

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MINUTES
FRIDAY, MARCH 15, 2024
MINUTES
SOL CENTER, EXECUTIVE BOARD ROOM, 3RD FLOOR**

I. Call to Order

Co-Chair, M. Orantes, called the meeting to order at 9:06 a.m.

II. Roll Call

Present	Absent	Staff/Guests
Mishell De Leon, Committee Co-Chair (voting)	Gregory Guajardo, Accounting & Finance, SASA II	Rolando Cabral, Facilities Operations Coordinator
Dayana Figueroa, Student Committee Member (voting)	Dr. Freddie Sanchez, Assistant VP, Student Affairs, Equity & Inclusion Services (voting)	Alexander Gonzales, Manager, Technology Services Support
Debra L. Hammond, Executive Director (non-voting)		Jeremy Hamlett, Acting Co- Director, SRC
Joseph Illuminate, Executive Secretary (non-voting)		Samantha Liu, Associate Director, Operations & Services
Alexandra Martinez, Student Committee Member (voting)		Vinnie Mele, Assistant Director, Facilities Maintenance
Luis Olmos, Student Committee Member (voting)		Demetrius Scott, Intramural Sports & Day Camp Coordinator
Marilyn Orantes, Committee Chair (voting)		
David Ramirez, Student Committee Member (voting)		
Vyom-Vimalkumar Pathak, Student Committee Member (voting)		
Dr. Edith Winterhalter, Associate VP for Budget & Strategic Business Ops, Administration & Finance (voting)		

**Vyom-Vimalkumar Pathak arrived at 9:10 a.m.*

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III. Approval of Agenda

M/S/P (D. Ramirez/A. Martinez) Motion to approve the Agenda for March 15, 2024.

Main Motion approved by General Consensus

IV. Approval of Minutes

M/S/P (D. Ramirez/D. Figueroa) Motion to approve the Minutes for February 23, 2024.

Main Motion approved by General Consensus

V. Chair's Report

A. None

VI. Discussion Items

A. 2024-25 Capital Outlay Allocation Proposal

Executive Secretary, Joe Illuminate led the discussion of the 24-25 Capital Outlay Allocation Proposal.

There are total of six items in the Allocation Proposal. The following table lists the total cost and justification for each item:

Project No.	Dept No.	Dept Name	Requestor Name	Item Description	Fixed Asset Type	Base Cost	Contingency	Total Cost
1	31072	SRC Intramurals	Demetrius Scott	Games Room Pool Tables	Equipment	\$ 31,624	\$ 3,162	\$ 34,786
2	31075	SRC Aquatics	Ryan Hairapetian	ADA Chair for the Plaza Pool	Equipment	\$ 6,434	\$ 643	\$ 7,077
3	31350	TSS	Alexander Gonzales	Virtual Desktop Infrastructure Storage Upgrade	Computer & Peripherals	\$ 33,071	\$ 3,307	\$ 36,378
4	31600	Marketing	Steven Wein	Permanent large "USU" Letters	Equipment	\$ 19,689	\$ 1,969	\$ 21,658
5	35030	Maintenance	Vinnie Mele	Fire Alarm Monitoring System	Equipment	\$ 77,863	\$ 7,786	\$ 85,649
6	35030	Maintenance	Vinnie Mele	Northridge Center (NRC) Lighting upgrade	Equipment	\$ 95,000	\$ 9,500	\$ 104,500
Total						\$ 263,680	\$ 26,368	\$ 290,048

