



# Graduate and Professional Student Association Proposed Fiscal Year 2018 Budget

## Finance Committee Members

Bich-Hanh Thi Nguyen - Chair

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## Contents

<b>1 Letter from the Chair and Vice-Chair</b>	<b>2</b>
<b>2 Executive Summary</b>	<b>3</b>
<b>3 Budget Allocations Explanation</b>	<b>3</b>
<b>4 Budget Overview</b>	<b>4</b>
<b>5 Appendices</b>	<b>6</b>
5.1 Legislative Recommendations . . . . .	6
5.2 Budget Breakdown, By Group . . . . .	6
5.3 Budget Breakdown, By Group and Line Item . . . . .	8
5.4 Budget Breakdown, By Line Item . . . . .	12

# 1 Letter from the Chair and Vice-Chair

In crafting this budget for Fiscal Year 2018, we have kept in mind the importance of mindfully managing our members money. Each and every graduate student pays into our Association, and as such, it behooves us to use that money in a way that maximizes the benefits to each student.

To that end, the Finance Committee has strove to balance the needs of student organizations and the Association itself. Striking such a balance can be difficult, as requests for funds always outstrip what we are able to offer. In this budget, we have attempted to identify and fund the essential expenses of the Association, so as to provide it with more funds to give to student groups.

After all, student groups directly impact our members, whether that's by hosting events, get-togethers, speakers, activities, or outreach. In supporting student groups, we support our members. While it is true the Association itself also plays a crucial role, we believe it is important to make sure those groups on the front lines are able to have the resources they need to do their job.

To this end, our budget takes advantage of a funding source, available through the Student Fee Review Board process, to decrease the amount of money we have to take from member fees to pay for the activities of the Association. Later in this document, we provide some concrete recommendations as to how such activity could be codified in our Bylaws.

Matters involving money are made difficult when ego and conflict get in the way of cooperative problem solving. This year, we were fortunate to work with many great committee members who understood this, which allowed us to have cordial and respectful disagreements in our deliberations. This budget truly represents a good-faith, consensus-based effort on the part of the Finance Committee.

Cordially,

Bich-Hanh Thi Nguyen, Chair & Travis Scholten, Vice-Chair

## 2 Executive Summary

Based on anticipated revenues for Fiscal Year (FY) 2018 in the amount of \$295,000, after mandatory spending as outlined in our Constitution and Bylaws (hereinafter, governing documents) was accounted for, a total of \$119,800 was available for other spending. Thirty-five student groups participated in the budget process, requesting a total of \$71,061. The Finance Committee (FC) is recommending spending<sup>1</sup> in the amount of \$23,919, which is slightly less than the maximum amount that could be recommended, based on funding restrictions stipulated in the governing documents<sup>2</sup>. The Graduate and Professional Association (GPSA) itself requested a total of \$128,181; the FC is recommending spending in the amount of \$94,737. After accounting for the UNM Foundation surcharge, \$550 will remain unbudgeted; we recommend this money be placed in the GPSA General Fund. ***As a result, the GPSA will have a balanced budget, while maximizing its support of student groups.***

The budget does zero out two requests, the rationale for which is discussed in the next section. Further, we recommend the salaries of the President, Chief of Staff, and Council Chair be paid at the pre-masters rate determined by the Office of Graduate Studies, as it is possible to finance any additional salaries through an appropriations request in August 2017. In addition, we are recommending the majority of the responsibility of financing the GPSA Grants Committee be handled by the GPSA President, through the use of the Graduate Allocation Fund mechanism as part of the Student Fee Review Board. Finally, we provide several proposals for legislative changes which could help us run the budget process a bit more smoothly.

## 3 Budget Allocations Explanation

In the interest of remaining partial and neutral, the mission/vision of the requesting organization was not factored into our decision. It is the FCs belief that its funding decisions should not depend upon any personal views we may have towards the different goals of the groups that requested funding. We did not base our decisions on size of the group, or size of the population it serves. Instead, we decided that each group should be given the same amount of money, all other things equal, especially given the limited size of the budget they were requesting. Additionally, throughout deliberations the FC emphasized the other funding avenues available, in particular appropriations, thereby providing additional resources during FY 2018 if the budget allocation is not sufficient for a group to function.

We decided to fund new student groups or groups which have not been active for two previous years at the maximum amount allowed to encourage student engagements to enhance their educational experience. We also funded established groups who requested an amount smaller than the maximum amount allowed as they requested. The rationale was that groups know their needs more than members of FC do. Groups with undergraduate students were cautioned that the funding

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<sup>1</sup>These figures do not include the amount we must pay the UNM Foundation, to whom we must pay .5% of the amount recommended as a fee.

