ASI Executive Committee 23/24
Karina Ramirez Gonzalez
Chair and Chief of Staff

Ernest Cisneros
President & CEO
Vice Chair

Moy Valdez
Vice President of Finance & Operations

Justin Cadiz
VP of Student & University Affairs

Advisors
Annie Macias
Executive Director

Ashley Fennell
Associate Executive Director

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Executive Committee Agenda 24 - 03
Monday, August 7th, 2023, at 2:00pm
ASI Conference Room USU 3700
Posted: Thursday, August 3rd, 2023

ITEM	SUBJECT	PRESENTER
01	**Call to Order**	Karina Ramirez Gonzalez Chair and Chief of Staff
02	**Roll Call** Present: Karina, Ernest, Moy, Justin, Annie, Ashley	Karina Ramirez Gonzalez Chair and Chief of Staff
03	**Recognition of Guests** Shannon Gallacher (ASI Government Affairs Specialist)	Karina Ramirez Gonzalez Chair and Chief of Staff
04 Action	**Approval of Agenda** Chair approved by unanimous consent **None opposed** **Motion carries**	Karina Ramirez Gonzalez Chair and Chief of Staff
05 Action	**Approval of Minutes** Chair approved by unanimous consent **None opposed** **Agenda approved**	Karina Ramirez Gonzalez Chair and Chief of Staff
06 Information	**Open Forum** None	Karina Ramirez Gonzalez Chair and Chief of Staff
07 Action	**Approval of 6/27/23 Minutes** **Description:** Review of tabled minutes from Executive Committee Meeting on 6/27/23 **Fiscal Impact:** None Edited language to fit proper minutes format on agenda item 8 **Moy motioned to approve tabled minutes from 6/27/23 with edits** **Ernest – 2nd** **None opposed** **Motion Carries**	Karina Ramirez Gonzalez Chair and Chief of Staff
08 Action	**Approval of Updates to Fall 23/24 ASI Committee Schedule** **Description:** Review updates to meeting dates for Executive Committee fall 2023 schedule **Fiscal Impact:** None See attached September – December dates updates dependent upon exec schedules **Ernest motioned to approve updates to Fall 23/24 ASI Committee Schedule** **Moy – 2nd** **None opposed** **Motion Carries**	Ashley Fennell Associate Executive Director
09 Action	**Approval of adjustment to approved ASI 23/24 Budget** **Description:** Committee will review adjustments to the 23/24 ASI Budget related to salaries & reserve allocations **Fiscal Impact:** Yes See attached Annie provided background of previous academic year numbers and balances from 22/23 reserves and 23/24 projections Ernest requested clarification on numbers provided; timeline project line included amount spent instead of amount left Karina questioned where the remaining CP grant funds go – Annie clarified that it goes back to CP – the Board does not designate Cougar Pantry grants Ashley requested clarification on difference between Summary and Reserved tabs of the document – the latter shows funds left while former shows funds spent	Annie Macias Executive Director

	Annie provided costs of potential designation of reserve allocations for 23-24 including "Pantry Grants", "CP Van", "CAB Travel", and "Office Remodel" Ernest referenced the need for approval of van, CAB travel, etc. as soon as possible Moy questioned budget timeline before quarter system; Annie said December/January per the accounting guideline around recognized revenue; Moy wondered if there will be a new process for building the budget based off this new timeline; Annie said this will remedy when accounting can now provide reports mid-year Conversation around ASI budget and unclear messaging around concern of being in the red from the previous academic year Justin asked about getting the van up and running but tabling the graphics for a later date; Annie, Ernest, and fellow execs agreed the amount should still be approved for a buffer Justin also asked about CAB travel and if it is reimbursed through mileage; Karina asked about the process; Ashley clarified mileage is dependent on amount set by the IRS; Justin asked about how often students travel, Annie said mostly for signature events not daily/weekly activities Justin asked about cost of office remodel/plan; Annie provided context; Ashley spoke about how improving this workspace would improve experience for student organizations; Ernest suggests not approving office remodel reserve; Moy asked Ernest reason for suggesting not approving and he responded wanting to discuss it separately; Annie updated executives on hiring SOPS position and how it coincides with project timeline **Ernest motioned to approve the adjustment to approved ASI 23/24 Budget to include only the Cougar Pantry van, Cougar Pantry Grants, and CAB travel at total presented** **No second** **Motion fails** **Moy motioned to remove office remodel from the adjustment to approved ASI 23/24 Budget** **Ernest – 2nd** **None opposed** **2 in favor** **Justin abstained** **Motion carries** **Moy motioned to approve adjustment to approved ASI 23/24 Budget reserves for Cougar Pantry grants, Cougar Pantry van, and CAB travel** **Ernest – 2nd** **2 in favor** **Justin abstained** **Motion carries**	
10 Information	**Reports** None	Karina Ramirez Gonzalez Chair and Chief of Staff
11 Information	**Announcements** **Breckon is out this week; contact Trent for MCT related concerns**	Karina Ramirez Gonzalez Chair and Chief of Staff
12 Action	**Adjournment** **Meeting was adjourned at the will of the chair at 3:01pm**	Karina Ramirez Gonzalez Chair and Chief of Staff

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

Karina Ramirez Gonzalez

08/01/2024

Associated Students, Inc
of California State University San Marcos

Annual Budget
2023 - 2024

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 Financial Services and Student Organization Accounts Coordinator to review their proposed budget.
Friday, Februrary 18, 2023	All budget proposals need to be submitted to the ASI Financial Services and Student Organization Accounts Coordinator.
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 16th.
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

Associated Students, Inc of CSU San Marcos
Budget Guiding Principles

As of October 12, 2018, reviewed October 14, 2022 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.

