

To: ASI Board of Directors
From: Mark Montalvo, Director of Finance and Administration (DFA)
Subject: December 4, 2019 Board Report

Finance/Accounting:

- Will be testing the database this week to move student wages based on the minimum wage increase effective 1/1/2020. Once the test database has been finalized, we will then load into production with the new rates for students affected by the increase.
- Received a contract renewal proposal from our auditors, KCOE, to extend the contract for 3 more years which also includes UEI, Foundation, Union/Well, and ASI. Will be giving more details to the ASI VP of Finance and then the Audit committee to review when students return from winter break.
- ASI departments are working on all Job Descriptions (JD's) to update and revise for submission for the job reclassification and market research project through ASI's HR department. Hope is to have useful information by early spring.
- Reviewing 2018/19 990 tax returns and submit to our auditors, KCOE for review and sign-off before leaving for winter break. Goal is to have taxes filed by February 15th, 2020.

Committee/Meetings:

- Business Admin, Nov 8.
- MWT, Nov 12, 26.
- Downtown Ford Van Purchase, Nov 14.
- Job Reclassification/Market Research, Nov 18.
- DOC, Nov 18.
- ABA All Professionals, Nov 20.
- HR/BO Partnership, Dec 4.