

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
MAY 09, 2019
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Jesus Suarez at 12:01 pm.

II. Roll Call

| Present | Absent | Staff/Guests |
|--|---------------|--|
| Paolo Aiello Student Committee Member (voting) | | Shannon Intluxay Student Administrative Support Assistant II |
| Joel Castellanos Student Committee Member (voting) | | Dave Ross, Assistant Director, Facilities & Maintenance |
| Sharon Eichten Associate VP, Budget Planning & Management (voting) | | Jonathan Navarro, Accounting Manager |
| Debra Hammond Executive Director (non-voting) | | |
| Joe Illuminate Executive Secretary (non-voting) | | |
| Michael Meneses Student Committee Member (voting) | | |
| Asima Rahman Committee Co-Chair (voting) | | |
| Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting) | | |
| Jesus Suarez Committee Chair (voting) | | |

Jonathan Navarro arrived at 12:03. Dr. Shelley Ruelas-Bischoff arrived at 12:21. Michael Meneses arrived at 12:26. Debra Hammond arrived at 12:51.

III. Approval of Agenda

M/S/P (J. Castellanos/P. Aiello) Motion to approve the agenda for May 09, 2019.

Main Motion passes by general consensus

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IV. Approval of Minutes

M/S/P (P. Aiello/J. Castellanos) Motion to approve the minutes for April 11, 2019.

Main Motion passes by general consensus

V. Chair's Report

Committee Chair, Jesus Suarez, thanked Joe and Shannon for their help with the food preparation and notified the committee we would be having Chipotle for lunch.

VI. Action Items

A. 2019-20 Capital Outlay Allocation Proposal

M/S/P (J. Castellanos/P. Aiello) Motion to approve the 2019-20 Capital Outlay Allocation Proposal in the amount of \$168,147.

Asima Rahman explained that 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.

She noted that Capital Outlay Allocation Proposal is separate and distinct from the Operating Budget Proposal and that this Action Item was discussed at the March 07, 2019 Finance Committee meeting.

The base cost of the six items Capital Outlay being considered is \$152,286. With the addition of 10% contingency, the total amount requested is \$168,147. The purpose of the contingency is to alleviate the effect of potential price increases or any changes to the item prior to the purchase taking place.

The following table provides the justifications the six Capital Outlay items being considered:

| 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 |

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| 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 90 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. |

Motion passes 4-0-0

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

M/S/P (P. Aiello/J. Castellanos) Motion to approve 2019-20 Major Purchases, Repairs, & Replacements Allocation Proposal in the amount of \$2,401,197.

Asima Rahman explained that this Action Item was discussed at the March 28, 2019 Finance Committee meeting.

The base cost of the three items being considered is \$2,182,906. With the addition of 10% contingency, the total amount requested is \$2,401,197. The purpose of the contingency is to alleviate the effect of potential price increases or any changes in scope prior to the purchase or project taking place.

The funding source for major repairs and replacements is the USU's Repair and Replacement Fund administered by the campus on behalf of the USU. Expenditures from this fund are recorded in the University's accounting records.

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A question was raised concerning Item 2, the East Conference Center Meeting Room Chair Purchase: what would happen to the chairs now used in the Northridge Center once that building is demolished during the USU Renovation Project?

Christopher Jensen, Technical Coordinator, addressed this issue subsequent to the Finance Committee meeting. He stated that that some chairs will be still be used throughout the facility and some may be put into storage until the new building is online. All the chairs now used in the Northridge Center will be used in the new building.

In addition, the purchase of 1100 new chairs will bring consistency to the color of the chairs. All chairs will now be black instead of having both black and red chairs. All chairs in stock will have been purchased from the same vendor.

The following table provides the justifications for three Major Purchase, Repair, & Replacement each item being considered:

| No. | Item Description | Base Cost | Contingency (10%) | Total Cost | In 30-Yr 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 #1010) | \$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.

Motion passes 4-0-0

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C. 2019-20 Designated Reserves Allocation Proposal

M/S/P (J. Castellanos/P. Aiello) Motion to approve 2019-20 Designated Reserves Allocation Proposal in the amount of \$684,196.

Jesus Suarez stated that the Designated Reserves Proposal consist of the following payroll-related items:

| 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.*

Motion passes 4-0-0

D. 2019-20 Operating Budget Proposal

M/S/P (P. Aiello/J. Castellanos) Motion to approve 2019-20 Operating Budget Proposal with projected revenues and expenses of \$18,390,345.

