

El Camino College
Associated Students Organization
Finance Committee Agenda
July 2, 2019
ASO Executive Office
8:00 – 10:00 A.M.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. Call to Order**
- II. Roll Call**
____ Ruben Sagastume (chair) ____ Urwa Kainat ____ Greg Toya ____ Babatunde Atane
____ Student at Large
Alternates: ____ Chris Dela Cruz ____ Debbie Allison ____ Sophie Dao
Support/Guests: ____ Hong Tran ____ Alyssa Eckley ____ Isabel Ding ____ Charlene Sakatani
- III. Approval of the Minutes**
- IV. Approval of the Agenda**
- V. Old Business**
- VI. New Business**

7.1. The Finance Committee will consider and approve the 2019-2020 Associated Students Organization and Inter-Club Council Budget.

7.2. The Finance Committee will consider and approve \$3500 from AS Leadership Training account 71-55001-00-836190-7670 for the ASO Summer Retreat.

7.3. The Finance Committee will consider and approve \$1000 from Public Relations account 71-55001-00-836412-7670 for school supplies (highlighters, pens, pencils, erasers & page markers) and ASO branded lanyards for student outreach.

7.4. The Finance Committee will consider and approve \$1500 from the Public Relations account 71-55001-00-836412-7670 for Blue ASO polo shirts.

7.6. The Finance Committee will consider and approve \$250 from the AS Leadership Training account 71-55001-00-836190-7670 for CCCSAA Advisor Membership fee.

7.7. The Finance Committee will consider and approve \$500 from the Public Relations account 71-55001-00-836412-7670 for BPO (Blanket Purchase Order) for print materials.

7.8. The Finance Committee will consider and approve \$15,000 for BPO (Blanket Purchase Order) for Six Flags Magic Mountain account number 71-55001-00-836121-7670

VII. Member Reports

VIII. Public Comment on Non-Agenda Items

IX. Adjournment

El Camino College
Associated Students Organization
Finance Committee Agenda
August 6th, 2019
ASO Executive Office
9:00 a.m. - 10:00 a.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda.
Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 - ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Babatunde Atane
 - ___ Student at Large
 - Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao
 - Support/Guests: ___ Hong Tran ___ Charlene Sakatani
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. PBC Reports**
 - 5.2. ASB Reports**
 - 5.3. ASO Shadow Budget**
- VI. **Old Business**
 - 6.1. ASO Check approval process.**
The finance committee will discuss and make changes to the ASO Funded Programs Check Request and Requisition Request Approval Process document.
- VII. **New Business.**
 - 7.1. Finance Items**
 - 7.1.1.** *The Finance Committee will consider and approve the transfer of \$2000 from AS Campus Enrichment account 71-54550-00-836409-7670 to AS Conference account 71-55229-00-836103-7670 for two additional student attendees for CCCSAA conference.*
 - 7.1.2.** *The Finance Committee will consider and approve \$450 from the Public Relations account 71-54550-00-836412-7670 for an ASO branded banner/table cloth.*
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**
- X. **Adjournment**

El Camino College
Associated Students Organization
Finance Committee Agenda
August 30th, 2019
ASO Executive Office
12:00 p.m. - 1:00 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda.

Brown Act §54954

I. Call to Order

II. Roll Call

___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Babatunde Atane
___ Student at Large

Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao

Support/Guests: ___ Hong Tran ___ Charlene Sakatani

III. Approval of the Minutes

IV. Approval of the Agenda

V. Reports

5.1. PBC Reports

5.2. ASB Reports

5.3. ASO Shadow Budget

VI. Old Business

6.1. ASO Check approval process.

The Finance Committee will discuss and make changes to the ASO Funded Programs Check Request and Requisition Request Approval Process document.

