





## Minutes

### Finance Committee

 Thu August 26th, 2021

 1:15pm - 2:30pm PDT

 ASI Boardroom - Titan Student Union

#### **In Attendance**

#### 1. **Call to Order**

Christopher Carlsen, Chair, called the meeting to order at 1:17 p.m.

#### 2. **Roll Call**

Members Present: Arnwine, Carlsen, Diaz, San Gabriel

Members Absent: None

Liaisons Present: Nettles

Liaisons Absent: None

Exofficio: Mary Chammas

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.

#### 3. **Approval of Agenda**

**Decision:** (Arnwine-m/San Gabriel-s) The agenda was approved as presented by unanimous consent.

4. **Approval of Minutes**

None

5. **Public Speakers**

Members of the public may address TSC Board of Trustees Facilities Committee members on any item appearing on this posted agenda.

None

6. **Reports**

a. **Chair**

Carlsen welcomed the members and shared that at the next meeting, committee will be discussing the Policy Concerning Funding to Students and Student Organizations. He will be reaching out to members to schedule 1:1 meetings.

b. **Director, Student Government**

Nettles provided written report and the report is attached to the minutes.

7. **Unfinished Business**

None

None

8. **New Business**

a. **Discussion: Review of Roles and Responsibilities**

*The committee will discuss the roles and responsibilities of the Finance Committee and goals for the year.*

Carlsen yielded to Nettles.

Nettles reviewed the roles and responsibilities for the Finance Committee and a copy of the presentation is attached to the minutes.

Carlsen opened up the floor for questions.

There were none.

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

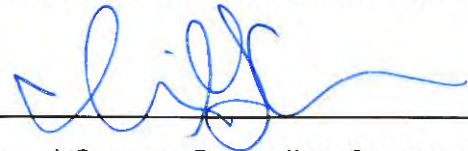
None

10. **Adjournment**

Carlsen, Chair, adjourned the meeting at 1:40 p.m.

Handwritten signature of Christopher Carlsen in black ink, written over a horizontal line.

Christopher Carlsen, Board Treasurer

Handwritten signature of Imani Cooper in blue ink, written over a horizontal line.

Imani Cooper, Recording Secretary

## Roll Call 2021-2022

08/26/2021 FINANCE Committee Roll Call

Attendance			Board Members	
			Present	Absent
HSS	ARNWINE	MARCUS	1	
SECRETARY (ARTS)	DIAZ	MORGAN	1	
HSS	SAN GABRIEL	HANNAH	1	
CHAIR/TREASURER	CARLSEN	CHRISTOPHER	1	
			Present	Absent
			4	0

Attendance			Liaisons	
			Present	Absent
CHAIR (CBE)	CHAMMAS	MARY	1	
DIR SG	NETTLES	ASHA	1	
			Present	Absent
			2	0

\*Recording Secretary: Imani Cooper

To: ASI Finance Committee  
From: Asha Nettles, Director of Student Government  
Date: Thursday, August 26, 2021

### **ASI Executive Senate**

- Initiating the annual support process for the funding and funded councils
- August 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup>: Hosted training for the Chairs/Presidents, Vice Chairs/Treasurers and Administrative positions on funding and reimbursement requirements
- Next 2-3 weeks, visiting the funding councils to talk about viewpoint neutrality requirements and allocations processes

### **Finance Committee Planning:**

- Upcoming Policy Edits: Policy Concerning Funding Provided to Students and Student Organizations
  - 45-day requirement to submit paperwork for reimbursements or payments
  - Clarification about retroactive funding: Requiring equal access to funding opportunities and that those requests are reviewed and considered to the same standard
  - Events/activities taking place within the fall and spring semesters – essentially when the student body is present and available to attend said events/activities
  - Additional guidelines on clothing and apparel
  - Any mentioned of LPD updated to ASI
  - Any mention of Treasurer/Secretary updated to Treasurer

