



AS Finance Council

February 9, 2021 4:00 p.m. Teams Online

Members: Present: Noemi Bueno, Chair (AS Business Director), Ben Crandall (Central Services Rep), Sargun Handa (AS Senate Pro Tempore), Brandon Lane (Student at-Large), Ranulfo Molina (AS VP for Diversity), Kaylan Rocamora (Activities Rep), Daniela Rodriguez (ESC Rep), Selam Swier (AS Student Senator), Nichole Vargas (SAIRC Rep) **Absent:** Abdul Malik Ford, Vice Chair (AS President)

Advisor: Raquel Vigil, Viking Union Organization Business Manager

Secretary: Cindy Monger, Viking Union Organization Fiscal Specialist

MOTIONS

FC-20-W-08 Approval of the Minutes of February 2, 2021. *Passed*

FC-20-W-09 Approval of the Rules of Operation with minor grammar changes. *Passed*

Noemi Bueno, chair, called the meeting to order at 4:06 p.m.

I. Call to Order

II. Approval of the Minutes

MOTION FC-20-W-08 by Vargas

Approval of the Minutes of February 2, 2021.

Second: Rocamora Vote: 7 – 0 – 1 Action: Passed

III. Revisions to the Agenda

IV. Public Forum- There were no guests in attendance.

V. Action Items

A. Rules of Operation

Bueno worked on this based on the conversation last week and thanked Monger for her work editing. Bueno read the document into the record. Raquel said that there were some typos and these will be corrected after the meeting.

MOTION FC-20-W-09 by Rocamora

Approval of the Rules of Operation with minor grammar changes.

Second: Lane Vote: 8 – 0 – 0 Action: Passed

VI. Information Items

Budget Review Training: Monger, Vigil, and Bueno showed the committee the budget proposal sheets and summary. They discussed how to read them. Vigil said in the budget summary, column N is filled in by Monger with a simple statement of any substantive changes (increases, decreases, moves, grants ending, etc.) Bueno said that budget it is broken down by offices and areas. Budget Authorities will be coming in to present on their area giving a summary of services and any substantial changes. They will then be available for questions. In order to review the whole budget before approval, the committee will review all budgets as an Information Item first. Then next quarter the budgets will come back with the answers to any lingering questions and budgets will be reviewed for approval. Vigil asked that the committee not make any changes to the spreadsheets in the Teams folders. If the budget was passed today, they would be overbudgeted by about \$60,000. The council might choose to pass the budget with this level of deficit, but we will not know that until the end of the process.

A. Centralized Services Budget Review

1.) FXXCMP Computer Maintenance

Monger was able to make reductions to this budget due to remaining inventory since the building has been closed due to the Covid-19 Pandemic.

2.) FXXCPY Copy Machine

Monger said Copy Services changed the way that they charge for xerox machine leases and services. They now charge a flat rate in addition to the per copy charge. Unfortunately this change was implemented during the building closure so there are not good numbers on how this may impact the budget. Monger made a reduction based on estimates, but did not want to reduce further until we have more information on use.

3.) FXXINS Institutional Recharge

Vigil said this is the fee to pay for the administrative services provided to the Associated Students which is an auxiliary area. This covers things like: payroll, Human Resources, contracts, etc. ASWWU does not have any authority over this area. Field Trip insurance for all ASWWU student travel is in this area. The expenses may be more or less than the estimated budget based on the revenue collected from the Services & Activities Fee.

4.) FXXTEL Telephone

There are telephones for each organization and program office. The university have converted over from the landline to a Microsoft Teams programs. This is an estimate of what it may cost next year as it is the first year that they have used this service. Vigil based these costs on the couple of months that they have been using this new service. Lane asked if this was permanent. Vigil is not sure if it will be Teams, but has heard they are moving away from the use of the old landline system.

B. Student Administration

1.) FXXBUS Business Office Admin

Bueno said this is for her salary and for supplies needed in the Business Office. This also includes one meal for the council for the year because the last meeting is often several hours long and over a mealtime. Bueno reduced her position by 4 hours per week over the summer due to the workload being less than expected.

VII. Other Business

A. New budget parameters for student employee wages

Vigil made an administrative decision in consultation with Monger, that they will take a more aggressive stance on wage budgeting as they have consistently over budgeted in this area. Vigil said in the past they budgeted for 11 weeks of work for winter and spring quarter, which is the actual weeks of the quarter. Due to holidays and the expectation that students are not required to work finals week, this was reduced to 10 weeks for winter and spring. There has also been some confusion about requiring up to 19 hours per week for positions when that much time may not be needed. They are moving towards 15-19 hours per week. This way people know that the hours may fluctuate. Budget Authorities have been told to keep their students within the hours in their position descriptions, but with the understanding that if areas went over budget this year it may be because of the new stance.

AS Training used to be budgeted at 30 hours, this has been reduced to 20 hours in light of feedback on training needs. Rocamora said that with zoom training was very difficult to get all of the information into a two-day session. She got feedback past trainings were too lengthy. She feels that the 20 hours could be a good amount for the training. Vigil said that it is difficult because some employees have been there all summer. She feels that in 20 hours they could do a really great AS wide training to connect people and create a group atmosphere. Then the rest of the time would be departmental training. Crandall thinks that Diversity, Equity, and Inclusion

is really important for all areas and all positions, but not every employee is included in these training. Rocamora would like to standardize the process for AS wide and departmental areas. She feels it's important to connect as a large group. It's important for people to know the staff and who to contact for more information. Rocamora hopes to have it worthwhile and fun. Vigil would like to see an increase in an opportunity around community building and relationship building for Associated Student Program Staff. Vargas has been with ASWWU as a student employee a long time and thinks she's been through about 100 hours of fall training at this point. The council was excited to hear that training would be reworked.

B. Service & Activities

The committee met last Friday and there are no major updates at this point but if any changes happen, she'll let people know. They are starting budget presentations the first week of spring and she is requesting to go last. There are two ASWWU Representatives and representatives from the other areas. Vigil said that they are open meetings if anyone wants to attend.

VIII. Adjourn

The Meeting was adjourned at 5:20 p.m.