

**Associated Students Board of Finance
Humboldt State University
Meeting on Monday, October 15, 2012
Nelson Hall East, Room 120
2:00 p.m.
Agenda #3**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #3 -- Action Item
- IV. Chair's Report
- V. Approval of Minutes #2 dated October 1, 2012—Action Item
- VI. Old Business
 - A. Review and approval of Associated Students 2011/2012 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.
 - B. Request from Associated Students General Operations from General Operations Reserves in an amount not to exceed \$1,500 for the costs associated with AS program website development – Action Item
The Waste Reduction & Resource Awareness Program is in need of website development services. The website will be updated to be compatible with the CSU Accessible Technology Initiative (ATI).
- VII. Announcements
 - A. Next Board of Finance Meeting: Monday, October 29. The Board of Finance will meet with the program advisor for the SLAM Festival to discuss the SLAM Festival Event and future activity.
- VIII. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, October 1, 2012
Nelson Hall East, 120
Minutes #2

Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 2:00 p.m. on Monday, October 1, 2012 in the Nelson Hall East 120.

Roll Call

Members Present: Paul Yzaguirre, Jesse Carpentier, Tony Laipz, Stefan Kreid

Members Absent: Ellyn Henderson (excused)

Advisor Absent: Joan Tyson

Approval of the Agenda

MOTION: LAPIZ/KREID move to approve Agenda #2

APPROVED

Chair's Report

Yzaguirre reported that the Board of Finance has two requests pending that will be heard after the Orientation.

Approval of the Minutes

MOTION: KREID/LAPIZ move to approve the Board of Finance Minutes #1 dated September 17, 2012

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 2012-13 Budget and the Unallocated process. These items are included in the Board of Finance binder.

Tyson reviewed the Fiscal Code, the 2012-13 budget and budget language--including an explanation of budgeted fee revenue and the \$43,000 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 2013-14 budget process and what that process will involve and when it will begin—which is early November 2012. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2012 as follows:

Unallocated account (\$8,378), Operating Reserve (\$287,955) Special Projects-Facilities Reserve (\$48,492), and the Capital Purchases Reserve (\$101,800). These are the same amounts shown in the June 30, 2012 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 expenditures from reserves also require the approval of the university president or designee.

- C. Time Certain: 2:30 p.m. Request from the Humboldt Film Festival to revise the Humboldt Film Festival 2012-13 Program Budget to incorporate costs associated with the inclusion of an additional Co-Director position – Action Item
The Humboldt Film Festival is requesting the addition of a third Co-Director for the program. The program has provided a proposed revised budget that would decrease funding for the following line items: Judges (\$1,800.00), Fundraisers (\$95.00), and would increase the following line items: Hourly Wages (\$1,500.00), Unemployment Insurance (\$60.00), Workers Compensation (\$45.00), Supplies and Services (\$190.00), Awards (\$100.00)

MOTION: LAPIZ/KREID move to approve the request from the Humboldt Film Festival to revise the Humboldt Film Festival 2012-13 Program Budget to incorporate costs associated with the inclusion of an additional Co-Director position APPROVED

Zane Krakowski, Humboldt Film Festival (HFF) Co-Director; Susan Abbey, HFF Advisor and Debra Ryerson, Theater, Film and Dance Administrative Support were present on behalf of the request. Krakowski explained that HFF would like to incorporate a third Co-Director position into the program. HFF has received a grant from the CSU Visiting Fellows program of \$2,500 and the Dean of the College of Arts, Humanities and Social Sciences has offered a grant of \$500. The grant funding would allow funding for judge participation to be covered outside of the AS Budget allowing funding previously budgeted for judges to be reallocated to an additional co director position. Yzaguirre asked if there would be any negative impacts from the request. Abbey replied that the program would have no negative impacts.

- D. Request from the California State Student Association from Unallocated in an amount not to exceed \$298.00 for the costs associated with a voter registration pizza party – Action Item
The event will assist in accomplishing the goal to register 800 students for the November 2012 election.

MOTION: KREID/CARPENTIER move to approve the request from the California State Student Association from Unallocated in an amount not to exceed \$298.00 for the costs associated with a voter registration pizza party APPROVED

Jesse Hoskins, California State Student Association Representative was present on behalf of the request. Hoskins explained that funding for the pizza party would allow AS to fund a voter registration event prior to the voter registration deadline.

Announcements

Carpentier announced that the College of Professional Studies mixer will be on Thursday, October 4 at 6:30 p.m. at the Plaza Grill.


Adjournment

Yzaguirre adjourned the meeting at 2:45 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Paul Yzaguirre
A.S. Administrative Vice President
Chair Board of Finance

