



Internal Operations Committee  
2020-2021

**Internal Operations Committee Minutes 21-01**

**Friday, September 11 at 2:30 pm**

Members

**Zoom:** <https://csusm.zoom.us/j/97052092431>

*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*

Timothy Pelayo  
 Executive Vice President  
 Chair

Michael Garrett  
 President and CEO  
 Vice Chair

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  
 Manager of Fiscal Services


ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> Meeting called to order at 2:30 PM	Timothy Pelayo Executive Vice President & Chair
02	<b>Roll Call</b> Present: Tim Pelayo, Jackie Montano, Caleb Standley, Sophia Aguilar, Christopher King, Kristie Castillo, Zameer Karim, Raymond Gonzalez Absent: Michael Garrett Advisors: Annie Macias, Ashley Fennell, Jon Epes	Timothy Pelayo Executive Vice President & Chair
03	<b>Recognition of Guests</b> No verbal recognition, pre-registered on Zoom Dylan Crivello, Jordan Lanter, Allie Garcia	Timothy Pelayo Executive Vice President & Chair
04 Action	<b>Approval of Agenda</b> At the will of the Chair moved to approve the agenda by consent vote None opposed Motion Carries	Timothy Pelayo Executive Vice President & Chair
05 Action	<b>Approval of Minutes</b> At the will of the Chair move to approve the minutes by consent vote None opposed Motion Carries	Timothy Pelayo Executive Vice President & Chair
06 Information	<b>Open Forum*</b> Zameer addressed the board as a student: he urges to board to keep in mind the fees and putting forth the funds for towards SEF to help unemployed students	Timothy Pelayo Executive Vice President & Chair
07 Information	<b>Overview of Internal Operations</b> <b>Description:</b> Review of the Committee duties and responsibilities as determined by ASI Bylaws. <b>Fiscal Impact:</b> None  Tim discussed the location of the Internal Operations Duties and Responsibilities in the ASI Bylaws  Annie discussed when the ASI annual budget allocation occurs  Tim reviewed the duties and responsibilities that the committee will be following throughout the year  Annie reviewed the grievance process to the board  Annie and Ashley talked about the importance of the Members at large for the committee	Timothy Pelayo Executive Vice President & Chair

<p><b>08</b> <b>Information</b></p>	<p><b>Overview of ASI Budget</b>  <b>Description:</b> Review of current approved ASI budget summary as well as the timeline and guiding principles.  <b>Fiscal Impact:</b> None  Annie introduced the Budget Call Timeline. She also went over the Budget Guiding Principles.</p> <p>Tim reviewed the ASI Budget Summary.</p> <p>Annie explained how ASI got their total revenue to the board</p> <p>Zameer asked why there is not a separate line for ASI Student Emergency Fund. Annie answered where Zameer can find the appropriate place where it is located under the ASI Executive Vice President budget.</p> <p>Zameer also asked where he could find the different funds for events/programs.</p>	<p>Timothy Pelayo  <i>Executive Vice President &amp; Chair</i></p> <p>Annie Macias  <i>ASI Executive Director</i></p>
<p><b>09</b> <b>Information</b></p>	<p><b>ASI Corporate Reserves</b>  <b>Description:</b> Present recent changes to undesignated reserves approved at the Board of Directors Committee meeting.  <b>Fiscal Impact:</b> No</p> <p>Tim discussed that this PowerPoint was also reviewed in BOD.</p> <p>Annie explained the board the why and purpose that ASI has their Reserve Account.</p> <p>Annie reviewed t the 3 categories of the Reserve Accounts: Working Capital, Equipment, and Future Growth</p> <p>Tim discussed the current designated ASI Reserves. He then went over the total of the ASI Reserves. Tim explained how he managed to get the balance. He proposed the allocation of Undesignated Reserves into 7 categories of allocations. He went into detail on how much of the proposed allocations will go into each category.</p> <p>Zameer wanted clarification of the refrigeration locker usage. He also wanted clarification on the funds for IITS and Cougar Care Network.</p> <p>Caleb commented that the state is currently in debt and IITS is helping students out.</p>	<p>Annie Macias  <i>ASI Executive Director</i></p>
<p><b>10</b> <b>Discussion</b></p>	<p><b>Revision of ASI Titles</b>  <b>Description:</b> Discuss revising titles for the members of the ASI Board to better represent Board positions.  <b>Fiscal Impact:</b> None  <b>See attached for PowerPoint Reviewed.</b>  Caleb presented the Revisions of ASI Titles. He then discussed the current titles Cal State San Marcos CSU's use and what titles that other CSU's use.</p> <p>Ashley asked if he had a general idea of which title he wanted to use or if they were examples.</p> <p>Jackie asked the difference between each slide of current CSU Titles</p> <p>Zameer asked this presentation was just changing the name and not adding more representatives</p>	<p>Caleb Standley  <i>Board of Directors Representative</i></p>

	<p>Annie wanted to comment that if the committee wanted to change titles they would need to bring that proposal to BOD for final decision. She also would the title change make sense to students on campus?</p> <p>Christopher shared his perspective on his experience when he was a new student and how he was not sure what the titles mean and feels current students feel the same way.</p> <p>Zameer agreed with Christopher's comment and added on the views of how a student might feel about the term "College Senator"</p> <p>Kristie agreed with Christopher and Zameer statements and feel to keep the titles the same and feel that changing the titles would complicate more. She also asked if changing the titles would also change the roles.</p>	
<b>11 Information</b>	<p><b>Announcements</b> Ashley announced that there is a CHABSS Rep position available and apps will close today at 5 PM</p>	<p>Timothy Pelayo Executive Vice President &amp; Chair</p>
<b>12 Action</b>	<p><b>Adjournment</b> At the will of the Chair, this meeting was adjourned at 3:53 PM</p>	<p>Timothy Pelayo Executive Vice President &amp; Chair</p>

\* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

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 October 9, 2020

  
\_\_\_\_\_  
Tim Pelayo

10/12/20  
\_\_\_\_\_  
Date



**Associated Students, Inc.**  
California State University, San Marcos  
San Marcos, CA 92096-0001  
(760) 750-4990 Fax (760) 750-3149

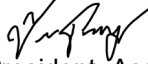
*Established 1991*

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**MEMORANDUM**

**Date:** August 12, 2020

**To:** Ellen J. Neufeldt, Ed. D

**From:** Timothy Pelayo   
Executive Vice President, Associated Students Inc.

Annie Macias, Ph.D. *Annie Macias*  
Executive Director, Associated Students, Inc.

