



# A&SF BUDGET COMMITTEE

UCF Student Government  
A&SF Budget Committee Meeting  
Sanibel Boardroom (SU 219) & [Zoom](#)  
October 27, 2022  
3:00 PM

## MEETING AGENDA

1. Call to Order: 3:00 PM
2. Roll Call & Verification of Quorum (8): 10/15

Name	Email	Initial	Final
Chair Katrina Wangen	sga_asf@ucf.edu	P	P
Vice Chair Tyler Borges	sga_vasf@ucf.edu	P	P
President Daniella Lopez	sga_pres@ucf.edu	E	E
Vice President Xely Martinez	sga_vp@ucf.edu	E	E
Comptroller Steven Erched	sga_comp@ucf.edu	P(3:09 PM)	P
Speaker Dylan Hall	sga_sprk@ucf.edu	P	P
Pro Tempore Rep Ryan McClellan	sga_dleg@ucf.edu	P	P
FAO Chair Lessi Millington	sga_fao@ucf.edu	A	A
Senator Akhila Damarla	sga_med1@ucf.edu	E	E
Senator Daisy Guel	sgachps3@ucf.edu	P	P
Senator Ethan Temple	sga_ba8@ucf.edu	P	P
ADSPB Vice Chair Sallyrose Savage	sports@ucf.edu	P	P
Graduate SAL Austin Wilson	austin.wilson2@ucf.edu	P	P
Undergraduate SAL Jeremy Kane	jeremykane@knights.ucf.edu	A	A
Undergraduate SAL Annastazia Allgire	staziarae0723@knights.ucf.edu	P	P
Senator Sierra Holmes (Alternate)	sga_sci6@ucf.edu	P	P

3. Approval of the Minutes: [A&SF Meeting Agenda 10/19/2022](#); approved by GC
4. Approval of the Agenda: 10/27/2022; approved by GC
5. Announcements from the Chair
  - a. Google Drive [Link](#)
  - b. Will be going over entity representatives and budget packets today

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Chair Wangen: sga\_asf@ucf.edu



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6. Announcements from the Vice Chair
  - a. Hey guys! As always, if you see any discrepancies you can comment them in the minutes and/or let me know so I can fix them.
  - b. Chair Wangen and I are working on holding information sessions for Senate, as they have to pass the Budget Bill and should understand all of the new changes to the budget and the budget packets (that we will discuss a little more today).
  - c. The GroupMe was made and we have been sending emails and messages - if you have not received them please let me know.
  - d. Sadly, we cannot add anyone to the Teams, but all of our materials will be in the drive anyway - so it doesn't change anything.
  - e. As you guys can tell, we have a physical meeting space for these meetings now!
  - f. With the completion of the Reminder Form I would have completed all of the things I said I was going to within my first weeks as Vice Chair, but as always, I want to be a support for you all so let me know what else I can do for you!
  - g. Please make sure you're CC'ing Chair Wangen and I on ALL emails and meeting invitations to entities, my email is [sga\\_vasf@ucf.edu](mailto:sga_vasf@ucf.edu) and Wangen's is [sga\\_asf@ucf.edu](mailto:sga_asf@ucf.edu) (please do not make us public records request your emails).
  - h. For the week of Thanksgiving we will be meeting November 21st at 1:30 PM.
  - i. Reminder Form
    - i. Do you guys actually want it? Should I finish it?
    - ii. McClellan: What would it entail.
      1. Borges: Reminders for meetings with entities, sending us the notes from the meeting, etc.
    - iii. Temple: How far along are you?
      1. Borges: started and I can have it done by tonight.
7. Announcements from Committee Members
  - a. None
8. Announcements from Non-Committee Members
  - a. None
9. Old Business
  - a. None
10. New Business
  - a. Entity Assignments
    - i. [Entity Representatives FY 23-24](#)
      1. Wangen: Recommends contacting advisors as well as heads. If you have any questions about why you got your entities, ask me after.
      2. McClellan: for entities with 2 members we should work together?

