

Associated Students Inc.



## Finance Committee

Thu Mar 21, 2024 1:15 PM - 2:30 PM PDT

### 1. Call to Order

Joe Morales, Chair, called the meeting to order at 1:17 pm.

### 2. Roll Call

Members Present: Morales, J., Seng, Ordiano, Furtado, Morales S

Members Absent: None

Liaisons Present: Macedonio, Zazueta, Hesgard

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

**(Furtado-m / Morales S.-s) The motion to amend the agenda to postpone item 9.c "Policy Concerning Procurement" was adopted by unanimous consent.**

### 4. Approval of Minutes

a. 3/7/24 Finance Committee Meeting Minutes

**(Seng-m / Ordiano-s ) The March 7, 2024 Minutes were approved 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

Morales J., Chair, yielded his time.

### b. Director of Student Government

Hesgard, Director of Student Government, shared recent updates:

- \* The ASI elections program has concluded, and new student leaders have been elected.
- \* The focus is now shifting towards filling appointed positions, including Executive Officers, Commissions, and Governance Ambassadors for the upcoming year.
- \* Applications for these positions will be available this week, and students interested in continuing their involvement with ASI are encouraged to apply.
- \* Graduating student leaders have received information about purchasing stoles or cords for commencement ceremonies.
- \* Members are encouraged to actively participate in discussions and ask questions to understand the reasoning behind decisions.

## 7. Unfinished Business

### a. None

## 8. New Business

### a. Action: Contingency Request-Panhellenic Council (PHC)

*The Committee will consider a contingency request from the Panhellenic Council for \$2,350 for spring semester event funding needs.*

**FIN 012 23/24 (Seng-m / Furtado-s) A motion was made and seconded to approve the contingency request from the Panhellenic Council for \$2,350 for spring semester event funding needs.**

The Panhellenic Council presented a revised contingency funding request, which had been modified based on previous committee feedback:

- \* Kelly Horn, the Panhellenic Council president, outlined the council's activities and initiatives, emphasizing their role in coordinating events and fostering a positive Greek life community on campus.

- \* A recap of fall spending included recruitment, study nights, philanthropy events, and sisterhood pairings, demonstrating the variety and breadth of their activities.
- \* The total ASI budget and expenditures were provided, highlighting the need for additional funding due to increased community size and returning to normal operations post-COVID-19.
- \* Specific breakdowns for spring events, including philanthropy, study nights, sisterhood pairings, CSUF Experience, and a diversity and inclusion event, were detailed along with associated costs.
- \* The total request for contingency funding was \$1900, aimed at supporting various community-building and educational initiatives.
- \* The Panhellenic Council emphasized responsible financial management and their commitment to utilizing funds for the betterment of the community.

Morales J. opened the floor to questions and points of discussion.

Furtado raised a question about the sustainability of spending \$350 on flyers. Horn explained that providing centralized flyers prevented confusion among potential members and promoted inclusivity within the Panhellenic community.

Seng sought clarification on the supplies needed for sisterhood pairings. Horn explained that the funds were used for hospitality items decided by the sorority delegates.

Zazueta asked about the handling of unused funds for events like sisterhood pairings. Hesgard explained the reimbursement process and clarified that unused funds were returned to internal reserves at the end of the fiscal year.

**FIN 012.a 23/24 (Morales S.-m / Furtado-s) A motion was made and seconded to amend the contingency request from the Panhellenic Council for spring semester event funding needs from \$2,350 to \$1,900.**

After the amendment was adopted, Morales J. opened the floor to questions and points of discussion.

Zazueta inquired about comparing events from the previous semester to the current one, highlighting the significance of recruitment in Fall 2023.

Macedonio expressed support for approving the request, noting clear goals and efforts to address past discrepancies.

Furtado commended Horn's acknowledgment of discrepancies and tenacity in seeking support for the budget. Morales J. echoed Furtado's sentiments and

emphasized the importance of supporting the council, especially considering their input in community well-being. Zazueta also emphasized the positive impact of Panhellenic events on community organizations like the Children's Center and the OC Food Bank.

**FIN 012.a 23/24 (Morales S.-m / Furtado-s) Roll Call Vote: 5-0-0 The motion to amend the contingency request from the Panhellenic Council for spring semester event funding needs from \$2,350 to \$1,900 was adopted.**

**FIN 012 23/24 (Seng-m / Furtado-s) Roll Call Vote: 5-0-0 The motion to approve the contingency request from the Panhellenic Council for \$1,900 for spring semester event funding needs was adopted.**

**b. Discussion: Policy Concerning Student Leader Financial Awards**

*The Committee will discuss the Policy Concerning Student Leader Financial Awards.*

Morales J. yielded the floor to Hesgard, Director of Student Government, to discuss the policy concerning student leader financial awards:

- \* Hesgard explained that the discussion was not an action item but aimed at soliciting feedback before voting at the next meeting.
- \* The policy pertained to how student leaders receive financial support for their volunteer roles within the organization.
- \* Hesgard reviewed the history of the policy, mentioning efforts to standardize practices and address concerns raised by student leaders about the adequacy of financial awards relative to their responsibilities.
- \* An independent review by Human Resources Strategies (HRS) led to recommendations for changes to the policy. The aim of the changes was to address concerns about fairness and adequacy of financial awards for student leaders and to eliminate potential conflicts of interest.
- \* Proposed changes include transitioning from flat-rate awards to percentage-based awards tied to the average cost of attendance, removing certain positions like Camp Titan Co-directors, adjusting percentages for different leadership roles, and implementing a 2% decrease in award amounts for specific roles.
- \* The financial impact of these changes was estimated to be an annual increase of \$45,000 to \$50,000, constituting approximately a 10% increase in costs.
- \* It was noted that the changes would not take effect until the 2025-2026 fiscal year and would be incorporated into future budget cycles.

