

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, October 12, 2015
Nelson Hall East, Room 120
4:00 p.m.
Agenda #1

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #1– **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 #12 dated May 11, 2015 – **Action Item**
- VII. 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 2015-16 Budget, the Unallocated process and the Reserve Policy, Fund Designation and Procedure for Expenditure. These items are included in the Board of Finance binder.
 - B. A. S. Board of Finance 2015-16 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 2015-16 meeting schedule.
- VIII. Announcements
- IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday May 11, 2015
Nelson Hall East, 120
Minutes #12

Call to Order

Jerry Dinzes, AS President, called the Board of Finance meeting to order at 5:00 p.m. on Monday, May 11, 2015 in the Nelson Hall East 120.

Roll Call

Members Present: Jerry Dinzes, Taylor Mitchell, Alex Egan,

Members Absent: Ana Cortes (excused), Thomas Kupelian (unexcused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: MITCHELL/EGAN move to approve Agenda #12 dated May 11, 2015 APPROVED

Chair's Report

Dinzes had no report.

Public Comment

There was no Public Comment.

Approval of the Minutes

MOTION: MITCHELL/EGAN move to approve the Board of Finance Minutes #11 dated April 17, 2015
APPROVED

Old Business

- A. Request from the MultiCultural Center (MCC) for a line item transfer in the amount of \$345 – **Action Item**
The performance of the 1491's at the JVD Theater incurred additional expenses for costs associated with tech and security support at their March 6, 2015 performance

Marylyn Paik Nicely, director of the MultiCultural Center, was present on behalf of the request. Paik Nicely explained the event required unforeseen additional expenses and was originally intended to be paid for with the state account, but that funding the costs through the Associated Students budget would allow the MultiCultural Center to spend state funding on the California Big Time event.

There was no Public Comment.

MOTION: MITCHELL/EGAN move to approve the request from the MCC for a line item transfer in the amount of \$345
APPROVED

Mitchell and Egan stated their support of the request.

- B. Request from the MultiCultural Center (MCC) to expend \$320 from the Special Project In House line item and \$318 from the Publicity line item for additional costs associated with the California Big Time – **Action Item**
Programs sponsored and/or co-sponsored by the MultiCultural Center shall require approval by the Board of Finance if the cumulative cost is more than \$500.

Marylyn Paik Nicely, director of the MultiCultural Center, was present on behalf of the request. Paik Nicely explained the event is a campus wide event that receives funding from multiple sources including the AS Event Funding Board and the University President's office. Paik Nicely stated that she did not expect to need prior approval but that the lodging expenses for the event exceeded expected costs.

There was no Public Comment.

MOTION: MITCHELL/EGAN move to approve the request from the MCC to expend \$320 from the Special Project In House line item and \$318 from the Publicity line item for additional costs associated with the California Big Time
APPROVED

Dinzes asked for clarifying information on how the event is funded. Paik Nicely explained that the MCC is the coordinating body, but that multiple campus units are involved in planning the event. Paik Nicely stated that the funding comes from the University, Associated Students, Tribal Councils and the local Indian Gaming Casinos. Paik Nicely stated that the whole event can cost \$15,000 - \$20,000. Paik Nicely stated that the funding exception will allow the costs of DanzaAzteca to be covered by the MultiCultural Center. Mitchell noted that \$318 in the publicity line item was significant and asked if the amount left in the publicity line item was larger than normal. Paik Nicely stated it was more than normal, but that sometimes funding for publicity is found in other places which allowed funding to remain in the line-item.

Announcements

There were no announcements.

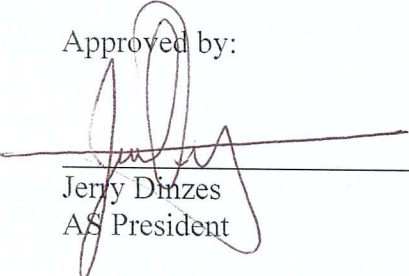
Adjournment

Dinzes adjourned the meeting at 5:18 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:


Jerry Dinzes
AS President

**ASSOCIATED STUDENTS
HUMBOLDT STATE UNIVERSITY**



2015-16 Budget

Approved by the Associated Students Council on April 2, 2015



April 6, 2015

Joyce Lopes
Vice President of Administration and Finance
Humboldt State University
Arcata, CA 95521

Dear Vice President Lopes,

As per the "Memorandum of Understanding Between Humboldt State University and Associated Students Covering Custodial Responsibilities and Fiscal Management Requirements", enclosed for your approval is the 2015-16 Associated Students budget.

The AS Recommended Budget is divided into three sections: the AS budget summary page comparing the 2014-15 budget to the 2015-16 recommended budget and AS fee revenue assumptions; 2015-16 budget language that applies to all programs receiving AS funds; and the recommended budget for each program broken down by line item including any specific budget language applicable to that program.

Also, as per California State University Policy governing auxiliary organizations, Associated Students will annually review the fiscal viability of the organization, which includes an evaluation of the reserve funds and the establishment or revision of reserves in accordance with this review. The review will take place in conjunction with the budget development process. I have included a copy of the 2015-16 Unrestricted Net Position Analysis with this budget recommendation. Based on this analysis, we feel secure that we will be able to continue to achieve our operating objectives, maintain an adequate level of working capital to maintain our programs, meet on-going commitments, address emergencies that may have a budgetary impact and fulfill our mission over the long term.

We're proud of our programs and what they contribute to Humboldt State University and the student body--particularly due to their creativity, uniqueness and initiative. Notable highlights of the 2015-16 recommended budget follow:

Hourly Wages

- The AS Council has recommended that most of our programs receive what they requested in hourly wages. This is intended to mitigate the costs associated with Assembly Bill (AB) 10 which increased the minimum wage to \$9 per hour on July 1, 2014 and will further increase it to \$10 per hour on January 1, 2016.

A.S. Government Non-Compensatory Stipend Criteria

- The AS Council has decided that non-compensatory stipends will be awarded per semester (Fall and Spring) based on a percentage of the estimated cost of tuition and fees as published by HSU Financial Aid Office. The percentage breakdown is as follows and has been inserted in AS Government Code, Section 6.01, 6.02 & 6.03: President, 95%; Vice Presidents and Student Advisors, 30%; and, College Representatives, 25%. These amounts are reflected in the AS Government, AS External Affairs and AS Presents budget language.

A.S. External Affairs

- The California State Student Association (CSSA) membership dues has been converted to a systemwide “Student Involvement and Representation Fee” and will be administered by the Chancellor’s Office.

A.S. Programming Grants/Cultural Programming Grants

- Based on feedback from the A.S. Event Funding Committee, A.S. Programming Grants/Cultural Programming Grants maximums have been increased from \$1,000 to \$1,500 and \$2,500 to \$3,000 respectively.

Club and Program Support

- Special Projects-Event Programming line-item includes \$2,000 for movie licenses.
- An additional \$3,000 has been earmarked in Unallocated for potential use by the Clubs and Activities Office for event programming.

Student Engagement and Leadership Support (SEALS)

- SEALS budget has been reduced by \$2,000. However, an additional funds have been earmarked in Unallocated for the Clubs and Activities Office for event programming.

OH SNAP! Campus Food Program

- \$5,000 has been allocated to the OH SNAP! Campus Food Program. The funds will be used for food pantry expenses.

Computer Equipment Replacement

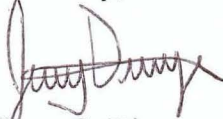
- Funds will be used for the replacement of four computers owned by the Associated Students that will no longer be under warranty and serviced by Information Technology Services (ITS).

A.S. Campus/Community Service Scholarship

- Approximately twenty scholarships (\$500 per semester for a maximum of \$1,000 per academic year) are awarded annually. The 2015-16 A.S. Budget recommendation includes an allocation for the A.S. Scholarship in the amount of \$10,000. The reserve fund for this scholarship is in an account with HSU Financial Aid and will have a balance of approximately \$30,000 after scholarships are awarded for 2015-16.

We look forward to your approval of the Associated Students 2015-16 budget. If you have any questions, please contact Joan Tyson, our AS General Manager at joan.tyson@humboldt.edu or extension 5410.

