




## Minutes

### Finance Committee

 Thu November 4th, 2021

 1:15pm - 2:30pm PDT

 ASI Boardroom - Titan Student Union

#### In Attendance

#### 1. Call to Order

Christopher Carlsen, called the meeting to order at 1:17 p.m.

#### 2. Roll Call

Members Present: Arnwine, Carlsen, Diaz, San Gabriel

Members Absent:

Liaisons Present: Chammas, Mitchell, Nettles

Liaisons Absent:

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

\* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

\*\* Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

#### 3. Approval of Agenda

**Decision:** (Arnwine-m/Diaz-s) The agenda was approved by unanimous consent.

#### 4. **Approval of Minutes**

**Decision:** (San Gabriel-m/Arnwine-s) The October 21, 2021 Finance Committee meeting minutes were approved by unanimous consent.

##### a. **10/21/2021 Finance Committee Minutes**

#### 5. **Public Speakers**

Members of the public may address Finance Committee members on any item appearing on this posted agenda.

There were no public speakers.

#### 6. **Reports**

##### a. **Chair**

Carlsen, Chair, shared that he met with Carol McDoniel, Assistant Executive Director to review and discuss the capital expenditures.

##### b. **Director, Student Government**

Nettles, Director of Student Government reminded members that scholarship grading is due soon. She encouraged members to start right away and not to wait until the deadline. Completion of the grading process is important to ensure scholarship recipients receive their awards timely.

#### 7. **Unfinished Business**

None

There was no unfinished business.

#### 8. **New Business**

##### a. **Action: 2022-23 Capital Requests**

*The Committee will consider approving the 2022-23 capital requests.*

**FIN 003 21-22 (San Gabriel-m/Diaz-s) A motion was made and seconded to approve the 2022-23 capital requests.**

Carlsen informed the Committee that there would be several presentations from ASI management in regards to the capital requests for the 2022-23 budget year.

Carlsen yielded to Drew Wiley, Director of Administration, to introduce the Capital Expenditures process. Wiley provided an overview and yielded to Caroly Ehrlich, Director of Finance to review the accounting requests. Ehrlich provided an overview of the need for an upgraded accounting software system.

Carlsen opened the floor to questions.

- Carlsen asked, is this request to upgrade software licenses or upgrade software options? Ehrlich answered, the current vendor is an option for updating software options. There are also other vendors to consider for new software options.
- Carlsen asked, for an explanation of the RFP process is. Ehrlich answered, the Request For Proposal (RFP) process is a two-tiered approach to locating vendors. Information is shared widely to ensure vendor options are available. Once vendors are bid and selected for, more details are sent regarding goods/services needed. Selected vendors can then bid on requests.
- Carlsen asked, how is the Athletics department involved in this decision? Ehrlich answered, the athletics department would not be involved in any of the decision making in this regard.

Wiley reviewed a request for funding from the Children's Center.

Carlsen opened the floor to questions.

- Carlsen asked, is the funding expected to come from the Titan Student Centers budget or the Children's Center reserve budget? Wiley answered, the appropriate budget for the program will be used.

Wiley reviewed a request for funding for improvements to IT software/hardware.

Carlsen opened the floor to questions.

- Carlsen asked, renovation and expansion of the Titan Student Union second floor has been discussed previously. Will the upgrade of IT equipment have an effect on the expansion of the Titan Student Union second floor? Wiley answered, the goal of this upgrade is to prepare the equipment in anticipation for future upgrades.
- Diaz asked, does the projection of a ten year minimum of usage for these new upgrades include usage with the equipment currently used? Wiley answered, the minimum usage anticipated is ten years.

The new upgrades can be pushed to twenty five years depending on the technology available with time. Ten years is the minimum usage anticipated.

Wiley reviewed a request for funding to upgrade the Mac Computers in Marketing and Design.

Carlsen opened the floor to questions.

- Carlsen asked, what is the useful life expectancy of the iMac? Wiley answered, the iMacs are projected to last approximately five years. The equipment is projected to be upgraded on a rotational basis. Only a portion of the equipment is upgraded at one time, allowing the lifespan of other equipment in the rotation to be prolonged. The rotational upgrade allows constant, but smaller expenses for upgrades in the long-term.
- Carlsen asked, will the old equipment be recycled, sold, or disposed of? Wiley answered, steps are taken to recycle or sell used equipment before disposing of it.
- Chammas commented, the Apple Store online will provide a quote for used equipment.
- Diaz asked, whether or not pens will be provided to student employees using tablets and it does not appear they were included in the request? Wiley answered, student employees working with tablets will be provided all of the tools needed for their job.
- Carlsen commented, given the cost of equipment, students will have the additional option to purchase their own pens.

