



Finance Committee Meeting

Minutes

Date: Friday, Feb. 02, 2018
 Time: 12:00 pm- 2:00 pm
 Location: U-SU Alhambra Room, 305
 Attendees: Committee Members, General Public
 Type of Meeting: Special

I. Organizational Items:

a. Call to order by: Aaron Castaneda, ASI Vice President for Finance at 12:05pm

b. Roll Call

Aaron Castaneda	Vice President for Finance	Present
David Zitser	President	Present
Barbara Hong	Vice Chair for Finance	Present
Kenya Pineda	Charter College of Education Representative	Present
Neyda Umana	Vice President for Academic Governance	Present
Marcos Montes	Vice President of External Affairs & Advancement	Present
Cesar Dominguez	Committee Member	Present
Alan Ramirez	Committee Member	Present
Joshua Luthi	Committee Member	Present
Lily Nguyen	College of Natural and Social Sciences Representative	Present
Jazmin Ortiz	Secretary/ Treasurer	Excused Absent
Giovanni Sy	College of Business and Economics Representative	Excused Absent
Intef W. Weser	Executive Director	Unexcused Absent
Marcus Rodriguez	Director of Programs and Leadership	Present
Betty Kennedy	University President Designee	Present
John Tchong	CFO Designee	Present
Dena Florez	Office Manager Administration & Services	Present
Guests of the Gallery	None.	

c. Adoption of Agenda for Friday, February 2, 2018:

Offered By:	Kenya Pineda	Seconded by:	Cesar Dominguez
Motion to approve the adoption of the agenda for Friday, February 2, 2018.			
Motion received ALL votes and passed.			
All in Favor	all	Opposed	Abstained
			Motion: Passed

d. Approval of Minutes for Friday, November 17, 2017

Offered By:	Neyda Umana	Seconded by:	Lily Nguyen			
Motion to approve the adoption of the minutes for Friday, November 17, 2017 Motion received all votes and passed.						
All in Favor	all	Opposed	0	Abstained	0	Motion: Passed

Motion to approve all three funding reports.

e. Approval of Funding Committee Report for Friday, November 3, 2017

Offered By:	Kenya Pineda	Seconded by:	Lily Nguyen			
Motion to approve the adoption of the Funding Committee Report for Friday, November 3, 2017 & Friday, November 17, 2017 & Friday, January 26, 2018. Motion received all votes and passed.						
All in Favor	all	Opposed	0	Abstained	0	Motion: Passed

II. Public Forum:

- a. This time is allotted to members of the public to address the board.

III. Discussion Items:

a. Policy Review

1. Policy 212: Budgetary Control

Comments:

- Aaron: Policy 212 explains "how our internal cycle, internal budget work---how we operate as an organization.
- The reason why this policy has been brought to the meeting, is due to some challenges.

Changes:

- 3.2: "CSLA" change to "Business Financial Services".
- 5.2.1.1: title, update the policies.
Financial statements are sent to executive director and office manager for reviewing, then sent to David and Aaron for approval. The Vice president of Finance will have the authority to oversee.
- 5.2.2: The vice president for finance and president will do the periodic review with advisements from the executive director. The result will present to Finance Committee and report to the Board of Directors.

Comments:

- Marcos: it seems a big task for student to do.
- Aaron: I'm not saying that the vice president for finance will do the entire budget review process, or even the president. I think the committee reviews it, and student input is reflected in all of our budgetary reviews and budgets.
- Marcos: Concern about how accurate that will be for students to review. Maybe too much for students to do.
- Betty: Agree with Marcus. Concern about student in the future take the role of doing this work.

- ✚ I am a bit concerned about changing advisory roles for these critical positions (executive director).
- ✚ Executive director is hired as a staff person who is responsible to watch over the budget and to formulate advices.
- ✚ I can't see these students who come in and take the role can perform a job that requires expertise on budget review.

✚ Aaron: I will make sure a Staff person will involve on this (budget review)

✚ Neyda: Finance is a very vital piece on how an organization run.

✚ I would suggest rewording 5.2.2.1, maybe all these three roles should work together on budget review. Because you have to consider future student at your role may not have this expertise to perform.

✚ John: it's important to find roles for executive directors in addition to Dena's position, for the continuity and quality.

When we have the annual audit, the auditors from the operational perspective will go to the executive director to get all the supporting documents and information that is associated with the operation administration of the ASI. As part of the process, he has that accountability and responsibilities.