Sincerely,



Jerry G. Dinzes

Associated Students President

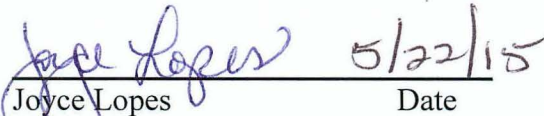
cc: Joan Tyson, AS General Manager

Recommend Approval:



Peg Blake
Vice President Enrollment
Management & Student Affairs

Approved:



Joyce Lopes
Vice President Administration &
Finance

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
2015-16 FISCAL YEAR APPROVED BUDGET

#	PROGRAM NAME	Approved 2014-15	Request 2015-16	Approved 2015-16
1	A.S. EXTERNAL AFFAIRS	24,150	18,675	18,880
2	A.S. GENERAL OPERATIONS	237,000	241,600	241,600
3	A. S. GOVERNMENT	87,925	93,925	101,325
4	A.S. INSURANCE	9,800	8,000	8,000
5	A.S. PRESENTS	102,245	105,770	106,425
6	A.S. PROGRAMMING GRANTS	55,000	48,000	55,000
7	CAMPUS CENTER APPROPRIATE TECH. (CCAT)	54,235	55,670	55,670
8	CHILDRENS CENTER	40,828	43,495	43,495
9	CLUB AND PROGRAM SUPPORT	27,735	34,800	30,800
10	DROP IN RECREATION	25,225	28,435	28,435
11	ERIC ROFES QUEER RESOURCE CENTER	6,330	10,210	10,210
12	GRADUATE PLEDGE ALLIANCE	4,015	4,435	4,435
13	HUMBOLDT FILM FESTIVAL	9,620	10,370	10,370
14	LEARNING CENTER TUTORIAL PROGRAM	19,113	19,115	19,115
15	MARCHING LUMBERJACKS	5,800	5,800	5,800
16	MULTICULTURAL CENTER (MCC)	36,501	44,740	42,440
17	OH SNAP! CAMPUS FOOD PROGRAM	0	5,000	5,000
18	SPORTS CLUBS	30,375	32,275	30,775
19	STUDENT ACCESS GALLERY	9,620	11,025	11,025
20	WASTE REDUCTION RESOURCE AWARE (WRRAP)	33,363	35,320	35,320
21	WOMEN'S RESOURCE CENTER	27,610	27,530	27,530
22	YOUTH EDUCATIONAL SERVICES (YES)	58,698	68,870	66,003
23	STUDENT ENGAGEMENT AND LEADERSHIP	7,000	7,500	5,000
24	COMPUTER EQUIPMENT REPLACEMENT	0	3,500	3,500
25	AS CAMPUS/COMMUNITY SERVICE SCHOLARSHIP	20,000	10,000	10,000
26	UNALLOCATED	7,462	8,500	10,847
TOTAL BUDGET		\$939,650	\$982,560	\$987,000
TOTAL REVENUE (FEES & RESERVE ALLOCATION)		\$939,650	\$987,000	\$987,000
REVENUE OVER EXPENDITURES		\$0	\$4,440	\$0

AS FEE REVENUE ASSUMPTIONS PROVIDED BY UNIVERSITY BUDGET OFFICE

	Fall	Spring	Annual Total
2015-16 Enrollment Forecast			
Headcount	8,563	7,983	8,273
Revenue Budget			
	\$500,000	\$458,000	\$958,000
Allocation from General Operation Reserves			\$25,500
Allocation from Capital Purchase Reserves			\$3,500
Total			\$987,000
AS Fee Per Student	\$59	\$58	\$117

**ASSOCIATED STUDENTS
HUMBOLDT STATE UNIVERSITY**

2015-16 BUDGET LANGUAGE

(Applies to all programs receiving A.S. funds)

1. Approved Uses of Student Body Organization Funds. The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students that wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.
2. All A.S. funded programs are responsible for reading and following the budget and budget language.
3. Failure to comply with budget language stipulations may result in funds being frozen, or other disciplinary action, pending Board of Finance action.
4. If the Board of Finance encounters a program that chooses not to comply with the policy enumerated in this document, the Administrative Vice President will request that the program's budget administrator attend a meeting to discuss how the program can come into compliance. If the program continues to not comply with the policy, the Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program's annual budget.
5. A.S. funds cannot be used to purchase alcohol.
6. TRAVEL. As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a "Release, Hold-Harmless and Informed Consent" statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Anyone traveling by air and/or ground transportation on behalf of an Associated Students program must have a completed "Release and Hold Harmless Statement" on file with the Associated Students Business Office or designee.
7. PRIVATE VEHICLES. Anyone traveling on behalf of an Associated Students program must have a completed "An authorization to Use Private Vehicles" for Associated Students approved travel. Authorization forms are kept on file with the Associated Students Business Office or designee.
8. Any promotional materials, print, email, listserv—printed or sent out, needs the AS logo to be clearly represented and prominently displayed. This includes programs and events funded by the A.S. Event Funding Committee. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

- a. Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the Board of Finance.

9. Any budgeted media area must include without alterations the following disclaimer:

The [Name of Publication] is the official newsletter of the [Name of Program] which is funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by the Associated Students. All correspondence regarding this publication should be addressed to:

*[Name of Program]
[Name of Publication] Editor
Humboldt State University
Arcata, CA 95521 or
call
826-[Phone number of Program]*

All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:

*Associated Students
Humboldt State University
Arcata, CA 95521*

10. To assure that A.S. program publications are effective in reaching the student population in a timely manner, publication guidelines have been developed.

- a. A.S. publications must be available and distributed by the following deadlines or A.S. funds cannot be utilized for payment.

Fall Semester publication(s): No later than Monday, December 7, 2015

Spring Semester publications(s): No later than Monday, May 2, 2016

(A possible five day grace period is available with advance approval from the A.S. Administrative Vice President and General Manager.)

11. Expenditure of Associated Students funds within line-items of programs as allocated by the A.S. Council will be strictly adhered to. Transfers of funds between line-items must be requested in writing and approved by the A.S. Administrative Vice President and General Manager. Transfers over \$200 must also be approved by the Board of Finance. YES, Multicultural Center is examples of programs. Hourly/Work study, Special Projects, Supplies and Services, Publicity are examples of line-items. Exceptions to this budget language can be granted by the General Manager at the end of the Spring semester if the Board of Finance has no more scheduled meetings.

12. **DIRECTORS**—paid hourly: For director positions, annual amounts are as follow. These are per year amounts, payable half each semester. The same person cannot receive payment for more than one director position within each program without prior approval of the Board of Finance.

- a. Program Director \$2,550 (\$1,275 per semester)
A program director is generally the student that has overall administrative responsibility for a program. A program director usually works 8-9 hours a week during the academic year.
- b. Co-Director \$1,950 (\$975 per semester)
Co-Directors generally share the oversight of a program based on a description of duties. A co-director generally works 6-7 hours a week during the academic year.
- c. Assistant Director \$1,350 (\$675 per semester)
Assistant director's support the director and/or the co-director with the program's administration. An assistant director generally works 4-5 hours a week during the academic year.
- d. These are per year amounts, payable half each semester unless otherwise approved by the AS General Manager.

13. **NON-COMPENSATORY STIPEND CRITERIA.** Stipends shall be awarded as per Government Code, Section 1.05 and Section 6.01, 6.02 & 6.03.

- a. Stipends shall be allocated in four equal amounts and awarded as follows:
 - i. Following the AS Orientation and Training in September, and
 - ii. November first for Fall Semester, and
 - iii. Following the AS Retreat and Training in February, and
 - iv. April first for Spring Semester.
- b. Students appointed to positions after the award date shall not be eligible to retroactively receive that portion of the award.
- c. In the event of resignation or removal from office, the Council member is no longer eligible for further Council Stipend monies in that Academic Year.

14. **A.S. CLUB AND PROGRAM GRANTS/CULTURAL PROGRAMMINGGRANTS/SPECIAL PROJECTS AND SPECIAL PROJECTS-IN HOUSE FUNDS STIPULATIONS.**

- a. Club and A.S. Program grants up to \$1,500 are available for on-campus events (1 Harpst Street) that will benefit the entire campus community.

- b. Cultural Programming Grants (CPG) up to \$3,000 are available for on-campus events (1 Harpst Street) that will benefit the entire campus community. Cultural Programming Grants provides funding for on-campus events that promote social justice, educate and raise awareness of cultural diversity, equity, cultural celebrations and traditions.
- c. Free Admission— Admission to programs receiving A.S. Club and Program, Cultural Programming, Special Projects, and Special Projects-In House grants shall be free.
- d. A.S. Club and Program grants shall be administered by the Clubs Office; Cultural Programming Grants shall be administered by the MCC.
- e. Equal funding per semester shall be made available to recognized clubs and A.S. programs. If funds for an event are committed in a previous semester, the allocation shall be deducted from the semester in which the event occurs.
- f. Allocation of the grants shall be made by the A.S. Event Funding Committee as described in the A.S. Committee Handbook.
- g. No more than \$1,500 may be allocated to any one organization per semester unless funding is also received from a CPG grant. If event funding includes an allocation from the Cultural Programming Grant, no more than \$3,000 may be allocated to any one organization per semester.
- h. No more than \$3,000 can be given to a single event, regardless of the number of groups applying for the funds.
- i. Promotional materials for events funded by the grants must include the prominent display of the A.S. logo and the name of the sponsoring club or A.S. program. Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50 will be reviewed by the Board of Finance.
- j. Publicity for events shall be reviewed by the Clubs Office or the Multicultural Center Office in advance of posting—depending on the source of funds.
- k. Voting members on the A. S. Event Funding Committee shall include:

A.S. Administrative Vice President (Chair), A.S. Vice President Student Affairs, 2 students recommended by the MCC appointed by the A.S., and 1 student recommended by the Clubs Office appointed by the A.S. Vice Chair shall be a student selected by the board.
- l. Non-voting advisors to the committee shall be the MCC Director and the Club Coordinator.

