

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
THURSDAY, MAY 28, 2020
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Tammy Rassamekiarttisak at 2:34 p.m.

II. Roll Call

Present	Absent	Staff/Guests
Debra Hammond Executive Director (non-voting)	Czar Agcaoili Student Committee Member (voting)	Stephanie Barboza Vice Chair, Board of Directors (non-voting)
Joe Illuminate Executive Secretary (non- voting)	Pavitra Kanse, Student Committee Member (voting)	Tyrone Carter, Chair, Board of Directors (non-voting)
H. Landeros, Student Committee Member (voting)	Dr. Edith Winterhalter, Associate VP for Budget & Strategic Business Operations, Administration and Finance (voting)	Jimmy Francis Associate Executive Director
Alberto Martinez, Committee Co- Chair (voting)		Kaila Lavin, Interim Director, Student Recreation Center
Asima Rahman Student Committee Member (voting)		Jasmine Medina, Accounting & Finance Administrative Support Assistant II
Tammy Rassamekiarttisak Committee Chair (voting)		Jonathan Navarro, Accounting Manager
Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)		Kristen Pichler. Associate Director, Human Resources & Professional Development
		Freddie Sanchez, Associate Director, Marketing & Programs

- *Stephanie Barboza entered the meeting at 2:44 p.m.*
- *Kaila Lavin entered the meeting at 3:00 p.m.*
- *Jimmy Francis entered the meeting at 3:05 p.m.*
- *Freddie Sanchez entered the meeting at 3:05 p.m. He left at 3:25 p.m.*

III. Approval of Agenda

M/S/P (A. Martinez, A. Rahman) Motion to approve the agenda for May 28, 2020.

Main Motion passes by general consensus

IV. Approval of Minutes

M/S/P (H. Landeros, A. Martinez) Motion to approve the minutes for April 20, 2020.

Main Motion passes by general consensus

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V. Chair's Report

T. Rassamekiarttisak congratulated those members who graduated and thanked everyone for their service on the committee. She mentioned that as a Thank You gift, committee members should have received an email with a link to use a \$20 Uber Eats code. She reminded everyone to use it before it expires at the end of May 2020.

VI. Action Items

A. Third Quarter Budget Report (9&3)

M/S/P (A. Martinez/H. Landeros) Motion to recommend the acceptance of the 2019-20 Third Quarter Budget Report as presented.

T. Rassamekiarttisak presented the Third Quarter Budget Report.

The purpose of this report is to summarize the financial results of the University Student Union as of March 31, 2020. This report reflects financial operations for the nine month period ended March 31, 2020. The optimal operating range is 75% of the yearly budget, although limits from 70% to 80% are acceptable.

The COVID-19 pandemic and the resulting campus closure has changed the way we prepared this report. Our practice is to report on individual Revenue and Expenditure categories that are outside the operating range or that have large budget variances. Instead, we summarized the financial results based on the following guidelines we provided to department managers:

- Project revenue based on current information available. Ensure that all lost revenue as a result of the pandemic is included in the projections.
- Staff Wages
 - a. Include staff vacancies in the budget projections. There will be no new staff positions hired for 2019-20 until further notice.
- Hourly Wages
 - a. Take into account the reduction in the work schedules for hourly employees as a result of the pandemic.
- Student Wages
 - a. Student Assistants who are on paid administrative leave will be paid through May 30, 2020. From May 31, 2020 through June 30, 2020, student assistants will be paid for actual hours worked.

Note: the date established in the guidelines through which student assistants would be paid administrative leave was May 22, 2020. The date was extended to May 30, 2020 after the guidelines were issued to department managers.

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- b. Take into account the work schedules for student assistants who will work through the end of the fiscal year.
- Operating Expenses
 - a. Take into account projected decreases in expenses as a result of the pandemic.
 - b. Take into account any projected increases in expenditures that are directly attributable to the pandemic.
- Administrative Contingencies
 - a. Analyze Administrative Contingencies to determine if funds can be returned to unallocated reserves for projects or purchases that either have unused funds or projects that will no longer occur.