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JUSTIFICATIONS	
1	Request for new billiards tables to replace worn-out tables that have been in use for nearly a decade. The worn-out tables have significantly detracted from the overall playing experience, affecting the accuracy and consistency of shots due to uneven surfaces, broken pockets, and worn-out cloth. With the renovation of the Games Room during the pandemic closure, the current tables now appear outdated compared to the upgrade in the Games Room. By replacing them with new tables, players can enjoy a more reliable and enjoyable game, enhancing their satisfaction and encouraging repeat visits. Having new billiards tables often come with improved features and technology, such as better cushioning systems and smoother playing surfaces, which can elevate the standard of play and attract more customers. Replacing old tables will reduce maintenance costs and downtime associated with frequent repairs, leading to long-term cost savings and increased revenue generation potential.
2	The current ADA chair at the Plaza pool was purchased in 2012 when the facility first opened because of wear and tear which chair has made it very difficult to operate.
3	This purchase will enhance the storage capacity of USU's Virtual Desktop Infrastructure (VDI) servers as part of the USU's progression towards fulfilling the 3-Year Roadmap to Virtualization & Mobility.
4	USU Maintenance created giant "USU" letters that were placed in the Plaza del Sol last year. These served the dual purpose of USU brand recognition and community engagement. They were determined to be a success with both staff and students after their presence at several USU events and when transitioned to static display in front of the Sol Center. The temporary letters were destroyed by the weather and this project will replace them with permanent fixtures. If approved, the goal is to have the letters installed by the start of the Fall 2024 semester.
5	The current fire monitoring system in place within the USU is no longer alerting maintenance staff of fire alarms. The system is outdated and incapable of providing detailed information about the location of a triggered alarm. Therefore, there is an urgent need for an updated and more efficient system that can promptly notify the staff of the specific location where a fire alarm has been triggered. The estimated cost is placeholder until accurate quotations are obtained.
6	The NRC lights, which were installed in 1974, are currently not functioning correctly and do not meet the energy efficiency standards set by the CSU. The recommendation is replacing them with modern LED lights, which are more energy-efficient and meet the required standards. We can provide a quote for labor once we receive the results of the Abatement Testing Report. This project is subject to the abatement results. The estimated cost is a placeholder until accurate quotes are obtained.

The base cost for the proposal is \$263,680. Adding a 10% financial contingency, brings the total request to \$290,048.

It was pointed out that Item 1, Pool Table Replacement, and Item 4, Permanent USU Letters, are included in an action item at today's meeting authorizing purchase the pool tables and USU Letters this fiscal year. However, both items will remain on the 24-25 Capital Outlay Allocation Request just in case the pool tables and USU Letters cannot be delivered by June 30, 2024.

Also noted was that Item 6, Northridge Center Lighting Upgrade, is a Major Repair & Replacement and not Capital Outlay because the total cost, after adding the financial contingency, is \$104,500. Items with a cost greater than \$100,000 are defined as Major Repair & Replacement.

Various staff members were in attendance to explain the rationale and justification for each Capital Outlay item requested for 24-25.

B. 2024-25 Major Purchases, Repairs & Replacements Allocation Proposal
Executive Secretary, Joe Illuminate led the discussion of the 24-25 Major Purchases, Repairs, & Replacements Allocation Proposal.

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There are total of six items in the Allocation Proposal. The following table lists the total cost and justification for each item:

No.	Dept No.	Dept Name	Requestor Name	Item Description	Base Cost	Contingency	Total Cost
1	31071	SRC - Facilities	Rolando Cabral	SRC Field Turf Replacement	\$ 1,328,105	\$ 132,811	\$ 1,460,916
2	35030	Maintenance	Vinnie Mele	Central Plant Chiller 1 Replacement	\$ 918,208	\$ 91,821	\$ 1,010,029
3	35030	Maintenance	Vinnie Mele	F-Plant Cooling Towers - Wall Replacement	\$ 750,000	\$ 75,000	825,000
4	35030	Maintenance	Vinnie Mele	Northridge Center (NRC) Partition Replacement	\$ 411,398	\$ 41,140	\$ 452,538
5	35030	Maintenance	Vinnie Mele	Plaza Pool Deck	\$ 100,000	\$ 10,000	\$ 110,000
6	35050	USU RES	Chris Jensen	LED Window Displays	\$ 200,000	\$ 20,000	\$ 220,000
Major R&R Total					\$ 3,707,711	\$ 370,771	\$ 4,078,482

