ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Internal Operations Agenda 22-02

Friday, November 12th, 2021, at 2:30pm
Zoom: https://csusm.zoom.us/j/88995386286
Posted: Tuesday, November 9th, 2021

This meeting is being facilitated through an online zoom format, consistent AB361

ASI Internal Operations Committee 21/22

Andrew Gamboa
Executive Vice President
Chair

Dylan Crivello
President
Vice-Chair

Tam Phan
CoBA Representative

Jesus Campos
CSTEM Representative

Cesar Parra
CHABSS Representative

Stephania Rey
CSTEM Representative

Paco Craig
Student At Large Representative

Vacant
Student At Large Representative

Vacant
Student At Large Representative

Vacant
Student At Large Representative

Advisors

Allie Garcia
Financial Services and Student Orgs

Annie Macias
Executive Director

Deborah Davis
CSUSM Auxiliary Services
Accounting Manager

ITEM	SUBJECT	PRESENTER
1	**Call to Order** The meeting was called to order at 2:35pm	Andrew Gamboa *Executive Vice President* *Chair*
2	**Roll Call** Present: Andrew, Dylan, Tam, Cesar, Stephania, Paco, Allie, Annie, Deborah Absent: Jesus	Andrew Gamboa *Executive Vice President* *Chair*
3	**Recognition of Guests** See attached	Andrew Gamboa *Executive Vice President* *Chair*
4 **Action**	**Approval of Agenda** Chair moved to approve by consent vote None Opposed Motion Carries	Andrew Gamboa *Executive Vice President* *Chair*
5 **Action**	**Approval of Minutes** Chair moved to approve by consent vote None Opposed Motion Carries	Andrew Gamboa *Executive Vice President* *Chair*
6 **Information**	**Open Forum*** **None**	Andrew Gamboa *Executive Vice President* *Chair*
7 **Action**	**Approval of ASI Budget Guiding Principles** **Description:** Review of current ASI budget guiding principles. **Fiscal Impact:** No See attached No attendees had any comments or questions. Dylan motioned to approve the ASI Budget Guiding Principles Cesar-2nd None Opposed Motion Carries	Andrew Gamboa *Executive Vice President* *Chair*
8 **Action**	**Approval of Budget Timeline** **Description:** Present the timeline of the ASI budget process **Fiscal Impact:** No See attached No attendees had any comments or questions. Dylan motioned to approve the ASI Budget Timeline Cesar-2nd None Opposed Motion Carries	Andrew Gamboa *Executive Vice President* *Chair*
9 **Information**	**Overview of ASI Budget** **Description:** Present the ASI Budget for the 21/22 fiscal year. **Fiscal Impact:** No See attached No attendees had any comments or questions.	Andrew Gamboa *Executive Vice President* *Chair*

10 **Information**	**Overview of ASI Corporate Reserves** **Description:** Present the ASI Corporate Reserves for the 21/22 fiscal year. **Fiscal Impact:** No See attached No attendees had any comments or questions.	Andrew Gamboa *Executive Vice President* *Chair*
11 **Information**	**Announcements** Annie- budget process and timeline—important to ASI mission.	Andrew Gamboa *Executive Vice President* *Chair*
12 **Action**	**Adjournment** At the will of the Chair at 3:02pm	Andrew Gamboa *Executive Vice President* *Chair*

* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

I, Ashley Lizarraga, 24/25 ASI VPFO, hereby certify that the above minutes were approved at a regularly scheduled meeting held on 11/12/22. Minutes were signed after the fact on behalf of committee chair.

I, Anahi Martinez Perez, 25/26 ASI VPFO, hereby certify that the above minutes were approved by Board of Directors Internal Operations of Associated Students, Inc., at a regularly scheduled meeting held on February 11th, 2023 (see all minutes from 22/23

06/18/2025

Anahi Martinez Perez (Jun 18, 2025 10:42 PDT)

BUDGET GUIDING PRINCIPLES



TRANSPARENCY

The ASI budget should be timely, simple to understand and 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 VS PROGRAMMATIC EXPENSES

The ASI budget allocations should review the percentages of the operational expenses and programmatic expenses to ensure a sustainable ratio between 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 2022/2023

Date	Description
Friday, January 28, 2022	Budget request email will be sent out to all ASI.
January 31 - Feb 4, 2022	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 7-11, 2022	Each department supervisor will meet with the ASI Financial Services and Student Organization Accounts Coordinator to review their proposed budget.
Friday, February 18, 2022	All budget proposals need to be submitted to the ASI Financial Services and Student Organization Accounts Coordinator.
Monday, February 28, 2022	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations Committee's agenda.
Friday, March 11, 2022	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2022/3023. All departments should have a student representative in attendance to present their requested budget.
Friday, March 11, 2022	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 18, 2022	BOD reviews and approves 2022/2023 ASI Master Budget.
Friday, April 15, 2022	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th.
Friday, April 22, 2022	BOD meeting reserved for budget adjustment if needed.
Monday, April 25, 2022	Signed ASI memo, 2022/2023 approved budget narrative, and BOD minutes due to CSUSM CFO Leon Wyden for signature.
Friday, April 29, 2022	Signed ASI memo, 2022/2023 approved budget narrative, and BOD minutes due to CSUSM President Neufeldt for signature.
Monday, May 16, 2022	2022/2023 ASI Master Budget fully signed and posted on ASI website.