

UNIVERSITY STUDENT UNION  
 CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
 FINANCE COMMITTEE MEETING  
 MONDAY, MARCH 09, 2020  
 MINUTES

**I. Call to Order**

The meeting was called to order by Committee Co-Chair, Alberto Martinez at 3:32 p.m.

**II. Roll Call**

Present	Absent	Staff/Guests
Sharon Eichten Associate AVP, Budget Planning & Management (voting)	Czar Agcaoili Student Committee Member (voting)	Alexander Gonzales, Technology Support Services Manager
Joe Illuminate Executive Secretary (non- voting)	Debra Hammond Executive Director (non-voting)	Jasmine Medina, Accounting & Finance Administrative Support Assistant II
Pavitra Kanse, Student Committee Member (voting)	Tammy Rassamekiarttisak Committee Chair (voting)	Jonathan Navarro, Accounting Manager
H. Landeros, Student Committee Member (voting)	Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)	Edith Winterhalter, Dir, Administrative Services Admin & Finance VP
Alberto Martinez, Committee Co- Chair (voting)		
Asima Rahman Student Committee Member (voting)		

**III. Approval of Agenda**

M/S/P (H. Landeros/A. Rahman) Motion to approve the agenda for March 09, 2020.

*Motion passes by general consensus*

**IV. Approval of Minutes**

M/S/P (A. Rahman/A. Martinez) Motion to approve the minutes for February 24, 2020.

*Main Motion passes by general consensus*

**V. Icebreaker**

None

**VI. Chair's Report**

None

**VII. Action Items**

A. None

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**VIII. Discussion Items**

**A. 2020-21 Capital Outlay Allocation Proposal**

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.

J. Illuminate explained there are four items listed in the proposal.

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
							<b>\$ 41,444</b>	<b>\$ 4,144</b>	<b>\$ 45,589</b>

1. Item 1 is a request 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 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. Item 2 is a 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.
3. Item 3 is a purchase of one (1) mobile Microsoft Surface Hub 2S as a corporate-wide collaboration tool. Alexander Gonzales, Technology Support Services, Manager explained that this would be like an interactive whiteboard used for group collaborations on projects, presentations, etc.
4. Item 4 is the purchase of a fiberglass scaffold set for use in the SRC bleacher area of the Mata Arena, and for other projects around the USU.

**B. 2020-21 Major Repair & Replacement Allocation Proposal**

The funding source for major repairs and replacements is the USU's Repair and Replacement fund (53501) administered by the campus on behalf of the USU. Expenditures from this fund are recorded in the University's accounting records.

J. Illuminate explained that this year the proposal has been split into two packages.

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No.	Dept No.	Dept Name	Requestor Name	Item Description	Purchase Category	Vendor	Quantity	Base Cost	Contingency	Total Cost
1	31350	TSS	A. Gonzales	Computer Desktop Replacement	Major R&R	Dell	70	\$ 88,307	\$ 8,831	\$ 97,138
2	31350	TSS	A. Gonzales	Laptop Replacement	Major R&R	Dell	10	\$ 13,952	\$ 1,395	\$ 15,348
3	31350	TSS	A. Gonzales	Server Hosts Replacement (Union wide)	Major R&R	Dell	3	\$ 38,637	\$ 3,864	\$ 42,501
4	31350	TSS	A. Gonzales	VMware vSphere/vCenter - Virtual Server	Major R&R	CDWG	3	\$ 13,227	\$ 1,322.68	\$ 14,549
5	31350	TSS	A. Gonzales	Server Host Addition for VDI (Computer Lab)	Major R&R	Dell	1	\$ 17,119	\$ 1,712	\$ 18,831
<b>Package 1 Subtotal</b>								<b>\$ 171,243</b>	<b>\$ 17,124</b>	<b>\$ 188,367</b>
6	31350	TSS	A. Gonzales	Aruba Wireless Access Points	Major R&R	AT&T	60	\$ 24,263	\$ 2,426	\$ 26,689
7	31350	TSS	A. Gonzales	Alcatel Lucent Network Switch Replacement	Major R&R	AT&T	60	\$ 107,373	\$ 10,737	\$ 118,110
<b>Package 2 Subtotal</b>								<b>\$ 131,636</b>	<b>\$ 13,164</b>	<b>\$ 144,799</b>
<b>Major R&amp;R Total</b>								<b>\$ 302,878</b>	<b>\$ 30,288</b>	<b>\$ 333,166</b>

Alexander Gonzales explained the justifications for each item:

1. Purchase of 70 desktop computers to replace current computers that are older than four (4) years.
2. Purchase of 10 laptops to replace current laptops that are older than 4-5 years.
3. Purchase of three (3) Host Servers to replace current host servers that are 7-8 years old.
4. Purchase of three (3) vSphere and vCenter to run the new host servers for virtualization.
5. Purchase of one (1) VDI Host Server for the Computer Lab to improve virtual PC Performance.
6. 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 which is offering an aggressive 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.

**C. 2020-21 Designated Reserves Allocation Proposal**

J. Illuminate led the discussion. He explained the following:

Designated reserves consist of the following payroll-related items:

1. General Staff Salary Reserve - \$274,412
  - a. The general staff salary reserve includes general salary and temporary salary increases, salary adjustments, and vacation advances.

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2. Employer Paid Payroll Tax Reserve - \$20,992
  - a. This reserve is 7.65% of the General Staff Salary reserve
3. Student Wages Reserve - \$25,000
  - a. This reserve is to provide potential funding for departments who may need additional student wages throughout the fiscal year.
4. Employer Paid Payroll Taxes – Student Wages - \$1,913
  - a. This reserve is 7.65% of the of the Student Wages Reserve
5. Retirement Health Benefits Plan (RHBP) Funding - \$300,000
  - a. RHBP funding will not increase the overall 2020-21 Operating Expenditure Budget because the expense has been incurred in previous years. The funding reduces the RHBP liability that is on the Statement of Financial Position (Balance Sheet)

**D. Travel Policy**

J. Illuminate explained that the Travel Policy was discussed at the November 06, 2019 and November 20, 2019, and February 24<sup>th</sup> Finance Committee meetings.

The most important revision was that the Campus CFO must approve all travel to banned states. Their signature is required on the Assembly Bill 1887 form. This change will be incorporated into the policy as well as the Assembly Bill 1887 form.

Additional revisions were proposed by the committee which will be incorporated into the policy will be reviewed at the March 30, 2020 meeting.

**IX. Announcements**

1. Committee Co-Chair, Alberto Martinez announced that the next meeting will be held on Monday, March 30<sup>th</sup> in the USU Conference Room at 3:30 p.m.
2. Sharon Eichten will be retiring at the end of March; this was her last committee meeting. Committee Co-Chair, Alberto Martinez presented her with a certificate of appreciation for her work on the Finance Committee. Edith Winterhalter will be attending future Finance Committee meetings in her place.

**X. Adjournment**

Committee Co-Chair, Alberto Martinez adjourned the meeting at 4:11 p.m.

Respectfully Submitted By,

Joseph Illuminate  
Associate Director, USU Accounting & Finance