



# AS Finance Council

February 23, 2022 4:00 p.m. Teams Online

**Members: Present:** late: Noemi Bueno, Chair (AS Business Director), Glory Busic, Vice Chair (AS President), Ted Topper (AS Student Senate President- Proxy Fairhaven Senator), Ben Crandall (Activities Rep), Chelsea Joefield (Resources Rep- ESC), River Johnson (Student Senate Representative) **Absent:** Naira Gonzales Aranda (ASVP for Diversity), Silvia Leija (Resources Rep- SAIRC), Kaylan Rocamora (Central Services Rep)

**Advisor:** Raquel Vigil, Assistant Director for Business Services and Planning

**Secretary:** Cindy Monger, VU Administrative Specialist

**Guests:** Susanna Schronen, VU Fiscal Tech; Amy Westmoreland, Director of Multicultural Student Services; Liam Cary-Eaves, AS Publicity Center Manager; Ryan Morris, AS Communications Director

## MOTIONS

**FC-22-W-09** Approval of the minutes of February 16, 2022. **Passed**

**Glory Busic, vice-chair, called the meeting to order at 4:07 p.m.**

### I. Call to Order

### II. Approval of the Minutes

*MOTION FC-22-W-09 by Crandall*

Approval of the minutes of February 16, 2022.

Second: Johnson Vote: 4-0-1 Action: Passed

### III. Revisions to the Agenda- Removal of Action Item A. Comm Office Grant Proposal (Doc. 1)

### IV. Public Forum

**V. Black Student Demand Updates-** Amy Westmoreland, Director of Multicultural Student Services, joined the meeting to observe. She will be bringing the Black Student Coalition Grant Proposal next week because that area is moving under Multicultural Student Services. They are currently hiring for the Coordinator permanent staff position.

### VI. Action Items

**A. Comm Office Grant Proposal-** This item was removed due to the Publicity Center Admin being able to absorb this funding for this program.

### VII. Information Items

#### A. Comm Office Equipment Request

**Doc. 2**

Ryan Morris, AS Communications Director said the Visual Communications office is requesting funding for new equipment for their use and the use of the AS Review & VU Tech Event Services to cover AS events. Right now, AS employees are using their own technology, which is not a sustainable practice. This would come out of the AS Equipment Reserve, which still has about \$45,000 that can be distributed in this fiscal year, which ends June 30<sup>th</sup>.

**Noemi Bueno joined the meeting and resumed as chair.**

Vigil asked what the estimated shelf life of the equipment is should they approve the highest level of funding. Morris said that the preferred equipment level, it is the newest and be used wirelessly to allow for the cameras to move more freely, whereas the alternatives need to be plugged into the wall to use. Theoretically, it will be high level equipment for multiple years to come. Cary-Eaves said that replacements happen all the time and it is harder to give an estimate since technology continues to improve, but this would allow us to be at the current cutting edge of the digital age.

Bueno asked for a timeline of how old the current equipment is. Morris said that much of their equipment is currently broken, which is their key concern. Cary-Eaves was unsure of the exact date of purchase, but one of their cameras, the Mark III, was created in 2012.

Crandall asked if there would be a possibility for other marketing directors from AS office's to use the equipment. Morris said that anything they are filming would be for another office or program. Morris thinks that once they have a stable process for AS Comm Office, AS Review, and VU Event Services for AS Event streaming, it may be a conversation that could happen down the line. Cary-Eaves said the Comm office can serve as a sort of centralized service to help support communication needs for offices, and it is encouraged to reach out to the Comm office so that collaboration can take place and everyone's promotion needs can be met.

Monger and Vigil said for the equipment we currently have, there is the ability to use repair and replacement dollars that comes from the fund, but does not need Finance Council approval, only the Fund Financial Manager approval. If the proposal is adding new equipment that we don't currently have, then it would classify as new equipment and needs Finance Council and Financial Manager approval. Knowing this, does this change the proposal at all? Carey-Eaves and Morris said it does not change the proposal. Morris said everything that will be purchased will be brand new equipment that was not previously owned. Cary-Eaves feels like this is an upgrade as well which includes new equipment. Cary-Eaves will discuss the repair and replacement dollars further with Vigil. Bueno asked about repairs should damage take place. Morris said that when getting new equipment, it is easier to find repair shops that will be able to repair them. They investigated repairing their current equipment, and there were not many places they could be repaired at for a reasonable price due to the older age of the equipment. The Visual Comm office also has a reservation system for tracking equipment use which also includes notes about damage.

