

**ASSOCIATED STUDENTS
CALIFORNIA STATE UNIVERSITY FULLERTON, INC.**

Finance Committee MINUTES September 14, 2017

CALL TO ORDER

Glaiza Julian, Chair, called the meeting to order at 1:22 p.m.

ROLL CALL

Members Present: Borjas, Jimenez Perez, Julian, Sheriff, Torres**

Members Absent: None

Officers Present: Jakel, Lawrence

Officers Absent: Dadabhoy, La, Edwards

Guests: None

* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to the bylaws, a member of the Committee who does not remain until the scheduled ending of the meeting (2:30 p.m.) is considered not to be in attendance.]

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the bylaws, a member of the Committee is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

APPROVAL OF AGENDA

FC 001 17/18 (Borjas-m/Sheriff-s) A motion was made and seconded to strike the New Business item (Off-Campus Request) and approve the agenda as amended.

[Torres arrived to the meeting at 1:25pm]

[Jakel arrived to the meeting at 1:28pm]

Lawrence stated that the budget policies allows any off-campus event that is less than 11 miles from the campus to be approved by the ASI Board Vice Chair-Treasurer and the ASI Executive Vice President.

Julian stated that the venue is 11 miles from CSUF. She has spoken with Andrew La, Executive Vice President, who has agreed to approve the request.

FC 001 17/18 4-0-0 The motion was passed.

APPROVAL OF MINUTES

The minutes from the meeting were approved as presented. (Jimenez Perez-m/Torres-s)

PUBLIC SPEAKERS

None.

TIME CERTAIN

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

a. **Off-Campus Request**

This item was removed from the agenda.

ROLL CALL VOTES

	001
Borjas	Y
Jimenez Perez	Y
Sheriff	Y
Torres	Y
Results	4-0-0

REPORTS

a. Executive Director

Edwards was not in attendance.

b. Director of Financial Services

Lawrence reported the following:

- 1) There was a question raised at the last meeting about the funding summer travel. The short answer is no. There has been a practice that summer travel for the current fiscal year needs to be completed by June 30. If travel takes place after June 30th, the practice has been that the student can travel, but they need to get approval by the ICC at the first fall semester meeting to be approved retroactively.

Julian asked if this practice could be added to the ASI budget policies. Currently, the budget policies state that no retroactive proposals will be approved. The ICC's are supposed to follow the ASI budget policies.

Borjas stated that the ICC's have been informed of the changes to the ASI budget policies in regards to the non-active/active student travel and no retroactive approvals. There has been confusion about the changes.

Torres stated that his ICC did not know that retroactive approvals for travel expenses were no longer allow under the budget policies. A suggestion would be to allow the ICC's to approve their proposals from the summer for this fiscal year. The change could be enforced in the next fiscal year. They could also re-state that summer travel is no longer allowed.

Lawrence stated that he will follow up on this question and do some research. He can give an update at the next meeting.

Jimenez Perez asked how the Committee could change the policies to allow summer travel.

Julian stated that the Committee could put this issue on a future agenda for discussion.

Torres stated that the Committee needs to address the issue of summer travel. It will be easier for the ICC's to adapt to the non-active/active travel caps.

Borjas stated that the policies should address the summer travel issue and also give requirements. They could have a focus group of the ICC's to get their feedback.

Julian stated that she will get more information from the ICC's and put this issue as a discussion item on a future agenda.

- 2) There was another question about the cap on student travel. The maximum amount is \$500 per student per fiscal year.

c. Chair

Julian reported the following:

- 1) There has been feedback and concerns about the budget policies and ICC's. If there is anything in particular in one of the ICC's bylaws that needs to be address, please contact Julian to discuss.
- 2) There was a question about the maximum amounts for non-active and active travel. The maximums (\$250 for non-active and \$500 for active) are not exclusive to registration costs. Travel funds are available for students to help them in traveling to conferences.

Borjas stated that he saw a proposal where the group was asking for \$230 for transportation, specifically the cost of gasoline. The travel was to a one-day conference in Los Angeles. Borjas asked how this type of request should be handled.

Julian stated that students may use their personal vehicle for travel to conferences. There are specific requirements for insurance for the student who is driving. The student would not be eligible for a reimbursement for gasoline, but they could request mileage reimbursement.

Lawrence stated that the current mileage reimbursement rate is \$0.535.

Julian stated that the students will need to consult the treasurer who is well versed in the requirements to drive a personal vehicle.

Lawrence stated that the ASI travel funds are intended to assist students attend conferences, not to fund the entire cost of travel.

Torres asked how much a student is reimbursed each year.

Julian stated that it is the responsibility of the ICC's treasurer to maintain a list.

**ANNOUNCEMENTS/
MEMBERS' PRIVILEGE**

Jakel stated that there are still 2 vacancies on the ASI Board of Directors for the College of Education. The candidates for the College of HHD will be interviewed at the Governance Committee meeting today. The members are invited to sit in the gallery.

Lawrence stated that the IRA Committee is looking for student representation. The link to the Wufoo form for interested students to complete will be available soon.

ADJOURNMENT

The meeting was adjourned at 2:23 p.m.



Glaiza Julian, Committee Chair



Deserita Ohtomo, Recording Secretary