

# **BAC MEETING**

**Venue: F5-211**

**Thursday, July 27, 2017**

**12:00 pm**

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

## **Minutes**



### **I. CALL TO ORDER**

Meeting called to order at 12:02 PM

### **II. ROLL CALL**

Present:

VP of Finance/Chair: Shannon Wu

ASU President: Oscar Cruz

ASU Rep: Daveed Lopez

Faculty Rep: Frank Lozano

ASU Advisor: Sonia Lopez

Absent:

Fiscal Rep

Guests:

Leticia Conley, Student Activities, Aide

Lynnette Dolatre: Student Activities, Student Worker

Aurora Paredes: ASU Past President

Cecilia Cruz: Student Health Center, Assistant

### **III. APPROVAL OF MINUTES**

None as this was the first meeting of the 17-18 academic year.

### **IV. PUBLIC FORUM (2 MIN. PER SPEAKER)**

None

### **V. FINANCIAL REPORT**

The total operating budget for the 17-18 academic year is \$210,000. VPF/Chair: Wu stated she will have financial reports starting at the next BAC meeting.

### **VI. REALLOCATION OF FUNDS**

None

## **VII. DISCUSSION ITEMS**

Audit Findings Update:

ASU Advisor/Lopez, stated that she had met with the new fiscal manager, Hao and discussed the following:

1. ASU off campus account: (Fiscal personnel) are still working on trying to get the ASU funds into a district approved account and out of the office campus account.
2. ASU Book rental inventory system: Fiscal is aware of ASU's interest in purchasing an inventory system. A contract for the service is currently awaiting signatures.
3. Inactive clubs accounts: We have started the process as required by district policy to close inactive club accounts. We will follow-up and complete the process early Fall semester.
4. Club expenses exceeding \$1000. This item will need to be added as a standing item to future BAC meetings. This was an audit finding and will need to be reviewed on a regular basis.
5. The audit findings report will be reviewed at the ASU retreat so that this year's board in full aware of the issues.

## **VIII. ACTION ITEMS (5 MIN. PER SPEAKER)**

### **A. Community Funding: Student Health Center Workshops Fall 2017**

Moved by: ASU President, Cruz / Second by: Faculty Rep: Lozano --- to fund the Student Health Center Workshops for the Fall 2017 semester in the amount of \$300. Cecilia Cruz spoke on the item and explained how funds would be used.

Approved: Unanimously. \$300 for Account 62030 / Social Cultural Activities

### **B. Inter Board Funding: Mexican Independence Day Parade**

Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the Mexican Independence Day parade expenses in the amount of \$2500. Item was discussed. Funding will be used to cover transportation, decorations, food, and entry fees.

Approved: Unanimously. \$2500 fro, Account 62035 / Multi-Cultural Activities

### **C. Inter Board Funding: Club Rush Week**

Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the Club Rush Week in the amount of \$1746.69. Item was discussed. Funding will be used to cover transportation, decorations, food, and entry fees.

Approved: Unanimously. \$1746.69 from Account 62030 / Social Cultural Activities

### **D. Inter Board Funding: Business Cards**

Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the purchase of business cards in the amount of \$496.00 Item was discussed. Business cards will be used during the fall semester as a way for ASU board members to network and connect with the campus community.

