



AS Finance Council

January 24, 2023 4:00 p.m. Teams Online

Members: Present: Brandon Denny, Chair (AS Business Director), Bella Bedard (Activities Rep), Meagan Brown (delegate for Student Senate President), Madi Gilbert (Central Services Rep), Kiara Kim (ADEI Rep), **Absent:** Sargun Handa, Vice Chair (AS President),

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

Secretary: Sam Hughes, VU Business Services Program Support; Cindy Monger, VU Administrative Specialist

MOTIONS

FC-23-W-01 Approval of the November 17, 2022 Minutes. **Passed**

Brandon Denny, chair, called the meeting to order at 4:04 p.m.

I. Call to Order

II. Introduction of the Council Members- The council members introduced themselves.

III. Revisions to the Agenda

IV. Public Forum

V. Approval of the Minutes- November 17, 2022

Due to the quarterly change of members, there was only one member and the chair present at this meeting. Therefore, it was passed by acclamation with no objections.

MOTION FC-23-W-01 by Denny

Approval of the November 17, 2022 Minutes.

Second: n/a

Vote: acclamation

Action: Passed

VI. Training Items

A. Approved Charge & Charter-

Denny reviewed the approved Charge and Charter with the council, it was approved by the Student Senate and AS Executive Board last week. Brown asked if Finance Council meets every week or every other week. Denny said the original plan was to meet every other week, but due to scheduling and starting later in the quarter, the council will meet every week for a shorter amount of time. Brown asked if we need to change the Charge and Charter to reflect this and get it approved. Vigil said her perspective was that the meetings would be scheduled every week in order to hold the spot in the schedule and for planning purposes, but the council will not meet if the agenda is not full. Monger said that they should be able to cancel meetings by the Friday before if there are no pressing agenda items, this will give the council a bit of notice on the cancellation.

VII. Information Items

- A. Rules of Operation Doc. 1
Denny reviewed the Rules of Operation draft proposed changes. These include: The addition of procedural Agreement 1, "Council members will communicate if they are unable to attend the meeting." This is important with the council as currently 1-2 members absent means that quorum is not met, and the meeting would be cancelled. The council was asked to inform ahead to ensure the best use of member's time. Section c of Procedural Agreement 6, "Silence in a vote is recognized as voting in the affirmative" was changed to of "Each member is expected to vote". Denny said that they will ensure each member has a chance to give their input on items.
- B. Values Statement Doc. 2
Denny reviewed the AS Finance Council Value Statement draft proposed changes. Last year the council made a specific statement on a focus in the Equity section, the council was asked to consider if they would like to include something this year. "Agendas and documents will be posted publicly on the website." was added in the Transparency section. Adding the word "retention" in the Finance Council Core Values. Updating the title "Student Success, Retention, and Well-Being" and changing the wording in that section to add the focus of retention and focus of making a positive impact. Retention is currently a priority for the Student Engagement area. Removing "regardless of current campus operations" under Community Enrichment as the campus has returned to normal operations after the Covid 19 pandemic.
- C. Funding Rubric Doc. 3
Denny reviewed the AS Funding Proposal Rubric draft proposed changes. These include: Saying "AS Budget Requests", "and Large Event Proposals" in the purpose of the rubric and removing, "and Decision Packages during the annual budget process". The council should consider if there are any other ways they would like to review proposals and any changes to the current rubric.
- D. AS Reserve Policies Doc. 4
Vigil said that this document differs from the previous three that are owned by this committee. The Reserves Policy changes were proposed by Eric Alexander, Executive Director for Student Engagement and Director of the Viking Union, Denny, Vigil, and Monger. These proposed changes include: Revisions to the definitions and the addition of the definition "Large Event as an event with and expected attendance of 100 or more". In section II the word "Organization" in the title was removed. Other changes to section III included some word changes and the addition of the sentence, "Financial Fund Manager in consultation with approver listed in section E or F" in subsection G3 and, "Assistant Director for Business Services & Planning" in subsection C2.

The Distribution of AS Reserves Procedure has proposed updates to definitions as well as wording changes to sections I and II. Under section II subsection 6, Large Events was removed, under subsection 8 funding was changed from 15% of residual dollars to 5% of the approved FXXVU budget, and under subsection 10, "Special Condition: If Residual and/or Carry Forward dollars are unable to fill the previous priority Reserves, then these dollars may "backfill" those reserves until target balances reached" was removed. Monger showed the council the FY 2023 Monthly Summary statements document which shows the current allocated budgets for AS Reserves.

Denny said that the council should review all these documents (Doc 1-4) on their own time and create a list of pros and cons and make suggestions for edits if any come to mind. During the next meeting, this will come back as an action item, and input from the council will be discussed before a vote.

VIII. Other Business

A. AS Budget Process Update

Vigil discussed the AS Budget Process. Vigil said in the past the Finance Council was involved in the fine details of all 70 submitted budgets. The administration has realized that during this process, they have been excluded from awareness and knowledge of what budget authorities are submitting to the Finance Council. For this current fiscal year, the Senior Management Team has been inserted as the first level of reviewers for all budgets that are going to be submitted. That way, administration is aware of proposals, and it allows for supervisors of budget authorities to get information and develop an understanding of the needs of the organization. It also gives them the ability to send back budgets if they feel it is not aligned with the rest of the organization. The goal is to create a "net of awareness" that supports all budgets that will be submitted. After the senior management reviews the budgets, they will then be sent to the Finance Council for review and approval. This will also lessen the involvement of the Finance Council in the details individual line items and allow the council to look at the budgets as a whole. After the Finance Council approves a budget, it is then passed along to the AS Executive Board and Student Senate. It will then be reviewed by Services & Activities Fee Committee and sent to the Board of Trustees for final approval. Vigil said one of the reasons senior administration has decided to do this is because the S&A Fee is limited in its growth potential (cap of 4%) and due to the rate of inflation and impact of wage increases and benefits costs, it is going to be more difficult this year to decide who gets what funding for what amount. Denny said there is discussion at the S&A Fee level regarding more membership to that group, which includes a proposal to add the Accessibility, Diversity, Equity, and Inclusion (ADEI) area and Residence Hall Association (RHA). This would increase the groups represented to 6. Denny said AS budget proposals are due at the end of this month.

B. Prep for next week: Review documents- AS Reserve Policies, Values, Rules, & Rubric
Denny said to review all the documents and email or Teams message him if any questions or concerns arise. Council members should come to the next meeting with any changes they would like to see, if any, and questions or concerns that did not get answered between now and next meeting.

Vigil asked if there's a status update for any received grant applications and/or the Large Event Fund. Denny said there have been no proposals or applications received thus far. Denny said getting the message out there that there are funds available is something the council should discuss, and he is open to ideas for spreading the word. Vigil suggested putting this as an agenda item for next week. Bedard said there is a grant proposal on the way for the Outdoor Center.

IX. Adjourn

The Meeting was adjourned at 5:19 p.m.