

Associated Students Board of Finance  
Humboldt State University  
Meeting on Wednesday, December 3, 2014  
Nelson Hall East, Room 120  
9:30 a.m.  
Agenda #5

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #5 – **Action Item**
- IV. Chair's Report
- V. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VI. Approval of Minutes #4 dated November 12, 2014 – **Action Item**
- VII. Old Business
  - A. 2015-16 AS Budget Timeline – **Action Item**  
Review and Approval of the 2015-16 AS Budget Timeline.
  - B. 2015-16 AS Budget Application Materials – **Action Item**  
Review and Approval of the 2015-16 AS Budget Application Materials.
- VIII. Announcements
- IX. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Wednesday, November 12, 2014  
Nelson Hall East, 120  
Minutes #4

**Call to Order**

Ana Cortes, Administrative Vice President, called the Board of Finance meeting to order at 9:36 a.m. on Wednesday, November 12, 2014 in the Nelson Hall East 120.

**Roll Call**

Members Present: Ana Cortes, Jerry Dinzes, Thomas Kupelian, Taylor Mitchell

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: MITCHELL/DINZES move to approve Agenda #4 dated November 12, 2014

APPROVED

**Chair's Report**

Cortes had no report.

**Public Comment**

Dinzes reported that in September he had promised a donation to the ALS Ice Bucket Challenge, but that students had expressed concern about testing done on animals in ALS research. Dinzes will be bringing the ALS Ice Bucket Challenge donation forward as a discussion item.

**Approval of the Minutes**

MOTION: MITCHELL/KUPELIAN move to approve the Board of Finance Minutes #3 dated October 22, 2014

APPROVED

**Old Business**

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

Tyson reviewed draft budget application materials and explained that the materials are very similar as past budget applications. Tyson reviewed the AS Budget Process Timeline and noted that the Board of Finance will be meeting on Saturday, February 28 for budget hearings. Tyson reviewed the Budget Memo which provides important notes for budget applicants to review while preparing their budget. Tyson reviewed the Budget Grid and explained that each program is required to complete the budget grid that provides information on projected income and proposed budget expenditures. Tyson noted that the budget application also includes a form for director description and budget justifications to provide more detailed descriptions for line items

and employee job descriptions. Tyson reviewed the Budget Narrative which included changes to question number two (program goals) and question number three (participation) to provide the Board of Finance with additional information on the goals and student participation of the program. The Board of Finance discussed potential modifications to questions two and three and members may provide Tyson with potential language to discuss at the December 3, 2014 meeting at which time the budget application materials are scheduled to be approved.

### **Announcements**

Dinzes announced that the Board of Trustees will be considering the CSSA Student Involvement and Representation Fee in January, 2015.

### **Adjournment**

Cortes adjourned the meeting at 10:06 a.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

  

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Ana Cortes  
Administrative Vice President

***ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY  
2015-2016 BUDGET PROCESS TIME LINE***

Wednesday, January 7, 2015	Budget request forms distributed to Associated Students (AS) programs
Tuesday, January 20, 2015	Instruction begins.
Wednesday, January 21	A.S. Administrative Vice President & General Manager meet with budget administrators to review materials and answer questions.
Wednesday, February 11 <b>NOON</b>	Budget requests due into the A.S. General Manager's Office and distributed to Board of Finance for review.
Week of February 16	Budget hearing schedule sent out.
Saturday, February 28	Board of Finance conducts budget hearings. The purpose of the hearings is to critically analyze the budget requests and provide the Board of Finance an opportunity to ask specific questions. Programs will not be called in if Board of Finance has no questions. <b>These are not program presentations.</b>
Monday, March 9	Council receives the budget. Programs also receive recommended budget. Council will be ready for discussion and action on Monday, April 6.
March 16 - March 20	Spring Break
Monday, March 23	AS 2015-2016 Recommended Budget Discussion  Deadline to contact the General Manager's Office if program(s) choose to appeal the Board of Finance budget recommendation.
Monday, April 6	Council approves budget <b>or</b> ASC will select the programs (if any) to appear at the next meeting to answer questions.
Monday, April 6	Any program appealing their recommended budget allocation are required to appear before Council to answer questions. The ASC will hear from all programs before actual budget discussion occurs. Depending on available time and if ASC is calling in any programs, the A.S. budget may be completed at this meeting or at the next Council meeting on Monday, April 13.
Monday, April 13	A.S. Council Meeting
April 21, 22 & 23	Associated Students General Elections
Prior to May 1	The University President receives and reviews the Associated Students budget according to Executive Order 369.