Morales J. opened the floor to questions and points of discussion.

Morales J. expressed support for the discussion on student leader financial awards, emphasizing the importance of adjusting awards to address the rising cost of living.

Macedonio raised concerns about using estimated cost of attendance for award calculations, suggesting considering California's minimum wage to ensure fair compensation.

Furtado questioned the inclusion of certain positions in the policy and proposed reducing the proposed 20% increase for vice presidents to 10%.

Zazueta suggested providing descriptions of leadership positions for better understanding and discussion.

Macedonio proposed quarterly disbursements of awards to motivate leaders and ensure fair compensation for their duties.

Seng mentioned concerns raised about awarding funds to student leaders instead of clubs or events, emphasizing the need for equitable distribution.

Morales J. encouraged further review of the report detailing the rationale behind proposed changes to ensure informed decision-making.

Morales S. inquired about the impact of award disbursements on the recipients' financial aid, prompting clarification that awards are processed through financial aid channels to comply with regulations.

**c. Discussion: Policy Concerning Procurement**

*The Committee will discuss the Policy Concerning Procurement.*

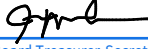
The item was postponed to the next Finance Committee meeting.

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

There were none.

**10. Adjournment**

Morales, J., Finance Committee Chair, adjourned the meeting at 2:21 pm.



ASI Board Treasurer-Secretary (Apr 29, 2024 12:21 PDT)

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Joe Morales, Finance Committee Chair



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Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

03/21/2024 Finance Committee Meeting

Attendance	Board Members			
			Present	Absent
NSM	FURTADO	NIC	1	
CHAIR/TRES	MORALES	JOE	1	
CBE	MORALES	SUZETTE	1	
COMM	ORDIANO	CARMEN	1	
ECS	SENG	ANTHONY	1	
			Present	Absent
			<b>5</b>	<b>0</b>

Attendance	Liaisons			
			Present	Absent
DIR STU GOV.	HESGARD	REBECCA	1	
ASI PRES. DES.	MACEDONIO	CAMERON	1	
ASI CHAIR	ZAZUETA	ASHLEY	1	
			Present	Absent
			<b>3</b>	<b>0</b>

\*Recording Secretary: Erika Perret-Martinez

Pres Designee: Cameron Macedonio

Chair Designee: Shawan Mansoor

<b>QUORUM</b>	<b>4</b>
<b>Majority</b>	<b>3</b>

Roll Call Votes			012.a Contingency Request (PHC)		
			Yes	No	Abstain
NSM	FURTADO	NIC	1		
CBE	MORALES	SUZETTE	1		
COMM	ORDIANO	CARMEN	1		
ECS	SENG	ANTHONY	1		
CHAIR/TRES	MORALES	JOE	1		
			Yes	No	
			<b>5</b>	<b>0</b>	<b>0</b>

Roll Call Votes			012.b Contingency Request (PHC)		
			Yes	No	Abstain
NSM	FURTADO	NIC	1		
CBE	MORALES	SUZETTE	1		
COMM	ORDIANO	CARMEN	1		
ECS	SENG	ANTHONY	1		
CHAIR/TRES	MORALES	JOE	1		
			Yes	No	
			<b>5</b>	<b>0</b>	<b>0</b>











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Final Audit Report

2024-05-06

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By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwmALIBOT8aw8kvADUayMD7GX96C6Mbb3

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-  Document emailed to ASI Board Treasurer-Secretary (asboardtreasurer@fullerton.edu) for signature  
2024-04-29 - 7:20:56 PM GMT
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-  Document e-signed by Erika Perret-Martinez (eriperret-martinez@fullerton.edu)  
Signature Date: 2024-05-06 - 4:40:33 PM GMT - Time Source: server- IP address: 137.151.113.82
-  Agreement completed.  
2024-05-06 - 4:40:33 PM GMT





CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION APPROVING A CONTINGENCY REQUEST FOR PANHELLENIC COUNCIL**

**Sponsors:** Joe Morales

**WHEREAS**, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

**WHEREAS**, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

**WHEREAS**, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

**WHEREAS**, per policy<sup>1</sup>, Contingency funding is available to all students and student organizations and is intended to be available for unexpected or supplemental needs, as well as new or innovative programs; and

**WHEREAS**, the Panhellenic Council has requested \$2,350 for spring semester event funding needs due to overall membership growth; and therefore let it be

**RESOLVED**, ASI approves the contingency request for \$2,350 for the Panhellenic Council; and let it be finally

**RESOLVED**, that this Resolution be distributed to the ASI Executive Director and applicable departments and staff.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the ninth day of April in the year two thousand and twenty-four.

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Ashely Zazueta  
Chair, Board of Directors

Gavin Ong  
Secretary, Board of Directors

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<sup>1</sup> <https://asi.fullerton.edu/wp-content/uploads/2023/09/ASI-Policy-Concerning-Funding-Provided-to-Students-and-Student-Orgs.pdf>

# ASI Contingency Funding Request 2023-24


COMPLETE

Please review the provided guidelines for contingency request before completing this form: <https://docs.google.com/document/d/18vf24KL70wblbS3kLF7mxp-sEvyYw9a0/edit?usp=sharing&oid=108266217542967963174&rtpof=true&sd=true> Guidelines for Requesting Contingency Funding

## CREATED

 PUBLIC  
[Redacted]

## IP ADDRESS

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### \* Name

ARUSHI PATIL

### \* Group/Organization you represent:

THE PANHELLENIC COUNCIL

### \* Email

[Redacted]

### \* Phone Number

[Redacted]

### \* Total Amount of Contingency Request

\$ 2,350.00

### \* What is your contingency request for?

For additional Program Funding (ICC's "B-Side")

### \* Describe your program/event.

The Panhellenic Council (PHC) is an internationally recognized organization designed to enrich the Panhellenic sorority experience while simultaneously linking women under the highest ideals of philanthropy, scholarship and social standards. Working in tandem with the university, PHC encourages the women in each of the six sororities to maintain the high expectations of every student on this campus. We support our members on their journey to unlock their fullest potential on this campus, and in life after graduation and this semester we have planned several events and opportunities for them. These events include study nights, executive board dinners, sisterhood pairings, philanthropy day, a DEI event, recruitment opportunities, and Greek Week.