✚ Marcos: I suggest we change to "The ASI VP for Finance and Executive Director will perform a periodic review to monitor budget.....with consultation of ASI President". VP for Finance and executive director will work together, then go to the ASI president, then go to Finance committee.

✚ David: "With consultation of ASI president" would be better. And maybe also defining the roles. I would also suggest add "the reason for VPF here is to ensure student perspective is there; the reason for Executive director here is to ensure operational....."

❖ [5.6.] "credit card" change to "corporate cards".

Comments:

✚ Dena: Corporate card is like American express card, but not the same.

✚ It has to be paid at the end of the month, otherwise, there will be a late charge.

✚ David: regards to 5.6.4,

✚ Recommend "make every transaction through corporate card, as long as it's within the budget.

✚ Dena: Before, only V.P. E.A and president can get the card, but this year, "V.P. A.G" will have the card as well.

✚ Marcos: We could probably add V.P.X.

✚ David: I believe we have a policy about this, maybe we should check that policy, to decide who gets the card.

[Budget priority draft]- Special discussion item

\$26850 on budget priorities draft is an administrative error.

- ✚ Marcos: where did we get these amounts?
- ✚ Aaron: through audit.
- ✚ Marcos: we cannot allocate these numbers?
- ✚ Aaron: this committee can allocate these money, up to this committee's B.O.D.

- ✚ Marcos: I would like to see these amounts to be allocated to 6&6.

b. 2017-2018 6&6 Budget Review Operating Budget – Admin

c. 2017-18 6&6 Proposed Operating Budget – VPF

Changes:

- ✚ Personnel: small savings.
- ✚ NACAS dues.
 - ✚ NACAS- UAS, USU, ASI.
 - ✚ Provides a lot of training. CSULA is a member of NACAS now. The fees are divided by all three organizations.
- ✚ CSSA.
 - ✚ Aaron: Plan to send 10 people this year for CHESS this year, causes about \$8,500 (high airline, registration fees...).
 - ◆ Any distances above Fresno we choose flights. For majority campuses, we drive there.
 - ✚ Dena: the title called "CSSA", but it's actually for all student government travel.
 - ✚ SDSU is going to going to have a student leadership summer program this year.

 - ✚ Kenya: is the budget 17/18 for the whole year?
 - ✚ Aaron: Yes. Including last semester.
 - For the rest of the semester, no more than \$9,000.
 - For the SDSU travel, If we put on restricted, the committee and BOD can approve these travel expenses if they want to.
 - ✚ David: It is not budgeted.
 - This is student government travel, but it is not detailed,
 - So I approve it to come to me for approval.

 - ✚ Dena: If David go, David can use his corporate card, but he needs to submit his receipts.

- ✚ David: I think for any travel out of states, would they need to go to committee for approval?
- ✚ Dena: students would need to go to committee and It will come out as line item. Like the "SDSU travel" being handled.

- ✚ Aaron: we are not action on these, just discussion.

- ✚ [Leadership development]

- ❖ Anything before jun30, will be include in this fiscal year.
- ❖ After June 30, will be considered in the future budget.
- ❖ We budgeted \$13,000 interests, we already made \$12,000 by Dec. 31.

✚ Dena: - no more rent out laptops.

✚ [Movie tickets sale]

✚ ASI does not really mark-up "Movie tickets sale" that much.

✚ "Seaworld" now sale online. Students get purchase online, pick up at school.

✚ "knots scary farm"- csula second highest sale of the tickets.

✚ David z: I think we should not list "knott's tickets sale"here, because it already passes.

✚ Dena: I think it's a good "markup". I think we should keep it. Because students love this "knots tickets.

✚ Kenya: It's getting warmer, people would love going out.

✚ [Expenses]

✚ "Life after college" no longer ASI programs.

✚ (These changes don't affect budget priorities).

✚ Increase \$5,500 budget, because provide more bluebooks and scantrons for students, to raise ASI awareness among students.

✚ "scholarships"- providing more scholarships for students.

✚ "Voucher": \$8,000 budget: \$5,000 is for incentives, \$3,000 is for shared governance.

✚ Neyda:

- ❖ "incentives" does not qualify for external committee members, only for internal committee members.

- ❖ if we go with your budget, how much remain for spring?

✚ Aaron: spring semester: \$2,500. We can allocate more. It's for this committee to decide.

