



BOARD OF DIRECTORS

Finance Committee

March 13, 2023

1:00 p.m.

PRESENT: Pouria Abbassi, Muratkhan Abdirash, Donna Baker, and Julia Terrano

LATE: Octavio Navarro and Daniel Neuhauser

ABSENT: Live Maluia and Scott Monatlik

MANAGEMENT: Donna Baker, Director of Finance
Sandi Gillespie, Director of Board and External Affairs
Michelle Moyer, Directors of Legal Affairs and Compliance
Krista Kae Parino, Board of Directors Administrator

GUESTS: Wudia Kamara, ASUCLA Board Member

CALL TO ORDER

Ms. Terrano called the meeting to order at 1:10 p.m.

APPROVAL OF AGENDA

Ms. Terrano called for consent to approve the Associated Students UCLA Board of Directors' Finance Committee March 13, 2023, Agenda. There being no objections, the motion was approved by unanimous consent.

APPROVAL OF MINUTES

Ms. Terrano called for consent to approve the Associated Students UCLA Board of Directors' Finance Committee February 13, 2023, Minutes. There being no objections, the motion was approved by unanimous consent.

EXECUTIVE DIRECTOR'S REPORT

Mr. Abbassi updated the Finance Committee on the following topics:

CalFresh/EBT Program

As of March 10, the UCLA Store has processed over 20,000 CalFresh/EBT transactions.

UCLA Basketball

The first two Women's NCAA tournament basketball games will take place at the Pauley Pavilion.

FY 23-24 Budget

ASUCLA has completed the five-year capital plan, which focused on maintenance and new program initiatives. Management is now focusing on the operating budget.

Student Center

ASUCLA Facilities is planning to bring an outside entity to examine the structural integrity of the north campus roof due to the heavy rains.

Ms. Terrano asked how ASUCLA plans to accommodate the UCLA Women's Basketball games at Pauley Pavilion. Mr. Abbassi replied that the shop in Pauley would remain open and that future adjustments would be made accordingly.

COMMUNICATIONS BOARD FINANCIAL STATEMENTS

Net income for January is positive to plan by \$14K, and year-to-date by \$84K.

INTERNAL DRAFT AUDIT – HUMAN RESOURCES

Ms. Moyer presented the four areas of focus of the internal draft audit: the Department of Motor Vehicles pull notices, custodial staff employee overtime allocation, written payroll procedures and processes, and employee COVID-19 booster requirements. As a result, the audit recommended the implementation of Bruin Drive Safe, providing English and Spanish overtime forms and conducting a comprehensive review of all human resources processes.

Mr. Abbassi emphasized the difference between KPMG's external financial audits and UCLA's internal audits.

Mr. Navarro asked if Bruin Drive Safe was provided as a recommendation or has already been implemented. Ms. Moyer replied that the program was recommended and has been implemented. Ms. Kamara asked what percentage of the Bruin Drive Safe program applies to the student population. Ms. Moyer answered that the program applies to career and student staff who operate vehicles for ASUCLA and offered to follow up with additional data.

Ms. Terrano asked if the overtime forms were digital or physical. Ms. Moyer replied that they are physical forms posted in custodial staff break rooms and Kronos time clocks.

EMPLOYEE RETENTION CREDIT (ERC)

Ms. Baker and Ms. Moyer presented how the Employee Retention Credit (ERC) applied to ASUCLA and highlighted KPMG's role throughout the paperwork process. Additionally, the presentation reviewed challenges that ASUCLA and the UC are working through and ultimately provided an overall update on the process.

Mr. Abbassi commended Ms. Baker and Ms. Moyer on their continuous efforts regarding the ongoing ERC process.

Ms. Terrano questioned why other Student Unions are not as assertive in filing these forms in a timely manner. Mr. Abbassi replied that other Student Unions file under the university, whereas ASUCLA files separately. Ms. Moyer added that the administrative process has quickened and adjusted to ASUCLA's pace.

Mr. Abdirash questioned the allocation of the funds and if employees received it. Mr. Abbassi accentuated that these are funds ASUCLA already paid and have not financially impacted employees.

Mr. Neuhasuer asked what the PPP loan amount was. Ms. Baker replied \$4.687M, and Ms. Moyer confirmed that the loan had been forgiven. Mr. Abbassi added that a future presentation is scheduled to review this information.

ADJOURNMENT

Ms. Terrano called for consent for the Associated Students UCLA Board of Directors' Finance Committee to adjourn the March 13, 2023, meeting. There being no objections, the meeting was adjourned at 1:54 p.m.