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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, December 1, 2016 at 11:05 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: 11:09 a.m.
   1. Members present: Corinne Smith, Elizabeth Heim, Helen Mancias, Dr. Susan Andrzejewski, Jennifer Moss
   2. Members of the public: Annie Block-Weiss, Genesis DeLong, Cindy Derrico, Jennifer Shoemaker
2. Approval of Agenda:
   1. C. Smith asked to amend agenda. One amendment was to change Action Items in new business to information item. Second amendment was to table the approval of November 29, 2016 meeting minutes because they were not sent since there was two days before the next BASC meeting.

M/S/P (J. Moss/S. Andrzejewski)

**Motion passed 4-0-0**

* 1. Approval of Amended Agenda

M/S/P (J. Moss/S. Andrzejewski)

**Motion passed 4-0-0**

1. Approval of Minutes:
   1. ACTION ITEM: Minutes from November 29, 2016
   2. No action due to tabling to next meeting in January.
   3. M/S/P (H. Mancias/S. Andrzejewski)

**Motion passed 4-0-0**

1. Public Forum: No comments
2. Old Business:
3. New Business:
   1. ACTION ITEM: BASC Budget Recommendation
   2. C. Derrico explained that Student Union’s budget is below the base budget amount but it is important for BASC to review their budget for transparency reasons. Due to the complexity of the Student Union’s budget and the amount of time the BASC has it was recommended to discuss the Student Union’s budget at another meeting. The committee needs to review other items based on priority. This presentation will be emailed to the BASC members to review. Members were asked to focus on the new initiative requests within Student Union’s presentation for the sake of time.
   3. Student Government Budget Request:
      1. Contractual services were increased to reflect the pay increase and the increase in hours from 10 to 15 hours per week. They believe certain positions need more time in order to meet the demands of the position.
      2. Hill Day
         1. Concern: This is a large expense and the BASC is wondering how many students this reaches.
         2. Clarification needed: What is the value to the student body? What is your expected outcome? How is the student who is selected to attend chosen?
   4. Student Programing Board Budget Request:
      1. Office supplies were moved to the student union budget. So the presentation needs to be corrected. No other concerns.
   5. CI View Budget Request: Workshops are separate from the travel because of how it is paid for. No Concerns.
   6. Nautical Budget Request: Noted that no requests are being made for the nautical because ASI’s goal is to make the nautical independent. The purchasing process has been changed so pre-ordering books is no longer needed. Before a large portion of the money they requested was in order for them to pre-order books to sell.
   7. Associated Students Inc. Budget Request:
      1. Discussion regarding funds for the executive director.
      2. Discussion regarding funding master’s degree programs. ASI employees are able to pursue programs that are considered professional development. Funding master’s degree programs for ASI employees are comparable to their stateside colleagues. ASI does not have the option to fund these programs the same way as the state side employees. Members have to see the whole budget in order to determine if this expense can be funded.
      3. Reserve policy clarification:
         1. Where the ASI reserve policy conflicts with the campus policy the BASC will have to default on the campus reserve policy.
         2. In the reserve policy there is currently no definition of what new business means. BASC’s best judgement will have to be used to determine if an expense qualifies as new business. S. Andrzejewski states that the food pantry definitely falls into the purview of new business reserve policy. The Org Sync Budget program needs to be discussed more to determine if it fits within the reserve policy for new business.
   8. BASC members were asked to update their calendars in order for spring meetings to be scheduled.
4. Future BASC Agenda Items:
   1. BASC Procedures Updates
   2. Overage of ASI reserves
   3. Non-renewed student organization allocation
   4. Permanent BASC meeting time
5. Questions:
6. Adjournment: 11:52 am

Next BASC meeting is scheduled for January 2017.

Minutes respectfully submitted by Jennifer Shoemaker, ASI Budget Assistant.