Carlsen yielded to Aaron Tapper, Director of Titan Recreation to review the requests for the Student Recreation Center.

Tapper reviewed a presentation, which is an attachment to the minutes.

Tapper reviewed a request for funding for the building of an all-gender shower/locker room.

Carlsen opened the floor to questions.

- Carlsen asked, if the room being proposed for the all gender shower/locker room used by the custodial staff as a breakroom? Tapper answered, the custodial staff use the first floor break room. They also have available to them a larger break room on the second floor.
- San Gabriel asked, how many lockers will this budget account for? Tapper answered, the number will depend on the size of the hole cut

into the wall. This will allow for approximately four to eight lockers. Lockers will be added to other areas throughout the Student Recreation Center.

- Carlsen asked, are there any other storage areas for custodial staff? Tapper answered, there is a small custodial room on the second floor. There is additional room where supplies can be stored; restroom supplies can be stored there as well as any other supplies.

Tapper reviewed a request for funding for an upgrade/replacement of fitness equipment.

Carlsen opened the floor to questions.

- Carlsen asked, will weight equipment be moved from the first floor to the second floor when adding new equipment? Tapper answered, new equipment will be added to the second floor. No equipment will be removed from the first floor for this purpose.

Tapper reviewed a request for funding for an ADA compliant door upgrade. Also reviewed a request for funding for poolside cabanas.

Carlsen opened the floor to questions.

- Diaz asked, are the cabanas first come, first served? Tapper answered, the cabanas will be first come, first served.
- Carlsen asked, if \$8,400 a typical price for one cabana? Tapper answered, \$8,400 is a normal price for one cabana. Cabanas can range up to \$20,000. The proposal accounts for an average price and product, also the type and number of features added.
- Carlsen asked, for students who rent the pool facilities, will the cabanas be included in the rental? Tapper answered, the pool area is rarely closed to other students even when students have rented an area. The cabanas will remain first come, first served.
- San Gabriel asked, does the proposal amount include a warranty for the cabana? Tapper answered, the cabana will come with a standard ninety to one hundred day warranty. No other warranty will be purchased with the cabana. Vendors are willing to negotiate when repairs are needed.
- Carlsen asked, how old is the weight equipment on the first floor? Tapper answered, the age of equipment varies. Some of the manufacturers are no longer around making it difficult to replace an item with a like-item.
- Carlsen asked, will similar equipment be replaced on the first floor also? Tapper answered, equipment will be replaced on the first floor.

The majority of equipment replacement will be on the first floor.

- Carlsen asked, will the cardio or elliptical equipment be removed from the second floor? Or will only new weight plates be added? Tapper answered, the cardio and elliptical equipment will not be removed. The movement or replacement of equipment will depend on the amount of funding received.
- Chammas asked, what will be done with replaced equipment? Tapper answered, first, an attempt will be made to sell old equipment to the new dealer for credit. Second, attempts will be made to donate equipment to schools.

Carlsen yielded to Jeff Fehr, Director of Titan Student Union to review the requests for the TSU.

Fehr reviewed a presentation, which is an attachment to the minutes.

Fehr reviewed a request for funding for the addition of patio tables.

Carlsen opened the floor to questions.

- Carlsen asked, will four-person tables remain available or will there be only two-person tables? Fehr answered, tables will be added and no existing outdoor furniture is scheduled to be removed.
- Carlsen asked, will the furniture currently in the patio remain? Fehr answered, an effort is made to keep like furniture with like furniture when moving or adding equipment.

Fehr reviewed a request for funding for upgrading of furniture used by students and administrative staff.

Carlsen opened the floor to questions.

- Carlsen asked, what is the client table in the food pantry? Fehr answered, the client table was repurposed for use by students at the pantry. This provides students with a means to rearrange goods received from the pantry.
- Carlsen asked, what is a credenza? Fehr answered, a credenza is a pull-out shelf on a desk, or an additional space, used for storing supplies, printers, or other equipment.

Fehr reviewed a request for funding for hybrid meeting rooms.

Carlsen opened the floor to questions.