### **Announcements:**

- **ASI Research Grants:** Applications open now and due October 29, 2021 at 5pm
  - Application: <https://asi.fullerton.edu/services#Grants>
  - Info Packet : [https://asi.fullerton.edu/wp-content/uploads/asi\\_research\\_grants\\_20212022\\_application\\_information\\_sheet.pdf](https://asi.fullerton.edu/wp-content/uploads/asi_research_grants_20212022_application_information_sheet.pdf)
- **ASI Scholarships:** Applications open now and due October 8, 2021 at 4pm
  - Application: <https://asicsuf.wufoo.com/forms/asi-fall-2021-scholarships/>

### **ASI Involvement Opportunities**

- **Instructionally Related Activities Fee (IRA) Committee:** The IRA Committee provides funding for educational experiences and activities directly related to courses offered at CSUF. Associated Students, CSUF, Inc. administers the IRA fee and provides support to faculty, staff, advisors, and students who participate in courses that benefit from this fee. Every year, the IRA Committee accepts funding proposals and submits a proposed budget to the University President under which IRA funds are utilized. This Committee is chaired by the ASI President or designee, and is composed of one student and one faculty member from each college, and three non-voting ex-officio members. Students will enjoy learning about the variety of high-impact, high student engagement classes that are offered on campus and help make decisions as to which of those classes are funding with IRA funds. The IRA Committee meets a couple times in the fall and a few times in the spring to consider funding requests any other IRA related requests.
  - Interest Form: <https://asicsuf.wufoo.com/forms/ira-committee-student-representatives-202122/>
- **Student Representatives on Academic Senate Committee:** ASI is looking for student representatives to serve on a number of Academic Senate and University-Wide Committees. Serving as a student representative on a committee is essential to providing the student voice in the process of shared governance between students, faculty, administration and staff here at CSUF
  - <https://asicsuf.wufoo.com/forms/student-reps-academic-senate-committee-202122/>

- **Student Fee Committees:** There are two committees responsible for reviewing certain campus based students fees. Student Fee Advisory Committee (SFAC): The Student Fee Advisory Committee is made up of students, faculty, and staff who review proposals for the establishment or adjustment of certain fees as well as periodically reviewing certain existing fees. Following the fee review process, the committee drafts a report to the University President detailing their findings and any recommendations. Student Success Initiative Advisory Committee (SSIFAC): The Student Success Initiative Fee Advisory Committee was created in 2014, with the implementation of the SSI Fee. This committee is made up of students, faculty, and staff who work to ensure accountability and transparency are occurring with SSI funds by reviewing quarterly presentations from SSI-funded areas.
  - Application: <https://asicsuf.wufoo.com/forms/sfac-and-ssifac-interest-form-20212022/>
- **Provost Advisory Committee:** The Provost is looking for students to serve on their Advisory Board. These students would give feedback and student voice to the campus' academic affairs leadership throughout the year. The collective of the representatives will be diverse in background (first generation, non traditional/traditional, underrepresented students, etc), diverse in entry (starting as a freshman, transferring from another institution) and diverse in campus involvement. The form below will ask you to briefly share your background and campus involvement.
  - Application: <https://asicsuf.wufoo.com/forms/csu-provosts-advisory-board-202122/>



# **ASI Finance Committee: Roles and Responsibilities**



# Purpose of Finance Committee

"Hold hearings and refers budget recommendations to the ASI Board of Directors"

- Annual Budget process
- Budgetary approvals during the year
  - Contingency
  - Expenditures over \$5,000







# Purpose of Finance Committee

"Develop, review, and make  
recommendations concerning  
organizational financial policies"

- Policies Concerning ..
  - Ex. Funding Provided to  
Students and Student  
Organizations
- 





# Purpose of Finance Committee

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- "Make recommendations on facility user fees"
    - User fees





# Purpose of Finance Committee

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- "Make recommendations for capital expenditures"
  - Annual consideration for expenses and projects needed
  - Compiled, reviewed and presented to the Finance Committee for consideration
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# Responsibilities

## The Prudent Person

Such a person ***acts sensibly, does things without serious delay, and takes proper but not excessive precautions.***

The actions of a prudent person in a similar situation are the guide in determining whether an individual's actions were reasonable.



# Goals for the year:

