



ASI Executive Committee 2015-2016

Executive Committee Minutes 15-07
 January 11th, 2015 at 1:00 pm – 3:00 pm
 USU 3700
 Agenda Posted: January 8th, 2015 at 1:00 pm

Tiffany Boyd
 President & CEO

Bianca Garcia
 Executive Vice President

Jamaela Johnson
 VP of Student & University Affairs

Sam Ramtin
 Chair

Advisors
 Rodger D'Andreas
 Executive Director

Deb Fritsvold
 Manager of Operations

Ashley Fennell
 Government Affairs Coordinator

ITEM	SUBJECT	PRESENTER
01	Call to Order <i>The meeting was called to order at 1:00pm</i>	Sam Ramtin Chair
02	Roll Call <i>Present: Tiffany Boyd, Bianca Garcia, Sam Ramtin, Deb Fritsvold, Ashley Fennell</i> <i>Absent: Jamaela Johnson, Rodger D'Andreas</i>	Sam Ramtin Chair
03	Recognition of Guests <i>None</i>	Sam Ramtin Chair
04 Action	Approval of Agenda <i>Motion to approve the Agenda.</i> <i>Tiffany: 1st</i> <i>Bianca: 2nd</i> <i>Motion Carries</i>	Sam Ramtin Chair
05 Action	Approval of Minutes <i>Motion to approve the minutes for meetings from 12/4/15 and 12/11/15</i> <i>Tiffany: 1st</i> <i>Bianca: 2nd</i> <i>Motion carries.</i>	Sam Ramtin Chair
06 Information	Open Forum <i>None</i>	Sam Ramtin Chair
07 Action	Travel Policy Additions and updating of the Travel Policy to reflect current usage and best business practices. Fiscal Impact: None <i>Motion to approve the Travel Policy with suggested changes.</i> <i>Tiffany: 1st</i> <i>Bianca: 2nd</i> <i>Motion carries.</i>	Deb Fritsvold Manager of Operations
08 Action	Corporate Reserve Policy Additions and updating of the Corporate Reserve Policy to reflect current usage and best business practices Fiscal Impact: none <i>Ashley mentioned to add "ASI" before Board of Directors</i> <i>Motion to approve the corporate reserves policy with suggested changes.</i> <i>Bianca: 1st</i> <i>Tiffany: 2nd</i> <i>Motion carries.</i>	Deb Fritsvold Manager of Operations
09 Action	Student Organization Policy Additions and updating of the Student Organization Policy to reflect current usage and best business practices Fiscal Impact: none <i>Motion to approve corporate reserves policy with suggested changes.</i> <i>Bianca: 1st</i> <i>Tiffany: 2nd</i> <i>Motion carries.</i>	Deb Fritsvold Manager of Operations
10 Action	Student Emergency Fund Policy Review of the newly proposed Student Emergency Fund Policy. Fiscal Impact: none	Deb Fritsvold Manager of Operations

	<p><i>Motion to approve the Corporate Reserves Policy with recommended changes.</i> <i>Tiffany: 1st</i> <i>Bianca: 2nd</i> <i>Motion carries.</i></p>	
<p>11 Action</p>	<p>Revisit UARSC Compensation Administration Guidelines Revisit UARSC approved wage increase guidelines authorizing two percent increase for UARSC regular employees effective 7/01/15. Suspend pay until execs can review the annual performance score/appraisals. Would like more information prior to increase. Fiscal Impact: \$5,870 annually in wages <i>At the December 11, 2015 Executive Committee meeting the executives moved to increase salaries by two percent for the ASI professional staff as a cost of living raise recommended by UARSC and the Executive Director who, as a university employee, had already automatically received the raise. Tiffany had questions on the guidelines referring to the staff performance. Deb stated that this item was originally introduced by Rodger D'Andreas who was not able to attend this current meeting due to his required attendance at an out of town AOA meeting. Deb pointed out that it was Rodger who had the information necessary to respond to the execs questions so that they could make an informed decision. Deb also stated that Rodger would know whether or not re-opening a prior approved action item was allowed under the Gloria Romero Act. Motion to table the discussion until the next Exec Committee meeting.</i> <i>Tiffany: 1st</i> <i>Bianca: 2nd</i> <i>Motion carries.</i></p>	<p>Tiffany Boyd ASI President</p>
<p>12 Information</p>	<p>Reports None</p>	<p>Sam Ramtin Chair</p>
<p>13 Information</p>	<p>Announcements None</p>	<p>Sam Ramtin Chair</p>
<p>14 Action</p>	<p>Adjournment <i>The meeting was adjourned at the will of the chair at 2:16pm</i></p>	<p>Sam Ramtin Chair</p>

I, Bianca Garcia, Executive Vice President, hereby certify that the above Minutes were approved by the Executive Committee of Associated Students, Inc., at a meeting held on May 6, 2016.

