



Date: Friday, February 5, 2021

Time: 12:00-2:00 pm

Location: Zoom

Attendees: Finance Committee, Special Public

Type of Meeting: General

I. Organizational Items

- a. Call to Order by Tu Nguyen, Vice Chair for Finance, at 12:01pm.
- b. Roll Call (Establishment of Quorum)

Josue Montenegro	<i>Vice President for Finance</i>	Present
Tu Nguyen	<i>Vice Chair for Finance</i>	Present
Diana Chavez	<i>ASI President</i>	Present
Ma Ledi Ham Loot	<i>Vice President for Administration</i>	Excused absence
Jocelyn Vargas	<i>Vice President for Academic Governance</i>	Present
Analiz Marmolejo	<i>Vice President for External Affairs & Advancement</i>	Present
Anna Nguyen	<i>Secretary Treasurer</i>	Present
Lauren Diana	<i>BOD Member</i>	Present
John Villagra	<i>BOD Member</i>	Present
Jazmin Ennis	<i>BOD Member</i>	Present
Abel Guillen	<i>Student Committee Member</i>	Present
	<i>Student Committee Member</i>	Present
	<i>Student Committee Member</i>	Present
Milton Han	<i>Associate Justice</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Present
Betty Kenedy	<i>University President Designee</i>	Excused absence
John Tcheng	<i>CFO Designee</i>	Present
Carol Roberts-Corb	<i>Interim Executive Director</i>	Present
Guest of the Gallery		

c. Approval of the Agenda for Friday, February 5



Offered By:	Jocelyn Vargas	Seconded by:	Jocelyn Vargas			
Motion to approve the Agenda for Friday, February 5, 2021.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of the Funding Committee Report, December 11

Offered By:	Abel Gullien	Seconded by:	Josue Montenegro			
Motion to approve the Funding Committee Report for Friday, , 2021.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

e. Approval of the Minutes for Friday, December 4

Offered By:	Jocelyn Vargas	Seconded by:	Jazmine Ennis			
Motion to approve the Minutes for Friday, December 4, 2021 with an edit to Carol Roberts-Corb's title to ASI interim director.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

f. Approval of the Minutes for Friday, December 11

Offered By:	Diana Chavez	Seconded by:	Jocelyn Vargas			
Motion to approve the Minutes for Friday, December 11, 2021.						
Discussion:						
1. None						



All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
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- II. Public Comment** – Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or Cal State LA
- a. Josue Montenegro introduced himself as the new Vice President for Finance. Here to help whenever anyone needs it.
 - b. The committee introduced themselves to the new VPF
 - c. Jocelyn announced the graduate and undergraduate town halls that would be occurring the following week.

III. Informational Items

- a. The committee will go over the budget timeline for the semester.
 - i. Dena presented the budget timeline information for Spring semester
 - 1. Important semester because the 6&6, 9&3, and 2021-2022 budget will be approved.
 - 2. Funding areas will not be visited this semester due to the pandemic, so ASI will give university support areas more time to introduce what they do to the Finance committee
 - 3. 2021-2022 budget must be approved before May 20 to get it the president 60 days before the fiscal year. Also because the administration turns out May 29.
- b. The committee will hear reports from
 - 1. Dena informed the committee of the university support areas reports on what they used their Funding for in the Fall and synopsis for what they plan to do in spring. Reminded the committee that it has been an extraordinary year. Should allow for some leniency.
 - 2. Epic, Veterans Resource Center, and the ABACCC submitted their reports The Dreamers Resource Center asked if they could roll over their funds because they were not able to issue scholarships during the fall for the students they serve. Food pantry is allocated \$10,000, however, they have initiated the pickup meals that they are doing, so the funding will be used up during this semester. Also thoughts in process on changing the Food Pantry item to something more like basic needs or housing and food insecurities. Mentioned the ECST program ASI also funds.



- i. Epic
- ii. Anna Bing Arnold Child Car Center (ABACCC)
- iii. Dreamers Resource Center
- iv. Veterans Resource Center
- v. Food Pantry

IV. Discussion Items

- a. The committee will review and discuss the 6&6 Budget
 - i. Dena stated that the 3&9 Budget had been approved by the Finance Committee and Board of Directors, but still needs to go through the university signature process. Will be route through the process when it is ready.
 - ii. Dena presented the line items and compared the 3&9 and the 6&6 budgets.
 - 1. LAIF was reduced to take a more conservative approach because of possible market fluctuations
 - 2. Administration – What it takes to run ASI
 - a. Staff salaries, student assistances (exception of marketing assistances). Reduced because ASI is not fully staffed and has less student assistances
 - b. Staff benefits and VEBA trust are benefits for full time staff. Vacant positions have had benefits not paid out meaning they have returned to the budget. Budget takes into consideration of having an Executive Director
 - c. Staff developments are for conferences and trainings for student staff. Money has been given back to be allocated elsewhere due to the pandemic
 - d. Bank charges include banking with Wells Fargo and any charges like service fees.
 - e. Operating expenses has gone down because mailing has been charged to their respective area they are used for.
 - f. Payroll chargers has not changed. USU helps ASI with the payroll process.