Chair, Jesus Suarez led the discussion by reviewing the Annual Budget Message

The purpose of this message is to provide an overview of the Budget Allocation Proposals presented herein. The budget is the means by which the organization implements its strategic priorities and allocates resources to student programs, services, and facilities. These proposals reflect our commitment to our students and the campus community by maintaining financial viability and integrity within the constraints of available resources brought on by increasing personnel and operating costs. These proposals represent our continued commitment to living within our means.

Chair, Jesus Suarez stated that the Operating Budget Proposal in accordance with the USU's Long-Term Financial Plan. He noted that there is only a 1.8% variance in the projected 2019-20 Operating Budget and the Operating Budget Proposal. The Financial Plan assumed passage of the student fee referendum for the USU Renovation Project;

Chair, Jesus Suarez than explained the USU Financial Plan strategies. The first strategy is to maintain the Debt Service Coverage Ratio (DSCR) above 1.25. The DSCR is projected to range from 1.33 to 1.40 from 2018-19 to 2021-22.

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A second strategy is to set aside unallocated reserves to handle unexpected economic events and any other financial contingency. The USU is proposing unallocated reserves of \$250,000 which is included as part of the Operating Budget Proposal. In 2019-20, the strategy of increasing available unallocated reserve levels by transferring unutilized funds to unallocated reserves will continue.

A third strategy is setting aside Designated Reserves and Administrative Contingency Reserves. These proposals are also included as part of the Operating Budget Proposal.

He continued the discussion by explaining where the money comes from and where the money goes (revenues and expenditures)

The projected increase in revenue is \$1,258,959 or 7.3%. Student union fees provide 86% of the operating revenue budget. Non-student fee revenue accounts for 14% of the operating revenue budget.

Student fee income is based on the most recent student headcount forecastⁱⁱⁱ made available by the campus. Decreases in student headcount would have an adverse impact on student union fees. Unexpected decreases in student fees subsequent to budget approval are managed by realigning expenditures with revenues during quarterly budget reviews. The following table summarizes the dollar and percentage variances in each category:

| Revenue Category | 2018-19 6 & 6 Budget | 2019-20 Proposed Budget | Variance \$ | Variance % |
|--------------------------|-------------------------------------|--|---------------------|-------------------|
| Student Fees | \$ 14,729,026 | \$ 15,835,020 | \$ 1,105,994 | 7.5% |
| Food Service Commissions | \$ 78,994 | \$ 80,880 | \$ 1,886 | 2.4% |
| Rental Income | \$ 807,329 | \$ 904,988 | \$ 97,659 | 12.1% |
| Program Income | \$ 500,238 | \$ 461,336 | \$ (38,902) | -7.8% |
| SRC Income | \$ 668,257 | \$ 721,948 | \$ 53,691 | 8.0% |
| Interest Income | \$ 58,576 | \$ 58,506 | \$ (70) | -0.1% |
| Grant Revenue | \$ 55,600 | \$ 74,000 | \$ 18,400 | 33.1% |
| Miscellaneous Income | \$ 233,965 | \$ 254,267 | \$ 20,302 | 8.7% |
| Total Revenues | \$ 17,131,986 | \$ 18,390,945 | \$ 1,258,959 | 7.3% |

The projected increase in expenditures is \$1,258,959 or 7.3%. Salaries & benefits comprise 63% of the expenditure budget and operating expenses comprise 37% of the expenditure budget. The following table summarizes the dollar and percentage variances in each expenditure category:

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| Expenditure Category | 2018-19 | 2019-20 | Variance \$ | Variance % |
|-----------------------------|----------------------|----------------------|---------------------|-------------|
| | 6&6 Budget | Proposed Budget | | |
| Cost of Goods Sold | \$ 19,350 | \$ 18,420 | \$ (930) | -4.8% |
| Staff Salaries | \$ 4,677,705 | \$ 4,945,484 | \$ 267,779 | 5.7% |
| Hourly Wages | \$ 175,165 | \$ 158,459 | \$ (16,706) | -9.5% |
| Student Wages | \$ 3,486,290 | \$ 3,892,958 | \$ 406,668 | 11.7% |
| Benefits | \$ 2,281,148 | \$ 2,554,953 | \$ 273,805 | 12.0% |
| General Operating Expenses | \$ 420,822 | \$ 381,903 | \$ (38,920) | -9.2% |
| Supplies & Services | \$ 2,233,250 | \$ 1,972,031 | \$ (261,219) | -11.7% |
| Travel | \$ 216,177 | \$ 255,991 | \$ 39,814 | 18.4% |
| Utilities | \$ 900,840 | \$ 955,691 | \$ 54,850 | 6.1% |
| Repairs & Maintenance | \$ 1,763,400 | \$ 1,832,990 | \$ 69,590 | 3.9% |
| Fees & Charges | \$ 40,188 | \$ 75,352 | \$ 35,164 | 87.5% |
| Reserves | \$ 450,636 | \$ 902,921 | \$ 452,285 | 100.4% |
| Grants & Scholarships | \$ 53,726 | \$ 58,516 | \$ 4,790 | 8.9% |
| Expendable Equipment | \$ 208,787 | \$ 165,492 | \$ (43,296) | -20.7% |
| Depreciation & Amortization | \$ 204,285 | \$ 214,249 | \$ 9,964 | 4.9% |
| Pension Related Charges | \$ - | \$ 5,537 | \$ 5,537 | - |
| Total Expenditures | \$ 17,131,770 | \$ 18,390,945 | \$ 1,259,175 | 7.3% |

