



Internal Operations Committee  
 2018-2019

**Internal Operations Committee Agenda 19-01**

**September 14<sup>th</sup>, 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*

Anna Rapada  
*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	<b>Call to Order</b> The meeting was called to order at 2:33pm	Kenny Tran Chair
02	<b>Roll Call</b> Present: Kenny Tran, Savana Doudar, Faith Garcia, Mutula Kwangaba, Estefania Fraticelli, Mane Telpian, Kelcee Funderburg, Brittney Anda, Katy Rees Absent: Anna Rapada, Jason Hernandez, Vikki Graboyes	Kenny Tran Chair
03	<b>Recognition of Guests</b> Present: Kim Peirce, Natalie Marshall	Kenny Tran Chair
04 Action	<b>Approval of Agenda</b> Britany motioned to approve the agenda Kelcee seconded the motion Motion carries unanimously	Kenny Tran Chair
05 Action	<b>Approval of Minutes</b> Mutula motioned to approve the minutes Faith seconded the motion Motion carries unanimously	Kenny Tran Chair
06 Information	<b>Open Forum</b> None	Kenny Tran Chair
07 Information	<b>Overview of Internal Operations</b> <b>Description:</b> Review with committee members purview of the Internal Operations Committee <b>Fiscal Impact:</b> No Kenny went over what was expected of the Internal Operations Committee.	Kenny Tran Chair
08 Information	<b>Overview of ASI Budget</b> <b>Description:</b> Present current ASI budget summary <b>Fiscal Impact:</b> No Kenny presented a PowerPoint on the funding allocated to Board of Directors, Campus Activities Board, Cougar Pantry, as well as the phasing out of the funding of the Gender Equity Center and the LGBTQA+ Pride Center. Kenny talked about the allocation to funds for the Student Emergency Fund, ASI Leadership Fund, and Sustainability Projects Fund.	Kenny Tran Chair
09 Information	<b>Overview of Budget Guiding Principles</b> <b>Description:</b> Present current guiding principles and introduce possible future changes <b>Fiscal Impact:</b> No Kenny presented the 17-18 principles and reported that he will bring a draft from executives to the next meeting.	Kenny Tran Chair
10 Action	<b>Removal of Mutula Kwangaba</b> <b>Description:</b> Due to Article 10, Section 4 of the ASI Bylaws, IO must consider the proper next steps in the continued membership of any individual who missed the ASI retreat. <b>Fiscal Impact:</b> No Savana mentioned that the ASI retreat was included in the list of mandatory dates outlined in the elections packets that Mutula was aware of when participating in elections. and stated that he took a position with Campus Recreation after the fact.	Savana Doudar ASI President

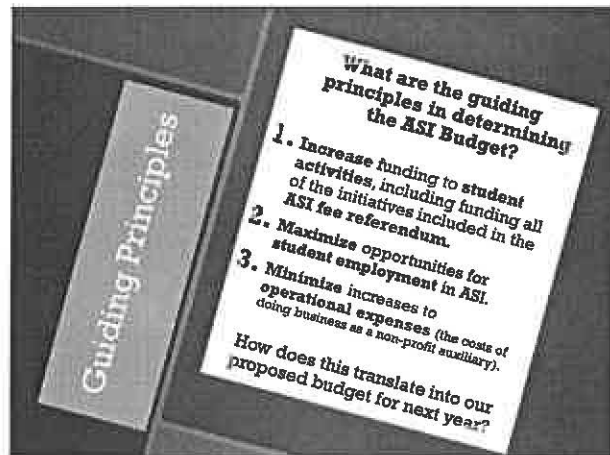
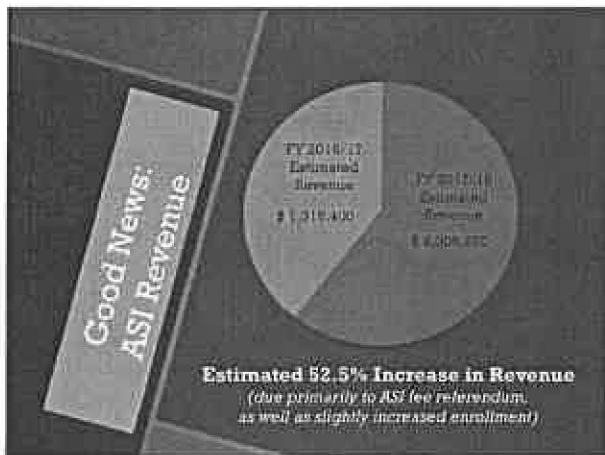
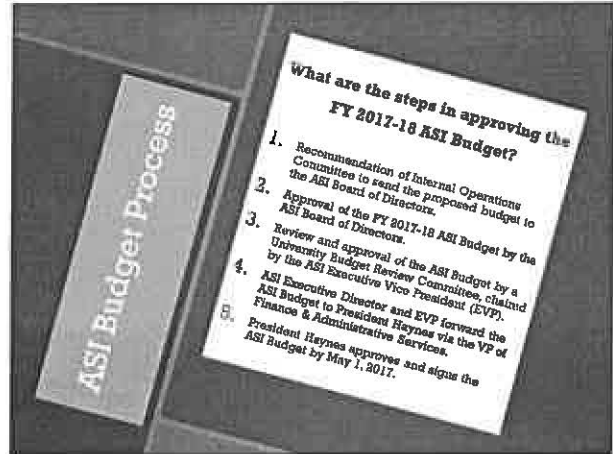
	<p>Mutula stated he prioritized his Campus Recreation training over the ASI Retreat.  Savana motioned to remove Mutula from the 18-19 Board of Directors  Mane seconded the motion  Mutula and Brittney abstain from the vote  Motion fails</p>	
<p><b>11</b>  <b>Information</b></p>	<p><b>Announcements</b>  No announcements</p>	<p><b>Kenny Tran</b>  Chair</p>
<p><b>12</b>  <b>Action</b></p>	<p><b>Adjournment</b>  Kelcee motioned to adjourn the meeting  Faith seconded the motion  Adjourned at 2:48pm</p>	<p><b>Kenny Tran</b>  Chair</p>

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 October 12, 2018


11/5/18  


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Kenny Tran
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.