- Mitchell asked, will the replaced equipment be distributed throughout the Titan Student Union? Fehr answered, there is a system in place for distributing old equipment. The older equipment is not commonly compatible with connective devices, USB, HDMI, etc. An attempt is made to give old equipment away, or donate. E-waste is a last option.

Fehr reviewed a request for funding for the upgrading of audio/visual equipment.

Carlsen opened the floor to questions. There were no questions.

Fehr reviewed a request for funding for upgrading of the Pavilion stage as well as meeting ADA compliant standards.

Carlsen opened the floor to questions.

- Carlsen asked, are three ADA compliant stage ramps included in this proposal? Fehr confirmed.
- Carlsen asked, have there been complaints regarding the time necessary to setup these stages? Fehr answered, there are always concerns but no complaints have been made.

Fehr reviewed a request for funding for virtual rooms, also referred to as Zoom booths.

Carlsen opened the floor to questions.

- Carlsen asked, how many booths are included in this proposal? Fehr answered, this proposal includes the cost of six booths.
- San Gabriel asked, can the portable furniture be moved from floor to floor? Fehr confirmed. Rollout will likely begin on the second floor as it is a social area.
- Arnwine asked, the purpose of the booths in part is to reduce noise/distractions. How effective is the booth mitigating sound? Fehr answered, the booth can reduce sound but does not eliminate sound.
- San Gabriel asked, will cleaning of booth facilities be provided once implemented? Fehr answered, yes, the custodial crew, event crew, and setup crew, will be providing cleaning services for booths.
- Carlsen asked, how soon can any of the items presented in this proposal be implemented? Fehr answered, the effective rollout of any item in the proposal varies. The implementation of any item depends on current funding provided and the availability of the item in question.

Carlsen opened the floor to questions for overall presentation. There were no further questions.

Carlsen asked if there were any points of discussion.

- Diaz discussed, the betterment of furniture and equipment for students and faculty/staff alike is beneficial to the organization as a whole. Every item in the proposal seemed justified in its projected use.
- Mitchell discussed, is there anyone who disagrees with any item in the proposal specifically? Or does anyone agree with all items proposed?
- Carlsen discussed, having reviewed all proposal items previously, all requests in the proposal are reasonable. The financial situation at the moment makes this an opportunity to upgrade/replace many of the facilities on campus.
- Diaz discussed, at first the cabanas was a questionable item. However, given the fact many vendors were sought after for a comparable and reasonable price this justifies the proposal.
- Arnwine discussed, the virtual rooms was the only item where there didn't seem to be an apparent necessity. This seems an expensive alternative to students using headphones.
- Carlsen discussed, the virtual rooms can be placed in multiple areas on campus and can provide students with some degree of privacy for studying.
- Allen discussed, the presentation for the virtual rooms is a bit misleading. The booths can provide an alternative space for counseling, conducting an interview, etc. This will sometimes be the only way to find a private space on campus. The booths also include an air conditioning unit. Research in the use of virtual rooms by other campuses has been studied for the purpose of this proposal.
- Arnwine discussed the use of the booths and asked if they would be first come, first served? Fehr confirmed.
- Chammas shared the improvements are a welcomed change. Students will have an opportunity to see how their money is spent. Replacement of old furniture is long overdue on campus.
- Diaz discussed, as the campus will be returning to in-person attendance soon, these booths will provide some privacy and a place to conduct everyday business for students and faculty where there might not be any alternative.
- Carlsen discussed, its good money is spent now instead of building reserve funds as students continue to pay into this fund every year. For a four-year student, they may pay into the funds only to find the upgrades they paid for were implemented the year after they'd left.



This will give students an opportunity to see what their fees have been used for.

Carlsen asked whether or not there were any objections to a Roll Call Vote. There were no objections.

**Decision: FIN 003 21-22 (San Gabriel-m/Diaz-s) Roll Call Vote: 4-0-0 The motion to approve the 2022-23 capital requests in the amount of \$1,229,500.00 was adopted.**

**9. Announcements/Member's Privilege**

- Chammas announced, the date selected by Dawson, for the group grading of scholarships is Wednesday, November 17th, from 10:00am to 1:00pm.

**10. Adjournment**

Christopher Carlsen, Chair, adjourned the meeting at 2:30 p.m.

