I. **Call to Order**  
The meeting was called to order by Committee Chair, J. Akopnik at 3:02 P.M.

II. **Roll Call**

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Staff/Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacob Akopnik, Committee Chair (voting)</td>
<td>Debra Hammond Executive Director (non-voting)</td>
<td>Nicholas Echeverri Coordinator, Computer Lab</td>
</tr>
<tr>
<td>Jassmine Guerrero, Committee Co-Chair (voting)</td>
<td>Dr. Edith Winterhalter, Associate VP for Budget &amp; Strategic Business Operations, Administration and Finance (voting)</td>
<td>Reshini Ekanayake, Student Administrative Support Assistant, Accounting &amp; Finance</td>
</tr>
<tr>
<td>Joe Illuminate, Executive Secretary (non-voting)</td>
<td></td>
<td>Alexander Gonzales Coordinator, Technology Support Services</td>
</tr>
<tr>
<td>Saul Maldonado, Student Committee Member (voting)</td>
<td></td>
<td>Kaila Lavin Director, Student Recreation Center</td>
</tr>
<tr>
<td>Juan Martinez, Student Committee Member (voting)</td>
<td></td>
<td>Samantha Liu, Acting Assistant Director, Operations &amp; Services</td>
</tr>
<tr>
<td>Gisselle Olmedo, Student Committee Member (voting)</td>
<td></td>
<td>Gabriel Rosales Coordinator, Facility Operations</td>
</tr>
<tr>
<td>Fernando Ortiz, Student Committee Member (voting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara Pelayo, Student Committee Member (voting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Shelley Ruelas-Bischoff, Student Affairs Representative (voting)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- *F. Ortiz Left at 3:25 P.M.*  
- *Dr. Ruelas-Bischoff left at 4:02 P.M.*
III. Approval of Agenda
M/S/P (S. Pelayo/ S. Maldonado) Motion to approve the Agenda for April 02, 2021.

M/S/P (Dr. Ruelas-Bischoff/ S. Maldonado) move to amend the main motion to approve the Agenda for April 02, 2021 by doing the following:


2. Move Discussion Item B, 2021-22 Administrative Contingencies & Operating Expense Proposal, to Discussion Item C.

3. Move Discussion Item C, Contracts Policy, to Discussion Item D.

4. Add Discussion Item E, BOD Committee Member of the Year Award.

*Amendment to the Main Motion passed by General Consensus*

*Main Motion as Amended passes by General Consensus*

IV. Approval of Minutes
M/S/P (F. Ortiz/ S. Maldonado) Motion to approve the Minutes for March 12, 2021.

*Main motion passes by General Consensus*

V. Chair's Report
J. Akopnik confirmed that Annual Budget Meeting will be on June 01, 2021 from 1:30 p.m. to 4:30 p.m. In addition, he informed the committee the 2nd Quarter Budget Report and the Cash Handling Policy were approved at the March 22, 2021 Board of Directors meeting.

VI. Action Items

A. None

VII. Discussion Items

A. **2021-22 Capital Outlay Allocation Budget Proposal**
   Capital outlay or fixed assets are defined as a single item with a value greater than $5,000 that has a useful life of more than one year and can be used in a productive capacity in the USU.

   The Capital Outlay Allocation Proposal is separate from the Operating Budget Proposal.
The proposed allocation is $16,680 for the 2021-22 fiscal year. A 10% contingency is applied to the base cost in order to allow for price increases or change in the scope of the purchase.

The 2021-22 allocation proposal has only one proposed item which is the Microsoft Surface Hub 2S. A. Gonzales, TSS Manager, provided the justification for the purchase which is provided in the screenshot below.

<table>
<thead>
<tr>
<th>No.</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Requestor Name</th>
<th>Item Description</th>
<th>Fixed Asset Type</th>
<th>Qty</th>
<th>Base Cost</th>
<th>Contingency</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31350</td>
<td>TSS</td>
<td>A. Gonzales</td>
<td>Microsoft Surface Hub 2S</td>
<td>Computer Peripherals</td>
<td>1</td>
<td>$15,164</td>
<td>$1,516</td>
<td>$16,680</td>
</tr>
</tbody>
</table>

**Capital Outlay Total**

<table>
<thead>
<tr>
<th></th>
<th>Base Cost</th>
<th>Contingency</th>
<th>Total Cost</th>
</tr>
</thead>
</table>
| Microsoft Surface Hub 2S - for project collaboration. This was approved in 2020-2021 fiscal year but it was not purchase due to employees working remotely and not being able to utilize this device.

