

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
FRIDAY, APRIL 23, 2021
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, J. Akopnik at 3:01 P.M.

II. Roll Call

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

- *A. Gonzales Left at 3:13 P.M.*
- *Kaila Lavin arrived at 3:18 P.M. and left at 3:22 P.M.*

III. Approval of Agenda

M/S/P (S. Maldonado/S. Pelayo) Motion to approve the Agenda for April 02, 2021.

Main motion passes by General Consensus

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IV. Approval of Minutes

M/S/P (J. Guerrero/S. Maldonado) Motion to approve the Minutes for March 12, 2021.

Main motion passes by General Consensus

V. Chair's Report

J. Akopnik informed the committee about J. Guerrero's nomination for the Committee member of the year at the previous BOD meeting. He additionally mentioned that G. Olmedo will no longer be a Finance Committee Member since she applied and was accepted to be a member on the Board of Directors.

VI. Action Items

A. 2021-22 Capital Outlay Allocation Budget Proposal

M/S/P (S. Maldonado/S. Pelayo) Motion to recommend the Approval of the 2021-22 Capital Outlay Allocation Proposal in the amount of \$ 16,680.00

This proposal was discussed at the Finance Committee Meeting on April 02, 2021.

The following table includes the cost and justification for the 2021-22 Capital Outlay Allocation Budget Proposal.

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
Capital Outlay Total							\$ 15,164	\$ 1,516	\$ 16,680

JUSTIFICATIONS	
1	<ul style="list-style-type: none"> • Interactive Whiteboard for Project Collaboration (Departmental Check Out) <ul style="list-style-type: none"> <input type="checkbox"/> Users can share files that they are working on and make revision right there on the spot, saving them time to go back and forth via email. <input type="checkbox"/> Great for brainstorming ideas – users can write directly into the screen using Surface HUB 2 Pen and save those notes. It will convert the handwritten notes into text where you can use later to edit. • Movable – this unit is mobile so that you can move it anywhere at any time to different locations whether it be a smaller or larger meeting room settings. • Meetings (No physical boundaries) – users can be at the office while others can be at remote locations. <ul style="list-style-type: none"> <input type="checkbox"/> Remote meeting participants have the sensation that they are in the room because the HUB Camera captures the room and conference participants in a full 100 degree view.

**Note: This item was approved in 2020-21 fiscal year but was not purchased due to employees working remotely and not being able to utilize this device.*

The only Capital Outlay Project for the 2021-22 fiscal year is the purchase of the Microsoft Hub 2S. The Hub was approved for this current fiscal year, but it was not purchased because it could not be used since all employees were working remotely.

The total base cost of the Hub is \$15,164. With the addition of the 10% contingency, the total cost is \$16,680.

The Microsoft Hub is an interactive white board for Project Collaboration.

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The Hub has the following features:

- Users can share files and make instant revisions.
- Users can write directly on the screen using the Surface Hub 2 Pen.
- The Hub is mobile so it can be moved to different meeting room locations.
- Remote Users have the sensation they are actually in the room because the Hub camera captures the room and meeting participants in a full 100-degree view.

Motion passes 5-0-0

B. 2021-22 Major Purchases, Repairs, & Replacements Allocation Proposal
M/S/P (S. Maldonado/J. Guerrero) Motion to recommend the approval of the 2021-22 Major Purchases, Repairs, & Replacements Allocation Proposal in the amount of \$ 174,130.00.

