

Committee on Budget and Finance

Senate of the Associated Students, 86th Session

Agenda for Friday, October 5th, 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 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, Feil, Grant, Hughes, Sewell.
Senators McKinny, Hudson, and Wilcox were absent excused.
A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

4. MINUTES

- a. The Committee will consider the approval of the minutes from September 28th, 2018. The Committee will discuss the minutes of September 28th, 2018 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Committee may choose to approve the minutes.

Senator Burton moved to approve the minutes from September 28th, 2018 by unanimous consent.

There was no dissent to the motion, the September 28 were approved.

5. OLD BUSINESS

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

6. NEW BUSINESS

a. **Financial Reviews**

Director Bittar from Clubs and Organizations asked how it would be best for him to go through the review?

Senator Grant said just run through a brief summary of the department and financial review.

Director Bittar said the board consists of six club commissioners, an assistant director,

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.

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and himself. The board oversees about 280 clubs and organizations on the campus, and manages throughout the year. Looking at the memo, the second item on there is directly from the budget, and then each expense is described. Directors allocated \$7,000.00 per the SAS, Assistant Directors \$5,000.00, Club Commissioner's \$18,000.00 and there are six of them so \$3,000.00 a piece. Club resource employees are allocated wages per the SAS. Host account, which is for food, that clubs will spend. Operating account, which is for the events hosted such as Club Fair and iLead. Then Club Sports Insurance, which is purchased every year. So, looking at expenses \$1,577.28 was spent on Fall Club Fair, this was spent on tables and chairs. \$8,315.08 on iLead. This is broken down on how it was spent: speaker, t-shirts, barbeque (part of their day of service), The Joe booking fee. The Joe booking fee is not concrete, that is the amount that was given but the invoice has not been said so it might go up or down by a little bit. Then miscellaneous items so presentation materials, and breakfast for the commission which was just bagels. For Club Support Funding Applications, the total amount that has been spent is unknown, but a pretty accurate amount can be estimated. \$27,275.43 was allocated for the Summer. Fall I is up until now since operations applications are heard weekly, currently at \$42,640.01. That number does not include today's meeting. Other expenses include data and internet services which is for the cloud subscription, which is paid every month as part of a department fee. Fire prevention equipment, purchased fire extinguishers per risk management as a safety measure. Miscellaneous items, office supplies for used for retreat, binder, club barbeque items. Planned expenses include food expense, the budget number is kind of high, it is used from last year where the same number was budgeted. Typically, funding hearings will go long sometimes up to 8-10 hours, sometimes dinner will be purchased for the committee. Club Support Funding, that number is unknown there is budget of \$190,000.00 until that runs out Club Support Funding will continue to be allocated throughout the year. Port-a-potty expense, on intermural fields there are port-a-potty's out there, that expense is paid through this budget thus far \$1,058.74 has been paid and will continue to pay that throughout the year. Annual Clubs and Orgs Banquet, held around April, last time around \$600.00 was spent. This year budgeting \$1,000.00, but it is unclear if that much will actually be spent. Spring Club Fair usually costs whatever The Joe chargers to book the fourth floor. Department Apparel, that is the polo's that were just approved at exec, that expense has not hit the account yet. Then just the insurance discussed earlier last year was around \$9,200.00, budgeted \$10,000.00 for that. Finally, the continued data and internet charge each month.

Senator Grant thanked Director Bittar and opened up a discussion from the committee.

Senator Aziz asked how much of the \$190,000.00 that is allocated for Club Support Funding is actually given to the clubs.

Director Bittar said depends on the year, sometimes it runs out sometimes it does not. Last year there was still money left over; however, Clubs and Orgs is assuming that will not happen again this year because there is an increased number of clubs and it is being marketed better.

Senator Aziz asked if those funds just roll over into the next year.

Director Bittar said it depends what the Director of Clubs and Orgs recommends to the new president, then it is up to them to decide where those funds go.

Senator Grant asked since there are more clubs this year, where does the money come from if we were to go over on that. Is the money allocated out of Clubs and Orgs or is the money taken from reserves.

Director Bittar said once we run out, we run out. In the past it has not happened, but it is believed it will this year.

Senator Hughes asked what a club resource employee is.

Director Bittar said that is Taylor, who handles all of the renewals and things like that with the club. She is paid on an hourly basis.

Senator Grant asked for any other questions, seeing none, moved into Milton D. Glick Academic Initiatives.

President Jackson said the academic initiatives account manages the day-to-day operations of various different programs that are pretty important. The Wolfpack Internship Grant Program, the Emergency Tuition Fund and the Emergency Student Fund, these are all managed by the Dean of Students, Pack Provisions and Undergraduate Research Funding. Many of these are not spent yet, as far as that goes. One important thing is the employee wages, there is a graduate student who works in the Career Studio that manages the Internship Grant Program. The internship wages for the Pack Internship Program are managed through checks that are cut to the employers so they are able to pay the students involved in the Pack Internship Grant Program. Then the Emergency Funds are allocated as needed. Pack Provisions funds are used for things like Winco food cards, can openers, and miscellaneous food expenses. Undergraduate Research Funds are transferred in April, as usual for that Undergraduate Research Funding and Undergraduate Research Abroad Funding.

Senator Grant thanked President Jackson, and opened up a discussion for the committee.

Senator Feil asked why there is no dollar amount for line items 16-25 fringe, travel, host and ASUN banquet.

President Jackson said those had not been funded for a few years. There used to be an academic banquet, now we just have the end of the year banquet which is under the executive board account. The fringe in line 16 just goes with the student employee wages.

