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**NOTICE OF MEETING OF THE BUDGET ALLOCATION AND SPENDING COMMITTEE OF**

**ASSOCIATED STUDENTS OF CSU CHANNEL ISLANDS, INC.**

NOTICE IS HEREBY GIVEN, to the general public and to all of the Board of Directors of Associated Students of CSU Channel Islands, Inc., a California nonprofit public benefit corporation, that:

A meeting of the Budget Allocation and Spending Committee (BASC) will be held on Wednesday, January 25, 2017 at 7:45 a.m., pursuant to Education Code Section 89921 et seq., at California State University Channel Islands, Student Union Meeting Room A, located at One University Drive, Camarillo, CA 93012, to consider and act upon the following matters:

1. Call to Order: 7:48 a.m.
	1. Members present: Corinne Smith, Elizabeth Heim, Helen Mancias, Jennifer Moss, Dr. Susan Andrzejewski
	2. Members of the public: Genesis DeLong, Cindy Derrico, Jennifer Shoemaker, Samir Azizi
2. Approval of Agenda:
	1. M/S/P (J. Moss/E. Heim)

**Motion passed 4-0-0**

1. Approval of Minutes:
	1. ACTION ITEM: Minutes from November 29, 2016
	2. M/S/P (H. Mancias/J. Moss)
	3. ATION ITEM: Minutes from December 1, 2016
	4. M/S/P (J. Moss/ H. Mancias)

**Motion passes 4-0-0**

1. Public Forum: None
2. Old Business:
3. New Business:
	1. INFORMATIONAL ITEM: Student Organization Budget Request Process Overview & Timeline (J. Shoemaker)
		1. Student Organizations were sent information regarding the budget request process via email, CI Sync, and the information was uploaded to the ASI website. There are three parts to the budget request, which include a PowerPoint presentation, an Excel document, and an electronic copy of the BASC procedure (found on CI Sync). The deadline for the budget requests are February 10th at 5 p.m. Any budget requests submitted after the deadline will not be accepted.
		2. S. Andrzejewski arrived.
	2. DISCUSSION ITEM: Student Organization Budget Presentations & Prioritization Strategy (C. Derrico & G. DeLong)
		1. Since the number of student organizations has grown it has been difficult to hold presentations and deliberations before a budget recommendation is needed. There were internal discussions about taking out the presentations in the budget request process. This would allow more time for deliberations and to get through other BASC agenda items. The meetings that are currently on the calendar to listen to presentations would remain on the calendar to discuss other BASC agenda items. If meetings are not needed we will cancel them when we get closer to those dates.
		2. Discussion about not needing to conduct presentations and instead using the time to create a strategy of what will or will not be funded. BASC needs to make sure we have an appeal process in case there are student organizations that would like to address any cuts that were made to the funds they requested. Also, moving away from presentations can help keep the BASC sustainable. There was concern about the student organizations coming in for deliberation because it could hold up the discussion. If an appeal process is in place then student organizations will have an opportunity to address cuts that were made if they choose to.
	3. C. Smith motioned to eliminate presentations from the BASC Budget Request Process.
	4. M/S/P (H. Mancias/E. Heim)

**Motion passes 5-0-0**

* 1. The BASC will discuss a strategy to prioritize and review the budget request packets. The BASC could then come to a meeting and prioritize groups of 5-10 budget request packets in order to hold an affective discussion.
	2. C. Derrico mentions that a new reserve policy is being accepted by the campus that we need to be in compliance with.
1. Future BASC Agenda Items:
	1. BASC Procedures Updates
	2. Overage of ASI reserves
	3. Non-renewed student organization allocation
	4. Permanent BASC meeting time for 17-18
	5. How to handle ASI02 fund balances for clubs no longer in existence but did not sign a form clarifying how to handle funds if the club became inactive.
	6. ASI02 negative balances where the club has overspent. Need for those to be cleared.
	7. Update Financial Reports for ASI Board – perhaps identify how it might be helpful to receive the information for the Board so we can give that feedback to BFA.
	8. Reallocation process for ASI allocated funds
	9. Student Organization Funding Categories in BASC Procedures
2. Questions:
3. Adjournment: 8:19 a.m.

Next BASC meeting is scheduled for Wednesday, February 1, 2017 in the Student Union Meeting Room A.

Agenda respectfully submitted by Corinne Smith, ASI Board Vice Chair.