

Associated Students Inc.



## Finance Committee

Thu Apr 11, 2024 1:15 PM - 2:30 PM PDT

### 1. Call to Order

Joe Morales, Chair, called the meeting to order at 1:19 pm.

### 2. Roll Call

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

Members Absent: None

Liaisons Present: Hesgard, Macedonio, Zazueta

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

**(Morales S.-m / Furtado-s ) The Agenda was approved by unanimous consent.**

### 4. Approval of Minutes

a. 3/21/24 Finance Committee Meeting Minutes

**(Ordiano-m / Morales S.-s) The March 21, 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, reminded members to begin grading the ASI scholarships. He noted that the number of scholarships may seem daunting, but assured the committee that it likely isn't as large as it appears. He encouraged members not to be intimidated and to proceed with the task.

### b. Director of Student Government

Hesgard, Director of Student Government, supported the Chair's request, mentioning that each person was responsible for grading 17 student scholarships. She emphasized the importance of grading the scholarships and reiterated the reminder to proceed with the task. Additionally, that students joining the last Beyond the Conversation event of the semester, should meet in the Student Government office by 5:30 pm.

## 7. Unfinished Business

### a. Action: Policy Concerning Procurement

*The Committee will consider approving the amendments to the Policy Concerning Procurement.*

**FIN 013 23/24 (Morales S.-m / Furtado-s) A motion was made and seconded to approve the amendments to the Policy Concerning Procurement.**

Morales J. yielded the floor to Postal, CFO, to review the proposed amendments.

\* Postal presented the policy for corporate procurement, explaining that it provides guidance for purchasing, travel, and hospitality items within ASI. The policy was initially approved on April 23, 2019, and the last revision occurred on April 20, 2021. This review is part of a routine evaluation process.

\* She outlined the key changes made to the policy, which include updating naming conventions, reflecting changes in California law in the independent contractor section, and making a small adjustment in the hospitality section.

\* Postal concluded by stating that the policy is undergoing review as part of the three-year renewal cycle and emphasized the importance of updating the policy as needed.

Morales, Chair, opened the floor to questions and points of discussion.  
There were none.

**FIN 013 23/24 (Morales S.-m / Furtado-s) Roll Call Vote: 5-0-0 The motion to approve the amendments to the Policy Concerning Procurement was adopted.**

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

*The Committee will consider approving the amendments to the Policy Concerning Student Leader Financial Awards.*

**FIN 014 23/24 (Furtado-m / Seng-s) A motion was made and seconded to approve the amendments to the Policy Concerning Student Leader Financial Awards.**

Morales J. yielded the floor to Hesgard, Edwards, and Postal to discuss proposed changes to the ASI policy concerning student leader financial awards.

\* Hesgard reminded the members of the information provided at the Finance Committee meeting before spring break. She invited the Edwards, ASI Executive Director, to provide historical context on the policy.

\* Edwards provided background on how financial awards for student leaders were initially established due to challenges in recruiting and retaining qualified student leaders. He explained that offering financial awards addressed issues around equity, allowing more students to participate in ASI who otherwise needed to work part-time jobs.

\* Edwards discussed a quantitative assessment of the positions performed by a firm specializing in job analysis, which guided the proposed changes. Edwards emphasized the importance of evaluating positions based on expectations rather than individual performance.

\* Edwards outlined key changes to the policy, including suggested increases for the Vice President, Executive Officers (Chiefs), Commission Coordinators, and Board members. The changes include an adjustment to awards for the Governance Ambassador role due to new positions in the last two years.

\* Adjustments were made for the funded and funding councils' positions to tie their awards to a percentage of average cost of attendance rather than fixed dollar amounts, allowing for inflation adjustments.

\* The changes would result in a financial impact of approximately \$45,000 to \$50,000 in the fiscal year 25-26. The existing policy would guide the financial awards for the 2024-2025 academic year as elections have already occurred.

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

Macedonio raised a point of discussion regarding the proposed changes to financial awards for Executive Officers. He expressed concern about the equity of providing the same pay to all executive officers, considering the different responsibilities and demands of their positions. Namely, he noted that the Chief Governmental Officer position involves travel via airplane, such as attending conferences, which might warrant higher compensation due to the added demands and complexities of the role. In this regard, Macedonio suggested that differing pay rates based on travel requirements, the number of commissions led, and the specific responsibilities of each executive officer would be more equitable than providing the same pay to all positions.

The Committee moved to a roll call vote.

**FIN 014 23/24 (Furtado-m / Seng-s) Roll Call Vote: 5-0-0 The motion to approve the amendments to the Policy Concerning Student Leader Financial Awards was adopted.**

## 8. New Business

### a. Action: Resolution Athletics Accounting Agreement

*The Committee will consider approving the resolution on the Athletics Accounting Agreement.*

**FIN 015 23/24 (Seng-m / Morales S.-s) A motion was made and seconded to approve the resolution on the Athletics Accounting Agreement.**

Morales J. yielded the floor to Dr. Edwards, ASI Executive Director, to review the resolution.

\* Edwards provided information on the accounting services provided by ASI for the Athletics department. He explained that ASI provides accounting services for two primary funds: the AS fee portion, primarily for scholarships, and other funds that Athletics generates.

\* Edwards showed a chart demonstrating the accounting work ASI has done for Athletics over several years, ranging from approximately \$4 to \$6 million.

\* Edwards discussed Executive Order 1000, which requires auxiliaries like ASI to pay for services received from the university or receive credit for services provided to the university. He explained how the university calculates expenses and credits for services, detailing the expenses charged to ASI and the credit ASI receives for services provided to the university.

- \* Edwards pointed out areas of concern where the university has zeroed out ASI's credit for certain services, such as athletics accounting and support for student engagement, causing a potential deficit of approximately \$400,000.
- \* Edwards emphasized that ASI continues to support the Athletics department, but the discussion between Athletics and the university regarding the payment for accounting services puts ASI in a difficult position.
- \* The resolution authorizes the Executive Director to negotiate with Athletics and the university to resolve the contractual and financial disparities, allowing for potential cancellation or modification of the agreement if necessary.
- \* Edwards concluded by highlighting the importance of addressing the issue before July 1 to avoid providing accounting services for free or impacting ASI's financial stability.

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

Furtado asked whether future student leaders could receive training on the complex issue of ASI's accounting services for Athletics, suggesting this be included in summer or fall training sessions. Edwards agreed with the idea, acknowledging the importance of providing training to future Finance Committee members on the Executive Order and the broader financial situation involving ASI and Athletics.

Furtado expressed confusion about why Athletics is pushing back against accounting services from ASI and the reason for the disagreement. He asked whether budget cuts or government funding issues might be contributing to the situation. Edwards explained the disagreement is due to differing perspectives between Athletics and the university's Admin and Finance departments regarding whether Athletics should pay ASI directly for accounting services. He noted Athletics' argument that they do not have the funds to pay, while Admin and Finance indicates that Athletics should pay directly for services.

For final clarification, Edwards explained that the roll call vote would authorize the Executive Director to modify or terminate the agreement with Athletics as necessary. This would be done to protect ASI from potential financial loss if the discussion between Athletics and admin and finance remains unresolved by June 1.

The Committee moved to a roll call vote.

**FIN 015 23/24 (Seng-m / Morales S.-s) Roll Call Vote: 5-0-0 The motion to approve the resolution on the Athletics Accounting Agreement was adopted.**

b. Action Item: Line-Item Transfer - AICC

*The Committee will consider a Line Item Transfer request for Arts InterClub Council in the amount of \$5,000 from the Travel line-item to the Supplies (\$1,000), Hospitality (\$2,000), and Speakers (\$2,000) line-items in account SG021-SG02 (Program Funding).*

**FIN 016 23/24 (Morales S.-m / Furtado-s) A motion was made and seconded to approve the line item transfer request for Arts InterClub Council in the amount of \$5,000 from the Travel line item to the Supplies (\$1,000), Hospitality (\$2,000), and Speakers (\$2,000) line items in account SG021-SG02 (Program Funding).**

Morales J. yielded the floor to Hesgard, Director of Student Government, to provide details on the line item transfer.

- \* Hesgard introduced two line item transfers for the Arts Inter-Club Council, explaining that councils are shifting funds around this time of year as they balance their budgets and accommodate clubs' needs.
- \* She noted that requests for transfers over \$1,000 in or out of the travel line item need to come to the Finance Committee for approval, while smaller transfers can be approved by the Treasurer.
- \* The Arts Inter-Club Council requested a transfer of \$5,000 from the travel line item to the supplies, hospitality, and speakers line items to better align the budget with the clubs' current needs.
- \* The speaker, AICC Vice Chair, described the rationale behind the request, noting that a poll was conducted among clubs to gauge their funding needs and preferences. They found that clubs expressed a greater interest in supplies, hospitality, and speakers than travel, which resulted in the request to transfer excess funds from the travel budget to those areas.
- \* The speaker emphasized that this change would allow clubs to organize more robust events and bring in well-known professionals from their respective fields.

