Minutes

Finance Committee

Thu October 6th, 2022

1:15pm - 2:30pm PDT

ASI Boardroom - Titan Student Union

In Attendance

1. **Call to Order**
   Jenna Wong, Chair, called the meeting to order at 1:18 pm.

2. **Roll Call**
   Members Present: Austin, Fox, Pugh, Wong

   Members Absent: None

   Liaisons Present: Diaz, Kelley, Nettles

   Liaisons Absent: None

   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: (Austin-m/Fox-s) The agenda was approved as presented by unanimous consent.

4. **Approval of Minutes**

Decision: (Austin-m/Pugh-s) The September 22, 2022 Finance Committee Meeting minutes were approved by unanimous consent.

a. **9/22/2022 Finance Committee Meeting**

5. **Public Speakers**

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

Aaron Lieberman came to speak about an ASI policy, 5D, regarding equipment funding.

- Provided information and excerpts from programs operating on campus that would benefit from being able to purchase equipment that they can use for more than just one year.

6. **Reports**

a. **Chair**

Wong, Chair, shared highlights from her written report.

b. **Director of Student Government**

Nettles, Director of Student Government, did not provide a written report but shared items of importance with the Committee.

7. **Unfinished Business**

a. **ASI Budget Mechanics, Methodology, and Timeline**

The Committee will review the ASI Budget Mechanics, Methodology, and Timeline.

The Committee will review the ASI Budget Mechanics, Methodology, and Timeline.

Wong yielded the floor to Asha Nettles, Director of Student Government, and Carolyn Ehrlich, ASI Director of Finance, to review the information.

Nettles shared information on the plans and processes for reviewing the ASI Budget.

Nettles provided information on which items will be addressed during the review.

Nettles provided further details on some of the Student Engagement and Services they will be addressing. Additional details were provided on:

- Commissions
- Student Programs and Engagement
- Funded Campus Groups
- Funding Interclub Councils

Nettles shared the total budget amount they will be working with, as well as past spending.

Nettles provided further details on the process they will take to review the ASI Budget.

Wong opened the floor to questions and discussion; Nettles invited Carolyn Ehrlich to assist her with answering student questions.

Diaz asked how contingency funds work with the ICC Budget Processes. Nettles provided details on the contingency budget.

Pugh asked if they could work on updating ASI Policy to address the concerns brought up during public comment. Nettles said the scope of funding this Committee oversees is around events, programs, and travel. Nettles shared this is not an item within the scope of this Committee's Work. Nettles shared the information regarding how this policy could be addressed.

Kelley asked if they would be able to see money received by programs and ICCs via donations. Nettles said this is a question they can ask the programs to answer when they prepare information regarding their program budget for the Committee's review. Ehrlich provided additional details on how they can view funds donated to programs in the instances when that information is available to them.

Fox asked how common it is for councils to hold fundraising efforts. Nettles said the amount of times councils hold fundraisers has decreased recently and does not have the exact numbers for each council.

Pugh asked how funds won through competitions would be viewed, saved, and recorded. Nettles provided information on the ways those funds would be housed prior to being expensed by the program.

Pugh asked if all funds received by ICCs would have to be housed on campus. Nettles shared that the money they receive should be housed on campus unless the funds received are federal funds. Ehrlich shared additional information on the way funds should be housed regarding federal funding.

Ehrlich provided additional information that we were unable to hear for the recording.

Kelley asked if they can make a universal plan for these budget reviews. Kelley thinks building a universal structure for the Finance Committee would be very beneficial. Kelley also stated she would like to reduce the disciplinary actions taken towards

programs that submit items late. Ehrlich thinks building a policy to follow would be wonderful. Nettles said that accountability is very important and deadlines should not be taken lightly.

Fox stated that he thinks it's good to announce deadlines early and perform work on the front end to help their ICCs meet deadlines, and would not like to remove them completely. Fox also feels it will be important to inquire about other sources of funding during the application process. Fox also would like to include language to help gather an understanding of how they can help programs be less reliant on ASI Funds. Fox ideally wants ASI funds to be a resource for these programs and not the only thing the programs will rely on.

Fox asked how they would be able to tell how the ICCs use the funds awarded to them. Nettles informed Fox that councils cannot use ASI Funds to host fundraising events. Nettles also informed Fox of other items that we were unable to hear and record.

Nettles shared that any use of funds is documented by her department.

Pugh said programs within ICCs can share funds and feels like it's good so programs will not monopolize funds.

Ehrlich said with times changing and becoming more technologically reliant they would need to address the fair distribution of funds across an individual ICC and shared that they can start with something small.

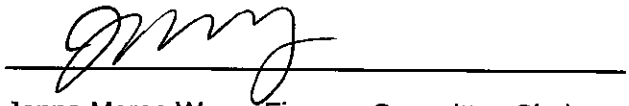
Nettles encouraged members to connect with their ICCs to understand what they are providing their clubs, organizations, and committees.

Nettles hopes to provide a draft for members to view at their next meeting.

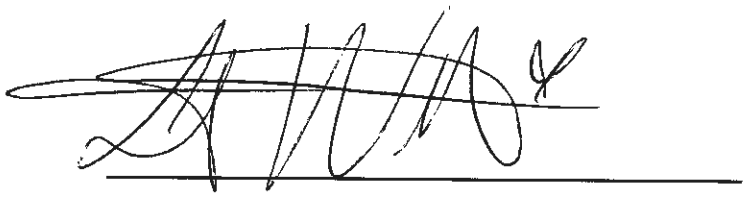
8. **New Business**
   None

9. **Announcements/Member's Privilege**
   None.

10. **Adjournment**
    Wong, Chair, adjourned the meeting at 2:27 p.m.



Jenna Maree Wong, Finance Committee Chair



Crystaal Washington, Recording Secretary

Roll Call 2021-2022

10/06/2022 FINANCE Committee Roll Call

Attendance		Board Members		
			Present	Absent
HSS	AUSTIN	JACKSON	1	
EDU	PUGH	NATALY	1	
CBE	FOX	COOPER	1	
TREASURER/CHAIR/EDU	WONG	JENNA	1	
			Present	Absent
			4	0

Attendance	Liaisons			
			Present	Absent
VICE CHAIR (ARTS)	DIAZ	MORGAN	1	
PRESIDENT	KELLEY	LYDIA	1	
DIR STU GOVT	NETTLES	ASHA	1	
			Present	Absent
			3	0

*Recording Secretary: Crystaal Washington

Minutes

Finance Committee

Thu September 22nd, 2022

1:15pm - 2:30pm PDT

ASI Boardroom - Titan Student Union

In Attendance

1. **Call to Order**
   Jenna Wong, Chair, called the meeting to order at 1:16 pm.

2. **Roll Call**
   Members Present: Austin, Fox, Pugh, Wong

   Members Absent: None

   Liaisons Present: Diaz, Kelley, Nettles

   Liaisons Absent: None

   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: (Fox-m/Austin-s) The agenda was approved as presented by unanimous consent.

4. Approval of Minutes

Decision: (Austin-m/Fox-s) The August 25, 2022 Finance Committee Meeting minutes were approved by unanimous consent.

a. **8/25/2022 Finance Committee Minutes**

5. Public Speakers

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

None.

6. Reports

a. **Chair**

Wong, Chair, did not provide a written report but shared with the committee that ASI Finacial Services is looking to implement a new system.

b. **Director of Student Government**

Nettles shared highlights from her written report. The report is an attachment to the minutes.

7. Unfinished Business

a. **Discussion: Introduction to ASI Budget Process and Timeline**

The Committee will discuss the ASI Budget process and timeline.

Wong yielded the floor to Nettles to review the ASI Budget Process and Timeline.

Nettles yielded the floor to Carolyn Ehrlich, ASI Director of Finance, to co-present with her.

Ehrlich refreshed the Committee's memory on the budget items they discussed during the last meeting.

Ehrlich explained what the ASI Operating Budget is and how it is decided on.

Ehrlich explained the budget breakdown for AS and TS and explained the difference between them.

Ehrlich provided further details on the ASI Budget Breakdown and how the funds are distributed among programs.

Ehrlich informed members one of the items they will be voting on is the Capital Budget and that funding is separate from the general budget they review.

- Ehrlich provided additional details on Capital spending.

Wong asked if there were any questions or points of discussion. There were no questions or points of discussion.

8. **New Business**

   a. **Discussion: ASI Budget Mechanics, Methodology and Process**

   The Committee will discuss ASI Budget Mechanics, Methodology and Process.

   Wong yielded the floor to Nettles to review the ASI Budget Mechanics, Methodology, and Process.

   Nettles informed the Committee of the importance of their roles when it comes to the ASI Budget.

   Nettles informed members there will be changes to the process and their work with their commissions and councils.

   Nettles informed members of what to expect regarding programs being reviewed once they begin their processes.

   Nettles shared that she wanted to be able to provide an overview of what to expect prior to starting the review and budgeting processes sooner rather than later.

   Wong opened the floor to questions and discussion.

   Ehrlich shared a few of the issues that occurred during last year's budget review so members will be better prepared. Ehrlich encouraged members to set themselves up for success as they prepare to enter the budget process this year.

   Ehrlich provided the Committee with examples to help students with their expectations.

   Fox asked what the process would look like when the different groups came to present and what information they will be sharing. Nettles provided details on the structure of presentations and told members that it is their decision how much information they want the councils to provide and if they want the organizations to come and present to the Committee. Nettles shared that they can also decide to not have the councils come to share at the meetings. She encouraged members to work with their Co-Directors to discuss the budget process with their ICCs.

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

   None.

10. **Adjournment**

Wong, Chair, adjourned the meeting at 1:54 p.m.

Jenna Maree Wong, Board Treasurer

Crystaal Washington, Recording Secretary

Roll Call 2021-2022

09/22/2022 FINANCE Committee Roll Call

Attendance		Board Members		
			Present	Absent
HSS	AUSTIN	JACKSON	1	
EDU	PUGH	NATALY	1	
CBE	FOX	COOPER	1	
TREASURER/CHAIR/EDU	WONG	JENNA	1	
			Present	Absent
			4	0

Attendance	Liaisons			
			Present	Absent
VICE CHAIR (ARTS)	DIAZ	MORGAN	1	
PRESIDENT	KELLEY	LYDIA	1	
DIR STU GOVT	NETTLES	ASHA	1	
			Present	Absent
			3	0

*Recording Secretary: Crystaal Washington

Finance Chair – Jenna Wong's Report for 10/06/2022

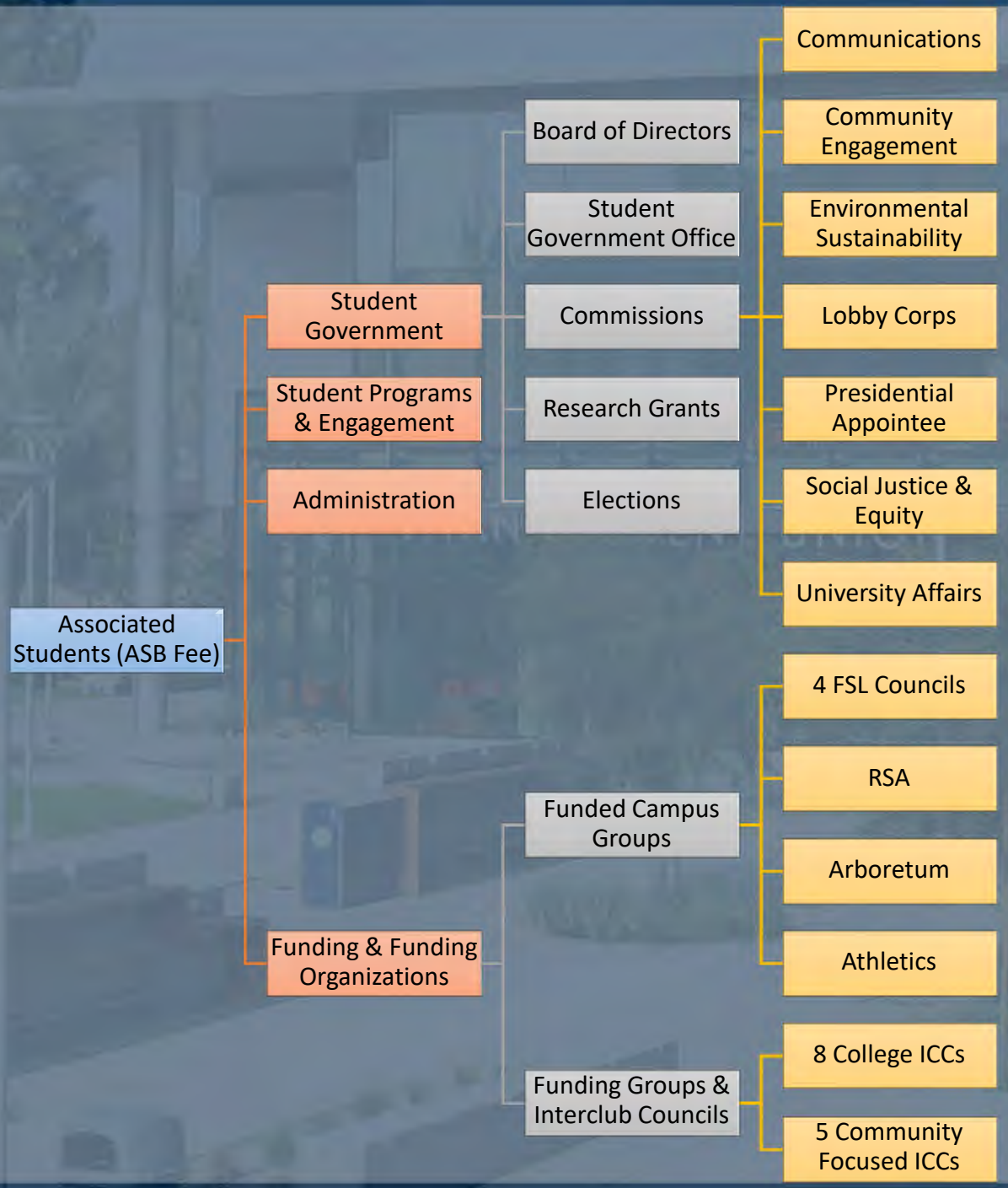
The search for a new ASI financial system has begun. The first company presented on Wednesday and another company will present on Monday. I am part of the committee providing feedback and evaluating the companies. We'll be retiring the old system soon!

