



Finance Committee Meeting

Minutes

Date: Friday, October 11, 2019

Time: 12-2 pm

Location: U-SU San Gabriel Room

Attendees: Committee Members, General Public

Type of Meeting: General

I. Organizational Items:

- a. Call to Order by: Christopher Koo, ASI Vice President for Finance at 12:03 pm
- b. Roll Call (Establishment of Quorum)

Christopher Koo	Vice President for Finance	Present
Tu Nguyen	Vice Chair for Finance	Excused absence
Aaron Castaneda	President	Present
Teady Ochoa	Vice President for Administration	Present
Jacquelyn Acosta	Vice President for Academic Governance	Present
Joceline Rivera Jimenez	Vice President of External Affairs & Advancement	Excused absence
David San	Secretary/Treasurer	Present
Dena Florez	Office Manager for Administration and Services	Present
Betty Kennedy	University President Designee	Present
John Tcheng	CFO Designee	Present
Christopher Johnson	Staff Support Director	Excused absence
Ryan Yoo	Chief Justice	Excused tardy @ 12:07pm
Guests of the Gallery		

c. Approval of Agenda for Friday, October 11, 2019

Offered By:	Aaron Castaneda	Seconded by:	Teady Ochoa
Motion to approve the agenda for Friday, October 11, 2019.			

All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
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d. Approval of Minutes for Friday, August 30, 2019

Offered By:	Aaron Castaneda	Seconded by:		David San		
Motion to approve the minutes for Friday, August 30, 2019.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

a. Approval of Minutes for Friday, September 27, 2019

Offered By:	Aaron Castaneda	Seconded by:		Jacquelyn Acosta		
Motion to approve the minutes for Friday, September 27, 2019.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

b. Approval of Funding Committee Report for Friday, August 23, 2019

Offered By:	David San	Seconded by:		Jacquelyn Acosta		
Motion to approve the Funding Committee Report for Friday, August 23, 2019.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

c. Approval of Funding Committee Report for Friday, October 4, 2019

Offered By:	Aaron Castaneda	Seconded by:		Jacquelyn Acosta		
Motion to approve the Funding Committee Report for Friday, October 4, 2019.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

II. Public Forum – Allotted for members of the public to address the committee.

✚ None

III. Action Items:

a. Policy 204 - Funding Guidelines: The committee will review the following proposed edits on the Funding Guidelines.

- i. Aaron asked about the following to the definition of what an off-campus leisure event is from last semester's discussion.
- ii. Christopher K. answers that the changes were not made yet because it is a messy subject and requires a lot more conversation. Wants to move forward with the policy edits already

- iii. Aaron asks if it will be discussed about in the future
- iv. Chris answers that it will be as we move further along. Push through with the edits currently have.

Offered By:	David San	Seconded by:	Aaron Castaneda			
Motion to approve Policy 204 - Funding Guidelines: The committee will review the following proposed edits on the Funding Guidelines..						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- b. Policy 226 - Funding Sub-Committee Code of Procedure: The committee will review the following proposed edits on the Funding Sub-Committee COP.**

Offered By:	Jacquelyn Acosta	Seconded by:	Teady Ochoa			
Motion to approve Policy 226 - Funding Sub-Committee Code of Procedure: The committee will review the following proposed edits on the Funding Sub-Committee COP..						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- c. Direct Funding Allocation Guidelines - The committee will review the following proposed edits on the Funding Sub-Committee COP.**

Offered By:	Jacquelyn Acosta	Seconded by:	David San			
Motion to approve Direct Funding Allocation Guidelines - The committee will review the following proposed edits on the Funding Sub-Committee COP..						
Aaron asked about the calculations of the inflation rates of shirts and sweatshirts is done on a yearly or biyearly basis						
Christopher K. answers that he was aware that since it was done in the last administration, it will not have to be done until the next.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

IV. Discussion Items:

- a. 3&9 Budget Draft: The committee will review the first draft of the 3&9 budget.**
 - i. Christopher talks about revenue to begin with
 - 1. Starts with Proposed Operating Budget Draft 19-20 and Student University Support – Proposed Operating Budget Detail 19-20