VII. New Business.

7.1. Finance Items

7.1.1. *The Finance Committee will consider and approve \$135 from AS Campus Enrichment account 71-54550-00-836409-7670 for a Canva.com 1 year subscription.*

7.1.2. *The Finance Committee will consider and approve \$200 from the AS Campus Enrichment account 71-54550-00-836409-7670 for Constitution Day/ Financial Aid Fair for prepacked snacks, cookies, water or other items as giveaways for students that participate in the event.*

VIII. Member Reports

IX. Public Comment on Non-Agenda Items

X. Adjournment

El Camino College
Associated Students Organization
Finance Committee Agenda
September 13th, 2019
ICC Office
9:00 a.m. - 10 a.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda.
Brown Act §54954

I. Call to Order

II. Roll Call

___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Babatunde Atane
___ Student at Large

Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao

Support/Guests: ___ Hong Tran ___ Charlene Sakatani

III. Approval of the Minutes

IV. Approval of the Agenda

V. Reports

5.1. PBC Reports

5.2. ASB Reports

5.3. ASO Shadow Budget

VI. Old Business

6.1. Discussion Items

6.1.1. ASO Check approval process.

The Finance Committee will discuss and make changes to the ASO Funded Programs Check Request and Requisition Request Approval Process document.

6.1.2. *The Finance Committee will discuss if ASO will continue to deposit 5% of ASO fees to reserves per AP5420?*

6.1.3. *The Finance Committee will discuss the issuance of an ASO bank card to purchase goods and services.*

VII. New Business.

7.1. Voting Items

7.1.1. *The Finance Committee will consider and approve The ASO Funded Programs Check Request and Requisition Request Approval Process document.*

VIII. Member Reports

IX. Public Comment on Non-Agenda Items

X. Adjournment

El Camino College
Associated Students Organization
Finance Committee Agenda
September 24th, 2019
ASO Executive Office
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 - ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Babatunde Atane
 - ___ Student at Large
 - Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao
 - Support/Guests: ___ Hong Tran ___ Charlene Sakatani ___ Xingbo Zhao ___ Isabel Ding
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. PBC Reports**
 - 5.2. ASB Reports**
 - 5.3. ASO Shadow Budget**
- VI. **Old Business**
 - 6.1. Discussion Items**
 - 6.1.1.** The Finance Committee will discuss if ASO will continue to deposit 5% of ASO fees to reserves per AP5420?
 - 6.1.2.** The Finance Committee will discuss the issuance of an ASO bank card to purchase goods and services.
 - 6.1.3.** The Finance Committee will discuss and make changes to the ASO Funded Programs Check Request and Requisition Request Approval Process document.
- VII. **New Business.**
 - 7.1. Approval Items**
 - 7.1.1.** The Finance Committee will discuss and appoint a student representative to approve ICC club fiscal request from accounts starting with 81.
 - 7.1.2.** The Finance Committee will discuss and approve the ASO Funded Programs Check Request and Requisition Request Approval Process document.
 - 7.2. Finance Items**
 - 7.2.1.** The Finance Committee will consider and approve \$5000.00 from AS Campus Enrichment account 71-54550-00-836409-7670 for ASO Movie Night Event and the purchase of a popcorn machine, a food and deserts from food and dessert trucks, popcorn machine, the rental of the movie, the rental of Marsee Auditorium, and services from campus police.

7.2.2. The Finance Committee will consider and approve \$80.00 from AS Supplies account 71-54550-00-836101-7670 for the purchase of an EN-EL 14a Rechargeable Li-ion Battery (camera battery) from Nikon.com

7.2.3. The Finance Committee will consider and approve the removal of \$200 allocated for Constitution Day and place back into the AS Campus Enrichment Account 71-54550-00-836409-7670.

- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**
- X. **Adjournment**

El Camino College
Associated Students Organization
Finance Committee Agenda
October 1st, 2019
ASO Executive Office
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

I. Call to Order

II. Roll Call

___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Babatunde Atane
___ Student at Large

Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao

Support/Guests: ___ Hong Tran ___ Charlene Sakatani

III. Approval of the Minutes

IV. Approval of the Agenda

V. Reports

5.1. PBC Reports

5.2. ASB Reports

5.3. ASO Shadow Budget

VI. Old Business

6.1. Discussion Items

6.1.1. The Finance Committee will discuss the issuance of an ASO bank card to purchase goods and services.

6.1.2. The Finance Committee will discuss and edit the ASO Check Request and Requisition Request Approval Document.

VII. New Business.

7.1. Finance Items

7.1.1. The Finance Committee will consider and approve the transfer of \$1000.00 from AS Campus Enrichment account 71-54550-00-836409-7670 to AS Conference account 71-55229-00-836103-7670 for additional cost for CCCSAA.

