

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, October 23, 2017
Nelson Hall East, Room 120
3:00 p.m.
Agenda #4

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #4 – **Action Item**
- IV. Chair's Report
- V. Approval of Minutes
 - A. Approval of Minutes #3 dated October 9, 2017. – **Action Item**
- VI. 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.
- VII. Old Business
- VIII. New Business
 - A. Request for \$569.40 from the Bicycle Learning Center Club – **Action Item**
The Bicycle Learning Center Club is requesting \$569.40 for tools and maintenance supplies.
 - B. Request to reissue \$1,400 for the Homeless Student Advocate Alliance – **Action Item**
The Committee will review a reissuance of \$1,400 for the Homeless Student Advocate Alliance. The funds were approved during the 2016-17 academic year, but were unspent.
 - C. 2016-17 Fiscal Year 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.

D. A.S. Budget and Expenditures Report – Discussion Item

The Committee will discuss the budget and expenditures of A.S. accounts.

E. 2018-19 A.S. Budget Application Review – Discussion Item

The Committee will review and provide feedback on the 2018-19 A.S. Budget Application draft.

IX. General Discussion (At this time the Board of Finance members may have a general discussion on topics regarding the committee.)

X. Announcements

XI. Adjournment

This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Patric Esh, A.S. Board Coordinator, at patric.esh@humboldt.edu or call (707) 826-4221. Some accommodations may take up to several weeks to arrange.

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, October 9, 2017
Nelson Hall East, Room 120
Minutes #3

Call to Order

Kassandra Rice, Administrative Vice President, called the Board of Finance meeting to order at 3:00 p.m. on Monday, October 9, 2017 in Nelson Hall East 120.

Roll Call

Members Present: Norman Campos, Joseph Mularky, Kassandra Rice

Advisor Absent: Jenessa Lund (Excused)

Approval of the Agenda

MOTION: MULARKY/CAMPOS move to approve Agenda #3 dated October 9, 2017.

APPROVED

Chair's Report

No report.

Approval of Minutes

MOTION: MULARKY/CAMPOS move to approve Minutes #2 dated September 25, 2017.

APPROVED

Public Comment

No public comment.

Old Business

A. Request for \$6,750 from the Humboldt International Film Festival – **Action Item**

MOTION: MULARKY/CAMPOS move to approve \$6,750 from the Humboldt International Film Festival.

APPROVED

Helen Molina, Humboldt International Film Festival Co-Director, presented on the request. Molina said the funds were for the judge's travel and awards. Peter Blickensderfer, Humboldt International Film Festival Co-Director, and Maddy Harvey, Humboldt International Film Festival Co-Director, explained that they needed the additional funds in order for the Festival to be successful. Harvey noted that without the funds, they would not be able to fundraise for more funds from the community.

Amber Blakeslee, University Budget Office Director, said the program was granted \$2,000 from I.R.A. for marketing and advertising.

MOTION: RICE/ move to table the request for \$6,750 from the Humboldt International Film Festival until October 23, 2017. FAILED

No second was motioned. The motion failed on the floor.

B. Resolution 2017-18-2: An Act to Update the Associated Students Fiscal Code

MOTION: MULARKY/CAMPOS move to approve Resolution 2017-18-2: An Act to Update the Associated Students Fiscal Code. APPROVED

Esh presented on the resolution. Esh stated the reason for the resolution was to update the A.S. Fiscal Code using the approved 2017-18 A.S. budget language. Esh explained that some of the changes in the 2017-18 budget language were not changed in the A.S. Fiscal Code. Esh said the resolution would resolve that issue as well as update other discrepancies in the A.S. Fiscal Code.

C. Board A.S. Budget and Expenditures Report – Discussion Item

Amber Blakeslee, University Budget Office Director, discussed the A.S. reserve policy and the A.S. discretionary fund. Mularky said he would like to continue the discussion with Lund present at the next meeting.

General Discussion

No discussion

Announcements

No announcements.

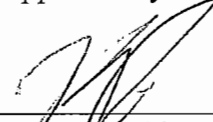
Adjournment

Rice adjourned the meeting at 3:41 p.m. without objection.

Recorded by:

Patric Esh
A.S. Board Coordinator

Approved by:



Kassandra Rice
Administrative Vice President



A.S. PROGRAM DISCRETIONARY FUND REQUEST FORM
(Hand-written submissions will not be accepted)

Name of A.S. Program: Bicycle Learning Center (Club)

Contact Person: Wyatt Kozelka

Phone: (650) 796-8175 Email: wjk@humboldt.edu

I. GENERAL NARRATIVE

Complete Description of Project or Item(s) To Be Purchased:

We request funds to purchase bicycle supplies and tools required for general maintenance of bicycles brought to the Bicycle Learning Center at HSU. See the attached spreadsheet for a complete list and description of each item we seek to purchase.

Justification for A.S. Funding (How Will Students Benefit From This Expenditure?)

The supplies and tools will be free for use by students. Volunteer mechanics provide free labor to help students learn how these bicycle tools and parts are used. Students are getting material and educational support at no-cost to maintain functioning of their bicycles.

How Has The Program Explored Environmentally/Socially Responsible Purchase Options?

The BLC helps students with the upkeep of their bikes, promoting students to ride, rather than drive to school. The funds we are requesting are to purchase materials from a wholesaler provider in Ashland, Oregon, as opposed to a different provider in Utah. The closer distance of shipment means less fossil fuels being used to deliver the supplies

II. REQUEST FOR DISCRETIONARY FUNDS BUDGET JUSTIFICATIONS

Please provide a detailed description for each expenditure item. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item 1: Maintenance supplies Amount: \$ 486.30

Explanation:

Includes supplies necessary maintenance of bike. Generally to keep parts of the bike clean, functional, and in optimal condition.

Line Item 2: Tools Amount: \$ 83.10

Explanation:

Includes tools required for maintenance of bicycles. These tools keep the bike functioning, allow mechanics to make adjustments, or remove components to perform maintenance.

Line Item 3: _____ Amount: _____

Explanation:

Line Item 4: _____ Amount: _____

Explanation:

Line Item 5: _____ Amount: _____

Explanation:

Line Item 6: _____ Amount: _____

Explanation:

III. INCOME AND EXPENDITURES

INCOME: List A.S. subsidy requested and other approved sources of income.

<u>Approved Funding Source</u>	<u>Amount:</u>
1. <u>Requested A.S. Funds</u>	<u>\$ 569.40</u>
2. _____	_____
3. _____	_____
Total Income:	<u>\$ 569.40</u>

INCOME: List potential sources of income.

<u>Potential Funding Source:</u>	<u>Amount:</u>	<u>Outcome:</u>
1. _____	_____	Pending
2. _____	_____	Pending
3. _____	_____	Pending
Total Income:	<u>\$ 0.00</u>	

Expenditures.

1. <u>Maintenance supplies</u>	<u>\$ 486.30</u>
2. <u>Tools</u>	<u>\$ 83.10</u>
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
Total Expenditures:	<u>\$ 569.40</u>

IV. REVIEWED BY:

Jack Murrell [Signature] 10/18/2017
Program Advisor Name Signature Date

JAY RYAN [Signature] 18 October 2017
Budget Administrator Name Signature Date

Description	ITEM	PART #	COST	QUANTITY	Net Cost
mountin brake cables	MTN BRAKE CABLE 1.5X1700 SLICK SS 100/BX	UB-BCMSS-B	\$ 89.00	1	\$ 89.00
road brake cables	ROAD BRAKE CABLE 1.6X1700 SLICK SS BOX/100	JW-BCRSS/B	\$ 105.00	1	\$ 105.00
shift cables	SHIFT CABLE 1.1X2100 SLICK SS 100/BOX	UB-SCSS/B	\$ 88.00	1	\$ 88.00
brake housing	BRAKE HOUSING, BLACK 50M BOX 5MM	UB-BCHBLACK/50	\$ 26.50	1	\$ 26.50
shift housing	AMM DER CABLE HOUSING BLACK 50M BOX	UB-DCH4B/50	\$ 55.00	1	\$ 55.00
shift ferrules	4MM NYLON LONG DERR FERRULE 100/BTL	JW-1154	\$ 11.50	1	\$ 11.50
brake ferrules	5MM NON-CRIMP BRK FERRULE, CP, 200/BTL	JW-1152D	\$ 16.50	1	\$ 16.50
grease	PARK POLYLUBE, 1LB TUB, PPL-2	PA-PPL2	\$ 9.90	1	\$ 9.90
chain lube	TRI FLOW 6OZ SQUEEZE	TF-D6	\$ 6.30	5	\$ 31.50
floor pump	PARK HOME MECHANIC FLOOR PUMP 2013-	PA-PFP8	\$ 21.50	1	\$ 21.50
patch kits	PARK VULCANIZING PATCH KIT, VP-1	PA-VP1	\$ 1.10	30	\$ 33.00
extra patch glue	CAMEL VULCANIZING FLUID, 8OZ ORM-D	AF-12-287	\$ 7.90	1	\$ 7.90
tire irons	KOOL STOP SPORT TIRE LEVER 3/SET	KS-TL	\$ 2.50	6	\$ 15.00
pedal wrench	PARK PEDAL WRENCH 9/16 & 15MM, PW-3	PA-PW3	\$ 15.50	1	\$ 15.50
9mm crescent wrench	KD/EASCO 7 & 9MM OPEN END WRENCH USA	KD-61609	\$ 2.40	1	\$ 2.40
freewheel removal tool	BR SHIMANO UG SPLINED FW REMOVER	BR-CT6	\$ 6.90	1	\$ 6.90
cassette removal tool	CYCLUS SHIMANO LR TOOL W/ GUIDE PIN	CU-005	\$ 11.90	1	\$ 11.90
bottom bracket tool	PARK ISIS COMP BB TOOL BBT-22	PA-BBT22	\$ 10.50	1	\$ 10.50
metric hex wrench set	BONDHUS 1.5-10MM HEX WRENCH SET W/HOLDER	BH-10999	\$ 11.90	1	\$ 11.90

Total \$ 569.40
 Total Tools \$ 83.10
 Total Supplies \$ 486.30

**Clubs and Activities Office
and
Associated Students**

Memo

To: Jane Hill, Associated Students General Manager; Gregory Rodriguez, Administrative Vice President

From: Chant'e Catt cmc1776@humboldt.edu

cc: (Jennifer Maguirejjm64@humboldt.edu)

Date: March 15, 2017

Re: Request from Homeless Student Alliance Advocate Alliance for AS Unallocated funds

HSAA is a student club working on solutions that help housing insecure students. HSAA is planning a, Hoofing It for Housing Equality," March in April. Our goal with this is to raise awareness that HSU students are experiencing challenges with this issue. Our club would also like to celebrate the community and show that we are here and ready to participate in local efforts and policy changes. We intend to have signs that show our love to the community of Arcata and or willingness to grow through adversity. Included is our campus event funding application, we were denied because the march will start on campus, the issue is we will be ending at the Arcata city council which is off campus. The finance details are included in detail on this attachment.

We appreciate your time and considerations on this matter.

May warmth surround you,

Chant'e Catt

Chant'e Catt

Associated Students Event Funding Board Request & Application for Funding

Must be typed. Online application available on the Clubs & Activities Website

FOR OFFICE USE

Date Received: _____

Active Club: _____

Appointment Day/Time: _____

Check all the apply:

☒ Clubs & Activities Grant (up to \$2,200)

☐ Cultural Programming Grant (up to \$3,000)

Name of Club/Organization: Humboldt State University Homeless Student Advocate Alliance

Primary Contact Person: Chante Cat

Phone Number: 310-673-9000 Email Address: luchadorlavender@gmail.com

Club Advisor: Jennifer McGuire

Extension Number: _____ Email Address: _____

Advisor's Signature: _____

Please fill out the following, attach additional pages if necessary:

1. Name of Event: Hoofing It For Housing Equality Estimated Attendance: 35+

Date: 04/27/17 Day of Week: Thursday Time: 1pm Location: HSU and Arcata

☐ Please check box if you have submitted a room reservation.

☐ Please check box if you have started the event application through the Clubs Office

2. Description of Event:

On Thursday, April 27 the HSU HSAA will lead a March from Campus into Arcata starting in the UC quad.

3. What is the purpose of the event?

We would like to call attention to the prevalence of housing insecurity among CSU students and rally support from the Arcata and Humboldt State Community.

4. How will this event benefit other students and the campus community at HSU?

Students suffer from housing insecurity every semester-our club was founded on the desire to help alleviate the detriments homelessness has on a student. This event will inform the campus and Arcata community that support is available for housing insecure students through the HSU HSAA.

5. What kind of publicity, advertising and/or outreach are you planning for this event?

For this event we plan to utilize a variety of media including: fliers, banners, social media advertisements, chalking, radio advertisements and email outreach.

6. If you are requesting funding for food, please explain how food is an integral part of the program.

Please see food purchase policy in budget application materials. Note that food purchases over \$200 must be part of a Cultural Programming Grant and an integral part of the program, not the sole purpose of the program/event (i.e. a dinner).

We plan on providing some food and beverage on the Arcata Square to hydrate and feed the advocates after the mark. Providing food and beverages inspires more incentive to participate and creates a possibility for open dialog and conversation among advocates.

7. Is this event being co-sponsored with other campus departments (i.e. academic department)? If yes, please provide an explanation regarding level of involvement and list anticipated revenue on budget page.

We would like to collaborate with every club on campus in order to reach a greater demographic of housing insecure students. Though we only have the confirmed support of the Communication Club on campus, we are still reaching out to other clubs.

8. What areas of your budget have you identified to be the lowest priority should we be unable to provide the total funding requested?

Food is our lowest priority, funds allocated to HSU HSAA will primarily go toward our outreach efforts within the campus and Arcata community.

