



**Internal Operations Committee
 2017-2018**

**Internal Operations Committee Minutes 18-3
 March 9th, 2018 2:30PM
 ASI Conference Room, USU 3700**

Members

- Rex Andrade
*Executive Vice President
 Chair*
- Louis Adamsel
*President and CEO
 Vice Chair*
- Anna Rapada
Board of Directors Representative
- Josh Foronda
Board of Directors Representative
- Savana Doudar
Board of Directors Representative
- Johnny Aceves
Board of Directors Representative
- Jonathan Hoffman
ASI Student Employee
- Mei-Ling Mirow
ASI Student Employee
- Claudia Lacher
ASI Student Employee
- Jacqueline Catechis
ASI Student Employee
- Mars Waddy
ASI Student Employee
- Advisors**
- Katy Rees
*Associate Vice President,
 Administration*
- Annie Macias
Interim Executive Director
- Ashley Fennell
*Asst. Director, Government Affairs
 & Initiatives*

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called to order at 2:30pm	Rex Andrade Chair
02	Roll Call Present: Rex, Louis, Anna, Josh, Savana, Johnny, Jonathan, Claudia, Jackie, Mars, Katy, Annie, Ashley Tardy: Mei	Rex Andrade Chair
03	Recognition of Guests Kimberly Peirce, Robert Aiello-Hauser, Fernanda Garcia, Alondra Gutierrez, Ryan Callanta, Ahmbra Austin, Abrahan Monzon, Jacqueline Catechis, Vikki Graboyes	Rex Andrade Chair
04 Action	Approval of Agenda Josh motioned to approve the agenda Louis-2nd Motion Carries	Rex Andrade Chair
05 Action	Approval of Minutes Johnny corrected the spelling of his last name in the membership list from "Acevas" to "Aceves" Josh motioned to approve with amended changes Johnny-2nd Motion Carries	Rex Andrade Chair
06 Information	Open Forum Ashley reminded the public that this is time for them to present any information to the committee. Once the committee has moved on, time has to be allocated to a guest to speak.	Rex Andrade Chair
07 Action	2018 – 2019 Budget Review Description: Review 2018 – 2019 ASI budget and give recommendation to the Board of Directors. Fiscal Impact: Yes See attached for document reviewed by Presenter. Vikki highlighted the summary document and expenses total. Annie reviewed the budget process and plan for presenting entity budgets; each entity will have a presenter for their own budgets. Ryan Callanta presented for Design Team. He reviewed changes to the budget that including increasing student positons from 4 to 6 due to increase in events and offerings such as ASI News Channel, Website, photos/videos, and Internal Productions team. Chair allocated time to Jackie Catechis to present for Campus Activities Board. She reviewed HYPE and CAFÉ team and Festival 78. She mentioned that funds were cut from The Ball and TLAN due to more streamlined processes. Chair allocated time to Fernanda to present for the LGBTQA Pride Center. She reviewed the requested budget and specifically covered the graduate assistant position specifically for the LGBTQA Pride Center, rather than a shared one with the Gender Equity Center. She also reviewed the student activities and mentioned the event are open to all students. Chair allocated time to Alondra to present for the Gender Equity Center. She mentioned the Graduate Assistant position as being critical to the success of the center. She also reviewed the student	Vikki Graboyes Business Services Analyst

	<p>activities line and overviewed what events are covered under that line.</p> <p>Ashley reviewed for the Board of Directors and Cougar Pantry. She overviewed each line and mentioned where changes had been made including increasing minimum wage affecting Executive Officer pay, funds being moved from VP SUA Student Activities to a line under BOD for elections. President budget was increased so the President can attend all CSSA meetings. Chair and Chief of Staff pay was increased to be equal with the other Vice President positions. She also mentioned that the Cougar Pantry will attend one student assistant (to be increased to 3) and one student will serve as the coordinator. She also mentioned decreasing fund purchase funds since we have a more accurate estimate for food cost. She also mentioned a grant coming from the CSU System to help fund pantry operations.</p> <p>Vikki reviewed summary which included Indirect Cost Recovery (ICR), fees for the Associate Vice President position, and a correction from the 16/17 budget. Committee wondered about Indirect Cost Recovery. Annie mentioned this covers university charges such as University Police Department, Cashiers, Financial Services, Facilities, Public Records Request, and so on. Katy furthered clarified that ASI Is an auxiliary operating on a state-side campus so the state must charge for these costs. If the campus does not then it is seen as a gift of state funds. Annie mentioned that the ICR is discounted by the campus because they recognize the student life and student support that ASI provides to students and the campus.</p> <p>Students had further questions about the AVP position and Vikki mentioned ASI will be contributing \$60,000 for the salary. They overviewed cuts of \$25,000, Cougar Pantry \$20,000, The Ball \$5000, TLAN \$2000, ASI Leadership Funding \$5000, as well as smaller cuts elsewhere.</p> <p>Vikki also mentioned a full-time position for the student organization accounts. She further reviewed the correction made from last year's budget that resulted in benefit cost savings. She also mentioned that previously we have not had funds allocated to legal and this year we do due to the current lawsuit as well as ASI keeping a lawyer on retainer. Josh wondered about fees for Kim Clark in regards to the lawsuit. The funds would come out of operations.</p> <p>Josh motioned to approve the 2018-2019 ASI Budget Louis-2nd Motion Carries</p>	
<p>08 Information</p>	<p>Announcements Annie thanked all for their support in this process.</p>	<p>Rex Andrade Chair</p>
<p>09 Action</p>	<p>Adjournment Josh motioned to adjourn Anna-2nd The meeting was adjourned at 3:25pm</p>	<p>Rex Andrade Chair</p>