<sup>2</sup>If funded at the maximum amount consistent with the Bylaws, the recommendation would have been \$25,377.

from GPSA are for graduate students benefits and FC encourage these groups to seek funding for their undergraduate members from ASUNM.

As shown in Appendix 5.2, the FC is recommending that no funding be given for two groups. The first, from the UNM Health Sciences Orchestra, is because the group did not attend its mandatory budget hearing. As we did not receive any follow-up correspondence from the group, we feel it prudent to deny them funding. The second is for the GPSA Ad-Hoc Committee. The FC feels it inappropriate to budget for a committee whose very nature is transitory. Should the GPSA President wish to constitute an ad-hoc committee, they are welcome to do so, and any operations of the committee may be funded through an appropriations request.

Of the line items related to the GPSA in Appendix 5.4, Table 6, the one with the largest amount of spending (both requested and awarded) is “Salaries”. In its deliberations, the FC was made aware of the fact the Office of Graduate Studies pays different rates for graduate students depending on whether the student is post or pre-masters. Although the GPSA President had requested we fund the salaries of the President, Chief of Staff, and Council Chair at the post-masters rate, we believe it is more prudent to fund those at the pre-masters rate instead. As our Budget will be finalized and approved well before GPSA elections, we cannot at this time ascertain whether we have budgeted enough. Once the elections are held, the incoming Administration can prepare an appropriations request and submit it to the FC in Fall 2017 to make up the balance.

Finally, the astute reader will note that in the table in Appendix 5.2, it appears the FC is gutting the GPSA Grants Committee. After consultations with the Student Government Accounting Office (SGAO), we learned that the GPSA President has access to the Graduate Allocation Fund (GAF) which is a revenue stream that comes to GPSA through the Student Fee Review Board (SFRB) process. According to SGAO, that money is to be used to pay for activities related to the GPSA Grants Committee. Historically, this has included directly funding grants and scholarships; recently, the scope has expanded to include paying the salary of the Grants Committee Chair. In turn, the FC thinks that either the authority for spending money from the GAF should be vested within itself, *or* that the GPSA President should pay for relevant and appropriate Grants Committee-related expenses from the GAF. At the time of our deliberations, as there were no statutory changes to our Bylaws which would have given us the authority to spend out of the GAF, we pursued the latter option.

## 4 Budget Overview

According to our governing documents, this budget must be based on anticipated revenue for FY 2018, as determined by SGAO. This revenue is computed as \$25 per semester, times two semesters, times the projected enrollment for one semester. For FY 2018, SGAO computed an anticipated revenue of \$295,000.

The governing documents mandate a certain amount of spending. These are calculated either as a percentage of our anticipated revenue, or as a fixed amount. For FY 2018, the mandatory spending items were:

- Five percent (\$14,750) is placed in the General Fund.
- Forty percent (\$118,000) is allocated for Pro-Rated Benefits (PB) funds.
- Ten percent (\$29,500) is allocated to the GPSA Grants Committee, in the form of funding for the Student Research Grant (SRG) and Professional Development Grant (PDG).
- \$10000 is placed in our endowment with the UNM Foundation (\$5000 each for the SRG and PDG).

The governing documents also stipulate the FC is to determine an amount (between 1 and 1.5 percent of the revenue) to be allocated to the UNM Student Publications Board. For FY 2018, we are recommending an allocation of one percent (\$2,950).

After accounting for the above spending, a total of \$119,800 is available to be allocated to student groups, and the GPSA itself. In addition, we are obligated to pay the UNM Foundation a surcharge equal to .05% of the amount of spending we recommend. For FY 2018, we are recommending that UNM Student Organizations receive \$23,919 and that the GPSA receives \$94,737. In turn, this means the GPSA will pay the UNM Foundation a total of \$594. We are recommending the remainder (\$550) be placed in the GPSA General Fund. The above information is summarized in Table 1 below.

<b>Revenue</b>		<b>Mandatory Spending</b>		<b>Other Spending</b>	
GPSA Student Fee	295000	GPSA General Fund	14750	Student Organizations	23919
		PB Funds	118000	GPSA	94737
		SRG/PDG Grants	29500	UNM Foundation Surcharge	594
		SRG/PDG Endowments	10000	GPSA General Fund	550
		UNM Student Publications Board	2950		
<b>Totals</b>	295000		175200		119800

Table 1: Overview of the GPSA Budget.

