



Channel Islands

CALIFORNIA STATE UNIVERSITY

ASSOCIATED
STUDENTS &
STUDENT BODY
CENTER FEE

2014/2015 Budget

BACKGROUND AND EXECUTIVE SUMMARY

The President is being asked to approve the Associated Students and Student Body Center budgets for FY15. The Associated Students Inc. (ASI) Board of Directors has proposed an increase of \$58,570 in for Associated Students budget and an increase of \$184,934 for the Student Body Center budget for fiscal year 2014-2015. Current revenue of the Associated Students fee will provide \$655,000 and current revenue of the Student Body Center fee will provide \$1,584,000.

FY2014-2015 Budget Highlights:

- The 2014-2015 Associated Students fee is \$72.00 per stateside student per semester (\$144/year).
- The 2014-2015 Student Body Center fee is \$162.00 per stateside student per semester (\$324/year).

This document provides a comprehensive review of the Health Services and Health Facilities FY204-2015 budget proposal and is divided into four sections:

- Criteria
- Budge Policy Statements, Procedures, and Guidelines
- Definition of Line Item Expenses
- Funding Summaries

The ASI Board of Directors

The following are members of the 2013-14 ASI Board of Directors who made valuable contributions to the budget.

The ASI Board of Directors

Kristina Cervi
Chair

Nsomah Apambire
Steven Jordan
Jillian Glassett
Julia Escobosa
Chantyl Vasquez
Vanessa Bahena

Chelsea Vinas
Jennifer Calderon
Dr. Cindy Wyels
Susan Lefevre
Cindy Derrico
Ed Lebioda
Missy Jarnagin

Staff Support

Diana Ballesteros

Administrator Support

Dianne Wei
Ed Lebioda

**Associated Students &
Student Body Center
Criteria**

Associated Students

Purpose

The Associated Students fee was instituted in the fall of 2004 by Executive Order 892 to provide opportunities for leadership development, political activism, and campus involvement. This fee supports initiatives such as funding for student organizations, the four ASI entities (Student Government, Student Programming Board, The CI View student newspaper, Nautical yearbook), student employment, Career Development Services, Multicultural Programs, Family Weekend, and Island View Orientation as well as many additional Student Life programs.

Associated Students Funding

The goal of the Associated Students fee is to support student learning and development through integrative and co-curricular approaches. The current fee is \$67/student/semester. In fall 2012, CI students approved a fee referendum increasing the Associated Students fee by \$5/student/semester in fall 2013, \$5/semester in fall 2014, and \$3/semester in fall 2015 (a total increase of \$13.00/semester by fall 2015).

Expenditures:

Associated Student funds are used to provide programs and services, which engage students with the CI community, support a holistic learning experience, and assist in the University's retention efforts. The Associated Students Fee provides greater financial support for student organizations, the ASI entities (Student Programming Board, Student Government, The CI View and The Nautical yearbook), and Student Life programs, all of which provide engagement and/or support of the CI student body.

Student Body Center

Purpose

The Student Body Center fee was instituted in the fall of 2004 by Executive Order 892 for the sole purposes of repaying the bond obligations associated with construction of the Student Union as well as funding reserves for the future construction and repair and maintenance need of that facility.

Student Body Center Funding

The Student Body Center fee is specifically associated with the buildings, operations, and programs of the Student Union. The current fee is \$162/student/semester.

Expenditures:

The Student Body Center fee is to first cover debt service, debt service reserves, the general operation of the Student Union and other activities.

**Associated Students &
Student Body Center**

Budget Policy Statements, Procedures, and Guidelines

Associated Students & Student Body Center Budget Policy Statements, Procedures, and Guidelines

ASI Board of Directors

The ASI Board of Directors are charged with setting policy for the Associated Students Inc., approving all funding allocations to programs and services, and advocating student interests on committees and boards.

The ASI Board of Directors serves as the legislative body of ASI and official representative voice of CI students. Members of the ASI Board are elected representatives of a 501(c) 3 non-profit corporation. The term of office is one year and is elected annually during the spring election. The rules and responsibilities of the ASI Board of Directors are derived from the ASI bylaws.



CSU CHANNEL ISLANDS ASSOCIATED STUDENTS INC.

Policy: Reserve Policy
Effective Date: May 3, 2012

Purpose

It is the policy of ASI to provide adequate reserves for current operations, working capital, minor capital outlay, future business requirements, debt repayment, and facility repair and replacement as needed.

Background

The Associated Students Incorporated for CSU Channel Islands is entrusted with the management and operation of the Student Union and a number of vital student activities and campus service programs.

Authority

At the direction of the CSU's Chancellor, auxiliary organizations are required to establish and maintain adequate reserve funding. See Executive Order 994.

Accountability - Who Should Know This Policy

- ASX ASI Board of Directors
ASX ASI Professional Staff
ASX Student Union Student Employees
ASX Budget Support Staff
ASX ASI Student Employees
ASX ASI Entity Leaders
ASX ASI Entity Organization Members
ASX ASI Entity Advisors

Applicability - Who Does the Policy Apply To

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Board Members | <input checked="" type="checkbox"/> ASI Professional Staff | <input type="checkbox"/> Student Employees |
| <input type="checkbox"/> Students | <input type="checkbox"/> Staff | <input checked="" type="checkbox"/> University Administrators |
| <input type="checkbox"/> University Clubs/Orgs | | |

Policy Regulations

General Regulations for Both Fees

Fiscal Viability Report

Per CSU Policy governing auxiliary organizations, ASI management and the Board of Directors will annually review the fiscal viability of the organization, which includes an evaluation of the need for reserves and the establishment or revision of reserves in accordance with this review. This review shall be documented in writing and presented to the ASI Board of Directors as part of the annual budget process.

