

Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, September 12, 2016  
Nelson Hall East, Room 120  
3:00 p.m.  
Agenda #1

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #1– **Action Item**
- IV. Chair's Report
- V. Approval of Minutes #11 dated April 22, 2016 – **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. Board of Finance Orientation – Information Item  
The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2016-17 Budget, the Unallocated process and the Reserve Policy, Fund Designation and Procedure for Expenditure. These items are included in the Board of Finance binder.
  - B. A. S. Board of Finance 2016-17 Standing Rules and Meeting Dates – **Action Item**  
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2016-17 meeting schedule.
  - C. HSU 2016 Fall Semester Enrollment and the AS 2016 Budget – Information Item  
The Board of Finance will discuss the possible effects of the AS budget related to the 2016 Fall semester enrollment.

- D. AS Programs Minimum Wage Increase – Information Item  
The Board of Finance will discuss minimum wage increase starting in January 2017 and how it will affect the AS budget.
- E. Request from the Clubs and Activities Office to increase Hourly/Work Study Wages for student employees – **Action Item**  
Molly Kresl, The Clubs and Activities Office Coordinator, requests to change the Club and Program Support line item #1 to adjust student wages starting on January 2017.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Friday, April 22, 2016  
Nelson Hall East, Room 113  
Minutes #11

**Call to Order**

Jonah Platt, Administrative Vice President, called the Board of Finance meeting to order at 11:00 a.m. on Friday, April 22, 2016 in Nelson Hall East 113.

**Roll Call**

Members Present: Juan Cervantes, Graciela Chipres (late), Joseph Mularky, Jonah Platt

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: MULARKY/CERVANTES move to approve Agenda #11 dated April 22, 2016

APPROVED

**Chair's Report**

Platt requested the Committee to have a happy day.

**Public Comment**

No public comment.

**Approval of Minutes**

MOTION: MULARKY/CERVANTES move to approve Minutes 10, dated April 8, 2016

APPROVED

**Old Business**

- A. Request from Clubs Office Earmarked Unallocated Funds - Action Item  
Clubs and Activities is requesting an amount not to exceed \$550 from Unallocated Funds for the "KRFH Takeover" event.

Tyson noted there is \$3000 in the unallocated budget for the earmarked funds for the Clubs and Activities Office.

Molly Kresl, Clubs and Activities Coordinator, presented on the funding request. Kresl said the funding is for an event called, "KRFH Takeover" on Saturday, April 30 from 5 p.m. to midnight in the Kate Buchanan Room. Kresl said the event will be for students of all ages and will include art project activities and free food. The event will have reusable dishware from HSU Dining Services

which will be no more than \$200, items for art projects which will be no more than \$200, and food, including vegan options, which will be no more than \$150.

MOTION: MULARKY/CERVANTES move to the Request from Clubs Office Earmarked  
Unallocated Funds

APPROVED

**B. 2016-17 Employer Retirement Contribution - Action Item**

The Board of Finance will recommend to the AS Council to continue to research the options to provide retirement benefits and contribute to a Retirement Plan.

MOTION: CERVANTES/CHIPRES move to approve Resolution 2015-16-12: 2016-17  
Employer Retirement Contribution

APPROVED

Tyson presented on the resolution. Tyson reported AS will be taking the next step in hiring full-time AS employees and provide benefits to employees as well. Tyson noted the retirement options for the AS employees will not be finalized before the current council has adjourned. Tyson stated the reason for the resolution is so the retirement options for AS employees will continue to be worked on and completed by the 2016-17 AS Council.

Cervantes and Platt stated they appreciated Tyson's work on the resolution.

**Announcements**

Kresl announced three events: "May Day Festival" on Saturday, April 30 1 p.m. to 7 p.m. in Campus Center of Appropriate Technology, "Queer Battle of the Bands" on Friday, April 29 from 6 p.m. to 11 p.m. in the Kate Buchanan Room, and "KRFH Takeover" on Saturday, April 30 from 5 p.m. to midnight in the Kate Buchanan Room.

