



**ASSOCIATED STUDENTS, INC.**  
 5154 STATE UNIVERSITY DRIVE, ROOM 203  
 LOS ANGELES, CA 90032

Date: Friday, October 2, 2020

Time: 12:00-2:00 pm

Location: Zoom

Attendees: Finance Committee, Special Public

Type of Meeting: General

## I. Organizational Items

- a. Call to Order by Kayla Misa, Vice President for Finance, at 12:02.
- b. Roll Call (Establishment of Quorum)

Kayla Misa	<i>Vice President for Finance</i>	Present
Tu Nguyen	<i>Vice Chair for Finance</i>	Present
Diana Chavez	<i>ASI President</i>	Present
Ma Ledi Ham Loot	<i>Vice President for Administration</i>	Present
	<i>Vice President for Academic Governance</i>	Present
Analiz Marmolejo	<i>Vice President for External Affairs &amp; Advancement</i>	Present
Anna Nguyen	<i>Secretary Treasurer</i>	Present
Lauren Diana	<i>BOD Member</i>	Present
John Villagra	<i>BOD Member</i>	Present
Jazmin Ennis	<i>BOD Member</i>	Present
Josue Montenegro	<i>Student Committee Member</i>	Excused tardy @ 12:44pm
Abel Guillen	<i>Student Committee Member</i>	Present
	<i>Student Committee Member</i>	Present
Milton Han	<i>Associate Justice</i>	Present
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	Present
Betty Kenedy	<i>University President Designee</i>	Present
John Tcheng	<i>CFO Designee</i>	Present Left @ 1:19pm
Jennifer Miller	<i>Staff Support Director</i>	Excused tardy @ 12:44pm
Guest of the Gallery	, , . Etc..	

## c. Approval of the Agenda for Friday, October 2

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Finance Committee Meeting

Friday, October 2, 2020



Offered By:	<b>Lauren Diana</b>	Seconded by:	<b>Anna Nguyen</b>
Motion to approve the Agenda for Friday, October 2, 2020.			
Offered By:	<b>Diana Chavez</b>	Seconded by:	<b>Lauren Diana</b>
Motion to amend the agenda to add the ODC to the last discussion item.			
Discussion:			
1. None			
All in Favor	All	Opposed	None
Abstained	None	<b>Motion: Passed</b>	
Discussion:			
1. None			
All in Favor	All	Opposed	None
Abstained	None	<b>Motion: Passed</b>	

**d. Approval of the Minutes for Friday, September 11**

Offered By:	<b>Analiz Marmolejo</b>	Seconded by:	<b>Abel Gullien</b>
Motion to approve the Minutes for Friday, September 11, 2020.			
Discussion:			
1. None			
All in Favor	All	Opposed	None
Abstained	None	<b>Motion: Passed</b>	

**e. Approval of the Funding Committee Report, September 11**

Offered By:	<b>Lauren Diana</b>	Seconded by:	<b>Abel Gullien</b>
Motion to approve the Funding Committee Report for Friday, September 11, 2020.			
Discussion:			
1. None			
All in Favor	All	Opposed	None
Abstained	None	<b>Motion: Passed</b>	

**f. Approval of the Funding Committee Report, September 25**



Offered By:	Lauren Diana	Seconded by:	Analiz Marmolejo			
Motion to approve the Funding Committee Report for Friday, September 25, 2020.						
Discussion:						
1. None						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- 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
- Abel brought up a concern from a student group regarding ASI marketing and merchandise
  - Tu recommended for all BOD member on the committee to apply for the Funding Sub-Committee
  -

**III. Discussion Items**

- The committee will hear a proposal from the Edible Garden Club
  - A Representative presented about the Edible Garden Club Funding Proposal
    - Edible garden club received approval from the President in July to create a edible garden for housing
    - Grants were received for research and academic programming
    - LA Compost implements composting hubs in community based organizations and provide infrastructure. Designate a composting manager per site and host workshops during the year. Long term friends of representative, and having a composting system is a crucial part of the project. Support in education, management, and long-term needs.
    - Work with housing students and all students in general to get their food scraps to the edible garden site. Community hub
    - Mandated by the state to divert organic waste in the future. Keeps Cal State LA on track with the law.



