

Committee on Budget and Finance

Senate of the Associated Students 85th Session
Agenda for Friday, February 16, 2018 at 1:00 p.m.
Joe Crowley Student Union – Presidents Conference Room

1. CALL MEETING TO ORDER*

Call Meeting to Order must be listed by Secretaries

2. ROLL CALL*

Roll Call must be listed by Secretaries

3. PUBLIC COMMENT*

Items heard under public comment may be for items either on or off the agenda. Action may not be taken on items raised under public comment. The Chair may elect to take public comment on action items on this agenda. The Chair may impose reasonable limits on the length members of the public may speak.

4. MINUTES

- a. The Committee will consider the approval of the minutes from February 2nd, 2018. The Committee will discuss the minutes of February 2nd, 2018 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Committee may choose to approve the minutes.

5. OLD BUSINESS

There is no old business to be discussed at this time

6. NEW BUSINESS

a. Financial Reviews

The Committee will conduct a financial review of the following accounts: Budget and Finance Committee (1702-105-0102), Programming Board (1702-105-0111), Capital (1702-105-0301), and Legislative Affairs (1702-105-0136). The Committee will hear a presentation by the account managers and the will examine expenditures within each account to ensure full financial disclosure and transparency to the ASUN.



Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Ansari Business Building, Mathewson- IGT Knowledge Center, and online at www.nevadaasun.com.

If you would like a copy of any of the agenda items listed, please contact Senator Kuykendall at senatorkuykendall@asun.unr.edu.

b. Approval of Financial Review Summaries

The Committee will discuss and vote on the approval of the following financial review summaries: Undergraduate Research Journal (1702-105-0137) and Executive Board (1702-105-0104). If approved, the documents will be uploaded to the ASUN website for public viewership.

7. PUBLIC COMMENT*

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8. ADJOURNMENT

9. NOTES.

Unless otherwise marked by an asterisk, all items are action items upon which the Senate may take action. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the Speaker of the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made.

Committee on Budget and Finance

Financial Review Template

Submitted by Senator Bussman
Senate of the Associated Students 85th Session
Financial Review for February 2nd, 2018 at 1 p.m.
Joe Crowley Student Union, President's Conference Room

1. Undergraduate Research Journal – 1702-105-0137

2. Data/Numbers

- a. **Total Expenses up-to-date.**
\$7,883.08
- b. **Total Revenues.** (if any)
\$0
- c. **Comparison to last year's review (that occurred around the same time/month).**
Roughly identical expenditures.
- d. **Other.**
None

3. Account Manager(s)

- a. **Overview**
Discussed that they are buying more merchandise (buttons, water bottles, padfolios), and that they are planning to make trip to Vegas to meet with senior editor for CSUN NSURJ. They have meetings where they supply food for their associate editors. They have also been very active with branding and getting submissions from not only our university but from Vegas as well. The next edition will be a complete journal.
- b. **Questions/Discussion from Committee**
Nothing of interest.

4. Conclusion

No recommendations were made. The account was determined to be appropriately utilizing funds.

5. Supplemental Items

None

Committee on Budget and Finance

Financial Review

Submitted by Senator Mall
Senate of the Associated Students 85th Session
Financial Review for February 09, 2018 at 1:00 p.m
Joe Crowley Student Union - Presidents Conference Room

1. Executive Board - 1702-105-0104

2. Data/Numbers

- a. **Total Expenses up-to-date.**
None this Spring besides normal wage disbursement.
- b. **Total Revenues: None**
- c. **Comparison to last year's review (that occurred around the same time/month).**
Compared to last year's Financial Review on February 13, 2017, the Executive Board is similar to last year.
- d. **Other.**
None.