  
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Christopher Carlsen, Finance Committee Chair

  
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Susan Collins, Recording Secretary

## Roll Call 2021-2022

11/04/2021 FINANCE Committee Roll Call

Attendance	Board Members			Present	Absent
HSS	ARNWINE	MARCUS		1	
SECRETARY (ARTS)	DIAZ	MORGAN		1	
HSS	SAN GABRIEL	HANNAH		1	
CHAIR/TREASURER	CARLSEN	CHRISTOPHER		1	
				Present	Absent
				4	0

Attendance	LIAISONS			
			Present	Absent
CHAIR (CBE)	CHAMMAS	MARY	1	
PRESIDENT	MITCHELL	JOSHUA	1	
DIR SG	NETTLES	ASHA	1	
			Present	Absent
			3	0

\*Recording Secretary: Susan Collins

**ACTION ITEMS:**

Roll Call Votes	start 004		004		
			Yes	No	Abstain
HSS	ARNWINE	MARCUS	1		
SECRETARY (ARTS)	DIAZ	MORGAN	1		
HSS	SAN GABRIEL	HANNAH	1		
CHAIR/TREASURER	CARLSEN	CHRISTOPHER	1		
			Yes	No	Abstain
			4	0	0



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A Resolution to Allocate Funds for 2022 Capital Improvements**

Sponsor: Chris Carlsen

**WHEREAS**, the Associated Students Inc., CSUF (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

**WHEREAS**, ASI is governed by ASI Board of Directors, who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

**WHEREAS**, ASI operates the Titan Student Union, Student Recreation Center, and Children's Center to support students, establishes the annual operating budget, and approves capital projects and purchases; and

**WHEREAS**, the Board of Directors establishes reserve funds to ensure the proper maintenance and improvement of facilities and equipment for programs and services; and

**WHEREAS**, the facilities or programs are in need of improvements as outlined in the attached proposal, therefore let it be

**RESOLVED**, ASI approves the allocation of \$1,229,500 from the reserve funds for the projects outlined in the attached proposal, and let it be further

**RESOLVED**, that this resolution be distributed to ASI Administration for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton, on the sixteenth day of November in the year two thousand twenty-one.

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Mary Chammas  
Chair, Board of Directors

Morgan Diaz  
Secretary, Board of Directors

## Titan Student Centers Capital Requests 2022

Titan Student Union	Description	Actual	Further information	Proposed
Furniture	Furniture purchases for office suites, BOD , Board Leadership offices	\$ 200,000		\$ 200,000
Stages	Replace existing stage components for Portola Pavilion events. Currently only 1 ramp and it's non-ADA compliant.	\$ 151,200		\$ 152,000
Hybrid Meeting Rooms / Virtual Meetign Support	Room equipment to support high-quality hybrid virtual events including Board room upgrades to enhance meetings.	\$ 115,000		\$ 115,000
Accoustic Ceiling Tiles	Sound supression ceiling tiles for TSU meeting rooms	\$ 65,100		\$ 65,000
Virtual Engagement Booths	Six portable one-person privacy booths for teleconferencing virtual classes, meetings, conceling sessions, intrviews, etc.	\$ 36,000	Keya to contact Advancement office for potential	\$ 36,000
Courtyard Seating	Install 35 tables and 70 in exterior TSU (TSU Courtyard and South Patio)	\$ 10,900		\$ 11,000
Updated Meeting Room AV	Install upgraded AV equipment in larger meeting rooms. Equipment to include updated projection systems, built-in microphones.	\$ 36,400		\$ 36,500
Bowling Furniture	Install of new furniture in the bowling center	\$ 42,800		\$ 43,000
Billard Tables	12 new billards tables	\$ 89,130	Typical usage 100 players M-TH and 50 Friday. Rental income pre-pandemic \$30k	\$ 90,000
<b>TSU Total:</b>		<b>\$ 746,530</b>		<b>\$ 748,500</b>

Titan Recreation				
	Description	Actual	Further information	Proposed
All Gender Locker Room	Repurpose exisiting space to create a gender neutral locker room	\$ 160,000		\$ 160,000
Fitness Equipment	Purchase of new equipment for weightroom and new accessories for lifting stations.	\$ 70,000		\$ 70,000
ADA Door Upgrade	Convert 5 doors accesible to pool deck to ADA compliant doors.	\$ 35,000		\$ 35,000
Pool cabanas	Installation of cabanas on pool deck	\$ 19,900		\$ 20,000
<b>SRC Total:</b>		<b>\$ 284,900</b>		<b>\$ 285,000</b>

