

**ASSOCIATED STUDENTS OF
MICHIGAN STATE UNIVERSITY
GENERAL ASSEMBLY
SIXTY-FIRST SESSION**



BILL NO. 61-03

INTRODUCED BY: Gardner (VPFO) **SECONDED BY:** Woodruff (VPGA)

CONTRIBUTORS: Anna Hashisaka (Controller)

A BILL TO: Approve the attached ASMSU 2024-2025 Budget and Budget Summary

THE ASSOCIATED STUDENTS OF MICHIGAN STATE UNIVERSITY ENACT:

WHEREAS, Per the ASMSU Code of Operations, the ASMSU Annual Operating Budget shall be the first order of business for the General Assembly, and;

WHEREAS, This is beginning of the 61st session for ASMSU; therefore, be it,

RESOLVED, That the Associated Students of Michigan State University General Assembly approves the attached 2024-2025 Budget and Budget Summary¹.

INTRODUCED ON _____ 04.11.2024 _____

REFERRED TO N/A **COMMITTEE ON** _____

SPECIAL ACTION TAKEN _____ **DATE** _____

COMMITTEE ACTION _____

	PASSED	FAILED	VOTE	DATE
FINAL ACTION TAKEN	<u>X</u>		<u>24-0-0</u>	<u>04.11.2024</u>
	PASSED	FAILED	VOTE	DATE

PRESIDENT: Emily Hoyumpa **VPIA:** Connor Le

¹ [ASMSU 2024-2025 Budget](#)



Appendix 1: [Budget Summary](#)

Summary:

The creation of the 2024-2025 Associated Students of Michigan State University's budget followed all guidelines in the ASMSU manual and financial code. Estimates of projected revenue were based on projections provided by the Office of Institutional Research and past enrollment trends which can be found on Michigan State University's website. Projected revenue is also based on the ASMSU tax of \$21 dollars per student; exemption of the tax is possible on behalf of the student. Of the \$21 dollars, \$1.25 dollars is allocated to ASMSU's Readership program and \$3 dollars is allocated to ASMSU's Safe Ride Program pursuant to the referendum passed by students for the Readership and Safe Ride earmarked taxes. Rollover from the previous year is not included in the budget and will be allocated to the 2024-2025 budget by September 2024. The year-end rollover amount is split equally between the General Fund and Student Allocations Board for RSO Funding.

Below you will find descriptions of what each line item in the budget entails.

Engagement Office

Copy Machine Maintenance- Service contract that provides toner and repair services for copiers located in the Engagement Office and Student Legal Services.

Water Services- costs of 5 gallon water reservoir in ASMSU Engagement Office and conference rooms.

Office Supplies- writing utensils, tape, paper, coffee, plates, Kleenex, napkins, etc.

Toner- toner for printers in the ASMSU office for student printing.

ASMSU Business Cards/Name tags- employee business cards and name tags.

Tech Replacement/Repairs- renewal of E-Request- expenses authorization system, eFax services, computers, videographer equipment, software fees, hard drives, purchase of new equipment, etc.

Office Telecom Charges- costs of telephones used throughout the ASMSU office.

Postage- postage fees for mailing information in relation to ASMSU.

IT Services (Cashnet/Web Hosting/IT Support) - MSU Imposed online payment fees (ex: people purchasing tailgate passes online), MSU IT support, storage space, access for websites, and website fees. Includes recurring IT Service agreement payment, which may increase as the number of workstations does.

Central Staff



Human Resources Training- ASMSU employee training and professional development for new hires and current employees.

Staff Programming- Recognition of employee birthdays, holidays, food for staff meetings, staff communication etc.

ASMSU Banquet- costs of ASMSU banquet in the spring. Costs include: catering, awards, venue rental for all ASMSU Staff, General Assembly members, and class council members.

General Promotion- all promotion expenses and items for events hosted by ASMSU or affiliated with ASMSU.

Printing – Brochures/Flyers/Posters- Informative information of anything ASMSU related.

Fall Welcome Activity- Costs of ASMSU's involvement during tailgates, AOP, and Sparticipation.

Homecoming- costs to continue MSU's tradition of building floats for the MSU homecoming parade. This includes an Alumni Sponsorship on behalf of ASMSU. Additional expenses, including food, supplies, etc. will be allocated out of Staff Programming.

Advertisements- State News, digital marketing, and other advertisements.

Health, Safety, and Wellness Programming- expenses associated with ASMSU's involvement with Mental Health Awareness Week (may include speaker fees, event fees, promotion fees). Additional/left-over funds will be utilized for the promotion of proper mental health practices throughout the academic year.

Elections- all costs regarding ASMSU Elections, including the SimplyVoting system.

Marketing: costs associated with expenses relating to the Marketing Department.

