



Date: Friday, February 19, 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 Josue Montenegro, Vice President for Finance, at 12:02pm.
- 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>	Present
Jocelyn Vargas	<i>Vice President for Academic Governance</i>	Present
Analiz Marmolejo	<i>Vice President for External Affairs &amp; Advancement</i>	Present
Anna Nguyen	<i>Secretary Treasurer</i>	Unexcused tardy @ 12:06pm
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 &amp; Services</i>	Present
Betty Kenedy	<i>University President Designee</i>	Present
John Tcheng	<i>CFO Designee</i>	Present
Carol Roberts-Corb	<i>Interim Executive Director</i>	Excused absence
Guest of the Gallery		

**c. Approval of the Agenda for Friday, February 19**

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Finance Committee Meeting

Friday, February 19, 2021



Offered By:	<b>Jocelyn Vargas</b>	Seconded by:	<b>Abel Gullien</b>
Motion to approve the Agenda for Friday, February 19, 2021.			
Discussion: 1. None			
All in Favor	All	Opposed	None
Abstained	None	<b>Motion: Passed</b>	

**d. Approval of the Minutes for Friday, February 5**

Offered By:	<b>Diana Chavez</b>	Seconded by:	<b>Analiz Marmolejo</b>
Motion to approve the Minutes for Friday, February 5, 2021.			
Discussion: 1. None			
All in Favor	All	Opposed	None
Abstained	None	<b>Motion: Passed</b>	

**e. Approval of the Funding Committee Report, February 12**

Offered By:	<b>Diana Chavez</b>	Seconded by:	<b>Jocelyn Vargas</b>
Motion to approve the Funding Committee Report for Friday, February 12, 2021.			
Discussion: 1. None			
All in Favor	All	Opposed	None
Abstained	None	<b>Motion: Passed</b>	

- 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. Abel introduced himself as a committee member and as a treasurer of ASME. He said himself and other treasurer from other clubs (ACM, SWE, IEEE, CodeBrew). Here in support of a policy change in equipment where clubs own and keep equipment especially during these harsh and unpredictable times.



**III. Informational Items**

- a. January 2021 Financial Statements
  - i. Josue gave a presentation on the January 2021 Financial Statement. Used 33% of the budget so far because of vacant positions
  - ii. Dena let Josue know that the checks for the university support areas were issued Wednesdays

**IV. Action Items**

- a. The committee will review and take action on the 6&6 Budget.

Committee Questions/Discussion:

- 1. Josue gave time for the committee to review the 6&6 budget and ask any questions if they have any.
- 2. Abel asked what the Grant-in-Aid was for
  - a. Diana answered that it was the stipend for the student government members.

Offered By:	<b>Abel Gullien</b>	Seconded by:	<b>Ma Ledi Ham Loot</b>
Motion to approve the 6&6 budget.			
Discussion:			
1. Dena mentioned that last year, there was an allocation to \$500 to all clubs that attended the ODC. Given the pandemic and situation that we are in, ASI would like to have a reserve for that amount. \$80,000 added in the fall and only \$17,000 was allocated towards. Dena suggested to increase the club funding line item from \$80,000 to \$102,000. The extra \$22,000 would be reserved for seed money for clubs and org			
Offered By:	<b>Diana Chavez</b>	Seconded by:	<b>Ma Ledi Ham Loot</b>
Motion to amend the club funding line item from \$80,000 to \$102,000.			
Discussion:			
1. Tu asked for a clarification on the \$102,000 number			
2. Josue clarified that it was from the \$17,000 allocated in fall and the remaining \$25,000.			
All in Favor	All	Opposed	None
Abstained	None	<b>Motion: Passed</b>	



All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>
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## V. Discussion Items

### a. Updated Policy 215: Equipment Policy

- i. Abel said that he proposed a change to subsection 5.2. where ASI is changed to all clubs and organizations requesting equipment. This would mean that the clubs and organizations would own the equipment. Next semester will be a mystery and we will not know how much access there will be. If ASI allows clubs and organizations equipment, it will allow clubs to keep it for a longer time.
- ii. Ledi said that she liked the idea of equipment being owned by student clubs, but it should have an ASI logo to represent it being given by ASI
- iii. Dena said that in the past, if ASI funds equipment, since it is purchased with student fees it becomes the property of ASI. It is under the decision of the Executive Directors if the club can keep it. One reason why ASI stresses clubs and organizations to rent equipment. Who gets to house it is at the discretion of the Executive Director
- iv. Ledi asked how it would be monitored in the past
- v. Dena said that it would mainly be rentals like for table rentals. For ECTS students where their equipment is more centered towards their projects. It is either rented or it should be already owned by the club.
- vi. Analiz said that she is in support of it being property of ASI since it is being bought with student fees. Example of edible garden, when things become broken, other clubs can use.
- vii. Jocelyn wanted to add that in the past it was brought up, the main concern was liability because if something happens ASI would be liable
  1. Dena answered that there are liabilities because in the past. ASI rented out canopies. Do encourage clubs and organizations to use the USU's or Facility's equipment

