

Associated Student Government

Minutes

Wednesday, February 26, 2025

1:30 p.m. Hasley Hall 137

Finance Committee Meeting

[Teleconference Location:](#)

17200 Sierra Highway
Santa Clarita, CA 91351-1622

Members Present:

Harrison Kim, President

Jesus Martinez Desantiago, Executive Vice President

Sanjana Sudhir, Student Trustee

Ava Hernandez, Executive Vice President of Communications

Aaron Pin-An Lin, VP of Activities

Kristian Mengistu, Vice President of Inter Club Council

Amna Fadel, Vice President of Advocacy

Moussa Haj Ghaban, Vice President of Equity

Members Absent:

Others Present:

Robin Herndon, ASG Technician

Kelly Dapp, ASG Advisor

Melinda Ursetta, ASG Technician

1. General Business:

1.1 Call to order/Welcome/ Recognition of Quorum

Officer *Jesus Martinez Desantiago*, Executive Vice President, calls the Finance Committee Meeting of the A.S.G. to order at 1:30 p.m. with quorum established and 7 ASG Officers present.

1.2 Announcements: none

1.3 Approval of the ASG Finance Committee Meeting of February 26, 2025

Motion: Moussa Haj Ghaban, Vice President of Equity

Second: Kristian Mengistu, Vice President of Inter Club Council

Record of Board Vote... 7-0-0

1.4 Open Forum: none

2. Regular Board Meeting Items:

Sanjana Sudhir, Student Trustee, arrives at 1:33 pm

2.1 Discussion: ASG Financial Code Revisions

Motion: Moussa Haj Ghaban, Vice President of Equity

Second: Aaron Pin-An Lin, VP of Activities

Background: The ASG Financial Code is ASG's governing document that outlines guidelines and procedures for the allocation of ASG funds. There are a few changes that need to be made to the document including updating some officer titles and aligning the language to current practices.

ASG Finance Code Changes:

III. INTERPRETATION:

Section 1:

Interpretation of the Financial Code, and therefore authority and supervision concerning the expenditure of ASG funds will rest with the appropriate Student Service/Campus Life & Student Engagement Administrator, being that ~~s/he is~~they are the official designee of the Santa Clarita Community College District Board of Trustees which serves as the controlling authority over all ASG activities and funds as stipulated by California Education Codes 76060, 76062, 76063, 76064, and 76065.

VII. FINANCE COMMITTEE:

Section 1. Finance Committee Membership shall consist of:

A. Voting Members

i. Finance Board

President, Executive Vice President, ~~Executive~~ Vice President

(Activities), Vice President (I.C.C.), Student Trustee,

~~Executive Liaison Officer~~Executive Vice President of Communications, and Officer of Marketing & Vice President of Equity, and Vice President of Advocacy.

~~—Information.~~

IX. PROCEDURE ON BUDGET REQUESTS

Section 1.

~~A. The person in charge of the program for which the budget request has been submitted, or his/her representative, must be present at the Finance Committee hearing when the budget requests are discussed.~~

X. ANNUAL BUDGET PROCEDURES

Section 1.

~~C. The Executive Vice President shall send written notification of the date of budget hearings to the organizations and their respective advisors not less than ten (10) working days prior to the scheduling time of hearing. These budget hearings will provide the interested parties the opportunity to appear before the committee to explain their requests.~~

D ~~__After all parties have been provided the opportunity to be heard, Once ASG grant applications are received by the deadline,~~
the
Executive Vice President shall direct the committee to begin deliberations.

XIV. PAYMENT AUTHORIZATION FORMS

Section 1:

ASG funds shall be accessed through a Payment Authorization form must include the following information:

- A. An ASG Executive Board officer's signature
- B. The club/organization's advisor signature for club payments
- C. ASG Student Services Coordinator signature
- D. The Director of Campus Life & Student Engagement's signature

or

the ~~Associated Assistant Superintendent~~/ Vice President of Student Services signature in the absence of the Director of Campus Life & Student Engagement

X. ASG ACCOUNTS

Section 2. ASG Merchant Account

- A. Funds received from the ASG credit card merchant machine shall be

deposited in the ASG's ~~merchant~~ checking account.