Sustainability Programming- costs to establish an initiative by ASMSU for Earth Week and other expenses associated with sustainability efforts.

Spring Concert- Annual sponsorship for Spring Concert

Legal Services

Law Firm Contract- Expenses associated with contractual services provided by Jeffries and Associated to provide Student Legal Services. Per contractual agreement, base rate increases by 3% annually.

Law Books- law books and publications for ASMSU lawyers – per legal services contract.

Printing- All printing expenses related to the legal department of ASMSU.

Student Rights Advocates Programming- team building activity for department of legal services and Student Rights Advocates.

FIRE Conference- Expenses associated with attending the FIRE Conference for the Student Rights Advocates Department may include conference fees, travel, parking, etc.

Governmental Affairs



Operations- costs affiliated with any GA events, advocacy programming, etc.

Community Dinners- costs associated with hosting community receptions with community and campus leadership.

D.C. Advocacy Trips- costs affiliated with Big Ten on the Hill conference; conference fees, parking, travel, etc.

Office of the President

ABTS Summer & Winter- Expenses associated with attending ABTS may include conference fees, travel arrangements (airfare, car rentals, etc.), travel reimbursements, parking fees and other related expenses.

OOTP Retreat - Expenses associated with the annual retreat for members of the Office of the President to establish a collective plan for the upcoming academic year.

ASMSU Retreat- Expenses associated with the annual ASMSU Retreat for members of General Assembly, Staff, and Class Councils. Costs include Venue rental, food, apparel, and other related expenses

Conferences- additional conferences at the discretion of the OOTP.

GA Programming- Expenses may include conference fees for GA members, food for GA meetings, at the mutual discretion of GA and OOTP.

Discretionary Spending- OOTP has an amount allocated at their discretion. Costs are all affiliated with ASMSU.

Academic Affairs

Student Caucus - Expenses for Student Caucus meetings and engagement to discuss student governance efforts and initiatives.

OER- Expenses associated with the Open Education Resources Awareness week(may include merch, food and other expenses).

First Generation Appreciation Week - costs regarding ASMSU's establishment of a First Generation Week (may include purchases for food, promotion, and event fees).

Initiatives- Academic Affairs programming for events.

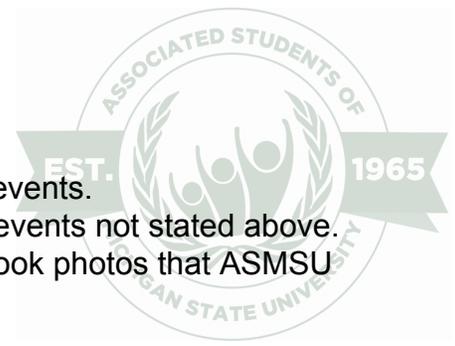
Red Cedar Log

Membership Fees- Canon CPS membership, ACP membership, AP Stylebook membership.

Year Book Publication- RFP process started in the fall, the price is contingent on the contract that is chosen. Budget includes an estimate based on previous contract expenses.

Tech Repairs/Replacement- Camera repairs, computer repairs, software, backdrop installation, etc.

Advertising- Costs affiliated with distribution events, meeting the media, state news advertisements, etc.



Staff Programming Expenses- costs affiliated with RCL staff events.
Operations- costs affiliated with operating/programming/other events not stated above.
Photography Contractual Income- Income from senior yearbook photos that ASMSU receives.

Class Councils

Freshman- Allocation for the Freshman Class Council Operations, to be spent at council's discretion.
Sophomore- Allocation for the Sophomore Class Council Operations, to be spent at council's discretion.
Junior- Allocation for the Junior Class Council Operations, to be spent at council's discretion.
Senior- Allocation for the Senior Class Council Operations, to be spent at council's discretion.

Programming

Blue Books- Costs of purchasing blue books and distributing throughout campus.
I-Clickers- Costs of purchasing and maintaining the I-clickers rented out by students.
Graphing Calculators- Cost of purchasing graphing calculators to be rented out by MSU students.

Student Allocations Board

Operations- operation costs such as SAB meetings, apparel, printing, etc.
RSO Banking Fees- costs to cover MSU imposed RSO account fees.
RSO Consulting Operations- costs of running meetings for leadership workshops for RSO workshops.
RSO Startup Fund- Allocations of \$300 to new clubs (within the past two academic years) on MSU's campus.
RSO Fall & Spring Allocations- 1/3 of ASMSU unrestricted revenue after operation costs. Based on enrollment.
CORES/COPS Fall & Spring Allocations- 2/3 of ASMSU unrestricted revenue after operation costs. Based on enrollment.