Further information about the budget, including spending by group, by group and line item, or by line item, is available in the Appendices.

## 5 Appendices

### 5.1 Legislative Recommendations

In the course of generating this Budget, the FC encountered several issues which could only be solved by legislative action through the GPSA Council. As such, we are recommending the following changes be made to our governing documents:

- The FC should be the sole entity responsible for managing the Association’s finances. In particular, the SFRB Graduate Allocation Fund should be folded into this budget as a revenue stream<sup>3</sup>. Further, income from GPSA’s endowments with the UNM Foundation should also be included.
- Mandatory expenditures related to grants should be eliminated, in favor of requiring the FC to work with the GPSA Grants Committee to determine an adequate level of grants funding. To that end, the Grants Committee should be required to provide documentation regarding historical outlays of the grants it offers. The FC found it difficult to determine whether the amount of direct funding for grants is adequate.
- Council should not be required to approve a budget by March, to allow for additional time for the FC to meet and deliberate, and to give Council adequate time to consider the budget.
- The FC should be required to keep all documentation for the budget for at least 2 years. Transparent recordkeeping makes it easier to determine, for example, whether a group has participated in a budget process<sup>4</sup>. For this budget, the FC Chair used the OneDrive account associated with their UNM email address to store applications and documentation.

### 5.2 Budget Breakdown, By Group

In the table below, we give the groups which requested money as part of the budget process, the amount they requested, and the amount we are recommending. All non-GPSA groups are capped at either \$1000 or \$500 in spending, depending on whether they have participated in a budget process within the past two years.

<b>Group Name</b>	<b>Requested</b>	<b>Recommended</b>
ACCESS Medicine	1195.00	500
American Medical Student Association	6300.00	908
American Medical Women’s Association	4550.00	908
Association for Computing Machinery	1860.00	500
Association of Certified Fraud Examiners	920.00	920
Association of Latino Professionals for America	352.00	352
Bangladeshi Student Association	3630.00	908

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<sup>3</sup>At the time of this drafting, the GAF is to be used for *Grants Committee-related expenses only*.

<sup>4</sup>It turns out groups themselves may not keep such records!

<b>Group Name</b>	<b>Requested</b>	<b>Recommended</b>
Bengal Brothers Sports Club	1713.00	908
Beta Alpha Psi - Theta Xi	450.00	450
Critical Care Student Organization	1110.00	500
Diversity Organization	2520.00	908
Emergency Medicine Interest Group	1500.00	908
Financial Management Association	2380.00	908
GPSA Ad Hoc Committee	1100.00	0
GPSA Council	26021.55	23070
GPSA Court of Review	1600.00	1600
GPSA Elections Committee	1400.00	1175
GPSA Finance Committee	2280.00	1800
GPSA General Government	67560.05	60542
GPSA Grants Committee	23069.55	2800
GPSA Lobby Committee	2150.00	1700
GPSA Programs Committee	2000.00	1050
GPSA Student Support and Advocacy Committee	1000.00	1000
Golden Key International Honor Society	725.00	725
Health Sciences Orchestra	200.00	0
Indian Student Association	2970.00	908
Internal Medicine Interest Group	790.00	500
International Business Students Global	880.00	880
LGBTQ Students and Allies In Health	280.00	280
Lobo Parenting Cubs	1400.00	500
Medical Students for Choice	800.00	800
Narrative Medicine	300.00	300
Network Exploitation Security Team	1335.00	908
New Mexico Defense Lawyers Association	1770.00	500
Pediatric Medicine Interest Group	1692.00	908
Rural and Urban Underserved Program Interest G...	8560.00	500
Society for Human Resource Management	470.00	500
Society of Native American Graduate Students	2805.00	908
Sports Administration Student Organization	4190.00	908
Sports Medicine Interest Group	2125.00	500
Student Activities Center Publications	1500.00	1000
Surgery Interest Group	4220.00	500
The Water Network	1412.00	500
UNM Cricket Club	2037.00	908
Women's Health Interest Group	2120.00	908

### 5.3 Budget Breakdown, By Group and Line Item

To provide more information about the budget, the table below breaks out the individual line items.