**Via:** Lorena Checa, Ph.D. [Lorena Checa](#)  
Lorena Checa (Aug 17, 2020 17:49 PDT)  
Vice President for Student Affairs

**Subject:** Amendment - FY 2020-2021 CSUSM Associated Students, Inc. Budget

On August 3, 2020, the Executive Committee of the Associated Students, Inc. of California State University San Marcos met and approved the proposed adjustments to ASI Budget 2020-2021. This budget was previously approved by the ASI Board of Directors on April 24, 2020. Overall ASI reduced its expenses by about 12% from the previously approved budget, the key elements of ASI 20/21 budget changes entail:

- **Travel expenses:** To remain in compliance with COVID-19 travel guidelines, funding for travel in Fall 2020 and Spring 2021 semesters has been eliminated.
- **Professional Staff:** In response to the 2019 Internal Audit findings, ASI moved oversight of its procurement card program to the campus and due to COVID-19 no front desk staff will be hired. The transfer of the program as well as keeping the front desk operations closed created the need to eliminate the ASI Business Services Specialist position.
- **Student Assistants:** In reviewing the overall virtual operations, the Campus Activities Board (CAB) reduced their team from seven to two student employees. In addition, the four front desk student assistant positions will be vacant for the entire academic year. In this new virtual environment, the demand for media solutions has increased and therefore one student assistant was added to the ASI Media and Communication Team.
- **Programming:** Large scale events will not be hosted during the academic year to adhere to the COVID-19 guidelines.
- **ASI Leadership Funding:** Recognized Student Organizations by Student Leadership Involvement Center will be awarded equal amount of funding by dividing the ALF pool between each recognized student organization equally. Funding will still be available to assist students with attendance at virtual seminars and/or conferences

Please find the amended and approved ASI Budget for fiscal year 2020-2021 attached

**Associated Students, Inc**  
of California State University San Marcos

# Annual Budget

## 2020-2021



## 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 from the ASI entities 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.

Approved Budget by Board of Directors April 24 ,2020  
Amended by Executive Committee August 3, 2020

**Associated Students, Inc of CSU San Marcos  
Budget Guiding Principles**

*As of October 12, 2018*

**Transparency:**

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

**Adaptability:**

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

**Operational Expenses vs Program Services:**

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

Operational Expenses are the costs of supporting the student services and programs that ASI provides such as cost of copy machines, telephones, auditing services, bank charges, etc. Operational Expenses are found in the Management and general categories under the audited financial statements.

Program Services are the costs of ASI programs and services such as Campus Activities Board, Cougar Pantry, 24/5 Library Zone, etc.

**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.

**2020-2021 ASI Budget Summary**

		19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Budget Savings	Notes
<b>Revenue</b>						
	Fall Headcount	13,971	13,395	13395		
	Spring headcount	12,819	13,395	13395		
	Fee Amount per semester	\$ 75	\$ 75	\$ 75		
	<b>REVENUE TOTAL</b>	<b>\$ 2,009,250</b>	<b>\$ 2,009,250</b>	<b>\$ 2,009,250</b>		
<b>Expenses</b>						
2101	Operations	\$ 368,220	\$ 389,439	\$ 290,417	\$ (99,022)	
2102	Board of Directors	\$ 155,152	\$ 165,060	\$ 155,364	\$ (9,696)	
2103	ASI President	\$ 22,997	\$ 25,486	\$ 18,986	\$ (6,500)	
2104	LBTQA Pride Center	\$ 124,741	\$ -	\$ -	\$ -	
2107	Campus Activity Board	\$ 236,768	\$ 254,627	\$ 201,780	\$ (52,847)	
2108	Media and Marketing	\$ 177,025	\$ 206,430	\$ 124,010	\$ (82,420)	
2110	General Student Programs	\$ 377,775	\$ 423,205	\$ 404,290	\$ (18,915)	
2111	ASI Executive Vice President	\$ 66,326	\$ 73,708	\$ 72,708	\$ (1,000)	
2116	Gender Equity Center	\$ 107,871	\$ -	\$ -	\$ -	
2118	ASI VP of Student & University Affairs	\$ 25,226	\$ 27,608	\$ 21,458	\$ (6,150)	
2121	University Cost Recovery	\$ 118,225	\$ 118,225	\$ 118,225	\$ -	
2124	Chair & Chief of Staff	\$ 17,076	\$ 19,458	\$ 18,458	\$ (1,000)	
2125	Food Pantry	\$ 173,809	\$ 169,030	\$ 155,925	\$ (13,105)	
2126	Festival 78	\$ 100,000	\$ 131,000	\$ 119,000	\$ (12,000)	
	<b>EXPENSES TOTAL</b>	<b>\$ 2,071,212</b>	<b>\$ 2,003,276</b>	<b>\$ 1,700,621</b>	<b>\$ (302,655)</b>	

**GRAND TOTAL \$ (61,962) \$ 5,974 \$ 308,629**



Associated Students, Inc of CSUSM

Dept. ID: 2101 Operations | Chargebacks: 210101

Account #	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
613808	16803	Salaries - Pro Staff: Business Service Specialist	\$ 53,000	\$ 62,000	\$ 54,048	\$ -	position eliminated 6/2/2020
613808	16803	Benefits - Pro Staff: Business Service Speciatlist	\$ 21,200	\$ 24,800	\$ 21,619	\$ -	
613808		General Salary Increase adjustments (GSI)	\$ 13,144	\$ 17,700	\$ 23,160	\$ 23,160	
613808	16803	Salary - Executive Director	\$ 110,000	\$ 116,000	\$ 123,000	\$ 123,000	
613808	16803	Benefits - Executive Director	\$ 44,000	\$ 46,400	\$ 49,200	\$ 49,200	
		AVP Position Contribution	\$ 60,000	\$ -	\$ -	\$ -	
660858		Corp Education Benefits	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	
613808	16804	Salaries - Student Assistant	\$ 18,000	\$ -	\$ -	\$ -	
613808	16804	Benefits - Student Assistant (4%)	\$ 720	\$ -	\$ -	\$ -	
613816	16804	Corp Admin Charge 8%	\$ 14,736	\$ 19,936	\$ 19,829	\$ 19,829	
660858		Prof. Development	\$ 7,350	\$ 7,350	\$ 7,350	\$ 8,590	Use for house prizes and LEAP presenters? \$1240 added for parking
606001		Systemwide Travel	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	
660842		Student Activities	\$ 700	\$ -	\$ -		
604001		Office Equipment and Computers	\$ 600	\$ 1,200	\$ -	\$ -	
604001		Telecommunications /Phones	\$ 6,000	\$ 6,000	\$ 6,000	\$ 9,905	added \$3,905 for cell phone policy applicable employees
613810		Auditing Expenses	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	
660001		Postage/Mail	\$ 500	\$ 500	\$ 500	\$ -	
660003		Office Supplies	\$ 11,500	\$ 10,000	\$ 10,000	\$ 10,000	
660010		Insurance/CSURMA	\$ 9,095	\$ 9,000	\$ 7,929	\$ 7,929	
660010		Dividend	\$ -	\$ (2,666)	\$ (1,596)	\$ (1,596)	
660805		Membership Dues	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	
660822		Office Moves/relocation/setup	\$ 3,000	\$ 5,100	\$ 20,000	\$ -	
613807		Legal	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
660851		Bank Charges	\$ 5,000	\$ 3,000	\$ 1,500	\$ 1,500	
		<b>Total</b>	<b>\$ 420,445</b>	<b>\$ 368,220</b>	<b>\$ 389,439</b>	<b>\$ 290,417</b>	

