

*Passed Unanimously*



**SENATE RESOLUTION #2890**

**TITLE:** Ad Hoc ASUW Budgetary Reporting Lines Report

**DATE INTRODUCED:** April 18, 2023

**AUTHORS:** President Brown

**SPONSORS:** Senators Anderson, Castronovo, and Stadler

1. WHEREAS, the purpose of the Associated Students of the University of Wyoming is to
2. serve our fellow students in the best manner possible; and,
3. WHEREAS, President Brown on February 14<sup>th</sup>, 2023 formed the Ad-Hoc ASUW
4. Budgetary Reporting Lines Committee to address questions regarding ASUW's finances
5. and financial autonomy as explained in Addendum A; and,
6. WHEREAS, this committee met for five meetings to discuss happenings regarding
7. ASUW's budget and its' broader policies and stakeholders in its decisions; and,
8. WHEREAS, during these committee's meetings, ASUW received clarification regarding
9. endowments and their use as detailed in Addendum B; and,
10. WHEREAS, this committee concluded staying to budgetarily report within the Division
11. of Student Affairs, as opposed to the Division of Financial Affairs, is the best option for
12. ASUW at this time; and,
13. WHEREAS, although the committee determined staying within the Division of Student
14. Affairs is in the best interest of ASUW at this time, there are still a number of items
15. which required clarification or collaboration with both Student Affairs and Financial
16. Affairs moving forward; and,
17. WHEREAS, this committee through its meetings developed a list of goals and items for

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18. ASUW in collaboration with Student Affairs and Financial Affairs as outlined in
19. Addendum C including the following 8 recommendations: (1) Monthly, or as requested,
20. budget meetings with the following stakeholders: Student Affairs Executive Business
21. Manager, Financial Affairs Relevant Appointee, ASUW Accountant, ASUW Advisor,
22. ASUW President, ASUW B&P Chair, ASUW Director of Finance, and whoever deemed
23. necessary; and,
24. WHEREAS, (2) Where the Vice President of Student Affairs or SA Executive Business
25. Manager goes to represent/discuss the ASUW Budget, they will be with the ASUW
26. Accountant, ASUW President, and/or the ASUW B&P Chair; and,
27. WHEREAS, (3) An "agreement" that Student Affairs will not sweep our funds from our
28. carryover account regardless of EOY or different budget years; and,
29. WHEREAS, (4) Clarity/Reworking of 11-5: Ability, as stipulated in 11-5, to continue
30. with our "carryover" or "reserves" funds to ensure ASUW's financial ability to function
31. in the future as ASUW is entirely student-fee funded without the ability to generate funds
32. from block grants, etc. Clarity and the protection of ASUW, as stipulated in 11-5, to
33. create endowments with private funds or other funds that do not constitute "student fee
34. dollars"; and,
35. WHEREAS, (5) the ASUW Budget and Planning will provide an impact report on
36. ASUW's budget annually for Student Affairs to read during the budget hearing at the
37. Board of Trustees
38. WHEREAS, (6) Regular meetings with Financial Affairs to determine and discuss
39. ASUW Finance Policies to ensure they are in line with UW Policies; and,
40. WHEREAS, (7), Clarification and codification for the process in which funds will be

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41. approved/not approved by Student Affairs; and,
42. WHEREAS, (8), Addressing the questions regarding public information/ASUW being
43. public; should these meetings/decisions not fall into the public domain as part of
44. ASUW's work. ASUW tried to do XYZ but we were unable to do so because of XYZ.
45. Transparency in the work ASUW does budgetarily; and,
46. WHEREAS, the Ad-Hoc ASUW Budgetary Reporting Lines Committee acknowledges
47. these items require cooperation and collaboration with numerous stakeholders, including
48. but not limited to, the UW Board of Trustees, The Division of Student Affairs, The
49. Division of Financial Affairs, General Counsel, The Foundation, and other stakeholders
50. as deemed relevant.
51. THEREFORE, be it resolved the Ad-Hoc ASUW Budgetary Reporting Lines
52. Committee recommends ASUW continues to report to the Division of Student Affairs in
53. both the authoritative and budgetary lines; and,
54. THEREFORE, be it further resolved, that the 111th Administration of ASUW works
55. with the relevant stakeholders to achieve clarity on the items listed in Addendum C
56. THEREFORE, be it further resolved a copy of this resolution will be sent to the Vice
57. President of Student Affairs, the Dean of Students, The Vice President of Financial
58. Affairs, and to the Chair of the Board of Trustees Budget Committee, Laura Schmid-
59. Pizzo.