### \* Specify the purpose/objective of your program/event.

The Panhellenic Council (PHC) oversees and coordinates activities for member sororities on campus. The Panhellenic Council is composed of representatives from each member sorority. These officers and delegates are responsible for coordinating council activities and representing the collective interests of the member sororities. PHC organizes and oversees major events which aim to foster a positive and inclusive Greek community on campus. The council sets and enforces standards and policies for member sororities. This may include guidelines for recruitment, conduct, and other aspects to maintain a cohesive and respectful community. Additionally, the council works with university administrators and ASI, providing a channel for addressing concerns, coordinating events, and ensuring compliance with campus policies. Overall, PHC serves as a unifying and governing body, fostering a supportive and positive environment for member sororities while promoting values of leadership, scholarship, and community service in their events and marketing.

**\* Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance, marketing costs, etc.) and the total event budget.**

Please see spreadsheet, access settings have been modified for you to be able to view:  
[https://docs.google.com/spreadsheets/u/0/d/18nynQqDRn3ALLR561tvr2VtgqBVXXSLjBG8T8G\\_2fJU/edit](https://docs.google.com/spreadsheets/u/0/d/18nynQqDRn3ALLR561tvr2VtgqBVXXSLjBG8T8G_2fJU/edit)

Regardless, here is the same information:

EVENT ITEM	LINE ITEM	DESCRIPTION	COST
PHC Philanthropy	Dunk Tank	Rentals for Special Events	Dunk tank \$400.00
PHC Philanthropy	Misc. Supplies	Supplies	Hose, miscellaneous. \$50.00
PHC Study Nights	Gift Basket	Supplies	Opportunity drawing to encourage participation and to excite attendees. \$100.00
PHC Study Nights	Misc. Supplies	Supplies	Decorations and supplies for rented out room and for people to use. \$50.00
PHC Sisterhood Pairings and crafts events.	Pairing 1: AXO + SK	Supplies	Previously chapters have held events such as movie nights, yoga, arts and crafts events. \$250.00
PHC Sisterhood Pairings and crafts events.	Pairing 2: ADPI + ZTA	Supplies	Previously chapters have held events such as movie nights, yoga, arts and crafts events. \$250.00
PHC Sisterhood Pairings and crafts events.	Pairing 3: DZ + GPHI	Supplies	Previously chapters have held events such as movie nights, yoga, arts and crafts events. \$250.00
Greek Week	Banners	Supplies	Promotional items for Greek Week to recognize those who participate in and win Greek Week. \$450.00
Experience CSUF Flyers	Promotional Items	Flyers to be handed out to students at event.	\$350.00
PHC DEI Event	Activities	Supplies	Participation activities to include everyone in the event as well as something for them to take home and reference. \$150.00
PHC DEI Event	Snacks/Drinks	Hospitality	Hospitality for guests during the event. \$50.00
TOTAL			\$2,350.00

**\* If applicable, list other organizations' contributions to this event, including your own.**

The Panhellenic Council (PHC), being a non-profit, is unable to fundraise for its own self benefit. PHC receives the majority of its funding from the generous contributions of the Associated Students CSUF, Inc. (ASI). We are able to generate funding from some other sources. Firstly, we ask members in the recruitment process to pay a Recruitment Fee in which this fee goes towards recruitment expenses only. Implementing an increase could potentially create a financial strain for prospective members, making participation less accessible and inclusive. Additionally, a portion of our funding is from an Annual Membership Fee, contributed by the six chapters within the Panhellenic Council. The fee is contingent on each chapter's membership numbers, and any fee increase is not feasible for the chapters. These funds serve to cover essential items not covered by ASI and only support events that are restricted to FSL (Fraternity & Sorority Life) members.

**\* Estimate the expected attendance and identify your target audience for the event. - If reoccurring, state the attendance and success of recent events.**

The majority of our target audience includes the 600 women involved in sorority life on campus. We are also requesting funds for formal recruitment which attracted over 600 people during Fall 2023 in which we were able to match and retain 250.

Additional attendance for specific events is listed on the powerpoint.

**\* For ASI Executive Senate groups, ASI Programs or ASI Departments, specify the name of your group/area, the budget line-item, and amount(s) where this funding will go, if approved. Example: Arts Inter-Club Council Hospitality & Rentals Line-Items \$1,500 total (\$500 for catering, \$1,000 for rented tables/chairs)**

N/A

**\* Attach your PowerPoint presentation.**



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# Contingency Funds Request SPRING 2024

THE PANHELLENIC COUNCIL



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**01**

# **Introduction**



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# Introduction

Kelly Horn - PHC President

The Panhellenic Council (PHC) oversees and coordinates activities for member sororities on campus. The Panhellenic Council is composed of representatives from each member sorority. These officers and delegates are responsible for coordinating council activities and representing the collective interests of the member sororities. Working in tandem with the university, PHC organizes and oversees major events which aim to foster a positive and inclusive Greek community on campus.