**Dept. ID: 2001 Operations | Chargebacks: 210101**

GSI Calculation:

<b>Staff</b>	<b>Salary</b>	<b>Benefits</b>	<b>8% Corp Cost</b>	<b>Total</b>
Executive Director	\$ 123,000	\$ 49,200	\$ 13,776	\$ 172,200
Engagement	\$ 75,000	\$ 30,000	\$ 8,400	\$ 105,000
Associate Director of Gov. Affairs & Initiatives	\$ 72,000	\$ 28,800	\$ 8,064	\$ 100,800
Business Service Specialist		\$ -	\$ -	\$ -
Student Engagement Coordinator	\$ 58,337	\$ 23,335	\$ 6,534	\$ 81,672
Media & Communications Coordinator	\$ 54,080	\$ 21,632	\$ 6,057	\$ 75,712
Student Organizations and Projects Specialist	\$ 56,000	\$ 22,400	\$ 6,272	\$ 78,400
Cougar Pantry Coordinator	\$ 39,520	\$ 15,808	\$ 4,426	\$ 55,328
<b>Total:</b>				\$ 669,112
<b>3% Increase for GSI</b>				\$ 20,073

Dept. ID: 2102 Board of Directors

Account #	Dept. ID	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
613808	2102	16803	Staff: A.D. of Government Affairs & Benefits 110	\$ 54,000	\$ 57,000	\$ 72,000	\$ 72,000	
613808	2102	16803	Staff: A.D. of Government Affairs & Benefits 110	\$ 21,600	\$ 22,800	\$ 28,800	\$ 28,800	
613816	2102	16803	Corp Admin Charge 8%	\$ 6,048	\$ 6,384	\$ 8,064	\$ 8,064	
606001	2102		Travel	\$ 8,500	\$ 8,500	\$ 8,500	\$ -	No travel permitted in 20/21 and CSSA/CHESS virtual
660842	2102		Student Activities	\$ 22,000	\$ 40,668	\$ 33,196	\$ 32,000	Have to keep funds for "parking passes" and scholarship, some BOD collabs
660842	2102	10216	Veteran's Rep	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,500	
660842	2102	10217	Sustainability Rep	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,500	
660842	2102	10218	Diversity & Inclusion Reps	\$ 2,000	\$ 5,000	\$ 3,000	\$ 3,000	
660842	2102	10220	CSM Reps	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,500	
660842	2102	10221	COBA Reps	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,500	
660842	2102	10222	COEHHS Reps	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,500	
660842	2102	10223	CHABBS Reps	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,500	
660842	2102	10224	ASI General Elections Office	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	
660835	2102		Equipment and Computers	\$ 1,500	\$ 1,800	\$ -	\$ -	
			<b>Total</b>	<b>\$ 128,648</b>	<b>\$ 155,152</b>	<b>\$ 165,060</b>	<b>\$ 155,364</b>	

Detail for the Student Activities line

	19/20		20/21	
Parking passes for all 16 positions	\$ 338	\$ 676	\$ 12,168	\$ 10,816
Parking passes for 4 execs for Summer	\$ 235	\$ 940	\$ 940	\$ 1,880
Scholarships for 12 BOD officers (Execs excluded)	\$ 500	\$ 1,000	\$ 14,000	\$ 12,000
Hosting CSSA in September 2019			\$ 7,000	0
BOD Training for Fall and Spring			\$ 3,500	4000
BOD wide events and support for existing initiatives			\$ 4,000	4500
<b>Total</b>			<b>\$ 41,608</b>	<b>\$ 33,196</b>

Dept. ID: 2103 ASI President

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
613808	16804	Salaries - SA	\$ 15,500	\$ 13,530	\$ 16,013	\$ 16,013	increase and increase in summer hours
613808	16804	Benefits - SA 4%	\$ 620	\$ 541	\$ 641	\$ 641	
613808	16804	Corp Admin charge 8%	\$ 1,290	\$ 1,126	\$ 1,332	\$ 1,332	
606001		Travel	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	No travel permitted 20/21 and CSSA/CHESS online
660842		Student Activities	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	keeping for now, brainstorming for team building with exec team
660835		Equipment/Computer s	\$ 300	\$ 300	\$ -	\$ -	
		<b>TOTAL</b>	<b>\$ 25,210</b>	<b>\$ 22,997</b>	<b>\$ 25,486</b>	<b>\$ 18,986</b>	

President	Rate	Weeks	Hours	Total
summer (June - Aug)	\$16.50	12	10	\$1,980
fall	\$16.50	17	20	\$5,610
spring	\$16.50	18	20	\$5,940
			<b>Total</b>	<b>\$13,530</b>

20/21

President	Rate	Weeks	Hours	Total
summer (June - Aug)	\$17.50	13	15	\$3,413
fall	\$17.50	19	20	\$6,650
spring	\$17.50	17	20	\$5,950
			<b>Total</b>	<b>\$16,013</b>

