

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

**Finance Committee
MINUTES
November 16, 2017**

CALL TO ORDER	Glaiza Julian, Chair, called the meeting to order at 1:17 p.m.
ROLL CALL	<p><u>Members Present:</u> Borjas, Julian, Sheriff, Torres</p> <p><u>Members Absent:</u> Jimenez Perez¹</p> <p><u>Officers Present:</u> Jakel**, Lawrence</p> <p><u>Officers Absent:</u> None</p> <p><u>Guests:</u> Carol McDoniel, Valerie Rivera</p> <p>* 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.]</p> <p>** 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.]</p> <p>1. With no objections, Jimenez Perez was excused from the meeting due to a family emergency.</p>
APPROVAL OF AGENDA	The agenda was approved as presented. (Borjas-m/Torres-s)
APPROVAL OF MINUTES	The minutes from the November 9, 2017 meeting were approved as presented. (Sheriff-m/Borjas-s)
PUBLIC SPEAKERS	None.
TIME CERTAIN	None.
UNFINISHED BUSINESS	None.
NEW BUSINESS	
a. 2018 Proposed ASI Capital Equipment Purchases	<p>FC 002 17/18 (Torres-m/Borjas-s) A motion was made and seconded to approve the 2018 ASI capital equipment purchases.</p> <p>Lawrence stated that the capital equipment budget is done on a calendar year. The requests from the Children’s Center are for the 2018 calendar year.</p> <p>Lawrence yielded to Carol McDoniel, ASI Director of Administration.</p> <p>McDoniel stated that one of the requests was to upgrade the security cameras in the Children’s Center. The information that was included in the documentation sent to the Committee was only for exterior cameras (\$47,600). There is another proposal to also include installing interior cameras (\$78,000).</p> <p>McDoniel stated that the other proposed purchase was to replace the play surface in the Infant Yard (\$21,500).</p>

Valerie Rivera, Children's Center Director, stated that the Children's Center needs more exterior cameras for security reasons. The benefit of installing cameras in the classrooms would be to prevent false accusations against the teachers and student helpers.

McDoniel stated that University Police dictates the security company that can be used. They do not monitor the recordings. The recordings can be monitored by the police and organization at a later date if there is an incident.

Rivera stated that the play surface needs to be replaced for safety reasons.

Borjas asked how they selected the vendor to replace the play surface.

Rivera stated that they are using the same materials as before and using the same company.

Borjas asked how durable the material is and when could it be expected to need replacing again.

Rivera stated that the surface was installed in 2011.

Julian asked what causes the surface to wear out.

Rivera stated that it is normal wear and tear.

Julian asked if this is a designated play area.

Rivera answered yes.

McDoniel stated that a former Building Engineer thought that more care could have been taken when the surface was originally installed, so that it could last longer.

McDoniel stated that they will make sure to watch the installation to ensure quality.

Julian asked about the costs for installing the security cameras.

McDoniel stated that they would pay the security company that installs the cameras directly. The costs may change since they estimated the additional cost to install interior cameras. For the wiring work that is needed, only the University's IT department can perform the work.

Julian asked who is responsible for maintaining the cameras.

McDoniel stated that the security company who installed the equipment will fix any faulty equipment. There are no on-going maintenance costs. Any technical problems can be troubleshot by the ASI IT department.

Julian asked if monthly check ups are scheduled for the equipment.

McDoniel stated that there is no schedule for monthly checks, but they do check the cameras frequently.

Sheriff asked if there are currently cameras at the Children's Center.

Rivera stated that there are currently 4 stationary cameras.

Sheriff stated that the proposed 4K cameras seem to be a higher quality than may be needed. A higher quality camera requires higher storage capacity. Is there a lower quality camera that will do the same job?

Lawrence stated that normally capital equipment purchases would come from ASI fees. In the case of the Children's Center, there is an investment fund for building maintenance. The fund is managed by City National Bank. This fund is used for improvements or any catastrophic needs to the Children's Center building. If these purchases are approved, it will be reported at the next Investment Committee meeting.

[Jakel arrived to the meeting at 1:48pm.]

Sheriff stated that the play yard replacement is a good idea. The type of security cameras seems excessive.

Borjas stated that he agreed with Sheriff. High definition cameras may not be needed for this purpose.

Sheriff stated that the quote was for the higher definition camera. It would be interesting to see the quote with a different camera.

Jakel stated that when the TSU security cameras were replaced, the University made a contribution to the costs involved. Jakel asked if the University would make a similar contribution in the case of the Children's Center cameras.

McDoniel stated that the University will most likely not contribute any funds to the Children's Center project.

Jakel stated that if they do go with the higher definition camera, they could use this as a selling point for the Children's Center and as a reason for increasing the usage rates. This information could be discussed at a future Children's Center Committee meeting.

Jakel asked when the projects would take place.

McDoniel stated that they are proposing to replace the play surface in January 2018. If the work cannot be scheduled for January, they would look at replacing the surface in May 2018.

McDoniel stated that they have proposed to upgrade the security cameras in July 2018.

FC 002A 17/18 (Borjas-m/Torres-s) An amendment was made and seconded to fund the replacement of the play surface for \$21,500 and to fund the security camera improvement for \$78,000. The total to be funded from the Children's Center building fund is \$99,500 for the 2018 ASI capital purchases.

FC 002A 17/18 3-0-0 The amendment was passed.

FC 002 17/18 3-0-0 The amended motion was passed.

b. Discussion: Budget Submission Form

Julian stated that they are moving to a Wufoo application for ASI departments and programs to submit their 2018-19 budget request.

Julian asked the members what features would they like to see on the form and what would make the deliberation process more efficient.

Borjas stated that it would be helpful to include past information. The proposers should also have the opportunity to write their explanation on what they are requesting.

Julian stated that if there are any other ideas, please reach out to her or Lawrence.

Lawrence stated that there will be some changes to the budget that will not affect most programs. They are looking at breaking out some portion of 8074 (Contracts/Fees/Rentals). It is a catch-all line item for a wide range of charges.

ROLL CALL VOTES

	002A	002
Borjas	Y	Y
Jimenez Perez	Absent	
Sheriff	Y	Y
Torres	Y	Y
Results	3-0-0	3-0-0

REPORTS

a. Director of Financial Services

Lawrence commended the members on their deliberation process on today's action item. The Committee will have similar deliberations when they are reviewing the 2018-19 budget proposals. Lawrence wished everyone a great Thanksgiving holiday.

b. Chair

Julian echoed Lawrence's comments on the action item deliberations and thanked Rivera and McDoniel for their attendance. Julian also wished everyone a happy Friendsgiving and holiday.

**ANNOUNCEMENTS/
MEMBERS' PRIVILEGE**

Jakel stated that he spoke to Chancellor White today and is looking forward to the announcement of the interim President. There will be an announcement in mid-December of who will be the interim President. This person will be serving for about 18 months. They hope to have the new President start in July 2019.

Jakel stated that he will be presenting a resolution to honor President García at today's Governance meeting.

ADJOURNMENT

The meeting was adjourned at 2:14 p.m.



Glaiza Julian, Committee Chair



Deserita Ohtomo, Recording Secretary