

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
OCTOBER 25, 2017
MINUTES**

I. Call to Order

Committee Chair, Jazmin Hernandez at 11:14 a.m., called the meeting to order.

II. Roll Call

Present	Absent	Staff/Guests
Aisha Bahadar, Student Committee Member (voting)	Debra Hammond, Executive Director (non-voting)	Emery Hernandez, Student Administrative Assistant
Sharon Eichten, University Representative (voting)	Iris Ramirez, Board Chair (non-voting)	
Jazmin Hernandez, Committee Chair (voting)	Dr. Shelley Ruelas-Bischoff, Student Affairs Representative (voting)	
Joseph Illuminate, Executive Secretary (non-voting)		
Cassidy Jimenez, Student Committee Member (voting)		
Alexis Lopez, Student Committee Member (voting)		
Clarissa Mejia, Student Committee Member (voting)		
Habiba Naqvi, Committee Co- Chair (voting)		
Guadalupe Perez Barrios, Student Committee Member		
Angela Pham, Student Committee Member (voting)		

III. Approval of Agenda

M/S/P (C. Jimenez / C. Mejia) Motion to approve the agenda for October 25, 2017.

Main motion passes by general consensus

IV. Approval of Minutes

M/S/P (A. Lopez / A. Bahadar) Motion to approve the minutes for October 04, 2017.

A revised version of the minutes will be sent out with changes to Discussion Item, A Campus Budget Presentation, pointed out by Sharon Eichten.

Main motion passes by general consensus

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
OCTOBER 25, 2017
MINUTES**

V. Chair's Report
Nothing to report

VII. Discussion Items

A. USU Cash Donation Policy

The current policy needs to be revised, as it does not reflect current USU donation practices. The proposed policy expands the types of organizations authorized to receive donations, allows the donation of equipment, and expands the number of donation funding sources.

The recommendation is to change the name of the policy to "Cash & Equipment Donation Policy" since the current policy does not address the USU's practice of donating obsolete and surplus equipment. The USU has previously donated obsolete and surplus computer equipment and fitness equipment to Associated Students, public and private schools, and 501(c) (3) not for profit organizations.

The proposed policy expands the number of donation funding sources from one to three. Sub-points 2-3 are the additional funding sources.

1. Unallocated reserves in the operating budget
2. Cash balances on account at the CSUN Foundation
3. Any other operating budget funding source

The proposed policy expands the number of types of organizations for which donations of cash and equipment can be made:

1. Department or colleges of California State University, Northridge (CSUN)
2. CSUN auxiliary organizations
3. Other California State University campuses or auxiliary organizations
4. Government agencies e.g. schools, cities, counties, and the State of California
5. Not for profit organizations with a 501(c) (3) designation from the Internal Revenue Service

The current policy limits donations to 501(c) (3) not for profit organizations. The USU has donated to CSUN campus entities such as the Matarcare Fund and the Matador Food pantry. For example, the Board of Directors recently approved a \$50,000 allocation to assist Deferred Action for Childhood Arrivals (DACA) students pay for their \$500 DACA application renewal fee.

B. Corporate Credit Card Policy

Revisions to the current policy is necessary to take into account the changes in the monthly credit card expense processing due to implementation of the Concur software program. The following is a summary of the changes:

1. CSUN Policy 5205.00 Low-Value Purchases and the USU Procurement Policy have been added as "References".

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
OCTOBER 25, 2017
MINUTES**

2. Language was added to emphasize that the USU issues corporate credit cards to facilitate low-dollar purchases in order to increase business efficiency.
3. Monthly credit card expense reports now require electronic submission and approval
4. The list of prohibited uses of the corporate card was refined to clarify that it is not allowed to use the corporate for the for the following:
 - i. Any single credit card transaction greater than \$5,000 with the exception of travel-related expenses.
 - ii. Any purchase or service that requires a Contract for Artistic Services, Professional & General Services, or IT Vendor Services.

VIII. Announcements

Chair, Jazmin Hernandez, requested student volunteers to present the revised Cash & Equipment Donations and Credit Card Policies to the committee when the policies become action items on the agenda. Jazmin also noted that volunteers could present the policies at the Board meeting in order to enhance their committee experience.

Jazmin also wished everyone a Happy Halloween.

IX. Adjournment

Committee Chair, Jazmin Hernandez adjourned the meeting at 11:37 a.m.

Respectfully submitted by,

Joseph Illuminate
Associate Director, USU Accounting & Finance