

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
FRIDAY, APRIL 1, 2022  
MINUTES**

**I. Call to Order**

The meeting was called to order by Committee Chair, C. Rodriguez-Salazar at 3:03 P.M.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff/Guests</b>
Charlie Rodriguez-Salazar, Committee Chair (voting)	Debra Hammond, Executive Director (non-voting)	Stefanie Guarino, Interim Executive Administrative Analyst
Mishell De Leon, Committee Co-Chair (voting)	Thalia Fernandez, Student Committee Member (voting)	Alfredo Padilla, Manager, Fitness Training
Joseph Illuminate, Executive Secretary (non- voting)	Taylor Ketterling, Student Committee Member (voting)	Amanda Christianson, Assistant Director of Fitness and Wellness
Adrian Mejia-Flores, Student Committee Member (voting)	Dr. Shelley Ruelas-Bischoff, Student Affairs Representative (voting)	Lakshmitha Ravindranath, Student Administrative Support Assistant II
Mia Armendariz, Student Committee Member (voting)		
Karen Zavala, Student Committee Member (voting) 3:04 pm		

**III. Approval of Agenda**

M/S/P (M. Leon/E. Winterhalter) Motion to approve the Agenda for April 1, 2022.

***Main Motion approved by General Consensus***

**IV. Approval of Minutes**

M/S/P (M. Leon/E. Winterhalter) Motion to approve the Minutes for March 11, 2022.

***Main Motion approved by General Consensus***

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
FRIDAY, APRIL 1, 2022  
MINUTES**

**V. Chair's Report**

Chair, Rodriguez-Salazar informed the committee that Committee meetings scheduled in April 2022 will continue to be conducted via Zoom.

**VI. Discussion Items**

**A. Capital Outlay Allocation Proposal (22-23)**

Co-Chair, Mishell De Leon presented the Capital Outlay Allocation Proposal from the following table below which provides the estimated costs and justifications. The request is for three items with a base cost of \$102,823. The total request, with the addition of a 10% contingency, is \$113,105.

No.	Dept No.	Dept Name	Requestor Name	Item Description	Fixed Asset Type	Qty	Base Cost	Contingency	Total Cost
1.00	31075	SRC Aquatics	Ryan Hairapetian	Pool Covers	Equipment	2.00	\$ 24,642	\$ 2,464	\$ 27,106
2.00	33040	Operations	Brian Ludmer	PDSPH Wireless Communication Base	Equipment	1 System	\$ 7,000	\$ 700	\$ 7,700
3.00	35050	USU RES	Chris Jensen	Audio Visual - Internal Conference Room	Equipment	1 System	\$ 71,181	\$ 7,118	\$ 78,299
<b>Capital Outlay Total</b>							<b>\$ 102,823</b>	<b>\$ 10,282</b>	<b>\$ 113,105</b>
JUSTIFICATIONS									
1	Pool covers for the Plaza Pool and Rec pool were purchased in 2012 when the facility first opened. Since that time, the pool covers have become frayed and need to be replaced. Given the life expectancy of pool covers, the new covers will last for upward of 10 years. Additionally, when ready to make this purchase, there may be a possibility of a rebate that lower the overall cost.								
2	The Purchase of a new wireless communication system for the Plaza del Sol Performance Hall. This system is intended to replace the old and unreliable Clear-Com WTR-670 system. This new "Clear-Com Free Speak Edge (FSE) communications platform" is a comprehensive solution which will enable production teams to effectively communicate in real-time and wirelessly throughout the venue. The new system would be utilized daily in support of a performance, and/or day-to-day maintenance operations. The estimate includes a comprehensive break down of the major and minor components to install an eight user system, professional installation, and on-site training. The total quoted wireless communication system price is \$39,504 which \$7,000 for the Communication Base. The Communication Base meets the definition of capital outlay, but the rest of the quoted components do not meet the definition of capital outlay. The balance of the \$32,504 cost will be categorized as an Administrative Contingency.								
3	The system currently installed in the USU Conference Room has outdated technology. Either a commercial LED display or fixed projection screen will be mounted on the East wall where the current projection surface is located. A control system will be installed for full control of the video system. This will allow for control of power to be turned on and off, selection of video source, display controls, and screen control. A new sound system will be installed and integrated with the future control system and a ceiling microphone will be installed. This room will be upgraded to reflect the features currently available in the Executive Board, Santa Susana, and Ventura rooms. Due to increase in video conferencing, this room will be upgraded to facilitate virtual meetings. The estimate price is a place holder amount which reflects the cost for the Executive Board Room with an additional 10%. The potential funding source is capital outlay, administrative contingency, or a combination of capital outlay and administrative contingency which depends on the unit prices of the quoted items.								

