

Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, April 24, 2017  
Nelson Hall East, Room 120  
3:00 p.m.  
Agenda #12

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda 12 dated Monday, April 24, 2017 – **Action Item**
- IV. Chair's Report
- V. Approval of Minutes
  - A. Approval of Minutes #10 March 27, 2017 – **Action Item**
  - B. Approval of Minutes #11 March 30, 2017 – **Action Item**
- VI. 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.

- VII. Old Business
  - A. Fiscal results of the AS operations through March 31 – **Discussion Item**  
HSU Business Services will report on the past year and ask for recommendations for future reports.
  - B. Request for \$441 from the AS Earth Week Planning Committee – **Action Item**  
Madison Whaley will present on the request for \$441 for food and supplies.
  - C. Review and adoption of the AS Reserve Policy – **Action Item**  
The committee will review and vote on the AS Reserve policy.
  - D. Review of the Year – **Discussion Item**  
The Committee will debrief on the actions and process of the committee.

VIII. Announcements

IX. Adjournment

This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Patric Esh, AS Council Coordinator, at [patric.esh@humboldt.edu](mailto:patric.esh@humboldt.edu) or call (707) 826-4221. Please request accommodations at least two weeks prior to the event.

**\*\*Special Meeting\*\***  
Associated Students Board of Finance  
Humboldt State University  
Meeting on Thursday, March 30, 2017  
Nelson Hall East, Room 120  
Minutes #11

**Call to Order**

Greg Rodriguez, Administrative Vice President, called the Board of Finance meeting to order at 4:40 p.m. on Thursday, March 30, 2017 in Nelson Hall East 120.

**Roll Call**

Members Present: Joseph Mularky, Jonah Platt, Greg Rodriguez

Advisor Present: Jane Hill

**Approval of the Agenda**

MOTION: MULARKY/PLATT move to approve Agenda #11 dated Thursday, March 30, 2017

APPROVED

**Chair's Report**

No report.

**Old Business**

A. Request for \$1,464 for F.R.E.E. – **Action Item**

The request is for members of F.R.E.E. to travel to CA-NAME (California Chapter of the National Association for Multicultural Education) conference.

MOTION: PLATT/MULARKY move to Request for \$1,464 for F.R.E.E.

APPROVED

MOTION: MULARKY/PLATT move to amend and increase gas for \$315.

APPROVED

B. Request for \$3054.24 for INRSEP. – **Action Item**

The request is the cost of an INRSEP garden project.

MOTION: MULARKY/PLATT move to request for \$3054.24 for INRSEP.

APPROVED

**Announcements**

No announcements.

**Adjournment**

Rodriguez adjourned the meeting at 4:55 p.m. without objection.

Recorded by:

Patric Esh

A.S. Council Coordinator

Approved by:

A handwritten signature in black ink, appearing to read 'GR', is written above a horizontal line.

Greg Rodriguez  
Administrative Vice President

Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, March 27, 2017  
Nelson Hall East, Room 120  
Minutes #10

**Call to Order**

Greg Rodriguez, Administrative Vice President, called the Board of Finance meeting to order at 3:09 p.m. on Monday, March 27, 2017 in Nelson Hall East 120.

**Roll Call**

Members Present: Joseph Mularky, Jonah Platt, Greg Rodriguez

Advisor Present: Jane Hill

**Approval of the Agenda**

MOTION: MULARKY/PLATT move to approve Agenda #9 dated Monday, March 27, 2017  
APPROVED

**Chair's Report**

No report.

**Public Comment**

Priscilla Baltezar, INRSEP, talked about a Board of Finance request from INRSEP. Rodriguez said the board would review the request and have special meeting.

**Approval of Minutes**

MOTION: RODRIGUEZ/MULARKY move to approve minutes #7 February 13, 2017  
APPROVED

MOTION: RODRIGUEZ/MULARKY move to approve minutes #8 February 20, 2017  
APPROVED

MOTION: RODRIGUEZ/MULARKY move to approve minutes #9 February 27, 2017  
APPROVED

**Old Business**

- A. Request for \$3,272 for Mecha de HSU. – **Action Item**  
The request is for travel and registration to a national Mecha conference.

MOTION: MULARKY/PLATT move to approve the request for ~~\$3,272~~ \$1545 for Mecha de HSU.  
APPROVED

Hill said there isn't any funds in the unallocated.

