

Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, October 28, 2013  
Nelson Hall East, Room 120  
3:00 p.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 #2 dated October 14, 2013—Action Item
- VII. Old Business
  - A. California Minimum Wage Increase Impact on Associated Students – Continued Discussion Item

The California Minimum Wage will rise to \$9.00 per hour effective July 2014, and will be raised again in January 2016 to \$10.00 per hour.
  - B. Review of 2012-13 AS Program Budget Requests – Discussion Item

At the Board of Finance Meeting on October 14, 2013 the Board of Finance asked for copies of the 2012-13 AS Program Budget Requests to review. Members of the Board of Finance may share information they have researched about programs.
  - C. **TIME CERTAIN 4:30 P.M.** 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. The GPA Program was unable to attend the October 14, 2013 and the Board of Finance requested the attendance of the program at the October 28, 2013 meeting.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Monday, October 14, 2013  
Nelson Hall East, 120  
Minutes #2

**Call to Order**

Jacob Bloom, AS President and Vice Chair of the Board of Finance, called the Board of Finance meeting to order at 3:01 p.m. on Monday, October 14, 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: CORTES/DINZES move to approve Agenda #2 dated October 14, 2013 APPROVED

Juan Cervantes, a student at large, commented that he is interested in learning more about the Graduation Pledge Alliance.

**Chair's Report**

Bloom had no report.

**Public Comments**

There was no public comment.

**Approval of the Minutes**

MOTION: AUSTIN/CORTES move to approve the Board of Finance Minutes #1 dated September 30, 2013 APPROVED

Bloom noted some grammatical changes to Minutes #1.

**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 an 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...”

Tyson explained to the Council that the Humboldt Film Festival (HFF) is one of the only program that generates revenue that is deposited into a trust account that the program is able to keep after the end of the fiscal year. The purpose of the trust account is to allow the program to maintain funds in the event that unforeseen circumstances affect the HFF revenue in a particular year. The Film Festival is required to seek approval from the Board of Finance if they intend to spend an amount over \$200.00. Tyson noted that the HFF Trust Account currently has a balance of \$9,700; \$2,000 of this balance is earmarked for a HFF award. Danielle Durand and Mirna Ezquivel, HFF Co-Directors and Debra Ryerson, HFF Administrative Support were present on behalf of the request. Durand explained that currently the HFF has no operating computer and the HFF needs an office computer for the program to be successful.

*Bloom opened the floor to Public Comments.*

Victor Arredondo, the AS Student Affairs Vice President, asked if the project was submitted to the Information Technology (IT) Project Proposal Prioritization process. Ryerson responded that it was not submitted in the process as the previous computer is owned by the Associated Students.

*There were no further Public Comments.*

MOTION: DINZES/AUSTIN move to approve the request from the 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 APPROVED

Bloom asked the Co-Directors how long they have been without a computer. Durand responded that the programs previous iMac became inoperable in the second week of September, 2013. Austin asked if the program needs to use a computer year round. Ezquivel stated that the program uses the computer year round to design posters, manage their website, e-mail, accept submissions, store documents and manage social media. Durand noted that the program is also requesting the purchase of a DVD drive that will allow the program to review films submitted by entrants. The computer will be a desktop computer that will be located in the HFF Office in Library 48. Bloom yielded to Arredondo who suggested that the program consider a replacement of the hard drive of the previous computer and also to consider the cost of the software license for any specialized programs. Ryerson stated that the computer was evaluated by Jon Adorador, the Information Technology Consultant for the College of Arts, Humanities and Social Sciences who recommended the purchase of a replacement computer. Christensen noted that the program will be able to use licensing agreements that the University has procured and will also be able to transfer user license agreements that the program already has. Cortes asked what caused the previous computer to crash. Durand answered that she does not know what caused the crash. Dinzes asked what will happen to the previous computer and requested that it be reused. Christensen answered that the computer is property of the Associated Students and if it is useable could be given to another program, if the computer is unusable it will be used for parts by HSU Information Technology Services.

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.

Tyson stated that she has spoken with Joy Soll, the advisor of the GPA, and that Soll has requested additional time to prepare and requested that they meet with the Board of Finance on Monday, October 28. Tyson reviewed the history of GPA. The GPA program originated at HSU in 1987 and asks HSU Students to take the following pledge:

“I pledge to explore and take into account the social and environmental consequences of any job I consider and will try to improve these aspects of any organizations for which I work.”

