**Finance Committee Special Meeting Minutes of April 25, 2014**

1. CALL TO ORDER: VP of Finance/Acting EVP **Alhathal** calls meeting to order at **10:32 AM**.
2. ROLL CALL

Members Present Absent Members Guests

Thamer Fahad Alhathal Stan Hebert Randy Saffold

Edward Andreini Doris Lagasca

Ryland Babcock Jordan Leopold

 Katrina Mayol

1. ACTION ITEM **- Approval of the Agenda**

**Motion: (Babcock) to approve the Agenda.**

**Motion Carries.**

1. ACTION ITEM – Approval of **December 9, 2013 Minutes**

**Motion: (Babcock) to approve the December 9, 2013 Minutes**

**Motion Carries.**

1. PUBLIC COMMENT **– Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**

No Public Comment.

1. NEW BUSINESS :
2. ACTION ITEM:  **ASI** **Budget Approval**

VP of Finance/Acting EVP **Alhathal** yields the floor to ED **Saffold** and he addresses the following:

* For salaries, this year they’re requesting $262,000. Last year they requested $350,000. The difference is due to them not having the following positions: Marketing, IT, and Lead Accountant. This is also why they have a similar reduction in the benefits category which is now $115,455; it was $198,006.
* Under contracts they have $20,000 opposed to $6,000. This is due to the Xerox copier contract and he is working with Xerox now to see whether or not this contract is correct. It was a $20,000 five year contract and they’ve cut it down to $10,000 because he has an expectation that they’ll be getting two copiers removed off of this contract, and he’s also hoping that this will cost much less than $10,000. What he really wants to do is cancel the contract and work with the University to have them provide copy services for ASI.
* Fees last year were about $245,000. They have consolidated fees at $252,000 due to all of the cost recovery that they’re paying for the campus being introduced into admin opposed to having it spread out through all of the departments since they don’t have as many departments as they did before.
* Travel in state is roughly the same as it was last year, $2,160. This year it’s $2,775 because they added one additional trip for Doris for the AOA and also for Lil for the AOA.
* Communications is at $2,400, this is a little higher than the $1,800 that they had before. The committee discusses why this increase occurred – they discover that Sneh’s phone is not under the government so this communications section is for Randy, Sneh, Lil and Doris at $600 each. They’re going to double check this item.
* $20,000 for insurance and the estimate last year was $45,547. This decrease is due to them cutting their programming in half so they’ll be about half as much for insurance. If, for any reason his calculation is off, they should be able to make up the difference in what they’re calculating to push into reserve and he shouldn’t be off more than $5,000 (+/- $5000). They could actually end up doing better because the number of events is less. He already has a call into AORMA/CSURMA to give them a new quote based on what they perceive it will change to.
* For staff development and support they’re requesting $400, it was $1,000 last year but now they have fewer staff to support.
* For University cost recovery they were at $83,000 last year but cost recovery is now in fees so they now appear in the fees section.
* The fees section is now $262,000; this encompasses the $24,000 that they requested last year, $83,000 roughly in cost recovery, and $180,000 in other fees and expenses.
	+ They’re anticipating about $31,000 as an estimate for their MGO, this number could go down after they talk to Darrell Haydon but their suspicion is that it won’t go down much because you get charged the same amount to do a nonprofit regardless of the size because when doing an audit, the firm is doing all the same steps.
	+ Parking Permits have been adjusted. He added $200 for guest parking permits because they never had them accounted for.
	+ For ADP, this is the proposed amount that he and Thamer revised. Assuming that they have about 17 employees.
	+ The post-employment retirement benefit is at $60,000 but they believe this will be less. Currently they’re paying $100,000 extra each year to catch up because they owe money into post-employment benefits but there’s a chance that with the University taking the staff back some of what they owe may go away. So the $100,000 that they are using to catch up may be decreased to $60,000 or even less.
	+ Their plan is to put at least $57,000 into the reserve.
	+ Chancellor’s Office overhead is an estimate of $10,000. This estimate is from last year’s overhead that they paid. Now that they pay rent he isn’t positive as to whether or not they still pay overhead but all operating organizations and auxiliaries pay some level of overhead to the Chancellor’s Office.
	+ Health Plan fees and PERS retirement – his belief is that when they calculated all of the salaries, they used 49.2% for taxes and benefits and that covers this number so he doesn’t think this was supposed to be in the budget twice. So they need to double check this.
	+ For space rental, they were given this number as an annual rate. They’ve added additional spaces so they can expect to pay more for this. Brad Wells is currently calculating this number for them. They’ve estimated this to be about $25,000 for the additional space.
	+ UPD services, this is a part of cost recovery. Mail stop is also a part of cost recovery, and they have minor setup fees for movie tickets.
	+ Their total expenses are about $691,264. Last year their total expenses were about $896,651 and most of this drop is accounting for the missing of 3 FTE on the ASI side.
* For the government and special events budget:
	+ Marketing
