

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, October 10, 2016
Nelson Hall East, Room 120
3:00 p.m.
Agenda #3

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #3 – **Action Item**
- IV. Chair's Report
- V. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VI. Approval of Minutes #1 dated September 12, 2016 – **Action Item**
- VII. Old Business
 - A. Request for \$3,500 from Associated Students Unallocated Funds for Student Wages – **Action Item**

MultiCultural Center is requesting an increase of funds for \$3,500 because of the minimum wage increase starting in January 2017.
 - B. Request for \$893.00 from Associated Students Unallocated Funds for Student Wages – **Action Item**

Youth Educational Services is requesting an increase of funds for \$893.00 because of the minimum wage increase starting in January 2017.
- VIII. Announcements
- IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, September 12, 2016
Nelson Hall East, 120
Minutes #1

Call to Order

Greg Rodriguez, Administrative Vice President, called the Board of Finance meeting to order at 3:03 P.M. on Monday, September 12, 2016 in Nelson Hall East 120.

Roll Call

Members Present: Joseph Mularky, Jonah Platt, Gregory Rodriguez, Patricia Rosas (late)

Advisor Present: Jane Hill

Approval of the Agenda

MOTION: RODRIGUEZ/MULARKY move to approve Agenda #1 dated September 12, 2016

APPROVED

Chair's Report

Rodriguez requested the committee to keep phones at vibrate and off the table, and to keep good notes. Rodriguez hopes to have a good year.

Public Comment

No public comment.

Old Business

A. Board of Finance Orientation – Information Item

The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2016-17 Budget, the Unallocated process and the Reserve Policy, Fund Designation and Procedure for Expenditure. These items are included in the Board of Finance binder.

Esh reviewed the Fiscal Code, the 2016-17 budget and budget language--including an explanation of budgeted fee revenue based on the number of fee paying students and fund allocation from the General Operating reserve. Esh went over the types of requests the Board of Finance would be reviewing which will include requests for funding and requests for line-item changes within the programs and the process that a program goes through to make requests. Requests for funding approved by the Board of Finance must also be approved by the Council if they are \$300 or greater. Esh went briefly into the 2017-18 budget process and what that process will involve and when it will begin—which is early December 2016. Esh also reviewed the Reserve Policy, Fund Designation and Procedure for Expenditure in detail with the Board of Finance. Esh noted that the Associated

Students has been a fiscally responsible organization and that the Board of Finance does have the ability to fund projects through its reserves when necessary. Any expenditure from reserves also requires the approval of the university president or designee.

- B. A. S. Board of Finance 2016-17 Standing Rules and Meeting Dates – **Action Item**
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2016-17 meeting schedule.

MOTION: RODRIGUEZ/ROSAS move to approve the A.S. Board of Finance 2016-17 Standing Rules and Meeting Dates. APPROVED

- C. HSU 2016 Fall Semester Enrollment and the AS 2016 Budget – Information Item
The Board of Finance will discuss the possible effects of the AS budget related to the 2016 Fall semester enrollment.

Rodriguez discussed the issue of enrollment and budget. Platt discussed the enrollment being \$34,000 less than expected. Rodriguez discussed the fact that the University Resources & Planning Committee have also discussed the issue and will have to make some allocation changes. Hill said services may need to be cut in order stay under budget. Rosas suggested making a flat cut across all AS programs. Platt discussed prioritizing AS program budgets. Hill spoke about the problems with cutting funds and that AS Council needs to be a decision making body. Mularky spoke about the issue of cutting equally across all AS Programs. Rodriguez requested to continue the discussion at a later time.

- D. AS Programs Minimum Wage Increase – Information Item
The Board of Finance will discuss minimum wage increase starting in January 2017 and how it will affect the AS budget.

Platt discussed that in January 2017, the minimum wage will increase to \$11 from \$10. The 2015-16 Council did not allocate the funds for the increase. The Board of Finance will ask that programs request funds to increase the wages for student employees and use the unallocated funds to pay for the wage increase. Hill asked where the funds are in the budget. Platt and Mularky showed her the information. Rosas asked who researches the information. Hill said she will conduct research on the potential impact of the increase. Rodriguez said the Board of Finance is working on a letter to the programs outlining the issue and process to request additional funds. Rodriguez also discussed the importance of preparing for future minimum wage increases. Hill expanded on the importance of outreach and explaining the situation of the minimum wage increase to the Council, programs, and to the student body.

- E. Request from the Clubs and Activities Office to increase Hourly/Work Study Wages for student employees – **Action Item**
Molly Kresl, The Clubs and Activities Office Coordinator, requests to change the Club and Program Support line item #1 to adjust student wages starting on January 2017.

