



Internal Operations Committee  
 2019-2020

**Internal Operations Committee Minutes 20-03**

**February 14th, 2020 2:30PM**

**USU Conference Room 2310**

Members

Mariana Rosales  
*Executive Vice President*  
 Chair

Kenny Tran  
*President and CEO*  
 Vice Chair

Keith Lin  
*Board of Directors Representative*

Gabby Garcia  
*Board of Directors Representative*

Inique Wilson  
*Board of Directors Representative*

Devon Kimbrough  
*Board of Directors Representative*

Ruben Martinez  
*CSUSM Student At Large*

Allyson Bihag  
*CSUSM Student At Large*

Vacant  
*CSUSM Student At Large*

Vacant  
*CSUSM Student At Large*

Advisors

Annie Macias  
*ASI Executive Director*

Sara Veth  
*ASI Business Services Specialist*

Jon Epes  
*Senior Accountant, Financial Reporting  
 & Compliance, Fiscal Services*

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> Meeting called to order at 2:30pm	Mariana Rosales <i>Executive Vice President</i>
02	<b>Roll Call</b> Present: Mariana, Keith, Gabby, Inique, Devon, Ruben, Joel, Inique, Allyson Absent: Kenny, Annie Advisor: Ashley, Jon	Mariana Rosales <i>Executive Vice President</i>
03	<b>Recognition of Guests</b> Tim Pelayo, Kimberly Peirce, Jaelyn Freeman	Mariana Rosales <i>Executive Vice President</i>
04 Action	<b>Approval of Agenda</b> Chair added Joel as a student at large and changed Annie to Ashley for this meeting as an advisor. She also updated an reference of Bylaws in agenda to Article 11, Section 4 instead of Article 10, Section 11. Devon mentioned to approve the agenda with amended changes. Gabby 2 <sup>nd</sup> Motion Carries	Mariana Rosales <i>Executive Vice President</i>
05 Action	<b>Approval of Minutes</b> Keith motioned to table the approve of the minutes Gabby -2 <sup>nd</sup> Motion Carries	Mariana Rosales <i>Executive Vice President</i>
06 Information	<b>Open Forum*</b> None	Mariana Rosales <i>Executive Vice President</i>
07 Action	<b>Ratification of ASI Board of Directors Member – Jaelyn Freeman</b> <b>Description:</b> Due to Article 10, Section 11 of the ASI Bylaws, IO must consider the proper next steps in the continued membership of any individual who missed the ASI Midyear retreat. <b>Fiscal Impact:</b> None See attached for attached statement reviewed by Chair Chair reviewed process for removal of Board members as stated in ASI Bylaws Keith votes not to remove Jaelyn Freeman Devon seconds Motion carries	Mariana Rosales <i>Executive Vice President</i>
08 Action	<b>Ratification of ASI Board of Directors Member – Eliese Holt</b> <b>Description:</b> Due to Article 10, Section 11 of the ASI Bylaws, IO must consider the proper next steps in the continued membership of any individual who missed the ASI Midyear retreat. <b>Fiscal Impact:</b> None See attached for attached statement reviewed by Chair Devon motions to keep Eliese Holt on the ASI Board of Directors Keith 2 <sup>nd</sup> Motion Carries	Mariana Rosales <i>Executive Vice President</i>