The following questions were raised after the discussion:

- J. Illuminate and J. Martinez inquired how the Hub would be used in meetings with customers.

  *A. Gonzales stated that the users need to be trained to use the system. In the future, clients, including student organization, will be able to check out the Hub for use in their meetings.*

- J. Guerrero inquired where the Hub would be located.

  *A. Gonzales stated that the item will be included in the inventory of equipment that Reservation Services & Events rents out to meeting room clients.*

**B. 2021-22 Major Purchases, Repairs, & Replacements Allocation Proposal**

The funding source for major repairs and replacements is the USU’s Repair and Replacement fund (53501) administered by the campus on behalf of the USU.

Expenditures from this fund are recorded in the University’s accounting records.

The proposed allocation is $142,175 for the 2021-22 fiscal year. A 10% contingency is applied to the base cost in order to allow for price increases or change in the scope of the purchase.

The 2021-22 Major Purchases, Repair, & Replacement Allocation Proposal has only one proposed item which is the Locker Room Bench Replacement Project.
G. Rosales, Coordinator, Facility Operations, provided the justification for the purchase which is provided in the screenshot below.

<table>
<thead>
<tr>
<th>Dept No</th>
<th>Dept Name</th>
<th>Requestor Name</th>
<th>Item Description</th>
<th>Base Cost</th>
<th>Contingency (10%)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>31071</td>
<td>SRC Facilities</td>
<td>G. Rosales</td>
<td>Locker Room Bench Replacement</td>
<td>$129,250</td>
<td>$12,925</td>
<td>$142,175</td>
</tr>
<tr>
<td></td>
<td>Major R &amp; R Total</td>
<td></td>
<td></td>
<td>$129,250</td>
<td>$12,925</td>
<td>$142,175</td>
</tr>
</tbody>
</table>

The following question was raised after the discussion:

- J. Martinez inquired if other quotations were obtained in order to receive the best price for the project.

  *G. Rosales and K. Lavin, SRC Director, informed the committee that extensive research was done to obtain the best price and the best quality for the project.*

C. **2021-22 Administrative Contingencies & Operating Expense Proposals**

Administrative Contingencies are one-time purchases that will not be carried over in the subsequent fiscal year’s budget. Three proposed administrative contingencies and the corresponding justifications are included in the screenshot below. Administrative contingencies will be considered by the Committee and Board as part of the 2021-22 Operating Budget Allocation Proposal. This signifies that there will be more than these three administrative contingencies proposed as part of the operating budget.

The first two items are purchases for the Computer Lab and the third item is related to the SRC Locker Bench Replacement Project reviewed in Discussion Item B.
The following questions were raised after the discussion:

I. Computer Lab Chairs, Divider Panels, and Divider Screens Discussion

- G. Olmedo inquired if the computer lab chairs will be donated and if the students in need are able to receive them before they are sent out to the selected charity.

N. Echeverri Informed the committee that the research is being conducted on what charities are suitable for the chairs to be donated.

J. Illuminate stated that current policy doesn’t allow for direct donation and stressed the importance of researching to find what the process would be in order to donate it to the students.

Dr. Ruelas-Bischoff stated that it should done in a manner where students feel excited about receiving the chairs and only the chairs that are in usable condition should be donated.
UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
FRIDAY, APRIL 02, 2021  
MINUTES

• J. Guerrero inquired if the dividers are easier to take down if students want to work on a group project with other students.

  N. Echeverri informed the committee that the dividers are easy to take down so students can work on group projects.

II. Replacing Epoxy Floors in the SRC Discussion

• J. Illuminate inquired the reason for replacing the epoxy floors since the epoxy was replaced in 2017.

