



Internal Operations Committee
 2018-2019

SPECIAL MEETING
Internal Operations Committee Agenda 19-02
October 12th, 2018 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

Estefania Fraticelli
Board of Directors Representative

Mane Telpian
Board of Directors Representative

David Hanna
CSUSM Student At Large

Kelcee Funderburg
CSUSM Student At Large

Brittney Anda
CSUSM Student At Large

Jason Hernandez
CSUSM Student At Large

Advisors

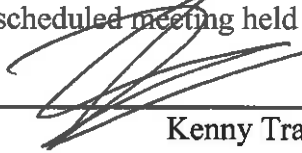
Katy Rees
Associate Vice President,
Administration

Vikki Graboyes
Business Services Analyst

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, Mutula, Estefania, Mane, David, Jason, Katy, Annie Tardy: Faith Absent: Kelcee, Brittney	Kenny Tran Chair
03	Recognition of Guests Ashley Fennell	Kenny Tran Chair
04 Action	Approval of Agenda Mutula Motioned to approve the agenda Mane-2 nd Motion Carries	Kenny Tran Chair
05 Action	Approval of Minutes Mutula Motioned to approve the minutes Savana-2 nd Motion Carries	Kenny Tran Chair
06 Information	Open Forum None	Kenny Tran Chair
07 Discussion	Budget Guiding Principles Description: The committee will review the first draft of the budget guiding principles. Fiscal Impact: No Kenny reviewed old guidelines from previous years. He reviewed the proposed ones attached for the upcoming budget cycle Savana mentioned the executive officers on working on these in order to make the budget and the process adaptable, understandable, and a easily navigated. Annie mentioned adding "timely" to the transparency guiding principle. Mane wondered about who the intended audience is for this document. Katy mentioned this is a guide for the Internal Operations committee. She mentioned these are the values for building the budget when tough decisions needs to be made.	Kenny Tran Chair
08 Action	Budget Timeline Description: The committee will approve and recommend to the Board of Directors the 19-20 budget timeline. Fiscal Impact: No Annie reviewed attached document. She mentioned the President needs to sign the 19/20 ASI budget by 5/1. Some dates were updated to reflect currently schedule and timeline for the 18/19 academic year. Savana motioned to approve the budget timeline Mane-2 nd Motion Carries	Annie Macias Executive Director
09 Information	Announcements Estefania mentioned a sustainability club event Kenny mentioned Cougar Conversations next Thursday, 10/18	Kenny Tran Chair

10 Action	Adjournment Mane motioned to adjourn Estefania -2nd The meeting was adjourned at 2:52pm	Kenny Tran Chair
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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 January 25, 2019



Kenny Tran

2/11/19

Date

Associated Students, Inc.
California State University San Marcos
Budget Guiding Principles
As of October 12, 2018

Transparency

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

Adaptability

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

Operational Expenses vs Program Services

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

Operational Expenses are the costs of supporting the student services and programs that ASI provides; such as cost of copy machines, telephones, auditing services, bank charges, etc. Operational Expenses are found in the Management and general categories under the audited financial statements.

Program Services are the costs of ASI programs and services such as Campus Activities Board, Cougar Pantry, 24/5 Library Zone, etc.

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.

What are the guiding principles in determining the ASI Budget?

- 1. Increase funding to student activities, including funding all ASI fee referendums included in the student referendum.**
- 2. Maximize opportunities for student employment in ASI.**
- 3. Minimize increases to operational expenses to doing business as a non-profit auxiliary.**

How does this translate into our proposed budget for next year?

Guiding Principles



ASSOCIATED STUDENTS, INC (ASI)
Budget Call Timeline for Fiscal Year 2019/2020

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 budget is not approved by the BOD 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.