MOTION: RODRIGUEZ/MULARKY move to approve the Request from the Clubs and Activities Office to increase Hourly/Work Study Wages for student employees. APPROVED

Molly Kresl, Clubs and Activities Office Coordinator, presented on the request. Kresl wants to increase the Clubs and Activities Office student's assistance wages from \$10 to \$11 starting in January

2017 by changing the budget language #1 in the Club and Program Support section of the AS budget to include these assistants. Kresl discussed the importance of the student assistants and how their duties contribute to the daily duties of the department.

Announcements

There were no announcements.

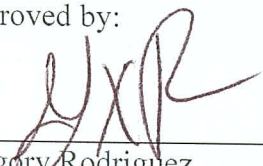
Adjournment

Rodriguez adjourned the meeting at 4:04 without objection.

Recorded by:

Patric Esh
A.S. Council Assistant

Approved by:



Gregory Rodriguez
Administrative Vice President



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Youth Educational Services
CONTACT PERSON: Liz Deck
Phone: (707) 826-5577
Email: eas63@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 893.00</u>
2	<u>YES Trust Account (any overages)</u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Income:</u>		<u>\$ 893.00</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Increase in Minimum Wage</u>	<u>\$ 893.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Expenditures:</u>		<u>\$ 893.00</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Melea Smith
CLUB/PROGRAM ADVISOR NAME


SIGNATURE

Liz Deck
BUDGET ADMINISTRATOR NAME


SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item:	Increase in Minimum Wage	\$ 893.00
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Explanation:	<u>There will be an increase in the minimum wage on January 1, 2017, that was not accounted for in our original budget. We currently are not funded for our full payroll without the minimum wage increase and cover those overages with our YES Trust Account. (see spreadsheet)</u>	
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Line Item:		
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Explanation:		

Line Item:		
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Explanation:		

Line Item:		
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Explanation:		

Line Item:		
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Explanation:		

2016-17 Youth Educational Services
Associated Students Unallocated Request

2016-17 Requested Salaries/Wages Budget	\$ 36,903.00	
2016-17 Allocated Salaries/Wages Budget	\$ 33,935.00	
Shortfall	\$ (2,968.00)	This amount will already need to be covered by our AS Trust Account
2017 Increase in PC Wages	2016 Semester Total \$ 2,690.00	
	2017 Semester Total \$ 2,824.50	
	Increase \$ 134.50	\$ 538.00 (4 PC's)
2017 Increase in Lead PC Wages	2016 Semester Total \$ 4,128.00	
	2017 Semester Total \$ 4,300.00	
	Increase \$ 172.00	\$ 172.00
2017 Increase in VOP Wages	2016 Semester Total \$ 1,200.00	
	2017 Semester Total \$ 1,260.00	
	Increase \$ 60.00	\$ 120.00 (2 VOP's)
2017 Increase in House Maint.	2016 Semester Total \$ 1,050.00	
	2017 Semester Total \$ 1,102.50	
	Increase \$ 52.50	\$ 13.13 (25% of total wages)
2017 Increase in Receptionist	2016 Semester Total \$ 1,350.00	
	2017 Semester Total \$ 1,417.50	
	Increase \$ 67.50	\$ 33.75 (25% of total wages for 2 Receptionists)
2017 Increase in PR/Blog Intern	2016 Semester Total \$ 330.00	
	2017 Semester Total \$ 346.50	
	Difference \$ 16.50	\$ 16.50
Total Unallocated Request		\$ 893.38



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: MultiCultural Center
CONTACT PERSON: Amy Salinas Westmoreland
Phone: 707-826-3367
Email: asw344@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u></u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
Total Income:		<u>\$ 0.00</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Student Wages</u>	<u>\$ 3,500.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
Total Expenditures:		<u>\$ 3,500.00</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Amy Salinas Westmoreland
CLUB/PROGRAM ADVISOR NAME

[Signature]
SIGNATURE

[Signature]
BUDGET ADMINISTRATOR NAME

[Signature]
SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item:	Student Wages	\$ 3,500.00
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Explanation:	Due to the wage increase in January we need additional funding to	
	Cover the student positions at the MultiCultural Center	

Line Item:		
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Explanation:		

Line Item:		
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Explanation:		

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Explanation:		

MCC MEMO

TO: Associated Students

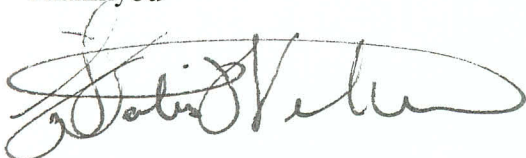
FROM: Amy Salinas Westmoreland
MultiCultural Center, Coordinator

RE: Student Wages increase

DATE: September 12, 2016

The MultiCultural Center would like to request additional funding for our student assistants. Due to the minimum wage increase in January we will need extra funding to cover our students wages throughout the year. We would like to request an additional \$3500 that will allow us to keep the MCC open as well as providing support for campus events.

Thank you

A handwritten signature in dark ink, appearing to read 'Amy Salinas Westmoreland', written over a horizontal line.

Amy Salinas Westmoreland