  K. Lavin informed the committee that the epoxy on the floors that were not covered in 2017 project will be covered in this proposed project.

Operating expenses are items budgeted annually and the two software items listed below will be considered by the Committee and Board as part of the 2021-22 Operating Budget Allocation Proposal.

S. Liu, Acting Assistant Director, Operations & Services, discussed the justification for the Mazevo Room Reservation software.

<table>
<thead>
<tr>
<th>No.</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Requestor Name</th>
<th>Category</th>
<th>Item Description</th>
<th>Base Cost</th>
<th>Contingency</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>33050</td>
<td>USC RES &amp; Events</td>
<td>A. Gonzales</td>
<td>Operating Expenses</td>
<td>Mazevo - Room Reservation Software</td>
<td>$5,200</td>
<td>$520</td>
<td>$5,720</td>
</tr>
</tbody>
</table>

**Operational Budget Total**  
$5,200 $520  
$5,720

**Justifications**

- Campus has begun the process of transitioning from EMS to the Ad Astra Academic Scheduling software for their academic meeting spaces. Since Ad Astra is used primarily for academic scheduling, it is not compatible with the SUSI's events reservation platform needs.

- Campus holds the EMS Annual Service Agreement (ASA) which includes the University Student Union. The agreement expires in September 2021.

- Since the Campus is not renewing the EMS Annual Service Agreement, the SUSI will have to budget for a reservation's platform. SUSI Reservations and Event Services department is recommending Mazevo to replace EMS.

- Mazevo, pronounced Mah-ay-vo, is Greek for “Gather”. It is a reservation scheduling software which was co-founded and created by Dean Evans, the former owner of EMS. The annual cost for Mazevo is to $5,200 per year ($73 cost per room configuration X 104 configurations) + $520.

- If the SUSI continues with EMS, the cost would be approximately $17,000 to $20,000 per year. Switching to Mazevo has a minimum $12,000 in savings compared to EMS.

The following are the main benefits of Mazevo:

- Mazevo is a cloud-based application which is accessible through any browser.
- Mazevo has a built-in approval system to improve efficiencies in workflow.
- Mazevo has a built-in messaging system to improve communications with guests and make communicating with guests more accessible.
- The software is updated and enhanced frequently to accommodate customer's needs.
- The two features listed below are available with Mazevo. Currently, the SUSI contracts with 7PointSolutions for these two features which cost $9,000 per year. The $9,000 annual savings more than offsets the Mazevo $5,200 annual fee.
  - Digital signage for room cards to display which events are taking place in a specific room.
  - Mobile app for communications which can be used by the meeting room setup crew.

Data from EMS can be transferred into Mazevo for historical reference. In the future, the software will have a credit card e-commerce payment integration.
The following question was raised after the discussion:

- J. Illuminate inquired when the Mazevo company was established and if they would be a long-lasting company.

  S. Liu informed the committee that Mazevo was established in 2019 and she commented on the efficient customer service they provide.

A. Gonzales and N. Echeverri, Computer Lab Coordinator, discussed the justification for the PeopleDoc File Case Management software.

<table>
<thead>
<tr>
<th>No.</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Requestor Name</th>
<th>Category</th>
<th>Item Description</th>
<th>Base Cost</th>
<th>Contingency (10%)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>33010</td>
<td>Human Resources</td>
<td>A. Gonzales</td>
<td>Operating Expenses</td>
<td>PeopleDoc File/Case Management Software</td>
<td>$15,800</td>
<td>$1,580</td>
<td>$17,380</td>
</tr>
</tbody>
</table>

**Operational Budget Total:** $15,800

**Justifications**

This request is a placeholder for details about PeopleDoc as explored.

- The total initial cost is $15,800 for the first year. The $15,800 base cost includes $10,800 (300 employees @ $3,000/month per employee) and $5,000 for a one-time implementation fee. The recurring annual cost will be $10,800 per year. If at the time of implementation, the total number of employees is more or less than 300, then the total base cost will either increase or decrease. However, the implementation cost of $5,000 will remain the same no matter the total number of employees.

