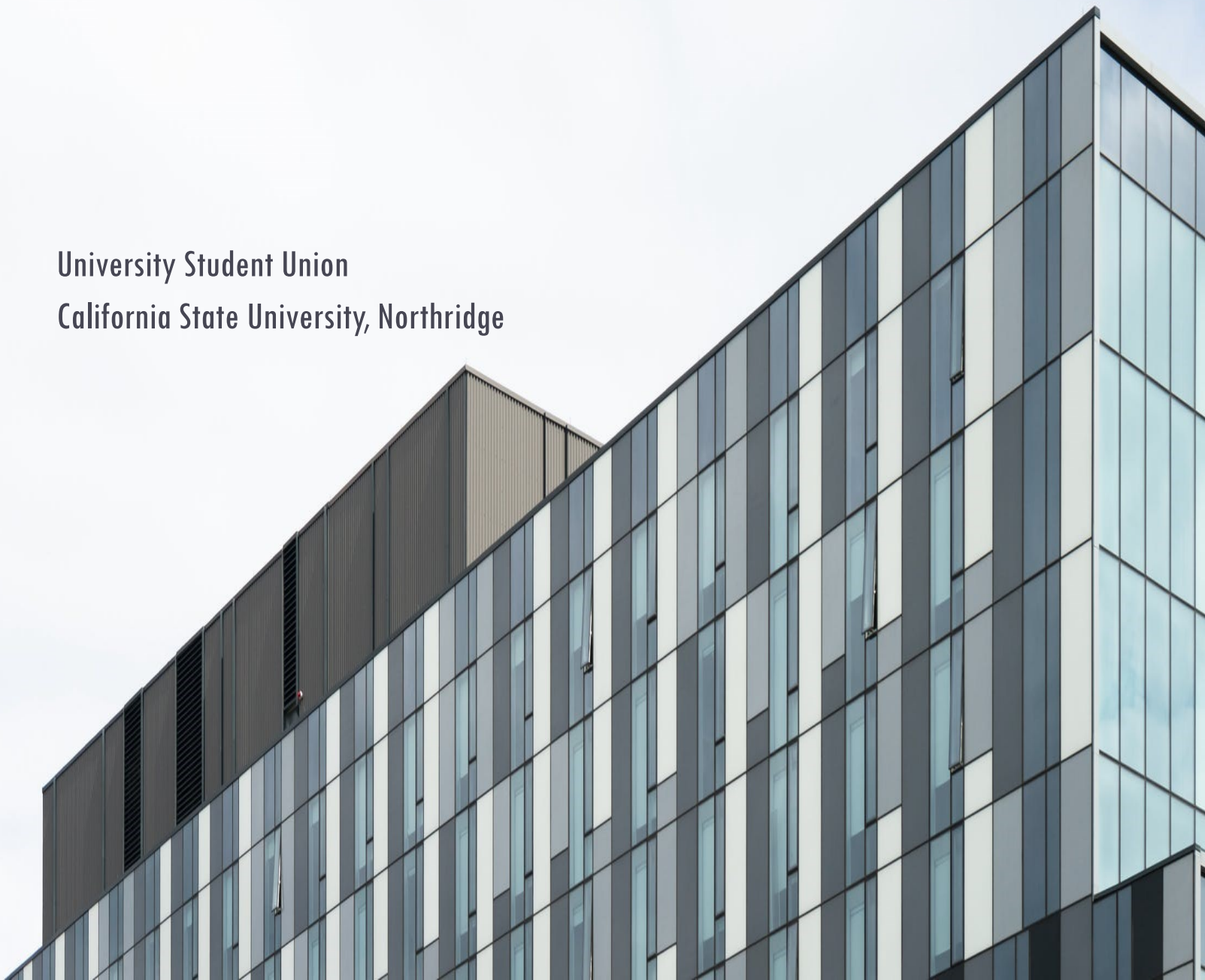


# Budget Binder

## 2019-20

University Student Union  
California State University, Northridge



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# 1. Budget Message

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
2019-20 BUDGET MESSAGE**

To the Board of Directors, Finance Committee, CSUN Faculty, Staff, and Students:

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 brought on by increasing personnel and operating costs. These proposals represent our continued commitment to living within our means.

We are pleased to present to you the University Student Union's (USU's) 2019-20 Budget Allocation Proposals totaling \$20,960,289. The table below provides a summary of the proposals:

<b>Budget Allocation Proposal</b>	<b>Totals</b>
Operating Budget	\$ 18,390,945
Capital Outlay	\$ 168,147
Major Purchase, Repair & Replacement	\$ 2,401,197
<b>Total Allocation Proposals</b>	<b>\$ 20,960,289</b>

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 Proposal, the Capital Outlay Allocation Proposal, and the Major Purchase, Repair, & Replacement Allocation Proposal are shown in **Exhibits 1, 4, and 5**, respectively.

**Financial Plan**

Our current Financial Plan is shown in **Exhibit 2**. There is only a 1.8% variance in the projected 2019-20 Operating Budget and the Operating Budget Proposal<sup>1</sup>. The Financial Plan assumes passage of the student fee referendum for the USU Renovation Project<sup>2</sup>

A primary Financial Plan strategy is to maintain the Debt Service Coverage Ratio (DSCR) above 1.25<sup>3</sup>. The DSCR is projected to range from 1.33 to 1.40 from 2018-19 to 2021-22.

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 of \$250,000 which is included as part of the Operating Budget Proposal. In 2019-20, we will continue our successful strategy of increasing available unallocated reserve levels by transferring unutilized funds, identified during quarterly budget reviews, to unallocated reserves.

A third strategy is setting aside Designated Reserves<sup>4</sup> and Administrative Contingency Reserves<sup>5</sup>. These proposals are also included as part of the Operating Budget Proposal. The details of Administrative Contingency Reserves are included in **Exhibit 3**.

**Where the Money Comes From (Revenue)**

The projected increase in revenue is \$1,258,959 or 7.3%. Student union fees provide 86% of the operating revenue budget. Non-student fee revenue accounts for 14% of the operating revenue budget.

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Student fee income is based on the most recent student headcount forecast<sup>6</sup> made available by the campus. Decreases in student headcount would have an adverse impact on student union fees. Unexpected decreases in student fees subsequent to budget approval 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	2018-19 6 & 6 Budget	2019-20 Proposed Budget	Variance \$	Variance %
Student Fees	\$ 14,729,026	\$ 15,835,020	\$ 1,105,994	7.5%
Food Service Commissions	\$ 78,994	\$ 80,880	\$ 1,886	2.4%
Rental Income	\$ 807,329	\$ 904,988	\$ 97,659	12.1%
Program Income	\$ 500,238	\$ 461,336	\$ (38,902)	-7.8%
SRC Income	\$ 668,257	\$ 721,948	\$ 53,691	8.0%
Interest Income	\$ 58,576	\$ 58,506	\$ (70)	-0.1%
Grant Revenue	\$ 55,600	\$ 74,000	\$ 18,400	33.1%
Miscellaneous Income	\$ 233,965	\$ 254,267	\$ 20,302	8.7%
<b>Total Revenues</b>	<b>\$ 17,131,986</b>	<b>\$ 18,390,945</b>	<b>\$ 1,258,959</b>	<b>7.3%</b>

**Where the Money Goes (Expenditures)**

The projected increase in expenditures is \$1,258,959 or 7.3%. Salaries & benefits comprise 63% of the expenditure budget and operating expenses comprise 37% of the expenditure budget. The following table summarizes the dollar and percentage variances in each expenditure category:

Expenditure Category	2018-19 6&6 Budget	2019-20 Proposed Budget	Variance \$	Variance %
Cost of Goods Sold	\$ 19,350	\$ 18,420	\$ (930)	-4.8%
Staff Salaries	\$ 4,677,705	\$ 4,945,484	\$ 267,779	5.7%
Hourly Wages	\$ 175,165	\$ 158,459	\$ (16,706)	-9.5%
Student Wages	\$ 3,486,290	\$ 3,892,958	\$ 406,668	11.7%
Benefits	\$ 2,281,148	\$ 2,554,953	\$ 273,805	12.0%
General Operating Expenses	\$ 420,822	\$ 381,903	\$ (38,920)	-9.2%
Supplies & Services	\$ 2,233,250	\$ 1,972,031	\$ (261,219)	-11.7%
Travel	\$ 216,177	\$ 255,991	\$ 39,814	18.4%
Utilities	\$ 900,840	\$ 955,691	\$ 54,850	6.1%
Repairs & Maintenance	\$ 1,763,400	\$ 1,832,990	\$ 69,590	3.9%
Fees & Charges	\$ 40,188	\$ 75,352	\$ 35,164	87.5%
Reserves	\$ 450,636	\$ 902,921	\$ 452,285	100.4%
Grants & Scholarships	\$ 53,726	\$ 58,516	\$ 4,790	8.9%
Expendable Equipment	\$ 208,787	\$ 165,492	\$ (43,296)	-20.7%
Depreciation & Amortization	\$ 204,285	\$ 214,249	\$ 9,964	4.9%
Pension Related Charges	\$ -	\$ 5,537	\$ 5,537	-
<b>Total Expenditures</b>	<b>\$ 17,131,770</b>	<b>\$ 18,390,945</b>	<b>\$ 1,259,175</b>	<b>7.3%</b>



**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
2019-20 BUDGET MESSAGE**

**Capital Outlay Allocation Proposal**

Capital Outlay, also known as fixed assets, is defined as a single item purchase or project greater than \$5,000 that is used in a productive capacity in the USU for more than one year.

We are requesting an allocation for equipment and software totaling \$168,147 which includes a 10% contingency.

**Exhibit 4** list the justifications and narrative for the six capital outlay items requested in the proposal.

**Major Purchase, Repair, & Maintenance Allocation Proposal**

The Major Purchase, Repair & Maintenance fund is administered by the campus on behalf of the USU. This fund is used for major purchases and repairs exceeding a total of \$100,000.

We are requesting an allocation for three items totaling \$2,401,197 which includes a 10% contingency. The annual transfer<sup>7</sup> to the Repair & Replacement Fund for 2019-20 will be \$2 million.

**Exhibit 5** list the justifications and narratives for each the three items requested in the proposal.

**Designated Reserves Allocation Proposal**

The Board of Directors sets aside designated reserves for a specific purpose (usually payroll-related). We are requesting an allocation for \$684,196 outlined in the table below:

Designated Reserve Category	Amount	Description
Staff Wages	\$ 264,000	General Staff Salary Reserve
Payroll Taxes	\$ 20,196	Employer-Paid Payroll Tax Reserve
Retirement Health Benefits Plan (RHBP) Funding	\$ 400,000	RHBP Funding
<b>Total Reserves</b>	<b>\$ 684,196</b>	

The General Staff Salary Reserve includes payments for general salary increases (GSI's); merit increases; salary reclassifications; potential bonuses; and accrued vacation taken as cash (vacation advances).

The Employer-Paid Payroll Tax Reserve is for Social Security and Medicare taxes paid out on the salary-related items funded through the General Staff Reserve.

The RHBP funding will be deposited in the USU's Voluntary Employees Beneficiary Association (VEBA) account which reimburses USU retirees and spouses/registered domestic partners for authorized medical expenses. Additional investments of approximately \$300,000 into the VEBA are planned for each subsequent fiscal year.

**Summary**

Once adopted by the Board of Directors, the budget establishes the direction for the USU's programs and services for the coming fiscal year. It represents the synthesis of the Board of Directors' direction on how best to accomplish the USU's strategic priorities in accordance with available resources, policies, and sound

**UNIVERSITY STUDENT UNION  
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2019-20 BUDGET MESSAGE**

financial and business practices. With this in mind, the review and adoption of the operating budget is one of your most important roles.

We recommend adoption of the 2019-20 allocation proposals as presented.