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

Morales S. asked whether there were any anticipated travel requests for the remainder of the spring semester or whether there had been travel requests in the past. The speaker responded that there have been few to no travel requests in recent years, with any travel usually involving just one student attending a festival. They also mentioned that there are currently no plans for upcoming travel and that clubs have not expressed any interest in travel. Since events being planned by clubs are mostly on-campus events and with the semester ending soon, no future travel is expected.

The Committee moved to a roll call vote.

**FIN 016 23/24 (Morales S.-m / Furtado-s) Roll Call Vote: 5-0-0 The motion to approve the line item transfer request for Arts InterClub Council in the amount of \$5,000 from the Travel line item to the Supplies (\$1,000), Hospitality (\$2,000), and Speakers (\$2,000) line items in account SG021-SG02 (Program Funding) was adopted.**

**c. Action: Line-Item Transfer - HSSICC**

*The Committee will consider approving a line-item transfer request for Humanities and Social Sciences InterClub Council in the amount of \$1,926 from the Professional Services (\$999) and Speakers (\$927) line-items into the Travel line-item in account SG025-SG02 (Program Funding).*

**FIN 017 23/24 (Furtado-m / Ordiano-s) A motion was made and seconded to approve the line item transfer request for Humanities and Social Sciences InterClub Council in the amount of \$1,926 from the Professional Services (\$999) and Speakers (\$927) line-items into the Travel line-item in account SG025-SG02 (Program Funding).**

Morales J. yielded the floor to Hesgard, Director of Student Government, to provide details on the line item transfer.

\* Hesgard noted that this request was the reverse of the previous Arts Council request, as it involves transferring funds from professional services and speakers to the travel line item for club program funding.

\* Velasquez, an HSSICC representative, presented the request, explaining that \$999 would be transferred from professional services to travel and \$927 would be transferred from speakers to travel.

\* He mentioned that clubs often request travel funds for conferences and other events in different states, such as Hawaii and Nevada, particularly during the spring semester.

\* He clarified the reason for the specific amounts requested, explaining that the \$999 was initially intended to avoid needing the Board's approval, while the \$927 accurately reflects the actual needs of the clubs.

\* Velasquez indicated that the ICC does not anticipate requesting additional travel funds later in the semester and that these amounts should suffice for the clubs' current needs.

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

There were none.

The Committee moved to a roll call vote.

**FIN 017 23/24 (Furtado-m / Ordiano-s) Roll Call Vote: 5-0-0 The motion to approve the line item transfer request for Humanities and Social Sciences InterClub Council in the amount of \$1,926 from the Professional Services (\$999) and Speakers (\$927) line-items into the Travel line-item in account SG025-SG02 (Program Funding) was adopted.**

**d. Action: Contingency Request-Nigerian Student Association (NSA)**

*The Committee will consider a contingency request from the Nigerian Student Association for \$7,248.32 for travel to the 2024 Nigerian Student Coalition Conference.*

**FIN 018 23/24 (Furtado-m / Seng-s) A motion was made and seconded to approve the contingency request from the Nigerian Student Association for \$7,248.32 for travel to the 2024 Nigerian Student Coalition Conference.**

Morales J. yielded the floor to Hesgard, Director of Student Government, to provide details on the contingency request.

\* Two NSA representatives provided details on the request, explaining that the NSA aims to attend the Nigerian Student Coalition conference at UC Riverside from April 19th to 21st, themed "Decorative Afro Excellence." The conference will provide attendees with opportunities to network, learn about Nigerian culture, and participate in workshops, seminars, and panel discussions. They outlined the goals and benefits of the conference, such as cultural education, leadership skills, and visibility for the club.

\* The speakers shared the financial breakdown of the request, explaining the costs for tickets, hotel stays, and transportation. They noted the different ticket prices (early admission and general admission), hotel arrangements, and the costs associated with Uber transportation to and from the conference.

\* They provided detailed calculations for each expense category, including estimated costs and buffer amounts for potential fluctuations in transportation costs. The contingency request totals between \$7,118.32 and \$7,248.32, depending on whether they purchase early admission or general admission tickets.

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

Furtado inquired about the selection process for the individuals who will be attending the conference. The speakers explained that the selection process involved a Google form where students expressed their interest and reasons for wanting to attend the conference. The board then decided who would go based on the responses.



Morales S. asked about the estimated number of attendees who purchased pre-sale versus general admission tickets. The speakers clarified that 20 out of the 26 attendees purchased pre-sale tickets.

Seng questioned the estimated number of students using Uber for transportation, noting that travel costs seemed high. The speakers explained that they allocated funds for Uber transportation in case all students could not drive themselves. Some students have their own vehicles, but Uber was included to accommodate students without personal transportation.

Furtado asked Hesgard about the contingency funding process and whether unspent funds would return to the contingency budget. Hesgard confirmed that the funds would be provided on a reimbursement basis, and any unspent money would remain within the contingency budget.

Morales J. asked about the ages of the attendees and whether a rental van had been considered as a transportation option. The speakers acknowledged that the board members are a little older, and they explored the possibility of renting a van but faced challenges such as cost and timing.

Seng confirmed with Hesgard the remaining contingency budget amount of \$10,000 after the potential approval of the request.

The Committee moved to a roll call vote.

**FIN 018 23/24 (Furtado-m / Seng-s) Roll Call Vote: 5-0-0 The motion to approve the contingency request from the Nigerian Student Association for \$7,248.32 for travel to the 2024 Nigerian Student Coalition Conference was adopted.**

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

There were none.

#### 10. Adjournment

Morales, J., Finance Committee Chair, adjourned the meeting at 2:28 pm.



ASI Board Treasurer-Secretary (May 9, 2024 12:08 PDT)

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Joe Morales, Finance Committee Chair

*Erika Perret-Martinez*

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Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

04/11/2024 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
			5	0

Attendance	Liaisons			
			Present	Absent
ASI PRES. *	MACEDONIO	CAMERON	1	
DIR STU GOV.	HESGARD	REBECCA	1	
ASI CHAIR *	MANSOOR	SHAWAN	1	
			Present	Absent
			3	0

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

**QUORUM** 4  
**Majority** 3

Roll Call Votes			013 Policy Concerning Procurement		
			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	Abstain
			5	0	0

Roll Call Votes			014 Student Leader Awards		
			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	Abstain
			5	0	0

Roll Call Votes			015 Athletics Agreement		
			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	Abstain
			5	0	0

Roll Call Votes			016 Line-Item Transfer-AICC		
			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	Abstain
			5	0	0

Roll Call Votes			017 Line-Item Transfer-HSSICC		
			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	Abstain
			5	0	0

Roll Call Votes			018 Contingency Request (NSA)		
			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	Abstain
			5	0	0



**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**A RESOLUTION TO AMEND ASI POLICY CONCERNING PROCUREMENT**

**Sponsor:** 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 corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

**WHEREAS**, ASI policy concerning procurement provides guidance over corporate procurement of goods and services to ensure that all risks are effectively managed; and

**WHEREAS**, a review of the policy identified the need to update the language and requirements for independent contractors as defined by the IRS; and

**WHEREAS**, additionally minor corrections were made to the policy; therefore let it be

**RESOLVED**, ASI approves the amendments to the Policy Concerning Procurement; and let it be finally

**RESOLVED**, that this resolution be distributed to the ASI Executive Director, ASI CFO, and applicable ASI departments for appropriate action.