- PeopleDoc is an Ultimate Kronos Group (UKG) product and the expectation is that it will integrate with PeoplePro (Kronos Workforce). Ultimate Software merged with Kronos in 2020; however, the specific integration capability between Ultimate and Kronos products is not fully known at this time. For OSHA, there are other products that can integrate with PeoplePro such as Performance Management, Leave Management, Compensation Management, and Applicant Tracking; however, there are no products that are exactly the same as PeopleDoc. The USU will explore the products mentioned by OSHA during the 2021-2022 fiscal year.

- PeopleDoc will be reviewed extensively to ensure it meets the needs and demands of the Human Resources department. This software has the potential to be utilized by other CSU departments as they are looking for similar solutions.

- PeopleDoc has two modules, the PeopleDoc File Management and the PeopleDoc Case Management.

- PeopleDoc File Management is similar to Office365 used by the campus which helps manage employee documents, set retention schedules, and control data and document privacy with role-based access.

  - It can securely share documents with other users via online sharing spaces, rather than by email or paper.
  - It centralizes employee and company documents from multiple departments, including scanned paper documents previously stored in filing cabinets and digital documents stored across existing HR systems.

- PeopleDoc Case Management is an employee knowledge base and case management solution where employees would be able to find answers to frequently asked questions. As an example, an employee wanting to know what the policy is for educational reimbursement would be able to navigate to the Educational Reimbursement Policy.

**D. Contracts Policy**

Project Rebound encourages CSUN and all related entities, including Associated Students, Foundation, North Campus Development Corporation, The University Corporation, and University Student Union, to completely divest from all partnerships with the California Prison Industry Authority (CALPIA).

The USU does not currently have or has had any partnerships or contracts with CALPIA as discussed on March 12, 2021.

Research determined that all CSU General Provisions listed below contain clauses prohibiting child labor, convict labor, or indentured servant labor.

1. **Acquisition of Goods**

2. **Acquisition of Services**
3. Acquisition of IT Services

4. Acquisition of Maintenance Tasks

Each CSU Provision listed above has the exact same clause prohibiting contractors to provide goods or services to the CSU supplied by child labor, convict labor, or indentured servant labor. Therefore, the USU is prohibited and has been prohibited from engaging in any contracts with any organization like CALPIA, that uses prison labor in addition to child and indentured servant labor.

The current Contract Policy does not have language explicitly prohibiting the USU from entering into any contract where child labor, indentured servant labor, or convict labor is used to provide goods and services. The revised language, taken directly from the CSU General Provisions, aligns the USU Contracts Policy with campus policies prohibiting contracts where child labor, indentured servant labor, or convict labor is utilized.

E. BOD Committee Member of the Year Award

The BOD Committee Member of the Year Award is presented to an outstanding committee member who has been nominated by the committee and approved by the Board of Directors.

The Board of Directors Committee Member of the Year Award goes to an outstanding committee member. Each Committee Chair discusses the award with their committee. The committee nominates one of their members. At the April board meeting and each Committee Chair speaks on behalf of their nominee. Criteria for this award include the following:

- Must be from a USU Board of Directors committee, as follows: Audit, Facilities & Commercial Services, Finance, Personnel, Retirement Plan, and Diversity & Inclusion.

The committee chair is not eligible for the award, but the co-chairs and board representatives on each committee are eligible. In addition to the plaque to be hung in the USU, a separate plaque will be awarded to the recipient as well as $100.

At the April meeting, the nominations are heard including brief rationales for each nomination. Voting is conducted by secret ballot and tallied by Training and Development Specialist/ designee. The winner is announced at the Year End Celebration.

J. Guerrero was unanimously nominated as the Finance Committee nominee for the BOD Committee Member of the Year Award.
VIII. **Announcements**
J. Akopnik reminded the committee that the next Finance Committee Meeting will be on April 23rd at 3:00 P.M. He additionally reminded the members of the upcoming USU and AS elections which will be on April 6th and he encouraged everyone to vote.

IX. **Adjournment**
Committee Chair, J. Akopnik adjourned the meeting at 4:32 P.M.

Respectfully Submitted by,

[Signature]

Joseph Illuminate  
Associate Director, USU Accounting & Finance