



AS Finance Council

March 2, 2022 4:00 p.m. Teams Online

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

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

Secretary: Samantha Hughes, Viking Union Organization Business Services Program Support;
late: Cindy Monger, VU Administrative Specialist

Guests: Eric Alexander, Executive Director for Student Engagement & Director of the Viking Union; Susanna Schronen, VU Fiscal Tech; Nafi Sibhatu, BSC Development Specialist and Black Student Union Secretary; Amy Westmoreland, Director of Multicultural Student Services; Selome Zerai, BSC Development Specialist

MOTIONS

FC-22-W-10 Approve the minutes of February 23, 2022. **Passed**

FC-22-W-11 Approve the AS Comm Office Equipment Request in the amount of \$20,996. **Passed**

Noemi Bueno, chair, called the meeting to order at 4:02 p.m.

I. Call to Order

II. Approval of the Minutes- February 23, 2022

MOTION FC-21-W-10 by Joefield

Approve the minutes of February 23, 2022.

Second: Topper Vote: 5-0-2 Action: Passed

III. Revisions to the Agenda

IV. Public Forum

V. Black Student Demand Updates- Bueno shared that we will be looking at the Black Student Coalition (BSC) grant request today. Gonzales Aranda going to reach out to the Senate regarding the task force being created to meet Black student demands. This will be worked on more next quarter. Topper shared that he, as the Fairhaven Senator, will be hosting a forum on campus (Monday's at 2:30pm in the Fairhaven complex) for Fairhaven students. One of the topics of conversation will be the BSC and Black student demands. Busic shared that on Monday she met with the Cops off Campus Coalition, which is made up of small local universities across the country. Busic said the talk went well, and the findings will be further discussed at the Executive Board meeting on Friday. Mostly, they were surprised that student government was looking into the coalition and not a separate student group.

VI. Action Items

A. Comm Office Equipment Request

Doc. 1

Following last meetings discussion, they included updated numbers on warranty prices. The Comm Office team relayed the message that the Canon care package will be good

for the 5D Mark IV and the lenses if they get the higher end camera. Considering the track record so far, that might pay for itself over the next few years and would add an additional \$500 for a 2-year warranty or \$1000 for a 4-year warranty. All the equipment should last a decade or more if taken care of properly, so opting for the extended warranty (4 years) would be worth it. Repairing just one camera would cost the same amount as the warranty above. Topper asked which line items were in need of repair, and which are new items. Bueno said that they asking for new equipment rather than for repairing equipment. Vigil said that the broken equipment is outdated, and that this request is for new equipment since it is difficult to find someone to repair the old ones for a reasonable price. Bueno said repairing the old equipment would be comparable in price to getting new ones, so new equipment is preferred.

Joefield left the meeting.

MOTION FC-21-W-11 by Topper

Approve the AS Comm Office Equipment Request for the amount of \$20,996

Second: Johnson 6-0-0

Action: Passed

Joefield rejoined the meeting.

B. Information Items

A. Black Student Coalition Grant Request

Doc. 2

Amy Westmoreland (Director of Multicultural Student Services), Selome Zerai (BSC Development Specialist), and the Nafi Sibhatu (Black Student Union Secretary) introduced themselves. Westmoreland said the Black Student Coalition is asking for 3 years of grant funding, specifically for the funding of student employment, small programming, and funds for running the space. The creation of the Black Student space came from student advocacy. The space centralizes Black identity in its many different forms and is specifically meant to support students of those identities. They are asking for a three-year grant in the amount of \$152,235.55.

In the first year, they will be focusing on having three student employees within the space, then from there expanding to four student employees and an intern position. The goal of this space is to centralize the needs of Black students, and one of the reasons this is important is to address the lower retention rates of Black students compared to white students. One of the goals of this institution is recruiting and retaining BIPOC students, and this space will be pivotal in supporting those goals. Zerai added that there may be a question of why there is the decision to add an intern. The thought process behind that is to ensure that there is the passing down of knowledge when student employees leave following graduation and new ones are hired. Westmoreland said that currently the way the ESC is run is not sustainable, and that their current budget is pulled from other pools of money to function. When we are thinking about why this space was created and the commitments to it, it is incredibly important that there is sustainable funding that exists, and it is a responsibility to have that funding. Bueno noted a recent change to the grant, which was an alteration of the pay rates of each of the students to be consistent with Student Director rates. Westmoreland said that they are currently working to hire a professional staff member that will be housed within this space, and that budget will come from the state. Vigil said that student employment is the AS's largest program and supporting student positions is in line with what the AS

