



# Finance Committee Meeting Minutes

---

Date: Friday, August 30, 2019

Time: 12-2 pm

Location: U-SU Pasadena Room

Attendees: Committee Members, General Public

Type of Meeting: General

**I. Organizational Items:**

- a. **Call to Order by: Christopher Koo, ASI Vice President for Finance at 12:07 pm**
- b. **Roll Call (Establishment of Quorum)**

<b>Christopher Koo</b>	Vice President for Finance	Present
<b>Tu Nguyen</b>	Vice Chair for Finance	Present
<b>Aaron Castaneda</b>	President	Present
<b>Teady Ochoa</b>	Vice President for Administration	Unexcused Tardy @ 12:13pm
<b>Jacquelyn Acosta</b>	Vice President for Academic Governance	Present
<b>Joceline Rivera Jimenez</b>	Vice President of External Affairs & Advancement	Present
<b>David San</b>	Secretary/Treasurer	Excused Absence
<b>Marcus Rodriguez</b>	Interim Executive Director	Present
<b>Dena Florez</b>	Office Manager for Administration and Services	Present
	Director of Programs and Leadership	Present
<b>Betty Kennedy</b>	University President Designee	Present
<b>John Tcheng</b>	CFO Designee	Excused Absence
<b>Ryan Yoo</b>	Associate Justice	Unexcused Tardy @ 12:13pm
<b>Guests of the Gallery</b>	Forensics, Speech and Debate Team	

**c. Approval of Agenda for Friday, August 30, 2019**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jacquelyn Acosta</b>
--------------------	------------------------	---------------------	-------------------------

Motion to approve the agenda for Friday, August 30, 2019.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**d. Approval of Minutes for Friday, April 26, 2019**

Offered By:	Aaron Castaneda	Seconded by:			Jacquelyn Acosta	
Motion to approve the minutes for Friday, April 26, 2019.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**e. Approval of Funding Committee Report for Friday, August 23, 2019**

Offered By:	Aaron Castaneda			Seconded by:	Jacquelyn Acosta	
Motion to table the Funding Committee Report for Friday, August 23, 2019.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**II. Public Forum – Allotted for members of the public to address the committee.**

- ✚ Forensics, Speech and Debate Team Advisor
  - Travel Funding is really important for the team's success at their National Competition.
  - Shows Cal State LA to other college teams from across the nation.
  - ASI should keep the Forensics, Speech and Debate Team in mind when discussing a policy change to the Academic Travel Policy 213.
- ✚ Forensics, Speech and Debate Team - Vice President
  - ASI serves the school and its students.
  - Elected officials should help the team represent the school at competitions.
- ✚ Forensics, Speech and Debate Team - Team Member
  - The team uses smaller tournaments in order to prepare for the National Competition.
  - Students don't have to worry about using their money to pay for travel expenses to their National Competition.
- ✚ Forensics, Speech and Debate - Team Advisor
  - Competing with universities that have more funding for speech competitions and teams from their college.
  - The team cares about their advocacy of current problems at the National Competition.
- ✚ Forensics, Speech and Debate - Team Member
  - Only Cal State University that attends their National Competition.

- o Brings different perspectives because of Cal State LA's diversity compared to other universities
- o Want to make the Forensics, Speech and Debate more diverse.

### III. Discussion Items:

- a. **Policy 201** – Finance Committee Code of Procedure: The committee will review the Finance Committee Code of Procedure and discuss best practices.
- b. **Policy 214** – Travel Policy: The committee will review proposed edits based on University changes to travel.
- c. **Policy 221** – Front Desk Locker Rental Procedures: The committee will review possible edits to rental and coverage period for locker rentals.
- d. Locker Agreement Proposal 2019
- e. **ASI Book Voucher**: The committee will revisit the new guidelines for the book voucher.
- f. Procedure Manual: The committee will review the new entries to the Procedure Manual to continue separating policy from procedure.
- g. US Bank Corporate Card Reconciliations Procedure
- h. Processing Travel Procedure
- i. How to Assign a Lock Procedure

### IV. Information Items:

- a. ASI Referendum: The committee will receive and update on the current status of the referendum and the timeline.
- b. 3&9 Budget Review Prep: The committee will be informed of the 3&9 budget quarterly review process.

### V. Reports

- a. ASI Vice President for Finance: **Christopher Koo**

### VI. Adjournment

Offered By:	Jacquelyn Acosta	Seconded by:	Teady Ochoa			
Motion to adjourn at 1:44 pm.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

---

## CERTIFICATION

---

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, August 30, 2019 in the U-SU Pasadena Room. Consensus by the ASI Finance Committee on Friday, October 11, 2019.

Prepared by:

---

**Tu Nguyen, ASI Vice Chair for Finance**

---

**David San, Secretary/Treasurer**