

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

**Finance Committee
MINUTES
September 6, 2018**

CALL TO ORDER Maisune Abu-Elhaija, Chair, called the meeting to order at 2:33 p.m.

ROLL CALL Members Present: Abu-Elhaija, Baker, Good, Neal, Quinones

Members Absent: None

Officers Present: Lawrence, Torres**

Officers Absent: Absent

Guests: Danielle Bacarskas, Chris Evans

* 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 The agenda was approved as presented. (Good-m/Baker-s)

APPROVAL OF MINUTES The minutes from the August 30, 2018 meeting were approved as presented. (Quinones-m/Neal-s)

PUBLIC SPEAKERS None.

TIME CERTAIN None.

UNFINISHED BUSINESS None.

NEW BUSINESS

- a. **Contract over \$5,000 - Panhellenic** **FC 001 18/19** (Good-m/Quinones-s) A motion was made and seconded to approve the contract over \$5,000 for a guest speaker at Panhellenic's program on September 24, 2018.

Danielle Bacarskas from Panhellenic spoke about the request.

Abu-Elhaija stated that the funds were in the approved budget (\$5,150).

Good asked what would be the topic that the guest speaker would address.

Bacarskas stated that the topic is team building for women in Panhellenic.

Quinones asked if this speaker had been contracted in the past.

Bacarskas answered no.

Baker asked what the workshops would entail.

Bacarskas stated that she was not sure, but the workshops would involve team building.

Baker asked if the agreement included the option to record video or audio.

Bacarskas stated that she was not sure.

Abu-Elhaija stated that the contract did include the possibility to record.

Good asked if the speaking time of 7:30-8:30pm included the workshops.

Bacarskas answered yes.

[Torres arrived to the meeting at 2:39pm.]

Quinones asked what the expected student attendance was.

Bacarskas stated that this is a mandatory event for the 6 Panhellenic chapters.

Quinones asked for an estimated attendance.

Bacarskas stated that attendance would be approximately 300 or more.

Baker asked if the event would be open to the public.

Bacarskas stated that technically the event would be open to the public, but they are mainly inviting the Panhellenic members.

Neal asked if the amount that Abu0 mentioned was the budget for the fall semester or the year.

Abu-Elhaija stated that the budget was for the fiscal year.

Lawrence stated that the Committee is being asked to approve the expenditure. ASI does not approve student contracts.

FC 001 18/19 4-0-0 The motion was passed.

b. Presentation – Basics of the ASI Budget

Lawrence made a presentation on the basics of the ASI budget.

Good asked if there was a way to raise the ASI fee.

Lawrence stated that any increases to the ASI fee has to go to referendum. To go forward with the referendum, the Student Fee Advisory Committee has to approve it first.

Lawrence stated that this year's budget was developed by looking at the history of actuals expenditures versus approved budgets. It was found that some programs were overbudgeting.

Quinones asked where unspent funds go at the end of the fiscal year.

Lawrence stated that they first review liabilities. If there are still unspent funds, they are returned to reserves.

Baker asked how the minimum wage increase will be factored into the ASI fee.

Lawrence stated that they have gradually built the wage increases into the budgets over the years.

c. Discussion – Budget FAQ

Abu-Elhaija stated that this discussion item is to get feedback on what should be included in the budget FAQ.

Quinones stated that an answer to if transfers from a-side to b-side budgets are allowed and the deadline for transfers.

Quinones stated that the student leader travel requirement should also be listed.

Good asked if any student could request funding from ASI.

Torres stated that individual students cannot request funds. Funding is given to groups.

Good asked if a student that receives funding from an ICC can request additional funding from the Finance Committee.

Lawrence stated that there is a policy that requests from funding can only come from one ASI source.

Torres also stated that retroactive requests are not allowed.

Torres stated that the members need to stay in contact with their ICCs.

Abu-Elhaija stated that this item could be put on a future agenda to allow the members to get some feedback from their ICC's.

ROLL CALL VOTES

	001
Baker	Y
Good	Y
Neal	Y
Quinones	Y
Results	4-0-0

REPORTS

a. Director of Financial Services

Lawrence had no report.

b. Chair

Abu-Elhaija reported the following:

- 1) Abu-Elhaija still needs to visit all of the ICC's. She asked the members to speak with their ICC's.
- 2) Abu-Elhaija is working with Kaetlyn Hernandez, ASI Communications Officer, on the ASI fee transparency campaign.
- 3) The search committee for the Associate VP for University Advancement and Program Development has completed reviewing résumés. They will be doing zoom interviews and will select the finalists. There will be open forums for the finalists with opportunities for students to ask questions. Next week's committee meeting conflicts with the Finance Committee. Torres will chair next week's meeting.
- 4) All Day ASI is coming up.
- 5) The members need to check their emails.

6) There was a question about dress code. The dress code is casual.

**ANNOUNCEMENTS/
MEMBERS' PRIVILEGE**

Torres stated that All Day ASI is September 12th. They have the locations to distribute donuts and the sign-up sheet for the expo will be sent soon.

Abu-Elhaija stated that the College of Education is hosting the Maywood Education Fair. Please follow on social media.

ADJOURNMENT

The meeting was adjourned at 3:29 p.m.



Maisune Abu-Elhaija, Committee Chair



Deserita Ohtomo, Recording Secretary