

OCP Finance and Operations Workgroup

Meeting Notes

May 3, 2021 10:30 a.m.

- **Introduction of New CAO of DEI - Robbie Tesnado**
 - She will be starting next week
- **Skype transition to Microsoft Teams**
 - Skype will be going away in July and Campus will be relying on Teams as a replacement messaging service.
 - Contact IET if you need access to Teams
 - Please share info on training for Teams/best practice website
- **AggieAccess – Mrak card key project completed**
 - Mrak or International Center has been completed with the new AggieAccess card
 - Centrally coordinated through the UCD Police Department.
 - PD would like to have one method, either the hard card or mobile app.
 - Mobile access seems to be quicker than hard card to unlock the door
 - You can email MrakAccess mrakaccess@ucdavis.edu to request temporary access (example, meeting on 5th floor) for a certain date.
- **Approval Form for Software and Related Services**
 - This form does not replace VRA process.
 - The SRSA is the “permission slip” for Procurement to move forward with the agreement. This is usually done after the VRA.
 - Agreement must be in place even if using a P-card - Note agreement number in KFS doc (PCDO)
- **Travel card update**
<https://supplychain.ucdavis.edu/travel-entertainment/travel-card/faqs>
 - The first batch of T&E cards should be arriving this week and then Jen will touch base on how to have the cards delivered.
 - Once you receive the new card, the old card can be destroyed.
 - Jen will get an update list of T&E card holders with list of folks that already have a card and still need to apply etc.
- **University equipment at home offices**
 - 1 year later – let’s inventory

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- Reminder to touch base with your department to inventory what equipment is where. Jen will share database that was started at the beginning of COVID/remote work.
- **Fiscal Close**
 - Jen & Ariel will meet this week to decide on dates for OCP Fiscal Close
 - If you have questions or need help with close, reach out to Jen and she will try to assist.
- **Walk-on Topics**
 - Do we want to keep doing these meeting monthly? Looks like everyone is in favor to keep the meetings the same.