



**Internal Operations Committee  
 2017-2018**

**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*

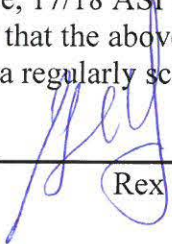
Ashley Fennell  
*Asst. Director, Government Affairs  
 & Initiatives*

**Internal Operations Committee Minutes 18-2  
 February 9<sup>th</sup>, 2018 2:30PM  
 ASI Conference Room, USU 3700**

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called to order at 2:35pm	Rex Andrade Chair
02	<b>Roll Call</b> Present: Rex, Louis, Anna, Josh, Savana, Johnny, Jonathan, Claudia, Jacqueline, Katy, Annie, Ashley Absent: Mei-Ling, Mars	Rex Andrade Chair
03	<b>Recognition of Guests</b> Yomira Zamora	Rex Andrade Chair
04 Action	<b>Approval of Agenda</b> Katy mentioned her titled listed is incorrect. Her correct title is AVP of Administration & CFO Designee Annie mentioned she will be presenting item #7 since Vikki is out sick Anna motioned to approve the agenda with amended changes Savana-2 <sup>nd</sup> Motion Carries	Rex Andrade Chair
05 Action	<b>Approval of Minutes</b> Correct item #9 to "but was" Louis motioned to approve with amended changes Josh-2 <sup>nd</sup> Motion Carries	Rex Andrade Chair
06 Information	<b>Open Forum</b> None	Rex Andrade Chair
07 Information	<b>2018-2019 Budget Call Timeline</b> <b>Description:</b> The committee will receive update on 2018 – 2019 budget call timeline and provide feedback <b>Fiscal Impact:</b> None Annie reviewed the attached timeline. She mentioned that totals are included with current numbers. The final 18/19 ASI Budget has to be on President Haynes' desk by May 1 <sup>st</sup> . Vikki will be sending request email out on Monday asking for ASI partners to enter their budget needs. Internal Operations (IO) will review 18/19 budget on March 5 <sup>th</sup> . This committee is charged with reviewing priorities and needs. Then, the IO approved budget will go to Board of Directors on 3/16. If they have any changes it will come back to Internal Operations for review and approval on April 13 <sup>th</sup> then back to the Board for final review and approval on April 20 <sup>th</sup> . Ideally, the second reviews won't be necessary but they are included in the timeline just in case.	Annie Macias Interim Executive Director
08 Information	<b>2017 – 2018 Budget Layout Review</b> <b>Description:</b> The committee will review 2017 – 2018 budget layout and provide feedback <b>Fiscal Impact:</b> None Annie reviewed the summary budget layout that examines the budget based on Department ID. She mentioned that revenue, per EMS, will not be changing. Enrollment will be flat so there will be no additional funds in the budget. She mentioned that this means we will need to move money based on needs and priorities. She	Annie Macias Interim Executive Director

	<p>reviewed the BOD Department ID as an example with salaries, benefits and computer being fixed costs that will not be changing. She also mentioned that included in the layout is the mid-year numbers; some numbers are skewed because most big events and purchases happen in the spring semester-typically. She told the committee that they need to tell the story and be transparent about where the money is going. They will be approving the overall total in each department ID, not exactly where the funds are going since that is up to the specific department. These documents will be sent to Internal ASI so all are familiar with the budget timeline and process.</p>	
<p><b>09</b> <b>Information</b></p>	<p><b>Announcements</b>  <b>Jackie</b> mentioned CAB snow event happening tonight. She also mentioned a beach clean-up for the weekend and the artists for Festival 78 have been confirmed.  <b>Ashley</b> mentioned next meeting we will definitely need quorum so if members are unable to attend to let Rex know ASAP.</p>	<p>Rex Andrade Chair</p>
<p><b>10</b> <b>Action</b></p>	<p><b>Adjournment</b>  <b>Louis</b> motioned to adjourn  <b>Savana-2<sup>nd</sup></b>  <b>The meeting was adjourned at 2:51pm</b></p>	<p>Rex Andrade Chair</p>

I, Rex Andrade, 17/18 ASI Executive Vice President and Chair of Internal Operations, hereby certify that the above minutes were approved by the Internal Operations Committee at a regularly scheduled meeting held on March 9, 2018


