

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

Finance Committee MINUTES April 26, 2018

CALL TO ORDER

Glaiza Julian, Chair, called the meeting to order at 1:20 p.m.

ROLL CALL

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

Members Absent: None

Officers Present: Lawrence

Officers Absent: None

Guests: Carol McDoniel

* 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. (Sheriff-m/Jimenez Perez-s)

APPROVAL OF MINUTES

There were no minutes available for approval.

PUBLIC SPEAKERS

Jimenez Perez stated that she will have to leave the meeting at 2:15pm for another meeting.

TIME CERTAIN

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

**a. Contingency Request—
Tuffy’s Basic Needs
Center**

FC 013 17/18 (Sheriff-m/Torres-s) A motion was made and seconded to approve a Contingency request for \$12,000 for the Tuffy’s Basic Needs Center.

Jimenez Perez spoke about the proposal.

Sheriff asked about the current balance in Contingency.

Lawrence stated that there have been 2 Contingency requests this year—one for \$7,200 and another one for \$2,500. There is about \$41,000 available.

Lawrence stated that last year \$8,000 was requested and approved from Contingency for emergency grant.

Lawrence asked if the request funds would be for the operation of the center.

Jimenez Perez answered yes.

Torres asked if there were any policies or bylaws that would prohibit approving this request.

Lawrence stated that Contingency funds are for unplanned or items not budgeted for. It is the Finance Committee's responsibility to review and vote on these types of requests.

FC 013 17/18 (3-0-0) The motion was passed.

Julian stated that this item will be forwarded to the ASI Board since the amount is over \$2,500.

**b. ASI Budget Policies –
Asset Management**

FC 014 17/18 (Sheriff-m/Torres-s) A motion was made and seconded to approve the ASI budget policies for Asset Management.

Julian stated that the Committee discussed this policy at last week's meeting.

Julian yielded to McDoniel.

McDoniel explained that the ASI policy statements have been reformatted. The resolutions include any policies that will be deleted. Some of these policies exist in other policies or are no longer needed.

FC 014 17/18 (3-0-0) The motion was passed.

**c. ASI Budget Policies -
Fundraising**

FC 015 17/18 (Torres-m/Sheriff-s) A motion was made and seconded to approve the ASI budget policies for Fundraising.

Julian yielded to McDoniel.

McDoniel stated that one policy that is recommend to strike is about Sponsorship. The policy required that any ASI sponsored event an announcement needed to be bad that ASI funds were being used. The policy has never been followed.

Julian asked if the requirement for any publications must have the ASI logo would still be required.

McDoniel stated that ASI Marketing are already trained to do this.

Julian asked how it is enforced with organizations that receive funding from a council.

McDoniel stated that that is the practice now.

Julian asked if they strike the sponsorship policy if the requirements to recognize ASI's financial would still be followed.

McDoniel answered yes.

Jimenez Perez stated that it is important to keep the sponsorship policy. It is a way to acknowledge the events supported by ASI. Students may not see the flier, but the announcement would recognize ASI funds being used.

Torres stated that some of the clubs may not be aware that ASI's sponsorship must be recognized at events.

Sheriff stated that there is already enough branding.

McDoniel stated that resolution does not include striking the sponsorship policy. The policy will still exist if this item is approved.

Lawrence stated that the policy needs to include that University-recognized student clubs need to get the tax ID number from the CSUF Philanthropic Foundation.

Lawrence stated that the current practice is that the ASI tax ID number is not given to external groups. Student organizations are referred to the Philanthropic Foundation. This practice needs to be made policy.

Lawrence stated that the recommended language could be "University-recognized student groups who wish to use a tax ID number for purposes of donations and fundraising must go through the CSUF Philanthropic Foundation."

McDoniel stated that the language for the policy could be "University-recognized student organizations must consult with the CSUF Philanthropic Foundation concerning the usage of a tax ID number."

FC 015A 17/18 (Jimenez Perez-m/Sheriff-s) An amendment to the motion was made and seconded to add language to the policy "University-recognized student organizations must consult with the CSUF Philanthropic Foundation concerning the usage of a tax ID number."

