

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
OCTOBER 24, 2018
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Arrah Ebot-Enaw at 9:06 am.

II. Roll Call

Present	Absent	Staff/Guests
Joe Illuminate Executive Secretary (non-voting)	Debra Hammond Executive Director (non-voting)	Shannon Intluxay Student Administrative Support Assistant II
Arrah Ebot-Enaw Committee Chair (voting)	Andrea Oliveros Student Committee Member (voting)	
Jesus Suarez Committee Co-Chair (voting)	Paolo Aiello Student Committee Member (voting)	
Guadalupe Perez Barrios Student Committee Member (voting)		
Joel Castellanos Student Committee Member (voting)		
Michael Meneses Student Committee Member (voting)		
Diego Paniagua Student Committee Member (voting)		
Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)		
Sharon Eichten Director, Budget Planning & Management (voting)		

Sharon Eichten arrived 9:18 a.m. and Dr. Shelley Ruelas-Bischoff arrived at 9:19 a.m.

III. Icebreaker

Student Committee Member, Joel Castellanos, led the icebreaker with a Skittles game that allowed everyone to tell us five things about themselves based off the colors of the Skittles:

- Red: Mad
- Green: Happy
- Purple: Goal by the End of the Semester
- Orange: Your Hobby

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
OCTOBER 24, 2018
MINUTES**

- Yellow: What You Fear

Joel Castellanos

- Red: Waking up late
- Green: Getting good grades
- Orange: Playing Fortnite
- Yellow: Failing a class

Diego Paniagua

- Red: Racism
- Green: His dog and partner
- Purple: Graduate by May 2019
- Yellow: Not having money

Michael Meneses

- Red: Having to wake up early
- Green: Spending time with his dogs
- Purple: Raise his GPA
- Yellow: Missing a call from his parents and not doing well in a class

Shannon Intluxay

- Red: Having to wake up early and being late
- Purple: Graduate by May 2019
- Orange: Making music

Joe Illuminate

- Green: His wife, being a part of the Finance Committee, and working for the USU
- Orange: Reading, being outdoors, and spending time with his wife

Arrah Ebot-Enaw

- Green: Learning and spending time with family
- Purple: Having a 4.0 by the end of the semester
- Yellow: Not meeting her goals

Jesus Suarez

- Red: Reckless drivers
- Green: His partner and dogs
- Purple: Raise his GPA and to pass all his classes

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
OCTOBER 24, 2018
MINUTES**

Guadalupe Perez-Barrios

- Green: Spending time with her family, having alone time, and outdoor activities.
- Purple: Raise her GPA
- Orange: Playing the accordion

IV. Approval of Agenda

M/S/P (J. Castellanos/D. Paniagua) Motion to approve the agenda for October 24, 2018.

Main motion passes by general consensus

V. Approval of Minutes

M/S/P (D. Paniagua/G. Perez-Barrios) Motion to approve the minutes for October 01, 2018.

Main motion passes by general consensus

VI. Chair's Report

Chair, Arrah Ebot-Enaw informed the committee that focus groups took place to determine campus interest in the proposed USU Cross Cultural Center & Renovation Project. She noted that surveys will be sent out via email to the entire campus community in order to obtain their opinion about the project. Arrah encouraged every student to participate in completing out the surveys.

A key piece of information from the focus groups and surveys is to find out if students are willing to increase their student fee paid each semester in order to finance the project. The information gathered from the focus groups and surveys will determine if the USU will move forward with conducting a student fee referendum to seek student approval for the project in Fall 2019.

VII. Action Items

A. 2018-19 Finance Committee Goals

M/S/P (J. Castellanos/M. Meneses) Motion to accept the 2018-19 Finance Committee Goals.

Jesus Suarez presented the 2018-19 Finance Committee Goals:

No.	GOAL
1	Update the Brailsford & Dunleavy Financial Model to ensure there are sufficient financial resources for the estimated costs of the USU Renovation Project. (December 2018)
2	Update the 30-Year Major Repair & Replacement Plan to determine the amount transferred annually to the Repair & Replacement Fund is sufficient to pay for deferred maintenance and future repairs and replacements in the Plan. (December 2018)
3	Revise/Update the following Policies: (June 2019) <ol style="list-style-type: none"> 1. Travel 2. Contract & Risk Management 3. Fixed Asset 4. Cash & Equipment Donations Policy to include procedures in relation the Board's Annual Gift