**Titan Student Centers Capital Requests 2022**

<b>Marketing</b>	<b>Description</b>	<b>Actual</b>	<b>Further information</b>	<b>Proposed</b>
Computer Upgrade	Update of iMacs and Wacom Illustrator tablets	\$ 45,871	iMacs are due to be replaced. Apple builds in obsolescence older models can't be upgraded.	\$ 46,000
<b>TSC Total:</b>		<b>\$ 45,871</b>		<b>\$ 46,000</b>

<b>IT</b>				
Wiring Upgrade	Upgrade existing telecom rooms to expand capacity / future infrastructure. Improvement will allow for future renovations / projects.	\$ 49,120		\$ 50,000
<b>IT Total:</b>		<b>\$ 49,120</b>		<b>\$ 50,000</b>

<b>Accounting and Finance</b>				
Information System	Replace or upgrade current software. Current software is inadequate to meet current and evolving needs.	\$ 100,000	estimate	\$ 100,000
<b>Accounting and Finance Total:</b>		<b>\$ 100,000</b>		<b>\$ 100,000</b>

<b>Children's Center</b>				
Commercial Refrigerator and Freezer	Appliances past useful life. Warranty has expired. Existing equipment is over 10+ years.	\$ 13,000		\$ 13,000
<b>Accounting and Finance Total:</b>		<b>\$ 13,000</b>		<b>\$ 13,000</b>

<b>Total Requests</b>	<b>\$ 1,239,421</b>	<b>\$ 1,229,500</b>
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## **Implementation of New or Upgraded Accounting System**

### **Background:**

Existing system implemented in 1989

GL Account structure does not allow for creation of BS and IS, two critical financial reports that need to be reviewed monthly. This was also an audit comment for last year's audit.

Difficult to train users, especially those more used to accounting based interface and up to date functionality. Increase our time to train and onboard new staff.

### **Functionality is limited:**

- Does not allow for transactions to be recorded across divisions, check requests must be entered multiple times
- Unable to automatically process inter-fund entries between divisions
- Simple tasks such as entering Journal Entries, Ad Hoc reports and printing account detail are cumbersome and multi-step
- Interface is outdated and difficult to train users

### **New or Upgraded System Benefits**

1. Will provide a more seamless and quicker interface for user which will allow more time for analysis rather than the focus on processing transactions.
2. The cost will be significant since it will include licenses, data conversion, implementation costs and training. The ongoing costs may be similar to what we are paying now but that is uncertain at this time.
3. The requested amount maybe higher depending on the licensing requirements.

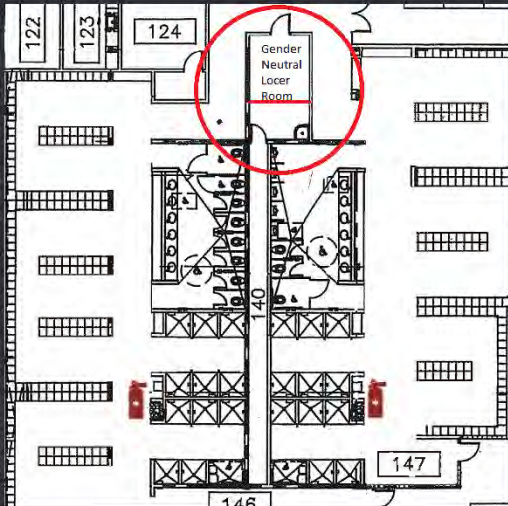
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# Titan Recreation Capital Projects Request 2022

## Titan Recreation Capital Projects

### All-Gender Locker Room

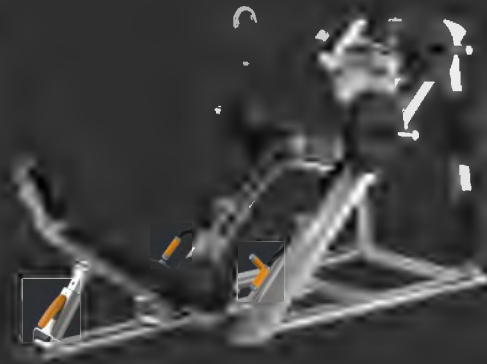
- Turn the custodial closet into an all-gender locker room
- Single-use locker room
- Lockers, shower, toilet, sink, and changing area
- \$160,000





## ● Titan Recreation Capital Projects

- Fitness Equipment Upgrade
  - Introduction to weightlifting equipment
  - Replacement of weighted plates
  - Outdoor Functional Training equipment
  - \$70,000