Campus Events Funding Request - Line Items Details

Organization: Humboldt State University Homeless Student Advocate Alliance

Primary Contact Person: Chante Catt

Event: Hoofing It For Housing Equality

Phone Number: 310-673-9000

Email Address: luchadorlavender@gmail.com

Expenses	Amount	Explanation of Expenses
Speaker/Performance Fee:	<u>\$ 0.00</u>	
Travel for Speaker		
Transportation:	<u>\$ 0.00</u>	
Lodging:	<u>\$ 0.00</u>	
Supplies & Services		
Decorations:	<u>\$ 200.00</u>	<u>We will decorate a vehicle to follow and guide the march that displays messaging and information</u>
Equipment Rental:	<u>\$ 0.00</u>	
Facility Rental:	<u>\$ 500.00</u>	<u>Major Demonstration Permit</u>
Security:	<u>\$ 100.00</u>	<u>Police Escort</u>
Other:	<u>\$ 0.00</u>	
Public Relations		
Art/Graphic Charges:	<u>\$ 0.00</u>	
Publicity:	<u>\$ 0.00</u>	
Printing Costs:	<u>\$ 400.00</u>	<u>We will need to print many fliers, posters, and a few banners for our event.</u>
Food & Beverages*		
Catering:	<u>\$ 100.00</u>	<u>We would like to provide participants with snack foods at the finish line of the march.</u>
Groceries:	<u>\$ 100.00</u>	<u>We would like to purchase beverages for the finish line of the march.</u>
Other:	<u>\$ 0.00</u>	<u>Major Demonstration Permit</u>
Total Expenses	<u>\$ 1400</u>	
<p><i>*Please see food purchase policy in budget application materials. Note that food purchases over \$200 must be part of a Cultural Programming Grant and an integral part of the program, not the sole purpose of the program/event (i.e. a dinner)</i></p> <p><i>NOTE: Total expenses and total revenue must be the same amount. In order for these two figures to match you may need to contribute club funds or secure additional sources of funding.</i></p>		
Anticipated Revenue		
Club Fundraising:	<u>\$ 0.00</u>	
Clubs & Activities Grant:	<u>\$ 1400</u>	Total Requested of this Board: <u>1400</u>
Cultural Programming Grant:	<u>\$ 0.00</u>	
Campus Funding:	<u>\$ 0.00</u>	
Donations:	<u>\$ 100.00</u>	
HSU Div. Prog. Funding Grant:	<u>\$ 0.00</u>	
Other:	<u>\$ 0.00</u>	
Total Revenue:	<u>\$ 1,400.00</u>	

For Office Use Only:

Total Allocation: CAG: _____ CPG: _____

Amount Requested: _____

Amount Approved: _____

Comments: _____

For assistance with this form, contact Coordinator of MultiCultural Center in House 55, Rm 206 for Cultural Programming Board Grants.
Contact the Clubs Office, UC South Lounge, for Clubs & Activities Grants.

Associated Students Board of Finance
Humboldt State University
Monday, February 20, 2017
Nelson Hall East, 120
Minutes #8

Call to Order

Greg Rodriguez, Administrative Vice President, called the Board of Finance meeting to order at 9:04 a.m. on Monday, February 20, 2017 in Nelson Hall East 120.

Roll Call

Members Present: Joseph Mularky, Jonah Platt, Greg Rodriguez,

Advisor Present: Jane Hill

Approval of the Agenda

MOTION: PLATT/MULARKY move to approve Agenda #3 dated Monday, February 20, 2017
APPROVED

Chair's Report

Public Comment

No public comment

Old Business

- A. Request from the Unallocated AS Funds of \$850 for a printer by the MultiCultural Center. –
Action Item

The Board of Finance will review a request from the unallocated AS Funds of \$850.00 for a printer by the MultiCultural Center.

MOTION: PLATT/MULARKY move to approve a request from the Unallocated AS Funds of \$850 for a printer by the MultiCultural Center.
APPROVED

- B. Request from the Unallocated AS Funds of \$1400 for the Homeless Student Advocate Alliance. – **Action Item**

The Board of Finance will review a request from the unallocated AS Funds of \$1400 for the Homeless Student Advocate Alliance.

MOTION: MULARKY/PLATT move to approve a request from the Unallocated AS Funds of \$1400 for the Homeless Student Advocate Alliance.
APPROVED

Chantee talked about the reasons for the funds which includes permits for the march.

C. Request from the Unallocated AS Funds of \$1380 for the HSU Environmental Studies Club.
– **Action Item**

The Board of Finance will review a request from the Unallocated AS Funds of \$1380 for the HSU Environmental Studies Club.

MOTION: MULARKY/PLATT move to approve a request from the Unallocated AS Funds of \$1380 for the HSU Environmental Studies Club. APPROVED

Rodriguez talked about the reason for the funds which includes travel and lodging.

MOTION: PLATT/MULARKY move to amend the request to include “up to” before \$1380.
APPROVED

D. Budget Request From WRC Special Projects In House – **Action Item**

WRC would like to request to use \$2500 of the funding from the line item “Special Projects In-House” to bring Julio Salgado from the group Culturestrike to campus in March.

MOTION: PLATT/MULARKY move to approve Budget Request from WRC Special Projects In House. APPROVED

Esh reported the WRC is asking for approval for funds as noted in the budget language. The Board of Finance would like to change the language

Announcements

No announcements

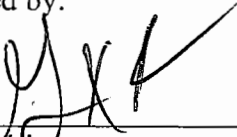
Adjournment

Rodriguez adjourned the meeting at 9:20 a.m. without objection.

Recorded by:

Patric Esh
A.S. Council Coordinator

Approved by:



Greg Rodriguez
Administrative Vice President

Associated Students Council
Humboldt State University
Monday, February 20, 2017
UC Banquet Room
Minutes #15

Call to Order

Avitia, Legislative Vice President, called the meeting to order at 3:00 p.m. in the University Center Banquet Room.

Roll Call

Representatives Present: Carlrey Delcastillo, Tessa Lance, Sonya Navarro, Joey Mularky, Paola Valdovinos

Representatives Absent: Jason Jones (Excused), Jenny Werthman (Excused)

Officers Present: Jessie Avitia, Jonah Platt, Gregory Rodriguez

Advisors Present: Alejandro Arredondo, Chey King, Dante Hamm, Jane Hill,
Dr. Peg Blake

Approval of Agenda

MOTION: MUEARKY/NAVARRO move to approve Agenda #15 dated February 20, 2017
APPROVED

Chair's Report

Avitia said the agenda has a lot of items to discuss and to please be brief regarding their comments and questions.

Approval of Minutes

MOTION: NAVARRO/PLATT move to approve Minutes #14 dated February 6, 2017
APPROVED

Special Presentation

- A. Michael Camann – CFA Chapter President
Camann will present on current campus issues and state funding.

The presentation will be moved to the next meeting.

Public Comments (As per the Gloria Romero Open Meeting Act authorized by Section 89306.)

There was no Public Comment.

Appointments to Committees and Council**A.S. President (Jonah Platt)**

- MOTION: MULARKY/DELCASTILLO move to appoint Greg Rodriguez to the Instructionally Related Activities committee as the Chair. APPROVED
(1) ABSTAIN
- MOTION: MULARKY/NAVARRO move to appoint Dominic Cicerone to the College of Arts, Humanities, and Social Science Representative in the AS Council. APPROVED
- MOTION: RODRIGUEZ/NAVARRO move to appoint Asia Ross as the College of Professional Studies Representative within the AS Council. APPROVED
- MOTION: MULARKY/VILL move to appoint Sonya Navarro as the Student Affairs Vice President within the AS Council. APPROVED
- MOTION: MULARKY/RODRIGUEZ move to appoint Asia Ross to the Appointments and Elections Committee. APPROVED
- MOTION: NAVARRO/RODRIGUEZ move to appoint Joey Mularky to the Instructionally Related Activities. APPROVED
- MOTION: DELCASTILLO/MULARKY move to appoint Austin Anderson to the Humboldt Energy Independence Fund. APPROVED
- MOTION: NAVARRO/DELCASTILLO move to appoint Austin Anderson to the Earth Week Planning Committee. APPROVED
- MOTION: MULARKY/DELCASTILLO move to suspend AS Gov. Code 7.03 for the appointment of Tessa Lance to the Earth Week Planning Committee. APPROVED
- MOTION: NAVARRO/RODRIGUEZ move to appoint Tessa Lance to the Earth Week Planning Committee. APPROVED
- MOTION: MULARKY/NAVARRO move to appoint Paola Valdovinos to the AS Executive Committee. APPROVED
- MOTION: MULARKY/NAVARRO move to suspend AS Gov. Code 7.03 for the appointment of Madison Kirkpatrick to the University Sports Facilities Scheduling Advisory Group. APPROVED
- MOTION: MULARKY/NAVARRO move to appoint Madison Kirkpatrick to the University Sports Facilities Scheduling Advisory Group. APPROVED
- MOTION: NAVARRO/MULARKY move to appoint Akash Dixit to the Humboldt Energy Independence Fund. APPROVED

A.S. Administrative Vice President (Gregory Rodriguez)

MOTION: PLATT/NAVARRO move to suspend AS Gov. Code 7.03 for the appointment of Jason Jones to the Instructionally Related Activities committee. APPROVED

MOTION: NAVARRO/MULARKY move to appoint Jason Jones to the Instructionally Related Activities committee. APPROVED

A.S. Legislative Vice President (Jessie Avitia)

MOTION: PLATT/NAVARRO move to suspend AS Gov. Code 7.03 to appoint Zachery Kehm to the Academic Policy Committee. APPROVED

MOTION: MULARKY/NAVARRO to approve to appoint Zach Kehm to the Academic Policy Committee. APPROVED

MOTION: PLATT/NAVARRO move to suspend AS Gov. Code 7.03 to appoint Morgan Kipf to the Earth Week Planning Committee. APPROVED

MOTION: LANCE/NAVARRO move to appoint Morgan Kipf to the Earth Week Planning Committee. APPROVED

A.S. Student Affairs Vice President (Vacant)

No appointments.

Old Business

- A. Resolution of Associated Student of Humboldt State University Authorizing Investments of Monies in the Local Agency Investment Fund. – **Tabled Action Item**
This resolution authorizes investments of monies in the local agency investment fund.

MOTION: LANCE/NAVARRO move to remove from the table Resolution of Associated Student of Humboldt State University Authorizing Investments of Monies in the Local Agency Investment Fund.

Hill said the reason for the resolution. Rodriguez explained the E.D. signature will be included when the next E.D.

- B. Resolution 2016-17-4: An Act to Establish the Position and Membership of Sustainability Officer. – **Second Reading**
This resolution states to establish a new Council member on the AS Council.

MOTION: PLATT/LANCE move to approve Resolution 2016-17-4: An Act to Establish the Position and Membership of Sustainability Officer. APPROVED

Navarro talked about the duties of the Graduate Pledge Alliance might be designated to Forever Humboldt. Dr. Blake asked about the relationship with the Diversity and Inclusion manager. Avitia explained the representative would be consulting with the manager. Blake asked about the stipend amount.

- C. Resolution 2016-17-5: An Act to Establish the Position and Membership of Officer of Diversity and Equity. – **Second Reading**
This resolution states to establish a new Council member on the AS Council.

MOTION: LANCE/MULARKY move to approve Resolution 2016-17-5: An Act to Establish the Position and Membership of ~~Officer of Diversity and Equity~~ Officer of Social Justice and Equity. APPROVED AS AMENDED

Platt asked about the Social Justice Representative and explained reasons why it might want to be deleted from the resolution.

MOTION: PLATT/NAVARRO move to strike "the Social Justice and Equity Council of the CSSA." APPROVED AS AMENDED

Council members discussed the cost of transportation to go to the CSSA meetings. Council members also discussed the reasons and against the motion.

MOTION: PLATT/NAVARRO move amend the amend and strikeout "strikeout" to move the end of the resolve to state "and be in collaboration with the Social Justice and Equity Council of the CSSA." APPROVED

Platt would like to change the title of the position. Lance would like to have a discussion on the matter. Arredondo asked if the title can change over time and Avitia said yes. Navarro suggested Social Justice and Equity

MOTION: NAVARRO/LANCE move to amend the resolution to replace the title of the position from office of diversity and Equity to Officer of Social Justice and Equity. APPROVED

- D. Resolution 2016-17-6: An Act to Dissolve Membership of One College of Professional Studies Representative. – **Second Reading**
This resolution dissolves one College of Professional Studies Representative from the AS Council.

MOTION: PLATT/DELCASTILLO move to approve Resolution 2016-17-6: An Act to Dissolve Membership of One College of Professional Studies Representative. APPROVED

Arredondo asked for clarity of the number of positions. Navarro asked if the position would be replaced. Avitia said it could be possible. Platt explained the reason for the elimination of the position.

New Business

- A. Resolution 2016-17-7: An Act to Oppose the Tuition Increase – **Action Item**
This resolution states to oppose the tuition increase and provide alternative options. Author requests to waive the first reading.

MOTION: MULARKY/PLATT move to waive the first reading of resolution 2016-17-7: An Act

to Oppose the Tuition Increase.

APPROVED

MOTION: NAVARRO/VALDOVINOS move to approve Resolution 2016-17-7: An Act to Oppose the Tuition Increase

APPROVED

King explained the reasons for the resolution. Navarro asked for more clarity of the resolve. King explained the reason for. Blake noted the HSU administration does not make five thousand dollars. Rodriguez talked about the standard of living is changing and that is the reason for the tuition increase.

Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)

President (Jonah Platt)

Executive Committee Meeting -- February 17, 2017

- 1) Allocation of Funds for the Study Lounge – **Action Item**

MOTION: LANCE/MULARKY move to approve allocation of funds for the Study Lounge

APPROVED

Arredondo talked about not enough massages for all the persons who signed up. Platt noted the issues and will be resolving the issue for the next retreat.

- 2) Allocation of funds for the AS Retreat – **Action Item**

MOTION: MULARKY/NAVARRO move to approve allocation of funds for the AS Retreat.

APPROVED

Platt discussed the funds to pay for workshop trainers.

- 3) Goals and Objectives of the Council. – Discussion Item
The committee will review and organize the brainstorm that we had during the last council meeting and see if they correspond with the goals identified during the small group meeting with Jen and Grecia.

Platt discussed the discussion from the last Council meeting was moved to the Executive Committee. One of the discussion was creating a taskforce for institutional memory. Platt also discussed creating a powermap for each Executive Committee member.

Administrative Vice President (Gregory Rodriguez)

Board of Finance Committee Report – February 13, 2017

- 1) 2017-18 Planning – Discussion Item
The Board of Finance will discuss the 2017-18 planning of the budget and accounts.

- 2) Request for Unallocated AS Funds for Race to Zero Student Class – **Tabled Action Item.**

Failed in committee.