3. Account Manager(s)

a. **Overview**

From President Teixeira Memo:

In the months of November and December the big expenditures were of Ex Director Steven Mcneece when he traveled to a conference in San Antonio. If you look at the sheets you can see that we charged his food, travel and conference registration. I have explained in the meetings prior to this that we were expecting these expenses to our account. The other charges that you see on the account were for two different intern socials. The first was so that the interns could meet the executive board and select whom they would have as a mentor. Chief of Staff Bradley put this social together. The second social that was put on was to debrief from the semester on what they learned and what they want to do next. Chief of Staff Bradley also put on this social.

b. **Questions/Discussion from Committee**

The committee had no questions because everything was clearly explained in memo sent by President Teixeira.

4. Conclusion

The Committee of Budget and Finance found nothing wrong with the account during the financial review. Due to the transition of Workday, some transactions were delayed but everything is now up-to-date.

5. Supplemental Items

ASUN Budget FY 2017 03-8-17

1702-105-0104		Executive Board				
	15	Student Wages:				
		President			\$ 8,800.00	
		Vice President			7,000.00	
		Attorney General			5,000.00	
		Director of Public Relations			5,000.00	
		Chief of Staff			5,000.00	
		Deputy Chief of Staff			3,000.00	
		Assistant Directors of Campus and Public Relations			3,000.00	
		Director of Diversity and Inclusion			5,000.00	
	16	Fringe			627.00	
	20	Travel			4,000.00	
	25	Host			3,500.00	
		Exec Branch Outreach			2,500.00	
	30	Operating			16,000.00	
		Diversity Outreach			6,000.00	
	97	Balance Forward	\$ 4,519.79			
		Total Exec. Board			\$ 74,427.00	\$ 69,907.21
					T. Allocated	T. Actual Dollars

ASUN Budget FY 2018 11-29-17

1702-105-0104		Executive Board				
	15	Student Wages:				
		President			\$ 8,800.00	
		Vice President			7,000.00	
		Attorney General			5,000.00	
		Director of Public Relations			5,000.00	
		Chief of Staff			5,000.00	
		Director of Sustainability			3,000.00	
		Director of Campus Wellness			3,000.00	
	16	Fringe			552.00	
	20	Travel			4,000.00	
	25	Host			3,500.00	
		Exec Branch Outreach			2,500.00	
		Sustainable Nevada Initiative Fund			10,000.00	
	30	Operating			19,000.00	
	97	Balance Forward	\$ 8,709.76			
		Total Exec. Board			\$ 76,352.00	\$ 67,642.24
					T. Allocated	T. Actual Dollars

Committee on Budget and Finance

Senate of the Associated Students 85th Session
Minutes for Friday, February 2, 2018 at 1:00 p.m.
Joe Crowley Student Union – Presidents Conference Room

1. CALL MEETING TO ORDER

Chair Kuykendall called the meeting of the Committee on Budget and Finance to order on Friday, February 2nd, 2018 at 1:11 pm in the President's Conference Room on the third floor of the Joe Crowley Student Union. Presiding Secretary, Kaitie Christensen.

2. ROLL CALL

Chair Kuykendall and Senators Flangas, Mall, and Thummel were present.
Senator Martinez was tardy excused.
Senators Becker and Sarwar were absent unexcused.
A quorum was present.

3. PUBLIC COMMENT

4. MINUTES

There are no minutes to be heard at this time.

5. OLD BUSINESS

a. Financial Reviews

Chair Kuykendall said he believed he sent out an email with the updated ADA template. Please use it or he will make them redo it. They were CC'd on an email to all the account managers for the ASUN accounts. On that schedule, he had the summaries. They were all doing it. Senator Bussman would be doing undergraduate research council, Senator Flangas would do contingency fund and he would be doing the leadership programs. He needed these to be by Monday night, with a hard deadline because he needed to agendize on Tuesday at 9 am.

6. NEW BUSINESS

a. Financial Reviews

Chair Kuykendall said NSURJ was welcome.



Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Ansari Business Building, Mathewson- IGT Knowledge Center, and online at www.nevadaasun.com.

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NSURJ said Tanner Lion was here.