JUSTIFICATIONS	
1	This proposal aims to tackle several pressing issues with the current turf field infrastructure. The turf field has exceeded its expected lifespan of 8-10 years. Given the state of the wear and tear, the existing field presents safety hazards, particularly in regard to concussions. The new turf will incorporate shock pad technology which will reduce the risk of concussions. Furthermore, the current infill exacerbates heat retention with field temperatures reaching as high as 160 degrees Fahrenheit, resulting in frequent closures during summer and fall. This not only compromises safety but also limits revenue generation opportunities as recreation hours are reduced to accommodate the heat. The proposed solution involves installing a new field replacing the current infill with a material designed to maintain cooler temperatures thus mitigating safety concerns and enhancing playing conditions. Through careful assessment, procurement, construction, and testing, we aim to address these challenges effectively, ensuring a safer and more enjoyable experience for members while maximizing the utility and profitability of the field. The estimated cost includes \$1,254,105 for field replacement, with an additional \$64,000 allocated for semi-annual maintenance to ensure the longevity and optimal performance of the new field. Furthermore, \$10,000 is budgeted for a Campus Project Manager to oversee the renovation process, ensuring efficient coordination and timely completion.
2	Finding parts for the current chiller is a challenging task because they are no longer manufactured and considered outdated. The current chiller runs on an energy inefficient electrical voltage of 4160, which the CSU System is phasing out to opt for more energy-efficient chillers. The new chiller will run on a 480v electrical circuit which is more energy efficient than 4160 voltage. The project, also known as Sightlines Project #53, was allotted a budget of \$425,753 in 2018. It was backlogged and is past its life expectancy. However, the pricing is higher due to increased construction costs and inflation. The project's lead time varies and may take up to two years to complete.
3	The wooden and stucco exterior shell wall encompassing the cooling towers of the F Plant has undergone a state of decay, rendering it structurally unsound and non-compliant with existing codes. It is imperative that the wall be replaced to prevent potential hazards and ensure safety. This project is known as Sightlines Project #63 and Project #1009, which were budgeted at \$35,363 and \$154,500 in 2018, respectively. Facilities Planning, Design & Construction estimates that this plan may require redesigning, which could result in a six-figure change, which is why the project is estimated at \$750,000.
4	The partitions currently in place at the Northridge Center Complex were installed in 1974 when the building was constructed. Despite being refaced twice, they are not functioning as they should and are constantly breaking down. Furthermore, the parts required to repair them are no longer manufactured and are now obsolete. Therefore, it is imperative that new partitions be installed to ensure the proper functionality in the Northridge Center.
5	The Plaza pool deck needs replacement due to concrete erosion and a disarrayed finish caused by pool chemicals. The closure of the pool requires collaboration with SRC staff and Sunny Days Camp to find alternative spaces for Camp and any planned events in that space while work is being done. An ideal time to complete this project would be while the Basic Needs Suite is being constructed. Since the need for this project was determined just recently, the total cost is a placeholder.
6	The USU has a unique landscape of buildings and facades that can be used to promote information, advertising, entertainment and school spirit. In an attempt to capitalize on our building canvas, there is an opportunity to use windowpanes with a LED screen surface mounted. LEDs are bright enough to be seen during the day and provide attraction at night. The LED array is sparse enough to allow limited visibility in the window, while only cutting visibility looking out the window by a small amount. While LEDs can be costly, there is the opportunity that any content can be displayed and changed. There is infinite flexibility with content and info as compared to costly banners that are static info, will fade and decay, and block visibility. Expected life span is at least 10 years, based on the time the LEDs are on.

The base cost for the proposal is \$3,707,711. Adding a 10% financial contingency, brings the total request to \$4,078,482.

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Various staff members were in attendance to explain the rationale and justification for each Major R&R item requested for 24-25.

