



## ASSOCIATED STUDENTS, INC.

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
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### Minutes

#### Finance Commission

Friday, June 18, 2021 10:00 AM

See ASI Website for Zoom Meeting Details

*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 10:04 a.m. by Lola White, Chairperson
- II. Roll Call  
**Voting Members Present:** Lola White, Rihab Shuaib, Jonathan Molina-Mancio, and Jocelyn Molina-Mancio  
**Advisors Present:** Rasheedah Shakoor, Michellena Lakey, Djeneba Ahouansou, Wayne Nishioka, and Cecily McAlpine  
**Advisors Absent:** Donisha Quiller  
**Visitors:** Jessica Achugbue, Ana Miriam, Corliss Faulkner, Candie Childress, Deyanira Sanchez, and Shamshad Elimu
- III. Approval of Agenda – Action Item  
\*M/Shuaib, S/Jonathan Molina-Manco to approve the agenda with the amendments - New Business Item “A” CDC Equipment Purchase Proposal and “C” Children’s Center 2021-2022 Tuition and Fee Schedule. **VOTE: UNANIMOUS**
- IV. Approval of Minutes (June 4, 2021) – Action Item  
\*M/Jocelyn Molina-Mancio, S/Shuaib to approve the minutes of June 4, 2021 as submitted. **VOTE: UNANIMOUS**
- V. Reports  
**Finance and Business Services Manager** – Ahouansou conducted fieldwork with the auditors went smoothly and they forward samples to provide financial backups.
- VI. Open Forum – Agenda Items Only  
Time for members of the audience to address the Commission on specific agenda items only.  
Shakoor reported that the ASI office has received plethora of PPE supplies, which have overtaken the office, and there is a great need for additional space to store these items, the container ASI currently has is almost full. Shakoor reported that the CDE has a minimum reimbursement rate, and ASI was well below with its spending, so there is a need to vote on adjustments.
- VII. Unfinished Business
  - A. Multicultural Resource Centers Requests – Discussion/Action Item  
The Commission will receive a presentation from TDSC and approve its fellowship selection process.

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Barragan noted TDSC is planning to have three \$5,000 “Fellowships”, August and January. Two “Mentorship Fellowships,” for \$2,000 during summertime before June 30. The organization is highlighting students who are interested in further developing the TDSC. Rubric is used to score responses to application questions. Fellowship students work closely with other affinity centers, selection committee is mindful to select students interested in supporting various groups. Interviews are scored with a rubric. She further noted supervisor want TDSC to start using Handshake to recruit applicants. TDSC will have two continuing students receiving fellowship/mentorship with a focus on retention and support to incoming students. Ahouansou was concerned that the fellowship may begin to look like employment, when year-to-year continuation is offered to existing fellows with no reapplication process. Barragan explained that the role is project-based, not based on a work schedule, and focused on equity and career development. Many undocumented students do not have social security and cannot obtain formal employment and career development opportunities. Barragan said, if needed, she can have returning fellows re-apply for their fellowships.

\*M/Jocelyn Molina-Mancio, S/Jonathan Molina-Mancio to approve the Leadership Fellowship with the added amendment by Barragan. **VOTE: UNANIMOUS**

### B. Gift Card Policy – Discussion/Action Item

The Commission will review and consider establishing a gift card policy for the organization.

Ahouansou shared addition to the policy, which clarifies the “who, where, and what” questions about event incentives. Food offered during in-person events will not be considered an incentive.

\*M/Jonathan Molina-Mancio, S/Jocelyn Molina-Mancio to approve updated Gift Card Policy. **VOTE: UNANIMOUS**

### C. Financial Policies and Procedures Manual – Discussion/Action Item

The Commission will review the Financial Policies and Procedures Manual and make necessary changes as part of the annual review process.

Ahouansou displayed the manual document; one central section of the document will contain the policies.

\*M/Jonathan Molina-Mancio, S/Shuaib to approve the Financial Policies and Procedures Manual. **VOTE: UNANIMOUS**

## VIII. New Business

### A. Equipment Purchase Proposal – Discussion/Action Item

The Commission will review and consider approving the purchase of golf carts.

Ahouansou shared quote by the facilities manager, \$2,499 for a container. Ahouansou explained that it is important to have space cleared out in the office in preparation for the repopulation of the campus. Jonathan Molina-Mancio emphasized the need for an extra container, as much of the office space taken by boxes of PPE supplies.

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\*M/Shuaib, S/Jonathan Molina-Mancio to approve the Equipment Container Purchase Proposal as presented by Ahouansou. **VOTE: UNANIMOUS**

Ahouansou shared quotes for the purchase of new Golf Carts. ASI currently has a regular 4-seat cart, and a 2-seat flatbed. Since the beginning of the Pandemic, neither golf cart has been operated nor charged, they remained exposed to the elements. Even prior to the pandemic, ASI has been planning to replace them due to the longevity. The quote shows a \$14,000 cost for a 4-seat cart and \$11,000 for a flatbed. The staff estimated that a new cart lasts 10-15 years. Currently, the carts are outdoor, unshaded space. Shakoor suggested starting to plan shelter for the carts in the LSU parking area to better preserve the new ones.

\*M/Jonathan Molina-Mancio, S/Jocelyn Molina-Mancio to approve two Golf Cart for the limit of \$25,000. **VOTE: UNANIMOUS**

### B. Children's Center Playground Proposal – Discussion/Action Item

The Commission will review and consider approving the playground proposal for the Children Center

Ahouansou is collaborating with company called Game Time. She displayed a rendering of the proposed new playground area at the CDC. The plan includes adding musical instruments and nature-themed items built into the play facilities. The highest points of the apparatus will be 3.6 feet suitable for preschool-aged children. The plan includes shaded tables in the meal area, and a shaded multipurpose area. The grand total cost for the plan is \$237,337.56. Jonathan Molina-Mancio asked if the requested CARE Act funds can be used for this project. Nishioka noted the CARES budget is not finalized, still pending if the CDC's proposed allocation is not approved; the cost would have to be covered by CDC. The CARES Act claim would be based on expenditures – the person submitting claims will reach out to request expense reports from ASI.

\*M/Jonathan Molina-Mancio, S/Jocelyn Molina-Mancio to approve Children's Center Playground request. **VOTE: UNANIMOUS**

### C. Children's Center 2021-2022 Tuition and Fee Schedule

Ahouansou shared CDC proposed daily rates of \$30 for students, \$50 for faculty/staff, and \$55 for the general community. The rates will be displayed at the CDC entrance. Parents will receive invoice for payment every first Monday of the month. Payment accepted would be Cash, checks, cashier's checks, and money orders, also adding electronic payment options as well. Financial assistance options will be available due to grants received and determined at the time of enrollment. Ten percent discounts offered for families with siblings enrolled. Shakoor reported that there are 100 parents on the waitlist right now. As the governor's budget approved in July, a rate change is possible, but CDC's rates remain for now. Shakoor further noted there has been no tuition adjustment since 2018.

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\*M/Jonathan Molina-Mancio, S/Jocelyn Molina to approve the tuition and fee schedule for the CDC. **VOTE: UNANIMOUS**

- IX. Open Forum – Discussion Item  
Time for members of the audience to address the Commission. None
  
- X. Adjournment  
Meeting adjourned at 11:25 a.m.