		- Salary is just student assistants at $45,000 over the year. They are proposing to have a graduate assistant run the Marketing department under ED Saffold’s direction. 1 videographer and 2 graphic designers. The graphic designers now have a new job description that includes them posting the material around campus, running their own copies, and taking their own photos.
		- Employee benefits – students pay very little.
		- Supplies and services: $2,350. About $500 in supplies for basic paper costs, lamination pouches at about $250, general art and supplies for about $1,000. ASI elections dedicated art material and supplies – this is for the red boards that they may need to get. ASI elections printing materials is removed because this is now budgeted somewhere else. Printing for ASI events staff name badges and business cards is included as well. Online surveys and mass email. Pioneer ads, elections advertising is removed, t-shirts and giveaways, ASI pens and lanyards, Facebook ads, and Environmental Affairs Earth Day giveaways at about $2,000.
		- Contracts and services – virtually no contracts for marketing because they’re all under admin.
		- They could possibly put back travel in state if the students may want to go to graphic design conferences in Silicon Valley.
		- Video and photography equipment at $4,500. They need to replenish a lot of the equipment; they’re missing power cables and are missing chargers for batteries. They also need to do an update on some of the systems.
		- What’s missing out of this marketing category under equipment is major capital at $1,499; he wants them to add in a complete update of the computer systems because they’re working on machines that aren’t very fast.
			* Under major capital they added in 3 dual monitor graphic design stations, to be purchased on July 1st at $2,500 each.
		- Training and professional development – he would propose adding in student development later if they have money left over.
		- No projected income for the marketing department.
* Student Government
	+ Salary is $67,014 which is a reduction from last year which was $68,937 because they cut one ½ student assistant position because they’re only using 2 students.
	+ For parking permits for the Board, they’re estimating 20 because new Board positions may be introduced. They estimated the 5 new positions to start for winter so their parking permit estimate is less.
	+ Marketing does all of the promotions for the Board.
	+ There are no fees for the Board.
	+ They’ve increased their travel in state. For CSSA, they now have 4 people traveling instead of 2. For CHESS they still have 6 people traveling. Lobby Corp in district trips they now have $100 for rental cars and other Lobby Corp expenses. They have the CSU Leadership conference taking two 7-passenger vans. They have the Chancellor’s Office trips at Long Beach for $520 and these are based off of actuals from last year. They have the fall retreat where they’re saying they’re going to take three 7-passenger vans and instead of having a 2 day retreat they’re going to have a 4 day retreat.
	+ The committee makes changes to the winter retreat to account for the additional 5 new possible positions.
	+ The committee discusses their confusion over the Academic Conference and Retreat and will ask Sneh for further verification.
	+ Under contracts and services they put busing at $5,000. This is assuming that they’re going to take 2-3 buses per year of about 44 passengers up to Sacramento to take students from the campus to possibly lobby. The committee discusses the meals for Lobby Corp trips and other possible trips – they make changes as necessary.
	+ They brought back travel out of state. There’s a national student government association and for the three years he’s been there, they’ve never gone. The Board president used to go to Washington DC but over the past three years these trips were cut. By going to this ASGA Conference, during an election year, they thought it would be great to take 3 Board members and 1 staff member for the conference (Sneh, Leg Affairs Director, President, and External Affairs). The total budget for this trip is about $7,886. ED **Saffold** clarifies that ASI doesn’t really lobby, that is CSSA’s duty ASI has informational sessions and such.
		- VP of Finance/Acting EVP **Alhathal** suggests that they add back in the trip for the President to lobby in Washington DC if they have extra money.
			* ED **Saffold** recommends that they add a line item in to state shared lobby trip with CSUEB administration because the president of ASI doesn’t go by themselves. He recommends that they put $2,500.
			* The budget is adjusted as needed.
	+ For communications it’s the Board President, VP of Finance and EVP that receive the phone stipends because these are the people that he needs to reach when there are emergencies. The committee discusses that Sneh is also included under this.
	+ Scholarships – They do the special travel scholarship for people that are going to things like the United Nations to present but they’ve neglected to budget for this. He’s going to put this in by line items to say that no more than 3 students can access this money because this is in their policy.
	+ Training – Government training for the Executive Assistant will be at least $1,000 for her to be able to go to thinks like AOA or other things that will be determined.
	+ Student Programming and Assistant’s Initiatives – This gives the Board some flexibility to look at things like Book Loan programs, Digital Books, and all kinds of other things. They put $60,000 towards looking at things that they can’t even fathom yet, to assist students in their education at CSUEB.
		- President **Mayol** questions if for the Book Loan would it be discounting Digital Books. ED **Saffold** states that this would be something they work on to decide what to do. They just want to set aside the ability to do some of those things.
