Chair, Nathan Jones, has called a meeting of the Finance Committee on Tuesday, December 5th, 2017 at 2:00pm-4:00pm in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 2:09pm.

II. Roll Call
VP of Finance: Present
VP of External Affairs: Present
Freshman Rep: Present
Ethnic Studies Rep: Present
Business Rep: Present

III. Approval of Agenda
Motion to approve the agenda for December 5th, 2017
Moved by Freshman Rep, seconded by Business Rep.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the Minutes for November 28th, 2017
Moved by Business Rep, seconded by Freshman Rep.
No opposed. No abstentions. Motion passed.

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
a. Timeline for University Budget Approval Process (Discussion/Action Item)
The Finance Committee will discuss creating a timeline for the University to approve AS Budget

Members of the committee had a meeting with Ann Sherman, Vice President, Human Resources. They went over the budget prep process for the entire CSU system and SF State in general. April 24th is the date for their preliminary allocation memo. They do not have an official number, but can provide a heads up for what the budget looks like. On September 1st, 2017, the committee can expect more communications on policy updates. This problem is one that is faced by all of the CSUs in general, as every school is dealing with the issue of receiving budget too late in the school year. There are several steps that need to be gone through to obtain fiscal budget approval. Edina Bajraktarevic, AED of Business Administration & Finance stated that it’s comforting to know that SF State’s ASI is not the only waiting late into the summer for budget approval, but that it is a bigger
system-wide issue. VP of Finance stated that the committee can leave it as is or voice out if it believes further action is needed. Ethnic Studies Rep asked why the school raises prices for students but does not raise the budgets. Someone suggested that it could be a ripple effect from actions taken by the State of California. The Budget Act of 2017 was enacted on all levels, resulting in the budget being approved late. The committee will ask around at CSSA to find out what other ASIs feel about it. VP of Finance asked if ASI should accept the situation as it is, Ethnic Studies Rep responded with the opinion that there’s not much the committee can do.

B. First Quarter Report 17-18 Fiscal Year (Discussion Item)

The Finance Committee will discuss the First Quarter Report 17-18 Fiscal Year.

In the 1st quarter, the committee only used 14% and payroll used 17% of budgeted accounts. The committee will send an email and report it. This is not an item, just an announcement. This quarterly report has to be reported to the board and approved at the board budget as well. It is necessary for the board members to go over the report.

C. BSU - ABC Special Event

The Finance Committee will discuss the BSU ABC Special Event.

Members of the committee have met with Chantel from the Black Student Union (BSU). They discussed meeting spaces, and will send out information to the appropriate departments once they have received estimates and quotes. The committee anticipates a large bill from BSU, but are not sure where this would come from in the budget. They will provide in kind services, and individual payment would come from whichever budget or department the individuals are working in. AED of Business Administration and Finance told the committee that they do not have to be concerned about the staff being paid, but should have a master sheet that details how much from the overall budget was used for this event in terms of hours worked and such. She reminded the committee to take note of whether it’s more beneficial to give a high amount of cash funds or in kind services instead. She suggested keeping spreadsheets on the info from the event. VP of Finance stated that it would be wise to hold a meeting with the BSU and directors of each department to go over each item.

IX. New Business

a. New Student Org Funding Approval Process (Discussion/Action Item)

The Finance Committee will review, discuss and possibly take action on a new funding approval process. The committee discussed the existing student org funding process. They said that Luoluo Hong, Vice President of Student Affairs & Enrollment Management, created a proposal for consideration, where student org funding requests would come in twice a year, to revamp the entire process in which orgs are funded. This creates structure with requesting funding, and the orgs will request money for the following year. There will be a second budget call, and two times when students can request money from AS, or amend their initial request.

b. Ulyngo Presentation

Ulyngo is a software that aims to help students buy and sell on campus. Students will not only be able to do such activities with their student email, but also with their student ID, and pay digitally for such services. Jason Porth, President of UCorp said that he spoke with AED of Business Administration & Finance in August and President of ASI to go over the price. He claimed that in the second or third year, the school would be able to break even on the money spent on the software. The software offers a white label solution, which is customized for SFSU. This is a fully hosted, privatized solution which is accessible on all devices. At Cal Northridge, 500 students signed up in the first 3 weeks. He emphasized that this software requires no management by the school, and stated that it would be a worthwhile investment. The total would come to 50 cents per student. VP of External Affairs expressed that it would be a good thing to invest in. Ethnic Studies Rep asked if ASI would be able to see the earnings from Ulyngo. The committee agreed that the ideal scenario would be a co-sponsorship between UC Corp and ASI as larger technology undertakings always have more success with working with the students. U-Corp is also involved because of the SFSU app, and UC Corp will help with the integration. The revenue share can be monthly, yearly, or once per semester. They will try not to have the price be too much of a barrier for implementation. AED of Business Administration & Finance stated that it is important to know the details of co-sponsorship with UC Corp, as they can charge AS a fee for this. She understands it is an important service and it's not about the money, but we definitely need to know all the logistics. Ulyngo prefers that this goes through the students to know exactly what students want, as all the features would be customized for SFSU. Representative of Ulyngo
said that any schools that build all technology in-house, generally take more time to integrate the marketplace onto each space. He said that it is Important to note in the contract that U-Corp is the management but, ASI and students are in ultimate control of the flow. Ulyngo will supply the majority of marketing videos, and suggested holding on campus events and “email blasting” the students. He said that 300 students posted on the first day, but that it takes work to get to the point of more students using the platform. AED of Business Administration & Finance asked if there will be a trial time, and questioned the duration of the contract. Ulyngo is expecting high engagement rates, and plans to have their pilot for a semester’s length. They will schedule meetings to track progress and keep an eye on the metrics. It is important to give these apps a chance, and allow them time to develop to their full potential. AED of Business Administration & Finance stated that the operating allowance is for new programs that ASI can potentially adopt.

