



# Finance Committee Meeting

## Minutes

Date: Friday, September 13, 2019

Time: 12-2 pm

Location: U-SU Pasadena 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 12:00 pm
- b. Roll Call (Establishment of Quorum)

<b>Christopher Koo</b>	Vice President for Finance	Present
<b>Tu Nguyen</b>	Vice Chair for Finance	Present
<b>Aaron Castaneda</b>	President	Present
<b>Teady Ochoa</b>	Vice President for Administration	Present
<b>Jacquelyn Acosta</b>	Vice President for Academic Governance	Present
<b>Joceline Rivera Jimenez</b>	Vice President of External Affairs & Advancement	Excused absence
<b>David San</b>	Secretary/Treasurer	Present
<b>Dena Florez</b>	Office Manager for Administration and Services	Present
<b>Betty Kennedy</b>	University President Designee	Excused tardy @ 12:17pm
<b>John Tcheng</b>	CFO Designee	Present
<b>Chris Johnson</b>	MPP Director	Present
<b>Ryan Yoo</b>	Associate Justice	Unexcused tardy @ 12:09pm
<b>Guests of the Gallery</b>		

### c. Approval of Agenda for Friday, September 13, 2019

<b>Offered By:</b>	<b>Jacquelyn Acosta</b>	<b>Seconded by:</b>	<b>Teady Ochoa</b>
Motion to approve the agenda for Friday, September 13, 2019.			

<b>Offered by:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>		<b>Jacquelyn Acosta</b>		
Amendment to strike Policy 201, and the Procedural Manual, from the agenda, and also move the ASI book voucher before the CohnReznick audit at 12:30pm.						
Questions regarding clarifying the changes and reasoning by Jacquelyn and Tu answered by Christopher.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

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

<b>Offered By:</b>	<b>Jacquelyn Acosta</b>	<b>Seconded by:</b>		<b>Teady Ochoa</b>		
Motion to approve the Funding Committee Report for Friday, August 23, 2019.						
Christopher summarizing the Funding Committee Report						
Aaron asks about why the listed report on the agenda is different from the one on the website.						
Tu answers that he will get it up by the next meeting.						
<b>All in Favor</b>		<b>Opposed</b>		<b>Abstained</b>		<b>Motion:</b>

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>		<b>Teady Ochoa</b>		
Motion to approve the Funding Committee Report for Friday, September 6 that is on the website.						
David clarifying the differences in dates with Christopher.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

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

✚ None

**III. Action Items:**

**a. ASI Book Voucher: The committee will take action the new guidelines for the book voucher.**

- i. Amanda presents on the ASI Book Voucher
  1. No changes since last Finance meeting

2. Added Marcus' suggestion to add eBooks, access codes, and rental books if available, which was added onto the contract.
  3. 70% of all book vouchers for the fall semester was filled up in a month
- ii. Aaron talks about his concern of the disclosure of unofficial transcripts.
  - iii. Dena answers by saying the unofficial transcripts are shredded after they are shown
  - iv. Aaron clarifies that he is asking about the person reading it
  - v. Dena answers that an option is that the student has to go to records to receive a GPA stamp. Otherwise, Dena will review it and then it will get shredded
  - vi. John agrees with Aaron and believes that either staff or the transcript office should review it, not a student
  - vii. Aaron wants to know who the single person in the process right now is going to review the book vouchers for the Spring semester.
  - viii. Amanda says Dena can be the one to review the book vouchers for the Spring semester.

<b>Offered By:</b>	<b>Teady Ochoa</b>	<b>Seconded by:</b>	<b>David San</b>
--------------------	--------------------	---------------------	------------------

Motion to approve **ASI Book Voucher**.

Aaron asked why the GPA requirement is 2.54  
 Amanda answers that the requirement should have been raised from 2.4 to 2.5

<b>Offered by:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jacquelyn Acosta</b>
--------------------	------------------------	---------------------	-------------------------

Amendment to change the GPA requirement from 2.54 to 2.5

<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>
---------------------	------------	----------------	-------------	------------------	-------------	-----------------------

Jacquelyn asked if the Spring 2020 specific date could be changed to a general date so that the form would not be required to be changed every semester.  
 Dena answers that the date on the form can change, but the content will stay the same. Content changes will have to through Finance.  
 Jacquelyn clarifies that there are also dates woven into the content.  
 Dena responds that those dates will change as well.  
 Aaron believes that Jacquelyn is trying to say there should be a policy separated from the contract. If policy and procedure are combined there would have to be a change every semester because of dates.  
 David suggests that the wording can be similar to how GIA payments are worded.

