



Internal Operations Committee Minutes 20-02

Friday, October 9th at 2:30 pm

Zoom: <https://csusm.zoom.us/j/96031741384>

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

Jackie 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

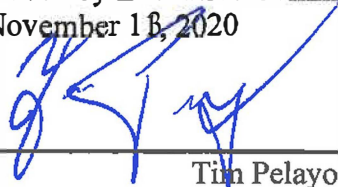
Jon Epes
 Senior Accountant, Financial Reporting
 & Compliance, Fiscal Services

ITEM	SUBJECT	PRESENTER
01	Call to Order This meeting was called to order at 3 P.M	Timothy Pelayo <i>Chair</i>
02	Roll Call Present: Tim, Michael, Jackie, Caleb, Sofia, Christopher, Kristie, Zameer, Raymond, Annie, Ashley, Jon	Timothy Pelayo <i>Chair</i>
03	Recognition of Guests All guest has registered through Zoom.	Timothy Pelayo <i>Chair</i>
04 Action	Approval of Agenda At the will of the Chair, moves to approve the approval of the Chair. None opposed. Motion Carries.	Timothy Pelayo <i>Chair</i>
05 Action	Approval of Minutes Edits: In action item 2, Sophia's name spelled incorrectly as Sofia. Jon's member title is wrong. At the will of the Chair move to approve the approval of Minutes with changes None opposed Motion Carries	Timothy Pelayo <i>Chair</i>
06 Information	Open Forum None	Timothy Pelayo <i>Chair</i>
07 Discussion	ASI Budget Guiding Principles Description: Committee members will review the budget guiding principles. Fiscal Impact: None See attached. Tim gave a brief background of the Budget Guiding Principles adopted from last year's board. The three Guiding Principles are; Transparency, Adaptability, Operational VS Programmatic Expenses, and Maximize Student Opportunities. Tim gave a brief overview of each principle. Zameer asked if consistent and flexible are the opposite of each other in the adaptability slide. Tim gave a brief explanation. Zameer asked what kind of inflation has ASI faced. Annie and Tim gave an answer for his questions. Zameer also asked what the current ratio of what ASI students programs compared to the operations. Ashley explained further detail on the Adaptability slide and how Cougar Pantry is an example of that.	Timothy Pelayo <i>Chair</i>

	These will be up for approval at the next internal operations meeting.	
08 Action	<p>ASI Budget Timeline Description: Committee will review the 20-21 budget timeline. Fiscal Impact: None See attached. Tim explained the timeline of the Fiscal Year for the 2021/2022 school year. This will start the spring of next year.</p> <p>Tim explained the process of how the budget timeline is made and how the ASI Professional staff follow the timeline process. Tim explains that each department will have at least a student representative explain their budget. He also explains the boards on going process of the budget timeline approval.</p> <p>Annie added on the Submission outline and her role into that. She also wanted to share that there is a Chancellor Office Executive Order which includes the timeline for Presidential approval on the ASI budget</p> <p>Ashley also added that the same timeline that Annie mentioned that the board is able to meet with Tim as well.</p> <p>Zameer wanted clarification that if the board can change the outline from the one President Neufeldt signed off on or just future on. Annie reviewed process and mid-year adjustments. Jon also added onto what Annie mentioned and how the there is enrollment and budget changes.</p> <p>Michael motions to approve the ASI Budget Timeline Caleb Seconds Vote: Michael: yes Jackie: yes Caleb: yes Sophia: yes Christopher: yes Kristie: yes Zameer: yes Raymond: yes</p> <p>Motion Carries</p>	<p>Timothy Pelayo <i>Chair</i></p>
09 Information	<p>Budget Report Description: ASI budget amounts to actual expenses report presented to the committee. Fiscal Impact: No Allie explained ASIs first-quarterly financial report detailing expenses from July, August, and September. This report showed a decrease in overall spending in ASI as a result of decreased programmatic expenses and travel elimination. This report also shows the increase in awards given to students through the Student Emergency Funding. She also explained that currently ASI has a grand total of 8% of budget being used. She explained that the Reserves Allocations mentioned previously that the reserves have not been distributed yet. Annie explained the two lines with a 0% and how for Festival 78 and University Cost Recovery will be changed in the Spring.</p>	<p>Allie Garcia <i>Financial Services and Student Organization Accounts Coordinator</i></p> <p>Annie Macias <i>ASI Executive Director</i></p>

