



JUDICIAL REVIEW COMMITTEE HEARING REQUEST FORM

Form Number: _____

Date Filed: January 24, 2018
Plaintiff: Aaron Castaneda, ASI VPF
Defendant: David Zitser, ASI President

The alleged violation took place on:

Date: November 1, 2017 Time: 11:53 a.m.

Place: Ganahl Lumber 3003 E. Colorado Blvd. Pasadena, CA 91107

Name of Code and Section which was allegedly violated (i.e. Elections Committee Code, etc):

Policy 212: Budgetary Control - Section 5.1: The Board of Directors will approve the appropriation of Associated Students, Inc. (A.S.I.) funds, in accordance with the California Administrative Code, the Education Code, the Corporations Code of the State of California, and the applicable policies of the Board of Trustees of the California State University.

Policy 214: Travel Procedures - Section 5.7.1: ASI has U.S. Bank purchase cards. Purchase cards are issued to the professional staff, President of ASI, and Executive Director approved ASI members who travel consistently to pay for related expenses. In instances where an employee elects to use his/her personal credit card, reimbursement for charges thereto may be made only upon submission of the charge card receipts to ASI identifying the nature and reason for the charge.

Please, briefly and accurately describe the alleged complaint:

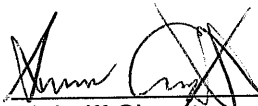
On November, 1, 2017, the defendant used an ASI credit card assigned to him and made a purchase of equipment/materials for a proposal that was not approved by the Board of Directors in the operating budget. The defendant misappropriated funds that is budgeted to him, which was for ASI programming. The API Food Justice Service-Learning Program proposal is not an ASI program, rather it is a proposal submitted by an external area in the University. This proposal was being reviewed by the Finance Committee at the time, but the Board of Directors did not make a final decision on the proposal until November 30, 2017, 30 days after the purchase was originally made. Furthermore, the proposal was still under review because it was pending an approval by Environmental & Safety management from the University, which happened on November 9, 2017, 8 days after the purchase was originally made. Although the defendant did pay back the money to ASI on November 29, 2017 after it was brought up to his attention, the defendant was well aware that the purchase was made for the purpose of helping the external proposal get some funds, after it was brought to his attention that the external proposal was requesting the funds sooner.

(Please use reverse side if needed for any additional clarification)

I understand that the Judicial Review Committee will decide whether or not to hold a hearing based solely on the written Hearing Request Form. I hereby request that the Judicial Review Committee investigate my complaint/concern and take whatever actions is appropriate under the provision of the Judicial Review Committee Code.

Aaron Castaneda, ASI VPF


Print Name



Plaintiff Signature

1/24/17

Date



Chief Justice Signature

1/24/17

Date



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 04/19/01
Approved: 07/15/12

ADMINISTRATIVE MANUAL
BUDGETARY CONTROL

POLICY 212

1.0 PURPOSE:

To establish procedures for financial control for the Associated Students, Inc.

2.0 REFERENCES:

A.S.I. Request for Payments or Purchase (RPP) Procedure
A.S.I. Operational Manual
California Administrative Code
Education Code
Corporations Code of the State of California
Board of Trustees of the California State University (applicable policies)

3.0 POLICY:

Operations of the Associated Students, Inc. will be strictly governed by approved budgets. Annual budgets are submitted to the University President no later than sixty (60) days prior to the fiscal year end. The University President has the right of review and approval of such budgets.

3.1 Capitalization. All capital purchases will be properly authorized and budgeted for. Equipment costing more than \$1000 will be capitalized and written off over the period benefited:

3.1.1 Five (5) years for Equipment – Straight Line

3.1.2 Three (3) years for Computers – Straight Line

3.2 Investment. A.S.I. will adhere to policies and procedures as required of state government entities. CSLA will provide the expertise in investment management. The investment committee will review such investments and offer feedback and comments.

3.3 Payroll. All employee payroll is handled by an independent contracted third party (Freedom Staff Leasing).

4.0 DEFINITIONS

Accounting Cycle. This consists of activities enabling effective and efficient production of financial statements.

Accounts Receivables. All funds received from Student Activity Fees, Interest Income, and Other Income.

Standard Journal Entries include records of investment earnings, depreciation, petty cash reimbursements, and sales and/or rentals



5.0 PROCEDURES

- 5.1 The Board of Directors will approve the appropriation of Associated Students, Inc. (A.S.I.) funds, in accordance with the California Administrative Code, the Education Code, the Corporations Code of the State of California, and the applicable policies of the Board of Trustees of the California State University.
- 5.2 Accounting Cycle & Budget Review
 - 5.2.1 Monthly Cycle. To facilitate monthly closing, all payments (deposits) and RPP's must be forwarded to CSLA Financial Services by the 7th of every month. This enables such transactions to be recorded in the preceding month.
 - 5.2.1.1 CSLA Financial Services will prepare monthly financials as per service contract. A draft financial statement will be distributed to the Executive Director and the A.S.I. President for approval.
 - 5.2.1.2 Within a week, an official version of the financial statement will be released to the Finance Committee. The Vice President for Finance will review, analyze and share the financial statement(s) with the Board of Directors to ensure that A.S.I. finances are in line with the budget.
 - 5.2.2 Quarterly Cycle. To outline budget review procedures to ensure that all financial information is evaluated on a quarterly basis.
 - 5.2.2.1 The Executive Director and the A.S.I. President will perform a periodic review (3&9, 6&6, 9&3 quarterly assessment) to monitor budget versus actual and projected revenues and expenditures. Upon completion of the budget review and modification done by the Executive Director and A.S.I. President, the quarterly assessments are presented to the Finance Committee for comment and recommendation to the Board of Directors.
 - 5.2.2.2 Upon successful review and approval by the Board of Directors, the quarterly assessment will be forwarded to the Vice President for Administration & Finance and University Presidents office for approval.
 - 5.2.3 Yearly Cycle. The Executive Director will inform all student organizations to submit their reimbursements, or an estimate of such reimbursements, by June 15 of each year to CSLA Financial Services. Purchase Orders (PO) will be raised to ensure that funds are encumbered. CSLA Financial Services will coordinate the yearly audit activities with A.S.I.
- 5.3 Audit. Once a year an audit will be performed by an independent CPA audit firm.
- 5.4 Accounts Payables. See A.S.I. Request for Payment or Purchase (RPP) Procedures.
- 5.5 Accounts Receivables. Sundry cash collected from all sources will not be used for petty cash, but must be deposited with the CSLA Cashiers Office.
 - 5.5.1 Student Activity Fees. CSLA Financial Services will identify student activities fees, and make those funds available to A.S.I. After a reserve for late refunds is estimated, CSLA Financial Services will forward a check to the CSLA Cashiers Office for deposit into the A.S.I. accounts.
 - 5.5.2 Interest Income. CSLA Financial Services will compute interest earned from Investment reports, and ensure that they are posted to the A.S.I. account on a quarterly basis.



- 5.5.3 Other Income. Under direction of the Executive Director and the Office Manager, The A.S.I. Administrative Office in collaboration with the CSULA Cashiers Office, will control all cash flows related to the following:
 - 5.5.3.1 Movie Ticket Subsidy
 - 5.5.3.2 Locker Rentals.
 - 5.5.3.3 Book Voucher Program (money received from reselling books to the CSLA Bookstore at the end of each quarter).
- 5.6 Credit Cards.
 - 5.6.1 Processing payment to A.S.I. Credit Cards is a priority and all receipts must be submitted to the Executive Director or designee on a daily basis or within five business days of a program or travel.
 - 5.6.2 Within the first week of the new fiscal year the Executive Director or designee will generate an annual billing cycle reminder memo outlining the days and times reconciliation of credit cards will be done for the American Express and Procurement Card.
 - 5.6.3 Within fifteen to twenty days after the close of the billing cycle date each credit card statement will need to be reconciled and appropriate A.S.I. signatures will be secured for a Request for Payment (RPP) to be submitted to the appropriate departments outside of A.S.I.
 - 5.6.4 A.S.I. has American Express corporate credit cards for travel use by professional staff only. Pro Cards are issued to the professional staff and the President of A.S.I. for travel and related expenses. In instances where an employee elects to use his/her personal credit card, reimbursement for charges thereto may be made only upon submission of the charge card receipts to A.S.I. identifying the nature and reason for the charge.
 - 5.6.5 For all approved charges, checks for reimbursements will be issued. Any unapproved charges will become the responsibility of the cardholder.
 - 5.6.6 Charges must be submitted on an approved RPP and/or Travel Expense Claim Form with the following documentation:
 - 5.6.6.1 Original Receipt(s)
 - 5.6.6.2 Card issuer statements only required if original receipts are not available.
 - 5.6.6.3 Written justification on how the charge relates to A.S.I., including a list of names for whom the expense has been charged





**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

ADMINISTRATIVE MANUAL

Policy 214

TRAVEL PROCEDURES

1.0 PURPOSE:

To establish policies and procedures for control of travel expenses and allowances.

2.0 POLICY:

Policies and regulations concerning travel expenses and allowances are under the internal control of the Board of Directors, the Executive Director or the Office Manager in his/her absence.

No travel expense will be paid unless rendered upon a "Travel Expense Claim". All expense claims shall be properly itemized, accompanied by the necessary receipts or vouchers, and will be approved by the Executive Director or approved designee outlined in Policy 225.

All travel requests, reimbursements, and claims will be approved and signed within the auxiliary. The exception will be for the Executive Director which travel approval and reimbursement will be signed by the ASI President or Vice President for Administration, or Vice President for Student Life in the President's absence.

Reimbursable and reimbursed travel expenses must be for ASI related business.

All student travelers representing Cal State LA, must satisfy one of the following:

1. ASI Members: Deemed eligible and in good standings as set forth in the ASI Bylaws, Article II, Section 2, Clause 1-6.
2. Lobby Corp Volunteer: In good academic standings as set forth in the Legislative Affairs and Advocacy Code of Procedures.
3. All others must be approved by the Board of Directors.

Travel receipts are to be turned into the ASI Business office no later than seven (7) calendar days after return from the travel. All travel requests and reimbursements require the approval of the Executive Director or approved designee outlined in policy 225.