**Referred to: Steering; Program and Institutional Development**

**Date of Passage:** May 5<sup>th</sup> 2023 **Signed:** 

**(ASUW Chairperson)**

**“Being enacted on May 5<sup>th</sup>, 2023, I do hereby sign my name hereto**

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and approve this Senate action.”   
ASUW President

**Addendum A**

*Passed Unanimously*

Office of the President  
Allison Brown  
020 Wyoming Union  
307-349-2149  
asuwpres@uwyo.edu



The 110<sup>th</sup> Administration  
Associated Students of the  
University of Wyoming

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February 14, 2023

**To:** The ASUW Legislative Branch, The ASUW Executive Branch, ASUW's Programs and Partners, the ASUW Business Office, and the ASUW Judicial Branch

**From:** Allison Brown, ASUW President

**Re:** The creation of an ASUW Ad-Hoc Committee on ASUW Budgetary Reporting Lines and Policies

In the 110<sup>th</sup> Administration and in administrations prior, ASUW reports both authoritatively and budgetarily to the Division of Student Affairs and under the direction of the Vice President of Student Affairs as well as the Dean of Students. At times, this balance can result in differences in priorities or conflicts of interest that exist within the structure.

Ultimately, this structure provides difficulty at times as the student government may be advocating for items that are different or in opposition to that of the administration. Additionally, as ASUW reports currently both authoritatively and budgetarily to The Division of Student Affairs, theoretically if the Division of Student Affairs disagreed with a budget line item of ASUW, they would have final control and jurisdiction of the ASUW budget. To be clear, the reporting lines and decisions being discussed will only impact ASUW's budgetary reporting line, not the authority reporting line. With these concerns in mind, as the ASUW President, I met with the Chairman of the UW Board of Trustees, John McKinley, as well as other university administrators to discuss the potential of shifting ASUW's reporting line and what the process would look like moving forward.

With this context in mind, pursuant to Article 1, Section 3, subsection C of the ASUW By-Laws, I am appointing an Ad-Hoc ASUW Committee on ASUW Budgetary Reporting Lines and Policies. This committee will work on a short timeline, meeting for 3-4 weeks to determine if ASUW ought to pursue moving our budgetary reporting line from the Division of Student Affairs to the Division of Financial Affairs.

This committee shall seek to have conversations with relevant university administration to ASUW's reporting lines to answer these questions and the committee's work will culminate with a recommendation on ASUW's budgetary reporting lines and potentially a resolution in support of ASUW moving forward with a change to UW Reg. 11-5 to report financially under the Division of Financial Affairs. During this committee's work, ASUW will receive a red-lined DRAFT version of 11-5 from General Counsel editing section four, titled "Financial Matters" providing draft language if ASUW was to opt to changing the budgetary reporting line to the Division of Financial Affairs.

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The 110<sup>th</sup> Administration

Associated Students of the  
University of Wyoming

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This committee will seek to have their decision made regarding the potential shift of ASUW budgetary reporting lines by March 9<sup>th</sup>, with a potential resolution being submitted prior to the Steering deadline of 7:00am on March 10<sup>th</sup>, with ASUW seeking to have the UW Reg. 11-5 changes made at the Board of Trustees Meeting on March 22-24, 2023.

This committee will be comprised of at least 8 voting members:

- ASUW President (Chair)
- ASUW Vice President
- ASUW Chief of Legislative Affairs
- ASUW Director of Finance
- At least four ASUW Senators
- ASUW First-Year Senate Presiding Officer
- ASUW First-Year Senate Treasurer
- ASUW Assistant Director Lucas Hansen (non-voting)
- ASUW Accountant Shelly Schaefer (non-voting)

Thank you all who choose to serve on this committee. I look forward to working with you all to determine the best reporting structures in the future for ASUW.

## **Addendum B**

To: ASUW

From: Financial Affairs and Student Affairs

Date: March 30, 2023

Re: ASUW Designated Operating Accounts, Reserves and ASUW Endowments - Spending Authority and Criteria

The Trustees of the University of Wyoming, a constitutional body, are responsible for the “management of the university” (Wyoming Constitution, Article 7, Section 17). The Trustees “possess all the powers necessary or convenient to accomplish the objects and perform the duties prescribed by law, and shall have custody of the books, records, buildings and all other property of the university” (W.S. 21-17-203). The Trustees may “(e)xpend the income placed under their control from whatever source derived and exercise all other functions properly belonging to such a board and necessary to the prosperity of the university and all its departments” (W.S. 21-17-204).

Therefore, pursuant to constitutional and statutory provisions, the Trustees are responsible for the establishment of all fees, charges, and deposits assesses, and refunds afforded to individuals applying for admission to the university, enrolled students, university employees, and the general public.

UW Regulation 11-5 further states: *The ASUW Student Government must conduct all its programs, services, and operations in accordance with University regulations, policies, and procedures.*

### *ASUW Designated Operating Account*

ASUW has one designated operating account with the sole revenue stream coming from the assessment of fees to students enrolled at the University. Student fees are State funds and the use of student fees must follow both the Student Fee Book and University of Wyoming procurement and payment policies and procedures. Expenses paid for with State funds shall be for the benefit of the State/University and procured using the most economical means available to satisfactorily accomplish the State’s/University’s business. At the University of Wyoming, it is the responsibility of the cost center approver, and his or her Vice President, to ensure expenses are for the “benefit of the State/University.” Any other expenses using State funds are considered unauthorized. Unauthorized expenditures are generally not essential to State/University operations, and in many cases, they appear to benefit the individual employee as much as, if not more than, the State/University. In determining whether an expenditure is authorized, the following questions may be asked:

- Would the employee be able to perform their duties without it?
- Would this expenditure be considered by the IRS as an employee benefit which is taxable to the individual?
- Is the purchase a requirement of the employee to perform their job, such as a license or special certification?