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, ASI Cougar Pantry, Media and Communications Team, 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.

ASI Budget Summary

		22/23 Approved	22/23 Actuals		23/24 Proposed	Notes
REVENUE						
	Fall Headcount	13,469			13,449	updated 3/29 per CSUSM Budget Office
	Spring headcount	12,317			12,213	
	Fee amount per semester	$75			$75	
	REVENUE TOTAL	**$ 1,933,950**	#########	**$ 130,657**	**$ 1,924,650**	$ 2,064,607
EXPENSES						
2101	Operations	$ 489,763	$ 522,624	$ 32,861	$ 518,274	
2102	Board of Directors	$ 117,558	$ 72,462	$ (45,096)	$ 121,600	
2103	ASI President	$ 21,427	$ 20,299	$ (1,128)	$ 21,910	
2107	Campus Activity Board	$ 266,514	$ 209,523	$ (56,991)	$ 285,801	
2108	Media and Marketing	$ 222,743	$ 209,955	$ (12,788)	$ 223,591	
2110	General Student Programs	$ 304,651	$ 251,399	$ (53,252)	$ 292,169	
2111	ASI Executive Vice President	$ 76,959	$ 156,365	$ 79,406	$ 52,442	
2118	ASI Vice President of Student & University Affairs	$ 25,302	$ 19,518	$ (5,784)	$ 24,943	
2121	University Cost Recovery	$ 144,885	$ 144,885	$ -	$ 169,561	
2124	ASI Chair & Chief of Staff	$ 18,790	$ 11,851	$ (6,939)	$ 18,442	
2125	ASI Cougar Pantry	$ 199,449	$ 119,105	$ (80,344)	$ 212,105	
2126	Festival 78	$ 128,500	$ 202,921	$ 74,421	$ 209,000	
	EXPENSES TOTAL	**$ 2,016,541**	#########	**$ 75,633**	**$ 2,149,837**	$ 2,149,837
	NET	**$ (82,591)**	**$ 123,699**		**$ (225,187)**	$ 85,230
	RESERVES ALLOCATIONS	**$ 557,490**			**$ 144,377**	insurance claim funds
	TOTAL	**$ 474,899**			**$ (80,810)**	

Associated Students, Inc. of CSUSM

RESERVES

		22-23 Approved	22-23 Actuals as of May 15, 2023	23-24 Proposed	Notes
Beginning Fund Balance		$ 2,892,903	$ 2,892,903	$ 3,187,375	
Designated by ASI Corporate Policy					
Working capital & current		$ 602,341	$ 602,341	$ 602,441	
Capital Equipment & Acquisition		$ 87,307	$ 87,307	$ 66,771	IITS policy 3 year
Planned Future Growth		$ 301,388	$ 301,388	$ 301,388	
TOTAL		$ 991,036	$ 991,036	$ 970,600	
Designated By the ASI Board of Directors					
Reserved for Wellness and Recreation Building		$ 1,200,000	$ 1,200,000	$ 1,200,000	
Reserved for Student Emergency Fund		$ 160,000	$ 86,650		
Reserved for Program		$ 240,490	$ 122,251		
Reserved for ASI Cougar		$ 119,000	$ 80,625	$ 38,375	
Reserved for ASI Leadership Funding		$ 30,000	$ 10,145		
Reserved for ASI 30 year		$ 8,000	$ 7,296		
TOTAL TO CURRENT		$ 557,490	$ 299,671		
Undesignated					
18-19 Insurance claim		$ 144,377	$ -	$ -	
Ending Fund Balance					
RESERVE TOTALS		**$ -**	**$ 402,196**	**$ 978,400**	

Pantry Grants	$	38,375
Cougar Pantry Van	$	32,860
CAB Travel	$	3,000
Office Remodel	$	10,000
	$	84,235
Total remaining to allocate	$	894,165

