

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
MARCH 07, 2019
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Jesus Suarez at 12:06 pm.

II. Roll Call

Present	Absent	Staff/Guests
Sharon Eichten Director, Budget Planning & Management (voting)	Paolo Aiello Student Committee Member (voting)	Jimmy Francis Associate, Executive Director
Joe Illuminate Executive Secretary (non-voting)	Debra Hammond Executive Director (non-voting)	David Ross Assistant Director, Facilities & Maintenance
Michael Meneses Student Committee Member (voting)	Diego Paniagua Student Committee Member (voting)	Shannon Intluxay, Student Administrative Assistant
Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)		
Jesus Suarez Committee Co-Chair (voting)		
Joel Castellanos Student Committee Member (voting)		

III. Icebreaker

Chair, Jesus Suarez, requested that each committee member tell the committee something interesting that happened to them over the weekend.

IV. Approval of Agenda

M/S/P (S. Eichten/J. Castellanos) Motion to approve the agenda for March 07, 2019.

Main motion passes by general consensus

V. Approval of Minutes

M/S/P (M. Meneses/J. Castellanos) Motion to approve the minutes for February 21, 2019.

Main motion passes by general consensus

VI. Chair's Report

Committee Chair, Jesus Suarez announced he is still in the process of recruitment for the committee. Recruitment has been a challenge due to students' busy schedules. Jesus will meet with Joe to discuss if continuing to recruit at this late point in the spring semester still makes sense.

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VII. Discussion Items

A. Capital Outlay Budget Allocation (2019-20)

David Ross, Jimmy Francis, and Joe Illuminate presented the 2019-20 Capital Outlay Budget Allocation Proposal. The proposal is for six items totaling \$168,147 of which five items are equipment and one is software. The details and justification for the proposal are included in the table below.

No.	Item Description	Category	Base Cost	Contingency (10%)	Total Cost
1	Carryall 500 Club Car	Equipment	\$12,000	\$1,200	\$13,200
2	Carryall 700 Club Car	Equipment	\$34,000	\$3,400	\$37,400
3	Villager 6 Club Car	Equipment	\$30,000	\$3,000	\$33,000
4	Games Room Audio Visual System	Equipment	\$13,361	\$1,336	\$14,697
5	Plaza del Sol Performance Hall Moving Lights Replacement (8 Lights)	Equipment	\$55,000	\$5,500	\$60,500
6	MataSync Integration to Event Management System	Software	\$8,500	\$850	\$9,350
TOTAL			\$152,861	\$15,286	\$168,147
JUSTIFICATIONS:					
1	The current Carry All cart used by the maintenance shop is 20-plus years old and uses gasoline. The campus and CSU are working to eliminate gas powered carts in favor of more sustainable electric carts. It will be used by the maintenance shop for hauling materials. The base price is \$9,634. The base price does not include sales tax, a ladder rack, windshield, or canopy to protect staff from the elements. Estimated cost with the additional features is estimated to be \$12,000.				
2	The current carts used by the Maintenance Grounds worker are over 20-plus years old and designed for use on a factory floor. The tires are not compatible with use on the SRC turf field or any landscaped area, and the narrow bed limits the equipment that can be carried and secured. This request is to replace two carts at a cost \$17,000 for each cart. The base price starts at \$12,351. Properly equipped carts were purchased by Student Housing 18 months ago at a cost of \$17,000 each with additional accessories such as ladder racks, cabs to protect against weather, and tool racks. The \$17,000 cost includes the sales tax.				
3	This request is to purchase two new personnel transport carts that would be for general use by USU staff. These carts would replace the 20-plus year old personnel carts that are used regularly by Marketing & Events staffs for setting up A-Frames, Carpool Karaoke, and other general department functions. One cart is currently gas-operated and the other is electric-operated. The recommendation is purchase the four to six seat Villager Cart. The six seat cart's retail price is \$11,329. Adding a windshield as an additional accessory and sales tax brings the estimated cost to \$15,000 per cart.				
4	The Games Room Audio Visual system was updated in Summer 2018; however the projector was not replaced. As part of the past upgrade, only audio, video distribution, and control were completed. The system was designed and installed in a manner that would easily accept a projector upgrade. The recommended projector to purchase is the Barco F80-Q7. This unit is bright enough to overcome the ambient light in the Games Room and offers an excellent gaming experience. The current unit is dull in color due to its lack of brightness. For a screen, Screen Goo paint will be used to define the screen surface. The size of the screen surface will be 6' x 10' or 12' which is a significant increase to the 30 inch screen that is in current use. The Barco F80 will be consistent with other meeting rooms that are offered in the USU. USU Audio Visual Technicians are familiar with the functionality of the Barco units. The purchase will use the National IPA contract price that provides competitive pricing. It is a publicly bid contract and is accepted as a lowest bid. The National IPA contract has previously been used for purchasing equipment with the Campus.				
5	The project would replace the moving head fixtures used at Plaza del Sol Performance Hall (PDSPH). These fixtures are utilized in the Theatrical Lighting System and provide specialized lighting used for performances. They are capable of various patterns, color changes, and related effects. The current stock of eight old lighting fixtures are either not currently functioning (4) or are about to fail and have exceeded their useful life. Due to the age of the fixtures, having them serviced is not an option and parts used in the fixtures are no longer manufactured. Purchase of the replacement fixtures would maintain the capability used for all events/performances at PDSPH and greatly enhance the capabilities of the facility. LED Lighting in these fixtures would defer the replacement of the lighting for many years.				
6	The purpose for the integration is to eliminate the requirement to manually re-enter student organization data and the related signatory information into EMS. Depending on the number of student groups at CSUN, this saves USU RES staff time and improves the overall accuracy and timeliness of student organization data in EMS.				

