

## **AS Commission Meeting 8.22**

### **Call to Order**

#### **A) Meeting Business**

A-1) Roll Call

A-2) Excused Absences

#### **B) Reports**

C-1) Executive Director

C-2) Chair

C-3) Cindy Lopez Authorized Signers

#### **C) Acceptance of Agenda**

#### **D) Recess**

#### **E) Minutes and Allocations:**

E-1) Commission Minutes

#### **F) Action Items**

F-1) Immediate Consideration

F-2) Old Business

--CAB Fall Retreat

-- Rollover Requests

F-3) Swearing in new Senators

#### **G) Discussion Items**

**G-1) Recommendations for future elections**

#### **H) Adjournment**

### **Call to order by Villarreal at 5:13pm**

**Members:** Jimmy Villarreal, Marisela Marquez, Elizabeth Brock (Secretary) – Present  
Courtney Stump (Vice Chair) – Present, Jacqueline Vierra – Present, Menelik Dagnachew  
(Treasurer) –Cindy Lam- Present

*MOTION/SECOND: Vierra/Lam*

*Motion Language: Motion to excuse the absences of Elizabeth Brock if she is unable to make it*

*5-0-0*

*ACTION: Vote: Approve*

*5:15PM*

#### **Report from Cindy:**

AS funds all come from student fees, all expenditures coming out of the budget have to be appropriate.

Is anyone familiar with AS Requisition forms?

- Any type of financial transactions have to be made through the AS Requisition Forms, all in the legal code
- Purple form for the 15-16 Academic Year
- It must have all the right backup
- Audit Form audits AS books, to make sure everything is being done properly
- Invoice or an itemized receipt attached
- Purchase Order : promises to pay, takes the funds from your account, good way to keep track of what you already spent
- Journal Entries: money going from one AS account to another, must indicate when the funds were approved
- Rules of AS funds: gifts, entertainment, etc.
- No money allocated to groups can be used for the purpose of loans
- Must be approved before expenditures are made
- Trophies, gifts, scholarships
- Money spent on T-Shirts must be awareness
- Travel cannot be funded within student groups, can ask for one time exception
- All students traveling must fill out a liability form
- The Green Bill: sustainable products must be purchased
- AS compostable goods can be purchased at the AS Annex Office

**\* Had everyone fill out an Authorized Signers Forms for the Villarreal Election Commission**

- Explained that AS Staff in the Administration Office checks
- Know for what you are signing on a requisition form
- Basic rules explained to follow all the AS fund procedures
- AS does not fund exclusive groups, only those open to all AS students
- Anyone who purchases copies on the Mary K printer must fill out a requisition form indicating a Journal Entry to transfer the money from one AS account to the other, no need to process a j

Any Questions?

**Jimmy's Report**

- Commission will still be doing their business until the new Senate is set

**Marisela's Report:**

Agenda decision through your minutes

Google AS Villarreal Commission

- Make sure that the correct version of the minutes is what you want to be posted, a clean version of your agenda and minutes
- Currently the website has all the current updates of the minutes
- We can review the content and set up the place and time for the meetings

- Any and all content needs to be written by the commissioners to reflect what you are all about
- In the middle of a search for
  - o Asst. director positions, Vacant positions
  - o Asst. director for independent media
- Go into detail of what is going on in that area
- Stewardship of student funds
- The audit on internal controls
- Alternative transportation program has been developing a way for folks who are disabled to receive transportation to and from campus
- Retreat site, is looking for an alternative site for retreat due to the fires, intentionality to produce incoming Senators, executives, etc. to review the plans and goals for the upcoming year
- A lot more projects I will soon get into
- ASPB KCSB CIRRC have been active organizations during the summer
- You should have been receiving minutes from all those organizations

If he can see the manual and memo that will be going to the Chancellor

Marisela: I will be sending those to you when they are ready.

\*Introduction of LaDonte King

*MOTION/SECOND: Vierra/Stump*

*Motion Language: Motion to accept the agenda*

*ACTION: Vote: Approve*

*5-0-0*

*Vote Take: 5:42 pm*

- **Minutes and Allocation**
  - o **Commission Minutes:**

*MOTION/SECOND: Stump/Vierra*

*Motion Language: Motion to approve the minutes*

*ACTION: Vote: Approve*

*5-0-0*

*Vote Taken: 5:47 pm*

CAB Fall Retreat

*MOTION/SECOND: Stump/Vierra*

*Motion Language: Motion to fund the \$3,200 for CAB Fall Retreat*

*ACTION: Vote: Approve*

5-0-0

Vote Taken: 5:49 pm

*MOTION/SECOND: Stump/Vierra*

*Motion Language:* Motion to approve the health and wellness vending machine, motion to approve both of the rollovers

*ACTION: Vote: Approve*

5-0-0

Vote Taken: 5:50 pm

### **F-3) Swearing in new Senators**

\*Incoming senators worked on face timing their parents and those absent to view the swearing of the senators

V: Official Action

#### **Austin Hechler- President**

Villarreal: Repeat after me

I Austin herby affirm that I will fulfill the duties of the office of the President for the 16-17 year to the best of my abilities. I will seek to facilitate the Associate Students and the University Community in a manner that is consistent with the ideals of an academic community.

#### **Natalie Jordan: IVP – Internal Vice President**

I Natalie Jordan herby affirm that I will fulfill the duties of the office of Internal Vice President for the 16-17 year to the best of my abilities. I will seek to facilitate the Associate Students and the University Community in a manner that is consistent with the ideals of an academic community.

#### **Neha Nayak: EVPSA – External Vice President of Statewide Affairs**

I Neha Nayak herby affirm that I will fulfill the duties of the office of EVPSA for the 16-17 year to the best of my abilities. I will seek to facilitate the Associate Students and the University Community in a manner that is consistent with the ideals of an academic community.

#### **Ashcon Minoiefar: EVPLA – External Vice President of Local Affairs**

I Ashcon Minoiefar herby affirm that I will fulfill the duties of the office of EVPLA for the 16-17 year to the best of my abilities. I will seek to facilitate the Associate Students and the University Community in a manner that is consistent with the ideals of an academic community.

**Josephine Ampaw: Student Advocate General**

I Josephine Ampaw herby affirm that I will fulfill the duties of the office of the Student Advocate for the 16-17 year to the best of my abilities. I will seek to facilitate the Associate Students and the University Community in a manner that is consistent with the ideals of an academic community.

Villarreal: You are all invited to give a quick update during our meeting every Monday's from 5-7pm

**G-1) Recommendations for future elections**

1<sup>st</sup> Rec. Villarreal: Senators will be in charge of the new legal code language.

2<sup>nd</sup> Rec. Cindy: They should go through them in more detail.

Marisela: Do you want to make the recommendations into motion?

Villarreal: We are only discussing, we will make the official motion at the next meeting.

*MOTION/SECOND: Stump/Law*

*Motion Language: Motion to adjourn the meeting at 6:12 pm*

*5-0-0*

*ACTION: Vote: Approve*

6:11pm