- 1.) Difference in Budget from 219 – 2020 \$167,720
difference in revenue due to previous year savings
that were not fully utilized
- 2.) Further savings in VEBA (Voluntary Employees'
Beneficiary Association) trust but not utilized in
anticipation of hiring more full-time staff
- 3.) \$31,134 increase to staff benefits presented by Dena
 - i. Reworked the mandatory payroll obligations so
that at any given time, there is an amount for
salaries savings.
 - ii. Recalculated Medical Reimbursement for staff
members, Workers' Compensation, State
Disabilities, Unemployment Insurance to be
factored into payroll benefits for full time staff
and administration and full-time staff in student
government
- 4.) Student Salaries presented by Dena
 - i. ASI would pay based on state minimum wage,
but as an auxiliary, we are not obligated to.
 - ii. Adjusted to reflect LA Country rates.
 - iii. Broken down further even more for student
staff in administration and student staff in
student government based on levels.
2. \$6,340 increase to operating expenses on Proposed
Operating Budget detail on Page 5
 - 1.) Increases due to 6 LifeScans and office chair
reupholster
 - 2.) Dena figured out that LifeScans had to be paid for by
student staff and hires.
 - 3.) Aaron asked about how the value on the
Administration - Proposed Operating Budget Detail
19-20, \$11,032 has a different grand total than the
grand total on the overall 3&9 Proposed Operating
Budget Draft 19-20, \$10,117.
 - 4.) Christopher K. thanked Aaron for catching that
mistake and says he will edit it and clarifies that the
number on the overall budget is the correct one.
 - 5.) Dena believed that the uniform cut among variable
expenses was not taken into consideration for the
one on the detail budget

- 6.) Aaron said that the only reason why is because it is a difference of around \$1,000.
3. Moves onto Student Government - Proposed Operating Budget Detail 19-20
 - 1.) Increases in personal for student salaries and staff benefits similarly because of a minimum wage increase and additional payroll costs.
 - 2.) Aaron asked marketing, advertising, and hospitality section in the budget. He explains that when the budget was originally passed, there was not an awareness of the hospitality paperwork change, so it has been harder to get food at the meetings. So because it is not being utilized this year, he was wondering if it could be brought down because it has not been utilized once in the past 7 weeks and continues to be like that.
4. Moves onto Student and University Support - Proposed Operating Budget Detail 19-20
 - 1.) Significant increases to Student Organization direct funding, programming, and advocacy.
 - 2.) Brings back club funding back to the original at \$110,000, an addition of \$30,000.
 - 3.) Bring back programming and advocacy \$103,050 to fully refund every single line item
 - 4.) Rest of \$167,000 will go back to unrestricted, but multiple proposals from Gus Salazar, the Graphics and Marketing Coordinator, that will decrease that number by around \$30,000 by the next finance committee meeting
 - 5.) Aaron asked a question about making an adjustment to the line items regarding ECST accelerated programs so that it can be expensed out immediately?
 - 6.) Dena answered that she recommends that because she has been speaking with Christopher Lam, ECST Fiscal Resource Manager, who has already requested the invoice. The money for funding can be temporarily stored in the college fund, but if it is going to continue in the future, its own line item should be created.

- 7.) Aaron talked about the budget allocated for NVRD (National Voter Registration Day) should be decreased since the event already happened and the expenses were already much lower than anticipated. The extra money should go towards unrestricted. **Same should be done for already completed programming**
5. Christopher K. said that he made small edits in favor of leaving it more open so that people can come to him and tell him what they want increases in instead of just filling up each line item over again so that each line item is used fully. Referred to how last year there was a large saving.
6. Jacqy asked Dena about the current situation of Bluebooks and Scantrons for the Finals period this semester.
7. Dena answered that for this semester we should be okay, but for Spring, we should wait until the 6&6 to make those changes
8. Jacqy asked about how much money is left over after Gus' proposals and Christopher K's edits as leeway for other proposals.
9. Christopher K. answered that with Aaron's recommendations of decreasing some line items, it would be somewhere around \$20,000. Justified because it is under the assumption of Gus', which are quite big.
10. Teady talked about how the Public Relations Commissioner does not have a budget while all of the other ones do have a budget. She proposed a budget of \$3,000 since the PR Commissioner is planning events in the \$600 - \$800 range and they have to find ways to take the money, so having a budget for the PR Commissioner would have made it easier. In addition, Teady talked about relocating the \$4,000 to the University Times for the election to social media because the will be advertising by them regardless of the \$4,000.
11. Dena agreed that we do pay for that because there is a bill received with the articles attached.
12. Aaron recalled about having a conversation with past Interim Director Marcus Rodriguez about making the election better in partnership with the University Times and they had concerns with funding. Aaron also had two questions about the specific stuff that Gus requested and the other would be asked later.