January 5, 2015

TO: 2015-2016 Associated Students (AS) Budget Applicants

FROM: Joan Tyson, AS General Manager

RE: 2015-2016 AS Budget Request

Attached are instructions and forms to complete a budget request for 2015-2016 Associated Students funds. All applications must be completed and returned to the Associated Students General Manager's Office no later than NOON on Wednesday, February 11, 2015. Please submit seven copies of your application.

DIGITAL APPLICATION MATERIALS ARE AVAILABLE ON OUR WEBSITE AT:  
<http://humboldt.edu/associatedstudents/services/as-business-services>

The Associated Students budget is based on the number of fee-paying students. At this time we are anticipating the number of students attending HSU in 2015-2016 to be approximately the same as in 2014-2015. Keep these parameters in mind and incorporate the applicable "Important Notes" listed below as you develop your request. Significant changes to the budget are unlikely beyond the mandated increase in hourly wages.

In Spring 2014 the Student Body approved a referendum to increase the Associated Students Fee to mitigate increases to the California Minimum Wage. Assembly Bill (AB) 10 increased the minimum wage to \$9.00 per hour on July 1, 2014 and will increase the minimum wage to \$10.00 per hour in the 2015-2016 Fiscal Year. For budgeting purposes use \$10.00 per hour.

***Important Notes:***

1. There are two meetings scheduled to review these materials and answer any questions that you may have regarding the budget application process. Your attendance is highly recommended:

Wednesday, January 21, 4:00 – 5:00 p.m., Nelson Hall East, Room 106

Wednesday, January 21, 5:00 – 6:00 p.m., Nelson Hall East, Room 106

2. We have completed the first column of the budget draft grid. You will need to complete the "Other" column for 2014-2015. You will also need to complete the proposed budget columns for 2015-2016. The "Other" column should include support by other campus department's funds (that is, salaries, supplies, telephone) and also include program fundraising. It is very important you include this "Other" information.

3. AS Budget Justifications: Please provide a detailed description for each line-item included in the revenue and expenditures column of the Proposed Budget 2015-2016. Please follow format provided in this packet.
4. Hourly wages: Programs paying wages for tasks such as office coordinator, project manager, groundskeeper, compost labor, gardener, gym supervisor, lifeguard, and/or clerical assistants shall include a brief position description in the hourly wages budget justification. Also included shall be the projected number of hours of work per week in the Fall and Spring, rate of pay and total per year.
5. Director's position descriptions: Provide a brief description for each director position requested in your budget. Descriptions should include the general duties and responsibilities required of each position. Descriptions should not exceed 4-5 sentences and/or 75 words. Director positions are intended for students to serve in leadership roles within an AS Program. Please follow the format provided in this packet.
6. 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.

Example:

1. Program Director                      \$2,250 \$2,550 (\$1,275 per semester)  
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.
  2. Co-Director                              \$1,700 \$1,950 (\$975 per semester)  
Co-Director's 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.
  3. Assistant Director                      \$1,150 \$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.
7. Programs that include any wages (excluding work study wages) must include five percent (5%) of the total wages to pay for payroll taxes (Unemployment & Worker's Compensation). For example, if you are requesting a total of \$3,000 in wages, you would budget five percent (5%) for payroll taxes.

