



Minutes

ASI Finance Committee

📅 Thu March 12th, 2020

🕒 1:15pm - 3:45pm PDT

📍 Titan Student Union Board Room

👥 In Attendance

I. **Call to Order**

Brittany Cook, Chair, called the meeting to order at 1:20 p.m.

II. **Roll Call**

Members Present: Barillas, Cook, Hanna, Mitchell, Wright

Members Absent: None

Officers Present: Aguilar, Baker**, Lawrence

Officers Absent: None

Guests: Melanie Thierren

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting .

* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

III. **Approval of Agenda**

Decision: Without objections, the agenda was approved as presented (Hanna-m/Barillas-s)

IV. **Approval of Minutes**

3/5/20

Decision: Without objections, the minutes from the March 6, 2020 meeting were approved as presented (Hanna-m/Barillas-s)

V. **Public Speakers**

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

None.

VI. **Reports**

a. **Director of Financial Services**

- This has been an eventful week. There have been several emails from the campus about health issues and alerts. Remember to take of your health.
- This is the first week of budget deliberations. Deliberations will conclude at next week's meeting.

b. **Chair**

- Non-essential travel has been cancelled. There will be a conversation held later with administration on how to handle any financial concerns.
- There has been request for contingency, but there has not been time to meet with the group.

Aguilar asked Lawrence what the impact would be on the funds that are not used.

Lawrence stated that is difficult to determine the financial impact at this time. There will be a discussion later today on how to handle the reimbursement process. ASI will try to mirror the campus' approach. In terms of enrollment, they have already collected the fees from the spring semester. There will be savings in travel.

Cook yielded to Thierren.

Thierren asked if the unspent funds would roll into next year's budget.

Lawrence stated that this will be a topic of discussion. The funds have been allocated to this fiscal year. There is no answer yet.

VII. **Unfinished Business**

None

VIII. **New Business**

a. **Information: 2020-21 ASI Presidential Budget**

The Committee will receive information about the ASI Presidential budget for the 2020-21 fiscal year.

Aguilar presented the recommendations for the 2020-21 ASI budget.

Barillas asked if any savings could go into another area, like scholarships.

Lawrence stated that budget deliberations is not the time to introduce new areas of funding. These discussions should be done at the Board meetings prior to budget submissions are due.

[Baker arrived to the meeting at 1:52 pm.]

b. **Action: Proposed 2020-21 ASI Budget**

The Committee will deliberate the 2020-21 ASI budget.

FC012 19/20 (Hanna-m/Mitchell-s) A motion was made and seconded to approve the 2020-21 ASI budget.

Cook stated that the Committee would start deliberations with the Council budgets. They would deliberate the budget proposals in order of their presentations.

Communications Inter-Club Council (0302-)

- The requested amount was \$33,100. The Committee member's recommendation was \$30,100. The ASI President's proposal was \$31,520.
- Member's Recommendation:
 1. 8077 Travel B-side: \$17,000 [\$3,000 decrease].
- ASI President's Recommendation:
 1. 8077 Travel B-side: \$18,420 [\$1,580 decrease].
- Discussion:
 1. B-side travel has been higher in the past but is still less than 3 or 4 years ago. They are a growing council.
 2. Request for travel have been higher since the students realized that they could request funding. There were four students that recently requested funding. The council has used most of their travel funds, so they could only give \$67 per student. An increase is in order; the amendment amount is good.
- Amendment:
 1. Decrease 8077 Travel (B-side) to \$17,000 (Hanna-m/Barillas-s) due to historical spending including a slight increase.
- The total recommended budget is \$30,100.

Arts Inter-Club Council (0308-)

- The requested amount was \$35,600. The Committee member's recommendation was \$33,600. The ASI President's proposal was \$35,600.
- Member's Recommendation:
 1. 8051 (Printing & Advertising) A-side: \$1,500 [\$200 decrease]
 2. 8074 Contracts/Fees/Rentals (B-side): \$8,000 [\$1,000 decrease]
 3. 8077 Travel (B-side): \$6,000 [\$500 decrease]
- ASI President's Recommendation:
 1. No changes
- Discussion:
 1. AICC has requested the same amount. They do request less than they need. They have come in for contingency.
 2. Their actual expenditures are currently at 19%. Arts Week happens at the end of April. A lot of their funding is for Arts Week. It is anticipated that most College weeks will be cancelled.
 3. Last year, the Council only spent \$927 in 8051 Printing & Advertising. This was due to a lack of knowledge on how to use their budget.
 4. There was a recommendation to reconsider the funding after all of the Council budgets were reviewed.
- Amendment:
 1. Decrease 8051 Printing & Advertising (A-side) to \$1,500, based on historical spending and the budget presentation. (Barillas-m/Mitchell-s)
 2. Decrease 8074 Contracts/Fees/Rentals (B-side) to \$8,500 to split the difference between the member's and ASI President's recommendations. (Mitchell-m/Hanna-s)

3. Decrease 8077 Travel (B-side) to \$6,250 to split the difference between the member's and ASI President's recommendations. (Mitchell-m/Hanna-s)
- The total recommended budget is \$34,350.

