



Date: Friday, July 10, 2020

Time: 12-2 pm

Location: Zoom

Attendees: Committee Members, General Public

Type of Meeting: General

I. Organizational Items:

- a. Call to Order by, Kayla Misa, ASI 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>President</i>	Present
Ma Ledi Ham Loot	<i>Vice President for Administration</i>	Present
Gabriel Avila	<i>Vice President for Academic Governance</i>	Excused absence
Analiz Marmolejo	<i>Vice President of External Affairs & Advancement</i>	Present
Anna Nguyen	<i>Secretary/Treasurer</i>	Present
Ryan Yoo	<i>Associate Justice</i>	Present
Dena Florez	<i>Office Manager for Administration and Services</i>	Present
Betty Kennedy	<i>University President Designee</i>	Present
John Tcheng	<i>CFO Designee</i>	Excused absence
Jennifer Miller	<i>Staff Support Director</i>	Present
Guests of the Gallery	Brajohn Hicks Emily Sandoval Jazmin Ennis Lauren Diana	

c. Approval of Agenda for Friday, July 10, 2020

Offered By:	Diana Chavez	Seconded by:	Ma Ledi Ham Loot			
Motion to approve the agenda for Friday, July 10, 2020.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of Minutes for Friday, May 1, 2020

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 Finance Committee Meeting
 Friday, July 10, 2020



Offered By: Analiz Marmolejo		Seconded by: Diana Chavez				
Motion to approve the minutes for Friday, May 1, 2020.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- II. Public Forum – Allotted for members of the public to address the committee.
 - ✚ Diana wanted to talk about a student who reached out to her who couldn't make it to the meeting. On the agenda but wanted to make sure it is brought up. *Diana read the students message.* About club funding and the student is asking if ASI will reduce fees because student organization support has been decreased due to the recent situation. Should be a concern kept in mind
 - Kayla said she received the same inquiry and answered her questions
 - ✚ Lauren Diana

III. **Discussion Items:**

- a. **Policy 201:** Finance Committee Code of Procedure: The committee will review the Codes of Procedure and discuss best practices.
 - i. Kayla gave time for the committee to open up the document and be ready to read through it. Kayla talked about:
 1. Who he committee is built up of for the 14 voting and 5 nonvoting members
 - 1.) Analiz asked if the committee needed positions to be filled. Kayla answered that there are 4 non-ASI member positions open on the committee
 - 2.) Dena said there are 3 openings for BOD members as well
 2. What her role is in the committee and ASI
 3. What the role of the Vice Chair is
 4. What the general role of the committee is
- b. **2020-2021 Budget:** The finance committee will review the approved 2020-2021 Budget
 - i. Kayla went through the line items on the budget and covered:
 1. Trailer system and local agency investment fund.
 2. Non-profit and main revenue comes from collected student fees.



3. Administration

- 1.) Under personal, benefits for staff member. Expenses are for if there is a full staff
- 2.) Student assistances salary increases due to increase in minimum wage
- 3.) Operating expenses included telephones and mailing. Most comes from mailing out checks and Lifescan for student assistances because they deal with student information
- 4.) Nothing in technology because there is a turnover every three years. Covers front desk, administration, and professional staff
- 5.) Payroll charges are set every year managed my the Student Union. Fiscal analysis report, quarterly report, W2, and check cancellations.
- 6.) Human resources: memo with university where they provide services and ASI pays a fee
- 7.) Seminars and conferences will be cut because there will be savings from online events
 - i. Analiz asked about travel in January and if it would be canceled or set aside
 - ii. Kayla said that it will be left there for now. Wait for a more official statement.
- 8.) University accounting service falls under the human resources contract. Directly from university.
- 9.) Auditing services done externally because it is required for ASI. Includes tax services and fees to file taxes. Also includes CSU audit
- 10.) Fee collection services paid to universities. Depends on how many students register and varies from semester to semester
- 11.) Insurance renewal
- 12.) Legal services allocated for whenever things escalate. There just in case
- 13.) Lease chargebacks paid towards the USU for using the space.

4. Personal



- 1.) Staff salaries and benefits for graphic and marketing team
 - 2.) Technology related include tech support and licensing and software. Also website hosting, names, domains and so forth.
 - 3.) Marketing and advertising is for ASI merchandise and equipment
 - 4.) Student travel will remain in case for spring semester. Savings from events that passed and didn't occur.
 - 5.) Dues and subscriptions include the programs required for operation
 - 6.) ASI President's budget used for programming and meetings
 - 7.) Leadership development and trainings had savings because of virtual events without hospitality. Will be dependent on the Spring situation.
 - 8.) Grant in aid also includes vacant positions.
 - i. Ledi asked about the increase in revenue by 16% combined with the cutbacks in other stuff. Asked about the total amount in excess.
 - ii. Dena answered that once the audit is over in September, we will know how much surplus there was from last year.
 - iii. Ledi said that that extra money could be allocated towards student support like scholarships.
 - iv. Dena said that for the 3&9, there can be a proposal submitted to allocate that money towards student support.
5. Student and University Support
- 1.) Money towards clubs and organizations, club funding
 - 2.) Unrestricted funds for finance committee isn't known yet.
 - 3.) Programming and advocacy is for programming and events by ASI members. Also specific college allocated materials, legislative affairs advocacy, diversity and inclusion, and lobby corps.

