1. Call to Order
   Joe Morales, Chair, called the meeting to order at 1:20 pm.

2. Roll Call
   Members Present: Furtado, J. Morales, Ordiano, Seng

   Members Absent: Nguyen (E)

   Liaisons Present: Hesgard, Mansoor

   Liaisons Absent: Macedonio

   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.

   (Furtado-m/Seng-s) Nguyen absence for university business was excused by unanimous consent.

3. Approval of Agenda

   (Furtado-m/Seng-s) The agenda was approved by unanimous consent.

4. Approval of Minutes
   a. 8/24/23 Finance Committee Minutes

   (Furtado-m /Ordiano-s) The minutes for the August 24, 2023 Finance Committee Minutes were adopted by unanimous consent.

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
      Joe Morales, Finance Committee Chair, provided a report. The official Finance Committee has been identified. Morales reminded the group that attendance is important to ensure quorum.
   b. Director of Student Government
      Rebecca Hesgard, Director of Student Government, provided a verbal report. Rebecca thanked the group for their flexibility.
      Highlights from the report:
      * The position for Director of NSM has been filled.
      * Two positions are open for the Director of College of Education.
      * Alumni Association is hosting dinner with 12 Titans. The event provides a great opportunity to network.
      * ASI Scholarships are open until October 6th. Board support will be needed to review applications.

7. Unfinished Business
   a. None

8. New Business
   a. Discussion: Introduction to Budget Process
      The Committee will review the budget process for Administration, Operations, Student Government, ICCs, and Councils
      J. Morales yielded the floor to Carolyn Ehrlich, CFO to review the budget process. Ehrlich reviewed a presentation, which is an attachment to the minutes.
      Highlights:
      * Budget is an estimate of what will be spent in a 12-month period within a given category.
      * Begins with prior year’s numbers and is then prepared for specific departments and projects within the departments.
      * Budget applications and requests begin in October / November and due to Finance Committee in January.
      * Committee will review applications and make determinations with the aid of a rubric.

      Joe Morales opened the floor to questions and points of discussion.
      * J. Morales asked when applications are usually reviewed. Hesgard responded that the Executive Senate and commissions are typically due by January. The rubric will come to the Finance Committee for review and will work with the CFO to determine the recommended budget.

9. Announcements/Member’s Privilege
   None

10. Adjournment
    Joe Morales, Chair, adjourned the meeting at 1:48 pm.
Joe Morales, Chair

Erika Perret-Martinez, Recording Secretary
## Roll Call 2023-2024

### 09/07/2023 FINANCE Committee Roll Call

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Board Members</th>
<th>Liaisons</th>
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<tbody>
<tr>
<td>Present</td>
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<td>Absent</td>
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| NSM         | FURTADO       | NIC      | 1 |
| CHAIR/TREASURER | MORALES      | JOE      | 1 |
| ARTS        | NGUYEN        | TONY     | 1 |
| COMM        | ORDIANO       | CARMEN   | 1 |
| ECS         | SENG          | ANTHONY  | 1 |

*Recording Secretary: Erika Perret-Martinez
Pres Designee: Cameron Macedonio
Chair Designee: Shawan Mansoor

### QUORUM

4

### Roll Call Votes

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<thead>
<tr>
<th>Board Members</th>
<th>Liaisons</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Abstain</td>
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<td>Yes</td>
<td>No</td>
<td>Abstain</td>
</tr>
</tbody>
</table>

| NSM         | FURTADO       | NIC      | Yes | No | Abstain | 0 |
| ARTS        | NGUYEN        | TONY     | Yes | No | Abstain | 0 |
| COMM        | ORDIANO       | CARMEN   | Yes | No | Abstain | 0 |
| ECS         | SENG          | ANTHONY  | Yes | No | Abstain | 0 |
| CHAIR/TREASURER | MORALES     | JOE      | Yes | No | Abstain | 0 |

Majority

3

### Majority

3
Introduction to ASI Budgeting

September 7, 2023
What is an Operating Budget

• Estimate of what is going to be spent
• Spent in One Year
• Cannot Carryforward to Next Year
• Comparisons to Budget are Key to Managing the organization
• Normally broken into a hierarchy of the organization – Division, Program
Division, Department and Project

- Budget identified by each Operational Area
- Each Division (ASI and TSC) are separated
- The Departments are the responsibility of each Director and Project Manager
- Budget begins with Prior Year’s numbers
- Project Manager proposes amounts based on prior year with any notation, issue, or new requests detailed
- Meetings with Finance, Adjustments if needed
- Combination process to summarize all budgets
Budget Timeline

• Departments and Projects other than Student Government
  • Process begins for all Departments and Projects in November
  • Draft budgets due to Finance by January 2024
  • Meetings and analysis through February
  • Review completed and presented to Executive Director by end of February

• Student Government Process
  • Discussions begin in October/November timeframe with review of rubric and application questionnaire
  • All information due to Finance Committee last year by January 20th
    • More dates to follow for timing
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
Budget Process

• Finance Committee reviews current application
• Rubric is also reviewed for scoring with emphasis where needed
• Utilize rubric to score
• Deliberate and discuss with Finance Committee members providing input
• President presents proposed funding amounts
Questions?
Student Programs & Engagement

Student Programming

AICA

Student Programming

Speakers Series

Spring Concert

Farmers Market

Camp Titan
General & Administration

Executive
  - Executive Office
  - Corporate Affairs
  - IRA Admin

Finance and Accounting
  - Finance and Accounting
  - Corporate Administration

Human Resources
Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"fin_2023_09_07_min" History

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