



## Minutes

### Finance Committee Meeting

📅 Thu October 8th, 2020

🕒 1:15pm - 2:30pm PDT

📍 <https://fullerton.zoom.us/j/91578637457>

#### 👤 In Attendance

#### I. **Call to Order**

Selene Hanna, Chair, called the meeting to order at 1:15 p.m.

#### II. **Roll Call**

Members Present: Cortes, Hanna, Murillo, Thomas, Wright

Members Absent: None

Liaisons Present: Hoang, Linares, Nettles

Liaisons Absent: None

Guests: Carol McDoniel, Austin Ysais

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

\* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

\*\* Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

#### III. **Approval of Agenda**

**Decision:** (Murillo-m/Cortes-s) The agenda was approved as presented by unanimous consent.

#### IV. **Approval of Minutes**

9/24/20

**Decision:** (Wright-m/Cortes-s) The minutes from the September 24, 2020 meeting were approved as presented by unanimous consent.

#### V. **Public Speakers**

Members of the public may address Finance Committee members on any item appearing on this posted agenda.

There were no public speakers.

#### VI. **Reports**

##### a. **Coordinator, Leader & Program Development**

Nettles yielded to Carol McDoniel, ASI Director of Administration, who is currently managing the ASI Financial Services department.

McDoniel reported the following:

##### **Completed**

##### **Audit**

- The main part of the audit is complete, the Children's Center section is in progress.
- The next steps are to complete the management response and provide it to the CSUF Controller.
- The Board of Directors will receive it before it is sent to the CSU Chancellor's Office.
- After the Chancellor's Office receives it, we carry out the items we listed in the management response and keep track of how we have carried those items out.
- The Chancellor's Office reviews and signs off on it next spring.

##### **Credit Cards**

- ASI has implemented a new card system, which features better management, and tracking as well as online access for each cardholder.
- ASI has adjusted the credit limits for cardholders and clarified the procedures for limit increases.

##### **Ongoing**

##### **Adjustment in Response to COVID-19 and Pandemic**

- Expanded our use of Event Brite to support student organizations
- We are able to accept online submission of requests/paperwork
- Adjusted to the use of electronic signatures for paperwork and documents
- All checks for payments or reimbursements are mailed to vendors and recipients

- 3-5 staff are onsite and 2 staff are telecommuting as ASI Financial Services continues to provide resources and services to our organization and students
- ASI Financial Services has 2 additional staff helpers Ken Maxey and Lenny Martinez

### **Staffing updates**

- Gerald Miller, Controller (temporary)
- Carolyn Ehrlich, Accountant (temporary)
- The job description for Controller has been posted
  - \*\*Previously known as the Director of Finance

### **In Progress**

- Assessment of all job descriptions and duties in department
  - Focus on segregation of duties
  - Strategic alignment and efficiencies
- Improving practices in line with audit recommendations

### **Upcoming**

- Presentation of audit response plan and 2019 990 tax form
- Reserves assessment (according the Policy concerning ASI Reserves and Reserves)
- Finalizing the Budget process and schedule
- Capital purchase requests
- Budget

#### **b. Chair**

Hanna had no report.

## **VII. Unfinished Business**

None

## **VIII. New Business**

### **a. Discussion: Viewpoint Neutrality Requirement**

*The Committee will receive a presentation on the CSU Viewpoint Neutrality requirement and discuss the requirement.*

Hanna yielded to Austin Ysais, Coordinator, ASI Leader & Program Development.

Ysais made a presentation on event funding and viewpoint neutrality.

Nettles stated that she wanted the members to be familiar with the new requirement.

Nettles stated that they want to be in line with what is mandated in the requirement. There will be updates needed to the policies and possibly the bylaws.

Nettles asked if the members had any questions to bring to the working group.

There were no questions.

b. **Discussion: ASI Budget Process**

*The Committee will discuss the timeline for the ASI budget process and the next steps.*

Hanna yielded to Nettles.

Nettles spoke about the ASI budget process: the big picture.

**Fall Semester:**

During the fall semester, ASI budget administrators:

- Assess prior year spending
- Estimate new initiatives
- Prepare and submit a departmental budget projection for the next fiscal year to ASI Financial Services for review by ASI Administration

ASI Treasurer/Secretary of the Board of Directors will send out a budget orientation packet by December to all student government and programming entities.

Winter intersession

During the winter intersession student government and programming entities:

- Collaborate with ASI and organizational advisors to prepare a budget proposal for the next fiscal year
- Submit their budget proposal to the Treasurer/Secretary of the Board of Directors by February 1
- Budgets that are not submitted by the deadline may not receive funding

Spring Semester:

During the spring semester:

- The ASI Finance Committee conducts budget deliberations February through March
- The Titan Student Centers (TSC) Board of Trustees recommends a budget associated with the Titan Student Centers programs to the ASI Board of Directors
- The Treasurer/Secretary of the Board of Directors prepares the budget in consultation with the ASI President, Chair of the Board of Directors, Director of Financial Services, and ASI Administration
- The Operating Budget must be approved by the ASI Board of Directors no later than the week following Spring Recess
- ASI Board of Directors must submit the Operating Budget to the University President by May 1

**Reference:** <https://asi.fullerton.edu/wp-content/uploads/ASI-Policy-Concerning-Corporate-Budget.pdf> (<https://asi.fullerton.edu/wp-content/uploads/ASI-Policy-Concerning-Corporate-Budget.pdf>)

IX. **Announcements/Member's Privilege**

Nettles stated that there have been questions about the mobile food pantry. The information will be on the ASI website tomorrow, [asi.fullerton.edu>services>asi food pantry](http://asi.fullerton.edu/services/asi%20food%20pantry).

Linares stated that Nettles is on the University website under News.

X. **Adjournment**

Selene Hanna, Chair, adjourned the meeting at 2:04 p.m.

*Selene Hanna*  
Selene Hanna (Oct 26, 2020 07:32 PDT)

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Selene Hanna, Committee Chair

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Deserita Ohtomo, Recording Secretary