Dept. ID: 2101 Operations | Chargebacks: 210101

Account #	Class Code	Account Description	21/22 Approved	22/23 Approved	23/24 Proposed	Notes
613808	16803	Salaries - Pro Staff: Business Operations Analyst	$ -	$ 69,000	$ 69,000	
613808	16803	Benefits - Pro Staff: Business Operations Analyst	$ -	$ 27,600	$ 27,600	
613808		General Salary Increase adjustments (GSI)	$ 23,955	$ 24,553	$ 47,565	5% GSI per ASI Professional Staff position
613808	16803	Salary - Executive Director	$ 123,000	$ 137,000	$ 137,000	
613808	16803	Benefits - Executive Director	$ 49,200	$ 54,800	$ 54,800	
613816		Corp Admin Charge 8%	$ 82,638	$ 97,209	$ 98,408	
660858		Corp Education Benefits	$ 6,400	$ 3,200	$ 3,200	$3,200 for one employee, requires pre-approval
660858		Prof. Development	$ 5,775	$ 6,600	$ 6,600	Professional development for 8 staff @ $825
606001		Systemwide Travel	$ 5,000	$ 5,000	$ 5,000	advisor travel to AOA, CSUnity, and CHESS
604001		Telecommunications/ Phones	$ 12,000	$ 8,000	$ 8,000	
613810		Auditing Expenses	$ 25,000	$ 30,000	$ 28,300	
660001		Postage/Mail	$ 500	$ 500	$ 300	
660003		Office Supplies	$ 10,000	$ 9,000	$ 8,000	
660010		Insurance/CSURMA	$ 6,044	$ 7,683	$ 8,700	
660010		Dividend	$ (1,998)	$ -	$ -	
660835		Signa - Copier Lease	$ -	$ 1,200	$ 1,500	Leased for 5 years
660842	12512	Golf Cart	$ -	$ 1,000	$ 1,000	Registration, maintanance, parking
660842		30 year Timeline installation	$ -	$ 8,000	$ -	
		Office Remodel			$ 10,000	Remodel copier room into an office
660805		Membership Dues	$ 2,000	$ 2,000	$ 2,000	AOA, NACAS
613807		Legal	$ 3,000	$ 1,500	$ 800	
660851		Bank Charges	$ 500	$ 800	$ 500	
		Total	**$ 353,014**	**$ 494,645**	**$ 518,274**	

Dept. ID: 2101 Operations | Chargebacks: 210101

GSI Calculation:

Staff	Salary	Benefits	8% Corp Cost	Total Cost per position
Executive Director	$ 137,000	$ 54,800	$ 15,344	$ 207,144
Associate Executive Director	$ 95,000	$ 38,000	$ 10,640	$ 143,640
Business Operations Analyst	$ 69,000	$ 27,600	$ 7,728	$ 104,328
ASI Board of Directors Coordinator	$ 49,000	$ 19,600	$ 5,488	$ 74,088
Student Engagement Coordinator	$ 67,467	$ 26,987	$ 7,556	$ 102,010
Media & Communications Coordinator	$ 67,467	$ 26,987	$ 7,556	$ 102,010
Cougar Pantry Coordinator	$ 67,467	$ 26,987	$ 7,556	$ 102,010
Multimedia Specialist	$ 26,772	$ 10,709	$ 2,998	$ 40,479
Student Organizations & Projects Specialist	$ 50,000	$ 20,000	$ 5,600	$ 75,600
	$ 629,173	**$251,669**	**$ 70,467**	**$ 951,310**
	5% GSI if approved			**$ 47,565**

Note: CSUSM Corporation provides Human Resources and Payroll services for ASI. ASI pays CSUSM Corporation 8% of the sum of salaries and benefits for every employee as part of an MOU agreement between the two auxiliaries.

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Board of Directors

Account #	Dept. ID	Class Code	Account Description	21/22 Approved	22/23 Approved	23/24 Proposed	Notes
613808	2102	16803	Salaries - Pro Staff: ASI Board of Directors Coordinator	$ 72,000	$ 62,400	$ 49,000	
613808	2102	16803	Benefits - Pro Staff: ASI Board of Directors Coordinator	$ 28,800	$ 24,960	$ 19,600	
606001	2102		Travel	$ 3,000	$ 5,000	$ 5,000	CSUnity for BODers, CHESS for BODers
609008	2102		Scholarship	$ 12,000	$ 12,000	$ 12,000	BOD scholarships $500 per semester for 12 representatives excludes Execs
660842	2102		Student Activities	$ 20,000	$ 50,000	$ 25,000	16 BOD Parking Passes, 4 Execs summer passes, trainings, collabs, shirts
660842	2102	10216	Veteran's Rep	$ 2,000	$ 1,500	$ 1,500	
660842	2102	10217	Sustainability Rep	$ 2,000	$ 1,500	$ 1,500	
660842	2102	10218	Diversity & Inclusion Reps	$ 2,000	$ 1,500	$ 1,500	
660842	2102	10220	CSTEM Reps	$ 1,500	$ 1,000	$ 1,000	
660842	2102	10221	COBA Reps	$ 1,500	$ 1,000	$ 1,000	
660842	2102	10222	COEHHS Reps	$ 1,500	$ 1,000	$ 1,000	
660842	2102	10223	CHABSS Reps	$ 1,500	$ 1,000	$ 1,000	
660842	2102	10224	ASI General Elections	$ 2,500	$ 2,500	$ 2,500	
			Total	**$ 150,300**	**$ 165,360**	**$ 121,600**	

Allocated from reserves $ 30,000

ASI President

Account	DEPT	Class	Account Descriptions	21/22 Approved	22/23 Approved	23/24 Proposed	Notes
613808	2103	16804	Salaries - SA	$ 16,013	$ 16,013	$ 16,470	
613808	2103	16804	Benefits - SA - Fall/Spring 4%	$ 504	$ 504	$ 518	
613808	2103	16804	Benefits - SA- Summer 12%	$ 410	$ 410	$ 421	
606001	2103		Travel	$ 3,500	$ 3,500	$ 3,500	
660842	2103		Student Activities	$ 1,000	$ 1,000	$ 1,000	
			TOTAL	**$21,427**	**$21,427**	**$21,910**	

President	Rate	Weeks	Hours	Salary	Corp benefits %	Corp Admin 8%
Summer (June - Aug)	$ 18.00	13	15	$ 3,510	$ 421	
Fall	$ 18.00	19	20	$ 6,840	$ 274	
Spring	$ 18.00	17	20	$ 6,120	$ 245	
			Total	**$ 16,470**	**$ 940**	**$ 1,393**

Dept. ID: 2107 Campus Activities Board (CAB)

Account #	Class Code	Account Description	21/22 Approved	22/23 Approved	23/24 Proposed	Notes
613808	16803	Salaries - Pro Staff: Student Engagement Coordinator	$ 63,586	$ 67,467	$ 67,467	
613808	16803	Benefits - Pro Staff: Student Engagement Coordinator	$ 25,434	$ 26,987	$ 26,987	
613808	16803	Salary - Grad Assistant	$ 14,850	$ 14,850	$ -	
613808	16803	Benefits - GA 12%	$ 1,782	$ 1,861	$ -	
613808	16804	Salaries - Student Assistants	$ 72,996	$ 78,358	$ 82,559	
613808	16804	Benefits - SA - Fall/Spring 4% & summer 12%	$ 2,656	$ 4,831	$ 4,288	
		Benefits - SA - summer 12%	$ 792	$ -	$ -	
606001		Travel	$ -	$ -	$ 3,000	
660842		Student Activities	$ 7,000	$ 15,000	$ 9,000	
660842	10701	Novelty & Variety	$ 22,500	$ 32,500	$ 25,000	
660842	10704	Community Service	$ 7,000	$ 10,000	$ 5,000	
660842	10705	On The Road	$ 7,500	$ 10,000	$ 7,500	
660842		Storage Container	$ -	$ 6,300	$ -	
660842	10707	Cougar Pride & Traditions	$ 31,000	$ 50,000	$ 35,000	
660842	10711	Alternative Spring Break	$ 15,500	$ 29,676	$ 20,000	
		Total	**$ 272,596**	**$ 347,830**	**$ 285,801**	

Allocated from reserves	$ 75,676
CAB Storage Container	$ 6,300

Breakdown of reserves allocation:

Student Activities	$ 7,000	x
Novelty & Variety	$ 10,000	x
Community Service	$ 7,000	x
On The Road	$ 7,500	x
Cougar Pride & Traditions	$ 30,000	
Alternative Spring Break	$ 14,176	

CAB: 1st year Temecula	Rate	Weeks	Hours	Salary	CORP Benefits	Corp Admin 8%
Summer	$ 15.50	5	10	$ 775	$ 93	
Fall	$ 15.50	19	19	$ 5,596	$ 224	
Spring	$ 16.00	19	20	$ 6,080	$ 243	
			Total	**$ 12,451**	**$ 560**	**$ 1,041**

CAB Specialist - First Year	Rate	Weeks	Hours	Salary	CORP Benefits	Corp Admin 8%
summer	$ 15.00	5	10	$ 750.00	$ 90.00	
Summer	$ 15.50	12	10	$ 1,860	$ 223	
Fall	$ 15.50	19	19	$ 5,596	$ 224	
Spring	$ 16.00	19	20	$ 6,080	$ 243	
			Total	**$ 14,286**	**$ 780**	
			Total for 3 specialist	**$ 42,857**	**$ 2,341**	**$ 3,616**

CAB Specialist - Second Year	Rate	Weeks	Hours	Salary	CORP Benefits	Corp Admin 8%
Summer	$ 15.50	12	10	$ 1,860	$ 223	
Fall	$ 15.75	19	19	$ 5,686	$ 227	
Spring	$ 16.00	19	20	$ 6,080	$ 243	
			Total	**$ 13,626**	**$ 694**	
			Total for 2 specialists:	**$ 27,252**	**$ 1,388**	**$ 2,291**
			Grand Total for specialist	**$ 82,559**	**$ 4,288**	**$ 6,948**

Graduate Assistant	Rate	Weeks	Hours	Salary	CORP Benefits	Corp Admin 8%
Summer				$ -	$ -	
Fall				$ -	$ -	
Spring				$ -	$ -	
			Total	**$ -**	**$ -**	**$ -**