7.1.2. The Finance Committee will consider and approve \$1000.00 from AS Conference account 71-55229-00-836103-7670 for additional cost for CCCSAA.

7.1.3. The Finance Committee will consider and approve a 5% deposit of ASO Student Activity Fees to reserves per AP5420?

VIII. Member Reports

IX. Public Comment on Non-Agenda Items

X. Adjournment

El Camino College
Associated Students Organization
Finance Committee Agenda
October 22nd, 2019
Decathlon Room
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda.
Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 - ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
 - ___ Student at Large
 - Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao ___ Babatunde Atane
 - Support/Guests: ___ Hong Tran ___ Charlene Sakatani
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. PBC Reports**
 - 5.2. ASB Reports**
 - 5.3. ASO Shadow Budget**
- VI. **Old Business**
 - 6. Discussion Items**
 - 6.1.** The Finance Committee will discuss and edit the ASO Check Request and Requisition Request Approval Document.
- VII. **New Business.**
 - 7. Finance Items**
 - 7.1.** The Finance Committee will consider and approve \$100 from AS Campus Enrichment 71-54550-00-836409-7670 for food and drinks at the Halloween Fair.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**
- X. **Adjournment**

El Camino College
Associated Students Organization
Finance Committee Agenda
November 5th, 2019
ASO Executive Office (MBBM 135)
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 - ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
 - ___ Student at Large
 - Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao ___ Babatunde Atane
 - ___ Pedro Abina
 - Support/Guests: ___ Hong Tran ___ Xingbo Zhao
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. PBC Reports**
 - 5.2. ASB Reports**
 - 5.3. ASO Shadow Budget**
- VI. **Old Business**
 - 6. Discussion Items**
 - 6.1.** The Finance Committee will discuss and edit the ASO Check Request and Requisition Request Approval Document.
 - 6.2.** The Finance Committee will discuss the migration of funds from the ASO Bank of America account to the County Treasury.
 - 6.3.** The Finance Committee discuss the ICC Club Support account procedures and approval process.
- VII. **New Business.**
 - 7. Finance Items**
 - 7.1.** The Finance Committee will consider and approve the transfer of \$8000 from AS Campus Enrichment account 71-54550-00-836409-7670 to the Flo-Water Repairs account 71-55660-00-836406-7670.
 - 7.2.** The Finance Committee will consider and approve \$8000 from Flo-Water Repairs account 71-55660-00-836406-7670 for Flo-Water maintenance and repairs.
 - 7.3.** The Finance Committee will consider and approve \$200 from AS Supplies account 71-54550-00-836101-7670 for office organization supplies.
 - 7.4.** The Finance Committee will consider and approve \$4000 from AS Campus Enrichment account 71-54550-00-836409-7670 for pizza, snacks, coffee, printing, promotional flyers, promotional posters, blue books, and scantrons for Finals Madness event.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**
- X. **Adjournment**

El Camino College
Associated Students Organization
Finance Committee Agenda
November 26th, 2019
ASO Executive Office (MBBM 135)
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
____ Ruben Sagastume (chair) ____ Urwa Kainat ____ Greg Toya ____ Jeff Hinshaw
____ Student at Large
Alternates: ____ Chris Dela Cruz ____ Debbie Allison ____ Sophie Dao ____ Babatunde Atane
____ Pedro Abina
Support/Guests: ____ Hong Tran ____ Xingbo Zhao
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. **PBC Reports**
 - 5.2. **ASB Reports**
 - 5.3. **ASO Shadow Budget**
- VI. **Old Business**
 - 6.1. **Discussion Items**
 - 6.1.1. The Finance Committee will discuss and edit the ASO Check Request and Requisition Request Approval Document.
 - 6.1.2. The Finance Committee will discuss the AS Accounting Assistant account.
- VII. **New Business**
 - 7.1. **Finance Items**
 - 7.1.1. The Finance Committee will consider and approve \$140 from AS Sustainability account 71-54550-00-836382-7670 for sustainable promotional items.
 - 7.1.2. The Finance Committee consider and approve new ICC Club Support account procedures and approval process to grant student clubs access to funds directly from the ICC Club Support account 71-54550-00-836515-7670.
 - 7.1.3. The Finance Committee will consider and approve the migration of funds from the ASO Bank of America account to the County Treasury.
 - 7.1.4. The Finance Committee will consider and approve \$3,000 from the AS Conference Account 71-55229-00-836103-7670 for student and advisor registration, hotel fees, and food for General Assembly Conference.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**
- X. **Adjournment**

