



**Delegate In-Person Meeting  
The Langham Hotel Pasadena – Viennese Ballroom  
Sunday, February 8, 2015, 11:00 a.m. – 4:00 p.m.**

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

Additional Attendees: Debbie Brothwell; Cheryl Kwiatkowski; Amy Ahearn; Sue DeRosa and Lori Hoffman for AVP Corona (Chico).

1. Welcome and Agenda Approval – Josee Larochelle

Meeting started promptly at 11:00 am with the discussion of agenda item 4 – SIRF. The delegates also recognized AVP Heartt for her leadership and dedication to FOA. AVP Heartt is retiring from the CSU after 25 years of service.

2. CABO Update – No Update (*CABO meeting is tomorrow*)

Some of the items on the CABO agenda include:

- Update on Budget task force – Sustainable Financial Budget Model

- Carry Forward Policy Revision discussion - adjusting carry forward limit to allow for operating funds to provide flexibility for the change in capital financing, building up reserves, etc.
- Capital Financing Capital Outlay 2016-17 priority setting. Changing mechanism by which we get in line for capital programs and adding “bonus points” if you are going to fund part of the project.

### 3. Treasurer’s Financial Report – Mary Hinchman

Not much changes on financial activity. As of January 31, 2015 the fund balance is \$109,487.

### 4. Student Involvement and Representation Fee (SIRF) – George Ashkar and Rodney Rideau/Chris Canfield

Discussion started at 11:00 a.m. AVP Larochelle started comments on SIRF webinar only addressed the CMS component of it. FOA is looking for guidance on accounting and budget policies behind the fee. There are questions on the politics of the fee. SIRF is voluntary fee optional fee for students. Students will have the option opt-out up to census date. Mr. Rideau explained that once the student pays SIRF, there will be no refund. There were many questions raised by the delegates including fee collection method; guidelines; fee policy prohibiting campus to refund amount less than \$5; uncollectable/write-offs; cost recovery; communications; financial aid implications, etc.

AVC Ashkar also reported that CSSA will track the “pay” and “no pay” in the systems and they will provide report to the CO and Board of Trustees. He also pointed out that CSSA made the commitment to inform students. Delegates suggested CSSA should coordinate with the campuses with regards to communications of this fee to students to ensure consistency with campus procedures.

The delegates suggested that on the policy, the CO should consider the campuses refund policy. The delegates also recommend standardization. AVC Ashkar indicated that if there is a programming question, campuses can talk to George Mansoor.

### 5. CFS Access to On-Base Imaging Vendor – Clint Moffitt

AVP Moffitt reported that their campus is looking into a better online-requisitioning program and interfacing to Accounts Payable. Data is being taken from Non-CSU environment into PeopleSoft environment. They are taking data out of requisitioning purchase orders systems and moving those transactions directly into PeopleSoft. The current process is manual and workload intensive. AVP Moffitt indicated that On-Base is willing to provide resources to pay for the programming but they need to be able to access certain areas in CFS. AVP is asking for FOA to consider supporting this endeavor.

AVP Taylor expressed concerns with regards to project prioritization regardless of who is paying the bill. Chair Larochelle reported that the current defined mechanism/protocol is from FOA to CABO to the Steering Committee to CFS. Chair Larochelle suggested having a conversation with Mark Crase to define and provide information on how to draft document to have the doorway access to CFS. It was suggested that perhaps open the conversation with the CSU campuses and find out what part of the system there are interested in and gather some background information of what is possible or not. Then have the appropriate group meet with Mark. AVP Moffitt reiterates his concern about the long wait to get things in motion.

AVC Ashkar commented that back in March 2014 CABO stated that they wanted to go system-wide imaging process. They voted on it; a written commitment was put in place. Campuses stated that they need time to implement. However, no RFP was ever drafted with specific vendor but Hershey is the most commonly used vendor.

**Action Item:** Delegates requested to CO via AVC Ashkar to revisit the common door concept and bring this forward to CABO as the next step.

