

ASI Internal Operations Agenda 22-01

Friday, October 29th, 2021, at 2:30pm Zoom:

<https://csusm.zoom.us/j/82802203783>

Posted: Tuesday, October 26th, 2021

Andrew Gamboa
Executive Vice President
Chair

Dylan Crivello
President
Vice-Chair

Tam Phan
CoBA Representative

Pat Argiles
CoBA Representative

Cesar Parra
CHABSS Representative

Stephania Rey
CSTEM Representative

Paco Craig
Student At Large Representative

Vacant
Student At Large Representative

Vacant
Student At Large Representative
Vacant
Student At Large Representative

Advisors

Allie Garcia Financial
Services and Student Orgs

Annie Macias
Executive Director

Deborah Davis
CSUSM Auxiliary Services Accounting
Manager

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.

ITEM	SUBJECT	PRESENTER
1	Call to Order Meeting called to order at 2:39 pm.	Andrew Gamboa <i>Executive Vice President Chair</i>
2	Roll Call Andrew, Dylan, Stephania, Cesar, Jesus, Paco, Allie, Annie, Deborah, Tam	Andrew Gamboa <i>Executive Vice President Chair</i>
3	Recognition of Guests None	Andrew Gamboa <i>Executive Vice President Chair</i>
4 Action	Approval of Agenda By the will of the chair motion to approve agenda with edits None opposed Motion Carries	Andrew Gamboa <i>Executive Vice President Chair</i>
5 Action	Approval of Minutes By the will of the chair moved to table the minutes until next meeting. None opposed Motion Carries	Andrew Gamboa <i>Executive Vice President Chair</i>
6 Information	Open Forum* None	Andrew Gamboa <i>Executive Vice President Chair</i>
7 Information	Overview of Internal Operations Bylaws Description: Review of the Committee duties and responsibilities as determined by ASI Bylaws. Fiscal Impact: No Andrew gave a discussion on the Internal Operations Bylaws and their responsibilities and duties to ASI. ASI Internal Operations reviews budgets, makes recommendations to ASI Board of Directors and gives consideration and attention to financial matters brought to the IO committee, review and make recommendation to the BOD. Internal Operations may review and make recommendations about the significant changes through programs, services, scopes of operations and space. Andrew recognizes Tam Phan at 2:47 pm	Andrew Gamboa <i>Executive Vice President Chair</i>

<p>8 Information</p>	<p>Overview of ASI Budget Guiding Principles Description: Review of current ASI budget guiding principles. Fiscal Impact: No . The ASI budget allocations should be consistent with ongoing ASI initiatives and flexible with new initiatives, while keeping in mind mandatory cost increases. This budget will prioritize student employment opportunities and direct funding support such as ASI Funds.</p>	<p>Andrew Gamboa <i>Executive Vice President</i> Chair</p> <p>Annie Macias Executive Director</p>
<p>9 Information</p>	<p>Overview of Budget Timeline Description: Present the timeline of the ASI budget process Fiscal Impact: No See document attached Andrew gives a run through of the Budget Timeline for the fiscal year 2022/2023 and speaks about ASI supervisors meeting with students from each entity to discuss their prior year expenses, then after each department supervisor will meet with Allie to go over the purposed budget. Andrew speaks about the adjustments to the budget that will be made overtime and will most likely be finalized by May 16th,2022. Allie goes into detail describing the behind the scenes look and why it is so important to prepare for this budget. Stephania asks a question regarding funding and if there is an application form if a recognized student org is requesting funding. Allie then goes to explain that there is other organizations and opportunities for student organization funding on campus and that ASI is still discussing if they will be reallocating the ASI Leadership funding to be distributes to all recognized student orgs.</p>	<p>Andrew Gamboa <i>Executive Vice President</i> Chair</p> <p>Allie Garcia Financial Services and Student Orgs</p>
<p>10 Information</p>	<p>Announcements None</p>	<p>Andrew Gamboa <i>Executive Vice President</i> Chair</p>
<p>11 Action</p>	<p>Adjournment Meeting adjourned at 3:02 pm.</p>	<p>Andrew Gamboa <i>Executive Vice President</i> Chair</p>

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

I, Julia Glorioso, ASI 22/23 ASI President, hereby certify that the above minutes were approved by Internal Operations Committee of Associated Students, Inc., at a regularly scheduled meeting held on November 12, 2021



01/09/2023

Julia Glorioso

Date

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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Budget Call Timeline for Fiscal Year 2022/2023

Date	Description
Friday, January 28, 2022	Budget request email will be sent out to all ASI.
January 31 - Feb 4, 2022	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 7-11, 2022	Each department supervisor will meet with the ASI Financial Services and Student Organization Accounts Coordinator to review their proposed budget.
Friday, February 18, 2022	All budget proposals need to be submitted to the ASI Financial Services and Student Organization Accounts Coordinator.
Monday, February 28, 2022	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations Committee's agenda.
Friday, March 11, 2022	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2022/3023. All departments should have a student representative in attendance to present their requested budget.
Friday, March 11, 2022	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 18, 2022	BOD reviews and approves 2022/2023 ASI Master Budget.
Friday, April 15, 2022	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th.
Friday, April 22, 2022	BOD meeting reserved for budget adjustment if needed.
Monday, April 25, 2022	Signed ASI memo, 2022/2023 approved budget narrative, and BOD minutes due to CSUSM CFO Leon Wyden for signature.
Friday, April 29, 2022	Signed ASI memo, 2022/2023 approved budget narrative, and BOD minutes due to CSUSM President Neufeldt for signature.
Monday, May 16, 2022	2022/2023 ASI Master Budget fully signed and posted on ASI website.