



**ASSOCIATED STUDENTS, INC.**  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
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Agenda

Finance Commission

Friday, February 28, 2020 3:00 PM – 5:00 PM

Loker Student Union, Room 113

- I. Call to Order at 3:07 PM by Rihab Shuaib, Chairperson.
- II. Roll Call  
**Voting Members Present:** Rihab Shuaib, Blake Anger, Makonnen Tendaji, Lola White, Christian Jackson  
**Voting Members Absent:**  
**Advisors Present:** Djeneba Ahouansou, Rasheedah Shakoor, Donisha Quiller, Michellena Lakey, Cecily McAlpine  
**Advisors Absent:** Cecilia Patz  
**Visitors:** Stephen Janes, 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 (February 14, 2020) – Action Item  
\*M/Anger, S/Jackson to approve the minutes as submitted.  
**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. 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.  
Ahouansou advised the Commission to move forward to the next agenda item, as there has been no further revision on the FPPM.
  - B. 2020-21 ASI Administrative Budget – Discussion Item  
The Commission will review the budget for the fiscal year 20-21.  
Copies of the budget book had been distributed to each member of the Commission, which allowed them to review the ASI, CDC, and ASI entities' budgets. The Toro Learning Center had not yet submitted a budget – their deadline was today. The budget for the business etiquette event had been removed, and some of the Homecoming reduced, to make space for Club Fest,

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but more is still needed for this event – this maybe an opportunity for campus-wide partnerships. Ahouansou shared that funding for hygiene products have been added to the Basic Needs budget. Quiller shared that she would like a budget line to be added for Student Activities’ community service projects. Janes shared that he is looking that while he has tried to revamp the business etiquette event, he does not think it is worth it keeping on the budget because of declining interest and attendance over the past few years. He also suggested further changes on events budget. Ahouansou suggested moving \$500 from the Student Activities general fund to use for community service. Ahouansou shared that the Digital Media Assistant position changed from a student to professional staff position. Anger and Janes discussed the branding budget. Janes discussed funding for parking pass giveaways through social media engagement, the Hootsuite subscription used for social media analytics, and wearable merchandise items for ASI members. Shakoor noted that, following the elections, there may be budget changes if the ASI fee adjustment passes as we may not have to cut funding from so many different areas. The Commission decided to keep Club Fest’s budget at \$10,000 for now, and change the Student Activities budget to \$8,500. Ahouansou shared that she submitted the budgets of ASI’s entities. Athletics’ budget is \$436,998, and the MCA and affinity centers’ budget is \$100,000. The Commission discussed formatting issues pertaining to the budgets submitted by ASI’s entities. Ahouansou shared that there is only \$15,000 left to allocate, unless there are changes that come after the elections. The Commission will review the organizations’ budget call applications to make funding allocation during a separate meeting. The Commission discussed Omega Phi Chi’s selling of tickets at an event funded in part by ASI, The Onyx: Cultural Exhibition. Ahouansou stated that this is ticket sales are prohibited at ASI sponsored events and doing so could disqualify the group from receiving ASI funding next year.

### C. ASI Block Party – Discussion/Action Item

The Commission will discuss the budget allocation for the ASI Block Party. Janes shared that \$1,500-\$2,000 has been spent for the event so far, for food and inflatable activities; it seems as though the total amount spent will be under budget. Shakoor noted that this will help to recover from Club Fest expenses. \*M/Jackson, S/Anger to table the discussion of budget allocation for the ASI Block Party.

**VOTE: UNANIMOUS**

### D. Second Quarter Financial Report – Discussion Item

The Commission will receive an update of the organization’s finances for the second quarter of the fiscal year 2019-20.

The Commission reviewed the financial reports for ASI and CDC from 10/31/2019–1/31/2020. Ahouansou shared that \$1.2 million has been made in

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revenues, and more is expected. The expenditures on salaries and benefits are mostly on-par at this time of the year. Public relations expenses rose, as there has been a lot of campaigning done this year, and more than expected was spent on auditing. There is approximately \$580,000 left to spend in the original budget and the CDC's has \$11,000; there is approximately \$1 million in reserves.

### VII. New Business

#### A. 2020-21 Budget Call – Discussion/Action Item

The Commission will review the submitted applications, and start the allocation process using the Budget Call Screening Chart.

Shuaib shared that the proposals should be scanned to Ahouansou by Friday.

\*M/Anger, S/Tendaji to table the review of the submitted applications from the budget call and start the allocation process.

**VOTE: UNANIMOUS**

### VII. Reports

**Organizations Commissioner** – Anger shared that she will review the president's scholar applications.

**Finance and Business Services Manager** – Ahouansou shared that the new intercom has been fully installed at the CDC, and the staff will receive training for using it. The focus has now moved to CDC's landscaping.

### IX. Open Forum – Discussion Item

Time for members of the audience to address the Commission.

McAlpine asked Ahouansou if university facilities services had been reached out to regarding the CDC's landscaping needs; Ahouansou explained that they had, and took a long time to respond, and then gave a costly proposal for \$75,000, so outside sources are now being recruited. Shakoor shared that the CDC had already gotten a safety violation due to landscaping. Lakey shared that the CDC is moving forward with recruitment for a new CDC Director. Several hundreds of dollars will be spent in order to post the job position on major websites. Quiller shared that there is a club that would like funding to provide an honorarium – this can be provided, as long as the individual receiving it is not a CSU faculty or staff. Ahouansou added that the club can use an invoice for guest speaker services.

### X. Adjournment at 4:40 PM by Rihab Shuaib, Chairperson.

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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