El Camino College
Associated Students Organization
Finance Committee Agenda
December 3rd, 2019
ASO Executive Office (MBBM 135)
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 - ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
 - ___ Student at Large
 - Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao ___ Babatunde Atane
 - ___ Pedro Abina
 - Support/Guests: ___ Hong Tran ___ Xingbo Zhao
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. PBC Reports**
 - 5.2. ASB Reports**
 - 5.3. ASO Shadow Budget**
- VI. **Old Business**
 - 6.1. Discussion Items**
 - 6.1.1.** The Finance Committee will discuss and edit the ASO Check Request and Requisition Request Approval Document.
 - 6.1.2.** The finance committee will discuss the proposed fiscal year 2020-21 ASO programs budget process.
- VII. **New Business**
 - 7.1. Finance Items**
 - 7.1.1.** The Finance Committee will consider and approve the transfer of \$3000 from AS Accounting Assistant account 71-52340-836107-7670 to AS Campus Enrichment account 71-54550-00-836409-7670.
 - 7.1.2.** The Finance Committee will consider and approve the transfer of \$3,000 from the AS Conference Account 71-55229-00-836103-7670 to AS Leadership Training account 71-54550-00-836190-7670.
 - 7.1.3.** The Finance Committee will consider and approve \$6000 from Advocacy Activities 72-55714-00-836115-7670 for student and advisor registration, hotel fees, and food for General Assembly Conference.
 - 7.1.4.** The Finance Committee will consider and approve \$2000 from Public Relations account 71-54550-00-836412-7670 for ASO promotional items.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**
- X. **Adjournment**

El Camino College
Associated Students Organization
Finance Committee Agenda
December 17th, 2019
ASO Executive Office (MBBM 135)
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 - ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
 - ___ Student at Large
 - Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao ___ Babatunde Atane
 - ___ Pedro Abina
 - Support/Guests: ___ Hong Tran ___ Xingbo Zhao
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. PBC Reports**
 - 5.2. ASB Reports**
 - 5.3. ASO Shadow Budget**
- VI. **Old Business**
 - 6.1. Discussion Items**
 - 6.1.1.** The Finance Committee will discuss and edit the ASO Check Request and Requisition Request Approval Document.
 - 6.1.2.** The Finance Committee will discuss the ASO Bank Card.
 - 6.1.3.** The Finance Committee will discuss and edit the ASO Funded Programs Annual Report document.
- VII. **New Business**
 - 7.1. Finance Items**
 - 7.1.1.** The Finance Committee will consider and approve \$1000 from AS Campus Enrichment account 71-54550-00-836409-7670 for a menstrual cycle hygiene dispenser and hygiene products.
 - 7.1.2.** The Finance Committee will consider and approve \$100 from AS Campus Enrichment account 71-54550-00-836409-7670 for Warrior pantry backpack rack wall mount.
 - 7.1.3.** The Finance Committee will consider and revise the budget to increase the Advocacy Activities account 72-55714-00-836115-7670 by \$6000 for the General Assembly conference.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**
- X. **Adjournment**

El Camino College
Associated Students Organization
Finance Committee Agenda
January 27, 2020
MBBM 135
4:00 p.m. – 5:00 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 - ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
 - ___ Student at Large
 - Alternates: ___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao ___ Babatunde Atane
 - ___ Giancarlo Fernandez
 - Support/Guests: ___ Hong Tran ___ Xingbo Zhao
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. PBC Reports**
 - 5.2. ASB Reports**
 - 5.3. ASO Shadow Budget**
- VI. **Old Business**
 - 6.1. Discussion Items**
 - 6.1.1.** The Finance Committee will discuss and edit the ASO Funded Programs Check Request and Requisition Request Approval Process document.
- VII. **New Business**
 - 7.1.1.** The Finance Committee will consider and approve the ASO Funded Programs Annual Report document.
 - 7.1.2.** The Finance Committee will discuss the FT Accounting Assistant funding proposal and justification.
 - 7.2. Finance Items**
 - 7.2.1.** The Finance Committee will consider and approve \$4000 from AS Yr End Banquet account 71-54550-00- 836110-7670 for the ASO Banquet Venue reservation and dinner.
 - 7.2.2.** The Finance Committee will consider and approve \$1200 from AS Campus Enrichment account 71-54550-00-836409-7670 for the Women's Empowerment Dinner decorations including flowers, centerpieces, and lights.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**
- X. **Adjournment**

El Camino College
Associated Students Organization
Finance Committee Agenda
February 18th, 2020
MBBM 135
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda.