✚ Marcos: I know Alix is working on a tracker, for all chairs to report attendance.

✚ Neyda: We are changing some of the policies for shared government council.

- Not everyone would submit all the paper works for the incentives, therefore, I think \$2,000 deduction is good, at least for this semester,
- We can allocate more in the future.

✚ Dena: we can wait until 9&3 to be adjusted.

✚ This is one line item that has two sections:

✚ Shared governance: \$3,000 & Incentives

✚ This is possible we can more careful to look at 9&3.

- ❖ [OPEN TO DISCUSS ANY CHANGES—10 MINS]

✚ Marcos: We are looking at two budgets right now, is it going to be two budgets for next week?

✚ Aaron: There will be only one budget next time.

✚ Neyda:

✚ I request ASI president step in to collaborate on this, do some follow up.

✚ I am confused about the administration version.

- ✚ Marcos:
- ✚ -I like your version for the most parts.
- ✚ But I am still not sure about the " shared governance" part.
- ✚ I like it was budgeted more accurately.
- ✚ Aaron:
- ✚ We need to reallocate \$58,000, I don't recommend put restriction on it.
- ✚ I will listen to the past meeting, look for potential proposals and bring back to the finance meeting to reconsider.
- ✚ It does not limit on internal proposals.
- ✚ Dena: We can review past proposals again after 6&6.

d. Budget 2018-2019 Timeline UPDATED

- ✚ 2018/19 budget review will be a semester long process, end til April.
- ✚ University support proposals, they will have chances to speak in February/ March.
- ✚ Aaron, ASI president, Executive Director, Dena will meet in March to discuss budget and reports. It is open meeting,
- ✚ Final budget draft is on April 20th, 2018.

Offered By:	Kenya Pineda	Seconded by:	Cesar Dominguez
Motion to extend meeting for 7 mins.			
All in Favor	all	Opposed	Abstained
		Motion: pass	

e. Committee and Administrative area input: Respective areas will present initial thoughts and initial input on their budgets for 2018-19 after the first meeting with the Vice President for Finance.

- ❖ **Neyda:**
 - ✚ "Shared governance": stay the same amount for.
 - ✚ Incentives: reduce \$2,000.
 - ✚ For now, the recommendation is to stay the same for the next year.
- ❖ **Kenya:**
 - ✚ Last year: \$18,000 for colleges.
\$3,000 for each college, 6 colleges.
 - ✚ This year: \$24,000 total.
\$3,500 for each representative. \$3,000 is hold by cabinet.
To ensure collaborations between colleges.
 - ✚ David: concern: If two college collaborate together, there will be no power to stop them.
 - ✚ Aaron: will discuss in future meeting.
- ❖ **Marcos**
 - ✚ Only thing: taken out "life after college".
 - ✚ Mini-grants for important projects (with funds)
 - ✚ Diversity: provide professional development opportunities to students.

❖ Aaron (speak for David G.):

✚ A lot of changes

✚ David is concerning about housing, he recommends leave \$3,000 for housing.

✚ He is concerning about specific on budgets, trying to get more ASI spirit events, and expecting more information from committee members in the future meetings.

✚ This election has not started yet.

IV. Information Items:

a. Referendum Ad Hoc Committee update: The chair will present an update of the status of the referendum.

✚ Committee meet during winter,

✚ We will all members to decide the dates today.

✚ Marketing campaign, how can we promote to our students.

✚ I do encourage everyone to attend, committee cannot do on their own. (At least 20 students to vote)

b. Monthly Review of Financial Statements: The committee will review the latest financial statements of the organization.

V. Reports

a. ASI Vice President for Finance: **Aaron Castaneda**

VI. Adjournment

Offered By:	Kenya Pineda	Seconded by:	Chris Koo			
Motion to adjourn at 2:05pm						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Finance Committee Meeting
February 2, 2018
Summary of Actions Taken

I. Organizational Items

a. Roll Call

b. Adoption of Agenda for Friday, February 2, 2018:

Offered By:	Kenya Pineda	Seconded by:	Cesar Dominguez			
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CERTIFICATION

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc., Cal State Los Angeles held on February 2, 2018 in the U-SU Alhambra Room, 305 and were approved by consensus by the Finance Committee on February 16, 2018.

Prepared by:

Barbara Hong
Recording Secretary

Confirmed by:

Jazmin Ortiz
Secretary Treasurer