

BUSINESS AND FINANCE COMMITTEE (BFC) MINUTES
Meeting #5
September 21, 2021

1. CALL TO ORDER

Chair John Barcelona called the meeting to order at 3:34 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

John Barcelona, ASI Vice President of Finance

Maricela Correa, CSULB Faculty Representative

Kristina Randig, CSULB President's Designee

Non-voting Members Present

Anna Nazarian-Peters, CSULB Student Affairs Representative's Designee

Dr. Miles Nevin, ASI Executive Director (Arrive 3:37 p.m.)

3. APPROVAL OF AGENDA

Raya Perez (MOVE) Regina (SECOND) to approve Business and Finance Committee Agenda, Meeting #5, September 21, 2021

VOTE ON THE MOTION

PASSES 7-0-0

Approve-Oppose-Abstain

4. PUBLIC COMMENTS

There were none.

5. APPROVAL OF MINUTES

A. Action Item: Business and Finance Committee, Meeting #4, September 14, 2021

Raya Perez (MOVE) Apaza (SECOND) to approve Business and Finance Committee Minutes, Meeting #4, September 14, 2021

VOTE ON THE MOTION

PASSES 7-0-0

Approve-Oppose-Abstain

6. STATUS OF FUNDS SUMMARY

Current Year Unallocated Fund (CYUF): \$29978

Student Research Fund (SRF): \$11100

Student Travel Fund (STF) \$15000

7. UNFINISHED BUSINESS

A. Action Item: Policy on Travel (2nd Reading)

Barcelona reviewed the following policy revisions

- 3.0 – Incidentals: changed from \$5 to \$7

- 4.0 – Business Expenses: Removed "Personal communications such as long distance calls allowing

employees to stay in reasonable contact with their immediate family are also reimbursable business expenses. For cost-effectiveness, employees are encouraged to subscribe to a long distance discount service.”

- 7.0– Transportation: added “rail”
- 8.1 – Commercial Automobile Rental: replaced “American Express Card (requested from the ASI Business Office)” with “Credit Card or Procurement Card”
- 9.0 – Bicycle: Removed entire section
- 9.0 – Transportation by Aircraft: replaced “coupon” with “confirmation”
- 10.1 – Incidental Use of Personal Automobile: removed “Employees can either submit a form each time they drive, or they can submit a "blanket" form at the start of each semester. Employees who file a blanket form must then notify their immediate supervisor each time they leave campus using their personal vehicle for company business. Failure to follow these precautions will result in the employee not being covered by Worker's Compensation insurance for personal injuries sustained in an accident.”
- 10.2 – Specialized Vehicles: changed “44 cents” to “57 cents”
- 13.0 - Railroad Transportation: removed entire section
- 12.0 – Return of Deceased Employees: removed “Actual costs of the following will be considered necessary travel expenses for which reimbursement will be made.
 - In all cases, regardless of mode of transportation:
 - Telephone or telegraph charges for shipment arrangements.
 - Transportation of the remains to the funeral home preparing the remains for shipment, not in excess of \$1.00 per mile one way.
 - When a portion of the shipment is by common carrier:
 - Transportation by common carrier to the receiving point nearest the official workplace or place of burial within California.
 - Transportation not in excess of 50 cents per mile one way from a funeral home to the workplace location or place of burial within California.
 - Outside transportation case and casket or rental of metal transfer case not to exceed \$100.00 plus taxes.
 - When shipment is made by funeral coach alone, transportation costs not to exceed 50 cents per mile one way, from the pickup point to the official workplace or to the place of burial within California.”

Regina (MOVE) Raya Perez (SECOND) to approve Policy on Travel (2nd Reading)

VOTE ON THE MOTION

PASSES 6-0-0

Approve-Oppose-Abstain

B. Action Item: Policy on Student Organization Grants (2nd reading)

Policy will return to board after student organization input has been garnered, and rollbacks have been discussed.

No action was taken on this item.

8. NEW BUSINESS

There was none.

9. REPORTS

A. ASI Vice President of Finance

- Working on Financial Literacy Workshop with Beach Pride Events and the College of Business
- Working with Nevin on policies

B. Senate Representatives

Last meeting

- Elected: Senate Vice Chair
- Reports: ASI President; College Senators; ASI Interim Assistant Director; ASI Executive Director; CSULB Dean of Students

C. ASI Executive Director

There was no report.

10. CLOSING COMMENTS

There were none.

11. ADJOURNMENT

Without objection, Chair John Barcelona adjourned the meeting at 4:32p.m.

RECORDED BY:

 Laura M. Butt, ASI Government Affairs Administrative Coordinator

Date: _____

APPROVED BY:

 John Barcelona, ASI Vice President of Finance

Date: _____