

Committee on Budget and Finance

Senate of the Associated Students, 86th Session

Minutes for Friday, February 15th, 2019 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 on Friday, February 15, 2019 at 10:04 am in the Presidents Conference Room on the 3rd Floor of the Joe Crowley Student Union. Presiding Secretary, Morgan Zimmerman.

2. ROLL CALL

Senators Aziz, Burton, Grant, Hudson, Hughes, Sewell, and Wilcox were present. Senator Flangas was absent unexcused. 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 February 8th, 2019. The Committee will discuss the minutes of February 8th, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Committee may choose to approve the minutes.

The minutes were unavailable at this time.

5. OLD BUSINESS

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

6. NEW BUSINESS

a. Financial Reviews

The Committee will conduct financial reviews of the following accounts: Executive Board (PG03996), Clubs and Organizations (PG03984), ASUN Center for Student Engagement (PG00092), and General Revenues (PG07614). The Committee will hear a presentation by the account managers and will examine expenditures within each account to ensure full financial disclosure and transparency to the ASUN.

President Jackson said for the executive board we obviously have wages, host line items are for retreat, pack internship event, poster presentation, banquet, outreach, operating, and banquets; as well as operating for projects, the Director of Sustainability and Wellness, wages, travel, they too two trips to meetings in Vegas, their quarterly 2 day

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



meeting, busses for retreat and various events throughout the year, outreach for Sniff so getting people to reply, donuts and democracy events, documentary and dialogue meeting. As for operating, have keys copy and print, operational, retreat, room reservation, lodging, TedX, originally there was \$10,000 allocated, we raised it to \$15,000. The sponsor is at \$15,000. So, \$500 will come out of there, officer polo's, the Las Vegas Memorial Event, Menstrual Hygiene Pilot Program that was seen at senate this week. For future expenses, quarterly meetings, wages, and then hopefully we will be leaving money for the Executive Board CLDU Conference. Then out of host the pack internship, banquet, town hall, donuts and democracy, room reservations, committee's currently meeting to select a project to fund, earth week, recycling project, and campus wellness.

Senator Grant said thank you, asked for questions, and asked for some clarification on the Menstrual Hygiene Pilot Program. He wanted to clarify that the money would be coming out of this account.

President Jackson said it would be coming out of the General Operating account.

Senator Grant said so we will just be adding another line in.

President Jackson confirmed and said they should be expecting that.

Senator Hughes said as stated in the legislation from two days ago, they will not be spending that money until products are depilated, which should not be anytime soon.

Senator Grant thanked President Jackson.

Director Bittar said that Clubs and Organizations has spent \$124,671.74, this is inclusive of everything. In that table, from the budget are the larger expenses and other operating costs. Fall club fair and iLead, then the last time they had speaker the costs was higher, they had an issue with the accounting office, and the second half has not come yet, but does need to be accounted for. In addition, the Sammy Hut Porta Potties, data and internet, club resources, polo's for the department, and commissioner name plates. Club Funding at \$91,592.52, this includes summer, fall 1, fall 2, and there will probably still be more fall 2 expenses that come out. The fall 2 period just ended last week. With this number we use the 63% funded, and cut it, and it seems low but they did the cut based on assuming spending rate of 67%, that number will go up because they host weekly operations meetings where they will see a lot of operations request over the next couple of weeks before they period ends. They will send out a memo for the whole spring period funded at 37% cut, the budget is for club support funding, food expense for funding hearings. The hearings are long and they typically buy food for one of the two days, the remaining Sammy Hut, this is \$197 every month, multiplied by 5 months, and their banquet April 6, where they give awards, they try to keep it under \$1,000, the original spring club fair budget came out really low under \$200, iLead speaker payment of \$2,250. Still remaining is about 12,000 maybe a little less \$11,600, art fair, data and internet, club support budget is unknown, they will have a better idea after spring 1.

Senator Grant said thank you and asked for questions.

Senator Grant asked considering the club support funding cut, will funds need to be

moved around in the future.

Director Bittar clarified meaning leave the budget and move money around.

Senator Grant said yes.

Director Bittar said he I thinks there needs to be a budget increase overall, they are due for an increase, being that many clubs are more are aware of the funding opportunities. They have more clubs coming in, so they are seeing more requests. Again, they are looking at the funding manual to see if they want to adjust requests. They don't now if it is reoccurring, but they can estimate. In the end, they don't know. They push it as a resource, but they can't do that if they don't have confidence in their budget.

Senator Grant asked for questions, and thanked Director Bittar.