Freshman Rep expressed that Ulyngo seems like an interesting app, but raised concerns about potential security risks, as students will be conducting physical transactions in buying and selling goods and services. The representative of Ulyngo said that it is important for people to understand why the platform is safer—they know who is reliable, in the marketplace Ulyngo knows what transactions happen and when. Ulyngo will be the only place where SFSU guidelines have to be followed. Buyers and sellers must be students, and there is no social responsibility or commenting allowed on posts. The main reason is that the app is built exclusively for students. Ulyngo will enact policies to ensure that student businesses are not on the marketplace, and can work case by case to verify. The app is customizable to take away student businesses, and they can build a specific functionality for that. He said that there will be a flagging system, with parameters that make sure posts meet the standards. Users can flag and report inappropriate posts, and ASI can have as much control over the app as needed. There can also be the option to post an event, Ulyngo offered to go to administration to seek approval for an events tab. A future feature that Ulyngo could offer is housing listings—at its core, it is a buy and sell app. They go on a case by case basis of what products and features each individual school wants. The representative of Ulyngo promised that it will never cost ASI more than the price listed to add new features or take away new features. All updates or edits can be done in a matter of minutes during the testing period. The only fee collected is per student, and the amount of profit is based on each student that joins.

Motion to go back into the orders of the day to Old Business item A.
Moved by Business Rep, Seconded by Freshman Rep.
No discussion. No abstentions. Motion passed.

c. Student Org Proposal
Literature and Art Association’s Canto Magazine published 24 issues last year and 40 issues this year. They are having an event as a call for submissions for the next event. They are accepting artwork and essay submissions, in order to celebrate students, authors and artists. They are also looking to recruit new members, and are going to change their logo. They requested $1500 for Feb 18th, as they will be publishing 40 issues of Canto magazines, which will each be 136 pages and printed at Copy Edge. They are also planning on publishing 40 issues for April 18.

Motion to approve $1500 for the Literature and Arts Association
Moved by Business rep, seconded by ...
No opposed. No abstentions. Motion carries.

d. New Student Org Funding Policy
The committee discussed the new Student Org funding policy and discussed several options. One of them was that requests of $0-500 can be signed off by the chair, and can be approved by the Business Office as it goes along with the handbook. They agreed that the VP of External Affairs should still sign it as well. For requests between $500-1500, the student org will present their request to the Finance Committee and the committee will then bring the recommendation to the Board. For requests above $1500, the org should bring it to the board themselves. They mentioned that budget season is starting in 4 weeks. Freshman Rep agreed with AED of Business Administration &
Finance that VP of Finance's proposal will be in use a lot earlier. She stated that the other proposals look great, but they will take a few years to implement. The processes listed in the proposals are similar, but she agreed to move forward with VP of Finance's proposal as it can be implemented faster. The new process won't change when and how proposals are made, but change how the committee and board approves proposals because the student orgs won't have to present to the committee. This will create a faster turnaround time for the orgs, and make it easier on the committee to go over items such as quarter reports, quarterly reports etc. The committee agreed to bring this business item to the board the following week.

e. Student Org Funding Ad Hoc Assembly Changes
One minor change was made to the Student Org Funding Ad Hoc assembly regarding “committee membership”. The committee recommended to have one historical org rep and two non historical org reps on the assembly for voting purposes. Ethnic Studies Rep expressed that they would prefer to use the term “sit as recommended”. because the representatives might not show up but this language will give them the option to go.

Motion to approve the Finance Committee Student org funding ad hoc assembly with changes
Moved by Business Rep, seconded by...
No opposed. No abstentions. Motion passed.

Motion to go out of the orders of the day to item C

Motion to go out of the orders of the day to item B.

X. Adjournment

Motion to adjourn meeting at 3:57pm
Moved by Freshman Rep, seconded by Business Rep.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Nathan Jones

Respectfully submitted by: Natalie Ngu