

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MINUTES  
FRIDAY, MAY 3, 2024  
MINUTES  
SOL CENTER, EXECUTIVE BOARD ROOM, 3<sup>RD</sup> FLOOR**

**I. Call to Order**

Co-Chair, M. Orantes, called the meeting to order at 9:03 a.m.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff/Guests</b>
Mishell De Leon, Committee Co-Chair (voting)	Debra L. Hammond, Executive Director (non-voting)	Ana Dattoo, Administrative Assistant, Facilities Maintenance
Dayana Figueroa, Student Committee Member (voting)	Alexandra Martinez, Student Committee Member (voting)	Gregory Guajardo, Accounting & Finance, SASA II
Joseph Illuminate, Executive Secretary (non-voting)	Dr. Freddie Sanchez, Assistant VP, Student Affairs, Equity & Inclusion Services (voting)	Jolee Innocent, Accounting & Finance, SASA II
Luis Olmos, Student Committee Member (voting)		Vincent Mele, Assistant Director, Facilities Maintenance
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)		

\* *Luis Olmos arrived at 9:05 a.m.*

\* *Mishell De Leon arrived at 9:11 a.m.*

**III. Approval of Agenda**

**M/S/P** (V. Pathak/D. Figueroa) Motion to approve the Agenda for May 3, 2024.

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

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**IV. Approval of Minutes**

**M/S/P** (V. Pathak, D. Ramirez) Motion to approve the Minutes for March 29, 2024.

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

**V. Chair's Report**

Chair M. Orantes reported the following:

- Due to finals approaching, she encouraged students to finish the semester strong and stay on top of their classes.
- Student committee members can attend the upcoming iLEADS conference which helps to develop leadership skills.
- The rise of the BOD's social media efforts citing Alex Martinez and Dayana Figueroa's work in providing photos and videos of the Finance Committee in action which can be used by the Board in their social media campaigns.

**VI. Action Items**

**A. 2024-25 Capital Outlay Allocation Proposal**

**M/S/P** (D. Ramirez /D. Figueroa) Motion to recommend the approval of the 2024-25 Capital Outlay Allocation Proposal in the amount of \$189,095.

Chair, M. Orantes, led the discussion stating that there are a total of five items in the Capital Outlay Allocation Proposal with a total value of \$189,095. The following table lists the total cost and description 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	\$ 34,848	\$ 3,485	\$ 38,333
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
<b>Total</b>						<b>\$ 171,905</b>	<b>\$ 17,190</b>	<b>\$ 189,095</b>

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JUSTIFICATIONS	
1	Request for new pool tables to replace worn-out tables that have been in continuous 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. By replacing old tables with new tables, players can enjoy a more reliable and enjoyable game, enhancing their satisfaction and encouraging repeat visits. Having new pool tables 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. On April 08, 2024, the Board approved purchasing the pool tables prior to June 30, 2024. However, the pool tables will remain in the 24-25 Capital Allocation Request in case the pool tables are not delivered prior to June 30, 2024.
2	The current ADA chair at the Plaza pool was purchased in 2012 when the facility first opened. Wear and tear has made the current chair 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. The Letters will be made from 1/8 inch thick aluminum with internal structure for support and wind load. The Letters will be bolted down to the concrete with no ability to for movement. The goal is to have the letters installed by the start of the Fall 2024 semester. On April 08, 2024, the Board approved purchasing the USU Letters prior to June 30, 2024. However, the USU Letters will remain in the 24-25 Capital Allocation Request in case the Letters are not delivered prior to June 30,
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.

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.

A 10% financial contingency has been added to the base cost of each item in order to allow for potential price increases.

This item was discussed by the Finance Committee on March 15, 2024 and March 29, 2024.

***Motion passes 6-0-0***

- B. 2024-25 Major Purchases, Repairs & Replacements Allocation Proposal**  
**M/S/P** (D. Ramirez, V. Pathak) Motion to recommend the approval of the 2024-25 Major Purchases, Repairs & Replacements Allocation Proposal in the amount of \$4,366,432.

Co-Chair M. de Leon led the discussion stating that there are a total of eight items in the 2024-25 Major Purchases, Repairs & Replacements Allocation Proposal with a total value of \$4,366,432.