- 3) Request for \$700 from A.S. unallocated for the Mycology Fair – **Action Item**

MOTION: PLATT/NAVARRO move to approved Request for \$700 from A.S. unallocated for the Mycology Fair. **APPROVED**

- 4) Request for \$1,100 from A.S. unallocated for the Society for Women in Math and Sciences. – **Action Item**

MOTION: PLATT/LANCE move to approve the request for \$1,100 from A.S. unallocated for the Society for Women in Math and Sciences. **APPROVED**

Platt explained the funds was for food and in the Board of Finance the item was changed to “up to \$1,100.”

- 5) Request Determination by the Board of Finance as to which AS Programs will be invited to the Board of Finance meeting to answer specific questions about their 2017-18 AS Program Budget Request. Date of Budget Hearings is Saturday, February 25, 2017. – **Discussion Item**

Rodriguez explained the Board of Finance chose certain programs to attend a hearing on Saturday, February 25, 2017.

Board of Finance Special Meeting– February 20, 2017

- 1) Request from the Unallocated AS Funds of \$850 for a printer by the MultiCultural Center. – **Action Item**

MOTION: LANCE/PLATT move to approve the request from the Unallocated AS Funds of \$850 for a printer by the MultiCultural Center. **APPROVED**

- 2) Request from the Unallocated AS Funds of \$1400 for the Homeless Student Advocate Alliance. – **Action Item**

MOTION: PLATT/LANCE move to approve the request from the Unallocated AS Funds of \$1400 for the Homeless Student Advocate Alliance. **APPROVED**

- 3) Request from the Unallocated AS Funds of \$1380 for the HSU Environmental Studies Club. – **Action Item**

MOTION: LANCE/NAVARRO move to approve the request from the Unallocated AS Funds of \$1380 for the HSU Environmental Studies Club. **APPROVED**
(1) ABSTAIN

4) Budget Request From WRC Special Projects In House – **Action Item**

MOTION: NAVARRO/LANCE move to approve Budget Request from the WRC Special Projects In House. **APPROVED**

Rodriguez talked about the program was required to make a request because of the budget language.

Student Affairs Vice President (VACANT)

Navarro reported on moving the to move the poster to the AS Lounge. Navarro was currently working on a meeting time with Stephanie Lane from Forever Humboldt to talk about the Graduation Pledge birthday bash and the plans for the GPA.

Legislative Vice President (Jessie Avitia)

Avitia reported Lisa Llopes has been doing a great job on the ICC and provided an extensive report.

Delcastillo – College of Arts, Humanities and Social Sciences

Delcastillo attended the ROPC and resigned the Advancement Foundation.

Werthman– College of Arts, Humanities and Social Sciences

Absent.

Mularky – College of Professional Studies

No report.

Ross – College of Professional Studies

No report.

Lance – College of Natural Resources and Sciences

Lance reported she has been working on AS resolutions for their second readings. Lance is also working on the AS Executive Director Screening Committee.

Valdovinos - At-Large Representatives

Valdovinos reported on studying the AS constitution and codes and attended the Executive Committee meeting.

Jason Jones – Graduate Representative

Absent.

Vice President of Enrollment Management and Student Affairs (Peg Blake)

Blake reported the university is researching to reduce the budget by five percent over the next two years. The veterans and undocumented community will be getting a center.

AS Executive Director (Jane Hill)

Hill talked about the 2017-18 budget application and the change in advising of certain AS funded programs.

Chey King – External Affairs Representative

King reported on the CSSA February agenda. King reported on working on resolution about cultural competency and divesting from Sysco.

Alejandro Arredondo – AS Presents Representative

Arredondo reported Alicia Garza presentation was cancelled. Arredondo is working on the Fall semester but waiting on the fiscal report. Arredondo submitted a proposal for bands in the Fall semester. AS Presents is working on resolution on the position being an elected position.

Dante Hamm – Elections Commissioner

Hamm reported the elections. There will be a screening of the Pokémon show and talk about AS Council. March 22 will be a screening of Frida with a discussion about AS. AS Elections Commission will be presenting during the Social Justice Week.

General Council Discussion

No discussion.

General Council Work Session

Unconscious Bias Training – Jennifer Eichstedt – **Time Certain 4:45 p.m.**

The council will be trained on unconscious bias for the Executive Director position interviews.

Eichstedt provided Unconscious Bias Training for the AS Council.

Blake left the meeting at 5:22 p.m.

Announcements

No announcements

Adjournment

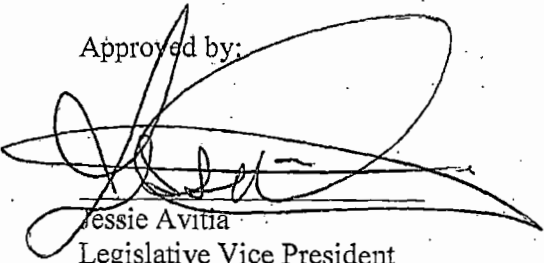
Avitia adjourned the meeting without objection at

Recorded by:

Patric Esh

AS Council Coordinator

Approved by:



Jessie Avitia

Legislative Vice President

HUMBOLDT STATE UNIVERSITY

Vice President of Administrative Affairs

TO: Associated Students of Humboldt State University

FROM: Joyce Lopes, Vice President Administrative Affairs and Chief Financial Officer

DATE: April 28, 2016

SUBJECT: 2016-17 Budget Proposal

Thank you for your 2016-17 recommended budget. The budget is the embodiment of your plan to support student initiatives across campus. During my review of the budget, I noticed several areas where the Associated Students budget supported the Humboldt State University (HSU) Strategic Plan. Support of a Lecture Series within AS Presents, increased support for programming grants, and additional allocations for the OH Snap! food pantry are a few of the budget allocations that align well with HSU's Strategic Plan.

It is my understanding that you have assumed direct oversight for the Graduation Pledge Alliance (GPA) this year in order to achieve efficiencies in how the program is run. The Graduation Pledge Alliance is an important program at HSU and it is my hope that it will continue to receive support from AS in the future. Hopefully this change will find the program as well supported in the future as it has been in the past.

The Community Service Scholarship was not funded this year. AS has recommended is to phase this scholarship out after the fund balance of \$57,000 is spent down. Why is AS phasing out this program? Do you have any data on how many students this may affect when the program is discontinued? This would be useful information for future planning purposes.

I noted that you have a fund balance (unrestricted net position) of \$450 thousand projected on July 1, 2016. You indicate allocating \$35,000 in 16/17 to support the annual budget, \$11,540 for a community garden, \$3,500 for computer refresh and \$25,000 for AS Office remodel. This will bring your reserve close to the 30% of current year expenditures maximum outlined in the AS Reserve Policy. The Chancellor's Office has recently issued a new reserve policy for all CSU campuses. This new policy sets the operating reserve maximum at 50% of the current year operating budget. In addition, reserves may be established for dedicated purposes such as capital improvements, equipment acquisition, and program development. I request AS review the reserve policy during the 16/17 academic year in light of this new policy from the CSU system office. I or my staff are available and willing to assist with this review or answer any questions.

1 Harpst Street • Arcata, California 95521-8299 • 707 826-3351 • fax 707 826-5703 • humboldt.edu/adminaffairs

In the past, this budget was presented to me for review and approval while the IRA budget was presented to the President for review and approval. In the future, please include the President and me on both budgets for review and approval. While I am providing my approval at this time, President Rossbacher also plans to review this budget and may provide you with feedback as well.

Again, thank you for your diligence in preparing and vetting this budget recommendation. You deserve to be proud of your programs and their contribution to Humboldt State University and our student body.

cc: President Lisa Rossbacher
Vice President Peg Blake
Director Mike Burghart
Director Amber Blakeslee



Associated Students

HUMBOLDT STATE UNIVERSITY

April 6, 2016

Joyce Lopes
Vice President of Administration and Finance
Humboldt State University
Arcata, CA 95521

Dear Vice President Lopes,

As per the "Memorandum of Understanding Between Humboldt State University and Associated Students Covering Custodial Responsibilities and Fiscal Management Requirements", enclosed for your approval is the 2016-17 Associated Students budget.

The AS Recommended Budget is divided into three sections: the AS budget summary page comparing the 2015-16 budget to the 2016-17 recommended budget and AS fee revenue assumptions; 2016-17 budget language that applies to all programs receiving AS funds; and the recommended budget for each program broken down by line item including any specific budget language applicable to that program.

Also, as per the CSU Auxiliary Organizations Compliance Guide, Section 10.2.1, Fiscal Policy; each auxiliary organization governing board shall annually conduct a review of the fiscal viability of the organization. In conjunction with the budget development process, the Associated Students Council reviewed the financial viability of the organization, which included an evaluation of the reserve funds. I have included a copy of the 2016-17 Unrestricted Net Position Analysis with this budget recommendation. Based on this analysis, we feel secure that we will be able to continue to achieve our operating objectives, maintain an adequate level of working capital to maintain our programs, meet on-going commitments, address emergencies that may have a budgetary impact and fulfill our mission over the long term.

We're proud of our programs and what they contribute to Humboldt State University and the student body--particularly due to their creativity, uniqueness and initiative. Notable highlights of the 2016-17 recommended budget follow:

AS General Operations

- The AS General Operations budget reflects the change in the General Manager's/Executive Director position transitioning to an Associated Students employee vs. a State employee. The budget also includes an amount for the UC/AS Business Services Agreement fee.

A.S. Government

- The AS Government budget reflects the change in the AS Council Assistant position transitioning to an Associated Students employee vs. a University Center employee.

- The AS Council has recommended that the support and responsibilities for the Graduation Pledge Alliance (GPA) Program be re-directed and assigned to the AS Government budget to be overseen by the AS Student Affairs Vice President with help from the newly created Outreach Assistant position.

A.S. Presents

- The AS Presents budget includes an amount of \$30,000 that to be earmarked for Lecture Series events. An amount earmarked for a Lecture Series has not occurred in the past.

A.S. Programming Grants

- The AS Council has recommended increasing the maximum amount per Club and AS Program Activity grants be increased from \$1,500 to \$2,200 per single event.
- Also, due to high demand, the AS Council is recommending an additional subsidy of \$3,000 more than requested.

Club and Program Support

- Hourly wages is a new line-item. Funds will be used to support student programmer wages.
- Travel funds have increased due to the increase in demand and costs to travel.
- Additional funds have been allocated to support event programming by the Clubs and Activities Office.

Drop-In Recreation

- The management of the pool has transitioned from the Recreation Program to the Kinesiology Department. Funding is contingent upon Drop-In Gym and Drop-In pool hours are the same hours as presented in the 2016-17 budget request. The AS President shall be made aware of any adjustments to the proposed hours.

Graduate Pledge Alliance (GPA)

- The AS Council has recommended that the support and responsibilities be re-directed and assigned to the AS Government budget to be overseen by the AS Student Affairs Vice President with help from the Outreach Assistant.

Multicultural Center (MCC)

- The AS Council is not recommending the Travel and Conference funding request specific for MCC but suggests MCC requests these funds from the Clubs and Program Support for Travel and Conference line-item.
- \$1,500 had been allocated in 2015-16 for a brochure that MCC produces bi-annually however it is recommended that MCC receive \$500 to refresh the brochure in 2016-17.

Oh Snap! Campus Food Program

- The AS Council has recommended increasing the allocation for the Oh Snap! Program beyond the requested amount due to the alarming demonstrated need and numbers of students experiencing some level of food insecurity.

A.S. Campus/Community Service Scholarship

- Approximately twenty scholarships (\$500 per semester for a maximum of \$1,000 per academic year) have been awarded annually. The 2016-17 A.S. Budget recommendation is that this scholarship be phased out after the fund balance held in Financial Aid is spent

down to zero. The current balance is that fund is approximately \$57,000. However, ten scholarships were recently awarded by the Scholarship Committee so the 2016-17 beginning balance will be closer to \$47,000.

Equipment Replacement

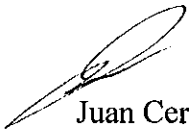
- Funds will be used for the replacement of four computers owned by the Associated Students that will no longer be under warranty and serviced by Information Technology Services (ITS).

Unallocated

- \$1,000 in Restricted Funds has be earmarked for a Veteran's Club on-campus outreach activity to be approved by the Board of Finance.
- \$3,600 in Restricted Funds has been earmarked to migrate the AS website to Drupal, improve visibility of site to help viewers easily find content and to refresh design.

We look forward to your approval of the Associated Students 2016-17 budget. If you have any questions, please contact Joan Tyson, our AS General Manager at joan.tyson@humboldt.edu or extension 5410.

