

## Minutes

### Finance Committee

📅 Thu January 28th, 2021

🕒 1:15pm - 2:30pm PST

📍 Zoom Meeting (<https://fullerton.zoom.us/j/82379995286>)

#### 👤 **In Attendance**

#### I. **Call to Order**

Selene Hanna, Chair, called the meeting to order at 1:15 p.m.

#### II. **Roll Call**

Members Present: Cortes, Hanna, Murillo, Thomas, Wright

Members Absent: None

Liaisons Present: Hoang, Linares, Nettles

Liaisons Absent: None

Guests: Carol McDoniel, Drew Wiley

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.

#### III. **Approval of Agenda**

**Decision:** (Murillo-m/Wright-s) The agenda was approved as presented by unanimous consent.

#### IV. **Approval of Minutes**

12/3/20

**Decision:** (Thomas-m/Cortes-s) The minutes from the December 3, 2020 were approved as presented by unanimous consent.

#### V. **Public Speakers**

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

Carol McDoniel, ASI Director of Administration, stated that ASI is looking for a student volunteer to serve on the search committee for the Internal Auditor position.

#### VI. **Reports**

a. **Coordinator, Leader & Program Development**

Nettles had no report.

b. **Chair**

Hanna had no report.

#### VII. **Unfinished Business**

None

#### VIII. **New Business**

a. **Discussion: ASI Budget - Process and Responsibility**

*The Committee will discuss the process and responsibility for the 2021-22 ASI budget.*

Hanna yielded to Drew Wiley, ASI Director of Leader & Program Development.

Wiley presented the ASI budget development process (see attached).

b. **Discussion: ASI Departments and Programs**

*The Committee will discuss the ASI departments and programs.*

Hanna yielded to Drew Wiley.

Wiley presented information about the ASI departments and programs (see attached).

#### IX. **Announcements/Member's Privilege**

Nettles reminded the members about the increase frequency of the Committee meetings needed to meet the budget timeline.

Hanna stated that the voting members would be assigned council budget proposals to review. There are eighteen councils. Two members will have five proposals each, and the other two members will have four proposals each.

Linares reminded the members that if there is anything to advocate in the 2021-22 budget, they need to contact the ASI President.

X. **Adjournment**

Selene Hanna, Chair, adjourned the meeting at 2:03 p.m.

*Selene Hanna*

Selene Hanna (Feb 7, 2021 07:44 PST)

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Selene Hanna, Committee Chair

*Dhtomo*

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Deserita Ohtomo, Recording Secretary

# Budget Development Process

Associated Student Inc., CSUF

28 January 2021

# Budget Development Process

- ▶ Based on projections and estimation
- ▶ Goes through a long and iterative process
- ▶ Uses data and historical information when possible
- ▶ Is a plan for the organization

# Budget Development Process

- ▶ Income
  - ▶ Fee X Headcount Projections = Estimated Fee Revenue
  - ▶ Other Projected and Estimated Income
    - ▶ Interest Income
    - ▶ Income from Operation
    - ▶ Prior Year Balance
  - ▶ All together, this is the money we have to work with in budgeting

# Budget Development Process

- ▶ Administration/Operational Departments
  - ▶ Includes staff managed departments and programs
    - ▶ Administration, Accounting, Human Resources
    - ▶ Marketing
    - ▶ Children's Center
    - ▶ Titan Student Centers
    - ▶ Leader and Program Development
- ▶ Student Leadership Programs
  - ▶ Includes:
    - ▶ Executive Team and Commissions
    - ▶ Programming
    - ▶ Funded/Funding Groups

# Budget Development Process

- ▶ Phase 1
  - ▶ Administration/Operational Departments
  - ▶ Executive Director request to Finance Committee for base operational budget
- ▶ Phase 2
  - ▶ Student Leader Programs
  - ▶ President recommendation to Finance Committee for allocations to student programs and funded/funding groups
- ▶ Phase 3
  - ▶ Finance Committee
  - ▶ Forwards consolidated budget recommendation to the Board of Directors



# Budget Development Process

## ▶ Phase 1

### ▶ Administration/Operational Departments

- ▶ Each Director (and their teams) reviews, researches, forecasts, and finally develops budget requests for their areas
- ▶ These requests are reviewed and approved by senior leadership and then compiled
- ▶ The full package is then reviewed, revised, and further developed by senior leadership until it is practical and realistic
- ▶ Finally, the Executive Director approves the operational budget request that is then submitted to the Finance Committee
- ▶ This establishes what we believe is our base operational budget need for the organization.