3.0 DEFINITION:

Good Standings: cannot be on either academic or disciplinary probation.

4.0 REFERENCES:

1. ASI Bylaws
2. ASI Policy 014 Legislative Affairs and Advocacy Committee (LAAC)
3. ASI Policy 225 Signature
4. University Travel Policy
5. CSU and University International Travel Policy



...For the Students, by the Students!



...For the Students, by the Students!

5.0 Procedure:

5.1 Forms

5.1.1 "Request for Travel" - Attachment A.

5.1.1.1 Authorizes travel. If necessary, a trip advance may be requested using the same form.

5.1.1.2 To be submitted to A.S.I. prior to departure.

5.1.2 "Travel Expense Claim" - Attachment B.

5.1.2.1 Records all expenses; attached are receipts in support of claim 20 business days after travel.

5.2 Per Diem (Subsistence Allowance) - Attachment C.

The circumstances of travel will determine the rate allowed. Per Diem is used when specific costs of travel are not provided as part of the trip itinerary (such as is provided for a conference).

5.2.1 LODGING – the allowance must be at or below the annual CSU approved limit unless a request for exception is submitted with the travel request. – Attachment D.

5.2.2 MEALS (The allowance cannot go above the dollar amount noted.)

4.2.2.1 Breakfast: Up to \$15.00 per day

4.2.2.2 Lunch: Up to \$16.00 per day

4.2.2.3 Dinner: Up to \$24.00 per day

5.2.3 TRANSPORTATION: The approved state rate per mile will be paid for the use of one's own vehicle. Car rental and airport shuttle fees are also included in this section.

5.5.3.1 Reimbursement includes the cost of maintaining liability insurance at the minimum amount prescribed by law and collision insurance sufficient to cover deductible. When a privately owned vehicle operated by an employee is damaged by collision or receives other accidental damage, reasonable reimbursement for the deductible imposed by the traveler's insurance company shall be allowed under the following conditions:

5.5.3.1.1 The damage occurred while the vehicle was being used on ASI business;

5.5.3.1.2 The vehicle was damaged through no fault of the employee;

5.5.3.1.3 The amount claimed is an actual loss to the employee which is not recoverable either directly from or through the insurance coverage of any of the parties involved in the accident;

5.5.3.1.4 The amount of the loss claimed does not result from a decision of an employee not to maintain collision coverage.



- 5.2.4 An initial Open Travel Claim of \$300 will be established for each ASI Staff, and ASI Executive positions. To redeem mileage, an "ASI Mileage Travel Form" must be submitted with supporting documents.
- 5.2.5 INCIDENTALS: Must be itemized. Examples of incidentals are but are not limited to Taxi cabs, UBER/Lyft, buses, telephone calls, and toll charges.

Receipts/vouchers are to be submitted for each item of expense and are to be dated and show the nature of expense. Meal expenditures under \$ 25.00 do not require a receipt, as is consistent with university travel policy.

5.3 Convention, Conference, Seminar, or Business Meeting Attendance

It is ASI policy to provide full (100%) funding for travel to such events, that is, total hotel cost, registration, event meal cost, travel and business related incidentals (i.e. internet access, business call, etc). Meals not included in the event itinerary will be reimbursed at per diem rates.

- 5.3.1 Receipts/vouchers are to be submitted for each item of expense.
- 5.3.2 "ASI Lost Receipt Expense Form" – Attachment D.
 - 5.3.2.1 Record all lost receipts and explanation to support claim(s). This document is submitted to the ASI Executive Director for review and approval.
 - 5.3.2.2 If the expenditure is approved, a memo approved by the Executive Director will be generated authorizing payment. If the expenditure is not approved a memo notifying the requestor will be generated requesting reimbursement to ASI The Executive Director must be consulted in cases where receipts cannot be obtained or have been lost.
 - 5.3.2.3 Habitual misuse of the ASI Procurement Card may lead to revocation of card access or privileges. This revocation will be determined by the ASI Executive Director.

5.4 Business Related Meals

When it is necessary for A.S.I. officials to conduct official business during a meal, they will be reimbursed for the actual meal expense up to the per diem amount per person.

5.5 Car Rental & Airport Shuttle

When it is necessary for ASI officials to utilize an airport shuttle or car rental for transportation to an airport, they will be reimbursed for the actual expense.

- 5.5.1 Expenses for parking (daytime and overnight shall be allowed while on ASI business.)
- 5.5.2 Expenses for gasoline shall be allowed if it is approved by the Executive Director or approved designee outlined in Policy 225. The consideration for approval shall be that the expense shall not exceed the allowable amount available for mileage.

5.6 TRAVEL ADVANCES



- 5.6.1 Travel advances may be issued prior to travel upon approval of the A.S.I. and submission of a properly completed "Request for Travel" form indicating request for advancement in Section III.
- 5.6.2 Requests need to be submitted at least two weeks prior to departure. There is no guarantee that travel advances will be available prior to trip departure if the request for per diem travel is not submitted before the two week deadline.
- 5.6.3 The amount of the advance may equal the cost of the anticipated trip.
- 5.6.4 No receipts are required for per diem if a travel advance is approved.
- 5.6.5 If the travel advance is not processed in a timely fashion the travelers may use the Purchase Card or their own money. It is the responsibility of the traveler to track and keep all per diem receipts while remaining within the appropriate allotments.
 - 5.6.5.1 The traveler is to return receipts, to the Office Manager within seven (7) business days of return.
- 5.6.6 If the travel costs exceed the advance, a claim for reimbursement must be noted on the travel claim.

5.7 CREDIT CARDS

- 5.7.1 ASI has U.S. Bank purchase cards. Purchase cards are issued to the professional staff, President of ASI, and Executive Director approved ASI members who travel consistently to pay for related expenses. In instances where an employee elects to use his/her personal credit card, reimbursement for charges thereto may be made only upon submission of the charge card receipts to ASI identifying the nature and reason for the charge.
- 5.7.2 Processing payment to ASI purchase cards is a priority and all receipts must be submitted to the Office Manager on a weekly basis or within seven business days of a program or travel.

5.8 STIPULATION

- 5.8.1 In the event that the state deems it necessary to institute changes to the travel criteria set forth above, ASI will abide by the rate changes as stipulated by the state's recommendations for reimbursement and travel costs.
- 5.8.2 In the event that costs exceed the state allowable rate travel will require the approved signature of the Executive Director or the approved designee outlined in policy 225.

5.9 International Travel

- 5.9.1 All international travel must comply with CSU and University Policy.
- 5.9.2 Approval for international travel must be secured prior to commitments being made. The required signatures include the ASI Executive Director, ASI President, University President designee Vice President for Student Life, and Dean of Students.
- 5.9.3 The appropriate university forms and supporting documentation must be provided with the request request.

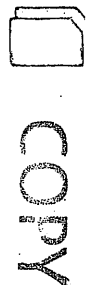


- 5.9.4 A Travel Claim including receipts must be submitted for approval at the conclusion of the trip.
- 5.9.5 Initial request for international travel must begin 60 days before date of departure.

5. Policy History:

BOD Approval: 10/05/17
BOD Approval: 04/22/16
BOD Approval: 05/30/13
BOD Approval: 05/15/08
BOD Approval: 05/03/07
BOD Approval: 01/25/07
BOD Approved: 04/19/01





