



**ASI Executive Committee 2017/2018**

Louis Adamsel  
 President & CEO

Rex Andrade  
 Executive Vice President

Yomira Zamora  
 VP of Student & University Affairs

Anna Rapada  
 Chair and Chief of Staff

**Advisors**

Annie Macias  
 Interim Executive Director

Ashley Fennell  
 Asst. Director, Government Affairs  
 & Initiatives

**ASI Executive Committee Minutes 18-06**

Friday, March 9<sup>th</sup> at 11:30am  
 ASI Conference Room USU 3700

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called to order at 11:30am	Anna Rapada Chair & Chief of Staff
02	<b>Roll Call</b> Present: Louis, Rex, Yomira, Anna, Annie, Ashley	Anna Rapada Chair & Chief of Staff
03	<b>Recognition of Guests</b> None	Anna Rapada Chair & Chief of Staff
04 Action	<b>Approval of Agenda</b> Rex motioned to approve the agenda Louis-2 <sup>nd</sup> Motion Carries	Anna Rapada Chair & Chief of Staff
05 Action	<b>Approval of Minutes</b> The committee approved three sets of meeting minutes  Louis motioned to approve the minutes for 10/10 meeting Rex-2 <sup>nd</sup> Motion Carries  Ashley noted that in item 5 it needs to say "tabled" not "table" to next meeting Rex motioned to approve minutes for 11/3 meeting with amended changes Louis-2 <sup>nd</sup> Motion Carries  Changed noted to 2/9 meeting minutes: The meeting was called to order at 11:37am Yomira entered the meeting at 11:39am Anna reviewed Town Hall in reports Louis motioned to approve minutes from 2/9 with amended changes Rex-2 <sup>nd</sup> Motion Carries	Anna Rapada Chair & Chief of Staff
06 Information	<b>Open Forum</b> None	Anna Rapada Chair & Chief of Staff
07 Discussion	<b>Student Employee Hours</b> <b>Description:</b> Discuss the implications of student employees working over the 20 hours. <b>Fiscal Impact:</b> None Annie reviewed previous conversations with the executive officers going over 20 hours a week. She referenced that this has implications for FICA exemptions for both the students and CSUSM Corporation. She mentioned that this will continue to be a concern as minimum wage keeps increasing since hours will have an increased impact on the budget. She also referenced conversations that Louis and Lorena had about making executive officers part-time employees but this will have budget impact since ASI is charged 12% for part-time employees and only 4% for student employees, with the 20 hour maximum. Rex and Louis both mentioned mandatory committee impacting hours. They mentioned not attending meeting impacts	Annie Macias Interim Executive Director

	<p>opportunities to be the student voice and student advocate. Rex did mention that there should still be mandatory meetings. Annie suggested talking to counterparts about how they navigate this, consider circumstances, and rearrange priorities. Ashley mentioned allocating resources and better utilizing chair and EVP since they are not using maximum amount of hours. Louis mentioned different styles of leadership and some go over requirement. He mentioned only going to committees doesn't leave time for creativity or advocacy.</p>	
<p><b>08 Information</b></p>	<p><b>18/19 – 22/23 ASI Budget Projections</b>  <b>Description:</b> Review impact of CA minimum wage and cost of living adjustments to the ASI Budget.  <b>Fiscal Impact:</b> None            See attached            Annie reviewed projections she has been working on. One model looks at the plan for transitioning the ASI Community Centers budget out of ASI at a 100%, 60%, 40% three year plan and the other looks at it as 100%, 70%, 30%. Her projections included minimum wage and benefit wage increases. The USU will be covering the percentage differences. She mentioned that 60/40 allows room but wants input.            Yomira wondered about VP Checa's final plan for the Community Centers transition. Louis mentioned either a 5 or 3 year plan for funding.            Annie further mentioned that all this will change if ASI loses lawsuit. The centers will immediately have to be removed from ASI budget entirely.            She further continued reviewing 2022/2023 projections which is when minimum wage will finally hit \$15 an hour. The President will be at \$20 an hour. But also during this time will be when the Kellogg Library 24/5 MOU with ASI is scheduled to be complete. We also aren't sure about Indirect Cost Recovery totals for these years. But, she kept revenue flat just to assume as a base point.</p>	<p>Annie Macias            Interim Executive Director</p>
<p><b>09 Information</b></p>	<p><b>Reports</b>            Rex mentioned Internal Operations budget meeting next week            Louis mentioned meet the candidates' event, elections, and the upcoming transition period.            Yomira mentioned CHES, Lobby Corp, and Project Rebound.            Annie mentioned the Student Affairs Strategic Plan.</p>	<p>Anna Rapada            Chair &amp; Chief of Staff</p>
<p><b>10 Information</b></p>	<p><b>Announcements</b>            None</p>	<p>Anna Rapada            Chair &amp; Chief of Staff</p>
<p><b>11 Action</b></p>	<p><b>Adjournment</b>            Louis motioned to adjourn the meeting            The meeting was adjourned at 12:33pm</p>	<p>Anna Rapada            Chair &amp; Chief of Staff</p>