Alpha Chi Omega ● Alpha Delta Pi ● Delta Zeta ● Gamma Phi Beta ● Sigma Kappa ● Zeta Tau Alpha

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# Fall Spending Recap

1. **Recruitment:** Provides an opportunity for potential new members to meet with and learn about all chapters on campus. This weekend involves a year's worth of planning, enabling all chapters to recruit simultaneously.
  - a. RG Training:
2. **PHC Study Nights:**
  - a. By hosting multiple events solely based on providing a space for academic success, this builds girls' motivation, academic confidence, and mental health. We saw an attendance of 200 people.
3. **PHC Philanthropy:**
  - a. Panhellenic Doesn't Got Talent raised \$849.78 for ASI's Children's Center.
4. **Executive Board Dinner:**
  - a. An event where executive boards from our different chapters can meet people in similar offices, share ideas and practices, and collectively grow as a community. We saw an attendance of 75 people.
5. **PHC Sisterhood Pairings (3):**
  - a. Provided an opportunity for 580 members to come together and bond as an organization. This gathering created a meaningful opportunity for members to forge connections, strengthen bonds, and foster a sense of unity within our Panhellenic organization.

**Our total ASI budget is \$17,350.00 of which we have spent \$16,571.67.**

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# Contingency Funds Request

Since returning from the COVID-19 Pandemic, our budget was lowered. Since then, we have returned to normal operations and our community is steadily growing, representing a community of 600 people. Since our annual budget has not increased to reflect this, we are now requesting contingency funding.

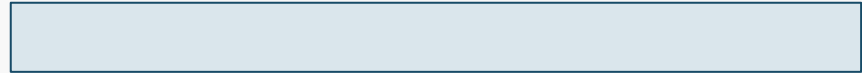
We have 11 executive board officers, who all are actively motivated to plan events and a community that looks forward to our programming. So, we now request \$2,350.00.

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**02**

# **Event Breakdown**



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# Overview of Events

EVENT	DESCRIPTION
PHC Philanthropy	A philanthropy event that has previously raised over \$500.00 for FeedOC.
PHC Study Nights (2)	Two study nights hosted on campus that provide women with academic support and a space to find community within their academic colleges.
PHC Sisterhood Pairings	Over 95% of all chapters attend the sisterhood sorority events. It is important to host these events so members get to connect, creating an encouraging environment across the Panhellenic community.
Greek Week	FSL wide event, where all chapters participate in philanthropic activities. This event creates unity between all FSL chapters on campus, as well as raising money for the Children's Center.
Experience CSUF	We will be able to promote Fraternity and Sorority Life at CSUF to students who may SIR to the university.
PHC DEI Event	PHC event taking place in May to highlight LGBTQ+ community and celebrate queer history and kickstart celebrating pride month.

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# PHC Philanthropy

Description: The Panhellenic Dunk Tank is an event held each Spring semester that raises money for FeedOC. Last year, \$512 was raised. This year, we are hoping to raise \$750 for FeedOC. By raising money for this local philanthropy we can continue to support our own community and bring the Panhellenic community closer together.

ITEM	LINE ITEM	DESCRIPTION	COST
Dunk Tank	Rentals for Special Events	Dunk tank	400.00
Supplies	Supplies	Water hose	50.00
<b>EVENT TOTAL</b>			<b>450.00</b>

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# PHC Study Nights (2)

Description: It is important to remind girls that academics is always first priority. We have seen attendance of almost 200 to one study night. By hosting multiple events solely based on providing a space for academic success, this builds girls' motivation, academic confidence, and mental health.

<b>ITEM</b>	<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>COST</b>
Gift Basket	Supplies	Opportunity drawing to encourage participation and to excite attendees.	100.00
Misc. Supplies	Supplies	Study supplies for sisters to use to prepare for exams.	50.00
<b>EVENT TOTAL</b>			<b>150.00</b>

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# PHC Sisterhood Pairings

95% of Panhellenic members attend the sisterhood sorority events. It is important to host these events so members get to know people outside of their own chapter and share the Panhellenic love. It supports creating an encouraging environment across the Panhellenic community.

ITEM	LINE ITEM	DESCRIPTION	COST
Pairing 1: AXO + SK	Supplies	Previously chapters have held events such as movie nights, yoga, arts and crafts events.	250.00
Pairing 2: ADPi + ZTA	Supplies	Previously chapters have held events such as movie nights, yoga, arts and crafts events.	250.00
Pairing 3: DZ + GPHI	Supplies	Previously chapters have held events such as movie nights, yoga, arts and crafts events.	250.00
<b>EVENT TOTAL</b>			<b>750.00</b>



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# Greek Week

All IFC, MGC, NPHC & PHC members can participate in a series of events and competitions garnering support from hundreds of students as well as the off-campus community. We are able to raise funds and other donations for the Children’s Center, Tuffy’s Basic Needs, and more. We also invite back our alumni to our Alumni Night during Greek Week.

ITEM	LINE ITEM	DESCRIPTION	COST
Banners	Supplies	Banners to recognize those chapters who participate in and win Greek Week.	\$450.00
<b>EVENT TOTAL</b>			<b>\$450.00</b>

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# Experience CSUF

Description: Experience CSUF is the campus' open house event that yields the largest number of potential new students. We estimate 10,000 people to attend Experience CSUF. By tabling at the event and handing out flyers, we will be able to promote the Fraternity and Sorority Life at CSUF.

<b>ITEM</b>	<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>COST</b>
Flyers	Promotional Items	Flyers to be handed out to students and families at Panhellenic table on Titan Walk.	350.00
<b>EVENT TOTAL</b>			<b>350.00</b>

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# PHC DEI Event

PHC event taking place on May 3rd to highlight LGBTQ+ community and celebrate queer history and kickstart celebrating pride month (takes place in June). Collaboration with on campus clubs and CSUF Diversity center along with guest speakers to share insight and history about Pride month and promote inclusion.

