



Date: April 29, 2022

Time: 12:00-2:00 pm

Location: USU - Alhambra Room 305

Attendees: Finance Committee, General Public

Type of Meeting: General

I. Organizational Items

- a. Call to Order by Josue Montenegro, Vice President for Finance, at (12:05)
- b. Roll Call (Quorum **Established**)

Josue Montenegro	Vice President for Finance	Present
N/A	Vice Chair for Finance	
Anna Nguyen	ASI President	Present
Sasha Prakir	VP for Administration	Excused Tardy
Anson Noland	VP for Academic Governance	Present
Analiz Marmolejo	VP for External Affairs & Advancement	Excused Absence
Brian Nguyen	Secretary Treasurer	Present
Andrew Klein	BOD Member	Excused Tardy
Brandon Zuniga	BOD Member	Unexcused Tardy Recognized 12:13
	Student Committee Member	Present
Curtis Gaines	Student Committee Member	Present
Prince Brandon Johnson	Student Committee Member	Excused Tardy
Angel Martinez	Student Committee Member	Present
Daniel Gonzalez	Associate Justice	Unexcused Absence
Vacant	University President Designee	N/A
John Tchong	CFO Designee	Present
Barnaby Peake	Executive Director	Present
Dena Florez	Associate Executive Director	Present
Guest of the Gallery	Amanda Maldonado	Present

c. Approval of the Agenda for Friday, (April 29, 2022)

Motioned By:	Anna Nguyen	Seconded by:	Brian Nguyen
Discussion: None			

Page 1 of 9

Finance Committee Meeting

Friday, April 29, 2022



All in Favor		Opposed		Abstained		Motion: Consensus Passed
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d. **Approval of the Minutes for Friday, (April 29, 2022)**

Motioned By:		Seconded by:					
Motioned to be tabled for next meeting							
All in Favor		Opposed		Abstained		Motion: Tabled meeting	Consensus for next meeting

e.

f. **Approval of the Minutes for Friday, (April 22, 2022)**

Motioned By:		Seconded by:					
Motioned to be tabled for next meeting							
All in Favor		Opposed		Abstained		Motion: Tabled meeting	Consensus for next meeting

g.

h. **Approval of the Minutes for Friday, (April 8, 2022)**

Motioned By:		Seconded by:					
Motioned to be tabled for next meeting							
All in Favor		Opposed		Abstained		Motion: Tabled meeting	Consensus for next meeting

- 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 - None

III. **Information Items**
None



IV. Discussion Items

A. 2022-2023 Budget – The committee will review and make recommendations of the draft of the 2022-2023 Budget

Dena: We hope to have an increase in our revenues in terms of filling our lockers for the next semester. This year what we did is tracking the reserves, if you look at the bottom for the reserves of about \$751,085 in the 9&3 Budget. The big question I'm sure everyone has is, why are the reserves so high? Well that is because we are just returning back to campus, and we have 2 academic years of not programming because of the pandemic. So this large sum of the reserves will be inject into the new budget. Moving forward, we will be moving line by line.

Dena: We do have salary increase, as we are hoping to recruit the program coordinator and have an increase of salaries to the minimum wage. We will adjust this outcome as the year progresses during our 3&9 Budget depending on what our actuals look like then. Student Salary, we are expecting to hire for our Office Assistant and a position in our Graphics Team for Public Relations and Marketing.

Dena: Moving along to Healthcare costs, there is an increase that reflects the yearly increases for Healthcare and for an incoming Program Coordinator. Furthermore, we are hoping to send our Student Staff to training sessions and conferences for staff travel. There will be a \$14,000 increase to the Staff Travel. Our conferences need to be approved by our Exec. Director for travel and hospitality. Individual membership dues are related to NASCA. Live Scan for background checks as we will be hiring for 3 positions; Administrative Assistant, Office Assistant, and Program Coordinator. Human Resources, ASI has a memo of understanding with the University to handle our accounting and our ticket sales; such as lockers purchased over at Cashier's, which saw no increase in the budget.