The USU is proposing a breakeven Operating Budget which means that the total budget for revenue equals the total budget for expenditures. The details of the Operating Budget Allocation Proposal are shown in the following table.

| REVENUE | 2018-19 6 & 6 Budget | 2019-20 Proposed Budget | \$ Variance | % Variance |
|--------------------------|-------------------------|----------------------------|---------------------|---------------|
| Student Fees | \$ 14,729,026 | \$ 15,835,020 | \$ 1,105,994 | 7.5% |
| Food Service Commissions | \$ 78,994 | \$ 80,881 | \$ 1,887 | 2.4% |
| Rental Income | \$ 807,329 | \$ 904,988 | \$ 97,659 | 12.1% |
| Program Income | \$ 500,238 | \$ 461,336 | \$ (38,902) | -7.8% |
| SRC Income | \$ 668,257 | \$ 721,948 | \$ 53,691 | 8.0% |
| Interest Income | \$ 58,576 | \$ 58,506 | \$ (70) | -0.1% |
| Grant Revenue | \$ 55,600 | \$ 74,000 | \$ 18,400 | 33.1% |
| Miscellaneous Income | \$ 233,965 | \$ 254,267 | \$ 20,302 | 8.7% |
| Total Revenues | \$ 17,131,986 | \$ 18,390,945 | \$ 1,258,959 | 7.3% |

| EXPENDITURES | | | | |
|-----------------------------------|---------------------|---------------------|-------------------|-------------|
| Staff Salaries | \$ 4,677,705 | \$ 4,945,484 | \$ 267,779 | 5.7% |
| Hourly Wages | \$ 175,165 | \$ 158,459 | \$ (16,706) | -9.5% |
| Student Wages | \$ 3,486,290 | \$ 3,892,958 | \$ 406,668 | 11.7% |
| Total Salaries & Wages | \$ 8,339,160 | \$ 8,996,901 | \$ 657,741 | 7.9% |

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|---|----------------------|----------------------|-------------------|-------------|
| Benefits | \$ 800 | \$ 800 | \$ - | 0.0% |
| Payroll Taxes | \$ 494,740 | \$ 529,307 | \$ 34,567 | 7.0% |
| Workers Compensation | \$ 125,204 | \$ 180,555 | \$ 55,350 | 44.2% |
| Unemployment | \$ 20,140 | \$ 19,039 | \$ (1,101) | -5.5% |
| Insurance Benefits | \$ 838,134 | \$ 1,014,257 | \$ 176,123 | 21.0% |
| Retirement | \$ 368,166 | \$ 381,783 | \$ 13,617 | 3.7% |
| Post Employment Insurance | \$ 404,313 | \$ 384,702 | \$ (19,612) | -4.9% |
| Staff Enrichment Reimbursement | \$ 29,650 | \$ 44,511 | \$ 14,861 | 50.1% |
| Benefits | \$ 2,281,148 | \$ 2,554,953 | \$ 273,805 | 12.0% |
| Total Salaries, Wages & Benefits | \$ 10,620,308 | \$ 11,551,854 | \$ 931,545 | 8.8% |