**Dept. ID: 2107 Campus Activities Board (CAB)**

Account #	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget			Notes
613808	16803	Salaries - Pro Staff: Student Engagement Coordinator	\$ 52,008	\$ 54,088			
613808	16803	Benefits - Pro Staff: Student Engagement Coordinator	\$ 20,803	\$ 21,635			
613808	16803	Salary - Grad Assistant	\$ 12,980	\$ -			
613808	16803	Benefits - GA 12%	\$ 1,558	\$ -			
613808	16804	Salaries - Student Assistants	\$ 50,080	\$ 50,425			
613808	16804	Benefits - SA 4%	\$ 2,003	\$ 2,017			
613816	16803	Corp Admin Charge 8%	\$ 11,155	\$ 10,253			
660842		Student Activities	\$ -	\$ 8,000			
660842	10701	Novelty & Variety	\$ 20,000	\$ 22,500			
660842	10702	Administration	\$ 8,000	\$ -			
660842	10703	The Ball	\$ 10,000	\$ -			
660842	10704	Community Service	\$ 7,000	\$ 7,000			
660842	10705	On The Road	\$ 10,000	\$ 7,500			
660842	10706	TLAN	\$ 5,000	\$ 5,000			?
660842	10707	Cougar Pride & Traditions	\$ 21,000	\$ 31,000			
660842	10711	Alternative Spring Break	\$ 15,500	\$ 15,550			TBD
660842	10713	Marketing	\$ 4,500	\$ -			
660835		Office Equip/Computers	\$ 1,800	\$ 1,800			
		<b>Total</b>	<b>\$ 253,386</b>	<b>\$ 236,768</b>			

**CAB Specialist - Temecula**

	Rate	Weeks	Hours	Total	20/21 Virtual	Notes
summer	\$13.00	4	10	\$520.00	\$ -	
fall	\$13.00	19	15	\$3,705.00	\$ 780	4 weeks at 15 hours for onboarding
spring	\$14.00	19	15	\$3,990.00	\$ 3,990	
<b>Total</b>				<b>\$8,215.00</b>	<b>\$ 4,770</b>	
<b>Total for 1 specialist</b>				<b>\$8,215.00</b>	<b>\$ 4,770</b>	

**CAB Specialist - First Year with ASI**

	Rate	Weeks	Hours	Total	
summer	\$13.00	5	10	\$650.00	\$ -
fall	\$13.00	19	17	\$4,199.00	\$ 2,470
spring	\$14.00	19	20	\$5,320.00	\$ 5,230
<b>Total</b>				<b>\$10,169.00</b>	<b>\$ 7,700</b>
<b>Total for 3 specialist</b>				<b>\$30,507.00</b>	

**Dept. ID: 2107 Campus Activities Board (CAB)**

**CAB Specialist -**

**Second Year with**

ASI	Rate	Weeks	Hours	Total	
summer	\$13.00	12	10	\$1,560.00	\$ 1,560
fall	\$13.25	19	17	\$4,279.75	\$ 3,776
spring	\$14.25	19	20	\$5,415.00	\$ 5,415
<b>Total</b>				<b>\$11,254.75</b>	<b>\$ 10,751</b>

15 hrs/week

**CAB Specialist -**

**Pride & Traditions**

**(Festival 78)**

	Rate	Weeks	Hours	Total	
summer	\$13.25	12	10	\$1,590.00	\$ 1,590
fall	\$13.50	19	20	\$5,130.00	\$ 3,848
spring	\$14.50	19	20	\$5,510.00	\$ 5,510
<b>Total</b>				<b>\$12,230.00</b>	<b>\$ 10,948</b>

15 hr/week

CAB Temecula	\$8,215.00	\$ 4,770
CAB First Year	\$30,507.00	\$ 7,700
CAB Second Year	\$11,254.75	\$ 10,751
CAB Festival 78	\$12,230.00	\$ 10,948
<b>Total</b>	<b>\$62,207</b>	<b>\$ 34,169</b>

Associated Students, Inc of CSUSM

Dept. ID: 2108 Media & Marketing

Account #	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
613808	16803	Salaries - Pro Staff: Media & Communications Coordinator	\$ 50,000	\$ 53,558	\$ 54,080	\$ 59,200	
613808	16803	Benefits - Pro Staff: Media & Communications Coordinator	\$ 20,000	\$ 21,423	\$ 21,632	\$ 23,680	
613808	16804	Salaries - Student Assistants	\$ 37,352	\$ 53,370	\$ 68,475	\$ -	
613808	16804	Benefits - SA 4%	\$ 1,494	\$ 2,135	\$ 2,739	\$ -	
613808	16804	Benefits - SU SA 12%	-	-	-	\$ -	12% for summer students
613816	16803	Corp Admin Charge 8%	\$ 8,708	\$ 10,439	\$ 11,754	\$ 6,630	
660842		Student Activities	\$ 6,484	\$ 3,000	\$ 6,250	\$ 1,500	Adobe max is free and digital.
660842	10801	Cougar Pride Swag	\$ 10,000	\$ 12,250	\$ 15,000	\$ 10,000	
660842	10802	ASI Branded Operational Supplies	\$ 9,000	\$ 11,500	\$ 11,500	\$ 8,000	
660842	10802	MCT Equipment	\$ -	\$ 5,000	\$ 15,000	\$ 15,000	
660842	10802	Outreach & Volunteer Programs	\$ -	\$ 2,250	\$ -	\$ -	
660835		Office Equip/Computers	\$ 2,100	\$ 2,100	\$ -	\$ -	
<b>Total</b>			<b>\$ 145,138</b>	<b>\$ 177,025</b>	<b>\$ 206,430</b>	<b>\$ 124,010</b>	

Dept. ID: 2108 Media & Marketing

MC Specialist - First

Year with ASI	Rate	Weeks	Hours	Total
summer	\$13.00	4	15	\$780.00
fall	\$13.00	19	15	\$3,705.00
winter	\$13.00	2	15	\$390.00
spring	\$14.00	19	15	\$3,990.00
<b>Total</b>				<b>\$8,865.00</b>
<b>Total for 2 specialist</b>				<b>\$17,730.00</b>

**MC Specialist -  
Second Year with**

<b>ASI</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$13.00	8	15	\$1,560.00
fall	\$13.25	19	15	\$3,776.25
winter	\$13.25	2	15	\$397.50
spring	\$14.25	19	15	\$4,061.25
<b>Total</b>				<b>\$9,795.00</b>
<b>Total for 4 specialist</b>				<b>\$39,180.00</b>

**MC Specialist -  
Third Year with ASI**

	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$13.25	12	20	\$3,180.00
fall	\$13.50	19	15	\$3,847.50
winter	\$13.50	2	15	\$405.00
spring	\$14.50	19	15	\$4,132.50
<b>Total</b>				<b>\$11,565.00</b>
<b>Total for 1 specialists</b>				<b>\$11,565.00</b>

MCT First Year	\$17,730.00
MCT Second Year	\$39,180.00
MCT Third Year	\$11,565.00
<b>Total Student Wages</b>	<b>\$68,475.00</b>

**Dept. ID: 2108 Media & Marketing**

<b>JORDAN</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$13.00	8	8	\$832.00
FALL	\$13.00	19	15	\$3,705.00
winter	\$13.00	2	15	\$390.00
spring	\$14.00	19	15	\$3,990.00
<b>Total</b>				<b>\$8,917.00</b>

