



Western Washington University Associated Students AS Finance Council Draft Meeting Minutes

February 15, 2024

4:00 p.m.

Teams Online

Members: Present: Trent Austin (AS Business Director, Chair); Sebastian Mayotte (Delegate for AS President, Vice Chair), Bella Bedard (AS Activities Rep), Sarah Cheikho (AS Club Rep), Ava O'Neill (AS Club Rep), Gabe Wong (AS Student Senate President) **Late:** Kasey Lee (Central Services Rep)

Advisor: Cynthia Sandstrom (AS Business Manager)

Secretary: Sam Hughes (Business Services Program Support); Cindy Monger (VU Fiscal Specialist)

Guests: Dr. Frederick Collins (Director of Student Involvement)

MOTIONS

FC-24-W-06 Approve the minutes of February 1, 2024. **Passed**

Trent Austin, chair, called the meeting to order at 4:03 p.m.

I. Call to Order

II. Approval of the Minutes- February 1, 2024

MOTION FC-24-W-06 by Wong

Approve the minutes of February 1, 2024.

Second: Cheikho

Vote: 4-0-1

Action: Passed

III. Revisions to the Agenda- FXXPTR and FXXSER was added to the budget review information item under Student Administration. The Club Activities budgets were tabled to a later date.

IV. Public Forum (*comments from students and the community*)

V. Information Items *

- A. AS Budget Review Training- Austin showed the council the general layout of the budget proposals for the upcoming fiscal year via shared screen. There was an addition of ADEI/Retention/Belonging Goals at the top of the proposal that was not there in previous years. Austin emphasized reviewing that area. Austin said after all of the budgets are reviewed, they will be voted on. Monger also showed the layout of the budget and the Account Code Definitions tab, which gives definitions for each of the account codes on the proposals.

Lee joined the meeting.

B. AS Budget Review

1. Central Services-

- a. FXXCMP- Printer Maintenance: Monger said this budget funds supplies for 6-8 printers. For this budget, the ADEI/Retention/Belonging Goals are all about access for people with low vision, processing difficulties, people who don't speak English as a first language, or other needs. There has been feedback that it has been helpful for people to be able to print things. Monger said we are still trying to be environmentally friendly at the VU, but access is something to keep in mind when thinking about things like this.

Monger said overall, paper usage has gone down but is still being used steadily. Sandstrom said via chat, "Just a reminder that a Fiscal Year (FY) for us is July 1st-June 30th every year. So this year we would call "FY 23-24" or just "FY 24"". Monger said that is a great point. Monger said paper usage is at about three cases a year instead of four, which is great. Moger said although total costs have gone up, the number of printers has gone down, so the cost is still comparable. Monger also made a note on the budget that software licenses are being charged to individual office budgets, so that will show up in places like KUGS and the Publicity Center instead of the centralized budget. Monger said the total budget has decreased by \$500 compared to last year.

- b. FXXCPY: Copy Machine: Monger said the Copy budget is larger because of the cost of leasing the copy machine. There is a monthly charge as well as a per-copy charge. Monger said other areas that use the machine are being charged a percentage of the base rate based on their usage and are also charged for their individual copies and prints. The ADEI/Retention/Belonging Goals are also about access in the same way as the previous budget. Monger said that the copy machine is cheaper per copy than the regular printers and also has the benefit of printing in color. Monger said the big jump in the budget a few years ago when Copy Services added the base rate. It was also difficult after the COVID-19 pandemic to predict printing usages, but now the level of printing is stable at around \$4,500 per year. Sandstrom asked what was meant by base rate. Monger said that there is a monthly fee of about \$300 a month to have the machine, and individual copies are about \$0.03 per page for black and white, with color being a bit more expensive at about \$0.15 per page. Monger said the AS part of the base rate is around \$250. Sandstrom said it is about \$3000 in base rate to have the copy machine per year. Sandstrom asked if other things like scanning are free on the copy machine. Monger said that is correct there are only charges for copies and printing. Monger noticed that the usage of color was going up a lot at one point, but by emailing everyone to remind them to change their settings so their computer doesn't default to color, the usage went back down. Monger said people don't realize this, but if the default print settings are set to color, even when you print something that only has black print, it still uses color toner for that. Sandstrom said the individual copies printed add to about \$1500 a year. Sandstrom asked if the Publicity Center uses the copy machine for certain jobs. Monger said if that were the case, it would show up since each area has a different copy code for printing. Monger said during Lobby Day there is a big increase in printing because people print the packets. Sandstrom said that as we are trying to be more sustainable, it wouldn't hurt to send out an email reminding people in the building about the price of printing. Sandstrom said they could discuss having a QR code for Lobby Day packets to be viewed digitally so that everyone didn't need to print. Sandstrom said there are likely reasons why they print, but that doesn't mean practices can't be updated. Monger said she would send out an email to everyone in the building.
- c. FXXINS- Institutional Recharge: Sandstrom said the insurance expense is the AS part of the main policy that the university has, which insures people when they are travelling for AS related activities. The next line item is the Administrative Assessment Fee. The AS is paying for the use of other campus resources: HR, purchasing, and other internal services. They are charged a fee by the university for these services, which is 5.775% of the revenue the AS receives. Linda Beckman (Enrollment and Student Services Budget staff) is working with people in the university to get a better understanding of how the fees are calculated and what they are receiving for this fee.