- viii. Abel apologized about the speaking cards. Buying materials that may hurt students equally as equipment. Doing the change would help a lot of clubs. Clubs are currently struggling and changing the policy would greatly support them
- ix. Josue tabled the topic because of the time-sensitive library representative presentation.
- b. Request for 2021-2022 ASI Funding – University Library
  - i. Dean Juan Rodriguez gave a presentation on the library funding proposal
    - 1. Busy place before the pandemic, and hoping to open in the fall
    - 2. Going to present on a collaboration with ASI
    - 3. Want to listen to student requests on improving the library
    - 4. How the library currently supports students
      - a. Research assistance for students
      - b. Information literacy instructions collaborations with professors. How to understand and analyze information
      - c. Provide silent, quiet, and collaborative study areas. Have been working on renovations on the study spaces.
      - d. Sponsor and co-sponsor programming and events. Would like to have more collaboration with student life and ASI
      - e. Technology and digital tools like computers, printers, digitization stations, virtual reality, 3D printing.
      - f. Access to any media, regardless of if the library loans it.
      - g. Course materials and textbooks, the focus of the presentation on how ASI can work with library to aid students.
    - 5. Textbooks
      - a. Physical textbooks are available for course reserve for students to check them out.
      - b. Providing licenses to e-textbooks that can also be accessed through Canvas

- c. Library has been an strong advocate on encouraging faculty to use resources that are available for free through the library. Want to lower the cost of textbooks. Look at what the library already has or free resources for assignments. Textbook on average cost \$85 per book. An analysis by academic department is done by the library and shared with each departments' dean.
  - d. Many students cannot afford textbooks and must go without the textbook. Trying to address.
6. Challenges
- a. Library has a limited budget. Hope students can help advocate for increasing the library's budget so that they can purchase more textbooks
  - b. Many e-book publishers do not license to libraries
  - c. Library does not know exactly where money on textbooks need to be spent. Looked at high enrollment and high-cost classes
  - d. Many students do not know that there are freely available textbooks for them. Want to work together to increase awareness
  - e. Course reserves will most likely no longer be offered in Fall 2021 due to CDC guidelines on short-term loans. Hope to do so next spring. Provides opportunities for more ways to do things
7. Opportunities
- a. Working with faculty to implement all course material into Canvas
  - b. Looking into reducing the cost of materials by seeking out grants
  - c. Better support online learning. Need to provide multiple ways for learning for students.
8. Leganto: Canvas Course Reading Lists
- a. Allows faculty to easier create and share material that the library has into their Canvas class. Manges

copyright as well that the library spends a lot of money on students and faculty behalf.

9. Funding Request

- a. Provide access to e-books at no costs to students. Know that ASI has their own program, but the library can leverage their licensing to reach more students
- b. Only purchases licenses that provide concurrent user licenses and unlimited term licenses. Continuously use items without running into a limit.
- c. Licenses costs vary by publishers and textbook. Would be able to purchases e-textbooks at much lower costs and then distribute them to students.

10. Future Collaborations - Always been interest in funding and supporting students

- a. Technology lending services. Some libraries allow equipment to be check out.
- b. Explore new collections of graphic and popular reading collection. Give students more voice in what the library has
- c. Enhance library spaces with new furniture and technology. Would appreciate input
- d. Evaluate existing library services and explore new ones
- e. Establish a relationship with ASI because the library is one of the best places to invest the money.

11. Questions:

- a. Diana said thanks for the presentation and then asked about free printing and how it would look like when we go back on campus. Is the library looking into this and is there anything ASI can do?
  - i. Dean Rodriguez explained that he did not understand why it was not free either when he became the dean, but he said that it was because it was not under the control of library; it was under the control of Golden Eagle because of a cost recovery model. Interested



in quotas, unlimited, or offset the costs. Started conversations 3 years and applied for grants and have done surveys and research. Would like to explore more with ASI.

- b. Ledi asked if the library had thought about minimizing delays by using disinfectant or UV to
  - i. Dean Rodriguez said they had looked into equipment to speed up sanitizing and cleaning of material. Do not know the cost, but there would obviously be some costs. Anticipate reopening in the spring but looking to digitalize textbooks to make it available through control digital lending. Looking at more long-term goals with scanning textbooks instead of short-term solutions with quickly sanitizing books. Also work collaboratively with other libraries because it would not make sense for the libraries to make a digital copy of the same book.
- c. Jocelyn asked about additional research support with the new college of Ethnic Studies.
  - i. Dean Rodriguez said they put in a request for hiring a specific ethnic studies librarian to support the new Ethnic Studies college in March of last year. With an increase in California's budget for CSUs, the library may be able to hire additional staff for the library who are experts in ethnic studies.
- c. Request for 2021-2022 ASI Funding - Veterans Resource Center
  - i. Director Cesar Gonzalez gave a presentation on the VRC
    1. Director Gonzalez gave a thanks for the partnership with ASI. Very fortunate to have a military connect representative.
    2. Submit the proposal for the upcoming academic year and did not change anything from the previous request.
    3. Important to continue to provide services for students.
    4. Wants to continue to have a solid relationship with ASI





