

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
FRIDAY, OCTOBER 22, 2021
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, K. Perez at 3:01 P.M.

II. Roll Call

Present	Absent	Staff/Guests
Mia Armendariz, Student Committee Member (voting)	Debra Hammond Executive Director (non-voting)	Reshini Ekanayake, Student Administrative Support Assistant, Accounting & Finance
Joseph Illuminate, Executive Secretary (non- voting)	Dr. Shelley Ruelas-Bischoff, Student Affairs Representative (voting)	Audrey Martinez, Acting Assistant Director, Programs & Inclusion
Taylor Ketterling, Student Committee Member (voting)		
Karina Perez, Committee Chair (voting)		
Charlie Rodriguez-Salazar, Committee Co-Chair (voting)		
Dr. Edith Winterhalter, Associate VP for Budget & Strategic Business Operations, Administration and Finance (voting)		
Mohamed Yousif, Student Committee Member (voting)		
Karen Zavala, Student Committee Member (voting)		

- *Audrey Martinez left at 3:29 P.M.*

III. Approval of Agenda

M/S/P (M. Armendariz/T. Ketterling) Motion to approve the Agenda for October 22, 2021.

Main motion passes by General Consensus

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IV. Approval of Minutes

M/S/P (M. Armendariz/M. Yousif) Motion to approve the Minutes for October 01, 2021.

Main motion passes by General Consensus

V. Chair's Report

Committee Chair, K. Perez, requested that all committee members to share what each member does in their “me time”. She additionally reminded the committee members to take care of their health and stay safe during this time.

VI. Action Items

A. None

VII. Discussion Items

A. International Student Programs

Audrey Martinez, Acting Assistant Director, Programs & Inclusion lead this discussion.

At the Finance Committee Orientation held on Friday, October 8, 2021, a question was raised on what specific programs are available for international students. The purpose of this discussion item was to update Committee members on what USU Programs are directed to international students.

Audrey Martinez stated that there are few programs specifically directed to International Students. However, all students are welcomed to participate in all USU programs and events.

She informed the committee about “Carnaval” which is an event where students can explore an extraordinary variety of international culture through a day filled with exciting dance, music, live performance, crafts, and delicious food from all over the world.

Additionally, she opened the floor for Committee members to provide feedback. The members shared their thoughts on how the programs can be improved.

Having a Multicultural Day and partnering up with the International Exchange Student Center (IESC) for events were the main suggestions from the committee.

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B. Fixed Asset & Leasehold Improvement Policy

Committee Co-Chair, Charlie Rodriguez-Salazar, lead this discussion and presented the committee with the current Fixed Asset & Leasehold Improvement Policy with a PowerPoint presentation. The purpose of the presentation was to familiarize the committee with the policy prior to updating it.

The current Fixed Asset Policy states that the University Student Union will approve a capital outlay budget for capitalized fixed assets and leasehold improvements each fiscal year.

Fixed asset and leasehold improvement purchases that were not included in the approved capital outlay budget must be approved by the USU Board of Directors.

Charlie Rodriguez discussed the following topics of the policy:

- Fixed Assets
- Leasehold Improvements
- Depreciation Method
- Recording Fixed Assets
- Safeguarding of Fixed Assets & Physical Inventories
- Reconciliation to General Ledger
- Disposition of Property
- Theft or Loss of Property

C. Procurement Policy

Committee Chair, Karina Perez, lead this discussion and presented the committee with the current Procurement Policy with a PowerPoint presentation.

The purpose of the presentation was to familiarize the committee with the policy prior to updating it.

The current Procurement Policy encompasses the following fundamental principles:

- Commitment to the maintenance of high standards of performance based on fair, ethical, and professional business practices.

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- Recognition that the development of procurement policies is to establish efficiencies, transparencies, and safeguards for obtaining the best value in the acquisition of goods and services.
- Recognition that policies will be in accordance with sound business judgment and practices.

Karina Perez discussed the following topics of the policy:

- Purchase Orders
- Low-Value Purchases of Goods
- Threshold Levels
- Sole Sourcing
- Policy Exceptions

VIII. Announcements

Committee Chair, K. Perez, informed the Student Committee members that Executive Secretary, J. Illuminate would like to schedule a 30-minute individual meeting to check-in with each member to get to know each other better.

Additionally, she stated that the next Committee meeting will be held on November 5th at 3:00 P.M. via Zoom.

IX. Adjournment

Committee Chair, K. Perez, adjourned the meeting at 3:53 P.M.

Respectfully Submitted by,

Joseph Illuminate
Associate Director, USU Accounting & Finance