



**ASI FINANCE & BUDGET COMMITTEE
FEBRUARY 27, 2024
3:00 PM
SUMMIT ROOM, UNIVERSITY UNION, 3RD FLOOR**

APPROVED 3/5/2024

- I. CALL TO ORDER – 3:03 PM**
- II. ROLL CALL – SEE ATTACHED.**
- III. APPROVAL OF MINUTES FROM 2/13/2024** adopted as distributed.
- IV. PUBLIC COMMENT — NONE.**
- V. NEW BUSINESS**
 - A. Proposed Legislation:**
 - i. 2023/24-03- Baraiya, Boulos – Increase in ASI Directors’ Scholarship, Effective Fall 2024**

Curry introduced the legislation and reviewed the overall updates. Gallardo shared context for increasing the amount. See attached.

Committee recommends the following updates:

 - Remove “and Administration” portion from section D, second paragraph.
 - Update section E.2 from full-time to *part-time*.
 - Effective date is to be updated to *Spring 2025* in the title.
 - Consistent with the other ASI scholarships, include the following language, “No students should receive more than \$1,000 per semester.”

Committee determined by vote in favor of approval. Passed for recommendation, taken to the Board next.
 - B. Budget Overview – Hoan Nguyen, Director of Finance – see presentation attached.**

Key items to notate:

 - Main target date for President Wood’s budget approval is by April 26.
 - Slide seven was corrected for the Summer 2024 ASI Fee to \$35.
 - Slide twelve was corrected to FYE24 Forecast 6/30/2024.
 - Food Pantry reserve does not diminish by the end of year, the money in the reserve has been donated.
 - C. ASI Department Presentations**
 - i. Student Engagement & Outreach – Wil Chen, Department Director**
 - see presentation attached.



SEO full-time staff introduced themselves to the committee.

- ii. **Government Office – Sandra Gallardo, Executive Director** – see presentation attached.

Key items to notate:

- Slide three corrected Harbir’s title to Associate Director.

Shachee Baraiya came in during the Government Office presentation and was recognized to the committee. Tinkal Ambaliya had to leave the meeting, decreasing the voting members to 8.

- D. **ASI 990 Return Overview** – see presentation attached.

H. Nguyen presented the 990 information return and is available to anyone that has more questions regarding ASI’s numbers.

Daniel Adeoye left meeting during presentation, dropping voting members to 7.

- E. **Review ASI Financial Policy Changes – Hospitality and Travel**

H. Nguyen went over the policy updates made to ASI’s Hospitality and Travel, following campus and Chancellor’s Office (CO) guidelines. ASI is issuing a formal Hospitality Policy for the first time, even though we have been in compliance with the CO, there was no written policy. See highlights attached.

Travel policy updates also follow campus and CO guidelines. See highlights attached.

VI. ANNOUNCEMENTS

Juarez Lopez – next Finance and Budget meeting will be held at the Foothill Suite on the UU 3rd Floor. Make sure to check meeting location on the notification email.

Baraiya – Apply for an ASI Scholarship!

VII. ADJOURNMENT – 4:56pm

Shachee
VP OF FINANCE

03/05/2024
DATE

Elizabeth Chavez L.
RECORDER

03-05-2024
DATE