

UNIVERSITY STUDENT UNION
 CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
 FINANCE COMMITTEE ZOOM VIDEO CONFERENCE
 MONDAY, MARCH 30, 2020
 MINUTES

I. Call to Order

The meeting was called to order by Committee Chair, Tammy Rassamekiarttisak at 3:37 p.m.

II. Roll Call

Present	Absent	Staff/Guests
Joe Illuminate Executive Secretary (non- voting)	Czar Agcaoili Student Committee Member (voting)	
Debra Hammond Executive Director (non-voting)	Pavitra Kanse, Student Committee Member (voting)	
Alberto Martinez, Committee Co-Chair (voting)	H. Landeros, Student Committee Member (voting)	
Asima Rahman Student Committee Member (voting)	Dr. Shelley Ruelas-Bischoff Student Affairs Representative (voting)	
Tammy Rassamekiarttisak Committee Chair (voting)		
Edith Winterhalter, Associate Vice President for Budget and Strategic Business Operations (voting)		

III. Approval of Agenda

M/S/P) Motion to approve the agenda for March 30, 2020.

No Quorum

IV. Approval of Minutes

M/S/P Motion to approve the minutes for March 09, 2020.

No Quorum

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. This proposal was discussed at the March 09, 2020 Finance Committee Meeting.

Chair, Tammy Rassamekiartisak 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

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.

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. This proposal was discussed at the March 09, 2020 Finance Committee Meeting.

Co-Chair, Alberto Martinez explained the key points of the proposal outlined in the table below. The total cost of the proposal is \$333,166.

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
Package 1 Subtotal								\$ 171,243	\$ 17,124	\$ 188,367
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
Package 2 Subtotal								\$ 131,636	\$ 13,164	\$ 144,799
Major R&R Total								\$ 302,878	\$ 30,288	\$ 333,166

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

C. 2020-21 Designated Reserves Allocation Proposal

Co-Chair, Alberto Martinez explained the key points of the proposal outlined in the table below. The total cost of the proposal is \$630,390 which consist of the following payroll-related items:

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Designated Reserve Category	Amount	Description
Staff Salaries	\$ 281,912	General Staff Salary Reserve*
Employer Paid Payroll Taxes - Staff Salaries	\$ 21,566	Employer-Paid Payroll Tax Reserve**
Student Wages	\$ 25,000	Student Wages Reserve*
Employer Paid Payroll Taxes - Student Wages	\$ 1,913	Employer-Paid Payroll Tax Reserve**
Retirement Health Benefits Plan Funding	\$ 300,000	RHBP Funding***
Total Reserves	\$ 630,390	

*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 Student Wages Reserves provides funding for departments which need to schedule additional student assistant hours.

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

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

It was pointed out, that due to the COVID-19 pandemic, there is need to reassess if the amount of the General Staff Salary Reserve will be lowered to reflect the possibility that campus will not be authorizing a general salary increase for 2020-21.

D. Travel Policy

J. Illuminate explained that the Travel Policy was discussed at the November 06, 2019 and November 20, 2019, February 24th, March 09, 2020 and March 30, 2020 Finance Committee meetings.

It was determined that either the Associate Vice President for Student Life **or** Vice President for Student Affairs are able to approve exceptions to travel prohibited states. Previously, the proposal was that **both** the Associate Vice President for Student Life and the Vice President for Student Affairs were required to approve travel to prohibited states on behalf of the Division of Student Affairs. This change will be incorporated into the policy and into the Request for Approval to Travel to Prohibited States

The Travel Policy will be an action item on the agenda for the April 20, 2020 Finance Committee meeting.

IX. Announcements

1. A.S. and USU Elections will be taking place on April 01, 2020 and April 02, 2020.
2. The next Finance Committee Zoom Video conference is scheduled for Monday, April 20, 2020.
3. The campus is distributing more laptops to students now that the Computer Lab would be closed for the foreseeable future.

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X. **Adjournment**

Committee Co-Chair, Alberto Martinez adjourned the meeting at 4:08 p.m.

Respectfully Submitted By,

Joseph Illuminate
Associate Director, USU Accounting & Finance