

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE MEETING  
APRIL 11, 2018  
MINUTES**

**I. Call to Order**

The meeting was called to order by Committee Chair, Jazmin Hernandez at 3:30 p.m.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff/Guests</b>
Aisha Bahadar, Student Committee Member (voting)	Debra Hammond, Executive Director (non-voting)	Jimmy Francis, Associate Executive Director
Sharon Eichten, University Representative (voting)	Iris Ramirez, Board Chair (non-voting)	Raymond Juarez, Associate Director, Operations & Services
Jazmin Hernandez, Committee Chair (voting)	Dr. Shelley Ruelas-Bischoff, Student Affairs Representative (voting)	Dave Ross, Assistant Director, Facilities & Maintenance
Joseph Illuminate, Executive Secretary (non-voting)		
Alexis Lopez, Student Committee Member (voting)		
Clarissa Mejia, Student Committee Member (voting)		
Guadalupe Perez Barrios, Student Committee Member (voting)		
Angela Pham, Student Committee Member (voting)		

*Guadalupe Perez-Barrios and Angela Pham arrived at 3:35 p.m.*

**III. Approval of Agenda**

M/S/P (C. Mejia/A. Bahadar) Motion to approve the agenda for April 11, 2018.

M/S/P (A. Lopez/C. Mejia) Amendment to the Main Motion add Discussion Item D, 2018-2019 Operating Budget Proposal.

There was no discussion

*Amendment passed by general consensus*

*Main motion, as amended, passes by general consensus*

**IV. Approval of Minutes**

M/S/P (A. Lopez/A. Bahadar) Motion to approve the minutes for March 07, 2018.

*Main motion passes by general consensus*

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**V. Chair's Report**

Co-Chair, Habiba Naqvi resigned her position as a member of the Board of Directors and Finance Committee.

**VI. Discussion Items**

**A. 2018-19 Capital Outlay Allocation Proposal**

Chair, Jazmin Hernandez, explained that three leasehold improvements were added to the Capital Outlay Proposal since the last committee meeting: Gender Inclusive Restroom, Intramural Office Renovation, and Games Room Renovation. The total allocation request is now \$252,966.

No.	Item Description	Category	Base Cost	Contingency (10%)	Total Cost
1	Fire Curtain Release Mechanism Update & Service (Sightlines #881)	Equipment	\$31,290	\$3,129	\$34,419
2	Compact Hydraulic Shear	Equipment	\$16,996	\$1,700	\$18,696
3	Hydraulic Box and Pan Brake	Equipment	\$26,632	\$2,663	\$29,295
4	Key-Box Intelligent Series Locker	Equipment	\$6,237	\$624	\$6,861
5	Massage Chair Replacement	Equipment	\$26,440	\$2,644	\$29,084
6	Gender Inclusive Restroom - Sol Center	Leasehold	\$39,085	\$3,909	\$42,994
7	Intramural Office Renovation	Leasehold	\$36,400	\$3,640	\$40,040
8	Games Room Renovation	Leasehold	\$46,889	\$4,689	\$51,578
<b>TOTAL</b>			<b>\$229,969</b>	<b>\$22,997</b>	<b>\$252,966</b>

**JUSTIFICATIONS:**

1	The Plaza del Sol Performance Hall - the current release mechanism does not meet current standards and is difficult to operate. The new system will permit manual push button operation releasing the fire curtain in a controlled descent. This will improve facility operations and safety systems.
2	Hydraulic shears are used to <b>cut</b> metal. The Maintenance Shop has continued to increase its metal fabrication production. This work includes metal rails, cabinets, shelves, and custom fabricated racks. The current shear is a small, manual model that is limited to 16 gauge metal with 42 inch width. The hydraulic shear will cut 14 gauge metal up to 80 inches wide which increases the ability to fabricate items using thicker and larger pieces of metal.
3	The hydraulic box and pan brake is used to <b>bend</b> metal. The current hydraulic box and pan brake is non-operational. It has been repaired, but it is a small manual piece of equipment. The repair was an interim step, but it still does not produce a straight bend. Therefore, a new box and pan brake is necessary. The requested model is hydraulic-powered which increases the ability to fabricate items using thicker and larger pieces of metal.
4	This locker system has six compartments which will be used to securely store the Student Recreation Center (SRC) scoreboard remote controls that cost \$600 each. The cabinet can handle up to 500 users (codes with 1-8 characters) and store up to 3,600 events. The locker system is similar to the two Key Watcher systems the USU already has had in place
5	The Oasis Wellness Center is proposing to purchase (4) four new massage chairs. Three of the four chairs will replace the three current chairs and one additional chair will be purchased to meet the needs of students who requested more chairs in a recent survey.
6	Convert one restroom in the Sol Center to a gender inclusive restroom. The total cost includes signage.
7	There are organizational and programmatic benefits to relocating the Intramural Coordinator to the Intramural office located inside the SRC. The staff member will be more accessible to student employees and student participants who visit the office. The scope of work includes demolition, plumbing, flooring, walls, ceiling & lighting, paint, and carpet.
8	The walls, flooring, lighting, and ceiling tiles no longer match the current USU design standards and need replacement. The space has not received any updates in over eight (8) years.