Bianca Garcia
Executive Vice President

Date

5/9/16



ASSOCIATED STUDENTS, INC.

STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

POLICY:	TRAVEL POLICY
EFFECTIVE DATE:	March 23, 2001
APPROVAL DATE:	November 22, 2013 <u>January 11, 2015</u>

PURPOSE

To provide policy and procedures for ASI funded staff and student travel that support the mission statement of ASI and ensures the stewardship over the allocated funds.

POLICY AND PROCEDURES

- A) Travel includes, but is not limited to, conferences, seminars, workshops, retreats, center activities and meetings which enhance the growth of the organization, staff and/or student, and ASI as a whole. Only domestic travel is allowed.
- B) Procedures Prior to Travel: Approval prior to travel must include a complete travel estimate and signatures. ASI will, in most cases, pay for transportation, lodging, registration, per diem and miscellaneous expenses.
 - 1) A green colored Request for Travel Form is used to authorize any travel, travel advances and/or registration. This is a trip specific form and is required to be completed and signed before the trip arrangements are made. One form per person per trip. This form must be signed prior to travel by the traveler, the traveler's supervisor, the ASI Vice President of Finance, Manager of Operations and the Executive Director. Signature signifies approval of all estimated expenses. (Please refer to Attachment A)
 - 2) Each traveler is responsible for making his/her own airline reservations for economy or coach class rate, and special low-cost government rates if possible.
 - 3) When opting to drive instead of fly, the traveler will be reimbursed for the lesser of the two expenses and must provide documentation showing what the flight would have cost as well as a written explanation of why that choice was made.
 - 4) ~~If traveling by air, each student traveler~~ Each student traveler must complete a Release of Liability, Promise not to Sue, Assumption of Risk, and Agreement to Pay Claims and Hold Harmless form and read the accompanying letter from the Executive Director for each and every occurrence. The Memo from Executive Director re: Air and/or Ground Travel and Release and Hold Harmless the Release of Liability Form, form must be included in the travel approval packet. (Please refer to Attachment B-1 and B-2)
 - 4)5) Students traveling must fill out the ASI Student Conduct Agreement (Attachment B-3) for each travel occurrence.

6) All ASI professional staff and student employees who have an ASI Corporate Credit Card must use their card for reimbursable expenses which includes excess baggage charge and parking charges not included in a hotel bill.

5)7) Per Diem, mileage and incidentals are paid by check to traveler prior to travel. Meals which are not provided by the event and which meet the criteria listed below are paid by ASI. A per diem worksheet must accompany all green travel forms if per diem is requested. (Please refer to Attachment C)

~~6) Per Diem, mileage and incidentals are paid by check to traveler prior to travel. Meals which are not provided by the event and which meet the criteria listed below are paid by ASI. A per diem worksheet must accompany all green travel forms if per diem is requested. (Please refer to Attachment C)~~

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- a) Breakfast: May be claimed only if travel begins before 7:00 AM on the departure date, is not provided by the conference or ends past 9 AM on the return date. Rate is determined by the CSUSM approved rate.
- b) Lunch: May be claimed for travel that begins before 11 AM on the departure date, is not provided or ends past 1 PM on the return date. Rate is determined by the CSUSM approved rate.
- c) Dinner: May be claimed when travel begins before 4 PM on the departure date or ends past 6 PM on the return date. Rate is determined by the CSUSM approved rate.
- d) Incidental expenses are allowed after the first 24 hours and for every full 24 hour period thereafter. Rate is determined by the CSUSM approved rate.
- e) Automobile mileage reimbursement is determined by the CSUSM approved rate.

7)8) Hotel expenses are covered only when the conference is for multiple days and further than 25 miles from the university. Exceptions must be requested in writing and may only be granted by the Executive Director. Hotel rate is determined by the CSUSM approved rate.

8)9) The funding account, fund, department, and total estimate must be indicated.

9) ~~Students traveling must fill out the ASI Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement to Pay Claims (Attachment F) and the ASI Student Conduct Agreement (Attachment G) for each travel occurrence.~~

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C) Procedures Upon Return From Travel: A Travel Expense Claim Form must be completed by the traveler subsequent to travel. (Please refer to Attachment E)

1) Back up documentation is required in the form of original itemized receipts for all expenses incurred while traveling except for cash advance items (meals, miscellaneous and mileage). Original itemized receipts must show a zero balance due. If a receipt of any amount is missing and a duplicate cannot be obtained, the traveler is to:

- a) complete a Lost/Missing Receipt Verification Form (Attachment F) or
- b) send an email to the ASI travel coordinator with date of purchase, purchase amount, vendor, and description of items purchased.