6. LA Compost also collects data on the amount food scraps generated and the soil produced.
7. Begun to develop a partnership with housing and dining
8. Club Marketing and Outreach
  - a. Involved with the community
  - b. Still learning how to utilize social media, but did a lot of work when in person
  - c. Holding events and still doing outreach through workshops and social media
  - d. Working with professors to provide outreach to their students
9. Has grants that support student research and the building of the project and infrastructure
10. Funding requesting from ASI is to supplement the funding from the grants for the project.
11. Looking into pilot programs and methods to change the current norms of how people approach food scraps. Slow roll of programs to get systems in place and people on board o be ready for the edible garden
12. Expenses
  - a. Current expenses because of Covid
  - b. 3 bins for the 3 processes involved with composting
  - c. Best practice management material includes signage, tools, locks, etc. in order for everything to be managed correctly
  - d. Personnel costs includes someone who can come in and check up on things to make sure everything is running properly.
13. Questions:
  - a. Kayla asked if there would be possible funding opportunities in the future
    - i. The representative said that fundraising and sponsorships would come along as the club gets established, but the current primary sources are the grants and any money from ASI



- b. Kayla asked where it would be located and if it would be easily accessible to students
  - i. The representative said that it is in housing and it will be on the hill around Lot 5. A map is provided in the packet and there is a lot of space.
- c. Ledi said that the Cabinet of Commissioners strongly believe that ASI should support this since with an edible garden, they can support housing students, the food pantry, and homeless students.
- d. Diana asked if there would be collaboration with the food pantry. What are the future collaborations with the campus
  - i. The representative said that it would be a long term goal. Also, food insecurity was a large reason to do the program. Does believe there are some barriers and rules on the food pantry side to distribute it, but there first needs to be the foundation to grow food. The first step is to have a stable system. In the future, they will look into partnering with campus organizations like Mind Matters as well. Whenever there is an opportunity for overlap, the Edible Garden would be glad to collaborate
- e. Abel said that he really likes the idea and does really like the idea of increased accessibility for healthy foods for students. Abel asked how it functions currently under Covid
  - i. Currently, access to the space requires passing a Covid-19 class. Goal is to not put any students at risk, so they are figuring out what they need to do as they go
- f. Abel asked how much produce the Edible Garden is putting into the garden and how much .
  - i. Access to the garden requires membership in the Edible Garden, but anyone can be a



member. Required because they want to make sure everyone is oriented and on the same page when managing the garden. Do have a fee for membership, but housing students have the fee waived and only need to go through an orientation.

- g. Analiz said that she liked how the Edible Garden had a plan in mind for access and educating students on how to use the garden correctly
  - i. The representative said that they like that about LA Compost as well because they do a lot of workshops and education
- h. Kayla asked about who is liable or responsible for the project. When something goes wrong, what will happen?
  - i. The representative said that they've talked about it and they've met with UCR to do soil testing at the site to make sure there is no lead or arsenic in the solid. Large part in the process to insure the food grown is safe. Regarding liability, the representative does not know the answer to it
  - ii. Dena said that there is a university coverage for clubs and organizations, however, the Edible Garden is not coming to ASI as a normal club and organization. Asked Jennifer about what it would look like
  - iii. Jennifer said that there would most likely be a hold harmless agreement waiver or additional coverage depending on the final scope of the project.
- i. Ledi asked if there was a current access to water.
  - i. The representative said that they worked it out with the housing facility representative and they figured out that there is water access.



- ii. Ledi asked about talking to the ECST college about the water system. Thinks that it could be seen as an interdisciplinary project.
- j. The representative asked if ASI could help support the ADA compliant pathway aspect that is required for the project. Was wondering if there should be one umbrella proposal for all items or make a separate proposal for each item.
  - i. Kayla said that she would like to see something separate even though they are under the same umbrella
- k. Ledi asked if it is a one time request or a yearly request for funding
  - i. The representative said that it is a one time request
- l. Abel mentioned that if they do look into partnering with the ECST college, talk specifically with the Civil Engineering folks
- b. The committee will review the August 2020 Financials
  - i. Dena went over the monthly financials report
    - 1. Goes over where ASI is financially
    - 2. Financials are done quarterly
    - 3. Briefly went through some of the lines and explained what they specifically meant
    - 4. Want to share document on a monthly basis with the Finance Committee to be as transparent as possible.
- c. The committee will review a draft of the 3+9 Budget
  - i. Revenue:
    - 1. Currently slashed everything that was revenue for on campus.
    - 2. Revenue from student fees and interest stays the same
  - ii. Administration
    - 1. Personnel
      - a. Salaries are going back down because a bonus ended in June/July