Dept. ID: 2108 Media & Marketing

Account #	Class Code	Account Description	21/22 Approved	22/23 Approved	23/24 Proposed	Notes
613808	16803	Salaries - Pro Staff: Media & Communications Coordinator	$ 62,748	$ 67,467	$ 67,467	
613808	16803	Benefits - Pro Staff: Media & Communications Coordinator	$ 25,099	$ 26,987	$ 26,987	
613808	16804	Salaries - Student Assistants	$ 51,361	$ 58,935	$ 58,470	
613808	16804	Benefits - SA- Fall/Spring 4% &summer 12%	$ 1,850	$ 2,634	$ 3,186	
613808	16804	Benefits - SA - summer 12%	$ 614	$ -	$ -	
613808	16803	Salaries - Multimedia Specialist	$ 12,445	$ 27,300	$ 26,772	Proposed reclassification from PS-1 to PS1a. Pay increase from $22 to $24.25. 46 weeks 24 hrs/wk
613808	16803	Benefits - Multimedia Specialist	$ 1,505	$ 10,920	$ 10,709	
606001		Travel			$ 8,000	Splitting off from Student Activities line
660842		Student Activities	$ 10,000	$ 9,000	$ 2,500	
660842	10801	Cougar Pride Swag	$ 9,000	$ 7,000	$ 7,000	
660842	10802	Supplies	$ 9,000	$ 5,000	$ 5,000	
660842	10804	MCT Equipment	$ 10,000	$ 7,000	$ 7,000	
660842	10805	Outreach & Volunteer Programs	$ 1,000	$ 500	$ 500	
		Total	**$ 194,622**	**$ 222,743**	**$ 223,591**	

MCT: 4th Year Fall Only	Rate	Weeks	Hours	Salary	CORP Benefits	CORP Admin 8%
Summer	$16.00	6	15	$ 1,440	$ 173	
Fall	$16.25	17	15	$ 4,144	$ 166	
New Hire - 1st Year Spring Hire						
Winter	$16.00	1	15	$ 240	$ 10	
Spring	$16.00	17	15	$ 4,080	$ 163	
		Totals for Specialist		**$ 9,904**	**$ 511**	**$ 833**

MCT: 2nd Year Fall Hire	Rate	Weeks	Hours	Salary	CORP Benefits	CORP Admin 8%
Summer	$15.50	6	15	$ 1,395	$ 167	
Fall	$15.75	17	15	$ 4,016	$ 482	
New Hire - 1st Year Spring Hire						
Winter	$16.00	1	15	$ 240	$ 10	
Spring	$16.00	17	15	$ 4,080	$ 163	
		Totals for Specialist		**$ 9,731**	**$ 822**	**$ 844**

MCT: 2nd Year Fall Hire	Rate	Weeks	Hours	Total	CORP Benefits	CORP Admin 8%
Summer	$15.50	6	15	$ 1,395	$ 167	
Fall	$15.75	17	15	$ 4,016	$ 161	
Winter	$16.00	3	15	$ 720	$ 29	
Spring	$16.00	17	15	$ 4,080	$ 163	

			Total	**$**	**10,211**	**$**	**520**	**$** **859**

MCT: 2nd Year Fall	**Rate**	**Weeks**	**Hours**	**Total**	**CORP Benefits**	**CORP Admin 8%**
Summer	$15.75	6	15	$ 1,418	$ 170	
Fall	$15.75	17	15	$ 4,016	$ 161	
Winter	$16.00	3	15	$ 720	$ 29	
Spring	$16.00	17	15	$ 4,080	$ 163	
			Total	**$ 10,234**	**$ 523**	**$ 861**

Hire	**Rate**	**Weeks**	**Hours**	**Total**	**CORP Benefits**	**CORP Admin 8%**
Summer	$15.50	2	15	$ 465	$ 56	
Fall	$15.50	17	15	$ 3,953	$ 158	
Winter	$15.50	3	15	$ 698	$ 28	
Spring	$16.00	17	15	$ 4,080	$ 163	
			Total	**$ 9,195**	**$ 405**	**$ 768**
			Total for 2 specialist	**$ 18,390**	**$ 810**	**$ 1,536**
			Grand Total	**$ 58,470**	**$ 3,186**	**$ 4,933**

Dept. ID: 2110 General Student Programs

Account #	Class Code	Account Description	21/22 Approved	22/23 Approved	23/24 Proposed	Notes
613808	16803	Salaries - Student Organization and Project Specialist	$ 61,703	$ 50,000	$ 50,000	Full-time - hourly - non-exempt
613808	16803	Benefits - Student Organization and Project Specialist	$ 24,681	$ 20,000	$ 20,000	
613808	16803	Salaries - Associate Executive Director	$ 75,000	$ 95,000	$ 95,000	
610838	16803	Benefits - Associate Executive Director	$ 30,000	$ 38,000	$ 38,000	
613808	16804	Salaries - Student Assistant	$ 23,740	$ 31,373	$ 31,373	Up to 4 front desk students to cover 40 hrs.
613808	16804	Benefits - SA includes Fall, winter, summer (4%+12%)	$ 950	$ 1,497	$ 1,497	
660842		Student Activities	$ 700	$ 700	$ 700	Front Desk Training
660842	11001	ASI Retreats	$ 20,400	$ 20,400	$ 20,400	
660842	11002	LEAD	$ 1,500	$ -	$ -	
660842	11003	Social Justice Summit	$ 2,000	$ -	$ -	
660842		Volunteer Support		$ 1,000	$ 1,000	Annual recognition, semester team building,
660842	10706	TLAN	$ 5,000	$ 5,000	$ 5,000	
660858		LEAP	$ 1,240	$ 1,240	$ -	
660842		ASI 30 Year Planning	$ 5,000	$ -	$ -	
660842		Uniforms	$ 3,000	$ 3,000	$ 3,000	uniforms for all ASI
660842	11004	24/5 Library	$ 150,000	$ -	$ -	Per MOU, funding ended FY 21/22
660842	11007	Sustainability	$ 10,000	$ 25,000	$ 10,000	
660842		USU Art	$ 3,500	$ 2,000	$ 2,000	
660835		Office Equip/Computers	$ -	$ 12,400	$ 14,200	All IITS charges and Esign Support Charge
		Total	**$ 418,414**	**$ 306,609**	**$ 292,169**	