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

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Ashley Zazueta  
Chair, Board of Directors

Gavin Ong  
Secretary, Board of Directors

# 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>
<b>PURPOSE</b> .....	<b>1</b>
<b>WHO SHOULD KNOW THIS POLICY</b> .....	<b>1</b>
<b>DEFINITIONS</b> .....	<b>1</b>
<b>STANDARDS</b> .....	<b>2</b>
<b>1. PROCUREMENT GUIDELINES</b> .....	<b>2</b>
a. General Restrictions .....	2
b. Limitations.....	2
<b>2. CAPITAL EXPENDITURES</b> .....	<b>2</b>
<b>3. CONTRACTS</b> .....	<b>3</b>
a. Conflict of Interest.....	3
b. Artists, Performers, or Vendors .....	3
c. W-9.....	3
d. Independent Contractors .....	3
<b>4. CORPORATE CREDIT CARDS</b> .....	<b>3</b>
a. Prohibited Uses of the Card.....	4
b. Termination or Revocation.....	4
<b>5. PURCHASE ORDERS</b> .....	<b>4</b>
<b>6. CORPORATE TRAVEL</b> .....	<b>4</b>
a. Student Leader Travel .....	4
b. Professional Staff Travel.....	4
<b>7. HOSPITALITY</b> .....	<b>5</b>

## 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

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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>



# Finance Committee

## Procurement Policy

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

*Kathleen Postal, ASI Chief Financial Officer*

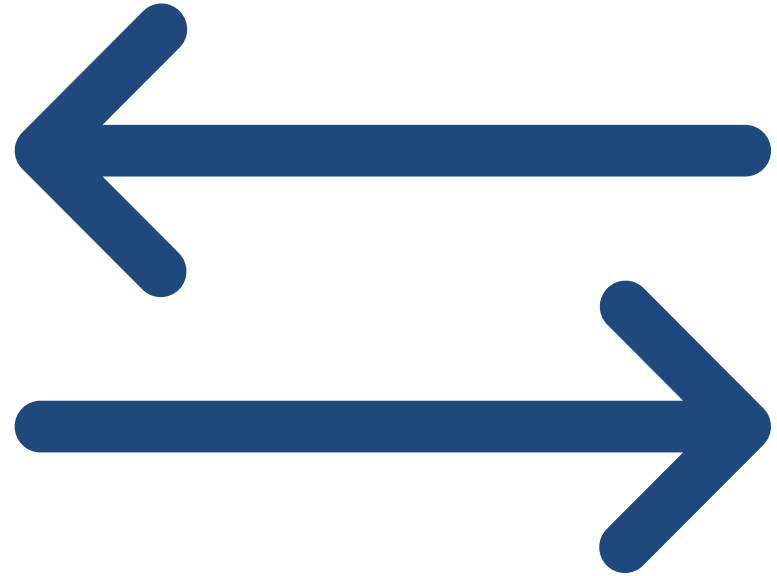
*April 11, 2023*

# ASI Procurement Policy

- Purpose: To provide guidance over corporate procurement of goods and services to ensure that all risks are effectively managed on behalf of ASI.
- The policy was approved 4/23/2019.
- Last revision was 4/20/2021.
- This is a routine review of the policy.

# Key Changes to the Policy

- Naming conventions to reflect CFO.
- Changes in the independent contractor section to reflect the CA law.
- Changes to hospitality for clarification.



# Recap

- Review of existing policy
- Updating as necessary

QUESTIONS?



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

## Point-Factor Evaluation Plan

Position evaluation is the process of determining the internal value of a position (in terms of range of pay) by making comparisons with other positions in the organization. This "Point-Factor" Plan is an aid in making these comparisons.

A factor is an element common to all positions, which varies in proportion and intensity depending on each position's responsibilities and duties.

The factors measured in our Plan are:

- Elected or Appointed;
- Hours Required;
- Coordinating Others
- Interpersonal Contact.
- Planning
- Accountability/ Impact of Errors
- Complexity;
- Decision Making;
- Fiduciary Responsibility
- Travel

Each of these factors is defined in the following section.

### POSITION FACTOR EVALUATION

<b>ELECTED OR APPOINTED</b>	
35 pts	Appointed by the ASI President or Board to Funded and Funding Council/Group
65 pts	Appointed by the ASI President or Board to Other Positions (Camp Titan or IRA Committee)
85 pts	Appointed by the ASI President as a Programming Coordinator or as the AICA Vice Chair (Category 3).
100 pts	Elected as a Board Member to represent a College (Category 3) or appointed by the ASI President and confirmed by the Board as an Elections Director, or a Commission Director (ex: Community Engagement, Environmental Sustainability).
115 pts	Appointed by the ASI President and Confirmed by the Board to an Executive Officer Position, or a Programming Director (AICA Chair -Category 2).
130 pts	Elected by the Board of Directors to an Executive position (Chair, Vice Chair, Treasurer, Secretary. (Category 1). May be asked to represent the student body to outside entities such as academic committees, state-wide committees.
150 pts	Elected by the entire Student Body (Category 1-ASI President, Vice President) to represent and promote student needs to the Board, the ASI Executive Director, the University President, academic committees, and state-wide committees.

## HOURS REQUIRED

25 pts            Positions responsible for coordinating with the ASI for receiving or distributing funding. Enables positions to complete ASI required forms and reports to access funding.

50 pts            Responsible for a Category 4 Other ASI position. Positions are responsible for coordinating a Camp Titan activity or Chairing the IRA committee.

75 pts            Requires a time commitment up to 120 hours per year. Can include AICA support positions and Elections Coordinators.

100 pts           Requires a time commitment over 120 hours per year to conduct business on behalf of the ASI. Includes elected Board Members, and the Board Member assigned to the Audit Committee.

125 pts           Requires an estimated time commitment of over 150 hours and/or a requirement to maintain regular weekly office hours. Includes appointed Executive Officers and the Elections Director.

150 pts           Requires an estimate time commitment of 200 or more hours, includes Category 1 Executive Members required by position to establish office hours, and attend a variety of on and off campus meetings.

**COORDINATING OTHERS**

	<b>Number coordinated</b>	<b>0</b>	<b>1-2</b>	<b>3-5</b>	<b>6-10</b>	<b>11-25</b>
A	Non-coordinating position	10	10	10	10	10
B	Lead person, assigned to a funded council responsible for coordinating paperwork submission.	10	20	25	30	35
C	Officer or Director responsible chairing a Commission as a Presidential appointee.	10	25	35	40	50
D	Board elected VP, Sec, Treasurer or Executive Officer responsible for making appointee recommendations, chairing standing committees.	10	30	40	45	55
E	ASI President, responsible for making and removing appointments.	10	35	45	55	60
F	Chair Board of Directors- directs the work of the Vice Chair, Secretary and Treasurer; holds Board Members accountable for duties.	10	40	50	60	70

## PLANNING ACTIVITIES/SCOPE

10 pts Supports planning for an activity or event as a member of a funding/funder council.

15 pts In a Leadership position and establishes agendas and guidelines for a funding/funder council.

20 pts Supports planning for meetings, marketing or activities as a Category 4 Other ASI Positions which includes Camp Titan Co-Directors and IRA Committee Chair.

30 pts Plans as an Elections or Commissions Coordinator or an AICA Vice Chair or Coordinator. Supports Directors or Chairs by developing agendas, planning elections or activities, or developing plans to implement programming.

35 pts Plans as a Director for a Commission, leading the commission and planning for meetings and activities.

40 pts Plans as a Member of the Board of Directors or an appointed Executive Officer, preparing for meetings, submitting annual goals, overseeing, or leading commissions, and helping to implement goals and objectives set by the Chairman of the Board and the ASI President.

45 pts Plans in direct support of the ASI President or Chair of the Board of Directors. Assists planning for Board of Directors meetings, may preside over a Standing Committee setting goals and objectives that include financial planning, facilities, governance, or the Children's Center.

50 pts - Plans for an presides over Board Meetings, setting goals and objectives for the year. Responsible for organization-wide planning, developing goals, objectives, and budgets to be submitted to the Board of Directors for approval.

**PLANNING TIME**

10 pts Plans on a monthly basis, such as submitting coordinating paperwork per established criteria for a funded or funding group or council.

20 pts Plans for several months on a specific event or activity during the year or summer (Category4).

30 pts Plans on a semester basis for a specific activity such as a committee, commission, or election function.

40 pts Plans projects on an annual basis for a specific function such as an elections commission or an Executive Officer or Program Director or developing curriculum for Board training. Supports an Executive Officer with annual planning.

45 pts Reviews and votes on budgets, plans and objectives impacting the entire student body on an annual basis.

50 pts Plans annual goals and objectives for the entire student body the and submits supporting proposals in alignment with goals and objectives for Board approval.