Respectfully Submitted,



Debra L. Hammond  
Executive Director



Joseph Illuminate  
Associate Director, Accounting & Finance

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
2019-20 BUDGET MESSAGE**

**EXHIBIT 1 – OPERATING BUDGET PROPOSAL**

REVENUE	2018-19 6 & 6 Projected Budget	2019-20 Proposed Budget	\$ Variance	% Variance
Student Fees	\$ 14,729,026	\$ 15,835,020	\$ 1,105,994	7.5%
Food Service Commissions	\$ 78,994	\$ 80,881	\$ 1,887	2.4%
Rental Income	\$ 807,329	\$ 904,988	\$ 97,659	12.1%
Program Income	\$ 500,238	\$ 461,336	\$ (38,902)	-7.8%
SRC Income	\$ 668,257	\$ 721,948	\$ 53,691	8.0%
Interest Income	\$ 58,576	\$ 58,506	\$ (70)	-0.1%
Grant Revenue	\$ 55,600	\$ 74,000	\$ 18,400	33.1%
Miscellaneous Income	\$ 233,965	\$ 254,267	\$ 20,302	8.7%
<b>Total Revenues</b>	<b>\$ 17,131,986</b>	<b>\$ 18,390,945</b>	<b>\$ 1,258,959</b>	<b>7.3%</b>

EXPENDITURES				
Staff Salaries	\$ 4,677,705	\$ 4,945,484	\$ 267,779	5.7%
Hourly Wages	\$ 175,165	\$ 158,459	\$ (16,706)	-9.5%
Student Wages	\$ 3,486,290	\$ 3,892,958	\$ 406,668	11.7%
<b>Total Salaries &amp; Wages</b>	<b>\$ 8,339,160</b>	<b>\$ 8,996,901</b>	<b>\$ 657,741</b>	<b>7.9%</b>
Benefits	\$ 800	\$ 800	\$ -	0.0%
Payroll Taxes	\$ 494,740	\$ 529,307	\$ 34,567	7.0%
Workers Compensation	\$ 125,204	\$ 180,555	\$ 55,350	44.2%
Unemployment	\$ 20,140	\$ 19,039	\$ (1,101)	-5.5%
Insurance Benefits	\$ 838,134	\$ 1,014,257	\$ 176,123	21.0%
Retirement	\$ 368,166	\$ 381,783	\$ 13,617	3.7%
Post Employment Insurance	\$ 404,313	\$ 384,702	\$ (19,612)	-4.9%
Staff Enrichment Reimbursement	\$ 29,650	\$ 44,511	\$ 14,861	50.1%
<b>Benefits</b>	<b>\$ 2,281,148</b>	<b>\$ 2,554,953</b>	<b>\$ 273,805</b>	<b>12.0%</b>
<b>Total Salaries, Wages &amp; Benefits</b>	<b>\$ 10,620,308</b>	<b>\$ 11,551,854</b>	<b>\$ 931,545</b>	<b>8.8%</b>

Cost of Goods Sold	\$ 19,350	\$ 18,420	\$ (930)	-4.8%
General Operating Expenses	\$ 420,822	\$ 381,903	\$ (38,920)	-9.2%
Supplies & Services	\$ 2,233,250	\$ 1,972,031	\$ (261,219)	-11.7%
Travel	\$ 216,177	\$ 255,991	\$ 39,814	18.4%
Utilities	\$ 900,840	\$ 955,691	\$ 54,850	6.1%
Repairs & Maintenance	\$ 1,763,400	\$ 1,832,990	\$ 69,590	3.9%
Fees & Charges	\$ 40,188	\$ 75,352	\$ 35,164	87.5%
Reserves	\$ 450,636	\$ 902,921	\$ 452,285	100.4%
Grants & Scholarships	\$ 53,726	\$ 58,516	\$ 4,790	8.9%
Expendable Equipment	\$ 208,787	\$ 165,492	\$ (43,296)	-20.7%
Depreciation & Amortization	\$ 204,285	\$ 214,249	\$ 9,964	4.9%
Pension Related Charges	\$ -	\$ 5,537	\$ 5,537	-
<b>Total Operating Expenses</b>	<b>\$ 6,511,462</b>	<b>\$ 6,839,091</b>	<b>\$ 327,630</b>	<b>5.0%</b>

<b>Total Expenditures</b>	<b>\$ 17,131,770</b>	<b>\$ 18,390,945</b>	<b>\$ 1,259,175</b>	<b>7.3%</b>
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<b>Net Surplus (Deficit)</b>	<b>\$ 216</b>	<b>\$ 0</b>	<b>\$ (216)</b>	<b>-100%</b>
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Note: "6 & 6" means there is six months of actual data and six months of projected data

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
2019-20 BUDGET MESSAGE**

**EXHIBIT 2 – FINANCIAL PLAN**

System Pro Forma	0 2018-2019	1 2019-2020	2 2020-2021	3 2021-2022
<b>Prior Net Assets</b>	\$ 12,858,437	\$ 12,459,706	\$ 12,771,258	\$ 10,347,837
<b>Transfers-In to the Revenue Fund</b>				
Prior Year Net Assets	\$ 12,858,437	\$ 12,459,706	\$ 12,771,258	\$ 10,347,837
Student Fee Revenue - Fall/Spring	\$ 20,854,859	\$ 21,320,880	\$ 22,191,120	\$ 22,553,720
Student Fee Revenue - Summer	\$ 1,078,862	\$ 1,098,266	\$ 1,140,955	\$ 1,187,525
Transfer-In from the Major Repair & Replacement Fund	\$ -	\$ -	\$ 9,000,000	\$ -
Interest Income	\$ 128,584	\$ 124,597	\$ 127,713	\$ 103,478
Build America Bonds (BAB) Interest Subsidy	\$ 632,176	\$ 632,176	\$ 632,176	\$ 632,176
<b>Subtotal: Transfers-In to the Revenue Fund</b>	<b>\$ 35,552,918</b>	<b>\$ 35,635,625</b>	<b>\$ 45,863,222</b>	<b>\$ 34,824,736</b>
<b>Transfers-Out from the Revenue Fund</b>				
Operating Budget (Student Fees)	\$ 14,784,884	\$ 15,563,411	\$ 16,128,016	\$ 16,507,977
Existing Debt Service	\$ 5,241,583	\$ 5,232,208	\$ 5,242,708	\$ 5,251,208
New Debt Service	\$ -	\$ -	\$ -	\$ -
Major R&R - Facility Systems	\$ 3,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Student Recreation Center Equipment Replacement	\$ -	\$ -	\$ 73,851	\$ 86,132
New Project Reserve - Transfers to the Construction Fund	\$ -	\$ -	\$ 12,000,000	\$ 6,000,000
Chancellor's Office General & Admin Expenses	\$ 66,745	\$ 68,747	\$ 70,810	\$ 72,934
Other	\$ -	\$ -	\$ -	\$ -
<b>Subtotal: Transfers-Out from the Revenue Fund</b>	<b>\$ 23,093,212</b>	<b>\$ 22,864,367</b>	<b>\$ 35,515,385</b>	<b>\$ 29,918,251</b>
<b>Ending Net Assets - Revenue Fund</b>	<b>\$ 12,459,706</b>	<b>\$ 12,771,258</b>	<b>\$ 10,347,837</b>	<b>\$ 4,906,485</b>
<b>Debt Service Coverage Ratio (DSCR) <sup>2</sup></b>	<b>1.39</b>	<b>1.33</b>	<b>1.40</b>	<b>1.40</b>
<b>USU Operating Fund Revenues</b>				
Transfer-In from the Revenue Fund <sup>3</sup>	\$ 14,784,884	\$ 15,563,411	\$ 16,128,016	\$ 16,507,977
Income from Operations	\$ 2,386,792	\$ 2,434,528	\$ 2,483,218	\$ 2,532,883
Interest Income	\$ 58,576	\$ 59,748	\$ 60,942	\$ 62,161
<b>Total Operating Revenue Fund</b>	<b>\$ 17,230,252</b>	<b>\$ 18,057,686</b>	<b>\$ 18,672,177</b>	<b>\$ 19,103,021</b>
<b>USU Operating Fund Expenditures</b>				
Staff Salaries	\$ 4,707,145	\$ 4,966,039	\$ 5,115,021	\$ 5,268,471
Hourly Wages	\$ 144,978	\$ 149,327	\$ 153,807	\$ 158,421
Student Assistant Wages	\$ 3,516,887	\$ 3,771,611	\$ 3,962,654	\$ 3,982,467
Benefits	\$ 1,882,858	\$ 1,986,416	\$ 2,046,008	\$ 2,107,388
Retirement Health Benefits Plan	\$ 404,939	\$ 387,872	\$ 394,374	\$ 375,950
Cost of Goods Sold	\$ 19,350	\$ 19,931	\$ 20,528	\$ 21,144
General Operating Expenses	\$ 381,030	\$ 392,461	\$ 404,235	\$ 416,362
Supplies & Services	\$ 1,902,881	\$ 1,959,967	\$ 2,018,766	\$ 2,079,329
Travel	\$ 219,196	\$ 225,772	\$ 232,545	\$ 239,521
Utilities	\$ 977,033	\$ 1,006,344	\$ 1,036,534	\$ 1,067,630
Repair & Maintenance	\$ 1,731,993	\$ 1,783,953	\$ 1,837,471	\$ 1,892,596
Fees & Charges	\$ 45,161	\$ 46,516	\$ 47,911	\$ 49,349
Reserves	\$ 889,861	\$ 916,557	\$ 944,054	\$ 972,375
Grants & Scholarships	\$ 60,880	\$ 62,706	\$ 64,588	\$ 66,525
Expendable Equipment	\$ 161,796	\$ 166,650	\$ 171,649	\$ 176,799
Depreciation & Amortization	\$ 209,286	\$ 215,565	\$ 222,032	\$ 228,692
Pension Related Charges	\$ (25,022)	\$ -	\$ -	\$ -
<b>Total Operating Expenditures</b>	<b>\$ 17,230,252</b>	<b>\$ 18,057,686</b>	<b>\$ 18,672,177</b>	<b>\$ 19,103,021</b>
<b>Net from Operations <sup>2</sup></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Beginning Net Assets - Operating Fund	\$ 2,021,745	\$ 2,021,745	\$ 2,021,745	\$ 2,021,745
Ending Net Assets - Operating Fund	\$ 2,021,745	\$ 2,021,745	\$ 2,021,745	\$ 2,021,745
<b>Ending Net Assets - Revenue &amp; Operating Funds</b>	<b>\$ 14,481,450</b>	<b>\$ 14,793,003</b>	<b>\$ 12,369,581</b>	<b>\$ 6,928,230</b>

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
2019-20 BUDGET MESSAGE**

**EXHIBIT 3: ADMINISTRATIVE CONTINGENCIES**

Dept	Description	Amount
33010	Common Financial System (CFS) Conversion Cost	\$ 104,065
33040	Re-upholster Couches and Furniture in the Sol Center and East Conference Center	\$ 81,000
35050	East Conference Center Wood Tables (6 X 18)	\$ 70,000
31600	Post-Referendum USU Marketing Expenses/USU Facilities Branding Campaign Update Expenses	\$ 50,000
31350	Mac Computer Replacements for the Marketing Department	\$ 47,846
31350	Union-wide CCTV Upgrade (Outdoor Cameras)	\$ 43,328
31010	New Furniture for the Games Rooms	\$ 37,400
31073	Weighted Plates for SRC Strength Equipment	\$ 36,410
31350	Surface Pro Laptop Replacement	\$ 23,121
31350	Digital Room Scheduling (Network Cabling and Pathways Installation)	\$ 22,617
35050	Grand Salon Drapes	\$ 21,784
31350	Union-wide CCTV Upgrade (Indoor Cameras)	\$ 19,026
31350	Computer Lab Printer Replacement	\$ 17,436
31350	Oasis (Point N Click) Desktop Computers with Articulating Arm	\$ 12,648
33030	Part-Time Temporary Emergency Hire (Recruitment)	\$ 12,350
33080	Proposed Committee Member Scholarships	\$ 12,000
33040	Northridge Center (NRC) Theatre Partition Replacement	\$ 11,000
31350	Union-wide CCTV Upgrade (Recorder)	\$ 8,831
33010	Concur Consulting Services (Axosnet)	\$ 6,000
31075	Re-configure the Aquatics Office to create Additional Work Space (includes Furniture)	\$ 5,000
31350	Oasis (Point N Click) Desktop Computers Wall Mount Bracket	\$ 3,692
31010	Games Room Pool Table Breakdown, Move and Re-felt	\$ 3,500
31071	EMS Training for SRC Staff	\$ 3,500
33030	Recruitment Services	\$ 3,500
33010	The Ryding Company - 403 (b) Plan Restatement	\$ 1,500
33030	Renegotiated Campus Human Resources MOU (Savings)	\$ (4,633)
	<b>TOTAL</b>	<b>\$ 652,921</b>

