



# Finance Committee Meeting

## Minutes

Date: Friday, November 22, 2019

Time: 12-2 pm

Location: USU San Gabriel

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 12:01 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	Excused Absence
<b>Teady Ochoa</b>	Vice President for Administration	Present
<b>Jacquelyn Acosta</b>	Vice President for Academic Governance	Excused Tardy
<b>Joceline Rivera Jimenez</b>	Vice President of External Affairs & Advancement	Excused Absence
<b>David San</b>	Secretary/Treasurer	Present
<b>Dena Florez</b>	Office Manager for Administration and Services	Present
<b>Betty Kennedy</b>	University President Designee	Excused Absence
<b>John Tcheng</b>	CFO Designee	Excused Absence
<b>Alexander Berry</b>	Chief Justice	Present
<b>Christopher Johnson</b>	University Support	Unexcused Tardy @ 12:10pm
<b>Guests of the Gallery</b>		

**c. Approval of Agenda for Friday, November 22, 2019**

<b>Offered By:</b>	<b>Teady Ochoa</b>	<b>Seconded by:</b>	<b>Devid San</b>
Motion to approve the agenda for Friday, November 22, 2019.			
<b>All in Favor</b>	<b>All Opposed</b>	<b>None Abstained</b>	<b>None Motion: Passed</b>

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

None

**III. Action Items:**

**a. Forensics, Speech and Debate - The Dairlyand Swing- 12/6 - 12/8 - \$2,979.54**

<b>Offered By:</b>	<b>Teady Ochoa</b>	<b>Seconded by:</b>	<b>Devid San</b>			
Motion to approve Forensics, Speech and Debate for \$2,979.54.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**b. American Association of Airport Executives - SWAAAE Winter Conference - 1/26/19- 1/29/19 - \$3000.00**

<b>Offered By:</b>	<b>Devid San</b>	<b>Seconded by:</b>	<b>Tu Nguyen</b>			
Motion to approve American Association of Airport Executives for \$3,000.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**c. Formula SAE - Formula Build Day - 12/07/19 - \$3000.00**

<b>Offered By:</b>	<b>Devid San</b>	<b>Seconded by:</b>	<b>Teady Ochoa</b>			
Motion to approve Formula SAE for \$3,000.00						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**IV. Discussion Items:**

**a. 3&9 Budget Draft: The committee will review the 3&9 and provide recommendations to the Board based on feedback given.**

- i. Christopher K. talked about what happened at the Board meeting when the budget was presented. Not too many differences from the original presented
- ii. Dena talked about some of the changes made
  1. Under administration, all salaries are budgeted which include benefits.
  2. Biggest increase is the \$2150 increase due to the minimum wage increase, but students are at different levels.

3. \$8,300 increase because ASI now needs to Lifescan employee in addition to the reupholstery of chairs.
  4. Service fees with the university if going up 3%, but it will be considered in the next budget.
  5. For student government, same increase in the minimum wage for LA county.
  6. Under technology, there was an increase due to 2 iMacs at \$6,000. In addition to this, it comes with Apple Care because of its high costs.
  7. Working with the university to work with IT, but the estimated cost currently is \$4,000.
  8. In Student Support, the first \$30,000 is a backfill for each semester.
  9. In Programming and Advocacy, changes were made as well to backfill around \$20,000. Also, additions to the Spirit commissioners and PRMC budget.
  10. Will be working on the 6&6 soon with Christopher K.
  11. Pulled the ASI storage and suggested that it may be better in the summer when there is better weather.
- iii. Teady asked if Eagle-chell will be revisited at the 6&6.
  - iv. Christopher K. said that it will be and where the money will come from will be discussed there. There will be a reevaluation at that time.

<b>Offered By:</b>	<b>Teady Ochoa</b>	<b>Seconded by:</b>	<b>Tu Nguyen</b>			
Motion to call a recess.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**b. The committee will hear a presentation from the ASI Chief Justice on the ASI Funding Policy.**

- i. Alex said that he tried to do a direct comparison to the original document, but it does not really work well. Because of this, there would have to be a manual review of each clause compared. Can give a run-down of what changed.
  1. Separates policy into three levels: Policy, Procedures, and Guidelines.
  2. Current policy is not necessarily consistent with how we currently do things. Making the it easier to change lets us more accurately match what we do and our policy together.
  3. Dena said that when ASI went through an internal audit, the policy went under scrutiny and much of it had to be altered.

The main problem is that policy and procedure are intertwined and need to be separated. Thinks that it should start from the original document. Need to track changes somehow.

4. Alex wanted to try out a hierarchical organization of Policy, Procedure, and Guidelines in a smaller and interesting area because it covers a lot of the biggest things that policy is put in place to deal with. It is also small enough to analyze the impact of the change. Agreed that we should look at the existing policy and then proceed. Believed that nothing changed in terms of substance, only the location and clarity.
  5. Christopher K. said that it is very difficult to fundamentally change a policy, so it would be better with the originals and tracked changes.
  6. Alex said that he can provide a tracked change document somehow. He thinks that there are some ways to reflect the changes.
  7. Christopher K. said that that is all he wants for it to go to action at the next finance.
- ii. Christopher K. brought up how it would be messaged to clubs. Even though it is the same content wise, It is a significant change.
1. Dena said that the change will be done next year and not in the Spring. It would be too short of a notice if changed for the upcoming semester.
  2. Alex said that a runway would be needed in order for clubs to prepare for the policy change.
  3. Christopher K. said that since process has not changed, the same presentations can be given. Does not feel too uncomfortable with the changes going through right now since no content changes. If in place earlier, policy changes can be more streamlined. Mentioned that he can be persuaded either way though
  4. Alex said that the biggest effect will be internal since the people that use the policy the most are within ASI. Clubs and organizations will be looking more at the procedure that the actual policy.
  5. Christopher K. said that his only concern was updating all of the references to policy and the messaging to clubs.

**V. Reports**

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

**VI. Adjournment**

<b>Offered By:</b>	<b>Teady Ochoa</b>	<b>Seconded by:</b>				<b>Devid San</b>
Motion to adjourn at 1:11 pm.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**CERTIFICATION**

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, November 22, 2019 in the USU San Gabriel room. Consensus by the ASI Finance Committee on Friday, February 14, 2019.

Prepared by:

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

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**David San, Secretary/Treasurer**