

BUSINESS AND FINANCE COMMITTEE (BFC) MINUTES

Meeting #3

September 7, 2021

(APPROVED)

1. CALL TO ORDER

Vice Chair Jose Raya Perez called the meeting to order at 3:31 p.m.

2. ROLL CALL

Voting Members Present

Jose Raya Perez, ASI Senate Representative
Anthony Regina, ASI Senate Representative
Lindsay Apaza, ASI Executive Vice President
Jesus Gonzalez, ASI President
Maricela Correa, CSULB Faculty Representative
Kristina Randig, CSULB President's Designee

Voting Members Absent

John Barcelona, ASI Vice President of Finance

Non-voting Members Present

Anna Nazarian-Peters, CSULB Student Affairs Representative's Designee
Dr. Miles Nevin, ASI Executive Director

3. APPROVAL OF AGENDA

Regina (MOVE) Gonzalez (SECOND) to approve Business and Finance Committee Agenda, Meeting #3, September 7, 2021

VOTE ON THE MOTION

PASSES 6-0-0

Approve-Oppose-Abstain

4. PUBLIC COMMENTS

Jordan Eres, ASI Director, Human Resources: introduced themselves and shared that they'll be working with the board on ASI policies.

5. APPROVAL OF MINUTES

A. Action Item: Business and Finance Committee Minutes, Meeting #2, August 31, 2021

Regina (MOVE) Apaza (SECOND) to approve Business and Finance Committee Minutes, Meeting #2, August 31, 2021

VOTE ON THE MOTION

PASSES 6-0-0

Approve-Oppose-Abstain

6. STATUS OF FUNDS SUMMARY

This item was postponed until next week.

7. NEW BUSINESS

A. Action Item: Policy on Human Resources (2nd reading)

Nevin reviewed the following addition under

Section 34.4 Employee Dating: added - *Pursuant to CSU Executive Order 1097... Additionally, a part-time professional or part-time student employee shall not enter into a consensual relationship with another part-time professional or part-time student employee over whom that employee exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular*

authority. In the event that such a relationship already exists, ASI shall reassign such authority to avoid violations of this policy.

Regina (MOVE) Apaza (SECOND) to approve Policy on Human Resources (2nd reading)

VOTE ON THE MOTION

PASSES 6-0-0

Approve-Oppose-Abstain

B. Discussion Item: Policy on Student Organization Grants (first reading)

Nevin reviewed the following revisions:

- Changed throughout: Board of Control to Business and Finance Committee
- Changed throughout: Treasurer to Vice President of Finance
- Section 2.2, Funding Process: added - *ASI will not award more than \$10,000 for any single grant, and will also not award more than \$20,000 to any single student organization per each academic year (July 1 through June 30).*
- Section 5.2, Permissible Purchases: added - *Whenever possible and in order to promote sustainability and the support of CSULB students, organizations should use on-campus printing options.*
- Section 5.3, Prohibited Purchases, Community Relations Activities: added - *An exception to this prohibition is the hosting of an activity with the sole purpose of raising funds by a student organization for the benefit of a charitable cause.*
- Section 5.3, Prohibited Purchases, Faculty/Staff Compensation: added - *including through individual contractual agreements*
- Section 7.1: changed Signature Authorization Card to Agency Account Activation
- Section 7.3, Allotment Scheduled: removed *The ASI Treasurer will provide the Office of Student Life and Development with a listing of all unexpended grants no later than the 15th of the month in which the grants are set to expire. Any budget allocations not moved or expended by these deadlines shall revert to ASI's Current Year Unallocated Fund for redistribution to other organizations.*

Discussion ensued regarding impact on allocation limits, especially on cultural graduations.

C. Action Item: Policy on Travel (1st reading)

Discussion ensued regarding Section 3.1 Meals and Incidental Expense Allowances and IRS limits.

Regina (MOVE) Gonzalez (SECOND) to postpone Policy on Human Resources (2nd reading) until the next meeting

VOTE ON THE MOTION

PASSES 6-0-0

Approve-Oppose-Abstain

8. REPORTS

A. ASI Vice President of Finance

There was no report.

B. Senate Representatives

Last meeting

- Discussed: 100 Classes 100 Days; Mentors in Violence Prevention training; Weekly Senate reports
- Reports: ASI President; ASI Vice President of Finance; ASI Executive Director; CSULB Dean of Students

C. ASI Executive Director

Idris Aydin provided the following audit update:

- Virtual sit visit two weeks ago

- Audit entrance meeting last week, with no findings
- Exit meeting scheduled for September 17, 2021
- Audit documents will be made publically available on website after first being received by the Senate Audit Committee

9. CLOSING COMMENTS

There were none.

10. ADJOURNMENT

Without objection, Vice Chair Jose Raya Perez adjourned the meeting at 4:07 p.m.