Approved: Unanimously. \$496.00 from Account 70619 / Supplies

- E. Inter Board Funding: Office Supplies President  
Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the purchase of office supplies for the ASU President in the amount of \$100. Item was discussed. Supplies will be used to assist the student in caring out their duties and responsibilities of their office.  
Approved: Unanimously. \$100 from Account 70619 / Supplies
- F. Inter Board Funding: Office Supplies VP Finance  
Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the purchase of office supplies for the ASU VP Finance in the amount of \$100. Item was discussed. Supplies will be used to assist the student in caring out their duties and responsibilities of their office.  
Approved: Unanimously. \$100 from Account 70619 / Supplies
- G. Inter Board Funding: Office Supplies Treasurer  
Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the purchase of office supplies for the ASU Treasurer in the amount of \$100. Item was discussed. Supplies will be used to assist the student in caring out their duties and responsibilities.  
Approved: Unanimously. \$100 from Account 70619 / Supplies
- H. Inter Board Funding: Office Supplies Chief Delegate  
Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the purchase of office supplies for the ASU Chief Delegate in the amount of \$77.27. Item was discussed. Supplies will be used to assist the student in caring out their duties and responsibilities.  
Approved: Unanimously. \$77.27 from Account 70619 / Supplies
- I. Inter Board Funding: Office Supplies Historian  
Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the purchase of office supplies for the ASU Historian in the amount of \$100. Item was discussed. Supplies will be used to assist the student in caring out their duties and responsibilities.  
Approved: Unanimously. \$100 from Account 70619 / Supplies
- J. Inter Board Funding: Office Supplies Chief Justice  
Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the purchase of office supplies for the ASU Chief Justice in the amount of \$100. Item was discussed. Supplies will be used to assist the student in caring out their duties and responsibilities.  
Approved: Unanimously. \$100 from Account 70619 / Supplies

**IX. STUDENT REP FEE**

**A. ASU Summer Retreat**

Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the summer retreat for the ASU board in the amount of \$6700. Item was discussed. Funding will be used to cover hotel, food, mileage, supplies and incidentals needed for the retreat. ASU board is seeking approval from senior administration to go off campus for the retreat. ASU Advisor will notify the board once the issue is discussed with Student Services, VP, Benavides.

Approved: Unanimously. \$6700 from Account 28030 / Student Rep Fee

**X. NEW BUSINESS / UNFINISHED BUSINESS**

The committee voted and unanimously approved to add the following time sensitive items to the agenda.

**a. Parliamentary Training expenses from 2016-2017**

Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund the Parliamentary training expenses in the amount of \$730.18. Item was discussed. Funding will be used to pay the following expenses that are currently outstanding from 2016-2017 academic year and now require approval from this board.

1. \$310.55 – Food / Ingalinas
2. \$350.00 – Bruce Bishop/ speaker fees
3. \$19.20 – ELAC Bookstore/ water
4. \$50.43 – Sonia Lopez / Reimbursement for meeting food- expense

Approved: Unanimously. \$730.18 from Account 28030 / Student Rep Fee

**b. Club Expenses exceeding \$1000**

Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to entertain club expenses exceeding \$1000. Item was discussed.

Engineering Club for the Robo Sub Competition will be spending over \$1000 from their club account.

Approved: Unanimously. \$1000 from their club account.

**c. Release ASU Hospitality account / \$4300**

Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to release the funds in the ASU Hospitality account in the amount of \$4300. Item was discussed. Funds will be used to provide snacks, lunch, light dinner after ASU, BAC, and ICC meetings.

Approved: Unanimously. \$4300 from account 63701 / ASU Hospitality

**d. Release ASU Mileage account / \$650**

Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to release the funds in the ASU Mileage account in the amount of \$650. Item was discussed.

Funds will be used reimburse mileage expenses for board members and students travelling to various meetings during the academic year.

Approved: Unanimously. \$650 from account 70519 / ASU Mileage

e. Event / Dodger Day

Moved by: ASU President, Cruz / Second by: Daveed Lopez: ASU Rep --- to fund Dodger Day in the amount of \$4310.00. Item was discussed. Funds will be used to purchase 100 game tickets in the all-you-can-eat section of the stadium. The game is "College Night" and includes fireworks. Students would like to add this as one of the benefits to students who have paid their fees. The distribution of the tickets will be discussed in committee in consultation with the ASU Advisor. The issue of student travel will also be addressed in committee.

Approved: Unanimously. \$4310.00 from account 62030 / Social Cultural Activities

**XI. NEXT MEETING** - Friday, August 25<sup>th</sup>, 2017

**Location:** F5---211

**Time:** 10:00 AM

**XII. ADJOURNMENT**

Having reached the end of the agenda, the meeting was adjourned at 12:47 PM.