- 4.) Marketing and advocacy include more of the supplies used to market ASI member's events. Includes the calendar and bluebooks
 - 5.) Student book voucher program can increase based on the situation
 - 6.) ASI scholarships is for the Raul Henderson award. More of a service award
 - 7.) University support is for university programs on campus
6. Questions
- 1.) Ledi asked that since everything is virtual now, cut back on events and increase book vouchers and scholarships. Is it up to the commissioners?
 - i. Kayla answer that we would have to wait for the 3&9 and a proposal would need to be submitted
 - 2.) Tu asked about the requirements for applying for university support
 - i. Dena answered that it would fall under Policy 206 requirements
 - 3.) Ledi asked about supplying money for clubs and organizations to host virtual events for things like greenscreens and raffles
 - i. Dena answered that it might be hard for raffles
 - 4.) Jennifer said that Kayla should present at the ODC to all clubs and organizations so that the same information is given out to all of them. Should be fair to all clubs and organizations for who receives funding
 - 5.) Ledi said that student clubs and organizations are wondering how they can be supported during this time
- c. **2020-2021 Budget Timeline:** The committee will review the presented budget timeline
- i. Kayla talked about the timeline for when budgets will be approved. She gave time for the committee to review dates and ask questions:
 1. Dena said that there is a typo on April 2nd. Sight visits should be 2021 – 2022 year.



2. Kayla asked if there is any parliamentary action needed to take it to BOD. Dena answered that it would
- d. **Policy 204:** The committee will discuss club funding and how it will operate to serve students in quarantine.

Offered By: Ma Ledi Ham Loot		Seconded by: Diana Chavez				
Motion to table to the next Finance Meeting.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

e. **Book Voucher Requirements**

- i. Ledi said that it was brought up by students. Because of the 20hour requirement, its hard to apply for it and if it could be possibly waived. Understands that there will be a lot of students who apply who would meet the requirements but wants it to be fair. Disadvantages those who want to work but got furloughed
- ii. Kayla answered that if it was waived,
- iii. Lauren said that it would be better for us to allow people to apply who may not need it while allowing those who need it the most a chance.
- iv. Dena said that could we accept a letter from their previous employer showing support to view it as a supplementary for the 20-hour requirement. Also wants to allocate more book vouchers because it was created to cater towards evening classes while events would cater for day students. That was the reasoning behind the working requirement. Said that the first 20 spots should be filled before we allocate money and extend the deadline.
- v. Ledi asked if the committee votes on altering the requirements for the book voucher.
- vi. Dena said that it would need to be an action item for July 24 to alter the requirements. Good because the change would happen before the book voucher's August 14th deadline
- vii. Analiz asked about unpaid internships or volunteer work as a way to account
- viii. Dena said that there should be some sort of documentation and then the flexibility is what ASI would accept as proper



documentation. Committee's choice, but documentation to protect choices

- ix. Betty said that it depends on how ASI would want to work the criteria. Because if it is for commuter students, how would a paid and nonpaid internship be catered towards commuter students. Also asked about September 4th deadline for redeeming the voucher. Do they work online?
- x. Dena answered that once the list is created, the names and CINs of students is in their system and once they purchase items categorized as textbooks, the voucher is used.
- xi. Ledi said that it should be on the application that its created towards commuter students so that students would understand why it might not be fair towards them
- xii. Dena said that it was originally created based on the quarterly system. Adjusted to semester system
- xiii. Ledi asked if they have to return the book after the semester?
- xiv. Dena said that in the past, they did have to be returned. Wasn't done last semester though because of the situation. For rental books, it's the student's responsibilities to return it to the bookstore. In the fall, the books were donated to the library when they were received.
- xv. Ledi asked who decides on who gets a book voucher. Is it eligibility, random, or committee? Answered first come first serve
- xvi. Kayla says that these ideas are great, and they should be followed up with email until the next meeting

IV. Reports

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

V. Adjournment

Offered By:	Ma Ledi Ham Loot	Seconded by:	Diana Chavez			
Motion to adjourn at 1:25.						
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, July 10, 2020, through Zoom. Consensus by the ASI Finance Committee on Friday, July 24, 2020.

Prepared by:

Tu Nguyen, ASI Vice Chair for Finance

Anna Nguyen, Secretary/Treasurer