

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
FRIDAY, APRIL 02, 2021  
MINUTES**

**I. Call to Order**

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

**II. Roll Call**

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

- *F. Ortiz Left at 3:25 P.M.*
- *Dr. Ruelas-Bischoff left at 4:02 P.M.*

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**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:

1. Add Discussion Item B, 2021-22 Major Purchases, Repairs, & Replacements Allocation Proposal.
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 2<sup>nd</sup> 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.

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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.

No.	Dept No.	Dept Name	Requestor Name	Item Description	Fixed Asset Type	Qty	Base Cost	Contingency	Total Cost
1	31350	TSS	A. Gonzales	Microsoft Surface Hub 2S	Computer Peripherals	1	\$ 15,164	\$ 1,516	\$ 16,680
<b>Capital Outlay Total</b>							<b>\$ 15,164</b>	<b>\$ 1,516</b>	<b>\$ 16,680</b>

JUSTIFICATIONS	
1	Microsoft Surface Hub 2S - for project collaboration. This was approved in 2020-2021 fiscal year but it was not purchased 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.

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G. Rosales, Coordinator, Facility Operations, provided the justification for the purchase which is provided in the screenshot below.

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

Justifications
The current SRC locker room benches were installed before the facility opened in 2012 and needs to be replaced. Due to the frequent use of the locker rooms there is visible chipping and delamination damage on the men's & women's locker room benches.

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.

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No.	Dept No.	Dept Name	Requestor Name	Category	Item Description	Base Cost	Contingency (10%)	Total Cost
1	31300	Computer Lab	A. Gonzales	Admin Contingency	Computer Lab Chairs, Divider Panels, and Divider Screens	\$ 72,003	\$ 7,200	\$ 79,203
2	31300	Computer Lab	A. Gonzales	Admin Contingency	Zero Client Device, 27" Display, Monitor Stand	\$ 58,311	\$ 5,831	\$ 64,142
3	31071	SRC -Facilities	G. Rosales	Admin Contingency	Replacing Epoxy Floors in the SRC	\$ 40,800	\$ 4,080	\$ 44,880
<b>Operational Budget Total</b>						<b>\$ 171,114</b>	<b>\$ 17,111</b>	<b>\$ 188,225</b>

<b>Justifications</b>	
1	<p><b>Cost Estimate</b> The base cost of this purchase is \$72,003 [\$34,735 for 110 Chairs; \$20,841 for 117 Divider Panels; \$3,960 for 24 Divider Screens; \$6,220 for Installation; and \$6,247 for sales tax].</p> <p><b>Computer Lab Chairs</b> The chairs furnishing the Computer Lab were purchased in 2011 and have outlived their life expectancy. Despite annual deep furniture cleaning with professional/commercial equipment, the upholstery has deteriorated (depressed padding, stains, smells). The plastic wheels and structure of the chair also show its age. The poor condition of the chairs is not a positive reflection of the USU and the services the Computer Lab provides. The \$315.77 price per chair from Tangram reflects a very economical option and one that offers a modern esthetic that matches the overall feel of the Computer Lab. The 110-chair quantity reflects 100% capacity of the lab.</p> <p><b>Workstation Dividers and Screens</b> New furniture panels and screens are being proposed as an upgrade to the patron's work stations. These dividers will create space and separation between patrons, creating a more comfortable experience for our students to study and do their work. These dividers will also elevate the overall esthetic of the lab, showing more intentionality and professionalism. Finally, the dividers are future proofed by being modular. This means the dividers can be moved and reattached to whatever future table layout configuration and design the lab incorporates in the future. To ensure a consistent esthetic throughout the lab, the quantity propose represents every workstation at 100% capacity.</p> <p>The product quote in this proposal is a sole source from Tangram, our partner in previous furniture orders for the Computer Lab. The justification for a sole source purchase is to match the overall esthetic with the rest of the furniture purchased from Tangram.</p>
2	<p><b>Cost Estimate</b> The base cost for this purchase is \$58,311 [\$23,410 for 65 Zero Client Devices; \$41,534 for 65, 27-Inch Monitors; \$6,499 for 65 monitor stands; Less \$18,340 Premier Discount; and \$5,208 for sales tax, freight, and fees].</p> <p><b>Zero Client Devices</b> The total cost to replace all 130 workstations in the Computer Lab is \$116,662 However, due to social distancing, only 50% of these workstations will be replaced. The recommendation is to replace 65 of the Computer Lab workstations with Zero Clients Devices at a cost of \$58,311.</p> <p>Zero Client Devices do not have a typical operating system or local storage, so they are inherently secure. Using Zero Client Devices keeps all user data centralized in the data center. Data is never stored on a local device.</p> <p>Another major advantage of using Zero Clients is that they have a lifespan of 8-10 years, as opposed to the typical desktop computer which has a lifespan of 3-5 years. This provides a good Total Cost of Ownership (TCO) and Return on Investment (ROI). The TCO for Zero Clients is \$58,311 compared to the \$195,000 TCO for desktop computers over a ten-year period. The ROI is estimated to be 334%.</p> <p>Zero clients simply act as a connection to the users' VDI desktop, which means the hardware costs less and requires almost zero maintenance. By shifting desktop processing from the local device over to server clusters in the data center, there is no need to use a fully powered desktop computer.</p> <p>There are three major vendors for Zero Client Devices: Dell, HP and 10Zig. Dell and HP offer Zero Clients that focus on using the PCoIP protocol (a protocol for delivering remote desktops and applications to devices) which is not 100% compatible with Horizon VDI desktops that the USU currently utilizes. 10Zig Zero Clients are Blast Extreme certified. Blast Extreme is a protocol developed by VMware for Horizon VDI desktops that has excellent support for mobile networks and devices.</p> <p>A major advantage of 10Zig is that this company is customer-oriented. During the initial trial with one of 10Zig's Zero Clients, there was a compatibility issue with software installation. Their customer support team sent an update only two days after they were contacted which resolved the issue. Dell and HP do not provide this same level of proactive support in regard to system updates. 10Zig also provides free management software, 10Zig Manager. The 10Zig Manager provides a variety of features (cloud ready, allows IT administration to configure role(s), automatic configuration, firmware updates, and in-depth reporting) that facilitates the managing of large volumes of devices.</p> <p><b>27-inch display for Zero Client device.</b> Upgrading the Computer Lab with a 27-inch display for a better user experience.</p> <p><b>Monitor Stands</b> The Zero Client device is attached to the back of the Monitor Stand.</p>
3	<p>The epoxy flooring in the Student Recreation Center (SRC) locker rooms were installed during the construction of the facility in 2012. We are proposing replacement of the epoxy because the epoxy flooring for the shower area only was replaced in 2017 when the shower only was replaced in 2017 when the shower partitions were replaced, resulting in a visible delineation that separates the shower area from the rest of the locker rooms. The epoxy flooring in the locker room area shows obvious discoloration from the original to the newer flooring, which is why we are requesting to redo the remaining epoxy flooring outside the shower area while the facility is vacant. This project also includes replacing the epoxy flooring in the Gender inclusive/family locker room for the purpose of consistency.</p>