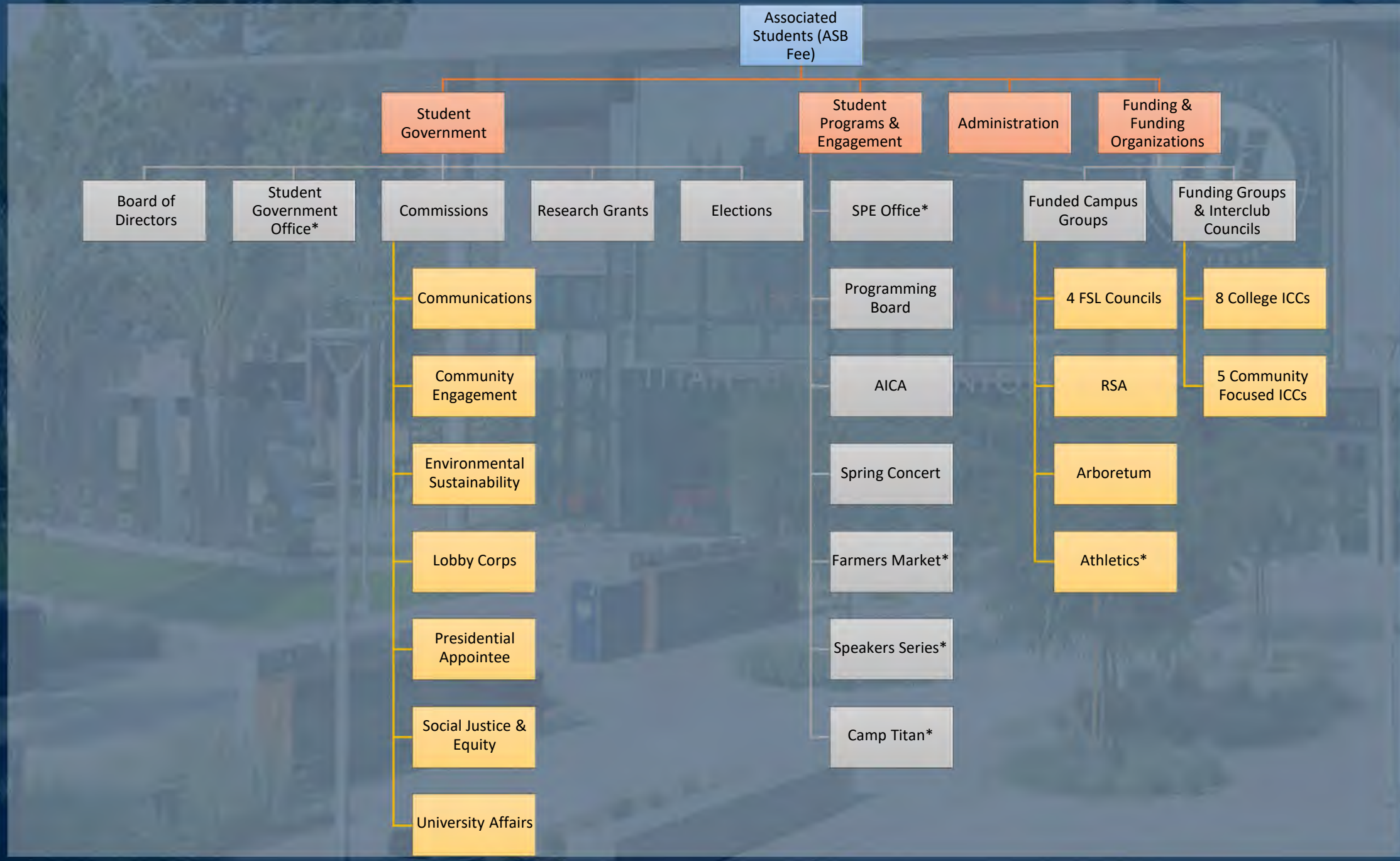
ASI Budget, Methodology and Timeline

October 6, 2022

Student Engagement and Services

- Consists of:
  - Funded and Funding Councils
  - Programmatic areas of Student Programs and Engagement
  - Arboretum
  - Commissions
  - Elections
  - Research Grants
  - Board of Directors (outreach)
- Generally grows each year
- Last year, was approximately $5M with $2M designated for Athletics
  - Student Government - $1M
  - Programs and Engagement - $1.3M
  - Funded and Funding - $600K


Associated Students (ASB Fee)
Student Government
Student Programs & Engagement
Administration
Funding & Funding Organizations
Board of Directors
Student Government Office
Commissions
Research Grants
Elections
Funded Campus Groups
Funding Groups & Interclub Councils
Communications
Community Engagement
Environmental Sustainability
Lobby Corps
Presidential Appointee
Social Justice & Equity
University Affairs
4 FSL Councils
RSA
Arboretum
Athletics
8 College ICCs
5 Community Focused ICCs


Associated Students (ASB Fee)
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Student Programs & Engagement
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Board of Directors
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Commissions
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SPE Office*
Funded Campus Groups
Funding Groups & Interclub Councils
Communications
Community Engagement
Environmental Sustainability
Lobby Corps
Presidential Appointee
Social Justice & Equity
University Affairs
Programming Board
AICA
Spring Concert
Farmers Market*
Speakers Series*
Camp Titan*
4 FSL Councils
RSA
Arboretum
Athletics*
8 College ICCs
5 Community Focused ICCs

Student Engagement and Services: Student Government

Area	Budgeted Amount
Board of Directors	$5,650
Research Grants	$25,000
Elections	$7,500
Student Government Total:	$38,150

Student Engagement and Services: Commissions

Area	Budgeted Amount
Communications	$13,000
Community Engagement	$3,550
Environmental Sustainability	$3,900
Lobby Corps	$6,000
Presidential Appointee	$1,800
Social Justice & Equity	$4,100
University Affairs	$1,700
Commissions Total:	$34,050

Student Engagement and Services: Student Programs and Engagement

Area	Budgeted Amount
Programming Board	$179,500
AICA (Operations and Funding)	$111,050
Spring Concert	$305,000
Student Programs and Engagement Total:	$605,550

Student Engagement and Services: Funded Campus Groups

Area	Budgeted Amount
Arboretum	$66,560
Residential Student Association	$28,250
Interfraternity Council	$8,800
Multicultural Greek Council	$15,806
National Panhellenic Council	$2,700
Panhellenic Council	$21,850
Funded Campus Groups Total:	$143,966

