



**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, November 29, 2017 at 1:00 p.m., pursuant to Education Code Section 89921 et seq., at California State University Channel Islands, Student Union Coville Conference Room, located at One University Drive, Camarillo, CA 93012, to consider and act upon the following matters:

- 1) Call to Order: 1:04 p.m.
- 2) Roll Call:
 - a. Members present: Matt Fennell, Riley Leal, Carisa Arellano, Jennifer Moss, Toni Deboni, Angela Christopher
 - b. Members of the public: Annie Block-Weiss, Genesis Delong, Helen Alatorre, Monica Campos
- 3) Approval of Agenda:
 - a. M/S/P (C. Arellano/R. Leal) Motion Passes 5-0-0
- 4) Approval of Minutes:
 - a. ACTION ITEM: November 15, 2017 Minutes
 - i. M/S/P (C. Arellano/T. Deboni) Motion Passes 5-0-0
 - b. ACTION ITEM: November 17, 2017 Minutes
 - i. M/S/P (R. Leal/T. Deboni) Motion Passes 5-0-0
- 5) Public Forum:
- 6) Outstanding Business:
- 7) New Business:
 - a. DISCUSSION ITEM: BASC Budget Request Deliberations & Preliminary Priorities
 - i. H. Alatorre- Provided policy and procedure guidelines to aid in prioritizing process. Budget summary handouts were provided along with a hard copy of the BASC procedures. Current projected revenue will not cover the cost of all requests. This amount may change but preliminary prioritization will be based off current amount; the university usually estimates projected revenue conservatively. Tentative student organization budget and ASI admin budget were included in budget summary handouts to provide an estimate of ASI01 distribution. Last year, student organizations were allocated \$80,000 in ASI01 funding; this amount is subject to change. Cuts and priorities will be adjusted accordingly in the event of an increase in student organization requests. Cindy Derrico provided the AVP leadership team with this budget request information and area heads were advised to review, prioritize, or modify requests as they saw fit. More information regarding these priority suggestions will be given in a future meeting.
 - ii. T. Deboni- One-time expenses may be purchased through general funds or salary savings. Certain items may be bought ahead of time to decrease the amount of funding being requested for next year.
 - iii. H. Alatorre- Funding eligibility, priority funding, awards and honoraria, food, collaborations, campus partner regulations were reviewed within the BASC guidelines. BASC members were also advised to note that food is not able to be purchased with general funds.

- iv. Prioritization document was provided and used to help with priority categorization. Each line item within a request was categorized as either A, B, or C. "A" being a high priority item and "C" being a low priority item.
- v. T. Deboni- Provided prioritization suggestions for each of the areas that she oversees.
 - i. Dean of Students-Basic Needs
 - i. *Contractual Services* for a graduate student assistant suggested to be placed in priority A, *Business Meals and Hospitality* placed in priority B, and *Honorarium* placed in priority C.
 - ii. Career and Leadership Development
 - Student Assistants- Student assistants allow for more student job opportunities, provide other students with resources, and serve as support to staff and administration. The BASC came to a consensus that all student assistants will be placed in priority B (across the board) for areas who already have one or more student assistants. Student assistants in some areas were considered to be crucial to the success of a program, therefore, one student assistant for new initiatives (such as the Dolphin Career Closet) was placed in priority A.
 - Career and Leadership Development requested a student assistant for additional support. The BASC suggested to place *Printing* in priority B and *Contractual Services* for a student assistant in priority A.
 - Legacy Awards Ceremony- There was a decrease in amount requested from last year. The BASC suggested to place all line items in priority A for this event.
 - Student Leadership Retreat- A version of this event has been previously funded under the name Back to Basics; it has since been renamed. The BASC suggested to place *Contractual Services* for this even in priority A. The low ropes course was placed in priority B because the BASC reached consensus that the course served as an enhancement to the program rather than a necessity.
- vi. PATH-
 - Per previous discussion in regards to student assistants, one student assistant was placed in priority A and the second was placed in priority B.
 - Luncheon Celebration- The BASC suggests to place this event in priority A for *Printing* and *Business Meals and Hospitality*.
 - Welcome Brunch- T. Deboni placed specified line items in priority C for areas she oversees. These were line items that may be purchased through general funds such as t-shirts, towel and toiletry baskets, and resource libraries. Medallions for this event were determined to be ineligible for funding because they are not open to all students. Under the same regulation, clarification was needed to determine whether *Honorarium* and *Business Meals and Hospitality* were ineligible for funding as well. Prioritization was postponed until further clarification is received. The BASC suggested to place this event in priority B because priority A was given to the Luncheon Celebration.
- vii. TRIO- TRIO has multiple student assistants but this request asks specifically for peer mentors. TRIO is an application driven program that is grant funded and non-SSS students may not have access to some of the resources that TRIO provides. Question arose as to if funding would serve student body as a whole seeing that the TRIO program is only open to select students who meet predetermined criteria (approximately 165 students throughout the academic year). Although, in the past ASI has funded these types of peer mentors/student assistants for departments because the positions themselves are open for all students to apply for. Consensus met that programs targeted towards specialized populations are still essential to enhance the mission of the university. Since this is new funding we do not know whether this has presented itself as a new need or if this was funded prior years through other types of funding.
 - The BASC suggests to place both peer mentors in category C because TRIO has funding from another source. This may be re-evaluated in the future.

viii. Campus Life/STEP

- Welcome Celebration- The BASC suggests to place this event in category C because less funds were allocated last year was for the same amount of students.
- The BASC suggests to place *Business Meals and Hospitality* and *Supplies and Services* in priority A. Amount requested is consistent with last year's request.
- There was an increase in the amount requested for *Professional Services*, \$2500 in *Professional Services* was placed in priority A while \$1000 was placed in priority B.
- Student Service Summit- T. Deboni placed *Supplies and Services* for this event in category C. The BASC suggests to place *Business Meals and Hospitality* in category A.

b. DISCUSSION ITEM: Spring semester BASC Meeting Time

- i. Members will provide updates in regards to Spring semester availability at next meeting.

8) Future BASC Agenda Items:

- a. BASC Budget Request Deliberations
- b. BASC Procedures Updates
- c. Spring Budget Request Presentations

9) Questions:

- a. none

10) Adjournment: 2:55 p.m.

Next BASC Meeting is scheduled for Friday, December 1, 2017, 10:00 a.m. in the Student Union Meeting Room A.
Minutes respectfully submitted by Monica Campos, ASI Budget Support Coordinator.