**UNIVERSITY STUDENT UNION  
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2019-20 BUDGET MESSAGE**

**EXHIBIT 4: CAPITAL OUTLAY ALLOCATION PROPOSAL**

No.	Item Description	Category	Base Cost	Contingency (10%)	Total Cost
1	Carryall 500 Club Car	Equipment	\$12,000	\$1,200	\$13,200
2	Carryall 700 Club Car	Equipment	\$34,000	\$3,400	\$37,400
3	Villager 6 Club Car	Equipment	\$30,000	\$3,000	\$33,000
4	Games Room Audio Visual System	Equipment	\$13,361	\$1,336	\$14,697
5	Plaza del Sol Performance Hall Moving Lights Replacement (8 Lights)	Equipment	\$55,000	\$5,500	\$60,500
6	MataSync Integration to Event Management System	Software	\$8,500	\$850	\$9,350
<b>TOTAL</b>			<b>\$152,861</b>	<b>\$15,286</b>	<b>\$168,147</b>

**JUSTIFICATIONS:**

1	<p>The current Carry All cart used by the maintenance shop is 20-plus years old and uses gasoline. The campus and CSU are working to eliminate gas powered carts in favor of more sustainable electric carts. It will be used by the maintenance shop for hauling materials. The base price is \$9,634. The base price does not include sales tax, a ladder rack, windshield, or canopy to protect staff from the elements. Estimated cost with the additional features is estimated to be \$12,000.</p>
2	<p>The current carts used by the Maintenance Grounds worker are over 20-plus years old and designed for use on a factory floor. The tires are not compatible with use on the SRC turf field or any landscaped area, and the narrow bed limits the equipment that can be carried and secured. This request is to replace two carts at a cost \$17,000 for each cart. The base price starts at \$12,351. Properly equipped carts were purchased by Student Housing 18 months ago at a cost of \$17,000 each with additional accessories such as ladder racks, cabs to protect against weather, and tool racks. The \$17,000 cost includes the sales tax.</p>
3	<p>This request is to purchase two new personnel transport carts that would be for general use by USU staff. These carts would replace the 20-plus year old personnel carts that are used regularly by Marketing &amp; Events staffs for setting up A-Frames, Carpool Karaoke, and other general department functions. One cart is currently gas-operated and the other is electric-operated. The recommendation is purchase the four to six seat Villager Cart. The six seat cart's retail price is \$11,329. Adding a windshield as an additional accessory and sales tax brings the estimated cost to \$15,000 per cart.</p>
4	<p>The Games Room Audio Visual system was updated in Summer 2018; however the projector was not replaced. As part of the past upgrade, only audio, video distribution, and control were completed. The system was designed and installed in a manner that would easily accept a projector upgrade. The recommended projector to purchase is the Barco F80-Q7. This unit is bright enough to overcome the ambient light in the Games Room and offers an excellent gaming experience. The current unit is dull in color due to its lack of brightness. For a screen, Screen Goo paint will be used to define the screen surface. The size of the screen surface will be 6' x 10' or 12' which is a significant increase to the 90 inch screen that is in current use. The Barco F80 will be consistent with other meeting rooms that are offered in the USU. USU Audio Visual Technicians are familiar with the functionality of the Barco units. The purchase will use the National IPA contract price that provides competitive pricing. It is a publicly bid contract and is accepted as a lowest bid. The National IPA contract has previously been used for purchasing equipment with the Campus.</p>
5	<p>The project would replace the moving head fixtures used at Plaza del Sol Performance Hall (PDSPH). These fixtures are utilized in the Theatrical Lighting System and provide specialized lighting used for performances. They are capable of various patterns, color changes, and related effects. The current stock of eight old lighting fixtures are either not currently functioning (4) or are about to fail and have exceeded their useful life. Due to the age of the fixtures, having them serviced is not an option and parts used in the fixtures are no longer manufactured. Purchase of the replacement fixtures would maintain the capability used for all events/performances at PDSPH and greatly enhance the capabilities of the facility. LED Lighting in these fixtures would defer the replacement of the lighting for many years.</p>
6	<p>The purpose for the integration is to eliminate the requirement to manually re-enter student organization data and the related signatory information into EMS. Depending on the number of student groups at CSUN, this saves USU RES staff time and improves the overall accuracy and timeliness of student organization data in EMS.</p>

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
2019-20 BUDGET MESSAGE**

**EXHIBIT 5: MAJOR PURCHASE, REPAIR & MAINTENANCE ALLOCATION PROPOSAL**

No.	Item Description	Base Cost	Contingency (10%)	Total Cost	In 30-Year Plan?
1	East Conference Center (ECC) Renovation (Various Sightlines Projects)	\$1,663,436	\$166,344	\$ 1,829,780	Y
2	East Conference Center (ECC) Meeting Room Chair Purchase (1100 Chairs)	\$310,213	\$31,021	\$341,234	N
3	SRC Front Desk Turnstiles Replacement (Sightlines #1010)	\$209,257	\$20,926	\$230,183	Y
<b>TOTAL</b>		<b>\$2,182,906</b>	<b>\$218,291</b>	<b>\$2,401,197</b>	

**JUSTIFICATIONS:**

1	This project is planned for April 2020 with the renovation of the Games Room in time for Sunny Days Camp. These are Sightlines project #'s 202, 740, 741, 832, 842, 843, 852, 862, 1007, 1070 and 1077. The East Conference Center (ECC) is not part of the USU Renovation student fee referendum, and the second floor has not been modified from its original construction in 1994. This project would update the lighting and air conditioning systems, flooring, doors, wall finishes, ceiling tiles, and various room technologies to be consistent with the first floor that was constructed four years ago. This project would complete the entire building so that it should not be necessary to perform anything other than routine maintenance for the foreseeable future.
2	Currently the USU utilizes two different styles of chairs in the indoor event and meeting spaces. The chairs featured in the Northridge Center, Southwest Addition, and Grand Salon were purchased in Summer 2016. The recommendation is to replace the remaining chairs in the facility with the stock which matches the chairs used in Northridge Center, Grand Salon, and Southwest Addition. Although the chairs utilized in the East Conference Center were recently purchased with the renovation of the 1st floor in 2014, they need replacement because they have aged drastically. This aging is clearly visible to our guests who use these chairs. Additionally, the design of the current ECC chairs has caused damage to meeting rooms due to an edge on the metal frame that goes above and back of the chair. The goal is to give the USU a consistent look throughout its meeting and event spaces. This quoted price is given under the TCPN/NIPA contract price that was used for the previous chair purchase.
3	Replace existing turnstiles with a new turnstile product at the SRC front desk. Scope of work includes general conditions, demolition, concrete, electrical and data, and installation of new product. The purpose of this conversion would be to have more reliable turnstile lanes which would need less maintenance than the existing turnstiles. Currently, the Maintenance Department is spending roughly 48 hours per year on repairs for the turnstiles. Additionally, the new turnstile option would allow traffic to go in and out of all three lanes, decreasing wait time for access.

*Note: Sightlines is consultant who developed the USU's 30-year Repair & Replacement Plan. Each Project in the Plan is assigned a Project number.*

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
2019-20 BUDGET MESSAGE**

**ENDNOTES**

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<sup>1</sup> The projected Operating Budget in the Financial Plan is \$18,057,686. The 2018-19 Operating Budget Proposal is \$18,390,945. The variance is \$333,259 or 1.8%.

<sup>2</sup> The University Student Union (USU) is proposing a renovation and expansion project that will include the construction of a new 79,800 square foot facility and 49,900 square feet of renovated space. The new facility will include increased lounge and study spaces, outdoor shaded seating, enhanced food options, event and meeting spaces, entertainment & gaming spaces and a center for unity, race, intersectionality, and social and environmental justice. The renovation will include updating USU indoor and outdoor areas, meeting rooms, lounge and study spaces, and will enhance the student experience by centralizing student services and improving clubs and organizations' spaces. This new heart of the campus will have a positive impact on student success and enhance the quality of life on campus for students.

<sup>3</sup> The DSCR is a ratio that indicates if an auxiliary has the capacity to repay annual debt service on outstanding bonds. A 1.25 DSCR signifies that there is \$1.25 of net student fee revenue for each \$1.00 of annual debt service. A 1.25 ratio is the minimum DSCR the Chancellor's Office will accept for student unions.

<sup>4</sup> Designated reserves are approved by the Board of Directors for a specific purpose (usually payroll and employee benefit-related items).

<sup>5</sup> Administrative contingency reserves are defined as allocations for one-time purchases that will not be carried over into the subsequent fiscal year's budget.

The largest proposed contingency is for \$104,065 to integrate the USU's accounting system with CSUN's accounting system to provide a single database to improve reporting, reduce effort in consolidating data, share solutions to production issues, and streamline support and maintenance. There are also significant proposed contingencies for furniture, re-upholstering, indoor and outdoor cameras, computers, and post-referendum expenses.

<sup>6</sup> The 2019-20 fall/spring fee is \$294 and the corresponding summer fee is \$170. The projected fall/spring and summer student headcount for each fiscal year in the financial plan is 36,260 and 6,468 respectively.

<sup>7</sup> The purpose of the annual transfer to the Repair & Replacement Fund is to have financial resources available to replace major building facility systems (e.g. electrical, plumbing, heating, ventilation, and air conditioning) when the useful life of the building facility system has ended.



## 2. Strategic Priorities

**UNIVERSITY STUDENT UNION**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**2019-20 STRATEGIC PRIORITIES**

- **SA Priority 1: Business, Operational Practices, and Facilities:** - Grounded in the philosophy of continuous quality improvement and guided by assessment data, Student Affairs units will offer programs, services, and facilities that are student/client centered, effective and efficient, sustainable, collaborative in nature, and responsive to organizational and legal constraints.
  - **Goal 1.1:** To offer a comprehensive campus recreation program that assists in student satisfaction and contributes to student persistence to graduation.
    - **Strategy 1.1.1:** Develop short- and long-range plans and a prioritization of the Student Recreation Center (SRC) program review recommendations. **(Jimmy/SRC Program Review Team)**
      - **Outcome 1.1.1:** Complete the SRC Program Review analysis and prioritized action plan by June 1, 2020.
        - **Assessment 1.1.1:** Compare actual dates of the SRC Program Review analysis project's milestones to the forecasted timeline. An analysis of the percentage of tasks completed by their due dates for both the analysis project and the action plan by June 1, 2020.
  - **Goal 1.2:** To continually improve and enhance USU facilities in order to provide the CSUN community and guests with quality facilities, equipment, and technology in support of student success efforts and to increase revenue-generating opportunities.
    - **Strategy 1.2.1:** Complete the required steps outlined by the campus and Chancellor's Office to initiate the USU's renovation and expansion project, and secure the design contract based upon the construction delivery method selected. **(Debra/Jimmy/Jeremy)**
      - **Outcome 1.2.1:** Complete California Environmental Quality Act (CEQA) requirements, CSU required project approvals, and award the design contract by December 20, 2019.
        - **Assessment 1.2.1:** Compare the actual completion of the CEQA and CSU requirements, and the date of the awarding of the design contract with forecasted timelines. Analyze the percentage of tasks completed by their due dates by June 30, 2020.
- **SA Priority 2: Enrollment Management, Retention, and Advocacy:** - Affirming our belief that each student admitted to Cal State Northridge has the potential and the full opportunity to succeed and guided by assessment data, Student Affairs units will offer programs, services, and facilities that build a relationship between the student and the university, enhance student capacity for academic and personal achievement, and assert student needs and expectations to others who contribute to student persistence to graduation.

