

**Associated Students Board of Finance
Humboldt State University
Meeting on Wednesday, November 12, 2014
Nelson Hall East, Room 120
9:30 a.m.
Agenda #4**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #4 – **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 #3 dated October 22, 2014 – **Action Item**
- VII. Old Business
 - A. 2015-16 AS Budget Timeline and Application Materials – Information Item

The Associated Students Board of Finance will review draft materials to be used for the 2015-16 Budget Process. The AS Budget Timeline and Application Materials will appear as an action item on the December 3, 2014 Board of Finance agenda. Draft Budget Timeline and Application materials will be provided at the Board of Finance Meeting.
- VIII. Announcements
- IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Wednesday, October 22, 2014
Nelson Hall East, 120
Minutes #3

Call to Order

Ana Cortes, Administrative Vice President, called the Board of Finance meeting to order at 9:32 a.m. on Wednesday, October 22, 2014 in the Nelson Hall East 120.

Roll Call

Members Present: Ana Cortes, Thomas Kupelian, Taylor Mitchell

Members Absent: Jerry Dinzes (excused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: MITCHELL/KUPELIAN move to approve Agenda #3 dated October 22, 2014

APPROVED

Chair's Report

Cortes reported that Morrison, Cervantes and Esh are currently tabling for Associated Students.

Public Comment

There was no Public Comment

Approval of the Minutes

MOTION: MITCHELL/KUPELIAN move to approve the Board of Finance Minutes #1 dated September 22, 2014

APPROVED

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

Tyson stated that the Buck House is an Associated Students leased house and that the AS is responsible for the maintenance and safety of the facility. The new door that will be installed will have improved security and will have a timed automatic lock. The estimated cost is \$3,046 and would come from the AS Special Projects/Facilities Reserve. Tyson noted that the expenditure would be an appropriate use of the reserve funding.

MOTION: MITCHELL/KUPELIAN move to approve the 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

APPROVED

Tyson explained that the lock system would automatically lock the door at a programmed time.

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

Tyson stated that the AS Fiscal Codes requires the Board of Finance to review the budgeted and actual spent amount for each program of the prior fiscal year (See 2013/14 Comparison of Budget to Actual document attached to these minutes). This document show the comparison of what programs were budgeted to spend and what they actually spent. Tyson went over the document highlighting variances in each program. Programs are provided with a monthly financial statement and they are also expected to maintain a record-keeping system. It was explained that the net-income (unspent budgeted funds) is distributed into the reserves per the reserve policy.

MOTION: MITCHELL/KUPELIAN move to approve the Associated Students 2013/2014 Comparison of Budget to Actual
APPROVED

Tyson noted that the item will be forwarded to the AS Council for final approval.

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.

Tyson stated that the draft materials are being prepared and will be provided to the Board of Finance at their next meeting as an informational item. The Board of Finance will approve the materials in December.

Announcements

Cortes announced that there is a vacancy for a student at large on the Board of Finance.

Adjournment

Cortes adjourned the meeting at 9:59 a.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Ana Cortes
Administrative Vice President