Amounts allocated from reserves	$ 15,000

Front Desk	Rate	Weeks	Hours	Total	Corp Benefits %	Corp Admin 8%
Summer	$ 15.50	5	15	$ 1,162.50	$ 139.50	
Retreat/Training	$ 15.50	2	60	$ 1,860	$ 223	
Fall	$ 15.50	20	45	$ 13,950	$ 558	
Spring	$ 16.00	20	45	$ 14,400	$ 576	
			Total	**$ 31,373**	**$ 1,497**	**$ 2,630**

CSUSM IITS Cost - Technology Items

ASI Computers

	Conference Room	1	$	300
	BOD	4 Exec, 6 BOD, 1 staff	11	$ 3,300
	MCT	5 students, 1 GA, & 1 staff	7	$ 2,100
	CAB	Temecula	8	$ 2,400
	CP	pantry, 1 surface	4	$ 1,200
	Suite	4 staff & front office	5	$ 1,500
Digital Signage		1	$	300
Esign support			$	1,300
	Total	37	**$**	**12,400**

Dept. ID: 2111 Executive Vice President

Account #	Class Code	Account Descriptions	21/22 Approved	22/23 Approved	23/24 Proposed	Notes
613808	16804	Salaries - SA	$ 15,428	$ 15,555	$ 15,555	
613808	16804	Benefits - SA 4%	$ 488	$ 490	$ 490	
613808	16804	Benefits - SA - Summer 12%	$ 386	$ 398	$ 398	
606001		Travel	$ 1,000	$ 1,000	$ 1,000	
660842	11103	Student Emergency Fund	$ 35,000	$ 195,000	$ -	
660842	11104	ASI Leadership Fund	$ 25,000	$ 55,000	$ 35,000	
		TOTAL	**$77,302**	**$267,442**	**$52,442**	

Amounts allocated from reserves

Student Emergency Fund	$ 160,000	$ 76,636	Foundation Acct
ASI Leadership Funding	$ 30,000		
Total	$ 190,000		

Executive Vice President	**Rate**	**Weeks**	**Hours**	**Salary**	**Corp benefits %**	**Corp Admin 8%**
Summer (June - Aug)	$ 17.00	13	15	$ 3,315	$ 398	
Fall	$ 17.00	19	20	$ 6,460	$ 258	
Spring	$ 17.00	17	20	$ 5,780	$ 231	
			Total	**$ 15,555**	**$ 887**	**$ 1,315**

Dept. ID: 2118 Vice President of Student and University Affairs (VP SUA)

Account #	Class Code	Account Descriptions	21/22 Proposed	22/23 Approved	23/24 Proposed	Notes
613808	16804	Salaries - SA	$ 15,428	$ 15,555	$ 15,555	
613808	16804	Benefits - SA 4%	$ 488	$ 490	$ 490	
613808	16804	Benefits - SA - Summer 12%	$ 386	$ 398	$ 398	
606001		Travel	$ 5,000	$ 5,000	$ 5,000	CSSA/CHESS/CSUnity
660842		Student Activities	$ 3,500	$ 3,000	$ 2,500	NVRD, Elections - increase based on programming
660842	11801	Lobby Corp	$ 1,000	$ 1,000	$ 1,000	
		TOTAL	**$ 25,802**	**$ 25,442**	**$ 24,943**	

Vice President of Student and University Affairs	Rate	Weeks	Hours	Total	Corp Benefits	Corp Admin 8%
Summer (June - Aug)	$ 17.00	13	15	$ 3,315	$ 398	
Fall	$ 17.00	19	20	$ 6,460	$ 258	
Spring	$ 17.00	17	20	$ 5,780	$ 231	
			Total	**$ 15,555**	**$ 887**	**$ 1,315**

Dept. ID: 2121 University Cost Recovery

Account #	Account Descriptions	21/22 Approved	22/23 Approved	23/24 Proposed	24/25 proposed	Notes
613814	University Indirect Cost Recovery	$ 23,537	$ 42,998	$ 44,288	$ 45,617	
613814	Business & Financial Services MOU	$ 101,888	$ 101,887	$ 125,273	$ 129,031	
	TOTAL	**$ 125,425**	**$ 144,885**	**$ 169,561**	**$ 174,648**	