13. Christopher K. answered about Gus' three proposal
 - 1.) Create a storage space to have a better conference room to utilize.
 - 2.) 2 iMac Pros because the current ones are not very fast and are hindering the student staff
 - 3.) New printer that will cost around \$15,000
 14. Dena elaborated more about the expenses. She explained that ASI has been setting the bar for advertising on campus and outside partners are looking at ASI. Dena also talked about getting a Konica Minolta, a better graphics-oriented copier and printer, that would cost \$30,000 - \$40,000, however, ASI would pay \$12,000 - \$15,000. Would still have the Toshiba printer to support CSULA's fleet program at the front of the office. Having the Konica Minolta would also alleviate ASI from outsourcing more jobs
 15. Aaron asked about discussion on funding VEBA more.
 16. Betty answered that through conversations, there should not be a urgent need to increase, you only need to keep a steady one.
 17. Dena answered that we would like to keep it at \$10,000 in December and \$10,00 in April instead of the current \$10,000 a year.
 18. Christopher K. clarifies that there has been \$259,000 from VEBA, but we will not touch it because the obligation will be filled in the near future.
 19. Aaron asked in terms of putting more cash into lathe, is there a way we accurately project the revenue,
 20. John says that that information is on their website for the past 25 years and future interest rates fluctuating. He said he will work in order to create a better interest rate expectation
- ii. Christopher K. asked about any line items that should be looked at more closely
1. Aaron talked about the accuracy of line items like GIAs, since not all positions have been filled for the semester, savings wise and what to do with those savings.
 2. Dena answered that there is around \$13,800 in GIA savings and it will probably go into the 6&6 Budget.
 3. Aaron continued about student travel and was wondering about where we are at in terms of adding or saving more funds for the hosting a CSSA since we have held 3 out of the 10.

4. Christopher K. answered that when he looked at the August financials, the burn rate was fine, so he did not foresee a strong need to reallocate funding. However, he supposes that it is a result of the locations so he can look at where future ones will be held to base the budget off of.
5. Dena reported that the Office Manager Amanda is working on a report of Budgeted vs. Actuals for CSSA travel. Dena will ask if it can be prepared for the next Finance meeting.
6. Jacqy asked Dena about burning through all of the book voucher.
7. Dena said that there was only one invoice for \$3,000 even though there is \$12,000 a semester allocated towards the program.
8. Aaron talked about a recommendation by Gus to not renew the contract with the app Campus because it was getting expensive. Just wanted to let everyone know that the app was no longer functional.
9. Christopher K. thanked Aaron and will talked to Gus about it as well as Gus' proposals.
10. Aaron asked if anything needed to be refreshed this year
11. Dena answered that she thinks that the computers are fine currently. But she was thinking about making docking stations for students and the Surface Pros which work but software wise, the Mac is something else.
12. Christopher said that he was thinking about doing something about the surfaces which were around \$30,000. He mentioned that they have one more year left to depreciate, which is something to think about
13. David added that the current condition of two of the Surfaces were a cracked screen and an operational one because of its battery.
14. Christopher said that refreshing the two units might be an idea.
15. David responder that through his research, getting new parts has a similar cost to buying a whole new unit by itself.
16. Aaron asked that in terms of the computers, it works. He said that for what it contributes to, it works fine. He would not worry too much about refreshing the Surfaces, he is more wondering about the office computers.
17. Dena answered that the ones that the students use right now only have the problem of going offline with the printer.

- 18. Christopher K. said that for now, it should be ok to replace the Surfaces as needed should be a decent procedure given their current functionality.
- 19. Aaron said that for now, until it becomes a problem, it should not be a big deal to replace even the two because of the expenses.
- 20. Jacyq said that looking around the office, parts are falling apart. Said to maybe look at fixing that.
- 21. Dena said that we are under a lifetime warranty with IOS (Interior Office Solutions). So anything not working should be forwarded to them

V. Reports

- a. ASI Vice President for Finance: **Christopher Koo**
 - i. Has been working on the Budget, the forefront of his work, so far
 - ii. Now knows that there is a lot more work to be done from this base discussion
 - iii. Sees some adjustments in line items
 - iv. Assures that they will be worked out by the finance and is excited for the final draft.


VI. Adjournment

Offered By:	Jacquelyn Acosta	Seconded by:	Teady Ochoa			
Motion to adjourn at 12:49 pm.						
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, October 11, 2019 in the U-SU San Gabriel. Consensus by the ASI Finance Committee on Friday, October 25, 2019.

Prepared by:

DocuSigned by:

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Tu Nguyen, ASI Vice Chair for Finance

DocuSigned by:

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David San, Secretary/Treasurer