

UNIVERSITY STUDENT UNION
 CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
 FINANCE COMMITTEE MEETING
 FRIDAY, OCTOBER 02, 2020
 MINUTES

I. Call to Order

The meeting was called to order by Committee Chair, Jacob Akopnik at 3:02 p.m.

II. Roll Call

Present	Absent	Staff/Guests
Jacob Akopnik, Committee Chair (voting)	Debra Hammond Executive Director (non-voting)	Jasmine Medina, Accounting & Finance Administrative Support Assistant II
Bryan Gonzalez Student Committee Member (voting)		
Jasmine Guerrero, Committee Co-Chair (voting)		
Joe Illuminate Executive Secretary (non-voting)		
Juan Martinez, Student Committee Member (voting)		
Fernando Ortiz, Student Committee Member (voting)		
Sara Pelayo, Student Committee Member (voting)		
Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)		
Dr. Edith Winterhalter, Associate VP for Budget & Strategic Business Operations, Administration and Finance (voting)		

III. Approval of Agenda

M/S/P (F. Ortiz/S. Pelayo) Motion to approve the agenda for October 02, 2020.

Main Motion passes by general consensus

IV. Approval of Minutes

M/S/P (J. Guerrero/J. Martinez) Motion to approve the minutes for May 28, 2020.

Main Motion passes by general consensus

V. Icebreaker

Committee Co-Chair, J. Guerrero, encouraged each committee member to provide a brief self-introduction to the committee.

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VI. Chair's Report

J. Akopnik thanked the student committee members for attending the Finance Committee Orientation. He also thanked everyone for being present and attentive at this first meeting.

VII. Action Items

A. 2020-21 Finance Committee Goals

M/S/P (B. Gonzalez / J. Martinez) Motion to approve the 2020-21 Finance Committee goals as presented.

J. Akopnik presented the following goals:

No.	GOAL
1	Revise and update the USU long-term financial plan. (Ongoing throughout the Fiscal Year).
2	Update the following policies (May 2021) : 1. Petty Cash 2. Cash Handling 3. Accounts Receivable Management Policy
3	Develop recommendations, cost cutting strategies, business efficiencies to mitigate financial challenges associated with the pandemic. (Ongoing throughout the Fiscal Year).
4	Provide the committee a basic understanding of how student union fees support the University Student Union (December 2020)

Motion passes 7-0-0

VIII. Discussion Items

A. Cost Cutting Strategies

J. Akopnik introduced the discussion on recommendations, cost adjustment strategies and business efficiencies to mitigate financial challenges associated with the pandemic.

J. Illuminate presented the following budget guidelines and principles to provide context for an upcoming discussion on cost adjustment strategies at the next Finance Committee meetings.

The financial situation at the USU is stable. The USU practices conservative budgeting because there are external factors that impact the USU over which we have no control like the economy and student headcount.

The USU practices conservative budgeting because the USU is required by the campus to maintain the Debt Service Coverage Ratio (DSCR) at or above 1.25. (A 1.25 DSCR means that there is a \$1.25 of student fee revenue for every \$1.00 of debt the student union owes). The campus is required to

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maintain a DSCR of 1.35 so if the USU DSCR were to go below 1.25, it would drag down the campus DSCR.

The USU practices conservative budgeting because the USU has committed to provide a down payment of \$24 million for the Renovation Project. Since the \$125.00 increase in student fees for the project will not take effect until the project is complete, the USU will need to be smart in how we budget our expenditures coming fiscal year so there is sufficient cash for the down payment.

The budget guidelines that were implemented for 2020-21 budget process are as follows:

1. No new staff positions unless internal resources can be reallocated to fund the position e.g. vacant positions that are not being refilled or reallocation of operating expenses within the department budget.
2. The total target amount of student assistant **hours** should be the department's total projected student assistant hours for 2019-20 with limited exceptions.
3. Limit the maximum number of hours a student can work during breaks to 30 hours per week.
4. Maintain operating expenses, including travel, (excluding salaries, benefits, and administrative contingencies) at 2019-20 dollars levels with limited exceptions for known expense increases e.g. new janitorial contract, utilities).
5. Limit total administrative contingencies to \$100,000 organization-wide.
6. Determine if there is are any programs, services, or practices that are no longer necessary or useful which can be eliminated thereby saving the USU money.

IX. Announcements

F. Ortiz mentioned that Associated Students will still be having Big Show this year. It is free and completely virtual.

Dr. S. Ruelas-Bischoff mentioned that Joseph Castro is the new Chancellor of the California State University system. He will be the first-ever California native and Mexican American to lead the CSU.

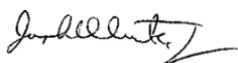
S. Pelayo mentioned that she is the co-executive director at 505 Entertainment, which is a student run record label on campus. She mentioned that they are currently looking for the next "Artist of the Year". She encouraged the committee to let their friends and classmates know if anyone is interested.

Committee Chair, J. Akopnik mentioned that the next committee meeting is on October 23rd at 3:00PM. He encouraged everyone to read the packet and be prepared for the upcoming meeting.

X. Adjournment

Committee Chair, Jacob Akopnik adjourned the meeting at 3:39 p.m.

Respectfully Submitted By,



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Joseph Illuminate
Associate Director, USU Accounting & Finance