ITEM	LINE ITEM	DESCRIPTION	COST
Activities	Supplies	Participation activities to include everyone in the event as well as something for them to take home and reference about what they learned that day.	\$150
Snacks/Drinks	Hospitality	Hospitality for guests during the event.	\$50
<b>EVENT TOTAL</b>			<b>\$200.00</b>

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**03**

# **Cost Summaries**

Overall Itemized List

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# Total By Events

EVENT	DESCRIPTION	COST
PHC Philanthropy	A philanthropy event that has previously raised over \$500.00 for FeedOC.	450.00
PHC Study Nights (2)	Two study nights hosted on campus that provide women with academic support and a space to find community within their academic colleges.	150.00
PHC Sisterhood Pairings	Over 95% of all chapters attend the sisterhood sorority events. It is important to host these events so members get to connect, creating an encouraging environment across the Panhellenic community.	750.00
Greek Week	FSL wide event, where all chapters participate in philanthropic activities. This event creates unity between chapters on campus, as well as raising money for the Children's Center.	450.00
Experience CSUF	We will be able to promote Fraternity and Sorority Life at CSUF to students who may SIR to the university.	350.00
PHC DEI Event	PHC event taking place in May to highlight LGBTQ+ community and celebrate queer history and kickstart celebrating pride month.	200.00
<b>TOTAL</b>		<b>\$2,350.00</b>

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# Total By Line Items

LINE ITEM	INCLUDED IN THE FOLLOWING EVENTS	COST
Supplies	PHC Philanthropy Event (\$50), PHC Study Nights (\$150), PHC Sisterhood Pairings (\$750), Greek Week (\$450), PHC DEI Event (\$150).	1,550.00
Rentals for Special Events	PHC Philanthropy Event (\$400)	400.00
Promotional Items	Experience CSUF (\$350)	350.00
Hospitality	PHC DEI Event (\$50)	50.00
<b>TOTAL</b>		<b>\$2,350.00</b>

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# Overall Itemized List

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**04**

# **Conclusion**



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# In conclusion...

The Panhellenic Council (PHC) is requesting \$2,350.00.

The Panhellenic Council (PHC), being a non-profit, is unable to fundraise for its own self benefit. PHC receives the majority of its funding from the generous contributions of the Associated Students CSUF, Inc. (ASI). This funding allows us to host events that not only benefit our members, but the surrounding CSUF and Fullerton communities. Our hosted events contribute meaningfully to enriching social experiences, promoting academic success, instilling responsibility among members, and actively supporting philanthropic initiatives to benefit our community. All the money we are granted is used in good nature and for the betterment of our members and community.

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CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO AMEND THE POLICY CONCERNING STUDENT  
LEADER FINANCIAL AWARDS**

**Sponsors:** Joe Morales

**WHEREAS**, the Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

**WHEREAS**, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

**WHEREAS**, the ASI Policy Concerning Student Leader Financial Awards provides guidance on the administration of ASI student leader financial awards, including award amounts being determined by the Average Cost of Attendance (ACOA) at Cal State Fullerton; and

**WHEREAS**, the ASI Policy Concerning Student Leader Financial Awards was first established in the 2017-18 academic year as a means to create an equitable approach to providing financial awards to ASI student leaders; and

**WHEREAS**, the Camp Titan Co-Directors responsibilities have transitioned into the scope of student employment positions ASI Student Programs and Engagement department in the 2023-2024 fiscal year; and

**WHEREAS**, the ASI Board of Directors have expressed questions as to how the ASI Policy Concerning Student Leader Financial Awards has kept pace with the changes made to the expectations and responsibilities of some of the ASI leadership positions over the past few years; and

**WHEREAS**, in spring 2023 ASI contracted with Human Resources Strategies, Inc. (HRS), a human resources consulting firm, to conduct a review of the ASI student leader positions using a primarily quantitative assessment approach examining the following factors: nature of the position (elected or appointed), hours required, the degree to which the position manages or coordinates others, interpersonal contact, planning, accountability/impact of errors, complexity, decision-making, fiduciary responsibility and required travel; and

**WHEREAS**, HRS provided recommended changes in the following areas: Vice President, Executive Officers, Board Members, Commission Coordinators, Governance Ambassadors, and the Funded/Funding Council leader positions; and



**WHEREAS**, adopting these recommendations would amend the ASI Policy ASI Policy Concerning Student Leader Financial Awards to establish the Governance Ambassador role title with a slight award percentage decrease, convert the Funded/Funding Council positions from a flat dollar amount to a percentage of ACOA, and provide an increase to the awards for Vice President, Executive Officers, Board Members, and Commission Coordinators; and

**WHEREAS**, the financial impact of the amendment recommendations will have an approximate 10% increase of \$45,000 per year of the budgeted award amount; and therefore, let it be

**RESOLVED**, ASI approves the amendments to the ASI Policy Concerning Student Leader Financial Awards to take effect in the 2025-2026 fiscal year; and let it be finally

**RESOLVED**, that this Resolution be distributed to the ASI Executive Director and applicable departments and staff.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the ninth day of April in the year two thousand and twenty-four.

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Ashely Zazueta  
Chair, Board of Directors

Gavin Ong  
Secretary, Board of Directors

# POLICY CONCERNING STUDENT LEADER FINANCIAL AWARDS

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## PURPOSE

The purpose of the policy is to provide guidance on the administration of Associated Students, Inc. (ASI) Student Leader Financial awards including eligibility requirements. ASI Student Leadership Financial awards are not compensation for work done.

