

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
WEDNESDAY, NOVEMBER 06, 2019
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Timmothy Roberts at 2:33 p.m.

II. Roll Call

Present	Absent	Staff/Guests
Czar Agcaoili Student Committee Member (voting)	Debra Hammond Executive Director (non-voting)	Emery Hernandez, BOD Administrative Coordinator
Sharon Eichten Associate VP, Budget Planning & Management (voting)	Christian Ross Student Committee Member (voting)	Jasmine Medina, Student Administrative Support Assistant II, Accounting & Finance
Joe Illuminate Executive Secretary (non- voting)		
Asima Rahman Student Committee Member (voting)		
Tammy Rassamekiarttisak Committee Co-Chair (voting)		
Timmothy Roberts Committee Chair (voting)		
Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)		

Asima Rahman arrived at 2:37 p.m.

Dr. Shelley Ruelas-Bischoff left at 3:22 p.m.

III. Approval of Agenda

M/S/P (T. Rassamekiarttisak/C. Agcaoili) Motion to approve the agenda for November 06, 2019.

Main Motion passes by general consensus

IV. Approval of Minutes

M/S/P (T. Rassamekiarttisak/C. Agcaoili) Motion to approve the minutes for October 23, 2019.

Main Motion passes 4-0-1

V. Icebreaker

Committee Co-Chair, Tammy Rassamekiarttisak facilitated two ice breakers. The first icebreaker had the committee stand in a circle and having an object passed around form

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
WEDNESDAY, NOVEMBER 06, 2019
MINUTES**

person to person. Once Tammy Rassamekiarttisak said “stop”, whoever had the object answered a question. The purpose of the ice breaker was to get to know each other better.

The second ice breaker required everyone to form two lines. Tammy asked a series of questions and everyone had to answer the question to their partner. The people in line A would move down the line and switch partners. At the end, everyone was able to speak to each person in the group. This purpose of this ice breaker was to be able to manage time and have equal participation between each partner.

VI. Chair's Report

A. None

VII. Action Items

A. None

VIII. Discussion Items

A. Travel Policy

J. Illuminate gave a PowerPoint presentation about the Travel Policy covering the following topics:

1. The purpose of the policy
2. CA Assembly Bill 1887 – State Travel Ban
3. Travel Policy Procedures
4. Travel Pre-Approval and Cash Advances
5. Travel Expense Report
6. Receipts
7. Reimbursement of Subsistence Expenses
8. Transportation Expenses
9. Transportation by Private Automobile
10. Use of Corporate Credit Card
11. Personal Guests of Travelers

Dr. Shelley Ruelas-Bischoff recommended that approval for international travel and approval for travel to prohibited states be coordinated with Student Affairs via the Executive Director. Also recommended was the creation of an Approval of Travel to Prohibited States Approval form similar to the form the campus currently uses to document approval to travel to prohibited states.

S. Eichten, during the discussion of itemized receipts, recommended that the prohibition against reimbursement of alcohol as an out of pocket expense be added to the Itemized Receipts section of the procedures.

B. Corporate Credit Card Policy

Committee Chair, Timmothy Roberts discussed the significant updates to the Corporate Credit Card policy since the last meeting:

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
WEDNESDAY, NOVEMBER 06, 2019
MINUTES**

1. The individual credit card transaction limit is increased from \$5,000 to \$7,500.
2. Lost cards must be immediately reported to the Credit Card Company and the Accounting & Finance department. Lost cards must be cancelled immediately in order to prevent fraudulent charges.
3. Cardholders are ultimately responsible for accuracy and completeness of their Concur Travel Expense Report.

C. Risk Management Policy

Committee Co-Chair, Tammy Rassamekiarttisak discussed the significant change to the Risk Management Policy since the last meeting:

1. Short Term Rentals

The serving of alcohol by a caterer for a client renting a room must be approved by the USU Executive Director/designee in accordance with the Alcohol Service Policy. The University Corporation (TUC) is the only entity allowed to sell alcohol on campus. A client that is approved to have a caterer *serve* alcohol at their event must have a catering permit (Alcohol Beverage Control License 58). In addition, the caterer must show proof of liquor liability insurance.

2. Student Clubs & Organizations

The phrase "men and women" was removed from the sentence *Activities of all fraternal organizations (men and women), even academic fraternal organizations are excluded from CLIP coverage* to be more inclusive of all groups.

It was noted that the premium for CLIP coverage is being paid by the campus and that there are no plans to pass on the cost of the premium to auxiliaries.

D. Contracts Policy

Committee Chair, Timmothy Roberts stated that the procedure section of the policy was deleted in its entirety since the last meeting because the material was informational only and did not convey how to implement the procedures.

E. Student Committee Member Feedback

Committee Co-Chair, Tammy Rassamekiarttisak asked the students, "What is your experience with being part of the Finance Committee? Is it meeting your expectations? Would you like to be more involved?"

1. Czar responded, "The committee is meeting my expectations, I would be open to presenting policies to the Finance Committee and Board of Directors".
2. Asima responded, "Presenting information to the Board of Directors would be a good experience".
3. Timmothy responded, "My presentation skills have improved, I feel more confident speaking to groups, and meeting with higher officials has been a great part of my experience".

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
WEDNESDAY, NOVEMBER 06, 2019
MINUTES**

IX. Announcements

1. Sharon Eichten reminded everyone about the Anita Hill lecture at the USU on November 7th, in the Northridge Center.
2. Committee Co-Chair, Tammy Rassamekiarttisak announced that the Asian-American Studies Pathways Project (AASPP) will be having a “Slime & Film” event on November 14th, at the Glenn Omatsu House. Doors open at 5:30 p.m.
3. Executive Secretary, Joe Illuminate mentioned that there will be at least three more policies to discuss this fiscal year: Petty Cash, Accounts Receivable Management, and Travel.
4. Committee Chair, Timmothy Roberts reminded the members that the next committee meeting is scheduled for November 20th at 2:30 p.m. in the Internal Conference Room on the second floor of the Sol Center.

X. Adjournment

Committee Chair, Timmothy Roberts adjourned the meeting at 3:35 p.m.

Respectfully Submitted By,

Joseph Illuminate
Associate Director, USU Accounting & Finance