Chair, Nathan Jones, has called a meeting of the Finance Committee on Wednesday, July 11th, 2018 at 9:00am – 11:00am in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 9:07am.

II. Roll Call
VP of Finance – Present
VP of Facilities & Services – Present
VP of University Affairs – Excused Absence
Graduate Rep – Late (Excused)
Senior Rep – Present
Junior Rep – Present
LCA Rep – Late (Excused)
Education Rep – Present

III. Approval of Agenda
Motion to approve the agenda for July 11th, 2018.
Moved by Junior Rep, seconded by Senior Rep.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
No minutes to approve.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
No Announcements

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
No Public Comment

VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.
No Closed Session

VIII. Old Business
No Old Business

IX. New Business
a. Finance Committee Overview & Goal Setting (Action Item)
The Committee will discuss its upcoming goals for the 2018-2019 academic year, as well as long-term goals for the organization related to Business, Administration & Finance.

VP of Finance welcomed the new members of the Finance Committee and invited the Committee share any goals to accomplish during the academic year of 2018-2019. It was expressed that the Committee will work on redesigning the compensation package, which may include housing, stipends, or other benefits.

Grad Rep entered the room at 9:09 am.
LCA Rep entered the room at 9:11 am.
VP of Internal Affairs communicated that the Committee should look into utilizing the new childcare and early education funding that comes from Proposition C on the San Francisco ballot, meant to improve the salaries of teachers and fund childcare and early education programs. It was suggested that the Committee investigate how to obtain these funds to support the ECEC.

Veronica Castillo, Interim Sr. Director of Finance, and VP of Finance briefly explained the process of the Student Org funding approval process by the Finance Committee. Edina Bajraktarevic, AED of Business Administration & Finance, stressed the importance that the Finance Committee addresses how to efficiently use the SFSU Associated Students’ budget to take on bigger projects, while addressing the funding needs of Student Orgs through running a Student Org Assembly. Education Rep expressed interest to sit on the Student Org Assembly and be able address the needs and concerns of Student Orgs. VP of Finance announced that once the Student Org Assembly begins, the Finance Committee meetings will be held bi-weekly. AED of Business Administration & Finance explained the role of the Finance Committee to preparing the budget from January to May, approving funding requests, and reviewing 4 quarterly reports to address any necessary changes. Interim Sr. Director of Finance suggested the Committee to work on the Student Org Funding Handbook and have it prepared before the academic year begins.

Education Rep requested that the Student Org Orientation workshops be made mandatory to ensure that information on how to handle all aspects for student org funding requests is communicated to the student organizations. AED of Business Administration & Finance responded and informed the Committee that the Administrative Office Assistant, in her department, will be the point person to handle student org funding requests or questions. VP of Finance reported that Larry Birello requested AS' support for the future Leadership Symposiums because the Event Services Handbook states that all university departments and non-student orgs are now required to pay for spaces, while student orgs have free access. AED of Business Administration & Finance and VP of Facilities & Services suggested tasking this request to the Facilities & Services Council to address.

b. Quick Budget Overview (Discussion Item)

The Committee will discuss and review the 2018-2019 fiscal year budget.

VP of Finance provided a presentation about priorities, revenues, expenses, and ten-year projections for the 2018-2019 fiscal year budget. Interim Sr. Director of Finance informed the Committee that budget committee identified six positions (HR Coordinator, Sr. Director of Admin. Compliance Coordinator, Sr. Director of Program & Administration, Building Manager, and IT Manager) to prioritize and hire for this fiscal year. VP of Finance reported new items that were added to the budget: mural anniversary celebrations, minimum wage increase (effective July 1st, 2018), BOD stipend increase, and general increase for full-time staff. He briefly explained that revenue mainly comes from the CCSC fee and AS fees, with the addition of grants, programs, UCorp Return and other investments. AED of Business Administration & Finance explained that the goal is to become less dependent on student fees to fund the AS services and be able to lower student fees in the future. It was stressed the importance of finalizing an operating agreement with the campus and investigating fundraising opportunities to provide additional funding for AS programs. VP of Finance reported that the payroll expenses are estimated at $5.9 million and the operating expenses are estimated at $3 million for this fiscal year. AED of Business Administration & Finance explained that operating expenses covers utilities, maintenance, travel fees, attorney fees, and hospitality fees.

