



Date: Friday, April 9, 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>	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>	Present
Lauren Diana	<i>BOD Member</i>	Present
	<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
Guest of the Gallery	<i>Barnaby Peake,</i>	

**c. Approval of the Agenda for Friday, April 9**

Offered By:	<b>Jocelyn Vargas</b>	Seconded by:	<b>Abel Gullien</b>
Motion to approve the Agenda for Friday, April 9, 2021.			
Discussion:			



1. Dena asked if there could be a motion to move the discussion Item A to after public comment as a presentation.

Offered By:	<b>Jocelyn Vargas</b>	Seconded by:	<b>Abel Gullien</b>			
Motion to amend the agenda to move Line Item A to after public comment.						
Discussion: 1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

**d. Approval of the Minutes for Friday, March 19**

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

**e. Approval of the Funding Committee Report, March 26**

Offered By:	<b>Ma Ledi Ham Loot</b>	Seconded by:	<b>Diana Chavez</b>			
Motion to approve the Funding Committee Report for Friday, March 26, 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



### III. Informational Items

#### a. Request for 2021-2022 ASI Funding – Basic Needs (Carol Roberts)

Carol Roberts presented the request for basic needs funding

a) Thanked ASI for the past support for the basic needs initiative to meet student's fundamental needs to be successful in school

b) Here again to ask for the continued support in 2021

c) Overview

a. Basic needs is an umbrella name for food distribution, financial distribution for emergency grants, emergency short term housing, and technology loaning programs

b. Food distribution

- i. In person pantry until the pandemic where they were able to distribute nonperishable goods
- ii. Before Primarily funded by donations from people on campus
- iii. Developed partnership with UAS to do a drive-up program during the pandemic where they are now able to distribute fresh produce
- iv. Currently funded by grants, one from Verizon, donations, and campus partnerships, primarily through ASI.
- v. Seen numbers steadily climbing. 821 bags in the Fall and 1206 bag from today, April 9. Reached the point where demand may be exceeding supply.
- vi. Give out 200 bags a week that are promised to people as early as Tuesday for the week. Increase funding to expand bags
- vii. Fall was biweekly, Spring has moved to weekly. Looking to expand
- viii. Expensive to do it through UAS. \$30 per bag, 200 bags a week, \$6000 a week. \$192,000 to be sustained for 8 months at its current capacity
- ix. Asking for an additional \$100,000 for the 21-22
- x. Hoping to receive HEERF II money, but not sure. Did not receive any money from the CARES act. Have asked and are waiting to see how much they can receive.
- xi. Extra money could help expand. Looking to do a program with Everytable to get food to students that can not come to school

c. Financial emergency grants

- i. For students with serious circumstances that prevent students from paying for tuition



- ii. Majority is covered by CAREs and HEERF I/II, but some students do not meet the requirement set by the federal guidelines. Affects international, undocumented, un-covid related emergencies, and others would not be able eligible
  - iii. March – December 2020, distributed \$343,000 to 686 tudents that were not eligible for CARES/HEERF. Money from donations, campus partners, and grants
  - iv. Jan – Present, 889 applicants with 634 awards to date. 109 awards to students that were not eligible for CARES/HEERF. \$54,000
  - v. After May 2021, HEERY II money must be distributed. Need funding to continue emergency grant program after ay. Asking ASI for \$50,000 and hoping for additional money from federal funding and donations
- d. Emergency Housing
- i. Not asking for money from ASI. Can cover costs from a grant from the chancellor office
- e. Technology
- i. All the equipment is paid for by academic affairs, so the only cost is labor for the distribution.
- f. Hope ASI will support basic needs initiative for \$100,000 for the food programs ad \$50,000 for emergency grants.
- g. Questions
- i. Jocelyn was wondering if they could request for IRA for the food pantry
    - 1. Carol Roberts said they are not able to request money from IRA
  - ii. Jocelyn asked if those who could not get a food bag are redirected to other food resources
    - 1. Carol Roberts said that those students and those that do receive a bag are referred to the proper resources. Listed on webpages and try to promote the different opportunities come up through social media
  - iii. Jocelyn asked if students would be required to exhaust loans for the money being requested
    - 1. Carol Roberts said that it is a misnomer that students are required to exhaust aids. Work with students to find resources



to get funding. Entire financial picture for all of the available options. Sometimes better for the student to take out the loan if a grant puts the student over their estimated cost of attendance. Not a flat out you can't receive a grant if you have loans, but complicated. The criteria in the past because there was a smaller available amount of money. Built up pool of money and more options available, so not always no