I, Anna Rapada, 17/18 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by the Executive Committee at a regularly scheduled meeting held on April 13, 2018



Anna Rapada

04/23/18

Date

2018-2019 to 2022 - 2023 ASI Budget Projections - Summary

		17 - 18 Approved Budget	18 - 19 Proposed Budget	19 - 20 Projections	20-21 projections	21-22 projections	22-23 projections	Projections Notes
Revenue								
	Fees	\$ 2,009,250	\$ 2,009,250	\$ 2,009,250	\$ 2,009,250	\$ 2,009,250	\$ 2,009,250	Headcount enrollment kept as of 17/18 for projections purposes
	Revenue Totals	\$ 2,009,250	\$ 2,009,250	\$ 2,009,250	\$ 2,009,250	\$ 2,009,250	\$ 2,009,250	
Expenses								
	2101 Operations	\$ 495,098						
	2102 Board of Directors	\$ 115,540						
	2103 ASI President	\$ 22,648	\$ 23,771	\$ 24,894	\$ 26,018	\$ 27,141	\$ 28,264	\$15 per hr. x 20hrs. per week x 50 weeks, increases hourly rate by \$1 per fiscal year
	2104 LGBTQA Pride Center	\$ 176,660	\$ 125,823	\$ 78,012	\$ 53,185	\$ -	\$ -	
	2107 Campus Activity Board	\$ 238,541						
	2108 Media and Marketing	\$ 131,887						
	2110 General Student Programs	\$ 341,386						
	2111 ASI Executive Vice President	\$ 68,525						
	2116 Gender Equity Center	\$ 148,756				\$ -	\$ -	
	2118 ASI VP of Student & University Affairs	\$ 27,675						
	2121 University Cost Recovery	\$ 145,000						
	2124 Chair & Chief of Staff	\$ 17,402						
	2125 Food Pantry	\$ 80,132						
	Expenses Totals	\$ 2,009,250	\$ 149,594	\$ 102,907	\$ 79,203	\$ 27,141	\$ 28,264	

2017 - 2018 ASI Budget - Summary

Dept ID 2101 - Operations

Account #	Account Description	17/18 Approved Budget	18/19 Proposed Budget	19/20 Projected	20/21 Projected	21/22	22/23
613808	Salaries: Prof Staff	\$ 183,280	\$ 66,144				
601201	Salary Executive Director	\$ 76,902	\$ 110,000	\$ 113,300	\$ 116,699	\$ 120,200	\$ 123,806
	Benefits: Executive Director	\$ 31,094	\$ 44,000	\$ 47,586	\$ 49,014	\$ 50,484	\$ 51,999
613808	Pro Staff Benefits	\$ 90,702	\$ 21,200				
	UARSC Education Benefits	\$ 9,600	\$ 9,600				
	Student Assistant Salaries	\$ 19,331	\$ 18,000				
	UARSC Student Assistant Benefits	\$ 773	\$ 720				
	UARSC Admin charge 8%	\$ 12,148	\$ 14,736				
660858	Professional Development	\$ 9,000	\$ 9,000				
606001	Travel	\$ 7,500	\$ 9,000				
660842	Student Activities	\$ 500	\$ 1,000				
660835	Office Equipment and Computers	\$ 600	\$ 600				
604001	Telecommunications/Phones	\$ 6,000	\$ 6,000				
613810	Auditing Expenses	\$ 20,000	\$ 20,000	\$ 20,000			
660001	Postage/Mail	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
660003	Office Supplies	\$ 11,500	\$ 11,500				
660010	Insurance/CSURMA	\$ 10,668	\$ 9,095				
660805	Membership Dues	\$ 2,000	\$ 2,000				
660822	Office Moves/relocation/setup	\$ 3,000	\$ 3,000				
	Legal	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
660851	Bank Charges	\$ -	\$ 5,000				
	Total	\$ 495,098	\$ 366,095				