- **Goal 2.1:** To determine how USU training, development and employment opportunities contribute to the professional development, university engagement and persistence to graduation of our Student Assistant Employees.
  - **Strategy 2.1:** Assess Student Assistant Employees about their USU employment experience as a part of their departure procedure from the company. **(Sharon)**
    - **Outcome 2.1:** Present the Management Team with survey findings by June 15, 2020 that include improvement opportunities for consideration.
      - **Assessment 2.1:** Distribute the USU Exit Survey link – a 24-question, voluntary, online survey – to departing student employees.
- **SA Priority 4: Staff Development and Well-being:** - The capacity of the Division of Student Affairs to contribute to student and University success is directly linked to the capacity of the staff to perform at a high standard. Therefore, Student Affairs is committed to creating a work environment based upon clear and reasonable expectations, in which performance evaluation is constructive and developmental, that provides opportunity for continuing development of skills and abilities, that recognizes and expresses appreciation for the contributions of individuals and groups, and that encourages and facilitates physical, emotional, interpersonal, career, and spiritual well-being.
  - **Goal 4.1:** To enhance the knowledge, awareness and skills of USU staff as it relates to the understanding of cultural differences, diversity and inclusion and then to have staff assist student employees with learning and managing diversity and intersectionality in the workplace.
    - **Strategy 4.1.1:** Implement, assess, and modify (as needed), the first of a three-year plan, which includes an intersectional and culturally inclusive training program for USU staff, SAEs and the Board of Directors. **(Freddie)**
      - **Outcome 4.1.1:** Complete the first-year, four-level training and present findings to the Management Team by June 30, 2020. The first-year program addresses: (1) Identity & Self-Awareness, (2) Diversity Knowledge, (3) Social Justice Advocacy Skills, and (4) Practice. The program includes training modules, collaborative events, workshops and resources. All levels of the program will be implemented throughout the year.
        - **Assessment 4.1.1:** Distribute to trainees an assessment that measures understanding of cultural diversity, validation, power, privilege, inclusion, intersectionality, equity, and social justice principles.
  - **Goal 4.2:** To enhance the knowledge, skills and abilities of USU staff supervisors as it relates to providing effective employee supervision.
    - **Strategy 4.2.1:** Provide one major supervisor training per semester as outlined in the USU Professional Development Program for Supervisors. **(Kristen)**

- **Outcome 4.2.1:** Complete two trainings by May 31, 2020.
      - **Assessment 4.2.1:** Distribute assessments following each training to evaluate knowledge, understanding and program effectiveness.
- **SA Priority 5: Student Learning and Development:** - Student Affairs departments will establish learning outcomes for their programs and services. These outcomes will, when appropriate, complement the outcomes established for General Education and contribute to student achievement of the University outcomes desired for CSUN graduates. Assessment of learning outcomes will occur and the results used to guide program and service planning and budget decisions.
  - **Goal 5.1:** To provide learning-based student work experiences that support student readiness for post-college employment.
    - **Strategy 5.1.1:** USU Student Assistant Employees will take the National Association of Student Personnel Administrators (NASPA) Student Unions and Programming Survey. The survey reports student perceptions about the impact of the USU work experience as it pertains to their skill development in customer service, time management, leadership, teamwork, organizational skills, transferable career skills, skills relevant to academic majors, and skills to be used after graduation. **(Sharon)**
    - **Outcome 5.1.1:** At least 80% of respondents will agree that the USU work experience contributed to their improvements in each of the developmental areas examined. Data from three academic years will be compared (2017-18, 2018-19 and 2019-20) and presented to the Management Team and Board of Directors by June 15, 2020.
      - **Assessment 5.1.1:** - Launch the 15-minute online survey during the spring 2020 semester.
- **SA Priority 6: Technology Advancement** – Student Affairs will utilize technology to improve access to information, facilitate access to business processes from anywhere and at any time, create opportunities for program and service delivery, and to engage students in learning opportunities.
  - **Goal 6.1:** To migrate to a single database for housing all campus financial information in order to improve reporting, reduce effort in consolidating data, share solutions to production issues, and streamline support and maintenance.
    - **Strategy 6.1:** Transition from the USU’s current PeopleSoft accounting software to the Common Financial System (CFS) **(Joe/Accounting & Finance)**
    - **Outcome 6.1:** Complete the implementation of CFS by June 30, 2020.
      - **Assessment 6.1:** Compare the actual implementation date of the CFS with the projected implementation date.

# 3. Proposals

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE**

**ACTION/DISCUSSION ITEMS COVER SHEET**

ACTION   X   OR DISCUSSION        (PLEASE CHECK ONE)

**MEETING DATE:** May 09, 2019

**TOPIC:** 2019-20 Capital Outlay Allocation Proposal

**ISSUE:** Approval of the 2019-20 Capital Outlay Allocation Proposal

**SPONSORING COMMITTEE/DIRECTOR:** Finance Committee

**RECOMMENDED MOTION:** Move to recommend approval of the Capital Outlay Allocation Proposal in the amount of \$168,147.

**FISCAL IMPACT:** \$168,147

**BACKGROUND:**

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. The Capital Outlay Allocation Proposal is separate from the Operating Budget Proposal.

*This item was discussed at the March 07, 2019 Finance Committee meeting.*

**ATTACHMENT(S):**

1. 2019-20 Capital Outlay Allocation Proposal

If you have any questions, please contact:

Board Member/Committee Chair:

Jesus Suarez, Committee Chair  
[jesus.suarez.509@my.csun.edu](mailto:jesus.suarez.509@my.csun.edu)

Asima Rahman, Committee Co-Chair  
[asima.rahman.907@my.csun.edu](mailto:asima.rahman.907@my.csun.edu)

Staff Member:

Joe Illuminate, Associate Director, USU A&F  
[joe.illuminate@csun.edu](mailto:joe.illuminate@csun.edu); x6492

**University Student Union  
Capital Outlay Allocation Proposal  
2019-20**

No.	Item Description	Category			
			Base Cost	Contingency (10%)	Total Cost
1	Carryall 500 Club Car	Equipment	\$12,000	\$1,200	\$13,200
2	Carryall 700 Club Car	Equipment	\$34,000	\$3,400	\$37,400
3	Villager 6 Club Car	Equipment	\$30,000	\$3,000	\$33,000
4	Games Room Audio Visual System	Equipment	\$13,361	\$1,336	\$14,697
5	Plaza del Sol Performance Hall Moving Lights Replacement (8 Lights)	Equipment	\$55,000	\$5,500	\$60,500
6	MataSync Integration to Event Management System	Software	\$8,500	\$850	\$9,350
<b>TOTAL</b>			<b>\$152,861</b>	<b>\$15,286</b>	<b>\$168,147</b>

<b>JUSTIFICATIONS:</b>	
1	The current Carry All cart used by the maintenance shop is 20-plus years old and uses gasoline. The campus and CSU are working to eliminate gas powered carts in favor of more sustainable electric carts. It will be used by the maintenance shop for hauling materials. The base price is \$9,634. The base price does not include sales tax, a ladder rack, windshield, or canopy to protect staff from the elements. Estimated cost with the additional features is estimated to be \$12,000.
2	The current carts used by the Maintenance Grounds worker are over 20-plus years old and designed for use on a factory floor. The tires are not compatible with use on the SRC turf field or any landscaped area, and the narrow bed limits the equipment that can be carried and secured. This request is to replace two carts at a cost \$17,000 for each cart. The base price starts at \$12,351. Properly equipped carts were purchased by Student Housing 18 months ago at a cost of \$17,000 each with additional accessories such as ladder racks, cabs to protect against weather, and tool racks. The \$17,000 cost includes the sales tax.
3	This request is to purchase two new personnel transport carts that would be for general use by USU staff. These carts would replace the 20-plus year old personnel carts that are used regularly by Marketing & Events staffs for setting up A-Frames, Carpool Karaoke, and other general department functions. One cart is currently gas-operated and the other is electric-operated. The recommendation is purchase the four to six seat Villager Cart. The six seat cart's retail price is \$11,329. Adding a windshield as an additional accessory and sales tax brings the estimated cost to \$15,000 per cart.
4	The Games Room Audio Visual system was updated in Summer 2018; however the projector was not replaced. As part of the past upgrade, only audio, video distribution, and control were completed. The system was designed and installed in a manner that would easily accept a projector upgrade. The recommended projector to purchase is the Barco F80-Q7. This unit is bright enough to overcome the ambient light in the Games Room and offers an excellent gaming experience. The current unit is dull in color due to its lack of brightness. For a screen, Screen Goo paint will be used to define the screen surface. The size of the screen surface will be 6' x 10' or 12' which is a significant increase to the 90 inch screen that is in current use. The Barco F80 will be consistent with other meeting rooms that are offered in the USU. USU Audio Visual Technicians are familiar with the functionality of the Barco units. The purchase will use the National IPA contract price that provides competitive pricing. It is a publicly bid contract and is accepted as a lowest bid. The National IPA contract has previously been used for purchasing equipment with the Campus.
5	The project would replace the moving head fixtures used at Plaza del Sol Performance Hall (PDSPH). These fixtures are utilized in the Theatrical Lighting System and provide specialized lighting used for performances. They are capable of various patterns, color changes, and related effects. The current stock of eight old lighting fixtures are either not currently functioning (4) or are about to fail and have exceeded their useful life. Due to the age of the fixtures, having them serviced is not an option and parts used in the fixtures are no longer manufactured. Purchase of the replacement fixtures would maintain the capability used for all events/performances at PDSPH and greatly enhance the capabilities of the facility. LED Lighting in these fixtures would defer the replacement of the lighting for many years.
6	The purpose for the integration is to eliminate the requirement to manually re-enter student organization data and the related signatory information into EMS. Depending on the number of student groups at CSUN, this saves USU RES staff time and improves the overall accuracy and timeliness of student organization data in EMS.

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE**

**ACTION/DISCUSSION ITEMS COVER SHEET**

**ACTION   X        OR      DISCUSSION             (PLEASE CHECK ONE)**

**MEETING DATE:** May 09, 2019

**TOPIC:** 2019-20 Major Purchases, Repairs, & Replacements Allocation Proposal

**ISSUE:** Approval of the 2019-20 Major Purchases, Repairs, & Replacements Allocation Proposal

**SPONSORING COMMITTEE/DIRECTOR:** Finance Committee

**RECOMMENDED MOTION:** Move to recommend approval of the 2019-20 Major Purchases, Repairs, & Replacements Allocation in the amount of \$2,401,197.

**FISCAL IMPACT:** \$2,401,197

**BACKGROUND:**

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.

The committee reviews the Major Purchases, Repairs, & Replacements Allocation Proposal prior to consideration for approval at a subsequent Finance Committee meeting.

*This item was discussed at the March 28, 2019 Finance Committee meeting.*

**ATTACHMENT(S):**

1. 2019-20 Major Purchases, Repairs, & Replacements Allocation Proposal

If you have any questions, please contact:

Board Member/Committee Chair:

[Jesus Suarez, Committee Chair](mailto:jesus.suarez.509@my.csun.edu)  
[jesus.suarez.509@my.csun.edu](mailto:jesus.suarez.509@my.csun.edu)

Asima Rahman, Committee Co-Chair  
[asima.rahman.907@my.csun.edu](mailto:asima.rahman.907@my.csun.edu)

Staff Member:

[Joe Illuminate, Associate Director, USU A&F](mailto:joe.illuminate@csun.edu)  
[joe.illuminate@csun.edu](mailto:joe.illuminate@csun.edu); x6492



**University Student Union  
Major Purchase, Repair, & Replacement Proposal  
2019-20**

No.	Item Description	Base Cost	Contingency (10%)	Total Cost	In 30-Year Plan?
1	East Conference Center (ECC) Renovation (Various Sightlines Projects)	\$1,663,436	\$166,344	\$ 1,829,780	Y
2	East Conference Center (ECC) Meeting Room Chair Purchase (1100 Chairs)	\$310,213	\$31,021	\$341,234	N
3	SRC Front Desk Turnstiles Replacement (Sightlines #1010)	\$209,257	\$20,926	\$230,183	Y
<b>TOTAL</b>		<b>\$2,182,906</b>	<b>\$218,291</b>	<b>\$2,401,197</b>	

**JUSTIFICATIONS:**

1	This project is planned for April 2020 with the renovation of the Games Room in time for Sunny Days Camp. These are Sightlines project #'s 202, 740, 741, 832, 842, 843, 852, 862, 1007, 1070 and 1077. The East Conference Center (ECC) is not part of the USU Renovation student fee referendum, and the second floor has not been modified from its original construction in 1994. This project would update the lighting and air conditioning systems, flooring, doors, wall finishes, ceiling tiles, and various room technologies to be consistent with the first floor that was constructed four years ago. This project would complete the entire building so that it should not be necessary to perform anything other than routine maintenance for the foreseeable future.
2	Currently the USU utilizes two different styles of chairs in the indoor event and meeting spaces. The chairs featured in the Northridge Center, Southwest Addition, and Grand Salon were purchased in Summer 2016. The recommendation is to replace the remaining chairs in the facility with the stock which matches the chairs used in Northridge Center, Grand Salon, and Southwest Addition. Although the chairs utilized in the East Conference Center were recently purchased with the renovation of the 1st floor in 2014, they need replacement because they have aged drastically. This aging is clearly visible to our guests who use these chairs. Additionally, the design of the current ECC chairs has caused damage to meeting rooms due to an edge on the metal frame that goes above and back of the chair. The goal is to give the USU a consistent look throughout its meeting and event spaces. This quoted price is given under the TCPN/NIPA contract price that was used for the previous chair purchase.
3	Replace existing turnstiles with a new turnstile product at the SRC front desk. Scope of work includes general conditions, demolition, concrete, electrical and data, and installation of new product. The purpose of this conversion would be to have more reliable turnstile lanes which would need less maintenance than the existing turnstiles. Currently, the Maintenance Department is spending roughly 48 hours per year on repairs for the turnstiles. Additionally, the new turnstile option would allow traffic to go in and out of all three lanes, decreasing wait time for access.