Chair Kuykendall said to have the excel file open. They weren't meeting again this semester. Typically they have a memo with future plans and what they spent money on. He assumed they hadn't spent much since the last time they met.

NSURJ said they would be buying merchandise, he would assume somewhere around 1000. They were planning to take a trip to Vegas during the semester to meet with the new NSURJ senior editor at UNLV. They have meetings and provide food for associate editors. In total, they have a lot of balance remaining. They would plan some meetings to get word out about the journal, usually that involves food and merchandise for editors and reviewers.

Chair Kuykendall said he would bring up the memo from December 5. After that meeting, did they release anything?

NSURJ said they made an order to spend around 400 dollars on merchandise.

Chair Kuykendall said that was marketing items. In the future plans, they listed out \$2500 that they would spend. They had \$2100 remaining in that budget. Prints of volume four was \$1000, prints of volumes 1-3 was \$1500, launch party \$500, UNLV trip would be \$750, travel would be \$750. Did they plan to travel with associate editors?

NSURJ said he didn't believe they were planning any more travel. The travel they did was to visit CSUN. They have a launch party with the associate editors to thank them for volunteering. The travel was separate.

Chair Kuykendall asked if they had any fiscal difficulties like money not being in the right accounts

NSURJ said no.

Senator Bussman said he had all the information he needed

Dr. Beattie said they were active in branding and recruiting. The journal would be complete. It was depended on their submissions and the quality of their submissions. The trip to Vegas was to create branding and get more submissions. Half of their submissions come from UNLV

Chair Kuykendall said he was in his thesis class for honors and appreciated the outreach they did in that class. Just so everyone was aware, they get a good amount of research submission. Most of the time it's weird and obscure research that doesn't have any merit. If anyone is interested, please make sure it's quality research to make their lives easier. It seemed like President Teixeira was eating a sushi burrito right not.

President Teixeira said he would talk about the leadership fund, which hadn't had any money spent out of it for conferences and development. The account was there for different conferences. Now that Precious has her budget, Gender Race and Identity, she will use money out of that. They got an opportunity to sit down with Sandy and Director Gbenjo to talk about what speaker they would bring to campus. They could spend money on a diversity speaker for the summit out of the leadership account. It was

open to all of the university they wanted all of the ASUN officers to go because he considered it development. They would hear a new perspective and develop as a leader. They would spend 5000 dollars, but as of now no money was spent.

Chair Kuykendall asked if that was only 5000 dollars

President Teixeira said yes. They would take money out as they went further in the semester. He didn't want to touch any of the accounts because they had weird things happen with enrollment and they had to pay for things he didn't expect. He was planning to go through different small accounts

Chair Kuykendall said would these be taken from line items or host

President Teixeira said they would go \$2000 from the first one and the one, one, one

Chair Kuykendall said that made sense.

Senator Flangas said she had no idea what the first one was

Chair Kuykendall said for a leadership conference with a \$5000 budget. The second was a gender race and identity conference. The third one was development programs, they were going to pull from that. Basically 1000 dollars from every account. Precious would use the gender race and identity conference money?

President Teixeira said they didn't need that because she had her own account now

Chair Kuykendall asked if they could reallocate to her department or if it was appropriate

President Teixeira said they might have a director who would use the money for the Gender Race and Identity conference. They also had outside money coming in. If they don't have any outside money in coming years it was hard to say if they would have outside funding. The speaker is 20000 dollars. Precious was spending \$5000 of her budget and they were spending \$5000 from leadership. Patricia Richards was giving them \$10,000.

Delana said there was one other person giving money. They would put all the accounts up there.

President Teixeira said there was nothing going on in the contingency fund. They spent no money out of it.

Senator Flangas said what would constitute an expense in the contingency fund?

President Teixeira said he didn't know.

Delana said it held money they put in there every year for emergency purposes. It was held in that account.

President Teixeira said they wouldn't necessarily spend out of that account

Delana said no

President Teixeira said it was kind of like insurance

Chair Kuykendall said there might be a situation, because they had lower revenues, they might need to allocate to clubs and orgs. If there was a use for the contingency fund, clubs and orgs would be the first one he would think of.