ASSOCIATED STUDENTS

2011/12 COMPARISON OF BUDGET TO ACTUAL

PROGRAM NAME	2011/12 Budget	2011/12 Actual	2011/12 Net Income	Comments/budget variance notes
Activities Coordinating Board	\$ 18,000.00	\$ 16,703.00	\$ 1,297.00	Unspent grant money.
A.S. General Operations	\$ 256,309.00	\$ 260,112.00	\$ (3,803.00)	Shortfall in Interest Income and IRA Administrative Fees revenue. Underspent in other areas such as audit.
A.S. Insurance	\$ 9,955.00	\$ 9,693.00	\$ 262.00	
A.S. Presents	\$ 153,917.00	\$ 151,923.00	\$ 1,994.00	The goal of this program is to break even.
Arts and Music Festival	\$ 4,538.00	\$ 6,133.00	\$ (1,595.00)	Overspent on Supplies/Services. Shortfall charged to trust.
Associated Students Gov't	\$ 76,366.00	\$ 67,093.00	\$ 9,273.00	Unspent Publicity \$1,873; Unspent Travel/Conf \$1,782; Unspent Supplies/Services \$1,341; Underspent Hourly Wages, Stipend Wages, Comm., and Special Projects
CSSA	\$ 28,206.00	\$ 23,468.00	\$ 4,738.00	Unspent Travel & Conference \$1,163; Additional Activities \$2,192; Stipend due to single rep. spring semester;
CCAT	\$ 46,560.00	\$ 42,434.00	\$ 4,126.00	Underspent Hourly Wages \$1,548; Underspent Special Project \$1,407; Underspent Supply/Services
Children's Center	\$ 35,766.00	\$ 35,766.00	\$ -	
Club and Program Support	\$ 18,100.00	\$ 17,335.00	\$ 765.00	
Drop In Recreation	\$ 22,063.00	\$ 20,339.00	\$ 1,724.00	Unspent Drop In Rec. Hourly Wages
Eric Rofes Center	\$ 5,320.00	\$ 4,645.00	\$ 675.00	
Humboldt Film Festival	\$ 14,666.00	\$ 11,350.00	\$ 3,316.00	Unspent Hourly Wages \$1,504; Unspent Judges \$2,888
Graduate Pledge Alliance	\$ 2,495.00	\$ 1,416.00	\$ 1,079.00	Unspent Wages and Supplies & Services
Learning Center Tutorial Prog.	\$ 16,626.00	\$ 16,555.00	\$ 71.00	
Marching Lumberjacks	\$ 5,800.00	\$ 5,707.00	\$ 93.00	
MultiCultural Center	\$ 55,541.00	\$ 52,107.00	\$ 3,434.00	Unspent Work Study \$1,068; Special Projects
Sport Clubs	\$ 28,500.00	\$ 25,736.00	\$ 2,764.00	Unspent Travel and Conference \$2,545
Student Access Gallery	\$ 8,630.00	\$ 8,235.00	\$ 395.00	
WRRAP	\$ 32,730.00	\$ 23,952.00	\$ 8,778.00	Unspent Hourly/Work Study Wages \$2,389; Unspent Supplies & Services and Special Projects.
Women's Resource Center	\$ 28,246.00	\$ 21,732.00	\$ 6,514.00	Unspent Hourly/ Work Study Wages \$1,067; Unspent Spec. Projects \$2,532; Underspent in other line items
Youth Educational Services	\$ 57,780.00	\$ 54,147.00	\$ 3,633.00	Unspent Hourly Wages and Spec. Projects
Student Life Support	\$ 5,500.00	\$ 5,500.00	\$ -	
Unallocated	\$ 8,400.00	\$ 20,283.00	\$ (11,883.00)	Includes approved reserve purchases



October 3, 2012

TO: Board of Finance, Associated Students

FROM: Rob Christensen, A.S. Council Assistant
rwc9@humboldt.edu
(707) 826-4221

RE: Request from General Operations Reserves for Program Website

Associated Students General Operations is requesting \$1,500 from the General Operations Reserve to assist the Waste Reduction and Resource Awareness Program (WRRAP) with a permanent fully functioning website. In Summer 2010 the University changed servers for HSU websites and increased standards for HSU hosted websites.

The WRRAP program currently has an outdated website that is difficult for students to update and requires knowledge of website structure and programming for students to be able to make changes. Websites are central information points for AS Programs and the new website will offer the ability for WRRAP to easily update their websites with events, staff profiles, resources and media.

In 2010 HSU updated its web content and structural standards on both the front end (what you see as a user when you visit a site) and the back end (how a website is designed to function). By 2012 all CSU websites were to fully comply with the Accessible Technology Initiative (ATI). ATI requires that the University's website be accessible to students who may have a disability that prevents them from viewing a website in a normal format. In Summer, 2010 HSU migrated all web sites onto a new server which limited the Content Management System (CMS). Once produced, these websites will be able to be updated by student employees of the programs without much training.

The proposed web redesign will address all of these issues as well as provide a fresh look for the website. The project has been estimated to take 25 hours for each website to create an information architecture and to build content for each website.

The websites will be developed by HSU's department of Marketing and Communications. The total cost of the project is estimated not to exceed \$1,500.00. I would be happy to answer any questions you may have.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: AS General Operations
CONTACT PERSON: Rob Christensen
Phone: 707-826-4221
Email: rwc9@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 1,500.00</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>
<u>Total Income:</u>		<u>\$ 1,500.00</u>


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

1	<u>WRRAP Website Redesign</u>	<u>\$ 1,500.00</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>
<u>Total Expenditures:</u>		<u>\$ 1,500.00</u>

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

Joan Tyson
BUDGET ADMINISTRATOR NAME


SIGNATURE

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:

WRRAP Website Redesign

\$ 1,500.00

Explanation:

Matt Hodgson, HSU Webmaster has quoted the costs associated with web-site design at \$1,500.00 per site. In Spring, 2012 the Associated Students paid an additional \$1,500.00 to create a website template that would allow program websites to be designed at this lower cost.

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation: