






Minutes

Finance Committee

 Thu October 20th, 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 1:19 pm.

2. **Roll Call**

Members Present: Arellano, Fox, Wong

Members Absent: Austin

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/Arellano-s) The agenda was approved as presented by unanimous consent.

4. **Approval of Minutes**

Decision: (Arellano-m/Fox-s) The October 6, 2022 Finance Committee Meeting minutes were approved by unanimous consent.

a. **10/6/2022 Finance Committee Meeting Minutes**

5. **Public Speakers**

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

None

6. **Reports**

a. **Chair**

Wong, Finance Committee Chair, did not have a report.

b. **Director of Student Government**

Nettles, Director of Student Government, shared highlights from her written report.

7. **Unfinished Business**

a. **None.**

8. **New Business**

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

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

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 reminded members of the items they reviewed at their last meeting and told members to expect to hear more about Historical Spending at their next meeting.

Nettles shared highlights from her presentation and defined terms for programs:

- Program Description

- Membership Information
- Anticipated Impact

Nettles informed members of what to expect when programs submit a Budget Request.

Nettles reviewed the Rating Matrix.

Jenna Wong opened the floor to questions and discussion.

Diaz asked how the Matrix would account for late submissions. Nettles shared the ways that the late submissions would impact the grading Matrix. Ehrlich provided additional details on how late submissions would impact the scoring.

Fox asked if they have to review and accept late requests. Nettles informed the committee that it is ultimately the decision of this group whether or not they want to accept late submissions.

Fox asked if this is a topic he can speak on now. Nettles affirmed.

Fox shared that he does not feel that late programs should be considered for funding. Fox said if we do choose to accept these programs he would want the weight of a late submission to be more than a part of the 5% category.

Wong asked where he would like to place the penalty. Fox responded that his decision would be to not accept late programs at all.

Diaz said her only concern with a hard cut-off is that some students would be impacted negatively as a result. Diaz would not like other students to be penalized but does agree it should hold more weight than just a part of a 5% category.

Fox asked why would they have a deadline if they will continue to accept applications after. He furthered that if a program cannot meet a basic deadline is giving this program funds responsible. Fox said the programs will have events, reports, and forms to provide throughout the year and those documents will need to be on time. Fox does not want to set a precedent that this late work is okay.

Nettles said if a club loses out on funding for one reason or another, they can request contingency funds that are provided on an event-by-event basis. These funds are available to any programs that reached out in need.

Diaz thinks Board Members will need to speak to their councils about their application submissions to mitigate late submissions.

Ehrlich said that whenever a policy change is enacted it should be implemented slowly. Ehrlich provided additional information on what this process of penalizing late submitters could look like. Ehrlich stressed the importance of doing an intermittent step to teach programs new ways to operate.

Nettles said they can review a request as a group and see how different options of funding penalizing would look.

Wong asked if there were any additional questions regarding the presentation.

Diaz asked where the COVID-19 inquiries fit into the matrix and grading. Nettles informed Diaz that the scoring for this item is more collective and the grade provided would be based on the quality of their answers.

Ehrlich also informed members that programs need to properly fill out requests, and urged members to ensure programs have filled their requests out properly when they submit them.

Diaz asked what the timeline would be for the Finance Committee Members to review their committees. Nettles informed Diaz of the policy governing the budget recommendation and the timeline and process that should be followed.

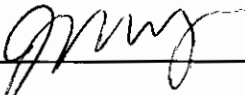
Wong asked if there were any further questions or points of discussion. There were no further questions or points of discussion.

9. Announcements/Member's Privilege

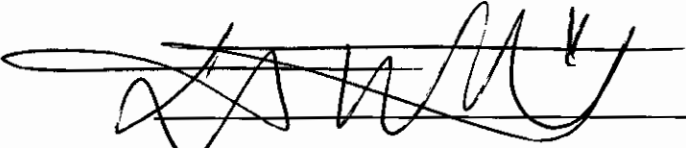
None.

10. Adjournment

Wong, Chair, adjourned the meeting at 1:57 p.m.



Jenna Maree Wong, Finance Committee Chair



Crystaal Washington, Recording Secretary

Roll Call 2021-2022

10/20/2022 FINANCE Committee Roll Call

Attendance	Board Members			
			Present	Absent
COMM	ARELLANO	AMIE	1	
HSS	AUSTIN	JACKSON		1
CBE	FOX	COOPER	1	
TREASURER/CHAIR/EDU	WONG	JENNA	1	
			Present	Absent
			3	1

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

To: ASI Finance Committee
From: Asha Nettles, Director of Student Government
Date: Thursday, October 20, 2022



Announcements:

Student Research Grant Application - closes October 23, 2022 at 5pm
Fall Scholarship Application Total: 247

Upcoming Discussions Items:

Student Club and Organization Funding Philosophy

Current Philosophy:

- Events and activities funding provided under this policy are intended to support and enhance the curricular, co-curricular, and/or student life experience of California State University, Fullerton students. Events and activities funded under this policy must be free and open to and must not be designed to exclude or hinder the attendance of any or all interested CSUF students.
- Travel funding provided under this policy is intended to support, but not entirely subsidize, travel by students and student organizations to conferences, conventions, competitions, workshops, or other professionally or officially organized events.

Does this still match what we are aiming providing students, students clubs and organizations?

Student Travel Project

ASI Scholarship Policy



ASI Budget Mechanics, Methodology and Process

October 20, 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

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

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?

Identified Categories

- Program Description
- Membership Information
- Anticipated Impact
- Historical Spending
- External Funding
- Budget Request



TITAN STUDENT UNION

Program Description

- Describe your program, including statement of purpose and the way it functions.
 - Think beyond your bylaw statement
 - Success or achievements from the last year and fall

Membership Information

- List the names of the individuals holding leadership positions and their titles. Please add an asterisk by the names of those individuals who receive student leadership awards from Associated Students Inc., CSUF
- List the council's members' organizations and their membership numbers.
- Repeat Membership %

Anticipated Impact

- Prior attendance at events/programs
- Number of events/programs
- Clearly indicate how your program would be affected if it received less funding than requested.
- How has COVID-19 affected your council's programmatic efforts?*
- Types of programming (Social, cultural, professional, career development, etc)

Historical Spending

- Allocation Request Information (Fall)
- What was prior funding use for/or how was the funding utilized?

External Funding

- Has your program attempted to generate funding from any of the following sources (please explain):
 - Business support?
 - Donations?

Budget Request

- % above last year
- Explanation for increase, decrease or no change
- \$ per member current
- \$ per member with increase

Matrix

Weight	Category	Excellent	Good	Basic
25%	Program Description and Direction	5 points	3 points	1 point
10%	Membership Information	5 points	3 points	1 point
35%	Anticipated Impact	5 points	3 points	1 point
20%	Historical Spending	5 points	3 points	1 point
5%	External Funding	5 points	3 points	1 point
5%	Budget Request	5 points	3 points	1 point



Questions?