# Budget Development Process

## ▶ Phase 2

### ▶ Student Leader Programs

- ▶ Each program, commission, and funded/funding group submits a budget request
- ▶ These requests are reviewed and approved by advisors and then compiled
- ▶ The President then reviews, revises, and produces a recommended budget that is then submitted to the Finance Committee

## ▶ Phase 3

### ▶ Finance Committee Review

- ▶ The Finance Committee then reviews the operational budget request submitted by the Executive Director and the student leader programs budget recommendation submitted by the President
- ▶ The Finance Committee deliberates, adjusts, and ultimately recommends a consolidated budget to the Board of Directors

# Budget Development Process

▶ Questions

# ASI Departments and Programs

## ▶ Associated Students

- ▶ Student Government
- ▶ Programming and Student Services
- ▶ Administration
- ▶ Funded and Funding Organizations

## ▶ Titan Student Centers

- ▶ Board of Trustees
- ▶ Administration
- ▶ Building Engineering
- ▶ Titan Student Union
- ▶ Titan Recreation

# ASI Student Leader Programs

- ▶ Student Government

- ▶ Board of Directors
- ▶ Executive Offices
- ▶ Commissions
- ▶ Elections

- ▶ Commissions

- ▶ Communications
- ▶ Community Engagement
- ▶ Environmental Sustainability
- ▶ Lobby Corps
- ▶ President Appointees
- ▶ Social Justice and Equity
- ▶ University Affairs

# ASI Departments and Programs

- ▶ Programming and Student Services

- ▶ Leader and Program Development
- ▶ Programming
- ▶ Irvine Campus
- ▶ Student Research Grants
- ▶ Camp Titan

- ▶ Programming

- ▶ AICA
- ▶ Productions\*
- ▶ Spring Concert
- ▶ Street Team\*
- ▶ Titan Tusk Force\*

\*Consolidated into Programming Board  
FY 20-21

# ASI Departments and Programs

- ▶ Administration
  - ▶ Administration
  - ▶ Accounting (Financial Services)
  - ▶ Human Resources
  - ▶ Marketing
  - ▶ Children's Center

# ASI Student Leader Programs

## ▶ Funded and Funding Organizations

### ▶ Funded Campus Groups

- ▶ IFC
- ▶ MGC
- ▶ NPHC
- ▶ Panhellenic
- ▶ RSA
- ▶ Arboretum
- ▶ Athletics\*

### ▶ Funding Groups and Interclub Councils\*\*

- ▶ Arts ICC
- ▶ Business ICC
- ▶ Black Student Union
- ▶ Communications ICC
- ▶ Community Service ICC
- ▶ Education ICC

- ▶ Engineering and Computer Science ICC
- ▶ Health and Human Development ICC
- ▶ Humanities and Social Sciences ICC
- ▶ Mesa Cooperativa
- ▶ Natural Sciences and Mathematics ICC
- ▶ Sports Club ICC

\*Funding set by referendum

\*\*Will include SWANA ICC FY 21-22



# ASI Departments and Programs

- ▶ TSC Board of Trustees
  - ▶ TSC Board of Trustees
  - ▶ Programming Support

# ASI Departments and Programs

- ▶ Administration (Titan Student Centers)
  - ▶ General Services
  - ▶ Administration
  - ▶ Information Technology

# ASI Departments and Programs

- ▶ Building Engineering
  - ▶ General Operations
  - ▶ Kitchen and Dining
  - ▶ Titan Student Union
  - ▶ Student Recreation Center
  - ▶ Children's Center

# ASI Departments and Programs

- ▶ Titan Student Union
  - ▶ University Conference Center
  - ▶ Titan Bowl and Billiards
  - ▶ Art and Exhibits
  - ▶ Emergency Preparedness
  - ▶ Information and Services
  - ▶ Operations

# ASI Departments and Programs

- ▶ Titan Recreation
  - ▶ General Operations
  - ▶ Fitness Programs
  - ▶ Aquatics
  - ▶ Rock Wall
  - ▶ Intramural Sports
  - ▶ Titan Youth Sports Camp
  - ▶ Learn To Swim
  - ▶ Irvine Campus
  - ▶ Red Cross Training
  - ▶ Outdoor Adventure