Evaluation of Need for Reserves - In evaluating the need for reserves, the ASI Executive Director, ASI Treasurer and ASI Budget Analyst will analyze the following areas:

- **Working Capital** (assets of a business that can be applied to its operation) – analysis shall determine if the amount of cash on hand is sufficient to cover operating expenses during those times when expenditures precede revenue (i.e. summer months).
- **Current Operations** – analysis shall determine if ASI will be able to cover projected expenses with projected income for the coming year.
- **Capital Replacement** – Analysis shall determine if the ASI investment in fixed assets and capital improvement is sufficient to maintain facilities at current standards, and offset the economic effects of depreciation.
- **Planned Future Operations** – Analysis shall determine if there are any future business requirements that cannot be funded through the annual operating budget without causing a significant reduction in current programs or services.

Establishment or Revision of Reserves – Based on previous evaluation of need, ASI has established the following reserve guidelines for each fee.

Associated Student Fee Reserves

1. ***Reserve for Economic Uncertainty*** - A portion of the reserve fund shall be maintained to provide for unanticipated major expenses or reductions in income resulting from shortfalls in enrollment or business interruptions.
 - *Minimum balance*: This portion of the fund shall maintain a minimum balance to meet 50% of annual budget allocation.
 - *Maximum balance*: This portion of the fund shall maintain a maximum balance not to exceed 75% of annual budget allocation.
 - *Annual Contribution*: Based on balance in the reserves; if reserves are below maximum balance but above minimum balance then a maximum of 5% of anticipated annual revenue will be allocated to this reserve (not to exceed maximum balance).
 - Allocation of this Reserve: See “Process” below.

2. ***Reserve for Future Business Requirements*** - A portion of the reserve fund shall be maintained to provide for future business requirements and/or new requirements for current business that have been recognized by the university and ASI as appropriate and within the educational mission of CSU Channel Islands.
 - *Minimum balance*: This portion of the fund shall maintain a minimum balance to meet 20% of annual budget allocation.
 - *Maximum balance*: This portion of the fund shall maintain a maximum balance not to exceed 50% of annual budget allocation.
 - *Annual Contribution*: Based on balance in the reserves; if reserves are below maximum balance but above minimum balance then a maximum of 5% of anticipated annual revenue will be allocated to this reserve (not to exceed maximum balance).
 - Allocation of this Reserve: See “Process” below.

Student Body Center Fee Reserves

1. ***Reserve for Debt Services (Catastrophic Event)*** – A portion of the reserve fund shall be maintained at a level sufficient to cover the maximum annual debt service on outstanding bonds associated with financing the Student Union and the amount of interest due at the next interest date.
 - *Minimum balance*: This portion of the fund shall maintain a minimum balance to meet 100% of annual budget allocation for the following year’s debt service.
 - *Maximum balance*: This portion of the fund shall maintain a maximum balance not to exceed 105% of annual budget allocation for the following year’s debt service.
 - *Annual Contribution*: Based on balance in the reserves; if reserves are below maximum balance but above minimum balance then a maximum of 2% of

anticipated annual revenue will be allocated to this reserve (not to exceed maximum balance).

- Allocation of this Reserve: See “Process” below.

2. **Reserve for Working Capital (Working Capital)** – A portion of the reserve fund shall be maintained to provide cash on hand to meet expenditures for at least ninety days.
 - *Minimum balance:* This portion of the fund shall maintain a minimum balance to meet 25% of annual budget allocation for operations.
 - *Maximum balance:* This portion of the fund shall maintain a maximum balance not to exceed 30% of annual budget allocation for operations.
 - *Annual Contribution:* Based on balance in the reserves; if reserves are below maximum balance but above minimum balance then a maximum of 2% of anticipated annual revenue will be allocated to this reserve (not to exceed maximum balance).
 - Allocation of this Reserve: See “Process” below.
3. **Reserve for Future Business Requirements** – A portion of the reserve fund shall be maintained to provide for future business requirements and/or new requirements for current business that have been recognized by the university and ASI as appropriate and within the educational mission of CSU Channel Islands.
 - *Minimum balance:* This portion of the fund shall maintain a minimum balance to meet 3% of annual budget allocation for operations.
 - *Maximum balance:* This portion of the fund shall maintain a maximum balance not to exceed 5% of annual budget allocation for operations.
 - *Annual Contribution:* Based on balance in the reserves; if reserves are below maximum balance but above minimum balance then a maximum of 1% of anticipated annual revenue will be allocated to this reserve (not to exceed maximum balance).
 - Allocation of this Reserve: See “Process” below.
4. **Building Maintenance and Equipment Reserve (BMER) (Major Maintenance and Repair)** - A portion of the reserve fund shall be maintained to provide a funding source for emergency and long-term repairs and deferred maintenance of Student Union facilities. These costs will be based on a 20-year plan collaboratively with OPC.
 - *Minimum balance:* This portion of the fund shall maintain a minimum balance to meet the year’s anticipated Building Maintenance and Equipment needs and 10% additional.
 - *Maximum balance:* This portion of the fund shall maintain a maximum balance not to exceed 150% of next year’s annual BMER requirements.
 - *Annual Contribution:* Annual allocations to this reserve will be based on each year of the 20-year plan.

- Allocation of this Reserve: Expenses will be charged to this fund as they occur based on the 20-year plan and in emergencies.
5. ***Reserve for Future Construction (Capital Development for New Projects)*** – A portion of the reserve fund shall be maintained to provide a funding source for future planning and construction of additional Student Union facilities. All retained earnings not otherwise utilized in the fiscal year will be reallocated to the Construction Reserve.
- *Minimum balance*: There will be no minimum limit for this portion of the reserves.
 - *Maximum balance*: There will be no maximum limit for this portion of the reserves.
 - *Annual Contribution*: Based on other allocations needed for the year. As a general practice, a 2% minimum allocation of annual revenue will be allocated to this portion of the reserve.

Funding Reserves

Funds for reserves shall be derived from retained earnings. As needed, or as determined appropriate by the ASI Board of Directors, earnings from projected operation, student fees, and interest income may be designated to fund reserves in order to attain the levels prescribed above.

Process

The ASI Executive Director will submit recommendations for reserve funding and use to the ASI Board of Directors during the annual budget process.