#	Name	Account Number	Transaction Date	Posting Date	Transaction Amount	Merchant Name	Account	Fund	Dept	Program	Description
1	MARCUS RODRIGUEZ	**4542	2017/1/102	2017/1/103	\$42.00	UBER US NOV02 EBYZ3	608900	00001	783000	2071	Student Gov Travel NASPA WRC Airport Transport
2	ALIX F ALCAZAR	**3275	2017/10/26	2017/10/30	\$29.99	ALBERTSONS 1181	660009	00001	780000		Office Staff Meeting - 10/27/2017
3	DENA FLOREZ	**3688	2017/10/27	2017/10/30	\$47.96	SBARRO 978	660009	00001	780000		Office Staff Meeting - 10/27/2017
4	DENA FLOREZ	**3688	2017/10/27	2017/10/30	\$10.49	SMARTFINAL48110604817	660009	00001	780000		Paper Goods for Office Staff Meeting - 10/27/2017
5	DENA FLOREZ	**3688	2017/10/27	2017/10/30	\$66.77	AMAZON.COM AMZN.COM/BILL	660930	00001	780000		Office Supplies - Admin
6	DENA FLOREZ	**3688	2017/10/29	2017/11/02	(\$55.57)	OFFICE DEPOT #3353	660930	00001	780000		Office Supplies - Admin
7	DENA FLOREZ	**3688	2017/10/27	2017/10/30	(\$53.29)	AMAZONPRIME MEMBERSHIP	660930	00001	780000		Office Supplies - Admin
8	GUSTAVO SALAZAR	**0651	2017/10/27	2017/10/30	\$15.26	CALSTATTECAFE8028	660930	00001	780000		Reversed Prime Membership
9	GUSTAVO SALAZAR	**0651	2017/10/27	2017/10/30	\$129.30	MYFONTS INC	660950	00001	780000		Subscriptions & Dues - Font purchase for marketing
10	GUSTAVO SALAZAR	**0651	2017/10/28	2017/11/03	\$17.83	MYFONTS INC	660950	00001	780000		Subscriptions & Dues - Font purchase for marketing
11	GUSTAVO SALAZAR	**0651	2017/11/03	2017/11/03	\$142.85	AMAZON WEB SERVICES	660950	00001	780000		Subscriptions & Dues - Font purchase for marketing
12	GUSTAVO SALAZAR	**0651	2017/10/31	2017/11/01	\$277.40	KELLY 03-SIGNAL HILL	660965	00001	784000		Marketing Supplies - Cheer Premiere Door Hangers
13	ASHLEY L JOSEPH	**0839	2017/10/28	2017/10/30	\$3196	AMAZON MKTPLACE PMTS	660965	00001	784000		2059 College Rep Distress Baggies and Drawstrings
14	ASHLEY L JOSEPH	**0839	2017/10/31	2017/11/01	\$1193	AMAZON MKTPLACE PMTS	660965	00001	784000		2059 College Rep Distress Baggies and Drawstrings
15	ASHLEY L JOSEPH	**0839	2017/11/01	2017/11/01	\$2.96	AMAZON MKTPLACE PMTS	660965	00001	784000		2059 College Rep Distress Goody Bag Supplies
16	ASHLEY L JOSEPH	**0839	2017/10/28	2017/10/30	\$396	AMAZON MKTPLACE PMTS	660965	00001	784000		2060 College Rep Distress Baggies and Drawstrings
17	ASHLEY L JOSEPH	**0839	2017/10/31	2017/11/01	\$1193	AMAZON MKTPLACE PMTS	660965	00001	784000		2060 College Rep Distress Goody Bag Supplies
18	ASHLEY L JOSEPH	**0839	2017/11/01	2017/11/01	\$2.96	AMAZON MKTPLACE PMTS	660965	00001	784000		2060 College Rep Distress Goody Bag Supplies
19	ASHLEY L JOSEPH	**0839	2017/10/26	2017/10/30	\$569.77	PARTY CITY	660965	00001	784000		2061 CCOE Disability Week Supplies
20	ASHLEY L JOSEPH	**0839	2017/10/28	2017/10/30	\$396	AMAZON MKTPLACE PMTS	660965	00001	784000		2061 College Rep Distress Baggies and Drawstrings
21	ASHLEY L JOSEPH	**0839	2017/10/31	2017/11/01	\$1193	AMAZON MKTPLACE PMTS	660965	00001	784000		2061 College Rep Distress Goody Bag Supplies
22	ASHLEY L JOSEPH	**0839	2017/11/01	2017/11/01	\$2.96	AMAZON MKTPLACE PMTS	660965	00001	784000		2061 College Rep Distress Goody Bag Supplies
23	ASHLEY L JOSEPH	**0839	2017/10/28	2017/10/30	\$396	AMAZON MKTPLACE PMTS	660965	00001	784000		2062 College Rep Distress Baggies and Drawstrings
24	ASHLEY L JOSEPH	**0839	2017/10/31	2017/11/01	\$1193	AMAZON MKTPLACE PMTS	660965	00001	784000		2062 College Rep Distress Goody Bag Supplies
25	ASHLEY L JOSEPH	**0839	2017/11/01	2017/11/01	\$2.96	AMAZON MKTPLACE PMTS	660965	00001	784000		2062 College Rep Distress Goody Bag Supplies
26	ASHLEY L JOSEPH	**0839	2017/10/26	2017/10/30	\$569.77	PARTY CITY	660965	00001	784000		2063 HHS Alcohol Awareness Week
27	ASHLEY L JOSEPH	**0839	2017/10/28	2017/10/30	\$396	AMAZON MKTPLACE PMTS	660965	00001	784000		2063 College Rep Distress Baggies and Drawstrings
28	ASHLEY L JOSEPH	**0839	2017/10/31	2017/11/01	\$1193	AMAZON MKTPLACE PMTS	660965	00001	784000		2063 Return of HHS DYAW Supplies
29	ASHLEY L JOSEPH	**0839	2017/10/31	2017/11/01	\$2.97	AMAZON MKTPLACE PMTS	660965	00001	784000		2063 College Rep Distress Goody Bag Supplies
30	ASHLEY L JOSEPH	**0839	2017/11/01	2017/11/01	\$2.97	AMAZON MKTPLACE PMTS	660965	00001	784000		2063 College Rep Distress Goody Bag Supplies
31	ASHLEY L JOSEPH	**0839	2017/10/28	2017/10/30	\$396	AMAZON MKTPLACE PMTS	660965	00001	784000		2064 College Rep Distress Baggies and Drawstrings
32	ASHLEY L JOSEPH	**0839	2017/10/31	2017/11/01	\$1193	AMAZON MKTPLACE PMTS	660965	00001	784000		2064 College Rep Distress Goody Bag Supplies
33	ASHLEY L JOSEPH	**0839	2017/11/01	2017/11/01	\$2.97	AMAZON MKTPLACE PMTS	660965	00001	784000		2064 College Rep Distress Goody Bag Supplies
34	ASHLEY L JOSEPH	**0839	2017/10/28	2017/10/30	\$390.62	AMAZON MKTPLACE PMTS	660965	00001	784000		2068 Giant Uno and Distress Good Bag Supplies
35	ASHLEY L JOSEPH	**0839	2017/10/29	2017/10/30	\$279.74	TARGET	660965	00001	784000		2068 Tabling Supplies & Distress Week Goody Bag Supplies
36	DAVID Y ZITSER	**0872	2017/11/01	2017/11/03	\$499.37	GAMMHL LUMBER - 14	660965	00001	785000		Buying wood for a community garden

Dena Flores, A.S.I. Office Manager

Interf W. Weser, A.S.I. Executive Director
 Total Charges: \$10,981.54
 Total Charges: \$1778.81
 Total Charges: \$1778.81

Transaction Detail - Summary

Trans Date	Posting Date	MCC Code	Merchant Category Code	Merchant Name	Merchant State/Province	Facility ID	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
10/26/2017	10/30/2017	141481	5411	GROCERY STORES,SUPERMARK	CA	ALBERTSONS 1181	\$ 29.98	Memo	01004015	Not Reviewed	No

Name: DENA H. OREZ, Account Number: **3688, Optional 1: Optional 2: Last/First Account: **9195, Replacement Account: Billing Type: Centrally Billed Account

10/27/2017	10/30/2017	141466	5814	RESTAURANTS	CA	SBARRO 978	112501939	47.96	Memo		Not Reviewed	No
10/27/2017	10/30/2017	141481	5411	GROCERY STORES,SUPERMARK	CA	SMARTFINAL481106048	954297897	10.49	Memo		Not Reviewed	No
10/27/2017	10/30/2017	141473	5942	BOOK STORES	WA	AMAZON.COM	911646860	68.77	Memo	114-9025305-25810	Not Reviewed	No
10/29/2017	10/31/2017	141473	5943	STATIONERY STORES/SUPPLIES	CA	OFFICE DEPOT #3353	592663954	(65.57)	Memo	335320171029	Not Reviewed	No

Name: ASHLEY E. JOSEPH, Account Number: **0839, Optional 1: Optional 2: Last/First Account: **1029, Replacement Account: Billing Type: Centrally Billed Account

10/26/2017	10/30/2017	141474	5999	MISCELLANEOUS AND SPECIAL	CA	PARTY CITY	223033692	112.94	Memo		Not Reviewed	No
10/28/2017	10/30/2017	141473	5942	BOOK STORES	WA	AMAZON MKTPLACE	911646860	23.76	Memo	112-3736890-30362	Not Reviewed	No
10/28/2017	10/30/2017	141473	5942	BOOK STORES	WA	AMAZON MKTPLACE	911646860	90.62	Memo	112-3570719-66570	Not Reviewed	No
10/29/2017	10/30/2017	141481	5310	DISCOUNT STORES	CA	TARGET 00019802	410848441	279.74	Memo	0000000000000000	Not Reviewed	No
10/30/2017	10/31/2017	141473	5942	BOOK STORES	WA	AMAZON MKTPLACE	911646860	(5.89)	Memo	112-5678826-12410	Not Reviewed	No
10/31/2017	11/01/2017	141473	5942	BOOK STORES	WA	AMAZON MKTPLACE	911646860	10.98	Memo	112-2000148-84426	Not Reviewed	No
11/01/2017	11/01/2017	141473	5942	BOOK STORES	WA	AMAZON MKTPLACE	911646860	17.78	Memo	112-2000148-84426	Not Reviewed	No

Transaction Detail - Summary

Posting Date	Posting Date	MGCG Code	MGCG Code	Merchant Category Code	Merchant Name	Merchant State/Province	Merchant City	Merchant Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
11/02/2017	11/03/2017	141475	4121	TAXICABS AND LIMOUSINES	UBER US NOV02 EBYZ3	CA			\$ 42.00	Memo	20719DEE-B346-480	Not Reviewed	No

Name: MARCUS RODRIGUEZ Account Number: **4542 Optional 1: Optional 2: Lost/Stolen Account: **7605 Replacement Account: Billing Type: Centrally Billed Account

Posting Date	Posting Date	MGCG Code	MGCG Code	Merchant Category Code	Merchant Name	Merchant State/Province	Merchant City	Merchant Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
10/27/2017	10/30/2017	141481	5045	WHOLESALE COMPUTERS/	MYFONTS INC	MA		042744890	126.30	Memo	62451848	Not Reviewed	No
10/27/2017	10/30/2017	141473	5942	BOOK STORES	CAL STATE CARPERS028	CA		134030389	15.26	Memo		Not Reviewed	No
10/28/2017	10/30/2017	141481	5045	WHOLESALE COMPUTERS/	MYFONTS INC	MA		042744890	117.83	Memo	63920570	Not Reviewed	No
11/03/2017	11/03/2017	141481	5111	WHOLESALE OFFICE SUP	KELLY 03-SIGNAL HDL	CA		951573881	277.40	Memo	0	Not Reviewed	No
11/03/2017	11/03/2017	141472	7399	BUSINESS SERVICES -OTHER	AMAZON WEB SERVICES	WA		204938068	142.85	Memo	114288325	Not Reviewed	No

Name: GUSTAVO SALAZAR Account Number: **0651 Optional 1: Optional 2: Lost/Stolen Account: **3874 Replacement Account: Billing Type: Centrally Billed Account

Posting Date	Posting Date	MGCG Code	MGCG Code	Merchant Category Code	Merchant Name	Merchant State/Province	Merchant City	Merchant Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
11/01/2017	11/02/2017	141472	5968	CONTINUITY SUBSCRIPTION	AMAZON PRIME MEMBERSHIP	WA		911646860	(53.29)	Memo	G3T8VMA GN92VTBE ZN	Not Reviewed	No

Name: DANIEL W. WESER Account Number: **1974 Optional 1: Optional 2: Lost/Stolen Account: **3169 Replacement Account: Billing Type: Centrally Billed Account

