



Internal Operations Committee Minutes 20-03

Friday, November 13th at 2:30 pm

Zoom: bit.ly/IO111320

This meeting is being facilitated through an online zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions

**Internal Operations Committee
2020-2021**

Members

Timothy Pelayo
Chair &
Executive Vice President

Michael Garrett
Vice Chair &
President and CEO

Jacqueline Montano
Board of Directors
Representative

Caleb Standley
Board of Directors
Representative

Sophia Aguilar
Board of Directors
Representative

Christopher King
Board of Directors
Representative

Kristie Castillo
CSUSM Student At Large

Zameer Karim
CSUSM Student At Large

Raymond Gonzalez
CSUSM Student At Large

Vacant
CSUSM Student At Large

Advisors

Annie Macias
ASI Executive Director

Ashley Fennell
Associate Director of
Government Affairs & Initiatives

Jon Epes
Senior Accountant, Financial
Reporting & Compliance, Fiscal

ITEM	SUBJECT	PRESENTER
01	Call to Order This meeting was called to order at 2:31 PM	Timothy Pelayo Chair
02	Roll Call Present: Tim, Michael, Jacqueline, Caleb, Sophia, Christopher, Kristie, Zameer, Raymond, Annie, Jon, Absent: Ashley	Timothy Pelayo Chair
03	Recognition of Guests No verbal recognition of Guest	Timothy Pelayo Chair
04 Action	Approval of Agenda Jacqueline would like her full name on the Members list. Chair moved to approve the agenda with the amended changes by consent vote None Opposed Motion carries	Timothy Pelayo Chair
05 Action	Approval of Minutes By the will of the Chair, move to approve the minutes by consent vote. None Opposed Motion carries	Timothy Pelayo Chair
06 Information	Open Forum Zameer: Had questions about the remaining undesignated reserves. He encourage review of these funds.	Timothy Pelayo Chair
07 Approval	ASI Budget Guiding Principles Description: Committee members will review and approve the budget guiding principles. Fiscal Impact: None See attached for document reviewed. Tim reviewed guiding principles. He clarified these will be followed along the budget timeline. He highlighted the need for transparency to the student body. He specifically highlighted the following notes for the guiding principles: Adaptability is an important topic with COVID-19 and learning to maintain the initiatives, Operational vs. Programmatic Expenses are big to keep a balance of finance, and Maximizing Student opportunities is important to prioritize student opportunities and support. Zameer questioned if it was a possibility to deny the principles and thought the committee should table the item. Tim reviewed BOD approving the guiding principles and reserves. Zameer mentioned concerns about transparency and the need for fraud prevention. Annie clarified the reserves and the approval process. She clarified that the guiding principles help guide ASI staff when	Timothy Pelayo Chair

it comes to creating a budget. Annie asked how the committee would change the wording to make it clearer and transparent.

Zameer comments that he wants to recommend and create a plan to guide the BOD and help designate those reserves and suggest bringing IITS to a meeting and talk to them.

Caleb calls a Point to Order and for the committee to stay on track with the topic. Zameer disagrees and that previous statements are relevant.

Tim reviews the approved Budget Timeline and explains that the guiding principles are a way to help each entity create a transparent budget. Tim also reviewed the ASI budget Summary for 2021-2022.

Christopher comments explain that he appreciates adding the operational and problematic expenses as one of the guiding principles.

Caleb points to clarification as this agenda item was to be tabled what the timeline would look like. Tim answered that it would be sooner than later to follow the budget timeline that comes in January. Zameer explains that he is not proposing to scrape this item but to build off it.

Caleb point of clarification for the joint audit and that motions to discuss that the slide of transparency should be reviewed

Caleb motions to discuss to add fraud prevention to Transparency guiding principle

Zameer seconds

Chris: y

Michael: y

Zameer: y

Jacqueline: y

Raymond: y

Sophia: y

Kristie: y

Caleb: y

Motion Carries

Caleb thinks that opening up to what is transparency as "fraud prevention" and possible clarifying. Zameer recommends an adjustment to the description of the transparency section.