MARCH 13<sup>TH</sup>, 2018


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Rex Andrade
Date



## ASSOCIATED STUDENTS, INC (ASI) --- DRAFT

### *Budget Call Timeline for Fiscal Year 2018/2019*

DATE	DESCRIPTION
Friday, February 9, 2018	Present the Fiscal Year 2018-2019 budget timeline at the Internal Operations (IO) Committee meeting as an informational item.
Friday, February 9, 2018	Budget request email will be sent out to all ASI.
February 12-23, 2018	Supervisors will meet with their department to discuss their budgets.
February 26 - March 1, 2018	Each department supervisor will meet with the Business Services Analyst to review their proposed budget.
Friday, March 2, 2018	All budget proposals need to be submitted to the Business Services Analyst.
Monday, March 5, 2018	Submission to Internal Operations Committee Chair as an action item for the committee's agenda.
Friday, March 9, 2018	Internal Operations Committee meets to determine new initiatives and review the resulting proposed ASI Master Budget for Fiscal Year 2018-2019. All departments should have a representative in attendance to present their requested budget.
Monday, March 12, 2018	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 16, 2018	BOD reviews 18/19 ASI Master Budget
Friday, April 13, 2018	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th.
Friday, April 20, 2018	BOD meeting reserved for budget adjustment if needed.
Friday, April 27, 2018	ASI memo, 18-19 approved budget, Budget narrative, signed BOD minutes due to President Haynes for signature.

2018 - 2019 ASI Proposed Budget - Summary

		17 - 18 Approved Budget	17-18 Mid- year actuals	18 - 19 Proposed Budget	Notes
Revenue					
	Fees	\$ 2,009,250	\$ 835,400	\$ 2,009,250	
	Revenue Totals	\$ 2,009,250	\$ 835,400	\$ 2,009,250	
Expenses					
2101	Operations	\$ 495,098	\$ 213,999		
2102	Board of Directors	\$ 115,540	\$ 53,625		
2103	ASI President	\$ 22,648	\$ 15,264		
2104	LGBTQA Pride Center	\$ 176,660	\$ 82,849		
2107	Campus Activity Board	\$ 238,541	\$ 131,991		
2108	Media and Marketing	\$ 131,887	\$ 74,952		
2110	General Student Programs	\$ 341,386	\$ 125,362		
2111	ASI Executive Vice President	\$ 68,525	\$ 17,488		
2116	Gender Equity Center	\$ 148,756	\$ 74,129		
2118	ASI VP of Student & University Affairs	\$ 27,675	\$ 14,917		
2121	University Cost Recovery	\$ 145,000	\$ -		
2124	Chair & Chief of Staff	\$ 17,402	\$ 3,729		
2125	Food Pantry	\$ 80,132	\$ 15,111		
	Expenses Totals	\$ 2,009,250	\$ 823,415		

Reserves

Category 1 : Working Capital &  
Current Operations \$ 401,850

Category 2: Capital Equipment  
Replacement & Acquisition

Category 3: Planned Future Growth \$ 200,925

Repayment for Library Project \$ 18,000

Reserve Totals \$ 620,775

Grand Total \$ (620,775)

20% plus or minus a variance  
of 5% of the annual budget  
allocation

50% of the total fixed assets  
10% plus or minus a variance  
of 5% of the annual budget  
allocation  
annual repayment for the next  
5 years

2017 - 2018 ASI Budget - Summary

	17/18 Projected	17/18 Actuals	18 /19 Projected	18/19 notes	17/18 Notes
Fall Headcount	13,971	14,086	13,971	Headcount for Fall and Spring term confirmed by EMS on 1/31/18	Headcount for Fall and Spring term confirmed from EMS on 7/14/17
Spring Headcount	12,819		12,819		
Fee Amount	\$75	\$75	\$75		
Projected Revenue	\$2,009,250	\$1,056,450	\$2,009,250		

