





Minutes

Finance Committee

 Thu November 3rd, 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 1:17 pm.

2. **Roll Call**

Members Present: Austin, Fox, Wong

Members Absent: Arellano (E)

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.

Decision: The absence of Arellano was excused at the December 1, 2022 Finance Committee Meeting by unanimous consent.

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/Fox-s) The October 20, 2022 Finance Committee Meeting minutes were approved by unanimous consent.

a. **10/20/2022 Finance Committee Meeting Minutes**

5. **Public Speakers**

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

None.

6. **Reports**

a. **Chair**

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

b. **Director of Student Government**

Nettles, Director of Student Government, did not have a report but told members she will provide information on Scholarship Grading next week.

7. **Unfinished Business**

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

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

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

Nettles provided highlights from a presentation. The presentation is an attachment to the minutes.

Nettles provide updates on:

- Program Description
- Membership Information
- Anticipated Impact
- Historical Spending and Allocations
- External Funding

- Budget Request

Nettles reviewed the grading rubric.

Wong opened the floor to questions and discussion.

Kelley asked for clarification on the percentages shown and what factors dictate that percentage. Nettles clarified the relevance of the percentages seen.

Fox asked how much these numbers can vary and if they are ever below 50. Nettles provided information.

Fox said he thinks the rubric closely matches the application and feels this is going to be a good grading tool.

Austin asked what has the response been for programs that have submitted late in the past. Nettles shared that information has varied from year to year and provided examples of the ways it varied.

Diaz shared that she would be concerned if an ICC has fewer clubs than in previous years and thinks gathering this information from ICCs can be useful.

Wong asked what the penalty was for programs that submitted their applications late. Nettles shared that the penalty was 5%.

Wong said since programs have significantly more time to apply this cycle, 3 months versus three weeks, the Committee should keep that in mind when deciding on a penalty.

Fox asked how will the programs be updated and monitored when they're submitting their proposal. Fox requested clarification on what the process looks like for submitting programs. Fox believes the penalty should be severe and that when there is only a month or so left they can initiate check-ins with the ICCs. Nettles shared information on what the process would look like for applicants. Nettles shared they do send out reminders as well.

Kelley also believes there should also be a penalty. Kelley asked if there is a space to add a section to the grading to penalize programs on whether or not they provided their application on time. Nettles shared information on how the process would look if programs were penalized based on submission timeliness.

Ehrlich also believes that a category referring to late submissions would be a good idea to work in as the Committee has discussed penalizing late applications twice.

Wong asked if they can share the rubric examples with the submitting programs. Nettles shared they can do this.

Ehrlich asked if they can include the Arboretum to request the information they review and discuss as well.

Austin asked if a 5% penalty on late submissions accurately reflects the delays and increased work the Committee would need to do.

Wong asked if they can implement a hard deadline that if programs do not submit they will not receive any funding. Austin believes this is a good idea. Fox agrees and offered an example of how they can implement such.

Fox asked if we can provide an earlier deadline than what is currently listed and then have a grace period making a hard deadline of the current date they have listed as a deadline. Nettles advised against that model.

Diaz said she likes having both a soft and hard deadline.

Nettles recommended January 23 at 5 pm as the final hard deadline.

Wong asked if there were any objections to this date as to the hard deadline. There were no objections.

Austin asked if the 5% penalty would be applied to anyone who submitted after January 23rd at 5 pm. Nettles clarified when the deadline would be enacted.

8. **New Business**

a. **Discussion: Funding Provided to Students and Student Organizations**

The Committee will discuss the funding provided to students and student organizations.

Wong yielded the floor to Asha Nettles, Director of Student Government, to review the information.

Nettles reminded members of a public speaker who inquired about items being purchased and the limitations. Nettles shared the Policy Concerning Funding Provided to Students and Student Organizations and explained why those purchases are restricted.

Nettles shared highlights from the policy document. The document is an attachment to the minutes.

Nettles recommended members refer people to this document with any questions they feel may relate to this item.

Wong opened the floor to questions and discussion.

Diaz asked about the \$500 max for travel. Nettles shared that the \$500 max is per person across any trips they may take with a given ICC.