We are pleased to report the following results in relation to the Statement of Activities:

1. Our surplus is \$1,042,701. Any surplus recorded this fiscal year could be used as a source of internal financing for the 2020-21 fiscal year.
2. The balance of Unallocated Reserves is \$396,377, a net increase of \$63,790 from the previous quarter.
3. The USU's budget is operating within the optimal range for both revenues (77.6%) and expenditures (71.8%).
4. The overall budget for Revenue categories was reduced by \$574,430. All Revenue categories showed a decrease with the exception of Student Union Fees which had no change.
5. The overall budget for Expenditure categories was reduced by \$577,857. Only the Post-retirement and Expendable Equipment categories showed increases in the budget for expense.

Statement of Changes in Financial Position

Total assets are \$7,021,337 of which a sum of \$6,122,900 are liquid cash. Total liabilities are \$4,182,242 of which \$3,306,217 are the estimate to pay for the projected medical expenses of current and future USU retirees who are in the Retirement Health Benefits Plan (RHBP). Total Net Assets are \$2,839,095.

Investment Summary

Total investment income is \$91,903 of which a total of \$86,945 is from our investment in the CSU Systemwide Investment Fund Trust (SWIFT). The balance of \$4,958 is from our investment in the US Treasury Cash Reserves at Farmers & Merchants Bank (\$4,907) and the Capital Preservation Fund at American Century (\$51).

Unallocated Reserves

During the third quarter the Unallocated Reserves were increased by a net of \$63,790. The net

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increase fiscal year-to-date year is \$146,377.

Designated Reserves

A total of \$14,706 of the Designated Reserves was transferred to the operating budget during the quarter for vacation advances and related payroll taxes.

Capital Outlay

The capital outlay budget is \$168,147 with actual expenditures of \$108,587. The Board approved a reallocation of \$17,000 from the Plaza del Sol Performance Hall Moving Lights Replacement project and the Villager 6 Club Car purchase for a redesigned Computer Lab Reception Desk.

Foundation Account Balances

The USU Foundation account has a cash balance of \$291,898 of which \$189,571 is unrestricted and \$102,327 is restricted.

Work Study

The USU has received \$18,155 and has expended \$12,549 leaving a balance of \$5,606.

Motion passes 4-0-0

B. 2020-21 Capital Outlay Allocation Proposal

M/S/P (H. Landeros / A. Martinez) Motion to recommend the approval of the 2020-21 Capital Outlay Allocation Proposal in the amount of \$45,589.

A. Martinez presented the 2020-21 Capital Outlay Allocation Proposal.

The total Capital Outlay Allocation Proposal for the 2019-20 fiscal year was \$168,147. Due to COVID-19, the request has been reduced to \$45,589 for the 2020-21 fiscal year.

A. Martinez explained the key points of the proposal outlined in the table below. The total cost of the proposal is \$45,589.

No.	Dept No.	Dept Name	Requestor Name	Item Description	Vendor	Quantity	Base Cost	Contingency	Total Cost
1	31076	Oasis	R. Cardona	Oasis Outdoor Cover	Van Nuys Awning	1	\$ 13,056	\$ 1,306	\$ 14,361
2	31076	Oasis	R. Cardona	16' Canopy Umbrella Cover	Van Nuys Awning	1	\$ 7,134	\$ 713	\$ 7,847
3	31350	TSS	A. Gonzales/S. Kinard	Microsoft Surface Hub 2s	Microsoft Store	1	\$ 13,360	\$ 1,336	\$ 14,696
4	35030	Maintenance	D. Ross	Fiberglass Scaffolding	National Ladder & Scaffold	1	\$ 7,895	\$ 790	\$ 8,685
							\$ 41,444	\$ 4,144	\$ 45,589