<b>JULIANNA</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$13.25	4	10	\$530.00
fall	\$14.00	19	15	\$3,990.00
winter	\$14.00	2	15	\$420.00
spring	\$15.00	19	15	\$4,275.00
<b>Total</b>				<b>\$9,215.00</b>

<b>AARON</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$13.00	13	20	\$3,380.00



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fall	\$13.00	19	15	\$3,705.00
winter		2	15	\$0.00
spring		19	15	\$0.00
<b>Total</b>				<b>\$7,085.00</b>

<b>Brian</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$13.00	9	20	\$2,340.00
fall	\$13.00	19	15	\$3,705.00
winter		2	15	\$0.00
spring		19	15	\$0.00
<b>Total</b>				<b>\$6,045.00</b>

<b>Kenny</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$15.00	9	20	\$2,700.00
fall	\$15.00	19	15	\$4,275.00
winter	\$15.00	2	15	\$450.00
spring	\$15.50	19	15	\$4,417.50
<b>Total</b>				<b>\$11,842.50</b>

<b>MC Specialist - Bri</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$13.25	2	20	\$530.00
fall	\$13.25	19	15	\$3,776.25
winter	\$13.25	2	15	\$397.50
spring	\$14.50	19	15	\$4,132.50
<b>Total</b>				<b>\$8,836.25</b>

<b>Chloe</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$13.00	1	20	\$260.00
fall	\$13.25	19	15	\$3,776.25
winter	\$13.25	2	15	\$397.50
spring	\$14.25	19	15	\$4,061.25
<b>Total</b>				<b>\$8,495.00</b>

<b>Renne</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$0.00	1	20	\$0.00
fall	\$0.00	19	15	\$0.00
winter	\$13.00	2	15	\$390.00
spring	\$13.00	19	15	\$3,705.00
<b>Total</b>				<b>\$4,095.00</b>

<b>Megan</b>	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>
summer	\$0.00	1	20	\$0.00
fall	\$0.00	19	15	\$0.00
winter	\$13.00	2	15	\$390.00
spring	\$13.00	19	15	\$3,705.00
<b>Total</b>				<b>\$4,095.00</b>

<b>Total</b>	<b>\$59,708.75</b>
<b>4% Ben</b>	<b>\$2,515.03</b>
<b>12% Ben</b>	<b>\$1,215.60</b>

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Dept. ID: 2110 General Student Programs

Account #	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
613808	16803	Salaries - Student Organizations & Projects Specialist	\$ 35,360	\$ 40,000	\$ 41,600	\$ 56,000	
613808	16803	Benefits -Student Organizations & Projects Specialist	\$ 14,144	\$ 16,000	\$ 16,640	\$ 22,400	
613808	16803	Salaries - Associate Director of Student Engagement	\$ -	\$ 66,000	\$ 75,000	\$ 75,000	
610838	16803	Benefits - Associate Director of Student Engagement	\$ -	\$ 26,400	\$ 30,000	\$ 30,000	
613808	16803	Salary - Grad Assistant	\$ -	\$ -	\$ 12,980	\$ 12,981	
613808	16803	Benefits - GA 12%	\$ -	\$ -	\$ 1,558	\$ 1,558	
613808	16804	Salaries - Student Assistant	\$ -	\$ 20,124	\$ 28,284	\$ 2,920	Total includes one Front Desk taking BOD minutes
613808	16804	Benefits - SA 4%	\$ -	\$ 805	\$ 1,131	\$ 117	
613816	16803	Corp Admin charge 8%	\$ 3,960	\$ 13,546	\$ 15,412	\$ 14,915	
660842		Student Activities	\$ 10,000	\$ 700	\$ 700	\$ -	Front desk training would not happen
660842	11001	ASI Retreats	\$ 7,500	\$ 8,500	\$ 15,500	\$ 7,500	Mid-Year Retreat, ASI Annual Banquet, stoles
660842	11001	Community Centers Training	\$ 1,500	\$ -	\$ -	\$ -	
660842	11002	LEAD	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
660842	11003	Social Justice Summit	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
660842	11004	24/5 Library	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	Agreement sunsets in 21/22
660842	11007	Sustainability	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	keeping for now for projects for spring/maybe online projects?
		USU Art	\$ -	\$ -	\$ 3,500	\$ -	closing for FY 20/21
660842	11005	Large Scale Events	\$ 100,000	\$ -	\$ -	\$ -	
110006		FA Equipment		\$ 15,000	\$ -	\$ -	Golf cart still a need for when back to campus.
660835		Office Equip/Computers	\$ 1,300	\$ 2,200	\$ 12,400	\$ 12,400	
		<b>Total</b>	<b>\$ 342,264</b>	<b>\$ 377,775</b>	<b>\$ 423,205</b>	<b>\$ 404,290</b>	

**Dept. ID: 2110 General Student Programs**

**Front Desk - First**

Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 13.00	2	0	\$ -
Retreat/Training	\$13.00	2	15	\$ 390
fall	\$ 13.00	19	15	\$ 3,705
spring	\$ 14.00	17	15	\$ 3,570
<b>Total</b>				<b>\$ 7,665</b>
<b>Total for 1 Specialist</b>				<b>\$ 7,665</b>

**Front Desk -**

**Returning with ASI**

Retreat/Tr aining	Rate	Weeks	Hours	Total
Retreat/Tr aining	\$ 13.50	2	15	\$ 405
summer	\$ 13.50	13	7	\$ 1,229
fall	\$ 13.50	19	15	\$ 3,848
spring	\$ 14.50	17	15	\$ 3,698
<b>Total for 3 Specialist</b>				<b>\$ 16,443</b>
<b>Total Student Wages</b>				<b>\$ 28,284</b>

**E.D. Assistant**

Returning with ASI	Weeks	Hours	Total
Summer	\$ 14.50	0	8 \$ -
Fall	\$ 14.50	19	8 \$ 2,204.00
Spring	\$ 14.50	17	8 \$ 1,972.00
<b>Total</b>		<b>1 Student</b>	<b>\$ 4,176.00</b>

**Graduate Assistant**

	Weeks	Hours	Total
summer	\$ 15	12	10 \$ 1,800.00
fall	\$ 15	19	20 \$ 5,700.00
spring	\$ 16	19	20 \$ 6,080.00
<b>Total for 1 Grad Student</b>			<b>\$ 13,580</b>