2. Jocelyn said the the DRC submitted a request for grants for undocumented students, so not sure if it would be easier
- iv. Jocelyn said that for Governor Newsom's budget, there was an allocation for basic needs.
  1. Carol Roberts said that they have not heard yet, but are hopeful. One of the grants sponsored by the state they have used up ends after next fall semester. Haven't heard yet if they will receive money. Difficult to ask money from ASI because of the moving targets of the amount of money needed. Different funding sources may or may not be continued or created. CSU system in general is putting basic needs as a priority for students, hoping that the assistant will continue
- v. Ledi wanted to clarify that it would be \$100,000 for basic needs and \$50,000 for emergency grants.
  1. Carol Roberts affirmed that the money was spent in 20-21
  2. Ledi asked about the amount of food distribution bags in Fall since there were supposed to be 200 bags a week
  3. Carol Roberts said that in the fall, they had a system where students would notify that they were interested in a bag. Did have a problem with students not showing up. UAS did have a system in place where they were notified a week before on how many bags they need and no food would go to waste
  4. Ledi said that students do not see ASI helping students through emergency grants and basic needs. Hopes that the systems will be improved so ASI's image changes



5. Carol Roberts said she agrees with Ledi and that she will work with student life to make sure that students know where the Funding comes from
- vi. Diana asked how many DREAMERs and international students requested
  1. Carol Roberts said that they gave 171 international students grants in the fall and in spring, 109 international students. Currently have 400 international students. Little less than half they were able to fund. Made an effort this spring by reaching out to the international office to reach out to international students that there was funding available. Saw a bump at the beginning of the semester. Issue with undocumented students is that it isn't asked because they are sensitive to people not wanting to reveling that. Sometimes a guessing game. Work with the DRC to use one of the funding sources to get students money. Believe 63 undocumented students in the fall and don't have the numbers yet for spring.
- vii. Jocelyn said that it may be a transportation issue for students not coming and picking up food. Jocelyn asked if the office had kept track of students who utilized the food pantry to better support those using it often
  1. Carol Roberts said that they were able to track more. Data is that students picking up the bags support a household of four. Data on college, year in schooling, and more to do more outreach to the groups who are using and not using the service
  2. Jocelyn suggested to keep track of how many people are on the waitlist to see how many people want a food bag but don't have access.
  3. Carol Roberts added that they do not limit how times a student picks up a bag weekly. Work with student emergency grants. New coordinator of housing and food insecurity that will focus on all efforts to find flaws to better serve students. Looking forward to having a dedicated staff member working on it



- viii. Jocelyn asked what ASI can do to advocate HEERF money towards the their area.
  - 1. Carol Roberts said that whatever forums they are in, they could ask and get feedback. Two purposes of the money, institutional and towards students. UNiveristy is reviewing request for HEERF money, unsure of methodology and believes it is tricky to allocate. Was in a meeting trying to estimate the cost to inspect and update building HVAC system that could be millions of dollars. Encourage to use forums in for what students need the most.
- ix. John wanted to add to Carol Roberts saying that the request for funding will be fully supported. Activities and purchases will be made to deliver critical supplies and services to students

**IV. Action Items**

- a. Approve Student Emergency Grants Spring 2021

Committee Questions/Discussion:

- 1. Dena said that before we go in the action item, would like to remind the committee that ASI allocated \$150,000 to student emergency grants last year. What Carol Roberts presented is for next year, 21-22. Request for \$150,000 was for this Spring for students still in need. \$150,000 asked for Spring of 21 gives more flexibility in how students can be better supported.

Offered By:	<b>Abel Gullien</b>	Seconded by:	<b>Tu Nguyen</b>			
Motion to Approve Student Emergency Grants Spring 2021 for \$150,000.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

- b. Direct Funding Guidelines Update

Committee Questions/Discussion:

- 1. None:



Offered By: <b>Abel Gullien</b>	Seconded by: <b>Jazmine Ennis</b>					
Motion to approve the Direct Funding Guidelines Update						
Discussion: 1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

c. Code of Procedures Update

Committee Questions/Discussion:

1. Tu gave a summary on the Code of Procedures update

Offered By: <b>Anna Nguyen</b>	Seconded by: <b>Abel Gullien</b>					
Motion to approve the Code of Procedures update						
Discussion: 1. Tu checked again with the Finance minutes and confirmed that the Code of Procedures have not gone through discussion yet. Recommended to the committee for rescinding the motion						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Rescinded</b>

d. Club Seed Funding

Committee Questions/Discussion:

1. Josue said that there would be 91 clubs that would receive seed money of \$300.

Offered By: <b>Abel Gullien</b>	Seconded by: <b>Ma Ledi Ham Loot</b>				
Motion to approve the Club Seed Funding form with the stipulation for the updated version of the document.					
Discussion: 1. Tyler explained the form that would be used in the Fall semester for clubs to accept the seed money allocation and the updates from the previous meeting.					