Upon approval from the ASI Board of Directors, the reserves will be recorded into a separate ASI fund at the end of each fiscal year.

Expenditures from reserve funds not identified during the annual budget process require the ASI Board of Directors approval prior to implementing transactions. These requests will follow ASI Board procedures for requesting fund allocations.

**Associated Students &
Student Body Center
Definition of Line-Item Expenses**

Associated Students & Student Body Center Definition of Line-Item Expenses

Supplies

Expendable items used in the operating of a program or department. Examples are:

1. Office Supplies: including pens, pencils, paper clips, envelopes, staplers and staples, scissors, printer cartridges, ribbons, diskettes, computer paper, toners, binders, labels, file folders, desk calendars, tape, stationery, etc.
2. Hospitality Supplies: including soft drinks, packaged food items, paper and plastic ware, other food items required by contractual agreements (other than catered events).
3. Other Expendable Supplies: may include t-shirts, paint, costumes, props, decorations, poster stakes, trophies and awards, plaques, batteries, gift certificates, and prize awards.

Printing & Advertising

Costs for designing and printing brochures, business cards, posters, forms, flyers, and other materials related to the operation and promotion/public relations of various programs and departments. Other examples include all photocopying costs and costs for newspaper ads and other recruitment costs.

Communications

Office telephone monthly usage costs, postage and mailing costs, freight costs. Includes all costs related to installation and disconnection of all voice, data, and fax lines.

Contracts/Fees/Rentals

1. Contracts: catered meal costs (on- or off-campus); copier and fax machine service agreements; entertainment contracts; speaker fees and related transportation costs; custodial contracts; computer technology lease agreements.
2. Rentals: equipment rentals (includes lighting, sound, and staging equipment); film rentals; pager rentals; retreat rentals; camp and facilities (dancehalls, ballrooms, meeting rooms) rentals; costume, prop, and decoration rentals.

Vehicle Expense

Costs to license and maintain company-owned vehicles: insurance, registration and smog check costs, fuel and maintenance.

Travel

All costs related to travel/transportation including airfare, vehicle rental fees, lodging, meals, parking, registration fees, and personal vehicle mileage reimbursement.

Dues & Subscriptions

Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, resource materials, etc. Does not include personal membership dues or fees.

Staff Development

All expenses related to workshops and other professional development expenses. Videos, retreats, trophies, staff gifts as they relate to staff development.

Insurance

Cost of insurance related to specific activities/programs.

Utilities

Cost of heating and cooling, electricity, gas, water, and sewer.

**Associated Students &
Student Body Center
Funding Summaries**



ASI 2014-15 Budget

Strategic Planning and Reporting
Supplemental Questions

1. Overview of ASI’s current strategic plan and progress toward goals.

DSA Strategic Goal	2013/14 ASI Aim (goal)	Progress Toward ASI Aims (goals)
1. To recruit, enroll, retain and graduate a diverse student body at both the undergraduate and graduate levels.	(1) ASI will maintain a highly trained and educated staff.	<ol style="list-style-type: none"> 1. ASI hosts retreats (safety, business processing, customer service, Union history, CSU ASI purpose/function, facility operations and upkeep, leadership development) for student assistants every semester. In addition, on-going trainings occur at the weekly student assistant staff meetings. 2. Students and professional staff attend regional and national conferences (ACUI, AOA, NACA). 3. Student and professional staff performance appraisals are tied to CI Mission and ASI Statement of Purpose. 4. ASI professional staff participate in a book club (four books) and ACUI Bulletin (quarterly) discussions throughout the year. In addition, ASI staff are encouraged to participate in the DSA book club.
2. To encourage a learning community in and beyond the classroom that promotes academic excellence and personal development of students. Leadership participation and community involvement will be emphasized. Understanding and appreciating diversity will be embraced in order to prepare students for life after the university experience.	(2) ASI leaders (student assistants, entity leaders and Board members) will attain leadership development opportunities which will prepare them for the professional setting.	<ol style="list-style-type: none"> 1. ASI conducts a day-long training for the ASI Board of Directors each summer. 2. ASI conducts training for student assistants each semester (see description above). 3. ASI entity leaders and student assistants participate in the DSA SA Orientation & Training each summer and winter. 4. ASI entity leaders attain assessment experience through the regular post-program review process. 5. All entity leaders (except SG Pres/VP) and ASI student assistants participate in an application process, which mirrors the professional setting. This includes the submission of an application, cover letter, resume, and in-person interview. The publication positions require examples of publication work. The Marketing Assistant positions require five samples of their work.
	(3) ASI will provide financial assistance for programs which enhance student learning and development outside the classroom and engage students in the CI	<ol style="list-style-type: none"> 1. Through the Budget Allocation and Spending Committee (BASC) process, ASI provides financial assistance to student organizations and areas outside of ASI, which enhance student learning and development and engage students in the CI community.