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Not every expense is clearly allowable or unauthorized. For example, student fees cannot be used to fund lobbying by ASUW, unless the University, a legislator, or other state official specifically requests ASUW's involvement.

### *ASUW Endowments*

Over the years, ASUW has established and/or contributed to the following endowments at the UW Foundation:

- A.L. Lupton Financial Literacy Endowment (FS 600638)
- ASUW Childcare Assistance Scholarship (FS 630887)
- ASUW Facilities Endowment (FS 600025)
- ASUW Leadership Scholarship Fund (FS 630034)
- ASUW Non-Citizen/International Student Support Fund (FS 631051)
- ASUW Service Exchange Endowment (FS 630035)
- ASUW Special Projects (FS 631052)
- ASUW Student Priorities Fund (FS 600637)
- ASUW/2007 Senior Class Legacy Endowment (FS 680001)
- ASUW/Cowboy Parents Family Emergency Fund (FS 600026)
- Charlotte Hearne Davis Scholarship (FS 630131)
- James C. Hurst Scholarship (FS 630356)
- Julian Isaias Abas Music Production Excellence Fund (FS 600575)

Upon review, it appears these endowments are funded through a mixture of state appropriations, student fees, and state match dollars. Due to the funding sources (i.e., they are not private donor dollars), ASUW must follow University policy related to spending criteria when utilizing the income from their endowments.

It should be noted that student fees should be set at a rate necessary to cover estimated expenditures during a single fiscal year. Unexpended student fees shall not be held in a reserve account or transferred to an endowment and instead will follow the carry forward policy in UW Regulation 7-10. The carry forward policy states: *positive or negative net results will automatically roll-forward to the next fiscal year (note however that the creation and use of these fund classes requires approval from the Budget and Institutional Planning Office or Sponsored Programs Office and that the University Administration reserves the right to monitor the fund balance in these accounts and place upper limits on the amount of accumulated fund balance).*

### *Policies and Procedures Resources*

All Financial Affairs related policy and procedure documents can be viewed here:

<https://www.uwyo.edu/budget-finance/financial-affairs/policies/index.html>

Resources of particular interest: [Foundation Funds Purchases Flowchart](#), [Quote and Bid Threshold Policy SAPP](#), [University Travel and Reimbursement Policy SAPP](#), [Receipt and Handling of University Funds SAPP](#) and [Receipt and Handling of University Funds DAPP](#)

cc: General Counsel

## **Addendum C**

### Ad-Hoc's Budgetary Goals and Commitments to Work Towards

1. Monthly, or as requested, budget meetings with the following stakeholders:
  - a. Student Affairs Executive Business Manager
  - b. Financial Affairs Relevant Appointee



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- c. ASUW Accountant
  - d. ASUW Advisor
  - e. ASUW President
  - f. ASUW B&P Chair
  - g. ASUW Director of Finance
2. Where the Vice President of Student Affairs or SA Executive Business Manager goes to represent/discuss the ASUW Budget, they will be with the ASUW Accountant, ASUW President, and/or the ASUW B&P Chair.
  3. An "agreement" that Student Affairs will not sweep our funds from our carryover account regardless of EOY or different budget years.
  4. Clarity/Reworking of 11-5: Ability, as stipulated in 11-5, to continue with our "carryover" or "reserves" funds to ensure ASUW's financial ability to function in the future as ASUW is entirely student-fee funded without the ability to generate funds from block grants, etc. Clarity and the protection of ASUW, as stipulated in 11-5, to create endowments with private funds or other funds that do not constitute "student fee dollars".
  5. ~~ASUW will present its own budgets to the Board of Trustees annually.~~ **The Budget and Planning Committee will provide an impact report on ASUW's Budget annually for Student Affairs to read during the budget hearing at the Board of Trustees.**
  6. Regular meetings with Financial Affairs to determine and discuss ASUW Finance Policies to ensure they are in line with UW Policies.
  7. Clarification and codification for the process in which funds will be approved/not approved by Student Affairs.
  8. Questions regarding public information/ASUW being public; should these meetings/decisions not fall into the public domain as part of ASUW's work. ASUW tried to do XYZ but we were unable to do so because of XYZ. Transparency in the work ASUW does budgetarily.

**Addendum D**

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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** ASUW Student Government

**Number:** UW Regulation 11-5

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### I. PURPOSE

The Trustees of the University of Wyoming hereby authorize and recognize the organization known as the Associated Students of the University of Wyoming (ASUW) Student Government. This organization is created to promote the general welfare of all students at the University, to represent and serve as a voice for the concerns of the student body, and to provide and regulate such other matters relating to students as are appropriate to a student government.