Nathanial McGuigan, Mecha Representative presented on the request. Platt asked about the funding for lodging. McGuigan said the request was over to make sure there was enough funds for lodging. Platt was concerned about funding food funding as well. McGuigan reported there would be \$200 for food.

MOTION: PLATT/MULARKY move to change \$400 to \$600 for funding for gas. APPROVED

MOTION: PLATT/MULARKY move to deduct \$452 for vehicle registration. APPROVED

Mularky asked how much money should be given for food. McGuigan said they would need to eat twice for three days.

MOTION: PLATT/MULARKY strikeout "hotel" and include the term "food" and replace \$2000 with \$700. APPROVED

MOTION: PLATT/MULARKY move to change the Conference registration to \$420 TO \$245. APPROVED

Platt noted the number on the budget for the registration is different on separate pages.

B. Business Management Services Agreement Between Humboldt State University and Humboldt State University Associated Students – **Action Item**

MOTION: MULARKY/PLATT move to approve the Business Management Services Agreement Between Humboldt State University and Humboldt State University Associated Students. APPROVED

Hill provided a summary of the timeline of the proposal. The taskforce will be meeting this Wednesday. Hill asked the proposal be approved and that the agreement will be retroactive.

The Board of Finance will approve the proposal if the Service Agreement taskforce recommends the proposal.

C. Discretionary Budget – Discussion Item  
The committee will discuss the discretionary budget.

Hill provided a history of the discretionary budget. Hill said the discretionary budget will be a line item within the trust fund. The funding would generally be funding for one-time projects. Hill also listed the current items that have been approved by the Board of Finance. Hill said IRA management funds will be allocated, which was decided two months ago. Platt mentioned one of the concerns for switching the AS accounting was the loss of the IRA management fund. Holly Martel, Budget Analyst for the University Budget Office, concurred with Hill.

Rodriguez talked about requesting money for maintenance for the mural on the University Center Wall. Hill was concerned with the cost to maintain the mural.. The Board will research the maintenance cost.

Hill also asked about the bus program. Hill asked for clarification of the funds for the program. Hill recommends \$12,000.

Hill talked about the empowerment series beginning in the Fall. Rodriguez had talked to Arredondo, AS Presents Representative, and said Arredondo wasn't sure. The board will research the item more.

Rodriguez asked about the legal resource center. Platt asked to do more research and provide a report to the Board. Hill said she would add the item to the recommended list. The board provided multiple ideas for resources within the legal resource center.

Hill provided a summary of the current budget. Hill said there is funding for additional funding in the AS Government.

Mularky talked about an issue on the bus program. Mularky said students were using the program to go on a vacation and not to go home.

### **Announcements**

Platt said there is a healing space in the Kat Buchanan Room on March 27, 2017.

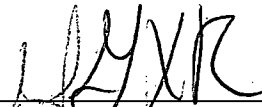
### **Adjournment**

Rodriguez adjourned the meeting at 4:08 p.m. without objection.

Recorded by:

Patric Esh  
A.S. Council Coordinator

Approved by:

  
\_\_\_\_\_  
Greg Rodriguez  
Administrative Vice President



TO: Applicants for Associated Students Unallocated Funds  
FROM: Administrative Vice President, Associated Students  
RE: Procedures for Proposed Expenditure of Unallocated Funds

Requests for A.S. unallocated funds shall be typewritten and seven copies submitted. Requests shall at a minimum include the following information. **PLEASE NOTE: It is important that you follow this format, failure to do so may delay your request.**

- I. General Narrative memo which includes
  - Name of program, contact person, telephone number & email address;
  - Complete description of project or item(s) to be purchased;
  - Justification for Associated Students funding (how will students benefit from this expenditure);
  - Other sources of funding explored and outcome of inquiry; and
  - Explanation of how program has explored environmentally/socially responsible purchase options (see note below)
- II. The following forms (copies are attached) must be completed and submitted with the general narrative. Please submit seven typed copies of your application.
  - Associated Students Budget Draft
  - Budget Justifications

Each request must be submitted to the Associated Students Business Office by the Monday prior to the next scheduled meeting (check with the Associated Students Office regarding the Board of Finance schedule). At the following meeting of the Board of Finance the request will be considered. A representative from your program will need to attend this meeting to answer any questions. A majority vote of the Board of Finance is required for approval of all allocations of Associated Students funds.

Approval by a majority of Council is also required for final approval (requests for expenditures of less than \$300 may be approved by the Board of Finance – these requests will not require Council approval). The process of requesting unallocated funds, from the original request to the Council's decision, can take 2-3 weeks. Please plan accordingly.