Brandon: What is the need for the hiring of more staff? The rise of \$64,000 is large sum.

Dena: The \$64,000 is for the Program Coordinator, this takes into the account an increase in salaries as well.

Brandon: What about the P.R. person?

Dena: The \$48,000 is for the hiring of 3 student staff members.



Brandon: My question continues to be why so much money? It seems to me like a lot of the work is rather bureaucratic as it adds more the workload you have to do.

Dena: One of them will be a FT person, the Program Coordinator. The student positions can only work 20 hrs per week, it's not effective to have one assistant to handle multiple tasks and running back and forth from front desk to their assigned administrative tasks.

Barnaby: It's the work of the organization. It's to keep up with the programming, at the moment we are struggling to keep up. The Graphic/Design Team covers and distributes the workload. We're not creating more staff, these are staff members that are needed for the organization to function properly.

Curtis: The money is going back to the students, as they are student workers.

Brandon: My concern isn't student assistants, I believe that this allocation can be better used in other programs. Most of the time they are just sitting upfront distributing scantrons.

Dena: Students work on projects, writing minutes, and general administrative tasks. Angel has been extremely helpful 2 projects, they are a key part to the proper function of ASI.

Josue: This is the yearly Budget, the reason why it's a large increase in line items is because it's better to overshoot the expenditures as opposed to constantly making changes to the budgeted expenditures. Therefore the reason for our 9&3, 6&6, and 3&9 Budgets which help track and allocate the budget as the semester progresses. Always keep in mind that this will come back next week as an action item. It doesn't end here. Ask as many questions as you'd like, it helps with transparency for the students.

Dena: As Josue mentioned this is the plan for the next year, it's the best way to see where your student fees go.

Dena: Student Gov detail hospitality was changed. We reduced hospitality cost, we continue to pay for technology and equipment use here at the USU. Student Travel, we will be expecting a get together of the 23 campuses student government in this it is budgeted to be travel and rooms.

Dena: GIA, otherwise known as Grant in Aid. Our student leaders have not done an increase in their stipends and our study launched demonstrated that their stipends are actually lower than the other campuses. They decided not to take an increase in 2020 or 2021, this year as we come back we will have



an increase in GIA. Moving forward to the GIA Increase we will be removing the PRM now a student staff and Election & Marking being removed completely. This allows for the budgeting for the representatives of ethnic studies. Again this increase for the GIA stipends are something that were scheduled to increase 3 years ago.

Dena: Student Support for programs and organizations has gone back up to \$95,000 as we will be now fully in person for the coming year, at least that's what we expect. We will be looking at historical funding and in search for a proper allocation of funds in the future, Angel has very helpful with the tracking over 5 years.

Dena: In order to fully fund the budget for 2022 – 2023 we have pulled from the reserves \$326,797. Keep in mind that the reserves have been building up and now it is time to give it back to the students, this will still leave us with reserves left. We will be planning accordingly for the next year as far as how we will use it.

Curtis: What about the transportation we planned for?

Dena: Until we have a more concrete figure it will be mentioned for the next year.

Barnaby: We are doing some long term projections for our budget and we are pulling more than \$300,000. We have to be careful as to how we will do for the future, for example the metro link, we want to do it for the next year's administration. We won't be able to forecast it by next week.

Dena: Keep in mind that these are the plans for next year, however, some may be used completely so it'll then rollover to the next semester or allocated to other programs that will need it.

Barnaby: This is a strategic decision to use them immediately and we are aware that these reserves will eventually decrease as we continue to be in person. It's a moving target as what the budget for the next years will be.

Josue: These reserves are meant to be used but used accordingly. This is the plan and the next administration will decide how they will do it. It's about giving back to the students.

Dena: We will monitor these things closely at some point we will have to increase in fees. When compared to other campuses, the other campuses have higher fees than we do which hasn't increased in 30 years.

Curtis: Are there any line items that you can say are overinflated? It does seem as the budget for the next year takes a fairly large chunk of the



reserves so if there's a way to decrease that it would be ideal. If not than it is fine.