- m. At least 3 student committee members must be present at a meeting to conduct business.
- n. In the event the A. S. Council has not had the opportunity to approve members of the funding committee, or the funding committee has not been formed, exceptions can be made to expend funds with a written request from the advisor. Request shall be reviewed by the A.S. President (or the Administrative Vice President if President is not available). The need for this exception is most likely to occur at the beginning of the fall semester prior to when the committee has had time to meet.
- o. Food Purchase Stipulations: Note Item #15 in the Budget Language below.

15. FOOD PURCHASE STIPULATIONS:

a. FOOD PURCHASES UP TO \$150:

- i. Clubs and Programs that receive funds an A.S. Club or Program Grant, Cultural Programming Grant, Special Projects, and/or Special Projects-In House may spend up to \$150 for refreshments for that event.

b. FOOD PURCHASES UP TO \$300:

- i. Clubs and Programs that receive a Cultural Programming Grant, may spend up to \$300 for food for that event. Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner). An exception to the food stipulation amount of not to exceed \$300 for Cultural Programming Grants has been granted to the Autumn Festival; not to exceed \$525 for moon cakes. These exceptions assume that the events will continue to apply for funding thru the A. S. Program grant process and are approved by that committee. The total amount of the grant shall not exceed the Cultural Program grant maximum of \$3,000.

- 16. Retreat funds may be used for lodging, transportation, room rental, group activity, and/or food expenditures.
- 17. Environmentally Responsible Purchases – The Associated Students is committed to making environmentally responsible purchases with Associated Students funds. Program Budget Administrators will explore environmentally responsible purchase options, and when feasible, choose the environmentally responsible option.
- 18. A.S. funded shirts/sweatshirts shall be made from organic cotton or other environmentally friendly material (e.g. bamboo, hemp). The A.S. will help clubs and programs afford organically grown cotton shirts by considering proposals to the Board of Finance to assist with costs.
- 19. Associated Students funded programs may not expend A.S. funds to endorse an A.S. elections candidate (including coalitions) or engage in an activity that is beneficial or

detrimental to any candidate. Use of Associated Students funds for these purposes is prohibited.

20. Associated Students funds shall not be used to endorse referenda, initiatives, or recalls during the elections.
21. Associated Students funded organizations are prohibited from endorsing candidates, coalitions, or recalls during the elections.
22. Associated Students funds shall not be used to support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.
23. Food purchased by A.S. Government shall be certified organic when feasible. The A.S. will help clubs and programs afford organically grown food by considering proposals to the Board of Finance to assist with costs. Preference will be given to locally grown organic when there is an option between local and non-local organic food.
24. A.S programs are encouraged not to use A.S. funds to purchase bottled water when feasible.

1 **A.S. EXTERNAL AFFAIRS**

A. S. SUBSIDY

EXPENDITURES

	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 24,150	\$ 18,675	\$ 18,880
EXPENDITURES			
NON-COMPENSATORY STIPEND	1,950	1,950	2,155
COMMUNICATIONS	375	375	375
TRAVEL AND CONFERENCE	8,650	8,650	8,650
SUPPLIES AND SERVICES	200	300	300
ADDITIONAL ACTIVITIES	6,500	6,400	6,400
LOBBY CORPS	1,000	1,000	1,000
CSSA MEMBERSHIP	5,475	0	0
TOTAL EXPENDITURES	24,150	18,675	18,880

BUDGET LANGUAGE - A.S. EXTERNAL AFFAIRS

- 1 STIPEND SHALL BE AWARDED AS FOLLOWS: ONE REPRESENTATIVE AT \$2,155.
- 2 STIPEND AWARD CRITERIA: SEE ITEM NO. 13 IN THE GENERAL BUDGET LANGUAGE.
- 3 TRAVEL AND CONFERENCE INCLUDES FUNDS FOR REPRESENTATIVE TO TRAVEL TO ELEVEN CSSA PLENARY MEETINGS. COSTS ASSOCIATED WITH NEW BOARD MEMBER TO ATTEND THE TRANSITION MEETING IN JUNE SHALL BE PAID FROM THE ADDITIONAL ACTIVITIES ACCOUNT.
- 4 ADDITIONAL ACTIVITIES FUNDING HAS BEEN PROVIDED FOR THE TRAVEL AND PARTICIPATION FOR STUDENTS TO ATTEND THE "CHESS" CONFERENCE. REMAINING ADDITIONAL ACTIVITIES FUNDS SHALL BE USED TO PROVIDE ACTIVITIES THAT MEET AND CARRY OUT CSSA'S MISSION AND GOALS AS OUTLINED IN THE BUDGET REQUEST. EXPENDITURE OF THESE FUNDS SHALL BE APPROVED BY THE A.S. PRESIDENT.
- 5 LOBBY CORPS FUNDING SHALL BE USED FOR TRAVEL AND EXPENSES TO SEND STUDENTS TO THE CALIFORNIA STATE CAPITOL TO LOBBY ON BEHALF OF THE STUDENTS OF HSU AND HSU ASSOCIATED STUDENTS WHEN LEGISLATURE IS IN SESSION.
- 6 CSSA MEMBERSHIP DUES HAS BEEN CONVERTED TO A SYSTEMWIDE STUDENT INVOLVEMENT AND REPRESENTATION FEE (SIRF) AND WILL BE ADMINISTERED BY THE CHANCELLOR'S OFFICE.

2 **A. S. GENERAL OPERATIONS**

REVENUES

A. S. SUBSIDY

	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 237,000	\$ 241,600	\$ 241,600
MISCELLANEOUS	3,000	3,000	3,000
INTEREST INCOME	4,000	4,000	4,000
LUMBERJACK NEWSPAPER ADMINISTRATIVE FEE	5,500	6,000	6,000
IRA ADMINISTRATIVE FEE	33,000	35,000	35,000
TOTAL REVENUE	282,500	289,600	289,600

EXPENDITURES

	14-15 Approved	15-16 Request	15-16 Approved
ADMIN., BUSINESS SERVICE FEE	237,600	242,000	242,000
SERVICE PROVIDED BY HSU	25,500	26,000	26,000
COMMUNICATION	1,000	1,000	1,000
TRAVEL AND CONFERENCE	2,500	2,500	2,500
SUPPLIES AND SERVICES	7,500	7,500	7,500
AUDITS	5,800	8,000	8,000
FACILITIES MAINTENANCE	1,500	1,500	1,500
PROFESSIONAL ORGANIZATION DUES	1,100	1,100	1,100
TOTAL EXPENDITURES	282,500	289,600	289,600

3 A.S. GOVERNMENT

	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 87,925	\$ 93,925	\$ 101,325
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	2,250	4,000	4,000
NON-COMPENSATORY STIPENDS	28,575	28,575	35,975
PAYROLL TAXES	100	200	200
A.S. COUNCIL STAFF	28,300	30,750	30,750
COMMUNICATIONS	1,900	1,750	1,750
PUBLICITY	4,850	5,000	5,000
TRAVEL AND CONFERENCE	5,000	6,200	6,200
SUPPLIES AND SERVICES	3,750	3,750	3,750
RETREAT AND COUNCIL DEVELOPMENT	1,500	2,000	2,000
SPECIAL PROJECTS	4,200	4,200	4,200
ELECTIONS	6,500	6,500	6,500
STUDY LOUNGE	1,000	1,000	1,000
TOTAL EXPENDITURES	87,925	93,925	101,325

BUDGET LANGUAGE - A. S. GOVERNMENT

- 1 STIPENDS SHALL BE AWARDED AS FOLLOWS: PRESIDENT, \$6,830; LEGISLATIVE VICE PRESIDENT, ADMINISTRATIVE VICE PRESIDENT, AND STUDENT AFFAIRS VICE PRESIDENT, \$2,155 EACH; ELECTIONS COMMISSIONER, \$1,080 (SPRING SEMESTER ONLY); AND A.S. COUNCIL MEMBERS, \$1,800 EACH.
- 2 STIPEND AWARD CRITERIA: SEE ITEM NO. 13 IN THE GENERAL BUDGET LANGUAGE.
- 3 HOURLY WAGES INCLUDES FUNDING FOR AN OFFICE ASSISTANT (\$2,000) AND A MARKETING/PUBLIC RELATIONS ASSISTANT (\$2,000).
- 4 A.S. COUNCIL STAFF; SHARED POSITION WITH A.S. BUSINESS OFFICE.
- 5 SPECIAL PROJECTS DIVIDED AS FOLLOWS: PRESIDENT, \$250, STUDENT AFFAIRS V. P., \$200, AND LEGISLATIVE V. P., \$150. A SUM OF \$600 HAS BEEN ALLOCATED FOR COUNCIL MEMBER SPECIAL PROJECTS (\$50 FOR EACH OF THE 12 REPRESENTATIVES). IN ADDITION, \$3,000 HAS BEEN ALLOCATED TO PROVIDE SUPPORT FOR SPECIAL A.S. GOVERNMENT SPONSORED EVENTS AS DETERMINED BY THE A.S. PRESIDENT IN CONSULTATION WITH A.S. EXECUTIVE COMMITTEE.
- 6 ADMINISTRATIVE VICE PRESIDENT SHALL COORDINATE PURCHASE AS COUNCIL T-SHIRTS BY SEPTEMBER 15, 2015.
- 7 STUDY LOUNGE FUNDS HAVE BEEN ALLOCATED FOR AT LEAST TWO STUDY LOUNGES.