**Note:** The A.S. Council upon recommendation by the Board of Finance shall require that programs requesting unallocated or reserve funds demonstrate that they have explored environmentally/socially responsible purchase options if applicable. When feasible, the Board of Finance shall recommend the environmentally/socially responsible purchase option.





# REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: AS Earth Week Planning Committee

CONTACT PERSON: \_\_\_\_\_

Phone: 9168017096

Email: mcw303@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 441.00</u>
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
	<b><u>Total Income:</u></b>	<b><u>\$ 441.00</u></b>

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

1	<u>Giveaways and prizes for keynote event</u>	<u>\$ 100.00</u>
2	<u>Food for workshops and events</u>	<u>\$ 100.00</u>
3	<u>Catering for keynote event</u>	<u>\$ 241.00</u>
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
	<b><u>Total Expenditures:</u></b>	<b><u>\$ 441.00</u></b>

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

REVIEWED BY:

[Signature]  
CLUB/PROGRAM ADVISOR NAME

Suzan P. Roca  
BUDGET ADMINISTRATOR NAME

[Signature]  
SIGNATURE

[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:** Giveaways and prizes for keynote event \$ 100.00

**Explanation:** We will have prizes for HEIF scavenger hunt winners, Trashion Show winners, and raffle winners, to entice participation in the event

**Line Item:** Food for workshops and events \$ 100.00

**Explanation:** Solar Panel Workshop, bike-in movie, zine-making workshop,

**Line Item:** Catering for keynote event \$ 241.00

**Explanation:** Catering is \$741, but \$500 was funded by the Office of Administrative Affairs. For the keynote dinner, expecting over 50 attendees

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

Section: **Policy Statement - Fiscal**

Subject: **Reserve Policy, Fund Designation and Procedure for Expenditure**

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**Purpose:** The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A. S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A. S. Council may have that falls within the Mission of the Associated Students.

**New/Revised:** November 2, 2015

**Council Adoption Date:** December 11, 2000

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## **I. Fund Designation**

Appropriations to Reserves - Excess revenues will be allocated annually to the following reserve areas unless specifically exempted by A. S. Council. Operating Reserve, Capital Purchase Reserve, and Special Projects & Facilities Reserve.

Background - The establishment of adequate reserve policies for CSU auxiliaries is required to meet the California State University financial standards established by the Education Code, Section 89904(b). Section 89904(b) states that auxiliaries shall implement financial standards by the establishment of reserve funds for current operation, capital replacement, and new ventures so as to assure fiscal viability.

**Operating Reserve** is the “savings account” of the Associated Students used to address contingencies, emergencies, budgetary impacts such as an unanticipated shortfall in projected enrollment, and other non-routine expenditures.

Sources of Funds for Operating Reserve - 80% of the current year excess revenue will be placed annually in the operating reserve.

**Capital Purchases Reserve.** This reserve is established to replace capital inventory as needed. It may also be used to make new acquisitions when deemed appropriate.

Source of Funds for Capital Purchases Reserve - 10% of the current year excess revenue will be placed annually in the capital purchase reserve.

**Special Projects & Facilities Reserve.** This reserve shall be used for the maintenance and improvement of existing facilities or the construction of new facilities.

Source of Funds for Special Project and Facilities Reserve - 10% of the prior year's fund balance will be placed annually in the special projects and facilities reserve.

The maximum amount which should be retained for on-campus reserves combined is up to 30% of current year expenditures.

## **II. Procedure for the Expenditure of A.S. Reserves**

Requests for funds shall be made in writing and shall at a minimum include the following information:

1. Program requesting funds;
2. Complete description of project of item(s) to be purchased;
3. Justification for Associated Students funding (how will students benefit from this expenditure); and
4. Other sources of funding explored and outcome of inquiry.

Each request must be provided to the Administrative Vice President so that the request may be introduced at the next meeting of the Board of Finance.

As the following meeting of the Board of Finance, the request will be considered under old business. A simple majority of committee members may approve the proposal for recommendation to the A.S. Council.

The Board of Finance shall review all requests for expenditures.

A majority vote of the A.S Council shall be required for approval of all allocations of Associated Students funds.

Allocations from any of the reserves also require the approval of the University President (or designee).

The Associated Students of Humboldt State University also seeks to invest reserve funds and any excess funds with the objective of 100% preservation of capital at as high a yield as possible.

Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to \$5,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$5,000 be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, A.S. Council shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.