

To: ASI Board of Directors
From: Mark Montalvo, Director of Finance and Administration (DFA)
Subject: February 17, 2021 Board Report

Finance/Accounting:

- February begins the ASI budget cycle to project spending for 2021/2022. All ASI departments are compiling data to formulate their budgets for next year and will be presenting to the F&B committee in March with final approval of the entire ASI budget to the BOD on April 14th. The budget will then go to the campus President no later than May 1st for approval.
- Working on completing the ASI business office managers 2020 performance evaluations and will meet to discuss their goals accomplished for the past year and establish new goals for each manager for 2021.
- University Union/Well board approved the final 2019/20, 990 and 990T tax returns and will be filed with the taxing agencies this week. Great job by Daisy Yepez, Humberto Perez, from ASI and Jill Farrell from the Union/Well. ASI's 990 and 990T are being reviewed by our auditor KCOE and will be approved and signed off in the coming weeks.

Committee/Meetings:

- AC PayScale, Jan 4.
- Business Office Staff, Jan 5, Feb 9.
- Summer 2020 Campus ASI Fee, Jan 6.
- Campus Financial Services Managers, Jan 6, 13, 27, Feb 10, 17.
- 403(b) planning with KCOE, Jan 12.
- MWT, Jan 19, Feb 2, 16.
- Campus Management Council, Jan 19.
- ASI BOD Mid-Year Retreat, Jan 20.
- ASI Town Hall – Ask Sandra & Mark, Jan 21.
- F & B, Feb 2, 9.
- CO Information Security Audit Orientation, Feb 10.
- Benefits Renewal with Gallagher, Feb 11.
- Union/Well board meeting, Feb 17.