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**B. 2018-19 Major Purchase, Repair, & Maintenance Allocation Proposal**

Chair, Jazmin Hernandez, noted that an additional item to purchase outdoor tables for the Plaza del Sol was added to the allocation request since the last meeting. The total allocation request is now \$1,965,894.

No.	Item Description	Base Cost	Contingency (10%)	Total Cost
1	Student Recreation Center (SRC) Equipment Replacement	\$1,031,477	\$103,148	\$1,134,625
2	Interior Shell - Floor Replacements (Sightlines #852)	\$159,633	\$15,963	\$175,596
3	Interior Shell - Ceiling Replacements (Sightlines #832)	\$111,484	\$11,148	\$122,632
4	Interior Shell -Wall Replacements (Sightlines #862)	\$125,723	\$12,572	\$138,295
5	Tuepen Lift	\$101,000	\$10,100	\$111,100
6	Outdoor Tables for the Plaza del Sol	\$257,860	\$25,786	\$283,646
<b>TOTAL</b>		<b>\$1,787,177</b>	<b>\$178,718</b>	<b>\$1,965,894</b>

**JUSTIFICATIONS:**

1	The SRC is proposing to replace the selectorized strength equipment (equipment with mounted weight plates) and the majority of the cardiovascular equipment. The costs of replacement parts and labor to fix this equipment increases each year so it is recommended to replace this equipment. Warranties for this equipment ended in January 2018 for both the cardiovascular and selectorized equipment. The total USU preferred customer discount is \$219,715. In addition, the vendor's quotations provides an equipment trade-in allowance in the amount of \$60,000.
2	Replace floors on the second floor of the East Conference Center (ECC) to match the remodeled first floor.
3	Replace the ceiling on the second floor of the East Conference Center to match the remodeled first floor.
4	Replace the walls and paint on the second floor of the East Conference Center to match the remodeled first floor.
5	The Tuepen Lift is a specially designed to be utilized indoors through single wide openings. The lift is needed to access areas of the Student Recreation Center via any equipment currently in the possession of the USU. The current boom lift is only for exterior work and is in very poor condition. The Tuepen Lift can be used both indoors and outdoors. The cost to rent this type of lift costs \$2,200 per day.
6	Replace 40 outdoor tables that are over 12 years old. LPA consultants, the USU's architectural firm, has recommended the purchase of the Tangent Table 4-seat and 6-seat ensemble from the vendor, Forms & Surfaces. These tables have extruded aluminum slats. The Tangent Ensemble frames are comprised of vandalism-resistant powder coated cast and aluminum. The aluminum is 100% recyclable, and has an extremely high end-of-life intrinsic value. The Tangent Tables will be a combination of 10 four-seat and 30 six seat tables for flexibility and ADA compliance. The price includes an estimate of \$57,200, including contingency, for installation, but does not include the price of providing sun umbrellas for each table. The umbrellas will be purchased from an alternate funding source.

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**C. 2018-19 Designated Reserves Allocation Proposal**

Guadalupe Perez-Barrios presented the Designated Reserves proposal noting that there were no changes made since the last Finance Committee meeting. The total allocation request remains at \$1,265,896.

Designated Reserve Category	Amount	Description
Staff Wages	\$ 247,000	General Staff Salary Reserve*
Payroll Taxes	\$ 18,896	Employer-Paid Payroll Tax Reserve**
Fund the Retirement Health Benefits Plan	\$ 1,000,000	RHBP Funding***
<b>Total Reserves</b>	<b>\$ 1,265,896</b>	

*\*The General Staff Salary Reserve includes general salary increases and merit 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.*

**D. 2018-19 Operating Budget Allocation Proposal**

Joe Illuminate provided a brief overview of the Operating Budget Allocation Proposal noting that budget is breakeven with total revenues and expenditures in the amount of \$17,174,394. He provided the members with the long-term financial plan and explained that total revenues and expenditures are in align with the corresponding revenues and expenditures in the plan.

He also provided the members with two pie charts showing what percentage each revenue and expenditure category is to the total revenue and expenditures.

**VII. Action Items**

A. **None**

**VIII. Announcements**

The next Finance Committee is the annual budget meeting which will take place at 12:30 p.m. on Wednesday, May 09, 2018 in the Internal Conference Room. It is important that every member make the effort to be in attendance. Lunch will be served.

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**IX. Adjournment**

Committee Chair, Jazmin Hernandez adjourned the meeting at 4:23 p.m.

Respectfully submitted by,

Joseph Illuminate  
Associate Director, USU Accounting & Finance