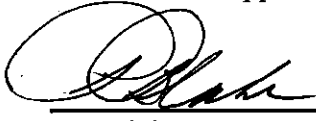
Sincerely,



Juan Cervantes
Associated Students President

cc: Joan Tyson, AS General Manager

Recommend Approval:

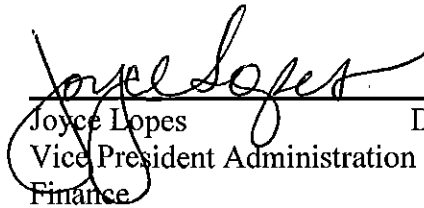


Peg Blake
Vice President Enrollment
Management & Student Affairs

Date

4/10/14

Approved:



Joyce Lopes
Vice President Administration &
Finance

Date

Presented to the Associated Students
Council on March 7, 2016

Associated Students of Humboldt State University
2016-17 Recommended Budget



Approved by the Associated Students Council
on April 4, 2016

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
2016-17 FISCAL YEAR RECOMMENDED BUDGET**

#	PROGRAM NAME	Approved 2015-16	Request 2016-17	Recommend 2016-17
1	A.S. EXTERNAL AFFAIRS	18,880	19,830	19,830
2	A.S. GENERAL OPERATIONS	241,600	214,000	214,000
3	A. S. GOVERNMENT	101,325	127,175	129,975
4	A.S. INSURANCE	8,000	8,500	8,500
5	A.S. PRESENTS	106,425	126,425	126,425
6	A.S. PROGRAMMING GRANTS	55,000	55,000	58,000
7	CAMPUS CENTER APPROPRIATE TECH. (CCAT)	55,670	55,670	55,670
8	CHILDRENS CENTER	43,495	45,130	45,130
9	CLUB AND PROGRAM SUPPORT	30,800	40,250	39,370
10	DROP IN RECREATION	28,435	32,040	32,040
11	ERIC ROFES QUEER RESOURCE CENTER	10,210	16,340	15,710
12	GRADUATE PLEDGE ALLIANCE	4,435	4,435	0
13	HUMBOLDT FILM FESTIVAL	10,370	10,500	10,500
14	LEARNING CENTER TUTORIAL PROGRAM	19,115	23,315	23,315
15	MARCHING LUMBERJACKS	5,800	5,800	5,800
16	MULTICULTURAL CENTER (MCC)	42,440	45,740	41,540
17	OH SNAP! CAMPUS FOOD PROGRAM	5,000	10,000	13,535
18	SPORTS CLUBS	30,775	30,775	30,775
19	STUDENT ACCESS GALLERY	11,025	11,125	11,125
20	WASTE REDUCTION RESOURCE AWARE (WRRAP)	35,320	35,490	35,490
21	WOMEN'S RESOURCE CENTER	27,530	27,845	27,845
22	YOUTH EDUCATIONAL SERVICES (YES)	66,003	68,975	66,005
23	STUDENT ENGAGEMENT AND LEADERSHIP	5,000	5,000	5,000
24	COMPUTER EQUIPMENT REPLACEMENT	3,500	3,500	3,500
25	AS CAMPUS/COMMUNITY SERVICE SCHOLARSHIP	10,000	0	0
26	UNALLOCATED	10,847	13,320	13,420
TOTAL BUDGET		\$987,000	\$1,036,180	\$ 1,032,500
TOTAL REVENUE (FEES & RESERVE ALLOCATION)		\$0	\$994,000	\$ 1,032,500
REVENUE OVER EXPENDITURES		\$0	-\$42,180	\$0

AS FEE REVENUE ASSUMPTIONS PROVIDED BY UNIVERSITY BUDGET OFFICE

	Fall	Spring	Annual Total
2016-17 Enrollment Forecast			
Headcount	8,860	8,285	8,573
Revenue Budget			
	\$518,000	\$476,000	\$994,000
Allocation from General Operation Reserves			\$35,000
Allocation from Capital Purchase Reserves			\$3,500
Total			\$1,032,500
AS Fee Per Student	\$59	\$58	\$117

**ASSOCIATED STUDENTS
HUMBOLDT STATE UNIVERSITY**

2016-17 BUDGET LANGUAGE
(Applies to all programs receiving A.S. funds)

1. Approved Uses of Student Body Organization Funds. The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students that wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.
2. All A.S. funded programs are responsible for reading and following the budget and budget language.
3. Failure to comply with budget language stipulations may result in funds being frozen, or other disciplinary action, pending Board of Finance action.
4. If the Board of Finance encounters a program that chooses not to comply with the policy enumerated in this document, the Administrative Vice President will request that the program's budget administrator attend a meeting to discuss how the program can come into compliance. If the program continues to not comply with the policy, the Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program's annual budget.
5. A.S. funds cannot be used to purchase alcohol.
6. TRAVEL. As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a "Release, Hold-Harmless and Informed Consent" statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Anyone traveling by air and/or ground transportation on behalf of an Associated Students program must have a completed "Release and Hold Harmless Statement" on file with the Associated Students Business Office or designee.
7. PRIVATE VEHICLES. Anyone traveling on behalf of an Associated Students program must have a completed "An authorization to Use Private Vehicles" for Associated Students approved travel. Authorization forms are kept on file with the Associated Students Business Office or designee.
8. Any promotional materials, print, email, listserv—printed or sent out, needs the AS logo to be clearly represented and prominently displayed. This includes programs and events funded by the A.S. Event Funding Committee. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the Board of Finance.

9. Any budgeted media area must include without alterations the following disclaimer: *The [Name of Publication] is the official newsletter of the [Name of Program] which is funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by the Associated Students. All correspondence regarding this publication should be addressed to:*

*[Name of Program]
[Name of Publication] Editor
Humboldt State University
Arcata, CA 95521
or call
826-[Phone number of Program]*

All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:

*Associated Students
Humboldt State University
Arcata, CA 95521*

10. To assure that A.S. program publications are effective in reaching the student population in a timely manner, publication guidelines have been developed.

A.S. publications must be available and distributed by the following deadlines or A.S. funds cannot be utilized for payment.

Fall Semester publication(s): No later than Monday, December 5, 2016
Spring Semester publications(s): No later than Monday, May 1, 2017

(A possible five day grace period is available with advance approval from the A.S. Administrative Vice President and General Manager.)

11. Expenditure of Associated Students funds within line-items of programs as allocated by the A.S. Council will be strictly adhered to. Transfers of funds between line-items must be requested in writing and approved by the A.S. Administrative Vice President and General Manager. Transfers over \$200 must also be approved by the Board of Finance. YES, Multicultural Center is examples of programs. Hourly/Work study, Special Projects, Supplies and Services, Publicity are examples of line-items. Exceptions to this budget language can be granted by the General Manager at the end of the Spring semester if the Board of Finance has no more scheduled meetings.
12. DIRECTORS—paid hourly: For director positions, annual amounts are as follow. These are per year amounts, payable half each semester. The same person cannot receive payment for more than one director position within each program without prior approval of the Board of Finance.

a. Program Director	\$2,550 (\$1,275 per semester)
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A program director is generally the student that has overall administrative responsibility for a program. A program director usually works 8-9 hours a week during the academic year.

- b. Co-Director \$1,950 (\$975 per semester)
Co-Directors generally share the oversight of a program based on a description of duties. A co-director generally works 6-7 hours a week during the academic year.
- c. Assistant Director \$1,350 (\$675 per semester)
Assistant director's support the director and/or the co-director with the program's administration. An assistant director generally works 4-5 hours a week during the academic year.

These are per year amounts, payable half each semester unless otherwise approved by the AS General Manager.

13. NON-COMPENSATORY STIPEND CRITERIA. Stipends shall be awarded as per Government Code, Section 6.

14. A.S. CLUB AND PROGRAM GRANTS/CULTURAL PROGRAMMING GRANTS/SPECIAL PROJECTS AND SPECIAL PROJECTS-IN HOUSE FUNDS STIPULATIONS.

- a. Club and A.S. Program grants up to \$2,200 are available for on-campus events (1 Harpst Street) that will benefit the entire campus community.
- b. Cultural Programming Grants (CPG) up to \$3,000 are available for on-campus events (1 Harpst Street) that will benefit the entire campus community. Cultural Programming Grants provides funding for on-campus events that promote social justice, educate and raise awareness of cultural diversity, equity, cultural celebrations and traditions.
- c. Free Admission— Admission to programs receiving A.S. Club and Program, Cultural Programming, Special Projects, and Special Projects-In House grants shall be free.
- d. A.S. Club and Program grants shall be administered by the Clubs Office; Cultural Programming Grants shall be administered by the MCC.
- e. Equal funding per semester shall be made available to recognized clubs and A.S. programs. If funds for an event are committed in a previous semester, the allocation shall be deducted from the semester in which the event occurs.
- f. Allocation of the grants shall be made by the A.S. Event Funding Committee as described in the A.S. Committee Handbook.
- g. No more than \$2,200 may be allocated to any one organization per semester unless funding is also received from a CPG grant. If event funding includes an allocation from the Cultural Programming Grant, no more than \$3,000 may be allocated to any one organization per semester.
- h. No more than \$3,000 can be given to a single event, regardless of the number of groups applying for the funds.

- i. Promotional materials for events funded by the grants must include the prominent display of the A.S. logo and the name of the sponsoring club or A.S. program. Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50 will be reviewed by the Board of Finance.
- j. Publicity for events shall be reviewed by the Clubs Office or the Multicultural Center Office in advance of posting—depending on the source of funds.
- k. Voting members on the A. S. Event Funding Committee shall include: A.S. Administrative Vice President (Chair), A.S. Vice President Student Affairs, 2 students recommended by the MCC appointed by the A.S., and 1 student recommended by the Clubs Office appointed by the A.S. Vice Chair shall be a student selected by the board.
- l. Non-voting advisors to the committee shall be the MCC Director and the Club Coordinator.
- m. At least 3 student committee members must be present at a meeting to conduct business.
- n. In the event the A. S. Council has not had the opportunity to approve members of the funding committee, or the funding committee has not been formed, exceptions can be made to expend funds with a written request from the advisor. Request shall be reviewed by the A.S. President (or the Administrative Vice President if President is not available). The need for this exception is most likely to occur at the beginning of the fall semester prior to when the committee has had time to meet.
- o. Food Purchase Stipulations: Note Item #15 in the Budget Language below.

15. FOOD PURCHASE STIPULATIONS:

FOOD PURCHASES UP TO \$200: Clubs and Programs that receive funds an A.S. Club or Program Grant, Cultural Programming Grant, Special Projects, and/or Special Projects-In House may spend up to \$200 for refreshments for that event.

FOOD PURCHASES UP TO \$300: Clubs and Programs that receive a Cultural Programming Grant, may spend up to \$300 for food for that event. Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner).

- 16. Retreat funds may be used for lodging, transportation, room rental, group activity, and/or food expenditures.
- 17. Environmentally and Socially Responsible Purchases – The Associated Students is committed to making environmentally and socially responsible purchases with Associated Students funds. Program Budget Administrators will explore environmentally and socially responsible purchase options, and when feasible, choose the environmentally and socially responsible option.
- 18. Associated Students funded programs may not expend A.S. funds to endorse an A.S. elections candidate (including coalitions) or engage in an activity that is beneficial or

detrimental to any candidate. Use of Associated Students funds for these purposes is prohibited.

19. Associated Students funded organizations are prohibited from endorsing candidates, coalitions, or recalls during an election.
20. Associated Students funds shall not be used to support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.

Associated Students 2016-17 Recommended Budget

1 A.S. EXTERNAL AFFAIRS

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 18,880	\$ 19,830	\$ 19,830
EXPENDITURES			
NON-COMPENSATORY STIPEND	2,155	2,155	2,155
COMMUNICATIONS	375	375	375
TRAVEL AND CONFERENCE	8,650	9,500	9,500
SUPPLIES AND SERVICES	300	300	300
ADDITIONAL ACTIVITIES	6,400	6,500	6,500
LOBBY CORPS	1,000	1,000	1,000
TOTAL EXPENDITURES	18,880	19,830	19,830

BUDGET LANGUAGE - A.S. EXTERNAL AFFAIRS

- 1 STIPEND SHALL BE AWARDED AS FOLLOWS: ONE REPRESENTATIVE AT \$2,155.
- 2 STIPEND AWARD CRITERIA: SEE ITEM NO. 13 IN THE GENERAL BUDGET LANGUAGE.
- 3 TRAVEL AND CONFERENCE INCLUDES FUNDS FOR REPRESENTATIVE TO TRAVEL TO ELEVEN CSSA PLENARY MEETINGS. COSTS ASSOCIATED WITH NEW BOARD MEMBER TO ATTEND THE TRANSITION MEETING IN JUNE SHALL BE PAID FROM THE ADDITIONAL ACTIVITIES ACCOUNT.
- 4 ADDITIONAL ACTIVITIES FUNDING HAS BEEN PROVIDED FOR THE TRAVEL AND PARTICIPATION FOR STUDENTS TO ATTEND THE "CHESS" CONFERENCE. REMAINING ADDITIONAL ACTIVITIES FUNDS SHALL BE USED TO PROVIDE ACTIVITIES THAT MEET AND CARRY OUT CSSA'S MISSION AND GOALS AS OUTLINED IN THE BUDGET REQUEST. EXPENDITURE OF THESE FUNDS SHALL BE APPROVED BY THE A.S. PRESIDENT.
- 5 LOBBY CORPS FUNDING SHALL BE USED FOR TRAVEL AND EXPENSES TO SEND STUDENTS TO THE CALIFORNIA STATE CAPITOL TO LOBBY ON BEHALF OF THE STUDENTS OF HSU AND HSU ASSOCIATED STUDENTS WHEN LEGISLATURE IS IN SESSION.

2 A. S. GENERAL OPERATIONS

	15-16 Approved	16-17 Request	16-17 Approved
REVENUES			
A. S. SUBSIDY	\$ 241,600	\$ 214,000	\$ 214,000
MISCELLANEOUS	3,000	3,000	3,000
INTEREST INCOME	4,000	4,000	4,000
LUMBERJACK NEWSPAPER ADMINISTRATIVE FEE	6,000	4,000	4,000
IRA ADMINISTRATIVE FEE	35,000	42,320	42,320
TOTAL REVENUE	289,600	267,320	267,320
EXPENDITURES			
SALARY WAGES	0	72,000	72,000
PAYROLL TAXES & BENEFITS	0	34,500	34,500
ADMIN., BUSINESS SERVICE FEE	242,000	0	0
UC/AS BUSINESS SERVICES FEE	0	115,220	115,220
SERVICE PROVIDED BY HSU	26,000	23,000	23,000
COMMUNICATION	1,000	1,000	1,000
TRAVEL AND CONFERENCE	2,500	2,500	2,500
SUPPLIES AND SERVICES	7,500	8,500	8,500
AUDITS	8,000	8,000	8,000
FACILITIES MAINTENANCE	1,500	1,500	1,500
PROFESSIONAL ORGANIZATION DUES	1,100	1,100	1,100
TOTAL EXPENDITURES	289,600	267,320	267,320

Associated Students 2016-17 Recommended Budget

3 A.S. GOVERNMENT

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 101,325	\$ 127,175	\$ 129,975
EXPENDITURES			
SALARY WAGES	0	28,600	28,600
HOURLY/WORKSTUDY WAGES	4,000	4,000	6,000
NON-COMPENSATORY STIPENDS	35,975	35,975	35,975
PAYROLL TAXES & BENEFITS	200	27,700	27,800
A.S. COUNCIL STAFF	30,750	0	0
COMMUNICATIONS	1,750	1,750	1,750
PUBLICITY	5,000	5,000	5,000
TRAVEL AND CONFERENCE	6,200	6,200	6,200
SUPPLIES AND SERVICES	3,750	3,750	4,450
RETREAT AND COUNCIL DEVELOPMENT	2,000	2,500	2,500
SPECIAL PROJECTS	4,200	4,200	4,200
ELECTIONS	6,500	6,500	6,500
STUDY LOUNGE	1,000	1,000	1,000
TOTAL EXPENDITURES	101,325	127,175	129,975

