



California State University, San Marcos
 San Marcos, CA 92096-0001
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 Established 1991

ASI Executive Committee Minutes 21-08

Monday, April 5th at 2:00pm

Zoom: <https://csusm.zoom.us/j/64812208000>

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.

ASI Executive Committee 2020/2021

Dylan Crivello
 Chair and Chief of Staff

Michael Garrett
 President & CEO

Tim Pelayo
 Executive Vice President

Andrew Gamboa
 VP of Student & University Affairs

Advisors

Annie Macias
 Executive Director

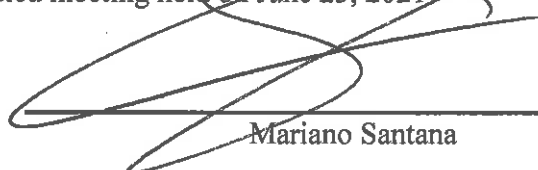
Ashley Fennell
 Associate Director,
 Government Affairs
 & Initiatives

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called to order at 2:01pm	Dylan Crivello Chair and Chief of Staff
02	Roll Call Present: Dylan, Michael, Tim, Andrew, and Ashley	Dylan Crivello Chair and Chief of Staff
03	Recognition of Guests None	Dylan Crivello Chair and Chief of Staff
04 Action	Approval of Agenda Chair approved by consent vote None opposed Motion Carries	Dylan Crivello Chair and Chief of Staff
05 Action	Approval of Minutes Chair approved by consent vote None opposed Motion Carries	Dylan Crivello Chair and Chief of Staff
06 Information	Open Forum* None	Dylan Crivello Chair and Chief of Staff
07 Information	BerryDunn Presentation Description: Review of Travel, Hospitality, ProCard, and Direct Pay for state and auxiliary operations, including ASI Fiscal Impact: None See attached for presentation. Tim discussed importance of this work for clarity and transparency for students. Andrew discussed importance of ease and clarity for travel. Michael had questions about hospitality. Ashley wondered if the expectation is that ASI align with state side hospitality. Discussion focused on consistency versus recognizing uniqueness between state and auxiliary. Mary mentioned examining internal controls and underlying processes. Further discussion focused on difficulty giving feedback on travel due to limited travel during COVID-19 pandemic restrictions. They also mentioned bringing new processes and results back to ASI.	Tina Bode Barry Dunn Consultant Nicholas Favreau BerryDunn Consultant Mary Stephens Interim Vice President for Finance & Administration Brittani Brown Assistant Vice President, compliance & Operations

	Michael wondered about who to reach out to in order to give additional thoughts and feedback as additional feedback needed on hospitality specifically related to events in ASI.	
08 Information	Reports Michael mentioned meeting with members of congress. Tim mentioned working on budget projections and on-boarding new Executive Vice President. Ashley mentioned open forum for chief diversity officer as well as on-boarding new 21/22 Board members	Dylan Crivello <i>Chair and Chief of Staff</i>
09 Information	Announcements Tim- Pointpalooza Ashley- Festival 78 and TLAN	Dylan Crivello <i>Chair and Chief of Staff</i>
10 Action	Adjournment Meeting was adjourned at 3:10pm	Dylan Crivello <i>Chair and Chief of Staff</i>

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

I, Mariano Santana ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by the Executive Committee of Associated Students, Inc., at a regularly scheduled meeting held on June 25, 2021



Mariano Santana

10/19/2021

Date



California State University San Marcos

Financial Operations Review Project Introduction



April 2021

Agenda

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Introductions

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Project Overview

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Questions



Introductions

BerryDunn Team



Clint Davies

MBA, CDP
Engagement Principal



Tina Bode

CISA, CRISC, LSSGB,
Prosci© CCP
Project Manager



Nick Favreau

LSSWB, Prosci© CCP
Lead Analyst



Project Overview

Our Objectives

What

Conduct an assessment of the current internal controls and processes within CSUSM in the following in-scope areas:

- Procurement Cards
- Travel Management
- Direct Pay
- Hospitality

Processing for CSUSM Campus and three auxiliaries: Corporation, Foundation and ASI

