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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 Tuesday, November 29, 2016 at 7:30 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: 7:45 a.m.
	1. Members present: Corinne Smith, Dr. Susan Andrzejewski, Jennifer Moss
	2. Members of the public: Annie Block-Weiss, Genesis DeLong, Jennifer Shoemaker
2. Approval of Agenda:
	1. M/S/P (S. Andrzejewski/J. Moss)

**Motion passed 3-0-0**

1. Approval of Minutes:
	1. ACTION ITEM: Minutes from November 9, 2016
	2. M/S/P (S. Andrzejewski/J. Moss)
	3. ACTION ITEM: Minutes from November 10, 2016
	4. M/S/P (J. Moss/S. Andrzejewski)
	5. ACTION ITEM: Minutes from November 17, 2016 (2 meetings)
	6. M/S/P (S. Andrzejewski/J. Moss)
2. Public Forum:
3. Old Business:
4. New Business:
	1. DISCUSSION ITEM: BASC Budget Deliberations
		1. Reserves: Identify based on the reserve policy if there are any requests that could potentially be funded through reserves. The one reserve category that applies to ASI is future business requirements. So if there are new initiatives that we might want to consider, for example, the food pantry, that would be an example of a new business requirement. Based on the ASI reserve policy ASI has a large reserve for this category and the SU has a small amount of money for this category. The majority of SU reserves support a bond and the building. Those categories don’t apply to anything we have heard. The SU will present to us in the next BASC meeting and provide information about his budget that could come from reserves.
		2. Priority: Then prioritize the budget, similar to the way the campus reviews budget documents. We can always adjust. The final budget we want to give to the Board is in April. We have time to continue to tweak requests and reprioritize if something changes between now and then. For now think in terms that we will submit a request in prioritized order. This is for an increase to the budget for ASI and for Student Life is 100% request. The first request we make to the campus is a prioritized list of our needs.
		3. Review each budget and determine priority by categorizing as A, B or C. “C” being low priority.
		4. Career Development Services Budget Request:
			* **The Bus Tour is a C (low) priority for Career Development Services overall if cuts are needed.** This is due to the low student turnout at last year’s event and the possible lack of student interest in the event.
		5. Intercultural Services Budget Request:
			* Idea discussed to cut honorarium fees across the board. Decided that honorarium cannot be cut across the board because for some programs it is an essential part of the event.
			* Question regarding the fry bread for Native American heritage month. That is a very costly amount for food. That would be the lowest priority on this presentation. $3,900.
			* Question regarding the outside A/V company coming in. Would this be a priority being an outside source? The group did not feel strongly enough to be a low priority.
			* **Fry Bread for event is a C (low) priority for Intercultural Services overall budget if cuts are needed.**
		6. Student Leadership Programs:
			* Discussion regarding the cost of the budget module system in Org Sync. There is an initial cost of $3,938 for the program and the annual cost would be $3,200.
			* The initial cost for the budget program could be funded through reserves based on the new business guidelines in the reserve policy.
			* **No concerns.**
		7. Student Organizations & Involvement:
			* **Org Sync Budget Management System could be a reserve request for new business initiatives.**
			* Discussion regarding the Org Sync budget system add on. Would like to make sure it would be useful for ASI and that it would work with student orgs. Genesis and Jenny provided feedback on the functionality for what we could use it for. Need clarification from Russ regarding whether or not this is a yearly expense.
			* The annual budget module is $3,200 for the budget management system.
			* The group was ok with this since the money is less per year and as long as we can gauge whether or not students are using it.
			* There is no fee for cancelling the request.
		8. New Student Orientation and Transition Programs (NSOTP) Budget Request:
			* Question regarding Block Parties and spending so much on food. Do students just come to the event and leave? Or do they take advantage of the event? The event is still serving more students than noted on the presentation even if students come just for the food. But if a large number of students are still staying and dancing, we are serving a large number of students through the event.
			* **No concerns.**
		9. University Outreach Budget Request:
			* LEAP program: Discussion regarding the impact of the program - main purpose is for CI students to have experience with leading these groups of younger kids. At the end of the day is this appropriate for ASI to be involved in? Is it just about us giving CI students opportunities to lead. Students are getting an experience in serving others. They volunteer an extensive amount of time. It’s similar to having a student assistant position, only there are 40 of the student volunteers. Where you might take issue is if it is appropriate to spend a certain amount of money per student. Cindy believes it is an appropriate expense for ASI.
			* Question regarding the retreat - is this necessary? The estimate for LiveScan is $1,500. They are asking for $1,000 for a retreat.
			* **The quantity of items that each person receives is a lot (such as lapel pins, certificates, lanyards, etc) are a C (low) priority for UO if overall cuts are needed.**
			* The lanyards for the two events are a C (low) priority if overall cuts are needed. Can they borrow the DSA’s lanyards for the two events?
		10. Wellness and Athletics:
			* **No concerns.**
			* **This could be a new business initiative reserve expense.**
		11. ASI Budget Request:
			* If we are at a zero situation, we may want to look at making a plan to pay for the differences out of reserves. The Student Union will also present so we can look at how they are spending those savings.
			* We might have to look at the SU funding requests and look at equalizing the budgets over the course of a year.
			* Will be discussed more in next meeting.
5. Future BASC Agenda Items:
	1. BASC Procedures Updates
	2. Overage of ASI reserves
	3. Non-renewed student organization allocation
	4. Permanent BASC meeting time
6. Questions:
7. Adjournment: 8:51 a.m.

Next BASC Meeting is scheduled for Thursday, December 1, 2016 at 11:05 a.m. in the Student Union Coville Conference Room.

Minutes respectfully submitted by Jennifer Shoemaker, ASI Budget Assistant.