<p><b>09 Action</b></p>	<p><b>Ratification of ASI Board of Directors Member -- Devon Kimbrough</b>  <b>Description:</b> Due to Article 10, Section 11 of the ASI Bylaws, IO must consider the proper next steps in the continued membership of any individual who missed the ASI Midyear retreat.  <b>Fiscal Impact:</b> None  Devon read statement  Inique motions to keep Devon on the ASI Board of Directors  Allyson 2<sup>nd</sup>  Motion Carries</p>	<p>Mariana Rosales  <i>Executive Vice President</i></p>
<p><b>10 Information</b></p>	<p><b>Overview of Budget Cycle</b>  <b>Description:</b> The committee will go over the budget timeline and process.  <b>Fiscal Impact:</b> None  See attached for budget timeline.  Chair reviewed and explained the budget timeline.  Jon cautions that the time overlaps with the president's schedule.  Ashley further explains the process of the cycle. Questions focused on where to find this information  Chair urged all committee members to connect with her directly and set up one on ones to review any questions or concerns about the budget. She urged everyone to review the document thoroughly.</p>	<p>Mariana Rosales  <i>Executive Vice President</i></p>
<p><b>11 Information</b></p>	<p><b>Budget Reallocation Update</b>  <b>Description:</b> The committee will be informed of the mid-year budget reallocations.  <b>Fiscal Impact:</b> None  Mariana explained the budget reallocation as settlement of Apodaca case. ASI no longer is funding the gender equity center or the LGBTQA Pride Center.</p>	<p>Mariana Rosales  <i>Executive Vice President</i></p>
<p><b>12 Action</b></p>	<p><b>BOD Composition Recommendation</b>  <b>Description:</b> Vote on BOD Composition proposed changes  <b>Fiscal Impact:</b> None  See attached for presentation reviewed.  Presenters discussion potential changes to the ASI Board of Directors structure.  Option 1 offers no changes, Option 2 changes CHABSS representatives from 4 to 2 and option 3 offers changes of one college representative per college. All changes included an increase from 5 to 10 hours for representative positions on the ASI Board of Directors.  Mariana explained the 3 options for ASI Board changes.  Questions focused on compensation for the Board.  Committee members discussed option 2 and mentioned that Representatives can split up the work. Keith also explained how option 3 is a good choice but you have to determine the classes students will be taking out outside life.  Devon also explained how she does not like option 3 either and that option 2 is more beneficial because going from 4-2 reps for easier communications.  Ruben explains his opinions on the different options and he prefers option 2. Gabby echoed this sentiment. Keith adds to Gabby that he stated that each college are different and require different amounts of work.  Jaelyn explains her research on finding the right options to help the Board and College reps beneficial or efficient. Ashley adds on that the option that it voted on will be on the future election packet and then goes to BOD for a final vote.  Discussion continued about student athletes as well as benefits of having a co-representative to collaborate with.</p>	<p>Mariana Rosales  <i>Executive Vice President</i>   Jaelyn Freeman  <i>Chair &amp; Chief of Staff</i></p>

	<p>Committee members wondered about percentage of off-campus jobs for students.</p> <p>Allyson commented how she was grateful to everyone's opinions and that she explained how option 2 would be most beneficial.</p> <p>Devon motioned to approve option 2</p> <p>Ruben seconds</p> <p>Motion Carries</p>	
<p><b>13</b> <b>Information</b></p>	<p><b>Announcements</b></p> <p>ASI elections information is now up on the website. Applications are due Feb 26th.</p>	<p><b>Mariana Rosales</b> <i>Executive Vice President</i></p>
<p><b>14</b> <b>Action</b></p>	<p><b>Adjournment</b></p> <p>Meeting adjourned at 3:28PM</p>	<p><b>Mariana Rosales</b> <i>Executive Vice President</i></p>

I, Mariana Rosales the 19/20 Executive Vice President, hereby certify that the above minutes were approved by Internal Operations Committee of Associated Students, Inc., at a regularly scheduled meeting held on April 17, 2020


5/11/20

---

Mariana Rosales
Date

Hello Internal Operations Committee,

I realize you are all debating my removal from the Board of Directors due to my absence at the last ASI retreat on January 17<sup>th</sup>, as necessary process outlined in the bylaws.

On such day, I was on a 3-day mother-daughter Carnival cruise with my mom: a Christmas present we offered each other many months before. I was indeed aware of the retreat at the time of our booking, though, I must declare that at that time, I was under the impression the retreat was being moved to another date and was no longer going to occupy January 17<sup>th</sup>. I was corrected sometime later of my error: it was the Mid-year BOD retreat date – not the ASI retreat date—that was being moved to the following weekend originally prescribed.

I deeply apologize for my absence, and I hope that Internal Operations can be forgiving of my mistake.

I am bummed myself that I had to miss out on a day of bonding and knowledge-sharing.

I would like to note as a last remark that on January 31<sup>st</sup>, I participated in a make-up training workshop to rectify my absence at the ASI retreat.