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B. Major Purchases, Repairs, & Replacements Allocation (2019-20)

David Ross, Jimmy Francis, and Joe Illuminate presented the 2019-20 Major Purchase, Repairs, and Replacements Allocation Proposal. The proposal is for three items totaling \$2,050,917. The details and justification for the proposal are included in the table below.

No.	Item Description	Base Cost	Contingency (10%)	Total Cost	In 30-Year Plan?
1	East Conference Center (ECC) Renovation (Various Sightlines Projects)	\$1,663,436	\$166,344	\$ 1,829,780	Y
2	East Conference Center (ECC) Meeting Room (Chair Purchase (1100 Chairs)	\$310,213	\$31,021	\$341,234	N
3	SRC Front Desk Turnstiles Replacement (Sightlines #1D10)	\$209,257	\$20,926	\$230,183	Y
TOTAL		\$2,182,906	\$218,291	\$2,401,197	
JUSTIFICATIONS:					
1	This project is planned for April 2020 with the renovation of the Games Room in time for Sunny Days Camp. These are Sightlines project #'s 202, 740, 741, 832, 842, 843, 852, 862, 1007, 1070 and 1077. The East Conference Center (ECC) is not part of the USU Renovation student fee referendum, and the second floor has not been modified from its original construction in 1994. This project would update the lighting and air conditioning systems, flooring, doors, wall finishes, ceiling tiles, and various room technologies to be consistent with the first floor that was constructed four years ago. This project would complete the entire building so that it should not be necessary to perform anything other than routine maintenance for the foreseeable future.				
2	Currently the USU utilizes two different styles of chairs in the indoor event and meeting spaces. The chairs featured in the Northridge Center, Southwest Addition, and Grand Salon were purchased in Summer 2016. The recommendation is to replace the remaining chairs in the facility with the stock which matches the chairs used in Northridge Center, Grand Salon, and Southwest Addition. Although the chairs utilized in the East Conference Center were recently purchased with the renovation of the 1st floor in 2014, they need replacement because they have aged drastically. This aging is clearly visible to our guests who use these chairs. Additionally, the design of the current ECC chairs has caused damage to meeting rooms due to an edge on the metal frame that goes above and back of the chair. The goal is to give the USU a consistent look throughout its meeting and event spaces. This quoted price is given under the TCPN/NIPA contract price that was used for the previous chair purchase.				
3	Replace existing turnstiles with a new turnstile product at the SRC front desk. Scope of work includes general conditions, demolition, concrete, electrical and data, and installation of new product. The purpose of this conversion would be to have more reliable turnstile lanes which would need less maintenance than the existing turnstiles. Currently, the Maintenance Department is spending roughly 48 hours per year on repairs for the turnstiles. Additionally, the new turnstile option would allow traffic to go in and out of all three lanes, decreasing wait time for access.				

Note: Sightlines is consultant who developed the USU's 30-year Repair & Replacement Plan. Each Project in the Plan is assigned a Project number.

C. Designated Reserves Allocation (2019-20)

Joe Illuminate presented the 2019-20 Designated Reserves Allocation Proposal. The proposal is for three items totaling \$684,196. The details for the proposal are included in the table below.

Designated Reserve Category	Amount	Description
Staff Wages	\$ 264,000	General Staff Salary Reserve*
Payroll Taxes	\$ 20,196	Employer-Paid Payroll Tax Reserve**
Retirement Health Benefits Plan Funding	\$ 400,000	RHBP Funding***
Total Reserves	\$ 684,196	

**The General Staff Salary Reserve includes general salary and temporary staff increases ; salary reclassifications; potential bonuses; and accrued vacation taken as cash (vacation advances).*

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

****The Retirement Health Benefits Plan (RHBP) provides USU retirees reimbursement for approved healthcare-related expenses. This reserves does not increase the overall 2018-19 expenditure budget because the expense has already been incurred in previous fiscal years.*

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D. Donations Policy

The Board of Directors has made a practice over the few three years to provide a cash gift to campus entities that provide support to CSUN students. Experience has informed the Board that written procedures to document the Gift Application process would be beneficial in order to hold gift recipients accountable by requiring Gift Recipients to provide a report to the Board indicating how the donated funds have been utilized. The BOD Gift Program Accountability Form will be the means by which Gift Recipients will provide their rep01i.

The student committee members agreed that, after considerable discussion, the Gift Application process as outlined in the procedures, should only be available to CSUN campus entities. Language will be added to the Procedure section to make this explicit.

VIII. Announcements

None.

IX. Adjournment

Committee Chair, Jesus Suarez adjourned the meeting at 1:14 pm.

Respectfully submitted by,

Joseph Illuminate
Associate Director, USU Accounting & Finance