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
11/01/2017	11/03/2017	141481	5211	LUMBER & BUILDING MATERIALS	GANAHL LUMBER - 14	CA	952020550	\$ 499.37	Memo		Not Reviewed	No

Name: DAVID Y ZITSER Account Number: ***0872 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account

Total Number of Records: 20

Total \$1,789.28

End of Report

Transaction Detail - Summary / DPLOREZ / 11/06/2017 12:50:10

Transaction Detail - Summary Output Parameter Page

ASSOCIATED STUDENTS OF CSU LA
Report Date: 11/06/2017

Posting Date Range: 10/30/2017 to 11/06/2017

Reviewed Status: All

Disputed Status: All

Transaction Amount: All

Posting Type: All

Payments: Exclude

Fees: Exclude

Merchant Category Code Group: All

Sort Report By: (1) Account Name, (2) Trans Date, (3) No Sort, (4) No Sort

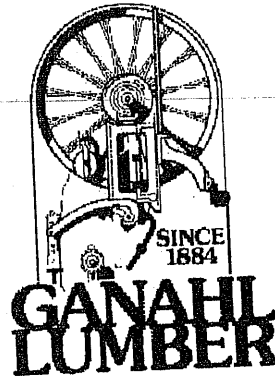
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Page Break: No

Processing Hierarchy Position: Bank Agent Company Division Department

1425 All All All All

Transaction Detail Summary: 11/06/2017 12:50:10 Transaction Detail Report: 509994208663 5420 41 9388456140895 Page: 4



3003 E. Colorado Blvd
Pasadena, CA 91107
(626) 993-2100

www.GanahlLumber.com

Store 14 WS 1407 Dpr PASHARDWOODS
11/01/2017 11:53:14 AM #126

TICKET	499.37 N
140905983	
Sub Total	\$499.37
Non-tax	0.00
Total	\$499.37
Credit Card	499.37
Visa Charge	
Approved AP 046207	
Ref: 0193	
XXXXXXXXXXXX0872	

Thank you for shopping with us today

Please retain this receipt for
returns or exchanges



00000014000014072017110100000126

* * * * Customer Copy * * * *

ORDER DATE: Wed 11/01/17
 CUSTOMER NUMBER: 40

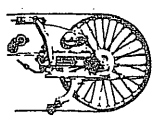
CUSTOMER NAME: JULIE

*** COD ***

ORDERED BY: PHONE#:

ACCT MGR: 40 CONTRACTOR
 SALESPERSON: 1281 MARK MORALLES-PAS

p94;59



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JOB NAME: DELIVER TO:
 INSTRUCTIONS: WILL CALL WHEN: Wed 11/01 **NOW**
 PU#:

11/01-11:52:17
 UNLOAD INFO:
 RAIN INFO:

LN#	QTY SHIP	QTY ORD	SIZE	LENGTH	DESCRIPTION	USAGE	FOOTAGE	UNIT PRICE	UM	AMOUNT
1)	40	40	1-1/2X3-1/2X8	8	STD & BTR CEDAR RO RAILS		213	7.40 E		296.00
2)	18	18	2 X 2	4	REDWOOD BALUSTER S4S		24	1.12 E		80.64
3)	2	2	CAT012215M		CAT UTILITY GLOVE MED			11.99 E	+	23.98
4)	2	2	5# 9 X 3"		PH SQUARE-DRIV DECK SCR-TAN			25.99 E	+	51.98
5)					9912					

CUSTOMER COPY

ORDER MAN: LOAD CHKD BY
 DRIVER: DEL. DATE
 DEL. TIME

THIS DOCUMENT IS A BINDING CONTRACT BETWEEN BUYER AND SELLER. SEE REVERSE SIDE FOR TERMS AND CONDITIONS OF SALE. THIS SALES SLIP MUST ACCOMPANY ALL RETURNS.
 RECEIVED BY: X
 SIGNATURE

TOTAL FOOTAGE:	237
DEPOSIT INFORMATION	
SUBTOTAL	452.60
CARTAGE	
GA LUMBER TAX	3.77
SALES TAX	43.00
TOTAL	499.37

COD

140905983#20171101

PRINT LAST NAME

SIGNATURE

GANAHL LUMBER COMPANY
 3003 E COLORADO BL, PASADENA, CA 91107-3860
 Phone# (626) 993-2100

***** CLERICAL USE ONLY *****

36

SALES TICKET
140905983

ORDER DATE Wed 11-01-17
 CUSTOMER# 40
 NAME JULIE

ORDERED BY
 PHONE#

SALESPERSON MARK MORALES

JOB NAME
 DELIVER TO
 INSTRUCTIONS
 REQUIRED Wed 11-01 ****NOW****

UNLOAD INFO
 RAIN INFO
 CUST PO#

LN#	QTY	SIZE	LEN	DESCRIPTION	FTG	UNIT PRICE	AMOUNT
1.	40	1-1/2X3-1/2X8	08	STD & BTR CEDAR RO RAILS	213	7.40 E	296.00 <small>1pa</small>
2.	18	2 X 2	04	REDWOOD BALUSTER S4S	24	1.12 L	80.64 <small>1pa</small>
3.	2	CAT012215M		CAT UTILITY GLOVE MED		11.99 E	23.98
4.	2	5# 9 X 3"		PH SQUARE-DRIV DECK SCR-TAN		25.99 E	51.98
5.				9912			

237	SUB-TOTAL	452.60
	CARTAGE	
	LUMBER FEE	3.77
	TAX	43.00
	TOTAL	499.37

THIS IS *NOT* AN ACTUAL SALES TICKET!!!
 it is a copy for clerical use only.
 no merchandise is to be sold from this form.

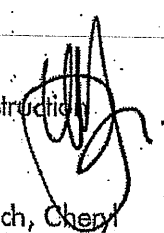


CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

DATE: November 9, 2017

FROM: Warren Jacobs, Associate Vice President/Facilities, Planning, Design and Construction 

TO: Juily Phun, Faculty

CC: Elise Dang, Kevin Brady, Dana Twedell, Patricia Ramirez-Ulloa, James Goodrich, Cheryl Koos, Tommy Luong

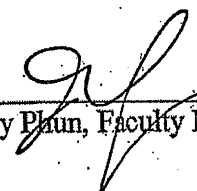
SUBJECT: Anna Bing Arnold Children's Center Garden Phase 1

Juily

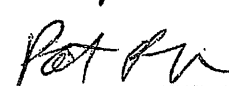
As requested, I have reviewed the attached Anna Bing Arnold Children's Center Garden Phase 1-Scope of Work document and found it to be acceptable and consistent with the scope we have discussed. PDF of that document is an attachment to this memo. Facilities Services has agreed to provide minimal oversight and assistance as asked for and noted in the Scope of Work. It should be noted, as previously discussed, that this is not a Facilities Services project.

Please note that this memo does not warrant the acceptability of the design; this is between you and the Anna Bing Arnold Childcare Center. Signatures by you and Patricia Ramirez-Ulloa below document the responsibility for this class project and acceptance of the design including site features, plant materials, schedule and associated budget. This responsibility also applies in creating a safe project area while the students are working on this project.

I look forward to seeing the finished project and the enjoyment of the children at the day care center using it.



Juily Phun, Faculty Member, Cal State LA



Patricia Ramirez-Ulloa, Director, Anna Bing Arnold Childcare Center

Anna Bing Arnold Children's Center Garden Phase 1-Scope of Work

Elements:

- 2 Sets of Steps to Access Garden Area
- 8 Garden Boxes w/drip irrigation systems
- 2 Picnic Tables w/benches
- 1 Sensory Path
- Mini Race Track for Toy Cars
- Tic Tac Toe Game
- Mini Race Track
- Edible Plants
- Decorative Plants
- Fencing

Staircase Plans

The 2 sets of stairs will allow students and teachers at the Anna Bing Arnold Children's Center to better access the location of the garden because there is a steep incline to get from level ground to the garden area. The steps will be different lengths and heights depending on the age of the class accessing the stairs and the height they need to scale. The stairs that the Mulberry Classroom will be accessing will be 44" x 38" x 28.5" and the stairs that Magnolia and Eucalyptus will be accessing will be 44" x 40" x 34". The steps will be designed and built by students in the student organization, American Society of Civil Engineering. Facilities will help secure the steps to the cement wall the border the base of hill. The steps will be built with cedar.

Facilities Services will work with Jason Ng from the American Society of Civil Engineering and will provide minimal general oversight to review and approve the design before the stair structures are built. This phase of the garden does not need to be completed until the entire garden is complete. Facilities will help anchor the steps to the concrete wall at the base of the elevated area.

Raised Bed Garden Boxes Plans:

The garden will have 8 garden boxes with their own drip irrigation systems. 6 boxes will be located in the lower right corner of the upper garden area. Two raised boxes will be placed in a leveled area to offer an ADA compliant, equivalent facilitation of a gardening area. The boxes will also be designed and built by the students of American Society for Civil Engineering. The boxes will also be built with cedar.

Just as with the staircases, the designs for the garden boxes will also be reviewed and approved by the appropriate authority before construction begins.

Irrigation Systems:

As for the water system. As per our conversation with James Dana Twedell, will have a water system installed around the perimeter of the garden area for the trees and California native plants. The second water system will lead to the 6 raised beds to ensure easy maintenance for ABACC staff and Facilities. We do not intend to remove existing irrigation lines but rather to install, with James Dana Twedell's approval, irrigation that compliments what is already existing at the site. We have \$1000 budgeted for the drip systems. The program will consult with Facilities about which drip irrigation systems are the most appropriate to purchase.

Fence:

A 36" high fence will be installed on the perimeter of the garden area to prevent falls and access to areas that are not suitable for recreation. We will obtain simple white picket fences from Orchards Supply and Hardware. They will not be installed where the new wood stairs are to be installed. The fences will be embedded into soil with quikcrete (quick setting concrete) to prevent the fence from being removed or coming out.

Picnic Tables and Benches:

Our budget allows us room to purchase 2 sets of outdoor picnic 18" tables and 10" benches from Community Playthings, which ABACC regularly purchase from. Each set of 1 table and 2 benches retails for \$810.

