



**ASSOCIATED STUDENTS, INC.**  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
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Minutes  
Finance Commission  
Friday, July 27, 2018 11:00 A.M.  
Loker Student Union Room 130

- I. Called to order at 11:01 a.m. by Chinaemerem Isika, Chairperson
- II. Roll Call  
**Voting Members Present:** Chinaemerem Isika, Christian Jackson, Laura Celina Valadez, Daylin Joseph, and Anthony Giron.  
**Advisors Present:** Rasheedah Shakoor, Djeneba Ahouansou, and Donisha Quiller  
**Advisors Absent:** Michellena Lakey, Cecily McAlpine, and Wayne Nishioka.  
**Visitors:** Lola White, Sumiyah Nahas, Kimberly Perez, and Shamshad Elimu
- III. Approval of Agenda – Action Item  
\*M/Joseph, S/Valadez to approve the agenda as submitted  
**VOTE: UNANIMOUS**
- IV. Approval of Minutes (July 13, 2018) – Action Item  
\*M/Joseph, S/Valadez to approve the minutes of July 13, 2018 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 – None
- VII. New Business
  - A. Goals and expectations – Discussion Item  
The Commission will discuss and set the Goals and Expectations for this fiscal year.  
Isika discussed Goals and Expectations as stewards of the student fees. He would like to keep it very open for students to understand how ASI is using the funds. We need to be responsible and not miss any deadlines, keep everything on track, and start working on the Budget as soon as possible. Shakoor suggested developing and establishing a guiding principles policy to follow. Ahouansou suggested going over the rating process, so when it is time for Budget Calls, we are ready to plug in the numbers and move on.

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**B. Storage Containers Purchase – Action Item**

The Commission will discuss and consider the need to purchase new Storage Containers.

Ahouansou explained that the ASI storage Container we have at Physical Plant is extremely old to the point where documents are damaged. She passed around a quote form the company Physical Plant is working with for the Commission to review and approve the purchase. Isika asked if we got estimate from any other company. Ahouansou explained that Physical Plant is currently working with this company and suggested to get estimates from them. Shakoor suggested if we get two containers, one would be used as Amazon pick up locker and the other for department storage. Furthermore, the second container would be used to generate revenue, but we can only purchase one if necessary.

\*M/Valadez, S/Jackson to purchase two Storage Containers purchase as presented by Ahouansou. **VOTE: UNANIMOUS**

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

The Commission will discuss the updates to the Financial Policies and Procedures Manual.

Ahouansou explains focusing on the various policies and procedures and making sure that they comply with Executive Order 369. In addition, Ahouansou asked Commission members to go over the Financial Policies and Procedures Manual and provide feedback, recommendations, typos, and questions via email to her before next meeting so she could update the document. Shakoor explained that Nishioka gave them feedback already, so she wants them to look over the revisions made to see if any further changes are necessary. Shakoor noted that this manual does not have to be exactly like University, but similar. Everyone should try to read and understand the document before making the necessary changes.

\*M/Joseph, S/Jackson to table Financial Policies and Procedures Manual for next meeting. **VOTE: UNANIMOUS**

**VIII. Reports**

ASI Accounting Manager – Quiller reports that parents will continue paying CDC, but the payment must be received in the ASI office within 24 hours.

ASI Executive Director – Shakoor reports CDC is trying to increase their rate. In addition, Abila (software) server we need will cost ASI \$4000 to \$6000 to keep the server or move to the cloud. She further noted ASI offers free Healthcare for life if

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you work for five years and retire. If this continues, we will need to keep more cash in the reserves, and determine how much the corporation should be saving annually. She asked those who need more understanding on this to stop by her office she will explain. Lastly, the Campus Grant for this year is approved for \$255,000 per year for four years, which has gone up from the last four-year grant approval of \$800,000. Ahouansou reports that CDC is ironing out their budget, and ITC and CDC merger is still moving forward with discussions. Secondly, Ahouansou reports how we will move forward with it. Lastly, we are working to finalize the details for CSUnity.

- IX. Open Forum – Discussion Item  
Time for members of the audience to address the Commission
  
- X. Adjournment  
Meeting adjourned at 11:37 a.m. by Chinaemerem Isika.

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

Date: \_\_\_\_\_

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