*Note: Sightlines is consultant who developed the USU's 30-year Repair & Replacement Plan. Each Project in the Plan is assigned a Project number.*

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE**

**ACTION/DISCUSSION ITEMS COVER SHEET**

**ACTION   X             OR           DISCUSSION          (PLEASE CHECK ONE)**

**MEETING DATE:** May 09, 2019

**TOPIC:** 2019-20 Designated Reserves Allocation Proposal

**ISSUE:** Approval of the 2019-20 Designated Reserves Allocation Proposal

**SPONSORING COMMITTEE/DIRECTOR:** Finance Committee

**RECOMMENDED MOTION:** Move to recommend approval of the Designated Reserves Allocation Proposal in the amount of \$684,196.

**FISCAL IMPACT:** \$684,196

**BACKGROUND:**

Designated reserves consist of the following payroll-related items:

1. General Staff Salary Reserve - \$264,000
  - a. The general staff salary reserve includes general salary and temporary salary increases, salary adjustments<sup>1</sup>, and vacation advances.
2. Employer Paid Payroll Tax Reserve - \$20,196
  - a. This reserve is 7.65% of the General Staff Salary reserve
3. Retirement Health Benefits Plan (RHBP) Funding - \$400,000
  - a. RHBP funding will not increase the overall 2019-20 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).

*This item was discussed at the March 07, 2019 Finance Committee meeting.*

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE**

**ATTACHMENT(S):**

1. 2019-20 Designated Reserves Allocation Proposal

If you have any questions, please contact:

Board Member/Committee Chair:

Jesus Suarez, Committee Chair  
[jesus.suarez.509@my.csun.edu](mailto:jesus.suarez.509@my.csun.edu)

Asima Rahman, Committee Co-Chair  
[asima.rahman.907@my.csun.edu](mailto:asima.rahman.907@my.csun.edu)

Staff Member:

Joe Illuminate, Associate Director, USU A&F  
[joe.illuminate@csun.edu](mailto:joe.illuminate@csun.edu); x6492

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<sup>i</sup> Salary Adjustments - temporary salary increases; salary reclassifications; and bonuses.

**University Student Union  
California State University, Northridge  
Designated Reserves Allocation Proposal  
2019-20**

<b>Designated Reserve Category</b>	<b>Amount</b>	<b>Description</b>
Staff Wages	\$ 264,000	General Staff Salary Reserve*
Payroll Taxes	\$ 20,196	Employer-Paid Payroll Tax Reserve**
Retirement Health Benefits Plan Funding	\$ 400,000	RHBP Funding***
<b>Total Reserves</b>	<b>\$ 684,196</b>	

*\*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 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.*

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
FINANCE COMMITTEE**

**ACTION/DISCUSSION ITEMS COVER SHEET**

**ACTION   X        OR      DISCUSSION             (PLEASE CHECK ONE)**

**MEETING DATE:** May 09, 2019

**TOPIC:**                    2019-20 Operating Budget Proposal

**ISSUE:**                    Approval of the Operating Budget Proposal for the 2019-20 fiscal year

**SPONSORING COMMITTEE/DIRECTOR:** Finance Committee

**RECOMMENDED MOTIONS:** Move to recommend approval of the 2019-20 Operating Budget Proposal with projected revenues and expenses of \$18,390,345.

**FISCAL IMPACT:** \$18,390,345

**BACKGROUND:** N/A

**ATTACHMENT(S):**

- 2019-20 Proposed Operating Budget Summary

If you have any questions, please contact:

Board Member/Committee Chair:

Jesus Suarez, Committee, Chair  
[jesus.suarez.509@my.csun.edu](mailto:jesus.suarez.509@my.csun.edu)

Asima Rahman, Committee Co-Chair  
[asima.rahman.907@my.csun.edu](mailto:asima.rahman.907@my.csun.edu)

Staff Member:

Joe Illuminate, Associate Director, USU A&F  
[joe.illuminate@csun.edu](mailto:joe.illuminate@csun.edu); x6492



**University Student Union**  
**California State University, Northridge**  
**2019-20 Operating Budget Proposal**  
**Statement of Activities**

REVENUE	2018-19 6 & 6 Projected Budget	2019-20 Proposed Budget	\$ Variance	% Variance
Student Fees	\$ 14,729,026	\$ 15,835,020	\$ 1,105,994	7.5%
Food Service Commissions	\$ 78,994	\$ 80,881	\$ 1,887	2.4%
Rental Income	\$ 807,329	\$ 904,988	\$ 97,659	12.1%
Program Income	\$ 500,238	\$ 461,336	\$ (38,902)	-7.8%
SRC Income	\$ 668,257	\$ 721,948	\$ 53,691	8.0%
Interest Income	\$ 58,576	\$ 58,506	\$ (70)	-0.1%
Grant Revenue	\$ 55,600	\$ 74,000	\$ 18,400	33.1%
Miscellaneous Income	\$ 233,965	\$ 254,267	\$ 20,302	8.7%
<b>Total Revenues</b>	<b>\$ 17,131,986</b>	<b>\$ 18,390,945</b>	<b>\$ 1,258,959</b>	<b>7.3%</b>

EXPENDITURES				
Staff Salaries	\$ 4,677,705	\$ 4,945,484	\$ 267,779	5.7%
Hourly Wages	\$ 175,165	\$ 158,459	\$ (16,706)	-9.5%
Student Wages	\$ 3,486,290	\$ 3,892,958	\$ 406,668	11.7%
<b>Total Salaries &amp; Wages</b>	<b>\$ 8,339,160</b>	<b>\$ 8,996,901</b>	<b>\$ 657,741</b>	<b>7.9%</b>
Benefits	\$ 800	\$ 800	\$ -	0.0%
Payroll Taxes	\$ 494,740	\$ 529,307	\$ 34,567	7.0%
Workers Compensation	\$ 125,204	\$ 180,555	\$ 55,350	44.2%
Unemployment	\$ 20,140	\$ 19,039	\$ (1,101)	-5.5%
Insurance Benefits	\$ 838,134	\$ 1,014,257	\$ 176,123	21.0%
Retirement	\$ 368,166	\$ 381,783	\$ 13,617	3.7%
Post Employment Insurance	\$ 404,313	\$ 384,702	\$ (19,612)	-4.9%
Staff Enrichment Reimbursement	\$ 29,650	\$ 44,511	\$ 14,861	50.1%
<b>Benefits</b>	<b>\$ 2,281,148</b>	<b>\$ 2,554,953</b>	<b>\$ 273,805</b>	<b>12.0%</b>
<b>Total Salaries, Wages &amp; Benefits</b>	<b>\$ 10,620,308</b>	<b>\$ 11,551,854</b>	<b>\$ 931,545</b>	<b>8.8%</b>

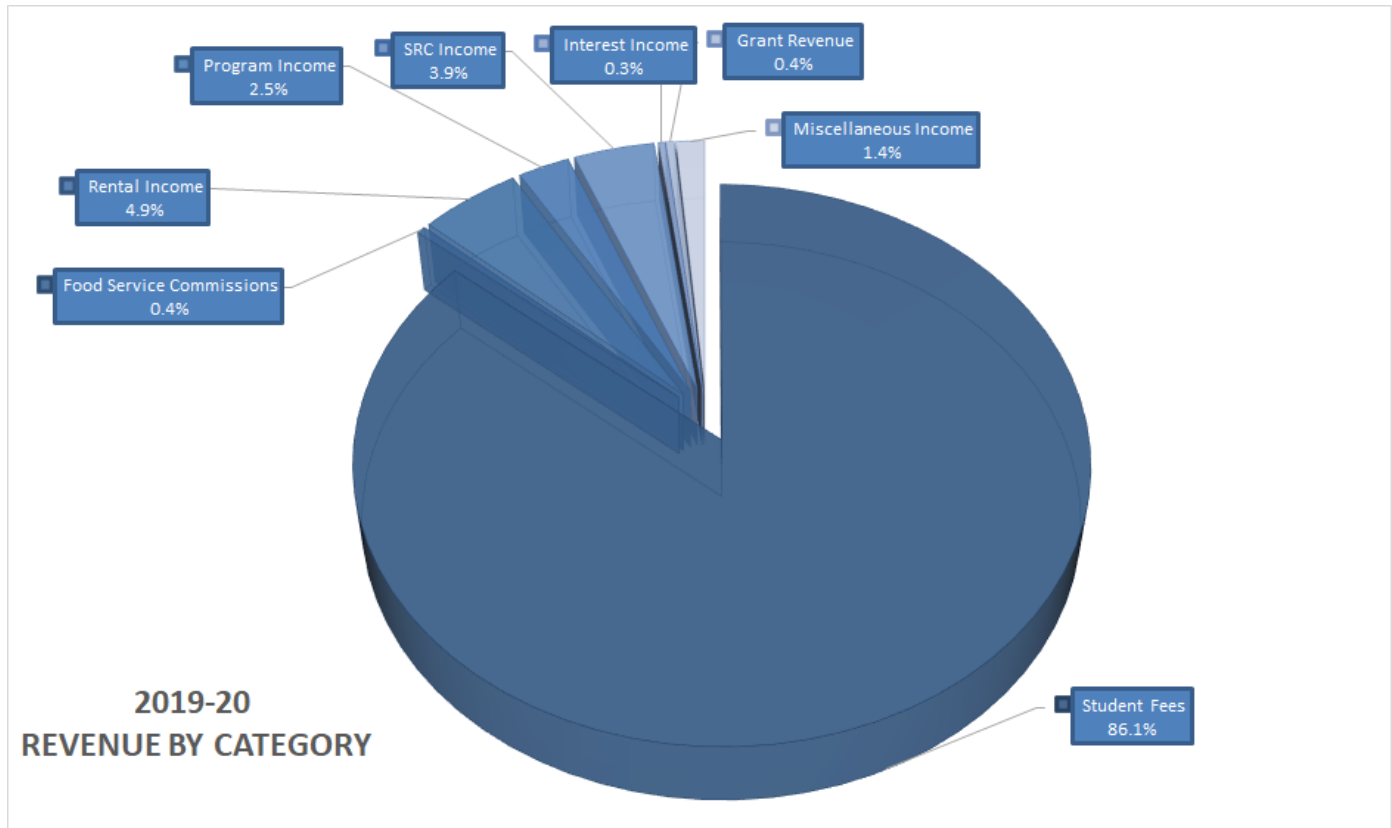
Cost of Goods Sold	\$ 19,350	\$ 18,420	\$ (930)	-4.8%
General Operating Expenses	\$ 420,822	\$ 381,903	\$ (38,920)	-9.2%
Supplies & Services	\$ 2,233,250	\$ 1,972,031	\$ (261,219)	-11.7%
Travel	\$ 216,177	\$ 255,991	\$ 39,814	18.4%
Utilities	\$ 900,840	\$ 955,691	\$ 54,850	6.1%
Repairs & Maintenance	\$ 1,763,400	\$ 1,832,990	\$ 69,590	3.9%
Fees & Charges	\$ 40,188	\$ 75,352	\$ 35,164	87.5%
Reserves	\$ 450,636	\$ 902,921	\$ 452,285	100.4%
Grants & Scholarships	\$ 53,726	\$ 58,516	\$ 4,790	8.9%
Expendable Equipment	\$ 208,787	\$ 165,492	\$ (43,296)	-20.7%
Depreciation & Amortization	\$ 204,285	\$ 214,249	\$ 9,964	4.9%
Pension Related Charges	\$ -	\$ 5,537	\$ 5,537	-
<b>Total Operating Expenses</b>	<b>\$ 6,511,462</b>	<b>\$ 6,839,091</b>	<b>\$ 327,630</b>	<b>5.0%</b>

