

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
MARCH 28, 2019
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Jesus Suarez at 12:04 pm.

II. Roll Call

Present	Absent	Staff/Guests
Paolo Aiello Student Committee Member (voting)	Debra Hammond Executive Director (non-voting)	Shannon Intluxay, Student Administrative Assistant
Sharon Eichten Associate VP, Budget Planning & Management (voting)	Diego Paniagua Student Committee Member (voting)	
Joe Illuminate Executive Secretary (non-voting)	Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)	
Michael Meneses Student Committee Member (voting)		
Asima Rahman Committee Co-Chair (voting)		
Jesus Suarez Committee Chair (voting)		
Joel Castellanos Student Committee Member (voting)		

Asima Rahman left at 12:19 pm. Michael Meneses arrived at 12:25 pm.

III. Icebreaker

Paolo Aiello requested that each committee member tell the committee the first career they remembered they wanted to pursue.

IV. Approval of Agenda

M/S/P (P. Aiello/J. Castellanos) Motion to approve the agenda for March 28, 2019.

Main motion passes by general consensus

V. Approval of Minutes

M/S/P (J. Castellanos/P. Aiello) Motion to approve the minutes for March 07, 2019.

Main motion passes by general consensus

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VI. Chair's Report

Committee Chair, Jesus Suarez introduced Asima Rahman as the new Committee Co-Chair. Asima is a Biochemistry major and is serving her first year on Board of Directors and the Finance Committee. She is excited to learn new information regarding the Finance Committee and considers it an honor to serve.

VII. Discussion Items

A. Donations & Gift Policy

Executive Secretary, Joe Illuminate discussed the changes made to the Donations & Gift Policy since the last meeting held on March 07, 2019.

The following additional revisions were suggested during today's meeting:

Revisions to the Procedure

Revise the second paragraph in the "Award Phase" section of the procedure to "*After the action item has been approved by the BOD, gift recipients are notified and arrangements are made to transfer the gift fund amount to each recipient.*"

Revisions to the BOD Gift Program Application

1. Remove "Unique" from the question "What is the Anticipated Unique Number of CSUN Students who will be served".
2. Revise the question regarding reallocation of funds from a question to a statement: "You Agree not Re-allocate Funds for a Different Purpose than described in this Application unless Approved by the USU".

Revisions to the BOD Gift Program Accountability Form

Remove the "Unique" from the question "How many Unique Number of CSUN Students were Served"?

B. Major Purchase Repair & Replacement Allocation Proposal

Executive Secretary, Joe Illuminate discussed that the East Conference Center (ECC) Renovation (Various Sightlines Projects) Base Cost has increased from \$1,479,500 to \$1,829,780. The budget estimate provided by CSUN Facilities Development & Operations was computed based on an incorrect project completion date of summer 2019.

The scheduled project completion date is summer 2020. The one-year difference in the completion date caused the price to increase due to escalation and an increase in fees. The total Major Purchase Repair & Replacement Allocation Proposal is now \$2,401,197.

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No.	Item Description	Base Cost	Contingency (10%)	Total Cost	In 30-Year Plan?	Priority
1	East Conference Center (ECC) Renovation (Various Sightlines Projects)	\$1,663,436	\$166,344	\$1,829,780	Y	
2	East Conference Center (ECC) Meeting Room Chair Purchase (1100 Chairs)	\$310,213	\$31,021	\$341,234	N	
3	SRC Front Desk Turnstiles Replacement (Sightlines #1010)	\$209,257	\$20,926	\$230,183	Y	
TOTAL		\$2,182,906	\$218,291	\$2,401,197		

JUSTIFICATIONS:

1	This project is planned for April 2020 with the renovation of the Games Room in time for Sunny Days Camp. These are Sightlines project #'s 202, 740, 741, 832, 842, 843, 852, 862, 1007, 1070 and 1077. The East Conference Center (ECC) is not part of the USU Renovation student fee referendum, and the second floor has not been modified from its original construction in 1994. This project would update the lighting and air conditioning systems, flooring, doors, wall finishes, ceiling tiles, and various room technologies to be consistent with the first floor that was constructed four years ago. This project would complete the entire building so that it should not be necessary to perform anything other than routine maintenance for the foreseeable future.
2	Currently the USU utilizes two different styles of chairs in the indoor event and meeting spaces. The chairs featured in the Northridge Center, Southwest Addition, and Grand Salon were purchased in Summer 2016. The recommendation is to replace the remaining chairs in the facility with the stock which matches the chairs used in Northridge Center, Grand Salon, and Southwest Addition. Although the chairs utilized in the East Conference Center were recently purchased with the renovation of the 1st floor in 2014, they need replacement because they have aged drastically. This aging is clearly visible to our guests who use these chairs. Additionally, the design of the current ECC chairs has caused damage to meeting rooms due to an edge on the metal frame that goes above and back of the chair. The goal is to give the USU a consistent look throughout its meeting and event spaces. This quoted price is given under the TCPN/NIPA contract price that was used for the previous chair purchase.
3	Replace existing turnstiles with a new turnstile product at the SRC front desk. Scope of work includes general conditions, demolition, concrete, electrical and data, and installation of new product. The purpose of this conversion would be to have more reliable turnstile lanes which would need less maintenance than the existing turnstiles. Currently, the Maintenance Department is spending roughly 48 hours per year on repairs for the turnstiles. Additionally, the new turnstile option would allow traffic to go in and out of all three lanes, decreasing wait time for access.

C. 2019-20 Operating Budget Proposal

Executive Secretary, Joe Illuminate discussed the **preliminary** 2019-20 Operating Budget Proposal. The total proposed budget is \$18,356,741. The projected 2019-20 budget in the USU's financial plan is \$18,057,686 which only 1.7% higher than the proposed budget.

VIII. Announcements

None.

IX. Adjournment

Committee Chair, Jesus Suarez adjourned the meeting at 12:36 pm.

Respectfully submitted by,

Joseph Illuminate
Associate Director, USU Accounting & Finance