**INTERPERSONAL CONTACT**

		1	2	3	4
		<b>INTERNAL CONTACTS</b>			
	<b>EXTERNAL CONTACTS</b>	<b>Immediate Committee or Council Members</b>	<b>Routine within Commission or Committee</b>	<b>Presents Reports to Board</b>	<b>Member of Board or Elected by the Entire Student Body.</b>
1	<b>No contacts outside of department or Council presenters.</b>	30	40	50	60
2	<b>Contact/work with student leaders, Coordinators, advisors with multiple colleges</b>	40	50	60	70
3	<b>Routinely coordinates with Vendors/ Outside Agencies or families on routine campus activities</b>	60	70	80	90
4	<b>Represents Student Body on multiple campus committees, councils, and commissions.</b>	70	85	100	115

5	<b>Participates in multiple campus advisory committees at the highest level (Academic Senate), regular meetings with the University President, Provost, and ASI Executive Director.</b>	85	100	115	125
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**ACCOUNTABILITY**

		<b>IMPACT OF ERRORS</b>				
	<b>Assignment</b>	Cause little difficult to correct	May waste supplies	Modest financial loss	Considerable financial loss	Serious financial impact
1	Assigned to a funding/funder council with specific structured guidelines.	25	35	45	55	65
2	Assigned to a Category 4 function that has specific policies and rules and is closely monitored by ASI staff and the ASI board.	30	40	50	60	70
3	Appointed as a Coordinator or Vice Chair to a Committee or Elections. Guided by detailed bylaws and policies and subject to multiple ASI reviews.	45	55	65	75	85
4	Elected as a Board of Director responsible for voting on budgets, contracts, and policy decisions. Appointed by the ASI President as an Executive Officer responsible for directing Commissions, and major campus functions with general oversight.	60	75	90	105	120
5	Elected by the Board of Directors to support the ASI Chair as a Vice Chair, Treasurer or Secretary or by the Student Body as a Vice President. Independently establishes guidelines in a major function. Elected by the Student Body to support the ASI President	75	90	105	120	135



6	Elected as Board Chairman or ASI President. Self-directed while consulting with the ASI Executive Director and University staff.	90	105	120	135	150
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### **DECISION MAKING**

30 pts - Responsibilities are primarily allocating funds as part of a Funding or Funded Committee.

50 pts - Duties involve providing input and recommendations in council or committees used in the decision-making process, but do not involve making decisions.

75 pts Responsibilities involve setting guidelines for a committee, commission or council and deciding which recommendations to report or forward to the Board of Directors.

100 pts Responsibilities include voting on recommendations presented for review, including budgets, contracts, bylaws, and policies. Includes the Vice Present providing review and support of items for the President.

125 pts Responsibilities include acting as an Executive Officer or Elections Director, leading Commissions, interacting with CSUF departments to ensure strategic alignment, corresponding with elected officials, and potentially traveling to meet with elected officials. Acts in an independent capacity to implement elections and ensure election integrity.

### **FIDUCIARY RESPONSIBILITIES**

20 pts No fiduciary responsibilities

40 pts Ensures guidelines are adhered to for a funded or funding council.

60 pts Responsibilities involve ensuring fiduciary guidelines are followed by a committee, commission, or council.

80 pts Chairs the financial or audit committee charged with a fiduciary responsibility regarding a duty of care, loyalty, and mission/obedience. Responsible for developing and submitting a budget to the Board of Directors for approval.

100 pts Routinely votes on expenditures for the student body that require a duty of care, loyalty, and mission/obedience.

### **TRAVEL**

10 pts No travel required by duties.

20 pts Duties require some infrequent local travel.

30 pts Duties require some infrequent out of state travel.

# 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.
<u><b>Average Cost of Attendance</b></u>	<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 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> may 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 Policy Concerning Student Leader Financial Awards

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

*Dr. Dave Edwards, ASI Executive Director*  
*Kathleen Postal, ASI Chief Financial Officer*  
*Rebecca Hesgard, ASI Director of Student Government*  
*April 11, 2023*

# History of Financial Leader Awards

- Student leaders provide service to the student body. In the 1990s to early 2000s, most positions were voluntary and unpaid. Financial awards ensure any student can equitably participate in these leadership opportunities.
- The CSU established guidelines for how student leader financial awards should be awarded in the mid-2000s.

# History of the ASI Policy

- ASI student leaders established this policy on 5/8/2018 to provide guidance on the administration for ASI Student Leader Financial Awards, including award amounts.
- The policy categorizes all positions into 5 groupings based on fiduciary and leadership roles.
- Within each category, award amounts for each position are listed as a percentage of the annual Average Cost of Attendance (ACOA) amount.
  - ACOA is established annually by the University



# Reviewing the Policy

- Over time, student leaders requested that this policy be reviewed to ensure awards equitably reflect the requirements of the positions.
- 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, fiduciary responsibilities, oversight of other student leaders or teams, etc.

# Key Changes to the Policy

**Based on the findings and historical changes to positions the following policy recommendations are:**

1. Award increases was suggested for the Vice President, Executive Officers, Commission Coordinators, and Board Members.
2. Award decrease was suggested for the Governance Ambassador roles.
3. 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.
4. Two positions were removed from the policy list because the Camp Titan responsibilities have been assumed by student employment roles in the programming department.

# 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?

<u>Total 6 positions</u>	<u>Tuition Offset</u>	<u>HRS</u>
Chair Board of Directors-elected by Board	75%	239
Vice Chair Board of Directors elected by Board	55%	180
Treasurer Board of Directors-elected by Board	55%	184
Secretary Board of Directors-eleted by Board	55%	199.5
ASI President-elected by Student Body	75%	398
ASI Vice President-elected by Student Body	55%	204

<b>234 Avg</b>
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**CATEGORY 1  
BOARD OF DIRECTORS**

Questions/Notes

Chair Board of Directors-elected by Board	Meeting/Activity Time	Per semester	Semster total	Annual Total	Coord	Source-Policy Concerning Board of Directors
Preside over all BOD Meetings	2.5	8	20	40	15	Responsible for all directors making obligations
Meet with each Board Member (15 Members) 1x/sem	1	15	15	30		
Appoints Directors to standing and adhoc committees.	2	1	2	4		
Meeting with their College Dean	1	1	1	2		
Serve on a standing committee	1.25	5	6.25	12.5		
Liason to another Committee	1	5	5	10		
Attend interclub council meetings	1	17	17	34		
Regular Office Hours	1	17	17	34		
Report to board on their college	0.25	1	0.25	0.5		
Grade ASI scholarship applications	1	1	1	2		
Ex Officio on all committees	1.25	8.5	10.63	21.25		
Representative on Student Athletics Advisory Council	0	0	0	0		
Rep on Academic Senate	1.5	5	7.5	15		
Dev curriculum	2	1	2	4		
Meet w/ Univ President, Provost, etc	3	5	15	30		
<b>EST TOTAL HOURS</b>				239	15	

Vice Chair Board of Directors elected by Board	Meeting/Activity Time	Per semester	Semster total	Annual Total	Coord	Source-Policy Concerning Board of Directors; Bylaws
Presides over the Governance Commission	1.25	5	6.25	12.5	4	Assists Chair to keep BOD meeting obligations
Presides over Children's Center Advisory Committee	1.5	1.5	2.25	4.5	5	
Sets guidelines and accepts College Reports and Academic Senate Reports	1	17	17	34	15	
Meeting with their College Dean	1	1	1	2		
Serve on a standing committee	1.25	5	6.25	12.5		
Liason to another Committee	1	5	5	10		
Attend interclub council meetings	1	17	17	34		
Regular Office Hours	1	17	17	34		
Report to board on their college	0.25	1	0.25	0.5		
Grade ASI scholarship applications	1	1	1	2		
Dev curriculum	2	1	2	4		
Meet w/ Univ President, Provost, etc	3	5	15	30		
<b>EST TOTAL HOURS</b>				180	24	

Treasurer Board of Directors-elected by Board	Meeting/Activity Time	Per semester	Semster total	Annual Total	Coord	Source: Board of Directors policy; bylaws
Presides over Finance Committee	1.25	5	6.25	12.5	4	
Monthly Finance Reports	1	4	4	8		
Meet with ASI Board Chair 1x/semester	1	1	1	2		Is this position or the Treasurer?-Per Ex Senate Policy  Please check hours
Meeting with their College Dean 1x/semester	1	1	1	2		
Serves as Vice Chair to the Executive Senate	1	4.5	4.5	9		
Meet w/ASI ED & Assoc Dir 1x/semester	1	1	1	2		

Submit annual goals to Board	1	1	1	2
Update the Vice Chair Weekly on activities by submitting report	1	17	17	34
Attend Board of Directors Meetings	2.5	8	20	40
Serve on ASI standing committee	1.25	5	6.25	12.5
Liason to another Committee	1	5	5	10
Attend interclub council meetings	1	17	17	34
Keep Regular Office Hours	1	17	17	34
Report to the Board on issues and concerns from their college	0.25	1	0.25	0.5
Grade ASI Scholarship applications	1	1	1	2
<b>EST TOTAL HOURS</b>				184

