



ASSOCIATED STUDENTS, INC.

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
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Minutes

Finance Commission

Friday, May 8, 2020 11:00 AM – 1:00 PM

Online Zoom Meeting

This meeting is being facilitated through an online zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.

- I. Called to order at 11:04 a.m. by Rihab Shuaib, Chairperson
- II. Roll Call
Voting Members Present: Rihab Shuaib, Christian Jackson, Makonnen Nixon, Lola White, and Blake Anger
Advisors Present: Rasheedah Shakoor, Michellena Lakey, Djeneba Ahouansou, Donisha Quiller, Cecilia Patz, and Cecily McAlpine
Visitors: Jessica Achugbue, Katelin Stewart, and Shamshad Elimu
- III. Approval of Agenda – Action Item
*M/White, S/Anger to approve the agenda as submitted
VOTE: UNANIMOUS
- IV. Approval of Minutes (April 24, 2020) – Action Item
*M/Anger, S/White to approve the minutes of April 24, 2020 as submitted
VOTE: UNANIMOUS
- V. Open Forum – Agenda Items Only
Time for members of the audience to address the Commission on specific agenda items only. None
- VI. Unfinished Business
 - A. 2020-21 CDC Budget – Action Item
The Commission will review the Children's Center administrative budget for the fiscal year 20-21.
Ahouansou noted major changes occurred in the decision made to maintain all teachers for 48 weeks of the year. During discussion Floater Teacher was brought down to 0 weeks, so the main teachers could maintain higher number of working hours. There is 2-week break during winter and summer. The CDC is currently scheduled to reopen July 1, 2020 for teachers to prepare the center for the children's return in Phase 2 of the government's reopening plans in the wake of COVID-19. Shakoor shared according to the Department of Education's newest guidelines; ratio of students now needs to be 1:10, the CDC may need to cease holding a class for 2-year-olds and focus services on the older preschool age groups, enrolling about 20-30 students maximum in total.

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*M/Jackson, S/Nixon to approve 2020-21 CDC Budget as presented by Ahouansou. **VOTE: UNANIMOUS**

B. Financial Policies and Procedures Manual – Discussion/Action Item

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

Ahouansou noted some of the adjustments made due to COVID-19 include policies on the use of electronic signatures, credit card policy, and budget call. She displayed the viewpoint neutrality statement, which states that ASI cannot make funding decisions for clubs and organizations based on the groups' views. The updated credit card policy considers that not all receipts can be collected at this time due to what is an "act of God" (natural disaster, pandemic, etc.); staff are currently allowed to submit credit card reports without receipts at this time. She asked credit card users to keep all the receipts and turn in no later than July 2020, for audit. The Commission clarified that budget call grading sheets, created in line with the neutrality statement, will look the same even in the virtual climate. Changes in the document were as follows;

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In case of an Act of God (i.e. natural disaster, global pandemic, etc.), digital/electronic signatures will be accepted in lieu of wet/original signatures on all ASI forms in order to keep business moving. The electronic signature will be considered as full consent and agreement to the form that it was applied to.

Page 67-68 Credit Card

In case of an Act of God, the monthly credit card report will be accepted for processing without documentation if cardholders are unable to have access to them. Cardholders will remit all missing documentation to the Accounting Manager as soon as time permits, but prior to June 15th of every year in preparation to the end of the fiscal year (full document attached to the minutes).
*M/Jackson, S/White to approve Financial Policies and Procedures Manual with added changes discussed and agreed by the Commission members.

VOTE: UNANIMOUS

VII. New Business

A. Stimulus Package for Dreamer Students – Discussion/Action Item

The Commission will discuss potential funding opportunities of grants for undocumented students.

Jackson received email from Dr. Franklin (VP Student Affairs) clarified the parameters around the university's developing stimulus package, which currently does not include International, Doctoral, and Distance Learning students.

Ahouansou reported that administration has identified \$165,000 for the package, and is trying to increase it to \$430,000. CARES Act recipients will each receive \$250-\$950 depending on numerous personal factors. Shakoor shared the plan to

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reach out to MCA for the \$30,000 from their budget to be moved toward this cause. Ahouansou noted in her recent discussion with MCA, it seems that MCA is intending to move toward fellowship route with their ASI funding, rather than contributing toward this particular effort. McAlpine shared that the great majority of MCA's funding is from ASI. Shakoor noted ASI is looking at utilizing the additional revenue from the increase in enrollment. Ahouansou recommended that, in order to make an impactful participation, the Commission should consider a \$25,000 - \$50,000 contribution. It was noted MCA's fellowship will effect only a few students not number of Students University's stimulus package effort would. Lakey clarified that, with the MCA fellowship structure, students receiving the fellowship would be working for MCA. McAlpine suggested the Commission consider making an executive decision to reallocate the funding. To affirm again Dr. Franklin's email specifies that the effort is directed toward creating a stimulus package for DACA recipients, but does not mention International and Distance Learning students. Shuaib and Ahouansou clarified that ASI's contribution will come out of ASI's additional revenues. Shakoor noted ASI would not tap into reserves for this purpose only if the amount chosen creates the need. White agreement with McAlpine suggestion to executively channel funding into the university's stimulus package. Quiller suggested requesting that ASI's contribution is communicated to the recipients. Ahouansou advised revisiting the matter of deciding the amount to contribute toward supporting international students; the Commission plans to collect information regarding the international student population. The Commission asked Ahouansou to discuss contributing MCA funds towards the stimulus package but not override MCA's final decision.

*M/Jackson, S/White to approve \$65,000 towards Stimulus Package for Dreamer Students. **VOTE: UNANIMOUS**

B. OPEB Annual Contribution – Discussion/Action Item

The Commission will review and discuss an allocation to our VEBA trust for the FY 19-20 contribution towards the corporation's Other Post-Employment Benefits liability

Ahouansou noted this school year's estimated trust contribution is at 5% ADC (reduced from the 10% used the past two school years). Shakoor noted every year, the amount will consistently increase due to the cost of healthcare continually rising and Commission will continue to receive projections each year. Jackson agreed returning to the 10% ADC. The cost at 10% would be \$19,383 for the 2020-2021 school year.

*M/Jackson, S/Nixon to approve 10% towards OPEB Annual Contribution
VOTE: UNANIMOUS

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VII. Reports – None

IX. Open Forum – Discussion Item

Time for members of the audience to address the Commission.

Ahouansou shared an email sent to ASI from a group seeking to bring Project Rebound to campus. Project Rebound is asking support formerly incarcerated individuals in reintegrating into the campus community. The group is reaching out to ASI for funding. Ahouansou advised requesting a formal proposal from the group. Quiller noted that ASI could choose to grant some funding as a donation. Quiller shared that a proposal is necessary in order to distinguish funding for a student organization versus funding for this specific program.

X. Adjournment

Meeting adjourned at 12:22 p.m.

Chair's Signature: _____

Date: _____