

Committee on Budget and Finance

Senate of the Associated Students, 86th Session

Agenda for Friday, September 28th, 2018 at 10:00 a.m.

Presidents Conference Room- 3rd Floor Joe Crowley Student Union

1. CALL MEETING TO ORDER

Senator Grant called the meeting on Budget and Finance to order at 10:02 am on Friday, September 28st in the President's Conference Room on the Third Floor of the Joe Crowley Student Union. Presiding Secretary, Morgan Zimmerman.

2. ROLL CALL

Senators Aziz, Burton, Grant, Hughes, McKinney, Sewell, Wilcox were present.
Senator Feil was absent excused.
Senator Hudson was tardy excused.
A quorum was present.

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.

There was no public comment at this time.

4. MINUTES

- a. The Committee will consider the approval of the minutes from September 21ste, 2018. The Committee will discuss the minutes of September 21st, 2018 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Committee may choose to approve the minutes.

Senator Wilcox moved to approve the minutes from September 21st, 2018 through unanimous consent.

No decent to the motion, the September 21st, 2018 minutes were approved.

5. OLD BUSINESS

There is no old business to be discussed at this time.

6. NEW BUSINESS

- a. **Financial Reviews**

Posted at or before 9:00am on the third business day before the meeting.
Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, 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 Grant at senatorgrant@asun.unr.edu.



The Committee will conduct financial reviews of the following accounts: Insight Magazine (PG07739), ASUN Center for Student Engagement (PG00092), and General Revenues (PG07614). 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.

Senator Hudson entered the room at 10:05

Senator Grant said to start off we will hear from Andrea with Insight Magazine, let's just pull it up really quickly. All of the memos and everything are in the box.

Andrea introduced herself as editor of Insight Magazine for two years now. For those of you who aren't familiar with the magazine it used to be Artemisia's school yearbook but they converted it into a magazine twelve years ago. We are quarterly so we do two issues per semester. We are different from Brushfire and Sagebrush because we do more in depth story telling about music festivals, and reporting there. We have a lot of great opportunities for students do get involved in photography and design. Those are the main elements we like to include in our magazine. Like it says Nevada students will be able to use Insight Magazine to be informed on issued and things going on in the community. We like to teach students and encourage journalism, we actually teach workshops throughout the semester on creating magazines with adobe programs, photography, and help students improve their writing. Besides being a form of entertainment on campus, it is also a great stepping stone for photography, business, journalism, all majors can be applicable to the magazine as a stepping stone to get experience in order to get internships, which is pretty cool because it helped me get internships. We have a very small staff, it is myself and four other people. The others involved are just volunteers. Moving on to budget \$15,000 in wages, \$225 in fringe, \$3,000 in travel, \$200 in housed, \$13,500 operations, with a total budget of \$31,925. As you can see in our list of expenses we have been super conservative with our money, that is partly because we are just about to finish printing our fall issue which is that operating cost of \$4,684, that is the cost to print our 50-page call magazine that we will be distributing in October. Other than that we have not spent much on marketing and other promotional stuff. We have a lot of stickers and stuff like that left over from last semester. So we have not really spent much on that. Wages are just a little bit over \$2,000 and that even includes me working over summer. So we have not spent a ton of money on that which is good because I would like students to continue working over winter, spring, and summer break. With that being said, I am going to be graduating this semester so I would like for the incoming editor to be able to work alongside me, which would increase the amount of money spent on wages towards the end of November, December. I feel like that's a worthwhile investment to understand how to operate things, learn how to manage volunteers and even learn how to be involved in meeting like this. Other than that there has not been any money spent on travel, usually we attend a collegiate journalism conference in the spring to improve our skills and get involved in entering into competitions. Then housed costs, we will be spending money towards the end of the semester on our release party, nothing too crazy. As you can see the money we have spent on wages so far was for our fall issue, and to maintain our social media presence over summer, attend different events, and producing online content. Operating money we have spent so far was to purchase printing for the fall magazine. So, moving on to plans for the rest of the year, like I said I will be leaving in December so as far as the rest of the semester goes we will be creating a 50 page magazine for our winter

