

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

**Finance Committee  
MINUTES  
October 11, 2018**

**CALL TO ORDER**

Maisune Abu-Elhaija, Chair, called the meeting to order at 1: p.m.

**ROLL CALL**

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

Members Absent: None

Officers Present: Lawrence, Torres

Officers Absent: Borjas

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**

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

**APPROVAL OF MINUTES**

The minutes from the October 4, 2018 meeting were approved as presented. (Baker-m/Neal-s)

**PUBLIC SPEAKERS**

None.

**TIME CERTAIN**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**a. Presentation: ASI  
Budget Process**

Abu-Elhaija stated that the presentation was to give the members information about the ASI budget process. To inform them about the process, their responsibilities as members, and the changes that will be made to the 2019-20 budget process.

Abu-Elhaija stated that she and Lawrence will hold orientations for the council and other student-led programs. Abu-Elhaija distributed the draft orientation packet.

Abu-Elhaija stated that the budget submissions are done electronically using a Wufoo form.

Abu-Elhaija yielded to Lawrence to speak about the timeline.

Lawrence showed the timeline for the 2018-19 fiscal year, and then the timeline for the 2019-20 fiscal year.

Abu-Elhaija stated the electronic submissions deadline has been moved up to the end of the first week of the spring semester.

Abu-Elhaija stated that they are adding budget presentations at the Finance Committee. Each group will have 10-minutes to present and answer members' questions. The presentations will be done over 2 Committee meetings. Borjas will be at the meetings, but Ana Aldazabal will also be asked to attend. Aldazabal chairs the Executive Senate.

Quinones asked if there would be any changes to the electronic form.

Lawrence stated that they will be adding Adobe Sign, so that the advisors/supervisors can approve the budget submissions.

Lawrence stated that the members need to be familiar with the ASI budget policies and the talking points to speak with peers. The goal is to come up with a balanced budget to present to the BOD.

Baker asked what happens if the University President does not approve the budget.

Abu-Elhaija stated that it usually does not happen.

Lawrence stated that there may be proposed changes to the budget that the President may not agree to approve. There will be time to discuss what changes need to be made. It should not be a concern.

#### REPORTS

**a. Director of Financial Services**

Lawrence stated that the IRA Committee is still looking for student members. Good luck with midterms.

**b. Chair**

Abu-Elhaija reported the following:


- 1) With the budget timeline, Abu-Elhaija reminded the members not to schedule classes in the spring during Finance Committee meetings. The meetings could be scheduled to end at 3:45pm. February is going to be a busy time.
- 2) Executive Senate is today. Any council or group that misses 2 meetings will have a meeting with the ICC and their advisor. If 3 meetings are missed, the group will have their budget frozen.

#### ANNOUNCEMENTS/ MEMBERS' PRIVILEGE

Abu-Elhaija stated that the Maywood Education Fair is this weekend.

#### ADJOURNMENT

The meeting was adjourned at 1:51 p.m.

  
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Maisune Abu-Elhaija, Committee Chair

  
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Deserita Ohtomo, Recording Secretary