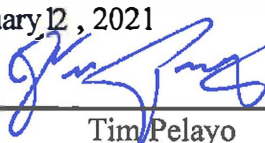
Annie's clarification is that the Guiding Principles is a way to guide ASI and its budgets and adding fraud prevention is helpful to ASI Entities when they build their budget. Jon agrees with Annie and that fraud is hard to classify and detected.

Jacqueline brings up that concern that the changes can cause an argument within the future and involved in any legal proceedings.

Annie reviewed her experience finding fraud at previous institutions and that when it comes to discovering fraud it does not come from building a budget. She also addressed Jacqueline's questions about legal issues and that committee members can be asked to attend court.

	<p>Caleb motion to strike the previous fraud prevention item and add the “stakeholders with transparency”</p> <p>Christopher seconds</p> <p>Michael: abstain</p> <p>Caleb: yes</p> <p>Christopher: yes</p> <p>Sophia: yes</p> <p>Jacqueline: yes</p> <p>Raymond: yes</p> <p>Zameer: no</p> <p>Kristie: yes</p> <p>Motion Carries</p> <p>Zameer clarifies his no vote and mentions that the person who stole the \$80,000 dollars from ASI and had concerns about just adding transparency to a slide that already states transparency.</p> <p>Michael comments and restates that Jon said about how fraud is not detectable and that fraud should be categorized differently. Sophia comments that adding the words fraud prevention would just be words and that it would not fit in the transparency slide. Zameer agrees with Sophia and Tim by putting “product prevention and transparency” in the slide will not do anything and by creating, spending principles.</p> <p>Caleb motion to approve the Budget Principles as is Second by Christopher</p> <p>Christopher: yes</p> <p>Caleb: yes</p> <p>Michael: yes</p> <p>Zameer: abstain</p> <p>Raymond: yes</p> <p>Sophia: yes</p> <p>Kristie: yes</p> <p>Motion Carries</p> <p>Michael comments that the committee should reread the description and how the words “fraud prevention” can fall into other categories</p> <p>Further discussion focused on Conflict of Interest and the form of the Credit Card process and access to credit cards.</p>	
<p>08 Information</p>	<p>Announcements</p> <p>Jordan: Open Mic Night November 19th at 6 PM sign-ups are still available at bit.ly/omnfall20 the theme is Social Justice</p> <p>Zameer: approved for a fellowship to help with the innovation hub, if the committee has any ideas to let Zameer know.</p> <p>Jacqueline: Finishing tying up the loose ends with the Latin/x and business panel for next month. Also she spoke with the North Country High Education board with the social justice/pride event and shifting their view post-graduation.</p>	<p>Timothy Pelayo <i>Chair</i></p>
<p>09 Action</p>	<p>Adjournment</p> <p>Meeting adjourned at 3:47 PM</p>	<p>Timothy Pelayo <i>Chair</i></p>

I, Tim Pelayo 20/21 ASI Executive Vice President, hereby certify that the above minutes were approved by Executive Committee of Associated Students, Inc., at a meeting held on February 12, 2021


Tim Pelayo

Meeting ID
965 4137 3152

Participant

Tim Pelayo
Kristie Castillo (Guest)
Raymond Gonzalez
Jordan Lanter (Guest)
Kristie Castillo (Guest)
Jordan Lanter (Guest)
Raymond Gonzalez
Jon Epes (Guest)
Jacqueline Montaña ASI CoBA Rep- She/Ella (Guest)
Christopher King (Guest)
Jacqueline Montaña ASI CoBA Rep- She/Ella (Guest)
Christopher King (Guest)
Jon Epes (Guest)
Caleb Standley
Caleb Standley
Zameer Karim
Zameer Karim
Sophia Aguilar
Sophia Aguilar
michael garrett
michael garrett
Annie Macias (Guest)
Annie Macias (Guest)
Allie Garcia
Allie Garcia
Allie Garcia
Allie Garcia

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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