Health & Human Development Inter-Club Council (0309-)

- The requested amount was \$29,250. The Committee member's recommendation was \$23,750. The ASI President's proposal was \$29,250.
 - Member's Recommendation:
 1. 8074 Contracts/Fees/Rentals (A-side): \$7,000 [\$2,000 decrease]
 2. 8074 Contracts/Fees/Rentals (B-side): \$3,500 [\$100 decrease]
 3. 8077 Travel (B-side): \$12,000 [\$3,000 decrease]
 - ASI President's Recommendation:
 1. No changes
 - Discussion:
 1. The Council was given too much funding this year. They have not spent much of the budget to date.
 2. A-side budget is mainly used for College Week.
 3. The Council does not usually use travel funds. They funds could go to another Council. Utilization is down for contracts/fees/rentals.
 - Amendment:
 1. Decrease 8074 Contracts/Fees/Rentals (A-side) to \$8,000 due to anticipation that more is needed for College week but as much as requested. (Barillas-m/Hanna-s)
 2. Decrease 8074 Contracts/Fees/Rentals (B-side) to \$3,500 due to historical spending when no more than \$3,500 has been historically spent. (Hanna-m/Barillas-s)
 3. Decrease 8077 Travel (B-side) to \$14,000 due to historical spending when no more than \$12,000 has been spent with the exception of one year. (Mitchell-m/Barillas-s)
 4. Decrease 8077 Travel (B-side) to \$12,000 since current spending and historical spending does not support funding travel at \$14,000. (Barillas-m/Hanna-s)
 - The total recommended budget is \$24,750.
- [Baker left the meeting at 2:46pm.]

Community Service Inter-Club Council (0629-)

- The requested amount was \$24,450. The Committee member's recommendation was \$19,750. The ASI President's proposal was \$24,450.
- Member's Recommendation:
 1. 8050 Supplies (A-side): \$600 [\$100 decrease]
 2. 8051 Printing & Advertising (A-side): \$150 [\$100 decrease]
 3. 8074 Contracts/Fees/Rentals (B-side): \$6,000 [\$2,000 decrease]
 4. 8077 Travel (B-side): \$8,000 [\$2,000 decrease]
- ASI President's Recommendation:
 1. No changes
- Discussion:
 1. Committee member's recommendations were based on the presentation and historical spending. The addition of new clubs was accounted for when making decisions on recommendations.
- Amendment:
 1. Decrease 8050 Supplies (A-side) to \$700 based on their presentation and

historical spending. (Wright-m/Mitchell-s)

2. Decrease 8050 Supplies (A-side) to \$650 based on historical spending. (Hanna-m/Barillas-s)
3. Decrease 8051 Printing & Advertising (A-side) to \$250 based on the need for more representation. (Hanna-m/No second, no amendment)
4. Decrease 8051 Printing & Advertising (A-side) to \$200 based on historical spending and current budget. (Barillas-m/Mitchell-s)
5. Decrease 8074 Contracts/Fees/Rentals (A-Side) to \$5,000 based on historical spending and current budget.
6. Decrease 8074 Contracts/Fees/Rentals (B-side) to \$6,500 based on historical spending and being equitable to all Councils by giving a slight increase. (Mitchell-m/Barillas-s)
7. Decrease 8077 Travel (B-side) to \$9,000 due to current budget and historical spending. (Barillas-m/Wright-s)
8. Restore 8077 Travel (B-side) to requested amount of \$10,000 based on their historical spending. (Mitchell-m/no second, no amendment)
9. Amend 8077 Travel (B-side) to \$9,500 based on historical spending. (Hanna-m/Mitchell-s)

- The total recommended budget is \$21,850.

[Baker returned to the meeting at 2:54pm.]

Human Services and Social Sciences Inter-Club Council (0341-)

Cook stated that the member who made recommendation for this proposal did not have their notes. This proposal would be reviewed at next week's meeting.