values. In this proposal, they are recommending the highest rate that the position might be classified as, and any unspent money will return to the AS. Crandall asked what the difference is between state, AS, and Western funds. What is the responsibility at Western's level? Is Western as a whole supporting this? Westmoreland answered that right now some of the funds are coming from Western. For this grant, these funds are going towards student wages, which is in line with what the AS should fund. As far as other funds go, the AS won't and shouldn't be paying for the professional staff position. Vigil said state/institutional funds are currently allocated for a staff position and some programming funds. Basic said that the three-year aspect of the grant is important to ensure the survival and longevity of the program and to ensure peace of mind and security for students in the space. Johnson asked how they came up with the hours per week for these positions. Zerai said in the summer they expect the students to be meeting the maximum number of hours allotted, but during other quarters the hours worked may vary week by week. It is preferable to over budget and have to return money than to fall short and have to search for more funding. Westmoreland said that there will be someone in the space between 10am-7pm, so the allotted hours they came up with is both important and necessary to engage and welcome students into the space. Programming will also be on an uptick following the COVID-19 pandemic, and it is important to account for that. Vigil said the maximum allowed hours is 19 per week, and most directors are allocated between 17-19, and coordinators average 15 – 17. This item will be seen as an Action Item next week.

B. Viking Union Administration Budget

FXXVU- Eric Alexander, the Executive Director for Student Engagement & Director of the Viking Union presented the FXXVU budget proposal. This budget covers all our administrative staff that focus their support on the Associated Students. This year there aren't any large-scale changes in the budget, except for projected mandatory minimum wage increases as well of cost-of-living increases. Looking at the total dollar amount increases for this budget; we see about a \$15,000-16,000 increase which can mostly be accounted for by wage increase and cost of living increases.

Monger joined the meeting.

Bueno mentioned that last year's \$200,000 increase was due to positions being moved into this account. Bueno asked how many staff members are funded though FXXVU. Alexander said about 14-15 staff members. Joefield asked if this budget is aimed towards pro staff rather than student staff. Vigil said that the only student staff funded is the Finance Office Assistant. All other student staff are funded out of their respective areas.

C. Business Services & Planning Budget Proposals

Vigil presented the FXXINS and FXXTTEL budgets.

FXXINS- This budget consists of the institutional recharge, which is also the administrative services assessment fee, and it is charged to us by the university. We do not have the ability to say no to this fee. It is the institutions recovery of administrative costs, such as payroll or HR. It is at a set rate of 5.775% of the revenue we receive from the S&A fee or self-support. The other line item is for insurance for student activities. Joefield asked if it is a bundled coverage cost for the activities or occurrences that happen throughout the AS offices. Vigil said that this is correct, and added that she is

not a fan of the level of this fee, and has asked about possibilities for reductions in the future as she is always looking to save money for the AS.

FXXTEL- This budget consists of the telephone cost for the overall Associated Students. The institution is looking at different ways that they charge out this fee, since many phones have been removed from offices. One of these ways is the Teams license fee. There are also still some telephone lines in use. Joefield asked how you determine if an office needs a phone? Vigil said she engages in conversations with student employees in order to determine need, and one justification includes safety reasons.

D. Computer & Copy Budget Proposals

Monger presented the FXXCMP and FXXCPY budgets.

FXXCMP- This budget consists of toner for printers and papers and some software costs such as Adobe.

FXXCPY- This budget consists of the charge for the copy machine that is maintained and serviced by Copy Services. The AS is charged a base rate as well as for additional copies. The previous year's base rate charge came into play during the COVID-19 pandemic, and so the actual budget use is unknown as copier usage has been low, but is increasing. . There may be a possibility of lowering these requests in future years as they determine the need, keeping in mind prioritization of less paper use for environmental reasons.

C. Other Business

- A. Prep work for the next meeting- The Black Student Coalition grant will return as an action item next week, read through the full grant proposal document before next meeting. Start putting in your class schedules for next quarter in Outlook so that a date and time can be planned for Finance Council next quarter. Vigil said we also need to evaluate the council's preference for in person vs virtual meetings.

D. Adjourn

The Meeting was adjourned at 5:35 p.m.