

Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, October 6, 2014  
Nelson Hall East, Room 120  
9:30 a.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 24, 2014 – **Action Item**
- VII. Old Business
  - A. Request from A.S. General Operations in an amount not to exceed \$3,046 from Special Projects – Facilities Reserve for costs associated with the replacement of the Buck House exterior basement door – **Action Item**

The door replacement will improve security to the Campus Center for Appropriate Technology and installation will be supervised by Facilities Management
  - B. Review and approval of Associated Students 2013/2014 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  
Wednesday, September 24, 2014  
Nelson Hall East, 120  
Minutes #1

**Call to Order**

Ana Cortes, Administrative Vice President, called the Board of Finance meeting to order at 9:32 a.m. on Wednesday, September 24, 2014 in the Nelson Hall East 120.

**Roll Call**

Members Present: Ana Cortes, Jerry Dinzes, Thomas Kupelian, Taylor Mitchell

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: DINZES/MITCHELL move to approve Agenda #1 dated September 24, 2014

APPROVED

**Chair's Report**

Cortes reported that the Board is still in need of a student at large.

**Public Comment**

*There was no Public Comment*

**Approval of the Minutes**

MOTION: MITCHELL/DINZES move to approve the Board of Finance Minutes #9 dated March 5, 2014

APPROVED

(1) ABSTENTION

**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 2014-15 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 2014-15 budget and budget language--including an explanation of budgeted fee revenue based on the number of fee paying students and the \$30,000 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 2015-16 budget process and what that process will involve and when it will begin—which is early December 2014. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2014 as follows: Unallocated account (\$7,462), Operating Reserve (\$345,306, minus \$30,000 2014-15 Reserve Allocation to the annual budget) Special Projects-Facilities Reserve (\$55,687, minus \$11,540 allocations to the Community Garden), and the Capital Purchases Reserve (\$54,212). These are the same amounts shown in the June 30, 2014 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 2014-15 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.

- B. A. S. Board of Finance 2014-15 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 2014-15 meeting schedule.

*There was no public comment.*

MOTION: KUPELIAN/DINZES move to approve A.S. Board of Finance 2014-15 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 Fall Semester are scheduled for Thursday's at 9:30 a.m; meetings for the Spring Semester are scheduled for Monday's at 3:00 p.m. Tyson noted that there is an all-day meeting scheduled for Saturday, February 28 for the Board of Finance hearings and that it will be important for all members to be available that day. Mitchell noted that he and Kupelian would be unable to attend the October 8 meeting. Tyson stated that there may not be any items on the Board of Finance agenda and it may be unnecessary to call a meeting for that date.

- C. Request from AS General Operations from General Operations Reserve in an amount not to exceed \$900 for costs associated with the development of the Graduation Pledge Alliance website – **Action Item**  
The proposed redesign would update the website to a Drupal format and allow for a content management system. The website would also be in compliance with the CSU's Accessible Technology Initiative.

*There was no public comment.*

MOTION: MITCHELL/DINZES move to approve the request from AS General Operations from General Operations Reserve in an amount not to exceed \$900 for costs associated with the development of the Graduation Pledge Alliance website  
APPROVED

Christensen presented that the GPA program web presence is currently only a subpage of the HSU



Clubs and Activities website. The website is difficult for GPA staff to make changes to and the AS office is unable to provide assistance updating the website. Christensen noted that the new website would update the web content and structural standards and allow the AS Office to assist students in using the Drupal format. The website would also meet the standards necessary for the website to meet the Accessible Technology Initiative require of all CSU websites.

- D. Request from AS General Operations from Capital Purchases Reserve in an amount not to exceed \$2,275 for costs associated with the purchase of three computers to be distributed to the Eric Rofes Queer Resource Center, the Graduation Pledge Alliance and the Associated Students Government office. – **Action Item**  
The new computers would replace computers in AS programs that are over six years old. The computers that are being replaced are unable to be upgraded.

*There was no public comment.*

MOTION: MITCHELL/KUPELIAN move to approve the request from AS General Operations from Capital Purchases Reserve in an amount not to exceed \$2,275 for costs associated with the purchase of three computers to be distributed to the Eric Rofes Queer Resource Center, the Graduation Pledge Alliance and the Associated Students Government office.

APPROVED

Christensen presented that the three computers that are requested to be replaced are all over six years old and are outside of the manufacturer's three year warranty. Humboldt State University Technology Services will no longer provide support to computers that are over five years old. The new computer purchases would not include monitors and would utilize the existing monitors.

### Announcements

There were no announcements.