Diversity

Diversity Programming- budget for the diversity department to use for events, food, and other staff expenses.
Conferences- additional conferences to support and enhance DEI growth within the organization.
Fall Semester- all costs associated with the DEI Department during the fall semester.



Spring Semester- all costs associated with the DEI Department during the spring semester.

Multicultural Dinner- costs for multicultural dinner.

Spartan Remix- all costs associated with the Spartan Remix event in the fall.

Readership

Readership Program- budget/revenue based on projected enrollment numbers.

Safe Ride

Safe Ride Payroll- Projection of 91 hours maximum per month towards expenses involving labor for the 2023-2024 academic year. Includes the Safe Ride Manager and Dispatchers pay.

Software- Expenses towards Safe Ride TransLoc and Verizon services to operate program, as well as any data charges for technology usage.

Staff Programming- Budget for the Safe Ride department to use for food and other staff meeting expenses.

Equipment and Repairs- Expenses to repair and improve the appearance of Safe Ride vehicles and technology.

Promo & Advertisement - All costs associated with promoting Safe Ride as a service.

Dean Transportation- Expenses involving our contractual obligation with Dean Transportation. Current contractual increase of 2%.

Restricted

The Restricted Fund(s) account for all valid GA Bills that have financial implications that may extend longer than the current year. GA bills shall remain active with funds available until the funds are completely used or until they reach their expiration date. Additionally, the capital outlay fund shall allow the GA and/or Controller to divert some funds during roll-over for future capital projects. The capital outlay fund is a running balance and does not expire unless acted upon by the Finance Committee and/or General Assembly. Funds from budget stabilization may be moved by the finance committee to any part of the budget or can be directly allocated to a project by the controller.

Capital Outlay Budget- money spent to acquire, maintain, repair, or upgrade capital assets.

Budget Stabilization Fund- “rainy day fund” – assists in stabilizing revenues during periods when it is needed.

ASMSU Financial Bills- any financial bill passed by the general assembly.

Payroll



EOA Payroll– projection of 4-5 assistants for the 2023-2024 year. 50 budgeted hours per week total.

HR Payroll- projection of 3 employees pay over the next fiscal year including the Director of HR, Associate Director of HR, and the HR Generalist.

Marketing Payroll- projection of 5 employees paid over the next fiscal year including the Director of Marketing, Lead Graphic Designer, Associate Director of Marketing, Director of Public Relations, and Associate Director of Public Relations.

Information Technology- projection of 2 employees pay over the next fiscal year including the Director of IT and Web Developer.

Advocacy- projection of 2 employees pay over the next fiscal year including the Director of Health, Safety, and Wellness and Director of Sustainability

Academic Affairs- projection of 3 employees pay over the next fiscal year including the VPAA, Associate VPAA, and the Academic Programming Coordinator.

Finance and Operations- projection of 4 employees pay over the next fiscal year including the VPFO, Associate VPFO, Controller, and Associate Controller

Internal Administration- projection of 2 employees pay over the next fiscal year including the VPIA and Associate VPIA

OOTP Payroll- projection of 3 employees pay for the next fiscal year including the Chief of Staff, President, and Executive Assistant

Governmental Affairs Payroll- projection of 3 employees pay for next fiscal year including the VPGA, Community Liaison, and State Liaison

Student Rights Advocates and Legal Services- projection of 5 employees pay including the Director of Legal Services, Associate Director of Legal Services, and the Student Rights Advocates

Red Cedar Log Payroll- projection of 19 RCL employees pay for the next fiscal year

SAB Payroll- Projection of 4 employees pay for the next fiscal year including the VPSA, SAB Financial Manager, RSO Assistant, and RSO Consultant.

Diversity Payroll- projection of 3 employees pay for the next fiscal year including the Chief Diversity, Equity, and Inclusion Officer, Diversity Programming Coordinator, and the CORES/COPS Coordinator.

BOM Salary - projected increase of BOM salary for the next fiscal year. Planned 2.75% contractual increase per a collective bargaining agreement between the APA Union and Michigan State University. .

Spartan Love Fund:

Left Over Balance from 59th Session: funds that were given to RSOs across campus to bring a sense of community following in the aftermath of the violence that occurred on campus on February 13th, 2023. The left over balance is to be used at the discretion of the ASMSU President and ASMSU Vice President for Finance and Operations and is to only be donated to RSOs on campus unless reallocated by a bill from the General Assembly. The remaining funds will not be calculated into rollover.

February 13th Programming:

Left Over Balance from the 60th Session: funds that were donated to ASMSU for the purpose of programming for the one year anniversary of February 13th, 2023. The left

over balance is to be used at the discretion of the ASMSU President and ASMSU Vice President for Finance and Operations and is only to be used for programming relating to February 13th. The funds cannot be reallocated by the General Assembly. The remaining funds will not be calculated in rollover.

