ASI Internal Operations Committee 24/25

Ashley Lizarraga
Chair & Vice President of Finance and Operations

Octavio Martinez
President & CEO
Vice Chair

Ashley Gamez
CoBA Representative

Anahi Martinez Perez
CoBA Representative

Natalya Tasevski
CEHHS Representative

Reece Harris
CSTEM Representative

Nicolette Thornton
Student at Large Representative

Michelle Chan
Student at Large Representative

Fatima Davalos
Student at Large Representative

Saba Wali
Student at Large Representative

Advisors
Annie Macias
Executive Director

Talisha St. John
Business Operations Analyst

Deborah Davis
Manager, Auxiliary Financial Operations CFO Designee

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Internal Operations Committee Agenda 25 - 02
October 11th, 2024 at 2:30pm
USU 3700
Posted: Tuesday, October 8th, 2024

ITEM	SUBJECT	PRESENTER
01 Information	**Call to Order** The meeting was called to order at 2:35pm	Ashley Lizarraga Chair & Vice President of Finance and Operations
02 Information	**Roll Call** **Present:** Ashley L, Ashley G, Anahi M, Natalya, Reece, Nicolette, Michelle, Fatima, Saba, Deborah, Talisha, Annie	Ashley Lizarraga Chair & Vice President of Finance and Operations
03 Information	**Recognition of Guests** Shannon Gallacher, ASI Government Affairs Coordinator	Ashley Lizarraga Chair & Vice President of Finance and Operations
04 Action	**Approval of Agenda** No edits Approved at the Will of the Chair; Consent Vote None Opposed Approved	Ashley Lizarraga Chair & Vice President of Finance and Operations
05 Action	**Approval of Minutes** No edits Approved at the Will of the Chair; Consent Vote None Opposed Approved	Ashley Lizarraga Chair & Vice President of Finance and Operations
06 Information	**Open Forum*** None	Ashley Lizarraga Chair & Vice President of Finance and Operations
07 Information	**Review of the ASI Budget Guiding Principles** **Description:** Review and discussion of the budget guiding principles. **Fiscal Impact:** None See attached for document reviewed Ashley L reviewed the ASI budget principles to ensure reflection of ASI's mission of serving, engaging, and empowering students Annie provided context of these principles dating back to 2018 where the guidelines were created and have since been reviewed on an annual basis by the Internal Operations committee	Ashley Lizarraga Chair & Vice President of Finance and Operations
08 Action	**ASI 2025-2026 Budget Timeline** **Description:** Approve the timeline for the 25/26 ASI budget process. **Fiscal Impact:** None See attached for document reviewed	Ashley Lizarraga Chair & Vice President of Finance and Operations

	Annie provided context of the ASI budget and the processes it must follow to comply with CSU Executive Orders, etc. **Reece** – Does the CSUSM President see the budget prior to any ASI approvals? Annie clarified that no, it is usually only the VP of Student Affairs and other members of accounting, finance, etc. **Reece** motioned to approve the ASI 25/26 Budget Timeline **2nd** – Natalya None opposed Motion Carries	
09 Information	**Announcements** None	Ashley Lizarraga Chair & Vice President of Finance and Operations
10 Action	**Adjournment** Will of the chair the meeting was adjourned at 2:46pm	Ashley Lizarraga Chair & Vice President of Finance and Operations

* 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 Vice President of Finance & Operations, hereby certify that the above minutes were approved by Internal Operations Committee of Associated Students, Inc., at a regularly scheduled meeting held on November 8th, 2024

Ashley Lizarraga (Nov 13, 2024 10:50 PST)

11/13/2024

Associated Students, Inc of CSU San Marcos
Budget Guiding Principles

As of October 12, 2018, reviewed February 9th, 2024 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.

ASSOCIATED STUDENTS, INC. (ASI)

Budget Call Timeline for Fiscal Year 2025/2026

Note: In accordance with CSU EO 1000 – Delegation of Fiscal Authority and Responsibility

Date	Description
Friday, January 24, 2025	Budget request email will be sent out to all ASI.
January 27- 31, 2025	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 3-7, 2025	Each department supervisor will meet with the ASI Business Operations Analyst to review their proposed budget.
Friday, February 14, 2025	All budget proposals need to be submitted to the ASI Business Operations Analyst.
Tuesday, February 25, 2025	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations Committee's agenda.
Friday, March 14, 2025	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2025/2026. All departments should have a student representative in attendance to present their requested budget.
Monday, March 17, 2025	ASI VPFO submits to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 21, 2025	BOD reviews and approves 2025/2026 ASI Master Budget.
Friday, April 18, 2025	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 21st.
Friday, April 25, 2025	BOD meeting reserved for budget adjustment if needed.
Monday, April 28, 2025	ASI memo, 2025/2026 approved budget narrative, signed BOD minutes due to CSUSM VPFA and VPSA for review.
Monday, May 5, 2025	ASI memo, 2025/2026 approved budget narrative, signed BOD minutes due to CSUSM President for signature.
Monday, May 19, 2025	2025-2026 ASI Master Budget signed and posted on ASI website