- d. FXXTEL- Telephone: Sandstrom said this budget covers telephones and is how outside folks can call into Western. Sandstrom is looking at this budget with a critical eye to see which office still need an outside line. Staff all need a telephone line for business purposes, which costs approximately \$300 per person per line. There are also phones in each elevator and around the building. Some areas use telephones more frequently, such as AS Productions who are working with many people in the industry. Sandstrom said they are looking to reduce this budget at this point, and are currently budgeting for \$14,000, but it might come in at a lower rate than that.

2. Student Administration

- a. FXXBUS- Business Office Admin: Sandstrom said that the only thing paid out of this budget is Austin's salary. Sandstrom said all of the Student Administration budgets will see a hit because of the minimum wage increase in Bellingham which went up in January and will go up again in May. Sandstrom said the wage calculators on the budget sheets helps budget authorities determine what the impact of that increase will be on the budget.

Sandstrom said in summer, the AS Business Director is projected to work 12 hours a week for 9 weeks because that is when this position trains for, learns about, and prepares for their job.

Sandstrom said every student employee in the AS will be training for 48 hours, which covers up to a 40-hour week of training and 8 hours of training split between winter and spring quarter. Sandstrom said in the past they used to do two weeks of training. The Budget for last year only had 20 hours of training budgeted which has caused many budgets to be a little over this year, increasing to the actual 48 hours should help solve this issue.

Sandstrom said non-summer hours for the Business Director have been adjusted to 19 hours per week. In the wage calculator it accounts for the projected 4% increase in minimum wage and the \$1 increase that will happen in May 2024. Sandstrom said these are all estimations since we know wages are going up, but we are not fully sure what the increase will be. Sandstrom said the jump in the budget this year has to do with working hours and minimum wage increasing. Originally, this position was scheduled for 15 or 16 hours per week, but the amount of work and preparation for Finance Council meetings, committees, and budget work requires 19 hours.

Monger said that minimum wage increases are projected to be about \$1000 are for each position, and to keep that number in mind when looking at how much things are increasing. Monger said that the COVID-19 pandemic created a financial situation in which people reduced positions, some areas are requesting those position be reinstated.

Wong asked why the estimated pay rates for January and April aren't listed. Wong said the math works out the same, but thinks that for readability in future years the pay rate should say what it is estimated as, so that when reading the budgets, it makes sense where the numbers are coming from. Wong said it could be confusing if you don't understand that there is another multiplication happening. Monger said the reason it is not done that way is because it puts pay rates in the budget that are not correct and can be confusing in future years as it may be a rate that a position was never actually paid. Monger said it is also because when there are a lot of positions, Monger will put in the actual multiplier when it is received and be able to tell people quickly how much the increase will impact the budget. Monger also put the increase in red next to the wage calculator so people can see there is a multiplier there. Wong said going forward it

would be a good idea to keep it separate for clarity reasons, for example creating a separate cell that the multiplier is, so it's not hidden.

Sandstrom said the ADEI/Retention/Belonging goals for this budget are bringing ADEI awareness and updates to all the committees they serve on and lead in, and making sure there is a focus on incorporating these goals and bringing awareness.