TABLE

## WHO SHOULD KNOW THIS POLICY

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- Budget Area Administrators
  - Management Personnel
  - Supervisors
  - Elected/Appointed Officers
- Volunteers
- Grant Recipients
- Staff
- Students

## DEFINITIONS

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For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
<b>Agreement Forms</b>	Required forms to serve in an ASI Student Leadership position, including Pledge Commitments.
<b><u>Average Cost of Attendance</u></b>	<u>Average of the cost to attend Cal State Fullerton as an undergraduate student commuter, on-campus resident, or off-campus resident, off-campus teaching credential student, and off-campus graduate student. This average cost is determined by the University each year.</u>

## STANDARDS

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### 1. TYPES OF FINANCIAL AWARDS

The ASI issues financial awards to students in certain leadership positions.

#### Category 1: ASI Executive/Fiduciary

Student leaders who set the mission and policies of the organization as well as having financial responsibility to the organization

- ASI President and Vice President
- ASI Board of Director Chair
- ASI Board of Directors Vice Chair, Treasurer, and Secretary

### Category 2: ASI Team Leaders

Student leaders who lead teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Executive Officers
- ASI Commission Directors/Leads
- AICA Chair
- Elections Director

### Category 3: ASI Board and Team Members

Student leaders who serve on teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Board of Directors Members
- [AICA-Commission](#) Coordinators
- [Commission-AICA](#) Coordinators
- Elections Coordinators

### Category 4: Other ASI Positions

- ~~Camp Titan Co-Directors~~
- IRA Chair
- ~~Student Representatives on Committees~~[Governance Ambassadors](#)

### Category 5: Funded and Funding Council/Group Positions

- Funded Council/Group President/Chair
- Funded Council/Group Treasurer/Financial Officer
- Funding Council/Group President/Chair
- Funding Council/Group Treasurer/Financial Officer
- Funding Council/Group Executive Board Positions

## 2. ADMINISTRATION OF FINANCIAL AWARDS

### a. Agreement Forms

Prior to the start of a leadership position that carries a financial award, students must sign appropriate forms with ASI Student Government.

### b. Disbursements

Category 1 and 2 financial awards are disbursed in summer, fall and spring semesters, [as necessary](#). All other financial awards are disbursed in fall and spring semesters.

Disbursements end immediately upon the end of a term or upon voluntary or involuntary departure of the position. In the event of a departure from the position prior to the anticipated end of term, a portion of the disbursed financial award may be required to be refunded.

### c. New Financial Awards

New financial awards are to be approved by the ASI Finance Committee and the ASI Board of Directors in consultation with the Executive Director and appropriate ASI staff. All new requests for financial awards need to be accompanied by a list of key responsibilities for the position.

### Award Amounts

Award amounts for Categories 1-~~4~~5 are based on a percentage of the average cost of attendance established annually by the university. ~~Award amounts for Category 5 are established by this policy.~~

<b>Category 1: Executive Fiduciary</b>	
Board of Directors Chair	75%
President <del>and Vice President</del>	75%
<del>Vice President</del>	<del>55%</del>
Board of Directors Vice Chairs, Treasurer, and Secretary	55%
<b>Category 2: Team Leaders</b>	
Executive Officers	<del>35</del> 45%
AICA Chair	35%
Commission and Elections Directors/Leads	15%
<b>Category 3: Board and Team Members</b>	
Audit Committee Chair (additional award for chairing)	7.5%
Board of Directors Members	<del>15</del> 25%
AICA Coordinators	10%
Commission and Elections Coordinators	<del>8</del> 10%
<b>Category 4: Other ASI Positions</b>	
Camp Titan Co-Directors	15%
IRA Committee Chair	15%
<del>Student Representatives on Committees</del> Governance Ambassadors	<del>10</del> 8%
<b>Category 5: Funded and Funding Council/Group Positions</b>	
Funded Council/Group President/Chair	<del>\$1000</del> 4%
Funded Council/Group Treasurer/Financial Officer	<del>\$500</del> 2%
Funding Council/Group President/Chair	<del>\$2000</del> 7.5%
Funding Council/Group Treasurer/Financial Officer	<del>\$1000</del> 4%
Funding Council/Group Executive Board Positions*	<del>\$250</del> -\$10003%
*A student organization representative serving as a voting member on a funding council <del>to</del> <u>which their organization is a member</u> <del>may</del> shall not receive a financial award in order to prevent any conflict of interest.	

### 3. PLEDGE COMMITMENTS

A pledge of commitment to the duties of the office is required of all student leaders receiving a financial award. The pledge must be submitted at the time of assumption of duties of the position. A new pledge must be submitted for a new or different position. Completed pledges will be retained by the Associated Students, Inc. Executive Director with other conflict-of-interest statements.

DATE APPROVED:

05/08/2018

DATE REVISED:

04/20/2021  
05/03/2022  
04/23/2024



# Finance Committee

## ASI Student Leadership Awards Policy

Mission: ASI serves, empowers, and engages California State University, Fullerton students.

*Kathleen Postal, ASI Chief Financial Officer*  
*Rebecca Hesgard, ASI Director of Student Government*  
*March 21, 2023*

# ASI Policy Concerning Student Leader Financial Awards

- **Purpose:** To provide guidance on the administration for ASI Student Leader Financial Awards, including eligibility.
- **History:** The policy was established 5/8/2018.
  - The student leaders requested that this policy be reviewed to reflect the requirements of the positions.
  - Last revision was 5/3/2022
  - Based on the Average Cost of Attendance (ACOA) established annually by the university.