- g. Human resources is done with the University to also safe funds.
 - h. Travel is or any seminars and trainings for full time staff
 - i. University Accounting Services run most of ASI's internal accounting.
 - j. Auditing is done with Cohn Reznik.
 - k. Fee collection services is money paid to the university for the collection of ASI fees
 - l. Insurance is always still required. If there are no claims for the year, ASI receives a refund from the company
 - m. Legal services was increased by the previous VPF given the legal case brought up against student fees.
 - n. Lease chargebacks is the amount it costs ASI to use the space in the USU
3. Student Government
- a. Hoping to hire a director of government affairs and Leadership programs, but this will be after hiring the Executive Director
 - b. Currently only 1 student assistant. Have posted on handshake, and so far, have not had candidates
 - c. Savings in staff benefits because of only one staff, but allowances in case more staff get hired
 - d. See no changes with the Supplies and services areas. Includes subscriptions for things like the website and mailing list.
 - e. CSSA might have a small fee for registering. Can be adjusted at the 9&3.
 - f. Travel is for full time staff. Has not been used yet, but is there for any conferences
 - g. Leadership development is for the end of the year and any trainings. Still waiting on actuals from previous trainings.
 - h. Grant-in-aid is stipends towards ASI members. Savings are around 8856, but half is being allocated now just in case there are any issues before the end of the year.



4. Student and University Support

- a. Student organization direct funding and co-sponsorship was increased this year from \$110,000 to \$120,000. However, only around \$17,000 was allocated to clubs in the fall semester. Rounded up to \$20,000 and left the \$60,000 for Spring. Reduced to \$80,000 in total
 - b. Programming is not being touched because of the full schedule for Spring. Usually isn't altered until the 9&3.
 - c. Marketing and advertisement already was reduced, so it will be left alone for now
 - d. Book voucher is 20 \$300 vouchers that go out to students. Never has been fully utilized.
 - e. Committee permits and vouchers has increased in order to celebrate the time that external committee members that sit on university external committees. Was previously done by student life, but no longer done so it was suggested for ASI to do something for them to thank them.
 - f. No change to the rest of the university support areas. Get half in the fall and the rest in the spring. Must submit a report in May to receive their funding in the spring.
- iii. Tu asked why the ECST program did not have a TM account
1. Dena explained that it comes with a fee, so sometimes if you want to avoid it and we can, we will do that.
- iv. Dena explained the total unrestricted funding that the Finance committee has. Savings from the 3&9 and 6&6.
1. Fall 2020 had Project Rebound which has a TM account set up, the compositing (edible gardens), OSD ability awareness week, and uber gift cards for housing students that were not able to utilize the dining services during winter break.
- v. Dena suggested that the unrestricted funding could go towards the book vouchers and collaborating with the library, an opportunity for student emergency grants, or a one-time allocation towards clubs and organizations, an increase in GIAs proposed in



the past, and what needs to be done to prepare the campus for fall. Also mentioned that just because we have it all does not mean it all needs to be spent

b. Student Emergency Grants

i. Carol Roberts-Corb brought up the idea for ASI to spend unrestricted funding on a Basic Needs Initiative.

1. University started the program in the past, but has been used a lot more due to the pandemic. Includes grants, food distribution, and technology distribution. Increases in needs of students, so efforts were increased to support students.
2. A brief history is that ASI supported money in the Spring 200 semester and would like to request more money to support the initiatives. ASI money went towards:
 - a. Financial emergency grants
 - b. Food distribution programs
3. Funding sources outside of ASI. A general overview.
 - a. CARES Act/HEERF II – federal money to university campus
 - i. Money as an automatic reward to all students and some money was set aside for emergency grants
 - ii. Stringent criteria set by the Federal government
 - b. Basic Needs Partnership fund is money from Cal State LA program that goes towards and food distribution
 - c. Auxiliary funds come from Cal State LA programs and grants and private donations
 - d. Factors that determine which source is used
 - i. FAFSA, unused financial aids (including loans), citizenship, COVID-19 impact, full-time/part-time, satisfactory academic progress, degree seeking, current enrollment, Dream Act application, nature of financial crisis.
 - ii. → complex rules on what funding can go to which students based on funding sources requirements