**Technology Items**

Digital signage outside of ASI suite			\$300
Computers			
Conference Room	1		
BOD	11	4 Exec, 6 BOD, 1 staff	
Design	7	6 students & 1 staff	
CAB	7	5 students, 1 Temecula student & 1 staff	
CP	4	2 ASI suite, 1 pantry, 1 surface pro	
Suite	5	4 staff & front office	
<b>Total</b>	<b>35</b>	<b>\$300</b>	<b>\$10,500</b>
<b>Total Charges for IITS</b>			<b>\$ 10,800</b>

Dept. ID: 2111 Executive Vice President

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
613808	16804	Salaries - SA	\$ 14,500	\$ 12,710	\$ 15,098	\$ 15,098	Minimum wage increase and increase in summer hours
613808	16804	Benefits - SA 4%	\$ 580	\$ 508	\$ 604	\$ 604	
613816		Corp Admin charge 8%	\$ 1,206	\$ 1,057	\$ 1,256	\$ 1,256	
606001		Travel	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	No travel permitted 20/21 and CSSA/CHES Virtual
660842	11103	Student Emergency Fund	\$ 12,000	\$ 15,750	\$ 20,750	\$ 20,750	
660842	11104	ASI Leadership Fund	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	on allocating to student orgs and conferences
660835		Office Equip/Computers	\$ 300	\$ 300			
		<b>TOTAL</b>	<b>\$ 64,586</b>	<b>\$ 66,326</b>	<b>\$ 73,708</b>	<b>\$ 72,708</b>	

Executive Vice

President	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860
fall	\$15.50	17	20	\$5,270
spring	\$15.50	18	20	\$5,580
		<b>Total</b>		<b>\$12,710</b>

20/21

Executive Vice

President	Rate	Weeks	Hours	Total
summer (June - Aug)	\$16.50	13	15	\$3,218
fall	\$16.50	19	20	\$6,270
spring	\$16.50	17	20	\$5,610
		<b>Total</b>		<b>\$15,098</b>

**Dept. ID: 2118 Vice President of Student and University Affairs (VP SUA)**

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
613808	16804	Salaries - SA	\$ 14,500	\$ 12,710	\$ 15,098	\$ 15,098	Minimum wage increase and increase in summer hours
613808	16804	Benefits - SA 4%	\$ 580	\$ 508	\$ 604	\$ 604	
613816	16804	Corp Admin charge 8%	\$ 1,206	\$ 1,057	\$ 1,256	\$ 1,256	
606001		Travel	\$ 7,150	\$ 7,150	\$ 7,150	\$ -	No travel permitted 20/21 and CSSA/CHESS online
660842		Student Activities	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,500	INVRD, Elections - increase based on programming
660842	11801	Lobby Corp	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,000	
660835		Office Equip/Computers	\$ 300	\$ 300	\$ -	\$ -	
<b>TOTAL</b>			<b>\$ 27,236</b>	<b>\$ 25,226</b>	<b>\$ 27,608</b>	<b>\$ 21,458</b>	

19/20

VP SUA	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860
fall	\$15.50	17	20	\$5,270
spring	\$15.50	18	20	\$5,580
<b>Total</b>				<b>\$12,710</b>

20/21

VP SUA	Rate	Weeks	Hours	Total
summer (June - Aug)	\$16.50	13	15	\$3,218
fall	\$16.50	19	20	\$6,270
spring	\$16.50	17	20	\$5,610
<b>Total</b>				<b>\$15,098</b>

**Dept. ID: 2121 University Cost Recovery**

<b>Account #</b>	<b>Account Descriptions</b>	<b>18/19 Approved Budget</b>	<b>19/20 Approved Budget</b>	<b>20/21 Approved Budget</b>	<b>20/21 Virtual</b>	<b>Notes</b>
613814	University Indirect Cost Recovery	\$ 66,423	\$ 22,186	\$ 22,186	\$ 22,186	
613814	Business & Financial Services MOU	\$ 88,827	\$ 96,039	\$ 96,039	\$ 96,039	
613814	Public Records Request	\$ 5,000	\$ -	\$ -	\$ -	
	<b>TOTAL</b>	<b>\$ 160,250</b>	<b>\$ 118,225</b>	<b>\$ 118,225</b>	<b>\$ 118,225</b>	

Dept. ID: 2124 Chief and Chair

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
613808	16804	Salaries - SA	\$ 14,500	\$ 12,710	\$ 15,098	\$ 15,098	Minimum wage increase and increase in summer hours
613808	16804	Benefits - SA 4%	\$ 580	\$ 508	\$ 604	\$ 604	
613816	16804	Corp Admin charge 8%	\$ 1,206	\$ 1,057	\$ 1,256	\$ 1,256	
606001		Travel	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	No travel permitted in 20/21
660842		Student Activities	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
660835		Office Equip/Computers	\$ 300	\$ 300	\$ -	\$ -	
		<b>TOTAL</b>	<b>\$ 19,086</b>	<b>\$ 17,076</b>	<b>\$ 19,458</b>	<b>\$ 18,458</b>	

19/20

Chief & Chair	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860
fall	\$15.50	17	20	\$5,270
spring	\$15.50	18	20	\$5,580
			<b>Total</b>	<b>\$12,710</b>

20/21

Chief & Chair	Rate	Weeks	Hours	Total
summer (June - Aug)	\$16.50	13	15	\$3,218
fall	\$16.50	19	20	\$6,270
spring	\$16.50	17	20	\$5,610
			<b>Total</b>	<b>\$15,098</b>



Associated Students, Inc of CSUSM

Dept. ID: 2126 Festival 78

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
660842	12601	Volunteers	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
660842	12602	Marketing	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	
660842	12603	Promotions	\$ 3,000	\$ 3,000	\$ 6,000	\$ -	
660842	12604	Production	\$ 31,000	\$ 31,000	\$ 40,000	\$ 40,000	<i>could drop to 30k</i>
660842	12605	Artist/Hospitality	\$ 50,000	\$ 50,000	\$ 66,000	\$ 66,000	
660842	12606	nt	\$ 5,000	\$ 5,000	\$ 7,000	\$ 6,000	
660842	12607	Décor	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
660842		Art	\$ -	\$ -	\$ 1,000	\$ -	
		<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 131,000</b>	<b>\$ 119,000</b>	

