



Date: Friday, March 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 12:03pm.
- 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 tardy @ 12:12pm
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
Jazmin Ennis	<i>BOD Member</i>	Present
	<i>BOD Member</i>	Present
Abel Guillen	<i>Student Committee Member</i>	Unexcused absence
	<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
Carol Roberts-Corb	<i>Interim Executive Director</i>	Unexcused absence
Betty Kenedy	<i>University President Designee</i>	Present
John Tcheng	<i>CFO Designee</i>	Unexcused tardy @ 12:12pm
Guest of the Gallery		



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

Offered By:	Jocelyn Vargas	Seconded by:	Analiz Marmolejo			
Motion to approve the Agenda for Friday, March 19, 2021.						
Discussion:						
1. Dena recommended to move Discussion Item B to the next Finance meeting.						
Offered By:	Jocelyn Vargas	Seconded by:	Diana Chavez			
Motion to amend the agenda to table Discussion Item B to the next Finance meeting.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

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

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

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

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



- 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. Any public comments

III. Informational Items

- a. February 2021 ASI Financials

Josue presented the ASI Financials

- a) For February of last month which used the 3&9. March would use the 6&6
- b) Best way to see where we are currently at is the percentage use.
 - a. Administration
 - i. Low for benefits towards others
 - ii. Many other low, but will be recurring as the semester continues
 - iii. Lega services have not been used but are there for a reason if they need to be used
 - iv. ASI still needs an Executive Director, so when we do hire one, the actuals will increase. Most likely in April
 - v. Student assisted salaries are allocated for all of the assistant. One assistant was moved to administration.
 - vi. Total used 41%,
 - b. Student Government
 - i. Staff and salaries is low because the next step after hiring an Executive Direct is hiring a Director of Government Affairs
 - ii. Student assistant salaries is at 37% because we have allocated for 3 but we only have 1.
 - iii. Travel credit has excess amount because there was a conference last May that was cancelled. Extra money because it came back during this period
 - iv. Decrease budgeted because SHESS already happened
 - v. Equipment increased because of an additional Apple Care charge
 - c. Student University Support
 - i. Covers a lot of the external university organizations. Were at 0% at the January financials but are now all filled at 100%



- ii. Working on Boko Voucher Program and Scholarships which should go up by the next financials
- iii. None of the \$10,000 for the food pantry has been allocated yet because there is a whole different system we need to adapt to because UAS manages the Food Pantry now. Looking to still fund.
- iv. Unallocated/Holdings should be decreased by \$6,000 that will be going to Project Rebound. Not recorded yet, but will be looked into to make sure it is.
 - 1. Dena explained she is working on the process and if she can get it all done, it should be present on the March financials

IV. Discussion Items

- a. Request for 2021-2022 ASI Funding – EPIC (12:30pm)

Victoria Mosqueda and Anh Hong presented EPIC's Funding proposal

- a) Mission is to promote community engagement across the campus during the whole academic year and summer
- b) Only have some information on what they can expect so it is very general. Being provided with updated information monthly meaning the information has changed a bit since the proposal was made
- c) Under the umbrella of Center for Student Engagement currently
 - a. Develop partnerships between the university and community
 - b. Engaging students on service on a curricular and co-curricular level
- d) Supports students in placement process in the community and community partners
 - a. Work with students looking for placement for credit, experience, and development
- e) Currently remote and virtual, so it is the only type of service students are able to do affiliated with Cal State LA and partners.
- f) Anticipated to change in Fall, but for now, all placements are virtual and remote
- g) Community Engaged Learning Support
 - a. Policy driven
- h) Community Partnership Development
 - a. Has 183 community-based partnerships in many different areas
 - b. Gain new partners and maintain old partners, over 20 years. When COVID hit, policy changed to be remote and virtual. Tasked with reconnecting with partners to create a different type of agreement since the in person



agreements are void during this time. Since the non-profit sector was hit hard, it was important to maintain those connections