- e. March – December, 2020 Financial Grants
 - i. Basic needs partnership funding: 538 students totaling \$249,777.00. In addition, Cal State LA scholarship funding: 13 students totaling \$6,500.
 - ii. UAS Food and Housing insecurity: 188 students totaling \$93,500 and 171 international students. Happy to have been able to support international students since they do not qualify for some of the program funding requirements
 - f. October – December 2020 biweekly Food Distribution. 972 students costing, 810 distributed bags, approximately \$30 per bag, and a total cost of \$24,590
 - i. Based on feedback by ASI, food distribution will be committed to distributing weekly
 - g. ASI Funding from 2019-2020 year
 - i. \$50,000 to UAS Funds, \$100,000 to Basic needs partnership fund. All spent
 - h. Asking for ASI's support again to refill funds to help support students. Any money will be greatly appreciated
 - i. Reopened emergency grant applications 3 weeks ago and already have 200 applications from students. Know need continues and probably even more so
- ii. Diana asked why if all loans have been used when requesting for grants. Remember it was a concern last year, but forgot why it was asked.
 - 1. Carol answered that it goes back to the initial creation of the grant when it was created to help people who had run out of resources. Students who had used their loans and grants and did not have anywhere else to go. Money also runs through financial aid, so it could impact someone's financial aid. If financial aid is available, it must be used first before the emergency grant money. Help students beyond any money they could have taken money. Also related to



- the cost of attendance where the emergency grants and previous awards cannot be above the stated cost of attendance of Cal State LA.
2. Diana asked if it was a stipulation from the federal government and the university.
 3. Carol answered if the money is going through the Financial Aid office, the grants are unable to be above the cost of attendance.
 4. Carol added that the CARES Act and HEERF II money is not financial aid dependent, which is good. There is one application for grants, and student life tries to figure out which funding source can be used to fund the student given the requirements. Federal money has a lot of restrictions, but is useful because the sum of it and previous funding, it does not need to be less than the cost of attendance. Compare student's situation to the requirements of funding sources and find a way to support the student
- iii. Abel said a thank you and asked if the \$150,000 would be enough for the weekly food distributions
1. Carol said that it was up to ASI if ASI wanted to stipulate specifically where the money would go
- iv. Analiz asked how the partnership would be put into accountability. Last year, it was able to help with emergency grants, but there was not really a Covid relief income because a lot of those issues still remain. Asked about the small numbers not representing the 60 million dollar funding.
1. Carol said that she did not break down how the CARES Act and HEERF II money was distributed. Emergency grants is above what the CARES Act and HEERF II money where all students receive a lump sum of money based on need. Whichever students qualify for the federal money, would receive the money. However, the students do not receive that funding, like international and students without citizenship that are still a part of Cal State LA and impacted by the pandemic. Emergency grant goes towards these students and students who received the federal money but



- still need support. Emergency grants is money above and beyond what students would get from the federal government to meet the unmet needs
2. Analiz said that her main concern was where the money was going since ASI's money allocation is from student fees.
 3. Carol answered that the money goes directly to students. Is it enough? It depends on the student. But the money given from ASI goes back directly to the neediest students who apply.
- v. Diana asked if stay-at-home students or students who have a significant other working are able to receive an emergency grant if they do not have proof of employment.
1. Carol said it is possible. They look at the totality of the situation of the student. Does not all come down to whether or not they were working or not. Receive applications from parents who have to provide child care towards their children who can not go to school
- vi. Analiz asked if any students are being rejected for the emergency grants based on whether or not they used financial aids or loans
1. Carol said that numbers are very small. Goal with all of the different sources is to get students money
 2. Analiz asked if students were being rejected based off lack of funding or eligibility.
 3. Carol answered that it is eligibility for the most part, but the funding sources have still been depleted. Very rare that there was not a funding source that could be used to fund a student
- vii. Carol added that the HEERF II requirements are heavily covered online.
- c. The committee will go over a proposed update to the Direct Funding Guidelines
- i. Tu went over the change made to the Direct Funding Guidelines in how clothing was simplified to a flat 80% of the total amount requested.



- ii. Dena said that a concern she has is up to \$1000. If a club is selling the shirts and are using them as a fundraiser, that needs to be clarified that it would be similar to how ASI funds banquets with an admission fee.
- iii. Dena added that the cost of fliers could also be looked at.
- iv. Tu said that he thinks they are based off of Cal State LA printing prices, but he will confirm

V. Reports

- a. ASI Vice President for Finance: **Josue Montenegro**

VI. Adjournment

Offered By:	Josue Montenegro	Seconded by:	John Villagra			
Motion to adjourn the meeting at 1:54pm.						
Discussion:						
1. None						
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, February 5, 2021, through Zoom. Consensus by the ASI Finance Committee on Friday, February 19, 2021.

Prepared by:

Tu Nguyen, Vice Chair for the Finance Committee

Anna Nguyen, Secretary/Treasurer

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