Director Rodrigues said the ASUN Center for Student Engagement budget really involves everything that aides the CSE in running. Everything gets paid out of there, wages, for professional staff and students, technology, vehicles, the employee development days, computers , day to day expenses, national memberships, travel, clubs, student publications, government and infrastructure, popcorn machine, and fixing anything that gets broken, microwave, freezer. For example, the CSE has a costly microwave feature, they have brail. For two years they had an officer who was blind, one broke and was \$400 to fix. Next, expenses, the future expenses already happened. They moved furniture, and since it is under warranty, they can not do themselves they have to have people from the furniture company come in. Also, when that kitchen wasn't pack provisions, the door was kept open, and not it gets really hot, so they have to get half door put in; so, there is constant ventilation. That is how hard that equipment works, the price quote is \$4,000. Originally, she requested the half door to be transferred from the office but, it did not fit fire code. So, they have to get a new door. Expenses are cleared by the accounting office, they are putting really clear definitions of purchases, you are mostly looking at stuff like name plates, system errors, positive and negative, website hosing, transcript captions for videos, employee development. Data for iPads, used for intake and pack provisions, sometimes the programming board may use them for whatever they are doing. Registration fees from March, office supplies, they keep the coffee station going up there, the software website, hosting. Also, she wanted to call attention to 12/11/2018, the fraud charge. Adrienne has to work her magic with Chase, and they do a credit for fraudulent charges. Fraud charges come in as a debit then a credit.

Senator Grant asked for clarification regarding the fraud charges.

Director Rodriguez said often time the card number is taken off the internet, they can prove its not a University charge and Chase can tell it did not come from UNR. Working with chase is really nice, and because of workday we see these charges almost immediately. Adrienne sees all of the requests and address them much sooner and Chase appreciates that. If it is caught soon enough they can, they can reverse it on their end and they don't have to pick up the loss.

Senator Burton asked how often that happens.

Director Rodriguez said she is going to with more, because of workday. They are able to capture more of them almost in real time, and instead of them always coming alone, and weeks or months later. Sometimes Chase even reports it to the university. Y'all are seeing more real time, so they are quickly addressing those charges. There are 52 credit cards, and Eliot spends the better part of his time focusing on this. Where it brings a lot of joy to Clubs and Organizations and ASUN officers, they must remain vigilant.

Senator Sewell asked how much of an impact closing central station has had on the CSE.

Director Rodriguez said based on the data, she would have done it sooner. They have had no complaints, and number of students coming in between 8-5. She is going to shorten again because there has been no impact. There are 2-3 transactions between 5-6. Thank you for asking that.

Senator Aziz asked has the 1.8 million actually been spent.

Director Rodriguez said as of Feb 2019, for the CSE, and looking at general revenues, that budget does not have that much money.

Senator Grant said it is around \$64,000.

Director Rodriguez said right now, under personnel costs there are professional salaries. That \$43,000 figure, is there purposely because she has not hired a Director of Accounting. They still need to bring in money in order to balance budget. There is no doubt they will bring in money but, for now they will have staff pick up slack, that way they don't have to go in cutting budgets. Hannah took some of the funds and moved them around to make ends meet, but general revenues are still in a deficit.

Senator Grant asked for questions.

Director Rodriguez said general revenues are pretty simple, these are per credit fee dollars that students pay when they enroll. She is stressed out big time over this. In the month by month breakdown, there are two negative figures but they are smaller, add November and December and get fall total. Then a huge number in January. They passed that figure on to January, meaning that students are waiting until the last minute to pay their bill. Makes her wonder if they are struggling financially. Most people are waiting until January to pay tuition. Students begin enrolling in mini term and summer, soon so they will have to ask budget and finance in June, and then they can go in and reduce the unused part of the salary. They need like 10,000, in April, May, and June. She hopes they don't think she just sits on the money, she is looking at a much bigger picture. They can not end in the negative at the end of the year. She has to look at what ASUN can afford, and that is where we are at.

Senator Wilcox said he was confused based on comparing some months in the past were in the millions compared to now.

Director Rodriguez said they are growing concerned based on January, students are paying and waiting really last minute. They are learning that they are paying interest for two months if they pay in November, so students are getting smarter, they are avoiding paying on their credit card and can use financial aide as it gets closer. If there is a

different hypothesis let her know.

Senator Grant said thank you and asked for any further questions.

7. PUBLIC COMMENT

Senator Grant thanked everyone for coming in, he almost cancelled due to weather, and everyone drive safe.

8. ADJOURNMENT

Senator Grant adjourned the meeting at 10:32 am.

NOTES

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