



Date: Friday, September 4, 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 12:01PM.
- 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>	Excused tardy @ 12:05pm
Gabriel Avila	<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>	Unexcused tardy @ 12:06pm
Josue Montenegro	<i>Student Committee Member</i>	Present
Abel Guillen	<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>	Unexcused tardy @ 12:06pm
John Tchong	<i>CFO Designee</i>	Present
Jennifer Miller	<i>Staff Support Director</i>	Present
Guest of the Gallery		

**c. Approval of the Agenda for Friday, September 4**

Offered By:	<b>Abel Guillen</b>	Seconded by:	<b>Diana Chavez</b>
Motion to approve the Agenda for Friday, September 4, 2020.			

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Discussion: 1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

**d. Approval of the Minutes for Friday, July 24**

Offered By:	<b>Anna Nguyen</b>	Seconded by:	<b>Abel Gullien</b>			
Motion to approve the Minutes for Friday, July 24, 2020.						
Discussion: 1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

**e. Approval of the Funding Committee Report, August 24**

Offered By:	<b>Diana Chavez</b>	Seconded by:	<b>Anna Nguyen</b>			
Motion to approve the Funding Committee Report for Friday, August 24, 2020.						
Discussion: 1. None						
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>

- 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

**III. Informational Items**

- a. University Support Areas Summary: The committee will receive information regarding the areas ASI supports on campus based on proposals received by the past administration.

Kayla gave a summary presentation on each of university support groups that ASI funds.

- i. Children's Center

1. Targeted population: Cal State LA Student parent's



2. Reduced rates, tuition assistance, Student parents are given priority
  3. Main purpose is to help maintain the quality of the program.
  4. Supports Child Development and Education students for employment and educational opportunities
  5. Accredited by the NAEYC
  6. Ledi asked if the Children center was still open
    - a. Jennifer Miller said that it is still operating and still has costs.
    - b. Kayla said that she could write down any questions and forward them to the director
  7. Dena asked if Kayla could ask if there are any additional expenses that they didn't anticipate because of the pandemic
    - a. Kayla said that she will find it out
    - b. Dena asked if they are providing Wifi or something else to still connect students
    - c. Jennifer said that they could incur future costs with guidelines for safety
- ii. EPIC
1. Different activities
    - a. Service Learning – applies and connects student learning to community service
    - b. Community Partner Agency Fair – Kayla said she will ask the organizers how it will be done online
    - c. Cal State LA gives back – Students serve a community partner for a day
    - d. American Reads and Counts Program – Cal State LA students work with teachers and students as tutors.
      - i. Dena added that the tutoring would be big for elementary school because parents would want to help their children with the online learning
    - e. Read Across America – Cal State LA students give presentations at nearby elementary schools
    - f. Cal State LA Here we come



- g. Summer Youth Employment Program
- h. Toy and Food Drive
- 2. Epic seeks to develop
  - a. Community engagement
  - b. Personal, Social, and identity development
  - c. Social Justice
- 3. Abel asked if the experiences would be a virtual or physical experience. Example would be the Food and Toy drive
  - a. Jennifer said that there won't be anything on campus. They did reach out for donations without physical gatherings to sort items. Probably will know more in a little bit
  - b. Kayla said she is collecting questions to bring up for an upcoming meeting.
- iii. Dreamer's Resource Center
  - 1. Serves undocumented students and creates a safe environment for them
  - 2. Many different outreach programs
  - 3. Funds scholarships, gatherings, and meetings that the Dreamer center.
  - 4. Ledi added that she thinks they are still providing services like workshops and legal.
- iv. Food Pantry
  - 1. Jennifer updated that there will be funding to do food bags for this semester for food. Also food plans food for housing. Making plans for picking up food and donating money to order food for students. Funds will also help for Spring if possible.
  - 2. Ledi asked how much ASI would usually fund the food pantry.
    - a. Jennifer said that they budgeted for what ASI already allocated and whatever extra would go towards Spring
    - b. Ledi said that she thinks that the amount should be increased since it is a resource students use.



- c. Jennifer said that she doesn't want to put pressure on increasing funding because they've already planned for the allocated amount and want to see how it will do first.
  - d. Analiz asked about the hot meals program.
  - e. Jennifer said that for now it will only be for current students in housing.
  - f. Analiz asked about ASI starting an emergency grant for food
  - g. Jennifer said that for now it will only be for Housing students to keep people safe.
  - h. John asked about the emergency grants program
  - i. Jennifer explained the different grants and where the money came from.
  - j. John asked how many students were in housing
  - k. Jennifer said that there are 66 students and they have to prove that they have nowhere else to go.
3. Abel asked why the food pantry had a decrease in funding for this year compared to last year.
- a. Dena answered because they overspent on a previous year their allocation was brought down to account for that.
  - b. Abel said that he feels that that number should be increased for students.
  - c. John said that we also need to consider how students would pick up the food.
  - d. Kayla mentioned that before talking about amounts, she would like to talk to organizers first for more information about how much they would need.
- v. ECST Acceleration Initiatives
- 1. Summer program for high school students to get started on their careers
  - 2. This summer was to increase the number of female students in STEM. ASI funded to help the program with technical resources and the students assistants who helped.