	<p>community.</p> <p>(4) ASI entities will provide engagement opportunities for the student body through participation in the organization leadership and through program participation.</p>	<ol style="list-style-type: none"> 1. The ASI entities hosted 18 events in FA13. 2. ASI Entity leaders have trainings each semester to further the member's skill and leadership development. 3. ASI entities host regular meetings to engage the student body through membership and program implementation. 4. Product development: <i>The Nautical</i> and <i>CI View</i> provide students the opportunity to create publications.
<p>3. To offer programs and services for students that enhance their quality of life at CSUCI. In addition, the Division of Student Affairs will offer programs and services that foster positive relationships between members of the campus and surrounding communities.</p>	<p>(5) ASI will maintain a comfortable, enjoyable and safe physical environment within the Student Union.</p> <p>(6) ASI will implement collaborative initiatives with members of the campus community.</p>	<ol style="list-style-type: none"> 1. The Student Union hosts live music, SPB programming, DSA programming, Open Mic Nights, Awareness Campaigns etc. 2. Furniture placement supports collaboration and community; student art are incorporated to create an aesthetically pleasing physical space; display case will highlight school pride and CI/ASI history. 3. Game Room, board games 4. Training will include exceptional customer service, safety, and crucial conversations. 5. Union will provide amenities including charging stations, umbrellas, picnic blankets, copier etc. 6. Full-time custodian 7. On-going assessment through SU spring survey, comment cards (on-line and at Info Desk), social media feedback monitored 8. Sustainable initiatives such as water filling stations, recycling bins, skate board and bike racks are installed. <ol style="list-style-type: none"> 1. ASI partners with HRE and PAMU faculty to host open mic nights and live musical performances. 2. ASI entities partner with faculty, DSA areas, and student organizations to host diverse programs throughout the year.
<p>4. To prepare students for life-long learning and ongoing personal development; provide opportunities for the learning and development of the whole person; and to continually evaluate and improve the quality of programs and services offered to students.</p>	<p>(7) ASI will develop purposeful initiatives and regularly assess, evaluate, reflect and enhance services, programs, and facilities.</p> <p>(8) see Aims 1-4 and 6</p>	<ol style="list-style-type: none"> 1. Every spring the Student Union disseminates a survey. 2. Suggestion boxes are located at the Student Union Information Desk. 3. On-line suggestion boxes are located on the ASI and Student Union websites. 4. Entities conduct assessment practices after each event. 5. Student Assistant performance appraisals are conducted at the end of each semester. 6. The ASI Annual Report includes programs and initiatives from the ASI entities, Student Union, Administration. 7. Student Union student assistants record shift reviews at the end of each evening. These include concerns with patrons, the facilities, and/or amenities. 8. Student Union student assistants have weekly meetings which includes time to review comments found within the SU Suggestion Box, email, and social media accounts. In addition, this is time for the assistants to present suggestions on how to improve these areas.

2. **New growth funds and operational risks**

As CSU Channel Islands continues to experience enrollment growth, there will be a marked need to increase opportunities for these additional students to engage in the CI campus community. These students will be looking for opportunities to join/start student organizations; attain leadership and management skills; develop relationships with their peers, staff and faculty; and spend their non-academic time in a productive, engaging and enjoyable manner.

The student body voted to tax themselves through the Associated Student Body Fee and Student Body Center Fee. These fees were approved, as students wanted to allocate funds for engagement opportunities outside of the classroom. Our students understood the value of experiencing a holistic education, yet also understood the constraints associated with the use of state funds. As such, they taxed themselves in order to fund opportunities for leadership and co-curricular programming.

ASI funds are used to engage students in the CI community and create a holistic educational experience. ASI develops opportunities for community engagement through the ASI entities, ASI Board, and funding registered student organizations. ASI assists students in discovering and experiencing purposeful leisure through Open Mic nights, Poetry Slams, and game tournaments. ASI provides opportunities for students to practice self-governance through the ASI Board of Directors, ASI entities, CI committees, and student organizations. ASI develops opportunities for companionship and community by providing a Student Union facility which hosts student musical and artistic talent; provides for students to engage with faculty, staff and their peers in an informal manner; and creates space for students to meet as student organizations. ASI enhances school spirit through the oversight of the ASI mascot, distribution of school pride materials, and operating a facility which showcases CI's spirit logo on digital signage, chairs, rugs etc.

It is critical that CI provides co-curricular opportunities, as they lead to a holistic educational experience. In its absence, students are less engaged, less likely to persist, less likely to graduate, and less likely to financially contribute as an alumni/ae (Astin, Theory of Involvement, 1985; Kuh and Pike, 2005, Student Engagement). In addition, if students don't have purposeful leisure opportunities, some may be tempted to spend their time in a manner that is counterproductive to academic success.

ASI is looking to meet the demands associated with enrollment growth through the following initiatives:

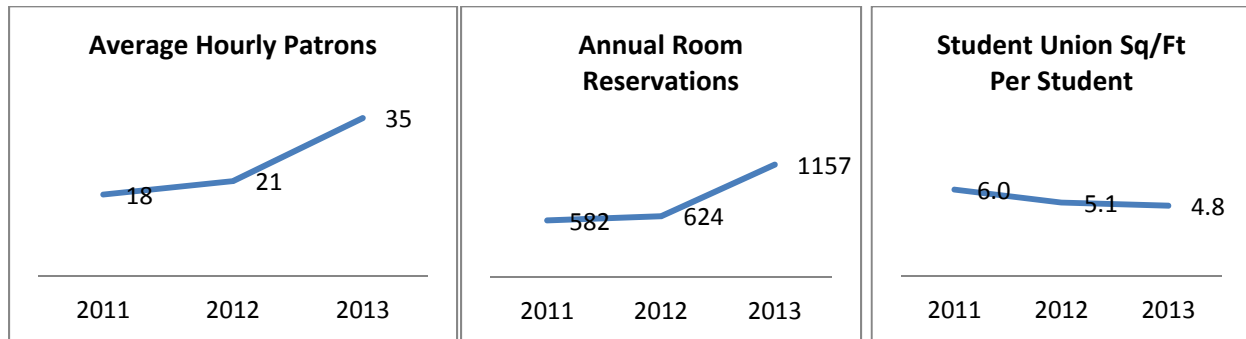
- a) *Hiring additional staff.* ASI would like to hire two new professionals—an Administrative Support Assistant and ASI Entity Coordinator. The Administrative Support Assistant will staff the Student Union Information Desk in order to enhance and provide consistent customer service for patrons. In addition, this position will assist with processing the growing volume of business related paperwork. The ASI Entity Coordinator will assist with Entity development, which will ultimately lead to increased opportunities for student engagement and involvement in co-curricular programs.
- b) *In-range and reclassification of current staff.* Due to new duties, ASI would like to reclassify the ASC I position to an ASC II position. ASI would like to initiate an in-range progression for the Student Union custodian. ASI would like to reclassify the Executive Director to reflect current duties and attain equity with similar employment categories.
- c) *Additional funds for co-curricular programming.* ASI would like to increase funding to create additional co-curricular programs and engagement opportunities for the student body. These funds will be allocated to the Student Union, ASI entities, DSA Student Life areas, and registered student organizations.

