# Fiscal Officers Meeting
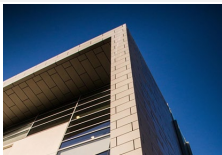
November 16, 2020

**CSUDH**

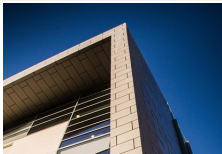# Agenda

I. Concur Update

II. Publishing Expenses (Wayne)

III. Board of Trustees Request

IV. Procurement and Contracts Update
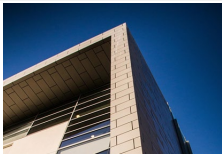
V. CSUDH Travel Procedure

# CONCUR UPDATE

# Concur Update

- Considering Wave 2 implementation, which begins January 2021, currently in discussion with IT and CSUSM (recently implemented Concur using Wave 2 single sign-on format)

- If we proceed, pre-work is needed by December 15 requiring fiscal officers support:

  - Delegation of Authority by Fund and Deptid for budget/chartfield approval of travel claims.
  - Ensure "Reports To" information in Peoplesoft HR is accurate. Supervisors will be approving the travel request/claim using the HR Reports To information.

- Wave 2 implementation estimated completion date is April 2021. Training will be developed and provided to the campus.

- Looking at a pilot program initially once travel resumes where we would have two colleges or divisions submit travel requests/claims via Concur, and gradually convert the campus to use Concur.

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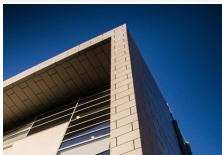
# PUBLISHING EXPENSES

# Publishing Expenses

Publishing Expenses – books and copyrighted materials

PM2001-04

https://www.csudh.edu/Assets/csudh-sites/pm/docs/2001-04.pdf

This policy addresses the rights to, and protection and transfer of, intellectual property created by University faculty, staff, or students.

Per Article 2, section 2.01 "Ownership and Other Interests,…use of University financial support shall be the joint property of the developer and the University (or its auxiliary organization), unless such ownership is precluded by grant or contract agreements or by State or Federal law, or the University is the owner…"

The University's interest in faculty or student intellectual property shall be limited to those cases in which the property was created as the result of the substantial use of financial support or other University resources in the development of that intellectual property and such intention of the University to solely or jointly own the property is either customary or explicitly bargained for, in writing, by the University and the employee, independent contractor, or student.
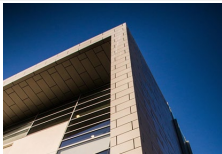
# Publishing Expenses

Supporting documentation requested when submitting direct pay requests for publishing expenses include:

1. Documentation showing a review and approval process was followed to authorize payment of publishing expenses, to include memos, letters of award, etc.
2. Documentation on any university resources that may have been used towards the development and writing of books or copyrighted materials (e.g. faculty release time, grants/contracts, any funds used to provide lab space, etc.).
3. Copy of the contract or agreement between faculty and publishing company to be reviewed in advance of payment by Procurement and Contracts for appropriate terms & conditions.
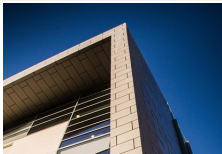
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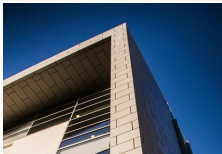
# UPDATED BOT REQUEST

# 2021-22 Preliminary Trustees Request

| Incremental Expenditure Increases | (in millions) | DH's 3.29% |
|---|---|---|
| Graduation Initiative 2025 | $150 | $4.935 |
| Mandatory Cost Increases (eg. Health, Retirement) | $57 | $1.875 |
| Academic Facilities and Infrastructure | $50 | N/A |
| Restore 100% of 20-21 General Fund Cut | $299 | $7.081 |
| **Total Incremental Budget Request** | **$556** | **$13.609** |

- If the CSU is not funded for Mandatory Cost Increases that will be a realized expense the campus will need to absorb
- Assume budget restoration will be equal to reduction
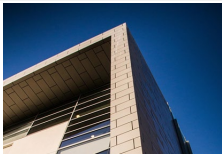
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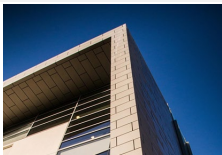
# Procurement and Contracts

# Procurement and Contracts Updates

- P2P
- Cares Act
- Procurement Training
  - CSULEARN

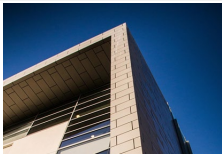| Campus Trainings<br>(click title to register in CSULearn) | | | |
|---|---|---|---|
| *NEW* PeopleSoft Requisition Training | Wednesday | December 2nd | 11:00 a.m. to 12:30 p.m. |
| Virtual Events 101 Training | Tuesday | November 10th | 10:00 a.m. to 11:00 a.m. |
| | Monday | December 7th | 2:00 p.m. to 3:00 p.m. |
| | Wednesday | December 16th | 3:00 p.m. to 4:00 p.m. |
| Procurement and Contracts - Campus Purchasing Policy Training | Thursday | December 10th | 11:00 a.m. to 1:30 p.m. |
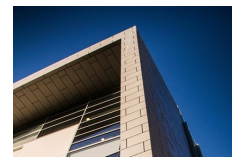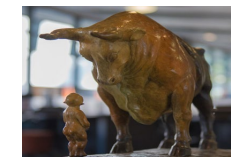
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# CSUDH Travel Procedure

# CSUDH Travel Procedure

- Travel procedure - [CSUDH Travel webpage](#)

- [Travel forms](#)
    - [Travel request form](#) – revised
    - [Travel expense claim](#) – revised
    - [Cost comparison form](#) - NEW

**CSUDH**

# Q&A