Projected to  
Actuals Change                      \$952,800

2017 - 2018 ASI Budget - Summary

Dept ID 2101 - Operations

Account #	Account Description	17/18 Approved Budget	17/18 Mid- year Actuals	18/19 Proposed Budget	Notes for 18/19	Notes for 17/18
613808	Salaries: Prof Staff (without ED)	\$183,280	117,600			Staff Salaries, benefits, adjustments for cost of living
601201	Salary Executive Director	\$76,902				Budgeted for half of the ED salary
	Benefits: Executive Director	\$31,094	\$2,025.10			Budgeted for half of the ED benefits
613808	Pro Staff Benefits (without ED)	\$90,702				
	UARSC Education Benefits	\$9,600				3 staff to utilize for education
	Student Assistant Salaries	\$19,331	\$16,368.23			3 front desk student employees
	UARSC Student Assistant Benefits	\$773				
	UARSC Admin charge 8%	\$12,148	\$23,953.03			
660858	Professional Development	\$9,000	\$5,509.74			\$825 per staff, \$1200 per semester for staff training
606001	Travel	\$7,500	\$6,317.06			CSUnity (2), CHESS (1), AOA (3), ASUREC (2), SD Advisors (2)
660842	Student Activities	\$500	\$1,297.50			Front Desk Students Training
660835	Office Equipment and Computers	\$600	\$0.00			Annie and Vikki's computers
604001	Telecommunications/Phones	\$6,000	\$2,360.59			
613810	Auditing Expenses	\$20,000	\$20,000.00			Contracted with Aldrich (Outside Auditing Firm)
660001	Postage/Mail	\$500	\$239.61			For all ASI functions
660003	Office Supplies	\$11,500	\$5,041.53			For all ASI functions
660010	Insurance/CSURMA	\$10,668	\$5,332.50			Covers Business Continuity, Worker's Comp.
660805	Membership Dues	\$2,000	\$52.80			AOA (\$0.00), NACA (\$0.00)
660822	Office Moves/relocation/setup	\$3,000				
	Legal	\$0				
660851	Bank Charges	\$0	\$4,735.66			
	Total	\$495,098	\$210,833.63			

2017 - 2018 ASI Budget - Summary

Expenses 2102 - Board of Directors

Account #	Account Descriptions	17/18 Approved Budget	17/18 Mid-year Actuals	18/19 Proposed Budget	Notes for 18/19	Notes for 17/18
613808	Salaries: Prof Staff (without ED)	\$ 45,992		\$ 54,000		Original budget didn't include the reclass adjustment
613808	Pro Staff Benefits (without ED)	\$ 18,397		\$ 21,600		
			\$ 37,800			
613816	UARSC Admin charge 8%	\$ 5,151				
606001	Travel	\$ 8,500	\$ 450			CHESS, CSSA for incoming BOD members
660842	Student Activities	\$ 36,000	\$ 12,530			Tukwut life events (2), Parking passes for BOD members, BOD Rep programming, General BOD programming
	Vet Rep					
	Sustainability Rep					
	D&I Rep					
	CSM Rep					
	COBA Rep					
	COEHHS Rep					
	CHABBS Rep					
660835	Office Equip/computers	\$ 1,500				4 students and 1 staff computers
	Total	\$ 115,540	\$ 50,780	\$ 75,600		



2017 - 2018 ASI Budget - Summary

Dept ID 2103 - ASI President

Account #	Account Descriptions	17/18 Approved Budget	17/18 Mid-Year Actuals	18/19 Proposed Budget	Notes for 18/19	Notes for 17/18
613808	Salaries-Student Assistants	\$ 15,000	\$ 9,569			\$15 per hr. x 20hrs. per week x 50 weeks
613808	UARSC benefit SA 4%	\$ 600				
613808	UARSC Admin charge 8%	\$ 1,248				
606001	Travel	\$ 4,000	\$ 3,588			CSSA and CSUnity
660842	Student Activities	\$ 1,500	\$ 2,107			
660835	Office Equip/computers	\$ 300	\$ -			1 computer for position
	Total	\$ 22,648	\$ 15,264			



2017 - 2018 ASI Budget - Summary

Dept ID 2104 - Pride Center

Account #	Account Descriptions	17/18 Budget	17/18 Actuals	18/19 projected	Notes for 18/19	Notes for 17/18
613808	Salaries: Prof Staff (without ED)	\$ 65,137		\$ 67,053		Original budget didn't include the reclass adjustment
613808	Pro Staff Benefits (without ED)	\$ 26,055		\$ 26,821		
			\$ 46,964			
613808	Salaries-Student Assistants	\$ 41,154	\$ 18,690			Includes 0.50 cent raise starting in Jan 18
613808	UARSC benefit SA 4%	\$ 1,646				
613816	UARSC Admin charge 8%	\$ 10,719				
660842	Student Activities	\$ 26,000	\$ 17,068			includes 2 tukwut life events
660835	Office Equip/computers	\$ 2,700	\$ -			8 student and 1 staff computers
660835	Office Equip/copiers	\$ 3,249	\$ -			copier lease payment
606001	Travel	\$ -	\$ 127			
	TOTAL	\$ 176,661	\$ 82,849	\$ 93,874		