<b>Total Expenditures</b>	<b>\$ 17,131,770</b>	<b>\$ 18,390,945</b>	<b>\$ 1,259,175</b>	<b>7.3%</b>
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<b>Net Surplus (Deficit)</b>	<b>\$ 216</b>	<b>\$ 0</b>	<b>\$ (216)</b>	<b>-100%</b>
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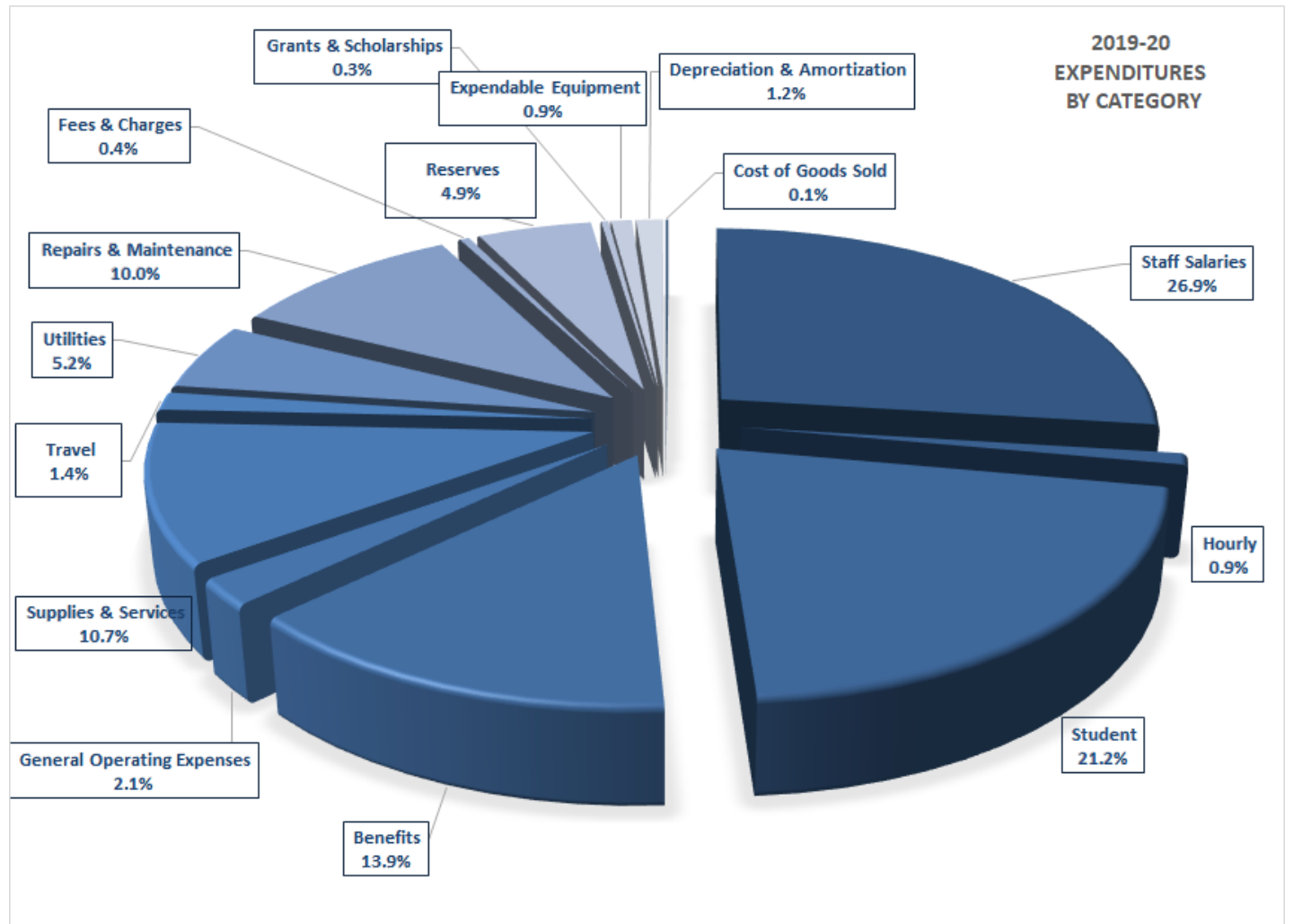
**University Student Union  
2018-19 Operating Budget Proposal  
By Revenue Category**

Revenue Category	2018-19 6 & 6 Budget	2019-20 Proposed Budget	Variance \$	Variance %
Student Fees	\$ 14,729,026	\$ 15,835,020	\$ 1,105,994	7.5%
Food Service Commissions	\$ 78,994	\$ 80,880	\$ 1,886	2.4%
Rental Income	\$ 807,329	\$ 904,988	\$ 97,659	12.1%
Program Income	\$ 500,238	\$ 461,336	\$ (38,902)	-7.8%
SRC Income	\$ 668,257	\$ 721,948	\$ 53,691	8.0%
Interest Income	\$ 58,576	\$ 58,506	\$ (70)	-0.1%
Grant Revenue	\$ 55,600	\$ 74,000	\$ 18,400	33.1%
Miscellaneous Income	\$ 233,965	\$ 254,267	\$ 20,302	8.7%
<b>Total Revenues</b>	<b>\$ 17,131,986</b>	<b>\$ 18,390,945</b>	<b>\$ 1,258,959</b>	<b>7.3%</b>



## 2019-20 Operating Budget Proposal By Expenditure Category

Expenditure Category	2018-19	2019-20		Variance %
	6&6 Budget	Proposed Budget	Variance \$	
Cost of Goods Sold	\$ 19,350	\$ 18,420	\$ (930)	-4.8%
Staff Salaries	\$ 4,677,705	\$ 4,945,484	\$ 267,779	5.7%
Hourly Wages	\$ 175,165	\$ 158,459	\$ (16,706)	-9.5%
Student Wages	\$ 3,486,290	\$ 3,892,958	\$ 406,668	11.7%
Benefits	\$ 2,281,148	\$ 2,554,953	\$ 273,805	12.0%
General Operating Expenses	\$ 420,822	\$ 381,903	\$ (38,920)	-9.2%
Supplies & Services	\$ 2,233,250	\$ 1,972,031	\$ (261,219)	-11.7%
Travel	\$ 216,177	\$ 255,991	\$ 39,814	18.4%
Utilities	\$ 900,840	\$ 955,691	\$ 54,850	6.1%
Repairs & Maintenance	\$ 1,763,400	\$ 1,832,990	\$ 69,590	3.9%
Fees & Charges	\$ 40,188	\$ 75,352	\$ 35,164	87.5%
Reserves	\$ 450,636	\$ 902,921	\$ 452,285	100.4%
Grants & Scholarships	\$ 53,726	\$ 58,516	\$ 4,790	8.9%
Expendable Equipment	\$ 208,787	\$ 165,492	\$ (43,296)	-20.7%
Depreciation & Amortization	\$ 204,285	\$ 214,249	\$ 9,964	4.9%
Pension Related Charges	\$ -	\$ 5,537	\$ 5,537	-
<b>Total Expenditures</b>	<b>\$ 17,131,770</b>	<b>\$ 18,390,945</b>	<b>\$ 1,259,175</b>	<b>7.3%</b>

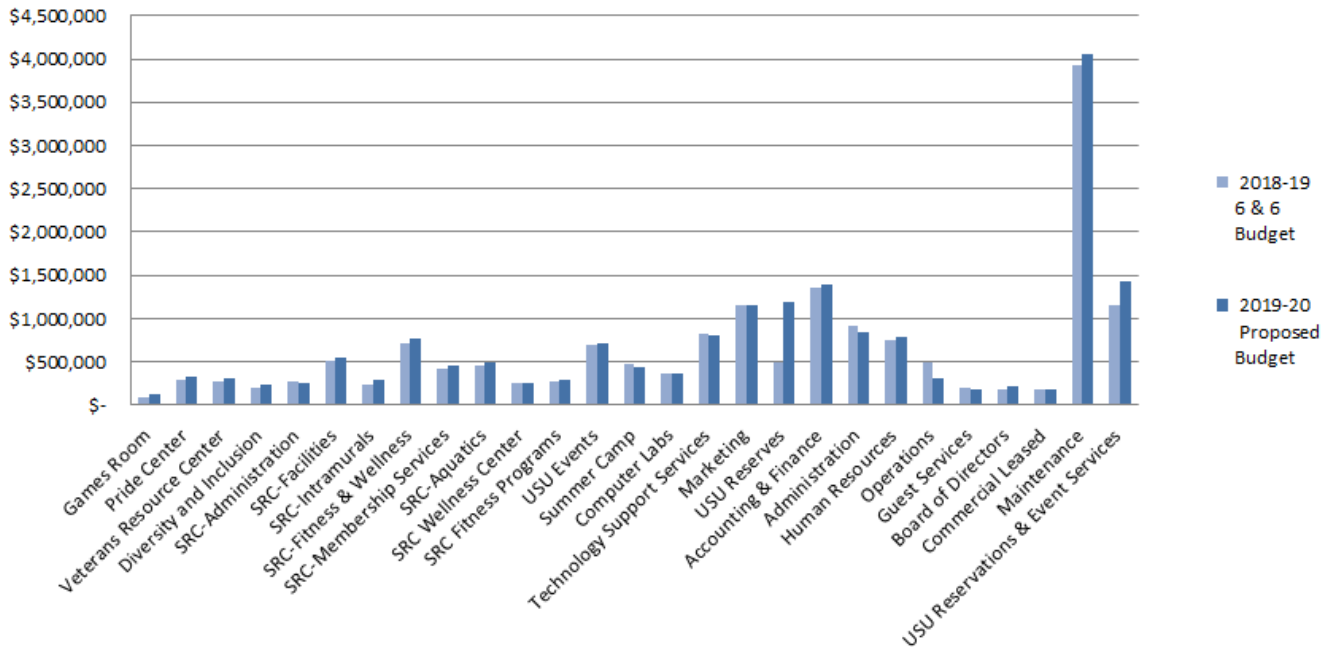




**University Student Union  
Operating Budget Proposal  
Expenditures by Department**

Department	Description	2018-19 6 & 6 Budget	2019-20 Proposed Budget	\$ Variance	% Variance
31010	Games Room	\$ 92,190	\$ 133,781	\$ 41,591	45.1%
31020	Pride Center	\$ 286,002	\$ 320,331	\$ 34,328	12.0%
31030	Veterans Resource Center	\$ 274,500	\$ 299,570	\$ 25,070	9.1%
31040	Diversity and Inclusion	\$ 192,796	\$ 234,158	\$ 41,362	21.5%
31070	SRC-Administration	\$ 270,200	\$ 251,763	\$ (18,437)	-6.8%
31071	SRC-Facilities	\$ 502,303	\$ 551,506	\$ 49,203	9.8%
31072	SRC-Intramurals	\$ 228,839	\$ 283,285	\$ 54,445	23.8%
31073	SRC-Fitness & Wellness	\$ 720,738	\$ 769,332	\$ 48,594	6.7%
31074	SRC-Membership Services	\$ 420,421	\$ 450,379	\$ 29,958	7.1%
31075	SRC-Aquatics	\$ 461,071	\$ 500,760	\$ 39,690	8.6%
31076	SRC Wellness Center	\$ 257,156	\$ 252,374	\$ (4,783)	-1.9%
31077	SRC Fitness Programs	\$ 276,067	\$ 297,119	\$ 21,052	7.6%
31090	USU Events	\$ 695,740	\$ 720,928	\$ 25,188	3.6%
31250	Summer Camp	\$ 473,557	\$ 438,531	\$ (35,026)	-7.4%
31300	Computer Labs	\$ 362,873	\$ 369,132	\$ 6,259	1.7%
31350	Technology Support Services	\$ 822,223	\$ 801,712	\$ (20,512)	-2.5%
31600	Marketing	\$ 1,151,344	\$ 1,159,014	\$ 7,670	0.7%
32080	USU Reserves	\$ 484,708	\$ 1,187,117	\$ 702,409	144.9%
33010	Accounting & Finance	\$ 1,361,837	\$ 1,386,478	\$ 24,641	1.8%
33020	Administration	\$ 911,807	\$ 849,839	\$ (61,967)	-6.8%
33030	Human Resources	\$ 745,076	\$ 781,921	\$ 36,845	4.9%
33040	Operations	\$ 492,165	\$ 300,371	\$ (191,795)	-39.0%
33050	Guest Services	\$ 197,235	\$ 176,844	\$ (20,391)	-10.3%
33080	Board of Directors	\$ 178,424	\$ 224,484	\$ 46,060	25.8%
33200	Commercial Leased	\$ 180,618	\$ 183,323	\$ 2,705	1.5%
35030	Maintenance	\$ 3,931,838	\$ 4,046,786	\$ 114,947	2.9%
35050	USU Reservations & Event Services	\$ 1,160,041	\$ 1,420,108	\$ 260,067	22.4%
	<b>Total Expenses</b>	<b>\$ 17,131,770</b>	<b>\$ 18,390,945</b>	<b>\$ 1,259,175</b>	<b>7.3%</b>