- i) Community Partner Fair
 - a. Happening in late April
 - b. Purpose was to bring community partners on campus and give students and community partners a space to meet.
 - c. Open up engagement over the summer
 - d. As of today, they have 8 confirmed partners
- j) America Reads and Counts Program
 - a. Has been around for a long time
 - b. Some elementary schools partnered with EPIC for more than 15 years
 - c. Was an in-person program, but over COVID, it has been difficult to assess the situation in schools
 - d. Students have created tutorial videos in math and language arts. Also doing in-person tutoring as well. Very challenging task but speaks to the success and partnerships of the program. Partnered with 6 schools
- k) Summer Youth Employment Program
 - a. Seven year partnerships with Para Los Ninos in different services.
 - b. Partner with them during the summer to provide youth, 14 – 24, a setting to interact to gain on-site training
 - c. This summer, EPIC and their partners have created a series of workshops that are college awareness, work readiness, and financial literacy. Adapted what they did in-person to a virtual format.
 - d. Includes 10-12 Cal State LA program leaders or worksite aids. 4-week intense program committed to 80 hours
- l) Student Employment Program
 - a. All previously mentioned programs have students involved and leading that work.
 - b. Partnered with Pan-African studies center, Black Student Union, and a student artist for an event dedicated to Martin Luther King. Reached out to students to express their connect to Dr. King's legacy.
 - c. Another event is a student engagement workshop
- m) Program Outcomes
 - a. Part of student learning domains. Partnered with Student Life Assessment community. As a department considered a part of student services, EPIC is working towards the same learning outcomes including community



- engagement, personal, social, and professional identity development, and social justice.
- b. Focused on social justice learning domain and planning events to develop this outcome.
 - n) Marketing and Outreach
 - a. Primarily involved social media, website, and email. Directory that includes 800 students that receive information regularly. Promotions through social media posts and Student Life Assessment committee which includes many other university department areas
 - o) Financial Plan and Expense
 - a. Asking for \$10,000 that will go towards their programs
 - p) Questions
 - a. Diana asked if they employ any student assistants currently now that they are remote. Next year, when we go into hybrid, will you still be employing student
 - i. Victoria Mosqueda answered that they have a few student assistants currently, close to 20. Most are under America Reads and Counts and 7 students are doing support work including social media and graphics. All work is student lead. Gearing up to start outreaching and new students
 - b. Diana asked if the funding goes towards all of the listed programs. Is there an estimate on how much each program uses?
 - i. Victoria Mosqueda answered that those programs would be where funding is going towards. Breakdown would be similar to the Spring breakdown provide in a previous report. Made request very general because it is hard to tell what they would be expecting. Victoria Mosqueda shared the breakdown of Spring would look like
 - ii. Original Spring 2021 projection included Eagle Connect, In Honor of the Legacy of Dr. Martin Luther King, JR. Creative Reflection Project, Social Justice Student Project, Project-Based Involvement: Student Engagement Opportunity for Achieve LA initiative.
 - 1. Aim to use funding to give back to students while teaching them about the communities and issues affecting the community.
 - b. Direct Funding Guidelines Update
 - a) Tu went over the changes to the direct Funding Guidelines



- a. Last time it was at the meeting, the main concern was how the policy treated equipment
- b. Decided in the Funding Committee meeting that the policy should not change and other avenues of funding should be investigated
- c. Main changes were 80% of clothing
- d. Revised requested cost for lines to try and prevent clubs from requesting more to increase the percentage amount they are funded
- b) Jocelyn asked what the college representative budget is currently
 - a. Tu answered that it is around \$3000 a semester. Said he spoke to the ECST college representatives, and was told that they might have money. Does not want to increase college representative's budget, but wants to give them another avenue to spend money.
 - b. Jocelyn said that they have their specific amount and can pull from a pull. Would there be a limit for certain colleges?
 - c. Tu said it would be based on the Finance committee for increases in budget. Does not think there should be a fund just for equipment because it would become unfair overtime. Thinks that if ECST has money left over, they could use it to fund equipment.
 - d. Jocelyn said that the college representatives could work with the college to get stuff funded.
- c) Diana asked how likely college representatives use the \$3,000 allocated? Don't want to put false hopes to clubs to contact college representatives to get equipment funded. Only have money left over because of the pandemic.
 - a. Dena said that the college representatives would be the ones to communicate with the college to see what the college needs. The college would then come to the ASI Finance committee for what they need. The money for college representatives is for their events.
 - b. Diana asked a follow-up question for how the money would be requested.
 - c. Dena said that the request would be made similar to how external support organization requests money.
 - d. Diana clarified that instead of clubs requesting, the college would be requesting which would make the college the owner of the equipment instead of ASI
 - e. Josue said that this would be best way to support clubs without changing policy



