

Internal Operations Committee 2018-2019

Members

Kenny Tran Executive Vice President Chair

> Savana Doudar President and CEO Vice Chair

Faith Garcia Board of Directors Representative

Mutula Kwangaba Board of Directors Representative

Naseli Fotoohi Board of Directors Representative

Mane Telpian Board of Directors Representative

> David Hanna CSUSM Student At Large

Mariana Rosales
CSUSM Student At Large

Brittney Anda CSUSM Student At Large

Jason Hernandez CSUSM Student At Large

<u>Advisors</u>

Annie Macias
ASI Executive Director

Ashley Fennell
ASI Assistant Director of Government
Affairs and initiatives

Katy Rees Associate Vice President, Administration

Internal Operations Committee Minutes 19-03 January 25, 2019 2:30PM ASI Conference Room, USU 3700

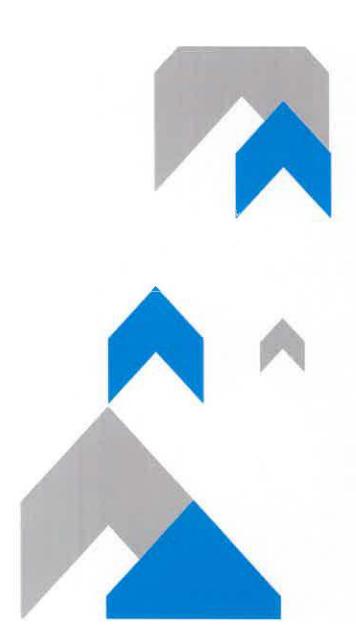
ITEM	SUBJECT	PRESENTE
01	Call to Order	Kenny Tran
	The meeting was called to order at 2:31pm	Chair
02	Roll Call	Kenny Tran
	Present: Kenny, Savana, Faith, Mutula, Naseli, Mariana, Brittney,	Chair
	Jason, Annie, Ashley, Katy	
	Tardy: Mane	
	Absent: David	
03	Recognition of Guests	Kenny Tran
	Michelle Tran, Lucas Dias, Nayeli Gonzalez, Samantha	Chair
	Caracciolo, Alexandria Hernandez, Miguel Magana	J
04	Approval of Agenda	Kenny Tran
Action	Mutula motioned to approve the agenda	Chair
Action	Savana-2 nd	
	None opposed or abstained	
	Motion Carries	
05	Approval of Minutes	Kenny Tran
	Jason motioned to approve the minutes	Chair
Action	Savana-2 nd	
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	None opposed or abstained Motion Carries	
0/		Kenny Tran
06	Open Forum	Chair
Information	Michelle Tran shared information from CSSA about efforts to	
	address undocumented student compensation accessibility as well	
	as financial aid reform.	
	Nayeli Gonzalez shared concerns about ASI Leadership Funding	
	assistance received and suggested removing Kenny Tran as Chair.	Kenny Tran
07	Overview of Budget Cycle	Chair
Information	Description: The committee will go over the budget timeline and	
	process.	Annie Macias ASI Executive Direct
	Fiscal Impact: No	
	See attached for document reviewed	
	Kenny reviewed the approved timeline for ASI budget cycle.	
	Annie reminded the committee the ASI budget needs to be to	
	President Haynes by May 1st.	
08	Approval of ASI Budget Guiding Principles	Kenny Tran Chair
Action	Description: The committee will approve and recommend to the	
	Board of Directors the ASI Budget Guiding Principles.	
	Fiscal Impact: No	
	See attached for document reviewed	
	Kenny reviewed the proposed guiding principles for the ASI	
	budget.	
	Discussion focused on what guiding principles are and what the	
	action on this item would be.	
	Brittney motioned to approve the ASI budget guiding	
	principles	
	Savana-2 nd	
	None opposed or abstained	
	Motion Carries	

10 Information	Announcements Faith mentioned bringing an item to the next committee meeting to discuss committee duties and responsibilities in the ASI Bylaws. Kenny mentioned ASI week February 4-8	Kenny Tran Chair
11 Action	Adjournment Savana motioned to adjourn the meeting Nas-2 nd Motion Carries The meeting was adjourned at 2:43pm	Kenny Tran Chair

I, Kenny Tran, 18/19 ASI Chair of Internal Operations, hereby certify that the above minutes were approved by Internal Operations of Associated Students, Inc., at a regularly scheduled meeting held on February 8, 2019

Kenny Tran

Date



ASI Budget Guiding Principles

Drafted by the ASI Executive Officers & the Internal Operations Committee

ASI Budget Call Timeline

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Friday, February 8, 2019	Present the Fiscal Year 2019-2020 budget timeline at the Internal Operations (IO) Committee meeting as an informational item.
Friday, February 8, 2019	Budget request email will be sent out to all ASI.
February 11-22, 2019	Supervisors will meet with their department to discuss their budgets.
February 25 - March 1, 2019	Each department supervisor will meet with the Business Services Analyst to review their proposed budget.
Friday, March 1, 2019	All budget proposals need to be submitted to the Business Services Analyst.
Monday, March 4, 2019	Submission to Internal Operations Committee Chair as an action item for the committee's agenda.
Friday, March 8, 2019	Internal Operations Committee meets to determine new initiatives and review the resulting proposed ASI Master Budget for Fiscal Year 2019-2020. All departments should have a representative in attendance to present their requested budget.
Friday, March 8, 2019	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 15, 2019	BOD reviews 19/20 ASI Master Budget
Friday, April 19, 2019	IO meeting reserved for budget adjustment if the BOD does not approve the budget on March 15th.
Friday, April 26, 2019	BOD meeting reserved for budget adjustment if needed.
Friday, April 26, 2019	ASI memo, 19-20 approved budget, Budget narrative, signed BOD minutes due to President Haynes for signature.



The guiding principles for our ASI budget are fundamental guidelines we follow that influence how we build the budget. It guides us throughout the budget allocation process that occurs in the spring semester.



ASI Budget Guiding Principles

1. TRANSPARENCY

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

3. OPERATIONAL EXPENSES VS PROGRAMMATIC EXPENSES

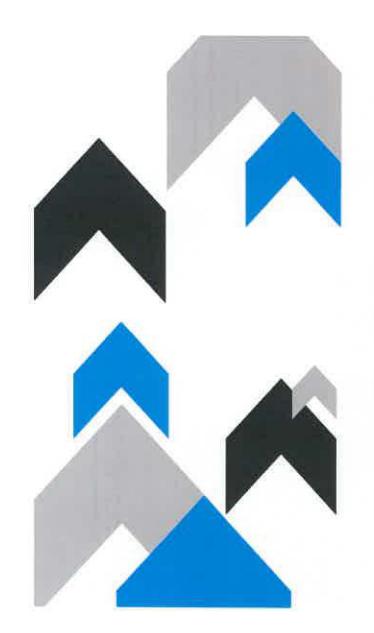
The ASI budget allocations should review the percentages of the operational expenses and programmatic expenses to ensure a sustainable ratio exists between the two categories.

2. ADAPTABILITY

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

4. MAXIMIZE STUDENT OPPORTUNITIES

The ASI budget will prioritize student employment opportunities and direct funding that will support students at large such as ASI Leadership Fund, Student Emergency Fund, Sustainability Projects Fund, etc.



Questions, Comments, or Concerns?