

BAC MEETING

Venue: Zoom

April 9th, 2020

10:30 a.m.

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

Meeting Minutes



Prior to calling the meeting to order, instructions and etiquette for the Zoom meeting were discussed among the BAC Members. The Zoom meeting is being recorded.

I. CALL TO ORDER: 10:32 A.M.

II. ROLL CALL

- **VPF Arias – Present**
 - **President Ha – Present**
 - **Student Rep. Rubio – Present** (for Treasurer Van)
 - **Faculty Rep. Lozano – Present** (as Advisor Designee)
 - **Fiscal Rep. – Absent**
 - **Treasurer Van – Absent** (Excused)
 - **Advisor Lopez – Absent**
- Quorum is met.*

III. APPROVAL OF MINUTES

- Approved without opposition

IV. PUBLIC FORUM (2 MIN. PER SPEAKER)

- Public forum was entertained. There was no public comment.

V. FINANCIAL REPORT

- The total remaining operating budget for the 2019-2020 academic year is \$181,060.66 with encumbrances totaling \$321,559.96.

VI. TREASURER REPORT

- The total funds encumbered for the 2019-2020 academic year is \$41,761.00 with 76 chartered clubs as of March 6, 2020.

VII. ACTION ITEMS (5 MIN. PER ITEM)

- A. Campus Tour Funding: CSU Long Beach Tour – ESL Club

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- President Ha moves to fund item in the amount of \$3,609.00. Second.
- Item is debated. The District is considering rolling over the budget to next year; the club may participate at a future date without submitting a new proposal.
- Student Rep. Rubio moves to amend the requested amount to \$3,259.00. Second.
 - Amendment is approved without opposition.
- Student Rep. Rubio moves to amend the release of funds after June 30th pending the final approval from the College President. Second.
 - Amendment is approved without opposition.
- Item is approved without opposition
- Funded through Account # 50150 - College Tours

B. Inter-Board Funding: Ink for VPA

- President Ha moves to fund item in the amount \$180.57. Second.
- Funds will be used to purchase ink for the VPA's printer.
- Item is approved without opposition.
- Funded through Account #70619 – Supplies

C. Inter-Board Funding: Roberts Rules of Order books for incoming board

- President Ha moves to fund item in the amount \$163.14. Second.
- Item is debated. If the proposal is approved and purchased with a vendor other than Amazon, the author of the proposal will be responsible for the purchase.
- Item is approved without opposition.
- Funded through Account #61200 – Student Rep.

D. Inter-Board Funding: Additional Scantron Fund

- President Ha moves to fund item in the amount of \$20.00. Second.
- The tax needs to be paid for the Scantrons.
- Item is approved without opposition.
- Funded through Account #63720 – ASU Promotions

E. Inter-Board Funding: Student Area Printers

- President Ha moves to fund item in the amount of \$2,500.00. Second.
- Item is debated. The students can use the copier (proposal previously approved) instead of the printers; purchase one laser printer for the Student Area.
- Student Rep. Rubio moves to amend the requested amount to \$800.00. Second.
 - Amendment is approved without opposition.
- Item is approved without opposition.
- Funded through Account # 60429 – ASU Equipment

F. Inter-Board Funding: Supplies for Office

- President Ha moves to fund item in the amount of \$2,600.00. Second.
- Item is approved without opposition
- Funded through Account # 70619 – Supplies

- G. Inter-Board Funding: Supplies for Breakroom
- President Ha moves to fund item in the amount of \$850.00. Second.
 - Item is approved without opposition.
 - Funded through Account # 70619 – Supplies
- H. Inter-Board Funding: ASU Huskey Magnets Plush
- President Ha moves to fund item in the amount of \$3,500.00. Second.
 - Magnets will be used for giveaways/promotions including tabling hours.
 - Item is approved without opposition.
 - Funded through Account # 63720 – ASU Promotion
- I. Inter-Board Funding: Toner for Fax Machine
- President Ha moves to fund item in the amount \$280.00. Second.
 - Item is approved without opposition.
 - Funded through Account # 70619 – Supplies
- J. Inter-Board Funding: Reusable Balloon Pump
- Student Rep. Rubio moves to fund item in the amount \$283.80. Second.
 - Reusable balloon pump will more efficiently use people's time to set up for events when balloons are being used.
 - Item is debated. Despite campus closure, item is considered an office supply purchase. A comparable item can be purchased through an alternate vendor who accepts our P.O.s and checks.
 - Item is approved without opposition.
 - Funded through Account # 60429 – Equipment
- K. Inter-Board Funding: Cleaning Supplies
- Student Rep. Rubio moves to fund item in the amount \$300.00. Second.
 - Item is approved without opposition.
 - Funded through Account # 70619 – Supplies
- L. Inter-Board Funding: Wireless Barcode Scanner
- Student Rep. Rubio moves to fund item in the amount \$1,600.00. Second.
 - Item is debated. The purchase will replace the current borrowed scanners. The scanners save time working at the Front Desk/Food Pantry. The committee will request that the author provide two additional quotes.
 - Item is approved without opposition.
 - Funded through Account # 60429 – ASU Equipment
- M. Inter-Board Funding: Toner for Student Area Printers
- Student Rep. Rubio moves to fund item in the amount \$7,500.00. Second.
 - Item is debated. Since only one printer is being purchased, reduce the proposal to purchase 3 black toners and 2 of each color.