- d) *Additional funds to market co-curricular programs.* It is critical to have professional marketing to educate the student body on the wide range of leadership and engagement opportunities at CSU Channel Islands. It does little good to have outstanding programs, if no one attends. Thus, ASI is looking to provide more funds to market these engagement opportunities.
- e) *Increasing the hours of operation for the Student Union.* As student enrollment continues to increase, so too does the demand to utilize the Student Union. As such, the Union will be increasing the hours of operation.

3. Space assignment

The Student Union, like other areas of campus, will reach capacity (as it relates to professional staff) within one year. For FY14/15, ASI is requesting two new positions. The Administrative Support Assistant position will be located at the Student Union Information Desk. This position will enhance and provide consistent customer service for patrons. In addition, this position will assist with the additional business processing associated with the increased student population growth. The Entity Coordinator position will be placed in the current SEAL Center, which will displace a Student Affairs employee. Once these positions are filled, no additional office space will be available for full-time staff.

The Student Union is in dire need for expansion. Student Unions throughout the county range from 8-12 square feet per student (according to a survey by the Association for College Unions International). With 5000 FTE students, the CI Student Union is 4.8 square feet/student, well below the standard average. Additional space is needed for (1) meeting rooms, (2) performance area(s), (3) lounge space, (4) dining, (5) new professional positions, (6) storage and (7) larger office for the Executive Director.



4. Growth plans

Please see item 2 for description. As outlined in the excel spreadsheets, the majority of the additional funding will entail permanent allocations.

5. Key Program Indicators

Key Program Indicator	Source	Standard	CI Status
Square Footage for Student Unions	Association for Student Unions International (ACUI)	8-12 sq/ft per student	4.8 sq/ft per student
Office space	CSU Policy 9065: Office Standards	150 sq/ft for Department Head	108 for Exec. Dir.

ASI Budget Request
 CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
 BUDGET REQUESTED FOR FISCAL YEAR 2014/2015

Requestor	Approved Budget FY13/14	Requested Budget FY14/15	\$ Increase/(Decrease)	% Increase/(Decrease)
Base Budget Operations				
Student Government	\$ 74,054	\$ 84,112	\$ 10,058	13.58%
Nautical	\$ 31,260	\$ 31,260	\$ -	0.00%
Student Programming Board	\$ 87,346	\$ 99,474	\$ 12,128	13.89%
CI View	\$ 32,660	\$ 39,889	\$ 7,229	22.13%
ASI Administration	\$ 281,942	\$ 304,286	\$ 22,344	7.93%
<i>Subtotal Base Budget Operations</i>	<u>\$ 507,262</u>	<u>\$ 559,021</u>	<u>\$ 51,759</u>	<u>10.20%</u>
Departmental Requests				
Student Leadership Programs	\$ 18,780	\$ 19,180	\$ 400	2.13%
Career Development Services	\$ 7,265	\$ 8,013	\$ 748	10.30%
MWGSC	\$ 53,520	\$ 61,680	\$ 8,160	15.25%
NSOTP	\$ 56,200	\$ 61,600	\$ 5,400	9.61%
University Outreach	\$ 19,500	\$ 21,598	\$ 2,098	10.76%
<i>Subtotal Departmental Requests</i>	<u>\$ 155,265</u>	<u>\$ 172,071</u>	<u>\$ 16,806</u>	<u>10.82%</u>
Clubs and Organizations	\$ 41,735	\$ 60,140	\$ 18,405	44.10%
Contribution to Reserves	<u>\$ 28,400</u>	<u>\$ -</u>	<u>\$ (28,400)</u>	<u>-100.00%</u>
Total Expense Budget	<u>\$ 732,662</u>	<u>\$ 791,232</u>	<u>\$ 58,570</u>	<u>7.99%</u>
Student Fee Income*	\$ 568,000	\$ 655,000	\$ 87,000	15.32%
Reserve Balance (after requirements per policy)	\$ 268,248	\$ 388,743	\$ 120,494	44.92%
Total Revenue Budget	<u>\$ 836,248</u>	<u>\$ 1,043,743</u>	<u>\$ 207,494</u>	<u>24.81%</u>
Surplus/(Deficit)	<u>\$ 103,586</u>	<u>\$ 252,511</u>	<u>\$ 148,924</u>	<u>143.77%</u>

ASI Student Union Budget
 CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
 BUDGET REQUESTED FOR FISCAL YEAR 2013/2014

Student Union Operations	\$ 455,130	\$ 714,314	\$ 259,184	56.95%
Student Union Debt Service	\$ 1,121,696	\$ 1,121,696	\$ -	0.00%
Contribution to Reserves	\$ 74,250	\$ -	\$ (74,250)	-100.00%
Total Expense Budget	<u>\$ 1,651,076</u>	<u>\$ 1,836,010</u>	<u>\$ 184,934</u>	<u>11.20%</u>
Student Fee Income*	\$ 1,584,000	\$ 1,584,000	\$ -	0.00%
Reserve Balance (after requirements per policy)	\$ 388,743	\$ 552,705	\$ 163,962	42.18%
Total Revenue Budget	<u>\$ 1,972,743</u>	<u>\$ 2,136,705</u>	<u>\$ 163,962</u>	<u>8.31%</u>
Surplus/(Deficit)	<u>\$ 321,667</u>	<u>\$ 300,695</u>	<u>\$ (20,972)</u>	<u>-6.52%</u>

* Student Fee Income for 12/13 was distributed at 95% of budgeted headcount; 5% went to reserve balance

Approval

 Dr. Genevieve Evans-Taylor, Exec Director

 Missy Jarnagin, ASI Treasurer

 Richard R. Rush, President

Investment Funds Requests - 2014-15

Division
Student Affairs
Unit
SA - ASI

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Instructions: Complete one block for each initiative/funding request. Remember to prioritize the requests. If additional blocks are needed, please copy and paste existing blocks, however, please ensure that all totals add up. Do not fill in shaded cells. Use "Details" worksheet to include additional information.