Senator Flangas said if they put money in, did it roll over every year

Delana said yes, it remained in the same account.

Dr. Beattie said if tomorrow there was a breakthrough and everyone on the internet got their books for free, the Wolfshop wouldn't make any money. A contingency fund is so that ASUN can continue to operate in the meantime.

President Teixeira said for clubs and orgs, they were conservative with spending in every account. Even if clubs and orgs runs out of money, they will find other places before the contingency fund has to be used.

b. S.B.85 - An Act to Use Capital Funds to Replace and Fix ASUN Center for Student Engagement Resources

Chair Kuykendall sought a motion

Senator Thummel moved to favorably refer SB 85 - An Act to Use Capital Funds to Replace and Fix ASUN Center for Student Engagement Resources

Senator Mall seconded

Chair Kuykendall said this bill was brought to his attention by Director Desamero. All these resources are ones clubs and orgs use, but they're capital expenditures because they are used throughout the years and will be used by clubs and orgs. The full list is also on the updated agenda.

Senator Bussman said there was a typo on line 8. It says "two five allon beverage coolers" instead of "gallon"

Chair Kuykendall said it was a clerical error. He would have Andrea fix it at senate. Motion carried.

c. S.B.85 - An Act to Reallocate Funds to Pack Provisions Food Pantry

Senator Flangas favorably referred SB 85 - An Act to Reallocate Funds to Pack Provisions Food Pantry

Seconded by Martinez

Senator Flangas asked why they had the bill

Chair Kuykendall said he assumed they always knew what he was thinking. This request was made in December but it was at a time where he couldn't agendize because he already agenized the final meeting. He talked to Dr. Rodrigues and Pack Provisions would be fine until February. They need more Winco cards. A lot of students have been using the Winco cards. They want to spend all of their money on it and continue to fund it. You can always help students more and put money into it. It was always needed. The funding was straight forward. There was discrepancy about how they would fund it and where they would move money. There were two descriptions given by Dr. Rodriguez. She said 1500 could come from a recently deleted position in the executive branch and the remaining could be taken from CSE, or the entirety could be taken from the unused classified salary. He decided to go with that since it was easier. If there were any problems, he would try to run it by Dr. Rodriguez to be safe to make sure there was still money in the account.

Senator Bussman asked if the budget for the food pantry was likely to increase in the future so that money doesn't have to be moved around.

Chair Kuykendall said the next president could answer that. What he would likely do is sit down with the next president and go over challenges he faced. They could think about increasing the budget for this.

Motion carried

d. S.B.85 - An Act to Relocate the ASUN Retreat and ASUN Banquet Line Items in the ASUN Operating Budget FY18

Thummel moved to favorably refer SB 85 An Act to Relocate the ASUN Retreat and ASUN Banquet Line Items in the ASUN Operating Budget FY18

Senator Flangas seconded

Chair Kuykendall said this was brought to his attention by Chief of Staff Bradley. She thought it was weird to spend money out of the budget and finance committee account for the retreat and banquet. He didn't even know if they would have a banquet. He wanted to look at the account because he never spent anything from it. He didn't know what it's purpose was, but the president was the account manager for it. They would move things over that needed to be moved over.

Motion carried.

7. PUBLIC COMMENT

Delana said Sandy wanted her to show them the changes she made to the ASUN budget. She took out all the wording and put what would be in there from Workday. She could send this to them. All the account numbers changed. A little bit of wording changed as well as the coding. She did make a tracker so she could see all the changes that were made. When reviewing the workday sheets with the advisor, they could know what each line item would mean. Some of the terminology changed as well for base pay. She just did the terminology for it.

Chair Kuykendall asked her to send that to him sometime that was convenient so that they could make a bill to recognize the changes.

8. ADJOURNMENT

The meeting was adjourned at 1:37 pm.

9. NOTES.

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