Dena: Yes, for example Student Travel, we do expect that to flip flop it may or may not happen often the hotel rooms may even be cheaper depending on the location and the date of the training sessions. The idea to prepare for the worst and hope for the best, if the actuals (expenditures) fall below the budget than that would mean that the funds were allocated appropriately.

V. Action Items

A. Policy 226 Funding Sub-Committee Code of Procedure – The committee will take action on the recommended Changes to Policy 226

B. Physics & Astronomy Club – Lunar Eclipse Watch Party – 05/15/2022 - \$515.86
Julie (President): We are requesting specific binocular for stargazing and tripods for them, as well as a telescope. We plan to use these items for future events. Future events planned are the Joshua Tree in subsequent events but the idea is to use these as well.

Josue: Is there a policy regarding the purchase of equipment?

Amanda: Yes there is a policy in which we require the ASI logo to be on the items, and where do you plan to store these items?

Julie (President): Yes, so Juliane has offered the space to store the items and we're okay with the ASI logo being on the equipment.

Motioned By:	Andrew	Seconded by:	Anna
Motion to approve the Physics & Astronomy Club for \$515.86 Discussion: None			
All in Favor		Opposed	
		Abstained	
		Motion: Consensus Passed	

C. Child Development Association – End of Year Event – 05/10/2022 - \$1,393.83

Crystal (CDA President): Asking for funding for our end o the year events in order to honor our members for their hard work throughout the year. We are requesting for the end of the year photo booth to make the event memorable.

Curtis: How many people do you expect to attend this event?

Crystal (CDA President): Approximately 300 people.

Brandon: Can you tell us what the club does for the students?



Crystal (CDA): It's open for everyone at school, we educate members on everything related to Child Development. This semester we have brought in at least 2 speakers per month. Our club allows for networking, education info, and this event provides us for our first in person event. The all

Motioned By:	Andrew Klein	Seconded by:	Anna Nguyen
Motion to approve the Child Development Association for \$1,393.83 Discussion: None			
All in Favor		Opposed	
		Abstained	
		Motion:	Consensus
		Passed	

D. Healthcare Leadership Association – HLA Graduation Banquet = 05/20/2022 - \$743.34

Britney (HLA Rep): We would like to receive funding for our Graduation Banquet. This meeting will be open for all Cal State LA students. The program is made to enhance the college experience. The cost breakdown will be the honorarium, sashes for officers, certificates for guest speakers, marketing (banners), and water bottles.

Brandon: How many members does your club have?

Britney (HLA Rep): We are expecting 50-100 people to attend.

Brandon: Is there a reason as to why you're only asking for 2 water bottle packets?

Britney (HLA Rep): We tried to allocate the funding to other items.

Amanda: Just have a recommendation for the sashes, can you put the ASI logo on it? You are using PrideSash, correct? If so, they should have the updated logo.

Britney (HLA Rep): Yes, of course we'll go ahead and put the logo.

Motioned By:	Curtis Gaines	Seconded by:	Andrew Klein
Motion to approve the Health Care Leadership Association for \$743.34 Discussion: None			



All in Favor		Opposed		Abstained		Motion: Consensus Passed
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VI. Reports

Motioned By:	Sash Prakir	Seconded by:	Angel Martinez				
Motion for 5 minute extension by Josue Montenegro Discussion: None							
All in Favor		Opposed		Abstained		Motion: Passed	Consensus

- a. ASI Vice President for Finance: Josue Montenegro: **N/A**
- b. ASI Executive Director: Barnaby Peake: **N/A**

B. Adjournment

Motion to Adjourn (1:59):

Motioned By:	Andrew Klein	Seconded by:	Curtis Gaines				
Discussion: None							
All in Favor		Opposed		Abstained		Motion: Passed	Consensus



CERTIFICATION

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, April 29, 2022 in USU-Alhambra Room 305. Consensus by the ASI Finance Committee on Friday, May 13, 2022.

Prepared by:

Angel Martinez-Reyes, Recording Secretary

Brian Nguyen, Secretary/Treasurer