Dept. ID: 2125 Cougar Pantry

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Approved Budget	20/21 Virtual	Notes
613808	16803	Salaries -Cougar Pantry Coordinator	\$ -	\$ 27,585	\$ 39,520	\$ 39,520	Hourly employee at 40hrs. For 52 weeks
613808	16803	Benefits -Cougar Pantry Coordinator	\$ -	\$ 11,034	\$ 15,808	\$ 15,808	
613808	16804	Salaries -Student Assistants	\$ 29,150	\$ 33,105	\$ 55,000	\$ 43,332	
613808	16804	Benefits - SA 4%	\$ 1,166	\$ 1,324	\$ 2,200	\$ 1,733	
613808	16804	Salaries -Graduate Assistant	\$ -	\$ 12,415	\$ -		
613808	16804	Benefits -GA 12%	\$ -	\$ 1,490	\$ -	\$ -	
613816	16803	Corp Admin Charge 8%	\$ 2,425	\$ 6,956	\$ 9,002	\$ 8,031	
660842		Student Activities	\$ -	\$ 17,000	\$ 10,000	\$ 10,000	
660842	12502	Food	\$ 20,000	\$ 13,000	\$ 20,000	\$ 20,000	
660842	12501	Operations	\$ 2,000	\$ 4,000	\$ 5,000	\$ 5,000	
660842	12503	Programing	\$ 6,168	\$ 5,000	\$ -	\$ 5,000	
660835		Office Equip/Computers	\$ 900	\$ 900	\$ -	\$ -	
606001		Travel	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	Travel not permitted in 20/21
660842	12504	Van	\$ -	\$ 35,000	\$ 7,500	\$ 7,500	
		<b>Total</b>	<b>\$ 66,809</b>	<b>\$ 173,809</b>	<b>\$ 169,030</b>	<b>\$ 155,925</b>	

660842		Chancellor's Office SB85 Grant	\$ 40,000	\$ -			One-time grant
660842	12506	San Diego Food Bank Funding				\$ 6,000	One-time grant
660842	Request 125	Chancellor's Office SB84 Grant			\$ 300,000	\$ 300,000	One-time funding
		Food Insecurity Fund Giving Day	\$ (2,162)				One-time funding
		<b>GRAND TOTAL</b>	<b>\$ 104,647</b>	<b>\$ 173,809</b>	<b>\$ 469,030</b>	<b>\$ 461,925</b>	

Dept. ID: 2125 Cougar Pantry

Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 13.00	4	5	\$ 260.00
fall	\$ 13.00	19	15	\$ 3,705.00
spring	\$ 14.00	19	15	\$ 3,990.00
Total for 1 specialist				\$ 7,955.00
Total for 2 specialist				\$ 15,910.00

Associated Students, Inc of CSUSM

Second Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 13.50	12	10	\$ 1,620.00
fall	\$ 13.50	19	15	\$ 3,847.50
spring	\$ 14.50	19	15	\$ 4,132.50
<b>Total for 1 specialist</b>				<b>\$ 9,600.00</b>
Total for 2 specialists				\$ 19,200.00

Third Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 14.00	12	10	\$ 1,680.00
fall	\$ 14.00	19	15	\$ 3,990.00
spring	\$ 15.00	19	15	\$ 4,275.00
Total for 1 specialist				\$ 9,945.00
<b>Total for 2 specialists</b>				<b>\$ 19,890.00</b>

<b>Total Student Wages</b>	<b>\$ 55,000.00</b>
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Dept. ID: 2125 Couga Rate	Rate	Weeks	Hours	Total	Notes: Last semester is Fall
CP Specialist - Riley	\$ 14.00	12	10	\$1,680.00	
summer	\$ 14.00	19	15	\$3,990.00	
Fall					
spring			<b>Total</b>	\$5,670.00	
	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>	
CP Specialist - Mcken	\$ 14.00	12	10	\$ 1,680.00	
summer	\$ 14.00	19	15	\$ 3,990.00	
fall	\$ 15.00	19	15	\$ 4,275.00	
spring			<b>Total</b>	\$9,945.00	
	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>	
Specialist - Javier	\$ 13.00	12	10	\$1,560.00	
summer	\$ 13.00	19	15	\$3,705.00	
fall	\$ 14.00	19	15	\$3,990.00	
spring			<b>Total</b>	\$9,225.00	
	<b>Rate</b>	<b>Weeks</b>	<b>Hours</b>	<b>Total</b>	
CP Specialist - Bernardo	\$ 13.00	19	15	\$3,705.00	Federal work study student
summer	\$ 13.00	19	15	\$3,705.00	
fall	\$ 14.00	19	15	\$3,990.00	
spring			<b>Total</b>	\$7,695.00	

Associated Students, Inc of CSUSM

	Rate	Weeks	Hours	Total
CP Specialist - Noemi	\$ 13.50	12	10	\$1,620.00
summer	\$ 13.50	19	15	\$3,847.50
fall	\$ 14.50	19	15	\$4,132.50
spring			<b>Total</b>	\$9,600.00
			<b>Total</b>	<b>\$43,332.00</b>

# ASI Corporate Reserves Plan



# What are Reserves?

Cash reserves are funds that organizations set aside for use in emergency situations. The cash that is saved is used to cover costs or expenses that are unplanned or unexpected. In most cases, the reserves are specifically for short-term needs.

## Examples

- A nonprofit's roof unexpectedly needs replacing
- A long-term funding stream unexpectedly dries up
- Anticipated program revenue is not as high as projected

When the unexpected financial shortfall occurs, having cash reserves to tap can help a nonprofit sustain itself despite very tough times.

# What is the ASI Corporate Reserve Policy?

## Purpose

To establish policy and procedures that assure fiscal viability through the establishment of adequate reserve funds as required for auxiliaries of the California State University System and as established in the Education Code 89904.5 and 89905, *the Compilation of Policy and Procedures for the CSU Auxiliary Organizations*, and Title 5.

- There are 3 separate reserve accounts that funding is allocated to based upon budget needs each fiscal year

[https://www.csusm.edu/asi/documents/about/policy\\_corporate\\_reserves.pdf](https://www.csusm.edu/asi/documents/about/policy_corporate_reserves.pdf)



**ASSOCIATED STUDENTS, INC.**  
**CAL STATE SAN MARCOS**

# Reserve Accounts: Working Capital

## Policy

Working Capital and Current Operations: Shall be maintained to provide for unanticipated major expenses or reductions in income resulting from shortfalls in enrollment or business interruptions.

What does it typically cover?

- Day to day operations
- Salaries
- Recurring Expenses

## How much can be in reserve account?

Minimum – 20% of annual budget = \$400k

Maximum – 75% of annual budget = \$1.5M



**ASSOCIATED STUDENTS, INC.**  
**CAL STATE SAN MARCOS**



# Reserve Accounts: Equipment

## Policy

Capital Equipment Replacement and Acquisition: Shall be maintained to provide for the replacement and acquisition of capital equipment as defined in the ASI fixed Assets, Property and Equipment policy (\$5,000 or more)

What does it typically cover?