Group Name	Line Item	Requested	Recommended
ACCESS Medicine	Event	195.00	80
	Refreshments	1000.00	420
American Medical Student Association	Advertising	100.00	0
	Honorarium	3000.00	908
	Refreshments	800.00	0
	Travel	2400.00	0
American Medical Women's Association	Advertising	100.00	100
	Conference	3000.00	0
	Copying Services	50.00	50
	Event	600.00	0
	Refreshments	800.00	758
Association for Computing Machinery	Advertising	60.00	0
	Copying Services	100.00	25
	Event	260.00	130
	Refreshments	1440.00	345
Association of Certified Fraud Examiners	Advertising	200.00	200
	Copying Services	200.00	200
	Honorarium	100.00	100
	Refreshments	420.00	420
Association of Latino Professionals for America	Advertising	40.00	40
	Event	112.00	112
	Refreshments	200.00	200
Bangladeshi Student Association	Advertising	240.00	120
	BBQ	300.00	90
	Event	1400.00	608
	General Operating	150.00	0
	Grad Recognition	100.00	0
	Postage	30.00	0
	Printing Supplies	250.00	0
	Refreshments	360.00	90
	Rentals	800.00	0
	Bengal Brothers Sports Club	Advertising	240.00
Copying Services		50.00	20
General Operating		628.00	95
Office Supplies		100.00	50
Professional Services		200.00	100
Refreshments		495.00	403
Beta Alpha Psi - Theta Xi	Refreshments	450.00	450
Critical Care Student Organization	Event	50.00	0
	Refreshments	1060.00	500
Diversity Organization	Advertising	100.00	40



<b>Group Name</b>	<b>Line Item</b>	<b>Requested</b>	<b>Recommended</b>
	Copying Services	100.00	40
	Educational Supplies	200.00	80
	Honorarium	750.00	208
	Office Supplies	50.00	20
	Refreshments	1320.00	520
Emergency Medicine Interest Group	Advertising	50.00	0
	Event	400.00	200
	Office Supplies	50.00	50
	Refreshments	1000.00	658
Financial Management Association	Advertising	50.00	50
	Event	700.00	320
	Professional Services	150.00	150
	Refreshments	480.00	388
	Travel	1000.00	0
GPSA Ad Hoc Committee	Refreshments	300.00	0
	Stipend	800.00	0
GPSA Council	Insurance	1019.55	1020
	Office Supplies	100.00	100
	Refreshments	1000.00	1000
	Salary	16860.00	14908
	Stipend	3150.00	2150
	Tuition	3892.00	3892
GPSA Court of Review	Stipend	1600.00	1600
GPSA Elections Committee	Advertising	300.00	200
	Professional Services	200.00	75
	Refreshments	100.00	100
	Stipend	800.00	800
GPSA Finance Committee	Advertising	480.00	0
	Refreshments	800.00	800
	Stipend	1000.00	1000
GPSA General Government	Advertising	1000.00	800
	Computer Costs	300.00	300
	Copying Services	1000.00	500
	Dues	500.00	0
	General Operating	1500.00	500
	Insurance	3058.65	3060
	Office Supplies	1400.00	1000
	Professional Services	500.00	240
	Refreshments	1500.00	1000
	Salary	44976.00	41816
	Telephone	1100.00	1100
	Travel	1000.00	500
	Tuition	9725.40	9726
GPSA Grants Committee	Insurance	1019.55	0
	Professional Services	2400.00	2400
	Refreshments	400.00	400

<b>Group Name</b>	<b>Line Item</b>	<b>Requested</b>	<b>Recommended</b>
	Salary	14000.00	0
	Stipend	5250.00	0
GPSA Lobby Committee	Advertising	400.00	200
	Refreshments	200.00	200
	Stipend	800.00	800
	Travel	750.00	500
GPSA Programs Committee	General Operating	600.00	0
	Refreshments	600.00	250
	Stipend	800.00	800
GPSA Student Support and Advocacy Committee	Refreshments	200.00	200
	Stipend	800.00	800
Golden Key International Honor Society	Advertising	60.00	60
	Event	120.00	120
	Office Supplies	80.00	80
	Postage	45.00	45
	Refreshments	420.00	420
Health Sciences Orchestra	Printing Costs	50.00	0
	Refreshments	150.00	0
Indian Student Association	Advertising	200.00	90
	Computer Costs	120.00	0
	Copying Services	100.00	45
	Event	350.00	0
	General Operating	200.00	90
	Honorarium	200.00	0
	Office Supplies	100.00	45
	Other	100.00	0
	Professional Services	500.00	133
	Refreshments	600.00	280
	Rentals	500.00	225
Internal Medicine Interest Group	Educational Supplies	150.00	0
	Event	100.00	0
	Refreshments	540.00	500
International Business Students Global	Advertising	150.00	150
	Copying Services	80.00	80
	Educational Supplies	80.00	80
	General Operating	50.00	50
	Honorarium	150.00	150
	Office Supplies	70.00	70
	Postage	50.00	50
	Refreshments	250.00	250
LGBTQ Students and Allies In Health	Refreshments	280.00	280
Lobo Parenting Cubs	Advertising	120.00	43
	Copy Center	20.00	7
	Event	600.00	214
	Refreshments	560.00	200
	Supply	100.00	36

