

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, October 26, 2015
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 October 12, 2015 – **Action Item**
- VII. Old Business
 - A. Request to Change the Publication Date for the Cultural Times – **Action Item**

Amy Westmoreland, MultiCultural Center Director, requests the publication date for the Cultural Times be changed from Monday, December 7, 2015 (per paragraph 10 of the Associated Students State University 2015-16 Budget Policies and Procedure) to a different date during the first week of the 2015-16 Spring Semester.
 - B. Reserve Policy, Fund Designation and Procedure for Expenditure – **Action 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. Changes are indicated by utilizing ~~strike throughs~~ and underlined print.

- C. Review and approval of Associated Students 2014/2015 Comparison of Budget to Actual –
Action Item
As per AS Fiscal Code 9.01 the Board shall review and recommend approval of the annual comparison of budget to actual program budget details. The Comparison of Budget to Actual details the budgeted revenue and expense of each AS Program.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, October 12, 2015
Nelson Hall East, 116
Minutes #1

DRAFT

Call to Order

Alexis Hernandez, Administrative Vice President, called the Board of Finance meeting to order at 4:04 pm on Monday, October 12, 2015 in Nelson Hall East 116.

Roll Call

Members Present: Juan Cervantes, Alexis Hernandez, Joseph Mularky

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: CERVANTES/MULARKY move to approve Agenda #1 dated October 12, 2015
APPROVED

Chair's Report

Hernandez is excited about the academic year.

Public Comment

There was no public comment.

Approval of the Minutes

MOTION: MULARKY/CERVANTES move to approve Minutes #12 dated May 11, 2015
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 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.

Tyson reviewed the Fiscal Code, the 2015-16 budget and budget language--including an explanation of budgeted fee revenue based on the number of fee paying students and fund allocation from the General Operating reserve. 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 2016-17 budget process and what that process will involve and when it will begin—which is early December 2015. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2015 as follows: Unallocated account (\$10,847), Operating Reserve (\$344,864, minus \$25,500 2015-16 Reserve Allocation to the annual budget) Special Projects-Facilities Reserve (\$55,687), and the Capital Purchases Reserve (\$54,212). These are the same amounts shown in the June 30, 2015 audit. Tyson also reviewed the Reserve Policy, Fund Designation and Procedure for Expenditure in detail with the Board of Finance. 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. Tyson also reviewed the 2015-16 Unrestricted Net Position Analysis statement that reviews current net position of the AS and future projects for Council consideration. 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. Tyson also handed out a copy of CSU Executive Order 369 regarding review and approval of Associated Students' budgets and briefly reviewed the document.

- 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.

There was no public comment.

MOTION: CERVANTES/MULARKY move to approve A.S. Board of Finance 2015-16 Standing Rules and Meeting Dates

APPROVED

Tyson explained that the Standing Rules and Meeting Schedule are approved annually and outline the operating rules for the AS Board of Finance. The Standing Rules notes the deadline to submit items for the Board of Finance Agenda. Meetings for the 2015-16 academic year are scheduled for Monday at 3:00 p.m. Tyson noted that there is an all-day meeting scheduled for Saturday, February 27, 2016, for the Board of Finance Hearings and that it will be important for all members to be available that day.

Announcements

There were no announcements.

Adjournment

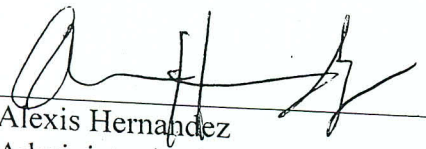
DRAFT

Hernandez adjourned the meeting at 4:41 p.m. without objection.

Recorded by:

Patric Esh
A.S. Council Assistant

Approved by:



Alexis Hernandez
Administrative Vice President



MultiCultural Center

October 6, 2015

Dear Alexis Hernandez,

I hope this letter finds you in good spirits. I am writing to inquire if I could add a proposal to the next Board of Finance meeting? The MultiCultural Center is responsible for creating the Cultural Times once a semester. According to page 4, stipulation 10 of the *Associated Students Humboldt University 2015-2016 Budget Policies and Procedures*, the fall deadline for the Cultural Times Newsletter is "no later than Monday, December 7, 2015".

I would like to know if it is possible to change the date when the Cultural Times is published. In reviewing the schedule of when the Cultural Times has been released, I have noted that it would be better to release the first edition in mid-January, specifically the first week of the Spring semester, when students come back from break. I think this would create a larger reading audience since students will not be studying for finals. I also believe this would increase the content in the newsletter, because we will be able to include the Campus Dialogue on Race, and other events that happen in November because we will have an extended deadline for printing. Also, by changing the release date, we would be able to get more student voices in the Cultural Times because students would have more time to contribute articles, art, essays, and more.

