



Minutes

Finance Committee

📅 Thu January 27th, 2022

🕒 1:15pm - 2:30pm PST

📍 Zoom Meeting <https://fullerton.zoom.us/j/81068030504>

👤 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:

Liaisons Present: Chammas, Mitchell, Nettles

Liaisons Absent:

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: (Diaz-m/San Gabriel-s) The agenda was approved by unanimous consent.

4. **Approval of Minutes**

Decision: (San Gabriel-m/Diaz-s) The January 27, 2022 Finance Committee meeting minutes were approved by unanimous consent.

a. **01/27/2022 Finance Committee Minutes**

5. **Public Speakers**

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

There were no public speakers.

6. **Reports**

a. **Chair**

Carlsen had no report.

7. **Unfinished Business**

There was no unfinished business.

8. **New Business**

a. **Discussion: ASI Budget Timeline**

The Committee will discuss the process and timeline for the ASI Budget.

The Committee discussed the process and timeline for the ASI Budget.

Carlsen yielded the floor to Asha Nettles, Director, Student Government. Nettles walked the members through the ASI Budget Process for ASI Finance Committee. Nettles provided deadlines for requests to be submitted by programs for budget consideration. Nettles informed and reminded members who were unfamiliar with the process, the types of funds included in revenue for ASI. Stated the members will be provided documentation to make recommendations for program funding. Nettles continued to explain the process that the members will be taking part in when determining who receives what funding. Nettles gave an overview of timelines for the Committee to follow to finalize the budget and account for all changes in the budget requests. Nettles stated on 3/10/22 the Committee will receive

the ASI Consolidated Budget as an action item. Nettles stated the goal is to have a final approval from the Board of Directors on the budget at the meeting that falls on the week before Spring Break, 3/22/2022.

Carlsen opened the floor to questions.

- Diaz asked to review the dates. Nettles returned the slide back to the page with the dates.
- San Gabriel asked how the ICC reports would be divided and whether or not this was similar to the scholarship process they previously completed. Nettles responded that the members will receive an excel sheet for them to review along with full explanations of what to expect. Nettles stated they will provide instructions on how to complete and return their ratings.

Carlsen opened the floor to discussion. There were no points of discussion.

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

- Nettles stated the scholarships are open again and live applications are active. Stated the process for students to input information has been revised so you will be able to see the answers for the question clearly.
- Nettles reminded individuals to keep monitoring their emails for the information regarding the Angela Davis event.
- Chammas reminded the members to send her any office hour information for the ICCs they sit on if they have not done so. Chammas requested their meeting times and contact information so she can document them all and have them on a comprehensive excel sheet.

10. **Adjournment**

Christopher Carlsen, Chair, adjourned the meeting at 1:31 p.m.



Christopher Carlsen, Finance Committee Chair



Crystaal Washington, Recording Secretary

Roll Call 2021-2022

01/27/2022 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		
PRESIDENT	MITCHELL	JOSHUA	1		
DIR SG	NETTLES	ASHA	1		
			Present	Absent	
			3	0	

*Recording Secretary: Crystal Washington

ASI BUDGET PROCESS

ASI Finance Committee



Budget Submissions

Review of Requests and Historical Spending

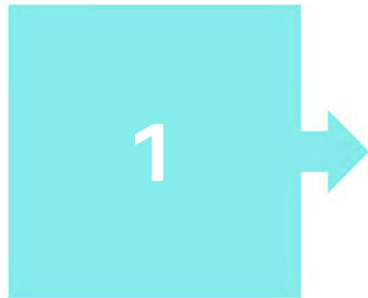
Review of Consolidated Budget

Infusion of the Student Leadership Programs

Vote and Recommendation to the ASI BOD

ASI BUDGET PROCESS

ASI Finance Committee



Budget
Submissions

Departments, Programs and Services

- Submit their budget request after review and discussion with their manager and/or supervisor

Student Leadership Programs

- Commissions and Programming - Advisors submit with the department, programs and services submission
- Executive Senate (Councils) - Submit their budget request
 - Deadline is February 18th at 5pm

ASI BUDGET PROCESS

ASI Finance Committee



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Review of Requests
and Historical
Spending

Departments, Programs and Services

- Include any changes to funding levels or movement of funds within their budget

Student Leadership Programs

- Commissions and Programming - Advisors plan with the students on current event and campaign planning and future growth opportunities
- Executive Senate (Councils) - Receive their 5 year history to help plan and understanding spending history pre, peri and post initial COVID responses

ASI BUDGET PROCESS

ASI Finance Committee



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Review of
Consolidated
Budget

Departments, Programs and Services

- Review of Revenue Projections - student-fee and non-student fee

Student Leadership Programs

- Commissions and Programming
- Executive Senate (Councils) - Board members on the Finance Committee are assigned 3-4 councils submission to review and make a recommendation on

ASI BUDGET PROCESS

ASI Finance Committee



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Infusion of Student
Leadership
Programs

- Receive the ASI President's Recommendation
 - Commissions
 - Programming
 - Executive Senate
 - ****Student Leadership Programs**
- Executive Senate (Councils)
 - Accept and/or recommend an amend funding per each line-item in the council's budget

ASI BUDGET PROCESS

ASI Finance Committee



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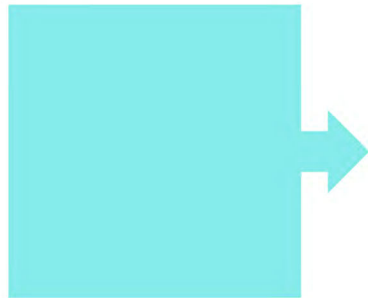
As the Finance Committee makes adjustments to the Student Leadership Programs portfolio, we collectively keep track that the budget remains balanced

After all amendments are complete, the Finance Committee votes to recommend the amended Consolidated Budget to the ASI Board of Directors

Vote and
Recommendation
to the ASI BOD

ASI BUDGET PROCESS

Finance Committee Timeline



Finance Committee 1/27

- Budget Timeline Review

Finance Committee 2/10

- Budget Training

Finance Committee 2/24

- Review Budget Structure
- Instructions for Executive Senate Budgets

Finance Committee 3/10

- ASI Consolidated Budget as an action Item
- Executive Senate Budget allocations finalized as an amendment

ASI Board of Directors 3/22

- Approval of the ASI Consolidated Budget FY 2022-2023