

**FINANCE & BUDGET COMMITTEE
APRIL 25, 2023 3:00 PM
FOREST SUITE – UU 2ND FL.**

APPROVED 5/9/2023

- I. CALL TO ORDER-3:04 PM**
- II. ROLL CALL-SEE ATTACHED.**
- III. APPROVAL OF MINUTES FROM 4/11/2023** adopted as distributed.
- IV. PUBLIC COMMENT—NONE**
- V. NEW BUSINESS**
 - A. Update of 2023-2024 ASI Budget Recommended to the ASI Board of Directors**

The budget was adopted by the ASI Board of Directors. It will now be sent to Jonathan Bowman and President Nelsen for their signature.
 - B. Discussion on ASI Student Employment Grant process and Year End Report for 2023-2024**

The committee reviewed the proposed piece of legislation and discussed feedback. It will be on the last agenda for the Board of Directors to vote on 5/10/2023. We reviewed the piece of legislation below:

- C. Timeline for the Student Employment Grant**
 - 1. The timeline will define a process that allows a minimum of four (4) weeks for University ~~departments~~ Divisions to complete the Student Employment Grant Application from the time the application is made available. The process should specify how the availability of the application will be advertised. The timeline should ~~also~~ be designed so that the Committee's Budget and ASI Student Employment Grant allocation recommendation can be presented to the Board of Directors for their approval no later than April 15.
- D. The ASI Student Employment Grant should include requests for the following information as a minimum:**
 - ~~1. All program and/or activities that are not funded through a contract are required to submit an application to the ASI Student Employment Grant.~~
 - ~~2. Total estimated program/department revenue and expenses.~~

~~1. 3.—A detailed line item of each the classification of student assistants at a specific hourly rate and the total funds requested from ASCSUS Associated Students, Inc. (ASI).~~

~~4. Obtain their assigned Sacramento State Vice President's approval prior to being considered for funding.~~

E. The Application Process

~~1. In accordance with the 1994 Student Referendum designating the funding, the Division Vice Presidents (or designees) in from the Division of Student Affairs, Division of Academic Affairs and Division of Inclusive Excellence are invited to apply for the ASI Student Employment Grant for funding for student positions to apply for from the student employment funding grant.~~

~~2. In the application, each division will provide, the program/department, the job location the number of student employees, wage, hours per week and the number of weeks of students desired in the application form.~~

~~3. Each Division commits to filing and End of Year Report that details at least three efforts made to support and promote ASI to the student body, including one effort to promote the ASI Student Government Elections.~~

~~4. Applications that are not submitted by the deadline as set by the timeline of the annual Student Employment grant will face be subjected to a 5025% deduction of their funding from their allocation. In addition, applicants that have not submitted their final year-end report by the deadline will received a 25% deduction of their funding. Any changes to this policy will be at the discretion of the current voting members of the ASI Finance & Budget committee.~~

F. The Budhani -Bozarth Calculation

~~The following formula was created and approved for use by the ASI Finance and Budget Committee, for the first time during the 2020-2021 fiscal year, to be used as an objective method of calculating the allocation of Student Employment Grant Funds.~~

~~1. All applicants are entitled to the following Base Allocation:~~

~~a. 1 student employee at 10 hours a week for 32 academic weeks.~~

~~b. Amount rewarded is based on the average minimum wage rate for the fiscal year.~~

~~c. The formula is as follows: $1 \times 10 \times 32 \times$ average minimum wage rate~~

~~2. Re-allocations~~

~~After the Base Allocation is awarded to each program the remaining funds available are distributed using a percentage calculation.~~

~~a. Step One: Calculate Remaining Funds Available for distribution.~~

~~b. Step Two: Calculate Remaining Total Amount Requested.~~

- ~~e. Step Three: Divide Remaining Funds Available by Remaining Total Amount Requested. This step provides the percentage needed to allocate the remaining funds available.~~
- ~~d. Step Four: Calculate the Remaining Amount Requested for each applicant by deducting their base allocations from their requested amount.~~
- ~~e. Step Five: Multiply each applicant's Remaining Amount Requested by the percentage calculated in Step Three.~~
- ~~f. Step Six: Allocate calculated amounts from Step Six to each applicant.~~
- ~~g. Step Seven: Divide overage funds evenly if needed and repeat until allocation is complete*~~

~~*Each applicant is only to be rewarded up to the amount originally requested on the application. If an applicant reaches their requested amount prior to allocation completion, the remaining overage is then evenly distributed to the remaining programs that have not reached their requested amount. This policy applies to Base Allocations, Re-allocations, and Possible Capped Amounts.*~~

All Division applicants shall be awarded to the following base allocation:

1. ~~1.~~ Percentage of Division Allocation= [Number of Programs per Division/ Total of all Programs in all Divisions] * 100
 - a. Number of Programs per Division as stated in the Student Employment Grant Application.
2. ~~2.~~ Division Allocation= Total Budget* Percentage of Division Allocation
 - a. If Division Allocation is greater than the requested amount, the requested amount should be awarded.

3. Capped Amounts:

The use of a cap and type of cap, is left to the discretion of each fiscal year's ASI Finance and Budget Committee. A cap may be put in place to avoid substantial allocations to a single applicant. This allows funds to be distributed more evenly across all each applicants that applies in accordance with the 1994 referendum.

45. All division applicants shall get be allocated at least a minimum of \$10,000 unless the request is less than the minimum amount.

F. APPEAL OF ASI STUDENT EMPLOYMENT GRANT

All decisions of Associated Students, Inc. (ASCSUS) are final unless appealed in accordance with this section of the ASI Student Employment Grant.

1. Grounds for Appeal

Appeals regarding the ASI Student Employment Grant funding process must be filed in accordance with the guidelines below.

If ASI denies an application for the ASI Student Employment Grant, ASI must:

- (a.) Issue its decision in writing to the ~~department /program director~~ Division Vice President, and
- (b.) Identify the specific reason (s) for the denial.

If the ~~department /program director~~ Division Vice President disagrees with the decision, the ~~department /program~~ Division may request an appeal of the decision to ascertain that the process and determination was made per the guidelines and rules of the funding process with viewpoint neutrality requirement.

2. Appeal Process

Generally

If the department /program contends that ASI's decision violates or did not comply with the viewpoint neutrality requirement, the department/program may file an appeal within three (3) business days after receipt of the written decision to file an appeal.

Such appeal must be in writing and state the reason the ~~department /program~~ Division Vice President believes the application was wrongfully denied. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy of whether viewpoint or opinion played an impermissible role in the denial.

The ~~CSUS-Sacramento State Vice President of Student Affairs (VPSA) or VPSA's~~ University President or the University President's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than five (5) business days following receipt of the appeal.

Standard of Review

The ~~VPSA or VPSA's~~ University President or the University President's designee shall determine "de novo" (i.e., without any deference to the decisions below) whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

Authority and Jurisdiction

Decisions, once reviewed and approved by the ~~CSUS-VPSA~~ Sacramento State University President, are final and binding.

The ASI Finance & Budget committee recommended that we submit the legislation as proposed. Committee members are encouraged to attend the meeting on May 3.

VI. ANNOUNCEMENTS

Montalvo-Thanks to the ASI Finance & Budget committee members. Tomorrow is Denim day.

Baraiya-Holding a networking event at Riverview Hall talk to Sac State alumni 4:00-6:00 PM.

Budhani-Come to the ASI Board meeting if you are able next week. It was a pleasure having you all on the committee.

VII. ADJOURNMENT-3:32 PM



VP OF FINANCE



DATE



RECORDER



DATE