Sports Club Inter-Club Council (0351-)

- The requested amount was \$82,085. The Committee member's recommendation was \$82,085. The ASI President's proposal was \$82,085.
- Member's Recommendation:
 1. No changes
- Discussion:
 1. The Council is requested less than the current year's budget.
- Amendment:
 1. Accept the requested amount with no changes. (Barillas-m/Hanna-s)
- The total recommended budget is \$82,085.

Black Student Union (0433-)

- The requested amount was \$24,500. The Committee member's recommendation was \$24,500. The ASI President's proposal was \$24,500.
- Member's Recommendation:
 1. No changes.
- ASI President's Recommendation:
 1. No changes.
- ASI President's Recommendation:
 1. No changes.
- Amendment:
 1. There were amendments.
- The total recommended budget is \$24,500.

Engineering & Computer Science Inter-Club Council (0306-)

- The requested amount was \$61,000. The Committee member's recommendation was \$59,000. The ASI President's proposal was \$60,000
- Member's Recommendation:
 1. 8077 Travel (B-side): \$50,000 [\$2,000 decrease]
- ASI President's Recommendation:
 1. 8074 Contracts/Fees/Rentals: \$1,800 [\$1,000 decrease]
- Discussion:
 1. Historically, the Council has not spent more than \$50,000 on travel in the past three years.
 2. Travel is the most important part of the budget for this Council. Travel should be no lower than \$50,000. The Committee should encourage travel and consider cutting from another area.
 3. During the presentation, the Council was asked about their funding priority. They chose to cut B-side contracts/fees/rentals to increase B-side travel.
 4. The Council wanted to increase B-side contracts/fees/rentals to host an event, but they did not have an explanation for the increase in A-side contracts/fees/rentals.
- Amendment:
 1. Decrease 8074 Contracts/Fees/Rentals (A-side) to \$2,000 based on the presentation and current spending. (Barillas-m/Mitchell-s)
 2. Fund 8077 Travel (B-side) at \$52,000 since travel is most important to the Council. (Mitchell-m/Wright-s)
 3. Decrease 8074 Contracts/Fees/Rentals (B-side) to \$5,000 since travel is priority. (Barillas-m/no second, no amendment)
- The total recommended budget is \$60,200.

Resident Student Association (0614-)

- The requested amount was \$31,600. The Committee member's recommendation was \$29,550. The ASI President's proposal was \$29,600.
- Member's Recommendation:
 1. 8050 Supplies (A-side): \$17,000 [\$1,000 decrease]
 2. 8074 Contracts/Fees/Rentals (A-side): \$9,000 [\$1,000 decrease]
 3. 8079 Dues & Subscriptions (A-side): \$150 [\$50 decrease]
- ASI President's Recommendation:
 1. 8050 Supplies (A-side): \$16,000 [\$2,000 decrease]
- Discussion:
 1. There is only a \$50 discrepancy between the member's recommendation and the presidential recommendation. From the presentation for 8074 Contracts/Fees/Rentals, they expressed an interest in an increase but stated it was not necessary.
 2. There was a recommendation to reconsider the funding after all of the Council budgets were reviewed.
- Amendment:
 1. Decrease 8050 Supplies (A-side) to \$15,000. (Barillas-m/no second, no amendment)
 2. Decrease 8050 Supplies (A-side) to \$16,000 based on historical spending. (Wright-m/Barillas-s)
 3. Restore requested amount for 8074 Contracts/Fees/Rentals (A-side) based on

historical spending. (Mitchell-sm/Wright-s)

4. Decrease 8079 Dues & Subscriptions (A-side) to \$150 based on the budget presentation and lack of necessity.
5. Decrease 8074 Contracts/Fees/Rentals (A-side) to \$9,000 based on presentation.

- The total recommended budget is \$28,550.

Cook stated that this item would be continued at the next meeting due to time constraints.

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

Baker stated that the information about COVID-19 is being reassessed. Everyone needs to be patient. Any questions can be directed to her or Aguilar. There is also updated information on the University's website. Baker is working with the University's Strat Comm to update the Frequently Asked Questions (FAQs).

Aguilar congratulated Hanna and Wright on being elected to next year's Board. Please stay safe and healthy.

Lawrence thanked everyone for the great job today. Next week, the Committee will finish the Council budgets and look at the whole budget.

X. **Adjournment**

The meeting was adjourned at 3:40 p.m.


Brittany Cook (May 18, 2020 17:58 PDT)

Brittany Cook, Committee Chair



Deserita Ohtomo, Recording Secretary