Need to verify Standing Committee meetings

Assumed these clubs meet weekly-but please verify

Secretary Board of Directors-eleted by Board	Meeting/Activity Time	Per semester	Semster total	Annual Total	Coord	Source-Policy Concerning Board of Directors; bylaws
Presides over Facilities Committee	1.25	5	6.25	12.5	4	Please check hours  Need to verify Standing Committee meetings
Certifies Board Records	1	4	4	8		
Dev training curriculum	2	1	2	4		
Meet with ASI Board Chair 1x/semester	1	1	1	2		
Meeting with their College Dean 1x/semester	1	1	1	2		
Meet w/ASI ED & Assoc Dir 1x/semester	1	1	1	2		
Submit annual goals to Board	1	1	1	2		
Update the Vice Chair Weekly on activities by submitting report	1	17	17	34		
Attend Board of Directors Meetings	2.5	8	20	40		
Serve on ASI standing committee	1.25	5	6.25	12.5		
Liason to another Committee	1	5	5	10		

Attend interclub council meetings	1	17	17	34	Assumed these clubs meet weekly-but please verify
Keep Regular Office Hours	1	17	17	34	
Report to the Board on issues and concerns from their college	0.25	1	0.25	0.5	
Grade ASI Scholarship applications	1	1	1	2	
<b>EST TOTAL HOURS</b>				199.5	

**EXECUTIVE OFFICERS**

ASI President-elected by Student Body	Meeting/Activity Time	Per semester	Semster total	Annual Total	Coord	Source-Policy Concerning Executive Officers
Attend all Board Meetings	2.5	8	20	40	8	8 student representatives
Submit budget proposal to Finance Committee	2	1	2	4		
Chair the IRA	1	5	5	10		
Serve as a voting member of the Academic Senate	1.5	5	7.5	15		
Serve as a voting or non voting member of Cal State Student Assn	16	4.5	72	144		
Communicate w/partners	10	5	50	100		
Regular Office Hours	1	17	17	34		
Standing liaison officer on all ASI committees	1.25	8.5	10.63	21.25		
Meet w/ Univ President, Provost, etc	3	5	15	30		
<b>EST TOTAL HOURS</b>				398		



ASI Vice President-elected by Student Body	Meeting/Activity Time	Per semester	Semster total	Annual Total	Coord	Source-Policy Concerning Executive Officers
Attend all Board Meetings	2.5	8	20	40	4	Per Policy Concerning Exec Senate Meets 1x/month Sept to May-need # coord-please verify
Chairs the Executive Senate	2	4.5	9	18		
Oversees the Association for InterCultural Awareness (AICA)	1.5	5	7.5	15		
Promotes ASI Scholarship program and oversees application review and award	1	2	2	4		
Communicate w/partners	5	5	25	50		
Maintains Regular Office Hours	1	17	17	34		
Standing liaison offier on all ASI committees	1.25	5	6.25	12.5		
Meet w/ Univ President, Provost, Academic Senate, etc	3	5	15	30		
<b>EST TOTAL HOURS</b>				204	4	



CALIFORNIA STATE UNIVERSITY, FULLERTON®

**RESOLUTION AUTHORIZING ASI EXECUTIVE DIRECTOR  
TO RENEGOTIATE ATHLETICS ACCOUNTING AGREEMENT**

**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 (CSUF); and

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

**WHEREAS**, ASI has provided accounting services to the CSUF Department of Athletics for scholarships for student athletes, funded from the ASI fee, and general operations, funded from funds generated by the CSUF Department of Athletics; and

**WHEREAS**, ASI entered into an agreement with the CSUF Department of Athletics to provide these services in 2022 through June 30, 2025; and

**WHEREAS**, included in this agreement, and as a practice for many years beforehand, the University has compensated ASI for these accounting services by giving ASI credit for the service (estimated annually at \$400,000) as part of the annual cost recovery calculations (EO1000); and

**WHEREAS**, CSUF Vice President of Administration & Finance/CFO Alex Porter notified ASI in February 2024 that the University would no longer be providing credit for the accounting services to ASI through cost recovery efforts in EO1000 calculations and would instead require the CSUF Department of Athletics to pay ASI directly for the accounting expenses; and

**WHEREAS**, while the current agreement permits ASI to bill the CSUF Department of Athletics, if cost recovery is not provided by the university, there is not clear direction from the university as to how ASI would be paid for these accounting services; and

**WHEREAS**, the inability to recover direct payment from the CSUF Department of Athletics or annual credit through cost recovery in EO1000 calculations from the Division of Administration and Finance would result in a negative financial impact for ASI; and

**WHEREAS**, ASI continues to stand firm in its support of our Titan student athletes and the CSUF Department of Athletics and hopes for a resolution that supports students and makes ASI financially whole; and

**RESOLVED**, ASI authorizes the Executive Director to negotiate with the university to

appropriately resolve this issue, focusing specifically on ensuring that ASI is not financially impacted in a negative manner by the decision and that the impact to student athletes is minimized; and let it be

**RESOLVED**, ASI authorizes the Executive Director to modify the agreement with the Department of Athletics or take action as needed to no longer provide accounting services to the Department of Athletics if an acceptable solution is not reached prior to June 30, 2024; and let it be finally

**RESOLVED**, that this Resolution be distributed to the ASI Executive Director and applicable ASI departments, CSUF Vice President for Student Affairs, CSUF Director of Athletics, CSUF Vice President of Administration & Finance/CFO.

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

---

Ashley Zazueta  
Chair, Board of Directors

Gavin Ong  
Secretary, Board of Directors



# Athletics Accounting Agreement Resolution

Finance Committee

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

*Dave Edwards, ASI Executive Director*

*April 11, 2023*

# Resolution to Renegotiate Athletics Accounting Agreement

- This resolution is to authorize the executive director to renegotiate the current accounting agreement with the Department of Athletics if necessary.

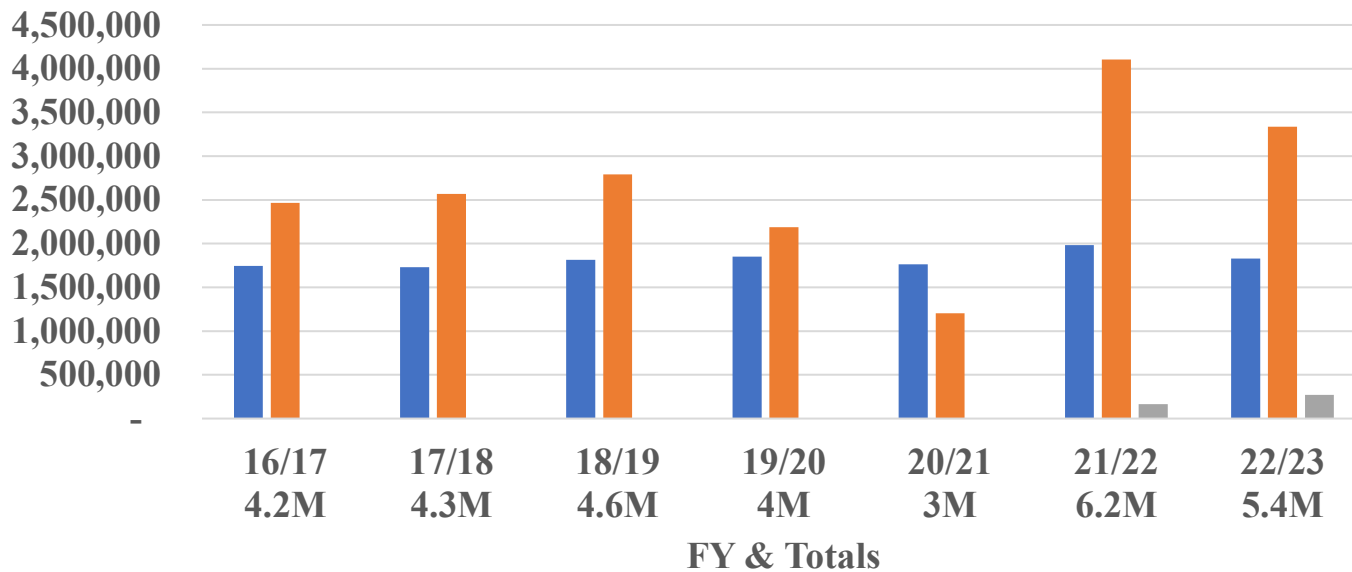
# Background

- The current agreement is from 2022 to 2025.
- ASI provides the following services:
  - Vendor payments
  - Travel
  - Reimbursement to staff
  - Payroll services for coaches based on their contract
  - Athletic Scholarships
    - Tuition and mandatory fees
    - Additional course or instruction fees paid to CSUF
    - Books required
    - Housing



# Annual Services Provided

Accounting Annual Processing  
(in Millions)



- Scholarships
- Athletic Self Funded
- Athletic travel to banned states (pd by Philanthropic)

# What is the EO1000?

- The EO1000 is the cost recovery between ASI and Campus for cost incurred by each party annually.