### II. CONSTITUTION

The ASUW Student Government shall create and abide by a constitution that will guide its programs, services and operations.

Under its Constitution, the ASUW Student Government may establish such other bylaws, policies, and procedures, as it deems appropriate for the regulation of its programs, services, and operations.

### III. PROGRAMS, SERVICES, AND OPERATIONS

The ASUW Student Government may establish, modify, and discontinue programs, services, and operations that benefit and promote the general welfare of the students of the University.

The ASUW Student Government must conduct all its programs, services, and operations in accordance with University regulations, policies, and procedures.

### IV. FINANCIAL MATTERS

Consistent with UW Regulations, policies, and procedures, the ASUW Student Government is authorized to establish financial policies under its Constitution for the oversight of ASUW Student Government business.

Through the Vice President for Student Affairs, and in consultation with the University President, the ASUW Student Government shall prepare and present for approval to the UW Board of Trustees, an annual fiscal year budget for conducting its programs, services, and operations.

The ASUW Student Government is authorized to recommend to the Trustees the needed amount of ASUW fees to be assessed of all fee-paying students for the support of ASUW-sponsored programs, services, and operations.

The ASUW Student Government is authorized to create and implement a process for the annual review of all mandatory student fees and program fees, including recommendations of changes to a fee proposal. The ASUW Student Government shall provide any recommendations to the Vice President for Student Affairs and the University President.

The ASUW Student Government is authorized to review and recommend changes to any University Regulations or policies that oversee the collection and use of mandatory student fees and program fees. The ASUW Student Government shall provide any recommendations to the Vice President for Student Affairs and the University President.

The ASUW Student Government is authorized to allocate student fee receipts under its control to ASUW programs, services, and operations, and to UW Recognized Student Organizations.

The ASUW Student Government is authorized to create reserve funds, as it deems appropriate.

The ASUW Student Government is authorized to establish endowment funds at the University Foundation, with the approval of the Board of Trustees, which are in accordance with Foundation rules and regulations and/or any applicable State or Federal laws in force at the time an endowment is created.

The ASUW Student Government is authorized to create and implement policies for the acquisition, use, and disposal of ASUW-acquired equipment.

The ASUW Student Government is authorized to create and implement policies for the allocation and use of ASUW funds for travel by persons representing the ASUW Student Government or representing an organization or program to which the ASUW Student Government has allocated funds.

The ASUW Student Government is authorized to create and implement policies for awarding and enforcing contracts related to its programs, services, and operations, in accordance University regulations, policies, and procedures.

**V. PERSONNEL**

The ASUW Student Government is authorized to create full-time, part-time, and student employee positions to assist in the support and direction of its programs, services, and operations.

The Dean of Students, or designee, in consultation with appropriate ASUW officers, committees, and/or advisory boards, shall hire, supervise, provide guidance to, and annually evaluate all staff of the ASUW and all staff in the Dean of Students Office assigned to assist the ASUW.

The ASUW Student Government shall conform to University Human Resource regulations, policies, and procedures.

**VI. CODE OF ETHICS**

The ASUW Student Government shall adopt and subscribe to a Code of Ethics for its programs, services, and operations, which shall guide the behavior and actions of elected, appointed, and volunteer representatives of the ASUW.

**VII. ADMINISTRATIVE RESPONSIBILITY**

Notwithstanding the role of the ASUW President as an *ex officio* member of the Board of Trustees, the ASUW Student Government as an organization shall be responsible administratively through the Dean of Students Office to the Vice President for Student Affairs.

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**Responsible Division/Unit:** Division of Student Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 8-249; adopted 3/5/2009 Board of Trustees meeting

Revisions adopted 11/14/2014 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 8-249, now UW Regulation 11-5

Revisions adopted 11/14/2019 Board of Trustees meeting

## **Ad-Hoc ASUW Budgetary Reporting Lines Agenda**

**9:00am-9:45am, 6 March**

- I. **In Attendance**
  - a. Senator Anderson
  - b. Senator Ewalt
  - c. Senator Engleby
  - d. Senator Stadler
  - e. Senator Castronovo
  - f. Director Hamilton
  - g. Advisor Hansen
  - h. Accountant Schaeff
    - i. (Jazmin, FYS Treasurer)
    - ii. (Aiden, FYS PO)
- II. **Committee Introduction**
  - a. Background/Basis of Committee (review charge letter)
  - b. Review UW Regulation 11-5
  - c. **Timeline for this process:**
    - i. This committee's recommendation via resolution/white paper
    - ii. Recommendation (if to shift) delivered to General Counsel, VP Kean, President Seidel, VP Chestnut, Chair McKinley
    - iii. Changes to 11-5 proposed at the Board of Trustees in committee/to the whole
    - iv. Approval of changes to 11-5, ASUW reports budgetarily to Division of Financial Affairs as opposed to the Division of Student Affairs
  - d. **Timeline of this Committee – recommendation via resolution by 14 April**
    - i. 20 March – Meet w/ VP Chestnut and Dean O'Neil and Jeager
    - ii. 27 March -- (Potentially) meet w/ VP Kean and Old Main finance team
      1. Review red-lined version of UW Regulation 11-5
      2. Develop an extensive pros/cons list of budgetary reporting
    - iii. 3 April – Decide on a recommendation for the committee moving forward and assign roles/draft a resolution and/or white paper
    - iv. 10 April – Finalize a resolution and/or white paper
- III. **Open Discussion**
  - a. What do you, as a Senator/Executive/Stakeholder in this, need to know before making this recommendation for ASUW moving forward?
    - i. What are the potential conflicts for the changes in budgetary/authoritative lines? Could budgetary and authoritative lines conflict one another/what would a disagreement between reporting lines look like? (Colter)
    - ii. Breakdown of the endowments/what occurred there and how this does or does not relate to the budgetary reporting line (Colter)

