



**SACRAMENTO  
STATE**

California State University, Sacramento  
University Union Operation of CSUS Inc.  
6000 J Street • Sacramento, CA 95819-6138  
T (916) 278-6744 • www.csus.edu/union


**Union WELL Inc.  
Budget and Finance Committee**

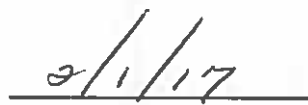
**Minutes: October 25, 2016**

1. The meeting was called to order at 7:35 am by Kisanet Woldeyohannes
  - a. Members Present: Kisanet Woldeyohannes, Alyssa Trejo, Carter Sun, NaKisha Allen, Stacy Hayano
  - b. Also Present: Leslie Davis, Bill Olmsted, Jill Farrell, Amy Jacobsen and Tori Butler
2. Public Comment: None
3. Review of the Charge to the Budget and Finance Committee  
Farrell reviewed duties and responsibilities of the Budget and Finance Committee.
4. Approval of Minutes of April 19, 2016 **(MSP: Hayano/Trejo)**
5. Policy Revisions, in light of Leslie's retirement, we're making a concentrated effort on updating all policies to make sure they are cleaned up and accurate. Generally, there are no changes to the substance of the policies.
  - a. Budgetary Process: **(MSP Trejo/Allen)**
  - b. Petty Cash Handling: **(MSP Hayano/Trejo)**  
The Petty cash levels are: WELL \$50, Union \$50, Facilities and Administration \$75. The WELL was just reduced to \$50.00. There was discussion on how petty cash is used, and issues of no receipt. Hayano stated that the university has started using a special form to reimburse for parking in situations where no receipt is offered. Our current policy is to have employees write a memo with an explanation of the charge and why they don't have proof of payment. If we start to see more of this type of scenario, we may incorporate a form. Petty cash is rarely used since the advent of corporate credit cards.
  - c. Bank Accounts, Signature Cards: **(MSP Sun/Trejo)**
    - i. Davis noted that the Board appoints authorized signers annually, and any 2 of 7 listed can sign a check over \$10K.
  - d. Purchasing Procedures: **(MSP: Allen/Trejo)**
    - i. Farrell explains that item 7 of this procedure was revised to reflect the update regarding bids now being awarded based on best value. We also included an example of the formal bid process on primary source scenario. There was a tremendous need for primary source policy due to particular situations such as AV equipment.

- ii. Farrell: Vendors are moving away from mailed invoices to emailed invoices, accounting system is being changed to keep up and also included the process of a "receiver"
  - e. Facility Use Fees: (MSP Allen/Sun with amendment of changing the word "use" to "usage")
    - i. Allen questioned the word "usage" instead of "use" in the policy name? It was agreed that the word should change and as policies come up with "use" versus "usage" when appropriate, it will be changed.
6. Proposed Strategic Planning and Budget Timeline: (MSP Hayano/Trejo)
- a. Farrell: Refers to packet insert which outlines the timeline
7. Proposed Student Wage Scale: (MSP Sun/Trejo)
- a. Farrell explains that the state of California has set forth a step increase of minimum wage, up to \$15 per hour. Jan 1, 2017 there will be an increase of \$0.50, in 2018 another increase \$.50, then the increase for the following 4 years is \$1 each year. Our current pay policy has step increases to wages based on hours worked, however due to the new state policy increases we updated our wage scale to eliminate tenure based step increases.
    - i. Farrell refers the handout which outlines the established wage increase schedule and class cap rate and explains that current employees probably will not be working here by the time they reach the cap, but we had to establish one.
      - 1. Employees hired in the next two months, will be limited, with a goal of them starting after January 1<sup>st</sup>. However, if we have new hires,
        - a. they would be hired based on current pay scale. So, a Class 1 new hire would start at \$10 per hour, and will be making \$10.50 as of 1/1/17 automatically.
8. Capital and Plant addition updates and approvals: (MSP Hayano/Trejo)
- a. In compliance with the policy, we are bringing forth the Capital and Plant Fund project lists where adjustment have been made, for example projects not being done or reduced in scope and cost. Also, projects we want to add. We are still maintaining a better than budget position.
    - i. Projects Added:
      - 1. \$18,360 to replace lights in the Union with LED.
      - 2. Digital signage budget \$21,000
9. 1<sup>st</sup> Quarter Budget to Actual Variance Review
- Farrell reviewed a report that outlines actual numbers for budget and expenses, total budget and variance.
10. The meeting was adjourned at 9:03am

Respectfully submitted:

  
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 Name

  
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 Date