	x	Brett Holman (San Luis Obispo)
x	Missy Jarnagin (Channel Islands)	x	Mary Hinchman (San Marcos)
x	Stacie Corona (Chico)	x	David Crozier (Sonoma)
x	Steve Mastro (Dominguez Hills)	x	Julie Benevedes (Stanislaus)
x	Darrell Haydon (East Bay)	x	George Ashkar (Chancellor's Office)
x	Clinton Moffitt (Fresno)	x	Rodney Rideau (Chancellor's Office)
x	Steve Yim (Fullerton)	x	Jean Gill (Chancellor's Office)
x	Carol Lorentzen (Humboldt)	x	Mike Redmond (Chancellor's Office)
x	Sharon Taylor (Long Beach)	-	Tom Roberts (Chancellor's Office)
-	Mae Santos (Los Angeles)	x	Michelle Schlack (Chancellor's Office)
x	Ken Toet (California Maritime Academy)	-	Nancy Freeland-Paice (Chancellor's Office)
x	John Fitzgibbon (Monterey Bay)	x	Lily Wang (Chancellor's Office)
x	Deborah Wallace (Northridge)	-	Ryan Storm (Chancellor's Office)
-	Darwin Labordo (Pomona)	x	Michelle Norton (Chancellor's Office)
x	Justine Heartt (Sacramento)	x	Chris Canfield (Chancellor's Office)
x	Monir Ahmed (San Bernardino)	-	Sedong John (Chancellor's Office)
-	Agnes Wong Nickerson (San Diego)		
x	Maureen Pasag (San Francisco)		
x	Josee Larochelle (San Jose) Chair		
-	Shawn Bibb (San Jose) CABO Liaison		

*Other Attendees: Al Viteri for AVP Labordo (Pomona); John Tchong for AVP Santos (LA); and Chris Bronsdon for AVP Nickerson (SD).*

1. Welcome and Agenda Approval – Josee Larochelle

Chair/AVP Larochelle called meeting to order at 9:06 a.m. Agenda was approved as presented.

2. CABO Update – No Update (CABO meeting rescheduled for 12/16)

VP Bibb was not present and there was no official update. Chair Larochelle provided an outline of the scheduled CABO meetings. The last meeting was in November and the next meeting will be on December 16. Items to be discussed include support budget decisions and capital financing. Modification requests for Pro Card enhancement was forwarded to the CABO group with quick turnaround for response. If no concerns, then requests will be forwarded to the CFS Steering Committee.

3. Treasurer's Financial Report – Mary Hinchman

AVP Hinchman reported there was minimal activity since the last meeting. Net income is almost \$10K and the fund balance is \$103,077. AVP Hinchman reported that there were few more invoices received from CSU 101 and she inquired with Mr. Holman if all campus invoices and reimbursements have been

submitted. According to Mr. Holman, his understanding was a Cash Posting Order (CPO) was submitted so he doesn't think there were any more pending reimbursements; however, he will review and provide update.

AVP Mastro brought up the discussion of taking strategy to use fund balance to cover speaker fees so not to increase registration cost. He inquired if FOA thought about going out a year or two for hotel commitment and asking the procurement officers to review appropriate fund balances. Chair Larochelle stated we have not had this type of discussion. From an overall strategy, FOA members do not pay dues if there is sufficient fund balance. FOA has contract for hotel commitments for the 2016 Business Conference and the 2015 CSU 101 Conference. Chair Larochelle indicated that motivational speaker costs are not covered by registration fees. It will be up for discussion between FOA and PSSOA to use fund balance to cover those cost. The conference program and waiting for program tracks to be submitted to finalized cost, which could be significant. As of now, the budget is still preliminary without actual quotes to come back to FOA or PSSOA to leverage fund balance for motivational speakers.

AVP Mastro also inquired if FOA has gone forward with discussions with PSSO on appropriate fund balance for affinity groups. We need to provide justified reasons for reserve policy. He would like to see that FOA to take leadership role on how these types of organizations to create and manage resources in the best interest of the CSU. Chair Larochelle concurred that these good points. AVP Jarnagin is working on affinity groups guidelines and will discuss later. Chair Larochelle inquired if we should have a small group of executive committee members draft the FOA policy. AVP Mastro affirmed. The Chair solicited AVP Hinchman for thoughts since she has been treasurer for a long time. Since AVP Larochelle has been chair, the FOA fund balance has been about \$100k. AVP Hinchman stated that fund balance on average shifts from \$90k - \$110k. Most conferences break even with no net income or loss. We are spending down fund balance, moving in those directions slowly, and are using FOA and PSSOA funds to offset speaker cost. There were also discussions about advance payments/pre-payments, minimum fund balance, updating FOA bylaws and including it in the bylaws for affinity groups, etc.

