# Budget Allocation and Spending Committee Minutes October 05, 2015

Call to order: 1:34pm

Approval of Minutes: N/A

Public Forum: N/A

### Attendance:

* + Missy Jarnagin
	+ Christopher Bell
	+ Shayna Barker
	+ Stephanie Chavez
	+ Connor Collins
	+ Zach Valladon

### Members of the public:

* + Genesis DeLong
	+ Bethany Banuelos
	+ Cindy Derrico
	+ Lundon Templeton

#### Notes:

##### Introductions

##### History of BASC (Missy):

* + - Previously requests for budget went directly to the Board. This took a lot of time. This worked when we were a small university and it was a great learning experience. As we began to grow it became more and more time consuming to have the entire board sit in on these very detailed budget requests. It was also no longer cost effective to have these come to the Board. This is when the BASC developed to make a recommendation to the Board. The BASC is made up of board members who then recommend a budget to the Board. The BASC gets into the nitty gritty details and then presents to the Board to provide them with an informed budget to present to the president. In BASC, the members must look at the budgets in the perspective of ASI as an organization and how it functions. The BASC members must review the budget in the context of the purpose of ASI and not just from the viewpoint of the area in which they belong (entity, etc.). It’s not your opinion of whether something is important or not. You may not agree with what clubs and orgs do, but if they are a legal organization on campus, you need to put your personal feelings aside. You must review requests in the context of policy. You cannot come at something from a stand point of discrimination and from an objective position. When reading through the BASC policy, consider all of the specific information about why these things are in the policy - because this must be an impartial process. The question is not do I approve of this, but does it follow our policy? Maintain a neutral ground. Every entity and club and org and department used to come to BASC and request their entire bucket of money. ASI is really to support the entities, plus administration, plus Student Union building. So as we have grown it doesn’t seem appropriate for each of those orgs to ask for their money all over again. The base budget was established this fiscal year - the current FY, the budgets that were approved are considered their base budgets. So now the entities and administration are expected to adjust their budget according to the amount of growth of the University. We are looking at just the delta (change/difference) between the old and the new FTE (Full-time equivalent) when looking at new budgets this year. Everyone else does not have a base budget. They have to come back every year to ask for a new budget every year because things change so much. Now we are trying to make things equitable across all clubs & orgs. They also have the ability to go out and fundraise, which is where the base of their money should be coming from. They shouldn’t rely on ASI to fund their entire organization. Additionally, for programs like Student Life, now the University is looking at making sure that funding is being allocated from the appropriate funding source. When we look at Student Life, we need to look at it (and anyone else who comes for money), what are their other sources of money. Should it be funded elsewhere or should it be funded as a burden through the student fees? We need to think about this when we write the instructions - is it appropriate for students to be paying for these costs, or should the department be going to request this out of general funds? We need to make sure that the student fees are paying for the things that they are intended to pay for and what they were originally designed for. Look at executive order that made the ASI Fee and the Student Union fee and what that is supposed to cover. Also the ASI reserve policy. Look at ASI’s strategic plan. The University is trying to get everyone onto the same schedule - being published on October 15 or around there. It also talks specifically about an auxiliary organization.
		- Clarification - increases in base budget based on FTE. What about an increase in spending even when there isn’t an increase in FTE? Such as facilities or operations due to changes in the age of the building, etc. Things to enhance the programs that already exist. Both will be included in this year’s budget request. Just because there is a base budget for SG, that doesn’t mean that we can’t reallocate their funds. A base budget isn’t an automatic thing that they will always receive. If an entity doesn’t need something, then they can put that money back on the table because it benefits all of us. Affordable care act will also require benefits increases in budget, etc. Any required expenses will come directly off the top.
		- FTEF - full time equivalent faculty
		- FETS - full time equivalent student = in financial world means 6 units and below is part time 6.1 and above is full time. For enrollment it is based on 12 units for graduate and 15 units for undergrad. 15 units can be made up of 4 people taking a total of 15 units. The University takes every unit that is enrolled and divides it by 15 so it is basically the average. There is always more head count than there are FTE’s. When there is a tight number between FTE and head count, that means that the majority of students are taking a fuller load. ASI is funded off of head count because every student regardless of FT or PT status are paying an ASI fee.

##### Expectations of committee members (Connor):

* + - 3 strike rule - if you are absent 3 times without an excuse (notifying Connor and/or Lundon and Genesis), you will be removed from the BASC.
		- Be on time, respect each other’s time, participate, and communicate clearly and as soon as possible if you are unable to attend the meeting.
		- Culture of professionalism and open dialogue.
		- Practice financial ethics in all BASC-related decisions. Have high ethical standards.
		- The voting members are the students - Missy is not a voting member.

##### Leadership contract

##### Review of BASC procedure

* + - Clarified that we need one additional non-student Board member for the Board, since Missy is serving as the ex-officio BFA member.
		- Funding timeline: instructions will be up in October - BASC procedures will need to be updated with this new timeline. We will fall into place on the campus timeline. Final budgets are due to Missy’s office by February 5. We can request a lump sum for student orgs. Clubs do know there is a cap now - Lundon did a mandatory workshop on this to inform clubs about the cap. Some may not know if they are not officers, but they will know when they request the funds. This isn’t to say they should request a max of $3k, but that they should request what they need for the year. The BASC would decide how much to set aside ($3k per club for all clubs? Or less for some clubs?) Thinking through contingency funds is important for the BASC this year - big categories of spending - deciding what to bring to the board and what the ASI staff can decide on who has the say on what to purchase. Next meeting - go over what questions are included on the annual report for students reporting on funds.  How can we help students keep up with the data throughout the year so that they can easily complete the annual report in the spring (right around finals week). Lundon has encouraged each club and entity to keep a running annual report using the upload file on the form.
		- All student orgs have their own program code right now
		- Base budget and reallocation - entities should still look at their budgets from a new budget perspective to note all changes of what they have done to accommodate new or better programs. For base budgeting, the amount should stay the same as last year, but they can decide what they want to spend within that. A budget is a plan at a point and time. You do your best guess. If you are spending in a different line than is what is budgeted, it is ok. What you need to look at is the bottom line. Line items are ok to be out of sync, because this budget was built months ago. You don’t have to match one line item to one line item. Don’t do budget transfers. Just try to align it the following year. This is the reason you have a running annual report. We don’t use budget transfers - you just keep a detailed note in your annual report.
		- BASC should meet every other week through November.

## Adjournment: 3:03pm