- President Ha moves to amend the requested amount to \$1,900.00. Second.
 - Amendment is approved without opposition.
- Item is approved without opposition.
- Funded through Account # 70619 – Supplies

N. Inter-Board Funding: Movie Night – MPC

- Student Rep. Rubio moves to fund item in the amount of \$300.00. Second.
- Item is debated. Considered alternative uses of the funds, such as, an open invitation through zoom to share the movie with the students. It might not be legally possible to broadcast a movie.
- Item is approved without opposition.
- Funded through Account # 62030 – Social/Cultural

➤ *Advisor Lopez joined the meeting at 11:28 A.M. assuming her role as Advisor and Frank Lozano resumed his role as Faculty Rep.*

O. Inter-Board Funding: Movie Night – SG

- Student Rep. Rubio moves to fund item in the amount of \$300.00. Second.
- Item is debated. There is a range in costs for the rights to show a movie upwards to \$600. Approving this proposal, in combination with the previous one, would provide sufficient funds to show the movie.
- Item is approved without opposition.
- Funded through Account #70322 – South Gate Campus Expenses

P. Inter-Board Funding: Student Printing Area Desk

- Student Rep. Rubio moves to fund item in the amount of \$1,000.00. Second.
- Item is debated. The size, logistics of housing and purchasing the desk was discussed.
- There is opposition to fund item.
 - VPF Arias – NO
 - Student Rep. Rubio – NO
 - Faculty Rep. Lozano – NO
 - President Ha – NO
 - Advisor Lopez – NO
- With 5 No, item is not approved, unanimously.

Q. Community Funding: Fun in the Sun

- Student Rep. Rubio moves to fund item in the amount of \$1,650.00. Second.
- Fund a spring/summer themed event to help students relax.
- Item is debated. Consider canceling event or postponing it for other options/alternatives for an online event.
- President Ha moves to table Fun in the Sun to the next BAC meeting. Second.

R. Community Funding: Spring 2020 Food Giveaway SG

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- Student Rep. Rubio moves to fund item in the amount of \$2,300.00. Second.
- Item is debated. If approved, author would change the proposal to provide 46 \$50 electronic gift cards to SG students through a vendor. If it is not possible, the author would return the funds at the next BAC meeting.
- Item is approved without opposition.
- Funded through Account # 62030 – Social/Cultural

S. Community Funding: Spring 2020 Food Giveaway MC

- Student Rep. Rubio moves to fund item in the amount of \$4,000.00. Second.
- Item is debated. The same would occur with this proposal as was previously mentioned; purchase of 80 \$50 electronic gift cards for MC students.
- Item is approved without opposition.
- Funded through Account # 62030 – Social/Cultural

T. **Club Events Expenditures over \$1,000**

- Faculty Rep. Lozano mentioned the following two clubs:
 - Administration of Justice Club – end of year banquet
 - Future Alumni Leadership Club – end of year scholarships

➤ *Advisor Lopez left the meeting at 11:56 A.M. and Frank Lozano assumed the role of Advisor Designee.*

VIII. STUDENT REP FEE

A. CAADE Conference - SASA

- President Ha moves to fund item in the amount of \$5,131.15. Second.
- Item is debated. Advisor Designee Lozano received email from club student rep, Melissa Cardona, and club advisor that they would like to officially withdraw this proposal; event has been canceled; funds are not needed.
- Item is not approved, unanimously.

IX. REALLOCATION OF FUNDS

- Reallocating \$4,000.00 from Account # 50360 Competitions to Account # 50150 College Tours.
- Reallocating \$2,000.00 from Account # 50360 Competitions to Account # 60429 ASU Equipment.
- Reallocating \$1,000.00 from Account # 62035 Multi-Cultural Activities to Account # 62030 Social/Cultural Activities.
- Reallocating \$2,000 from Account #62035 Multi- Cultural Activities to Account #70619 Supplies

X. NEW BUSINESS / UNFINISHED BUSINESS - NONE

XI. NEXT MEETING

April 23, 2020 – 10:30 a.m. Zoom

(Due to conflict with Treasurer Van's schedule, an alternative time/date will be set.)

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XII. ADJOURNMENT: 12:15 P.M.