



**Internal Operations Committee
 2019-2020**

Internal Operations Committee Minutes 20-02

October 11th, 2019 2:30PM

USU Union Conference Room 2310

Members

Mariana Rosales
*Executive Vice President
 Chair*

Kenny Tran
*President and CEO
 Vice Chair*

Keith Lin
Board of Directors Representative

Gabby Garcia
Board of Directors Representative

Inique Wilson
Board of Directors Representative

Ari Camino
Board of Directors Representative

Ruben Martinez
CSUSM Student At Large

Allyson Blhag
CSUSM Student At Large

Andrew Gamboa
CSUSM Student At Large

Sylvia Tovar
CSUSM Student At Large

Advisors

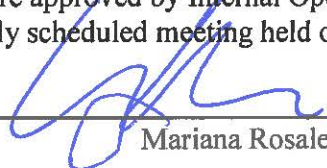
Annie Maclas
ASI Executive Director

Sara Veth
ASI Business Services Specialist

Jon Epes
*Senior Accountant, Financial Reporting
 & Compliance, Fiscal Services*

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called order at 2:30pm	Mariana Rosales <i>Executive Vice President</i>
02	Roll Call Present: Mariana, Kenny, Keith, Gabby, Inique, Ari, Ruben, Allyson, Andre, Jon, Sara Absent: Sylvia, Annie	Mariana Rosales <i>Executive Vice President</i>
03	Recognition of Guests Ashley Fennell, Allie Garcia	Mariana Rosales <i>Executive Vice President</i>
04 Action	Approval of Agenda Keith motioned to approve the agenda Kenny-2 nd Motion Carries	Mariana Rosales <i>Executive Vice President</i>
05 Action	Approval of Minutes Kenny motioned to table the approval of the minutes Gabby-2 nd Motion Carries	Mariana Rosales <i>Executive Vice President</i>
06 Information	Open Forum* None	Mariana Rosales <i>Executive Vice President</i>
07 Discussion	Budget Guiding Principles Description: The committee will review budget guiding principles and discuss changes that can be made to create the budget. Fiscal Impact: None See document attached. Committee reviewed the 4 guiding principles. Members agreed with them and had no questions. However, ASI is still awaiting feedback from legal regarding these principles.	Mariana Rosales <i>Executive Vice President</i>
08 Action	Budget Timeline Description: The committee will approve and recommend to the Board of Directors the 19-20 budget timeline. Fiscal Impact: None See attached for document reviewed. Clarification was made regarding if ASI Supervisors were speaking to students across campus about the budget or just students within ASI. "ASI" added in front of "students" to make it clear the proposal were internal ASI students. Keith moved to approve the budget timeline with the amended changes Ruben 2 nd . Motion Carries	Mariana Rosales <i>Executive Vice President</i>
09 Information	Announcements None	Mariana Rosales <i>Executive Vice President</i>
10 Action	Adjournment Keith moved Andrew- 2 nd Meeting adjourned at 2:51pm	Mariana Rosales <i>Executive Vice President</i>

I, Mariana Rosales the 19/20 Executive Vice President, hereby certify that the above minutes were approved by Internal Operations Committee of Associated Students, Inc., at a regularly scheduled meeting held on April 17, 2020


Mariana Rosales

5/11/20
Date



ASSOCIATED STUDENTS, INC. (ASI)

Budget Call Timeline for Fiscal Year 2019/2020

Date	Description
Friday, January 31, 2020	Budget request email will be sent out to all ASI.
February 3-7, 2020	ASI Supervisors will meet with their students to review prior year expenses to actuals, discuss needs and begin developing a budget.
February 10-14, 2020	Each department supervisor will meet with the ASI Business Services Analyst to review their proposed budget.
Friday, February 21, 2020	All budget proposals need to be submitted to the ASI Business Services Analyst
Monday, March 9, 2020	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations committee's agenda.
Friday, March 13, 2020	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2020-2021. All departments should have a student representative in attendance to present their requested budget.
Monday, March 16, 2020	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday March 20, 2020	BOD reviews and approves 20/21 ASI Master Budget.
Friday, April 17, 2020	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th
Friday, April 24, 2020	BOD meeting reserved for budget adjustment if needed
Friday, May 1, 2020	ASI memo, 20-21 approved budget narrative, signed BOD minutes due to CSUSM President Neudfelt for signature.

Potential Budget Approval Date by Board of Directors

March 20, 2020

BUDGET GUIDING PRINCIPLES



TRANSPARENCY

The ASI budget should be timely, simple to understand and easily communicated to the campus community and stakeholders.



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ADAPTABILITY

The ASI budget allocations should be consistent with ongoing ASI initiatives and flexible with new initiatives, while keeping in mind mandatory cost increases.



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OPERATIONAL VS PROGRAMMATIC EXPENSES

The ASI budget allocations should review the percentages of the operational expenses and programmatic expenses to ensure a sustainable ratio between two categories.



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MAXIMIZE STUDENT OPPORTUNITIES

The ASI budget will prioritize student employment opportunities and direct funding support such as ASI Leadership Fund, Student Emergency Fund, Sustainability Projects Fund, etc.



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