- ~~1)2)~~ An ASI Expenditure Request Form must accompany ~~each~~ receipt(s).
- ~~2)3)~~ All post travel documentation is due to the ASI Corporate Office within three business days upon return. (Please refer to Attachment D)
- ~~3)~~ The traveler is personally responsible for any excess costs or additional expenses incurred for personal preference or convenience.



ASSOCIATED STUDENTS, INC.

STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

POLICY:	STUDENT ORGANIZATION ACCOUNTS
EFFECTIVE DATE:	NOVEMBER 11, 2004
APPROVAL DATE:	JUNE 30, 2014

PURPOSE

To establish written policies and procedures concerning ASI Student Organization Accounts

POLICY AND PROCEDURES

- A) Student Organization accounts consist of those funds held in trust by the Associated Students, Inc., on behalf of officially recognized student organizations.
- B) Student Organization funds are not under the budgetary or programmatic control of Associated Students, Inc.
- C) All Student Organization accounts must file an "ASI Student Organization Banking Signature and Liability Agreement" (Attachment A) on file in the ASI office of the ~~Student Engagement Coordinator~~ Government Affairs Coordinator upon recognition by Student Life and Leadership.
- D) All officially recognized student organizations are required to maintain on-campus banking accounts with Associated Students, Inc.
 - 1) An individual student organization account number will be issued upon recognition of the student organization.
 - 2) All banking transactions must include this account number.
- E) Student organization account deposits are to be completed at University Cashiers.
- F) Expenditures are processed on a reimbursement basis only and handled through the ~~Student Engagement~~ Government Affairs Coordinator.
 - 1) Expenditure Request Forms (ERF) must be signed by the Student Organization President, Treasurer, Advisor and the ~~Student Engagement Coordinator~~ Government Affairs Coordinator of ASI or designee. (Attachment B)
 - 2) Prior to approving the expenditure, the ASI ~~Student Engagement Coordinator~~ Government Affairs Coordinator will check PeopleSoft for the availability of student organization funds. If sufficient funds are not available, the ~~Student Engagement~~ Government Affairs Coordinator will not grant approval of the expenditure.
 - 3) Original itemized receipts must accompany the ERF.
 - 4) Reimbursement checks are prepared weekly by the University Accounts Payable department.
- G) Student organizations with negative balances will not be able to process reimbursements until there are sufficient funds in the account.

- H) Account balances are available upon request at the ASI office of the ~~Student Engagement Coordinator~~ Government Affairs Coordinator.
- I) Inactive student organizations bank accounts may be maintained or swept, depending on recognition status of the student organization over a continuous three year period.
- 1) A student organization that has been recognized by Student Life and Leadership at least one year of the past three years but whose bank account has not been active during this period, may maintain its account balance with no penalty.
 - 2) A student organization that has not been recognized by Student Life and Leadership at least one year over the past three years and whose bank account has not been active during this period, will in a timely manner, have its balance, if any, swept after July 1st of the new fiscal year:
 - a) The funds swept from identified inactive student organizations will be transferred into the account of a recognized student organization with a similar mission. The Government Affairs Coordinator will consult with Student Life and Leadership to identify these student organizations.
 - a)b) If no similar student organization exists, the funds will be moved into the ASI Leadership Fund where they are available through an application process for recognized student organization use.
 - b) These funds will be made available for distribution to qualified students and student organizations.
 - 3) The ~~Student Engagement~~ Government Affairs Coordinator will maintain a three year longitudinal record of inactive student organizations and of funds swept.
- J) Student Organization bank accounts cannot be used to hold funds on behalf of other Student Organizations. Funds may be held by a Student Organization on behalf of another, external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization.

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POLICY:	CORPORATE RESERVES
EFFECTIVE DATE:	APRIL 12, 2002
APPROVAL DATE:	JULY 20, 2015

PURPOSE

To establish policy and procedures that assure fiscal viability through the establishment of adequate reserve funds as required for auxiliaries of the California State University system and as established in the Education Code 89904.5 and 89905, the *Compilation of Policies and Procedures for CSU Auxiliary Organizations*, and Title 5.

