



ASI Internal Operations Minutes 23-02

Friday, October 14, 2022, at 2:30pm

ASI Conference Room, USU 3700

**ASI Internal Operations
Committee 22/23**

ITEM	SUBJECT	PRESENTER
1	Call to Order The meeting was called to order at 2:38pm	Bryan Roberson Executive Vice President Chair
2	Roll Call Present: Bryan, Julia, Omar, Raebel, Ayva, Adrian, Annie, Talisha Absent: Ilianna, Moy, Demandre, Deborah	Bryan Roberson Executive Vice President Chair
3	Recognition of Guests None	Bryan Roberson Executive Vice President Chair
4 Action	Approval of Agenda Chair motioned to approve by unanimous consent None Opposed Motion Carries	Bryan Roberson Executive Vice President Chair
5 Action	Approval of Minutes Chair motioned to approve by unanimous consent None Opposed Motion Carries	Bryan Roberson Executive Vice President Chair
6 Information	Open Forum* None	Bryan Roberson Executive Vice President Chair
7 Information	The Business Continuity Plan Description: Review of ASI Business Continuity Plan. Fiscal Impact: None Presenter reviewed what a business continuity plan is, its purpose, and plans to update. Timeline expected to be completed by December 2022. Annie mentioned examples of what is planned for within this plan Julia wondered if the campus has a plan already and others wondered if BOD is included in this plan.	Talisha St. John Business Operations Specialist
8 Information	Overview of ASI Budget Guiding Principles Description: Review of current ASI budget guiding principles. Fiscal Impact: None See attached document reviewed. Presenter overviewed last year's guiding principles and how those help build the budget. Committee members wondered if ASI wants to get involved in other funding opportunities for students on campus. Committee asked the document to be sent to them to review.	Bryan Roberson Executive Vice President Chair
9 Action	Overview of ASI Budget Timeline Description: Present the timeline of the ASI budget process. Fiscal Impact: None See attached document reviewed. Annie clarified that IO approved the final budget and then BOD has final approval authority for ASI. Adrian motioned to approve the ASI Budget Timeline Ayva-2 nd None opposed Motion Carries	Bryan Roberson Executive Vice President Chair Annie Macias Executive Director
10 Information	Announcements None	Bryan Roberson Executive Vice President Chair
11 Action	Adjournment The meeting was adjourned at 3:04pm	

Bryan Roberson
Executive Vice President
Chair

Julia Glorioso
President
Vice-Chair

Omar Salti
BOD Representative

Ilianna Ramirez
BOD Representative

Adrian Sanchez-Alvarez
BOD Representative

Serena Farrell
BOD Representative

Moy Valdez
Student At Large Representative

Raebel Neary
Student At Large Representative

Ayva Perry
Student At Large Representative

Demandre Biddle
Student At Large Representative

Advisors

Talisha St. John
Business Operations Analyst

Annie Macias
Executive Director

Deborah Davis
CSUSM Auxiliary Services
Accounting Manager

I, Bryan Roberson, 22/23 ASI Executive Vice President and Chair of Internal Operations Committee, hereby certify that the above minutes were approved at a regularly scheduled meeting held on November 10, 2022

Bryan Roberson
Bryan Roberson (Jan 6, 2023 20:16 PST)

01/06/2023

Bryan Roberson Date

Associated Students, Inc of CSU San Marcos
Budget Guiding Principles

As of October 12, 2018, reviewed October 9, 2021 by Internal Operations Committee

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.

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.



ASSOCIATED STUDENTS, INC. (ASI)

Budget Call Timeline for Fiscal Year 2023/2024

Date	Description
Friday, January 27, 2023	Budget request email will be sent out to all ASI.
January 30- Feb 3, 2023	ASI Supervisors will meet with their students from the ASI entities to review prior year expenses to actuals, discuss needs and begin developing a budget.
February 6-10, 2023	Each department supervisor will meet with the ASI Business Operations Analyst to review their proposed budget.
Friday, February 18, 2023	All budget proposals need to be submitted to the ASI Business Operations Analyst.
Tuesday, February 28, 2023	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations Committee's agenda.
Friday, March 10, 2023	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2023/2024. All departments should have a student representative in attendance to present their requested budget.
Monday, March 13, 2023	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 17, 2023	BOD reviews and approves 2023/2024 ASI Master Budget.
Friday, April 14, 2023	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 17th.
Friday, April 21, 2023	BOD meeting reserved for budget adjustment if needed.
Monday, April 24, 2023	ASI memo, 2023/2024 approved budget narrative, signed BOD minutes due to CSUSM VPFA for signature.
Monday, May 1, 2023	ASI memo, 2023/2024 approved budget narrative, signed BOD minutes due to CSUSM President for signature.
Monday, May 15, 2023	2023-2024 ASI Master Budget signed and posted on ASI website.