4 A.S. INSURANCE

	14-15 Approved	15-16 Request	15-16 Approved
A.S. SUBSIDY	\$ 9,800	\$ 8,000	\$ 8,000
EXPENDITURES			
GENERAL LIABILITY INSURANCE	8,750	6,950	6,950
STUDENT TRAVEL INSURANCE	1,050	1,050	1,050
TOTAL EXPENDITURES	9,800	8,000	8,000

5 **A.S. PRESENTS**

REVENUES

A. S. SUBSIDY

GATE

TOTAL REVENUE

	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 102,245	\$ 105,770	\$ 106,425
GATE	100,000	85,000	85,000
TOTAL REVENUE	202,245	190,770	191,425
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	1,150	0	0
NON-COMPENSATORY STIPEND	1,500	1,500	2,155
PAYROLL TAXES	75	0	0
SPECIAL EVENTS/ARTIST FEES	110,520	92,750	92,750
ADMIN. SUPPORT/PAYMENT PER AGREEMENT	20,000	20,000	20,000
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	38,000	41,520	41,520
SUPPLIES AND SERVICES	31,000	35,000	35,000
TOTAL EXPENDITURES	202,245	190,770	191,425

BUDGET LANGUAGE - A.S. PRESENTS

- 1 STIPEND SHALL BE AWARDED AS FOLLOWS: ONE REPRESENTATIVE AT \$2,155.
- 2 STIPEND AWARD CRITERIA: SEE ITEM NO. 13 IN THE GENERAL BUDGET LANGUAGE.

6 **A.S. PROGRAM GRANTS**

A.S. SUBSIDY

EXPENDITURES

CLUB AND A.S.PROGRAM ACTIVITY GRANTS

CULTURAL PROGRAMMING GRANTS

TOTAL EXPENDITURES

	14-15 Approved	15-16 Request	15-16 Approved
A.S. SUBSIDY	\$ 55,000	\$ 48,000	\$ 55,000
EXPENDITURES			
CLUB AND A.S.PROGRAM ACTIVITY GRANTS	25,000	18,000	25,000
CULTURAL PROGRAMMING GRANTS	30,000	30,000	30,000
TOTAL EXPENDITURES	55,000	48,000	55,000

BUDGET LANGUAGE - A.S. PROGRAM GRANTS

- 1 CLUB AND A.S. PROGRAM GRANTS UP TO \$1,500 ARE AVAILABLE FOR ON-CAMPUS EVENTS (1 HARPST STREET) THAT WILL BENEFIT THE ENTIRE HSU COMMUNITY.
- 2 CULTURAL PROGRAMMING GRANTS UP TO \$3,000 ARE AVAILABLE FOR CLUBS AND A.S. PROGRAMS FOR ON-CAMPUS EVENTS (1 HARPST STREET) THAT WILL BENEFIT THE HSU COMMUNITY AND THAT PROMOTE SOCIAL JUSTICE, EDUCATE AND RAISE AWARENESS OF CULTURAL DIVERSITY, EQUITY, CULTURAL CELEBRATIONS AND TRADITIONS.
- 3 A.S. PROGRAM GRANT STIPULATIONS: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.
- 4 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.

7 <u>CAMPUS CENTER APPROPRIATE TECHNOLOGY (CCAT)</u>	14-15 Approved	15-16 Request	15-16 Approved
REVENUES			
A. S. SUBSIDY	\$ 54,235	\$ 55,670	\$ 55,670
EXPENDITURES			
HOURLY/WORK STUDY WAGES	41,500	42,770	42,770
PAYROLL TAXES	2,075	2,140	2,140
SUPPLIES AND SERVICES	4,260	4,360	4,360
RETREAT	400	400	400
SPECIAL PROJECTS	6,000	6,000	6,000
TOTAL EXPENDITURES	54,235	55,670	55,670

BUDGET LANGUAGE - CCAT

- 1 CCAT WEBMASTER POSITION SHALL WORK WITH THE ASSOCIATED STUDENTS GENERAL MANAGER TO CONVERT THE CCAT WEBSITE TO AN HSU DOMAIN.
- 2 HOURLY WAGES SHALL BE ALSO BE USED TO FUND A FISCAL/OFFICE MANAGER, \$3,360 ANNUALLY.

8 <u>CHILDREN'S CENTER</u>	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 40,828	\$ 43,495	\$ 43,495
EXPENDITURES			
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	40,828	43,495	43,495
TOTAL EXPENDITURES	40,828	43,495	43,495

9 <u>CLUB AND PROGRAM SUPPORT</u>	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 27,735	\$ 34,800	\$ 30,800
EXPENDITURES			
PUBLICITY	835	800	800
TRAVEL AND CONFERENCE	20,000	22,000	22,000
SUPPLIES AND SERVICES	3,100	3,000	3,000
SPECIAL PROJECTS	800	500	500
SPECIAL PROJECTS-EVENT PROGRAMMING	0	8,500	4,500
LEADERSHIP DEVELOPMENT SERIES	3,000	0	0
TOTAL EXPENDITURES	27,735	34,800	30,800

BUDGET LANGUAGE - CLUB & PROGRAM SUPPORT

- 1 TRAVEL FUNDS ARE ALLOCATED BY THE CLUBS COORDINATING COUNCIL. NO MORE THAN \$1,000 CAN BE ALLOCATED TO ANY ONE CLUB OR PROGRAM PER YEAR.
- 2 SPECIAL PROJECTS-EVENT PROGRAMMING INCLUDES \$2,000 FOR MOVIE LICENSES AS OUTLINED IN THE BUDGET REQUEST. ADMISSION TO CLUB EVENTS RECEIVING THIS GRANT SHALL BE FREE.
- 3 AN ADDITIONAL \$3,000 HAS BEEN EARMARKED IN UNALLOCATED FOR POTENTIAL USE BY THE CLUBS AND ACTIVITIES OFFICE FOR EVENT PROGRAMMING. SEE UNALLOCATED BUDGET LANGUAGE FOR DETAILS.
- 4 SPECIAL PROJECTS: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.
- 5 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.

10 **DROP-IN RECREATION**

A. S. SUBSIDY

EXPENDITURES

HOURLY/WORKSTUDY WAGES-REIMBURSEMENT

TOTAL EXPENDITURES

14-15 Approved	15-16 Request	15-16 Approved
\$ 25,225	\$ 28,435	\$ 28,435
25,225	28,435	28,435
25,225	28,435	28,435

11 **ERIC ROFES MULTICULTURAL QUEER RESOURCE CENTER**

A. S. SUBSIDY

EXPENDITURES

HOURLY/WORKSTUDY WAGES

PAYROLL TAXES

SUPPLIES & SERVICES

SPECIAL PROJECTS-IN HOUSE

TOTAL EXPENDITURES

14-15 Approved	15-16 Request	15-16 Approved
\$ 6,330	\$ 10,210	\$ 10,210
4,600	7,350	7,350
230	360	360
500	500	500
1,000	2,000	2,000
6,330	10,210	10,210

BUDGET LANGUAGE - ERIC ROFES MULTICULTURAL QUEER RESOURCE CENTER

1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: VOL. & OUTREACH CO-DIRECTOR, \$1,950; EVENTS CO-DIRECTOR, \$1,950; AND RESOURCE & PUBLICITY CO-DIRECTOR, \$1,950.

THESE ARE PER YEAR AMOUNTS PAYABLE HALF EACH SEMESTER.

2 HOURLY WAGES SHALL ALSO BE USED TO FUND A FISCAL/OFFICE MANAGER, \$1,500.

3 SPECIAL PROJECTS: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.

4 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.

12 **GRADUATE PLEDGE ALLIANCE (GPA)**

A. S. SUBSIDY

EXPENDITURES

HOURLY/WORKSTUDY WAGES

PAYROLL TAXES

SUPPLIES AND SERVICES

RETREAT

TOTAL EXPENDITURES

14-15 Approved	15-16 Request	15-16 Approved
\$ 4,015	\$ 4,435	\$ 4,435
2,300	2,700	2,700
115	135	135
1,500	1,500	1,500
100	100	100
4,015	4,435	4,435

BUDGET LANGUAGE - GRADUATE PLEDGE ALLIANCE

1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: GPA COORDINATOR 1, \$1,350; AND GPA COORDINATOR 2, \$1,350.