The following table lists the total cost and description for each item:

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No.	Dept No.	Dept Name	Requestor Name	Item Description	Base Cost	Contingency	Total Cost
1	31071	SRC - Facilities	Rolando Cabral	SRC Field Turf Replacement	\$ 1,264,105	\$ 126,411	\$ 1,390,516
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	\$ 150,000	\$ 15,000	\$ 165,000
6	35030	Maintenance	Vinnie Mele	Energy Management System (EMS) Replacement & Installation	\$ 118,110	\$ 11,811	\$ 129,921
7	33040	Operations	Hans Weichhart	Orchestra & Cloud Replacement	\$ 126,663	\$ 12,666	\$ 139,329
8	35050	USU RES	Chris Jensen	LED Window Displays	\$ 231,000	\$ 23,100	\$ 254,100
<b>Major R&amp;R Total</b>					<b>\$ 3,969,484</b>	<b>\$ 396,948</b>	<b>\$ 4,366,432</b>

**JUSTIFICATIONS**

<b>1</b>	<p>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, Furthermore, \$10,000 is budgeted for a Campus Project Manager to oversee the renovation process, ensuring efficient coordination and timely completion. The total base cost excludes the 8-year, \$64,000 cost for the semi-annual maintenance package to ensure the longevity and optimal performance of the new field. The annual maintenance cost will</p>
<b>2</b>	<p>Finding parts for the current chiller is a challenging task because they are no longer manufactured and is 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.</p>
<b>3</b>	<p>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 &amp; 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.</p>
<b>4</b>	<p>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.</p>
<b>5</b>	<p>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.</p>
<b>6</b>	<p>The current Energy Management System (EMS) managed by Siemens Industry, Inc., which controls Heating, Ventilation, &amp; Air Conditioning, is obsolete and needs replacement. The EMS replacement offered by Siemens is known as Desigo CC and has proven to be difficult to use. CSUN is using Desigo CC and they have reported that the software is not user-friendly. Desigo CC is proprietary software which means the USU would only be able to use Desigo CC. In addition, it has proven difficult to obtain timely Siemens technical support. The recommended alternative is the EMS offered by Signet, a company that has been in business for 17 years. Signet uses BACnet software which is not proprietary meaning that the USU can still change the EMS if the Signet EMS is no longer desired. Signet has assured the USU it will receive technical support in a timely manner. In addition, the cost for the installation of the Signet installation is \$118,110 compared to \$247,960 Siemens installation cost for Desigo CC, which is \$129,850 more than Signet. The \$49,800, Signet annual Technical Support Contract would be included as part of the operating budget of the Maintenance department. The cost of the Siemens annual Technical Support Contract is</p>
<b>7</b>	<p>The current orchestra shell and cloud are in an extreme state of disrepair and have become unsafe to use. It is a hazard for crew to setup and for performers to utilize. The orchestra shell appears to be original equipment from when the PDSPH first opened. Many sections of the shell are being held together by improvised means because they are well beyond any functional repair. The CSUN Music Department as a primary client requires a safe and professional acoustic shell. In addition, a new shell and cloud would significantly improve the acoustics and aesthetics of their events, concerts, and recitals. The new cloud also includes LED lighting fixtures which furthers the efforts towards environmental sustainability. There are very few reputable vendors that provide these products, so only one set of estimates is being provided.</p>
<b>8</b>	<p>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. Any content can be displayed and changed. There is infinite flexibility with content and information as compared to costly banners that are static, fade, decay, and block visibility. Expected life span is at least 10 years, based on the time the LEDs are on.</p>

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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.

A 10% financial contingency has been added to the base cost of each item in order to allow for potential price increases.

This Item was discussed by the Finance Committee on March 15, 2024 and March 29, 2024.

***Motion passes 6-0-0***

**C. 2024-25 Designated Reserves Allocation Proposal**

**M/S/P** (D. Ramirez / V. Pathak) Motion to recommend the approval of the 2024-25 Designated Reserves Allocation Proposal in the amount of \$997,458.

Executive Secretary, J. Illuminate led the discussion stating that there are a total of three items in the 2024-25 Designated Reserves Allocation Proposal.

The following table lists the total cost and description for each item:

<b>Designated Reserve Category</b>	<b>Amount</b>	<b>Description</b>
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****
<b>Total Reserves</b>	<b>\$ 997,458</b>	

\*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.

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Designated Reserves are set aside for payroll-related items such as general salary increases, vacation advances, employer-paid payroll taxes, and funding for the Retirement Health Benefits Plan (RHBP).

This item was reviewed by the Finance Committee on March 15, 2024.

***Motion passes 6-0-0***

**VII. Discussion Items**

A. None

**VIII. Announcements**

- All students are welcome to join the USU's upcoming event, Crunch Time on from May 6, 2024 to May 9, 2024 from 9:00 a.m. to 1:00 p.m. in the Plaza del Sol to support students during finals.
- Jolee Innocent was introduced as the new Student Administrative Support Assistant II replacing Gregory Guajardo who is graduating. She introduced herself by saying she hopes to be with the USU for the long-term. Her major is Health Administration and her minor in Finance.

**IX. Adjournment**

The meeting was adjourned by Chair, Marilyn Orantes at 9:21 A.M.

Respectfully Submitted,



Joseph Illuminate  
Associate Director, Accounting & Finance