Student Engagement and Services: Funding Interclub Councils

Area	Budgeted Amount
Arts Interclub Council	$33,725
Business Interclub Council	$47,500
Black Student Union	$23,380
Communication Interclub Council	$26,100
Community Service Interclub Council	$20,900
Education Interclub Council	$15,270
Engineering & Computer Science Interclub Council	$64,350
Health and Human Development Interclub Council	$23,750
Humanities and Social Sciences Interclub Council	$63,200
Mesa Cooperativa	$29,775
Natural Sciences and Mathematics Interclub Council	$43,300
Sports Club Interclub Council	$80,267
SWANA Interclub Council	$30,706
Funding Interclub Councils	$502,223

Student Engagement and Services

Area	Budgeted Amount
Student Government	$38,150
Commissions	$34,050
Student Programs and Engagement	$605,550
Funded Campus Groups	$143,966
Funding Interclub Councils	$502,223
Student Engagement and Services Total:	$1,323,939

What does a council budget entail?

FY2022-2023	
Humanities & Social Sciences Interclub Council	
Operations	
8050: Supplies	$ 300.00
8051: Printing & Advertising	$ 400.00
8074: Contracts/Fees/Rentals	$ 11,000.00
	$ 11,700.00
Funding	
8074: Contracts/Fees/Rentals	$ 33,500.00
8077: Travel	$ 18,000.00
	$ 51,500.00

FY2022-2023	
Humanities & Social Sciences Interclub Council	
Operations	
8047: Hospitality	$ 3,000.00
8050: Supplies	$ 1,000.00
8051: Printing & Advertising	$ 800.00
8053: Professional Services (Dancers, Singers and Artists)	$ 400.00
8072: Rentals for Special Events	$ 1,500.00
8093: Gift Cards/Gift Expense	$ 1,500.00
8514: Promotional Items	$ 3,500.00
	$ 11,700.00
Funding	
8047: Hospitality	$ 13,000.00
8050: Supplies	$ 5,000.00
8053: Professional Services (Dancers, Singers and Artists)	$ 1,500.00
8093: Gift Cards/Gift Expense	$ 2,000.00
8551: Speakers (Events, Retreats, Conferences)	$ 12,000.00
8077: Travel	$ 18,000.00
	$ 51,500.00
	$ 63,200.00

What does a council budget entail?

FY2021-2022	Funded	Expended	
Humanities & Social Sciences Interclub Council			
Operations			
8050: Supplies	$ 150.00	$ 115.01	76.67%
8051: Printing & Advertising	$ 150.00	$ -	0
8074: Contracts/Fees/Rentals	$ 8,000.00	$ 6,093.76	76.17%
	$ 8,300.00	$ 6,208.77	74.80%
Funding			
8074: Contracts/Fees/Rentals	$ 33,500.00	$ 31,151.05	92.99%
8077: Travel	$ 18,000.00	$ 7,396.12	41.09%
Additional - Sales and Use Taxes		*$ 2.01*	
	$ 51,500.00	$ 38,549.18	74.85%

	$ 59,800.00	$ 44,757.95	74.85%

Application Request

- Council Information
  - Describe your program, including statement of purpose and the way it functions.
  - List the names of the individuals holding leadership positions and their titles. Please an asterisk by the names of those individuals who receive student leadership awards from Associated Students Inc., CSUF
  - List council members' organizations and their membership numbers
  - Clearly indicate how your program would be affected if it received less funding than requested
  - How has COVID-10 affected your councils' programmatic efforts?**

Methodology

- Application Request Details and Discussion
- Historical Spending from 2017-2018 until now
- Impact Measurements
- Tools to Use?
  - Rubric
  - Matrix
- What is important in granting the request?

Process

- Each area will submit their budget proposal
  - Including reasons for increase or decrease
  - Narrative information requested by the Finance Committee
- Review of submitting information
- President's Recommendation Submitted to the Finance Committee
  - **per policy, ASI President submits a budget proposal to Finance Committee of the Board of Directors on or before the second meeting in March of each fiscal year
  - Recommendation will include rationale for funding recommendations
  - Addressing methodology charge from the Finance Committee
- Finance Committee Approval
- Consolidated ASI Budget for Approval

Discussion

- What other questions do you have of the engagement areas?
- What items dao you want to know?

Questions?