	Amount Requested	Fiscal Year	Permanent or Temporary?	If Temporary, # of Years Needed	FTE	Description
1	\$77,912.00	2014-15	permanent		1	New Position: As enrollment growth continues at CI, so too will there be need for students to engage in the CI community. ASI is proposing to hire an addition Coordinator to assist with Entity development, which will ultimately lead to increased opportunities for student engagement and involvement in co-curricular programs.
2	\$18,190.00	2014-15	permanent		0	Increase Operational Expense: As CI continues to experience enrollment growth, there will be an increased need for students to engage in the CI community. ASI will allocate additional funds for marketing items. In addition, ASI is finding the need to consult with their attorney to review governing documents and ensure compliance with non-profit corporation status, CSU mandates, and auxiliary requirements.
3	\$29,415.00	2014-15	permanent		0	To meet the demand for increased involvement opportunities, ASI Entities are requesting a 13% increase to their annual budget.
4	\$18,455.00	2014-15	permanent		FTE	To meet the demand for increased involvement opportunities, CI's registered student organizations will be requesting a 13% increase. This will allow for new organizations to be formed and attain ASI funds.
5	\$16,806.00	2014-15	permanent		0	Funding for personnel (non-benefited) for various Student Life programs including: Multicultural programs, NSOTP, University Outreach, Career Services and Student Leadership Programs.

Total New Funds Requested \$160,778.00

Detail of Request (staffing, operations, etc)

SA-ASI

Request #1	Amount	FTE
Entity Coordinator Salary	\$ 52,008.00	1
Entity Coordinatory Benefits	\$ 23,404.00	
Travel (Professional Development)	\$ 2,500.00	
Total	\$ 77,912.00	1

Request #2	Amount	FTE
Legal Fees	\$ 5,000.00	
Promotional Items/ Office Supplies	\$ 8,190.00	
Marketing Supplies	\$ 5,000.00	

Total	\$ 18,190.00	0
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Request #3	Amount	FTE
Student Government	\$ 10,058.00	
Student Programming Board	\$ 12,128.00	
CI View	\$ 7,229.00	

Total	\$ 29,415.00	0
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Request #4	Amount	FTE
Student Organization	\$ 18,455.00	
Total	\$ 18,455.00	

Request #5	Amount	FTE
Increase student assistant funding in the following areas:		
Multicultural Programs	\$ 8,160.00	
NSOTP	\$ 5,400.00	
University Outreach	\$ 2,098.00	
Career Services	\$ 748.00	
Student Leadership Programs	\$ 400.00	
Total	\$ 16,806.00	

Total New Funds Requested **\$ 160,778.00**

Investment Funds Requests - 2014-15

Division
Student Affairs
Unit
SA - ASI

← Please click to select from the drop-down menu

← Please click to select from the drop-down menu

Instructions: Complete one block for each initiative/funding request. Remember to prioritize the requests. If additional blocks are needed, please copy and paste existing blocks, however, please ensure that all totals add up. Do not fill in shaded cells. Use "Details" worksheet to include additional information.

Student Union

	Amount Requested	Fiscal Year	Permanent or Temporary?	If Temporary, # of Years Needed	FTE	Description
1.	\$24,650.00	2014-15	permanent		1	To initiate pay equity with similar AVP and Executive Director positions at CI, the ASI Board will be reviewing the ASI Executive Director's salary.
2.	\$5,800.00	2014-15	permanent		1	Reclassification: Enrollment growth entails increased work for ASI staff; as more patrons utilize the Union, more students request meeting room spaces and more student organizations are formed and request funding & resources. To meet the demands of this work, we are proposed the reclassification of the ASI Administrative Assistant (difference in salary and benefits) from an ASC I to an ASC II.
3.	\$2,000.00	2014-15	permanent		1	In-Range Progression for Custodial Support
4.	\$70,650.00	2014-15	permanent		1	<i>New Position:</i> As ASI and the Student Union continues to grow programs and services based on the increase of student growth, a continuous demand is placed to communicate and market programs, events, and services to students. ASI is proposing to hire an Graphic Designer who will improve the professional appearance of the Associated Students Inc. (including ASI Entities) and the Student Union Building.
5.	\$6,500.00	2014-15	Temporary	1	0	Additional costs of hiring two new employees.
6.	\$61,636.00	2014-15	permanent		0	<i>Increase in Operating Expenses:</i> (1) ASI/VPSA purchased a new mascot costume in 2013. With the new mascot comes additional expectations, such as heightening the professionalism of the mascot. ASI will oversee this process, including the hiring (rather than any person) and training of a student specifically assigned to school mascot duties. (2) Additional funds are being requested for on-going repair and upkeep of current equipment such as data projectors, sound equipment, etc.). (3) The Union is looking to open on Sundays. These funds will pay for student assistants to cover these additional hours. (4) Student Assistants to assist with custodial needs.

Detail of Request (staffing, operations, etc.)

Request #1	Amount	FTE
In-range MPP III (increase in salary \$17,000 & benefits \$7,650)	24,650	1

Total	24650	1
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Request #2	Amount	FTE
Re-Classification for ASC I to ASCII (Salary & Benefits increase)	5,800	1

Total	5800	1
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Request #3	Amount	FTE
In-Range for Custodian per OPC	2000	1

Total	2000	1
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Request #4	Amount	FTE
Graphic Designer SSPII Salary	47,000	1
Benefits	21,150	
Travel (professional development)	2500	
Total	70650	1

Request #5	Amount	FTE
Search and Screen for SSP III & SSPII	2,500	
Phone, computer and other supplies for new employee	4,000	

Total	6500	
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Request #6	Amount	FTE
Mascot Student Assistant	5,200	
Projects (repairs/ equipment)	10,000	
Additional Student Union Staffing (Info. Desk & Custodial)	46,436	

Total	61636	0
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Request #7	Amount	FTE
Computers for 1 SPB, 1 CI View, 2 North Lounge, 2 Computer Station, & 1 Info. D	8,000	