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.*

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- 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.

No.	Dept No.	Dept Name	Requestor Name	Category	Item Description	Base Cost	Contingency	Total Cost
4	33050	USU RES & Events	A. Gonzales	Operating Expenses	Mazevo - Room Reservation Software	\$ 5,200	\$ 520	\$ 5,720
<b>Operational Budget Total</b>						<b>\$ 5,200</b>	<b>\$ 520</b>	<b>\$ 5,720</b>

<b>Justifications</b>	
4	<p>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 USU's events reservation platform needs.</p> <p>Campus holds the EMS Annual Service Agreement (ASA) which includes the University Student Union. The agreement expires in September 2021.</p> <p>Since the Campus is not renewing the EMS Annual Service Agreement, the USU will have to budget for a reservation's platform. USU Reservations and Event Services department is recommending Mazévo to replace EMS.</p> <p>Mazévo, pronounced Mah-zay-vo, is Greek for "Gather". It a reservation scheduling software which was co-founded and created by Dean Evans, the former owner of EMS. The annual cost for Mazévo is to \$5,200 per year [(75 cost per room configuration X 104 configurations) = \$5,200].</p> <p>If the USU continues with EMS, the cost would be approximately \$17,000 to \$28,000 per year. Switching to Mazevo has a provides a minimum \$12,000 in savings compared to EMS.</p> <p>The following are the main benefits of Mazévo:</p> <ul style="list-style-type: none"> <li>• Mazévo is a cloud-based application which is accessible through any browser.</li> <li>• Mazévo has a built-in approval system to improve efficiencies in workflow.</li> <li>• Mazévo has a built-in messaging system to improve communications with guests and make communicating with guests more accessible.</li> <li>• The software is updated and enhanced frequently to accommodate customer's needs.</li> </ul> <p>The two features listed below are available with Mazevo. Currently, the USU 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.</p> <p style="padding-left: 40px;">§ Digital signage for room cards to display which events are taking place in a specific room.</p> <p style="padding-left: 40px;">§ Mobile app for communications which can be used by the meeting room setup crew.</p> <p>Data from EMS can be transferred into Mazévo for historical reference. In the future, the software will have a credit card e-commerce payment integration.</p>

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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.

No.	Dept No.	Dept Name	Requestor Name	Category	Item Description	Base Cost	Contingency (10%)	Total Cost
5	33030	Human Resources	A. Gonzales	Operating Expenses	PeopleDoc File/Case Management Software	\$ 15,800	\$ 1,580	\$ 17,380
<b>Operational Budget Total</b>						<b>\$ 15,800</b>	<b>\$ 1,580</b>	<b>\$ 17,380</b>

<b>Justifications</b>	
5	<p>This request is a place holder as more details about PeopleDoc are explored.</p> <p>The total initial cost is \$15,800 for the first year. The \$15,800 base cost includes \$10,800 (300 employees @ \$3.00/month per employee) and \$5,000 for a none-time implementation fee. The recurring renewal 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.</p> <p>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. Per GNSA, there are other products that can integrate with PeoplePro such as Performance Management, Leave Management, Compensation Management, and Applicant Tracking; however, these products may not be the same as PeopleDoc. The USU will explore the products mentioned by GNSA during the 2021-2022 fiscal year.</p> <ul style="list-style-type: none"> <li>• 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 USU departments as they are looking for these same solutions.</li> <li>• PeopleDoc has two modules, the PeopleDoc File Management and the PeopleDoc Case Management.</li> <li>• PeopleDoc File Management is similar to OnBase used by the campus which helps manage employee documents, set retention schedules, and control data and document privacy with role-based access. <ul style="list-style-type: none"> <li><input type="checkbox"/> It can securely share documents with other users via online sharing spaces, rather than by email or paper.</li> <li><input type="checkbox"/> 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.</li> </ul> </li> <li>• 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.</li> </ul>

**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

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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.



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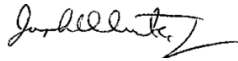
**VIII. Announcements**

J. Akopnik reminded the committee that the next Finance Committee Meeting will be on April 23<sup>rd</sup> at 3:00 P.M. He additionally reminded the members of the upcoming USU and AS elections which will be on April 6<sup>th</sup> and he encouraged everyone to vote.

**IX. Adjournment**

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

Respectfully Submitted by,



Joseph Illuminate  
Associate Director, USU Accounting & Finance