2. Ledi suggested to capitalize the one-time seed money section in the explanation part of the form
  3. Diana asked if it would be a first time first serve basis or if there was a rubric for who was receiving money
  4. Dena explained that the organizations that attended the funding workshop during the ODC in Spring. Tu is aware that 91 attended the workshop, so the checks would be issued to those clubs. Before receiving the money, they would need to submit the form to show that they maintained recognition next semester.
  5. Diana asked when the email notifying clubs would be sent out about the seed money
  6. Tu said once it is approved, we would be able to send it out. The main target was when the clubs were beginning to transition, and that period has begun
  7. Diana asked if the seed money would only be for Fall
  8. Tu answered that it would be for the academic term
  9. Ledi wanted to clarify that the list of clubs receiving the seed money is already set and the purpose of the form is to collect information on what they would spend the money.
  10. Tu verified this saying that the form would be sent in Fall and an email notifying them to maintain recognition would be sent in Spring
  11. Ledi asked when the money would be distributed
  12. Tu answered that it would be distributed once the list of recognized clubs is received for the Fall 2021 semester. Some clubs do not carry over recognition, but if there are any, the checks would not be distributed
  13. Diana added to Ledi's question about the collecting information. Diana said that there was not any information for the previous seed money of \$500, so this was just a question
  14. Jocelyn asked if the answer would be an exact dollar amount or a more general idea
  15. Josue said that it would just be a general idea of what the money would be spent on
  16. Abel asked if only one officer would fill out the form
  17. Tu answered that this was correct and made the change to prevent duplicate submissions.
- |              |     |         |      |           |      |                       |
|--------------|-----|---------|------|-----------|------|-----------------------|
| All in Favor | All | Opposed | None | Abstained | None | <b>Motion: Passed</b> |
|--------------|-----|---------|------|-----------|------|-----------------------|



- e. Approve 2019 Tax Return (Cohn Reznick - Time Certain 1:00 pm)

Committee Questions/Discussion:

- a. Alberto Contreras said that Cohn Reznick would probably not be able to make it today. Can present some of the information because they he does work with them for creating the budget
  - i. Dena asked when the final deadline to submit would be
  - ii. Alberto Contreras said that it would be submitted by May 7 latest
  - iii. Dena said that BOD can approve it. Go as an action item on April 23 and then BOD on the 13<sup>th</sup> of May
  - iv. Alberto Contreras said it should be fine, and will tell Cohn Reznick to mail all the forms. Will work with Dena to prep with it.
  - v. Dena said she will discuss the matter offline and can use some Funding time for discussing the budget.

Offered By:	Ma Ledi Ham Loot	Seconded by:	Tu Nguyen			
Motion to table the approval of the 2019 Tax Return.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**V. Discussion Items**

- a. Review the 9&3 Budget - The committee will review the 9&3 Budget  
 Josue went over the 9&3 budget
  - a) Top section is overview of three sections.
    - a. Some changes. Last column is the changes from the 6&6 to the 9&3. Additional spending on student support and expenditures that was balanced out.
    - b. No change in revenue. Most part, sections stayed the same
    - c. Administration



- i. Staff salaries increase that reflected the hiring of the ED and appointment of the AED
- ii. Student salaries had savings because a student assistant moved into the staff salaries
- iii. Bank charges have a savings of \$300
- iv. Savings in insurance because of rebate with zero claims
- d. Student Government
  - i. Student staff salaries and PTO was under budget because a Director of Government Affairs will not be hired this year
  - ii. CSSA was underbudget because it was an online seminar. Real was \$950 which was where the savings came from
  - iii. Savings in travel, left some just in case
  - iv. Grant in Aid had savings because vacancies in positions.
- e. Student and University Support
  - i. Club and organization support came from estimating amounts left for this semester and the seed money allocation comes from
  - ii. Increased number in unrestricted. Higher the number the better because it could be allocated to different places
  - iii. Book voucher program had savings because not all students used all of the money rolls over
    - 1. Ledi said that ASI should find ways to max the program because we have been underspending on that area. Money could help more students if we change how students apply.
    - 2. Josue said that one thing we were thinking about is putting the \$12,000 to the library instead of the book voucher program to reach more students through eTextbooks and such
    - 3. Ledi said that the book voucher has been never maxed for the past few semester, and it is good that it is being recognized
    - 4. Dena said that Amanda did a study on the students being awarded the book voucher and some students didn't fully use it or didn't use it at all
  - iv. Added \$6,000 for Project Rebound. Was proposed early on so was not on the original budget