		- President **Mayol** wonders how Alternative Learning Solutions ties in together with this, if it does. ED **Saffold** states they may tie in in a way that whatever they do ASI can help.
		- VP of Finance/Acting EVP **Alhathal** suggests that they can make a contract with the company to give students a high discount on book rentals.
* Stipends – Adjustments were made to potentially add the five senators. The committee discusses the removal of some items that still appear in this template of the budget. ED **Saffold** realizes that this is because he had gone back and added all of the adjusted real cost for Sneh.
* Club funding was raised to $5,000.
* VP of Finance/Acting EVP **Alhathal** states that Seed funding should be increased to $200 because printing is expensive and as a whole Seed funding doesn’t really get used.
* CSSA Dues – President **Mayol** states that if the fee gets passed for CSSA, ASI pays the initial membership fees and if the funding for each individual student makes up that amount then they can get reimbursed.
* Special Events - The special events is for the Board, it will be for things like recognizing students at the end of the year banquet. Students used to be recognized at the Holiday Gala but it was removed last year.
	+ - $2,000 from the Holiday Gala will be added back into the budget.
* College Directors Interactions with Schools – This used to be called Meet the Deans but was changed to interactions instead so they get more flexibility on how to do what they do.
* Board Special Initiatives – The Board will be given $10,000, so they won’t have to use the Programming Council’s money.
* ASI Rec Recruitment Week – Formally known as Rush Week but the name was changed, will happen twice a year.
* Award End of the Year Banquet - $4,000, which is doubled of what they do for the Christmas Banquet.
* Town Hall – Three meetings
* Student Programming Assistant Initiatives – If they go over with the corrections that were found, they can go back and adjust the number down.
* Elections Committee – The committee will go from a $4,500 budget to $6,000. Justification for the higher budget is so the Elections Committee can do a larger scale job of promoting, including large banners, tents, and other things along those lines.
* Programming Council
	+ VP of Finance/Acting EVP **Alhathal** addresses the following:
		- Advertisement - $10,000
		- Salaries – There are none.
		- Supplies and Services – They are provided from admin.
		- Publicity – Through marketing.
		- Advertisement and Promotion – Started something new with the Awareness Giveaway, $10,000 for the new Board to do whatever they want to do to make awareness for ASI.
		- Contract and Services – There are none.
		- Fees – There are none.
		- Travel in state & Travel out of state – There are none.
		- Communication – There are none.
		- Equipment – There are none.
		- Training – There are none.
		- Concord Campus budget is under the Programming Council.
			* $5,500 which is also the current budget for them this year (2013-2014, Concord only used $600 out of the $5,500.
		- Divided the $24,500 budget into nine different areas.
			* Four times in Fall
			* Three times in Winter
			* Three times in Spring
				+ ED **Saffold** states that this assumes that they’ll be doing one event each month of the quarter.
		- Sustainability related - $5,000
		- Concord Programming - $1,250
		- Al Fresco - $10,000
		- Student Panels - $10,000
		- Student Initiatives - $10,000
		- Project Income – There are none.
* Special Events Team
	+ ED **Saffold** addresses the following:
		- Salaries - $78,353 for Marc and his staff
		- Supplies and Services – $500. Covers things like Velcro
		- Advertising/ Publicity/Promotions – Marketing already handles these, but ASI does Special Events specifics on targeting ads for Facebook.
		- Contracts and Services – No current contracts, ASI has to pay 40% of the SESAC and ASCAP. This is for ASI’s ability to play music at events, on websites, and in the RAW and the Unions. This fee may have to go up.
		- Travel in state – There are none.
		- Travel out of state – NACAS Conference
			* Planning on taking one adult, two students from Special Event and one Board Member who chairs the Programming Council.
		- Communications – One person receiving a cell phone stipend.
		- Equipment – Fun equipment when needed can come from the Programming Council.
		- Training – For the special events team
		- End of the year staff holiday banquet for the Special Events team.
		- SWAG
		- Special Events – Edutainment - needs to change names for events
		- Projected Income from Events
	+ **Lagasca** states that under Fees, there are usually fees that are charged to use ADP. ED **Saffold** states that they are no longer charging those fees to individual departments it will be all under the Admin section. All of that is included under cost recovery which is now under the Admin portion of the budget.
	+ ED **Saffold** states that they will take $173 somewhere out of Admin.
	+ VP of Finance/Acting EVP **Alhathal** suggests that they take $1,000 from somewhere, and then as soon as he gets the real number from Brad they will know where they are. **Alhathal** further states that they can make it $9,000. ED **Saffold** suggests making the number $9,500.

**Motion: (Babcock) to approve the budget as is presented contingent on review by the VP of Finance to correct naming errors.**

**Motion carries.**

**1:43:20**

1. ACTION ITEM: **Adopt Changes to Funding Policy**

VP of Finance/Acting EVP **Alhathal** addresses the following:

* There are no changes; therefore it will be tabled.

**1:43:36**

VII. ROUND TABLE REMARKS

 No roundtable remarks.

VIII. ADJOURNMENT

 Meeting adjourned at **12:15PM.**

Minutes reviewed by:

 **VP of Finance/Acting EVP**

 **Name: Thamer Alhathal**

 Minutes approved on:

 **05/21/14**

 **Date:**