

**ASI Internal Operations  
Committee  
23/24**



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

**ASI Internal Operations Committee 23 – 01**

Friday, September 8, 2023, at 2:30pm

ASI Conference Room USU 3700

Posted: Tuesday, September 5, 2023

Chair & Vice President of Finance & Operations

Ernest Cisneros  
President & CEO  
Vice Chair

James Courser  
BOD Representative

Miranda Grzywaczewski  
BOD Representative

Natalie Cipriani  
BOD Representative

Zeenia Najmi  
BOD Representative

Rebecca Vo  
Student at Large  
Representative

Yeferson Guevara  
Student at Large  
Representative

Cayla Munoz  
Student at Large  
Representative

Vacant  
Student at Large  
Representative

**Advisors**

Annie Macias  
Executive Director

Talisha St. John  
Business Operations Analyst

Deborah Davis  
Manager, Auxiliary Financial  
Operations  
CFO Designee

ITEM	SUBJECT	PRESENTER
01 Information	<b>Call to Order</b> The meeting was called to order at 2:32pm	Moy Valdez Chair & Vice President of Finance & Operations
02 Information	<b>Roll Call</b> Present: Moy, Ernest, James, Miranda, Natalie, Zeenia, Rebecca, Aiden, Cayla, Alexander, Annie, Talisha, Deborah Absent: Yeferson	Moy Valdez Chair & Vice President of Finance & Operations
03 Information	<b>Recognition of Guests</b> See attached sign-in sheet	Moy Valdez Chair & Vice President of Finance & Operations
04 Action	<b>Approval of Agenda</b> Edit for SAL – remove Yeferson Guevara and replace with Aidan Rodriguez; vacant SAL should be changed to Alexander Rangel Aidan motioned to approve the Agenda Miranda -- 2 <sup>nd</sup> None opposed Motion Carries	Moy Valdez Chair & Vice President of Finance & Operations
05 Action	<b>Approval of Minutes</b> Miranda motioned to approve the Minutes Aidan -- 2 <sup>nd</sup> None opposed Motion carries	Moy Valdez Chair & Vice President of Finance & Operations
06 Information	<b>Open Forum*</b> None	Moy Valdez Chair & Vice President of Finance & Operations
7 Information	<b>Overview of ASI</b> <b>Description:</b> Overview of what ASI is, organizational structure, and goals via student representation. <b>Fiscal Impact:</b> No See attached presentation reviewed Presenter discussed definitions of government and the way that ASI operates to serve the CSUSM student community, ASI 101, and functions	Moy Valdez Chair & Vice President of Finance & Operations
08 Information	<b>Overview of Bylaws and Internal Operations Committee</b> <b>Description:</b> Review of ASI Bylaws and what duties and responsibilities the Committee has. <b>Fiscal Impact:</b> None See attached document reviewed Presenter discussed the ASI Bylaws; Annie confirmed that Bylaws may be viewed on the ASI website Moy presented on importance of committees at large and the various ASI committees and the topics/communities they serve; Reviewed the responsibilities of Internal Operations Aidan wondered about IO and outreach to the Extended Learning Building; Moy clarified that outreach can begin in ASI; Ernest clarified that IO has oversight of ASI operations, while ELB has its own process	Moy Valdez Chair & Vice President of Finance & Operations
09 Information	<b>Overview of ASI Budget</b>	Moy Valdez Chair & Vice President of Finance & Operations

**ASSOCIATED STUDENTS, INC. OF CALIFORNIA STATE UNIVERSITY SAN MARCOS**

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	<p><b>Description:</b> Overview of ASI Budget and timeline of creating the ASI Budget.</p> <p><b>Fiscal Impact:</b> None</p> <p>See attached presentation reviewed</p> <p>Moy presented and discussed ASI 23/24 budget including creation, timelines, etc.</p> <p>Alexander wondered about what the ASI President line includes and requested to view; Annie mentioned that a budget is mostly salaries and programs and broke down how to read the budget file properly</p> <p>Aidan wondered about timeline for student enrollment; Annie clarified that Census Day determines the number of students in the Fall, while Mid-Year provides a more accurate description after October; Ernest clarified that campus provides an estimate number prior to census date</p> <p>Alexander wondered where the approval for the budget comes from; Annie confirmed it is approved by the BOD and clarified that IO only makes the recommendation to BOD</p> <p>Alexander wondered if the Board of Directors ever comes to IO; Moy replied that there are representatives present and that Moy brings the budget to the Board for approval</p> <p>Committee wondered what the role of the Board of Directors is in ASI and wondered if the decision process is always democratic; Annie and Moy discussed the functions of the Board and who makes up its body; Zeenia broke down a bit more about how the Board is made up and categorized</p> <p>Committee members inquired about ASI and BOD process for student representatives; Annie and Moy presented on structure and processes of BOD</p>	
<p>10 Information</p>	<p><b>Announcements</b></p> <p>Aidan – First to STEM program funded by a grant that has recently expired; wondered how ASI can support them</p> <p>Moy – Pizza after meeting!</p>	<p>Moy Valdez Chair &amp; Vice President of Finance &amp; Operations</p>
<p>11 Action</p>	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 3:27pm</p>	<p>Moy Valdez Chair &amp; Vice President of Finance &amp; Operations</p>

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