

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE AGENDA
WEDNESDAY, APRIL 19, 2023
3:15 P.M.**

USU INTERNAL CONFERENCE ROOM, SOL CENTER 2ND FLOOR

I. Call to Order

Chair, Melissa Baghoumian called the meeting to order at 3:18 P.M.

II. Roll Call

Present	Absent	Staff/Guests
Melissa Baghoumian, Committee Chair (voting)	Debra Hammond, Executive Director (non-voting)	Alejandra Aparicio, Administration Assessment Coordinator
Krish Mangukiya, Student Committee Member (voting)	Junicarl Ferido, Student Committee Member (voting)	
Joseph Illuminate, Executive Secretary (non-voting)		
Jaelyn Jones,* Student Committee Member (voting)		
David Ramirez Student Committee Member (voting)		
Dr. Freddie Sanchez*, Assistant VP, Student Affairs, Equity & Inclusion Services (voting)		
Dr. Edith Winterhalter, Associate VP for Budget & Strategic Business Ops, Administration, and Finance (voting)		
German Wong Committee Co-Chair (voting)		

*Zoom video participant

III. Approval of Agenda

M/S/P (G. Wong /D. Ramirez) Motion to approve the Agenda for April 19, 2023.

Main Motion passes by General Consensus

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IV. **Approval of Minutes**

M/S/P (G. Wong /F. Sanchez) Motion to approve the Minutes for March 29, 2023.

Main Motion passes by General Consensus

V. **Chair's Report**

A. None

VI. **Action Items**

A. None

VII. **Discussion Items**

A. **Procurement Policy & Procedure**

J. Illuminate discussed the proposed changes to the Procurement Policy.

- The revision of the Procurement Policy is a 2022-23 Finance Committee Goal.
- The goal is to update the policy to include Justice, Equity, Diversity, and Inclusion, as a procurement principle and to provide JEDI procurement resources.
- In addition, the policy is being updated to reflect revisions to the Campus Purchasing Policy and remove language from the USU policy that no longer is applicable.

Procurement Principles

- Promote justice, equity, diversity, and inclusion in vendor selection so that small, underrepresented businesses have equal opportunity to provide the USU goods and services.

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- Ensure all procurement activities comply with regulations applicable to procurement regarding ethnicity, race, gender, sexual orientation, personal use of information, conflict of interest, advance payments, restrictive specifications, and prohibition of labor abuse.
- Commitment to the maintenance of high standards of performance based on fair, ethical, and professional business practices.
- Recognition that the development of procurement policies is to establish efficiencies for obtaining the best value in the acquisition of goods and services.
- Recognition that policies will be in accordance with sound business practices.

Applicability

The policy applies to the purchase of tangible property, goods and services.

Low-value Purchases

The development of methods for reducing the costs of executing low-value purchases via corporate credit cards shall be encouraged where little or no value is added by processing the transaction through standard procurement procedures.

Limits on Competition

It is the policy of the USU to promote fair and open competition to the maximum extent possible. Sole source procurement limits competition which may affect the USU's ability to minimum costs and negotiate favorable terms. Theses methods should be used only when it has been determined that other competitive procurement methods will not fulfill the USU's requirements.

Good & Services

Exhibit A below explains the Procurement Thresholds for Goods and Services or multiple values and the Information Technology Goods and Services.

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EXHIBIT A

PROCUREMENT THRESHOLDS TABLE

GOODS & SERVICES			INFORMATION TECHNOLOGY GOODS & SERVICES		
<i>Less than \$15,000</i>	<i>\$15,000 – \$100,000*</i>	<i>GREATER THAN \$100,000*</i>	<i>Less than \$15,000</i>	<i>\$15,000 – \$500,000*</i>	<i>GREATER THAN \$500,000</i>
NO QUOTATIONS OR INVITATION FOR BIDS REQUIRED	THREE (3) INVITATIONS FOR BIDS ARE REQUIRED	THREE (3) FORMAL REQUEST FOR PROPOSALS (RFP) ARE REQUIRED	NO QUOTATIONS OR INVITATION FOR BIDS REQUIRED	THREE (3) INVITATIONS FOR BIDS ARE REQUIRED	THREE (3) FORMAL REQUEST FOR PROPOSALS (RFP) ARE REQUIRED
NO FORMAL ADVERTISING IS REQUIRED	NO FORMAL ADVERTISING IS REQUIRED	ADVERTISING FOR TWO (2) WEEKS IS REQUIRED	NO FORMAL ADVERTISING IS REQUIRED	NO FORMAL ADVERTISING IS REQUIRED	ADVERTISING FOR TWO (2) WEEKS IS REQUIRED