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JUSTIFICATIONS	
1	This request is for the purchase of one (1) outdoor cover for the existing overhang in the Oasis outdoor lounge. The Wellness Center has two projection screens and a projector to use in the outdoor lounge. The current trellis allows too much sun light for patrons to fully enjoy presentations in the Outdoor Lounge. The Oasis is an ideal meeting place to host events, retreats, and presentations so the sunlight issue must be fixed. The covering would also assist with maintenance because debris from trees get caught in open spaces of the trellis making the debris visible and difficult to clean. The covering would prevent debris from getting caught in the trellis.
2	Replacement of one (1) canopy umbrella that is faded, ripped, and stained with one (1) 16 ft. canopy umbrella cover. After 5 years it is in need of replacement because of its exposure to the elements such as wind, rain, sun, and dew which have contributed to its deterioration. The Wellness Center is located in a specific area where bystanders, pedestrians, and students coming to the Oasis can see the poor condition of the umbrellas. From a customer service perspective, the canopy umbrella needs replacement.
3	Purchase of one (1) mobile Microsoft Surface Hub 2S as a corporate-wide collaboration tool.
4	Purchase of a fiberglass scaffold set for use in the SRC bleacher area of the Mata Arena, and for other projects around the USU. The fiberglass scaffold structure provides the following distinct advantages: 1. The weight is less than half of the existing system. As scaffolding must be assembled on site every time it used, the reduced weight will reduce the risk of injury from lifting injuries during assembly and disassembly, and ease the assembly process. 2. Fiberglass scaffolding is non-conductive and the preferred choice for electrical work. The main task in the SRC is changing the light tubes. 3. The reduced weight makes the system easier to transport should scaffolding be needed for other projects throughout the USU. The 26' platform height provides a working height of 32'.

It was pointed out, that due to the COVID-19 pandemic, there is a need to reassess the capital outlay items to determine if the purchases make sense under the circumstances.

Motion passes 4-0-0

C. 2020-21 Major Purchases, Repairs, & Replacements Allocation Proposal

M/S/P (A. Rahman/A. Martinez) Motion to recommend the approval of the 2020-21 Major Purchases, Repairs, & Replacements Allocation Proposal in the amount of \$362,551.

T. Rassamekiarttisak presented the 2020-21 Major Purchases, Repairs & Replacements Allocation Proposal.

T. Rassamekiarttisak explained the following changes to the proposal that occurred since the last time this matter was discussed by the committee:

1. The quantity of replacement desktop computers was decreased from 70 to 60. The desktop model was changed to the “All in One” model. The “All in One” model is ideal for telecommuters who have limited space in their home office workspaces.
2. The quantity of replacement laptops was increased from 10 to 20. We need the flexibility to purchase more laptops versus desktops depending on what is needed to for staff members who are telecommuting.
3. The total request increased from \$362,551 to \$333,166 since the last time we discussed this proposal on March 30. However, this increase is minor in comparison to the 2019-20 Major R&R Allocation Request of \$2,401,197. Due to COVID-19, the total request for 2020-21 was greatly reduced.

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No.	Dept No.	Dept Name	Requestor Name	Item Description	Purchase Category	Qty	Base Cost	Contingency	Total Cost
1	31350	TSS	A. Gonzales	All-In-One Desktop Computers	Major R&R	60	\$ 101,854	\$ 10,185	\$ 112,039
2	31350	TSS	A. Gonzales	Laptop Replacement	Major R&R	20	\$ 27,119	\$ 2,712	\$ 29,831
3	31350	TSS	A. Gonzales	Server Hosts Replacement (Union wide)	Major R&R	3	\$ 38,637	\$ 3,864	\$ 42,501
4	31350	TSS	A. Gonzales	vMware vSphere/vCenter - Virtual Server software	Major R&R	3	\$ 13,227	\$ 1,323	\$ 14,549
5	31350	TSS	A. Gonzales	Server Host Addition for VDI (Computer Lab)	Major R&R	1	\$ 17,119	\$ 1,712	\$ 18,831
Package 1 Subtotal							\$ 197,956	\$ 19,796	\$ 217,752
6	31350	TSS	A. Gonzales	Aruba Wireless Access Points	Major R&R	60	\$ 24,263	\$ 2,426	\$ 26,689
7	31350	TSS	A. Gonzales	Alcatel Lucent Network Switch Replacement	Major R&R	60	\$ 107,373	\$ 10,737	\$ 118,110
Package 2 Subtotal							\$ 131,636	\$ 13,164	\$ 144,799
Major R&R Total							\$ 329,592	\$ 32,959	\$ 362,551