Cervantes announced the Earth Week event was cancelled and he thanked Tyson for the work she has put in the AS organization.

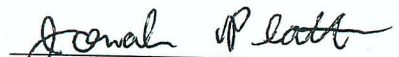
**Adjournment**

Platt adjourned the meeting at 11:12 a.m. without objection.

Recorded by:

Patric Esh  
A.S. Council Assistant

Approved by:



Jonah Platt  
Administrative Vice President

**Associated Students Board of Finance  
2016-17  
Meeting Schedule**

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

**FALL SEMESTER 2016**

Monday, September 12, 2016

Monday, September 26, 2016

Monday, October 10, 2016

Monday, October 24, 2016

Monday, November 7, 2016

Monday, December 5, 2016

**SPRING SEMESTER 2017**

Monday, January 30, 2017

Monday, February 13, 2017

Saturday, February 25, 2017\*

Monday, February 27, 2017

Monday, March 13, 2017

Monday, March 27, 2017

Monday, April 24, 2017

\* The Board of Finance will be meeting for a full day session on February 25 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.*

**ASSOCIATED STUDENTS BOARD OF FINANCE 2016-17  
STANDING RULES**

**PROPOSED: September 12, 2016**

**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.)

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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.

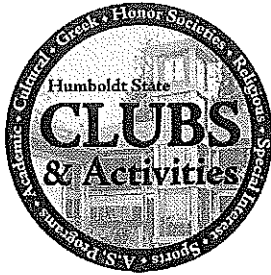
**II. BUSINESS**

- 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.
- B. All New 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 Wednesday 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 Executive Director.
- 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.



# Clubs & Activities Office

Humboldt State University One Harpst Street, Arcata, CA 95521  
Phone: 707-826-3776 Fax: 707-826-3791 Email: [clubs@humboldt.edu](mailto:clubs@humboldt.edu)  
Website: <http://studentaffairs.humboldt.edu/clubs>

To: AS Board of Finance

From: Molly Kresl, Clubs Coordinator

*m. Jf* 9/8/16

CC: Tay Triggs, Associate Dean of Student Engagement and Leadership; Peg Blake, Vice President of EMSA

Subject: Line Item Edit- Hourly/Work Study Wages

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The Clubs and Activities Office is requesting to change the Clubs and Program Support budget language. We are requesting to reallocate the use of this money from our programming staff to our front desk staff whose pay rate is \$10/hour for Fall 2016 and \$11/hour for Spring 2016 (adjusted to minimum wage increase) since the funding amount aligns closer to the program support budget language.

Under Club and Program support, line item "Hourly/work study wages" we have been allocated \$4,160 (plus \$210 for payroll taxes). The line item #1 states that "hourly/workstudy wages shall be used to support student programmer wages paid by the associated students at \$10 hour". Our initial budget request stated that we pay \$12/ hour since the programmers are the responsible party at many of the events we facilitate. At this time, our front desk staff pay rate is \$10/hour for Fall 2016 and will increase to \$11/hour in January, 2017. The minimum wage increase will affect the student staff hours and pay. The office would not be able to provide all day customer service by our student staff because we would lose 13 hours of staff coverage from the front desk. The lack of student employees would not allow our office to provide adequate office services and support to the campus community and the 190+ student organizations we serve.

We are requesting that the Board of Finance approve to change the line item #1 under Club and Program Support from, "hourly/workstudy wages shall be used to support student programmer wages paid by the Associated Students at \$10 hours," to "hourly/workstudy wages shall be used to support *clubs office student assistant* wages paid by the associated students at \$10 hour *for Fall 2016 and \$11 hour for Spring 2016.*"

Thank you and if you have any questions or comments, please contact me at [mjk360@humboldt.edu](mailto:mjk360@humboldt.edu) or 707-826-6012.