*“Ensure that costs incurred by the CSU Operating Fund for services, products, and facilities provided to other CSU funds and to Auxiliary Organizations are properly and consistently recovered with cash and/or documented exchange of value.”*

- The Campus provides ASI services (direct cost) and charges ASI a portion of the expense for running the campus (indirect cost).
- ASI provides services to the CSUF community that enhances student engagement and supports the university mission.
- These items make up the EO1000.
- ASI charges 7% for accounting services for athletics in the EO1000.



**California State University, Fullerton Cost Allocation Plan by Functional Program FY 2022-23**

Functional Program	Actual 21/22	Cost Pool	EIP	PKG	HSG	ASC	ASI	Philanthropic	Sprint/Nextel	Total	UWD	Total W/ UWD
General Academic Instruction	221,796,245	-	-	-	-	-	-	-	-	-	-	-
Instructional Information Tech	8,229,757	5,185,799	359,681	-	-	-	-	-	-	359,681	4,826,118	5,185,799
Institutes and Research Center	522,245	-	-	-	-	-	-	-	-	-	-	-
Individual and Project Research	149,089	-	-	-	-	-	-	-	-	-	-	-
Community Service	2,986,925	-	-	-	-	-	-	-	-	-	-	-
Public Broadcasting Services	9,309	-	-	-	-	-	-	-	-	-	-	-
Public Service Information Tech	1,513	-	-	-	-	-	-	-	-	-	-	-
Libraries	9,447,943	8,731,418	605,601	-	-	-	-	-	-	605,601	8,125,817	8,731,418
Museums and Galleries	447,937	-	-	-	-	-	-	-	-	-	-	-
Educational Media Services	8,732	-	-	-	-	-	-	-	-	-	-	-
Ancillary Support	435,840	-	-	-	-	-	-	-	-	-	-	-
Academic Administration	26,372,363	-	-	-	-	-	-	-	-	-	-	-
Academic Personnel Developmen	487,868	-	-	-	-	-	-	-	-	-	-	-
Course and Curriculum Developm	443,727	-	-	-	-	-	-	-	-	-	-	-
Academic Support Information Te	950,162	-	-	-	-	-	-	-	-	-	-	-
Student Services Administration	9,887,482	8,174,400	547,339	-	-	-	-	-	-	547,339	7,627,061	8,174,400
Social and Cultural Development	12,357,836	1,821,537	126,340	-	-	-	-	-	-	126,340	1,695,198	1,821,537
Counseling and Career Guidance	6,566,676	4,522,229	297,108	-	-	-	-	-	-	297,108	4,225,121	4,522,229
Financial Aid Administration	2,969,711	-	-	-	-	-	-	-	-	-	-	-
Student Health Services	10,049,029	4,613,254	-	-	-	-	-	-	-	-	4,613,254	4,613,254
Student Services Information Tec	1,253,154	1,171,116	66,425	-	-	-	-	-	-	66,425	1,104,691	1,171,116
Student Admissions	3,792,245	-	-	-	-	-	-	-	-	-	-	-
Student Records	2,414,621	-	-	-	-	-	-	-	-	-	-	-
Executive Management	8,181,830	8,106,511	427,243	230,285	720,982	483,251	482,435	5,145	24,525	2,373,866	5,732,645	8,106,511
Fiscal Operations	8,844,282	9,693,505	538,701	290,361	909,070	345,194	344,611	6,487	30,923	2,465,347	7,228,159	9,693,505
Public Relations/Development	12,762,256	12,638,186	836,501	-	-	-	-	10,073	-	846,574	11,791,612	12,638,186
General Administration	19,176,104	16,556,146	975,465	525,777	1,646,120	132,616	132,392	8,730	41,613	3,462,713	13,093,433	16,556,146
Administrative Information Tech	31,216,873	22,648,962	1,042,982	562,169	1,551,634	1,039,475	1,037,718	12,560	59,870	5,306,408	17,342,554	22,648,962
Physical Plant Administration	5,017,290	4,780,295	324,830	22,511	70,478	-	-	-	2,397	420,217	4,360,079	4,780,295
Building Maintenance	7,858,280	7,483,147	474,921	-	-	-	-	-	-	474,921	7,008,226	7,483,147
Custodial Services	5,546,154	5,524,296	383,159	-	-	-	-	-	-	383,159	5,141,137	5,524,296
Utilities	7,284,078	7,280,599	235,201	126,774	396,908	266,035	265,585	2,832	13,501	1,306,837	5,973,762	7,280,599
Landscape and Grounds Mainten	2,574,287	2,553,787	176,954	-	-	-	-	-	-	176,954	2,376,833	2,553,787
Major Repairs and Renovations	0	-	-	-	-	-	-	-	-	-	-	-
Security and Safety	26,382,170	8,204,015	381,718	205,747	644,158	431,758	431,029	-	-	2,094,410	6,109,606	8,204,015
Logistical Services	6,600,246	6,566,590	52,691	-	-	-	-	-	-	52,691	6,513,899	6,566,590
Oper and Maint Information Tech	2,856,371	298,636	-	-	-	-	-	-	-	-	298,636	298,636
Scholarships	2,499,195	-	-	-	-	-	-	-	-	-	-	-
Fellowships	47,000	-	-	-	-	-	-	-	-	-	-	-
Intra Campus Transfers	75,006,947	-	-	-	-	-	-	-	-	-	-	-
Inter Agency Transfers	11,000	-	-	-	-	-	-	-	-	-	-	-
Other Nonoperating Rev/Exp	-268,350	-	-	-	-	-	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$543,176,420</b>	<b>\$146,554,429</b>	<b>\$7,852,862</b>	<b>\$1,963,624</b>	<b>\$5,939,350</b>	<b>\$2,698,330</b>	<b>\$2,693,771</b>	<b>\$45,826</b>	<b>\$172,829</b>	<b>\$21,366,591</b>	<b>\$125,187,837</b>	<b>\$146,554,429</b>
Adjustment	0	0	-1,509,971	-1,031,801	-4,268,356	-729,291	-732,761	-	-42,908	-8,315,087	8,315,087	-
<b>Total</b>	<b>\$543,176,420</b>	<b>\$146,554,429</b>	<b>\$6,342,891</b>	<b>\$931,823</b>	<b>\$1,670,994</b>	<b>\$1,969,039</b>	<b>\$1,961,010</b>	<b>\$45,826</b>	<b>\$129,921</b>	<b>\$13,051,505</b>	<b>\$133,502,924</b>	<b>\$146,554,429</b>

SLA/MOU			5,059,140	2,373,814	867,954			12,871		8,313,779		8,313,779
In-Kind Credit (Approved)			-585,526	-273,449	-135,972	-1,740,680	-1,486,712	-2,588,901		-6,811,240		-6,811,240
SLA/CAP Credit				-2,555,629	-1,437,187					-3,992,816		-3,992,816
<b>FY 2022/23 Cost Allocation</b>	<b>\$543,176,420</b>	<b>\$146,554,429</b>	<b>\$10,816,505</b>	<b>\$476,558</b>	<b>\$965,790</b>	<b>\$228,359</b>	<b>\$474,298</b>	<b>\$ -</b>	<b>\$129,921</b>	<b>\$13,091,431</b>	<b>\$133,502,924</b>	<b>\$144,064,152</b>

\*Excludes COVID/HEERF reimbursement for prior year expenditures

†EIP-College MOU Cost Recovery (Open University, Summer, Winter, Grad 700)

# EO1000 CSUF to Auxiliary

**FY 22/23**

**EO1000 - Functional Program**

	<b>ASC</b>	<b>ASI</b>
Executive Management	483,251	482,435
Fiscal Operations	345,194	344,611
General Administration	132,616	132,392
Administrative Information Tech	1,039,475	1,037,718
Utilities	266,035	265,585
Security & Safety	431,758	431,029
Subtotal	2,698,329	2,693,770
Adjustment	(729,291)	(732,761)
<b>Total</b>	<b>1,969,038</b>	<b>1,961,009</b>