issue. So, Insight like I said is quarterly so to save money we like to do a digital issue in the winter. In order to do that it costs us \$420 for our premium plan on this website called issue.com that's where we host the winter issue which is substantially cheaper than the cost of the \$4,000 plus dollars we would spend on a printed magazine. I would like to spend that on the winter magazine, and then alone with that \$100 to create a marketing plan and pay for social media advertisements that way we get more traffic of people to see our winter magazine. Like I said before, I would like to allocate wages to training staff and new editor towards the end of the semester. After I am gone, I would like to leave \$8,296 in the operating budget for the next editor in chief to produce a spring issue, which will cost about the same as the fall issue and leave enough to produce a smaller summer issue, which we did this past year and ended up being really successful and fun. Whatever money is left over in the budget they could end up using for promotional materials such as stickers or water bottles, but that will be up to the next editor so I would like to leave plenty of money for them to do that. Like I said, at the end of the semester we are going to be using \$100 from our host budget to rent out a venue for our release party as well as food. We will be partnering with Brushfire and Wolf Pack Radio for that. The money will be split between the three of us. We will all combine funds to throw a party. As far as travel is concerned I won't be touching that because the next editor will be planning the conference for the spring. If you take a look at data it has been awesome since we increased the amount of staff hours. We have completely many more stories than we did last year, just as far as the number of stories by issue and the number of photos. Overall, the increase in content. That is in part because of our staff and our pool of volunteers, and our social media has also been growing. That is a continual plan to keep on growing to increase exposure with that. That's our plan for the semester, that's pretty much it.

Senator Grant said thank you and opened it up for questions from the committee.

Senator Burton asked as far as exposure, what kind of things have you guys been doing to gain attention?

Andrea said definitely, we have actually been keeping better track of our distribution analytics. If you would like there is a spreadsheet I can share with you that tracks where we drop off copies of the magazine and where they are picked up, and where the places are that they just sit there and accumulate. That's something we have been working on this year, as well as being super active on our social media and following incoming students so they are aware of us. Also, boosting Facebook posts and using Facebook advertisements that way people who don't like our page but maybe like another page on campus like the Winter Sports Club or something will be related and it helps us get noticed and stuff like that.

Senator Aziz asked so the winter issue is online, and you pay the monthly premium. Do you guys also put the other issues online?

Andrea said yes we post them to our website.

Senator Grant asked what are summer wages are like compared to fall and spring semesters?

Andrea said usually nothing too crazy. I think we spent maybe \$1,000 total since the

budget was renewed this year to the beginning of school. It is usually just me working 10-15 hours per week just writing stories or publishing stories, things like that. Then our staff writer writes one to two stories every two weeks that way we still have stuff to post to the website, so its not completely dead over the summer.

Senator Grant asked for further questions, seeing none he thanked Andrea from Insight magazine for her presentation. Said next up we will be hearing a presentation on the budget for ASUN Center for Student Engagement.

Director Rodriguez said The Center for Student Engagement exists to manage the day to day operations of all ASUN programs and services. Student government, clubs and organizations, all of the publications, and all civil and diplomatic initiatives. This year we actually adjusted our numbers, we went back and looked at the data collecting for the last three years. We are actually now open 8:00am-8:00pm Monday-Thursday and 8:00am-5:00pm Friday, and Saturday 10:00-2:00pm. When we looked at our accounting office data, what realized is that we were not getting much traffic after 6:00pm. So, the accounting office is now only open from 8:00am-6:00pm. Part of the reason we did that is because we now have the Director of Elections which is now working through The Center for Student Engagement, the wages are actually there. Instead of asking for an increase in wages we have been looking at the data an from there I am convinced we really don't have to have the accounting office open, and from there we can transfer those wages over and make it pay for the Chair of Elections, so that's why there was not an increase in wages this year. I love when we can just look back at the data and say look we can close a little bit earlier. Now, The Center for Student Engagement is being used, the locations are here, officers are having meetings in the conference rooms, we have students using the computers that data does show that the students are coming and going. Wages is being used for employee wages, accounting services, front desk, special projects coordinators, technology techs, all of them and now the Director of Elections are all paid out of the CSE wages category. Special staff pays all of the fringe and salaries for the administrative faculty and one state employee. Technology support pays for all things technology, includes data, plugs for iPad and TV monitors, surge protectors, website hosting, computer software, website backup. When we get into the specifics and the details it is actually kind of boring, you'll see it's all technology related for the months of August and September, because we have to pay things like the Caspio license for example. Vehicles, since the car and truck are used by all of ASUN and all of the programs and services, everything comes out of the CSE. Whether that be the gas or the maintenance of the vehicles, you're going to see the two parking permits are in there. Yeah, pretty steep the two parking permits are like \$950.00 that being said maybe some of you guys have experience with this, its really nice being able to have those vehicles parked back there. So, when people have to go buy supplies and that kind of thing it works out really well. What you will also see in some of the expenses is that somebody stole the battery out of the truck, so its things like that. Employee Development, we do the beginning of the year student expenses. Throughout the year we do have about 130 to 140 students on payroll, and have the annual beginning of the year training with them and an end of the year event with them. Job searches, all of the professional job search expenses are paid out of this account. Again, when you go in and look at all of the specifics you will see the Assistant Director of Clubs and Organizations, so hotels, flights, their meals when they are on campus. For example for the Assistant Director of Clubs and Organizations, The President and Lou took them to lunch. Then they'll get another colleague, typically someone out of the union who is going to work with them