Dr. Winterhalter inquired if the Pool Covers are solar or heavy-duty pool covers. She also asked if there is a plan to move towards solar heating. Kaila Lavin explained that the pool covers are heavy duty and trap heat. There is no current plan to purchase solar heating pool covers due to the exorbitant cost.

During the discussion of the Internal Conference Room upgrade, J. Illuminate informed the committee that the total cost of the upgrade will now be in the \$40,000 range instead of the \$80,000 range.

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
FRIDAY, APRIL 1, 2022  
MINUTES**

Dr. Winterhalter asked if the USU is moving towards converting USU meeting rooms to “HiFlex” or “Broadcast” rooms. Chris Jensen, Technical Coordinator, provided the following response:

*The short answer is neither; there isn't a term for what this design is that I'm aware of. It's a conference room with a camera in it.*

*The following is my analysis of the room usage and methodology of my design. To help you understand Dr. Winterhalter's question, it is important to note that the terms being referenced are specific to academia and these terms refer to a course structure and not a room type or equipment. The disconnect here is that the term is being improperly used. AV Consultants have been slowly using the term “Hyflex” room to sell to college administrators; however, the term will only last as long as it is a sales buzzword. The reason I say it doesn't refer to the room is that you could have Hyflex with voice only and no picture. It really only indicates that course material could be live in person, live over the internet, or recorded content.*

*CSUN has termed some of their rooms Hyflex or broadcast. This however would not mean much outside of CSUN. The rooms on campus that are Hyflex suggest that there is a camera on the students and a camera on the teacher while also being able to pick up in room audio and then connect the far end students back to the room. Broadcast suggests that the room can only “broadcast” the teacher out, meaning audio and video are not bidirectional.*

*In a typical conference room with videoconferencing capabilities, the idea is that you have a seat for the missing person or group of people. That seat then becomes where they “sit”, this is typically the head of the table for camera sightline reasons. The display that represents the missing person, or people and camera are as close to the same place as possible. That way when you look at the person's image, you are somewhat looking at the camera too making it look natural. If that camera is not positioned at the person's image, then it would look like you are looking away from them.*

*The original purpose of a conference video system was to connect two groups of people together traditionally in different states or even countries. People would not be calling in from their home but rather from their offices as a group. Typically, this was to connect two separate parties that would not be hybrid. An example for us from the past would be where we all meet in the conference room for a software demo. We would then be able to mute our audio and video and discuss. However,*

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
FRIDAY, APRIL 1, 2022  
MINUTES**

*this design could work for those calling from home who are not able to make it into the office.*

*The last piece of the design is to see how this works. While we could invest a lot of money into an advanced room, it is unforeseen how much this will be used. As of right now it seems most people are using Zoom from their office or home. It is unknown if we will see people opt to meet in person with those at home, or if the people on campus will stay at their desks if the meeting is on Zoom anyway. If needs change, we can always look at how to fulfill those needs.*

**B. Major Repair & Replacement Allocation Proposal (22-23)**

Chair, C. Rodriguez-Salazar presented this allocation proposal from table below which provides the estimated costs and justifications. The proposal consists of two items with a base cost of \$285,527. The total projected costs, with an additional 10% contingency, is \$314,080.

No.	Dept No.	Dept Name	Requestor Name	Item Description	Base Cost	Contingency (10%)	Total Cost
1	31071	SRC Facilities	Kaila Lavin	East Conference Center (ECC) Restroom Renovation	\$ 134,858	\$ 13,486	\$ 148,344
2	31073	SRC Fitness & Wellness	Alfredo Padilla	SRC Strength Equipment Purchase	\$ 150,669	\$ 15,067	\$ 165,736
<b>Major R &amp; R Total</b>					<b>\$ 285,527</b>	<b>\$ 28,553</b>	<b>\$ 314,080</b>

