

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, October 14, 2013
Nelson Hall East, Room 120
3:00 p.m.
Agenda #2

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #2 -- Action Item
- IV. Chair's Report
- V. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

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

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VI. Approval of Minutes #1 dated September 30, 2013—Action Item
- VII. Old Business
 - A. Request from the Humboldt Film Festival (HFF) from the HFF Trust Account in an amount not to exceed \$1,561 for costs associated with the purchase of a iMac 21.5” Computer, a USB Super Drive, a recycling fee, tax and an Apple Care 3 year protection plan – Action Item

The Board of Finance will consider a request from the HFF to replace an iMac computer and purchase a USB Super Drive to be used by the Film Festival Co-Directors in their office. The Film Festival Trust Account has a balance of \$9,700. As Per AS Fiscal Code Section 10.01 **Excess Revenue** “...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...”

- B. Graduation Pledge Alliance (GPA) Discussion Regarding GPA Program and Future Activity – Discussion Item
Graduate Pledge Alliance Program Budget Language #2: GPA Coordinator and Program Advisor shall meet with the Board of Finance to discuss GPA Program and future activity. It is recommended that a GPA Steering Committee be formed with the intention of increasing the campus support and visibility of the GPA. The first meeting with the Board of Finance shall occur no later than October 14, 2013.
- C. California Minimum Wage Increase Impact on Associated Students – Discussion Item
The California Minimum Wage will raise to \$9.00 per hour effective July 2014, and will be raised again in January 2016 to \$10.00 per hour.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, September 30, 2013
Nelson Hall East, 120
Minutes #1

Call to Order

Jacob Bloom, AS President and Vice Chair of the Board of Finance, called the Board of Finance meeting to order at 3:00 p.m. on Monday, September 30, 2013 in the Nelson Hall East 120.

Roll Call

Members Present: Jacob Bloom, Jerry Dinzes, Ana Cortes, Rosie Austin

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: DINZES/CORTES move to approve Agenda #1 dated September 30, 2013

APPROVED

Chair's Report

Bloom stated that once an Administrative Vice President is appointed they will chair the Board of Finance

Approval of the Minutes

MOTION: CORTES/AUSTIN move to approve the Board of Finance Minutes #10 dated April 22, 2013

APPROVED

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 2013-14 Budget and the Unallocated process. These items are included in the Board of Finance binder.

Tyson reviewed the Fiscal Code, the 2013-14 budget and budget language--including an explanation of budgeted fee revenue and the \$50,000 allocation from the General Operating reserve. Tyson went over the types of requests the Board of Finance would be reviewing which will include requests for funding and requests for line-item changes within the programs and the process that a program goes through to make requests. Requests for funding approved by the Board of Finance must also be approved by the Council if they are \$300 or greater. Tyson went briefly into the 2014-15 budget process and what that process will involve and when it will begin—which is early November 2013. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2013 as follows:
Unallocated account (\$5,511), Operating Reserve (\$351,179, minus \$50,000 2013-14 Reserve

Allocation to the annual budget) Special Projects-Facilities Reserve (\$50,021, minus \$14,252 allocations to the Community Garden, CCAT Gutter repairs and Book Trade Website), and the Capital Purchases Reserve (\$49,052). These are the same amounts shown in the June 30, 2013 audit. Tyson reviewed the purpose of each reserve as outlined in the reserve policy. Unspent monies at year end go back into the AS reserves per the reserve policy.

- B. Reserve Policy, Fund Designation and Procedure for Expenditure – Information Item
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.

Tyson reviewed the policy in detail with the Board of Finance. Tyson noted that the Associated Students has been a fiscally responsible organization and that the Board of Finance does have the ability to fund projects through its Reserves when necessary. Any expenditure from reserves also requires the approval of the university president or designee. Bloom asked why the amount of the reserve accounts is not included in the 2013-14 Budget. Tyson stated that the amounts in the reserves account are provided to the AS Council in the audit. The amounts are determined at the end of the fiscal year, June 30 and the budget is finalized prior to May 1.

- C. A. S. Board of Finance 2013-14 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 2013-14 meeting schedule.

Bloom opened the floor to Public Comment:

Benjamin Cox, a student at large stated commented that Items C, D and E located under **I. Meetings** are part of the Gloria Romero Act and is unnecessary to be included in the Standing Rules. Cox also stated that Items G and A under **I. Meetings** are redundant.

MOTION: DINZES/CORTES move to approve A.S. Board of Finance 2013-14 Standing Rules and Meeting Dates
APPROVED
AS AMMENDED

Dinzes stated that he did not see an issue in the redundancy of information in the standing rules. Bloom yielded the floor to Cox. Cox stated that Item D under **II. Business** is unnecessary as the parliamentary code of authority already provides for the same process.

MOTION: CORTES move to call the question

There was no second to calling the question. The motion died from the lack of a second.