13 **HUMBOLDT FILM FESTIVAL**

	14-15 Approved	15-16 Request	15-16 Approved
REVENUES			
A. S. SUBSIDY	\$ 9,620	\$ 10,370	\$ 10,370
FUNDRAISER	2,000	3,030	3,030
ENTRY FEES	2,000	1,600	1,600
FESTIVAL ATTENDANCE	1,700	1,800	1,800
TOTAL REVENUE	15,320	16,800	16,800
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	5,100	5,850	5,850
PAYROLL TAXES	255	0	0
PUBLICITY	1,950	1,950	1,950
SUPPLIES AND SERVICES	615	600	600
FUNDRAISERS	400	400	400
AWARDS	1,800	1,600	1,600
JUDGES HONORARIUMS	2,250	2,400	2,400
JUDGES MISCELLANEOUS	2,950	4,000	4,000
TOTAL EXPENDITURES	15,320	16,800	16,800

BUDGET LANGUAGE - HUMBOLDT FILM FESTIVAL

- 1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: THREE CO-DIRECTORS, \$1,950 EACH. THESE ARE PER YEAR AMOUNTS, PAYABLE HALF EACH SEMESTER.
- 2 ALL EVENTS SHALL BE HELD ON CAMPUS (1 HARPST STREET). EXCEPTIONS CAN BE MADE WITH APPROVAL OF THE A.S. GENERAL MANAGER.
- 3 JUDGES HONORARIUMS (\$1,200/EACH FOR TWO JUDGES). AUGMENTATION MAY BE PAID BY THE CSU VISITING FELLOWS GRANT IF AWARDED.
- 4 JUDGES MISCELLANEOUS INCLUDE TRAVEL COSTS, LODGING, MEALS, WORKSHOP SUPPLIES AND FESTIVAL EQUIPMENT RENTAL.
- 5 AS PER A.S. FISCAL CODE, SECTION 8, ANTICIPATED REVENUE, 8.01, PROGRAMS WHOSE BUDGET, DEPEND ON PROGRAM-GENERATED REVENUE, IN ADDITION TO A.S. SUBSIDY, MAY NOT EXPEND THAN THE AMOUNT OF A.S. SUBSIDY ALLOCATED AND THE REALIZABLE REVENUE. "REALIZABLE REVENUE" IS DEFINED AS SAFE, PREDICTABLE, REALIZABLE REVENUE IN THE JUDGEMENT OF THE GENERAL MANAGER.
- 6 EXCESS FILM FESTIVAL REVENUE WILL BE DEPOSITED INTO A TRUST ACCOUNT TO BE ADMINISTERED PER A.S. FISCAL CODE, SECTION 10.01, EXCESS REVENUE.

14 **LEARNING CENTER TUTORIAL PROGRAM**

	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 19,113	\$ 19,115	\$ 19,115
EXPENDITURES			
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	19,113	19,115	19,115
TOTAL EXPENDITURES	19,113	19,115	19,115

BUDGET LANGUAGE - LEARNING CENTER TUTORIAL PROGRAM

- 1 FUNDS USED TO REIMBURSE LEARNING CENTER FOR SMALL GROUP TUTORS, MATH LAB TUTORS, AND SUPPLEMENTAL INSTRUCTION.

15 **MARCHING LUMBERJACKS**

A. S. SUBSIDY

EXPENDITURES

	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 5,800	\$ 5,800	\$ 5,800
EXPENDITURES			
EQUIPMENT & MAINTENANCE	3,300	4,000	4,000
SUPPLIES AND SERVICES	2,500	1,800	1,800
TOTAL EXPENDITURES	5,800	5,800	5,800

16 **MULTICULTURAL CENTER (MCC)**

A. S. SUBSIDY

EXPENDITURES

	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 36,501	\$ 44,740	\$ 42,440
EXPENDITURES			
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	23,051	27,490	27,490
PUBLICITY	1,500	2,000	1,500
MCC BROCHURE	0	1,750	1,500
SUPPLIES AND SERVICES	2,250	3,200	2,250
PUBLICATIONS - CULTURAL TIMES	1,900	1,900	1,900
SPECIAL PROJECTS - IN HOUSE	3,000	2,600	2,400
SPECIAL PROJECT - SOCIAL JUSTICE SUMMIT	3,500	3,500	3,500
RETREAT	1,300	1,500	1,300
STUDY LOUNGE	0	800	600
TOTAL EXPENDITURES	36,501	44,740	42,440

BUDGET LANGUAGE - MULTICULTURAL CENTER

- 1 DIRECTORS SHALL BE PAID AS FOLLOWS: TWO SOCIAL JUSTICE SUMMIT CO-DIRECTORS, \$1,700 EACH; FIVE COMMUNITY OUTREACH COORDINATORS, \$1,150 EACH; PUBLICATIONS ASSISTANT, \$1,000; AND GRAPHIC ARTIST, \$1,000. THESE ARE PER YEAR AMOUNTS PAYABLE HALF EACH SEMESTER.
- 2 BALANCE OF HOURLY FUNDS SHALL BE USED AS OUTLINED IN THE BUDGET REQUEST.
- 3 PUBLICITY FUNDS HAVE BEEN PROVIDED TO ADVERTISE MCC PROGRAMS AND EVENTS (EXCEPT AS NOTED BELOW)
- 4 FUNDS HAVE BEEN PROVIDED TO SUPPORT THE SOCIAL JUSTICE SUMMIT (SJS). THE SJS ALLOCATION IS WITH THE UNDERSTANDING THAT THE CULTURAL PROGRAMMING GRANTS AND PUBLICITY LINE-ITEMS WILL NOT BE USED TO SUPPORT THE SOCIAL JUSTICE SUMMIT.
- 5 PROGRAM PUBLICATIONS-CULTURAL TIMES AMOUNT HAS BEEN ALLOCATED FOR TWO ISSUES (ONE ISSUE PER SEMESTER) NOT TO EXCEED \$950 PER ISSUE.
- 6 PROGRAM PUBLICATION STIPULATIONS: SEE ITEMS NO. 8, 9 AND 10 IN THE GENERAL BUDGET LANGUAGE.
- 7 SPECIAL PROJECTS-IN HOUSE: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.
- 8 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.
- 9 SPECIAL PROJECTS-IN HOUSE CAN BE USED FOR ON CAMPUS EVENTS, PROGRAMS, AND ACTIVITIES THAT THE MCC SPONSORS AND/OR CO-SPONSORS WITH CAMPUS CLUBS AND A.S. PROGRAMS. NO IN HOUSE PROJECT SHALL RESULT IN A CUMULATIVE COST OF MORE THAN \$500 WITHOUT PRIOR APPROVAL OF THE BOARD OF FINANCE.
- 10 IN HOUSE FUNDS ALLOCATION IS WITH THE UNDERSTANDING THAT CPG & A.S. PROGRAM GRANTS WILL NOT ALSO BE USED WITHOUT PRIOR APPROVAL OF FUNDING COMMITTEE AND BOARD OF FINANCE.
- 11 STUDY LOUNGE FUNDS HAVE BEEN ALLOCATED FOR TWO STUDY LOUNGES, \$300 PER SEMESTER.

17 **OH SNAP! CAMPUS FOOD PROGRAM**

A. S. SUBSIDY

EXPENDITURES

SPECIAL PROJECT-FOOD PURCHASES

TOTAL EXPENDITURES

14-15 Approved	15-16 Request	15-16 Approved
\$ -	\$ 5,000	\$ 5,000
0	5,000	5,000
0	5,000	5,000

BUDGET LANGUAGE - OH SNAP! CAMPUS FOOD PROGRAM

1 FUNDS USED TO REIMBURSE PROGRAM FOR FOOD PANTRY EXPENSES AS PER BUDGET REQUEST.

18 **SPORT CLUBS**

A. S. SUBSIDY

EXPENDITURES

CONFERENCE/LEAGUE FEES

TRAVEL/LODGING EXPENSES

HOURLY/WORKSTUDY WAGES-REIMBURSEMENT

TOTAL EXPENDITURES

14-15 Approved	15-16 Request	15-16 Approved
\$ 30,375	\$ 32,275	\$ 30,775
8,000	8,000	8,000
19,000	19,000	19,000
3,375	5,275	3,775
30,375	32,275	30,775

BUDGET LANGUAGE - SPORT CLUBS

1 FUNDS ALLOTTED FOR CONFERENCE/LEAGUE FEES, TRAVEL/LODGING FOR 15 SPORT CLUBS.

19 **STUDENT ACCESS GALLERY**

A. S. SUBSIDY

EXPENDITURES

HOURLY/WORKSTUDY WAGES

PAYROLL TAXES

SUPPLIES AND SERVICES

INSURANCE

TOTAL EXPENDITURES

14-15 Approved	15-16 Request	15-16 Approved
\$ 9,620	\$ 11,025	\$ 11,025
7,400	8,550	8,550
370	425	425
1,750	1,950	1,950
100	100	100
9,620	11,025	11,025

BUDGET LANGUAGE - STUDENT ACCESS GALLERY

1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: DIRECTOR, \$2,550; CO-DIRECTOR FOYER, \$1,950; CO-DIRECTOR KARSHNER, \$1,350; CO-DIRECTOR, STUDENT BUSINESS SERVICES, \$1,350; ASSISTANT DIRECTOR-GRAPHIC DESIGNER, \$1,350. THESE ARE PER YEAR AMOUNTS, PAYABLE HALF SEMESTER.