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- a. Wangen: correct, please do. 1:1's should be at the same time.
- 3. Temple: Specific formatting?
  - a. Wangen: Will send you guys a template, working on it. Will be contacting all of them myself after this meeting with who their representatives are, etc.
- b. Budget Packet Updates
  - i. Timeline
    - 1. Approve next week
    - 2. Guel: Are we going to be meeting during Finals?
      - a. Wangen: Yes. Do not have a room reservation during finals though, it'll likely be in the SG Conference Room. If not necessary I'll cancel it. We are all students first, may be informal as well.
    - 3. Wilson: When are we looking to have out Budget Hearings?
      - a. Wangen: Dec 12-14th, 8:00 AM - 5:00 PM every day.
    - 4. Savage: When are **signups?** Starting on those?
      - a. Wangen: I'm going to make sure I know exactly how they work first, sooner rather than later.
  - ii. Deadline
    - 1. Dec 2nd by Statutes
    - 2. Balance giving entities time to complete these new budget packets while also giving us enough time to review them before budget hearings
    - 3. Need to approve deadline, whether that is Dec 2nd or an earlier date
      - a. Savage: I think maintaining first Friday is appropriate.
      - b. Holmes: This deadline would be for the entities that would be submitting the packet?
        - i. Wangen: Yes.
      - c. Holmes: Give them by that date because they want that extra time.
      - d. Borges: Having more time in the committee to discuss this as it may give us less time to consider these packets.
      - e. McClellan: How long will it take to review these? I want to make sure we have enough time along with them.
        - i. Wangen: 1:1's will help a lot, bring major changes to committee. Every week once we distribute it, we will have sections for entity updates. MSC added a whole

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new position last year, and that was brought up in committee. Reviewing them is as simple as possible when we do that. With these, we would only have 1 meeting to go over them. You could review them on your own if you chose to do so - I will, as it's important to do it.

- f. Holmes: Suggested amount of 1:1's?
  - i. Wangen: at least one. For departments it'll be the hardest to meet with but meeting with them several times is important. For example, EC and Judicial are very minimal (likely 1), but it depends.
- g. Vote: 8-0-2, Dec 2nd is deadline.
- h. McClellan: To clarify, deadline is Dec 2nd, if its turned in earlier we can start earlier?
  - i. Wangen: Correct, they can submit modifications up until deadline. A&SF BO submitted multiple. The earlier the better, we can see if they did things incorrectly and they can fix it. This year's process will be much more difficult than in the past - categorizing expenses. Adaptive, Workday, etc. Director Posey has to individually categorize.
- iii. Look over current status of the budget packet
  - 1. [In Progress BLANK ASF Budget Request Packet FY23-24.xlsx](#)
    - a. Reading time: 3:16 PM - 3:21 PM
      - i. Holmes: used the same format as we used last year?
        - 1. Wangen: It's the same base, significant changes are on Operations, entire **category parts** that are new (drop-downs). On A&P Staff and USPS staff Fringe Benefits will be per-person and how much and not just a total.
      - ii. Temple: rationale for including category column?
        - 1. Wangen: Director Posey has to put all of these into adaptive, each category and how much we use, etc. Because we didn't have this in the process last year she had to guess, so they didn't reflect accurately. Ex. Comedy for UCFest, equipment, performer, all these pieces, but it would only say \$50,000 (just

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- random number) comedy knight. This will follow what the University is requiring us to do.
- iii. Wilson: Is there a way to get a run through of this?
    - 1. Wangen: Vice Chair Borges and I are planning on doing a training with everyone supplemented by Director Posey explaining categories. Ex. issues with furniture being basically in there twice.
  - iv. McClellan: I see furniture & equipments, etc. in many areas. I don't know why in each category it has two sub-categories.
    - 1. Wangen: Operating Capital Outlay for one (over \$5,000 long-term item), they are different.
    - 2. Wilson: ex. OSI wanting a golf cart.
11. Member Discussion
- a. Thanksgiving Meeting
    - i. Borges: November 21st at 1:30 PM according to poll in Group Me.
    - ii. Wangen: Will send a when 2 Meet or poll to see if more respond for that time. Will need to see if conference room, or Chamber is available, etc.
      - 1. Wilson: On Thanksgiving?
      - 2. Wangen: No.
12. Miscellaneous Business:
- a. None
13. Final Roll Call: 11/15
14. Adjournment: 3:25 PM

## Key:

P - Present  
A - Absent  
MTD - Move to Debate  
MTV - Move to Vote  
MTA- Move to Amend  
PP - Postpone  
PPI - Postpone Indefinitely  
GC - General Consent

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