

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
FRIDAY, FEBRUARY 18, 2022
MINUTES**

I. **Call to Order**

The meeting was called to order by Committee Chair, C. Rodriguez-Salazar at 3:05 P.M.

II. **Roll Call**

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

III. **Approval of Agenda**

M/S/P (M. Armendariz/ K. Zavala) Motion to approve the Agenda for February 18, 2022.

Main motion passes by General Consensus

IV. **Approval of Minutes**

M/S/P (M. De Leon/ M. Armendariz) Motion to approve the Minutes for November 05, 2021.

Main motion passes by General Consensus

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
FRIDAY, FEBRUARY 18, 2022
MINUTES**

V. **Ice Breaker**

Committee Chair, C. Rodriguez-Salazar requested all committee members to participate in a game of "Two Truths and a Lie".

VI. **Chair's Report**

Committee Chair, C. Rodriguez-Salazar introduced the new Committee Co-Chair, Mishell De Leon.

VII. **Action Items**

A. None

VIII. **Action Items**

A. **Finance Committee Goals (2021-2022)**

M/S/P (M. De Leon/ M. Armendariz) Motion to Approve the Revisions to the Finance Committee Goals (2021-2022) as presented.

Committee Chair, C. Rodriguez-Salazar, presented this item.

Finance Committee Goals (2021-2022) that the committee approved on 10/01/21 are as follows:

No.	GOAL
1	Revise and update the USU long-term financial plan to determine the financial impact of the Heart of Campus Renovation Project. (Ongoing throughout the Fiscal Year).
2	Update the following policies: <ol style="list-style-type: none"> 1. Fixed asset Policy (January 2022). 2. Procurement Policy (March 2022).

It was requested that goal No. 2 be postponed until the 2022-2023 fiscal year due to time constraints such as the necessity for the Associate Director, A&F to devote more time to the New Heart of Campus Financial Plan and two employee vacancies in the Accounting & Finance Department which has increased the workload of the Associate Director, A&F.

Motion Passes 4-0-0

**UNIVERSITY STUDENT UNION
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FRIDAY, FEBRUARY 18, 2022
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B. Discussion Items

A. Hospitality Policy

Committee Chair, C. Rodriguez-Salazar, presented this item to the committee.

The Hospitality Policy needs revision to do the following:

- Update the definition of "Continuous Service".
- Add language authorizing the Executive Director to make limited exceptions to the policy in order to provide consistency with the same language in other fiscal policies.

There were also minor revisions to the Hospitality Policy Procedure which are included in the table below for illustration purposes.

Hospitality Policy Revisions:

Previous	Recommended
Definition of Continuous Service was not included.	<u>Definitions now Include</u> Continuous Service: the employee's service is continuous without any break in service. Continuous service includes employment status as student assistant, hourly, of staff employee.
Employee Recognition Events: memorial services, celebrations of retirement, and farewell gatherings for employees separating with at least five years of service.	Employee Recognition Events: memorial services, celebrations of retirement, and farewell gatherings for employees separating with at least five years of continuous service.

Previous	Recommended
The sentence "The Executive Director/designee is authorized to make limited exceptions to this policy" was not included previously.	The following sentence is now included in at the end of the Fiscal Policy The Executive Director/designee is authorized to make limited exceptions to this policy. The reason for the exception must be documented in writing.

**UNIVERSITY STUDENT UNION
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FINANCE COMMITTEE MEETING
FRIDAY, FEBRUARY 18, 2022
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Hospitality Procedure Revisions:

Previous	Recommended
<p>III. Allowed Hospitality Expenses & Occasions</p> <p><u>Employee Recognition Events & Appreciation:</u> the provision of meals, light refreshments, flowers, cards, and gifts for employee appreciation, memorial services, celebrations of retirement, and farewell gatherings for employees separating with at least five years of service and/or employees who have made significant contributions to the USU as determined by the Executive Director.</p>	<p>III. Allowed Hospitality Expenses & Occasions</p> <p><u>Employee Recognition Events & Appreciation:</u> the provision of meals, light refreshments, flowers, cards, and gifts for employee appreciation, memorial services, celebrations of retirement, and farewell gatherings for staff employees separating with at least five years of continuous service and/or employees who have made significant contributions to the USU as determined by the Executive Director.</p>
<p>IV. Prohibited Hospitality Expenditures</p> <p>A. Memorial services, celebrations of retirement, and farewell gatherings for employee separating with less than 5 years of service.</p>	<p>IV. Prohibited Hospitality Expenditures</p> <p>A. Memorial services, celebrations of retirement, and farewell gatherings for any employee separating with less than 5 years of continuous service.</p>
<p>Previous COA Numbers</p> <p>623510- Hospitality 620200- Program Costs 623520- Program Food Costs 625410 - Training-Development Services 623650 - Recruitment Expenses</p>	<p>New COA Numbers</p> <p>660813 - Hospitality 660841- Program Costs 660818 - Program Food Costs 660009 - Training Professional Development 660842 - Recruitment</p>

The Finance Committee and the Board only approve changes to the policy, not changes to the procedures.

When the action item to recommend the revisions to the Hospitality policy for approval is considered by the committee, only the policy section will be included in the action item packet.

C. Announcements

Committee Chair, C. Rodriguez-Salazar, encouraged the committee members to attend the Career Fair the week of February 21, 2022.

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
FRIDAY, FEBRUARY 18, 2022
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D. Adjournment

Committee Chair, C. Rodriguez-Salazar, adjourned the meeting at 3:40 P.M. Respectfully

Submitted by,



Joseph Illuminate

Associate Director, USU Accounting & Finance