Main motion passes 7-0-0

UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
OCTOBER 24, 2018
MINUTES

VIII. Discussion Items

A. Risk Management & Contracts Policy

Joe Illuminate presented the Finance Committee Risk Management Training PowerPoint which covered the following topics:

- Why Bother?
 - Reduce risk of monetary loss associated with injuries
 - Transfer risk of accidental loss to USU suppliers and clients
 - Responsibility – safety
 - Protect USU and campus from potential claims
 - Maintain low insurance costs

- What is Risk Management?
 - Risk Management is more art than a science
 - The identification, analysis, assessment, control, avoidance, minimization, or elimination of unacceptable risks. The USU uses contracts and insurance to minimize risk.

- Risk Transfer
 - The Five Basic Steps:
 - Analyze the risks and relationships
 - Use a hold harmless (indemnity) agreement
 - Select the appropriate insurance specifications
 - Verify insurance coverage
 - Report claims promptly

- Types of Contracts
 - Contract for Artistic Services
 - Contract for General & Professional Services
 - Contract for IT Vendor Services

- Risk Assessment
 - Risk assessment is a systemic written process of evaluating the potential risks that may be involved in a projected activity or undertaking. The risk assessment determines if it is appropriate for USU to assume risk. A risk assessment is required if a supplier or client does not meet the USU's minimum insurance requirements.

- Risk Assessment Forms
 - Each USU contract type has its own risk assessment form.

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
OCTOBER 24, 2018
MINUTES**

- Basic Insurance Specifications
 - Commercial general liability
 - Business auto coverage
 - Worker’s compensation & employer’s liability
 - Being added as an additional insured to the supplier’s or client’s insurance policy.
 - Notice of Cancellation

- Acceptability of Insurers – A.M. Best Ratings
 - Minimum Financial Strength Rating is A-
 - Minimum Financial Size Category is A:VII
 - The purpose of A.M. Best ratings is to determine if the supplier’s or client’s insurance company has the financial capacity to pay potential claims.

- Other Basic Insurance Specifications
 - Waiver of Subrogation (Transfer of Rights of Recovery Against Others to Us)
 - Primary and Non-Contributory Coverage
 - Professional Liability and Cyber Liability

- Certificates of Insurance Guidelines
 - What is a certificate?
 - Why are certificates needed?
 - When are certificates needed?
 - Who should provide the certificates?

- Components of Certificate of Insurance

CERTIFICATE OF LIABILITY INSURANCE

1 This block identifies the Agent or Broker.

2 This notice confirms the provisions of the California Insurance Code, §184. Other states have similar provisions. It states that the policy, not the certificate governs coverage.

3 The insurer will be identified here. The insurer letter appears again near the left margin at **6** to show which insurer provides which coverage.

4 The insured is your entity's contractor or lessee.

5 This notice again states that the policy supersedes the certificate form.

6 These sections show the type of coverage provided through the agent or broker. If the insured uses more than one broker, this certificate will not identify all existing coverages.

7 These two columns show inception and expiration dates for policies identified. Pay special attention that coverage does not expire before or during your project or lease.

8 This column identifies limits per occurrence and aggregate for each type of coverage afforded. Pay special attention to low aggregate limits for public works type contractors. Limits on other jobs may reduce your coverage.

9 This section will usually be used to restrict coverage to a specific job or lease. Watch for restrictions that would omit the coverage required by your specifications.

10 Certificate holder is your entity.

11 Cancellation provisions.

12 The authorized representative of the insurer should be an employee, unless the agent or broker is specifically authorized to sign on behalf of the company.

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
OCTOBER 24, 2018
MINUTES**

IX. Announcements

Committee Co-Chair, Jesus Suarez proposed the idea of a “Professionalism & Networking” workshop for the student committee members.

Dr. Shelley Ruelas-Bischoff proposed a training session for the student committee members that will inform them about the USU’s and CSUN’s “Color of Money”.

Sharon Eichten will be presenting a session about the CSU/CSUN Budget at our next Finance Committee meeting on November 07, 2018.

Michael Meneses has volunteered to lead the icebreaker activity at the November 07, 2018 meeting.

X. Adjournment

Committee Chair, Arrah Ebot-Enaw adjourned the meeting at 10:11 am.

Respectfully submitted by,

Joseph Illuminate
Associate Director, USU Accounting & Finance