Business Partners Round Table
February 26, 2015

Question Comment Cards from
November 18, 2014 Session
Comments/Requests

- We compiled your feedback from the last BPRT session. Responses Below.

- Loved the positive feedback about DeDe Brooks’ energy!
Hospitality Question/Comments

Q: Many specific questions about who approves what and the documentation required?

- Created *Scenario* examples to help answer these questions.
  - An employee still cannot approve expenses of their Direct or Indirect Supervisor
  - Hospitality requires identification of an “official host” for the event and associated expenses
  - Unfortunately, we aren’t able to automate splits or signatures at this time. We are working with IRT on imaging and workflow for the future.
  - List of attendees for large events – okay to indicate the group invited (e.g. Art Department Alums). For more detail see Page 7 of Hospitality Procedures.
Q: Who do I contact for Delegation of Authority in CMS Student Administration?
   - See Common Access Request System (CARS) presentation

Q: Why doesn’t the Delegated Fiscal Authority update/change when positions change (e.g. Dept Chair)?
   - IRT does review departures and department changes to remove access if the department has not initiated.
   - It is not assumed that the new hire will have same authority as job duties tend to change over time and delegation needs to be reauthorized.
Procurement Comments

- Q. On the Vendor/Supplier DBVE site, please have the suppliers alphabetical as well as how it is now. That way we can see all of the vendors & do not have to guess as to where it is located.
  - Added Alpha List (clear cookies if you navigate directly)
    http://www.csus.edu/aba/Procurement/Documents/Small%20DVBE%20List%20A-Z.pdf

- Q. Turnaround and response time has been a bit slow!
  - Thanks for your patience, we are almost fully staffed. We had a domino effect of multiple recruitments and are working towards improving our turnaround time and meeting the needs of the campus.
Q. Carts of Campus – concern about many carts driving fast, driven by young students.

- Please report the cart # by calling 278-6456.
- All on-campus vehicles must have a “How is My Driving?” sticker with this phone number and their cart number indicated.
- The Police and Risk Management do monitor; but, they need your help. CALL and Report to 278-6456!
Other Question/Comments

- **Information Resources & Technology**
  - Do we have a date to replace copier machines?
    - Xerox contract has been signed; IRT presenting later.

- **University Policy**
  - Please provide updates on the smoke-free campus?
    - Student Affairs is leading a cross-divisional committee in the planning of the implementation of the smoke-free campus.
Other Question/Comments

- Human Resources
  - We have forwarded the following questions to HR for their *HR in the Spotlight* meetings.
    - When will direct deposit receipts go away?
    - When will the entire campus be on-line for absence reporting (Absence Management)?
    - When will student timesheets move to Absence Management?
    - How do we get more break rooms on campus?
Contact Information

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Thank you! Please contact us if you have questions regarding your Business Partners Round Table!