Sensory Path:

As requested by the teachers of the Anna Bing Arnold Children's Center, there will be a sensory path across the back of the garden area. The path will be 3ft x 87.5 ft and arches 5 ft tall and 4 ft wide arches, made with pea plants, will be placed at the beginning and end of the path to mimic tunnels. The sensory path will be built by the students enrolled in AAAS 3510. Various materials will be used to fill out the path including wood, stones and grass. The path will be outlined with brick.

Outdoor Games:

Students will also be creating outdoor mini games as well. This will include 1 Tic-Tac-Toe Set and 1 Mini Race Track. The Tic-Tac-Toe will be made by laying out a simple 3 x 3 grid using rope and pegs. Students will be painting stones with non-toxic paint for the game pieces.

- a. Facilities Services will provide minimal general oversight to work with Jason Ng from the student engineering group.

Outlines of Scope of Work:

The on-site duties of the 42 students enrolled in AAAS 3510 Fall Semester 2017 are as following:

- Arrive at the Site on Tuesday and Thursday at 4:30 pm starting October 31
- Dig and level the first 95.5 ft x 12 ft of the Garden Area
- Build a Sensory Path
- Create the outdoor mini games
- Create Pēa Arches
- Install the 36" fence
- Plant the produce in the garden boxes
- Plant the California Native plants around the perimeter of the garden

The off-site duties of the 42 students enrolled in AAAS 3510 are as following:

- Create a recipe book using the produce in the garden.

The duties of the engineering students in American Society of Civil Engineers are as follow:

- Design and Build:
 - 2 Staircases
 - 8 Raised Bed Garden Boxes

Total Hours:

1. On-Site:

- a. The students will work on the site every Tuesday and Thursday from 4:30 PM-5:45 PM starting 10/31 until 11/30. Students may be asked to leave earlier than 5:45PM when it is too dark to safely complete their tasks. If students do continue to work after sunset, the program and ABACC will provide lighting. We will consult with the risk management department to determine what lighting is the most appropriate.
- b. The students will be meeting on Saturday 11/11 for an 8 hour session.
- c. Total Hours: 25

2. Off-Site:

- a. Work done outside the classroom such as determining the site layout and creating the recipe book can also be recorded as service hours.
- b. Total Hours: Depends on student's effort

3. Recording Hours:

- a. Students will record their own service hours using EPIC's log sheet provided by the Center for Engagement, Service and the Public Good.

The race track will simply be a shallow winding path for the ABACC children to play with their cars in. Students will map out a simple path and dig 2 in into the ground following the path. The race track will not be more than 5ft x 3ft.

Budget:

1. Total \$7320

- a. \$1620 - Picnic Sets
 - b. \$2000 - Redwood Lumber
 - i. Stairs
 - ii. Raised Bed Garden Boxes
 - iii. Sensory Path
 - c. \$1000 - Drip Systems
 - d. \$500 - Soil
 - e. \$1500 - Trees and Plants
 - f. \$500 - Sensory Path
 - g. \$100 - Outdoor Games
 - h. \$100 - Gloves and Buckets
2. The remaining of the 10,000 will be used for the installation of a pergola in Phase 2.

Special Procedures:

1. Who can work on the project:

- a. The only people who will be working on this project will be students enrolled in AAAS 3510 and members of American Society for Civil Engineering that have signed Cal State LA's liability agreement.
- b. The students and staff of ABACC will not be allowed to take part in the construction of the garden, but will be responsible for maintaining it after construction is complete.
- c. The area will not be barricaded because it is by an area used by children, however at the time we are working there, Tuesdays and Thursdays at 4:30 - 5:45 pm starting Tuesday 10/31 and Saturday 11/11 all day, the entire patio will be closed off from the children. Children of the center do not enter the garden site because it is inaccessible and barren.
- d. When building, Dr. July Phun will be supervising the student volunteers.

2. Audio and Visual Release:

- a. The program has an active Instagram page where photos of the students working on-site will be regularly posted.
- b. All students will sign an Audio and Visual Release form before they begin working on site.

3. For all structures built by American Society of Civil Engineering:

Site Supervisor:

Name: Dr. Juily Phun

Email: juily.phun@calstatela.edu

Dr. Phun will be present at every on-site session and will be closely supervising the work of the students. If a student is unable to attend their scheduled service, they will need to contact Dr. Phun. If harassment is to occur, students can contact either the on-site supervisor, Dr. Phun, or the department chair Dr. Jun Xing.

Orientation:

Students have already attend an orientation and training on thursday 10/11 regarding appropriate attire, tools, proper sun protection, hydration, and scope of work and responsibilities. They will also on the day of ground breaking, the Supervisor will be reviewing the delegation of responsibilities.

Transportation:

2301 N Levanda Ave
Los Angeles, CA 90032

All students know that the site is on campus, student will either park on campus with campus parking permits or for free in public parking a block away from the center. Students are responsible for arriving at 4:30.

Evaluation:

Patricia Ulloa Ramirez at the ABACC will evaluate the scope of the project and give us a final evaluation.

Vegetation List:

Seasonal Vegetables and Culturally relevant vegetables will be planted, including but not limited to:

1. *Solanum lycopersicum var. Cerasiforme* (Cherry Tomato)

2. *Cucurbita pepo* (Zucchini)
3. *Ocimum basilicum* (Sweet Basil)
4. *Fragaria ananassa* (Strawberries)
5. *Capsicum annuum* (Bell Pepper)
6. *Brassica rapa subsp. Chinensis* (Bok Choy)
7. *Daucus carota subsp. Sativus* (Carrots)
8. *Stevia rebaudiana* (Stevia)
9. *Pisum sativum* (Peas)

Fruits Trees and Vines:

1. *Carica papaya* (Papaya)
2. *Musa acuminata* (Dwarf Cavendish)
3. *Passiflora edulis* (Passionfruit)
4. *Vitis vinifera* (Grapevine from San Gabriel Mission)

Other Trees:

1. *Lagerstroemia* (Crepe Myrtle)

Flower Species:

1. Non-California Native:
 - a. *Plumeria*
 - b. *Lavandula angustifolia* (Common Lavender)
2. California Native:
 - a. *Asclepias syriaca* (Milkweed)
 - b. *Eschscholzia californica* (Golden Poppy)
 - c. *Arctostaphylos franciscana* (Manzanita)
 - d. *Ribes malvaceum* (Chapparal Currant)
 - e. *Ribes speciosum* (Fuchsia-flowered gooseberry)
 - f. *Salvia mellifera* (Black Sage)
 - g. *Monardella villosa* (Coyote Mint)

Request for Funding

by API Food Justice Community Garden

Requesting: \$500

Summary:

Though we are waiting on risk management approval for the more complex elements on the gardens. We are allowed to start digging and building the raised bed garden boxes. We would like \$500 dollars to purchase the lumber for the raised beds and gloves for the students who are digging. Facilities will be providing the shovels.

Mission:

This fall, AAAS 3510 will be designing and building a garden at the Anna Bing Arnold Children's Center. The goals of the garden project are: 1) provide an outdoor learning space 2) Create a fun and interactive environment for nutrition education 3) encourage Cal State LA students to be more engaged with their communities and the outdoors 4) provide organic and culturally relevant produce to Cal State LA families.

Description:

We will be obtaining the lumber and nails from Ganahl Lumber because they have previously offered a generous discount to our program for past gardens.

Budget:

28 2"x6"x12' red/cedar wood lumber

- \$8 per plank
- Total \$224

3 boxes of 2-3/4" exterior construction screws

- ~\$7 per box
- Total ~\$21

8 2"x2"x8' redwood post.

- ~\$3 per cubed ft
- Total~\$ 200

Boxes of Nails

- \$50

Total ~ \$495.00

Management:

The lumber and supplies will be store with the engineering students in the student organization American Society of Civil Engineering who will be building a total of 8 raised beds.

API Food Justice Service-Learning Program

Funding Proposal for Associated Students Inc.

Fiscal Year 2017-2018

Applicant Information:

Elise Dang and Dr. Juily Phun

Asian and Asian American Studies Program

(626) 319-2823; (626) 236-7486

3225 Prospect Ave Rosemead, CA 91770

Edang6@calstatela.edu; juily.phun@calstatela.edu

Project Abstract:

This fall the API Food Justice Service-Learning program is going to build a urban farm in at the Anna Bing Arnold Child Care Center. We are going to transform the upper yard above the school rooms to a garden that allows them to learn, grow, and play at the Anna Bing Arnold Children's Center. We have cultivated a relationship with several engineering student groups that will help build structures for this garden. Thus, taking service learning and community development to another level, our Food Justice class connects classroom students in the humanities to the sciences and to younger children as part of the larger CSULA community.

We would like to use this urban farming project as a springboard for Associated Students, Inc. to be more involved with the API Food Justice Service-Learning Program and other service-learning programs across campus. One of President Covino's goals when he joined us at Cal State LA was to introduce Service-Learning or Civic Learning programs across all disciplines. It is now the responsibility of the campus to ensure that the programs are properly implemented, and that cannot be done without the support of Associated Students, Inc. and its members.

Funding Request:

This proposal is a request for \$10,000 to provide an interactive learning space and urban farm for the Anna Bing Arnold Child Care Center to enhance the children's nutrition education and to provide Cal State LA families with accessible and affordable healthy eating choices. Due to a lack of funding and resources, the parties involved, the Asian and Asian American Studies Program, engineering student groups, and the Anna Bing Arnold Child Care Center, are unable to equip the students with the proper tools and supplies to build the garden. Without funds, students taking part in this program will not be able to fully grasp the learning objectives of the course and the families of Cal State LA and the Anna Bing Arnold Child Care Center will not have a resource for affordable and accessible healthy produce.

We want to make the upper yard of the Anna Bing Arnold Child Care Center a place for learning, growth, and play. We want the space to be utilized not only as a garden, but as an outdoor classroom. We will be growing culturally relevant produce using sustainable farming methods, including drip irrigation and growing California Native Plants. The garden will be ADA compliant and accessible to students. In addition to a garden, we will be placing two climbing structures, three sets of stairs for upper yard access, benches, a chicken coop, and a shallow pond. These features will provide an adequate multi-purpose garden for the children of the Anna Bing Arnold Child Care Center to thrive.