and one of the employees here will take them to lunch and then in the evening they'll close it up to try and assess what their perceptions are of the organization. They also have to do all of the advertising, they have to advertise in at least four different sources so you'll see those expenses in there under higher education. Day to day operations, stuff like office supplies, posters, phones, copiers, storage and shredding expenses, paper, letterhead, business cards, all of that kind of stuff comes out of the CSE account. Then National Association Memberships, for the full time faculty, these associations give us the resources and expertise to do our jobs. Everything from advising student government and publications, to running operations, to stuff like campus escort which is actually pretty specialized in some areas. Travel, we also have funds set aside for travel, which is for staff development and also to present research. Publications and Student Government Infrastructure accounting, and all of the accounts payable and receivable, providing all of the maintenance resources, machines, paperwork, travel, policies. So, any time anything breaks it gets fixed out of this CSE account. Anything that doesn't fall under one specific account, generally gets paid through The Center for Student Engagement Account. All of the initiatives and the volunteer opportunities, and then any of the fixtures, refrigerators, freezers, iPads, furniture, if anything breaks we have to fix it. I attached a list of expenses. If you start from the first page you are going to see a lot of data internet, all of that is the things we need to keep the iPad's going and to jeep the connections going within the facility. Then you see a separate list of expenses for the Assistant Director of Clubs and Organizations, like for hotels and stuff. You go back to data and internet, office supplies, all of the telephone equipment. We don't own that, we actually pay for all of that monthly. We have on cell phone and that is used through the campus escort program. You will see two expenses, as two different dates. If anybody has to send out mail, you know I am not going to have that charged through a different account. All of that goes through The Center for Student Engagement account. During pride parade there was tabling done and they bought candy to have in a dish. Then there was travel, I did some travel over the summer for NASPA. Is there anything y'all have questions about regarding the expenses? You will rarely see anything out of the ordinary, I will give a great example that happened yesterday. We walked in at 8:00am and found that the safe was broken, not a big deal except for the fact that all 52 credit cards are inside the safe. So, imagine we have clubs coming to the window. First thing we did was call facilities to explain the situation, who got here in all of thirty minutes to tell us we needed to have a private entity come in because they couldn't fix it. In order to do that we had to call MacAfee Furniture to come in because the desks are bolted to the safe, they made it here in thirty minutes but of course they had to charge me \$62.00 to do that. We finally get the private safe guy in, and literally had to drill in five different holes through the steel to get to the mechanism to open the safe. We finally get it open around 11:30am, meanwhile I email Hannah and I'm like I am sorry we have to get these people paid. We did tell the safe guy he wouldn't get paid unless he got the safe open because all of the credit cards were in there, that's the kind of thing that you will see hit the account. Where you're right, I don't normally being safe guys in here to break into my own safe. So, most of the stuff you'll see has already hit, and you will be coming back to this account to review it again.

Senator Grant asked if there were any questions? Seeing no questions he thanked Director Rodriguez. Said, next up on the agenda was a review of the general revenues account.

Director Rodriguez said so you're going to see a spreadsheet in there. This is the

spreadsheet that is going to tell you how much money has come into your account. Sorry, I don't have my glasses I have to open it up on my computer. So, if you look at 2018-2019 you will notice you have one big hit of fees coming in, to the tune of \$1,207,415.63. Sadly, look at the month of September that is in red because that literally is money going out. By the way, that should have a negative in front of it I have to adjust that. You know how you register for classes, then you decide you're going to drop it. That money comes right out of ASUN because the money per credit hour that is paying into ASUN goes back to the student. Please don't drop your classes. So, that is why you see that as a negative number, if you look at the number that is in green all the way at the bottom \$2,515,000 that is the estimated fees that you have on your official budget. The red below shows us how much you are short right now, Hannah will cover this more when she goes into the budget review, but if you'll notice the amount that's missing is actually more than half. That is why we have to have this conversation about cutting the budget. That is about all I can tell you about general revenues because that is all that has come in. I did follow the SAS, the statute tells me four times a year I have to transfer dollars out of the general revenues account into the actual account. The first end of quarter transfer happened this week, by statute I have to send a memo to the Chair of Budget and Finance and to the President of the Association, showing them the status of the accounts, showing which ones are in the negative, and then showing them how much money I will be transferring over to cover that negative. That memo just went out a couple of days ago, if you look in your box the memo is there. You are free to access that as members of the Budget and Finance Committee. That's about it.