<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>
---------------------	------------	----------------	-------------	------------------	-------------	-----------------------

**b. ASI Audit: The committee will review and take action on the draft of the 2018-2019 audit by CohnReznick.**

- i. Started when auditors arrived to present
- ii. Mike Good and Georgina Harris presenting on the Audit
  1. First year performing the audit
  2. Walked through the high-level financial states and the required communications
  3. No major audit adjustments

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jacquelyn Acosta</b>			
Motion to approve <b>ASI 2018-2019 Audit</b> and send it to the Board of Directors.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

**IV. Discussion Items:**

**a. Policy 221 - Front Desk Locker Rental Procedures: The committee will review possible edits to rental and coverage period for locker rentals.**

- i. Amanda presents on Policy 221
  1. Focused on trying to move procedure from the policy to a procedural manual. Highlighted sections that will be separated
- ii. Aaron asks about the establishment of what a semester is because of how the intersession periods fit into them. Asks for the guidelines for what a semester is. Asks for a specific date
- iii. Amanda answers that a semester is the first day of summer to the last day of fall
- iv. Jacquelyn agrees with Aaron and wants to refer to the language in Cal State LA academic calendar instead of specific dates
- v. Aaron is understanding that the semester permit is a summer-fall permit or a winter-spring permit.
- vi. Jacquelyn asks about if the Golden Eagle card was a way to see the CIN of a student or just the identification of the student.
- vii. Amanda answers that it is used to see if the person is a student or faculty
- viii. Jacquelyn suggests that passports should be kept provided with the CIN to act as identification of a Cal State LA student. Wants to remove the additional cost of \$5 to get a Golden Eagle card, even if its minimal.

- ix. Dena comments that every student should have a Golden Eagle One Card and says that the passport is not enough to verify that a person is a student on campus
- x. Aaron asks how it is determined using a government issued ID in the current process
- xi. Dena answers that they will look and see, but she adds that the only way she understands to verify a student is through a Golden Eagle One Card.
- xii. Teady agrees with Aaron that if passports are removed, government IDs should also be removed and the only verification would be through the Golden Eagle One Card,
- xiii. Jacquelyn believes that discarding those verification methods limits students' access to lockers. Believes that there should be a method to prove verification using a CIN and an identification.
- xiv. Aaron asks what the current process is for verifying a student through a government ID
- xv. Amanda answers that when students are asked for an ID, they show the Golden Eagle One Card for the majority of the time and when they do not, they can provide the Golden Eagle One Card if asked.
- xvi. Dena likes the idea of using the GET portal as a way to verify a student because it allows for more access. Dena would also like to comment that the reason why there is an easier student verification for picking up a check is because it had to go through a long vetting process beforehand.
- xvii. Jacquelyn asked about if it is faculty staff or student staff that are able to use the lockers.
- xviii. Amanda answers that faculty staff have the option to use the locker.
- xix. Jacquelyn expresses the concern that staff have access to the lockers that came from student fees at one point
- xx. Dena clarifies that faculty still have to pay for fees like the students. There is not an overhead for the lockers, but priority should be given to students
- xxi. Aaron asks how many faculties utilize the lockers
- xxii. Amanda recalls that there is around 2 or 3, but no more than 10.
- xxiii. Jacquelyn expresses that it could have been 2 or 3 students that could have used those lockers
- xxiv. Aaron agrees with Jacquelyn because at one point, the lockers were paid with student fees even though there is no overhead currently. Also expresses that there might be complaints from a price increase from \$30 a year to \$35 a semester. Agrees with the increase, but not sure how fast to proceed with an over 100% increase

- xxv. Dena explains that at the previous costs, there was around a 50-cent cost per day for the locker. Explains that the important reason increase for the locker prices is to upgrade the accessibility of the lockers. Would definitely remove the annual.
- xxvi. Jacquelyn says that there should be concise messages to the students on why there is an increase in fees. If there is a uniform answer, it will be easier to translate to students.
- xxvii. Aaron was wondering about the meaning of locker availabilities with visual diagrams
- xxviii. Amanda answers that it is done through sticky notes and a diagram on the front desk
- xxix. Dena wanted to clarify that the Golden Eagle One Card would now be used for identification, Faculty and staff would be eliminated usages if students
- xxx. David says that there are other avenues for student verification throughout the registration process.

**V. Information Items:**

**a. 3&9 Budget Review Prep: The committee will be informed of the revised 3&9 budget quarterly review process.**

- i. Dena says the June 2019 financials are up for review
- ii. Aaron asks to discuss the June 2019 financials, Christopher Approves
- iii. Aaron wants to know where the cuts to the budget will go
- iv. Christopher answers that it will be talked about in the future and the budget timelines will be talked about in the future
- v. Dena says that a formula will be utilized to say how much surplus is available
- vi. Christopher presents on the budget timeline and the times that have an extra week or two and times where a lot will need to get done.
- vii. Aaron advises about how budgets can take a long time to reach the board.

**VI. Reports**

- a. ASI Vice President for Finance: **Christopher Koo**
  - i. Talk to the executive offices about applications of the surplus money
  - ii. Create the 3&9 Draft
  - iii. Meet with CSI to talk about Presence

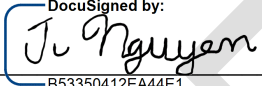
**VII. Adjournment**

<b>Offered By:</b>	<b>Jacquelyn Acosta</b>	<b>Seconded by:</b>	<b>Teady Ochoa</b>
Motion to adjourn at 1:01 pm.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>
		<b>Abstained</b>	<b>None</b>
<b>Motion: Passed</b>			

**CERTIFICATION**

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, September 13, 2019 in the U-SU Pasadena. Consensus by the ASI Finance Committee on Friday, October 11, 2019.

Prepared by:

DocuSigned by:  
  
 B53350412EA44E1...

**Tu Nguyen, ASI Vice Chair for Finance**

DocuSigned by:  
  
 73B9F71123F640C...

**David San, Secretary/Treasurer**