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- iii. Are there any other divisions/groups which report to two different departments? What is in place to ensure clear communication between two groups? (Madi)
  - iv.
  - b. Are the goals of this committee clear? Are there any follow-up questions on anything mentioned prior?
- IV. Development of Questions for 20 March and 27 March**
- a. 20 March – Division of Student Affairs:
    - i. What would this shift in reporting lines look like on the ground? How would this be different from our current structure?
    - ii. How would this function and change our day-to-day operations?
    - iii. What would a difference in budgetary/authoritative reporting lines look like communication wise, logistically, decision-making wise?
    - iv. Differences in approach with the Division of Student Affairs and the Division of Financial Affairs? What are the gains/draw-backs of each of these groups?
  - b. 27 March– Division of Financial Affairs:
    - i. What would this shift in reporting lines look like on the ground? How would this be different from our current structure?
    - ii. How would this function and change our day-to-day operations?
    - iii. Who would ASUW budgetarily report to? VP Kean or another individual?
    - iv. What would a difference in budgetary/authoritative reporting lines look like communication wise, logistically, decision-making wise?
    - v. Differences in approach with the Division of Student Affairs and the Division of Financial Affairs? What are the gains/draw-backs of each of these groups?
    - vi. What role/communication would ASUW have with the individual/group overseeing our budget? Regular meetings with ASUW Leadership?
    - vii. Would the culture of Financial Affairs allow for meetings with students and similar student-focused meetings?

### **Ad-Hoc ASUW Budgetary Reporting Lines Agenda**

**9:00am-9:45am, 20 March**

- I. **In Attendance**
- II. **Committee Guests:**
  - a. Vice President of Student Affairs Kim Chestnut
  - b. Dean of Students Ryan O’Neil
  - c. Student Affairs Executive Business Manager Marjorie Jaeger
- III. **Prepared Questions for Student Affairs:**
  - a. What would this shift in reporting lines look like on the ground? How would this be different from our current structure?

*Passed Unanimously*

- i. Marjorie – unsure where expenses, in particular, would go through in the Division of Financial Affairs, not a concrete answer about where in that office expenses would go, unsure of who that person would be, would not have experience with Student Affairs expenses, anticipates a learning curve for that person, structural reporting lines to expenditures and a difference in how the budget process is managed, although we do already do it independently and then put it into the UW system, assume it would stay the same unless they would like to get more involved at the ground level in our budget process
  - ii. Ryan – Much is unknown about the switch to the Division of Financial Affairs, not knowing but would she would expect to be true, Student Affairs tries to be solutions focused and has a strong understanding of the purpose of student government and where the interests are, often times this doesn't align cleanly with financial policy, how do we still support a programmatic learning outcome of addressing student issues without violating finance policy, anticipates there would be a different between the flexibility/conversation/creative thinking with SA as opposed to FA, because FA won't supervise in our day-to-day operations, they will not as easy, this has been a learning curve for SA this past year, feels like UW is in a place of scrutiny across campus with regards to the Foundation and other budget processes, a lot of the crunch we've been feeling is more a function of those things but feels as though it is targeted at ASUW, finding creative solutions to allow ASUW flexibility, SA understands the core values and work of the student government, we are more willing to be creative in finding solutions
- b. How would this function and change our day-to-day operations?
- i. Skip
- c. What would a difference in budgetary/authoritative reporting lines look like communication wise, logistically, decision-making wise? What would this look like from your perspective compared to having these lines in the same place?
- i. Ryan – Since this hasn't existed before, it feels like staffing lines and operational pieces related to this would still need to be overseen by SA presumably, would not make sense if all of the budgetary pieces related to staffing lived in a different division
    - 1. Madi – Curious regarding how the communication would look between SA and FA in addition to the work in ASUW, budgetary items do have to do with our employment and that group's work, three areas of communication, what would this look like? Would Shelly be going to FA and Lucas reporting to SA?
  - ii. Ryan – Secondly a conversation about what isn't working the current structure? Deciding to stay or go from SA is only one of the questions in what needs to be addressed, having more clarity about when and where ASUW representatives are involved in the budgetary process.