- f. Dena said in the past, the college representatives usually utilize all of their money through events and collaborations.
 - g. Jocelyn said that there is an option for the college to collaborate with the dean and there is also IRA funding.
 - h. Tu said that his current concern is that it was a concern brought up in club funding but is being shifted to a concern for the college representatives.
 - d) Ledi said that it would be difficult with the university policy that equipment becomes ASI property. The issue came about because clubs are looking for other avenues to spend their money. Not in favor because the pandemic will not last long. Allocating or reediting the bylaws will have a domino effect.
 - a. Josue clarified that these were the reasons why because we did not want to change the policy for the pandemic.
 - e) Dena said that the requested cost must not exceed \$3,000 is a given. If a club comes in a request when they have already requested money, the \$3,000 can be misleading. Moot point to be added because they would not be able to request \$3,000.
 - a. Tu said that he understood the issue as a second-order problem of the situation where a club requesting \$2000 to get the 50% even if they already have had money allocated of \$2000.
 - f) Tu added that another change to the policy is the amount of money ASI funds clubs for gift cards for students because the amount ASI funds is much greater. Word prizes was removed to better reflect how ASI funds our own events.
 - a. Dena clarified that a club came for \$1500 worth of gift cards for honoraria. Because of how the policy is written, ASI only funded \$560. Brought up that ASI funds much more for events, and prizes doesn't fall under honoraria, so the definition should be removed.
 - c. Code of Procedures Update
 - d. Clubs and Orgs Seed Funding
- Josue talked about seed funding for clubs and organizations
- a) One-time allocation for Fall to get the semester started. Last academic term was \$500.
 - a. 91 clubs attended the Funding Workshop this year, and we will be aiming for \$300 this year. This would sum up to around \$27,000. There is around \$80,000 in the club funding amount, so it is well under. Allocating \$500 would also put it under at around \$40,000.



- b. Will request a Google form to see what the money will be spent on as a check in.
 - c. Giving all clubs and organizations, around 176, at \$300, would be \$50,000 which would still be possible, but not ideal.
 - d. Dena made a clarification that the money would only go to the clubs that attended the Spring Funding Workshop. Money would go towards them, money would come out of this year's budget, and they will have to continue their recognition for next year.
- b) Diana said it would be a good idea to ask what previous year's seed money was spent on since we do not know. Also, could be a reminder to see if they did use it or not. Does not think it should be increased because club funding would still be available.
- a. Josue said that the additional question is a good question to add.

e. Student Emergency Grants Spring 2021

Josue Presented the Student Emergency Grants

- a) Help students with basic needs to better promote success
- b) Will be incorporated in to the 9&3 so that it will be set for the review
- c) \$150,000 allocation on a first-come-first serve. Cover \$300 students if they get the full \$500 grants
- d) Diana asked if they were requesting \$150,000
 - a. Dena said that last fiscal year they asked for that amount and ASI had the funding. Josue is presenting that this Spring, the starting basis would be \$150,000 again recognizing the situation. Transition to basic needs
 - b. Diana said that she remembered the Finance added an extra \$50,000 to the requested amount.
 - c. Dena said that we are starting at \$150,000 that can be increased or decreased. This would just be the starting amount for the 2021 year.
- e) Tyler asked how much money was in unrestricted currently
 - a. Josue said that currently \$243,000. Will have a better image by the 9&3, but want to get the discussion started.
 - b. Dena said that amount will increase by the 9&3 where we will know better how much unused funding there is
 - c. Diana asked if it would be possible to see how much DACA, foster, or other categories of students were utilizing it.
 - d. Dena said that ____-



- e. Betty said that the HEERF and CARE money could not be given to some students, so they had to use other sources to fund international, DACA, and other students.

V. Reports

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

VI. Adjournment

Offered By:	Tu Nguyen	Seconded by:	Diana Chavez			
Motion to adjourn the meeting at 1:45pm.						
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, March 19, 2021, through Zoom. Consensus by the ASI Finance Committee on Friday, April 9, 2021.

Prepared by:

Tu Nguyen, Vice Chair for the Finance Committee

Anna Nguyen, Secretary/Treasurer