	<p>Michael asked that since school will be virtual for the spring and that Festival 78 was supposed to happen, where that money will be allocate. Annie discussed possible scenarios that the CAB team might work through. Michael also asked what the University Cost and Recovery. Ashley clarified that the campus charges ASI for Auxiliary.</p> <p>Sophia asked what the payments were to the LGBTQ+ and the Gender Equity Center. Allie mentioned there were a part of ASI and no longer but there are some lingering costs associated with printer contracts.</p> <p>Jon asked how the Cougar Pantry was going and if people are visiting the Cougar Pantry. Ashley was able to answer his questions and explained that their numbers increased.</p> <p>Zameer commented that he is happy to hear that Cougar Pantry is increasing in numbers and how Allie explained the current budget decreased 50%.</p> <p>Caleb asked if what section of the Cougar Pantry remodel is going to be under. Annie was able to answer his question.</p> <p>Tim took the time to thank Annie and Ashley for presenting the Budget Report. Annie also appreciated Allie for her amazing her on the budget report.</p>	
10 Information	<p>Announcements</p> <p>Ashley stated that at 5:30 ASI is partnering with Latinx Center for Global Diversity Awareness Month event. Zameer asked where they can find the zoom link for the event. Jackie stated that Cougar Fund is open. Zameer asked where they can find the information for this Fund. https://www.csusm.edu/coba/signature-programs/cougarfund/index.html</p>	Timothy Pelayo <i>Chair</i>
11 Action	<p>Adjournment</p> <p>By the will of the chair this meeting is adjourned at 3:32 P.M.</p>	Timothy Pelayo <i>Chair</i>

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 November 18, 2020



Tim Pelayo

Meeting ID
960 3174 1384

Participant

Tim Pelayo
michael garrett (Guest)
michael garrett (Guest)
Annie Macias (Guest)
Annie Macias (Guest)
Kristie Castillo (Guest)
Kristie Castillo (Guest)
Caleb Standley (CoBA)
Caleb Standley (CoBA)
Jacqueline Montaña (Guest)
Jacqueline Montaña (Guest)
Christopher King
Christopher King
Sophia Aguilar (Guest)
Sophia Aguilar (Guest)
Raymond Gonzalez
Raymond Gonzalez
Jon Epes (Guest)
Jon Epes (Guest)
Ashley Fennell
Ashley Fennell
Allie Garcia (Guest)
Zameer Karim
Allie Garcia (Guest)
Caleb Standley
Jordan Lanter (Guest)
Zameer Karim
Caleb Standley
Jordan Lanter (Guest)

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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Associated Students, Inc. (ASI)

Budget Call Timeline for Fiscal Year 2021/2022

Date	Description
Friday, January 29, 2021	Budget request email will be sent out to all ASI.
February 1-5, 2021	ASI Supervisors will meet with their students from the ASI entities to review prior year expenses to actuals, discuss needs and begin developing a budget.
February 8-12, 2021	Each department supervisor will meet with the ASI Financial Services and Student Organization Accounts Coordinator to review their proposed budget.
Friday, February 19, 2021	All budget proposals need to be submitted to the ASI Financial Services and Student Organization Accounts Coordinator.
Monday, March 1, 2021	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations Committee's agenda.
Friday, March 12, 2021	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2021/2022. All departments should have a student representative in attendance to present their requested budget.
Friday, March 12, 2021	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 19, 2021	BOD reviews and approves 2021/2022 ASI Master Budget.
Friday, April 9, 2021	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16 th .
Friday, April 16, 2021	BOD meeting reserved for budget adjustment if needed.
Friday, April 30, 2021	ASI memo, 2021/2022 approved budget narrative, signed BOD minutes due to CSUSM President Neufeldt for signature.