Dept. ID: 2124 Chief and Chair

Account #	Class Code	Account Descriptions	21/22 Approved	22/23 Approved	23/24 Proposed	Notes
613808	16804	Salaries - SA	$15,428	$15,555	$15,555	
613808	16804	Benefits - SA 4%	$ 488	$ 1,119	$ 490	
613808	16804	Benefits - Summer - SA 12%	$ 386	$ 258	$ 398	
606001		Travel	$ 1,000	$ 1,000	$ 1,000	
660842		Student Activitites	$ 1,500	$ 1,000	$ 1,000	BOD Team Development
		TOTAL	**$18,802**	**$18,932**	**$18,442**	

Chief & Chair	Rate	Weeks	Hours	Total	Corp Benefi	Corp Admin 8%
Summer (June - Aug)	$ 17.00	13	15	$ 3,315	$ 398	
Fall	$ 17.00	19	20	$ 6,460	$ 258	
Spring	$ 17.00	17	20	$ 5,780	$ 231	
			Total	**$ 15,555**	**$ 887**	**$ 1,315**

Dept. ID: 2125 Cougar Pantry

Account #	Class Code	Account Descriptions	21/22 Approved	22/23 Approved	23/24 Proposed	Notes
613808	16803	Salaries -Cougar Pantry Coordinator	$ 61,527	$ 67,467	$ 67,467	
613808	16803	Benefits -Cougar Pantry Coordinator	$ 24,611	$ 26,987	$ 26,987	
613808	16804	Salaries -Student Assistants	$ 56,440	$ 70,481	$ 95,985	
613808	16804	Benefits - SA - Fall/Spring 4% & Summer 12%	$ 2,170	$ 2,173	$ 5,166	
613808	16804	Benefits - SA - summer 4%	$ 590	$ 482	$ -	
660842		Student Activities	$ 5,000	$ 3,000	$ 3,000	Trainings, uniforms
660842	12502	Food	$ 35,000	$ 21,490	$ -	Funding fromFoundation acct-SB85
660842	12501	Operations	$ 8,000	$ 10,000	$ -	Funding from Foundation acct-SB85
660842	12503	Programming	$ 10,000	$ 5,000	$ 5,000	
606001		Travel	$ 3,000	$ 2,000	$ 2,000	
660842	12504	Van	$ 8,500	$ 8,500	$ 6,500	32,860
		Total	**$ 214,838**	**$ 217,580**	**$ 212,105**	

FY 2022-2023 Grants						
660842	12515	Feeding San Diego (FSD-S23)		$ 6,000		
660842	12513	San Diego Foundation Grant		$ 35,200		
613808	12514	IRA		$ 19,000		

Prior Year Grants (*Fund balances are reflected on the reserves and balances are carried forward to the current yearbudget.**)**						
660842	12506	SDFB Refrigerators		$ 150		
660842	12507	SB85 - Pantry Expansion		$ 52,900	$ 11,126	
660842	12510	AB 85 - Cal Fresh		$ 30,600		
660842	12508	Giving Day		$ 13,860	$ 35,000	
				$ 97,510		

PY Grants + reserve allocation for food	**$ 119,000**	

Associated Students, Inc of CSUSM

Pantry Specialist - First Year with ASI (4)		**Rate**	**Weeks**	**Hours**		**Salary**		**Benefits %**		**Corp 8%**
Summer	$	15.50	4	5	$	310	$	37.20		
Fall	$	15.50	19	15	$	4,418	$	176.70		
Spring	$	16.00	19	15	$	4,560	$	182.40		
				Total	**$**	**9,288**	**$**	**396.30**	**$**	**774.70**
			Total for 4 specialist		**$**	**37,150**	**$**	**1,585.20**	**$**	**3,098.82**

Pantry Specialist - (2) Second Year with ASI		**Rate**	**Weeks**	**Hours**		**Salary**		**Benefits %**		**Corp 8%**
Summer	$	15.75	4	10	$	630	$	75.60		
Fall	$	15.75	19	15	$	4,489	$	179.55		
Spring	$	16.00	19	15	$	4,560	$	182.40		
				Total	**$**	**9,679**	**$**	**875.10**	**$**	**844.31**
			Total for 2 specialist		**$**	**19,358**	**$**	**1,750.20**	**$**	**1,688.62**

Pantry Specialist - Third Year with ASI (2)		**Rate**	**Weeks**	**Hours**		**Salary**		**Benefits %**		**Corp 8%**
Summer	$	16.00	4	10	$	640	$	76.80		
Fall	$	16.00	19	15	$	4,560	$	182.40		
Spring	$	16.25	19	15	$	4,631	$	185.25		
				Total	**$**	**9,831**	**$**	**444.45**	**$**	**822.06**
			Total for 2 specialist		**$**	**19,663**	**$**	**888.90**	**$**	**1,644.11**

