

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
WEDNESDAY, OCTOBER 23, 2019  
MINUTES**

**I. Call to Order**

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

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff/Guests</b>
Czar Agcaoili Student Committee Member (voting)	Debra Hammond Executive Director (non- voting)	
Sharon Eichten Associate VP, Budget Planning & Management (voting)	Dr. Shelley Ruelas- Bischoff Student Affairs Representative (voting)	
Joe Illuminate Executive Secretary (non- voting)		
Asima Rahman Student Committee Member (voting)		
Tammy Rassamekiarttisak Committee Co-Chair (voting)		
Timmothy Roberts Committee Chair voting)		
Christian Ross Student Committee Member (voting)		

**III. Approval of Agenda**

M/S/P (T. Rassamekiarttisak/A. Rahman) Motion to approve the agenda for October 23, 2019.

*Main Motion passes by general consensus*

**IV. Approval of Minutes**

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

*Main Motion passes 4-0-1*

**V. Icebreaker**

Committee Co-Chair, Tammy Rassamekiarttisak facilitated two ice breakers. The first icebreaker involved stepping over a line if certain questions were answered in the affirmative. The purpose of this icebreaker was to get know interesting things about each other besides

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one's name.

The purpose of the second icebreaker was to demonstrate how communicating information from person to person can obfuscate the original message. The committee members stood back to back and were instructed to communicate a message by using body language and gestures. Speaking was not permitted.

**VI. Chair's Report**

Committee Chair, Timmothy Roberts reminded the members the next committee meeting is scheduled for November 6, 2019 at 2:30 p.m. in the Internal Conference Room on the second floor of the Sol Center.

He also announced that student representative Ramon Tetangco will no longer be able to serve on the committee because he is now been appointed as temporary staff member in the Pride Center. Staff employees are not allowed to serve on USU standing committees. He will be able to return to the committee once his appointment ends. Timmothy and Tammy will begin recruitment for another student member.

**VII. Action Items**

A. None

**VIII. Discussion Items**

**A. Risk Management & Contracts Policy**

Chair, Timmothy Roberts pointed out that the Risk Management & Contracts Policy were discussed at the last meeting that took place on October 02, 2019.

Co-Chair, Tammy Rassamekiarttisak discussed the proposed Risk Management Policy covering the following topics:

1. Risk assessment methodology
2. Risk transfer to contractors, vendors, and suppliers
3. Certificates of Insurance and verification of coverage
4. Minimum insurance requirements
5. Other important insurance provisions
6. Special insurance situations

Chair, Timothy Roberts discussed the proposed Contract Policy covering the following topics:

1. The purpose of policy
2. The limited exceptions that the USU Executive Director is authorized to the policy
3. The different USU contract types
4. The components of a USU contract
5. What to do when a contractor, vendor, or supplier will not sign the USU's contract

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J. Illuminate informed the committee that both policies were in the process of review by staff members responsible for risk management and contracts. The committee will review the feedback incorporated into the policies at the next committee meeting.

**B. Credit Card Policy**

J. Illuminate gave a PowerPoint presentation about the Credit Card Policy covering the following topics:

1. The purpose of the policy
2. Prohibited purchases
3. Cardholder responsibilities
4. Credit Card Expense Reports
5. Itemized receipts
6. Lost receipts
7. Incorrect and disputed charges
8. Use of personal and debit and credit cards

J. Illuminate stated that the credit card policy will be discussed again at the next meeting.

**IX. Announcements**

Committee Co-Chair, Tammy Rassamekiarttisak announced that the Asian-American Studies Pathways Project (AASPP) has their Querencia Effect: Open Mic Night on October 24<sup>th</sup>, at the Glenn Omatsu House. Doors open at 6:00 p.m. and performance starts at 6:30pm.

Student Representative, Czar Agcaoili announced that the Northridge by Night event is on November 9<sup>th</sup> at the Northridge Center from 6:00 p.m - 8:00 p.m.

Committee Chair, Timmothy Roberts reminded the members the next committee meeting is scheduled for November 6<sup>th</sup> at 2:30 p.m. in the Internal Conference Room on the second floor of the Sol Center the upcoming Finance Committee Meetings.

**X. Adjournment**

Committee Chair, Timmothy Roberts adjourned the meeting at 3:48 p.m.

Respectfully Submitted By,

Joseph Illuminate  
Associate Director, USU Accounting & Finance