



**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, March 15, 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: 7:49 a.m.
- 2) Approval of Agenda:
 - I. M/S/P (S. Andrzejewski /J. Moss) Motion passed 3-0-0
- 3) Approval of Minutes:
 - a. ACTION ITEM: March 8, 2017 Minutes
 - i. Approval of meeting minutes was postponed to next week due to late submission.
- 4) Public Forum:
 - a. BASC Members: Corinne Smith, Helen Mancias (arrived after agenda was approved), Susan Andrzejewski, Jennifer Moss
 - b. Public: Tonee Sherrill, Genesis DeLong, Cindy Derrico, Jennifer Shoemaker
- 5) Outstanding Business:
- 6) New Business:
 - a. INFORMATIONAL ITEM: ASI Reserve Policy Updates
 - i. C. Derrico provided an overview of the work that has been done by ASI staff in looking at current reserve policy and also considering other reserve categories we have never used in order to come into compliance with the Chancellor's Office policy. ASI is considering what the parameters would be that define what each fund is and what our expected contributions are and minimums/maximums required. New funds would then be created to hold these reserves. Information was provided for the proposed plan for each category. C. Derrico noted that reserves are money that sits outside of the normal operating budget and is not money we would typically use to pay our normal every day bills, but for emergencies, special projects/programs, etc. The next steps in this process is to take the principles outlined in the reserve proposal and to write these into a policy proposal which will be presented at a later date.
 - b. INFORMATIONAL ITEM: Reallocation Across ASI01 and ASI03 and new requests (C. Derrico, T. Sherrill, G. DeLong)
 - i. An overview was provided of the redistribution of expenses for ASI and Student Union. This year, ASI conducted an in-depth analysis of expenses across both funds – ASI01 and ASI03, including personnel and operating expenses and divided between the two funds according to the purpose they serve. In some areas, ASI Administration took on additional expenses from the Student Union. In other areas, the ASI Administration and Student Union budget was reduced and those savings were reallocated to cover additional expenses incurred from the changes. In sum, \$94,520 reflects the remaining net effect of the redistribution of expenses between ASI (ASI01) and the Student Union (ASI03). In addition, ASI Administration is requesting \$30,543 and the Student Union is requesting \$104,788 to cover new requests for 17-18. As a result of reviewing both budgets from a zero-based perspective, ASI and the Student Union were able to cover through reallocation many of the new expenses we identified. Our goal is to

appropriately distribute expenses across both funds as much as possible. This budget request is a more accurate division of expenses between ASI and the Student Union and we have prioritized the new money requests accordingly. If we cannot fully accomplish this redistribution in 17-18, we hope to be able to phase into over the next few years.

- ii. T. Sherrill presented the new requests for the ASI03 Student Union budget. G. DeLong will provide via email the updated ASI Administration new request presentation and can answer additional questions at Friday's upcoming meeting.

7) Future BASC Agenda Items:

- a. Campus Life, ASI Administration, ASI Entities, Student Union Budget Proposal to ASI Board
- b. BASC Procedures Updates
- c. Non-renewed student organization allocation
- d. Permanent BASC meeting time for 17-18
- e. 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.
- f. Create reallocation process for ASI allocated funds

8) Questions:

9) Upcoming Meetings:

- a. Friday, March 17, 2017, 1:30 – 3:30 p.m. Student Union Meeting Room A
- b. Monday, March 27, 2017, 7:45 – 8:45 a.m. Student Union Meeting Room A
- c. Wednesday, March 29, 2017, 7:45 – 8:45 a.m. Student Union Meeting Room A
- d. Wednesday, April 5, 2017, 7:45 – 8:45 a.m. Student Union Meeting Room A
- e. Friday, April 7, 2017, 1:30 – 3:30 p.m. Student Union Meeting Room A
- f. Monday, April 10, 2017, 7:45 – 8:45 a.m. Student Union Meeting Room A
- g. Wednesday, April 12, 2017, 7:45 – 8:45 a.m. Student Union Meeting Room A
- h. Friday, April 14, 2017, 1:30 – 3:30 p.m. Student Union Meeting Room A
- i. Monday, April 17, 2017, 7:45 – 8:45 a.m. Student Union Meeting Room A

10) Adjournment: 8:40 a.m.

Next BASC Meeting is scheduled for Friday, March 17, 2017 in the Student Union Meeting Room A.

Minutes respectfully submitted by Jennifer Shoemaker, ASI Budget Assistant.