JUSTIFICATIONS	
1	Dell All-In-One Computer - CPU and Monitor bundled as one unit. These are replacements of Computer Desktops that are older than four (4) years. As a result of COVID-19, the All-In-One Computer is highly recommended for remote access which minimizes the space need in a remote workspace environment. All-In-One Computers also provides a bigger display which is more convenient especially to users working with large spreadsheets and documents.
2	Purchase of 20 laptops to replace current laptops that are older than 4-5 years. As a result of COVID-19, some users are finding laptops more convenient working remotely.
3	Purchase of three (3) Host Servers to replace current host servers that are that 7-8 years old. Current host servers are not supported on the latest version of VMware, vSphere, and vCenter used for virtualization. VMware vSphere – a server virtualization utility software that helps run, manage, connect, and secure applications. This is installed on a host server (physical server). VMware vCenter – a server utility management software that provides a centralized platform for controlling VMware vSphere environment, allowing to automate and deliver virtual infrastructure across the network.
4	Purchase of three (3) vSphere and vCenter to run the new host servers for virtualization. VMware vCenter – a server utility management software that provides a centralized platform for controlling VMware vSphere environment, allowing to automate and deliver virtual infrastructure across the network.
5	Purchase of one (1) VDI Host Server for the Computer Lab to improve virtual PC Performance.
6	Aruba Wireless Access Point is a name of wireless devices made by Aruba Networks (manufacturer) that are used throughout the Cal State University system, which provides WI-FI connections to CSU students, staff, and employees. Over the last seven (7) years, the USU has accumulated sixty (60) older models of Internal Aruba Wireless Access Point devices and six (6) older models of External Aruba Wireless Access Point devices that are installed in various locations. The "End Of Life" (EOL) support of our current Aruba Wireless Access devices is December 31, 2021. Campus IT has recommended that it is better to replace all wireless access points before EOL support expires. AT&T is the vendor for Cal State University an is offering an aggressive discount of 74% to all Cal State University institutions.
7	Alcatel Lucent is a brand name of network switches that are used throughout the Cal State University system. A network switch is a device where our servers, computer workstations, printers, copiers, alarm systems, Omnilocks, digital signage displays, digital room scheduling displays, phones, and many other network devices are connected to gain access to internet, data, and communications. Over the last seven (7) years, the USU has accumulated thirty (30) older Alcatel Lucent Network Switches that are installed in various locations. The "End Of Life" (EOL) support of our current switches is December 31, 2021. The vendor is offering an aggressive discount of 74% within Cal State University institutions. Campus IT has recommended that it is better to replace all switches before EOL support expires.

Motion passes 4-0-0

D. 2020-21 Designated Reserves Allocation Proposal

M/S/P (A. Rahman/A. Martinez) Motion to recommend the approval of the Designated Reserves Allocation Proposal in the amount of \$520,683.

A. Martinez presented the 2020-21 Designated Reserves Allocation Proposal and noted the following changes to this proposal since the last Finance Committee meeting:

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1. The general salary increase for staff and merit increases for hourly and student assistant employees have been deleted from the Proposal.
2. The reserve for student wages has been deleted from the Proposal.
3. An additional \$40,000 was added for vacation advances due to COVID -19.
4. The total Proposal amount requested has is now \$520,683. The previous Proposal total was \$630,390.