The following table includes the costs and justifications for the 2021-22 Major Purchases, Repairs, & Replacements Allocation Proposal:

Dept No.	Dept Name	Requestor Name	Item Description	Base Cost	Contingency (10%)	Total Cost
31071	SRC Facilities	G. Rosales	Locker Room Bench Replacement	\$ 117,500	\$ 11,750	\$ 129,250
31071	SRC -Facilities	G. Rosales	Replacing Epoxy Floors in the SRC	\$ 40,800	\$ 4,080	\$ 44,880
Major R & R Total				\$ 158,300	\$ 15,830	\$ 174,130

Justifications
<p>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.</p> <p>Due to the design of the bench being one solid piece, the issue cannot be addressed without removing and replacing material for the entire bench. After meeting with LPA (Original architect for the facility), it was learned that this project involves removing the locker cabinets, de-installing the existing bench material, installing the new bench material, and re-installing the existing locker cabinets.</p>
<p>The epoxy flooring in the Student Recreation Center (SRC) locker rooms were installed during the construction of the facility in 2012. The epoxy in the shower area was replaced in 2017. This proposal is to replace the remainder of the of the epoxy outside of the shower area. Now, there is a visible delineation in the epoxy 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, This project also includes replacing the epoxy flooring in the Gender inclusive/family locker room.</p>

The replacement of the Epoxy Floors in the SRC was added to this proposal since the last meeting because the replacement of the epoxy is really an extension of the SRC Locker Bench Replacement Project.

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The first Major Repair & Replacement project is the Locker Room Bench Replacement. The estimated base cost is \$117,500. With the addition of the 10% contingency, the total cost is \$129,250.

Due to the frequent use of the locker rooms, there is visible chipping and delamination damage on the benches in both the men's and women's locker rooms.

The second Major Repair & Replacement project is the Replacement of the Epoxy Floors in the SRC. The estimated base cost is \$40,800. With the addition of the 10% contingency, the total cost is \$44,880.

There is a visible delineation in the epoxy 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.

Dr. Winterhalter inquired if a stronger material could be used for the bench replacement project to eliminate having to de-install cabinets and if the project could be compartmentalized.

K. Lavin informed the committee that they will be replacing the lockers with a HDPE solid plastic and solid surface material which is stronger and lasts longer than the current material that will be less prone to chipping and delamination.

Motion passes 5-0-0

C. Contracts Policy

M/S/P (S. Maldonado/S. Pelayo) Motion to recommend the approval of the revisions to the Contracts Policy as presented.

The revisions to the Contracts Policy were discussed at our Finance Committee Meeting held on April 02, 2021.

Project Rebound encourages CSUN and all CSUN auxiliaries, including the University Student Union to completely divest from all partnerships with the California Prison Industry Authority (CALPIA).

The USU does not have any partnerships or contracts with CALPIA as discussed at the Finance Committee meeting held on March 12, 2021.

Our research determined that all CSU General Provisions contain contract clauses prohibiting CSU campuses and auxiliaries from executing contracts

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that use child labor, convict labor, or indentured servant labor to provide goods and services.

The issue is that the USU Contracts Policy does not have the CSU language prohibiting the USU from entering into any contract where child labor, indentured servant labor, or convict labor is used to provide goods or services. The addition of the CSU language to the Contracts Policy brings the Contracts Policy in alignment with the CSU General Provisions.

The following minor grammatical revision was made by Dr. Winterhalter after the discussion:

Original	Revised
By accepting a contract or purchase order with the USU, the Contractor certifies that no materials, equipment, supplies, or services have been supplied in whole in part by sweatshop labor, forced labor, convict labor, or indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor.	By accepting a contract or purchase order with the USU, the Contractor certifies that no materials, equipment, supplies, or services have been supplied in whole or in part by sweatshop labor, forced labor, convict labor, or indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor.

Motion passes 5-0-0

VII. Announcements

J. Akopnik informed the committee of USU job opportunities available to students and encouraged the committee members to spread the word to any CSUN student interested in applying.

He additionally reminded the committee that the Annual Budget Finance Committee meeting which will be held on June 1st at 1:30 P.M.

VIII. Adjournment

Committee Chair, J. Akopnik adjourned the meeting at 3:28 P.M.

Respectfully Submitted by,

Joseph Illuminate
Associate Director, USU Accounting & Finance