Brown Act §54954

I. Call to Order

II. Roll Call

___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
___ Student at Large

Alternates:

___ Chris Dela Cruz ___ Debbie Allison ___ Sophie Dao ___ Giancarlo Fernandez
Support/Guests: ___ Hong Tran ___ Xingbo Zhao

III. Approval of the Minutes

IV. Approval of the Agenda

V. Reports

5.1. PBC Reports

5.2. ASO Shadow Budget

VI. Old Business

6.1. Discussion Items

6.1.2. The Finance Committee will discuss the FT Accounting Assistant funding proposal and justification.

VII. New Business

7.1. Finance Items

7.2.1. The Finance Committee will consider and approve \$150 from Flo-Water Repairs account 71-54550-00-836409-7670 for a December 2019 invoice.

7.2.2. The Finance Committee will consider and approve the ICC Finance Commissioner as the alternate signature approval for club accounts starting in 81.

VIII. Member Reports

IX. Public Comment on Non-Agenda Items

X. Adjournment

El Camino College
Associated Students Organization
Finance Committee Agenda
March 3rd, 2020
MBBM 135
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
 ___ Student at Large
 Alternates:
 ___ Chris Dela Cruz ___ Debbie Allison ___ Giancarlo Fernandez
 Support/Guests: ___ Hong Tran ___ Xingbo Zhao ___ Jaime Ulloa
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. **PBC Reports**
 - 5.2. **ASO Shadow Budget**
- VI. **Old Business**
 - 6.1. **Discussion Items**
 - 6.1.1. The Finance Committee will discuss the FT Accounting Assistant funding proposal and justification.
 - 6.1.2. The Finance Committee will discuss and plan for the ASO Funded Programs Open Forum.
- VII. **New Business**
 - 7.1. **Finance Items**
 - 7.1.1. The Finance Committee will consider and approve an additional \$300 from AS Campus Enrichment account 71-54550-00-836409-7670 for the Student meet and greet event.
 - 7.1.2. The Finance Committee will consider and approve \$1500 from AS Campus Enrichment account 71-54550-00-836409-7670 for Warrior Closet supplies including cover supports for 15 z racks, a (1) utility cart, and 20 clear industrial totes.
 - 7.1.3. The Finance Committee will consider and approve \$4000 from Technology Management Systems account 72-56422-00-836115-7670 for new computers for the office, tablets for members to sign-in for events and elections, and a printer/copier/scanner machine.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**

X. Adjournment

El Camino College
Associated Students Organization
Finance Committee Agenda
March 10th, 2020
MBBM 135
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 - ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
 - ___ Student at Large
 - Alternates:
 - ___ Chris Dela Cruz ___ Debbie Allison ___ Giancarlo Fernandez
 - Support/Guests: ___ Hong Tran ___ Xingbo Zhao ___ Jaime Ulloa ___ Dehao Lin
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. PBC Reports**
 - 5.2. ASO Shadow Budget**
- VI. **Old Business**
- VII. **New Business**
 - 7.1. Finance Items**
 - 7.1.1.** The Finance Committee will consider and approve an additional \$4300 from AS Campus Enrichment account 71-54550-00-836409-7670 for National Food Holidays.
 - 7.1.2.** The Finance Committee will consider and approve an additional \$2000 from AS Campus Enrichment account 71-54550-00-836409-7670 for Metro U-Pass.
 - 7.1.3.** The Finance Committee will consider and approve the transfer of \$2000 from Campus Enrichment account 71-54550-00-836409-7670 to the Sustainability account 71-54550-00-836382-7670 for Awareness Week.
 - 7.1.4.** The Finance Committee will consider and approve \$5000 from Sustainability account 71-54550-00-836382-7670 for Awareness Week.
 - 7.1.5.** The Finance Committee will discuss and vote to open the ASO Funded Programs Budget and allocate \$8000 to the ASB Salary account 71-52340-00-836224-7670.
 - 7.1.6.** The Finance Committee will discuss and vote whether to formally recommend the approval of the Full Time Accountant Assistant Proposal of \$20,000 to partially fund the Full Time Student Development Accountant Assistant position for the 2020-21 Fiscal Year.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**