Tyson stated that program has continued since 1987 but has had varying success each year. The program has a new advisor who is interested in expanding the program. Last year’s Board of Finance suggested that program create a steering committee, similar to the Campus Center for Appropriate Technology (CCAT), that includes alumni and stakeholders who could assist the program in creating higher visibility. Dinzes asked how the student coordinators are hired each year. Tyson stated that Soll and the outgoing Coordinators hire the coordinators for the following year each spring. Bloom expressed frustration that the program was not ready to present to the Board of Finance and found it upsetting that the program is now on campuses worldwide, but is not coordinated from HSU, but rather a school in Massachusetts. Tyson noted that the current advisor is seeking to bring more stability to the program and that the President and CSU Chancellor have both positively commented on the program. Bloom stated that the program is prized by alumni and that if AS did not fund it that it was likely that another campus organization would house the program. Austin asked what the retreat line item for the GPA would be used for. Tyson stated that the retreat line item could be used for the program to meet to set goals for the year or develop a strategic plan. Cortes stated that she would like the program to attend the next AS Board of Finance meeting.

- 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.

Bloom stated that a new minimum wage law (Assembly Bill 10) was passed that will increase the minimum wage on July 1, 2014 to \$9.00 per hour and increase the minimum wage on January 1, 2016 to \$10.00 per hour. Tyson stated that she placed this item on the agenda so that a discussion could begin prior to distribution of 2014-15 budget application materials so that guidance may be given to programs. Tyson provided a draft spreadsheet to the Board of Finance that outlined the financial impact to the Associated Students if all programs were to maintain a similar number of student assistants. Tyson stated that if they wanted to consider an increase to the AS Fee for the following the year, the Board of Finance would need to begin the process soon. Bloom suggested that the AS consider reducing the number of hourly employees and further noted that paying students hourly wages to work at programs has created a paradigm shift from students who seek involvement with a program due to a belief in the program’s mission, to students seeking employment with a program because they are seeking employment opportunities. Bloom also noted that the Associated Students funds some unnecessary positions and/or positions that should not be paid for by the AS. Bloom also noted that CCAT used to compensate students for work completed by providing students with food grown on the property.

Bloom suggested an internal audit of each programs budget. Dinzes stated that he sees value in employing students in AS Programs and is hesitant in cutting positions within the program, but is open to evaluating positions that may be considered irrelevant. Tyson stated that the Associated Students is required by the Fair Labor Standards Act to pay students an hourly minimum wage for work completed. Tyson also noted that the AS Council receives a stipend for their service as they are elected officials. Dinzes stated that many of the positions supported by the Associated Students are experiential learning positions and while they are paid minimum wage in the positions they receive additional value because of the experience gained. Dinzes also stated that he was interested in continuing the discussion of exploring a fee referendum. Cortes noted that it is important that hourly wage positions are available to students so that they have the ability to be a part of programming that is important to them instead of finding work elsewhere. Cortes suggested that the Board of Finance consider the combination of a fee increase and strategic reductions in budgeted areas. Austin noted that the Board of Finance may not best understand the needs of the individual programs as the members are not as closely involved with them. Tyson stated that an increase may allow the opportunity for program growth and would also address increases in fixed costs that AS is experiencing. Dinzes suggested that public outreach and discussion be had to insure further participation from students. Dinzes also suggested that the AS Board of Finance consider presentations from each program at upcoming Board of Finance meetings. The Board of Finance also discussed in depth studies of the 2013-14 AS Program Budget requests to better understand each program. It was determined that each Board of Finance member could study selected programs and report back to the Board of Finance on the programs. Tyson offered to provide the Board of Finance with copies of the 2013-14 Budget Requests on thumb drives. Cortes stated that the Board of Finance could provide questionnaires to the programs and suggested a work session at the next Board of Finance meeting to develop the questionnaire. Bloom also stated that the AS Program liaisons could assist in providing information.

### **Announcements**

Tyson stated that a member of the AS Board of Finance is needed for the HSU External Auditor Selection Committee. The committee has approximately eight members on it including Tyson and is scheduled to meet four times between October 18 and November 4. Austin stated that she is interested in serving on the committee. Tyson will provide Austin with the dates of the meetings.

### **Adjournment**

Bloom adjourned the meeting at 4:40 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

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Jacob Bloom  
AS President, Vice Chair Board of Finance

## Associated Students 2013-2014 Approved Budget

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

11 <u><b>ERIC ROFES MULTICULTURAL QUEER RESOURCE CENTER</b></u>	12/13 Approved	13/14 Request	13/14 Approved
<b>A. S. SUBSIDY</b>	<b>\$ 5,280</b>	<b>\$ 5,700</b>	<b>\$ 5,700</b>
<b>EXPENDITURES</b>			
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
<b>TOTAL EXPENDITURES</b>	<b>5,280</b>	<b>5,700</b>	<b>5,700</b>

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

*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.