**Detail of Dept. 10296 Expenses**

<b>Description</b>	<b>Sum of Actuals</b>
<b>Alumni-Focused Share Your Road ("SYR") Platform</b>	175,000
*ASI does not benefit from this program.	
<b>Armored Courier</b>	25,340
*ASI benefits from this service.	
<b>Audit Fee and Other CO admin Charges</b>	142,783
*ASI benefits from audit support and should share in this expense. However, ASI pays for its CO administrative charges separately. These charges should not be included.	
<b>SCO Charges</b>	13,190
*ASI does not benefit from this program.	
<b>CashNet Software</b>	165,770
*ASI does not benefit from this program.	
<b>Children Center Subsidy</b>	192,000
*This forces ASI to return funds paid to ASI for Childcare. These charges should not be included.	
<b>Credit Card Processing Fee</b>	20,580
*ASI does not benefit from this program. ASI pays separately for its own credit card processing.	
<b>FY19/20 CIRS (Campus Information Retrieval System) Charges</b>	30,834
*ASI does not benefit from this program.	
<b>International Student Recruitment Fee</b>	48,880
*ASI does not benefit from this program.	
<b>UW IT Software and Annual Maintenance</b>	17,718
*ASI does not benefit from this program.	
<b>Perkins/Dream Loan Prog Pmt</b>	50,862
*ASI does not benefit from this program.	
<b>Passdown Benefit Expenses</b>	1,327,100
*ASI does not benefit from this program.	
<b>Space Rental</b>	11,560,018
*ASI does not benefit from this program.	
<b>State Fire Marshal Fee</b>	183,338
*ASI does not benefit from this program. We pay for the Fire Marshal Fees directly.	
<b>Univ Police Bldg DS Payment</b>	355,175
*ASI does not benefit from this program. ASI fees cannot be used to pay for debt service for other facilities.	
<b>Repair &amp; Maintenance</b>	516,401
*ASI does not benefit from this program. ASI does its own repair and maintenance and pays per service/project when the university provides facility support.	
<b>Student Payment/Financial Collection Services Fee</b>	34,697
*ASI does not benefit from this program.	
Various Adjustments	<u>(128,593)</u>

Grand Total

14,731,093



## General Fund Support Activities (In-Kind Contributions)

Organization: Associated Students, CSUF, Inc.

Contact: Carolyn Ehrlich Extension: 7718

Fiscal Year: FY21-22

\$ 2,352,182

Support Activity (Name of Activity)	Explanation of Activity (Detailed description of the purpose of the activity and the types recipients receiving support)	Recipient(s) of Support (University-wide, Division Name, Department Name, or Program)	Contact	Amount	Approved
ASI Food Pantry	ASI's direct costs in support of the Food Pantry	University		\$ 126,500	\$ 126,500
ASI, Campus-wide Committee Support	ASI management and staff time spent assisting campus-wide required University meetings and functions	University		\$ 72,988	\$ 72,988
ASI, DiscoverFest	Cost of Club/Org Tents and Tables	University, Athletics Division		\$ 7,355	\$ 7,355
ASI Financial Services, Athletics	ASI Financial Services provides accounting services to Athletics that includes a \$300,000 line of credit. Cost is volume-based, 7% of other expenses.	University, Athletics Division		\$ 437,411	
ASI Financial Services, Student Org/Club (Agency) accounts	ASI Financial Services provides accounting services and oversight of student club accounts (Agency Accounts), including banking, AP, online ticket sales, and payment for university services in compliance with CSU guidelines. (15% of total club transactions)	Division of Student Affairs, recognized student clubs and organizations		\$ 44,644	\$ 44,644
Children's Center - Support to campus community	Associated Students utilizes this amount of the student body fee to provide 11,000 hours of high-quality pedagogical child care for 215 student families, as well as faculty and staff, 30 student internships, approx. 400 hours of classroom observations for Child & Adolescent Studies; employs 97 students. The graduation rate of enrolled student parents is 89%.	University		\$ 836,585	\$ 836,585
Enhancement of the student experience	Enhancement of the student experience (salary expense associated with ASI student leadership advisors for student government and student programs and events – approximately \$430K	University		\$ 428,059	
Enhance of the University brand	Enhancement of the university brand (10% of budgeted marketing expenses for campus-wide, external outreach and marketing – approximately \$69K	University		\$ 100,516	\$ 100,516
Improved Relations with Constituents and University Community	improved relations with constituents and/or the university community (government relations budgeted expenses for lobbying and community engagement in student government – approximately \$9500	University		\$ 26,717	\$ 26,717
Student Recreation Center, facility rentals	Discounted room rental fees for campus departments off of the community rental rates. The amount reflects actual SRC fees that would have been paid by campus departments; fees are based on actual cost to provide facility services such as rental, custodial, utilities, and supplies.	University		\$ 2,857	\$ 2,857
Student Recreation Center, discounted memberships	All faculty and staff on are eligible to receive a discount on monthly memberships off the community rate. The difference in rate is \$7.00 per month.	University		\$ 4,788	\$ 4,788
Student Research Grants	Total funds expended to student grant recipients for academic course supported research	University		\$ 21,284	\$ 21,284
Student Scholarships	Associated Students utilized this amount of the student body fee to provide scholarships for CSUF students.	University		\$ 37,147	\$ 37,147
Titan Student Union, office space	Market rate for N Orange County office space for Dean of Students and Student Life & Leadership office suite in TSU; includes rent, mail delivery, utilities, custodial and maintenance/operations support, use of shared spaces including meeting rooms and staff facilities.	University, Student Affairs		\$ 110,607	\$ 110,607
Titan Student Union, University Conference Center	Room rental fees for New Student Orientation and Student Affairs events waived per TSC Board of Trustees decision. The amount reflects actual UCC fees that would have been paid by Student Affairs; fees are based on actual cost to provide facility services such as custodial, utilities, and supplies.	University; Student Affairs		\$ 23,795	\$ 23,795
Titan Student Union, Information Desk	TSU Information & Services provides campus-wide customer support, lost and found, and ticket donations and services, device check-out for CSUF IT, and other services. Since it is open 7:00 am to midnight, every day of the week, it is often the only manned customer support center for after-hours visitors.	University		\$ 58,500	\$ 58,500
Utilities	Administrative upcharge from campus cost paid by ASI	University, Facilities		\$ 12,429	\$ 12,429
<b>Total</b>				<b>\$ 2,352,182</b>	<b>\$ 1,486,712</b>

# EO1000 ASI Cost

Fiscal Y FY22-23			Total	\$2,474,420
Support Activity	Explanation of Activity	Recipient(s) of Support	Amount	
ASI Food Pantry	ASI's direct costs in support of the Food Pantry	University	\$	153,466
ASI, Campus-wide Committee Support	ASI management and staff time spent assisting	University	\$	77,071
ASI, DiscoverFest	Cost of Club/Org Tents and Tables	University, Student Affairs	\$	11,212
ASI Financial Services, Athletics	ASI Financial Services provides accounting	University, Athletics Division	\$	380,396
ASI Financial Services, Student Org/Club	ASI Financial Services provides accounting	Division of Student Affairs,	\$	226,262
Children's Center - Support to campus	Associated Students utilizes this amount of the	University	\$	819,878
Enhancement of the student experience	Enhancement of the student experience (salary	University	\$	338,646
Enhance of the University brand	Enhancement of the university brand for campus-	University	\$	115,682
Improved Relations with Constituents and	Improved relations with constituents and/or the	University	\$	3,110
Student Recreation Center, facility rentals	Discounted room rental fees for campus	University	\$	9,267
Student Recreation Center, discounted	All faculty and staff on are eligible to receive a	University	\$	36,456
Student Research Grants	Total funds expended to student grant recipients	University	\$	22,062
Student Scholarships	Associated Students utilized this amount of the	University	\$	58,500
Titan Student Union, office space	Market rate for N Orange County office space for	University, Student Affairs	\$	118,513
Titan Student Union, University Conference	Room rental fees for New Student Orientation and	University; Student Affairs	\$	24,985
Titan Student Union, Information Desk	TSU Information & Services provides campus-	University	\$	57,304
Utilities	Administrative upcharge from campus cost paid by	University, Facilities	\$	21,609

# Recap



ASI continues to stand firm in its support of our Titan student athletes and the CSUF Department of Athletics



ASI has been notified that the fee can no longer be passed through the EO1000.



The accounting services charges need to be invoiced directly to Athletics.



# Resolution



WHEREAS, ASI continues to stand firm in its support of our Titan student athletes and the CSUF Department of Athletics and hopes for a resolution that supports the students and makes ASI whole; and



RESOLVED, ASI authorizes the Executive Director to negotiate with the university to appropriately resolve this issue, focusing specifically on ensuring that ASI is not financially impacted in a negative manner by the decision and that the impact to student athletes is minimized, and let it be



RESOLVED, ASI authorizes the Executive Director to modify the agreement with the Department of Athletics or take action as needed to no longer provide accounting services to the Department of Athletics if an acceptable solution is not reached prior to June 20, 2024,

QUESTIONS?