Total	8000	0
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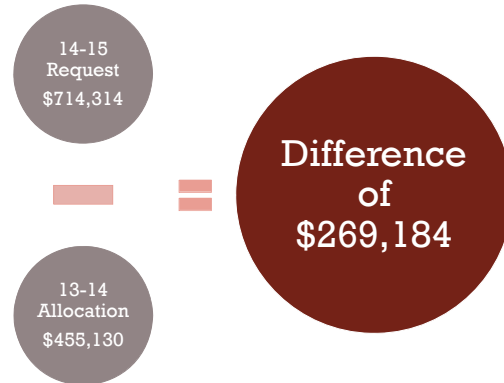
TOTAL NEW FUNDS REQUESTED **179,236**

STUDENT UNION 2014-2015 BUDGET INCREASE

This presentation identifies differences between the 14/15 budget request and the 13/14 budget allocation. The information below describes new requests and account increases only. Please let me know if you would like a full report of all items requested in the Student Union budget.

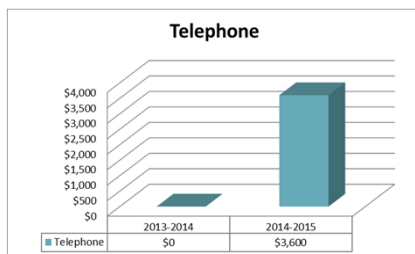


OVERALL INCREASE



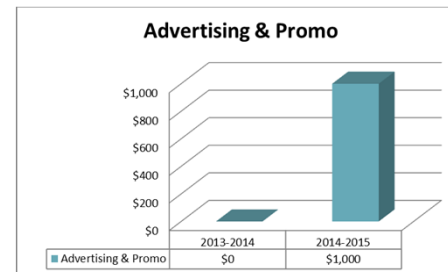
UTILITY INCREASE

- Telephone expenses were brought over from the ASI Administration budget.



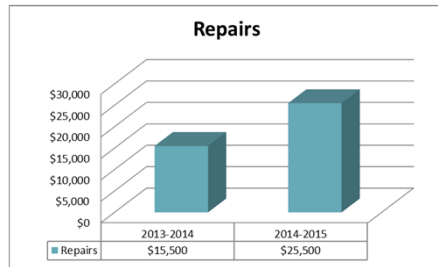
ADVERTISING & PROMO INCREASE

- Funds for the ASI Graphic Designer and Marketing Student Assistant to promote Student Union events such as: live music, noon forums, gaming tournaments, and Spooktacular.



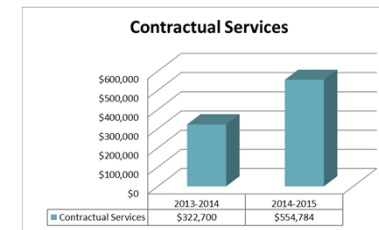
INCREASE IN REPAIRS

- Increase in wear and tear repairs due to an increase in patron traffic.
- Fund new projects such as: IT room access, cleaning and treatment of SU Dining Room Concrete flooring, and window cleaning.



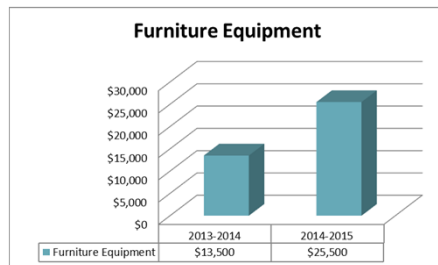
INCREASE IN CONTRACTUAL SERVICES

- **New** positions in the Student Union Budget: Graphic Designer, Ekho and Escort, and Custodial Student Assistants
- **Moved** to Student Union budget: Marketing Student Assistant, Office Student Assistant, Administrative Assistant
- **Increase:** Information Desk Student Assistants (due to opening on Sundays and "doubling-up" during peak hours)



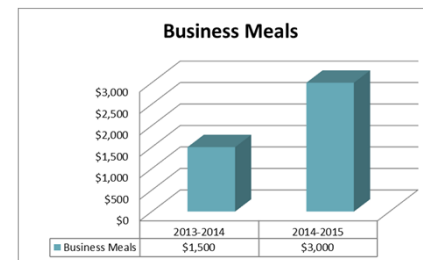
FURNITURE AND EQUIPMENT

- Purchase 9 new computers (1 SPB, 1 CI View, 2 North Lounge, 2 Computer Station, 1 Info. Desk, & 2 new employees).



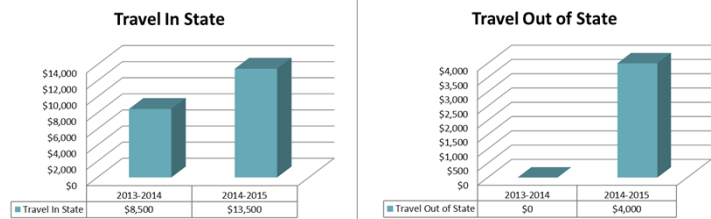
BUSINESS MEALS

- Interviews for professional candidates
- Additional meals for training new student staff (will be hiring approximately 12 new students)
- Meals to cover new professional's conference expense



TRAVEL IN/OUT OF STATE

- Travel to pay for candidate searches for two new employees
- Travel for new professional staff conferences
- Travel out of state for two professional staff to attend ACUI National Conference in Texas



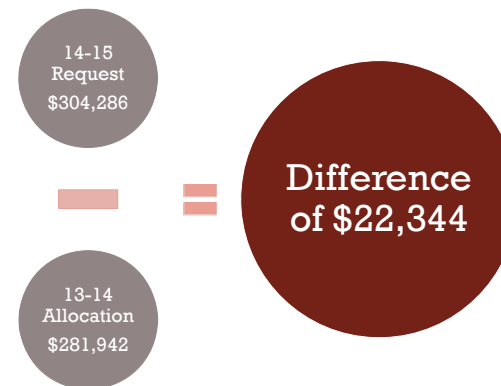
IN SUMMARY

	2013-2014	2014-2015	Difference
Telephone	\$0	\$3,600	\$3,600
Advertising & Promo	\$0	\$1,000	\$1,000
Repairs	\$18,500	\$28,500	\$10,000
Contractual Services	\$322,700	\$854,784	\$232,084
Business Meals	\$1,500	\$3,000	\$1,500
Furniture Equipment	\$13,500	\$28,500	\$12,000
Travel In State	\$8,500	\$13,500	\$5,000
Travel Out of State	\$0	\$4,000	\$4,000
			\$269,184