*Passed Unanimously*

1. Colter – ASUW representation through SA in budget meetings, leeway provided by ASUW needs being unique compared to other university operations
- iii. Ryan – What are we needing to look or feel differently if we were to stay in SA? How do we clarify communications regarding budgets and communicate that if we are to stay in SA?
- iv. Marjorie – For FA, it is policy which needs to be written (I.e. lobbying) independent of these constituent bodies that needs to happen, it hasn't been specific conversations about ASUW's budget
- v. Lobbying Questions --
  1. Process explanation
  2. Feedback that student fees are not to be used for lobbying expenses, going to GC and VP Kean and others for policy
  3. Madi – is there room for students in these conversations about these policies and how this “red-tape” impacts student advocacy; student involvement in policy conversations about this
- vi. Ryan – How this might have functioned differently in a different year without this ASUW involvement, it is appropriate to have these layers in place with accountant/budget managers, is that as policy questions get raised at this level ASUW feels left out of the conversation, ASUW's involvement in recent history has been a function of not having the appropriate pro-staff in ASUW or SA; If you stay with SA let's get clear about what isn't working/is working and what we can do to better meet the necessary outcomes
- vii. Shelly – Often frustration about policy isn't about what needs to be written, it is that ASUW is held to a policy that hasn't been written/hasn't been followed/etc.
- viii. Brittany – For Marjorie – What does the process look like once our budget has been sent to SA, was a line-item for lobbying available, is there time to go through the line items in the ASUW budget
  1. Shelly – budget sent, budget though is not line item driven in the process which takes place, therefore the line-items are not seen, by account codes
  2. Marjorie – Is there a way for us to review on the front end as opposed by to the backend with regards to our budget?
  3. Brittany – Would these alleviate the questions regarding policy?
- ix. Madi – working in an ASUW committee to make our budget processes more accessible, hoping to include more education on our end regarding policy changes ideally via the student side of budgetary processes
- x. Kim – this is an evolving process in refining and providing clarity to budget processes both on the ASUW end and the UW end, different policies and priorities of CFOs in past years at UW which continually redefine the bottom line, necessary refinement



*Passed Unanimously*

- d. Differences in approach with the Division of Student Affairs and the Division of Financial Affairs? What are the gains/draw-backs of each of these groups?
  - i. Skip for time, return to it if time permits – somewhat addressed already

**IV. Additional Questions:**

- a. Colter – Back to why ASUW is considering this/what’s driving have been recent conversations regarding the fee indexing and that change and concerns with how SA manages other fees, the fees from extra students being rolled back into SA more broadly
  - i. Kim – allowing units to spend their full budget, the budget system at UW will not allow a budget to be readjusted with extra students, therefore at the division level there is the ability to use the surplus to appropriate to different areas
    - 1. Colter – ASUW does not fall under this group of fees
- b. Colter – Questions regarding ASUW not being allowed to keep reserves or current reserves being rolled up into Student Affairs. Vague information on this, is this happening?
  - i. Kim – this edit is a result of BOT Chair McKinley the entire institution being held more accountable to their yearly budgets, questions regarding the increases in tuition without the “inappropriate raising of student fees”, dual effort between Trustee Schmid-Pizzato and Chair McKinley
    - 1. Roll-up and reserves are different... Marjorie: there is the reserves and the carryover
    - 2. Shelly -- Carryover was supposed to be put into the reserves but was not put in, the carryover was supposed to go to the reserves and then the funds from that were to go to form the Student Priors Endowment
      - a. Colter – Why isn’t this happening as aligned by ASUW?
    - 3. Marjorie – if your balance in the reserves goes to that endowment, the reserve itself would no longer exist
    - 4. Colter/Allison -- reserves are protected by 11-5, so why is this happening
    - 5. Marjorie – terminology issue in 11-5
    - 6. Shelly – could our carryover be swept by Student Affairs?
    - 7. Marjorie – looking for clarify, Tara Evans made the statement that the carryover/reserves would be swept to Student Affairs
    - 8. Kim – if this rollover happens, SA could theoretically support the funds back into ASUW
  - ii. Colter – where is this coming from in BOT, are we working to get clarity
  - iii. Brittany – What would realignments look like from this and the flexibility there, could we still use these excess funds from I.e. vacancies or would they be in a carryover or swept?
    - 1. Clarity on this, Marjorie/Kim would not think so that this would be impacted

*Passed Unanimously*

2. Ryan – where this could be different is if we are reporting to FA but salaries exist within SA
- V. **Next Week:** Should be meeting with the Division of Financial Affairs, please be thinking of more questions we can ask that group as well as thinking more broadly about what questions/thoughts you have regarding our budget line in general.
- a. Inviting Student Affairs back in two weeks to three weeks – Yes.

