

Ohtomo stated that Contingency is intended for unexpected or emergency needs. It is not a source of funds for ICC's that have spent their approved budget amounts. There have been requests by the ICC's that needed more funding in their B-side travel to send more students to conferences.

Julian stated that the ICC's should be monitoring their expenses at each council meeting.

Julian stated that the Committee should be efficient on allocating Contingency funds.

Ohtomo stated that the budget policy for line item transfers into travel will not be considered by the Board of Directors before March 15 of the current fiscal year. Transfers cannot exceed 15% of the current fiscal year's allocated travel budget. Any line-item transfer made into travel below \$1,000 shall be approved by the Finance Committee. Line-item transfers made into Travel \$1,000 or above shall be approved by the Finance Committee and the Board of Directors.

Julian stated that it would be ideal for this ICC to participate in the focus group.

Torres stated that their ICC is at a loss. They are getting a lot of students requesting travel funds. They have received the requests from the BIO or Health students. They have yet to receive requests from CHEM and GEOL students. Last year, they funded 87 students. This year, they have already funded 57 students in the fall semester.

Julian stated that the ICC needs to be strongly advised that they need to be mindful of their spending. Julian asked how much was left in their travel line item.

Torres stated that they have used 67% of their budget; they only have \$8,000 available for the rest of the year. The trend in past years has been that the majority of requests and expenditures occurred during the fall semester. There were no requests in the spring.

Julian suggested that the ICC treasurer need to be firmer on allocations. They do not want the ICC struggling in the spring. Julian asked how many

Torres stated that there was 30 more expected.

Julian asked if the travel was active or non-active.

Torres stated that there was a good mix.

Torres stated that they met last week to discuss the issue. They have informed the clubs that they need to submit their information for the spring semester now for better planning.

Julian asked Sheriff how ECSICC was doing.

Sheriff stated that they are doing find with their B-side travel. However, there are 2 groups that have made proposals that would use about half of the available budget remaining.

Julian asked if the ICC's busy time was during the spring semester.

Sheriff stated that the groups are putting in their requests as soon as possible before the funds are all used. They have funded about 10 of the 27 groups in the ICC.

Torres stated that there was a concern in Engineering that they needed a printer. They were told that the printer could not be purchased, but the printer paper could.

Lawrence stated that the request was to purchase a \$5,000 printer. The ICC was going to receive a discount of \$1,000. Funds used in the supplies line item are intended to be used on expendables and not for high value items. There was also an issue about where the printer would be housed. They did not want to set a precedence with funding this large ticket item. The request was denied.

Sheriff asked if the issue was where the printer would be kept.

Lawrence answered no. The issue was the overall cost of the printer.

Torres asked if purchasing the equipment was necessary.

Lawrence stated that it would be appropriate for the Committee to hear that type of request. The group needs to look at other sources of funding, like the department or grants, or other options. Maybe, it would be possible to co-sponsor the purchase with the College or Engineering department.

Borjas asked when this type of purchase (3-D printer) would be funded by ASI or IRA. This printer could be used by the students in the ICC, but it would also be used for other academic needs or extracurricular activities.

Lawrence stated that IRA funds cannot be used to purchase equipment.

Julian asked for clarification about the type of printer that was proposed (regular printer or 3-D printer).

Sheriff stated that he was unaware about this issue.

Julian asked what the member thought about retroactive proposals and summer travel.

Borjas stated that it depends on when the conference takes place. If the travel takes place before the end of the fiscal year and were to be approved in advance, then it would not be an issue. When the new leaders take over on June 1st, there should be a meeting held shortly thereafter to approve other travel requests. The Committee needs to determine what can be allowed for retroactive funding.

Torres stated that he was told that the retroactive policy does not apply to the ICC's.

Julian stated that she spoke with Dave Edwards and last year's VP of Finance, Sunny Gill. They both confirmed that the policy applies to the ICC's since it is in the ASI budget policies, and the ICC's receive their funding from ASI.

Torres stated that his ICC's issue was only for summer travel.

Sheriff stated that his ICC only saw one event during the summer. The ICC will probably approve it.

Julian stated that when they have the focus group, they need to come up with options for the ICC's to choose. She will get the ICC meeting dates. The members can attend the meetings. They need to prioritize what ICC needs to be visited first.

Julian stated that she will draft a template of the discussion and a list of questions of what the ICC's want. They can allocate time for this item. The goal is to have this done by the end of this semester.

Lawrence stated that Drew Wiley mentioned the retroactive policy in the Exec Senate meeting.

Jakel stated that Wiley will be letting the Executive Senate groups know about the retroactive proposal policy. They will be told that they can propose retroactive proposals, but they cannot be over \$5,000. This is the same for the ICC's. It is important for these proposals to be done in advance to be more fiscally responsible.

REPORTS

a. Director of Financial Services

Lawrence reported the following:

- 1) He and Julian will be meeting to discuss the 2018-19 budget process. They are looking at holding the budget orientations in early November.
- 2) Capital equipment requests will be sent to the managers soon. The capital equipment and improvement budget is done on a calendar year, not the fiscal one. The Committee will review the requests and make recommendations to the Board of Directors. The goal is to have the Committee approve the budget by mid-November and presented to the Board of Directors by the last week in November.

b. Chair

Julian had no report.

ANNOUNCEMENTS/ MEMBERS' PRIVILEGE

Jakel stated that there will be interviews at the Governance Committee meeting for the vacant Board positions. The members are invited to attend the meeting.

Borjas stated that he is planning on brining the financial aid literacy initiative back to light. If anyone is interested, see Borjas. Borjas met with his housing supervisor; he also sat on the Board at his university. They had a resolution passed for a transition period. The new Board members would sit on the Board to get experience before their terms began. Borjas is also looking at other ways to help with transition to improve retention. They need to leave a transition plan, and they could start with the Board.

Lawrence stated that the IRA Committee is still looking for student representatives. The IRA program is not an ASI program, but it is administered by ASI.

Torres stated that NSM is still looking for a symposium speaker.

ADJOURNMENT

The meeting was adjourned at 1:58 p.m.



Glaiza Julian, Committee Chair



Deserita Ontomo, Recording Secretary