<b>Group Name</b>	<b>Line Item</b>	<b>Requested</b>	<b>Recommended</b>
Medical Students for Choice	Refreshments	800.00	800
Narrative Medicine	Refreshments	300.00	300
Network Exploitation Security Team	Computer Costs	150.00	150
	Educational Supplies	125.00	125
	Honorarium	200.00	0
	Professional Services	160.00	0
	Refreshments	700.00	633
New Mexico Defense Lawyers Association	Advertising	50.00	0
	Copying Services	150.00	0
	General Operating	125.00	75
	Office Supplies	75.00	0
	Refreshments	720.00	425
	Rentals	400.00	0
	Travel	250.00	0
Pediatric Medicine Interest Group	Educational Supplies	300.00	300
	Event	300.00	300
	Refreshments	1092.00	308
Rural and Urban Underserved Program Interest Group	Advertising	260.00	0
	Event	5300.00	0
	Refreshments	3000.00	500
Society for Human Resource Management	Copying Services	86.00	86
	General Operating	144.00	144
	Refreshments	240.00	270
Society of Native American Graduate Students	Advertising	100.00	0
	Computer	598.00	410
	Copying Services	98.00	0
	Dues and Fees	400.00	0
	Educational Supplies	246.00	0
	Event	100.00	0
	General Operating	199.00	199
	Honorarium	175.00	0
	Office Supplies	105.00	105
	Other	80.00	0
	Postage	10.00	0
	Professional Services	500.00	0
	Refreshments	194.00	194
Sports Administration Student Organization	Advertising	500.00	123
	Computer Costs	700.00	0
	Copying Services	40.00	0
	Educational Supplies	150.00	0
	Event	750.00	0
	General Operating	500.00	204
	Refreshments	1350.00	581
	Supplies and Subscriptions	200.00	0
Sports Medicine Interest Group	Advertising	500.00	0

Group Name	Line Item	Requested	Recommended
	Educational Supplies	175.00	0
	General Operating	250.00	250
	Refreshments	1200.00	250
Student Activities Center Publications	Advertising	1000.00	1000
	Professional Services	500.00	0
Surgery Interest Group	Advertising	200.00	0
	Educational Supplies	420.00	0
	Refreshments	3600.00	500
The Water Network	Copying Services	112.00	45
	Event	200.00	0
	Refreshments	1000.00	455
	Rentals	100.00	0
UNM Cricket Club	General Operating	802.00	658
	Postage	150.00	0
	Refreshments	335.00	0
	Rentals	750.00	250
Women's Health Interest Group	Copying Services	200.00	0
	Refreshments	1920.00	908

## 5.4 Budget Breakdown, By Line Item

The table below gives information about the line items **requested by UNM Student Organizations**.

Line Item	Requested	Recommended
Advertising	4320.0	2256
BBQ	300.0	90
Computer	598.0	410
Computer Costs	970.0	150
Conference	3000.0	0
Copy Center	20.0	7
Copying Services	1366.0	591
Dues and Fees	400.0	0
Educational Supplies	1846.0	585
Event	11537.0	2084
General Operating	3048.0	1765
Grad Recognition	100.0	0
Honorarium	4575.0	1366
Office Supplies	630.0	420
Other	180.0	0
Postage	285.0	95

Line Item	Requested	Recommended
Printing Costs	50.0	0
Printing Supplies	250.0	0
Professional Services	2010.0	383
Refreshments	29076.0	13206
Rentals	2550.0	475
Supplies and Subscriptions	200.0	0
Supply	100.0	36
Travel	3650.0	0

The table below gives information about the line items **requested by the GPSA**.

Line Item	Requested	Recommended
Advertising	2180.00	1200
Computer Costs	300.00	300
Copying Services	1000.00	500
Dues	500.00	0
General Operating	2100.00	500
Insurance	5097.75	4080
Office Supplies	1500.00	1100
Professional Services	3100.00	2715
Refreshments	5100.00	3950
Salary	75836.00	56724
Stipend	15000.00	7950
Telephone	1100.00	1100
Travel	1750.00	1000
Tuition	13617.40	13618

Table 6: GPSA-related line items