2017 - 2018 ASI Budget - Summary

Dept ID 2107 - Campus Activity Board (CAB)						
Account #	Account Descriptions	17/18 Budget	17/18 Actuals	18/19 Proposed	Notes for 18/19	Notes fro 17/18
613808	Salaries: Prof Staff (without ED)	\$ 46,350		\$ 52,008		Original budget didn't include the reclass adjustment
613808	Pro Staff Benefits (without ED)	\$ 18,540		\$ 20,803		
			\$ 38,003			
613808	Salaries-Student Assistants	\$ 52,493	\$ 28,612			Included is the .50 raise starting in Jan 18
613808	UARSC benefit SA 4%	\$ 2,100				
613816	UARSC Admin charge 8%	\$ 9,559				
660842	Student Activities		\$ 6,269			includes 2 tukwut life events
	Novelty and Variety	\$ 20,000	\$ 8,856			
	Administration	\$ 6,000	\$ 5,554			
	The Ball	\$ 15,000	\$ 13,358			
	Community Service	\$ 9,000	\$ 7,633			
	On The Road	\$ 10,000	\$ 7,559			
	Tukwut Leadership Awards	\$ 7,000				
	Cougar Pride & Traditions	\$ 21,000	\$ 15,406			
	Alternative Spring Break	\$ 15,500				
	Marketing	\$ 4,500	\$ 2,720			
660835	Office Equip/computers	\$ 1,500	\$ -			4 student and 1 staff computers
	TOTAL	\$ 238,542	\$ 133,969	\$ 72,811		

2017 - 2018 ASI Budget - Summary

Dept ID 2108 - Media & Marketing						
Account #	Account Descriptions	17/18 Budget	17/18 Actuals	18/19 Proposed	Notes for 18/19	Notes for 17/18
613808	Salaries: Prof Staff (without ED)	\$ 44,932		\$ 50,000		Original budget didn't include the reclass adjustment
613808	Pro Staff Benefits (without ED)	\$ 17,973		\$ 20,000		
			\$ 35,423			
613808	Salaries-Student Assistants	\$ 34,856	\$ 14,237			Included is the .50 raise starting in Jan 18
	UARSC benefit SA 4%	\$ 1,394				
	UARSC Admin charge 8%	\$ 7,932				
660842	Student Activities	\$ 23,000	\$ 25,292			
660835	Office Equip/computers	\$ 1,800	\$ -			5 student and 1 staff computers
	TOTAL	\$ 131,887	\$ 74,952	\$ 70,000		

2017 - 2018 ASI Budget - Summary

Dept ID	2110 - General Student Programming					
Account #	Account Description	17/18 Budget	17/18 Actuals	18/19 Proposed	Notes for 18/19	Notes for 17/18
613808	Salaries: Prof Staff (without ED)	\$ 10,000				Student Account Service position for Spring 18
613808	UARSC benefits: Temp Staff 12	\$ 1,200				
613808	Salaries-Student Assistants	\$ 6,000				Student Account Service position for Fall 17
613808	UARSC benefit SA 4%	\$ 240				
613816	UARSC Admin charge 8%	\$ 1,395				
660842	Student Activities		\$ 10,016			Includes: Retreats (ASI retreat (\$9,000), LEAD \$(2,000), SJS(\$2,000), 24/5 Library Construction (\$150,000), Large Scale events (\$125,000), Cougar Pride (\$13,251), Sustainability (\$20,000)
	Retreats	\$ 9,000	\$ 7,561			
	LEAD	\$ 2,000				
	Social Justice Summit	\$ 2,206	\$ 183			
	24/5 Library	\$ 150,000	\$ 90,115			
	Cougar Pride	\$ 13,251	\$ 1,859			
	Sustainability	\$ 20,000	\$ 600			
	Large Scale Events	\$ 125,000				
660835	Office Equip/computers	\$ 1,300				2 computers plus USU digital signage
	TOTAL	\$ 341,592	\$ 110,333			

2017 - 2018 ASI Budget - Summary

Dept ID 2111- Executive Vice President

Account #	Account Descriptions	17/18 Budget	17/18 Actuals	18/19 Proposed	Notes for 18/19	Notes for 17/18
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	-			travel to CSUnity
660842	Student Activities					Includes funding for ASI Leadership Funding (\$39,500) and Student Emergency Fund (\$12,000)
	Student Emergency Fund	12,000	8,856			
	ASI Leadership Fund	39,500	7,330			
660835	Office Equip/computers	300				1 computer for position
		68,525	17,488			