Designated Reserve Category	Amount	Description
Salaries & Wages	\$ 205,000	General Salary Reserve*
Employer Paid Payroll Taxes - Staff Salaries	\$ 15,683	Employer-Paid Payroll Tax Reserve**
Retirement Health Benefits Plan Funding	\$ 300,000	RHBP Funding***
Total Reserves	\$ 520,683	

*The General Salary Reserve includes funds for potential salary reclassifications and bonuses as well as accrued vacation taken as cash (vacation advances).

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

***The Retirement Health Benefits Plan (RHBP) provides USU retirees reimbursement for approved healthcare-related expenses. This reserve does not increase the overall 2020-21 expenditure budget because the expense has already been incurred in previous fiscal years.

Motion passes 4-0-0

E. 2020-21 Operating Budget Proposal

M/S/P (H. Landeros/A. Rahman) Motion to recommend the approval of the 2020-21 Operating Budget Proposal with projected revenues and expenses of \$16,401,074.

T. Rassamekiarttisak, A. Martinez, and J. Illuminate led discussion.

Due to COVID-19, a potential decrease in student headcount, and conservative budgeting practices, we have decreased expenditures in our 2020-21 Operating Budget Proposal by \$2 million when compared to the 2019-20, 6&6 Revised Second Quarter Budget.

Introduction

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. Personnel and operating costs are gradually increasing during one of the one of the most challenging economic environments since the Great Depression in 1929.

The key budget principles are as follows:

1. Preserve staff, hourly, and student positions if possible.
2. Maintain staff benefits at current levels.

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3. Elimination of general salary increases for staff and merit increases for hourly and student assistants.
4. Reassessment of operating hours.
5. Do not budget revenue for the summer and fall terms (where applicable).
6. Budget 50% of the projected revenue for the spring term.
7. Reduce the scheduled hours (not dollars) budget for student assistants by 20%
8. Reduce all operating expenses by 20%.
9. Put the renovation project on hold for six months and reassess project viability.

The USU has implemented various financial strategies to ensure and that we have the ability to withstand economic downturns and maintain our long-term financial viability.

Strategy 1: Financial Plan

Our first strategy is to ensure that total revenues and expenditures in the operating budget proposal aligns with the corresponding revenues and expenditures in the financial plan. However, our current Financial Plan is in a state of flux as a result of the COVID-19 crisis. We are working closely with our consultants Brailsford & Dunlavey to update the plan with different headcount and renovation project scenarios.

Strategy 2: Debt Service Coverage Ratio (DSCR)

One of our ongoing financial strategies has been to maintain the Debt Service Coverage Ratio (DSCR) above 1.25. With a possible 10% headcount reduction for 2020-21, the 1.25 DSCR may not be achievable for the 2020-21 fiscal year. A decline in headcount translates to a decrease in student union fees which are included as part of the DSCR computation.

Strategy 3: Unallocated Reserves

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 in the amount of \$250,000. Unallocated reserves are included as part of the Operating Budget Proposal. In 2020-21, we will continue our successful strategy of increasing available unallocated reserve levels by transferring unutilized funds identified during quarterly budget reviews to unallocated reserves.

Strategy 4: Administrative Contingencies

A third strategy is to set aside Administrative Contingency Reserves. Administrative Contingencies are included as part of the operating budget allocation proposal. Due to COVID-19, the budget for Administrative Contingencies has been significantly reduced from \$652,921 to \$79,909 when compared to the 2019-20 Adopted Budget.

Proposal

The University Student Union's 2020-21 Budget Allocation Proposals totals \$16,401,074. 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 Proposals is shown in Exhibit 4.

A department for the Dream Center has been added to the budget. In addition, the programs and operations of the Games Room Department has been folded into the operations of the Intramurals Department.

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With the approval of the DREAM Center to be administratively housed in the USU, the Management Team was able to assess its current staffing structure recommend a reorganization for 2020-2021. The proposed changes save the organization \$25,473. Two areas are significantly impacted in this transition.