20 **WASTE REDUCTION AND RESOURCE AWARENESS
PROGRAM (WRRAP)**

A. S. SUBSIDY

EXPENDITURES

	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	\$ 33,363	\$ 35,320	\$ 35,320
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	27,660	29,710	29,710
PAYROLL TAXES	1,383	1,485	1,485
SUPPLIES/SERVICES-EDUCATION	350	420	420
COMMUNICATIONS	375	375	375
PUBLICITY	900	700	700
SUPPLIES AND SERVICES	425	760	760
OTHER & MISC. (COMPOST)	1,470	1,470	1,470
OTHER & MISC. (R.O.S.E)	120	100	100
TAKE BACK THE TAP	180	100	100
ZERO WASTE	500	200	200
TOTAL EXPENDITURES	33,363	35,320	35,320

BUDGET LANGUAGE - WRRAP

- 1 HOURLY/WORKSTUDY WAGES SHALL BE USED AS OUTLINED IN THE BUDGET REQUEST FOR COMPOST, TAKE BACK TAP, ZERO WASTE, ROSE, EDUCATION AND MULTI MEDIA STAFF.
- 2 HOURLY WAGES SHALL ALSO BE USED TO FUND A FISCAL/OFFICE MANAGER, \$4,500.

21 **WOMEN'S RESOURCE CENTER**

A. S. SUBSIDY

EXPENDITURES

	14-15 Approved	14-15 Request	15-16 Approved
A. S. SUBSIDY	\$ 27,610	\$ 27,530	\$ 27,530
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	13,280	13,180	13,180
PAYROLL TAXES	630	650	650
PUBLICITY	1,500	1,500	1,500
SUPPLIES AND SERVICES	2,000	2,000	2,000
PROGRAM PUBLICATIONS - MATRIX	1,900	1,900	1,900
SPECIAL PROJECTS - IN HOUSE	3,500	3,500	3,500
TAKE BACK THE NIGHT	2,000	2,000	2,000
WOMEN'S HERSTORY MONTH	1,400	1,400	1,400
PROGRAM PUBLICATIONS - MISC.	1,200	1,200	1,200
RETREAT	200	200	200
TOTAL EXPENDITURES	27,610	27,530	27,530

BUDGET LANGUAGE - WOMEN'S RESOURCE CENTER

- 1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: MATRIX AND PUBLICITY EDITOR, \$1,950; ENVIRONMENTAL JUSTICE EDUCATOR, \$1,350; ANTI-RACISM EDUCATOR, \$1,350; VOLUNTEER AND OUTREACH COORDINATOR, \$1,950; SEXUAL ASSAULT AND DOMESTIC VIOLENCE EDUCATION EDUCATOR, \$1,950; AND HEALTH AND BODY POLITICS EDUCATOR, \$1,350.
- 2 HOURLY WAGES SHALL ALSO BE USED TO FUND A FISCAL AND STAFF COORDINATOR, 3,000.
- 3 SPECIAL PROJECTS - IN HOUSE FUNDS MAY BE EARMARKED FOR THE WOMEN'S CENTER TO IMPLEMENT & FACILITATE EDUCATIONAL PROGRAMS & ACTIVITIES. THESE EVENTS SHALL BE ON CAMPUS (1 HARPST STREET) AND OPEN TO THE ENTIRE CAMPUS COMMUNITY. NO IN HOUSE PROJECT SHALL RESULT IN A CUMULATIVE COST OF MORE THAN \$500 WITHOUT PRIOR APPROVAL OF THE BOARD OF FINANCE.
- 4 IN HOUSE FUNDS ALLOCATION IS WITH THE UNDERSTANDING THAT CPG & A.S. GRANTS WILL NOT ALSO BE USED WITHOUT PRIOR APPROVAL OF THE ALLOCATION COMMITTEE AND THE BOARD OF FINANCE.
- 5 ALL EVENTS SHALL BE HELD ON CAMPUS (1 HARPST STREET) AND ADMISSION SHALL BE FREE.
- 6 PROGRAM PUBLICATIONS-MATRIX AMOUNT HAS BEEN ALLOCATED FOR TWO ISSUES (ONE ISSUE PER SEMESTER) NOT TO EXCEED \$950 PER ISSUE. NOTE THE PROGRAM PUBLICATION STIPULATIONS PER ITEMS NO. 8, 9 AND 10 IN THE BUDGET LANGUAGE FOUND AT PAGE 1 OF THIS DOCUMENT.
- 7 SPECIAL PROJECTS: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.
- 8 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.

22 YOUTH EDUCATIONAL SERVICES (YES)

14-15 Approved | 15-16 Request | 15-16 Approved

A. S. SUBSIDY

\$ 58,698 | \$ 68,870 | \$ 66,003

EXPENDITURES

HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	26,630	36,802	33,935
YES PROGRAM OPERATIONS-PER AGREEMENT	25,000	25,000	25,000
SUPPLIES AND SERVICES	2,500	2,500	2,500
SUPPLIES/SERVICES - HOUSECLEANING	610	610	610
SPECIAL PROJECT	3,958	3,958	3,958
TOTAL EXPENDITURES	58,698	68,870	66,003

BUDGET LANGUAGE - YES

- 1 HOURLY WAGES FOR FIVE PROGRAM CONSULTANTS, \$5,340 EACH; TWO VOLUNTEER OPPORTUNITIES COORDINATORS, \$2,400 EACH; AND, ONE PUBLIC RELATIONS/NEWSLETTER COORDINATOR, \$560. ALSO WORKSTUDY WAGES AS OUTLINED IN THE BUDGET REQUEST.

23 <u>STUDENT ENGAGEMENT AND LEADERSHIP SUPPORT</u>	14-15 Approved	14-15 Request	15-16 Approved
A. S. SUBSIDY	\$ 7,000	\$ 7,500	\$ 5,000
EXPENDITURES			
PAYMENT PER AGREEMENT	7,000	7,500	5,000
TOTAL EXPENDITURES	7,000	7,500	5,000

BUDGET LANGUAGE - SEALS

- 1 REQUEST FROM STUDENT AFFAIRS INCLUDES A.S. SUPPORT IN RETURN FOR STUDENT AFFAIRS SERVICES SUCH AS: WORKING WITH A.S. COUNCIL AND GENERAL MANAGER REGARDING TRAINING EFFORTS; ADVISING SUPPORT FOR A.S. EVENTS FUNDING COMMITTEE; AND/OR ASSISTANCE WITH ADVISING A.S. ELECTIONS PROCESS. A.S. ADVISING ASSISTANCE IS AN A.S. PRIORITY.
- 2 \$2,000 HAS BEEN REDUCED FROM THE 2014-15 ALLOCATION AND EARMARKED IN UNALLOCATED FOR POTENTIAL USE BY THE CLUBS AND ACTIVITIES OFFICE FOR EVENT PROGRAMMING TO BE APPROVED BY THE BOARD OF FINANCE.

24 <u>COMPUTER EQUIPMENT REPLACEMENT</u>	14-15 Approved	14-15 Request	15-16 Approved
A. S. SUBSIDY	\$ -	\$ 3,500	\$ 3,500
EXPENDITURES			
SPECIAL PROJECT-CAPITAL PURCHASE RESERVES	0	3,500	3,500
TOTAL EXPENDITURES	0	3,500	3,500

BUDGET LANGUAGE - COMPUTER EQUIPMENT REPLACEMENT

- 1 FUNDS TO BE USED FOR THE REPLACEMENT OF FOUR COMPUTERS OWNED BY THE ASSOCIATED STUDENTS THAT WILL NO LONGER BE UNDER WARRANTY AND SERVICED BY INFORMATION TECHNOLOGY SERVICES (ITS).

25 <u>A. S. CAMPUS COMMUNITY SERVICE SCHOLARSHIP</u>	14-15 Approved	15-16 Request	15-16 Approved
A. S. SUBSIDY	20,000	\$ 10,000	\$ 10,000
EXPENDITURES			
SCHOLARSHIP	20,000	10,000	10,000
TOTAL EXPENDITURES	20,000	10,000	10,000

BUDGET LANGUAGE - AS SCHOLARSHIP

- 1 FUNDS WILL BE REMITTED TO STUDENT FINANCIAL SERVICES FOR DEPOSIT INTO AS CAMPUS/ COMMUNITY SERVICE TRUST ACCOUNT. AS CAMPUS/COMMUNITY SERVICE SCHOLARSHIP COMMITTEE SHALL DETERMINE RECIPIENTS OF THE SCHOLARSHIP BASED ON SCHOLARSHIP CRITERIA.
- 2 UP TO TWENTY AS SCHOLARSHIPS MAY BE AWARDED FOR 2015-16 ACADEMIC YEAR. AWARDS WILL BE \$500 PER SEMESTER FOR A MAXIMUM OF \$1,000 PER ACADEMIC YEAR.