**Operating Expenses by Department**



UNIVERSITY STUDENT UNION  
2019-20 OPERATING BUDGET PROPOSAL BY DEPARTMENT AND ACCOUNT

Account	Description	2018-19	31010	31020	31030	31040	31070	31071	31072	31073	31074	31075	31076	31077	31090	31250	31300	31350	31600	32080	33010	33020	33030	33040	33050	33080	33200	35030	35050					
		Proposed Budget	Ganes Room	Pride Center	VRC	Diversity & Inclusion	SRC Admin	SRC Facilities	SRC Intramurals	SRC Fitness and Wellness	SRC Membership Services	SRC Aquatics	SRC Wellness Center	SRC Fitness Programs	USU Events	Summer Camp	Computer Labs	Technology Support Services	Marketing	Reserves	Accounting & Finance	Administration	Human Resources	Operations	Guest Services	Board of Directors	Commercial Leased	Maintenance	USU RES					
<b>REVENUE</b>																																		
400110	Sales - Non Taxable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
400120	Sales - Taxable	22,100	-	-	-	-	-	-	-	-	22,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
400210	Sales - Brunch	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
400899	Member Discounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
405440	Rental Income - Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
405441	Equipment Income - Associated Students	9,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,500			
405442	Equipment Income - Student Groups	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000		
405443	Equipment Income - CSUN Departments	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000		
405444	Equipment Income - Off Campus	4,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,500		
405445	Equipment Income - USU Co Sponsorship	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
405450	Rental Income - Facility	495,888	2,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	492,888		
405451	Facility Income - Associated Students	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500		
405452	Facility Income - Student Groups	38,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,000		
405453	Facility Income - CSUN Departments	175,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	175,000		
405454	Facility Income - Off Campus	115,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	115,000		
405455	Facility Income - USU Co Sponsorship	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
405456	Facility Income - Vendor	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000		
405460	Rental Income - Lockers	14,872	-	-	-	-	-	-	-	-	-	14,709	163	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000		
405470	Rental Income - Towels	10,690	-	-	-	-	-	-	-	-	-	10,690	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
410100	Program Income	15,000	14,200	-	-	-	-	-	-	-	-	-	-	-	800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
410110	Fitness Program Income	49,835	-	-	-	-	-	-	-	-	-	48,862	-	973	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
410115	Personal Training Program Income	-	-	-	-	-	-	-	-	50,815	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
410120	Summer & Sports Camp Income	446,336	-	-	-	-	-	-	-	-	-	-	-	-	-	446,336	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
410130	Intramurals Income	11,500	-	-	-	-	-	11,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
410310	Membership Income	501,101	-	-	-	-	-	-	-	-	500,686	-	415	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
410320	Guest Pass Income	56,300	-	-	-	-	-	-	-	-	56,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
410400	Fee Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
410410	Fee Refund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
410600	Miscellaneous Income	5,050	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
410700	Student Body Fee Income	15,835,020	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,835,020	-	-	-	-	-	-	-	-	-	-	-	-	-
411420	Open Gym Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
411430	Open Gym Day Pass Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
411440	Pool Pass Fee	4,490	-	-	-	-	-	-	-	-	4,490	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
421200	Grant Revenue	74,000	-	-	-	74,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
421300	Indirect Cost Recovery	120,767	-	-	-	-	-	-	-	3,850	-	22,113	-	-	-	-	-	-	-	-	9,014	29,221	-	-	13,366	-	-	-	-	43,203	-	-	-	
421301	Indirect Cost Recovery - Campus Services	4,450	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
421302	Indirect Cost Recovery - Custodial	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
421303	Indirect Cost Recovery - Linens	18,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
421304	Indirect Cost Recovery - Personnel	76,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
421305	Indirect Cost Recovery - Utilities	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
421400	Equipment Recovery Income	245	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
440100	Contributions - Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
460120	Investment Income Realized Gain/Loss	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
460130	Investment Income Unrealized Gain/Loss	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
470110	Interest Income Bank	58,506	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	58,506	-	-	-	-	-	-	-	-	-	-	-	-	-
485110	Cash Over - Short	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
485120	Commission Income	77,760	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
486120	Other Income - Taxable	3,120	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
486600	Rental Income - Non Operating	17,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
486700	Gain on Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Revenue</b>		<b>\$ 18,390,945</b>	<b>\$ 17,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,350</b>	<b>\$ 50,815</b>	<b>\$ 604,730</b>	<b>\$ 75,465</b>	<b>\$ 578</b>	<b>\$ 973</b>	<b>\$ 800</b>	<b>\$ 446,336</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,902,539</b>	<b>\$ 29,221</b>	<b>\$ -</b>	<b>\$ 13,36</b>										

**UNIVERSITY STUDENT UNION  
2019-20 OPERATING BUDGET PROPOSAL BY DEPARTMENT AND ACCOUNT**

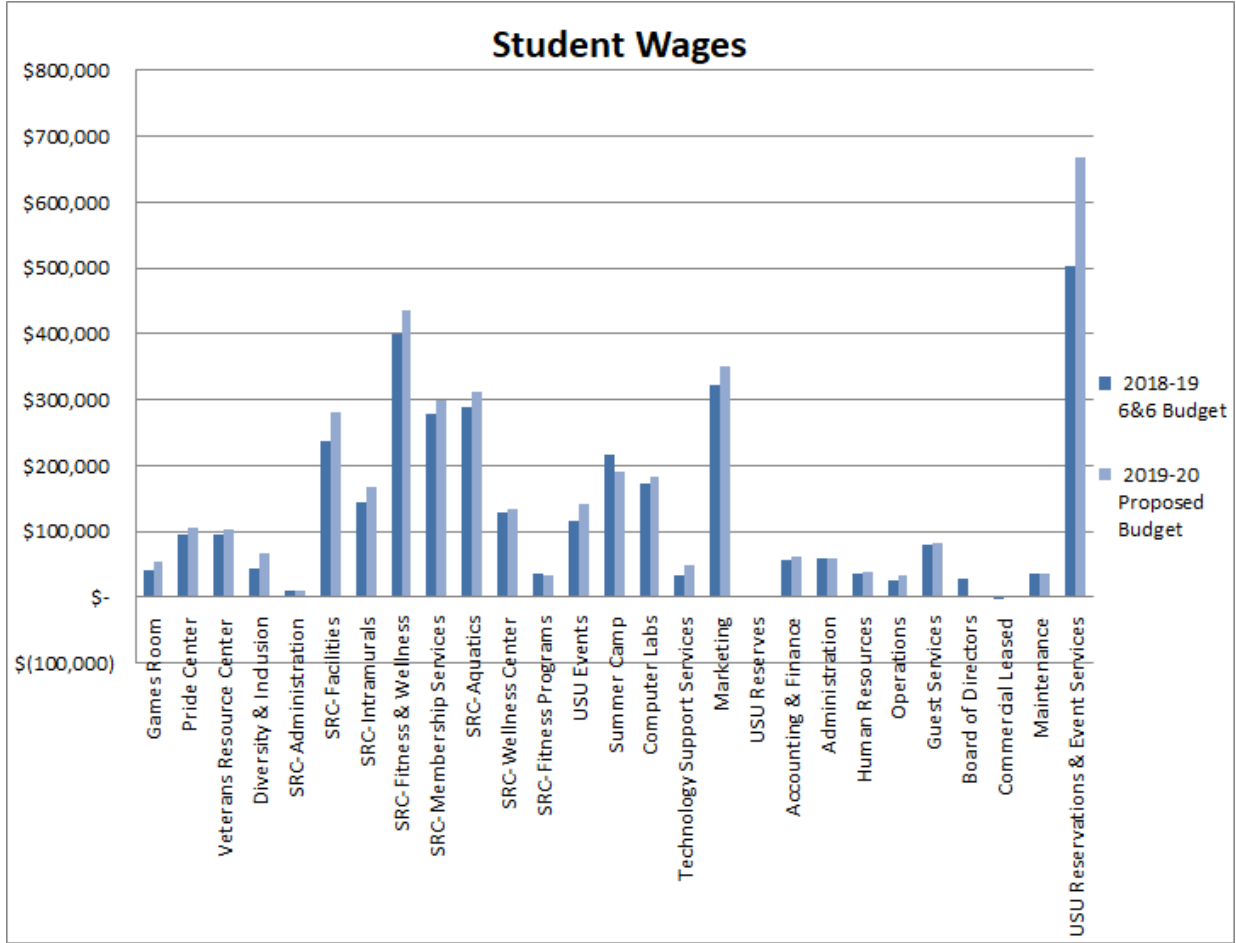
Account	Description	2018-19	31010	31020	31030	31040	31070	31071	31072	31073	31074	31075	31076	31077	31090	31250	31300	31350	31600	32080	33010	33020	33030	33040	33050	33080	33200	35030	35050		
		Proposed Budget	Games Room	Pride Center	VRC	Diversity & Inclusion	SRC Admin	SRC Facilities	SRC Intramurals	SRC Fitness and Wellness	SRC Membership Services	SRC Aquatics	SRC Wellness Center	SRC Fitness Programs	USU Events	Summer Camp	Computer Labs	Technology Support Services	Marketing	Reserves	Accounting & Finance	Administration	Human Resources	Operations	Guest Services	Board of Directors	Commercial Leased	Maintenance	USU RES		
640100	Telephones	85,373	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	88,184	-	-	-	-	-	-	-	-	-	-	-		
640200	Electricity	690,934	-	-	-	-	-	-	-	-	-	-	-	-	4,750	-	-	-	-	-	-	-	-	-	-	-	34,851	651,333	-		
640300	Gas	100,313	-	-	-	-	-	-	-	-	-	-	-	-	690	-	-	-	-	-	-	-	-	-	-	-	5,060	94,563	-		
640400	Water	76,071	-	-	-	-	-	-	-	-	-	-	-	-	523	-	-	-	-	-	-	-	-	-	-	-	3,837	71,711	-		
640500	Cable TV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
640700	BTU Cooling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
640800	BTU Heating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
650110	Building Supplies	183,833	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	183,833		
650120	Custodial Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
650210	Custodial Services	1,265,738	-	-	-	-	-	-	-	-	-	-	-	-	10,441	-	-	-	-	-	-	-	13,366	-	-	76,603	1,155,318	10,000			
650220	Pest Control Services	9,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,600		
650230	Sanitation Services	41,920	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,920		
650300	Vehicle Repair	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000		
650400	Equip - Facility R and M	206,370	-	-	-	-	-	-	-	-	16,653	-	-	-	-	-	19,854	31,259	-	-	-	-	-	-	-	-	-	-	-	138,604	
650410	R & M - General Equipment	13,525	-	-	-	-	-	-	-	-	-	-	7,000	-	-	-	-	-	525	-	-	-	-	-	-	-	-	-	-	11,000	
650420	R & M - Sports Equipment	52,785	-	-	-	-	-	-	-	-	8,285	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44,500	
650430	R & M - Outdoor Pools	45,359	-	-	-	-	-	-	-	-	-	-	1,760	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	43,599	
650440	R & M - Outdoor Field	11,370	-	-	-	-	-	-	-	-	3,370	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000	
650450	R & M - Buildings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
650500	Construction Project Expenses	1,500	-	-	-	-	-	-	-	-	-	-	-	-	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
660130	Licensing Fees	3,971	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,971	
660140	Handling Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
660210	Bank Charges	4,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
660220	Merchant Charges	32,121	124	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	-	-	-	-	-	-	-	-	-	
660310	Uncollectible Accounts Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,896	
660420	University Dept Support	35,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	
660430	Referendum Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
660510	Fines/Late Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
660520	Taxes & Licenses	260	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
660910	Admin Contingency	652,921	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	652,921	-	-	-	-	-	-	-	-	-	-
660940	Operating Reserves	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
680210	Scholarships	50,212	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
680220	Tuition Books	8,304	-	-	-	-	-	-	-	-	8,304	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
720100	Expendable Equipment	30,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
720110	Expendable Sports Equipment	21,891	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,500	
720120	Expendable Computer & Peripherals	109,501	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
720130	Expendable Furniture & Fixtures	3,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,600	
750120	Amort-Software	7,415	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
750210	Depr-Furniture and Fixtures	10,256	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
750220	Depr-Equipment	115,821	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
750230	Depr-Computers-Peripherals	30,262	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
750320	Depr-Leasehold Improvements	50,494	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
750600	Loss on Disposal of FA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
891050	Transfers in from University	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
904000	Pension Related Charges	5,537	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenses</b>		<b>\$ 18,390,945</b>	<b>\$ 133,781</b>	<b>\$ 320,331</b>	<b>\$ 299,570</b>	<b>\$ 234,158</b>	<b>\$ 251,763</b>	<b>\$ 551,506</b>	<b>\$ 283,285</b>	<b>\$ 769,332</b>	<b>\$ 450,379</b>	<b>\$ 500,760</b>	<b>\$ 252,374</b>	<b>\$ 297,119</b>	<b>\$ 720,928</b>	<b>\$ 438,531</b>	<b>\$ 869,132</b>	<b>\$ 801,712</b>	<b>\$ 1,159,014</b>	<b>\$ 1,187,117</b>	<b>\$ 1,386,478</b>	<b>\$ 849,839</b>	<b>\$ 781,921</b>	<b>\$ 300,371</b>	<b>\$ 176,844</b>	<b>\$ 224,484</b>	<b>\$ 183,323</b>	<b>\$ 4,046,786</b>	<b>\$ 1,420,108</b>		
<b>Net Financial Activity</b>		<b>\$ 0</b>	<b>\$ (116,781)</b>	<b>\$ (320,331)</b>	<b>\$ (299,570)</b>	<b>\$ (160,158)</b>	<b>\$ (251,763)</b>	<b>\$ (551,506)</b>	<b>\$ (267,935)</b>	<b>\$ (718,517)</b>	<b>\$ 154,351</b>	<b>\$ (425,295)</b>	<b>\$ (251,796)</b>	<b>\$ (296,146)</b>	<b>\$ (720,128)</b>	<b>\$ 7,805</b>	<b>\$ (369,132)</b>	<b>\$ (801,712)</b>	<b>\$ (1,159,014)</b>	<b>\$ (1,187,117)</b>	<b>\$ 14,516,062</b>	<b>\$ (820,618)</b>	<b>\$ (781,921)</b>	<b>\$ (287,005)</b>	<b>\$ (176,844)</b>	<b>\$ (224,484)</b>	<b>\$ 390,445</b>	<b>\$ (4,003,583)</b>	<b>\$ (877,308)</b>		

