



Date: April 08, 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 (12:18)
- b. Roll Call (Quorum **Established**)

Josue Montenegro	Vice President for Finance	Present
Alexandra Kurokawa	Vice Chair for Finance	Excused Absence
Anna Nguyen	ASI President	Present
Sasha Prakir	VP for Administration	Excused Absence
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	Present
Brandon Zuniga	BOD Member	Excused Tardy Recognized 12:47
	Student Committee Member	N/A
Curtis Gaines	Student Committee Member	Excused Tardy Recognized 12:49
Prince Brandon Johnson	Student Committee Member	Excused Tardy Recognized 1:06
	Student Committee Member	
Daniel Gonzalez	Associate Justice	Unexcused Absence
Vacant	University President Designee	N/A
John Tcheng	CFO Designee	Present
Barnaby Peake	Executive Director	Excused Absence
Dena Florez	Associate Executive Director	Present
Guest of the Gallery	<i>Amanda Maldonado</i>	Present



c. Approval of the Agenda for Friday, (April 8, 2022)

Motioned By:	Brian Nguyen	Seconded by:	Anson Noland
Discussion:			
All in Favor		Opposed	Abstained
			Motion: Consensus Passed

d. Approval of the Minutes for Friday, (March 18, 2022)

Motioned By:	Anna Nguyen	Seconded by:	Anson Noland
Discussion: None Dena: Not available.			
Anna: I motion to table them for next meeting.			
All in Favor		Opposed	Abstained
			Motion: Consensus Tabled 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

- A. **EPIC** – EPIC will present their Funding request for 2022 – 2023 (Time Certain 12:30pm)

Victoria (EPIC Rep.): What we have done this academic year will be a reflection for the next year, for the exception for one program. I'll be giving handouts to further clarify the content of our Funding Request. Our highlights are connected to the work in the proposal; community service was hit hard during COVID Era in which we have lost touch with them. Virtual engagement was challenging, this plan for 2022-2022 is a reflection of our trial and error. Under services we have done presentations virtually/in-person for curricular engagement, for credit engagement. Adaptation of classroom presentations into virtual sessions, streamlining our services on our website, Eagle Connect Portal system, Student Leader teams, and student employment. The biggest highlight is the tabling



campaign every Wednesday to encourage others to approach us and participate.

Brandon: I work with non-profit's there is a new law that allows for undocumented students to work up to 150 hours of community service, the government will provide up \$3,000. Is that something EPIC will be participating in?

Victoria (EPIC Rep.): Yes, the law was put in place early this semester. Unfortunately, because of the low turnout we have yet to carry it about. The idea is for these students to come to us and we will be able to connect them with our partners. We will be coordinating their placement in the community.

Brandon: What's the process you have to decide which non-profits you work with and which ones not to work with? There are some non-profits that are not the best to work with.

Victoria (EPIC Rep.): There's a standard process across all CSU's such as a legal and formal agreements with non-profits. We have a Risk Assessment list related to safety of cite, supervision, and background check prior to naming them as official partners.

Josue: Any other questions for EPIC? No? Okay, Victoria can you provide an email to us?

B. Anna Bing Arnold Child Care Center – ABACC will present their Funding Request for 2022-2023 . (Time Certain 1:30pm)

Jim (ABACC): We have music and nursing students working with us. The centre does provide over 5,000 hours (about 7 months) of training as well as having 68% of student staff. We do provide grants to support low-income families and the ASI fund helps take care of that fee and charges less tuition. The ASI funding helps us pay for our students, allowing our children to get more 1 on 1 time with student workers.

Brandon: How many children do you have in this program?



Jim (ABACC): Presently we have about 75 children, at maximum capacity we can have 100.

Brandon: So, you are expecting the amount to increase? And how do you reach out to the parents of these children?

Jim (ABACC): Yes, we are expecting an increase in enrolment. We give priority enrollment to children of current CSULA students followed by staff and then public.

Josue: Can you provide the cost breakdown?

Jim (ABACC): A substantial portion of the funding request is to lower the cost of enrolment, as ASI has helped us provide our services at the lowest cost possible.

Brandon: Do you guys do anything to educate the parents as well?

Jim (ABACC): Absolutely, we do have parent conferences and committees to provide workshops for parenting and tips for handling a divorce. We get the children ready for elementary school and develop interpersonal skillsets.

Curtis: What is the number of students that are hired now?

Jim (ABACC): Yes, so we have 40 students working part-time and spread throughout the classrooms.

C. February Financials

Dena: Our financials are ready by the end of the month and posted by the 10th of the month. At the moment we are looking at an example for the February Financials. Keep in mind that a lot of the things are yet to be posted as we have been active this month.

Josue: Let's take a moment to take a look at this. As you can see the financial has been broken down into sections.

Andrew: After we approve a budget, a previous budget, is it then that we work on the next one?



Dena: Pretty much, we follow the same approval pattern for budgets such as the 6&6, 9&3 Budgets.

Josue: Any other clarification? If not we can move forward.

Dena: If we could jump to discussion while the clubs arrive.

Josue: Yes. We can wait 5 minutes. We will call Recess until EPIC arrives.

