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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 Thursday, October 27, 2016 at 7:40 a.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: 7:42 a.m.
   1. Members present: Susan Andrzejewski, Corinne Smith, Helen Mancias, Jennifer Moss, Elizabeth Heim
   2. Members of the public: Genesis DeLong, Missy Jarnagin, Jennifer Shoemaker
2. Approval of Agenda:
   1. M/S/P (Susan Andrzejewski, Elizabeth Heim)
3. Approval of Minutes:
   1. Minutes from October 20, 2016
   2. M/S/P (Helen Mancias, Elizabeth Heim)
4. Public Forum:
   1. No public forum comments were made.
5. Old Business:
6. New Business:
   1. INFORMATIONAL ITEM: Campus-wide instructions for 17-18 budget (M. Jarnagin)
      1. M. Jarnagin shared information about the FY18 budget instructions. These budget instructions can be found at <http://www.csuci.edu/strategic-resource-planning/planning-resources.htm>. When budgeting and reviewing budgets, we should ask ourselves, what do we need to serve the amount of students we have?
      2. BASC members were asked to review the FY18 campus budget instructions.

* 1. ACTION ITEM: BASC Procedures Updates (G. DeLong)
     1. G. DeLong reviewed Student Organization; Awards, Prizes, and Honoraria (section K 3) in the BASC procedures and suggested changes to the current text which seek to clarify the definitions of awards, prizes and honoraria and outline which are allowable using ASI funds.
        1. M. Jarnagin pointed out that honoraria cannot be given to faculty and staff. Recommended simplifying what the BASC will fund and what the BASC won’t fund instead of creating specific regulations within the BASC procedures.
        2. C. Smith suggested including the link from the campus policy regarding honoraria in the BASC procedures.
        3. M. Jarnagin suggested looking at other campus procedures and comparing them to ours.
        4. BASC requested the following change: Leave prize definition. Replace section (a) and (b) with a note encouraging student organizations to fundraise for prizes prizes. ASI should not provide funding for prizes.
     2. G. DeLong reviewed a suggested addition to the BASC guidelines regarding use of equipment.
        1. The group reviewed CSU San Marcos’ procedures and noted that they do not fund equipment, prizes, promotional items, etc., but only items that pertain to events.
        2. Clarification was given regarding the types of equipment that student organizations are purchasing and the lack of storage space available in the Student Union to store these items. A process needs to be implemented to ensure the transition of equipment between student organization leaders at the end of each year, since this equipment is being purchased with student fees.
        3. The group discussed how ASI is spending a lot of time, both with the professional staff and the BASC, on small amounts of money and on processes to regulate how that small amount of money is spent (i.e., as with developing a process for tracking equipment, etc.). The group recommended looking more broadly at what the BASC will and will not fund and from there, updating the BASC guidelines accordingly. The goal is to simplify ASI’s funding allowances and to ensure they are truly fulfilling the ASI purpose.
        4. C. Smith and the ASI staff will work together on reviewing other campus’ procedures and on creating a broader list of recommended ASI funding allowances. These will then be provided to the BASC for further discussion at a later date.
     3. G. DeLong reviewed a suggested addition to the BASC guidelines regarding reallocation.
        1. The group agreed that reallocating funds could be allowed as long as money that was allocated toward an event would still be used on an event. Money that was allocated toward equipment or promotional items could be reallocated toward an event, because ASI wants to encourage events and campus engagement over the purchase of “stuff.” The group discussed that once clearer funding guidelines are established, the issue of reallocation may take care of itself, since in the future the BASC may choose not to fund equipment or promotional items in favor of only funding items related to events.

1. Future BASC Agenda Items:
   1. BASC Procedures Updates
   2. ASI Entity Budget Requests Presentations
   3. ASI Administration Budget Request Presentation
   4. Student Union Budget Request Presentation
   5. Campus Areas Budget Request Presentation
   6. Overage of ASI reserves
   7. Non-renewed student organization allocation
   8. Permanent BASC meeting time
2. Questions:
3. Adjournment: 8:50 a.m.

Next BASC Meeting is scheduled for Wednesday, November 9 at 7:40 a.m. in the Student Union Coville Conference Room.

Agenda respectfully submitted by Jennifer Shoemaker, ASI Budget Assistant.