



## ASSOCIATED STUDENTS, INC.

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
1000 E. Victoria St., Carson, CA 90747 ♦ Ph: 310-243-3686 ♦ Fax: 310-516-3890  
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### Minutes

#### Finance Commission

Friday, December 8, 2017 3:00 P.M.

Loker Student Union 326 & 327

- I. Call to Order: 3:04 p.m. by Chairperson, Caithlyn Torres
- II. Roll Call:  
**Voting Members Present:** Caithlyn Torres, Justin Blakely, Grace Iheke, Makonnen Nixon, Carolyn Tinoco  
**Voting Members Absent:** Marquel Reid  
**Non-Voting Members Present:** Michellena Lakey, Rasheedah Shakoor, Linda Fisher, Stephen Mastro  
**Non-Voting Members Absent:** Cecily McAlpine
- III. Approval of Agenda – Action Item  
\*M/Tinoco, S/Nixon to approve the agenda as submitted.  
**VOTE: UNANIMOUS**
- IV. Approval of Minutes  
\*M/Blakely, S/Iheke to approve the minutes of November 3, 2017 with an amendment to add Christian Jackson.  
**VOTE: UNANIMOUS**
- V. Open Forum – Agenda Items Only  
Time for members of the audience to address the Commission on specific agenda items only  
Shakoor mentioned that there is not a lot to change regarding the financial policies & procedures manual, but to make adjustments for next year to be ready to discuss. Mastro also mentioned that there needs to be a few tweaks because there hasn't been in a few years.
- VI. Unfinished Business
  - A. Quarterly Reports – Discussion Item  
The Commission will discuss Quarterly Reports.  
Shakoor mentioned that the President announced that ASI funds are now open and the budget process is now in place. Mastro mentioned that the President asked for a plan to be submitted by the end of January. He also

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suggested that the money should not be reallocated and recommended that the board of directors should discuss the reserves and criteria for each of the funding reserves. Mastro believes it is a good report as far as equities and reserves, but it should be presented in a clearer format before presenting it to the President. Blakely proposed that the board may vote on how to spend the funds.

- B. Timeline for ASI Budget Process – Discussion/Action Item. The committee will discuss and approve the ASI budget timeline.

Torres might have to change the dates on the timeline and make edits to be ready for student organizations by December 11th while creating an institutionally based organizations packet by January 12th to send out on January 16th. Shakoor said the timeline is on the right track but it is not ready to be put out by December 11th and suggested to create new budget criteria for every other club and organization individually. Lakey pointed out that the meetings on the timeline were set on commission meeting Fridays and that January 19th should be on the timeline. Approval of timeline with the following amendments: Budget call moved to December 11<sup>th</sup>, removing budget call to Athletics and CDC, review of Admin on February 2<sup>nd</sup>, entities under budget and finance removed.

- C. Financial Policies & Procedures Manual – Discussion Item

The Commission will discuss updates on Financial Policies & Procedures Manual.

Mastro addressed that a meeting should be rescheduled with Naomi by sending an email to Gene and recommended to add labels for categories in the expenses section.

### VII. New Business

- A. Budget Orientation Packets – Discussion Item

The committee members will share and discuss budget orientation packets. Fisher recommended to only send the finished packet to clubs and organizations. Tinoco agreed with Fisher to have one separate packet for clubs and organizations and another one for institutionally based programs.

### VIII. Reports

Vice President of Finance: No report

ASI President: No report

Vice President of Academic Affairs: No report

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Director of Student Services: No report  
Student Activities Commissioner: No report  
ASI Executive Director: No report  
Associate Director: No report  
ASI Finance Manager: No report  
University Chief Fiscal Officer's Designee: No report

- IX. Open Forum – Discussion Item  
Time for members of the audience to address the Commission. None.
- X. Adjournment by Chairperson, Caithlyn Torres at 4:12 p.m.

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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