Senator Grant asked where the Pack Internship Grant Program heading. Is it projected that that much money will continue to be funded, or is it going to be more of an employer funded operations.

President Jackson said part of the work that Vice President Bradley is working on is finding alternate funding sources, so all of that funding isn't coming out of the ASUN budget. Possibly talking to the City of Reno, or the State Legislature on how something like this can be funded in the future. Hopefully part of this can provide the option to have more funding for students and build up the infrastructure to manage a program that large.

Senator Hughes asked if it was initially planned to be allocating this amount of money to this and if it was initially started to be funded by the University.

President Jackson said that it initially began as part of the Work Grant Program on campus. Then it involved into the Pack Internship Grant Program and internships throughout the community. These student development opportunities are now funded by the University.

Senator Sewell asked how much of the emergency tuition fund is typically used each year. There is \$53,000.00 right now, is all of that typically used up.

President Jackson from that data from last year, yes.

Senator Feil asked about outside contributions. If outside contributions were to be received would they just be added.

President Jackson said that the expectation of outside contributions is what is allocated in this budget, but it could always go over that.

Senator Feil asked if the \$2,000.00 would be edited because \$5,000.00 was just received.

President Jackson said yes, that would be a good thing to do.

Director Rodriguez said it wont be \$15,000.00. They have a \$2,000.00 to meet first, so it would be \$13,000.00 and asked if that made sense.

Senator Feil said no.

President Jackson said she just asked about adjusting the \$2,000.

Director Rodriguez said but they would want Pack Provisions to keep the dollars. So, they had an obligation of \$2,000.00 and raised \$5,000.00. So the 10,000.00 would go up to the \$13,000.00. Nevada Wolf Shop just sent a memo over yesterday that stayed they had raised \$1,300.00 from students leaving change. That has to be adjusted, and will come to the bottom. You guys could decide to take the money and put it elsewhere. This body is here to have this discussion with the president. It might open up the opportunity to invite pack provisions and have this discussion more specifically.

Senator Grant asked for more questions for President Jackson. Seeing none, moved into Legal Services.

Director Rodriguez presented on behalf of legal services. Director Rodriguez said Raul sent the memo and is in class, she made one correction. Legal Services is here to assist students, faculty, staff, whomever, that need legal advice. The students that work in there do not provide legal advice, all the student workers do is intake for the lawyer. Then the lawyer will decide what cases he will lead with. Then the Director finds the space for the lawyer to meet with the clients he needs. A lot of the advice can be given by the lawyer over email with the student, our lawyer has been with us now for around four years. Before that was Bryan, who worked with The Center for Student Engagement for 25 years. Bryan did a great job for about 25 years and is who recommended the new lawyer. He is actually a public defender, so he's really really well versed in helping out folks who don't have a lot of resources. We have completely transitioned the intake system online, which has been great other than the fact that I don't have access to it. This does come into play. The reason I do not have access to it is because that is how much the privacy of the clients is valued. The only people who have access to it are those three students that work in there and the lawyer. Right now, it says legal services has assisted 36 students. Working with judges at Reno Municipal Court, if a student breaks the law and is assigned community service, rather than having the student do community service out there through the courts, they are welcome to come and work through legal services, if they are a student at the University of

Nevada, Reno. They can come work through legal services, we will assign them through Gift Pulse. Sometimes students will be doing community service shoulder to shoulder with felons, or more hardened criminals, the courts decided that this would be a great alternative for University students. Part of it as well is exposing those students to other students who are already self motivated, and those who understand the value of service. Currently, we are looking at data and will be doing follow up research to see if their outlook has changed based on these experiences. It took about a year to set up, and we are really excited about it. The funds will be allocated the lawyers contract is broken down into six payments, the three students who are paid hourly, and the fringe. They have a very small operating budget of \$420.00 and that goes to making copies. That's really it, they don't need much money. There is a sharp drop in the month of July, part of that is on me and part on Diane. Guillermo was not here over the summer, and the outgoing Director was not here over the summer. She ended up getting an internship and got up and left, and Guillermo was not here. I was out part of the summer because I had surgery, and Guillermo was in Las Vegas. There was a two week period in July that I was dealing with the clients on my own. The numbers will be confirmed, Diane also worked on her own emailing with the lawyer, the data will be prepared it is estimated four more are missing over that forty three. Guillermo stepped in as Legal Services Director in mid August and two more, the Assistant Director and the advocate. They have been on the job about three weeks. It is a whole new staff, Guillermo is right we need to go back about every four years and run a really hard campaign on Legal Services. As a whole new generation of students come in, they are not as aware on Legal Services as they should be. So, he is working with Inkblot to run a campaign to ensure that students are more aware. He wrote down the numbers over the years as well.

Senator Grant asked for questions and opened it up to a discussion for the committee.

Senator Hughes asked if it was known why 2016-2017 numbers were so high.

Director Rodriguez asked if she was talking about the 301.

Senator Hughes said yes.

Director Rodriguez said it is likely because marijuana was legalized, kidding. It is an excellent observation on Guillermo's part, there actually was a drop in students that came in for driving under the influence, in possession of marijuana. She believes that decline has been since marijuana has been legalized, and asked this is being recorded right. In addition, wanted to continue to remind everyone that it is not legal to smoke marijuana on campus. It is a federally funded campus, with that being said students go out into the community and that's where these infractions occur. That is no longer an infraction in the community but it is here.

Senator Grant thanked Director Rodriguez.

7. PUBLIC COMMENT

Senator Grant thanked Director Rodriguez for filling in for Raul.

Director Rodriguez said of course, he was so excited, and then sad that he couldn't come.

8. ADJOURNMENT

Senator Grant adjourned the meeting at 10:23 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.