Other Sources of Funding:

We currently have received \$1000 from the Asian and Asian American Studies Program and \$1000 from the Anna Bing Arnold Child Care Center. Additionally, we plan on applying for a small grant offered by Educational Participation In Communities (EPIC). We are asking for donations and discounts from previous suppliers we are working with, but the budget provided below does not factor in potential grants and discounts.

Project Objectives:

Provide an Outdoor Space of the Children of Cal State LA's family to Learn, Grow and Play:

The space will be used as an outdoor, interactive classroom, a play area and a place to nurture the children's growth. When the children are tired of being cooped up in classroom, bringing them outdoors to experience nature and get a little more active than they would be indoors will help keep the children stimulated during childhood development. The children will share the duty of taking care of the plants and animals teaching them responsibility and compassion for nature. The engineering students, utilizing the unique slope in the landscape, will be building climbing structures, creating a safe way for the children utilize more of the space at the child care center while developing their motor skills.

Providing Nutritional + Environmental Education; Encouraging Healthy Dining:

Food insecurity is not defined as lack of access to food, but lack of access to resources that allow one to partake in a healthy lifestyle. In addition to providing culturally relevant produce, we also want the space and its produce to be used to enrich the children's health education. With access to the produce, the children and their families will be able to afford to eat healthy.

Strengthen Ties Between Service-Learning on Campus with Associated Students, Inc.:

Pending on discussion with ASI members involved and what they want to contribute. Will also be indicated in MOU. Will be ready by Monday.

Program Overview:

This class is the first of its kind in California. The class utilizes urban farming and community gardens as a pedagogical tool to educate Cal State LA students in Food Justice, the Body, and the Environment within API and the campus' surrounding communities. Over the course of the past two years, our Food Justice class has established two high gardens at Alhambra Unified School District (Alhambra High School and Mark Keppel High School) and gave seed money for the completion of Garvey Intermediate School (Garvey School District) garden. These garden openings were widely covered by China Daily newspaper, the largest Chinese language newspaper in southern California. Our food justice class has been instrumental in helping to transform communities throughout San Gabriel Valley by working with one garden, one school at a time model. Because of our limited budget, we have also received in kind donations for our work, helping to touch the lives of thousands of students in those schools. Moreover, these gardens are for every student as we have made them ADA compliant for special needs students ensuring that all students have equal access. As a service learning course, this means extending our learning outside of the classroom, building gardens with significant API communities in the immediate community in the San Gabriel Valley.

Program Objectives:

Strengthen Campus and Community Ties:

The API Food Justice Service-Learning Program has forged strong bonds with the local school districts, students, and families with past garden projects and will continue to create more. Many Cal State LA students are from the local communities. The API Food Justice Program allows students to apply the skills that they have obtained from studying at Cal State LA to benefit the communities they come from. We are not only serving the community, but the community is providing opportunities for our students to learn and grow as people. Through community engagement, students will be able to gain experiential knowledge, preparing them for life outside of school.

Use Urban Farming as a Pedagogical Tool in Social/Food Justice Education:

Designing and building an urban farm for and cooperating with Cal State LA's surrounding communities encourages students to reflect on a wide range of topics surrounding food justice in their own communities. Students need to be considerate of the different cultural backgrounds, socioeconomic statuses and levels of ability of the surrounding communities when designing a garden to ensure it is financially sustainable and accessible for all. Additionally, students also need to keep in mind the environmental and ecological impacts of the garden and utilize sustainable farming techniques, such as drip irrigation, while also promoting sustainable practices to the families utilizing the garden. The work needed to create an urban farm fosters an intersectional approach to thoughts on food justice and food security by uncovering the inseparable roles of racial, economic and disabilities injustices in fueling food insecurity.

Address Community Food Insecurity through Urban Farming:

Service-Learning is a two-way street. While studying food justice, students actively address food insecurity by building community gardens at local schools. The students grow culturally relevant produce with eco-friendly farming methods. When they finish the project, the students provide a book of healthy and culturally relevant recipes to promote healthier eating in local communities.

Rationale:

Benefits to Cal State LA Students:

Service-Learning enriches learning by taking students outside of the traditional classroom setting and allows them to learn through experience and reflection. Being involved in the communities that they are studying will allow them to gain a deeper understanding of the issues at hand. Students will not only know of the issues, but will also be able to generate solutions to target these issues. Additionally, Service-Learning broadens the scope of knowledge flowing through a class by allowing for multiple "authorities" for knowledge to come from. Students will not just be learning from the teacher, but from other students' experiences, their community partners and the people they serve. This fosters a respect for other's talents, ways of learning, and backgrounds.

Service-Learning also aids in developing citizenship in students by creating a channel for students to become more connected to the communities that are around them. With voter turnout at an all-time low in Los Angeles and LA County at an 11.45% voter turnout, the city is in desperate need of civic education. Service-Learning makes students aware of the social issues by

having them experience them first hand in the communities they work in. This experience will help produce informed voters for future elections.

Service-Learning improves student social skills by requiring them to work and communicate with diverse groups of people. Instead of smaller individual assignments, the main goal of a service learning project is to create something bigger together as a service to a community. This require classmates to communicate with each other, with faculty, and the community more often in order to ensure everyone is on the same page and feedback can be given promptly. In this case, students are working with younger students and acting as mentors. Having this experience working with people outside of their peer group and taking on leadership roles will well prepare students for the work force.

Unlike volunteerism, Service-Learning get rid of the power differential emphasizing reciprocity. A power differential is clearly in place with traditional volunteerism with a group that has resources comes in to help those without. But with reciprocity, both sides are receiving benefits from the garden.

Quantity	Item Description	Supplier	Unit Price	Discount	Line Total
	Redwood Lumber for the following items:				
3	3 sets of Stairs for Upper Yard Access	Ganahl Lumber	500	Pending	1500
1	1 Chicken Coop Run (wood and chicken wire)	Ganahl Lumber	1000	Pending	1000
1	1 Benches	Ganahl Lumber	1000	Pending	1000
12	12 Garden Boxes	Ganahl Lumber	100	Pending	1200
1	1 Sealable Wall	Ganahl Lumber	200	Pending	200
1	1 Rope Wall	Ganahl Lumber	200	Pending	200
	Other expenses:				
1	1 Shallow Pond				
1	1 Stones for features (walkway, pond, etc)				
1	1 Various Plants (edible)	San Gabriel Nursery		Pending	1500
1	1 Various Plants (CA Native)	San Gabriel Nursery		Pending	1000
1	1 Chicken Coop + Chickens				500
2	2 Palettes of Soil for Box Gardens (50 per pallet)	Soil Supplier		Pending	500
12	12 Drip System for Garden Boxes				600
5	5 Shade Sails				1000
25	25 Various Tools to Maintain Garden (remains on site)				1200
					500
					250
	Other Contributors:				
	Asian and Asian American Studies Program			1000	
	Anna Bing Arnold Child Care Center			1000	
				Pending Total Discount + Other Funding:	2000
				ASI Contribution (Asking Amount)	10,000
				Subtotal without Discount	12,150
				Sales Tax	x0.092500
				Total	13273.88



Finance Committee Meeting

Minutes

Friday, November 17, 2017

Time: 12:00 pm - 3:00 pm

Location: U-SU Alhambra Room 305

Attendees: Finance Committee, General Public

Organizational Items:

- a) Call to Order
- b) Roll Call (Establishment of Quorum)
- c) Approval of Agenda for Friday, November 17, 2017
- d) Approval of Minutes for Friday, October 27, 2017
- e) Approval of Minutes for Friday, September 1, 2017
- f) Approval of Funding Sub-Committee Report for Friday, November 3, 2017

b. Roll Call at 12:06PM

David Zitser	President	<i>Present</i>
David Garcia	Vice President for Administration	<i>absent</i>
Neyda Umana	Vice President for Academic Governance	<i>Excused Tardy at 2:16pm</i>
Aaron Castaneda	Vice President for Finance	<i>Present</i>
Barbara Hong	Vice Chair for Finance	<i>Excused absent</i>
Jazmin Ortiz	Excure	<i>absent</i>
Marcos Montes	Vice President of External Affairs & Advancement	<i>Present</i>
Giovanni Sy	College of Business and Economics Representative	<i>Present</i>
Lily Nguyen	College of Natural and Social Sciences Representative	<i>Present</i>
Kenya Pineda	Charter College of Education Representative	<i>Present</i>
Jeovany Aguilar	Chief Justice	<i>Not present</i>
John Tchong	CFO Designee	<i>Absent</i>
Betty Kennedy	University President Designee	<i>Absent</i>
Intef W. Weser	Executive Director	<i>Present</i>
Marcus Rodriguez	Director of Programs and Leadership	<i>Absent</i>
Dena Florez	Office Manager Administration & Services	<i>Present</i>
Cesar Dominguez	Committee Member	<i>Present</i>
Joshua Luthi	Committee Member	<i>Absent</i>
Zermeen Vakil		<i>Present</i>

c. Adoption of Agenda for Friday, November 17, 2017

Offered By:	Marco	Seconded by:	Lily			
Motion to approve the adoption of Agenda for Friday, November 17, 2017.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of Minutes for Friday, October 27, 2017

Offered By:	Marco	Seconded by:	Giovanni Sy			
Motion to approve of Minutes for Friday, October 27, 2017						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

e. Approval of Minutes for Friday, September 1, 2017
pending

f. Approval of Funding Sub-Committee Report for Friday, November 3, 2017

Offered By:	Zermeen	Seconded by:	kenya			
Motion to approve of Funding Sub-committee Report for Friday, November 3, 2017						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

November 17 th
Postpone next meeting

II. Public Forum:

III. Action Items: Funding Requests:

a) Forensic Speech and Debate - Frolic at Ohio State University - 12/02/17 - \$3,000.00

