



AS Finance Council

November 3, 2021 4:00 p.m. Teams Online

Members: Present: Noemi Bueno, Chair (AS Business Director), Glory Busic, Vice Chair (AS President), Brenner Barclay (AS Student Senate President), Ben Crandall (Activities Rep), Naira Gonzales Aranda (ASVP for Diversity), Connor Johnson (Student Senate Representative), Silvia Leija (Resources Rep- SAIRC), Kaylan Rocamora (Central Services Rep) *Late:* Chelsea Joefield (Resources Rep- ESC)

Advisor: Raquel Vigil, Assistant Director for Business Services & Planning

Secretary: Cindy Monger, Viking Union Organization Administrative Specialist

Guests: Susanna Schronen, VU Fiscal Tech; Samantha Hughes, Viking Union Organization Business Services Program Support

MOTIONS

FC-21-F-03 Approval of the October 20, 2021 minutes. **Passed**

FC-21-F-04 Approval of the October 27, 2021 minutes. **Passed**

FC-21-F-05 Approve the Finance Council Charge & Charter with stated amendments. **Passed**

Noemi Bueno, chair, called the meeting to order at 4:19 p.m.

I. Call to Order

II. Approval of the Minutes

MOTION FC-21-F-03 by Romamora

Approval of the October 20, 2021 minutes.

Second: Crandall Vote: 6-0-1 Action: Passed

MOTION FC-21-F-04 by Busic

Approval of the October 27, 2021 minutes.

Second: Gonzales Aranda Vote: 4-0-3 Action: Passed

Chelsea Joefield joined the meeting.

III. Revisions to the Agenda

IV. Public Forum

V. Black Student Demands- This section is for any updates related to the Black Student Demands. Anyone may share updates or things that should be brought to the council's attention. Bueno heard a lot of good things about the Black Affinity Housing in the newly opened Alma Clark Glass Hall. Rocamora said that in spite of some negative national news, it is going really well. Bueno said that there was some media that picked up the story and falsely claimed it was segregated housing. Students choose to live in these spaces, and it seems to be going well.

VI. Training

A. AS Budget Areas and Budget Process Overview-

Bueno described the 5 steps in the Budget Process. It typically starts in the fall and ends in the spring. The process starts at the program level with the Budget Authority meeting with student employees to propose the budget. The items are then reviewed by the AS Business Director and the VU Administrative Specialist for a technical review and to ensure that the information needed is present, as well as to review for technical errors. Next, the budgets are reviewed by AS Finance Council at several meetings. After all 70+ budgets are reviewed, they are then recommended to the AS Executive Board and the AS Student Senate in the form of a large document, which describes the work that the council has completed, any major changes, etc.

Two representatives from the AS presents the budget to the Services & Activities Fee Committee (S & A). This committee includes Athletics, Campus Rec, Departmentally Related Activities Committee (DRAC) and the Associated Students. The last step is review by the WWU Board of Trustees.

The AS has 5 budget funding areas: Activities, Central Services, Representation, Resources, and Subsidies. There is representation from all budget areas on this council, except the subsidies as these areas are only partially funded by the AS.

Last year due to the expected drop in enrollment, the AS over-budgeted by \$228,560. This amount is over what they are projected to receive in fee money. For the budget, everything is projections. Once the add/drop period for the quarter is over, they will know the number of students enrolled and the fees collected. Vigil said that the AS was willing to take the risk this year with that big of a deficit. The S & A Fee committee and the university are risk averse; they were expecting a large enrollment deficit because of the COVID-19 pandemic. The AS didn't think it was going to be that large, they were willing to count on more money being received than predicted. They have received more for summer than expected, about \$25,000. Currently there are a few professional staff and student positions not filled, and they will likely actualize a savings of \$100,000 there. They think they will receive more revenue from S & A, and it is possible that spending will not be as high as predicted. This makes the deficit amount seem achievable. There is also an Operating Reserve in the AS Reserve that can fully cover this deficit.

Rocamora asked if people may be asking to return to their full funding from pre-covid in their proposals, instead of operating where they have been with lean budgets. Vigil said at the beginning of Winter quarter, the council will need to wrestle with this question and come up with a values statement to help guide the Budget Authorities as they fill out their proposals. Vigil wondered how they move forward with planning as they begin to evaluate what things might look like. Do we still have large indoor concerts and events? Will they ramp up to that in a slower fashion? What is the adequate funding level for offices? Vigil complimented Crandall on his work with the Outdoor Center. She wondered how they can begin to plan for that area as there was a grant this year to increase participation. Are they willing to repurpose funding from one place to another in order to increase participation in certain types of programming? Vigil can't accurately answer, as it is hard to predict what things will look like at this point. There may be a question about if the AS can get by with one student employee instead of two in order to repurpose that funding to support students in a different way in terms of participation by a larger number of students. Rocamora wondered if as a student in the council, are they going to be frugal, or think about opportunities. The 3 million dollars

seems like so much funding and that looking at it, a lot of funding is used for employees, students or staff to support the AS. In order to save significant amounts of funding, it is easiest to reduce budgets by looking at positions. Alternatively, it adds significant amounts to the budget to increase staffing in an area. Vigil said it is important for the Finance Council to have a values statement so that any future plans, such as cultural coalitions for ethnic students can be considered. If the AS can't find any funding because they are maxed out already, a question of where people can find money for student initiatives might come up? Some additional fees have been created in the past to get some funding, for example- the Legislative Action Fee of \$1, the Ethnic Student Center fee to support the building of the Multicultural Center, etc. where students have decided to tax themselves to make these things happen. The council will work on the Finance Council Values Statement soon.

B. AS Grant Process & Rubric- table this item to the next meeting due to lack of time.

VII. Action Items

A. Finance Council Charge & Charter

Doc. 1

There is a proposed change to the funding area of the Charge & Charter. The template had some wording that was not helpful in the use of the word allocate. Vigil offered some improved wording to this area for clarity. The new wording is: It shall be the responsibility of this council to recommend the annual AS Operating Budget to the AS Executive Board and the AS Student Senate for submission to the S&A Fee Committee. The council will also review and make recommendations for funding AS Grants and other AS Reserves as written in the AS Reserve Policy. There was also information added to the quorum section based on feedback for the need to address funding during times when the council is not in session. That wording is: During the summer, or when the council is not in session, this council's responsibilities fall to the AS Business Director, AS President, and AS Student Senate President to approve grants up to \$19,999, in consultation with the Assistant Director for Business Services & Planning.

MOTION FC-21-F-05 By Rocamora

Approve the Finance Council Charge & Charter with stated amendments.

Second: Leija

Vote: 8-0-0

Action: Passed

VIII. Information Items

A. Finance Council Rules of Operation

Doc. 2

Bueno said this document was created last year by the council. It was read into the record. For disclosure of bias or conflict of interest, personal gain, etc., it is recommended that council members abstain from voting if they are closely connected to an item.

IX. Other Business

A. Prep work for the next meeting- Review the Values Statement and Rules of Operations. Come to the meeting with suggestions.

B. Vigil said, in light of the Charge & Charter stating the council meets bi-weekly, she is suggesting that the council not meet next week, the day before the Veteran's Day Holiday. The council decided not to meet, the next meet will be November 17th.

X. Adjourn

The Meeting was adjourned at 5:41 p.m.