A. S. SUBSIDY

BUDGET LANGUAGE - UNALLOCATED

- TOTAL BUDGET**

TOTAL REVENUE (FEES & RESERVE ALLOCATION)

	Fall	Spring	Annual Total
2015-16 Enrollment Forecast			
Headcount	8,563	7,983	8,273
Revenue Budget	\$500,000	\$458,000	\$958,000
Allocation from General Operation Reserves			\$25,500
Allocation from Capital Purchase Reserves			\$3,500
Total			\$987,000
AS Fee Per Student	\$59	\$58	\$117

Section: **Policy Statement - Fiscal**

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

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: April 15, 2013

Council Adoption Date: December 11, 2000

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.

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 \$2,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$2,000 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.

**Associated Students
Humboldt State University
2015-16 Unrestricted Net Position Analysis**

Unrestricted Net Position	Projected July 1, 2015	Projected June 30, 2016	
Allocation in accordance with AS Council Policy			
General Operating Reserve	\$ 315,306	\$ 289,806	Note #1
Facilities/Special Projects	\$ 51,741	\$ (9,799)	Note #2 & 4
Capital Purchase	\$ 51,937	\$ 48,437	Note #3
Total	\$ 418,984	\$ 328,444	

Note Explanation

#1	2015-16 Budget Augmentation	\$ 25,500	
#2	Community Garden	\$ 11,540	
#3	Computer Refresh	\$ 3,500	
#4	AS Office Remodel	\$ 50,000	
		\$ 90,540	30%

Future Projects for Council Consideration

Program Enhancement	\$ -
Net unappropriated balance	\$ 328,444
% of Projected 2015-16 Operating Expenses	30%

The AS Fiscal Code works in support of the AS Constitution, providing additional direction to the AS Council and Staff for the day-to-day governance and operation of the organization.

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY FISCAL CODE

FISCAL CODE INDEX

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SECTION 14)	Approval of A.S. Expenditures
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ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY FISCAL CODE

Section 1 Board of Finance

- 1.01 Purpose - The purpose of this Board shall be to preserve and protect the financial stability of the Associated Students of Humboldt State University. The Board shall endeavor to assure the fiscal integrity of A.S. and, at all times, insure that members of the Associated Students derive the maximum benefit from A.S. funds. (12/11)
- 1.02 Jurisdiction - The Board shall have the authority to recommend budgets for, and supervise the income and expenditures of, all fees and monies of the A.S. The Board shall also have the power to determine and supervise financial policy and review the annual audit subject to approval of the A.S. Council. Upon all matters, the Board shall consider itself to be advisory to the A.S. Council. (12/11)
- 1.03 Membership - The Board of Finance shall consist of the Administrative Vice President, who shall act as the presiding officer; the President of the Association; a student at-large of the Association, appointed by the President; and two student members of the A.S. Council, appointed by the Legislative Vice President; and the General Manager of the Association shall be the advisor. (12/11)
- 1.04 In the event of the absence of the Vice President of Administrative Affairs, the A.S. President shall serve as Board Chairperson. (12/11)
- 1.05 Meetings - A quorum shall consist of a simple majority of the filled voting seats. The Board shall hold regular meetings and shall announce the times and places of those meetings at the beginning of each semester. Special meetings may be called as they are appropriate to the needs of the Association. (12/11)
- 1.06 A majority vote of the A.S. Council shall be required for approval of all allocations of Associated Students funds. (12/11)
- 1.07 A.S. Council shall be notified of all actions of the Board of Finance during the Administrative Vice President's report. (12/11)

Section 2 Student Body Fees

- 2.01 As per Education Code Section 89302 and Title 5 Section 42403 of the California Code of Regulations establishing custodial responsibilities, Humboldt State University (University) will collect the approved student body association fee as part of the normal registration payment for all regular and summer terms. (12/11)
- 2.02 The University will deposit student body association fees in the CSU Trust Fund, Associated Student Body Trust. (12/11)
- 2.03 The University will reimburse the Associated Students for expenditures that comply with the terms/conditions/purposes set forth in Education Code Section 89302 and Title 5 Section 42659. (12/11)
- 2.04 Student Body fees for students shall be fifty-nine dollars for the Fall semester and fifty-eight dollars for the Spring semester. (5/15)

Section 3 Budgetary Process - Policy & Procedures

- 3.01 Purpose - To outline preparatory steps and timeline for the development of the annual Associated Students budget. (12/11)
- 3.02 Budget request forms shall be sent to all areas in the previous year's budget. (12/11)
- 3.03 A projected A.S. fee income shall be established at the start of the budgetary process. (12/11)
- 3.04 The Board of Finance shall establish a budget timeline and inform areas submitting budget requests of the deadlines. (12/11)

Section 4 Budget Process - Board of Finance

- 4.01 The Board of Finance shall review all the budget requests. (12/11)
- 4.02 The Board of Finance shall hold public hearings of programs identified by the Board of Finance. The director or sponsor shall be notified of the date, time and place of said hearing. Program liaisons shall participate in the hearings for their specific program areas. (12/11)
- 4.03 The Board of Finance shall submit a recommended budget to the A.S. Council at least four weeks prior to the last regularly

scheduled A.S. Council meeting of the Spring semester. (12/11)

- 4.04 Each program that submitted a budget request is sent a copy of the Board of Finance's recommendation and informed that they may make an appeal to the A.S. Council. (12/11)

Section 5 Budget Process and Approval-AS Council

- 5.01 AS Council shall interview programs that submit an appeal, or programs that are requested to appear by at least a majority the members of the A.S. Council. (12/11)

- 5.02 No additions or deletions are to be made until appeal interviews are completed. (12/11)

- 5.03 If the A.S. Council is considering altering the Board of Finance recommendation, the program must be contacted and given the opportunity for a hearing before the A.S. Council. (12/11)

- 5.04 Budget Adjustments - Review the budget recommendations from Board of Finance and make all adjustments. (12/11)

- 5.05 A majority vote of the A.S. Council shall be required to approve and recommend a balanced A.S. budget to the University President. (12/11)

- 5.06 The A.S. Budget shall be submitted to the University President for review and approval, per Executive Order 369. (12/11)

- 5.07 Following approval by the University President, each program that submitted a budget request shall be informed of the amount of funding received and the appropriate budget language. (12/11)

- 5.08 Major program changes which significantly alter the final budget require the approval of the A.S. Council and the University President. (12/11)

Section 6 Budget Process - Budget Language

- 6.01 The intent of A.S. Council regarding program expenditures should be specified in the Budget Language. (12/11)

- 6.02 Budget language shall be prepared by the Board of Finance for approval by the A.S. Council. (12/11)

- 6.03 Expenditures of Associated Students funds within line-item of

programs as allocated by the A.S. Council will be strictly adhered to. All transfers of funds between line-items must be requested in writing and approved by the Board of Finance. (12/11)

Section 7

Responsibilities of the Budget Administrator

7.01

The Budget Administrator is defined as the individual directly responsible for the management of an Associated Students' budgeted area. (12/11)

7.02

The Budget Administrator shall:

- a. Approve all expenditures of the program's funds;
- b. Insure that expenditures do not exceed the amount budgeted and the budget language is adhered to; and
- c. Submit a budget request for the following fiscal year. (12/11)

Section 8

Anticipated Revenue

8.01

Programs whose budget, in part or whole, depend on program-generated revenue, in addition to A.S. subsidy, may not expend more than the amount of A.S. subsidy allocated and the realizable revenue. "Realizable Revenue" is defined as safe, predictable, realizable revenue in the judgment of the General Manager. (12/11)

Section 9

Finances

9.01

The Board shall review and recommend approval of the annual comparison of budget to actual program budget details. (12/11)

9.02

Any program budget over-expenditure or failure to make anticipated revenue shall be reported to the Board of Finance as soon as possible. Upon recommendation of the Board of Finance to the A.S. Council, the penalty for the deficit expenditure shall be no greater than a fine equal to the over expenditure from the organization's following year's budget. The fine collected shall revert to the current year A.S. Unallocated. (12/11)

Section 10

Excess Revenue

10.01

Requests for spending excess revenue must occur in the same fiscal year in which the excess revenue is generated, unless the A.S. Council establishes a trust account for the purpose of retaining said funds for future use. Requests for expenditures of the funds in the trust account greater than \$200 must be evaluated and approved by the Board of Finance to assure the continued financial solvency of the program. Requests for less

than \$200 must be approved by the Administrative Vice President and the General Manager. (12/11)

Section 11

11.01

A.S. Council Special Project Expense Funds

Special Projects (a line-item of the A.S. Government budget) of the A.S. Council that will incur a cumulative cost of greater than \$500 in expenditures must be submitted to the Board of Finance for advance approval. (12/11)

Section 12

12.01

A.S. Clubs and Organizations Travel Account

Purpose - Travel funds shall be made available through the A.S. budget process to recognized clubs and A.S. organizations. These funds shall be administered by the Office of Clubs and Activities. (12/11)

12.02

The Club Coordinating Council (CCC) shall review the travel fund requests and award monies for distribution based on the following guidelines and criteria.