**University Student Union  
Operating Budget Proposal  
Expenditures by Department**

Department	Description	2018-19 6 & 6 Budget	2019-20 Proposed Budget	\$ Variance	% Variance
31010	Games Room	\$ 92,190	\$ 133,781	\$ 41,591	45.1%
31020	Pride Center	\$ 286,002	\$ 320,331	\$ 34,328	12.0%
31030	Veterans Resource Center	\$ 274,500	\$ 299,570	\$ 25,070	9.1%
31040	Diversity and Inclusion	\$ 192,796	\$ 234,158	\$ 41,362	21.5%
31070	SRC-Administration	\$ 270,200	\$ 251,763	\$ (18,437)	-6.8%
31071	SRC-Facilities	\$ 502,303	\$ 551,506	\$ 49,203	9.8%
31072	SRC-Intramurals	\$ 228,839	\$ 283,285	\$ 54,445	23.8%
31073	SRC-Fitness & Wellness	\$ 720,738	\$ 769,332	\$ 48,594	6.7%
31074	SRC-Membership Services	\$ 420,421	\$ 450,379	\$ 29,958	7.1%
31075	SRC-Aquatics	\$ 461,071	\$ 500,760	\$ 39,690	8.6%
31076	SRC Wellness Center	\$ 257,156	\$ 252,374	\$ (4,783)	-1.9%
31077	SRC Fitness Programs	\$ 276,067	\$ 297,119	\$ 21,052	7.6%
31090	USU Events	\$ 695,740	\$ 720,928	\$ 25,188	3.6%
31250	Summer Camp	\$ 473,557	\$ 438,531	\$ (35,026)	-7.4%
31300	Computer Labs	\$ 362,873	\$ 369,132	\$ 6,259	1.7%
31350	Technology Support Services	\$ 822,223	\$ 801,712	\$ (20,512)	-2.5%
31600	Marketing	\$ 1,151,344	\$ 1,159,014	\$ 7,670	0.7%
32080	USU Reserves	\$ 484,708	\$ 1,187,117	\$ 702,409	144.9%
33010	Accounting & Finance	\$ 1,361,837	\$ 1,386,478	\$ 24,641	1.8%
33020	Administration	\$ 911,807	\$ 849,839	\$ (61,967)	-6.8%
33030	Human Resources	\$ 745,076	\$ 781,921	\$ 36,845	4.9%
33040	Operations	\$ 492,165	\$ 300,371	\$ (191,795)	-39.0%
33050	Guest Services	\$ 197,235	\$ 176,844	\$ (20,391)	-10.3%
33080	Board of Directors	\$ 178,424	\$ 224,484	\$ 46,060	25.8%
33200	Commercial Leased	\$ 180,618	\$ 183,323	\$ 2,705	1.5%
35030	Maintenance	\$ 3,931,838	\$ 4,046,786	\$ 114,947	2.9%
35050	USU Reservations & Event Services	\$ 1,160,041	\$ 1,420,108	\$ 260,067	22.4%
	<b>Total Expenses</b>	<b>\$ 17,131,770</b>	<b>\$ 18,390,945</b>	<b>\$ 1,259,175</b>	<b>7.3%</b>

**University Student Union  
Operating Budget Proposal  
Student Wages**

Dept	Dept Name	2019-20		\$ Variance	% Variance
		2018-19 6&6 Budget	Proposed Budget		
31010	Games Room	\$ 39,800	\$ 54,448	\$ 14,648	36.8%
31020	Pride Center	\$ 96,363	\$ 104,835	\$ 8,472	8.8%
31030	Veterans Resource Center	\$ 95,693	\$ 102,750	\$ 7,057	7.4%
31040	Diversity & Inclusion	\$ 44,475	\$ 66,000	\$ 21,525	48.4%
31070	SRC-Administration	\$ 9,540	\$ 10,368	\$ 828	8.7%
31071	SRC-Facilities	\$ 237,315	\$ 280,165	\$ 42,850	18.1%
31072	SRC-Intramurals	\$ 142,919	\$ 167,111	\$ 24,192	16.9%
31073	SRC-Fitness & Wellness	\$ 400,940	\$ 436,092	\$ 35,152	8.8%
31074	SRC-Membership Services	\$ 278,903	\$ 299,155	\$ 20,252	7.3%
31075	SRC-Aquatics	\$ 289,309	\$ 312,768	\$ 23,459	8.1%
31076	SRC-Wellness Center	\$ 127,862	\$ 133,514	\$ 5,652	4.4%
31077	SRC-Fitness Programs	\$ 36,041	\$ 32,165	\$ (3,876)	-10.8%
31090	USU Events	\$ 114,575	\$ 142,245	\$ 27,670	24.2%
31250	Summer Camp	\$ 216,164	\$ 191,724	\$ (24,440)	-11.3%
31300	Computer Labs	\$ 172,680	\$ 183,114	\$ 10,434	6.0%
31350	Technology Support Services	\$ 34,019	\$ 49,680	\$ 15,661	46.0%
31600	Marketing	\$ 321,302	\$ 351,796	\$ 30,494	9.5%
32080	USU Reserves	\$ -	\$ -	\$ -	-
33010	Accounting & Finance	\$ 56,963	\$ 61,163	\$ 4,200	7.4%
33020	Administration	\$ 59,676	\$ 57,771	\$ (1,905)	-3.2%
33030	Human Resources	\$ 35,873	\$ 38,193	\$ 2,320	6.5%
33040	Operations	\$ 26,095	\$ 33,768	\$ 7,673	29.4%
33050	Guest Services	\$ 80,948	\$ 81,577		
33080	Board of Directors	\$ 28,674	\$ -	\$ (28,674)	-100.0%
33200	Commercial Leased	\$ (1)	\$ -	\$ 1	-100.0%
35030	Maintenance	\$ 36,782	\$ 35,340	\$ (1,442)	-3.9%
35050	USU Reservations & Event Services	\$ 503,380	\$ 667,218	\$ 163,838	32.5%
<b>Total Student Wages</b>		<b>\$ 3,486,290</b>	<b>\$ 3,892,958</b>	<b>\$ 406,668</b>	<b>11.7%</b>



**University Student Union  
Operating Budget Proposal  
Student Hours & Wages**

<b>Department</b>	<b>Dept Description</b>	<b>Proposed Student Hours</b>	<b>Proposed Student Wages</b>	<b>Avg. Hourly/Rate</b>
31010	Games Room	3,746	\$ 54,448	\$ 14.53
31020	Pride Center	7,230	\$ 104,835	\$ 14.50
31030	Veterans Resource Center	7,057	\$ 102,750	\$ 14.56
31040	Diversity & Inclusion	4,400	\$ 66,000	\$ 15.00
31070	SRC-Administration	720	\$ 10,368	\$ 14.40
31071	SRC-Facilities	18,905	\$ 280,165	\$ 14.82
31072	SRC-Intramurals	11,387	\$ 167,111	\$ 14.68
31073	SRC-Fitness & Wellness	29,117	\$ 436,092	\$ 14.98
31074	SRC-Membership Services	20,344	\$ 299,155	\$ 14.70
31075	SRC-Aquatics	19,616	\$ 312,768	\$ 15.94
31076	SRC-Wellness Center	9,049	\$ 133,514	\$ 14.75
31077	SRC-Fitness Programs	2,073	\$ 32,165	\$ 15.52
31090	USU Events	9,810	\$ 142,245	\$ 14.50
31250	Summer Camp	12,896	\$ 191,724	\$ 14.87
31300	Computer Labs	12,547	\$ 183,114	\$ 14.59
31350	Technology Support Services	3,312	\$ 49,680	\$ 15.00
31600	Marketing	24,312	\$ 351,796	\$ 14.47
33010	Accounting & Finance	4,200	\$ 61,163	\$ 14.56
33020	Administration	3,920	\$ 57,771	\$ 14.74
33030	Human Resources	2,590	\$ 38,193	\$ 14.75
33040	Operations	2,240	\$ 33,768	\$ 15.08
33050	Guest Services	5,629	\$ 81,577	\$ 14.49
33080	Board of Directors	-	\$ -	#DIV/0!
33200	Commercial Leased	-	\$ -	#DIV/0!
35030	Maintenance	2,480	\$ 35,340	\$ 14.25
35050	USU Reservations & Event Services	45,667	\$ 667,218	\$ 14.61
<b>Total Student Hours &amp; Wages</b>		<b>263,247</b>	<b>\$ 3,892,958</b>	<b>\$ 14.79</b>