



AS Finance Council

March 30, 2021 4:00 p.m. Teams Online

Members: Present: Noemi Bueno, Chair (AS Business Director), Ben Crandall (Central Services Rep), 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), Sargun Handa (AS Senate Pro Tempore), Brandon Lane (Student at-Large),
Advisor: Raquel Vigil, Viking Union Organization Business Manager
Secretary: Cindy Monger, Viking Union Organization Fiscal Specialist
Guests: Casey Hayden, Assistant Director of Student Activities

MOTIONS

FC-21-S-01 Approval of the Minutes of March 9, 2021. **Passed**

Noemi Bueno, chair, called the meeting to order at 4:11 p.m.

I. Call to Order

II. Approval of the Minutes

MOTION FC-21-S-01 by Crandall

Approval of the Minutes of March 9, 2021.

Second: Vargas

Vote: 5-0-0

Action: Passed

III. Revisions to the Agenda

IV. Public Forum

V. Other Business

A. In this week's folder the February Financial Statements are available.

B. Ranulfo Molina, AS VP for Diversity will be the second representative for the Services & Activities Fee committee.

Rocamora joined the meeting.

VI. Action Items

VII. Information Item

A. Student Administration-

1. FXXPRS Personnel Office Admin

There is some funding for basic office items. In the wages, they are recommending keeping two positions in the Personnel Office. With the move to remote work they didn't hire the recognition coordinator. There was a discussion about this reduction even before Covid-19, because their workload was fairly light. Next year they will not be hiring for the position as well. There is a shift in the advising of this office. Hayden will not be advising the office in the future. The Viking Union Organization is going through a revision and there is a Student Engagement area and a business area. In the new model Hayden will be focusing on the engagement portion, including taking over the Environmental & Sustainability Programs. The training portion for this office will report to the Community Engagement & Leadership Learning area. The HR type functions

under the AS Personnel Director will report to Vigil in the Business Services & Planning Office. Cook said that the position in charge of staff development has a change in duties and she feels that they should be increased from a coordinator to a director level. Cook said that they are now a stand-alone position for training and development and also adding recognition. Rocamora said that she supports this change. If this position is expected to lead the trainings, then they should be compensated at a director level. (Whereas if they were just pulling together other people to do the training that would be more of a coordinator level.) Rocamora said that seems like a lot, especially if they are expanding this to include training of other leaders on campus. Monger changed the title to Director at the correct pay rate.

2. FXXPTR Personnel Training

They are anticipating that AS Training will not be a full 2 weeks moving forward. This was being considered before remote times. They have significantly reduced the costs for training in food as they will not need to provide as many meals due to the shortening of training.

3. FXXSER AS Student Emp Recognition

This is primarily for the AS End of the Year Recognition Celebration. It is an important as part of the developmental process of employment to cap off the year and celebrate everyone's accomplishments. There is also a small amount for the quarterly student staff appreciation day light refreshments.

B. Centralized Services-

1. FXXMAR Communication Office Admin

Jeff Bates, Publicity Center Manager has retired after 30+ years in the Publicity Center. His supervisor Hayden presented. The main addition is Facebook Boosts. Other than that, it will be remaining at the same levels.

2. FXXPCA AS Publicity Center Admin

There is some revenue in this area from in house produced items that are charged to individual areas. There is not a charge for ASWWU for designing. But there are charges for large format printing, swag, t-shirts, etc. In Goods & Services the Basecamp software cost has reduced. Vigil thought that there was a reduction in Distributors, since the AS Review is no longer being distributed in paper form and is all online. Hayden said that in the current year there is a reduction. Vigil feels that they have overbudgeted in this area in the past few years, when looking at the allocations and actuals. There is a reduction of one project manager during the summer in light of the continued reduction of on campus presence. Vargas said "I'm not sure about other offices, but in the SAIRC we've been having conversations about relying less on the traditional posters and banners and shifting towards using social media more for publicity. (we've been moving towards this since before covid, but covid definitely pushed this further) so at least for the SAIRC, we're thinking of spending less on physical publicity in the coming years, so maybe less work for distributors?" Hayden agreed to lower to three Distributors for next year and then assess if that was enough.

3. FXXPCR AS Review

Some of the funding is for the Associated Press Style Guide which is updated yearly. There is a new podcast happening from the Review. There is a reduction in the printing to just \$50. They added \$500 for promotions to drive people to the online publication. There is no reduction in staff. Vigil asked, snow that it is no longer being printed, what do the two editors do? Hayden said the Editor in Chief assigns stories and coordinates

what will be going out, the Assistant Editor may support the writers more or step in to assist the EOC when needed. Hayden said they will be looking at the Review, Comm Office, Publicity Center, KUGS, etc. in terms of creating a media center. Nothing has been started yet, but they will take the next year to look at how this may work.

C. Office of Civic Engagement (OCE)-

1. FXXCC Committee Coordinator

There is some funding included for the committee recognition end of the year celebration to thank the volunteers who have served on AS & university committees.

2. FXXELC AS Elections

There is funding for the software for AS Elections. There is also funding for public financing for the candidates to reduce the barriers to running for elected office. Bueno asked if the Student Senate was included in the public financing as it seems to be for only the Exec Board. Hayden said that is something they will need to look at in the future, but it didn't feel like the year to be asking for an increase.

3. FXXLEG Director for Legislative Affairs

This budget covers the rental fees for the position to live in Olympia for the quarter and some additional funding for any travel back and forth.

4. FXXLGL Legal Information Center

They might look at a name change on this budget. There are small reductions because it isn't a stand-alone office anymore. The speaker dollar figure was low, but he increased it a little bit. The major program funded is Housing and Hashbrowns which is a collaboration with the Office of Off Campus Living and Tenants Association to help students learn about moving off campus.

5. FXXREP OCE Admin

The housing funding is for Voter Registration staff that help to register people to vote so that they can be moved in before the official move in weekend. There are a few positions that used to be in the Legal Information Center that have changed to be the Civic Involvement Coordinator and Legislative Education Assistant. It seems to be going well, but it is an extraordinary year. Hayden recommends hiring the AS Committee Coordinator again and changing the reportage to the AS Board Program Coordinator due to their close working relationship. The Election Board Chair is still up in the air and will change to the Ethics Board Coordinator, but this has not passed yet. There are some positions about governance and some more about civic engagement. They are looking at what this may mean going forward. They are currently hiring for the Governance Advisor. Vargas asked if there was a marketing coordinator for this office. Hayden said that it doesn't, but it is in parts of people's job duties, not a separate duty. Crandall asked about the 35 hours for the Director of Legislative Affairs. Hayden said that position is in Olympia working for winter quarter and they typically get independent study credit for that work as well. Bueno asked if it should be paid as a Director. Hayden said that it is in title only to match the titles at other universities in the state.

6. FXXVER Voter Ed & Registration

This helps with the Get out the Vote efforts and to provide the student voting Hub (one of the only things that was in person this year, because it was required by the state). There is a pizza party at the end for the Volunteer and Voter Registration Staff training. The Washington Student Association provides this training. They reduced the t-shirt costs, but they do help in identifying the staff, advertising, and reminding people to vote.

VIII. Adjourn *The Meeting was adjourned at 5:31 p.m.*