Can revisit with any proposed changes.

Recommendations: Move to approve the proposed revisions to the ASG Financial Code.

Record of Board Vote... 8 -0-0 with chair voting aye Sanjana Sudhir now present

2.2 Discussion: ASG Grants Review & Discussion

Motion: Moussa Haj Ghaban, Vice President of Equity

Second: Kristian Mengistu, Vice President of Inter Club Council

Background: During each spring semester, ASG invites campus departments, programs, clubs, and student alliances to apply for ASG grant funds that may be used for the following academic year. The ASG Grant application process usually opens in March with grant deliberations taking place in early May. It's time for the ASG Finance Committee to begin solidifying the 2025-2026 ASG Grants details so that the dates and application may be released and advertised to the campus community in a couple of weeks. Information will be provided to the ASG Finance Committee about the ASG Grants process and timelines. A draft of the ASG Grant application will also be shared with the committee for feedback. The ASG Finance committee will also need to discuss the award amounts and total amount of funds that will be allocated towards the 2025-2026 grants.

This is a new process for many members, which is done annually in spring.

Funds are set aside yearly for grants allocations.

Application is completed then dispersed

Revision to the process with categories and amount limitations added.

Last year, they wanted to give as many grants as possible, so they were awarded less (\$500) for everyone.

The amount allocated for this year is \$20,000 in total.

In determining the ASG Legacy, many years ago, grant legacies were created.

Student Welfare, Student Equity, Civic Engagement, Student Enrichment, Campus Culture are the categories.

These categories may change along with the amount awarded for this year.

How to determine what funds are dispersed helps with having categories.

Reviewing the draft of the application today and the next meeting will discuss the budget to be approved for next year.

In early May, grant deliberations will take place.

Scoring sheet will be given to rate the ones that rank higher than others.

Deliberations means discussing if the different requests will be awarded and the amount.

Amount quantities will be discussed today.

Last year, 40 applications were submitted for grant requests.

If you are a part of a group applying for a grant, take yourself out of that conversation during deliberations.

Take into consideration any conflict of interest if you are a part of these applicants.

Jesus will reach out to those who applied to give the decision for grant awarding.

Also, make sure you look at how it will benefit students and a group of students.

Reviewed the ASG Grant Funding Guidelines.

Submission deadline is Wednesday April 2 by 5pm

Discussions that take place during deliberations should not be discussed elsewhere and direct questions to Melinda.

Grant awarding process will take a first and second reading after deliberations take place.

May 15 is the deadline to earn points towards grant process.

Question 19 can be removed as it is the same as Question 9

Question 20 can also be removed as it is repetitive.

Review the applications and let Kelly know of any suggestions by Friday.

Lynn will reach out to the clubs with the grant application.

When looking at the budget, it could be feasible to expand some services.

Ideas of some additions to budget.

When looking at the budget, it will be for next year.

3. Reports

3.1 Officer's Reports

3.1.1 Director Reports-

- 3.1.2 Vice President of Activities -Aaron Pin-An Lin-none
- 3.1.3 Vice President of Inter Club Council- Kristian Mengistu-none
- 3.1.4 Executive Vice President of Communications-Ava Hernandez-none
- 3.1.5 Vice President of Equity- Moussa A. Haj Ghaban-none
- 3.1.6 Vice President of Advocacy- Amna Fadel-none
- 3.1.7 Student Trustee- Sanjana Sudhir -none
- 3.1.8 Executive Vice President – Jesus Martinez Desantiago- none
- 3.1.9 President- Harrison Kim - none
- 3.1.10 ASG Technician- Robin Herndon – none
- 3.1.11 Advisor – Joanna Kelly- none
- 3.1.12 Advisor- Lynn Suh- none
- 3.1.13 Lead Advisor- Kelly Dapp- none

4. Open Forum-none

5. Announcement of the Next Meeting- April 23, 2025

6. Adjournment (2:11p.m.)

Motion: *Moussa Haj Ghaban, Vice President of Equity*

Second: *Sanjana Sudhir, Student Trustee*

Record of Board Vote: 8-0-0