## Titan Recreation Capital Projects

- Fitness Equipment Upgrade



## Titan Recreation Capital Projects

### ◦ ADA Door Upgrade

- ◻ Add ADA door openers to door and gates leading to the pool deck
- ◻ Hallway door, locker room doors and outside pool gates
- ◻ \$35,000



- Titan Recreation Capital Projects

- Poolside Cabanas

- Two cabanas placed poolside to provide a different form of leisure for students to experience and enjoy at the pool.
- \$19,990





# Titan Student Union 2022 Capital Projects Request

- Titan Student Union Capital Projects

## Billiard Tables

- Purchase twelve (12) new billiard tables
- Current tables have been repaired/ re-felted to the end of their lifespan
- \$90,000



## Titan Student Union Capital Projects

### ◦ Bowling Furniture

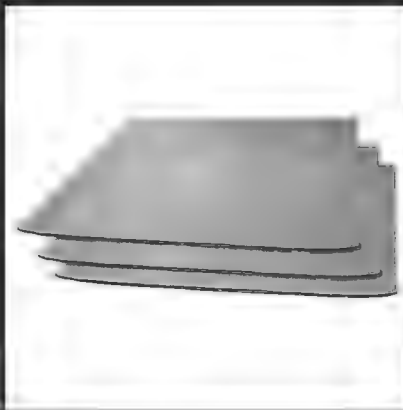
- Replace existing damaged, dated furniture on bowling approach in Titan Bowl & Billiards with furniture complementary to the billiard area
- \$43,000



## ● Titan Student Union Capital Projects

### ○ Acoustic Ceiling Tile

- Reduce noise level and noise bleed in NW meeting room area
- Equipment placed above existing tile in order to soften soundwaves
- \$65,000





- Titan Student Union Capital Projects

- Courtyard Seating

- Create 1- or 2-person seating options in public areas
- Increases seating capacity by reducing number of 4-person tables used by 1 or 2 guests
- \$11,000



## Titan Student Union Capital Projects

### ○ Furniture

- Replace damaged, dated, ergonomically incorrect furniture throughout TSU
- Some existing pieces date to 1992
- \$200,000



- Titan Student Union Capital Projects

- Hybrid Meeting Rooms

- Add cameras and microphones to meeting rooms to increase remote guest interaction
- Upgrade Boardroom AV for meeting participation and better visibility
- \$115,000



- Titan Student Union Capital Projects

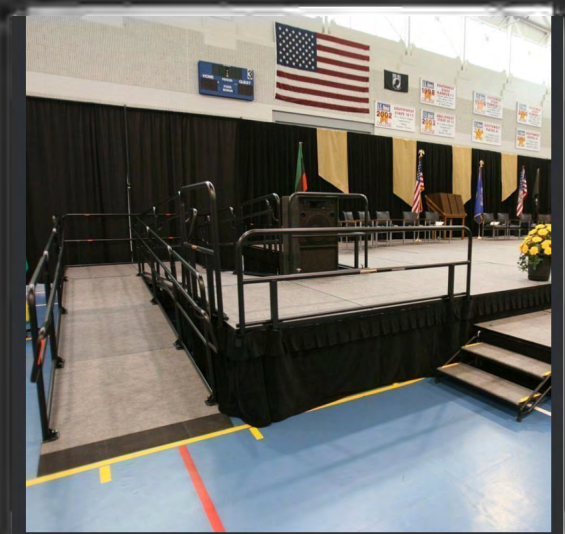
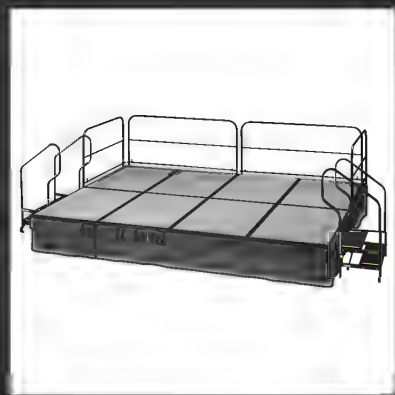
- Meeting Room Audio/ Visual Upgrade
  - Replace projectors and sound systems in larger meeting rooms
  - \$36,500



- Titan Student Union Capital Projects

- Pavilion Stages

- Current stages date to 1992, with 1 poor ramp option
- Ease of setup, ADA access, save labor time
- \$152,000



- Titan Student Union Capital Projects

- Virtual Engagement Booths

- Provide students with individualized work areas for online communication
- Similar to offering in Pollack Library
- \$36,000