**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**A RESOLUTION APPROVING A LINE ITEM TRANSFER – ARTS INTERCLUB 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, any line-item transfer to or from a funded or funding organization's travel line item in excess of \$1,000 must be approved by the Finance Committee; and

**WHEREAS**, Arts Interclub Council has requested a line-item transfer of \$5,000 from SG021-SG02 Travel to Supplies (\$1,000), Hospitality (\$2,000) and Speakers (\$2,000); and

**WHEREAS**, Arts Interclub Council is currently receiving more requests for club events and speaker workshops than travel needs for the spring semester, especially related to their annual Arts Week event; therefore let it be

**RESOLVED**, ASI approves the line-item transfer request for Arts Interclub Council for \$5,000 from SG021-SG02 Travel to Supplies (\$1,000), Hospitality (\$2,000) and Speakers (\$2,000); and let it be finally

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

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

---

Ashely Zazueta  
Chair, Board of Directors

Gavin Ong  
Secretary, Board of Directors



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION APPROVING A LINE ITEM TRANSFER – HUMANITIES AND SOCIAL SCIENCES INTERCLUB 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, any line-item transfer to or from a funded or funding organization's travel line item in excess of \$1,000 must be approved by the Finance Committee; and

**WHEREAS**, Humanities and Social Sciences (HSS) Interclub Council has requested a line-item transfer of \$1,926 from SG025-SG02 Professional Services (\$999) and Speakers (\$927) to Travel; and

**WHEREAS**, HSS Interclub Council has received more requests for important, annual travel opportunities for students and student organizations in the spring semester; therefore let it be

**RESOLVED**, ASI approves the line-item transfer request for HSS Interclub Council for \$1,926 from SG025-SG02 Professional Services (\$999) and Speakers (\$927) to Travel; and let it be finally

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

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

---

Ashely Zazueta  
Chair, Board of Directors

Gavin Ong  
Secretary, Board of Directors



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION APPROVING A CONTINGENCY REQUEST FROM  
NIGERIAN STUDENT ASSOCIATION**

**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**, Nigerian Student Association has requested \$7,248.32 for registration, lodging, and transportation to attend the 2024 Nigerian Student Coalition Conference; and therefore let it be

**RESOLVED**, ASI approves the contingency request for \$7,248.32 for the Nigerian Student Association; 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 twenty-third 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>

# Nigerian Student Association Contingency Request

Nigerian Student Coalition Conference (NSCC 2024)

# What is Nigerian Student Coalition Conference?

- The Nigerian Student Coalition Conference (known as NSCC) is a conference that introduces attendees to other Africans, and gives an opportunity to experience and learn about Nigerian culture and communities.
- This event is taking place at the University of California, Riverside from April 19, 2024 until April 21, 2024.
- This year's theme is 10 year anniversary: **The Decade of Afroxcellence**
  - The objective of this year's conference is to educate participants on Nigerian culture, empowering them to deepen their understanding and apply this knowledge to enhance both their personal and academic endeavors in the present and future.

# Objective of Attending NSCC

- To allow students to network and connect with other student leaders from various CSU and UC campuses
- Learn new leadership skills from workshops and more
- Allow CSUF students to learn more about Nigerian culture and participate in various events that highlight Nigerian culture
- Learn skills and techniques on how to be a leader in your community
- Keynote speakers that allows students to learn and elevate their knowledge in a particular topic or idea.
- Allows CSUF NSA to grow as a club and take knowledge from the conference and implement here on campus

# Outcomes of NSCC

- To expand the understanding of Nigerian culture by providing a fun atmosphere
- Getting to meet other students of Nigerian heritage to build connections and to build relations for the future
- Give student leaders the opportunity to learn how to be a leader in your own community
- Skill Development: Participate in workshops, seminars, and panel discussions to enhance skills such as leadership, communication, event planning, and cultural awareness.
- Visibility and Recognition: Raise the profile of your club within the Nigerian student community and the broader university or college. Showcase your club's achievements, initiatives, and contributions to inspire others and attract new members.

# Target Audience & Expected Attendance

- NSA's target audience for this conference is African and African American CSUF students who would like to participate in this event and would like the opportunity to learn more about Nigerian culture and community.
- Currently we are at a limited capacity of 26 students total, all of which were selected from the Nigerian Student Association board based on their written responses which were answered through an online interest form.
  - A waitlist was created because the interest form exceeded the limit that the delegation was allowing for the conference. This will be used in order to replace students who are unable to attend the conference.



# Finance Explanation

## Breakdown Cost

### Ticket:

\$40 per ticket + \$1.80 service fee x 26 students (Presale)

\$45 per ticket + \$1.80 service fee x 26 students (General admission)

### Hotel:

\$405.22 per room (this includes tax and 2 nights) 6 rooms @  
Holiday Inn Moreno Valley- Riverside

### Transportation:

Uber

Locations of Ubers: 10 trips in between the 3 days

-CSU Fullerton to Hotel in Riverside - (estimate: \$650)

-Hotel to UC Riverside - (3 days -\$1,000 estimate)

-UC Riverside to Hotel - (3 days-\$1,000 estimate)

-Hotel to CSU Fullerton - (estimate: \$650)

## Cost being requested:

Ticket Presale - \$1,087

Ticket General - \$1,217

Hotel - \$2,431.32

Uber - \$3,600 (\$300 buffer)

## Current Funds in B-Side

### From BSU:

\$1,000

## Estimation per person:

Hotel - 26 people: 4/5 people to a room, 6 rooms: \$2,431.32

NSCC - 26 people:

Presale - \$1,087

General admission - \$1,217

Ubers- 26 people: 10 trips in 3 days  
\$3,600 (\$300 buffer)

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Total: \$7,118.32 with

Presale admission

Total: \$7,248.32 with General  
admission

Thank you for your  
time !

Please contact [nsacsuf@gmail.com](mailto:nsacsuf@gmail.com) for any questions regarding this request.

# ASI Contingency Funding Request 2023-24

COMPLETE

#7

Please review the provided guidelines for contingency request before completing this form: <https://docs.google.com/document/d/18vf24KL70wblbS3kLF7mzp-sEvyYw9a0/edit?usp=sharing&uid=108266217542967963174&rtpof=true&sd=true> Guidelines for Requesting Contingency Funding

## CREATED

## IP ADDRESS



PUBLIC



### \* Name

Nneoma Nlemuwa

### \* Group/Organization you represent:

Nigerian Student Association

### \* Email

[REDACTED]

### \* Phone Number

[REDACTED]

### \* Total Amount of Contingency Request

\$ 7,248.32

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

For a specific program or event

### \* Describe your program/event.

The Nigerian Student Coalition Conference (known as NSCC) is a conference that introduces attendees to other Africans and gives them an opportunity to experience and learn about Nigerian culture and communities. This event is taking place at the University of California, Riverside from April 19, 2024 until April 21, 2024. This year's theme is the 10th anniversary: The Decade of Afroxcellence.

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

The objective of this year's conference is to educate participants on Nigerian culture, empowering them to deepen their understanding and apply this knowledge to enhance both their personal and academic endeavors in the present and future.

This event will also:

Allow students to network and connect with other student leaders from various CSU and UC campuses. Learn new leadership skills from workshops and more. Allow CSUF students to learn more about Nigerian culture and participate in various events that highlight Nigerian culture. Learn skills and techniques on how to be a leader in your community. There will be a keynote speaker that allows students to learn and elevate their knowledge of a particular topic or idea. Allows CSUF NSA to grow as a club, take knowledge from the conference, and implement it here on campus.

**\* 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.**

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Breakdown Cost:

Ticket:

\$40 per ticket + \$1.80 service fee x 26 students (Presale)

\$45 per ticket + \$1.80 service fee x 26 students (General admission)

Hotel:

\$405.22 per room (this includes tax and 2 nights) 6 rooms @ Holiday Inn Moreno Valley- Riverside

Transportation:

-Uber

-Locations of Ubers: 10 trips in between the 3 days

-CSU Fullerton to Hotel in Riverside - (estimate: \$650)

-Hotel to UC Riverside - (3 days -\$1,000 estimate)

-UC Riverside to Hotel - (3 days -\$1,000 estimate)

-Hotel to CSU Fullerton - (estimate: \$650)

Total: \$7,118.32 with Presale admission

Total: \$7,248.32 with General admission

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

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N/A

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

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NSA's target audience for this conference is African Americans & CSUF students who would like to participate in this event and would like the opportunity to learn more about Nigerian culture and community.

Currently, we are at a limited capacity of 26 students total, all of whom were selected from the Nigerian Student Association board based on their written responses which were answered through an online interest form.

**\* 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)**

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N/A

**\* Attach your PowerPoint presentation.**

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