BUDGET LANGUAGE - A. S. GOVERNMENT

- 1 STIPENDS SHALL BE AWARDED AS FOLLOWS: PRESIDENT, \$6,830; LEGISLATIVE VICE PRESIDENT, ADMINISTRATIVE VICE PRESIDENT, AND STUDENT AFFAIRS VICE PRESIDENT, \$2,155 EACH; ELECTIONS COMMISSIONER, \$1,080 (SPRING SEMESTER ONLY); AND A.S. COUNCIL MEMBERS, \$1,800 EACH.
- 2 STIPEND AWARD CRITERIA: SEE ITEM NO. 13 IN THE GENERAL BUDGET LANGUAGE.
- 3 HOURLY WAGES INCLUDES FUNDING FOR AN OFFICE ASSISTANT (\$2,000) AND A MARKETING/PUBLIC RELATIONS ASSISTANT (\$2,000), AND OUTREACH ASSISTANT (\$2,000).
- 4 SPECIAL PROJECTS DIVIDED AS FOLLOWS: PRESIDENT, \$250, STUDENT AFFAIRS V. P., \$200, AND LEGISLATIVE V. P., \$150. A SUM OF \$600 HAS BEEN ALLOCATED FOR COUNCIL MEMBER SPECIAL PROJECTS (\$50 FOR EACH OF THE 12 REPRESENTATIVES). IN ADDITION, \$3,000 HAS BEEN ALLOCATED TO PROVIDE SUPPORT FOR SPECIAL A.S. GOVERNMENT SPONSORED EVENTS AS DETERMINED BY THE A.S. PRESIDENT IN CONSULTATION WITH A.S. EXECUTIVE COMMITTEE.
- 5 ADMINISTRATIVE VICE PRESIDENT SHALL COORDINATE PURCHASE AS COUNCIL T-SHIRTS BY SEPTEMBER 15, 2016.
- 6 THE GRADUATE PLEDGE ALLIANCE PROGRAM SUPPORT AND RESPONSIBILITIES HAVE BEEN RE-DIRECTED AND ASSIGNED TO THE AS GOVERNMENT BUDGET TO BE OVERSEEN BY THE AS STUDENT AFFAIRS VICE PRESIDENT WITH HELP FROM THE OUTREACH ASSISTANT.
- 7 STUDY LOUNGE FUNDS HAVE BEEN ALLOCATED FOR AT LEAST TWO STUDY LOUNGES TO BE COORDINATED BY THE AS STUDENT AFFAIRS VICE PRESIDENT.

4 A.S. INSURANCE

	15-16 Approved	16-17 Request	16-17 Approved
A.S. SUBSIDY	\$ 8,000	\$ 8,500	\$ 8,500
EXPENDITURES			
GENERAL LIABILITY INSURANCE	6,950	7,450	7,450
STUDENT TRAVEL INSURANCE	1,050	1,050	1,050
TOTAL EXPENDITURES	8,000	8,500	8,500

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5 <u>A.S. PRESENTS</u>	15-16 Approved	16-17 Request	16-17 Approved
REVENUES			
A. S. SUBSIDY	\$ 106,425	\$ 126,425	\$ 126,425
GATE	85,000	85,000	85,000
TOTAL REVENUE	191,425	211,425	211,425
EXPENDITURES			
NON-COMPENSATORY STIPEND	2,155	2,155	2,155
SPECIAL EVENTS/ARTIST FEES	92,750	92,750	82,750
ADMIN. SUPPORT/PAYMENT PER AGREEMENT	20,000	20,000	20,000
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	41,520	41,520	41,520
SUPPLIES AND SERVICES	35,000	35,000	35,000
LECTURE SERIES	0	20,000	30,000
TOTAL EXPENDITURES	191,425	211,425	211,425

BUDGET LANGUAGE - A.S. PRESENTS

- 1 STIPEND SHALL BE AWARDED AS FOLLOWS: ONE REPRESENTATIVE AT \$2,155.
- 2 STIPEND AWARD CRITERIA: SEE ITEM NO. 13 IN THE GENERAL BUDGET LANGUAGE.
- 3 LECTURE SERIES: \$30,000 SHALL BE EARMARKED FOR LECTURE SERIES EVENTS.

6 <u>A.S. PROGRAM GRANTS</u>	15-16 Approved	16-17 Request	16-17 Approved
A.S. SUBSIDY	\$ 55,000	\$ 55,000	\$ 58,000
EXPENDITURES			
CLUB AND A.S.PROGRAM ACTIVITY GRANTS	25,000	25,000	27,000
CULTURAL PROGRAMMING GRANTS	30,000	30,000	31,000
TOTAL EXPENDITURES	55,000	55,000	58,000

BUDGET LANGUAGE - A.S. PROGRAM GRANTS

- 1 CLUB AND A.S. PROGRAM GRANTS UP TO \$2,200 ARE AVAILABLE FOR ON-CAMPUS EVENTS (1 HARPST STREET) THAT WILL BENEFIT THE ENTIRE HSU COMMUNITY.
- 2 CULTURAL PROGRAMMING GRANTS UP TO \$3,000 ARE AVAILABLE FOR CLUBS AND A.S. PROGRAMS FOR ON-CAMPUS EVENTS (1 HARPST STREET) THAT WILL BENEFIT THE HSU COMMUNITY AND THAT PROMOTE SOCIAL JUSTICE, EDUCATE AND RAISE AWARENESS OF CULTURAL DIVERSITY, EQUITY, CULTURAL CELEBRATIONS AND TRADITIONS.
- 3 A.S. PROGRAM GRANT STIPULATIONS: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.
- 4 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.

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7 <u>CAMPUS CENTER APPROPRIATE TECHNOLOGY (CCAT)</u>	15-16 Approved	16-17 Request	16-17 Approved
REVENUES			
A. S. SUBSIDY	\$ 55,670	\$ 55,670	\$ 55,670
EXPENDITURES			
HOURLY/WORK STUDY WAGES	42,770	42,770	42,770
PAYROLL TAXES	2,140	2,140	2,140
SUPPLIES AND SERVICES	4,360	4,360	4,360
RETREAT	400	400	400
SPECIAL PROJECTS	6,000	6,000	6,000
TOTAL EXPENDITURES	55,670	55,670	55,670

BUDGET LANGUAGE - CCAT

- 1 CCAT WEBMASTER POSITION SHALL WORK WITH THE ASSOCIATED STUDENTS GENERAL MANAGER TO CONVERT THE CCAT WEBSITE TO AN HSU DOMAIN.

8 <u>CHILDREN'S CENTER</u>	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 43,495	\$ 45,130	\$ 45,130
EXPENDITURES			
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	43,495	45,130	45,130
TOTAL EXPENDITURES	43,495	45,130	45,130

BUDGET LANGUAGE - CHILDREN'S CENTER

- 1 "MAINTENANCE OF EFFORT" TRADITIONAL ALLOCATION FOR THE CHILDREN'S CENTER (FORMULA = TOTAL BUDGET AT 4.54%)

9 <u>CLUB AND PROGRAM SUPPORT</u>	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 30,800	\$ 40,250	\$ 39,370
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	0	5,000	4,160
PAYROLL TAXES	0	250	210
PUBLICITY	800	0	0
TRAVEL AND CONFERENCE	22,000	25,000	25,000
SUPPLIES AND SERVICES	3,000	3,000	3,000
SPECIAL PROJECTS	500	500	500
SPECIAL PROJECTS-EVENT PROGRAMMING	4,500	6,500	6,500
TOTAL EXPENDITURES	30,800	40,250	39,370

BUDGET LANGUAGE - CLUB & PROGRAM SUPPORT

- 1 HOURLY/WORKSTUDY WAGES SHALL BE USED TO SUPPORT STUDENT PROGRAMMER WAGES PAID BY THE ASSOCIATED STUDENTS AT \$10 HOUR.
- 2 TRAVEL FUNDS ARE ALLOCATED BY THE CLUBS COORDINATING COUNCIL. NO MORE THAN \$1,000 CAN BE ALLOCATED TO ANY ONE CLUB OR PROGRAM PER YEAR.
- 3 SPECIAL PROJECTS-EVENT PROGRAMMING INCLUDES \$2,000 FOR MOVIE LICENSES AS OUTLINED IN THE BUDGET REQUEST. ADMISSION TO CLUB EVENTS RECEIVING THIS GRANT SHALL BE FREE.
- 4 SPECIAL PROJECTS: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.
- 5 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.

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10 DROP-IN RECREATION

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 28,435	\$ 32,040	\$ 32,040
EXPENDITURES			
HOURLY/WORKSTUDY WAGES GYM-REIMBURSEMENT	3,400	3,200	3,200
HOURLY/WORKSTUDY WAGES POOL-REIMBURSEMENT	25,035	28,840	28,840
TOTAL EXPENDITURES	28,435	32,040	32,040

BUDGET LANGUAGE - DROP-IN RECREATION

- 1 FUNDING IS CONTINGENT UPON DROP-IN GYM HOURS AND DROP-IN POOL HOURS ARE THE SAME HOURS AS PRESENTED IN THE 2016-17 BUDGET REQUEST.
- 2 AS PRESIDENT SHALL BE MADE AWARE OF ANY ADJUSTMENTS TO THE PROPOSED HOURS.

11 ERIC ROFES MULTICULTURAL QUEER RESOUCCE CENTER

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 10,210	\$ 16,340	\$ 15,710
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	7,350	10,800	10,200
PAYROLL TAXES	360	540	510
SUPPLIES & SERVICES	500	2,000	2,000
SPECIAL PROJECTS-IN HOUSE	2,000	3,000	3,000
TOTAL EXPENDITURES	10,210	16,340	15,710

BUDGET LANGUAGE - ERIC ROFES MULTICULTURAL QUEER RESOURCE CENTER

- 1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: VOL. & OUTREACH DIRECTOR, \$2,550; EVENTS DIRECTOR, \$2,550; AND RESOURCE & PUBLICITY DIRECTOR, \$2,550. THESE ARE PER YEAR AMOUNTS PAYABLE HALF EACH SEMESTER.
- 2 HOURLY WAGES SHALL ALSO BE USED TO FUND A FISCAL/OFFICE MANAGER, \$2,550.
- 3 SPECIAL PROJECTS: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.
- 4 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.

12 GRADUATE PLEDGE ALLIANCE (GPA)

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 4,435	\$ 4,435	\$ -
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	2,700	2,700	0
PAYROLL TAXES	135	135	0
SUPPLIES AND SERVICES	1,500	1,500	0
RETREAT	100	100	0
TOTAL EXPENDITURES	4,435	4,435	0

BUDGET LANGUAGE - GRADUATE PLEDGE ALLIANCE

- 1 THE GRADUATE PLEDGE ALLIANCE PROGRAM SUPPORT AND RESPONSIBILITIES HAVE BEEN RE-DIRECTED AND ASSIGNED TO THE AS GOVERNMENT BUDGET TO BE OVERSEEN BY THE AS STUDENT AFFAIRS VICE PRESIDENT WITH HELP FROM THE OUTREACH ASSISTANT.

Associated Students 2016-17 Recommended Budget

13 HUMBOLDT FILM FESTIVAL

	15-16 Approved	16-17 Request	16-17 Approved
REVENUES			
A. S. SUBSIDY	\$ 10,370	\$ 10,500	\$ 10,500
FUNDRAISER	3,030	0	0
ENTRY FEES	1,600	1,800	1,800
FESTIVAL ATTENDANCE	1,800	2,000	2,000
TOTAL REVENUE	16,800	14,300	14,300
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	5,850	5,850	5,850
PUBLICITY	1,950	2,200	2,200
SUPPLIES AND SERVICES	600	500	500
FUNDRAISERS	400	0	0
AWARDS	1,600	2,750	2,750
JUDGES HONORARIUMS	2,400	0	0
JUDGES MISCELLANEOUS	4,000	3,000	3,000
TOTAL EXPENDITURES	16,800	14,300	14,300

BUDGET LANGUAGE - HUMBOLDT FILM FESTIVAL

- 1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: THREE CO-DIRECTORS, \$1,950 EACH. THESE ARE PER YEAR AMOUNTS, PAYABLE HALF EACH SEMESTER.
- 2 ALL EVENTS SHALL BE HELD ON CAMPUS (1 HARPST STREET). EXCEPTIONS CAN BE MADE WITH APPROVAL OF THE A.S. GENERAL MANAGER.
- 3 JUDGES MISCELLANEOUS INCLUDE TRAVEL COSTS, LODGING, MEALS, WORKSHOP SUPPLIES AND FESTIVAL EQUIPMENT RENTAL.

14 LEARNING CENTER TUTORIAL PROGRAM

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 19,115	\$ 23,315	\$ 23,315
EXPENDITURES			
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	19,115	23,315	23,315
TOTAL EXPENDITURES	19,115	23,315	23,315

BUDGET LANGUAGE - LEARNING CENTER TUTORIAL PROGRAM

- 1 FUNDS USED TO REIMBURSE LEARNING CENTER FOR SMALL GROUP AND DROP-IN TUTORS.