# ASI Policy Concerning Student Leader Financial Awards

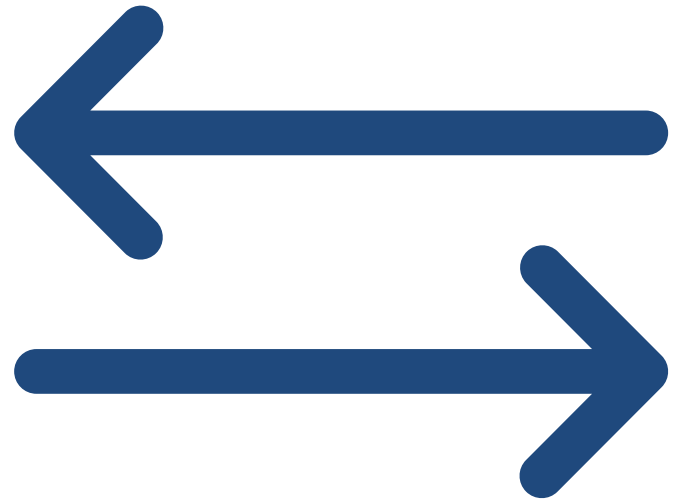
- In 2023 an outside agency (HRS) was utilized to review the student leadership positions and make recommendations.
- HRS used a quantitative assessment approach to assess all student leader roles, which included:
  - Hours of responsibility
  - Travel commitments
  - Fiduciary responsibilities
  - Oversight of other student leaders/teams, and more.



# Key Changes to the Policy

**Based on the findings the following changes were made:**

- Awards for Funded and Funding Council leaders have been changed to a percentage-based allocation, after previously receiving awards at a flat rate for several years.
- Two positions were removed from the policy list because the Camp Titan responsibilities have been assumed by student employment roles in the programming department.
- Award decrease was suggested for the Governance Ambassador roles.
- Award increases was suggested for the Vice President, Executive Officers, Commission Coordinators, and Board Members.



# Financial Impact

The change in the methodology for calculating the student leader awards will have the following the following impact:

- The annual increase will be approximately \$45K to \$50K.
- This is about a 10% increase in cost.
- **The year of implementation will be the 2025-2026 fiscal year.**



QUESTIONS?

# POLICY CONCERNING CORPORATE PROCUREMENT

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## PURPOSE

The following policy is to provide guidance over corporate procurement of goods and services to ensure that all risks are effectively managed on behalf of Associated Students Inc. (ASI). This policy outlines procurement guidelines, capital expenditures, contracts, corporate credit cards, purchase orders, corporate travel, and hospitality. Corporate procurement is set on an annual budget and capital requests allocations.

<b>POLICY CONCERNING CORPORATE PROCUREMENT</b> .....	<b>1</b>
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<b>WHO SHOULD KNOW THIS POLICY</b> .....	<b>1</b>
<b>DEFINITIONS</b> .....	<b>1</b>
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## WHO SHOULD KNOW THIS POLICY

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- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input type="checkbox"/> Volunteers       |
| <input checked="" type="checkbox"/> Management Personnel       | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Supervisors                | <input type="checkbox"/> Staff            |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Students         |

## DEFINITIONS

---

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
<b>Capital Expenditures</b>	A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year.
<b>Encumber</b>	To set aside.
<b>General Provision</b>	Specific minimum terms and conditions to which a contractor must agree in order to provide to ASI.
<b>Hospitality</b>	Hospitality includes the provision of meals or light refreshments, provision of gifts, awards, and promotional materials.
<b>Members</b>	Student leaders and professional staff.
<b>Purchase Order</b>	A commercial document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services.
<b>Student leaders</b>	Student representatives on the ASI Board of Directors and the Executive Officers.

## STANDARDS

### 1. PROCUREMENT GUIDELINES

Associated Students Inc. shall follow all procurement guidelines set by the Integrated California State University Administrative Manual (ICSUAM) Section 5000 Contracts and Procurement and CSU Fullerton President Directives.

#### a. General Restrictions

All procurement purchases include these following restrictions:

- Any Information Technology (IT) equipment must be approved by the [Director of Administration](#) [CFO](#) before annual budget or capital request allocations.
- Any chemicals purchased must have prior approval by the ASI [Chief Director of Building Engineering](#), who will ensure the purchase adheres to CSUF Environmental Health and Safety's Hazardous Materials Procurement procedures.

#### b. Limitations

- Firearms, ammunition, alcohol, tobacco, and other items prohibited by CSU policies and applicable laws and regulations.
- Hospitality or other expenditures for personal celebrations such as birthdays, weddings, showers, anniversaries, Administrative Professionals Day, or other similar non-university- sponsored events.
- Any goods or services not included in the annual budget.
- Any goods or services for personal use.
- Any goods or services not allowable in the CSU system.

See the Procurement Procedures [located in the Business Activities Manual BAM](#) for further guidelines and restrictions not outlined in this policy.

### 2. CAPITAL EXPENDITURES

Capital expenditures are costs incurred to acquire or construct a capital asset. A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year. All capital expenditures approved during the capital request process are subject to ASI Board of Directors approval.

### 3. CONTRACTS

Contracts are legally binding agreements and must be signed only by the Executive Director or designee. ASI contract template may not be used by clubs, organizations, or CSU Fullerton departments due to specific language binding only for ASI and the contracted artist(s), performer(s), or vendor(s). Student clubs or organizations are legal entities under CSU Fullerton through the registration and recognition process.

a. Conflict of Interest

Business decisions must be made objectively on the basis of price, quality, service and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts from vendors, suppliers, and customers of more than token value.