- v. Reminded about totals at the bottom and the small breakdown
  - vi. Ledi mentioned that for the scholarships, a student had put the incorrect GPA for the application. Said that next time ASI should ask for the transcript to confirm the GPA if allowed.
  - vii. Dena confirmed this and that the next graduate student is eligible. Asked Betty if ASI could request a copy to verify the GPA
  - viii. Betty said that it shouldn't be an issue to confirm.
  - ix. Dena verified that the committee would not see the information and it would only be used for verification
  - x. Ledi said she did not want ASI to give out a scholarship and then find out that the student was ineligible.
- f. Jazmine asked what GPA transfer student use if they were to qualify for the scholarship application
- i. Ledi said that usually it is the cumulative GPA
- g. Dena wanted to make clear that the university fully supports basic needs using CAREs and HEERF II money. In addition, \$6000 came after the 3&9 with the initial unrestricted funding. Was not pulled from somewhere
- h. Ledi asked if Project Rebound asked for next term
- i. Dena confirmed that they did.
  - ii. Ledi asked if Diana asked for an increase previously,
  - iii. Diana said she requested for the DRC to be increased since they consistently come for funding.
- b. Food Pantry additional allocation not to exceed (NTE) \$3,500- The committee will discuss increasing the Food Pantry allocation by a NTE \$3,500.
- Dena began the topic.
- a) Dena said that for the 2020-2021 year, ASI allocated \$10,000 towards the food pantry. Now, the food pantry will invoice ASI and that will be how they utilize funding. Requested for the committee to propose an increase to maintain one invoice because the amount invoiced was greater than the amount they were allocated. Dena said that Carol Roberts said it would be OK if ASI does not fund because already appreciative of money ASI already given. If funding \$3,500 to fill one more invoice or keep at \$6,900 and only partially fulfill and invoice
  - b) Betty said that they are accepting requests and distributing food. Also working with Everytable to deliver meals. Regarding the previous question about left-overs, they work for housing for extra distribution



- c) Dena said she will confirm the information with Carol Roberts with the invoices.
- c. ASI Administration Funding Request - The committee will review the ASI Administration funding request

Josue said that it was requested last year but was halted because it wouldn't be useful to sit in the office

- a) Dena said that in February of 2020, the 6&6 was approved with an allocation for a copier. Still supporting university fleet program with the front machines Chose Konica Minolta because more contusive towards graphics. Dropped because approved and then went remote so it wouldn't be the best use of fees. Revisiting copier because we may be back in fall. Other project is the enclosed storage project. Do have storage currently, but weather and debris affects the storage currently. Do have bids for it currently and can come to fruition in the summer. Amount request would \$50,000 in total

- a. Abel asked about the \$20,000 to \$35,000 range for the printer
  - i. Dena said that we are hoping to get the discounted price. Could get a Konica Minolta from a Toshiba contract, but not certain. Max would be around \$35,000.
  - ii. Abel asked for how many printers and what the plan was for it
  - iii. Dena answered that it would be 1 printer and it would replace the old Toshiba printer.
  - iv. Abel asked where the older printer would go
  - v. Dena said that the printer would go back to the universities fleet program
  - vi. Abel asked for clarification about buying the new printer
  - vii. Dena said that the Konica Minolta would be better for graphics than the Toshiba printer currently
  - viii. Ledi said that marketing items were produced in house for events and partners.
- b. Ledi asked Dena if the budget includes ink.
  - i. Dena said that it is a figure for now that would need to be agreed amount. If agreed, the costs would be further looked into
- c. Ledi asked how long ASI had the Toshiba printer
  - i. Dena said that around 3 years. If purchasing the Konica Minolta, it would be ASI property.
- d. Diana brought up that the time for the meeting was coming up, so we may need to consider tabling,



i. Dena said that it could be tabled.

Offered By:	Diana Chavez	Seconded by:	Tu Nguyen			
Motion to table the discussion of the administration request						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**VI. Reports**

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

**VII. Adjournment**

Offered By:	<b>Diana Chavez</b>	Seconded by:	<b>Ma Ledi Ham Loot</b>			
Motion to adjourn the meeting at 1:57pm.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>



**CERTIFICATION**

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, April 9, 2021, through Zoom. Consensus by the ASI Finance Committee on Friday, April 23, 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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