Justifications	
1	This project encompasses replacement of the toilet partitions and upgrade of all the tiles in the six (6) restrooms located on the three levels of the ECC. This work is scheduled to be completed during the ECC 2nd floor construction. The 1st and 2nd floor men's restrooms require configuration due to ADA compliance issues: the urinals need replacement to be at the compliant height and the partitions are being replaced to make them larger. Since the two men's restrooms need reconfiguration, it would be more efficient to upgrade all six restrooms in the ECC at the same time. The tile and partitions are extremely outdated and many tiles are cracked, missing, or damaged. With the pending upgrade to the 2nd floor, the upgrades done on the 1st floor a few years ago, and the upgrades recently done to the Games Room, the restrooms now appear even more outdated compared to the rest of the building. While most of the work is cosmetic, it will extend the useful life of the restrooms. In addition, there would be no need for any further upgrades to the entire ECC for many years. Tiles and partitions will need to be replaced in the coming years if the work is not done now. The recommendation is to do the work now so that all of the renovation is completed at the same time which minimizes any further disruption to use of that ECC. The cost estimate includes \$40,607 for partition replacement and \$94,250 for the tile work. The cost of this renovation is not included in the USU 30-Year Repair & Replacement Plan.
2	Replace all existing plate-loaded equipment that is currently out of warranty. This equipment was last replaced in FY 16-17 and is on a 5-year replacement cycle. Over five years, the cost of equipment replacement parts is far more expensive than buying new equipment. Therefore, buying new equipment will provide an additional five years of warranty. This purchase is included in the USU's financial plan.

J. Illuminate asked SRC Director, K. Lavin if she wanted to add any additional information in regard to the to the ECC Restroom Renovation Proposal.

She reported that the two ECC bathrooms are outdated compared to the restrooms in the ECC and Games Room. Since the two restrooms need upgrading, it is more efficient to upgrade all six restrooms at the same time. This strategy would prevent having to complete upgrades in the future when prices for labor and materials could be higher.

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
FRIDAY, APRIL 1, 2022  
MINUTES**

Alfredo Padilla, Fitness Training Manager, explained the features of the different type of equipment included in the proposal:

- Cardio Equipment
- Strength Equipment
- Free Weight Equipment

**C. C. Designated Reserves Allocation Proposal (22-23)**

Chair, Rodriguez-Salazar turned the floor over to J. Illuminate to present this allocation proposal from the table listed below. The total request is \$949,867 which includes funding for a General Salary Reserve and Retirement Health Benefits Plan funding.

Designated Reserve Category	Amount	Description
Salaries & Wages	\$ 510,791	General Salary Reserve*
Employer Paid Payroll Taxes - Staff Salaries	\$ 39,076	Employer-Paid Payroll Tax Reserve**
Retirement Health Benefits Plan Funding	\$ 400,000	RHBP Funding***
<b>Total Reserves</b>	<b>\$ 949,867</b>	

\*The General Salary Reserve includes funds for potential General Salary Increases (GSI) as well as accrued vacation taken as cash (vacation advances).

\*\*The Employer-Paid Payroll Tax Reserve is used to pay taxes on salaries and wages funded by the General Salary Reserve.

\*\*\*The Retirement Health Benefits Plan (RHBP) provides USU retirees reimbursement for approved healthcare-related expenses. This reserve does not increase the overall 2022-23 expenditure budget because the expense has already been incurred in previous fiscal years.

**D. Announcements**

Chair, C. Rodriguez-Salazar welcomed Lakshmitha Ravindranath as the new Student Administrative Support Assistant who will be providing support to Finance, Audit, and Retirement Plan Committees. She is from India and is pursuing a Masters degree in Engineering Management.

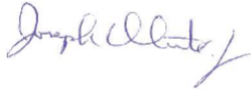
Chair, Rodriguez-Salazar asked each member to text their vote for the BOD Committee Member of the Year award. The person with the most votes will be recommended for the award. He stated that neither the chair or the co-chair is eligible for the award.

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
FRIDAY, APRIL 1, 2022  
MINUTES**

**E. Adjournment**

Committee Chair, C. Rodriguez-Salazar, adjourned the meeting at 3:36 P.M.

Respectfully Submitted by,

A handwritten signature in blue ink that reads "Joseph Illuminate". The signature is written in a cursive style.

Joseph Illuminate  
Associate Director, USU Accounting & Finance