| | | | | |
|---------------------------------|---------------------|---------------------|-------------------|-------------|
| Cost of Goods Sold | \$ 19,350 | \$ 18,420 | \$ (930) | -4.8% |
| General Operating Expenses | \$ 420,822 | \$ 381,903 | \$ (38,920) | -9.2% |
| Supplies & Services | \$ 2,233,250 | \$ 1,972,031 | \$ (261,219) | -11.7% |
| Travel | \$ 216,177 | \$ 255,991 | \$ 39,814 | 18.4% |
| Utilities | \$ 900,840 | \$ 955,691 | \$ 54,850 | 6.1% |
| Repairs & Maintenance | \$ 1,763,400 | \$ 1,832,990 | \$ 69,590 | 3.9% |
| Fees & Charges | \$ 40,188 | \$ 75,352 | \$ 35,164 | 87.5% |
| Reserves | \$ 450,636 | \$ 902,921 | \$ 452,285 | 100.4% |
| Grants & Scholarships | \$ 53,726 | \$ 58,516 | \$ 4,790 | 8.9% |
| Expendable Equipment | \$ 208,787 | \$ 165,492 | \$ (43,296) | -20.7% |
| Amortization & Depreciation | \$ 204,285 | \$ 214,249 | \$ 9,964 | 4.9% |
| Pension Related Charges | \$ - | \$ 5,537 | \$ 5,537 | #DIV/0! |
| Total Operating Expenses | \$ 6,511,462 | \$ 6,839,091 | \$ 327,630 | 5.0% |

| | | | | |
|---------------------------|----------------------|----------------------|---------------------|-------------|
| Total Expenditures | \$ 17,131,770 | \$ 18,390,945 | \$ 1,259,175 | 7.3% |
|---------------------------|----------------------|----------------------|---------------------|-------------|

| | | | | |
|------------------------------|---------------|-------------|-----------------|--------------|
| Net Surplus (Deficit) | \$ 216 | \$ 0 | \$ (216) | -100% |
|------------------------------|---------------|-------------|-----------------|--------------|

Note: "6 & 6" means there is six months of actual data and six months of projected data

Motion passes 5-0-0

VII. Discussion Items

A. 2018-19 Committee Goals Year-End Review

Committee Chair, Jesus Suarez led the discussion on the 2018-19 Committee Goals Year-End Review.

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| No. | GOAL | PROGRESS |
|-----|---|--|
| 1 | Update the Brailsford & Dunleavy Financial Model to ensure there are sufficient financial resources for the estimated costs of the USU Renovation Project. (December 2018) | COMPLETED – February 2019 |
| 2 | Update the 30-Year Major Repair & Replacement Plan to determine the amount transferred annually to the Repair & Replacement Fund is sufficient to pay for deferred maintenance and future repairs and replacements in the Plan. (December 2018) | COMPLETED – February 2019 |
| 3 | Revise/Update the following Policies: (June 2019) <ol style="list-style-type: none"> 1. Travel 2. Contract & Risk Management 3. Fixed Asset 4. Cash & Equipment Donations Policy to include procedures in relation the Board's Annual Gift | <ul style="list-style-type: none"> • Travel – Not Started – Time Constraints • Contract & Risk Management – Almost Completed – the policy was converted into two distinct policies: A Contract Policy and a Risk Management Policy. The policies have been reviewed by the Committee and Staff. Anticipate completion in Fall 2019. • Fixed Asset – Not Started – Time Constraints • Cash & Equipment Donations Policy – Completed – Approved by the Board in April 2019. The name of the Policy was changed to Donations & Gift Policy. |

B. Committee Member Appreciation

Committee Chair, Jesus Suarez, handed out appreciation certificates to the student committee members and appreciation cards for the staff members. He thanked everyone for taking part in the committee and providing a welcoming environment.

VIII. Announcements

Debra Hammond introduced herself to the Finance Committee as the Executive Director of the USU. She thanked everyone for being a part of the Finance Committee and expressed her appreciation for everyone's service to the students.

Dr. Shelley Ruelas-Bischoff thanked Jesus and the student committee members for being engaged and taking their responsibility being on the Finance Committee seriously. She also thanked Joe and Jonathan for the support they give their students.

Sharon Eichten expressed her appreciation for being part of the committee and being able to see student's progress in their knowledge throughout the year.

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IX. Adjournment

Committee Chair, Jesus Suarez adjourned the meeting at 1:02 pm.

Respectfully submitted by,

Joseph Illuminate

Associate Director, USU Accounting & Finance

i The University Student Union (USU) is proposing a renovation and expansion project that will include the construction of a new 79,800 square foot facility and 49,900 square feet of renovated space. The new facility will include increased lounge and study spaces, outdoor shaded seating, enhanced food options, event and meeting spaces, entertainment & gaming spaces and a center for unity, race, intersectionality, and social and environmental justice. The renovation will include updating USU indoor and outdoor areas, meeting rooms, lounge and study spaces, and will enhance the student experience by centralizing student services and improving clubs and organizations' spaces. This new heart of the campus will have a positive impact on student success and enhance the quality of life on campus for students.