IV. Discussion Items

A. 9&3 Budget – The committee will review and make recommendations of the draft of the 9&3 Budget

Dena: Please, keep in mind that this just the 1st read of the budget, this is the 9&3 meaning that we have completed 9 months of our current academic year. The approval will be done during the next finance meeting. Let's keep in mind that we are having a challenge with club funding as we transition back into campus.

Dena: Our revenue is predicted to increase; this includes locker revenue and movie ticket sales. To facilitate the process we will only be going over the items that show a change, if there aren't any changes that means nothing has changed in that line item.

Dena: If you look at staff salaries and staff benefits you can expected some savings are there are some vacancies. We are having a challenge with the Program Coordinator. We had anticipated a Staff Development to occur this Spring Semester however, due to the ongoing audit we chose not to have it this semester. We prioritized the Audit instead and utilized the staff to facilitate the audit. There was a reduction in Live Scan costs. Any questions on personnel? Keep in mind that this is subject to change as the semester progresses.

Dena: There are not changes to the corporate costs, as we are tracking this very well. The day-to-day operation costs have not changed, other than that the only predicted increase would be on behalf of the Technology line item, but we don't have exact figures yet. Other than no changes in Corporate Costs, any questions?



Brandon: Yes, for the GIA specifically student stipends will that be here in Corporate Costs?

Dena: No, that will be in the next section for Student Government. It's the next one, so for Student Government Staff Travel, we have allocated \$1,200 if there was travel this semester. No expenses have come through for that so the budget will be swept for that. Onto, GIA which Brandon mentioned, we had savings of up to \$18,000 due to vacancies.

Brandon: Question, due to the inflation rates increase, will the amount given to students be increased to match for inflation?

Dena: Yes, there was talk to do that. However, leadership at the time was concerned with raising it and making it work. Again, we can revisit that in the 2022-2023 Budget.

Josue: Prince, since you just came in we are looking at the 9&3 Budget. As in 9 months in and 3 months left.

Dena; Student Programs and Services, this is a substantial portion. Amanda handles the majority of Club Funding and after further discussion we dropped the budget from \$102,000 to \$95,000. So far, we have only allocated \$12,000 and we plan to provide Clubs with \$300 in seed money for the next semester. I do not foresee us using the whole other \$45,000.

Dena: We have increased the funding for the Textbook Program from \$12,000 to \$35,000 and decreased our program requirement down to \$120. Student Basic needs we plan to use it for parking fee reductions, however, after conversations with the Transportation Office it was decided to do this next year. Reason behind this decision was "How do you prorate the money to students who have already purchased the parking fees?"

Dena: Spirit Week has unfortunately also been affected. With that said all the excess will go into the Reserves, the Reserves total up to \$144,000 and jumped up to \$318,000. This can increase and will be adjusted as the semester progresses.



Dena: Programming, Travel, Legacy Events, and Club Funding will be ramped up during the Summer. We hope to have more of these line items to be active.

Josue: All the items in the reserves will be used for the next year. While it won't be used this semester we will allocate the reserves accurately throughout the semesters.

Brandon: I have a question as to the recognition of clubs, should this committee be more involved in that process due to the COVID pandemic?

Dena: That is a clever idea, we have been lenient. However, the reasoning is behind the lack of officers due to low memberships. I've learned today that Beta Alpha Psi, one of the largest clubs in the B&E College has a board composed of seniors that will be graduating this semester.

Brandon: I do not see any clubs being checked out, should ASI take a more proactive participation with them for outreach? I think it is a waste of money to have it just sitting.

Dena: I think it's a great idea, maybe we can partner with CSI and ask how we can support you to get more clubs on campus? It benefits students, campus, and ASI.

Josue: I agree with you, at some point we had a budget for Clubs Funding of up to \$120,000 and so far not even half of that has been used. We can say that people don't know how to apply but even our Funding Workshops have low attendance. We don't know the right way to market it to our students. ODC, Deadlines, and Officer requirements are roadblocks.

Curtis: If we know that there are a certain number of clubs that come to us for funding, why can't we increase the amount of funding for those clubs that are active?

Dena: Okay, to answer your first question as what we do as far as outreach. So CSI sends out a monthly newsletter and we submit our information to our Coordinator letting them (clubs) know that ASI offers funding for their activities.



Now how valid is the email as far as they are updated or are officers active that is up for grabs. Now to answer the second part the seed money, that is only a \$300 seed money to start the semester. However, ASI allocates the money to clubs on a first come, first served basis of \$3,000 for funding throughout the semester.

Josue: So, this is just a discussion item and there might still be some changes. Anyone who wants to know a little bit more about it feel free to ask either Dena or myself.

V. Action Items

-None-

A. Reports

- a. ASI Vice President for Finance: **Josue Montenegro – talking with Dena for the 9&3 Budget as well as speaking with the Vice Chair of Finance. I'll be completing my Transition Folder as well.**
- b. ASI Executive Associate Director – Dena Florez- We have been meeting and been under the CO Audit and providing all the information they need. It's going well, we will also be entering our fiscal audit.

B. Adjournment

Motion to Adjourn (1:51):

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



CERTIFICATION

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, April 8, in USU-Alhambra Room 305. Consensus by the ASI Finance Committee on Friday, May 6, 2022.

Prepared by:

Angel Martinez-Reyes, Recording Secretary

Brian Nguyen, Secretary/Treasurer