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15 MARCHING LUMBERJACKS

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 5,800	\$ 5,800	\$ 5,800
EXPENDITURES			
EQUIPMENT & MAINTENANCE	4,000	4,000	4,000
SUPPLIES AND SERVICES	1,800	1,800	1,800
TOTAL EXPENDITURES	5,800	5,800	5,800

16 MULTICULTURAL CENTER (MCC)

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 42,440	\$ 45,740	\$ 41,540
EXPENDITURES			
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	27,490	28,840	27,490
PUBLICITY	1,500	1,000	1,000
MCC BROCHURE	1,500	500	500
SUPPLIES AND SERVICES	2,250	3,800	3,050
PUBLICATIONS - CULTURAL TIMES	1,900	1,500	1,500
SPECIAL PROJECTS - IN HOUSE	2,400	2,400	2,400
SPECIAL PROJECT - SOCIAL JUSTICE SUMMIT	3,500	4,000	4,000
RETREAT	1,300	1,000	1,000
STUDY LOUNGE	600	600	600
TRAVEL AND CONFERENCE	0	1,000	0
COMPUTER	0	1,100	0
TOTAL EXPENDITURES	42,440	45,740	41,540

BUDGET LANGUAGE - MULTICULTURAL CENTER

- 1 DIRECTORS SHALL BE PAID AS FOLLOWS: TWO SOCIAL JUSTICE SUMMIT CO-DIRECTORS, \$1,950 EACH; FIVE COMMUNITY OUTREACH COORDINATORS, \$1,350 EACH; PUBLICATIONS ASSISTANT, \$1,350; AND GRAPHIC ARTIST, \$1,350. THESE ARE PER YEAR AMOUNTS PAYABLE HALF EACH SEMESTER.
- 2 BALANCE OF HOURLY FUNDS SHALL BE USED AS OUTLINED IN THE BUDGET REQUEST.
- 3 PUBLICITY FUNDS HAVE BEEN PROVIDED TO ADVERTISE MCC PROGRAMS AND EVENTS (EXCEPT AS NOTED BELOW)
- 4 FUNDS HAVE BEEN PROVIDED TO SUPPORT THE SOCIAL JUSTICE SUMMIT (SJS). THE SJS ALLOCATION IS WITH THE UNDERSTANDING THAT THE CULTURAL PROGRAMMING GRANTS AND PUBLICITY LINE-ITEMS WILL NOT BE USED TO SUPPORT THE SOCIAL JUSTICE SUMMIT.
- 5 PROGRAM PUBLICATIONS-CULTURAL TIMES AMOUNT HAS BEEN ALLOCATED FOR TWO ISSUES (ONE ISSUE PER SEMESTER) NOT TO EXCEED \$950 PER ISSUE.
- 6 PROGRAM PUBLICATION STIPULATIONS: SEE ITEMS NO. 8, 9 AND 10 IN THE GENERAL BUDGET LANGUAGE.
- 7 SPECIAL PROJECTS-IN HOUSE: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.
- 8 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.
- 9 SPECIAL PROJECTS-IN HOUSE CAN BE USED FOR ON CAMPUS EVENTS, PROGRAMS, AND ACTIVITIES THAT THE MCC SPONSORS AND/OR CO-SPONSORS WITH CAMPUS CLUBS AND A.S. PROGRAMS. NO IN HOUSE PROJECT SHALL RESULT IN A CUMULATIVE COST OF MORE THAN \$500 WITHOUT PRIOR APPROVAL OF THE BOARD OF FINANCE.
- 10 IN HOUSE FUNDS ALLOCATION IS WITH THE UNDERSTANDING THAT CPG & A.S. PROGRAM GRANTS WILL NOT ALSO BE USED WITHOUT PRIOR APPROVAL OF FUNDING COMMITTEE AND BOARD OF FINANCE.
- 11 STUDY LOUNGE FUNDS HAVE BEEN ALLOCATED FOR TWO STUDY LOUNGES, \$300 PER SEMESTER.

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17 OH SNAP! CAMPUS FOOD PROGRAM

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 5,000	\$ 10,000	\$ 13,535
EXPENDITURES			
SPECIAL PROJECT-FOOD PURCHASES	5,000	10,000	13,535
TOTAL EXPENDITURES	5,000	10,000	13,535

BUDGET LANGUAGE - OH SNAP! CAMPUS FOOD PROGRAM

1 FUNDS USED FOR FOOD PANTRY EXPENSES AS PER BUDGET REQUEST.

18 SPORT CLUBS

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 30,775	\$ 30,775	\$ 30,775
EXPENDITURES			
CONFERENCE/LEAGUE FEES	8,000	8,000	8,000
TRAVEL/LODGING EXPENSES	19,000	19,000	19,000
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	3,775	3,775	3,775
TOTAL EXPENDITURES	30,775	30,775	30,775

BUDGET LANGUAGE - SPORT CLUBS

1 FUNDS ALLOTTED FOR CONFERENCE/LEAGUE FEES, TRAVEL/LODGING FOR 15 SPORT CLUBS.

19 STUDENT ACCESS GALLERY

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 11,025	\$ 11,125	\$ 11,125
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	8,550	8,550	8,550
PAYROLL TAXES	425	425	425
SUPPLIES AND SERVICES	1,950	2,050	2,050
INSURANCE	100	100	100
TOTAL EXPENDITURES	11,025	11,125	11,125

BUDGET LANGUAGE - STUDENT ACCESS GALLERY

1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: DIRECTOR, \$2,550; CO-DIRECTOR FOYER, \$1,950; CO-DIRECTOR KARSHNER, \$1,350; CO-DIRECTOR, STUDENT BUSINESS SERVICES, \$1,350; ASSISTANT DIRECTOR-GRAPHIC DESIGNER, \$1,350. THESE ARE PER YEAR AMOUNTS, PAYABLE HALF SEMESTER.

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20 <u>WASTE REDUCTION AND RESOURCE AWARENESS</u> <u>PROGRAM (WRRAP)</u>	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 35,320	\$ 35,490	\$ 35,490
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	29,710	29,710	29,710
PAYROLL TAXES	1,485	1,485	1,485
SUPPLIES/SERVICES-EDUCATION	420	420	420
COMMUNICATIONS	375	375	375
PUBLICITY	700	700	700
SUPPLIES AND SERVICES	760	760	760
OTHER & MISC. (COMPOST)	1,470	1,470	1,470
OTHER & MISC. (R.O.S.E)	100	100	100
TAKE BACK THE TAP	100	200	200
ZERO WASTE	200	270	270
TOTAL EXPENDITURES	35,320	35,490	35,490

BUDGET LANGUAGE - WRRAP

- 1 HOURLY/WORKSTUDY WAGES SHALL BE USED AS OUTLINED IN THE BUDGET REQUEST FOR COMPOST, TAKE BACK TAP, ZERO WASTE, ROSE, EDUCATION AND MULTI MEDIA STAFF.
- 2 HOURLY WAGES SHALL ALSO BE USED TO FUND A FISCAL/OFFICE MANAGER, \$4,500.

21 <u>WOMEN'S RESOURCE CENTER</u>	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 27,530	\$ 27,845	\$ 27,845
EXPENDITURES			
HOURLY/WORKSTUDY WAGES	13,180	12,900	12,900
PAYROLL TAXES	650	645	645
PUBLICITY	1,500	1,500	1,500
SUPPLIES AND SERVICES	2,000	2,000	2,000
PROGRAM PUBLICATIONS - MATRIX	1,900	1,900	1,900
SPECIAL PROJECTS - IN HOUSE	3,500	4,500	4,500
TAKE BACK THE NIGHT	2,000	3,000	3,000
WOMEN'S HERSTORY MONTH	1,400	0	0
PROGRAM PUBLICATIONS - MISC.	1,200	1,200	1,200
RETREAT	200	200	200
TOTAL EXPENDITURES	27,530	27,845	27,845

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BUDGET LANGUAGE - WOMEN'S RESOURCE CENTER

- 1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: MATRIX AND PUBLICITY EDITOR, \$1,950; ENVIRONMENTAL JUSTICE EDUCATOR, \$1,350; ANTI-RACISM EDUCATOR, \$1,350; VOLUNTEER AND OUTREACH COORDINATOR, \$1,950; SEXUAL ASSAULT AND DOMESTIC VIOLENCE EDUCATION EDUCATOR, \$1,950; AND HEALTH AND BODY POLITICS EDUCATOR, \$1,350.
- 2 HOURLY WAGES SHALL ALSO BE USED TO FUND A FISCAL AND STAFF COORDINATOR, 3,000.
- 3 SPECIAL PROJECTS - IN HOUSE FUNDS MAY BE EARMARKED FOR THE WOMEN'S CENTER TO IMPLEMENT & FACILITATE EDUCATIONAL PROGRAMS & ACTIVITIES. THESE EVENTS SHALL BE ON CAMPUS (1 HARPST STREET) AND OPEN TO THE ENTIRE CAMPUS COMMUNITY. NO IN HOUSE PROJECT SHALL RESULT IN A CUMULATIVE COST OF MORE THAN \$500 WITHOUT PRIOR APPROVAL OF THE BOARD OF FINANCE.
- 4 IN HOUSE FUNDS ALLOCATION IS WITH THE UNDERSTANDING THAT CPG & A.S. GRANTS WILL NOT ALSO BE USED WITHOUT PRIOR APPROVAL OF THE ALLOCATION COMMITTEE AND THE BOARD OF FINANCE.
- 5 ALL EVENTS SHALL BE HELD ON CAMPUS (1 HARPST STREET) AND ADMISSION SHALL BE FREE.
- 6 PROGRAM PUBLICATIONS-MATRIX AMOUNT HAS BEEN ALLOCATED FOR TWO ISSUES (ONE ISSUE PER SEMESTER) NOT TO EXCEED \$950 PER ISSUE. NOTE THE PROGRAM PUBLICATION STIPULATIONS PER ITEMS NO. 8, 9 AND 10 IN THE BUDGET LANGUAGE FOUND AT PAGE 1 OF THIS DOCUMENT.
- 7 SPECIAL PROJECTS: SEE ITEM NO. 14 IN THE GENERAL BUDGET LANGUAGE.
- 8 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.

22 YOUTH EDUCATIONAL SERVICES (YES)

A. S. SUBSIDY

EXPENDITURES

	15-16 Approved	16-17 Request	16-17 Approved
	\$ 66,003	\$ 68,975	\$ 66,005
HOURLY/WORKSTUDY WAGES-REIMBURSEMENT	33,935	36,905	33,935
YES PROGRAM OPERATIONS-PER AGREEMENT	25,000	25,000	25,000
SUPPLIES AND SERVICES	2,500	2,500	2,500
SUPPLIES/SERVICES - HOUSECLEANING	610	610	610
SPECIAL PROJECT	3,958	3,960	3,960
TOTAL EXPENDITURES	66,003	68,975	66,005

BUDGET LANGUAGE - YES

- 1 HOURLY WAGES FOR FIVE PROGRAM CONSULTANTS, \$5,340 EACH; TWO VOLUNTEER OPPORTUNITIES COORDINATORS, \$2,400 EACH; AND, ONE PUBLIC RELATIONS/NEWSLETTER COORDINATOR, \$560. ALSO WORKSTUDY WAGES AS OUTLINED IN THE BUDGET REQUEST.

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23 STUDENT ENGAGEMENT AND LEADERSHIP SUPPORT

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 5,000	\$ 5,000	\$ 5,000
EXPENDITURES			
PAYMENT PER AGREEMENT	5,000	0	0
AS GENERAL ELECTION ADVISING - PAYMENT PER AGREEMENT		2,000	2,000
SPECIAL PROJECTS - LEADERSHIP DEVELOPMENT PROGRAMS		3,000	3,000
TOTAL EXPENDITURES	5,000	5,000	5,000

BUDGET LANGUAGE - SEL

- 1 FUNDS HAVE BEEN ALLOCATED AS PER BUDGET REQUEST.
- 2 FOOD STIPULATIONS: SEE ITEM NO. 15 IN THE GENERAL BUDGET LANGUAGE.

24 COMPUTER EQUIPMENT REPLACEMENT

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	\$ 3,500	\$ 3,500	\$ 3,500
EXPENDITURES			
SPECIAL PROJECT-CAPITAL PURCHASE RESERVES	3,500	3,500	3,500
TOTAL EXPENDITURES	3,500	3,500	3,500

BUDGET LANGUAGE - COMPUTER EQUIPMENT REPLACEMENT

- 1 FUNDS TO BE USED FOR THE REPLACEMENT OF FOUR COMPUTERS OWNED BY THE ASSOCIATED STUDENTS THAT WILL NO LONGER BE UNDER WARRANTY AND SERVICED BY INFORMATION TECHNOLOGY SERVICES (ITS).

25 A. S. CAMPUS COMMUNITY SERVICE SCHOLARSHIP

	15-16 Approved	16-17 Request	16-17 Approved
A. S. SUBSIDY	10,000	\$ -	\$ -
EXPENDITURES			
SCHOLARSHIP	10,000	0	0
TOTAL EXPENDITURES	10,000	0	0

BUDGET LANGUAGE - AS SCHOLARSHIP

- 1 IT IS RECOMMENDED THAT THIS SCHOLARSHIP BE PHASED OUT AFTER FUND BALANCE HELD IN FINANCIAL AID IS SPENT DOWN TO ZERO. CURRENT BALANCE IS APPROXIMATELY \$57,000.
- 2 UP TO TWENTY SCHOLARSHIPS MAY BE AWARDED FOR THE 2016-17 ACADEMIC YEAR. AWARDS WILL BE \$500 PER SEMESTER FOR A MAXIMUM OF \$1,000 PER ACADEMIC YEAR.

Associated Students 2016-17 Recommended Budget

26 UNALLOCATED

A. S. SUBSIDY

EXPENDITURES

UNRESTRICTED

RESTRICTED

TOTAL EXPENDITURES

15-16 Approved	16-17 Request	16-17 Approved
\$ 10,847	\$ 13,320	\$ 13,420
6,847	8,720	8,820
4,000	4,600	4,600
10,847	13,320	13,420

BUDGET LANGUAGE - UNALLOCATED

- 1 REQUESTS FOR EXPENDITURES OF LESS THAN \$300 MAY BE APPROVED BY THE BOARD OF FINANCE. THESE REQUESTS WILL NOT REQUIRE AS COUNCIL APPROVAL.
- 2 \$1,000 IN RESTRICTED FUNDS SHALL BE EARMARKED FOR A VETERAN'S CLUB ON CAMPUS OUTREACH ACTIVITY TO BE APPROVED BY THE BOARD OF FINANCE.
- 3 \$3,600 IN RESTRICTED FUNDS SHALL BE EARMARKED TO MIGRATE THE AS WEBSITE TO DRUPAL, IMPROVE VISABILITY OF SITE TO HELP VIEWERS EASILY FIND CONTENT AND REFRESH DESIGN.