Guidelines:

- a. Travelers must be student members of the recognized club or organization they represent;
- b. Students must be regularly matriculated, currently enrolled to receive AS funds. Non-students will not be funded;
- c. Receipts from all expenditures must be turned in before reimbursement will be given; and
- d. Assistance will be considered only in the areas of conference fees/activity dues, transportation, and lodging. Meals (or per diem) will not be funded. (12/11)

Criteria used in reviewing travel requests:

- a. Number of students participating;
- b. Indirect benefits to the students and to the university community;
- c. Success of efforts in obtaining funding from other sources;
- d. Planned efforts to share the experiences or knowledge gained from the trip with others upon returning; and
- e. If the club has received funding in the past and the extent to which funds were utilized. (12/11)

Section 13

13.01

Sport Clubs

Purpose - Sport Club funds shall be made available through the A.S. budget process to recognized Sport Clubs. These funds shall be administered by the Recreational Sports Office. (12/11)

- 13.02 Students must be regularly matriculated, currently enrolled to receive AS funds. Non-students will not be funded. (12/11)
- 13.03 Recognized clubs whose primary purpose is to promote and compete in athletic competition will be eligible for A.S. funding through Sport Club Council travel monies only. (12/11)
- Section 14 Approval of A.S. Expenditures**
- 14.01 All expenditures of A.S. funds must be approved by the Administrative Vice President, the General Manager, and the designated budget administrator(s). (12/11)
- 14.02 Should the designated budget administrator be unavailable, the General Manager may approve budget expenditures. (12/11)
- 14.03 When the Administrative Vice President is unavailable, the General Manager may approve budget expenditures. (12/11)
- 14.04 The A.S. will forward appropriate claim schedule(s) with supporting documentation to the University for review, approval and reimbursement for expenditures. (12/11)
- Section 15 Trust (Club) Fund Accounts**
- 15.01 HSU recognized clubs and organizations may establish an account with the Associated Students. This service includes receiving and disbursing monies according to guidelines outlined in the "Procedures for Associated Students Club Accounts." (12/11)
- 15.02 These accounts will be provided at no charge to the club. Interest is not accrued to these accounts; interest earned is used to offset administrative overhead. (12/11)
- 15.03 An Inactive Club Account will be established to deposit unclaimed funds from inactive clubs. Upon dissolution of the club account, the net assets shall be transferred to the Inactive Club Account within the A.S. to be used for purposes as the General Manager may direct. (12/11)
- Section 16 Acceptance of Donations**
- 16.01 When considering the acceptance of a donation such as cash, equipment, real property or other items, the Associated Students will follow applicable campus policy and criteria. Items will only be used for purposes consistent with the CSU. The Associated Students will also review if there is sufficient

working capital or reserves available to cover future expenditures associated with the donation. (12/11)

Section 17

Educational Business Activities

- 17.01 Education-Related Activities: The primary mission of the Associated Students is to further the educational, social and cultural interests of Humboldt students, as well as ensuring the protection of student's rights and interests. (12/11)
- 17.02 In carrying out these aspects of the mission, it is often necessary to charge a fee for providing goods and services, which enhance, promote or support the functions in order to meet the needs of the students, faculty, staff, and members of the public who participate in such events. (12/11)
- 17.03 Educational business activities shall be established and carried on only when they are pursuant to, and in accordance with, the missions and goals of Humboldt State University and the Associated Students. (12/11)
- 17.04 Each educational business activity shall meet the following conditions:
- a. The activity is deemed to be an integral part in the fulfillment of the institution's educational mission, public service, campus support functions, and other educational and support activities, without regard to profit.
 - b. The activity is needed to provide an integral good or service at a reasonable price on reasonable terms, and at a convenient location and time.
 - c. The activity is carried out for the primary benefit of the campus community, but with sensitivity to the total community. (12/11)
- 17.05 The Associated Students will comply with applicable laws and regulations pertaining to unrelated activities; educational business activities not falling within the guidelines established above may be unrelated business income activities. (12/11)

Section 18

Fixed Assets Policy Reference

- 18.01 The Associated Students Fixed Assets Policy provides capitalization guidelines for fixed assets purchased by the Associated Students to ensure adequate internal control. (12/11)

Section 19

Travel Policy Reference

- 19.01 The Associated Students Travel Policy provides guidelines for

travel on Associated Students business. (12/11)

Section 20 Reserves Policy, Fund Designation and Procedure for Expenditure Reference

20.01 The Associated Students Reserve Policy, Fund Designation, and Procedures for Expenditure 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. (12/11)

Section 21 General Investment Policy Reference

21.01 The Associated Students General Investment Policy provides general guidance relative to the delegation of authority and responsibility and the policies needed. (12/11)

Section 22 Social Responsibility Policy Reference

22.01 The Associated Students Social Responsibility Policy provides recognition that the A.S. may purchase merchandise from corporations and the policies of such corporations may have an impact on the societies of the countries in which they do business. (12/11)

22.02 The Associated Students shall make a good faith effort to invest in and/or purchase from companies that do not discriminate on the basis of race, religion, color, creed, sex or sexual orientation, or which engage in business activities with governments that discriminate. In addition, the Associated Students shall make a concerted effort to purchase only from companies whose merchandise originates from facilities with a commitment to the highest standards of business ethics, regard for human rights, and are environmentally responsible. It shall be the A.S. Council's responsibility to review individual issues and take action as a Council on a case-by-case basis as these issues arise. (12/11)

Section 23 Public Relations Policy Reference

23.01 Title 5, 42502(I), requires governing bodies of auxiliary approve expenditures for public relations or other purposes that serve to augment State subsidies for campus operations. This policy is detailed in Policy #206. (12/11)

- Section 24**
24.01 **Hospitality Expense Policy Reference**
This policy serves to define hospitality expenses in compliance with CSU Executive Order #761. This policy is detailed in Policy #207. (12/11)
- Section 25**
25.01 **Purchasing Policy Reference**
This policy is to provide program directors with regulations regarding Associated Students purchases. This policy is detailed in Policy #208. (12/11)

**ASSOCIATED STUDENTS BOARD OF FINANCE 2015-16
STANDING RULES**

PROPOSED: October 12, 2015

I. MEETINGS

- A. The Associated Students of Humboldt State University Board of Finance shall conduct its business in public meetings in accordance with the Gloria Romero Open Meeting Act of 2000.
- B. All regular meetings will convene at 3:00 p.m. as per the attached schedule unless otherwise noted.
- C. A quorum shall consist of a simple majority of the filled voting seats.
- D. A Special Meeting may occur as needed by the Board of Finance with appropriate written notice.
- E. A majority vote of the Board of Finance shall be required for approval of all allocations of Associated Students funds.
- F. Meetings will adjourn by 5:00 p.m. regardless of the completeness of the agenda, unless extended by a majority vote of the Board of Finance.
- G. All meetings of the Board of Finance shall be open and public, and all persons shall be permitted to attend any meeting, except as provided in the Gloria Romero Open Meeting Act of 2000.
- H. 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.

- I. All members and visitors are expected to comport themselves in accordance with the respectful attitude necessary to conduct business meetings.

II. BUSINESS

- A. All parliamentary authority for the Board of Finance shall be from Sturgis Standard Code of Parliamentary Procedure.
 - 1. For purposes of computing a majority or two-thirds approval, only yes and no vote shall be taken into account.

DRAFT

- B. All Business (funding proposals, line-item changes, etc.) shall be submitted in writing to the A. S. Council Assistant by 5:00 p.m. on the Monday of the academic workweek preceding the meeting it is on the agenda. The A. S. Council Assistant will distribute the proposed items to each member of the Board of Finance and the General Manager.
- C. No action may be taken on any proposal until that issue has been publicly posted for at least 72 hours before a regular meeting.
- D. When considering an action item listed under Old Business the Board of Finance will:
 - 1. Receive a presentation by the author.
 - 2. Receive comment from members of the public.
 - 3. Make a motion for action.

III. ADOPTION

- A. These standing rules shall be adopted by a majority vote of the Board of Finance and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of the Board of Finance.

**Associated Students Board of Finance
2015-16
Meeting Schedule**

*Meetings of the AS Board of Finance are held at **3:00 p.m.** in Nelson Hall East, 120 unless otherwise noted.*

FALL SEMESTER 2015

Monday, September 14, 2015

Monday September 28, 2015

Monday, October 12, 2015

Monday, October 26, 2015

Monday, November 9, 2015

Monday, November 30, 2015

SPRING SEMESTER 2016

Monday, February 1, 2016

Monday, February 15, 2016

Saturday February 27, 2016*

Wednesday, March 2, 2016

Monday, March 28, 2016

Wednesday, April 13, 2016

Monday, April 25, 2016

*The Board of Finance will be meeting for a full day session on February 27 for AS Budget Hearings and will be held in Nelson Hall East, Room 106.

Associated Students Board of Finance Meetings are conducted in accordance to the Gloria Romero Open Meeting Act of 2000 and are open to all students, faculty, staff, administrators, community members and other interested parties.