The first recommended significant change is that the Interim Assistant Director, Administration & Technology position be reclassified to the Associate Director, Administration & Communication. This position will supervise the USU Board of Directors and the Marketing team, which previously were under the supervision of the Associate Director, Marketing & Programs. The supervision of the Technology Support Services (TSS) department will transferred from the supervision of the current Assistant Director, Administration & Communication to the supervision of the Associate Executive Director, Operations & Services. In addition, the Administration Support Supervisor will be reclassified as the Administration Coordinator and a part-time Assessment Assistant will be hired.

The second recommended significant change is in the Associate Director, Marketing & Programs area. The position will be reclassified to the Associate Director, Programs and Inclusion Development. There are no financial implications for this change. The DREAM Center will now report to the Associate Director, Programs & Inclusion Development along with the Veterans Resource Center, Pride Center, Diversity & Inclusion and USU Events. The Assistant Director, Diversity & Inclusion was downgraded to the Coordinator, Diversity & Inclusion to meet the needs of the organization. These modifications support the direction of the USU and position the USU to continue to provide quality services and equitable opportunities for students

Revenue

The projected **reduction** in revenue is \$1,999,099 or 10.9%. Student union fees provide 89% of the operating revenue budget. Non-student fee revenue accounts for 11% of the operating revenue budget. Typically, Student Union fees provide 86% of the revenue budget and non-student fee revenue accounts for 14% of the revenue budget. However, due to COVID-19, non-student fee revenue is projected to decline in all revenue categories with the exception of the Grant Revenue (Campus Quality Fee) category.

Student fee income is based on the most recent student headcount forecast made available by the campus. Decreases in student headcount have an adverse impact on student union fees. Decreases in student fees 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	2019-20 Adopted Budget	2019-20 6 & 6 Budget	2020-21 Proposed Budget	Variance \$	Variance %
Student Fees	\$ 15,835,020	\$ 15,835,020	\$ 14,614,076	\$ (1,220,944)	-7.7%
Food Service Commissions	\$ 80,880	\$ 80,880	\$ 1	\$ (80,880)	-100.0%
Rental Income	\$ 904,988	\$ 904,988	\$ 637,762	\$ (267,226)	-29.5%
Program Income	\$ 461,336	\$ 461,336	\$ 260,293	\$ (201,043)	-43.6%
SRC Income	\$ 721,948	\$ 722,608	\$ 168,263	\$ (554,345)	-76.7%
Interest Income	\$ 58,506	\$ 94,784	\$ 69,549	\$ (25,235)	-26.6%
Grant Revenue	\$ 74,000	\$ 45,540	\$ 480,598	\$ 435,058	955.3%
Miscellaneous Income	\$ 254,267	\$ 255,017	\$ 170,532	\$ (84,485)	-33.1%
Total Revenues	\$ 18,390,945	\$ 18,400,173	\$ 16,401,074	\$ (1,999,099)	-10.9%

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Expenditures

The projected **reduction** in expenditures is \$1,999,099 or 10.9%. Salaries & benefits comprise 67% of the expenditure budget and operating expenses comprise 33% of the expenditure budget. Typically, Salaries and benefits typically comprise 62% of the expenditure budget and operating expenses comprise 38% of the operating budget. However, due to COVID-19, most expenditure categories are projected to decline.

The general salary increases for staff employees and merit increases for student assistants have been removed from the budget. In summary, operating expenditures were reduced by a greater percentage than salaries and benefits. The following table summarizes the dollar and percentage variances in each expenditure category:

Expenditure Category	2019-20 Adopted Budget	2019-20 6 & 6 Budget	2020-21 Proposed Budget	Variance \$	Variance %
Cost of Goods Sold	\$ 18,420	\$ 18,420	\$ 6,500	\$ (11,920)	-64.7%
Salaries	\$ 4,945,485	\$ 4,828,380	\$ 4,996,961	\$ 168,581.20	3.5%
Hourly	\$ 158,459	\$ 161,947	\$ 150,608	\$ (11,339.11)	-7.0%
Student	\$ 3,892,958	\$ 3,869,619	\$ 3,154,665	\$ (714,954.33)	-18.5%
Benefits	\$ 2,554,949	\$ 2,509,714	\$ 2,751,093	\$ 241,379	9.6%
General Operating Expenses	\$ 381,903	\$ 383,511	\$ 318,612	\$ (64,899)	-16.9%
Supplies & Services	\$ 1,972,028	\$ 2,029,921	\$ 1,680,657	\$ (349,265)	-17.2%
Travel	\$ 255,993	\$ 263,389	\$ 3,475	\$ (259,914)	-98.7%
Utilities	\$ 955,692	\$ 1,008,355	\$ 1,089,580	\$ 81,225	8.1%
Repairs & Maintenance	\$ 1,832,990	\$ 1,922,658	\$ 1,625,241	\$ (297,417)	-15.5%
Fees & Charges	\$ 75,353	\$ 72,494	\$ 64,696	\$ (7,798)	-10.8%
Reserves	\$ 902,921	\$ 637,148	\$ 329,909	\$ (307,239)	-48.2%
Grants & Scholarships	\$ 58,516	\$ 67,312	\$ 74,424	\$ 7,112	10.6%
Expendable Equipment	\$ 165,493	\$ 348,233	\$ 99,781	\$ (248,452)	-71.3%
Amortization & Depreciation	\$ 214,249	\$ 205,248	\$ 153,975	\$ (51,273)	-25.0%
Pension Related Charges	\$ 5,537	\$ 73,824	\$ (99,103)	\$ (172,927)	-234.2%
Total Expenditures	\$ 18,390,945	\$ 18,400,173	\$ 16,401,074	\$ (1,999,099)	-10.9%

T. Rassamekiarttisak urged the Board to approve the Operating Budget Proposal.

Motion passes 4-0-0

VII. Discussion Items

A. 2019-20 Committee Goals Year-End Review

T. Rassamekiarttisak led the discussion on the progress the committee made towards completing its goals for the 2019-20 fiscal year. Please refer to the table below

No.	GOAL
1	<p>Collaborate with the Campus Budget Office and CSUN Facilities Development & Operations to prepare a Renovation Project Financial Plan acceptable to the Finance & Treasury department at the Chancellors Office (Spring 2020).</p> <p>Completed – a financial plan was submitted to the Chancellors Office in January 2020 with positive feedback received. However, due to the COVID-19 pandemic, the plan will be revised to reflect the financial impact of a projected 10% decline in student headcount for the fall 2020 semester.</p>

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No.	GOAL
2	<p>Update the following policies (May 2019):</p> <ol style="list-style-type: none"> 1. Petty Cash/Cash Handling Partially Complete – a draft was created, but was not presented to the Finance Committee. 2. Travel Policy Completed – Approved by the Board in May 2020. 3. Credit Card Policy Completed – Approved by the Board in December 2019. 4. Contracts & Risk Management Policy* Completed – Approved by the Board in December 2019. <p><i>*The Contracts & Risk Management Policy was converted to a separate policy for contracts and a separate policy for risk management.</i></p>

B. Committee Member Appreciation

T. Rassamekiarttisak thanked everyone for their service on the Finance Committee for the 2019-20 fiscal year. Each member was presented with a certificate for their contribution.

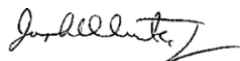
VIII. Announcements

T. Rassamekiarttisak invited everyone to attend the USU’s Healing Space Zoom Meeting. This meeting will take place on Friday, May 29th at 12:00 p.m.

IX. Adjournment

Committee Chair, Tammy Rassamekiarttisak adjourned the meeting at 3:39 p.m.

Respectfully Submitted By,



Joseph Illuminate
 Associate Director, USU Accounting & Finance