- b. FXXPRS- Personnel Office Admin: Sandstrom said this budget is mostly for the wages of the AS Personnel Director. Sandstrom said that the Personnel Office used to be staffed with 3 people, but a couple years ago the decision was made to reduce staffing to one Director position. In the past, a lot of things like hiring and applications were done on paper, making the job a bit busier, but things were reduced too far. Lee, as the Personnel Director, is still very busy in this position and is scheduled to work 19 hours a week, which is an increase from last year. Sandstrom said that last year, they also budgeted for an additional Personnel Office employee, the Program Assistant, for just the upcoming spring quarter to work 10 hours a week to help with hiring. Typically, Lee does everything like regret letters, paperwork, and follow up, which is a lot of work for one person. The ADEI/Retention/Belonging Goals are that the AS Personnel Director will bring awareness and use social media to market positions and encourage BIPOC students to apply for positions.
- c. FXXPTR- Personnel Training Budget: This budget is used for Fall Staff Development, pre-quarter training meetings, and to support any other trainings or professional development experiences for AS employees. AS employees are required to attend Fall quarter training and two pre-quarter trainings. Budgeted are supplies for trainings (markers, post-it notes, etc.). Sandstrom said they save leftover snacks and drinks because they are committed to being sustainable and to not overspend. The building rental/lease line item was removed because this was intended for if training was ever done outside of the VU. Since budgets are going up due to increased wages and rising costs, the plan is to keep trainings within the VU. The professional licensing staff line item was also removed, which was used for Kahoot, because they don't think they will be using Kahoot anymore since training has returned to in person. Speaker/performance expense was also removed. Sandstrom said Lee and her are planning to go to Finance Council to request funding for a pilot program through AS Reserves to do ADEI trainings. This is because FXXPTR does not have the funds to do so, and students have asked for quality trainings done by BIPOC folks. Sandstrom said she recognizes that the Multicultural Center employees at Western are already maxxed out with the amount of people asking them to do trainings. Instead, Sandstrom said the thought is to secure funding for these trainings for the fall, winter, and spring because they are very committed to that work. The conference housing charges are the money they pay when students who are living in the dorms move in early to attend Fall training. Freight/Transport is the cost for tables and chairs if one of the meals is done outside. The largest portion of this budget is food. Sandstrom said she understands it is not ok to have an all-day training without offering food. This will cover 3 full lunches. There is also money set aside for Chartwells to do one of the catered meals as well. Under Promotional Item and t-shirts, typically what has been done in the past is that AS employee t-shirts are ordered and passed out during training. But feedback from students has shown that a lot of people aren't interested in the t-shirts anymore. Sandstrom said she also recognizes the ongoing fast fashion crisis, so they decided to cut the budget in half, and instead do bandanas or beanies. The idea is to give out something that can be used over and over instead of just wearing it once for training.

Lee said they did a lot of surveys after the trainings that showed the students had an interest in having more support for supplying food at training events. Sandstrom said that they sent out a survey after every training. Sandstrom said the ADEI/Retention/Belonging goals for this budget are that it makes AS training inclusive by requiring that all PowerPoints are provided to students beforehand, providing ADEI education at trainings, and exploring more cultural food options from BIPOC owned businesses.

- d. FXXSER- Student Employee Recognition: Sandstrom said this budget is for employee recognition, which is held during a nationally recognized student appreciation week. They also do an end of year celebration. Sandstrom said in the past they tried doing something for each day of the recognition week and found that there wasn't enough of an interest in the events. Sandstrom said it was a large amount of work for the staff to organize. In the past there was also one big breakfast that was given out. Lee will be sending out a survey to get some input from Finance Council and the AS student employees to see what they would like for the appreciation event and the end of the year event. Last year, the end of the year event was held at Zuanich park. Attendance was not as high as they were hoping, which is suspected to be because of transportation issues. They are continuing to request funding to have the event outside of the VU since employees are always in the building. Sandstrom said they really try to think of what would make the students feel celebrated.

VI. Action Items

VII. Other Business-

A. Austin said all of the funds being reviewed are student dollars, and the Finance Council has the responsibility review the budgets as responsibly as possible and to be asking all of the budget authorities about how the budget contributes towards ADEI/Retention/Belonging Goals. Austin said it is very important that Finance Council represents the student body.

B. Austin said the Reserves Policy will be moved to later time after all of the other budgets have been reviewed.

VIII. Accessibility, Diversity, Equity, & Inclusion Updates- Monger wished anyone going to Intersectional Lobby Day luck. Wong said that Litav Langley (Assistant Vice President for Student Access, Community, and Intercultural Engagement) has changed the name of the ESS ADEI Unit to "Centers for Student Access, Community, and Intercultural Engagement". Wong said they suggested calling it "The Centers" for short.

IX. Adjourn

The Meeting was adjourned at 5:01 p.m.