Please let me know if this can be added to the next Board of Finance meeting agenda. I greatly appreciate your time and consideration. Feel free to contact me via email at asw344@humboldt.edu, or phone at 707.826.3367 if you need more information or clarification about my request.

Sincerely,

A handwritten signature in dark ink, appearing to read "Amy Salinas Westmoreland".

Amy Salinas Westmoreland, M.Ed.
MultiCultural Center Program Coordinator

cc: Joan Tyson, Associated Students General Manager

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~~ November 2, 2015--pending approval

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.

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

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

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

1. Program requesting funds;
2. Complete description of project or 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.

At 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~~ *\$5,000* from the appropriate reserve. Should an emergency exist and a sum greater than ~~\$2,000~~ *\$5,000* be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, A.S. Council shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.

ASSOCIATED STUDENTS

2014/15 COMPARISON OF BUDGET TO ACTUAL

PROGRAM NAME	2014/15 Budget	2014/15 Actual	2014/15 Variance	Comments/budget variance notes
A.S. External Affairs	\$ 24,150	\$ 23,069	\$ 1,081	Unspent Additional Activities appx \$2,000. Overspent Travel and Conf by appx \$1,000.
A.S. Programming Grants	\$ 55,000	\$ 39,466	\$ 15,534	Unspent Activity Grant, \$9,500; Cultural Programming, \$56,000
A.S. General Operations	\$ 277,536	\$ 291,914	\$ (14,378)	Less interest income (appx \$1,253) and IRA Revenues (appx \$3,000) than estimated. Overspent Business Services Agreement by appx. \$8,500
A.S. Insurance	\$ 9,800	\$ 10,368	\$ (568)	Student travel insurance overspent by appx \$500
A.S. Presents	\$ 157,319	\$ 163,656	\$ (6,337)	Spring Festival had unexpected costs.
Associated Students Gov't	\$ 87,925	\$ 82,060	\$ 5,865	Appx \$3,000 unspent publicity monies. Appx \$1,500 unspent special proj monies. Appx \$1,500 unspent supplies and services monies. Overspent retreat by appx \$1,500.
CCAT	\$ 54,235	\$ 51,929	\$ 2,306	Underspent Hourly wages appx \$1,000. Also unspent appx \$1,000 of supplies and services.
Children's Center	\$ 40,828	\$ 40,828	\$ -	
Club and Program Support	\$ 30,235	\$ 27,803	\$ 2,432	Unspent Special Projects appx \$1,500.
Drop In Recreation	\$ 25,225	\$ 25,801	\$ (576)	Overspent hourly wages.
Eric Rofes Center	\$ 6,330	\$ 5,724	\$ 606	Unspent hourly wages appx \$400 and Special Projects in House appx \$300.
Humboldt Film Festival	\$ 13,070	\$ 12,187	\$ 883	Underspent slightly in hourly wages and Judges
Graduate Pledge Alliance	\$ 4,015	\$ 3,730	\$ 285	
Learning Center Tutorial Prog.	\$ 19,113	\$ 19,053	\$ 60	
Marching Lumberjacks	\$ 5,800	\$ 5,504	\$ 296	
MultiCultural Center	\$ 36,501	\$ 36,557	\$ (56)	Overspent in publicity.
Sport Clubs	\$ 30,375	\$ 25,002	\$ 5,373	Underspent Conference/Travel line-item by appx \$2,000 and did not use any of the hourly wages, \$3,500.
Student Access Gallery	\$ 9,620	\$ 9,007	\$ 613	Appx \$500 of hourly wages unspent.
WRRAP	\$ 33,363	\$ 29,195	\$ 4,168	Appx \$3000 unused hourly wages.
Women's Resource Center	\$ 27,610	\$ 22,719	\$ 4,891	Appx \$1,500 unused publicity funds. Appx \$4,000 unused special projects in house. Appx \$1,000 unused prog publications. Overspent hourly wages by appx \$2,500.
Youth Educational Services	\$ 58,698	\$ 57,898	\$ 800	Unspent special projects funds.
Student Life Support	\$ 7,000	\$ 7,000	\$ -	
Unallocated	\$ 7,462	\$ 7,035	\$ 427	Unspent unallocated funds.