2017 - 2018 ASI Budget - Summary

Dept ID 2110 - General Student Programming

Account #	Account Description	17/18 Budget	18/19 Proposed	19/20	20/21	21/22	22/23
613808	Salaries: Prof Staff	\$ 10,000	\$ 35,360	\$ 36,420.80	\$ 37,513.42	\$ 38,638.83	\$ 39,797.99
613808	UARSC benefits:	\$ 1,200	\$ 14,144	\$ 15,297	\$ 15,756	\$ 16,228	\$ 16,715
613808	Salaries-Student Assistants	\$ 6,000					
613808	UARSC benefit SA 4%	\$ 240					
613816	UARSC Admin charge 8%	\$ 1,395	\$ 3,960				
660842	Student Activities		\$ 15,000				
	Retreats	\$ 9,000	\$ 9,000				
	LEAD	\$ 2,000	\$ 2,000				
	Social Justice Summit	\$ 2,206	\$ 2,206				
	24/5 Library	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	
	Cougar Pride	\$ 13,251	\$ 13,251				
	Sustainability	\$ 20,000	\$ 15,000				
	Large Scale Events	\$ 125,000	\$ 105,000				
660835	Office Equip/computers	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
	TOTAL	\$ 341,592	\$ 366,221				

2018-2019 to 2022-2023 ASI Budget Projections

Dept ID 2103 - ASI President

Account #	Account Descriptions	17/18 Approved Budget	18/19 Proposed Budget (Min. wage \$11)	19/20 projections (min. wage \$12)	20/21 projections (Min wage \$13)	21/22 projections (min. wage \$14)	22/23 projections (min. wage \$15)
613808	Salaries-Student Assistan	\$ 15,000	\$ 16,000	\$ 17,000	\$ 18,000	\$ 19,000	\$ 20,000
613808	UARSC benefit SA 4%	\$ 600	\$ 640	\$ 680	\$ 720	\$ 760	\$ 800
613808	UARSC Admin charge 8%	\$ 1,248	\$ 1,331	\$ 1,414	\$ 1,498	\$ 1,581	\$ 1,664
606001	Travel	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
660842	Student Activities	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
660835	Office Equip/computers	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
	Total	\$ 22,648	\$ 23,771	\$ 24,894	\$ 26,018	\$ 27,141	\$ 28,264

2017 - 2018 ASI Budget - Summary

Dept ID 2107 - Campus Activity Board (CAB)

Account #	Account Descriptions	17/18 Budget	18/19 Proposed	19/20 projections	20/21 projections	21/22 projections	22/23 projections
613808	Salaries: Prof Staff (without ED)	\$ 46,350	\$ 52,008	\$ 53,568.24	\$ 55,175.29		
613808	Pro Staff Benefits (without ED)	\$ 18,540	\$ 20,803				
613808	Salaries-Student Assistants	\$ 52,493					
613808	UARSC benefit SA 4%	\$ 2,100					
613816	UARSC Admin charge 8%	\$ 9,559					
660842	Student Activities						
	Novelty and Variety	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		
	Administration	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000		
	The Ball	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000		
	Community Service	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000		
	On The Road	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
	Tukwut Leadership Awards	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000		
	Cougar Pride & Traditions	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000		
	Alternative Spring Break	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500		
	Marketing	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500		
660835	Office Equip/computers	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500		
	TOTAL	\$ 238,542	\$ 177,311				

2017 - 2018 ASI Budget - Summary

Dept ID 2111- Executive Vice President

Account #	Account Descriptions	17/18 Budget	17/18 Actuals	18/19 Proposed	19/20	20/21	21/22	22/23
613808	Salaries-Student Assistants	14,000	1,301					
613808	UARSC benefit SA 4%	560						
613816	UARSC Admin charge 8%	1,165						
606001	Travel	1,000	-					
660842	Student Activities							
	Student Emergency Fund	12,000	8,856					
	ASI Leadership Fund	39,500	7,330					
660835	Office Equip/computers	300						
		68,525	17,488					



2017 - 2018 ASI Budget - Summary

Dept ID 2118 - ASI Vice President of Student and University Affairs (VPSUA)

Account #	Account Descriptions	17/18 Budget	18/19 Proposed	19/20	20/21	21/22	22/23
613808	Salaries-Student Assistants	\$ 14,000					
613808	UARSC benefit SA 4%	\$ 560					
613816	UARSC Admin charge 8%	\$ 1,165					
606001	Travel	\$ 7,150					
660842	Student Activities	\$ 4,500					
660835	Office Equip/computers	\$ 300					
	TOTAL	\$ 27,675					

2017 - 2018 ASI Budget - Summary

Dept ID 2124 - ASI Chief and Chair of Staff

Account #	Account Descriptions	17/18 Budget	17/18 Budget	18/19 Proposed	19/20	20/21	21/22	22/23
613808	Salaries-Student Assistants	\$ 13,000	\$ 3,709					
613808	UARSC benefit SA 4%	\$ 520						
613816	UARSC Admin charge 8%	\$ 1,082						
606001	Travel	\$ 1,000	\$ -					
660842	Student Activities	\$ 1,500	\$ 20					
660835	Office Equip/computers	\$ 300						
	TOTAL	\$ 17,402	\$ 3,729					