Johnson asked about the warranty for the equipment. Carey-Eaves said there would be a standard warranty, but that it needs to be looked into more. The council would like them to investigate the cost of a warranty for the equipment for repairs or accidents. This will return as an Action Item next week.

## **B. Comm Office Budget Proposal**

FXXMAR- Communications Office Admin Budget. The increase that is seen is the addition of a writer for the Comm Office based on need for crafting newsletters and press releases. When looking at FXXPCR, the Review budget, it is notable that they have decreased by two writers to accommodate for this. In the past, the AS Videographer reported to the Video Coordinator position, this is no longer true. If the current employee decides to stay, Carey-Eaves doesn't want to demote the position. If the current employee doesn't stay, then there will be a decrease there. Bueno asked why they need an additional writer. Cary-Eaves said this position would be a request to have an additional staff person in order to be a storyteller. Having an employee with this specific skill will help increase engagement and decrease the amount of work for the Director. Crandall asked why the

Photographer was paid at the Coordinator level. Cary-Eaves said they are very independent in their work. Monger said there are some positions that require more technical skills that may be paid at a bit of a higher rate, sometimes this is to keep consistent with what positions are paid across campus. Schronen said, "AS job descriptions have position classifications that parallel WWU job titles which are listed in the Student Employment website. Cindy is correct when mentioning skills levels in the job descriptions help in determining the AS position classifications."

### **C. Publicity Center/AS Review Budget Proposals**

FXXPCA- Publicity Center Admin Budget. Cary-Eaves is hoping they can get to the previous levels of revenue, but he is being a bit more conservative because they don't really know what things will look like in the future due to the decrease from the Covid-19 pandemic. They receive revenue for printing services from AS Offices and Departments. For AS Clubs, they charge hourly rates for a designer's time and for printing. Vigil asked if the design time chargeback is keeping up with wage increases. Cary-Eaves has seen this as being a barrier between AS Clubs and using the Publicity Center because it is so high now, but he is not sure it is as high as minimum wage. He has decreased in areas to match their actual use. He has also decreased by one graphic designer for the year. He will also no longer have a Distribution Coordinator because the structure has changed to have more of a collaborative customer service approach, instead of just having the Project Managers sitting at the front desk. Part of this is to schedule the distributors during their office hours. Vigil asked if the budget for "supplies and materials" includes the paper and ink for the large format printer that might be offset by revenue. Carey-Eaves confirmed that this is the case. Supplies is the cost of running the print shop, instead of something like an excess amount of white out. Vigil doesn't understand what the distributors do and why three of them are needed. Cary-Eaves said that they would move away from paper eventually, however many students said it is their main way of finding out about events. Also, with some of the banner areas, they are required to have 3 people on site for safety reasons.

FXXPCR- AS Review Budget. Cary-Eaves said the significant decrease in this area is due to staffing reductions to match the actuals from the first two quarters. They will be moving to a more intentional model of a multi-media platform instead of just the newspaper and podcast. They are currently evaluating the staffing needs. The Review is evaluating its identity. Cary-Eaves would like to start off smaller and more intentional. It is a need for the organization to not waste student funds and to be more intentional with storytelling. The titles may change for some of these positions, but the pay rate would remain the same. Essentially, they are decreasing by one writer, because the other writer is being reallocated to the Comm Office.

### **D. Business Services & Planning Budget Proposals**

FXXBUS- Business Office Admin Budget. Bueno presented: This budget includes the pay for the AS Business Director and for light refreshments typically for the final meeting where the budget is passed as it crosses over a mealtime. They decided during the fall to change the Business Director to 15 hours for fall as a trial reduction. They will review after one year to see if this was successful. The thought being that they may work a few hours more in some weeks of the fall, and some weeks less than 19 in winter and spring.

FXXPRS- Personnel Office Admin Budget. Vigil said this is mostly administrative to pay for the Personnel Director's wages. There was a restructure and the position for Student Staff Development has moved into the budgets under Jenn Cook. The funds in Goods & Services are for publicity and some items needed for the job fair. Rocamora said that the position needs to work a bit more during the summer, due to filling any positions that weren't filled in the spring. They increased the summer from 15 to 19, but then in fall typically the positions are filled at that point, and they could decrease from 19 to 15. They have kept the position at 19 hours for winter or spring due to ramping up for hiring. They are hoping that this will level out. This is a trial to see how it goes with these hours.

***All other items were tabled to the next meeting due to lack of time.***

**B. Other Business**

**C. Adjourn**

***The Meeting was adjourned at 5:30 p.m.***