### **Ad-Hoc ASUW Budgetary Reporting Lines Agenda**

**9:00am-9:45am, 27 March**

#### **27 March– Division of Financial Affairs:**

1. Pre-Developed Questions:
  - a. What would this shift in reporting lines look like on the ground? How would this be different from our current structure?
    - i. Transaction routing – where the budget authority sits and where it rolls up in their own divisions
    - ii. Looking to streamline budget processes further, more shared staffing service centers; No matter which division there are changes in what that works
    - iii. SA is fairly decentralized, this wouldn't change on the FA side, just really a change in the overall budget structure in we exist
    - iv. No fee revenue, budget would stay the same, no one in FA reviews/changes fees, if it a designated operating dollar, it would be your fee revenue sent
    - v. SA with all of the mandatory fee designation, these theoretical operational funds wouldn't be available
    - vi. Madi: Student led offices with limited professional staff, ASUW fees can get combined, designated dollars?
    - vii. Shelly: Endowments as well through these processes
  - b. How would this function and change our day-to-day operations?
    - i. What are potential changes to the regulation are and how that will help
    - ii. On the budget side changes, working with budget office on day-to-day questions
    - iii. Madi: Who is under FA? Not really any other student groups currently.
  - c. Who would ASUW budgetarily report to? VP Kean or another individual?
    - i. Not a review of transactions from that budget office, potential change in this oversight; knowing there is a fair amount of transactions through ASUW not directly in Alex's work, happy to provide and consult any other advice
  - d. What would a difference in budgetary/authoritative reporting lines look like communication wise, logistically, decision-making wise?

*Passed Unanimously*

- i. Public funds, the intent is to deliver what we are trying to do for UW/the state for the most benefit possible
- ii. Weighing if it is the benefit of the entire institution or individual organization, gray areas potentially, thinking through ASUW's fees and spending there is gray area in determining what provides the most opportunities for all students
- iii. ASUW is unique in ways which we fund, I.e. concerts, compared to other groups
- iv. Madi: Is there space and structure with Student Affairs to have these conversations?
  - 1. Alex: How far ahead do you plan/budget for things, generic budgets vs. Line item budgets, deciding on the lead time for transactions
  - 2. In FA, working in advance to know what to spend on, not many gray areas in their current budgetary decisions/work
- v. Because the regulation does provide that you can have time in front of ASUW – sharing/reporting this future budget
  - 1. ASUW in a line-item specific budget with only two areas: Funding Board and Special Projects
- e. Differences in approach with Division of Financial Affairs? What are the gains/draw-backs of each of these groups?
  - i. Biggest challenge: SA doesn't know what fully is going on with Student Affairs and with ASUW, not a space that FA is going to get in to
  - ii. Peer accounting forms of doing this work, but overall, with student experiences on campus, not really the work of student experiences on campus
  - iii. Transactional questions, good service, other pieces, very careful stepping into the space of the role of another VP on campus
    - 1. Shelly: Do you have concerns about this shift conflating roles of the VP?
      - a. If the questions are purely policy, if it is allowed with policies and funds, questions of where/when a transaction is made
    - 2. Shelly: Problem not being education on conversations happening up above/changes there, lack of communication about policies
      - a. Alex: potential to work with SA/ASUW to work to have someone from their division present and available for questions or to participate wherever we think there is confusion/lack of clarity
      - b. Moving towards shared service models would help with this confusion or lack of clarity, more efficiency
- f. What role/communication would ASUW have with the individual/group overseeing our budget? Regular meetings with ASUW Leadership?

*Passed Unanimously*

- g. Would the culture of Financial Affairs allow for meetings with students and similar student-focused meetings?
- h. Open Questions:
  - i. Shelly: State funds, ASUW views the student fee as paid for by students, by students and it seems as though UW has shifted that it's gone from for the students to for the institution
    - 1. Any fee accessed by a public institution is a public fund, the fee that is accessed should have a policy/process for how it is spent; if the institution is using a fee in a way which was not accounted for it is not permissible
    - 2. Recently co-mingling of dollars and the historical carryforward of dollars with an unknown reserve balance, now traced back to student fee dollars
    - 3. New fee wording for ASUW – new definition being sent to Alex; more of a process for us not carrying over
  - ii. Allison: Questions over carryover and reserves
    - 1. What the university view of conversion from Pistol to new accounts, regulation was written conceptually that ASUW would have unrestricted operating funds, which we do as it is internally regulated
    - 2. No revenue which is for unrestricted operating dollars, everything carries forward from the source of the funds class and the funds, no reserve for operating carryover, confusion in the way this is written and posts
    - 3. Regulation establishing ASUW's ability to form quasi or regular endowments – theoretically ASUW's fee description would have to put in that there was an endowment being formed
  - iii. Shelly: Clarification of where endowment funds came for this years, COVID and unsend salaries
    - 1. Correct, endowments cannot be created from unforeseen circumstances like the above, we can't change how we would spend the funds
    - 2. Unspent salaries would be carried over each year and could be realigned anywhere else in the budget
    - 3. Who would it benefit for functions and duties of ASUW
  - iv. Madi: Happening with most fees across campus, ASUW not wanting the index of the ASUW fee constant with 4%; increase in fee leading to carryover/excess funds
    - 1. On the indexation of the fee, always the ability of VP Financial Affairs to waive the ASUW fee and hold those flat; this is the way the fee book and assessment to go
    - 2. Could be explored if we would want to refund back on a proportionally during the year to students