**Tabled item:** AVP Moffitt will follow-up with On-Base if they can do a demo at the FOA conference?

6. CSU Business Conference 2015 – Josee Larochelle

Marriott Anaheim, April 6th-8th. Registration is on target, currently at 200 but need to have 400 occupancy to break-even. Each campus will be asked to donate two gifts to raffle. We are still looking for vendor sponsorship and if you have new vendor to add, please provide vendor contacts to Bryan.

7. CSU 101 – Josee Larochelle (attachment)

Chair Larochelle reiterated the importance of CSU101 to FOA. Chair also provided handout that outlines the origin and purpose of CSU101. FOA has contracted with Cliffs for the next conference on October 25<sup>th</sup> to 28<sup>th</sup>. FOA needs a champion – a CSU101 planning chair. We need a connection from FOA to CSU 101. The incoming Vice-Chair will be the planning chair for CSU101. It would be ideal to have two FOA delegates coordinating the conference.

AVP Lorentzen suggests that the delegates review the bylaws and that the bylaws have some kind of mentor with regards to the CSU101. Other delegates suggested other training programs such as CPDC, Budget training, etc.

8. Nomination Committee – Agnes Wong

Open Positions for FY 2015-16

- Vice Chair (will become chair the following year)
- Treasurer
- 2-Year Member-at-Large

Elections are coming up. We need to set-up an election committee per FOA Bylaws. AVP Wong along with AVP Haydon and AVP Wade will serve on the nomination committee. AVP Wong will send email soliciting nominations. At the April conference will have the results.

9. CO Financial Services Updates – George Ashkar

- List of Approved Projects Approved at January Board of Trustees include:
  - California State University Channel Islands Dining Commons Expansion Project
  - California State Polytechnic University, Pomona Parking Structure II Project
  - California State University, Bakersfield - University Office Park

Question: Has CO moved forward with acquiring financing for the \$10M? Short answer was “no”. AVC Ashkar reported that bond sales they’re anticipating for August 2015. The total of two components for the August sale could be around \$400M.

- System wide Financials Presentation
- GASB 68 Introduction  
GASB Statement No. 68 – Accounting and Financial Reporting for Pensions. GASB 68 will be effective for fiscal year ending June 30, 2015, affecting the CSU and other public universities. GASB 68 significantly changes accounting and financial reporting by state and local governmental employers that provide pension plans for their employees. Has significant potential implications including increase in liability, decrease in unrestricted net position and additional disclosures in the financial statements. The delegates are concern about the impact to our bond ratings. SCO is working on the allocation methodology for all agencies including CSU. It may be down to the wire before the CO get to the number. This may be the same allocation that may be used to allocate to the campuses.
- Minimum findings on A-133 audit.

117 external audits not including the NCAA. They will be reporting to the Board on all external audits except for NCAA.

- Tom Roberts is retiring. Melody Kojima will be the Interim Procurement Director.

## 10. CO Updates

- Procurement – Tom Roberts  
No report – not available
- Budget – Rodney Rideau/Chris Canfield  
No allocation letter – not until March per Ms. Canfield. She also reported on the progress of the budget task force. The task force will be making recommendations to the Chancellor's by April 6, 2014.
- US Bank Payment Plus – Mike Redmond  
No report. AVP Heartt commented that there is really no slick testing process. Sacramento is analyzing the reports provided by US bank. It has been a painful test process (slow and cumbersome). For Fresno, AVP Moffitt commented that they have delayed their testing because of staffing issue/turnover.
- Auxiliaries Policies, Procedures and Guides – Mike Redmond  
No report
- Audit – Michelle Schlack  
Ms. Schlack provided her update via email. According to her, at the January 27<sup>th</sup> meeting, the Board of Trustees approved the 2015 Audit Plan that included the following areas:
  - ✓ Information Security
  - ✓ Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
  - ✓ Scholarships
  - ✓ Admissions
  - ✓ Student Activities
  - ✓ Payment Card Industry Data Security Standards Compliance
  - ✓ Information Technology Procurement
  - ✓ Cloud Computing
  - ✓ College Review

The OAAS continues to provide Advisory Service to the campuses based on Presidential requests to Larry Mandel.