POLICY AND PROCEDURES

- A) Corporate reserve accounts are procured through continuing appropriations.
- B) ASI Corporate Reserves are comprised of three reserve funds with specific purposes as follows:
 - 1) Working Capital and Current Operations
 - 2) Capital Equipment Replacement and Acquisition
 - 3) Planned Future Growth
- C) Funding is allocated to the appropriate reserve account based on the budget needs for each fiscal year in the following areas utilizing the following guidelines:
 - 1) Working Capital and Current Operations: This reserve fund shall be maintained to provide for unanticipated major expenses or reductions in income resulting from shortfalls in enrollment or business interruptions.
 - a) Minimum balance: This portion of the fund shall maintain a minimum balance to meet 25% of the annual budget allocation for operations.
 - b) Maximum balance: This portion of the fund shall maintain no more than a maximum balance of 75% to meet the annual budget allocation for operations.
 - c) Annual Contribution: Based on the balance in the reserves; if reserves are below maximum balance but above minimum balance then a maximum of 2% of anticipated excessive revenue over expenses will be allocated to this reserve, but not to exceed maximum balance.
 - d) For determination of allocation of this Reserve, please refer to section D of this document.

- 2) Capital Equipment Replacement and Acquisition: This fund reserve shall be maintained to provide for the replacement and acquisition of capital equipment as defined in the ASI Fixed Assets, Property and Equipment Policy.
 - a) Minimum balance: This portion of the fund shall maintain a minimum balance to meet 50% of the annual fixed asset total .
 - b) Maximum balance: This portion of the fund shall maintain no more than a maximum balance of 100% to meet the annual fixed asset total.
 - c) Annual Contribution: Based on the balance in the reserves; if reserves are below maximum balance but above minimum balance then a maximum of 2% of anticipated excessive revenue over expenses will be allocated to this reserve, but not to exceed maximum balance.
 - d) For determination of allocation of this Reserve, please refer to section D of this document.

- 3) Planned Future Growth: A portion of the reserve fund shall be maintained to provide for future business requirements and/or new requirements for current business that have been recognized by the university and ASI as appropriate and within the educational mission of the university and ASI.
 - a) Minimum balance: This portion of the fund shall maintain a minimum balance to meet 10% of the annual budget allocation.
 - b) Maximum balance: This portion of the fund shall maintain no more than a maximum balance of 15% to meet the annual budget allocation for future growth.
 - c) Annual Contribution: Based on the balance in the reserves; if reserves are below maximum balance but above minimum balance then a maximum of 2% of anticipated excessive revenue over expenses will be allocated to this reserve, but not to exceed maximum balance.
 - d) For determination of allocation of this Reserve, please refer to section D of this document.

D) After the audited financials for the prior fiscal year are received by CSUSM Auxiliary Accounting, the ASI Executive Director will submit to the Executive Committee of the ASI Board of Directors an evaluation of the need for reserves and recommendations for reserve funding and use in working capital and current operations, capital replacement and planned future operations. Upon approval, the reserves will be allocated accordingly. ~~at the beginning of the subsequent fiscal year.~~

E) The ASI Executive Director shall ~~annually~~ submit a state of the ASI reserves report to the University President, or her designee, annually in the spring concurrent with the submittal of the ASI Board of Directors' approved budget allocation for the subsequent fiscal year. The report ~~will which~~ includes a plan to build and maintain appropriate reserves.

F) Expenditures from reserve funds require the approval of the ASI Executive Committee or the ASI Board of Directors, as per the ASI Codes of Governance.



POLICY:	STUDENT EMERGENCY FUND
EFFECTIVE DATE:	JANUARY 11, 2016
APPROVAL DATE:	JANUARY 11, 2016

PURPOSE

The Student Emergency Fund (SEF) provides compassionate assistance to students who encounter unforeseen financial emergencies or catastrophic events that disrupt their progress toward a degree. These funds are not intended to be used for routine expenses nor as a consistent supplement to a student’s education funding sources. All requests must be urgent in nature. Funds will not be awarded to the same student more than once during an academic year.

POLICY AND PROCEDURES

- A) Funding for Student Emergency Fund is determined annually during the budget allocation process in the spring for the subsequent fiscal year.
- B) Funds for Student Emergency Fund are managed by and contained within the budget of the Executive Vice President.
- C) All requests must be urgent in nature.
- D) Funds will not be awarded to the same student more than once during an academic year.
- E) The application is located on the ASI website and requests are automatically downloaded onto a designated Student Emergency Fund email.
- F) Award amounts are determined by the Student Emergency Fund Committee which includes three to four university staff members who work directly with students at risk, as well as the ASI Executive Vice President and the ASI Manager of Operations.
 - 1) Amount of the award is based on a rubric determined by the SEF committee and reviewed periodically.
 - 2) A decision must be made by at least three of the committee members.

- G) Funds are distributed to the SEF student in the form of gift cards.
 - 1) The gift cards are maintained in an ASI safe.
 - 2) The gift cards are distributed by the Manager of Operations or another ASI professional staff member.
 - 3) The gift cards are audited by the Financial Coordinator and/or the Executive Vice President.

- H) In the event that the SEF funds are depleted, the Executive Vice President may either transfer funds from ASI Leadership Fund and/or request that additional funds be transferred into SEF from reserves.