	15-16 Approved	16-17 Request	16-17 Approved
TOTAL BUDGET	\$ 987,000	\$ 1,036,180	\$ 1,032,500
TOTAL REVENUE (FEES & RESERVE ALLOCATION)	\$ 987,000	\$ 994,000	\$ 1,032,500
REVENUES OVER EXPENDITURES	\$ -	\$ (42,180)	\$ -

AS FEE REVENUE ASSUMPTIONS PROVIDED BY UNIVERSITY BUDGET OFFICE

	Fall	Spring	Annual Total
2016-17 Enrollment Forecast			
Headcount	8,860	8,285	8,573
Revenue Budget	\$518,000	\$476,000	\$994,000
Allocation from General Operation Reserves			\$35,000
Allocation from Capital Purchase Reserves			\$3,500
Total			\$1,032,500
AS Fee Per Student	\$59	\$58	\$117

**MEMORANDUM OF UNDERSTANDING
BETWEEN
HUMBOLDT STATE UNIVERSITY
AND
ASSOCIATED STUDENTS
COVERING
CUSTODIAL RESPONSIBILITIES AND FISCAL MANAGEMENT
REQUIREMENTS**

Education Code Section 89302 and Title 5 Section 42403 of the California Code of Regulations establish custodial responsibilities. The following procedures have been developed to ensure the custodial function is effectively exercised.

University Responsibilities:

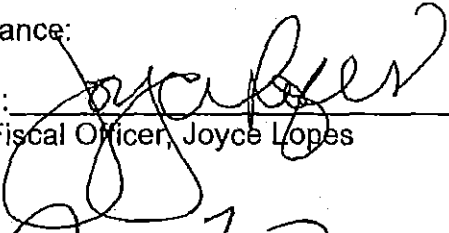
1. Humboldt State University (HSU) will collect the approved student body association fee as part of the normal registration payment and account receivable process for all regular and summer term.
2. HSU will deposit student body association fees in the CSU Trust Fund (948), Associated Students (AS) Body Trust, sub-fund 461.
3. HSU will, upon receipt of an appropriate claim schedule, reimburse the AS for program expenditures that comply with the terms/conditions/purposes set forth in Education Code Section 89302 and Title 5 Section 42659. Reimbursement will be made from net student body association fees held in trust. Net fees are defined as gross fees receipted less refunds and dishonored items.
4. HSU agrees to reimburse the AS for approved expenditures in an expeditious manner.
5. HSU will provide the AS with a report for each regular and summer term reconciling fee receipts/payments to the official enrollment for the term reported by the Office of Enrollment Management.
6. The California State University System Chancellor's Office will invest student body association fees in excess of the amount anticipated to meet current expenditure requirements. Investment income will accrue to the AS Body Trust account.

Associated Student Responsibilities

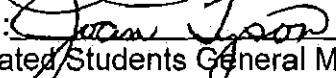
1. The AS will reimburse HSU for the cost of accounting and business services including the collection, disbursement, accounting and required custodial functions related to the Student Body Association Fee.

2. The AS will forward appropriate claim schedule(s) with supporting documentation to the University for review and approval approximately twice weekly.
3. The AS will forward their annual budget to the Vice President, Administrative Affairs for approval prior to submitting/receiving reimbursement for the campus AS Body Trust account.

Acceptance:

Signed: 
Chief Fiscal Officer, Joyce Lopes

Date: 9/15/2015

Signed: 
Associated Students General Manager, Joan Tyson

Date: 9-4-2015

Signed: 
Executive Director University Center, Dave Nakamura

Date: 9/4/2015

Associated Students Of Humboldt State University	Section No. <u>200</u>
Policy Manual	Document No. <u>203</u>

Section: **Policy Statement - Fiscal**

Subject: **Reserve Policy, Fund Designation and Procedure for Expenditure**

Purpose: 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.

New/Revised: November 2, 2015

Council Adoption Date: December 11, 2000

I. Fund Designation

Appropriations to Reserves - Excess revenues will be allocated annually to the following reserve areas unless specifically exempted by A. S. Council. Operating Reserve, Capital Purchase Reserve, and Special Projects & Facilities Reserve.

Background - The establishment of adequate reserve policies for CSU auxiliaries is required to meet the California State University financial standards established by the Education Code, Section 89904(b). Section 89904(b) states that auxiliaries shall implement financial standards by the establishment of reserve funds for current operation, capital replacement, and new ventures so as to assure fiscal viability.

Operating Reserve is the "savings account" of the Associated Students used to address contingencies, emergencies, budgetary impacts such as an unanticipated shortfall in projected enrollment, and other non-routine expenditures.

Sources of Funds for Operating Reserve - 80% of the current year excess revenue will be placed annually in the operating reserve.

Capital Purchases Reserve. This reserve is established to replace capital inventory as needed. It may also be used to make new acquisitions when deemed appropriate.

Source of Funds for Capital Purchases Reserve - 10% of the current year excess revenue will be placed annually in the capital purchase reserve.

Special Projects & Facilities Reserve. This reserve shall be used for the maintenance and improvement of existing facilities or the construction of new facilities.

Source of Funds for Special Project and Facilities Reserve - 10% of the prior year's fund balance will be placed annually in the special projects and facilities reserve.

The maximum amount which should be retained for on-campus reserves combined is up to 30% of current year expenditures.

II. Procedure for the Expenditure of A.S. Reserves

Requests for funds shall be made in writing and shall at a minimum include the following information:

1. Program requesting funds;
2. Complete description of project of item(s) to be purchased;
3. Justification for Associated Students funding (how will students benefit from this expenditure); and
4. Other sources of funding explored and outcome of inquiry.

Each request must be provided to the Administrative Vice President so that the request may be introduced at the next meeting of the Board of Finance.

As the following meeting of the Board of Finance, the request will be considered under old business. A simple majority of committee members may approve the proposal for recommendation to the A.S. Council.

The Board of Finance shall review all requests for expenditures.

A majority vote of the A.S Council shall be required for approval of all allocations of Associated Students funds.

Allocations from any of the reserves also require the approval of the University President (or designee).

The Associated Students of Humboldt State University also seeks to invest reserve funds and any excess funds with the objective of 100% preservation of capital at as high a yield as possible.

Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to \$5,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$5,000 be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, A.S. Council shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.

**Associated Students
Humboldt State University
2016-17 Unrestricted Net Position Analysis**

Unrestricted Net Position	Projected July 1, 2016	Projected June 30, 2017
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Allocation in accordance with AS Council Policy

General Operating Reserve	\$ 341,764	\$ 306,764	Note #1
Facilities/Special Projects	\$ 57,690	\$ 21,150	Note #2, 4
Capital Purchase	\$ 55,151	\$ 51,651	Note #3
Total	\$ 454,605	\$ 379,565	

Note Explanation

#1	2016-17 Budget Augmentation	\$ 35,000
#2	Community Garden	\$ 11,540
#3	Computer Refresh	\$ 3,500
#4	AS Office Remodel	\$ 25,000

Future Projects for Council Consideration

Program Enhancement/CCAT countertops	\$ 6,720	
Minimum Wage Increase Impact		To be determined
Net unappropriated balance/Reserves	\$ 372,845	

% of Projected 2016-17 Operating Expenses	32%
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AS Reserve Policy fund balance:

Per AS Reserve Policy, the maximum amount which should be retained for on-campus reserves is 30% of current year expenditures. The AS Council undergoes an annual review of its Reserve Policy and funding levels to determine whether the reserve balance is on track to meet the needs of the AS and our mission.

The AS received a refund from HSU Financial Aid Office in the amount of \$28,000 for two student loan funds that were originally funded by the AS in 1972 and 1973. These loan funds were no longer being used for the intended purpose, so they were returned to the AS Reserve funds in December 2015. The original purpose was for the Loan Fund in the amount of \$20,000 and an EOP Loan Fund in the amount of \$8,000.

This refund put the AS slightly over its intended reserve balance.

Associated Students of Humboldt State University
2016-17 Fiscal Year Comparison of Budget to Actual (by Program)

MBU (Current)	Department (Current)	Program	2016-17 Budget	2016-17 Revised Budget	2016-17 Actuals	Encumbrances	Balance Remaining	Percent of Budget Spent	Comment/Budget Variance Notes
ACADEMIC PROGRAMS	D40060 - LEARNING CENTER		23,315.00	23,315.00	23,315.00	0.00	0.00	100.00	
ACADEMIC PROGRAMS Total			23,315.00	23,315.00	23,315.00	0.00	0.00	100.00	
ASSOCIATED STUDENTS	D40004 - ASSOCIATED STUDENTS HSU	AS General Operations	292,620.00	291,727.00	273,399.20	0.00	18,327.80	93.72	From original budget, includes insurance, computers, unallocated, misc revenue plus original budget of \$214,000
		P5102 - AS GOVERNMENT	129,975.00	129,975.00	75,856.40	150.00	53,968.60	58.48	
		P5104 - AS EXTERNAL AFFAIRS	19,830.00	19,830.00	6,196.31	0.00	13,633.69	31.25	
		P5105 - WRRAP	35,490.00	35,490.00	41,012.96	0.00	(5,522.96)	115.56	Was given \$580.25 on 11/7/16 to cover min wage increase and \$5145 on 12/5/16 to cover an increase in WRAPP employee hours - total increase allocated \$5725.25
		P5106 - CCAT	55,670.00	55,670.00	51,768.86	0.00	3,901.14	92.99	
		P5112 - HUMBOLDT FILM FESTIVAL	10,500.00	10,500.00	10,640.71	0.00	(140.71)	101.34	Was given \$150 on 11/7/16 to cover min wage increase
		P5116 - MARCHING LUMBERJACKS	5,800.00	5,800.00	5,790.17	0.00	9.83	99.83	
		P5118 - STUDENT ACCESS GALLERY	11,125.00	11,125.00	7,592.28	0.00	3,532.72	68.25	
		P5120 - WOMEN'S RESOURCE CENTER	27,845.00	27,845.00	19,516.95	0.00	8,328.05	70.09	
		P5122 - AS PROGRAMS GRANTS	0.00	0.00	1,950.00	0.00	(1,950.00)		Miscoded, belongs in Clubs (which had remaining \$2788.16)
		P5134 - AS PRESENTS	126,425.00	126,425.00	127,571.31	0.00	(1,146.31)	100.91	allowed to roll forward as a negative and then covered with 17-18 funds
		P5136 - ERIC ROFES QUEER RESOURCE	15,710.00	15,710.00	13,579.90	0.00	2,130.10	86.44	
		P5209 - MUSIC-PUBLICITY	0.00	0.00	0.00	0.00	0.00		
ASSOCIATED STUDENTS Total			730,990.00	730,097.00	634,875.05	150.00	95,071.95	86.98	PO was created but not billed against the voucher

CHILDREN'S CENTER	D40030 - CHILDREN'S CENTER - CAMPUS		45,130.00	45,130.00	45,130.00	0.00	0.00	100.00	
CHILDREN'S CENTER Total			45,130.00	45,130.00	45,130.00	0.00	0.00	100.00	
CLTURAL CNTRS OF ACADEMIC EXCE	D40032 - MULTICULTURAL CENTER	MCC	41,540.00	41,540.00	38,141.41	0.00	3,398.59	91.82	
		P5122 - AS PROGRAMS GRANTS	31,000.00	31,000.00	29,422.68	0.00	1,577.32	94.91	
CLTURAL CNTRS OF ACADEMIC EXCE Total			72,540.00	72,540.00	67,564.09	0.00	4,975.91	93.14	
STUDENT ENGAGEMENT - LEADERSHP	D40020 - STUDENT CLUBS - ACTIVITIES	CLUBS	39,370.00	39,370.00	38,606.59	0.00	763.41	98.06	
		P5122 - AS PROGRAMS GRANTS	27,000.00	27,000.00	24,211.84	0.00	2,788.16	89.67	
		P5132 - SPORTS CLUBS	0.00	0.00	455.00	0.00	(455.00)		Wrong dept id used (Sports Clubs had \$67.69 remaining)
		P5134 - AS PRESENTS	0.00	0.00	0.00	0.00	0.00		
	D40021 - STUDENT ENGAGEMENT LEADERSHIP	- - -	5,000.00	5,000.00	4,825.55	0.00	174.45	96.51	
		P5118 - STUDENT ACCESS GALLERY	0.00	0.00	51.11	0.00	(51.11)		Wrong dept id used (SAG had \$3532.72 remaining)
	D40022 - YOUTH EDUCATIONAL SERVICES	YES	62,045.00	62,938.00	61,619.69	0.00	1,318.31	97.91	Was given \$893 on 11/7/16 to cover min wage increase
		P4501 - YES-GOLDEN YEARS	100.00	100.00	99.34	0.00	0.66	99.34	
		P4502 - YES-ENVIRONMENTAL ED	125.00	125.00	124.91	0.00	0.09	99.93	
		P4503 - YES-ART RECREATION THEATRE	250.00	250.00	250.00	0.00	0.00	100.00	
		P4504 - YES-HAND-IN-HAND	550.00	550.00	550.00	0.00	0.00	100.00	
		P4505 - YES-	500.00	500.00	499.97	0.00	0.03	99.99	
		P4508 - YES-STUDY BUDDIES	100.00	100.00	91.90	0.00	8.10	91.90	
		P4510 - YES-NEW GAMES	100.00	100.00	100.00	0.00	0.00	100.00	
		P4511 - YES-HOMELESSNESS NETWORK	175.00	175.00	175.00	0.00	(0.00)	100.00	
		P4512 - YES-PUENTES	120.00	120.00	117.99	0.00	2.01	98.33	
		P4513 - YES-DIRECTOR TRAINING	650.00	650.00	273.83	0.00	376.17	42.13	
		P4515 - YES-YMP	200.00	200.00	176.56	0.00	23.44	88.28	

		P4516 - YES-JHRP	150.00	150.00	150.00	0.00	0.00	100.00	
		P4517 - YES-STEP UPP	550.00	550.00	549.67	0.00	0.33	99.94	
		P4520 - YES-NCOAST MUSIC MENTORS	240.00	240.00	232.85	0.00	7.15	97.02	
		P4521 - YES-	150.00	150.00	150.00	0.00	0.00	100.00	
STUDENT ENGAGEMENT - LEADERSHP Total			137,375.00	138,268.00	133,311.80	0.00	4,956.20	96.42	
STUDENT HEALTH - WELLBEING SVC	D40067 - HEALTH EDUCATION	P0398 - CAMPUS FOOD SECURITY PROGRAM	13,535.00	13,535.00	13,535.00	0.00	0.00	100.00	
STUDENT HEALTH - WELLBEING SVC Total			13,535.00	13,535.00	13,535.00	0.00	0.00	100.00	
STUDENT RECREATION - WELLNESS	D40064 - RECREATIONAL SPORTS	P5132 - SPORTS CLUBS	30,775.00	30,775.00	30,707.31	0.00	67.69	99.78	
		R0022 - DROP-IN RECREATION	32,040.00	32,040.00	32,040.00	0.00	0.00	100.00	
STUDENT RECREATION - WELLNESS Total			62,815.00	62,815.00	62,747.31	0.00	67.69	99.89	
Grand Total			1,085,700.00	1,085,700.00	980,478.25	150.00	105,071.75	90.32	