## 11. Subcommittee Reports

- A. Data Warehouse Enhancement Phase 2 (Oracle) – Cheryl Kwiatkowski (Time certain 1:00 p.m. – 2:00 p.m.) Other Presenters: Debbie Brothwell, Sue DeRosa, and Amy Ahearn.



2.8.15 CFS DW 2  
Executive Summary.doc

The team provided project update. Ms. Brothwell noted one correction on the Executive Summary, which was Anthony Beechko's first name, was incorrectly reported as "Andrea". Ms. Brothwell reported about the progress made by team. She discussed in details the guiding principles that led them to the recommendations. She reported that the team was able to streamline the number of reports – going from 255 to about 55 reports.

As far as timeline, the team reported that they will have few sessions at the FOA conference and lots of the new stuffs will be demonstrated. The 3rd week of April the Train-the-Trainer program will commence. Data warehouse campus testing will be in early May. End of June or sooner will

be in production. According to the team, at this point, it does not look like there are enough resources to run parallel program all the way to November. This request, however, will be revisited and see what can be done to run parallel programs until end of November.

In April, a second set of consultants to bring in new content requested. Accounts Payable, Accounts Receivable, Asset Management, Pro-Card, and Table data to CFS. The focus will be based on priorities. As soon as dashboard and reports are ready, training will be provided and then push into production. The system will be updated in incremental additional functions. This project currently only has funds to run until February. It is projected the project will be done by the end of February 2016.

Executive dashboard?

Open forum call for additional conversation with Data warehouse campus reps to start discussion. Ms. Kwiatkowski will send out list of the Data warehouse contacts on campuses.

- B. Strategic Sourcing – Darwin Labordo  
AVP Labordo commented on the slowness of ESM/E-Procurement. He asked for collaboration. There was a lengthy discussion with regards to next-steps, accountability, need for working together, etc. AVP Taylor suggested that since the CO is drafting the position description for Tom Roberts' replacement to include the coordinating with FOA strategic initiatives such as Procure-to-Pay. The job description should state that the System Procurement Director will need to work in concert with FOA on strategic initiatives.
- C. Capital Accounting task initiative – Sharon Taylor and Missy Jarnagin  
Next meeting with AVC San Juan will take place in March to review the details. AVP Taylor forwarded a handout, and requested for delegates to review. She pointed out that it is important for the delegates to review this document as a lot of the approaches that the CO suggesting could have significant impact on the campuses. The CO is suggesting changes to the data warehouse, report generation and the campuses are not being consulted. One of the proposed changes is to have seven funds to make it easier for the CO to pull reports. It could cause for some of the reports to be misinterpreted such as funds for deferred maintenance, etc. It will be more efficient if the campuses are consulted for the information on the reports for accurate fund information. The AVP Taylor is urging the delegates to provide comments on what data is needed to be reported back from the campus perspective to AVP Taylor before the March meeting with AVC San Juan.
- D. FOA and PSSOA –Deb Wallace, Missy Jarnagin, and Josee Larochelle,  
There still some disconnect between the recommendation of FOA and PSSOA's interpretation of the recommendation as far as the funds available at the CO. The PSSOA recommendations for the funds at the September 23, 2014 meeting based on the FOA's recommendation were different. A face-to-face follow-up meeting is being set up before their next meeting to discuss the seal down the Affinity Guidelines. There is a need to go over the expectations of the FOA with the PSSOA moving forward. It will also be discussed at the follow-up meeting, the FOA expectations in regards to the available funds at the CO. The FOA expects that PSSOA will develop and submit a budget for the rest of the year to FOA. FOA will review and approve the proposed budget.

Moving forward the FOA has to set the guidelines for PSSOA. The affinity groups need to be recognized by the CO as a group that the FOA supports, overseas and sponsors. The delegates suggested making an adjustment to the Bylaws to include Affinity Groups. AVP Jarnagin directed the delegates to Section VII of the proposed updated bylaws.

