



Associated Students of Santa Monica College
 A.S Finance Committee Special Meeting
 April 19th, 2019, 12:00 P.M., Cayton Center Conference Room
 Santa Monica College, 1900 Pico Blvd, Santa Monica, CA, 90405
 Associated Student Phone Number: (310) 434-4250
MINUTES

I. Call to order at 12:07PM

II. Roll Call

	Voting		Non-Voting
P	Director Budget Management: Maria Damian	P	Dean of Education Enterprises: Mitch Hesel
L 1:10PM	President: Isabel Rodriguez	L 12:18 PM	Associate Dean: Nancy Grass
L 12:25- 1PM	Director Sustainability: Brooke Harrington	P	Commissioner: Emilio Recinos-Walsh
P	ICC Vice Chair: Paniz Karimpour		
Ab	Director of Auxiliary: David Dever		
P	Counselor/Advisor: Benny Blaydes		

III. Public Comments (2 minutes per speaker)

IV. Approval of Minutes – 04/03/2019

- Minutes previously approved, typo in the agenda.

V. Action Item: Review and update Fiscal Policy

- **Discussion:**
 - Directors shouldn't be required to give student contributions if the conference is required for their position.
 - 2 students to GA, whole board to CCCSAA, and 2 students to ASACC.
 - The A.S. will fully fund the GA in the fall semester each year for the Director of Student Advocacy and the President and in the Spring semester each year for the Director of Student Advocacy, President, Director of Student Advocacy-elect, and President-elect.
 - Fund no more than 2 conferences a year, fully fund cost equivalent of CCCSAA conference for all the directors.
 - In addition to the cost of the Directors, the A.S. will fund the totality of the costs for the advisors required.
 - Every Director may be fully funded to attend one leadership conference per year, up to a maximum of \$2,000 per director. Any costs in excess of \$2,000 are the responsibility of the director.
 - Any additional conferences that the Board approves, directors will be required to follow the guidelines stated in Section D: Fieldtrip General Provisions.
 - At the discretion of the advisor choose equivalent team building conference and cost equivalent.
 - Fundraise for conferences.



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- **Moved to approve the following revisions of the Fiscal Policy** by Dean of Education Enterprises, seconded.
- **Section D: Fieldtrip General Provisions**
 - All field trip forms must be completed and accompany any trip proposal.
 - All field trip proposals must include a comprehensive budget that outlines all costs of the trip including but not limited to transportation, per diem, registration/conference fees, and lodging for all participants including advisors.
 - The students planning to attend the trip must be current A.S. members.
 - The purpose of the trip must be educational, team building, and/or representing SMC.
 - For day trips and class enhancement trips, there should be a meaningful monetary contribution from the student participants that is directed towards the cost of the trip (exceptions may be made for students with demonstrated financial need).
 - Overnight trips to California, Arizona, and Nevada may be funded for up to 50% of the total cost of the trip. Overnight trips to all other 47 states and trips abroad may be funded for up to 25% of the total cost of the trip. The A.S. reserves the right to make exceptions in extraordinary circumstances (e.g. a prestigious international award to the college, an extraordinary research opportunity).
 - For overnight trips, budgeted per diem will be determined according to the U.S. General Services Administration: <https://www.gsa.gov/travel/plan-book/per-diem-rates>, reduced on a prorated basis for meals provided by the conferences.
- **Section E: Fieldtrips A.S. Director Provisions**
 - The A.S. will fully fund the GA in the fall semester each year for the Director of Student Advocacy and the President and in the Spring semester each year for the Director of Student Advocacy, the Director of Student Advocacy-elect, the President and the President-elect.
 - Every Director may be fully funded to attend one leadership conference per year, up to a maximum of \$2,000 per director. Any costs in excess of \$2,000 are the responsibility of the director.
 - Any additional conferences that the Board approves, directors will be required to follow the guidelines stated in Section D: Fieldtrip General Provisions.
 - In addition to the cost of the Directors, the A.S. will fund the totality of the costs for the advisors required.
- **Vote on main action item.**

A	Director Budget Management: Maria Damian
A	President: Isabel Rodriguez
Ab	Director Sustainability: Brooke Harrington
Ab	ICC Vice Chair: Paniz Karimpour
A	Dean of Education Enterprises: David Dever
A	Counselor/Advisor: Benny Blaydes

- **With majority vote, the revisions to the fiscal policy were approved.**



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VI. Director and Committee Reports (2 minutes each)

- 6.1 Maria Damian**, Director of Budget Management
- 6.2 Isabel Rodriguez**, President
- 6.3 Paniz Karimpour**, ICC Vice Chair
- 6.4 Brooke Harrington**, Director of Sustainability

VII. Advisor Reports

- 7.1 David Dever**, Director of Auxiliary
- 7.2 Nancy Grass**, Associate Dean/ Advisor

VIII. Adjournment

- **Moved to adjourn by President, seconded.**
- **With no objections, the meeting was adjourned at 3:33PM**