5. Veterans day Ceremony/Reception
  - a. Hope to do something on Canvas
6. Coffee hours at the VRC
  - a. 6 time a year or 3 times a semester where students and campus partners are invited for any concerns or problems they are running into. Typically, the ASI representative participates and is ready to act. Example from the benefits is installing an ADA compliant door for students to enter the VRC.
7. Student to Professional Workshop Series
  - a. Host in collaboration with the career center to help their students and any students on resume writing, navigating LinkedIn, financial literacy, and much more. Provide coffee, tea, and pastries to entice people to come to the event
8. Women Veterans Appreciate Luncheons
  - a. Recognize women sisters and give them the recognition they deserve.
  - b. Event is open to all students
9. Veterans and Dependents Graduation Dinner
  - a. For Spring 2022 graduation
  - b. Veterans are congratulated on a more intimate setting.
10. Highlight of some events for 2021-2022. Working closely with the VRC representative to continue brainstorming for how they can continue to support students
11. Veterans resource center is under student life, so most of their funding comes from Student Success fee. Still new on campus, so do not receive any general funds currently. Makes it challenging, so ASI support greatly helps military connected students and regular students to make sure they all succeed as they should.
12. Director Gonzalez said that for Spring 2021, they are working on spending their ASI funding on producing care packages for their events. Working on still utilizing all allocated money to give it back to students



13. Diana asked if the funding would be for this semester or next semester
- a. Dena answered that the findings would be looked at when planning the 2021-2022 budget. Before the pandemic, the committee will tour the departments, but not the representatives will give a presentation.
- d. Updated Policy 215: Equipment Policy
- i. Betty wanted to parallel how the university tracks equipment. It could be by building out the definition of equipment with costs. Equipment can be expendable if its costs are very small, and larger equipment can be defined differently. A definition or cost threshold might be helpful.
  - ii. Abel said for the university, Cal State LA is ranked #1 for upward mobility, and he believes this. Believes that the school is great for helping out students, clubs, and organizations and gives his experience of being supported by Cal State LA. Need to help out students because they do not have access to labs making it rough. Need to give clubs ownership of equipment to support clubs and organizations that do not have enough money to get enough their projects done.
  - iii. Analiz asked if ASI property could be lent out. It allows for other organizations and students to use property. Also agrees with Betty with how the policy could be expanded upon.
  - iv. Diana said she feels and emphasize with Abel and ASI is all for student success. The situation is that we do not fund clubs, the situation is that. Recommended to take it back to sub-funding to redefine equipment upon Betty's recommendation of redefining equipment.
  - v. Jocelyn agreed with Diana's recommendation on sending it back to the Funding Sub-Committee because of the issue of defining equipment. Also said that it is still important for ASI to maintain ownership of items like Analiz said because when we were back on camps, clubs would ask for pizza heaters, and the cost would be saved because ASI would loan it out.
  - vi. Tu said that for equipment, the only definition is that there is a \$300 limit for when 3 invoices are needed for a purchase. Wanted to



clarify that we do fund items like wood. Also mentioned that equipment can have a large cost and add up, and since he believes ASI Funding should mainly be used for fundraisers, it should be avoided. Knows that this semester is an outlier, once we go back in person, we should be focusing on fundraisers because it is the best way to leverage student fees for clubs. Asked Dena if it would be possible to donate equipment to move ownership from ASI to the club.

1. Dena said that it would have to be something taken up by the College Representatives. If there is something that the college dean brings up the students need, ASI would support the students through the College Representatives.
- vii. Dena clarified for the committee that if something is used in the project, it is a supply, while if something is used to create the project but not on the final product, it is an equipment. Also mentioned that even though the policy is from 2001, ASI funding still comes from student fees.
- viii. Abel said that for the wood, we do fund wood as an example. ASI funds wood for a club, but not a solder gun and finds an unnecessary difference. For the pizza fundraisers, it's not happening now, and we will not know if it can happen next semester. Want to change from ASI rejecting any sort of equipment only based off of ASI needs so that the club can own the equipment.
- ix. Dena said we will be planning to look at a dollar amount cap on the equipment so that things like the solder gun can be funded.
- x. Diana recommended again that the discussion goes back to Funding. Believes with Analiz and Jocelyn that ASI owns a equipment, but there is somewhere in between where ASI funds students. Recommended for Tu to put it on the Funding Agenda to talk about it more.

## VI. Reports

- a. ASI Vice President for Finance: **Josue Montenegro**
- b. ASI Vice Chair for Finance: **Tu Nguyen**

## VII. Adjournment

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Finance Committee Meeting  
Friday, February 19, 2021



Offered By:	<b>Ma Ledi Ham Loot</b>	Seconded by:	<b>Analiz Marmolejo</b>			
Motion to adjourn the meeting at 1:47pm.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

DRAFT



**CERTIFICATION**

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, February 19, 2021, through Zoom. Consensus by the ASI Finance Committee on Friday, March 5, 2021.

Prepared by:

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**Tu Nguyen, Vice Chair for the Finance Committee**

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**Anna Nguyen, Secretary/Treasurer**

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