Who

Business and Financial Services Staff
Travel Office Coordinators
Others

When

February - May

Where

All work will be conducted virtually

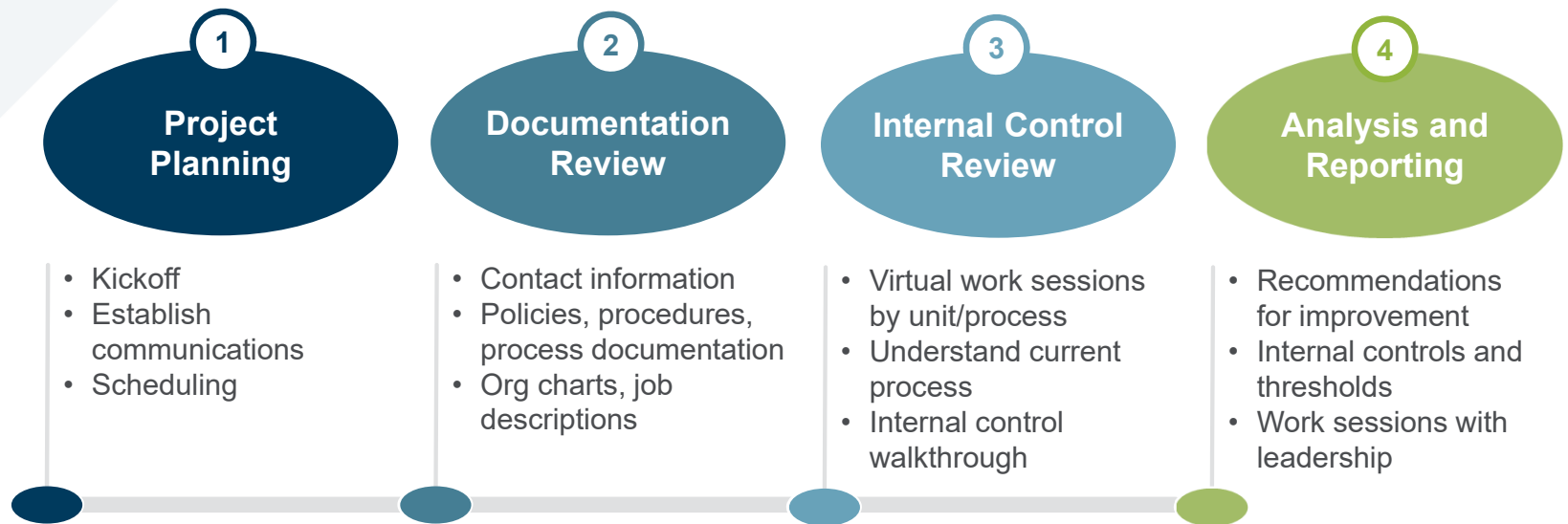
Why

- Strengthen internal controls
- Reduce liability around the financial processes
- Enhance operations
- Promote quality and effectiveness of financial processes
- Promote ethics and values



Project Overview

Our Approach



Project Overview

Estimated Timeline

Project Tasks	February	March	April	May
Planning	█			
Initial Documentation Review		█		
Internal Control Review		█		
Analysis and Report Development			█	



Project Overview

Who is Participating?



- Individuals involved with processing of in-scope areas:
 - Procurement Cards
 - Travel Management
 - Direct Pay
 - Hospitality
- Individuals processing state and auxiliary operations
- Those who support key steps in the processing of in-scope areas
- Supervisors with oversight responsibilities of in-scope areas
- Customer representation

List of Stakeholders

Stakeholder/Customer Participants	
Tina Bell	Associate Vice President for Resources, Planning and Advancement, University Advancement
Rita Cooper	Executive Operations Manager, Office for Training, Research & Education in the Sciences
Dr. Matthew Escobar	Faculty - Principal Investigator, Professor, CSTEM Biology
Tricia Henlon	Budget/Operations Manager, Extended Learning
Shaun Icasiano	Grants and Contracts Administrative Support Coordinator
Sajith Jayasinghe	Department Chair, CSTEM
Elizabeth Matthews	Dean, CHABBS
Selma McDermaid	Operations Analyst, University Advancement
Sue Moineau	Faculty, CEHHS
Rosa Mora	Student Affairs Senior Resources & Operations Analyst
Mohammad Oskoorouchi	Associate Dean, CoBA
Maria Rasimas	Director, Resources and Operations, Academic Affairs
Whitney Steffler	Budget Analyst, CoBA

Project Overview

Your Perspective

What do you see as
opportunities?





Questions?

Tina Bode

tbode@berrydunn.com

Project Manager