

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
WEDNESDAY, MAY 10, 2023
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, M. Baghoumian at 3:29 P.M.

II. Roll Call

Present	Absent	Staff/Guests
Melissa Baghoumian, Committee Chair (voting)	Debra Hammond, Executive Director (non-voting)	Alexandra Martinez, Student Administrative Support Assistant II
Junicarl Ferido, Student Committee Member (voting)	Jaelyn Jones, Student Committee Member (voting)	Jeremy Hamlett,* Acting Co-Director, Recreation Programs
Joseph Illuminate,* Executive Secretary (non-voting)	Krish Mangukiya, Student Committee Member (voting)	Samantha Liu, Associate Director, Operations & Services
David Ramirez Student Committee Member (voting)		
Dr. Freddie Sanchez,* Assistant VP, Student Affairs, Equity & Inclusion Services (voting)		
Dr. Edith Winterhalter,* Associate VP for Budget & Strategic Business Ops, Administration, and Finance (voting)		
German Wong Committee Co-Chair (voting)		

**Zoom video participant*

1. *Jeremy Hamlett arrived at 3:39 P.M.*
2. *Dr. Freddie Sanchez arrived at 3:54 P.M.*

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III. Approval of Agenda

M/S/P (G. Wong /J. Ferido) Motion to approve the Agenda for May 10, 2023.

Main Motion passes by General Consensus

IV. Approval of Minutes

M/S/P (G. Wong /D. Ramirez) Motion to approve the Minutes for April 19, 2023.

Main Motion passes by General Consensus

V. Chair's Report

Committee Chair, M. Baghoumian congratulated Student Committee Member, J. Ferido, for receiving the Committee Member of the Year Award at the USU End of Year Celebration.

Additionally, M. Baghoumian announced the Annual Budget Meeting will take place May 31, 2023, from 3:00 P.M. to 5:30 P.M. This meeting will be presented in a Hybrid format in order to make it as convenient as possible for every member to attend.

VI. Action Items

A. None

VII. Discussion Items

A. Capital Outlay Allocation Proposal (23-24)

Executive Secretary, J. Illuminate began the discussion stating that the committee discussed the Capital Outlay Allocation Proposal at the March 29, 2023 meeting.

Since the last meeting, another item was added to the Proposal: the purchase of ten (10) massage chairs for the Oasis Wellness Center. The total quoted base cost with sales tax and free delivery is \$74,996. With a 10% financial contingency, the total requested amount is \$82,496.

Condor, Manager, Wellness Center provided justification for the purchase of ten Super Novo massage chairs.

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Massage chairs are the primary reason students come to the Oasis which serves 6,000 to 8,000 students per semester.

There are currently a total of ten (10) massage chairs: seven (7) massage chairs featuring customizable, heavy rollers and three (3) relaxation chairs with air hydraulics. These chairs are eight years old and are designed for residential use.

The chairs have been out of warranty since 2018. The chairs need frequent repair and replacement parts which are difficult to obtain in a timely manner. Two of the relaxation chairs are currently being repaired.

This proposal is to purchase ten residential grade Super Nova massage chairs from Relaxtheback to replace the ten chairs currently in use.

The Manufacturer's Suggested Retail price is \$9,999 per chair. However, the USU negotiated a price of \$6,848 per chair. Each chair comes with a premium commercial five-year warranty and free delivery.

The decision was made not to purchase commercial grade chairs because commercial grade chairs are designed for gyms. Most commercial grade chairs do not have heat and foot massage capabilities. The overall quality of the message is subpar when compared to residential grade chairs. The commercial grade chairs are aesthetically unappealing because their appearance is dated. Purchasing commercial grade chairs would be a downgrade from the residential grade chairs that are currently in use in the Oasis.

Acting Co-director, Recreation Programs, J. Hamlett stated that the current massage chairs cannot be traded in. The desired method of disposing of the current chairs would be donation.

The total Capital Outlay Allocation Proposal request, after the addition of the massage chairs, is \$211,223 per the following table:

No.	Dept No.	Dept Name	Requestor Name	Item Description	Fixed Asset Type	Qty.	Base Cost	Contingency	Total Cost
1	33040	Operations	Samantha Liu	Main Curtain Replacement (PDSPH)	Equipment	2.0	\$ 12,638	\$ 1,264	\$ 13,902
2	35030	Maintenance	Vinnie Mele	Heating, Ventilation, Air Conditioning (HVAC) Panel Upgrade (F Building)	Equipment	1.0	\$ 22,477	\$ 2,248	\$ 24,725
3	35030	Maintenance	Vinnie Mele	Exterior Shell Wall (F Building)	Leasehold Improvement	1.0	\$ 35,363	\$ 3,536	\$ 38,899
4	35030	Maintenance	Vinnie Mele	Heating, Ventilation, Air Conditioning (HVAC) Chiller Control Panel (F Building)	Equipment	1.0	\$ 32,547	\$ 3,255	\$ 35,801
5	35050	USU Reservations	Christopher Jensen	Power Distribution Unit	Equipment	1.0	\$ 14,000	\$ 1,400	\$ 15,400
6	31076	Oasis Wellness Center	Condor	Massage Chairs	Equipment	10.0	\$ 74,996	\$ 7,500	\$ 82,496
Capital Outlay Total							\$192,021	\$ 19,202	\$ 211,223

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B. 2023-24 Major Purchase, Repair, & Replacement Allocation Proposal

The Major Purchase, Repair, & Replacement Allocation Proposal was discussed at the March 29, 2023 Finance Committee meeting.

Since the last meeting, another item was added to the Proposal: the purchase of furniture for the Sol Center and the USU Reservations & Events office. The total base cost is \$442,659. Adding the financial contingency, the total cost of this request \$509,058.

Associate Director, Operations, S. Liu provided the justification for the furniture purchase.

Part of the purchase is for the USU Sol Center. Specifically, the first-floor programming area, the entire second floor area covering Administration, Human Resources, Accounting and Finance, Operations, and Equity, Programs, and Leadership (EPL).

The estimated age of some the furniture in the Sol Center is 17 years old which was purchased at the time the Sol Center opened in 2006.

Preliminary renderings have been created by the vendor, Steelcase, who is designing the space for a post-COVID, “hybrid” work and learning environment.

The USU is undergoing a space utilization analysis which is expected to be completed by the end of Summer 2023. The study will consider how workspaces are used by determining what technology is needed to support hybrid work and having workspaces that properly balance interpersonal collaboration and the need for private conversations.

The purpose of the furniture replacement for the USU Reservations & Events office is to create flexible and hybrid workspaces. The current office furniture in the Reservations & Events office is estimated to be 15 years old. The actual design layout for the furniture is still to be determined.

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The total Major Purchase, Repair, & Replacement Allocation request, after the addition of the furniture purchase, is \$4,957,865 per the following table:

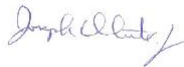
No.	Dept No.	Dept Name	Requestor Name	Item Description	Major R&R Type	Qty.	Base Cost	Contingency	Total Cost
1	31073	SRC F&W	Alfredo Padilla	Replacement of SRC Selectorized and Cardiovascular Equipment	Purchase/Replacement	1.0	\$ 913,501	\$ 137,025	\$ 1,050,526
2	35030	Maintenance	Vinnie Mele	Roof Replacement (F Building)	Replacement	1.0	\$ 97,410	\$ 14,612	\$ 112,022
3	35030	Maintenance	Vinnie Mele	East Conference Center (ECC) Roofing Repairs	Repairs	1.0	\$ 162,700	\$ 24,405	\$ 187,105
4	35030	Maintenance	Vinnie Mele	Southwest Building Heating, Ventilation, Air Conditioning replacement (HVAC)	Purchase/Replacement	Various	\$ 323,696	\$ 48,554	\$ 372,250
5	35030	Maintenance	Vinnie Mele	Exterior Painting of all USU buildings*	Maintenance	Various	\$ 2,200,000	\$ -	\$ 2,200,000
6	35030	Maintenance	Vinnie Mele	Northridge Center (NRC) Lighting	Purchase/Replacement	Various	\$ 144,615	\$ 21,692	\$ 166,307
7	35050	USU Reservations	Christopher Jensen	Meeting Room Audio Visual Upgrade (Phase II)	Purchase/Replacement	1.0	\$ 313,562	\$ 47,034	\$ 360,597
8	35050	Operations	Samantha Liu	USU Sol Center & Reservations & Events Office Furniture Replacement	Purchase/Replacement	Various	\$ 442,659	\$ 66,399	\$ 509,058
Major R&R Total							\$ 4,598,144	\$ 359,722	\$ 4,957,865

VIII. Announcements

Chair, M. Baghoumian informed the members that the last Finance Committee Meeting of the semester, the Annual Budget Meeting, will take place on May 31, 2023. Food and beverages will be provided during for those in attendance. She hopes to see everyone in person!

IX. Adjournment

The meeting was adjourned by Chair, M. Baghoumian at 4:12 P.M.
Respectfully Submitted,



Joseph Illuminate
Associate Director, USU Accounting & Finance