- b. Student salaries are going up because of an increase in minimum wage
  - 2. Supplies and services
    - a. Staff development has savings because we are not in person. Allocated an amount in case of any conference registration fees
    - b. Operating expenses hasn't changed yet, but there would changes because of postage costs
  - 3. Travels, MOUs, Contracts, and Leases
    - a. Only a small amount put into each line item just in case, but most were largely cut
    - b. Legal services were increased just in case for any possible litigation
- iii. Student Government
  - 1. Personnel
    - a. Drop in staff salaries because some positions are not being filled
  - 2. Supplies and Services
    - a. Technology related expenses increased because there need to be purchases for hard drives to back up the website
    - b. Hospitality and meeting room reservations have been cut because of no physical meeting
    - c. Dues and subscriptions went up because a program to create ADA compliant captions are required for uploading videos
  - 3. Travel
    - a. Most are slashed except a small amount was left for conference fees for required items. More could be taken out depending on what is required for CSSA
    - b. Cut leadership and training because we are fully online
    - c. Grant in aid is left alone because the board is largely filled
- iv. Student and University Support
  - 1. Student Support





- a. Added an extra \$10,000 to further support clubs and organizations
  - b. Programming and advocacy decreased greatly because Alternative Break was canceled. No changes to the budget to college reps or student representatives. Want to see how they are using funds to create events
  - c. Marketing and Advertising went down because the copier costs went down. Moved some of the funding around.
2. Scholarships and vouchers
- a. Mentioned that the name might need to be changed because ASI doesn't give scholarships out to ASI members but to students
  - b. Also said that all book vouchers went out, but not all of it was used up.
  - c. Abel and Ledi proposed that the book voucher could be moved to a reimbursement system to make sure all of the money gets spent
3. University Support
- a. Going to continue with proposals from organizations. Not changing currently, however, amounts need to change as time moves on.
  - v. Mentioned that the line item for the Unrestricted Funding for the Finance Committee could be used to support other areas as needed

Offered By:	<b>Abel Gullien</b>	Seconded by:	<b>Lauren Diana</b>
Motion to have a 5 minute recess for Kayla to let the OSD Representatives know to come online.			
Discussion:			
1. None			
All in Favor	All	Opposed	None
Abstained	None	<b>Motion: Passed</b>	



- d. The committee will hear a proposal from the Office for Students with Disabilities
  - i. The associate director of the office spoke about the proposal
    1. Been with the office since 2010
    2. Saw the need to bring more awareness to the program
    3. Tagging along with Abilities Awareness Week to host events to highlight the abilities of students with disabilities, Invite the whole campus community to learn more
    4. Reformatted the entire program for it to be online. Inviting speakers with different disabilities to talk.
    5. Using fees to pay for the presenters as well as a virtual 2k run for shirts, bibs, and medals. Presenters also would distribute their eBooks to participants. People would do the 2k on their own and be able to participate and be more connected to the campus. T-shirt would include a happy 30<sup>th</sup> anniversary to the ADA act. Open primarily to students.
    6. Questions:
      - a. Kayla asked if the presenters had a fee in the past
        - i. The representative said that presenters have been compensated for their services. It is a first time that they are paying a student presenter given the current environment and that they do pay the outside presenters.
      - b. Abel asked that if all the costs included shipping.
        - i. The representative said that they would be picking up the shirts themselves to reduce costs. The only shipping fees are for some of the books, but they are aiming for only electronic copies
      - c. Analiz asked if everything would be sent out as a package and who would be receiving the items as well as how they would be distributing the items
        - i. The representative said that they would be doing curb-side pickup and maintain social distancing



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- ii. Analiz asked about the students could not drive up to the campus. Would they be excluded from the event.
- iii. The representative said that they would have to work with the student specifically
- d. Analiz asked if it would be fully funded by ASI or if the ODC would also provide funding
  - i. The representative said that they were new to the process and they were unsure of
- e. Ledi asked how the students would chosen to receive the book
  - i. The representative said that they would need to preregister, attend the event, and then complete a post-survey to receive a book. If there are more students eligible than books, it would be done through a drawing
- f. Anaiz said that ASI does collaborate with ODC through the Diversity and Inclusion officer

#### IV. Reports

- a. ASI Vice President for Finance: **Kayla Misa**
- b. ASI Vice Chair for Finance: **Tu Nguyen**

#### V. Adjournment

Offered By:	<b>Ma Ledi Ham Loot</b>	Seconded by:	<b>Analiz Marmolejo</b>
Motion to adjourn the meeting at 1:49pm.			
Discussion:			
1. None			
All in Favor	All	Opposed	None
			Abstained
			None
<b>Motion: Passed</b>			




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## CERTIFICATION

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, October 2, 2020, through Zoom. Consensus by the ASI Finance Committee on Friday, October 16, 2020.

Prepared by:

DocuSigned by:  
  
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**Tu Nguyen, Vice Chair for the Finance Committee**

DocuSigned by:  
  
57DDB166C10847A...

**Anna Nguyen, Secretary/Treasurer**

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