Offered By:	Lily	Seconded by:	Giovanni Sy			
Motion to approve of Funding request of \$3,000.00 for Forensic Speech and Debate - Frolic at Ohio State University - 12/02/17.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

b) Kalahi: Filipino American Student Org. - Porto's Fundraiser - 11/21/20147 -

\$193.39

Offered By: Giovanni Sy	Seconded by: Caesar	
Motion to approve of Funding request of Kalahi: Filipino American Student Org. - Porto's Fundraiser - 11/21/20147 - <u>\$193.39</u>		
All in Favor	All	Opposed None Abstained None Motion: Passed

c) Society for the Advancement of Mesoamerican Studies - Meso Society Fundraiser - 11/21/2017 - \$ 120.95

Offered By: Kenya	Seconded by: Caesar	
Motion to approve of Funding request of Society for the Advancement of Mesoamerican Studies - Meso Society Fundraiser - 11/21/2017 - <u>\$ 120.95</u>		
All in Favor	All	Opposed None Abstained None Motion: Passed

d) Geosciences Club - Mineral Sale - 11/27/2017 - \$360.00

Offered By: Giovanni Sy	Seconded by: Kenya	
Motion to approve of Funding request of Geosciences Club - Mineral Sale - 11/27/2017 - <u>\$360.00</u>		
All in Favor	All	Opposed None Abstained None Motion: Passed

e) LASABA - Guest Speaker: Dr. Thomas Higbee - 12/8/2017 - \$ 140.97

Offered By: Kenya	Seconded by: Caesar	
Motion to approve of Funding request of LASABA - Guest Speaker: Dr. Thomas Higbee - 12/8/2017 - <u>\$ 140.97</u>		
All in Favor	All	Opposed None Abstained None Motion: Passed

f) School Psychology Student Association - NASP Convention - 10/28/2017- \$ 3000.00

Offered By: Kenya	Seconded by: Lily	
Travel: ASI funding 70%. Motion to approve of funding request of School Psychology Student Association - NASP Convention - 10/28/2017- <u>\$ 2529.80</u>		
All in Favor	All	Opposed None Abstained None Motion: Passed

g) Student Nurses Association - Pizza Fundraiser - 11/20/2017- \$2,361.04

Offered By: Kenya	Seconded by: Giovanni Sy	
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Motion to approve of Funding request of Student Nurses Association - Pizza Fundraiser

\$1740+pizza= **\$1883.19**

All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
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h) CSULA Formula SAE - Formula SAE Lincoln - 6/18-6/25 (2018) - \$3,000.00

Offered By:	Caesar	Seconded by:	KENYA
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Amendment to SUBMIT 20 attendance signatures+ asi LOGO ON CAR

All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
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Offered By:	LILY	Seconded by:	Marcos Montes
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Motion to approve of Funding request of CSULA Formula SAE - Formula SAE Lincoln - 6/18-6/25 (2018) - \$3,000.00

i) Association of Student Anthropologists - ASA Fundraiser - 11/28/17 - \$140.22

Offered By:	Caesar	Seconded by:	Lily
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Motion to approve of Funding request of Association of Student Anthropologists - ASA Fundraiser - 11/28/17 - \$ 140.22

All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
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j) Society of Hispanic Engineering and Science Students - Star Wars Episode 8: The Last Jedi-Advanced Screening - 12/14/17 - \$2,200.00

Offered By:	Kenya	Seconded by:	Marcos Montes
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Motion to extention to 3 mins

All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
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Offered By:	Lily Nyu	Seconded by:	Marcos Montes
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Motion to approve of Funding request of Society of Hispanic Engineering and Science Students - Star Wars Episode 8: The Last Jedi-Advanced Screening - 12/14/17 - \$2,200.00

All in Favor	4	Opposed	1	Abstained	2	Motion: Passed
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k) Geosciences Club - Member Celebration/Rope Course - 12/13/17 - \$1,172.06

Offered By:	Kenya	Seconded by:	Marcos Montes
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Motion to extention 3 minutes

All in Favor	none	Opposed	None	Abstained	None	Motion: none
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Offered By:	Marcos Montes	Seconded by:	Caesar			
Motion to pass Geosciences Club - Member Celebration/Rope Course - 12/13/17 - \$1,172.06 , With Amendment to Liabilities check before events with \$200.						
All in Favor	none	Opposed	None	Abstained	None	Motion: none

l) Geosciences Club - General Meeting & T-Shirts - 11/29/2017 - \$356.70

Offered By:	Lily	Seconded by:	Caesar			
Motion to approve of Geosciences Club - General Meeting & T-Shirts - 11/29/2017 - \$364.20 , with submit t-shirt picture with ASI logo within 5 business days.						
All in Favor	7	Opposed	None	Abstained	1	Motion: Passed

m) Early Entrance Program Club - National Cashew \$ Espresso Day Fundraiser - 11/28/2017 - \$478.97

Offered By:	Kenya	Seconded by:	Lily			
Motion to approve \$451.41 , with amendment to show the actual t-shirt with ASI logo then ASI approve funding or show the digital picture of t-shirt with ASI logo within 5 business days before placing the order.						
All in Favor	all	Opposed	0	Abstained	0	Motion: Passed

n) C.A.E.S.A.R. - Climate Change Education Exposition - 11/29/2017 - \$1,691.41

Offered By:	Kenya	Seconded by:	Lily			
Motion to pass with Amendment of \$1654.32 (reduction of t-shirts prices) and stipulation of ASI website link on weebly website for one year.						
All in Favor	7	Opposed	None	Abstained	1	Motion: Passed

o) Hispanic Business Society - Corporate Day - 2/10/17 - \$1,210.45

Offered By:	kenya	Seconded by:	Giovanni Sy			
Extention: 3 minutes						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Offered By:	Caesar	Seconded by:	Lily			
Motion to approve of Hispanic Business Society - Corporate Day - 2/10/17 - \$1,156.65						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

p) Global Brigades - Global Brigades Porto's Fundraiser - 11/27, 28, 29, 30 (2017) - \$394.65

Offered By: Lily						Seconded by: marcos
Motion to approve of Global Brigades - Global Brigades Porto's Fundraiser - 11/27, 28, 29, 30 (2017) - \$394.65						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

q) AUV - 21st International RoboSub Competition - 7/30-8/5 (2018) - \$2,703.00

Offered By: kenya						Seconded by: lily
Motion to approve with AUV - 21st International RoboSub Competition - 7/30-8/5 (2018) - \$2,703.00						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

r) S.U.R.G.E. - Culminating Ceremony - 11/30/2017 - \$500.00

Offered By: lily						Seconded by: Giovanni Sy
Motion to approve of S.U.R.G.E. - Culminating Ceremony - 11/30/2017 - \$500.00						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

s) AAAE of CSULA Student Chapter - 58th Annual Airport Management Short Course - 01/28-31/2018 - \$1,888.00

Offered By: Kenya						Seconded by: Caesar
Motion to approve AAAE of CSULA Student Chapter - 58th Annual Airport Management Short Course - 01/28-31/2018 - \$ 1635.20 , with stipulation travel forms sign and CSI waiver forms within 5 bussiness days						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

V. Old Business

a) Action Item: Priorities Draft proposals: The committee will take action on proposals submitted within the priority deadline.

Priorities Draft proposals:

1-A API Food Service Learning Project External area- \$10,000
Not approve.

2-A Alternative Break - \$13,500

Offered By: Marcos						Seconded by: kenya
Motion to approve \$6,500						
All in Favor	4	Opposed	1	Abstained	2	Motion: Passed

3-A LeaderShape - \$3,900

Offered By: Marcos						Seconded by: Caesar
Motion to approve \$3,900						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

4-A Speaker Series - \$40,000

Offered By:	caesar	Seconded by:				marcos
Moto to approve of \$40,000						
All in Favor	6	Opposed	None	Abstained	1	Motion: Passed

5-A Gen. Programming Supply- \$8,479
no motion.

Offered By:		Seconded by:				
All in Favor	none	Opposed	None	Abstained	None	Motion: none

6-A #StigmaFree- \$700

Offered By:	Marcos	Seconded by:				Lily
Motion to pass StigmaFree- \$700						
All in Favor	4	Opposed	1	Abstained	2	Motion: Passed

7-A Marketing Proposal-

1) MAC Pro & Monitor - \$8,789

Offered By:	Marcos	Seconded by:				Lily
Motion to pass						
All in Favor	7	Opposed	None	Abstained	None	Motion: Passed

2) Business Card Cutter- \$1,899

Offered By:	David	Seconded by:				marcos
Motion pass to approve						
All in Favor	5	Opposed	1	Abstained	2	Motion: Passed

3) Binding Machine- \$1,800

Offered By:	David	Seconded by:				Kenya
Motion to amendment moving to the end						
All in Favor	5	Opposed	1	Abstained	1	Motion: Passed

Offered By: Marcos

Seconded by: Dena

Motion to make the decisine now instead of amendment it to the end

All in Favor	4	Opposed		Abstained	3	Motion:
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4) 55" Digital Screen Display- \$2,711

Offered By:	marcos	Seconded by:				Dena
All in Favor	4	Opposed	None	Abstained	3	Motion: Passed

5) Tabloid Floor Stand- \$99

Offered By:	Marcos	Seconded by:	Neyda			
Amendment quantity 1 to quantity 4, total amount \$99x4= \$396						
All in Favor	5	Opposed	1	Abstained	1	Motion: Passed

6) Promotional Items - \$11,277

Offered By:						Seconded by:	
Amendment to move it to the end of budget priority							
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed	

8-A Students are overwhelmed- \$800
no motion

Offered By:						Seconded by:	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed	

9-A Safe Spring Break - \$1,000
no motion

Offered By:						Seconded by:	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed	

Total FUNDED AMOUNT: \$64,895. Total BUDGET: \$120,854.89

Total amount left: \$55,959.89 \$33,110

b. Action Item: Budget Priorities Draft proposals: The committee will take action on proposals submitted after the priority deadline.

1-B Office Upgrades:

1) Office Wiring - \$ 7,363

Offered By:	KENYA	Seconded by:	Neyda			
1) Motion to approve Office Wiring - \$ 7,363						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

2) Computers for Execs
No motion

Offered By:						Seconded by:	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed	

3) Furniture- \$1,123

Offered By:		Seconded by:				
Motion to approve \$1,123						
All in Favor	4	Opposed	2	Abstained	1	Motion: Passed

4) Printers- \$600

Offered By:		Seconded by:				
Amendment to approve one printer \$200						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**5) Monitors
No motion**

Offered By:		Seconded by:				
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Motion to extend meeting.