Thank you,

Eliese Holt

Student at Large for Sustainability

Hello Internal Operations Committee,

Due to my absence at the Mid-Year ASI Retreat on January 17<sup>th</sup>, I understand the necessary due process outline in our bylaws to debate my removal from the Board of Directors.

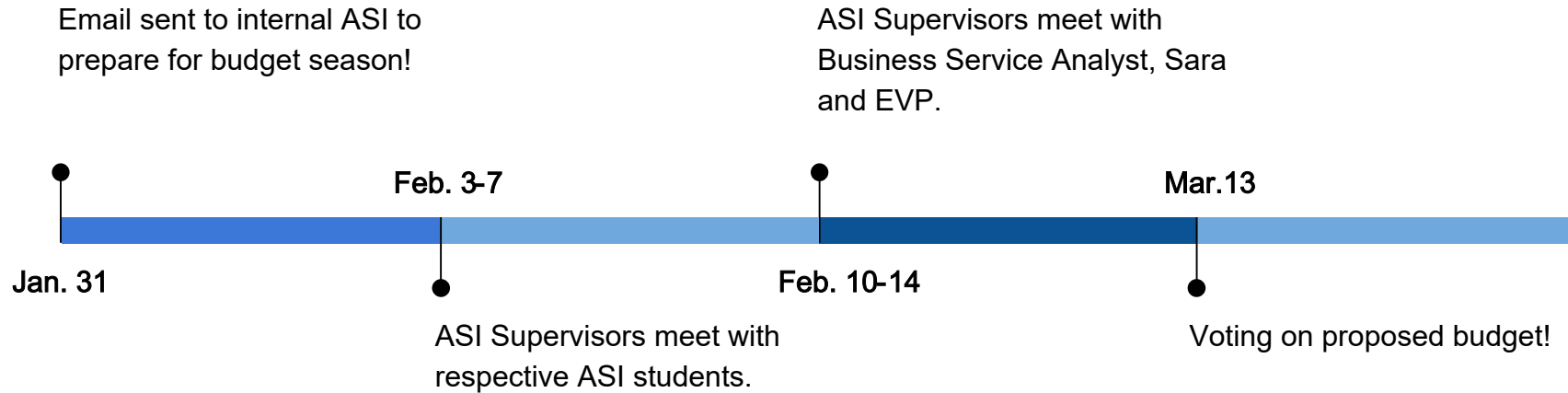
A few months ago, I was diagnosed with chronic migraines. The morning of January 17<sup>th</sup>, I was up at 4 in the morning with a migraine, unable to see clearly or handle noise. As soon as my wife got home, she was able to speak to my neurologist who is soon to perform a procedure to cure my chronic migraines. After trying multiple remedies, it eventually subsided & I was able to function for the rest of the day whilst taking it slow. Due to my diagnoses and after months of trial and error to try to alleviate my migraines, I am preparing for a procedure that will hopefully fully cure them.

I apologize for my absence, and I hope that Internal Operations can forgive my absence.

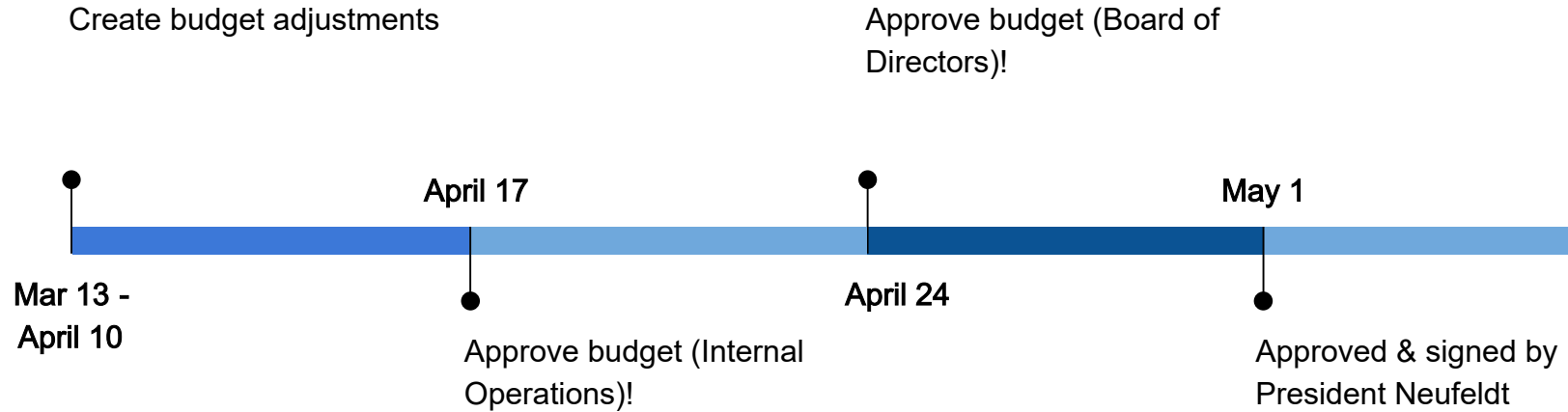
I would like to note as a last remark that on January 31<sup>st</sup>, I was able to participate in a make-up training to catch up on the knowledge shared that day.