#### 4. CMS Updates and Project Status – Mark Crase (time certain 9:30 a.m.)

In regard to CHRS, FOA members should have received update status from Mr. Steve Relyea and Ms. Lori Lamb around September 18, either directly or indirectly. The update status was from the CHRS Steering Committee, EVCs, and Mr. Crase. There is commitment to get this project done since it is the record system for HR. EVCs Relyea and Lamb are two new senior executives so they will be driving the CHRS project. Mr. Crase also reported that they need to put together RFP for third party risk assessment; the RFPs are due January 8. The CHRS team will get proposals on January 9, distribute them for review, and conduct interviews afterwards. Interviews for finalists will be on January 21-22. The plan is to have a recommendation by January 23 and have the contract in place early February.

The risk assessment will be a 90 day project which will put the team into middle of May for project recommendation. There is work restriction, "boiler plate" process, due to State restrictions. Some vendors will drop off as expected. Chair Larochelle asked for confirmation that the first phase the risk assessment with anticipated completion date in May 2015. Mr. Crase confirmed and hopes to have recommendation on restarting CHRS project.

Chair Larochelle commented that FOA has many interests, especially the LCD processes that take information from the HR side to the Finance side. We haven't had much liaison from HR for a while, so there were concerns about being left out of the planning concept and how things work. As things restart, Chair Larochelle respectfully requests that FOA have representation to ensure project works smoothly. At campus level, we have been involved in campus HR processes. From a global perspective, we need to have FOA involvement. Mr. Crase acknowledges the concern about inclusiveness in these projects especially in CHRS. There is dissatisfaction about stakeholder engagement as expressed by the same number of campuses. Whether that is true or not, that's the perception. There is a host of reasons that led to CHRS's initial failure. Did the governance model

worked? What mistakes were made that prevented the project from going forward? The team is focusing on moving forward and making improvements.

George Mansoor provided the operational updates. MP1 testing has been completed with FOA's support and received all signoff. They have started on 1099 testing and to be completed by Friday, January 12th. They are sending out bulletin to apply MP1 on January 17th. They extended outage on 17th with turnover time on Thursday 18th. AVP Heartt asked how accurate is the prediction for MP1 to come back on the 18<sup>th</sup>? Need to push for check run to print on 19th. Mr. Mansoor affirmed the 19th date. Mr. Monsoor further commented that should anything deviate, we will start the communication process. Mr. Mansoor confirmed system outage at noon on the 17th. They will send out regular stakeholder notices regarding abnormal window timeframe.

Phase 1 modification to sponsor program module will start. The team is looking to finalize timeline on phase 1 to test in the March. Phase 2 modification to billing is being reviewed. If campuses have COMR with MP1, need to be submitted by December 10, today. If anything required to be submitted with MP1, need to submit by COB today. Mr. Crase stated there was interest in campus demand for campus modification. CHRS committee decided not to lift the band on modification but want to review this process. Chair Larochelle thanked Mr. Monsoor and Mr. Crase and appreciate them joining every month.

#### 5. CFS Data Warehouse Enhancement Project – Cheryl Kwiatkowski (10:00 a.m.)

The CFS Data Warehouse project schedule is on target to meet milestone on Release 1 deliverables. We are converting existing data warehouse to update with chartfield attributes. We are starting to rewrite the script, code extract data from PeopleSoft, working on remodeling, and rewriting code with new tool set to get into new environment. We extended chartfield reporting. Modelers and builders have begun work transferring data into new data warehouse. Agenda for all day meeting is to look at the historical reporting tree. We are looking at redesign and modifications. We are also working on consolidation of reports and dashboards. How to take advantage of new features and functionality? We spent time reviewing unique business unit requirements including PI at sponsored program. There is a need for reporting for auxiliary. There should be distinction between department level budget users vs. power users. After long discussion, attendees broke into various teams. Each team will look at various dashboards. Debbie will review the Operations and Management My Budget dashboards. Sue de Rosa will review the Sponsored Programs dashboards. Elaine and Kelly will review the Management dashboards. Kelly asked how to standardize the naming convention for trees. We will schedule another in-house meeting and once done, we will submit to FOA on how the Release 1 reporting capabilities will look like. It's also good to have a session or two in the April meeting to present on the 11G rollout. If interested, we can start to plan the session. Amy Ahearn can present as well. AVP Lorentzen wants to make statement in support of maintaining chartfields to have commonality across system.

