

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
MARCH 11, 2016
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Sara Yousuf at 12:04 p.m.

II. Roll Call

Present	Absent	Staff/Guests
Khusbeen Dhillon, Student Representative (voting)	Ferny Arana, Student Representative (voting)	Tina Jensen Kronqvist, Student Assistant
Sharon Eichten, University Representative (voting)	Debra Hammond, Executive Director (non-voting)	Scott Schorn, Associate Director, Operations & Services
Adrianna Natalie Esparza, Student Board Representative (voting)	Shahtaj Khan, Board Chair (non-voting)	
Joe Illuminate, Executive Secretary (non-voting)	Dr. Shelley Ruelas-Bischoff, Student Affairs Representative (voting)	
Michael Odinlo, Student Representative (voting)		
Lele Situ, Student Representative (voting)		
Sara Yousuf, Committee Chair (voting)		

III. Approval of Agenda

M/S/P (N. Esparza/M. Odinlo) Motion to approve the agenda for March 11, 2016.

M/S/P (K. Dhillon/L. Situ) Motion to amend the agenda to add Discussion Item C, 2015-16 Capital Outlay Reallocation, and Discussion Item D, Committee Member of the Year Award.

Main motion, as amended, passes by general consensus

IV. Approval of Minutes

M/S/P (M. Odinlo/L. Situ) Motion to approve the minutes for February 19, 2016.

Main motion passes 4-0-1

V. Chair's Report

S. Yousuf reminded the committee members that some of the meeting times have been changed. She stated that the budget will be considered for approval at the May 06, 2016 meeting which could last up to three hours. Also, she encouraged student members to run for a position on the USU Board of Directors in the upcoming election in April.

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHBRIDGE
FINANCE COMMITTEE MEETING
MARCH 11, 2016
MINUTES**

VI. Discussion Items

A. 2016-17 Proposed Capital Outlay Budget

The committee previewed the proposed capital outlay budget for the 2016-17 fiscal year. Chair, Sara Yousuf read the justification for each item which explains the purpose of each purchase.

Scottie Schorn explained a 10% contingency has been added to each item due to the fact that the prices are subject to change during the next few months before quotations can be finalized.

The table below provides a description, and the estimated cost for each purchase.

University Student Union 2016-2017 Proposed Capital Outlay Budget							
No.	Item Description	Category	Base Cost	Contingency (10%)	Total Cost	In 3-D-Year Plan?	Priority
1	SRC Pool Deck Tension Shade	Leasehold Improvement	\$29,896	\$2,990	\$32,886	No	1
2	Virtual Desktop Infrastructure (VDI) Servers	Computers/ Peripherals	\$54,423	\$5,442	\$59,865	No	1
3	Virtual Desktop Infrastructure (VDI) Storage Server	Computers/ Peripherals	\$30,519	\$3,052	\$33,571	No	1
4	Plaza del Sol Performance Hall - Power Distribution Upgrades & Enhancements	Equipment	\$21,082	\$1,918	\$23,000	Yes	1
5	ADA Stage Lift	Equipment	\$22,580	\$2,258	\$24,838	No	1
6	Student Recreation Center (SRC) Turf Field Access Booth	Leasehold Improvement	\$64,164	\$6,416	\$70,580	No	2
7	USU Shop Dust Collector	Equipment	\$13,375	\$1,338	\$14,713	Yes	2
8	Plaza del Sol Performance Hall - Front of House & Monitor Consoles	Equipment	\$27,363	\$2,490	\$29,853	Yes	2
TOTAL			\$263,402	\$25,904	\$289,306		

B. 2016-17 Proposed Major Purchases and Repair & Replacement Allocation

The committee previewed the proposed major purchases and repair & replacement projects for the 2016-17 fiscal year. The funding source for major repairs and replacements is the USU's Repair and Replacement fund which is administered by the campus on behalf of the USU. Expenditures from

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
MARCH 11, 2016
MINUTES**

this fund are recorded in the University’s accounting records and not in the USU’s accounting records.

The table below provides a description, and the estimated cost for each purchase.

University Student Union						
2016-2017 Proposed Major Purchases & Major Repairs Budget						
No.	Item Description	Base Cost	Contingency (10%)	Total Cost	In 30-Year Plan?	Priority
1	Student Recreation Center (SRC) Pool Heater	\$135,000	\$13,500	\$148,500	No	1
2	Student Recreation Center (SRC) Strength Equipment Replacement	\$100,655	\$10,066	\$110,721	No	1
3	Grand Salon Heating, Ventilation, and Air Conditioning (HVAC) Replacement	\$120,000	\$12,000	\$132,000	Yes	1
4	Southwest Building Heating, Ventilation, and Air Conditioning (HVAC) Replacement	\$450,000	\$45,000	\$495,000	Yes	1
5	East Conference Center Heating, Ventilation, and Air Conditioning (HVAC) Replacement	\$450,000	\$45,000	\$495,000	Yes	1
6	Plaza del Sol Performance Hall - Dimmer & Control System Replacement	\$109,992	\$10,008	\$120,000	Yes	1
7	Maintenance Shop Renovation Feasibility Study	\$45,000	\$4,500	\$49,500	No	1
8	Banquet Chairs	\$222,574	\$22,257	\$244,831	No	1
TOTAL		\$1,633,221	\$162,331	\$1,795,552		

C. 2015-16 Capital Outlay Reallocation

The 2015-16 budget has already been approved, but funds allocated for the Budget Preparation Software line item will not be used. A proposal will be made to reallocate funds from the Budget Preparation Software line item to the Northridge Center (NRC) Event Lighting Equipment line item to purchase a lighting console that is more advanced than the console approved as part of the 2015-16 capital outlay budget. The new lighting console is an all-in-one unit unlike the original system which has separate components. It also offers more surface playbacks and physical controls.

D. Committee Member of the Year Award

Committee Chair, Sara Yousuf, explained that the committee needs to nominate a member for the “Committee Member of the Year Award.” Every year, each committee nominates one member, and the winner is announced at the Year End Celebration.

During the meeting, the members who were present voted anonymously for their choice of Committee Member of the Year. Sara Yousuf will announce who the nominee is at the next meeting.

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
MARCH 11, 2016
MINUTES**

VII. Action Items

None

VIII. Announcements

S. Yousuf announced that the Year End Celebration will be held on April 29, 2016 and encouraged the committee members to attend.

IX. Adjournment

The meeting was adjourned by Committee Chair, Sara Yousuf at 1:18 p.m.

Respectfully submitted by,

Joseph Illuminate
Associate Director, Finance & Business Services