ACQUISITIONS LESS THAN \$250,000 FROM CALIFORNIA CERTIFIED SMALL BUSINESS OR DISABLED VETERAN-OWNED BUSINESS ENTERPRISE (DVBE)

- This is called the Small Business / Disabled Veteran-Owned Business Enterprise Option. Acquisitions of services that are estimated to be less than \$250,000 may be awarded to a Certified Small Business or Disabled Veteran-Owned Business Enterprise as long as the campus obtains price quotations from two or more Certified Small Businesses or two or more Disabled Veteran-Owned Business Enterprise 's as referenced in Government Code Section 14838.5.

***** USE OF DISABLED VETERAN-OWNED BUSINESS ENTERPRISE (DVBE) OR CALIFORNIA CERTIFIED SMALL BUSINESSES**

Efforts shall be made to procure services from and meet the goals established for DVBE's or California Certified Small Businesses as set forth the Disabled Veteran-Owned Business Enterprise Participation Goals and Small and Micro Businesses Policies respectively.

Emergency Transactions

When an emergency involving the public health, welfare, safety, protection of USU property or programs requires the immediate issuance of a purchase order, contract, or service order without the formal issuance of bid limitations, a statement regarding the nature of the emergency will be

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attached to the requisition and signed by the requestor and the USU Executive Director/designee.

Contract Amendments

Contracts may be amended if the additional work scope is the same type of work that is incidental to the work specified in the contract and is necessary for the completion of the intended work in the contract.

Prohibited Practices

It is unlawful for any Board member, USU employee, or any other person to utilize any CSU or auxiliary information that is not a matter of public record for personal financial gain. No USU employee may make or participate in the making of any decision in which the employee has a personal financial interest.

Policy Exceptions

The Executive Director/Designee are authorized to make limited exceptions to this policy. Any exception must be documented and approved in writing.

B. 2023-24 Designated Reserves Allocation Proposal

G. Wong discussed the Designated Reserves Allocation Proposal summarized in the following table and notes:

Designated Reserve Category	Amount	Description
Salaries & Wages	\$ 423,000	General Salary Reserve*
Employer Paid Payroll Taxes	\$ 32,360	Employer-Paid Payroll Tax Reserve**
New Staff Coordinator Position for Operations	\$ 71,000	Salary & Benefits***
Retirement Health Benefits Plan Funding	\$ 400,000	RHBP Funding****
Total Reserves	\$ 926,360	

*The General Salary Reserve includes funds for potential General Salary Increases (GSI); accrued vacation taken as cash (vacation advances); and potential salary increases as a result of a Compensation Analysis completed by a consultant.

**The Employer-Paid Payroll Tax Reserve used to pay taxes on total salaries and wages, is 7.65% of the \$423,000 Salary & Wages total.

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***The purpose of this position is to provide support for the New Heart of Campus Project. Base salary is \$50,000 plus \$21,000 for benefits. Benefits are 42% of the base salary.

***The Retirement Health Benefits Plan (RHBP) provides USU retirees reimbursement for approved healthcare-related expenses. This reserve does not increase the overall 2023-24 expenditure budget because the expense has already been incurred in prior fiscal years.

VIII. Announcements

- A. Chair, M. Baghoumian reminded the committee that USU Year End Celebration Award will be hosted on May 5th, 2023 from 3pm-5pm. The committee congratulated Junicarl Ferido on her election for a seat on the USU Board of Directors for the fiscal year 2023-2024.

- B. Dr. Freddie Sanchez reminded the committee to complete the CSUN Campus Climate Survey.

IX. Adjournment

The meeting was adjourned by Chair, M. Baghoumian at 3:41 P.M.

Respectfully Submitted,



Joseph Illuminate
Associate Director, USU Accounting & Finance