As some modules are developed, campuses have to modify them to fit specific campus needs which can cramp the University's ability to establish chartfield strings. In regard to the Sponsored Programs module, we have salary codes set up for specific salary. In sponsored program, they created new salary codes that are different. When they try to create report that maps across it becomes challenging. AVP Taylor said that's a campus decision. Ms. Kwiatkowski stated they brought over existing codes and will never require specific values. AVP Taylor indicated campus sponsored program management make those decisions. Chair Larochelle asked for other questions and thanked Ms. Kwiatkowski.

#### 6. CO Financial Services Updates – George Ashkar

In the upcoming BOT meeting, there will be two finance items. CO Financial Services is preparing for presentation on the Channel Island dining project and the Pomona parking structure. Channel Island's projects are related to the Channel Island 2025 plan. AVC Ashkar is also working with Bakersfield and the Binden Office complex. Both presentation agenda item is being prepared with Presidents' participation. Audit will present on the 2013-14 financial statement related to the A133

financial aid and auxiliary. There are 145 audits for auxiliary as well as the NCAA statements that need to be reviewed.

#### 7. Miles Nevin CSSA speak on: "Update on CSSA Optional Fee Structure"

Miles Nevin is Executive Director of CSSA, which is a quasi-independent student association. CSSA is an independent government board that has an MOU with the CSU and works out of the CO. ED Nevin explained that for CSSA to be more independent, to grow, and to be more stable, students have asked the Chancellor and BOT to establish a system-wide student organization fee. In order to make this legal, it was designed to be an optional fee. Mandatory fees cannot be used. The proposal is to collect the fees in fall and spring. Quarter-based campuses will be collected in winter. Proposal will be presented to the trustees. There will be annual audits based on external and internal auditing standards. There will be oversight from CO. ED Nevin is hoping to have this item on agenda. There may be some concerns from campus business and finance officers as to how this will be implemented. He wants to give opportunity to discuss details.

According to AVC Ashkar, his area worked with ED Nevin and his team to come up with prototype on how this will look like. We need to review to see how the fee will post on the student side and how it will be reflected in CFS. The proposed optional fee is schedule for the January BOT agenda. His area is preparing the item for presentation. The details will spell out what campus will be responsible for. There will be meetings with accounting to discuss transfer of funds. He thinks it should be ok on staffing and financial impact. AVP Haydon stated, the last time this came up campuses needed to waive students who didn't want to pay. AVC Ashkar indicated students can opt out of this fee at time fee is charged; the students will be responsible to opt out of fee. AVP Haydon asked if there is an option for students to pay on-line or at the office. AVC Ashkar clarified the fee will show up on their shopping cart. How this will be collected will be different from campus to campus.

AVP Taylor asked if the information has been communicated to the student side of the house. She has not received information on the student side. AVC Ashkar clarified the information was provided by ED Nevin to the CSSA side. There were discussions on how students can opt-in or opt-out at particular periods in the registration process. AVP Taylor commented that campuses need to have more understanding from a procedure perspective. According to AVC Ashkar, they have designed specifications that show operational details on how the fee will be implemented. AVPs Haydon and Taylor both expressed concerns about not having campus input from the student administration side.

Chair Larochelle indicated this item needs to be on the next FOA agenda. She understands this fee proposal is in the works. FOA raised concern about ability to implement this. What leverage and options are available to campus to implement this? What is the timeline during the fall implementation? Is there staff recommendation on when it will be implemented during the fall registration process? AVC Ashkar stated the implementation timeframe has not taken place; rather the discussion is on the legal and student ramifications and whether it's opting in or opting out. The effective date has been determined to be around fall 2015. What the board will be acting on is the fee and legal ramifications. How the fee affects students and the legal ramifications from the OGC perspective. Cal Poly begins registration in early May, so it may be problematic.