- Anything ASI owns (assets)
- Purchase or replacement of any ASI Equipment
- Computers, CP Van, MCT equipment

## How much can be in a reserve account?

Minimum – 50% of annual asset total = \$39K

Maximum – 100% of annual asset total \$78K



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# Reserve Accounts: Future Growth

## Policy

Planned Future Growth: Shall be maintained to provide for future business requirements and/or new requirements for current business that have been recognized by the University and ASI as appropriate and within the educational mission of the University and ASI.

What does it typically cover?

- Any future initiatives
- Cougar Pantry expansion
- Wellness & Rec Facility

## How much can be in a reserve account?

Minimum – 10% of annual budget = \$200K

Maximum – 15% of annual budget = \$300K



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# Current Designated ASI Reserves

**Working Capital = \$401,850**

20% of annual budget

-At Minimum Reserve per policy

**Capital Equipment = \$78,354**

-100% annual asset total

-At Maximum Reserve per policy

**Planned Growth = \$301,388**

-15% of annual budget

-At Maximum Reserve per policy



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# ASI Reserve Totals

**Total Fund Balance = \$1,958,083**

**Designated Reserves (per policy)**

**Working Capital, Equipment, and Planned Growth = \$781,591**

**Food Pantry Grant = \$330,000**

**Undesignated Reserves = \$846,491**



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# How did we get to this balance?

**Undesignated Balance = \$846,491**

**Reimbursement from CSUSM Corp. Employee Benefit Pool = \$111,000**

**CARES Act Reimbursement from campus = \$180,500**

**Carryover from prior year = \$554,991**



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# Proposed Allocation of Undesignated Reserves

**Undesignated Reserves = \$846,491**

- There are 7 categories of allocations

Student Emergency Fund	\$350,000
Cougar Pantry Remodel	\$100,000
IITS Tech Fund	\$100,000
CCN Case Manager Support	\$80,000
Refrigeration Lockers	\$10,000
Student Transportation Support	\$6,000
Increase Working Capital	\$200,000



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# Proposed Allocation of Undesignated Reserves

Student Emergency Fund = \$350,000  
-Increase award to \$350 for approx. 1,000 awards

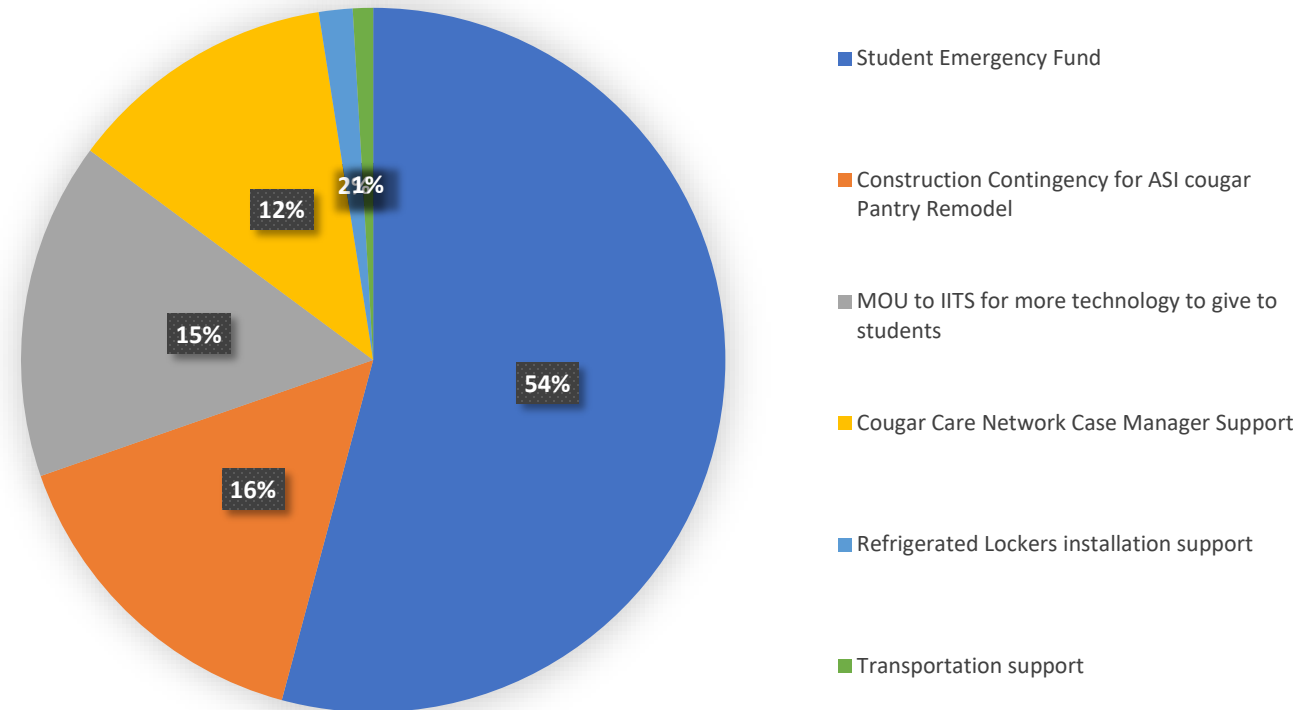
Cougar Pantry Remodel = \$100,000

Technology Funding with IITS = \$100,000

CCN Case Manager Support = \$80,000

Refrigerated Lockers Installation Support = \$10,000

Student Transportation Support = \$6,000



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# Questions?



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# Revision of ASI Titles

An orange speech bubble with a white outline and a tail pointing downwards and to the left. It contains the text "DISCUSSION ITEM" in white, uppercase letters.

DISCUSSION  
ITEM

## Discussion Points;

- 1 What are the current titles?
- 2 What titles do other CSU's use?
- 3 Should we adopt those titles?
- 4 Next Steps.

We'll go in order

# Let's Begin!

What are the current titles.

1

- President & CEO
- Executive Vice President
- Vice President of Student and University Affairs
- Chair and Chief of Staff
- College Representative
- Student at Large Representative
- Veterans Student Representative

What titles do other CSU's use?

## 2

- President & CEO (*Shared*)
- Executive Vice President (*Shared*)
- Vice President of Financial Affairs
- Controller
- College Representative
- Attorney General
- **College Senator**
- Student at Large Representative
- Director of \_\_
- Officer of \_\_
- Cabinet Member
- Veterans Student Representative

We'll go in order

**Should we  
Adopt these  
titles?**




## Highlighted Titles

- Vice President of Financial Affairs
- **College Senator**
- Director of \_\_

Caleb Standley

September 11th, 2020

Thank you



Have a great  
day ahead.