MOTION: DINZES/AUSTIN move to amend the motion by striking:

D. When considering an action item lusted 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.*

APPROVED

MOTION: DINZES/CORTES move time certain until after Old Business Item C

APPROVED

- D. TIME CERTAIN 3:30 P.M. – Request from the HSU Club Humboldt Student Food Collective from Unallocated in an amount not to exceed \$2,500 for costs associated with the Fall 2013 California Student Sustainability Coalition (CSSC) Fall Convergence hosted at Humboldt State University November 9-10, 2013 – Action Item
The Board of Finance will consider a request to fund a portion of the CSSC Fall Convergence, a two day event which students from across California gather to build community, share resources and best practices, plan action, attend workshops, celebrate, and actively collaborate on campus policies, research projects, and curriculum.

Julia Clark and Eric Recchia, members of the California Student Sustainability Coalition (CSSC), were present on behalf of the request. Clark explained that the CSSC is a group of students across California that work on sustainability issues at their respective campuses. Twice a year the CSSC hosts a convergence which averages 200 – 500 students from multiple campuses who are able to attend workshops and hear from keynote speakers. This year HSU will be hosting the CSS on November 9-10 with the theme *Building Sustainable Communities*. The Convergence will include multiple facets of sustainable communities including: building, feeding, powering and creation of communities. The total cost for the convergence is projected to costs \$8,500. The organizers are requesting \$2500 from Unallocated but plan to use \$1,750; the other \$750 would be a contingency in the event of cost over runs. An itemized breakdown of costs was included with the proposal.
There was no Public Comment.

MOTION: AUSTIN/DINZES move to approve the request from the HSU Club Humboldt Student Food Collective from Unallocated in an amount not to exceed \$2,500 for costs associated with the Fall 2013 California Student Sustainability Coalition (CSSC) Fall Convergence hosted at Humboldt State University November 9-10, 2013

APPROVED

Dinzes asked where on campus the CSSC Convergence will take place and how will the organizers reach out to HSU students. Rechia answered that the event organizers have reserved over 20 on-campus rooms in Nelson Hall East and the University Center and will be reaching out to members of the campus community to participate and also provide workshops. Cortes yielded to Benjamin Cox. Cox stated that he was concerned that the event is not an appropriate use of student fee money. Rechia responded that the event will be open and free to all HSU students. Cortes asked if a calendar of events was available. Clark stated that the event will begin on Saturday, November 9 at 1:00 p.m. and will conclude on Sunday, November 10 at 5:00 p.m. Cortes asked if full funding were not available, what portion of the event would be cut. Recchia stated that the entertainment portion would be cut. Dinzes asked what type of institutional change the convergence would create on campus. Rechia stated that the conference has already created a resurgence of participation in the Sustainability Coalition, the HSU Student Food Collective, Power Save Green Campus and the Natural Resources Club. Students who attend the conference would gain leadership skills.

Announcements

There were no announcements.

Adjournment

Bloom adjourned the meeting at 4:00 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:

A handwritten signature in black ink, appearing to read 'Jacob Bloom', written over a horizontal line.

Jacob Bloom
AS President
Vice Chair Board of Finance



HUMBOLDT STATE UNIVERSITY HUMBOLDT FILM FESTIVAL

October 07, 2013

To: Associated Students Board of Finance

From: Mirna Ezquivel, Film Festival Co-Director 2013-14 (Budget)
Debra Ryerson, Film Festival Administrative Support

Subject: Request to be included on the Agenda for the Board of Finance meeting scheduled for October 14, 2013. Seeking approval to use Film Festival Trust Funds to purchase a replacement computer

The Film Festival's computer hard drive crashed at the beginning of the fall 2013 semester. This request is for approval to purchase a new computer for the Film Festival office from the Film Festival's Trust Account #5112-4126. The current balance of the FF Trust is \$9,741.42.

The cost for an iMac 21.5" computer and components comes to a total of \$1,560.56. The computer purchase includes a USB Super Drive for viewing DVD's, a recycling fee, tax and an AppleCare Protection Plan (AppleCare is highly recommended by the campus IT because it protects the system for 3 years vs. the 1 year standard warranty. The modern iMacs are not user serviceable and our on campus IT are unable to repair them. The hourly rate at Simply Mac is \$95/hour + parts. We believe the \$119.00 for the AppleCare warranty will save us the cost of repairs if needed.) Specifications for the computer are listed on the Apple Store for Education Institution Proposal #2100893109 attached.