AS Board of Finance Budget & Expenditure Report as of 10-19-17

							Original Budget	Revised Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent
MBU (Current)	Dept_ID (Current)	Dept_Desc (Current)	Program_ID	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
-	-	-	-	-	Fund Equity and Reserves	305 - Fund Balance/Retained Earnings	0.00	0.00	(524,120.01)	0.00	524,120.01	
					Fund Equity and Reserves Total		0.00	0.00	(524,120.01)	0.00	524,120.01	
					- Total		0.00	0.00	(524,120.01)	0.00	524,120.01	
					- Total		0.00	0.00	(524,120.01)	0.00	524,120.01	
					- Total		0.00	0.00	(524,120.01)	0.00	524,120.01	
- Total							0.00	0.00	(524,120.01)	0.00	524,120.01	
ACADEMIC PROGRAMS	D40060	LEARNING CENTER	-	-	Expenditures	601 - Regular Salaries and Wages	23,315.00	23,315.00	0.00	0.00	23,315.00	0.00
					Expenditures Total		23,315.00	23,315.00	0.00	0.00	23,315.00	0.00
					- Total		23,315.00	23,315.00	0.00	0.00	23,315.00	0.00
	D40060 Total		23,315.00	23,315.00	0.00	0.00	23,315.00	0.00				
ACADEMIC PROGRAMS Total							23,315.00	23,315.00	0.00	0.00	23,315.00	0.00
ASSOCIATED STUDENTS	D40004	ASSOCIATED STUDENTS HSU	-	-	Revenues	508 - Revenue from Investments	(4,000.00)	(4,000.00)	0.00	0.00	(4,000.00)	0.00
					580 - Other Financial Sources	(33,000.00)	(33,000.00)	0.00	0.00	(33,000.00)	0.00	
					Revenues Total		(37,000.00)	(37,000.00)	0.00	0.00	(37,000.00)	0.00
					Expenditures	601 - Regular Salaries and Wages	118,177.00	118,177.00	22,644.14	0.00	95,532.86	19.16
603 - Benefits Group	53,060.00	53,060.00	8,042.25	0.00	45,017.75	15.15						
604 - Communications	1,000.00	1,000.00	360.85	0.00	639.15	36.09						
606 - Travel	5,000.00	5,000.00	582.78	0.00	4,417.22	11.66						
613 - Contractual Services Group	123,220.00	123,220.00	60,110.00	0.00	63,110.00	48.78						
616 - Information Technology Costs	0.00	1,200.00	78.48	0.00	1,121.52	6.54						
619 - Equipment Group	0.00	0.00	1,109.06	0.00	(1,109.06)							
660 - Misc. Operating Expenses	20,600.00	19,400.00	10,587.56	77.50	8,734.94	54.97						
Expenditures Total		321,057.00	321,057.00	103,515.12	77.50	217,464.38	32.27					
- Total		284,057.00	284,057.00	103,515.12	77.50	180,464.38	36.47					
P5102		AS GOVERNMENT		Revenues	503 - Gifts Grants and Contracts	0.00	0.00	(2.85)	0.00	2.85		
				Revenues Total		0.00	0.00	(2.85)	0.00	2.85		
				Expenditures	601 - Regular Salaries and Wages	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00	
				603 - Benefits Group	744.00	744.00	0.00	0.00	744.00	0.00		
604 - Communications	1,750.00	1,750.00	534.95	0.00	1,215.05	30.57						
606 - Travel	6,200.00	6,200.00	1,659.66	0.00	4,540.34	26.77						
660 - Misc. Operating Expenses	61,425.00	61,425.00	10,878.79	150.00	50,396.21	17.95						
Expenditures Total		82,119.00	82,119.00	13,073.40	150.00	68,895.60	16.10					
P5102 Total		82,119.00	82,119.00	13,070.55	150.00	68,898.45	16.10					
P5104		AS EXTERNAL AFFAIRS		Expenditures	604 - Communications	282.00	282.00	0.00	0.00	282.00	0.00	
				606 - Travel	17,000.00	17,000.00	722.90	0.00	16,277.10	4.25		
				660 - Misc. Operating Expenses	2,548.00	2,548.00	562.00	0.00	1,986.00	22.06		
				Expenditures Total		19,830.00	19,830.00	1,284.90	0.00	18,545.10	6.48	
P5104 Total		19,830.00	19,830.00	1,284.90	0.00	18,545.10	6.48					
P5105		WIRRAP		Expenditures	601 - Regular Salaries and Wages	36,300.00	36,300.00	744.00	0.00	35,556.00	2.05	
				603 - Benefits Group	2,225.00	2,225.00	4.24	0.00	2,220.76	0.19		
				604 - Communications	325.00	325.00	57.72	0.00	267.28	17.76		
				660 - Misc. Operating Expenses	4,035.00	4,035.00	187.79	0.00	3,847.21	4.65		
Expenditures Total		42,885.00	42,885.00	993.75	0.00	41,891.25	2.32					
P5105 Total		42,885.00	42,885.00	993.75	0.00	41,891.25	2.32					
P5106		CCAT		Expenditures	601 - Regular Salaries and Wages	65,100.00	65,100.00	2,498.70	0.00	62,601.30	3.84	
				603 - Benefits Group	3,781.00	3,781.00	20.33	0.00	3,760.67	0.54		
				604 - Communications	660.00	660.00	104.66	0.00	555.34	15.86		
				605 - Utilities Group	500.00	500.00	104.79	0.00	395.21	20.96		
616 - Information Technology Costs	500.00	500.00	0.00	0.00	500.00	0.00						
660 - Misc. Operating Expenses	9,100.00	9,100.00	1,713.66	0.00	7,386.34	18.83						
Expenditures Total		79,641.00	79,641.00	4,442.14	0.00	75,198.86	5.58					
P5106 Total		79,641.00	79,641.00	4,442.14	0.00	75,198.86	5.58					
P5112		HUMBOLDT FILM FESTIVAL		Expenditures	601 - Regular Salaries and Wages	6,435.00	6,435.00	0.00	0.00	6,435.00	0.00	
				Expenditures Total		6,435.00	6,435.00	0.00	0.00	6,435.00	0.00	
P5112 Total		6,435.00	6,435.00	0.00	0.00	6,435.00	0.00					
P5116		MARCHING LUMBERJACKS		Expenditures	619 - Equipment Group	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00	
				660 - Misc. Operating Expenses	2,900.00	2,900.00	1,546.32	0.00	1,353.68	53.32		
Expenditures Total		4,000.00	4,000.00	1,546.32	0.00	2,453.68	38.66					
P5116 Total		4,000.00	4,000.00	1,546.32	0.00	2,453.68	38.66					
P5118		STUDENT ACCESS GALLERY		Expenditures	601 - Regular Salaries and Wages	9,200.00	9,200.00	0.00	0.00	9,200.00	0.00	
				603 - Benefits Group	460.00	460.00	0.00	0.00	460.00	0.00		
				604 - Communications	0.00	0.00	21.99	0.00	(21.99)			
				660 - Misc. Operating Expenses	2,150.00	2,150.00	0.00	0.00	2,150.00	0.00		
Expenditures Total		11,810.00	11,810.00	21.99	0.00	11,788.01	0.19					
P5118 Total		11,810.00	11,810.00	21.99	0.00	11,788.01	0.19					
P5120		WOMEN'S RESOURCE CENTER		Expenditures	601 - Regular Salaries and Wages	14,080.00	14,080.00	0.00	0.00	14,080.00	0.00	
				603 - Benefits Group	704.00	704.00	0.00	0.00	704.00	0.00		
				604 - Communications	0.00	0.00	79.80	0.00	(79.80)			
				660 - Misc. Operating Expenses	15,200.00	15,200.00	1,500.00	0.00	13,700.00	9.87		
Expenditures Total		29,984.00	29,984.00	1,579.80	0.00	28,404.20	5.27					
P5120 Total		29,984.00	29,984.00	1,579.80	0.00	28,404.20	5.27					
P5134		AS PRESENTS		Expenditures	601 - Regular Salaries and Wages	41,520.00	41,520.00	268.86	0.00	41,251.14	0.65	
				613 - Contractual Services Group	20,000.00	20,000.00	10,000.00	0.00	10,000.00	50.00		
				660 - Misc. Operating Expenses	69,905.00	69,905.00	23,682.48	0.00	46,222.52	33.88		
				Expenditures Total		131,425.00	131,425.00	33,951.34	0.00	97,473.66	25.83	
P5134 Total		131,425.00	131,425.00	33,951.34	0.00	97,473.66	25.83					
P5136		ERIC ROFES QUEER RESOURCE		Expenditures	601 - Regular Salaries and Wages	11,800.00	11,800.00	0.00	0.00	11,800.00	0.00	
				603 - Benefits Group	600.00	600.00	0.00	0.00	600.00	0.00		
				604 - Communications	0.00	0.00	43.98	0.00	(43.98)			
				660 - Misc. Operating Expenses	4,750.00	4,750.00	0.00	0.00	4,750.00	0.00		
Expenditures Total		17,150.00	17,150.00	43.98	0.00	17,106.02	0.26					
P5136 Total		17,150.00	17,150.00	43.98	0.00	17,106.02	0.26					
D40004 Total							709,336.00	709,336.00	160,449.89	227.50	548,658.61	22.65
ASSOCIATED STUDENTS Total							709,336.00	709,336.00	160,449.89	227.50	548,658.61	22.65
CHILDREN'S CENTER	D40030	CHILDREN'S CENTER - CAMPUS	-	-	Expenditures	601 - Regular Salaries and Wages	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
					Expenditures Total		60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
					- Total		60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
D40030 Total							60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
CHILDREN'S CENTER Total							60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
CLTURAL CNTRS OF ACADEMIC EXCE	D40032	MULTICULTURAL CENTER	-	-	Expenditures	601 - Regular Salaries and Wages	29,545.00	29,545.00	0.00	0.00	29,545.00	0.00
					606 - Travel	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00	
					660 - Misc. Operating Expenses	34,400.00	34,400.00	0.00	0.00	34,400.00	0.00	
					Expenditures Total		65,245.00	65,245.00	0.00	0.00	65,245.00	0.00
					- Total		65,245.00	65,245.00	0.00	0.00	65,245.00	0.00
P5122		AS PROGRAMS GRANTS		Expenditures	660 - Misc. Operating Expenses	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00	
				Expenditures Total		33,000.00	33,000.00	0.00	0.00	33,000.00	0.00	

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	D40064 Total	36,535.00	36,535.00	167.69	0.00	36,367.31	0.46
STUDENT RECREATION - WELLNESS Total		36,535.00	36,535.00	167.69	0.00	36,367.31	0.46

Department Code	Department Description			Program Code	Program Description	
D40004	Associated Students HSU					

Account Code	Account Description	Class Code	Class Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget
601201	Management + Supervisory					

Summary:

If proposed budget is higher than last year, please explain:

Account Code	Account Description	Class Code	Class Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget
601300	Support Staff					

Summary:

If proposed budget is higher than last year, please explain:

Account Code	Account Description	Class Code	Class Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget
601303	Student Assistant					
Summary:						
If proposed budget is higher than last year, please explain:						

2017-18 Budget Total	2017-18 Actuals	2018-19 Proposed Budget Total

- 1. GENERAL NARRATIVE** - Per the Associated Students Code, A.S. Board of Directors shall allocate Associated Students fees in accordance with their Mission Statement (see [link](#)). To enable them to perform this task as effectively as possible, please provide the following information.

a. Brief history of the program:

b. What is the program's mission statement?

c. How does the program's mission match the A.S. mission?

2. PROGRAM GOALS & PARTICIPATION

- a. **Fall 2016 - Spring 2017 Fiscal Year Participation¹** – Review program goals and list program activities to reach goals. (*Please note:* We are interested in 2016-2017 figures so we can evaluate an entire year of information.)

[illegible]

How many total volunteers did your program have in 2016-17 academic year? _____

¹ **PARTICIPATION:** Review your program records and provide a list of programs, services, or activities offered which indicates student response. The list should minimally include a breakdown of the name of the program/service/activity, numbers of students participating or served, (i.e. Student Access Gallery - list of shows and number of artists; CCAT - list of events and number of persons involved, lending library usage, online services; Women's Center - list of programs and number in attendance, resource room usage; Club and Program Support - number of student benefiting from number of club travel funds; AS Presents - list of programs and number in attendance) and any other information that indicates student involvement and satisfaction.

- b. Fall 2017 Participation¹** – List program activities to reach goals to date. (*Please note:* This is an additional question from last year’s application.)

Name of Program/Service/Activity	Month (If Applicable)	Number of Students Served

- c. Current Year Goals** - What are your goals for 2017-2018? How is the program achieving those goals?

1. _____
2. _____
3. _____
4. _____

- d. Proposed Goals** – What are your goals for 2018-2019 and how do you plan to reach them in terms of program activities?

1. _____

2. _____

3. _____

4. _____

- 3. SIGNIFICANT PROGRAM CHANGES:** Highlight significant changes in this year's program activities from last year's program.

1. _____

2. _____

3. _____

4. _____

4. PRIORITIES:

- a. What area of your budget is the greatest priority for funding and give supporting reasons?**

1. _____
2. _____

- b. What areas of your budget have you identified to be the lowest priority should we be unable to provide the total funding you have requested.**

1. _____
2. _____

- c. Describe the impact on the program should it not receive Associated Students funds, or if the amount granted is less than requested.**

--

Name of AS Program: _____

_____	_____	_____
Budget Administrator Name	Signature	Date

_____	_____
Phone Number	E-Mail

_____	_____	_____
Program Advisor Name	Signature	Date

_____	_____
Phone Number	E-Mail

Description	<u>Current Budget:</u> <u>2018-2019</u>			<u>Proposed Budget:</u> <u>2018-2019</u>		
	A.S.	Other	Total	A.S. **	Other	Total
Revenue						
Rev. Over Expend.	0	0	0	0	0	0