There were detailed and extended discussions on next steps including returning the excess balance. Ultimately, delegates agree to focus on driving the process/business to completion and to keep moving forward with regards to affinity groups roles and responsibilities.

**Action Item:** Update the bylaws to state the “*informally organized*” affinity groups are not allowed to have any financial operations, etc.

The updated FOA Bylaws will be shared with PSSOA prior to sending it to CABO.

- E. FOA Affinity Guidelines - Missy Jarnagin  
Ask feedback on the draft. AVP Holman suggested that informally organized affinity group cannot have financial transactions (see action item on agenda item #7).

**Action item:** FOA delegates review and provide comments to AVP Jarnagin by end of next week, Feb 20<sup>th</sup>.

Question: Chair is not sure if the following should need to be there.

Article 7 – Item D- The revenue limited to the membership all of the revenue sources ought to be transferred to the FOA within 30 days receipt of disposition from CABO direction. What does this mean? Is the FOA going to CABO for direction on this item or do we make our Affinity Guidelines part of the FOA Bylaws and then inform CABO?

AVP Jarnagin will revisit and update as appropriate.

- F. CFS Advisory Committee Enhancement Review – Darrell Haydon  
The CFS Advisory Committee has been working with a group of people on how to manage the process of getting enhancements. Back on November 18<sup>th</sup>, a list was sent to all the campuses with what the upgrades will be.

6 Campuses are participating on the committee – Stanislaus, San Bernardino, Channel Island, Northridge, Cal Poly, Long Beach: AVP Crozier, AVP Wallace, AVP Pasag, AVP Taylor and AVP Jarnagin. The committee is looking at identifying process we want to use, prioritizing the list, and figuring out business process.

We want to give CFS items to work on and prioritize and provided three items on the list of 57. The three items were identified and figure out what the specific requirements.

What methodology is the FOA going to use to prioritize the items that are on the list? AVP Haydon reported that committee members have submitted a list of what they think might have an impact. Once the CFS Advisory committee finalizes the tentative priority list, it will be presented to the FOA for discussion. The committee also would like to create a business process to evaluate with those items are and see how they fit in the prioritization. The goal is that with limited resources the CFS has to select the top 5 items.

AVP Haydon solicited the delegates other ideas/approach in the prioritization process. It was suggested that each campus gets eight items to select from the list based on what it is important to their campus. Then based on responses, the items are prioritized based on how many campuses are impacted. These items are added to the priority list based on maximizing the potential benefits to most campuses.

AVP Haydon will forward the current list to the delegates to review.

## 12. Liaison Reports

- A. Accounts Payable (AP) – Justine Heartt  
AVP Crozier will be replacing AVP Heartt as Accounts Payable FOA Liaison.
- B. Student Accounts Receivable (SAR) *including CashNet* – Brett Holman  
In response to the question raised by AVP Taylor on whether the CO will provide guidance on the military tuition system pilot program is the CO, AVP Holman reported that since it is a pilot program CO will not be issuing any guidance. They are seeing how it works out for the Spring

session and will decide if they want to roll it out for the Summer. At this point we are not looking at anything.

Included on the list of Audits for this year is the PCIDSS (Payment Card Industry Data Security Standards) which will impact many of the campuses. The new PCIDSS version 3 has to be implemented by July 1, 2015. Not sure what they will use to audit against.

- C. Purchasing (PSSOA) – Missy Jarnagin  
PSSOA met at Channel Island on January 22<sup>nd</sup> where talked about upcoming conference and some training opportunities.
- D. Budget – Missy Jarnagin  
Budget is working on the Conference break-out sessions and looking for presenters at the FOA Conference.
- E. Sponsored Programs – Sharon Taylor  
AVP Taylor reported that there will be sponsored program sessions at business conference.
- F. CFS Advisory Committee – Josee Larochelle  
No report

13. Meeting adjourned at 4:01p.m.

#### Future FOA Delegate Meetings

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