The Film Festival and its co-directors are extremely dependent on a computer for the office. Additionally, students who are in the FILM 380 class use the computer to assist them with their various duties in preparation for the festival.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Film Festival Trust
CONTACT PERSON: Susan Abbey
Phone: 826-4337 or 707-496-5248
Email: susan.abbey@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 1,560.56</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Income:</u>		<u>\$ 1,560.56</u>

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

1	<u>iMac 21.5 Inch</u>	<u>\$ 1,249.00</u>
2	<u>Recycle Fee</u>	<u>\$ 4.00</u>
3	<u>AppleCare Protection Plan for iMac</u>	<u>\$ 119.00</u>
4	<u>Apple USB SuperDrive</u>	<u>\$ 79.00</u>
5	<u>Estimated Tax</u>	<u>\$ 109.56</u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Expenditures:</u>		<u>\$ 1,560.56</u>

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

REVIEWED BY:

Susan Abbey

Margaret T. Kelso, Department Chair

CLUB/PROGRAM ADVISOR NAME

SIGNATURE

Margaret Kelso

Debra Ryerson

BUDGET ADMINISTRATOR NAME

SIGNATURE

Debra Ryerson



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: iMac 21.5 Inch \$ 1,249.00

Explanation:

Line Item: Recycle Fee \$ 4.00

Explanation:

Line Item: AppleCare Protection Plan for iMac \$ 119.00

Explanation:

Line Item: Apple USB SuperDrive \$ 79.00

Explanation:

Line Item: Estimated Tax \$ 109.56

Explanation:

Line Item: _____

Explanation:

Apple Store for Education Institution

Proposal 2100893109

Proposer: John Adorador

Thank you for your proposal dated 10/09/2013. The details we've provided below are based on the terms assigned to account 594355, HUMBOLDT STATE UNIVERSITY.

To access this proposal online, please search by referencing proposal number 2100893109.

Comments from Proposer:

Film Fest iMac - proposed purchase w/ USB superdrive

Part Number	Description	Total Quantity	Unit Price	Total Price
Z0PD	iMac 21.5-inch	1	1,249.00	1,249.00 USD
	2.7GHz Quad-core Intel Core i5, Turbo Boost up to 3.2GHz		Recycle Fee	4.00 USD
	Intel Iris Pro Graphics			
	8GB 1600MHz DDR3 SDRAM - 2x4GB			
	1TB Serial ATA Drive @ 5400 rpm			
	Apple Mouse			
	Apple Keyboard with numeric keypad (English) / User's Guide (English)			
S3128LL/A	AppleCare Protection Plan for iMac - Auto-enroll	1	119.00	119.00 USD
MD564ZM/A	Apple USB SuperDrive	1	79.00	79.00 USD
Subtotal				1,451.00 USD
Estimated Tax				109.56 USD
Total				1,560.56 USD

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, please click on the Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

Associated Students 2013-2014 Approved Budget

10 <u>DROP-IN RECREATION</u>	12/13 Approved	13/14 Request	13/14 Approved
A. S. SUBSIDY	\$ 22,063	\$ 22,063	\$ 22,063
EXPENDITURES			
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	22,063	22,063	22,063
TOTAL EXPENDITURES	22,063	22,063	22,063

11 <u>ERIC ROFES MULTICULTURAL QUEER RESOURCE CENTER</u>	12/13 Approved	13/14 Request	13/14 Approved
A. S. SUBSIDY	\$ 5,280	\$ 5,700	\$ 5,700
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	4,000	4,000	4,000
PAYROLL TAXES	480	200	200
SUPPLIES & SERVICES	500	500	500
SPECIAL PROJECTS-IN HOUSE	300	1,000	1,000
TOTAL EXPENDITURES	5,280	5,700	5,700

BUDGET LANGUAGE - ERIC ROFES MULTICULTURAL QUEER RESOURCE CENTER

- 1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: FISCAL ADMIN. COORDINATOR, \$1,000; EVENTS COORDINATOR, \$1,000; RESOURCE COORDINATOR, \$1,000; AND VOLUNTEER & OUTREACH COORDINATOR, \$1,000. THESE ARE PER YEAR AMOUNTS PAYABLE HALF EACH SEMESTER.
- 2 SPECIAL PROJECTS-IN HOUSE SHALL BE USED TO SPONSOR ERC EVENTS.

12 <u>GRADUATE PLEDGE ALLIANCE (GPA)</u>	12/13 Approved	13/14 Request	13/14 Approved
A. S. SUBSIDY	\$ 3,240	\$ 3,270	\$ 3,270
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	2,000	2,000	2,000
PAYROLL TAXES	240	120	120
SUPPLIES AND SERVICES	800	950	950
RETREAT	200	200	200
TOTAL EXPENDITURES	3,240	3,270	3,270

BUDGET LANGUAGE - GRADUATE PLEDGE ALLIANCE

- 1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: GPA COORDINATOR 1, \$1,000; AND GPA COORDINATOR 2, \$1,000.
- 2 GPA COORDINATOR AND PROGRAM ADVISOR SHALL MEET WITH THE BOARD OF FINANCE TO DISCUSS GPA PROGRAM AND FUTURE ACTIVITY. IT IS RECOMMENDED THAT A GPA STEERING COMMITTEE BE FORMED WITH THE INTENTION OF INCREASING THE CAMPUS SUPPORT AND VISIBILITY OF THE GPA. THE FIRST MEETING WITH THE BOARD OF FINANCE SHALL OCCUR NO LATER THAN OCTOBER 14, 2013.