Offered By:	Kenya	Seconded by:	Neyda			
Motion to extend meeting for 20 minutes, with 5 minutes break						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

2-B Stud Gov Marketing and Hospitality- \$3,722

Offered By:	Kenya	Seconded by:	Neyda			
Stipulation of director sending memo to let BOD members to eat first at the beginning of the meeting.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

3-B CPR Training - \$4,400

Offered By:	Kenya	Seconded by:	lily			
Motion to approve						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

4-B D-Stress for each College - \$4,350

Offered By:	Neyda	Seconded by:	Kenya			
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**5-B Latino Thought Makers Speaker
no motion**

Offered By:		Seconded by:				
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Meeting extended for 15 mins.

Offered By:	Kenya	Seconded by:	Neyda			
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

6-B Civic Learning & Democratic Engage- \$3,935

Offered By:	Marcos	Seconded by:	Lily			
Motion to approve Civic Learning & Democratic Engage- \$3,935						
All in Favor	5	Opposed	None	Abstained	1	Motion: Passed

**7-B Grad School Exam Study Materials
move to the future finance meeting.**

8-B Food Pantry -\$7,704

Offered By:	marcos	Seconded by:	neyda			
Move the total of Food Pantry -\$7,704						
All in Favor	4	Opposed	1	Abstained	1	Motion: Passed

**9-B Department Funding
NO MOTION**

10-B Wellness Fair- \$1,000

Offered By:	Marcos	Seconded by:	David			
All in Favor	2	Opposed	3	Abstained	1	Motion: opposed

No motion, move on.

Motion to extend 10 mins

Offered By:	Kenya	Seconded by:	Marcos			
Motion to extend 10 mins.						
All in Favor		Opposed		Abstained		Motion: opposed

**11-B Department Funding
no motion**

12-B Veterans Graduation Dinner

Offered By:	David Garcia	Seconded by:	
All in Favor	1	Opposed	2
Abstained	2	Motion: Passed	

13-B Department Funding (OSD)- \$18,800

Offered By:	Marcos	Seconded by:	barbara
Motion to approve Department Funding (OSD)- \$6,000			
All in Favor	All	Opposed	None
Abstained	None	Motion: Passed	

14-B Department Funding (Student Support)

Offered By:	Marcos	Seconded by:	Lily
All in Favor	All	Opposed	None
Abstained	None	Motion: Passed	

Moving the left amounts \$11,783.73 to allocate the **promotional items.**

Offered By:	Kenya	Seconded by:	Marcos
Moving the left amounts \$11,783.73 to allocate the promotional items.			
All in Favor	All	Opposed	None
Abstained	None	Motion: Passed	

VI. New Business:

a. Referendum Fee analysis: The committee review the referendum fee numbers presented from a recommendation from the Alternative Funding and Referendum Ad Hoc Committee.

VII. Report:

a. A.S. I. Vice-President for Finance: Aaron Castaneda

Move to the board to review

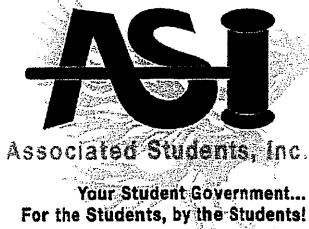
Offered By:	Kenya	Seconded by:	Marcos
All in Favor	All	Opposed	None
Abstained	None	Motion: Passed	

VIII. Adjournment: at 3:57

Offered By:	Aaron	Seconded by:	Lily
Motion to adjourn the meeting at 3:57pm			
All in Favor		Opposed	
Abstained		Motion: Passed	

Associated Students, Inc.

Friday, December 1, 2017



TO: Dr. Nancy Wada-Mckee, VP for Student Life
 Lisa Chavez, VP for Administration and CFO
 Dr. Jennifer Miller, Dean of Students

FROM: Aaron Castaneda, ASI Vice President for Finance
 David Zitser, ASI President
 Intef W. Weser, ASI Executive Director *Intef*

CC: Mae Santos, Associate Vice President, Administration and Finance/Financial Services
 John Tcheng, Associate Director Budget Office
 Betty Kennedy, Student Life Fiscal Resource and Operations Manager
 ASI Board of Directors
 Barbara Hong, ASI Vice Chair for Finance

RE: 2017-18 Budget Priorities Memo Request

This year Associated Students, Inc. has access to onetime unrestricted trailer reserve funds to supplement programs, services, and administrative expenses in our effort to serve students at Cal State LA. Per our Financial Statement, we have access to \$133,376 to fund several budget priorities and initiatives. The following outlines budget priorities and initiatives approved by the Board of Directors on Thursday, November 30, 2017:

Advocacy, Programming Initiatives, and Operating Priorities

Starting Fund: \$133,376

• Children Center 10% Allocation	\$ 12,521
• API Food Service Learning Project External area	\$ 6,000
• Alternative Break	\$ 6,500
• LeaderShape	\$ 3,900
• Speaker Series	\$ 40,000
• #StigmaFree	\$ 700
• Marketing Proposal	
○ MAC Pro & Monitor	\$ 8,789
○ Business Card Cutter	\$ 1,899
○ 55" Digital Screen Display	\$ 2,710
○ Tabloid Floor Stand	\$ 400
○ Promotional Items	\$ 6,160
• Office Upgrades	
○ Office Wiring	\$ 7,363
○ Furniture	\$ 1,123
○ Printers	\$ 200
	Sub-Total \$ 98,265 /

Tel: (323) 343-4780

Fax: (323) 343-6420

www.calstatela.edu/asi

5154 State University Drive, Room 203
 Los Angeles, California 90032



Associated Students, Inc.

Your Student Government...
For the Students, by the Students!



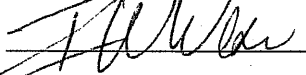

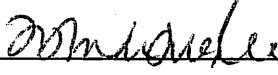

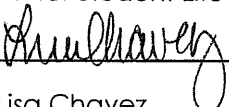
- Stud Gov Marketing and Hospitality \$ 3,722
- CPR Training \$ 4,400
- D-Stress for each College \$ 4,350
- Civic Learning & Democratic Engage \$ 3,935
- Food Pantry \$ 7,704
- OSD \$ 6,000
- Student Support \$ 5,000

Sub-Total \$ 35,111 ✓

Remaining Funding Allocation: \$ 0

Per the review and approval of this memo allocation instructions and an amended budget will be developed and sent over to Busines Financial Services.

If you would like more information on a particular item, please let Aaron Castaneda, ASI VPF asivpf@calstatela.edu or Intef W. Weser know via e-mail at iweser@calstatela.edu or call 323-343-4778.

 _____ 12/11/17	 _____ Date
ASI VP for Finance	ASI President
 _____ 12/11/17	 _____ 12/11/17
ASI Executive Director	Dr. Jennifer Miller
 _____ 12/11/17	 _____ Date
Dr. Nancy Wada-Mckee	Dean of Students
VP for Student Life	
 _____ 12/12/17	
Lisa Chavez	
VP for Administration and CFO	

Fw: API Food Justice Community Garden Purchase

Weser, Intef

Thu 11/16/2017 6:17 PM

To: ASI Vice President for Finance <asivpf@calstatela.edu>;

📎 2 attachments (1 MB)

API Food Justice Community Garden Purchase.pdf; Garden Phase I at Anna Bing Arnold.pdf;

Hello Aaron,

Per your request. Please see the attached email that I sent to David requesting justification on November 6th.

I received the university approval from David on Monday, November 13th.

Per our conversation today I think David will need to provide more information addressing the following:

Based on the University approval date of November 9th why was the purchase was made November 1st?
While the President does have a line item funds for programming, what authority and approval process did you undertake to make this purchase?

Let me know if you have any questions.

Intef W. Weser
A.S.I. Executive Director
Associated Students, Incorporated
California State University, Los Angeles
"For the Students, By the Students"

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"Don't make it or take it personal. Life is too short so enjoy living."

"Success doesn't come to you. You go to it." - Marva Collins

Cal Dena-
State Sig
LA

From: ASI Vice President for Finance
Sent: Thursday, November 16, 2017 4:49 PM

To: Weser, Intef
Subject: Forward initial email

Hi Intef,

Thank you for meeting with me briefly today. Can you please forward me the email of when you requested David to provide supporting documents and receipts? Thank you.

Best,
1504915210250_image001.png
Aaron Castaneda
Vice President for Finance
Associated Students, Incorporated
California State University, Los Angeles
5154 State University Drive | Los Angeles, CA 90032
asivpf@calstatela.edu | T: (323) 343-4778

From: Weser, Intef
Sent: Monday, November 6, 2017 8:06 PM
To: ASI President
Cc: Florez, Dena
Subject: API Food Justice Community Garden Purchase

Hello David,

Per our conversation today please provide justification and supporting documentation for the attached purchase.

Approval of this purchase is pending what you provide. Thanks for your prompt attention and take care.

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ASI President Reimbursement for API Food Justice Community Garden Initiative Expense

Weser, Intef

Fri 11/17/2017 11:43 AM

To: ASI President <asipres@calstatela.edu>;

Cc: ASI Vice President for Finance <asivpf@calstatela.edu>; Florez, Dena <dflorez3@calstatela.edu>;

Dear David,

This email serves as a confirmation that you have agreed, on 11/16/17, to reimburse ASI \$499.37 for a credit card purchase on 11/1/17 for the API Food Justice Community Garden Initiative. As you know this initiative was under consideration by the ASI Finance Committee and required official University approval before ASI would officially consider supporting the funding request.

Your decision to make a purchase in advance of official University approval (11/9/17) or the ASI Finance Committee was inappropriate. You will be expected to reimburse ASI the full amount of \$499.37 on or before Monday, December 18, 2017. Please deliver payment to Dena Florez, ASI Office Manager.

If you have any questions regarding the above, please contact me or Aaron Castaneda, VP for Finance.

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