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Minutes
Finance Commission
Friday, January 31, 2020 3:00 PM – 5:00 PM
Loker Student Union, Room 130

I. Call to Order at 3:06 PM by Rihab Shuaib, Chairperson.

II. Roll Call

Voting Members Present: Rihab Shuaib, Lola White, Blake Anger, Christian Jackson, Makonnen Tendaji

Voting Members Absent: None

Non-voting Members Present: Cecily McAlpine, Cecilia Patz

Non-voting Members Absent:

Advisors Present: Djeneba Ahouansou, Michellena Lakey, Donisha Quiller

Advisors Absent: Rasheedah Shakoor

Visitors: Ahmiliyon Marin, Brandon Mao, Jessica Achugbue

III. Approval of Agenda – Action Item

*M/Anger, S/White to approve the agenda as submitted.

VOTE: UNANIMOUS

IV. Approval of Minutes (December 6, 2019) – Action Item

*M/Anger, S/White to approve the minutes with amendment to correct the spelling of Anger's first name.

VOTE: UNANIMOUS

V. Open Forum – Agenda Items Only – None

Time for members of the audience to address the Commission on specific agenda items only.

VI. Unfinished Business

A. ASI Block Party – Discussion Item

The Commission will discuss funding for the ASI Block Party.

Shuaib informed the Commission that this event is a large, unbudgeted expense for ASI, and that it may be more expensive than originally intended, as University Housing is no longer a viable location option; alternatively, the event will likely be held in Parking Lot 1 or Parking Lot 7, and ASI may need to pay to rent the space used. Quiller shared that there is still a possibility of being able to use University Housing space, but there is a present concern about fire marshal safety standards – this will soon be resolved. Lakey

inquired about the budget for the event, and Shuaib replied that a \$1,500 limit has been given.

VII. New Business

A. Financial Policies and Procedures Manual Review – Discussion Item

The Commission will review and update the Financial Policies and Procedures Manual for the fiscal year 2019-20.

While looking at the FPPM, the Commission discussed ASI fellowship checks. Lakey clarified that if funding was requested by ASI representatives for travel, but the travel did not happen after, the amount of money that had been designated for the traveling will be taken out of the fellowship check.

Shuaib asked about the effect that AOA policy changes will have on ASI.

Ahouansou responded by explaining the need for neutrality in policy for funding request paperwork and in deciding where to give funds for groups; there also needs to be an appeal process in place for selection decisions.

Ahouansou shared that she is currently doing research to create the most neutral systems. This affects all of the ASI commissions, as it affects the process of giving funding for any cause/group. Ahouansou shared that she will update the travel rates (incidental will be increased to \$7 daily). Lakey shared that CSU San Marcos recently released its policy updates following a lawsuit, and that our university can consider their policies used. The manual will need to be updated to mention membership policy and training on neutrality. This specific Commission will probably go through neutrality training that will address criteria and other associated matters. Ahouansou shared that the upcoming changes may affect how ASI funds and reimburses affinity centers and MCA. Shuaib inquired about how non-neutrality is defined, to which Ahouansou responded that the CSU system has not yet defined it, but that it will determine what content is considered “too expressive” in nature.

B. 2019-20 EO 1000 Allocation – Discussion Item

The Commission will review and discuss the estimated allocation plan for the fiscal year 2019-20.

Shuaib shared that there is a mandate from the Chancellor’s Office that university auxiliaries need to pay the university back for accounting services, mailing services, IT, and police services. There was tension surrounding this matter last year, as there was no clear amount given for auxiliaries to anticipate paying, and there was a significant increase in the cost from two years prior. Ahouansou shared that this year’s amount is also an increase, but not as drastic. She showed the Commission the “FY 2019-2020 Cost Allocation Plan” document, which displays the IT, help desk, IT maintenance contract University Police, and utility charges. ASI is being charged a total of \$137,000 for services this year (last year, the charge was \$130,000).

Ahouansou shared that this is problematic for ASI, because there is a huge

difference between what is being charged and the \$94,000 that ASI had budgeted for these expenses. She shared that ASI had not been told in advance what the costs would be; the amount that will be charged for services is disclosed at the end of May, after the budget has been made. Lakey asked what the plan would be when creating the next budget in regard to the rising costs of services; Ahouansou replied that she is suggesting applying a 10-15% increase to the funding allotted for services (last year, a 5% increase had been applied). It's predicted that the cost for services will be as low as \$150,000. Ahouansou shared that she does not think the cashiering and police services used by ASI amount to that given by the charge; because ASI does not generate revenue, the amounts don't make sense. Ahouansou shared that, with the extra financial assistance given to CDC and to other entities, unplanned campaigns, etc., ASI will be going over the year's budget. The Block Party event is an unbudgeted expense that is estimated to cost \$10,000 – the budget for the event is not done yet. Lakey shared that some university campuses decide not to charge their ASI for services, but CSUDH does. Quiller shared the idea of bringing accounting services in-house – Ahouansou responded that this idea is not a realistic option for ASI yet. Lakey shared that other campus auxiliaries are speaking out about the problematic nature of the unexplained, unanticipated rise in service costs.

C. 2020-21 ASI Administrative Budget – Discussion Item

The Commission will open up for budget proposals of the internal ASI areas. Ahouansou shared that the budget proposals will be due on Friday, February 14. She will be available to give informational orientation sessions, as with the organizations budget proposals. Ahouansou showed the Commission the budget draft, which shows that \$3,157 in student fees were received during the summer (better than was expected), \$16,954 in the fall, and \$15,258 in the spring (a noticeable, problematic decrease from fall).

VIII. Reports – None

IX. Open Forum – Discussion Item – None

Time for members of the audience to address the Commission.

X. Adjournment at 4:18 PM by Rihab Shuaib, Chairperson.

Chair's Signature: _____ Date: _____

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