

Associated Students Board of Finance
Humboldt State University
Meeting on Wednesday, October 22, 2014
Nelson Hall East, Room 120
9:30 a.m.
Agenda #3

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #3 – **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. New Business

- A. DRAFT 2015-16 AS Budget Timeline and Application Materials – Information Item
Materials will be handed out and briefly reviewed at the meeting. The AS Budget
Timeline and Application Materials will appear as an information item on the November
12 Board of Finance Agenda for review.

IX. Announcements

X. Adjournment

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 Projects 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)	

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>
<u>Total Income:</u>		<u>\$ 3,046.00</u>


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>
<u>Total Expenditures:</u>		<u>\$ 3,045.62</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: 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 subcontractor'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
Grand Total		\$	3,045.62

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 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:

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

Task Description	CR Hourly Rate	Hours	Total
Arm Specialist	59.83		\$ -
Automobile Mechanic	46.68		\$ -
Elg Ser Engineer	53.45		\$ -
Elg 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		\$ -
Landscaping Specialist	37.74		\$ -
Land Fac Worker II	42.99		\$ -
Land Laborer	28.54		\$ -
Land 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

(or burden included in cost recovery labor rates)

aterials	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

bcontractor	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

bor Subtotal

\$ 106.50

aterial Subtotal

\$ 385.25

bcontractor Subtotal

\$ 2,277.00

gency

10% \$ 276.87

and Total

\$ 3,045.62