



SACRAMENTO
STATE

Business Partners Round Table

Tuesday, August 15, 2023

Redefine the Possible™

Back to School Time!

TRAFFIC WHEN DRIVING KIDS TO SCHOOL AT OUR NORMAL TIME



TRAFFIC WHEN WE HAVE TO LEAVE 0.000001 SECONDS AFTER OUR NORMAL TIME

Comment 'Cards'

April 2023 Zoom Simulcast

We received lots of feedback about the Zoom simulcast:

1. Could not hear presenters
2. Microphone picked up lots of ambient sound
3. Zoom attendees cannot ask questions

Response

We will host BPRT In-Person only and record the session for folks unable to attend

OnBase Access Options

I would like to know more about OnBase access. The OnBase website states a Service Now ticket is required for OnBase access, but there is no list of what access can be requested. It would be very helpful if there was a list, like the one for requesting CARS access so I know what to request for Staff and Dept. Chairs in my area. For new hires, I would like to request CARS and OnBase access all at once so they have access to OnBase forms such as Add/Drop petitions, Graduation Applications, Change of Major, etc. as needed without any delays.

Response

Though Financial Services uses OnBase for many of our forms and processes, it is an IRT property. We have reached out to them for direction on the comment.

IRT Response

Currently CARS and OnBase access are separate requests. IRT is working on eventually combining the CARS access and the OnBase access requests in the future. Regarding OnBase access, there is no list that outlines all the OnBase access that is available. The OnBase team have discussed creating a request form similar to the CARS form for CMS; but that has not come to fruition yet.

Since OnBase access is based on User groups rather than individual staff access, it would be helpful to provide the necessary user groups which the user needs along with the supervisor approval for the request. In the event that the requester isn't familiar with the user groups, provide the name of a staff member with the similar access helps the OnBase team in determining the user groups needed for the user.

I hope this helps. Please let us know if you need further assistance.

Facilities & Risk Management @ BPRT

I would like to suggest having Risk Management and Facilities Management present on any updated forms/forms that departments should currently be using and processes of their own as many events are approaching as well as furniture being ordered.

Response

Space Management oversees scheduling of many events on campus and replacement of classroom furniture

Space Management

The space request forms (and event processes/timelines) are located on the Space Management website at <https://www.csus.edu/administration-business-affairs/space-management/event-scheduling.html>. Customers can contact Space Management at (916) 278-6507 or spacemgt@csus.edu with questions.

Process Changes Notices

When a new process is updated or initiated, maybe it could be published in the Monday Briefings as well as a BMSS.

Response

This is a great idea and something we never thought of.
Jeanne will request to post information in the Monday Briefings for anything that
requires a BMSS

Break Out Room Follow Up from April

We received very good information from you. We appreciate your feedback. We are in the process of synthesizing the information and will get that out to you shortly via the BPRT Listserv

This is important information for Administration to know. As we are in a Presidential transition period, we will need to wait to see how Administration will be structured. Once things are more settled, we will get the information into the right hands.

Send Your Comments and Suggestions!

Financial Services: finsvcs-avp@csus.edu

Or anonymously at:

https://csus.co1.qualtrics.com/jfe/form/SV_5nKTgI2eT6kTWvQ

Send Your Comments and Suggestions!

Financial Services

Division Of Administration & Business Affairs

Administration & Business Affairs > Financial Services > Business Partners Round Table

Business Partners Round Table

About the Business Partners Round Table

Financial Services is committed to the delivery of the highest quality service in support of University goals. We know that the key to our success is partnering with campus service clients. Working with our University partners, we hope to make the business environment easy to navigate by clearly communicating requirements, simplifying procedures, learning about your needs, and working to design mutually satisfactory work processes.

One of the ways in which we are doing so is through the Business Partners Round Table and Business Matters at Sac State. Launched in the fall of 2005, Business Matters is a repository of the most up-to-date information to assist campus partners in their roles as public stewards. The website contains simple guidelines for conducting various business transactions with Sac State. The first Business Partners Round Table was also held in 2005 and continues to be a well-attended quarterly event for campus partners, where updates on topics ranging from audit and insurance to travel, budget and purchasing are shared.

Through the Business Partners Round Table, we hope to provide the most current information to help campus business partners succeed in their jobs.

Have a question or comment for BPR? [Submit your thoughts through our Qualtrics BPR Comment Card form.](#) Your submission can be anonymous or not - your choice!

[Click Here to get on the BPR list and have announcements delivered to your Inbox!](#)

Upcoming BPR Meeting Dates

Agendas & Presentations

February 10, 2022

RECORDING: February 2022
Transcript

February 10, 2022 Agenda

Welcome & Announcements

Travel Updates

Accounting Services Updates

Printing Services & Processes

Sac State Waste Changes

Xerox Contract & Services

October 20, 2021

RECORDING: October 2021

& Audio Transcript



Future BPRT Events

FALL 2023

Wednesday, October 25, 9am

SPRING 2024

Tuesday, February 20, 9am

Tuesday, April 9, 9am

FALL 2024

Tuesday, August 13, 9am

October = TBD

New Training

We are always looking for new ways to keep you informed. We have new Training available!

- Auditing & Consulting Services has joined our Training Catalog and offer:
Public Records Act (PRA) and Audit 101 trainings
- We are developing a Student Fee Holder Training. Stay Tuned!

Year-End Departmental Deadlines!

Available online! Posted to the BPRT Webpage. Get the PDF [here](#)

New Staff



Staff Retirements

- Tim Davis, Procurement & Contract Services
 - Jennifer Barrett, Accounting Services
- LaVerne Simmons-Barnett, Accounting Services
 - Mark Montalvo, ASI Finance



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Contact Us

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