3. Kayla mentioned that the program already happened during the summer.

#### **IV. Discussion Items**

- a. Future 3&9 Budget Edits: The committee will learn of the possible edits to the budget and discuss further on other areas.
  - i. Kayla went over some of the changes that were made to the 3&9.
  - ii. Kayla asked about the max percentage that could be put into the trailer system
    1. Dena said that according to the reserve policy, the max is 25%. The reason why it is being proposed is because the pandemic is going affect the next 3-4 years.
    2. Kayla asked what the recommended amount would be.
    3. Dena said that it would be dependent on the draft audit. Then options can be proposed that will be voted on. Dena asked John if it could be more than 25%
    4. John said that it is up to the committee if that threshold is needed or if its more of a one-time change. More of a discussion on what the appropriate direction would be. Not a straightforward answer.
  - iii. Kayla said that for travel it will be heavily cut since the only costs will be for registration
  - iv. Fee for legal services might need to be increased for any future litigation
    1. Ledi said that if it is against ASI then it would be us. But if it was a university the university has a legal counsel. Ledi asked Jennifer if the university would help.
    2. Jennifer said that yes, no, maybe. It depends on the lawsuit since its based on all the fees associated, which would be a combination of things
    3. Ledi said that to mitigate risks, we should allocate more just to protect ourselves.
  - v. Kayla said that alternative break would be cut which is one of the biggest things from the travel budget



1. Dena explained that it was a service learning project like a study abroad experience. Students would register to go and work and learn.
- vi. Savings in development and trainings since it was all done virtually
- vii. Change GIAs for student members because there will be a full board of student leaders
- viii. All 20 book vouchers for the semester have been sent out, but not sure if they have been used yet
  1. Can add more for the Spring semester if needed
- ix. \$55,000 for student clubs and organizations might be raised to \$60,000 to still support students during this time to still keep on community on campus
- x. Programming and advocacy will remain the same.
- xi. Some areas were backfilled like marketing.
  1. Ledi said that Gus might need more budgeting for upgrading technology to do transcriptions or add-ons on the website.
- xii. Kayla asked if anyone had ideas to help support students
  1. Diana asked about funding students to utilize CAPs for the fees during the summer.
    - a. Jennifer asked if it would be help specifically for the fee
    - b. Kayla wanted to clarify about the summer date that Diana mentioned
    - c. Diana said that its something to look into next summer for students who can't afford CAPs during the semester.
  2. Abel asked if ASI Funded CAPs
    - a. Jennifer said that they are funded by the fees they collect
    - b. John asked if the Student Health Center was still open
    - c. Jennifer answered that they are doing telehealth and stress workshops
    - d. Abel added how ASI could help support CAPs
    - e. Diana said that she will email able with all the information.



3. Abel asked about the Student Health Advisory committee and if ASI was helping them
  - a. Jennifer said that they're active and doing events for students.
  - b. Financial Literacy Workshop: The committee will look at a draft of the financial literacy workshop.
    - i. Reached out to other offices for collaboration or resources for the event but hasn't heard anything back yet. Does have something though just in case they don't respond
      1. Analiz said that Wells Fargo would be a great resource to look into
    - ii. Kayla went over the current presentation she had for the Financial Literacy Workshop
    - iii. Lauren suggested to record the presentation and bring up more specifics on our campus and ASI on what we do financially
    - iv. John suggested to add in some basic info so that everyone fully understands topics.

**V. Reports**

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

**VI. Adjournment**

Offered By:	<b>Diana Chavez</b>	Seconded by:	<b>Anna Nguyen</b>				
Motion to adjourn the meeting at 1:41PM.							
Discussion:							
1. None							
All in Favor	All	Opposed	None	Abstained	None	<b>Motion: Passed</b>	





**CERTIFICATION**

Official Minutes taken for the **Finance Committee** of the Associated Students, Inc. Cal State LA held on Friday, September 4, 2020, through Zoom. Consensus by the ASI Finance Committee on Friday, September 11, 2020.

Prepared by:

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

DocuSigned by:  
*Anna Nguyen*  
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**Anna Nguyen, Secretary/Treasurer**