



ASSOCIATED STUDENTS, INC.

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
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Minutes

Finance Commission

Friday, February 25, 2022 12:00 PM

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. Meeting called to order at 12:04 p.m. by Cindy Romero, Acting Chair
- II. Roll Call
Voting Members Present: Cindy Romero, Yannet Martinez, Obioha Ogbonna, and Janelle Catbagan
Voting Members Absent: Jonathan Molina Mancio and Christopher Hendrix
Advisors Present: Rasheedah Shakoor, Michellena Lakey, Djeneba Myriam Ahouansou, Donisha Quiller, and Ryan Heredia
Advisors Absent: Cecily McAlpine
Visitors: Natalia Garcia, Rony Castellanos Raymundo, and Shamshad Elimu
- III. Approval of Agenda – Action Item
*M/Ogbonna, S/Martinez to approve the agenda as submitted
VOTE: UNANIMOUS
- IV. Approval of Minutes (February 11, 2022) – Action Item
*M/Catbagan, S/Martinez to approve the minutes of February 11, 2022 with the added amendment of correcting the spelling “Yannet Martinez”.
VOTE: UNANIMOUS
- V. Reports
Associate Director- Lakey thanked the Finance Commission member for increasing funding to the Spring Fling event which will help pull off a successful program. She further noted three new Student Assistants were hired for the Children’s Center; they are being paid from CCAMPIS grant. The Children’s Center is also interested in hiring student teaching assistants from the same budget.
Finance and Business Services Manager- Ahouansou announced that enrollment closed for the Revenue Sharing Process closed last week. A total of 27 organizations signed up all together and now she is waiting on the Office of Student Life to complete eligibility and recognition status checks. The Executive Order 1000 (EO 1000) Committee met earlier in the week to begin looking at numbers for next year. She asked the Commission members to be prepared to discuss letters to Referendum Entities regarding next year’s budget.
- VI. Open Forum – Agenda Items Only
Time for members of the audience to address the Commission on specific agenda items only. None

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VII. Unfinished Business

A. Multicultural Resource Centers Requests – Discussion/Action Item

The Commission will review and consider several funding requests from the resource and affinity centers.

There are 2 funding requests for today’s meeting, both are from the LatinX Cultural Resource Center. The first event is titled “101 Herbalism: Creating Healing Through Plant Medicine”. The LCRC plans to bring a facilitator to teach students how to make immunity medicine via plants. They are requesting \$1,300 for honorarium, guest speaker and materials, the event is via zoom. The next event titled “LCRC Community Advocates Workshops”. Next event is tailored towards the first year, transfer, non-traditional, LatinX students and will be an ongoing event from March to May. Each workshop will receive \$100 for supplies. LCRC is requesting \$500 to cover the series of workshops.

*M/Ogbonna, S/Catbagan to approve the LCRC’s request for their event titled “101 Herbalism: Creating Healing Through Plant Medicine”

VOTE: UNANIMOUS

*M/Catbagan, S/Martinez to approve the LCRC’s request for their event titled “LCRC Community Advocates Workshops”.

VOTE: UNANIMOUS

B. ASI Budget FY 2022-23 – Discussion Item

The Commission will continue the review process for the 2022-23 ASI budget.

Ahouansou went over some changes made to 2022-2023 Proposed Operating Budget. One main change was concerning the professional staffing page. Ahouansou noted that Lakey had asked to add additional full-time staff member, however, with the limitations of the proposed budget this request was not feasible. Instead, she is proposing to add a second graduate assistant to the staffing list, specifically concerning programming. The dollar amount allocated to Graduate Assistant development training was increased from \$300 to \$400, which will be split between the two Graduate Assistants. A second bigger scale change is under the administrative services. ASI will most likely be moving onto a cloud platform with its accounting software. She’s been able to obtain a monthly quote from this software provider; this monthly cost is for maintenance. Romero suggested keeping the funding for Revenue Sharing Process at \$10,000 re-allocating the remaining \$2,000 to other needs. Lakey suggested re-allocating \$1,000 to the Toro Days/Homecoming since these events are low in current CSUDH student attendance. Catbagan proposed re-allocating an additional \$600 to the Academic Affairs Program budget, bringing the total sum of this item to \$3,000.

VIII. New Business

A. Referendum Entities Packets – Discussion/Action Item

The Commission will review and consider approving the 22-23 budget request packets for the referendum entities.

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Ahouansou clarified moving into the 2022-2023 budget timeline that ASI will only have two referendum entities. One entity is Intercollegiate Athletics, and the other is Multicultural Affairs Division; including the group of affinity/resource centers ASI supports. She previewed the contents of each packet which, upon approval, she will then forward to each division on behalf of ASI. Ahouansou also reviewed the process that each entity will go through in response to the Budget Request Packet in the weeks to come. Each entity will have until March 7, 2022, to submit a proposed spending plan. As well, both entities will have the opportunity to present their budget at the next commission meeting. Romero requested to add an item in the budget presentation details requests section. It will now ask for “The average student participation at ASI funded events” for the current and next fiscal year projection.

*M/Catbagan, S/Martinez to approve the Budget Request Packets

VOTE: UNANIMOUS

B. Second Quarter Financial Report – Discussion Item

The Commission will receive a presentation on the organization’s financial position at the end of the second quarter of fiscal year 21-22.

The Commission reviewed the financial reports for ASI and CDC from the period of October 1 to December 31, 2022. So far, ASI has used about 28% of revenues for Salaries and Wages (\$348,604.05) and 16% for operational expenses (\$201,280.63). This leaves a remaining net balance of \$692,610.62 by the end of December.

Ahouansou noted that certain items such as insurance premium are a one-time expense. She also pointed out that contractual services have risen because ASI is bringing in outside companies to do different services. For technology, Ahouansou is expecting a rise in this area because of the recent computer upgrades. Thus far, CDC brought in \$411,114.10 in net revenue, this is about 70% of the projected total year’s revenue. Ahouansou noted that expenses such as CDC permits, supplies, postage & freight, facility services, utilities and other equipment have increased due to recent upkeep and hiring for the Child Development Center. By the end of Quarter 2, there is a remaining net balance of \$175,714.49.

IX. Open Forum – Discussion Item

Time for members of the audience to address the Commission.

Shakoor notified Commission members that technology stipends for telecommuting will be discontinued moving forward since all staff members have resumed working in person.

X. Meeting adjourned at 1:47 p.m.

Chair’s Signature: _____

Date: _____

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