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

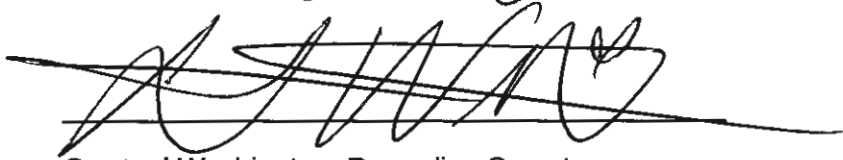
None.

10. **Adjournment**

Wong, Chair, adjourned the meeting at 2:15 p.m.

A handwritten signature in black ink, appearing to read 'Jenna Marea Wong', written over a horizontal line.

Jenna Marea Wong, Finance Committee Chair

A handwritten signature in black ink, appearing to read 'Crystaal Washington', written over a horizontal line.

Crystaal Washington, Recording Secretary

Roll Call 2021-2022

11/03/2022 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

Category	Weight	Excellent	Good	Basic
Anticipated Impact Please list the number of events/programs funding in the fall semester and their event type (social, cultural, professional, career development, etc) List the attendance at the events/programs funded by the council/hosted by the program	35%	Describes significant student impact on students and student organizations and community supported through the events, program and/or travel opportunities	Briefly describes the student impact on the students and student organizations and community supported through the events, program and/or travel opportunities	Does not clearly explain student impact on the students, student organizations and communities supported through the events, program and/or travel opportunities
Program Description and Direction Describe your program, including statement of purpose and the way it functions Success or achievement from the last year and fall	25%	Program description explicitly explains the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program Successes/achievements of the council/program are strongly highlighted	Program description briefly explains the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program Successes/achievements of the council/program are briefly highlighted	Program description does not explain the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program Successes/achievements of the council/program are not appropriately highlighted
Historical Spending How has your funding been utilized for this fall semester What was funding used for in prior year(s)?	20%	Utilization and prior spending explicitly explain the prior use of funds and historical spending	Utilization and prior spending generally explain the prior use of funds and historical spending	Utilization and prior spending provide little or no explanation to prior use of funds and historical spending
Membership Information List the names of the individuals holding leadership positions and their titles List the council's members' organizations and their membership numbers Of the member organizations listed above, how many organizations are continuing from the previous year?	10%	The council/program provides the requested information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers More than 50% of the member organizations are continuing from previous years	The council/program provides the partial requested information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers 25-50% of the member organizations are continuing from previous years	The council/program provides little information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers Less than 25% of the member organizations are continuing from previous years
External Funding Has your program attempted to generate funding from any of the following sources? Please explain.	5%	The council/program has attempted to generate funding from other sources	The council/program has planned but not executed plans generate funding from other sources	The council/program has not attempted to generate funding from other sources

Budget Request Provide the full dollar amount for year request at each line item Please provide an explanation for any increase, decrease or lack of change.	5%	The council/program provided clear and detailed information for each line item requested	The council/program provided limited information for each line item requested	The council/program provided little to no information for each line item requested
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ASI Student Engagement and Services Budget Questionnaire

(Programming, Funded and Funding Councils, Commissions, Board, Elections and Research Grants)

Program Description

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

Membership Information

- List the names of the individuals holding leadership positions and their titles
- List the council's members' organizations and their membership numbers
- Of the member organizations listed above, how many organizations are continuing from the previous year?

Anticipated Impact

- Please list the number of events/programs funded in the fall semester
 - Of the programming noted above, please indicate the number of programs that are
 - Social
 - Cultural
 - Professional
 - Career Development
 - Other:
 - If other, please further explain
- Please list the attendance at the events/programs funding by the ICC
- Clearly indicate how your program would be affected if it received less funding than requested.

Historical Spending and Allocations

- How has your funding been utilized for this fall semester?
- What was prior funding used for?

External Funding

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

Budget Request

- Provide the full dollar amount for your request for each line item
- Please provide explanation for any increase, decrease or lack of change
- *Compare to percentage above last year funding amount*

Programming, Commissions, Board, Elections and Research Grants might have adjusted questions given the scope of their funding.

Category	Weight
Anticipated Impact	35%
Program Description and Direction	25%
Historical Spending	20%

Membership Information	10%
External Funding	5%
Budget Request	5%