Comment Cards from February BPRT Session

Reviewed/Discussed at May 2012 BPRT Session

1. Risk Management Services – Training for the Business Continuity Planner
   
   The Fall training dates have not yet been set.
   
   • If anyone is interest for Summer training, either group or individual training, please contact:
     o Kirt Stout x87233 or Janie Xiong, x86456

2. Not everyone can attend BPRT, can announcements, updates made at the Roundtable be forwarded in an email?
   
   • Done via BMSS, always sent out to BPRT distribution lists, to approx. 413 addressees
   • BPRT presentations are posted on webpage
     http://www.csus.edu/aba/Financial-Services/Business-Partners-at-Sac-State.html This address always included in emails, and at the top of every agenda.

3. Attn: Facilities Re: Campus Clean-up Needed.
   
   • Per Bena Arao (5-9-12) Facilities Services is currently planning for a Summer Clean-up Project to complete detailed cleaning, classrooms, and all buildings.
   • Any particular concerns about a specific building/room can always be reported, at any time, to Work Control at x86242. It will be processed in the Work Order system for a response.
   • Individuals can always contact their Facilities Services Zone Manager; if the issue is in another building, your Zone Manager will pass the comments/concerns to the appropriate Zone Manager.

4. Also, Pay Warrants - can it be reiterated not only who picks up, but also returns.
   
   • There is a list of current warrant officers (as of Feb. 2012) on the Student Financial Services Ctr. website, left navigation pane, clicking on DISBURSEMENTS, at this address
     http://www.csus.edu/sfsc/warrant-officers_list.html
   • Warrant Officers also return warrants to Student Financial Services Center that are not picked up within 5 working days, including direct deposit slips.