AVC Ashkar pointed out that when we do work on behalf of auxiliary organization, we need to recoup those cost; CSSA is not an auxiliary. The CO helped fund CSSA as in the past, however, we have not discussed funding with this proposed fee. ED Nevin believes this proposed fee is achievable for Chancellor White and the BOT. They have been working on technical and legal details.

Chair Larochelle thanked ED Nevin for joining the group today. She further commented that one of the biggest issues is communication on implementation of fee. Students are now very knowledgeable about their costs and fees. Communication to students will be very important. Can you provide communication plans to students on the options for students? Is there a concerted communication plan in place? According to ED Nevin, they have worked internally to develop communication plan and has worked with CO public affairs. Media outreach and forums on campuses will continue through spring of next year. Each campus gets specialized tool kits. They recognize that students don't recognize what CSSA is. Chair Larochelle asked if the tool kits will be provided to students and also to the FOA

delegates so they can leverage that information. Chair will invite ED Nevin to come back and provide update on communication and where things stand.

## 8. CO Updates

### a. Procurement – Tom Roberts

Not available – no report

### b. Budget – Rodney Rideau

On the Sacramento side, legislation was introduced to give more funding to higher education. Legislature wants to augment the 4% budget and increase enrollment by 10,500 FTES and to provide funding for that. Legislation proposed to allocate \$25 million for more classes and \$50 million for student services. Another item being proposed is the student completion grant. For each completed units, students will receive grant as reward. All of these proposals were designed to help get students through the University quicker. They did similar things for UC. They increase UC by \$50 million and repeal fee increase. They will give UC monetary increase as CSU. Redirect funds from the middle class scholarship. Students currently receiving that scholarship will receive them through 2014-15. Under SB15 provisions, there is proposal to increase UC non-resident tuition by about \$4k. Even with the increase, the new amount will put UC below market competitor like the Univ. of Michigan. They will provide additional GF support. Mr. Rideau further commented that he is unsure if all these will happen in the spring. CSU Financial Sustainability Task Force Group will focus on SUG issue. For background, there is public website to follow what's going on in the committee. As the group starts reviewing proposals, they will post on <http://calstate.edu/financial-future/>. Campuses should receive enrollment targets shortly based on 1% growth number until the January and spring budget discussions. CO Budget Office will provide Lottery procedure guidelines and Department of Defense tuition reimbursement information once they are finalized. Chair Larochelle thanked Mr. Rideau for all his help with FOA and wished him the best time for his next chapter in his life – retirement.

### c. US Bank Payment Plus – Mike Redmond

Two campuses are involved in pilot. One group worked on the policy manual and the other is working on the procedure manual. Mr. Redmond stated that patience is required for pilot testing due to the unknowns. There are a lot of set-up processes. We need to do maintenance pack testing and 1099. We won't thoroughly test until January – early February.

### d. Auxiliaries Policies, Procedures and Guides – Mike Redmond

There is a representative group looking at the auxiliaries' policies, procedures, and guidelines. There is representative from FOA (Chair Larochelle), from AOA, and 3 attorneys from the CO. Mr. Redmond reported that the meeting went very well. We are looking to take down old 2000/2002 compilation of auxiliary policies and procedures – identifying holes and needs. We are on target to pull that down and put new compliance guide. The group is planning to present at AOA and FOA conferences. He asks the delegates to email him that if they are interested in agenda.

### e. CSU CCC UC Cooperative Procurement Group – Mike Redmond

Cross institutional efforts among the CSU, CCC, and UC. This is an effort of the Chancellor and the UC and CCC leaderships. Mr. Redmond reported that they are making good progress on this item. There was a meeting in May and the pre-conference workshop was productive. There was a follow up workshop last month. They are now breaking down into small groups to look at specific alternatives. Chair Larochelle thanked Mr. Redmond. Mr. Redmond really appreciates AVP Moffitt and AVP Darwin for cooperative efforts.

f. Audit – Michelle Schlack

According to Ms. Schlack, OAAS is completing the Continuing Education and Information Security audits. They are working on 2015 audit plan.