X. Adjournment

El Camino College
Associated Students Organization
Finance Committee Agenda
March 17th, 2020
MBBM 135
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
 ___ Student at Large
 Alternates:
 ___ Chris Dela Cruz ___ Debbie Allison ___ Giancarlo Fernandez
 Support/Guests: ___ Hong Tran ___ Xingbo Zhao ___ Jaime Ulloa ___ Dehao Lin
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. **PBC Reports**
 - 5.2. **ASO Shadow Budget**
- VI. **Old Business**
- VII. **New Business**
 - 7.1. **Finance Items**
 - 7.1.1. The Finance Committee will consider and approve an additional \$4300 from AS Campus Enrichment account 71-54550-00-836409-7670 for National Food Holidays.
 - 7.1.2. The Finance Committee will consider and approve an additional \$2000 from AS Campus Enrichment account 71-54550-00-836409-7670 for Metro U-Pass.
 - 7.1.3. The Finance Committee will consider and approve the transfer of \$2000 from Campus Enrichment account 71-54550-00-836409-7670 to the Sustainability account 71-54550-00-836382-7670 for Awareness Week.
 - 7.1.4. The Finance Committee will consider and approve \$5000 from Sustainability account 71-54550-00-836382-7670 for Awareness Week.
 - 7.1.5. The Finance Committee will discuss and vote to open the ASO Funded Programs Budget and allocate \$8000 to the ASB Salary account 71-52340-00-836224-7670.
 - 7.1.6. The Finance Committee will discuss and vote whether to formally recommend the approval of the Full Time Accountant Assistant Proposal of \$20,000 to partially fund the Full Time Student Development Accountant Assistant position for the 2020-21 Fiscal Year.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**

X. Adjournment

El Camino College
Associated Students Organization
Finance Committee Agenda
March 24th, 2020
MBBM 135
2:30 p.m. – 3:30 p.m.

Public Participation: Members of the Public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that are under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

- I. **Call to Order**
- II. **Roll Call**
 - ___ Ruben Sagastume (chair) ___ Urwa Kainat ___ Greg Toya ___ Jeff Hinshaw
 - ___ Student at Large
 - Alternates:
 - ___ Chris Dela Cruz ___ Debbie Allison ___ Giancarlo Fernandez
 - Support/Guests: ___ Hong Tran ___ Xingbo Zhao ___ Jaime Ulloa ___ Dehao Lin
- III. **Approval of the Minutes**
- IV. **Approval of the Agenda**
- V. **Reports**
 - 5.1. PBC Reports**
 - 5.2. ASO Shadow Budget**
- VI. **Old Business**
- VII. **New Business**
 - 7.1. Finance Items**
 - 7.1.1.** The Finance Committee will consider and approve an additional \$4300 from AS Campus Enrichment account 71-54550-00-836409-7670 for Warrior Pantry.
 - 7.1.2.** The Finance Committee will consider and approve the transfer of \$2000 from Campus Enrichment account 71-54550-00-836409-7670 to the Sustainability account 71-54550-00-836382-7670 for Awareness Week.
 - 7.1.3.** The Finance Committee will consider and approve \$5000 from Sustainability account 71-54550-00-836382-7670 for Awareness Week.
 - 7.1.4.** The Finance Committee will discuss and vote to open the ASO Funded Programs Budget and allocate \$8000 to the ASB Salary account 71-52340-00-836224-7670.
 - 7.1.5.** The Finance Committee will discuss and vote whether to formally recommend the approval of the Full Time Accountant Assistant Proposal of \$20,000 to partially fund the Full Time Student Development Accountant Assistant position for the 2020-21 Fiscal Year.
- VIII. **Member Reports**
- IX. **Public Comment on Non-Agenda Items**
- X. **Adjournment**