

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
WEDNESDAY, OCTOBER 02, 2019
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Timmothy Roberts at 2:32 pm.

II. Roll Call

Present	Absent	Staff/Guests
Czar Agcaoili Student Committee Member (voting)	Sharon Eichten Associate VP, Budget Planning & Management (voting)	Jasmine Medina Student Administrative Support Assistant II, Accounting & Finance
Joe Illuminate Executive Secretary (non-voting)	Debra Hammond Executive Director (non-voting)	
Asima Rahman Student Committee Member (voting)	Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)	
Tammy Rassamekiarttisak Committee Co-Chair (voting)		
Timmothy Roberts Committee Chair (voting)		
Christian Ross Student Committee Member (voting)		
Ramon Tetangco Student Committee Member (voting)		

Ramon Tetangco arrived at 2:35 pm.

III. Approval of Agenda

M/S/P (A. Rahman/C. Ross) Motion to approve the agenda for October 2, 2019.

Main Motion passes by general consensus

IV. Approval of Minutes

M/S/P (T. Rassamekiarttisak/A. Rahman) Motion to approve the minutes for May 09, 2019.

Main Motion passes by general consensus

V. Icebreaker

Committee Co-Chair, Tammy Rassamekiarttisak facilitated the ice breaker. She instructed everyone to say their name and perform a dance move. The next person was to repeat everyone's name and dance move. The purpose of the icebreaker was for each committee member to get to know one another.

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VI. Chair's Report

Committee Chair, Timmothy Roberts reminded everyone that the upcoming Finance Committee Meetings are the following dates:

- October 23rd
- November 6th
- November 20th

All Finance Committee meetings will be held on a Wednesday. He stated that if anyone had any questions, they could reach out to Tammy, Joe, Jasmine or himself.

VII. Action Items

A. 2019-20 Finance Committee Goals

M/S/P (A. Rahman/C. Agcaoili) Motion to approve the 2019-20 Finance Committee Goals.

No.	GOALS
1	Collaborate with the Campus Budget Office and CSUN Facilities Development & Operations to prepare a Renovation Project Financial Plan acceptable to the Finance & Treasury department at the Chancellors Office (Spring 2020).
2	Update the following policies (May 2019): <ol style="list-style-type: none"> 1. Petty Cash/Cash Handling 2. Travel 3. Credit Card Policy 4. Contract & Risk Management

Motion passes 5-0-0

VIII. Discussion Items

A. Risk Management & Contracts Training

Joe Illuminate, Associate Director, Accounting & Finance, gave a PowerPoint presentation on Risk Management and Contracts in order to prepare for discussion of the Risk Management Policy and Contracts Policy at the October 23, 2019 meeting. He explained the following topics during the presentation:

1. Why bother with risk management
2. What is risk management?
3. The process of transferring risk
4. The types of contracts the USU utilizes
5. Risk assessment
6. Basic insurance requirements for USU contracts
7. AM Best Ratings and acceptability of insurers
8. The components of a Certificate of Insurance

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J. Illuminate than used an actual purchase order for Schaefer Ambulance to illustrate what the risk management and contract principles discussed in the PowerPoint look like in practice.

IX. Announcements

Committee Co-Chair, Tammy Rassamekiarttisak informed everyone about the Asian American Studies Pathways Project's upcoming event on October 24th. If anyone is interested in signing up to submit art, or perform, the deadline is on October 17th. Tammy will be sending out a flyer and encouraged everyone to attend.

Committee Member, Ramon Tetangco informed the committee about the Pride Center and Career Center's collaborative event on October 5th, 2019 with JC Penney at the Northridge Fashion Center. Students will be able to purchase business clothes at a discounted price.

Executive Secretary, Joe Illuminate informed the committee that the roster has been updated. He requested that everyone place the updated roster in their Finance Committee Orientation notebook.

Co-Chair Tammy Rassamekiarttisak requested that student members respond by email to confirm when they receive the electronic copy of the Finance Committee Meeting packets.

Finally, Chair, Timmothy Roberts informed everyone that the next Finance Committee meeting would be held on Wednesday, October 23, 2019.

X. Adjournment

Committee Chair, Timmothy Roberts adjourned the meeting at 3:26 pm.

Respectfully submitted by,

Joseph Illuminate
Associate Director, USU Accounting & Finance