

UNIVERSITY STUDENT UNION
 CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
 FINANCE COMMITTEE MEETING
 FRIDAY, DECEMBER 04, 2020
 MINUTES

I. Call to Order

The meeting was called to order by Committee Chair, Jacob Akopnik at 3:02 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
Bryan Gonzalez Student Committee Member (voting)	Juan Martinez, Student Committee Member (voting)	Jeremy Hamlett, Manager Intramural Sports & Day Camp
Jasmine Guerrero, Committee Co-Chair (voting)	Fernando Ortiz, Student Committee Member (voting)	Kaila Lavin, SRC Director
Joe Illuminate Executive Secretary (non-voting)		Jasmine Medina, Administrative Support Assistant II, Accounting & Finance
Sara Pelayo, Student Committee Member (voting)		
Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)		
Dr. Edith Winterhalter, Associate VP for Budget & Strategic Business Operations, Administration and Finance (voting)		

III. Approval of Agenda

M/S/P (B. Gonzalez / J. Guerrero) Motion to approve the agenda for December 04, 2020.

Main motion passes by General Consensus

5-0-0

Approval of Minutes

M/S/P (S. Pelayo/ B. Gonzalez) Motion to approve the minutes for November 20, 2020.

Main motion passes by General Consensus

5-0-0

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IV. Chair's Report

J. Akopnik provided an update from the Board of Directors meeting where he informed the committee that the Board passed a motion to reallocate \$271,750 of surplus student fees to the following initiatives:

1. Temporary Emergency Housing Funding	\$15,000
2a. Matador Food Pantry – week of closure	\$11,250
2b. Matador Food Pantry toiletries	\$2,500
3. Grants for books, supplies (Bookstore grants)	\$62,500
4. Matacare Funding	\$50,000
5. Holiday Dinners – Families in need	\$7,500
6. Care packages to random/targeted students	\$98,000
7. Quentin Thomas Scholarship	\$25,000
8. Incentive gift cards for student engagement (recommend to move to future action)	\$0
 Total	 \$271,750
Total Available Surplus Fees	\$1,285,812
Remaining Funds (to be allocated after additional investigation – future action items)	\$1,014,062

These funding opportunities were discussed at the previous Finance Committee meeting.

V. Action Items

A. Addition of Esports in the Games Room

M/S/P (S. Pelayo/ B. Gonzalez) Motion to transfer \$78,002 from unallocated reserves to fund the creation of a space for Esports in the Games Room.

J. Hamlett led the presentation and informed the committee that the USU recently received a donation from Alumnus Bill Imada in the amount of \$25,000 to be used to create a space for E-gaming/Esport in the Games Room.

The USU is collaborating with Associated Students to create this space for the existing CSUN Esports Club and Open Rec gaming. In addition, Associated Students has agreed to contribute \$26,501 towards the total \$78,002 estimated cost of the project.

J. Hamlett presented the following Two Option Memo:

<i>Option 1</i>	<i>Option 2</i>
Create an Esports Space in the Games Room	No Change
Renovate a portion of the Games Room to create an Esports area.	Leave the Games Room as is.

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Benefits

Create an Esports Space in the Games Room	No Change
<ul style="list-style-type: none"> • Provides dedicated space for the Esports Club to conduct tryouts, practices and tournaments. • An on-campus space will provide the Esports Club with a location to gather and conduct club business. • Renovation includes new carpet, lighting, and audition visual equipment plus repainting the entire Games Room, which will enhance its aesthetics. • The Esports area will create synergy with the console gaming already provided by the Games Room. 	<ul style="list-style-type: none"> • No renovation costs.

Liabilities

Create an Esports Space in the Games Room	No Change
<ul style="list-style-type: none"> • Renovation costs. • Less space in the Games Room for programming. 	<ul style="list-style-type: none"> • The Esports Club not have a dedicated space in the Games Room. • It will be challenging for the Esports club to gather and conduct club business. • CSUN community will continue to lack a space to participate in PC Esports gaming. • The Games Room will not be renovated and it will remain with insufficient lighting and a mismatched color scheme.

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Fiscal Impacts

Costs	Facility Upgrades	Infrastructure Upgrades	Gaming Stations	Subtotal	Contingency	Total
Stage & Carpet Replacement	\$ 3,824	\$ -	\$ -	\$ 3,824	\$ -	\$ 3,824
Re-paint the Entire Games Room	\$ 3,900	\$ -	\$ -	\$ 3,900	\$ -	\$ 3,900
Relocate the Customer Service Desk	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
Install Power & Data	\$ -	\$ 5,760	\$ -	\$ 5,760	\$ -	\$ 5,760
Install Forty-Eight (48) Port Data Switches	\$ -	\$ 3,700	\$ -	\$ 3,700	\$ -	\$ 3,700
Wall Graphics	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000
Lighting & Audio Visual Equipment	\$ -	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ 16,000
Contingency*	\$ -	\$ -	\$ -	\$ -	\$ 3,818	\$ 3,818
Twelve (12) Gaming Stations	\$ -	\$ -	\$ 36,000	\$ 36,000	\$ -	\$ 36,000
Totals	\$ 9,724	\$ 28,460	\$ 36,000	\$ 74,184	\$ 3,818	\$ 78,002

*The contingency is 10% of the total Facility and Infrastructure Upgrade costs $[(\$9,724 + \$28,460) \times 10\% = \$3,818]$

Funding Sources

Funding Source	Contribution
Bill Imada Donation	\$ 25,000
Associated Students Donation	\$ 25,000
University Student Union	\$ 25,000
Subtotal - Contributions	\$ 75,000
Contingency - USU	\$ 1,501
Contingency - A.S.	\$ 1,501
Subtotal - Contingency Contributions*	\$ 3,002
Total Contributions	\$ 78,002

*The USU and A.S. are equally sharing the cost of the 10% Contingency.

The USU's contribution to the project will be funded with Unallocated Reserves

Other Budget Considerations

- **Labor and Facility Costs**
 - Ongoing labor and facility costs for the Games Room, including the Esports space, will be absorbed by the USU.
- **Operational Costs**
 - Ongoing operational costs specific to the Esports space will be absorbed by A.S. and the CSUN Esports Club.

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Finance Committee members asked the following questions:

1. Dr. Edith Winterhalter inquired if the amount \$75,000 was based on a quote or if it would change with time.

J. Hamlett informed the committee that most of the quotes are already available. They're waiting on the quote for lighting and audio-visual equipment.

2. Dr. Edith Winterhalter inquired how much the cost would be to update the gaming equipment and software in 2-3 years.

J. Hamlett and K. Lavin informed the committee that the cost would be \$36,000 and AS and USU will work together to update the equipment and software.

3. Joseph Illuminate inquired if the LED lights are portable and could be used for other purposes.

J. Hamlett informed the committee that the lights are portable and could be used for other events or purposes.

Motion passes 5-0-0

VI. Discussion Items

A. None

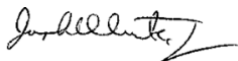
VII. Announcements

Committee Chair, J. Akopnik reminded the committee members to contact him if they will be returning to the committee next semester. He encouraged all the members to return and to provide their class schedules for the Spring 2021 semester.

VIII. Adjournment

Committee Chair, Jacob Akopnik adjourned the meeting at 3:30 p.m.

Respectfully Submitted By,



Joseph Illuminate
Associate Director, USU Accounting & Finance