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with whom the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.

b. Artists, Performers, or Vendors

ASI has approved contract templates to be used for vendors, artists and performers that provide a service. The contract outlines specific terms, liability and insurance requirements, and other expectations of the artist, performer, or vendor.

c. W-9

The purpose of the W-9 form is to record the tax identification number or social security, along with the name and address of an individual or business that the ASI pays for services rendered. A W-9 must be collected from all entities that receive payments for services rendered. When payments for services rendered are \$600 or more during a tax year it is reported to the Internal Revenue Service (IRS) and a Form 1099-Misc will be issued to the individual or business.

d. Independent Contractors

~~Independent contractors are self-employed, individuals, or businesses that performs work for another party at a specified rate. An individual who is an independent contractor is not an employee for any business. A contractor does the work stated within the contract and once the job is finished, their association to the organization is concluded.~~

~~The worker is free from control and direction of the hiring entity in connection with the performance of the work, both under the contract for performance of the work and in fact; the worker performs work that is outside the course of the hiring entity's business; and the worker is customarily engaged in an independently established trade, occupation, or business.~~

~~The IRS and California law define independent contractors' status. The CA law passed in 2019 goes further than the IRS guidelines on determining this status. ASI follows the IRS and CA law on independent contractors.~~

~~The CA law requires the application of the "ABC test" to determine if workers in California are employees or independent contractors for purposes of the Labor Code, the Unemployment Insurance Code, and the Industrial Welfare Commission (IWC) wage orders.~~

~~Under the ABC test, a worker is considered an employee and not an independent contractor, unless the hiring entity satisfies all three of the following conditions:~~

- ~~• The worker is free from the control and direction of the hiring entity in connection with the performance of the work, both under the contract for the performance of the work and in fact;~~
- ~~• The worker performs work that is outside the usual course of the hiring entity's business; and~~
- ~~• The worker is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.~~

#### **4. CORPORATE CREDIT CARDS**

Corporate credit cards are assigned only to full-time staff and certain student leaders of the Corporation. Student leaders of the Corporation eligible to be issued, for corporate uses, a credit card include: ASI President, Chief Governmental Officer, and Chair of the Board of Directors. Full-time staff may be eligible for a corporate credit card with Department Director approval. Assignment of corporate credit cards must be approved by the ASI Executive Director or designee.

All corporate credit cards shall have an established credit limit that must not be exceeded. Users must submit original receipts by the established monthly deadline to ASI Financial Services with appropriate request for payment forms. Full-time staff may request an increase in credit limit by submitting in writing the justification to the Executive Director or designee. Failure to submit monthly payment requests with original supporting documentation in a timely manner, or abuse of credit card privileges may result in disciplinary action.

The Executive Director or designee will review the list of users and spending limits annually.

***a. Prohibited Uses of the Card***

The following transactions are prohibited:

- Cash Advances
- All other prohibited uses outlined in this Policy and ASI Procurement Procedures

***b. Termination or Revocation***

Failure to comply with this policy may result in temporary or permanent revocation of the corporate credit card. The following are additional reasons a credit card will be revoked:

- Abuse of spending limit
- Outstanding receipts of ~~sixty (60)~~thirty (30) days or more

A cardholder who has had their privileges revoked must submit their credit card to ASI Financial Services within seventy-two (72) hours. The Executive Director or designee and respective Department Director are responsible for initiating this process of revocation and reinstatement.

## **5. PURCHASE ORDERS**

A purchase order (PO) is a legal binding contract between ASI and a vendor. Purchase orders verify that a purchase is authorized and funds are encumbered from an appropriate account to pay the vendor(s) once the goods and/or services have been provided. A PO should be used when a vendor requires an advance guarantee of payment. A PO is not required when an artist(s), performer(s), or vendor(s) is contracted for their services.

[Purchase orders are issued through ASI Financial Services.](#)

## **6. CORPORATE TRAVEL**

ASI staff and student leaders may have the opportunity to travel on behalf of the organization. Travel on behalf of the organization shall be undertaken in the most cost-effective manner. All travel must be approved by the Executive Director or designee prior to confirming travel arrangements. All travel arrangements must be administratively reviewed and approved prior to travel to ensure costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program.

Travel funding provided under this policy cannot be used for or in connection with travel to international destinations outside of the United States or its territories or for travel to states, regions, territories, and/or other destinations prohibited by ASI, CSUF, CSU, State of California, or Federal regulations.

Further details about reimbursement and limitations are outlined in the ASI Procurement Procedures.

***a. Student Leader Travel***

All student leaders who travel must complete a Travel Liability Waiver Form prior to departure to comply with CSU Chancellor's Office Executive Order 1041.

Each student leader who travels on behalf of the organization must complete both a written and in person report on their experience upon return.

- The written report must be submitted within two weeks of return. The written report should be a minimum of 350 words summarizing the topics, panels, and speakers the student attended sessions for and what the student learned from the sessions and how the information will be brought back to CSUF and benefit the student's organization and campus as a whole.
- The in-person report must be given to the Board of Directors covering the content of the event and how it will benefit ASI and campus as a whole.

***b. Professional Staff Travel***

ASI staff members may only travel on behalf of the organization if it is related to the duties of their position and encompasses professional development.



## 7. HOSPITALITY

Hospitality must be in accordance with Chancellor's Office, CSU Fullerton guidelines, and ASI Procurement Procedures. When purchases are made in accordance with CSU hospitality guidelines the coordinating campus's hospitality form must be completed and retained by ASI Financial Services. Further limitations are outlined in the ASI Procurement Procedures.

Food and beverage expenses for meetings that occur on a regular or frequent basis are not permitted. For infrequent meeting, meals or light refreshments provided in the course of a business meeting must be modest and reasonably priced. When a meeting takes place over an extended period of time and the agenda includes a working meal, there may be justification that the meal is integral to the business function. Only infrequent meetings (meetings that occur no more than 12 times per year) are allowed to have food and/or beverage expenses as long as it serves a business purpose.

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<b>DATE APPROVED:</b>	<b>04/23/2019</b>
<b>DATE REVISED:</b>	<b>09/22/2020</b>
<b>DATE REVISED:</b>	<b>04/20/2021</b>