



Internal Operations Committee
 2018-2019

Internal Operations Committee Minutes 19-03

January 25, 2019 2:30PM

ASI Conference Room, USU 3700

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

Advisors

Annie Macias
ASI Executive Director

Ashley Fennell
*ASI Assistant Director of Government
 Affairs and Initiatives*

Katy Rees
*Associate Vice President,
 Administration*

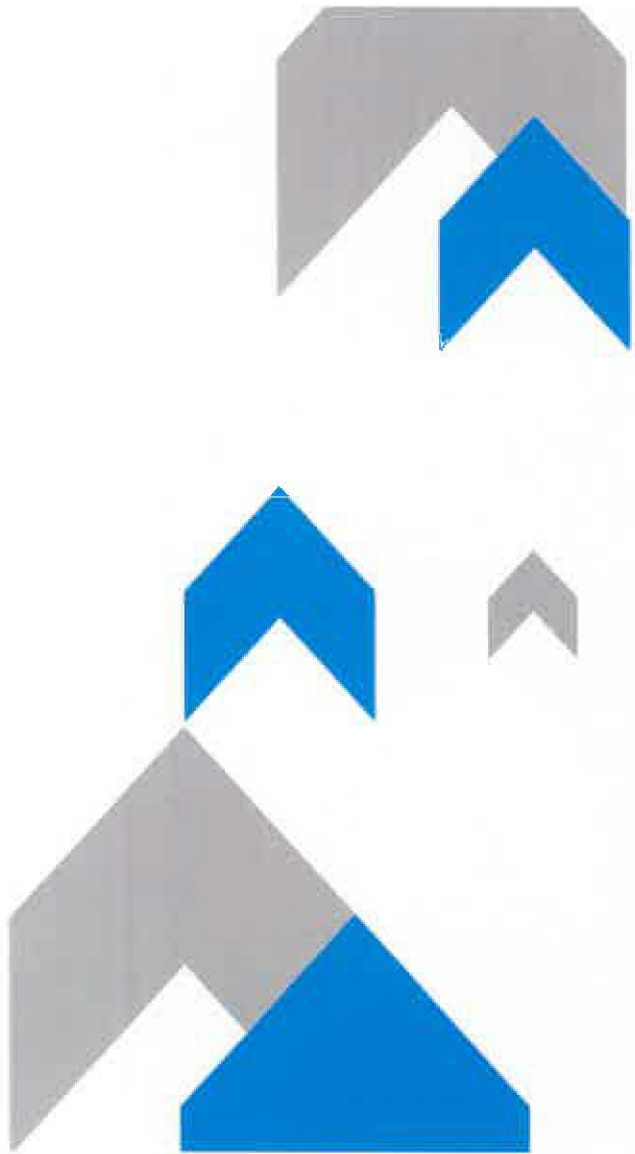
| ITEM | SUBJECT | PRESENTER |
|-------------------|--|---|
| 01 | Call to Order The meeting was called to order at 2:31pm | Kenny Tran Chair |
| 02 | Roll Call Present: Kenny, Savana, Faith, Mutula, Naseli, Mariana, Brittney, Jason, Annie, Ashley, Katy Tardy: Mane Absent: David | Kenny Tran Chair |
| 03 | Recognition of Guests Michelle Tran, Lucas Dias, Nayeli Gonzalez, Samantha Caracciolo, Alexandria Hernandez, Miguel Magana | Kenny Tran Chair |
| 04 Action | Approval of Agenda Mutula motioned to approve the agenda Savana-2 nd None opposed or abstained Motion Carries | Kenny Tran Chair |
| 05 Action | Approval of Minutes Jason motioned to approve the minutes Savana-2 nd None opposed or abstained Motion Carries | Kenny Tran Chair |
| 06 Information | Open Forum 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 Chair |
| 07 Information | Overview of Budget Cycle Description: The committee will go over the budget timeline and process. 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 1 st . | Kenny Tran Chair Annie Macias ASI Executive Director |
| 08 Action | Approval of ASI Budget Guiding Principles 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 | Kenny Tran Chair |

| | | |
|---------------------------------|---|----------------------------|
| 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-2nd 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


2/8/19

Kenny Tran
Date



ASI Budget Guiding Principles

Drafted by the ASI Executive Officers & the
Internal Operations Committee

ASI Budget Call Timeline

| DATE | DESCRIPTION |
|-----------------------------|---|
| 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. |



what are guiding principles?

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.

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.

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.

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?**