

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MINUTES
TUESDAY, NOVEMBER 8, 2022
MINUTES**

<https://csun.zoom.us/j/85922916147?pwd=VzZzeDdleGE4clRnRmhlVXhMZTZkUT09>

I. Call to Order

Chair Melissa Baghoumian called the meeting to order at 3:32 p.m.

II. Roll Call

Present	Absent	Staff/Guests
Melissa Baghoumian, Committee Chair (voting)	Dr. Freddie Sanchez, Assistant VP, Student Affairs, Equity & Inclusion Services (voting)	Shelley Sakoda, Acting Manager, Administration & Assessment
Junicarl Ferido, Student Committee Member (voting)	Debra Hammond, Executive Director (non-voting)	
Adrian Hernandez, Committee Co-Chair (voting)		
Joseph Illuminate, Executive Secretary (non-voting)		
Jaelyn Jones, Student Committee Member (voting)		
Sade Richardson, Student Committee Member (voting)		
Dr. Edith Winterhalter, Associate VP for Budget & Strategic Business Ops, Administration, and Finance (voting)		
Sandra Zendejas, Student Committee Member (voting)		

S. Richardson arrived at 3:37 p.m. and left at 4:16 p.m.

III. Approval of Agenda

M/S/P (A. Hernandez/ S. Zendejas) Motion to approve the Agenda for November 08, 2022.

Main Motion passes by General Consensus (5-0-0).

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IV. Approval of Minutes

M/S/P (J. Ferido/ A. Hernandez) Motion to approve the Minutes for October 18, 2022.

Main Motion passes by General Consensus (5-0-0).

V. Chair Report

Chair Baghoumian presented the ice breaker discussion topic that asked the group to provide what their favorite food is this time of year.

VI. Discussion Items

A. USU Long-Term Financial Plan

The update and finalization of the long-term financial plan for the New Heart of Campus project and for presentation to the USU Board of Directors and campus administration is a 2022-23 Finance Committee goal.

Associate Director, Accounting & Finance Joe Illuminate presented the USU long-term financial plan. He noted the plan as reviewed was not accurate as movement was already happening due to changes to the New Heart of Campus project as voted on by the USU Board of Directors at its October 24, 2022 meeting. J. Illuminate explained the purpose of the financial plan and each of its three parts: Revenue Fund, Operating Fund, and Major Repair & Replacement. J. Illuminate answered questions from committee members about each area of the plan.

A. Procurement Policy

The revision of the Procurement Policy to incorporate justice, equity, diversity, and inclusion (JEDI) so that underrepresented small businesses may have the opportunity to compete for business opportunities with the USU is a 2022-23 Finance Committee goal.

Chair Baghoumian stated the purpose of this discussion item was to familiarize the committee with the current Purchasing Policy prior to revising it. She discussed the policy's fundamental principles, definitions, and components including purchase orders, low-value purchases of goods, threshold levels, sole sourcing, and policy exceptions.

B. Finance Committee Meeting, November 22, 2022

Chair Baghoumian explained that the committee needs to decide if the meetings on November 22 and December 6, 2022 should be virtual or in-person. She asked student committee members to state their preferences in the Zoom chat:

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In-person: 2 votes

Virtual: 3 votes

Baghoumian said she would check the preference of one additional student committee member, after which the meeting notifications would be distributed based on what the majority voted.

VII. Action Items

A. None

VIII. Announcements

Chair Baghoumian stated she and Co-Chair Hernandez would like to provide an in-person team bonding gathering for committee student members before the end of fall semester. She explained her belief that it is vital to bond and create human connection with one another as members of the committee, and also to get to know one another outside of finance and enjoy a relaxing time with the team.

She opened the floor for student feedback and interest level. The two general windows up for discussion are based on the committee's reported availability: either Mondays from 9:30 to 11:00 a.m. or Tuesdays from 3:00 to 4:30 p.m. Food and drinks will be provided. Baghoumian requested that students indicate their choices in the Zoom chat. She will email the students a date and location for the first gathering.

Chair Baghoumian stated that if any committee members need additional workshop training on Robert's Rules of Order, Associate Director, Accounting & Finance Joe Illuminate is available to provide one for those who wish to learn more.

IX. Adjournment

The meeting was adjourned by Chair Baghoumian at 4:32 p.m.

Respectfully Submitted,



Joseph Illuminate
Associate Director, USU Accounting & Finance