

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
MARCH 07, 2018
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Jazmin Hernandez at 3:32 p.m.

II. Roll Call

Present	Absent	Staff/Guests
Aisha Bahadar, Student Committee Member (voting)	Debra Hammond, Executive Director (non-voting)	Emery Hernandez, Student Administrative Assistant
Sharon Eichten, University Representative (voting)	Guadalupe Perez Barrios, Student Committee Member (voting)	Michael Odinlo, Board Vice-Chair
Jazmin Hernandez, Committee Chair (voting)	Angela Pham, Student Committee Member (voting)	
Joseph Illuminate, Executive Secretary (non-voting)	Iris Ramirez, Board Chair (non-voting)	
Alexis Lopez, Student Committee Member (voting)	Dr. Shelley Ruelas-Bischoff, Student Affairs Representative (voting)	
Clarissa Mejia, Student Committee Member (voting)		
Habiba Naqvi, Committee Co-Chair (voting)		

III. Approval of Agenda

M/S/P (A. Lopez/S. Eichten) Motion to approve the agenda for March 07, 2018.

Main motion passes by general consensus

IV. Approval of Minutes

M/S/P (C. Mejia/A. Bahadar) Motion to approve the minutes for February 14, 2018.

Main motion passes by general consensus

V. Chair's Report

None

VI. Discussion Items

A. 2018-19 Capital Outlay Allocation Proposal

Committee Chair, Jazmin Hernandez explained that capital outlay or fixed assets are defined as a single item with a value greater than \$5,000 that can be used in a productive capacity by the USU for more than one year.

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The current proposal has a fiscal impact of \$118,355. The total cost includes a 10% contingency to take into account any potential price increases or change in the scope of the purchase. The proposed capital outlay purchases are listed in the following table:

No	Item Description	Category	Base Cost	Contingency (10%)	Total Cost	In 30 Year Plan?	Priority
1	Fire Curtain Release Mechanism Update & Service (Sightlines #881)	Equipment	\$31,290	\$3,129	\$34,419	Y	1
2	Compact Hydraulic Shear	Equipment	\$16,996	\$1,700	\$18,696	N	1
3	Hydraulic Box and Pan Brake	Equipment	\$26,632	\$2,663	\$29,295	N	1
4	Key-Box Intelligent Series Locker	Equipment	\$6,237	\$624	\$6,861	N	2
5	Massage Chair Replacement	Equipment	\$26,440	\$2,644	\$29,084	N	3
TOTAL			\$107,595	\$10,760	\$118,355		
JUSTIFICATIONS:							
1	The Plaza del Sol Performance Hall - the current release mechanism does not meet current standards and is difficult to operate. The new system will permit manual push button operation releasing the fire curtain in a controlled descent. This will improve facility operations and safety systems.						
2	Hydraulic shears are used to cut metal. The Maintenance Shop has continued to increase its metal fabrication production. This work includes metal rails, cabinets, shelves, and custom fabricated racks. The current shear is a small, manual model that is limited to 16 gauge metal with 42 inch width. The hydraulic shear will cut 14 gauge metal up to 80 inches wide which increases the ability to fabricate items using thicker and larger pieces of metal.						
3	The hydraulic box and pan brake is used to bend metal. The current hydraulic box and pan brake is non-operational. It has been repaired, but it is a small manual piece of equipment. The repair was an interim step, but it still does not produce a straight bend. Therefore, a new box and pan brake is necessary. The requested model is hydraulic-powered which increases the ability to fabricate items using thicker and larger pieces of metal.						
4	This locker system has six compartments which will be used to securely store the Student Recreation Center (SRC) scoreboard remote controls that cost \$600 each. The cabinet can handle up to 500 users (codes with 1-8 characters) and store up to 3,600 events. The locker system is similar to the two Key Watcher systems the USU already has had in place for						
5	The SRC Wellness Center is proposing to purchase (4) four new massage chairs. Three of the four chairs will replace the three current chairs that are in the facility and one additional chair will be purchased to meet the needs of students requesting more massage chairs. Requests are constantly received for more massage chairs on all of our satisfaction surveys. Additionally, the costs of replacement parts and labor to fix the existing chairs will steadily increase each year. Warranties for these chairs ended as of June 2016.						

