I. **Call to Order**
The meeting was called to order by Committee Chair, Timmothy Roberts at 2:32 pm.

II. **Roll Call**

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Staff/Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Czar Agcaoili</td>
<td>Sharon Eichten</td>
<td>Jasmine Medina</td>
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<tr>
<td>Student Committee Member (voting)</td>
<td>Associate VP, Budget Planning &amp; Management</td>
<td>Student Administrative Support Assistant II,</td>
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<tr>
<td></td>
<td>(voting)</td>
<td>Accounting &amp; Finance</td>
</tr>
<tr>
<td>Joe Illuminate</td>
<td>Debra Hammond</td>
<td></td>
</tr>
<tr>
<td>Executive Secretary (non-voting)</td>
<td>Executive Director (non-voting)</td>
<td></td>
</tr>
<tr>
<td>Asima Rahman</td>
<td>Dr. Shelley Ruelas-Bischoff</td>
<td></td>
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<tr>
<td>Student Committee Member (voting)</td>
<td>Student Affairs Representative (voting)</td>
<td></td>
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<tr>
<td>Tammy Rassamekiarttisak</td>
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<tr>
<td>Committee Co-Chair (voting)</td>
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<tr>
<td>Timmothy Roberts</td>
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<tr>
<td>Committee Chair (voting)</td>
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<tr>
<td>Christian Ross</td>
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<tr>
<td>Student Committee Member (voting)</td>
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<tr>
<td>Ramon Tetangco</td>
<td></td>
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<tr>
<td>Student Committee Member (voting)</td>
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</tbody>
</table>

*Ramon Tetangco arrived at 2:35 pm.*

III. **Approval of Agenda**
M/S/P (A. Rahman/C. Ross) Motion to approve the agenda for October 2, 2019.

*Main Motion passes by general consensus*

IV. **Approval of Minutes**
M/S/P (T. Rassamekiarttisak/A. Rahman) Motion to approve the minutes for May 09, 2019.

*Main Motion passes by general consensus*

V. **Icebreaker**
Committee Co-Chair, Tammy Rassamekiarttisak facilitated the ice breaker. She instructed everyone to say their name and perform a dance move. The next person was to repeat everyone’s name and dance move. The purpose of the icebreaker was for each committee member to get to know one another.
VI. Chair’s Report
Committee Chair, Timmothy Roberts reminded everyone that the upcoming Finance Committee Meetings are the following dates:

- October 23rd
- November 6th
- November 20th

All Finance Committee meetings will be held on a Wednesday. He stated that if anyone had any questions, they could reach out to Tammy, Joe, Jasmine or himself.

VII. Action Items

A. 2019-20 Finance Committee Goals
M/S/P (A. Rahman/C. Agcaoili) Motion to approve the 2019-20 Finance Committee Goals.

<table>
<thead>
<tr>
<th>No.</th>
<th>GOALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Collaborate with the Campus Budget Office and CSUN Facilities Development &amp; Operations to prepare a Renovation Project Financial Plan acceptable to the Finance &amp; Treasury department at the Chancellors Office (Spring 2020).</td>
</tr>
</tbody>
</table>
| 2   | Update the following policies (May 2019):
  1. Petty Cash/Cash Handling
  2. Travel
  3. Credit Card Policy

Motion passes 5-0-0

VIII. Discussion Items

A. Risk Management & Contracts Training
Joe Illuminate, Associate Director, Accounting & Finance, gave a PowerPoint presentation on Risk Management and Contracts in order to prepare for discussion of the Risk Management Policy and Contracts Policy at the October 23, 2019 meeting. He explained the following topics during the presentation:

1. Why bother with risk management
2. What is risk management?
3. The process of transferring risk
4. The types of contracts the USU utilizes
5. Risk assessment
6. Basic insurance requirements for USU contracts
7. AM Best Ratings and acceptability of insurers
8. The components of a Certificate of Insurance
J. Illuminate than used an actual purchase order for Schaefer Ambulance to illustrate what the risk management and contract principles discussed in the PowerPoint look like in practice.

IX. **Announcements**
Committee Co-Chair, Tammy Rassamekiarttisak informed everyone about the Asian American Studies Pathways Project’s upcoming event on October 24th. If anyone is interested in signing up to submit art, or perform, the deadline is on October 17th. Tammy will be sending out a flyer and encouraged everyone to attend.

Committee Member, Ramon Tetangco informed the committee about the Pride Center and Career Center’s collaborative event on October 5th, 2019 with JC Penney at the Northridge Fashion Center. Students will be able to purchase business clothes at a discounted price.

Executive Secretary, Joe Illuminate informed the committee that the roster has been updated. He requested that everyone place the updated roster in their Finance Committee Orientation notebook.

Co-Chair Tammy Rassamekiarttisak requested that student members respond by email to confirm when they receive the electronic copy of the Finance Committee Meeting packets.

Finally, Chair, Timmothy Roberts informed everyone that the next Finance Committee meeting would be held on Wednesday, October 23, 2019.

X. **Adjournment**
Committee Chair, Timmothy Roberts adjourned the meeting at 3:26 pm.

Respectfully submitted by,

Joseph Illuminate
Associate Director, USU Accounting & Finance