9. CSU Business Conference 2015 – Josee Larochelle

Registration for attendees has been open for a 1 ½ week. There have been less than 70 registrants so far, which is typical. Hotel registration is on track as well. We are finalizing registration on-line for vendors. Once that is sent out some of the hotel slots will be picked up by vendor. Still need track information from some groups which will increase the audio video costs. Chair Larochelle further indicated that the sooner we can finalize program guide the better we will be. At this point, key note speaker will not be available for Monday's dinner. She scheduled EVC Relyea to speak on Tuesday morning as a regular speaker, rather than keynote. Chair Larochelle indicated EVC Lori Lamb is on the list for potential keynote speaker. She is looking for legislative person. AVP Taylor asked if EVC Lamb is on the agenda as a regular speaker. The number of speakers will impact time for track. AVP Taylor commented that its good idea to put one of those people as keynote. Chair Larochelle indicated the Chancellor will not be available. All those we identified are options we are exploring as keynote speaker.

10. FOA and PSSOA – Josee Larochelle, Clint Moffitt, and Missy Jarnagin

We are going to have an in person meeting with 3 representatives from FOA and PSSOA, scheduled for January 5-13.

11. FOA Affinity Guidelines - Missy Jarnagin

AVP Jarnagin thanked Chair Larochelle and AVP Ahmed for meeting. We updated the bylaws for affinity groups and established what the expectations are. The group will have a draft by end of week and forward it to CABO.

12. CFS Advisory Committee Enhancement Review – Darrell Haydon

Seven campuses are involved in the review. We need to go back and rescript the list of proposed enhancements. The committee looking at CFS enhancement will prioritize which enhancements will be worked on. They will need to look at charter which was originally established in 2008, which established platform and considerations for modifications, support best practices, and increase operational efficiencies. There is a need to share configuration values when practical. We have some internal work to do. At the February AOA meeting, we will have a tentative prioritized list to present. If there are questions, please send AVP Haydon an email. Chair Larochelle thanked AVP Haydon.

13. SubCommittee Reports

a. Strategic Sourcing – Darwin Labordo

No additional updates from what Mr. Redmond provided.

Chair Larochelle pointed out there was a question raised on last month's presentation on the Dream Loan, as presented by Dean Kulju. At this point, nothing has been decided on funding. Another item was presented by Jean Gill on Student Union financial statements. Ms. Gill stated that her goal was to ask question and see if we can work on answer at next meeting. She has pdf document to distribute to everyone after meeting. On CO website, there is some financial data posted related to USU-balance sheet and income statement. These are not audited statements and are posted every year. Ms. Gill wants survey if campuses are using this information on the website.

14. Liaison Reports

a. Accounts Payable (AP) – Justine Heartt

No report.

b. Student Accounts Receivable (SAR) *including CashNet* – Brett Holman

With regards to course match update, CO requires implementation by January 9 and will be a tight time-frame considering the CO will be closed for 2 weeks. Among campuses, there were numerous questions on fee structure and set-up. We need to find ways to reflect charges on student accounts for the military student assistance program. Campuses received notice that upgraded them from provisional to full approval based on CO rate sheet. Rates will be effective in Spring of 2015.

c. Purchasing (PSSOA) – Missy Jarnagin

No Report. AVP Jarnagin continues to work with Budget Officers Association (BOA) on bylaws.

d. Budget – Missy Jarnagin

No Report.

e. Sponsored Programs – Sharon Taylor

AVP Taylor forwarded meeting notes from November meeting. Chair Larochelle has not sent the meeting notes out. There was a November meeting with FUG at Sonoma. It was a good meeting. Great progress was made with Cheryl and the CO group on the need for modification and sponsor program modules. AVP Taylor posed question whether is it time to look at grant module and implement that instead of looking at existing solutions? Sue De Rosa from CO group wants to ensure we are on same page.

AVP Taylor reported that there was demo on the billing process, chargeback process with Elaine, and the conference went on for 7 hours. There was request to add tree to agenda. AVP Taylor indicated that the information is published on SharePoint. Chair Larochelle thanked AVP Taylor.

f. CFS Advisory Committee – Josee Larochelle

Meeting was adjourned 11:05 a.m.

15. Future FOA Delegate Meetings

January 14, 2015 - Teleconference

February 8, 2015 – AOA Conference, 11:00 – 5:00, Pasadena, The Langham Huntington

March 18, 2015 - Teleconference 9:00am-11:30am

April 6-8, 2015 - Business Conference, Anaheim, CA (FOA meeting April 6)

May 13, 2015 – Teleconference 9:00am-11:30am

June 17, 2015 – In-Person Crowne Plaza, LAX 9:00am-2:30pm