VP of Facilities & Services exited the room at 9:53am.

VP of Finance reported that the BOD approved of a potential increase in fees in the span of three to five years. It was reported that there will be a $26 increase for Associated Students fees and $27 increase in CCSC fees, in regards to the ten-year projection. The CCSC fees are currently at $82, while the Associated Students fees are at $54 for this academic year 2018-2019.

VP of Facilities & Services entered the room at 9:59am.

c. 2017-2018 Fiscal Year 2nd Quarter Report (Action Item)

The Committee will discuss and review the 2nd quarter report for the 2017-2018 fiscal year.

VP of Finance briefly discussed and explained the 2017-2018 Fiscal Year 2nd Quarter Report, in regards to expenses revenue, and the breakdown of revenue in each department. It was reported that the organization was at
45% of revenue during the 2nd quarter, which was slightly under the estimate of where it should have been. **AED of Business Administration & Finance** reassured the Committee that once the Net Student Center Fee is distributed by the end of the spring semester, it would place the organization over the estimated revenue usage percentage. **VP of Finance** explained that the percentage of total expense usage was only at 31%, which is good because it is under the 50% of total expenses.

**Motion to approve the 2017-2018 Fiscal Year 2nd Quarter Report.**
Moved by VP Facilities & Services, seconded by Senior Rep.
No opposed. No abstentions. Motion passed.

**d. 2017-2018 Fiscal Year 3rd Quarter Report (Action Item)**
The Committee will discuss and review the 3rd quarter report for the 2017-2018 fiscal year.

**VP of Finance** reported that during 2017-2018 Fiscal Year 3rd Quarter, the total revenue was reported to be at 53% because the Net Student Center Fee has not been distributed yet. He reassures the Committee that once that has been collected, it will place the organization above the proposed estimated budget for the 2017-2018 Fiscal Year 4th Quarter Report. **VP of Facilities & Services** inquired about the increase in budget from student fees of fall and spring during the 3rd Quarter and **AED of Business Administration & Finance** reported that there was an increase in student enrollment, which resulted in an increase in the budget for the 3rd Quarter Revenue Report.

**Motion to approve the 2017-2018 Fiscal Year 3rd Quarter Report.**
Moved by VP of Facilities & Services, seconded by Junior Rep.
No opposed. No abstentions. Motion passed.

**e. 2017-2018 Fiscal Year 4th Quarter Report (Action Item)**
The Committee will discuss and review the 4th quarter report for the 2017-2018 fiscal year.

**VP of Finance** announced that the 2017-2018 Fiscal Year 4th Quarter Report is currently being prepared and will be reviewed by the Committee in the future. **Interim Sr. Director of Finance** also reported that the check from the Net Student Center fees has been received and will be applied to the 4th Quarter Report.

**f. Investment Policy (Discussion Item)**
The Committee will discuss and review any potential changes to the current investment policy.

**AED of Business Administration & Finance** explained that the current investment policy presented on the AS website needs to reviewed and change to account that AS can invest differently. It was reported that the old policy still discusses two organizations (Associated Students & Student Center) that invest in separate ways. She expressed that with a new policy established, it will allow the organization to understand what type of investments are appropriate and the background of these investments. She suggested creating a timeline to address and complete specific sections of the investment policy because it is a tedious process but will allow more opportunities to use this money to benefit the organization.

**X. Adjournment**

**Motion to adjourn meeting at 10:41am.**
Moved by VP of Facilities & Services, seconded by Education Rep.
No opposed. No abstentions. Motion passed.

Approved by: Nathan Jones

Respectfully submitted by: Theresa Khong

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