Joe explained that the plan is to vote on this proposal at the April meeting.

B. 2018-19 Major Purchases, Repairs, & Replacements Proposal

Committee Co-Chair, Habiba Naqvi presented the 2018-19 Major Purchases, Repairs, & Replacements Allocation Proposal. She explained that the funding source for major repairs and replacements is the USU's Repair and Replacement fund which is administered by the campus on behalf of the USU. Expenditures from this fund are recorded in the University's accounting records.

The current proposal has a fiscal impact of \$1,682,248. The total cost includes a 10% contingency to take into account any potential price increases or change in the scope of the purchase. Joe Illuminate added that is possible that more projects might be added prior to the April meeting. The proposed major purchases, repairs, and replacements are listed in table on the following page:

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No.	Item Description	Base Cost	Contingency (10%)	Total Cost	In 30-Year Plan?	Priority
1	Student Recreation Center (SRC) Equipment Replacement	\$1,031,477	\$103,148	\$1,134,625	N	1
2	Interior Shell - Floor Replacements (Sightlines #852)	\$159,633	\$15,963	\$175,596	Y	1
3	Interior Shell - Ceiling Replacements (Sightlines #832)	\$111,484	\$11,148	\$122,632	Y	1
4	Interior Shell -Wall Replacements (Sightlines #862)	\$125,723	\$12,572	\$138,295	Y	1
5	Tuepen Lift	\$101,000	\$10,100	\$111,100	N	1
TOTAL		\$1,529,317	\$152,932	\$1,682,248		

JUSTIFICATIONS:

1	The SRC is proposing to replace the selectorized strength equipment (equipment with mounted weight plates) and the majority of the cardiovascular equipment. The costs of replacement parts and labor to fix this equipment increases each year so it is recommended to replace this equipment. Warranties for this equipment ended in January 2018 for both the cardiovascular and selectorized equipment. The total USU preferred customer discount is \$219,715. In addition, the vendor's quotations provides an equipment trade-in allowance in the amount of \$60,000.
2	Replace floors on the second floor of the East Conference Center (ECC) to match the remodeled first floor.
3	Replace the ceiling on the second floor of the East Conference Center to match the remodeled first floor.
4	Replace the walls and paint on the second floor of the East Conference Center to match the remodeled first floor.
5	The Tuepen Lift is a specially designed to be utilized indoors through single wide openings. The lift is needed to access areas of the Student Recreation Center via any equipment currently in the possession of the USU. The current boom lift is only for exterior work and is in very poor condition. The Tuepen Lift can be used both indoors and outdoors. The cost to rent this type of lift costs \$2,200 per day.

C. Finance Committee Schedule – May 09, 2018

The time of the May 9, 2018 Annual Budget Finance Committee meeting has been rescheduled to 12:30 p.m. – 3:30 p.m. The meeting will take place in the Internal Conference Room. Lunch will be provided the day of the meeting. Emery will be sending out an updated meeting request to all committee members

VII. Action Items

A. BOD Committee Member of the Year Award

M/S/P (A. Lopez/C. Mejia) Motion to approve the selected Finance Committee nominee for the BOD Committee Member of the Year Award.

The Board of Directors Committee Member of the Year Award goes to an outstanding committee member. The committee nominated Guadalupe Perez Barrios for volunteering to present the Finance Committee Code at the Finance Committee and the Board of Directors meeting.

Main motion passes 5-0-0

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VIII. Announcements

Committee Chair, Jazmin Hernandez thanked everyone for coming to this meeting. She wishes the students good luck during midterms.

IX. Adjournment

Committee Chair, Jazmin Hernandez adjourned the meeting at 3:58 p.m.

Respectfully submitted by,

Joseph Illuminate
Associate Director, USU Accounting & Finance