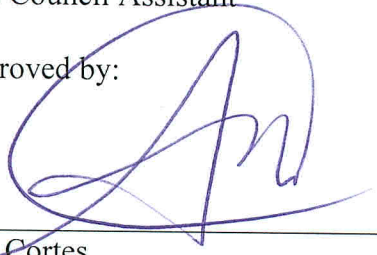
### Adjournment

Cortes adjourned the meeting at 10:18 a.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

  
\_\_\_\_\_  
Ana Cortes  
Administrative Vice President

**ASSOCIATED STUDENTS**  
**HUMBOLDT STATE UNIVERSITY**

**MEMORANDUM**

**826-3771**

September 26, 2014

TO: Board of Finance

FROM: Joan Tyson, General Manager

RE: House 97-Buck House Door

On September 25, 2014, I received an estimate for the replacement for the outside basement door of the Buck House (House 97) which is home to Campus Center for Appropriate Technology. The Buck House is an AS leased house and the AS is responsible for all repairs and maintenance to this house. The installation of the door will be for improved security reasons and supervised by Facilities Management. The cost of the project is estimated not to exceed \$3,046. I recommend that this expenditure come from our Special Projects-Facilities Reserve account that has a current available balance of \$41,872.



## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: A.S. General Operations  
CONTACT PERSON: Joan Tyson  
Phone: (707) 826-5410  
Email: jt1@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 3,046.00</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>
<b><u>Total Income:</u></b>		<b><u>\$ 3,046.00</u></b>


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

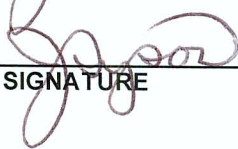
1	<u>Labor</u>	<u>\$ 106.50</u>
2	<u>Material</u>	<u>\$ 385.25</u>
3	<u>Subcontractor Costs</u>	<u>\$ 2,277.00</u>
4	<u>Contingency</u>	<u>\$ 276.87</u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b><u>Total Expenditures:</u></b>		<b><u>\$ 3,045.62</u></b>

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

**REVIEWED BY:**

Joan Tyson  
CLUB/PROGRAM ADVISOR NAME

  
SIGNATURE

  
SIGNATURE

Joan Tyson  
BUDGET ADMINISTRATOR NAME



## 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:**      Labor      \$ 106.50

**Explanation:**      Labor for campus locksmith is estimated at two hours at a rate of \$53.25 per hour.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line Item:**      Material      \$ 385.25

**Explanation:**      The campus will purchase one Onity card lock at a cost of \$385.25.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line Item:**      Subcontractor Costs      \$ 2,277.00

**Explanation:**      Eureka Glass will install a new wide stile door. The cost for the door and installation is included in the sub-contractor's costs.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line Item:**      Contingency      \$ 276.87

**Explanation:**      A contingency of 10% has been included in the invoice and request for approval.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line Item:**      \_\_\_\_\_      \_\_\_\_\_

**Explanation:**      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line Item:**      \_\_\_\_\_      \_\_\_\_\_

**Explanation:**      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# HUMBOLDT STATE UNIVERSITY

DATE: 25-Sep-14

TO: TC Comet

FROM: Travis Fleming

RE: WO# 14-11350

## ESTIMATE

Hs 97 Buck House; Estimate to replace storefront door to room 1 with wide stile door and install Onity cardlock

Labor Subtotal		\$	106.50
Material Subtotal		\$	385.25
Subcontractor Subtotal		\$	2,277.00
Contingency	10%	\$	276.87
<b>Grand Total</b>		<b>\$</b>	<b>3,045.62</b>

Facilities Management guarantees the costs will be equal to or less than the estimated amount. Any revisions to scope either due to departmental changes or undiscovered conditions will be formalized by an estimate for extra services prior to beginning the additional work. This estimate is valid for 30 days. Work requests not accepted within 30 days will be cancelled.

Thank you for the opportunity to provide this estimate to you. For questions and submission of approved estimate please contact work control at [workcontrol@humboldt.edu](mailto:workcontrol@humboldt.edu) or at ext.4475, fax 826-5888

## APPROVAL

The estimate for the scope of work noted above is acceptable. I hereby authorize the work to proceed as well as the automatic transfer of funds from the chart field string below to the Facilities Management account upon completion

*please provide:*

Account	Fund	Dept.	Program	Class	Project

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name - printed: \_\_\_\_\_

Title: \_\_\_\_\_



25-Sep-14

WO#14-11350

**Description:**

Hs 97 Buck House; Estimate to replace storefront door to room 1 with wide stile door and install Onity cardlock