C. 2024-25 Designated Reserves Allocation Proposal

Executive Secretary, Joe Illuminate led the discussion of the 24-25 Designated Reserves Allocation Proposal using the following table:

Designated Reserve Category	Amount	Description
Salaries & Wages	\$ 555,000	Salary Pool Reserve
Employer Paid Payroll Taxes	\$ 42,458	Employer-Paid Payroll Tax Reserve**
Retirement Health Benefits Plan Funding	\$ 400,000	RHBP Funding****
Total Reserves	\$ 997,458	

*The Salary Pool Reserve includes funds for potential salary increases; Sick Time Payout for retirees in the Retirement Health Benefits Plan; accrued vacation taken as cash (vacation advances); salary reclassifications; and salary increases as a result of the Employee Compensation Analysis.

**The Employer-Paid Payroll Tax Reserve used to pay taxes on total salaries and wages is 7.65% of the \$555,000 Salary & Wages total.

****The Retirement Health Benefits Plan (RHBP) provides USU retirees reimbursement for approved healthcare-related expenses. This reserve does not increase the overall 2024-25 expenditure budget because the expense has already been incurred in prior fiscal years.

VII. Action Items

A. 2023-24 Capital Outlay Re-allocation Request

M/S/P (M. de Leon/Vyom-Vimalkumar Pathak) Motion to re-allocate \$56,444 from the cancelled Heating, Ventilation, & Air Conditioning (HVAC) Panel Upgrade and Chiller Control Panel projects for the purpose of purchasing pool tables for the Games Room and custom USU Letters.

Executive Secretary, J. Illuminate, led the discussion using the following table:

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	A	B	C	D	E	F	G	H	I
1	University Student Union								
2	California State University, Northridge								
3	Capital Outlay Summary								
4	12/31/23								
5									
6		Approved Budget	Reallocated Budget	Revised Budget	Actual	Encumbrance	BBA	Date	Comments
7	110006 Equipment and Furniture								
8	Main Curtain Replacement (PD5PH)	13,902		13,902	12,844		1,058		Order Complete
9	Heating, Ventilation, Air Conditioning (HVAC) Panel Upgrade (F-Building)	24,725		24,725			24,725		In Process of Obtaining Quotes
10	Heating, Ventilation, Air Conditioning (HVAC) Chiller Control Panel (F-Building)	35,801		35,801			35,801		Project Cancelled - included in a 24-25 Major R&R Request to replace the entire Chiller
11	Power Distribution Unit	15,400		15,400	9,993	-	5,407		Order Complete
12	Massage Chairs	82,496		82,496	74,996	0	7,500		Order Complete
13	Subtotal	172,324	-	172,324	97,834	0	74,490		
14									
15	110011 Leasehold Improvements:								
16	Exterior Shell Wall (F-Building)	38,899	-	38,899			38,899		Project Cancelled - included in a 24-25 Major R&R request to replace the Cooling Towers in the F-Building
17	Subtotal	38,899	-	38,899	-	-	38,899		
18									
19	Grand Total	211,223	-	211,223	97,834	0	113,389		
20									
21	Definitions								
22	1. Encumbrances = are purchase orders that set aside budgeted funds to make a purchase.								
23									
24	2. BBA = Budget Balance Available. The BBA is the net budget left available to spend in an expense category								
25	after taking into account actual expenditures and encumbrances. The BBA is computed by taking the revised								
26	budget and deducting actual expenditures and encumbrances.								
27									
28									
29									
30	Re-allocate \$56,444 from the canceled HVAC Panel Upgrade and HVAC Chiller Control Panel projects to purchase pool tables (\$34,786) and create customized USU Letters (\$21,658)								
31									
32									

1. The purchase of the pool tables and custom USU letters were submitted as Capital Outlay requests for 24-25. The cancellation of the HVAC Panel Upgrade and Chiller Control Panel projects provides the opportunity to purchase the pools tables and USU custom letters before the end of the 23-24 fiscal year.
2. The pool table and custom labor purchases will remain on the 24-25 Capital Outlay Allocation Request just in case the delivery of the pool tables and custom letters cannot be completed prior to the 23-24 fiscal year end (June 30, 2024).