CalFresh Specialist - (1) Second Year with ASI		**Rate**	**Weeks**	**Hours**		**Salary**		**Benefits %**		**Corp 8%**
Summer	$	15.50	12	5	$	930	$	111.60		
Fall	$	15.50	19	15	$	4,418	$	176.70		
Spring	$	16.00	19	15	$	4,560	$	182.40		
				Total	**$**	**9,908**	**$**	**470.70**	**$**	**830.26**
			Total for 2 specialist		**$**	**19,815**	**$**	**941.40**	**$**	**1,660.51**

				Grand Total	**$**	**95,985**	**$**	**5,165.70**	**$**	**8,092.06**

Dept. ID: 2126 Festival 78

Account #	Class Code	Account Descriptions	21/22 Proposed	22/23 approved	23/24 proposed	Notes
660842	12601	Volunteers	$ 2,000	$ 2,000	$ 2,000	
660842	12602	Marketing	$ 7,000	$ 10,000	$ 7,000	
660842	12603	Promotions	$ 6,000	$ 9,000	$ 6,000	
660842	12604	Production	$ 40,000	$ 80,000	$ 80,000	
660842	12605	Artist/Hospitality	$ 66,000	$ 123,514	$ 100,000	
660842	12606	Activities/Entertainment	$ 7,000	$ 10,000	$ 10,000	
660842	12607	Décor	$ 2,000	$ 7,000	$ 3,000	
660842		Art	$ 1,000	$ 1,000	$ 1,000	
		TOTAL	**$ 131,000**	**$ 242,514**	**$ 209,000**	

Amount Allocated from reserves	
marketing	$ 5,000
promotions	$ 5,000
productions	$ 40,000
artist/hospitality	$ 53,514
activities	$ 5,000
décor	$ 5,000
Total	**$ 113,514**

ASI Meeting Schedule 2023/2024

ALL Committee Meetings will take place via in USU 2310 unless otherwise indicated on posted agenda

Board of Directors	
Date	**Time**
Friday, August 18	2:30 - 4:00pm
Friday, September 1	2:30 - 4:00pm
Friday, September 15	2:30 - 4:00pm
Friday, October 6	2:30 - 4:00pm
Friday, October 20	2:30 - 4:00pm
Friday, November 3	2:30 - 4:00pm
Friday , November 17	2:30 - 4:00pm
Friday, December 8	2:30 - 4:00pm
Friday, February 2	2:30 - 4:00pm
Friday, February 16	2:30 - 4:00pm
Friday, March 1	2:30 - 4:00pm
Friday, March 15	2:30 - 4:00pm
Friday, April 5	2:30 - 4:00pm
Friday, April 19	2:30 - 4:00pm
Friday , May 10	2:30 - 4:00pm
Advisors: Ashley Fennell & Annie Macias	

Executive Committee	
Date	**Time**
Tuesday, June 27	9:00 - 10:00am
Wednesday, July 26	2:00 - 3:00pm
Monday, August 7	2:00 - 3:00pm
Monday, September 11	1:00 - 2:00pm
Monday, October 16	1:00 - 2:00pm
Monday, November 13	1:00 - 2:00pm
Monday, December 18	1:00 - 2:00pm
*** Schedule dependent upon committee availability**	
Advisors: Ashley Fennell & Annie Macias	

BOD Professional/Personal Development		
Date	**Time**	**Topic**
8/16- 8/18/22	All Day	BOD Training
8/21 - 8/23/22	All Day	ASI Retreat
Friday, September 1	4-5:30	TBD
Friday, October 6	4-5:30	TBD
Friday, November 3	4-5:30	TBD
Friday, December 8	4-5:30	TBD
1/16-1/17/23	All Day	ASI Retreat

Student Advocacy Committee	
Date	**Time**
Friday, September 22	2:30 - 4:00pm
Friday, October 27	2:30 - 4:00pm
Friday, December 1	2:30 - 4:00pm
Friday, January 26	2:30 - 4:00pm
Friday, February 23	2:30 - 4:00pm
Friday, March 29	2:30 - 4:00pm
Friday, April 26	2:30 - 4:00pm
Advisors: Jason Schreiber & Ashley Fennell	

Internal Operations	
Date	**Time**
Friday, September 8	2:30 - 4:00pm
Friday, October 13	2:30 - 4:00pm
Thursday, November 9	12:00 - 1:00pm
Friday, February 9	2:30 - 4:00pm
Friday, March 8	2:30 - 4:00pm
Friday, April 12	2:30 - 4:00pm
Advisors: Annie Macias, Talisha St John, and Deborah Davis	

Elections Committee*	
Date	**Time**
TBD	TBD
*** Schedule dependent upon committee availability**	
Advisors: DOS Representative and OIE Representative	

Awards Committee*	
Date	**Time**
TBD	TBD
*** Schedule dependent upon committee availability**	
Advisors: Ashley Fennell & Daphne Joie Calaguas	

Personnel Committee*	
Date	**Time**
TBD	TBD
*** Schedule dependent upon committee availability**	
Advisors: Alan Brian & Michelle Hinojosa	

Friday, January 19	All Day	BOD Mid-Year Retreat
Friday, February 2	4-5:30	TBD
Friday, March 1	4-5:30	TBD
Friday, April 5	4-5:30	TBD
Advisor: Ashley Fennell		