



**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 Monday, April 13, 2020 from 10:00 a.m. -11:30 a.m., pursuant to Education Code Section 89921 et seq., at California State University Channel Islands, Via Zoom Meeting (<https://csuci.zoom.us/j/904728381>) at One University Drive, Camarillo, CA 93012, to consider and act upon the following matters:

- 1) Call to Order: 10:08 AM
- 2) Roll Call:
 - a. Members Present: Russell Winans, Deanna Villagran, Robert McDonald, Sarah Terry, Barbara Rex
 - b. Members of the Public: Helen Alatorre, Giselle Dominguez
- 3) Approval of Agenda:
 - a. M/S/P: (B. Rex/R. McDonald) 5-0-0 Motion Passes
- 4) Approval of Minutes:
 - a. ACTION ITEM: February 24, 2020 Minutes
 - i. M/S/P: (R. McDonald/S. Terry) 4-0-1 Motion Passes
 - b. ACTION ITEM: February 26, 2020 Minutes
 - i. M/S/P: (R. McDonald/S. Terry) 4-0-1 Motion Passes
 - c. ACTION ITEM: March 2, 2020 Minutes
 - i. M/S/P: (R. McDonald/S. Terry) 4-0-1 Motion Passes
- 5) Public Forum:
- 6) Outstanding Business:
 - a. INFORMATIONAL ITEM: Student Organization Budget Request Deliberations & Preliminary Priorities
 - i. Giselle Dominguez has gone in and allocated requests as best as possible.
 1. Printing:
 - a. Left blank (most student students requested flyers, Student Orgs and Involvement SOI provided 75 copies a year)
 - b. The ones that didn't have only flyers included it in the request and didn't know how the request would go down in regards to funding.
 2. Supplies and Services – Other
 - a. Any request over \$350 was not awarded and awaited BASC Committee deliberation.
 3. Professional Services
 - a. Full amount was awarded.
 4. Honorarium Fees
 - a. Full amount was awarded.
 5. Promotional Items
 - a. Each organization received a total of \$500 awarded, if there was a remainder it was placed in Priority B.
 6. Awards
 - a. *Tricky situation, based on **Policy on Hospitality, Prizes, Awards, Gifts, and Incentives** through the University Policy Manual Auxiliary are able

to fund awards but the Procurement ProCard handbook states it cannot be purchased on a ProCard.

7. Business Meals and Hospitality

- a. Followed the formula put in place by the BASC Committee.
 - a. Light Refreshments: \$5
 - b. Breakfast: \$7.50
 - c. Lunch: \$7.50
 - d. Dinner: \$7.50
 - e. Finger Foods/ Snacks: \$5

ii. The BASC Committee agreed on the following changes for Student Organizations

Budget Requests:

1. Printing:

- a. Any Requests that include Flyers will be placed in Priority C, because Student Orgs and Involvement (SOI) does free printing for 75 pages a year per student organization.
- b. In addition, if a request includes printing, the request will be split in half prioritizing the item that is NOT flyers and placing the remaining half in Priority C.

2. Promotional Items:

- a. The BASC Committee has decided to allocate \$500 per year for a student organization to request.
- b. T-shirts will not be funded through the ASI Budget Request Process.

3. Business Meals and Hospitality

- a. Two food events will be allocated per semester that include food in every student organization request.
 - i. The Budget Support Coordinator and Executive Director can work with the Student Organization to see what exact event they wish to use their allocation.

7) New Business:

- a. INFORMATIONAL ITEM: ASI and ASI Entities 20-21 Budget Request Deliberations & Preliminary Priorities (H. Alatorre)
- b. INFORMATIONAL ITEM: Student Union 20-21 Budget Presentation (H. Alatorre)

8) Closing Comments:

- a. Agenda for Wednesday April 15th from 2:00-3:00 p.m. will be send out today.

9) Adjournment: 11:35 a.m.

Next BASC Meeting is scheduled for Wednesday, April 15, 2020 from 2:00 p.m. - 3:00 p.m. Via Zoom Meeting (<https://csuci.zoom.us/j/904728381>)

Minutes respectfully submitted by Giselle Dominguez, ASI Budget Support Coordinator.