



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

April 11, 2017
7:30am, Special session, call-in meeting

Minutes

1. The meeting was called to order at 7:33 am by Kisanet Woldeyohannes
 - a. Members present: Kisanet Woldeyohannes, Carter Sun, Alyssa Trejo, NaKisha Allen, Stacy Hayano, Missy Anapolsky
 - b. Also present: Bill Olmsted, Jill Farrell, Tori Butler, Amy Jacobsen

2. Public Comment: None

3. Policy Revisions, Olmsted
 - a. Purchasing Policy, Action Requested (**MSP: Anapolsky, Hayano; approved as amended**)
 - i. Olmsted states that a revision to the purchasing policy is being proposed to raise the limit for requiring an RFP (request for proposal) from \$25,000 to \$50,000. The revision to the policy would therefore extend the limit where an informal bid process is acceptable from \$25,000 to \$50,000, which requires staff to get three written acceptable bids. Olmsted asks Hayano to confirm whether the campus threshold is \$50,000 for an RFP. Hayano confirms and states that the revised policy would be in line with University. Olmsted continues to state that while the policy is being revised, the opportunity to clean up the language is being taken and the title of Associate Executive Director is being removed throughout, as we do not currently have that position in the organizational chart.

Questions/Comments: Hayano raises a question regarding the general statement of the policy. The second sentence reads "*They* are targeted at being reasonable and consistent with Sacramento State." but she is wondering who "*they*" refers to, resources, procedures or expenditures? Olmsted answers that "*they*" is referring to procedures. Farrell suggests a revision of "*These procedures* are targeted..." instead of "*they* are targeted..." All agreed.

4. The meeting was adjourned at 7:43am

Respectfully submitted:

Name

Date