

Moy Valdez
Chair & ASI President

Vacant
Vice Chair

James Courser
BOD Representative

Miranda Grzywaczewski
BOD Representative

Natalie Cipriani
BOD Representative

Zeenia Najmi
BOD Representative

Nathan Barrios
Student at Large
Representative

Rebecca Vo
Student at Large
Representative

Cayla Munoz
Student at Large
Representative

Alexander Rangel
Student at Large
Representative

Advisors
Annie Macias
Executive Director

Talisha St. John
Business Operations Analyst

Deborah Davis
Manager, Auxiliary Financial
Operations
CFO Designee



ASI Internal Operations Committee 23 – 02

Friday, October 13th, 2023, at 2:30pm

ASI Conference Room USU 3700

Posted: Tuesday, October 10th, 2023

ITEM	SUBJECT	PRESENTER
01 Information	Call to Order The meeting was called to order at 2:36pm	Moy Valdez Chair & ASI President
02 Information	Roll Call Present: Moy, James, Miranda, Natalie, Nathan, Rebecca, Aiden, Ashley, Talisha Absent: Zeenia, Cayla, Deborah	Moy Valdez Chair & ASI President
03 Information	Recognition of Guests None	Moy Valdez Chair & ASI President
04 Action	Approval of Agenda Chair made following edits: - Change Alexander Rangel to Aiden Rodriguez - Ashley Fennell as advisor Miranda motioned to approve agenda with amended changes. Nathan -2 nd Motion Carries	Moy Valdez Chair & ASI President
05 Action	Approval of Minutes Natalie motioned to approve agenda with amended changes. Aiden -2 nd Motion Carries	Moy Valdez Chair & ASI President
06 Information	Open Forum* None	Moy Valdez Chair & ASI President
7 Action	Approval of 2024 Budget Timeline Description: Approve the 2024 Timeline for the 24/25 ASI Budget Process. Fiscal Impact: None See attached document reviewed. Presenter reviewed timeline and clarified what the different notes mean regarding ASI team review and representatives reviewing budget with supervisors of each area. Changes to document include updating all notes to 24/25 budget process, and change title to Business Operations Analyst Clarifications made regarding new initiatives. ASI entities would submit requests and review with Business Operations Analyst and VPFO. If additional funding available, new initiatives would be reviewed. Miranda motioned to approve the 2024 Budget Timeline Nathan-2 nd Motion Carries	Moy Valdez Chair & ASI President Annie Macias Executive Director
08 Information	Budget Guiding Principles Description: Review and discuss Budget Guiding Principles Fiscal Impact: None See attached document reviewed. Reviewed ASI budget online. Presenter mentioned that these principles guide the decision-making process for ASI budget in regard to funding and allocations.	Moy Valdez Chair & ASI President



	<p>Members had feedback about difficulty reviewing budget on the spot; needing time to review. Some wondered about ASI priorities to correctly create guiding principles.</p> <p>Nathan noted prioritizing expanding and maximizing growth of ASI. James mentioned priority to operate wellness and recreation facility. Miranda had questions about SDSU budget after comparison made to that campus and their oversight/operations.</p> <p>Presenter will work on edits and if any members have ideas or questions, they can reach out to him.</p>	
09 Presentation	<p>ASI Bylaws Description: Introduce and discuss possible changes to ASI Bylaws including creation of new Executive Officer position. Fiscal Impact: Yes</p> <p>Presenter reviewed Bylaws and current ASI Executive Officer team structure. Presenter reviewed Vice President of Student & University Affairs duties and responsibilities. Presenter overviewed idea and proposal for additional executive officer position. The current position would be split to create Vice President of State Affairs and Vice President of University Affairs. The first position would focus on CSSA and state/federal level student efforts. The second position would focus on on-campus efforts and engagement including outreach to centers and student organizations. The positions would be meant to work together on goals and advocacy efforts.</p> <p>Miranda had questions about changes to Bylaws and it was clarified changes would be made during ASI Elections for students to approve change.</p> <p>Concerns focused on if two positions' goals did not align or if the members in those positions did not get along with one another. Further conversation focused on committees and costs of the position including travel costs and outreach efforts.</p> <p>Members seemed on-board with this plan and asked about next steps. Changes will be brought in Bylaws document for review at next meeting and then final approval at following meeting.</p>	Moy Valdez Chair & ASI President
10 Information	<p>Announcements</p> <p>Moy mentioned 10/17 u-hour ASI Fair event. Ashley mentioned open VPFO open applications.</p>	Moy Valdez Chair & ASI President
11 Action	<p>Adjournment</p> <p>At the will of the chair, the meeting was adjourned at 3:49pm.</p>	Moy Valdez Chair & ASI President

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



ASSOCIATED STUDENTS, INC. (ASI)

Budget Call Timeline for Fiscal Year 2024/2025

Date	Description
Friday, January 26, 2024	Budget request email will be sent out to all ASI.
January 29- Feb 2, 2024	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 5-9, 2024	Each department supervisor will meet with the ASI Financial Services and Student Organization Accounts Coordinator to review their proposed budget.
Friday, February 16, 2024	All budget proposals need to be submitted to the ASI Financial Services and Student Organization Accounts Coordinator.
Tuesday, February 27, 2024	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations Committee's agenda.
Friday, March 8, 2024	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2023/2024. All departments should have a student representative in attendance to present their requested budget.
Monday, March 11, 2024	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 15, 2024	BOD reviews and approves 2023/2024 ASI Master Budget.
Friday, April 12, 2024	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th.
Friday, April 19, 2024	BOD meeting reserved for budget adjustment if needed.
Monday, April 22, 2024	ASI memo, 2023/2024 approved budget narrative, signed BOD minutes due to CSUSM VPFA for signature.
Monday, April 29, 2024	ASI memo, 2023/2024 approved budget narrative, signed BOD minutes due to CSUSM President for signature.
Monday, May 13, 2024	2023-2024 ASI Master Budget signed and posted on ASI website

Associated Students, Inc of CSU San Marcos
Budget Guiding Principles

As of October 12, 2018, reviewed October 14, 2022 by Internal Operations Committee

Transparency:

The ASI budget should be timely, simple to understand, and be easily communicated to the

Adaptability:

The ASI budget allocations should be consistent with ongoing ASI initiatives and flexible

Operational Expenses vs Program Services:

The ASI budget allocations should review the percentages of the operational expenses and Operational Expenses are the costs of supporting the student services and programs that Program Services are the costs of ASI programs and services such as Campus Activities

Maximize Student Opportunities

The ASI budget will prioritize student employment opportunities and direct funding

Maximize Efficiency and Sustainable Growth

The ASI Budget shall maximize efficiency and aim to building sustainable growth.