Craft Description	CR Hourly Rate	Hours	Total
Alarm Specialist	59.83		\$ -
Automobile Mechanic	46.68		\$ -
Bldg Ser Engineer	53.45		\$ -
Bldg Trades Supervisor	57.57		\$ -
Carpenter	49.79		\$ -
Chief Engineer	67.43		\$ -
Construction Manager	67.43		\$ -
Custodian	27.89		\$ -
Design & Planning	48.49		\$ -
Electrician	52.62		\$ -
Fac. Maint. Mechanic	48.25		\$ -
Fac. Project Supervisor	55.34		\$ -
Fac. Worker II	42.99		\$ -
Gardening Specialist	37.74		\$ -
Grnd Fac Worker II	42.99		\$ -
Grnd Laborer	28.54		\$ -
Grnd Maint Mechanic	48.25		\$ -
Laborer	28.54		\$ -
Light Equip Distribution	34.79		\$ -
Light Equip Recycling	34.79		\$ -
Locksmith	53.25	2	\$ 106.50
Manager Custodial	57.57		\$ -
Manager, Grounds	67.43		\$ -
Painter	48.40		\$ -
Painter, Lead	48.40		\$ -
Plumber	56.44		\$ -
Refrigeration Mechanic	53.45		\$ -
Supervisor Custodian	42.35		\$ -
Sustainability Coord.	43.64		\$ -
Subtotal			\$ 106.50

(labor burden included in cost recovery labor rates)

Materials		Quantity	Each	M/U 15%	Total
Onity card lock		1	\$ 335.00	\$ 50.25	\$ 385.25
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				0.00	\$ -
				0.00	\$ -
				0.00	\$ -
Subtotal					\$ 385.25

Subcontractor	Description	Amount	M/U 15%	Total
Eureka Glass	Install new wide stile door	\$ 1,980.00	\$ 297.00	\$ 2,277.00
			0	\$ -
			0	\$ -
			0	\$ -
			0	\$ -
Subtotal				\$ 2,277.00

Labor Subtotal		\$ 106.50
Material Subtotal		\$ 385.25
Subcontractor Subtotal		\$ 2,277.00
Contingency	10%	\$ 276.87
Grand Total		\$ 3,045.62

# ASSOCIATED STUDENTS

## 2013/14 COMPARISON OF BUDGET TO ACTUAL

PROGRAM NAME	2013/14 Budget	2013/14 Actual	2013/14 Net Income	Comments/budget variance notes
A.S. External Affairs	\$ 23,600	\$ 20,450	\$ 3,150	Unspent Additional Activities (appx \$2,500).
A.S. Programming Grants	\$ 41,000	\$ 37,009	\$ 3,991	Unspent grant money.
A.S. General Operations	\$ 278,291	\$ 289,558	\$ (11,267)	Less interest income (appx \$3,500) and IRA Revenues (appx \$5,500) than estimated. Overspent Payment per agreement by appx \$5,500.
A.S. Insurance	\$ 9,475	\$ 9,353	\$ 122	
A.S. Presents	\$ 106,975	\$ 106,729	\$ 246	Goal of program is to beak even.
Associated Students Gov't	\$ 84,310	\$ 75,662	\$ 8,648	Unspent Travel/Conf. and Special Proects monies.
CCAT	\$ 48,864	\$ 30,235	\$ 18,629	Underspent Hourly wages (appx \$13,500) and associated unemployment insurance costs. Also unspent appx \$2,500 of special project funds.
Children's Center	\$ 36,454	\$ 36,454	\$ -	
Club and Program Support	\$ 23,235	\$ 19,808	\$ 3,427	Unspent Special Projects (appx \$3,000).
Drop In Recreation	\$ 22,063	\$ 20,413	\$ 1,650	Unspent reimbursement funds.
Eric Rofes Center	\$ 5,700	\$ 4,700	\$ 1,000	Unspent hourly wages (appx \$100) and Special Projects in House (appx \$800).
Humboldt Film Festival	\$ 14,789	\$ -	\$ 14,789	Goal of program is to beak even.
Graduate Pledge Alliance	\$ 3,270	\$ 3,130	\$ 140	
Learning Center Tutorial Prog.	\$ 16,626	\$ 16,318	\$ 308	
Marching Lumberjacks	\$ 5,800	\$ 5,737	\$ 63	
MultiCultural Center	\$ 33,120	\$ 31,488	\$ 1,632	Appx. \$1,500 unspent in publicity.
Sport Clubs	\$ 30,000	\$ 25,595	\$ 4,405	Underspent Conference/Travel line-item by appx \$2,000 and reimbursement line-item by appx \$2,000.
Student Access Gallery	\$ 8,755	\$ 7,906	\$ 849	Appx \$500 of supplies and services unspent.
WRRAP	\$ 29,797	\$ 26,512	\$ 3,285	Appx \$2000 unused hourly wages; appx \$1,500 unused miscellaneous funds.
Women's Resource Center	\$ 26,410	\$ 19,202	\$ 7,208	Appx \$1,500 unused publicity funds; appx \$5,000 unused special projects in house.
Youth Educational Services	\$ 55,457	\$ 55,301	\$ 156	
Student Life Support	\$ 7,500	\$ 7,500	\$ -	
Unallocated	\$ 5,509	\$ 8,868	\$ (3,359)	