*Passed Unanimously*

3. Notion of indexing being one of constant growth periodically, this index rate only half of inflationary rates
- v. Tanner: Clarifications with reserves/student fee, issue we keep encountering is both philosophical and legal complications
  1. Still all has to all fall within the bounds of designated dollars and how the fees are access?
  2. Could a solution to these problems be addressed by shifting to FA?
    - a. The changes Allison proposed are how ASUW believes how they would most efficiently function
    - b. How it is written now would lead one to believe that creating endowments is one just made by ASUW, questions over source of funding with the creation
- vi. Shelly: Anything we didn't cover/discuss today we should think of
  1. Not knowing fully how to shift regulation
  2. If you were to move away from budgetarily reporting from SA, would be a real challenge for how SA and FA function on campus
  3. If this is a matter of the financial components and this process, happy to participate in any way through the reg re-write or attendance of any from FA to our meetings for communications
  4. Would be a major shift in our division's structure; if you're going to one VP for approval of spending and one VP for authorization, potential to complicate these relationships further and cause issues

**Ad-Hoc ASUW Budgetary Reporting Lines Agenda**

**9:00am-9:45am, April 3**

- I. **In Attendance:**
- II. **Thoughts regarding budgetary reporting lines**
- III. **Student Affairs Considerations:**
- IV. **Considerations/Thoughts for SA Next Week:**
  - a. Monthly, or as requested, budget meetings with the following stakeholders:
    - i. Student Affairs Executive Business Manager
    - ii. Financial Affairs Relevant Appointee
    - iii. ASUW Accountant
    - iv. ASUW Advisor
    - v. ASUW President
    - vi. ASUW B&P Chair
    - vii. ASUW Director of Finance
  - b. Where the Vice President of Student Affairs or SA Executive Business Manager goes to represent/discuss the ASUW Budget, they will be with the ASUW Accountant, ASUW President, and/or the ASUW B&P Chair.

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- c. An "agreement" that Student Affairs will not sweep our funds from our carryover account regardless of EOY or different budget years.
  - d. Clarity/Reworking of 11-5: Ability, as stipulated in 11-5, to continue with our "carryover" or "reserves" funds to ensure ASUW's financial ability to function in the future as ASUW is entirely student-fee funded without the ability to generate funds from block grants, etc. Clarity and the protection of ASUW, as stipulated in 11-5, to create endowments with private funds or other funds that do not constitute "student fee dollars".
  - e. Regular meetings with Financial Affairs to determine and discuss ASUW Finance Policies to ensure they are in line with UW Policies.
  - f. ASUW will present its own budgets to the Board of Trustees annually.
  - g. Clarification and codification for the process in which funds will be approved/not approved by Student Affairs.
  - h. Questions regarding public information/ASUW being public; should these meetings/decisions not fall into the public domain as part of ASUW's work. ASUW tried to do XYZ but we were unable to do so because...
- V. **Questions for SA Next Week:**
- a. Opt. To keep to a more open format.

### **Ad-Hoc ASUW Budgetary Reporting Lines Agenda**

**9:00am-9:45am, 10 April**

- I. **In Attendance**
- II. **Committee Guests:**
  - a. Student Affairs Executive Business Manager Marjorie Jaeger
- III. **Thoughts/Considerations for Student Affairs:**
  - b. Monthly, or as requested, budget meetings with the following stakeholders:
    - i. Student Affairs Executive Business Manager
    - ii. Financial Affairs Relevant Appointee
    - iii. ASUW Accountant
    - iv. ASUW Advisor
    - v. ASUW President
    - vi. ASUW B&P Chair
    - vii. ASUW Director of Finance
  - c. Where the Vice President of Student Affairs or SA Executive Business Manager goes to represent/discuss the ASUW Budget, they will be with the ASUW Accountant, ASUW President, and/or the ASUW B&P Chair.
  - d. A written and signed agreement that Student Affairs will not sweep our funds from our carryover account regardless of EOY or different budget years.
  - e. Clarity/Reworking of 11-5: Ability, as stipulated in 11-5, to continue with our "carryover" or "reserves" funds to ensure ASUW's financial ability to function in the future as ASUW is entirely student-fee funded without the ability to generate

*Passed Unanimously*

funds from block grants, etc. Clarity and the protection of ASUW, as stipulated in 11-5, to create endowments with private funds or other funds that do not constitute “student fee dollars”.

- f. Regular meetings with Financial Affairs to determine and discuss ASUW Finance Policies to ensure they are in line with UW Policies.
  - g. ASUW will present its own budgets to the Board of Trustees annually.
  - h. Clarification and codification for the process in which funds will be approved/not approved by Student Affairs.
  - i. Questions regarding public information/ASUW being public; should these meetings/decisions not fall into the public domain as part of ASUW’s work. ASUW tried to do XYZ but we were unable to do so because ...
- IV. **Open Discussion with Student Affairs:**
- j. Discussions of the committee thus far, thoughts regarding ASUW budgetary and authoritative budget lines, etc.