Motion passes 8-0-0

B. Major Repair & Replacement De-Allocation Request
M/S/P (D. Ramirez/Vyom-Vimalkumar Pathak) Motion to de-allocate \$495,000 from the Heating, Ventilation, Air-Conditioning Project and \$3,982 from the Meeting Room Audio Visual Upgrade Phase 1 Project.

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Executive Secretary, J. Illuminate, led the discussion using the following table:

Fiscal Year	Item Number	Item Description	Total Cost (Board Approved)	Amount Expended	Re-Allocated or Increase	De-Allocated	Balance
2016-17	16	Southwest Building HVAC Replacement	\$ 495,000	\$ -	\$ -	\$ -	\$ 495,000
2017-18	23	Meeting Room Audio Visual Upgrade Phase I	\$ 359,560	\$ 355,578	\$ -	\$ -	\$ 3,982
2019-20	33	East Conference Center (ECC) Renovation (Various Sightlines Projects)	\$ 1,829,780	\$ 2,878,300	\$ 1,048,520	\$ -	\$ 0
2021-22	45	South Patio Outdoor Deck & Structural Repair	\$ 4,400,000	\$ -	\$ -	\$ -	\$ 4,400,000
2021-22	46	Sub Pub Elevator Addition	\$ 667,665	\$ -	\$ -	\$ -	\$ 667,665
2021-22	47	Associated Students Athletics Renovation	\$ 530,613	\$ -	\$ -	\$ -	\$ 530,613
2021-22	48	Sol Center Roof Repair	\$ 251,100	\$ -	\$ -	\$ -	\$ 251,100
2021-22	49	Thousand Oaks Room Window Repair	\$ 187,110	\$ -	\$ -	\$ -	\$ 187,110
2021-22	50	Contingency for Items 46-49	\$ 63,512	\$ -	\$ -	\$ -	\$ 63,512
2022-23	51	East Conference Center (ECC) Restroom Renovation	\$ 181,288	\$ -	\$ -	\$ -	\$ 181,288
2023-24	52	Replacement of SRC Selectorized and Cardiovascular Equipment	\$ 1,050,526	\$ -	\$ -	\$ -	\$ 1,050,526
2023-24	53	Roof Replacement - F Building	\$ 112,022	\$ -	\$ -	\$ -	\$ 112,022
2023-24	54	East Conference Center (ECC) Roofing Repairs	\$ 187,105	\$ -	\$ -	\$ -	\$ 187,105
2023-24	55	Southwest Building HVAC Replacement	\$ 372,250	\$ -	\$ -	\$ -	\$ 372,250
2023-24	56	Exterior Painting of all USU Buildings	\$ 2,200,000	\$ -	\$ -	\$ -	\$ 2,200,000
2023-24	57	Northridge Center (NRC) Lighting	\$ 166,307	\$ -	\$ -	\$ -	\$ 166,307
2023-24	58	Meeting Room Audio Visual Upgrade Phase II	\$ 360,597	\$ 136,597	\$ -	\$ -	\$ 224,000
2023-24	59	Sol Center & Reservations & Events Office Furniture Replacement	\$ 509,058	\$ -	\$ -	\$ -	\$ 509,058

1. In 2016-17, \$495,000 was allocated for the replacement of the Southwest Building Heating, Ventilation, and Air-Conditioning Project (HVAC). In 2023-24, \$372,500 was inadvertently allocated again for the replacement of this same HVAC unit. A contract and purchase order has recently been submitted to purchase the HVAC unit from the 23-24 allocation.
2. The Meeting Room Audio Visual Upgrade Phase 1 Project is complete with a remaining balance of \$3,952.

Motion Passes 8-0-0

VII. Announcements

A. None

VIII. Adjournment

The meeting was adjourned by Chair, Marilyn Orantes at 10:37 A.M.

Respectfully Submitted,

Joseph Illuminate
Associate Director, Accounting & Finance