Thank you,  
Jaelyn Freeman  
Chair & Chief of Staff

# BUDGET TIMELINE



# BUDGET TIMELINE



# BUDGET REALLOCATIONS

- **Professional Staff Salaries**

- Media & Communications Coordinator: **+\$2,080**
- Student Engagement Coordinator: **+\$3,638**

- **Cougar Pantry**

- GA Position to Coordinator Position: **+\$27,585**
- CalFresh Specialist **+\$2,470**
- CalFresh Marketing Specialist **+\$2,470**





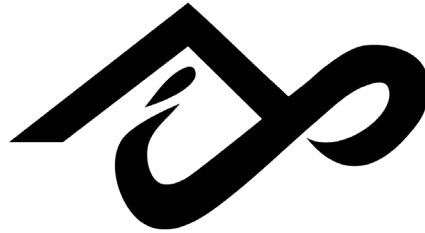
# BUDGET REALLOCATIONS

- Student Emergency Fund: **+\$5,000**
- Festival 78: **+\$10,000**
- MCT Equipment: **+\$4,000**
- General Student Programs
  - ASI Retreat Line: **+\$5,000**
  - Golf Cart: **+\$15,000**

**TOTAL \$ 77,243**



# Student Advisory Committee BOD Composition Changes



**Associated Students, Inc.**  
**Cal State San Marcos**

# 3 Scenarios

## 1st Option:

- BOD Composition doesn't change
- Increase hours up to 10 per week (from 5)

## 2nd Option:

- 2 CHABSS Representatives
- Increase hours up to 10 per week (from 5)

## 3rd Option:

- 1 representative per college
- Increase hours up to 10 per week (from 5)
- Increased compensation (TBD)



ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS

# Option 1

BOD Composition doesn't change

Increase hours up to 10 per week (from 5)

Compensation does not change

- It works for some, depending on the representatives
- Too open to interpretation & ways of dividing tasks or majors



ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS

# Option 2

2 CHABSS Representatives

Increase hours up to 10 per week (from 5)

Compensation does not change

- Previous struggles with productivity & interpersonal relations
- Too open to interpretation & ways of dividing tasks or majors
  - No more than 2 college representatives at any CSU



ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS

# Option 3

1 representative per college

Increase hours up to 10 per week (from 5)

Increased compensation (TBD)

- No more than 2 college representatives at any CSU
- Productivity; steamlines communication & projects



ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS

# Timeline for changes

**January 6th** : Executive Committee (Introduced)

**January 31st** : Student Advocacy Committee (Present & Discuss)

**February 14th** : Internal Operations (First Vote)

**February 21st** : BOD Meeting (Final Vote)

**March 23rd** : Election Ballot Open (Including possible change)



ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS

# Main Factors (Option 3)

- Productivity with less bodies per college, more time, more compensation
- Easier communication with one point of contact per college for campus partners & within ASI
- Streamlines logistical issues; ie. scheduling
- Takes on more committees, therefore having better & wider understanding of university
- Saves money while maximizing potential & efficiency
- “Too much work for 1 person” vs. “Too many people to get work done”
- Representation concerns





**Comments,  
Questions, Concerns**