FC 015A 17/18 (3-0-0) The amendment was passed.

FC 015 17/18 (3-0-0) The amended motion was passed.

d. ASI Budget Policies – Reserves and Investments

FC 016 17/18 (Jimenez Perez-m/Sheriff-s) A motion was made and seconded to approve the budget policies for Reserves and Investment.

McDoniel stated that the resolution does not include striking the policy on NSF checks. The policy already exists in the ASI Business Activities Manual.

FC 016A 17/18 (Sheriff-m/Torres-s) An amendment to the motion was made and seconded to strike the NSF check policy.

FC 016A 17/18 (3-0-0) The amendment was passed.

FC 016 17/18 (3-0-0) The motion was passed.

e. ASI Budget Policies – Student Leader Financial Awards

FC 017 17/18 (Torres-m/Sheriff-s) A motion was made and seconded to approve the budget policies for Student Leader Financial Awards.

Jimenez Perez stated that they wanted to discuss the awards being paid once a month, but the discussion could happen at another meeting. Saba Ansari mentioned that there was another campus that has a policy.

Lawrence stated that they should research what is done at other campuses and then have a meeting to see who coordinates financial aid and scholarships.

[Borjas arrived to the meeting at 1:55pm.]

FC 017 17/18 (3-0-1) The motion was passed.

- f. **ASI Budget Policies – Student Leader Travel** **FC 018 17/18** (Torres-m/Sheriff-s) A motion was made and seconded to approve budget policies for Student Leader Travel.

There were 2 discussion items brought up at the last meeting (supporting student at large members representing CSUF and funding travel for other kinds of conferences). The members decided to hold off discussion until the next meeting.

Lawrence stated that there is a presidential discretionary fund. Students may request funding for travel from the ASI President.

FC 018 17/18 (4-0-0) The motion was passed.

ROLL CALL VOTES

	013	014	015A	015
Borjas	Absent			
Jimenez Perez	Y	Y	Y	Y
Sheriff	Y	Y	Y	Y
Torres	Y	Y	Y	Y
Results	3-0-0	3-0-0	3-0-0	3-0-0

ROLL CALL VOTES

	016A	016	017	018
Borjas	Absent			Y
Jimenez Perez	Y	Y	Y	Y
Sheriff	Y	Y	Y	Y
Torres	Y	Y	Y	Y
Results	3-0-0	3-0-0	3-0-1	4-0-0

REPORTS

- a. **Director of Financial Services**

Lawrence reported the following:

- 1) Nick Jakel was unable to attend today’s meeting; he is at the EJC meeting. He asked to have a statement read to the Committee. “Dear Glaiza, Elizabeth, Deserita, Chase, Josh, Tristian, and last but not least, Lionel, Thank you for all of the dedication and commitment to ASI this year by serving on the Finance Committee. It’s no easy task to be familiar with the many budget policies and procedures, creating a large budget, and re-writing some policies but you have meet and exceeded my expectations. I think everyone should feel proud that we passed a balanced budget for the first time in years. This accomplishment alone is something that will benefit students this year and for many years after. Please enjoy some chocolate chip cookies as a token of my appreciation for all of your hard work. Thank you Finance Committee. Sincerely, Nick Jakel”
- 2) Lawrence also thanked the members for their work this year.

- b. **Chair**

Julian reported that there are 2 pending requests to approve contracts over \$5,000. There is one last scheduled meeting next week. One of the contracts is a retroactive approval. Conversations are continuing. The other contract is from Ballet Folklorico.

ANNOUNCEMENTS/ MEMBERS’ PRIVILEGE

Borjas stated that he was sorry for being late to the meeting. He was attending the Elections Judicial Council meeting. It was important and integral to attend the meeting in his new role next year.

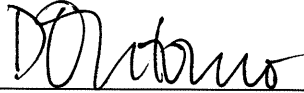
Borjas requested that a discussion item be added to next week’s Finance Committee agenda to discuss the student travel policy focusing on student at large and member travel requirements.

ADJOURNMENT

The meeting was adjourned at 2:02 p.m.



Glaiza Julian, Committee Chair



Deserita Ohtomo, Recording Secretary