ASI 2014-2015 BUDGET INCREASE

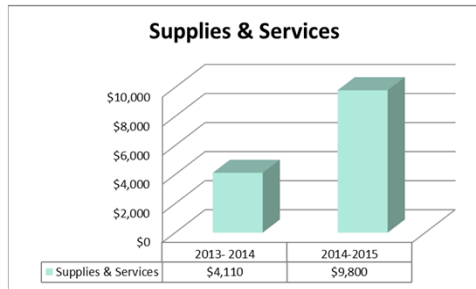
This presentation identifies differences between the 14/15 budget request and the 13/14 budget allocation. The information below describes new requests and account increases only. Please let me know if you would like a full report of all items requested in the ASI Administrative budget.

OVERALL INCREASE



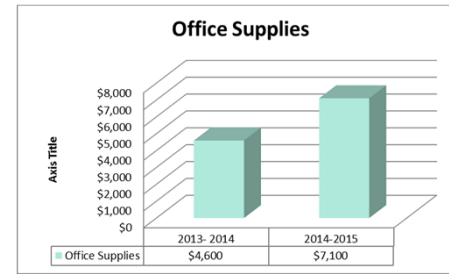
SUPPLIES & SERVICES

- Increase to add programming supplies for events such as: Pie ASI, What is ASI?, Meet your Entity Leaders, and ASI videos



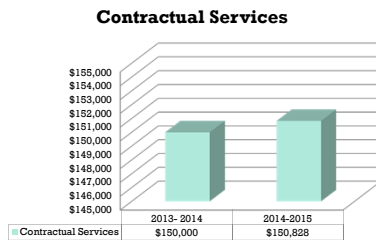
OFFICE SUPPLIES

- Increase for new professional staff supplies



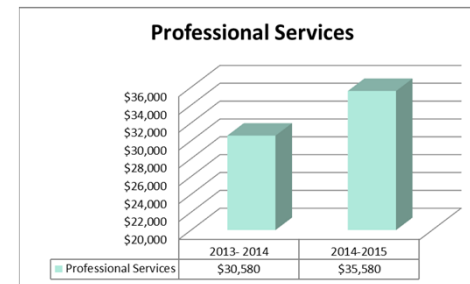
CONTRACTUAL SERVICES

- **Added** the new Entity Coordinator position
- **Moved** to Student Union Budget: Administrative Assistant, Office Student Assistant and Marketing Student Assistant



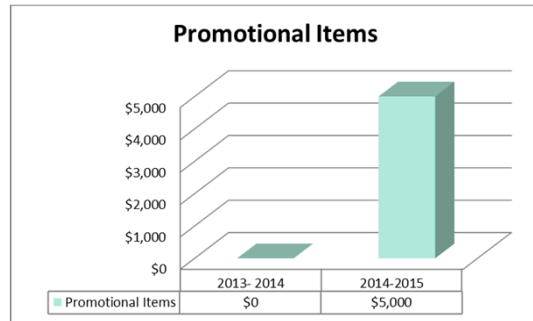
PROFESSIONAL SERVICES

- Increased Legal Services



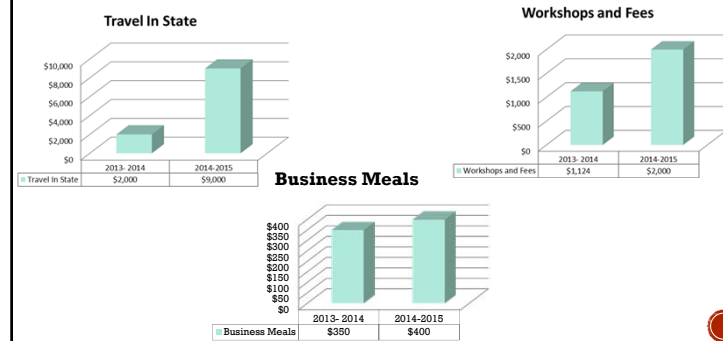
PROMOTIONAL ITEMS

- Would like to purchase ASI promotional items



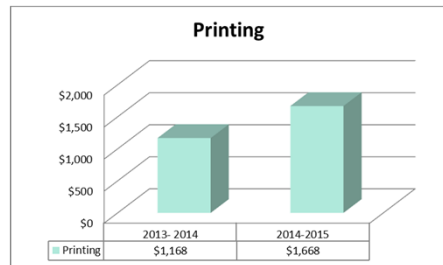
TRAVEL IN STATE, WORKSHOP & FEES & BUSINESS MEALS

- Provide professional development opportunities for the ASI Entity Leaders (NGET4A, Student Journalism Conference, & Circle of Change Conference)



PRINTING

- Minor increase due to growth of staff and entity use



IN SUMMARY

	2013-2014	2014-2015	Difference	Notes
Supplies & Services	\$4,110	\$9,800	\$5,690	
Office Supplies	\$4,600	\$7,100	\$2,500	
Contractual Services	\$150,000	\$150,828	\$828	
Professional Services	\$30,580	\$35,580	\$5,000	
Promotional Items	\$0	\$5,000	\$5,000	
Travel In State	\$2,000	\$9,000	\$7,000	
Workshops and Fees	\$1,124	\$2,000	\$876	
Business Meals	\$350	\$400	\$50	
Printing	\$1,168	\$1,668	\$500	
Telephone	\$3,600	\$0	-\$3,600	Moved to Student Union budget
Rentals/ Leases	\$1,500	\$0	-\$1,500	Took out of budget
			\$22,344	