Senator Grant asked are there any questions for Director Rodriguez on general revenues?

Director Rodriguez said it is important that you look at the historical context, of the general revenues and Hannah is going to cover her decision making related to the request and I think she has the data to support it.

Senator Grant said awesome and asked for questions? Seeing none said let's give Director Rodriguez another round of applause.

b. Legislation to Approve a Three Percent ASUN Budget Reduction for Fiscal Year 2019

President Jackson will give a presentation on the proposed budget reduction for Fiscal Year 2019. The committee will consider and debate all aspects of the proposed reduction. The committee will have the ability to make amendments or table the proposed change.

Senator Grant sought a motion to favorably recommended Senate Bill 86, an act to make a 3% reduction to the ASUN Budget for Fiscal Year 2019.

Senator Burton moved to favorable recommend Senate Bill 86, and act to make a 3% reduction to the ASUN Budget for Fiscal Year 2019.

Senator Hudson Seconded the motion.

Senator Grant said we will now move into a presentation from President Jackson.

President Jackson said thank you and asked if her presentation could be pulled up, on

certain changes and why those were made. I will just walk you through some of the changes, as Director Rodriguez touched upon the general revenues spreadsheet you can see that the enrollment hours and credit hours are lower than originally projected. Also, the deficit in the Biggest Little Festival Account that you got to hear about a couple of weeks ago. Then there were some necessary changes that were made to the original budget having to do with the ASUN retreat, which is why a lot of these changes occurred. First, under general revenues you'll see that change marked there. For the Budget and Finance Committee, that special requests line is usually just used for anything that comes out throughout the year, if ASUN wants to sponsor and that was cut completely by the \$1,000. You can also see the reserves have also fluctuated because of the changes in the budget. In the Executive Board account, you can see its changed a little bit. In the initial budget that was brought forward there was an ASUN retreat host line item but not an operating line item so based on that we created an ASUN retreat operating line item so for in the years to come that can just be put into the budget. For the Biggest Little Festival account you all got to go over that more in depth with Assistant Director Thummel, but based on that there were some changes made based off of ticket sales and expenditures. For the Elections account, voter initiatives were cut. Typically, this would be used for voter registration software like Turbo Vote, but this year it did not meet university standards for ADA accessibility which is why we did not purchase it this year. Programming Board, in order to help revenue, the deficit for Biggest Little Festival, \$25,000 was cut. In the ASUN Center for Student Engagement account professional salaries have been cut by \$30,000 due to vacancies in certain positions. Classified Salaries have been increased for the accounting office due to taking on more responsibilities in the absence of the Assistant Director of Accounting. Operating Budget has been closed due to a few different things, including closing one of the storage units we had, in addition to saving almost \$6,000 in copies with the implementation of DocuSign which will allow the accounting office to send electronic signatures for signing off on certain expenditures. Leadership Programs account both development programs in the host and operating lines have been cut. For sound and lights we are not going to be offering the staging services for this year. There have been a few problems, the stage is almost 12 years old its in need of new stairs, and other replacement supports in order for it to be safe, as well as the fact that it is not ADA accessible. There is not a ramp, so it would cost quite a bit of money in order to make it both safe and accessible. That's why you see the changes in the wages and in the operating line.

Senator Grant said thank you and moved into a discussion, and asked for any questions for President Jackson.

Senator Burton asked about reductions in Campus Escort and if those were discussed at all?

President Jackson said I believe that one was highlighted but it wasn't actually reduced based on the previous fiscal year. There was a reduction from Fiscal Year 2018, to Fiscal Year 2019 so that highlighting was a mistake on my part.

Senator Grant asked if there were any further question or discussion on the topic?

Senator Aziz said 3% reduction, so \$75,000 reduction and are we also decreasing another \$37,000 for the Biggest Little Festival?

Director Rodriguez said I am holding off on hiring the Assistant Director position all the way through February or March so it would have been around \$120,000 or \$130,000, same thing with that we haven't hired for a marketing coordinator, the person that advises for student publications. So, I purposely asked Amy to hold off on that again to save on salaries from July to December. So we are literally cutting out a fourth of that salary and the fringe benefits. So yeah, otherwise it would have been much larger.

Senator Grant asked if there were any further questions or discussion. Seeing none moved into a vote.

No abstentions, Senate Bill 86 was favorably recommended by the Budget and Finance Committee.

7. 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.

There was no public comment at this time.

8. ADJOURNMENT

Senator Grant adjourned the meeting at 10:36 am.

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