Example:	Wages	\$3,000
	Payroll Taxes	\$150 (5%)

**Please Note**, this applies to wages paid to students involved in programs directly paid by the Associated Students which includes AS Government, CCAT, ERC, GPA, Student



Access Gallery, WRRAP, and the Women's Resource Center. Hourly wages paid on a reimbursed basis would not include a line-item for payroll taxes.

8. All Programs that include hourly wages will need to factor in the minimum wage requirements. The minimum wage for the 2015-2016 Fiscal Year will be \$10.00 per hour.
9. If you are requesting any new paid positions, please consult with Joan Tyson, Associated Students General Manager by Friday, January 30, 2015. This could avoid any unnecessary delays and/or questions.
10. The Federal Work Study match amount continues to be twenty-five percent (25%) of total hourly wages paid.
11. General Narrative section: Complete the General Narrative section included in the budget application materials. Some of the questions have changed from previous years, so please be sure to follow the current format.

Programs requesting funds may be invited to a Board of Finance meeting to answer specific questions about their budget requests on Saturday, February 28, 2015. If the Board of Finance does not have any questions for you, you will not need to attend. Please mark your calendar now. The Budget Administrator or other designated person(s) will be requested to attend at a specific time. The purpose of your attendance is to provide the Board of Finance with any further clarification necessary before making a recommendation to the AS Council on a proposed budget allocation for your program. You will be notified of the time of your hearing at a later date.

The Board of Finance will present a recommended budget to the AS Council on Monday, March 9, 2015. Programs will also receive a copy of the recommendation at that time. The AS Council will be prepared to discuss the AS Recommended Budget on Monday, April 6, 2015. If for some reason a program decides to appeal the Board of Finance's budget recommendation you will be required to attend the Monday, April 6, 2015 AS Council meeting to present your appeal. If any additional questions remain unanswered AS Council may request a program attend their Monday, April 13, 2015 meeting.

If you need assistance completing this application, preparing your budget, or have questions about the process, please do not hesitate to contact me.

Please submit eight copies in the following order:

1. Budget Draft Grid with boxes
2. Budget Justifications
3. Director Position Descriptions
4. General Narrative

Thank you.



Associated Students

## Associated Students Budget Draft 2015-2016

Name of Program: A.S. Government

### Current Budget: 2014-2015

Description	A.S.	Other	Total
<b>Revenue</b>			
A.S. Subsidy	87,925		87,925
			0
			0
<b>Total Revenue</b>	<b>87,925</b>	<b>0</b>	<b>87,925</b>
<b>Expenditures</b>			
Hourly/Work Study Wages	2,250		2,250
Stipends	28,575		28,575
Payroll Taxes	100		100
A. S. Council Staff	28,300		28,300
Communications	1,900		1,900
Publicity	4,850		4,850
Travel & Conference	5,000		5,000
Supplies & Services	3,750		3,750
Retreat	1,500		1,500
Special Projects	4,200		4,200
Elections	6,500		6,500
Study Lounge	1,000		1,000
<b>Total Expenditures</b>	<b>87,925</b>	<b>0</b>	<b>87,925</b>
<b>Rev. Over Expend.</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Proposed Budget: 2015-2016

A.S. **	Other	Total
		0
		0
		0
<b>0</b>	<b>0</b>	<b>0</b>
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>

\*\*Provide a detailed budget justification for each line-item included in the 2015-2016 A.S. column on the attached Budget Justification pages.



## 2015-2016 AS BUDGET JUSTIFICATIONS

**IMPORTANT:** Please provide a detailed description for each line-item included in the **A.S.\*\*** revenue and expenditures column of the Proposed Budget 2015-2016. Include how you arrived at specific line item figures. For example, Supplies should include a list of supplies requested and details of cost. Program publications should include cost of printing each publication requested. **The Board of Finance wants complete numerical detail on how you arrived at the number within each line-item--not just how you intend to spend it.**

**Line-item:** \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line-item:** \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line-item:** \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:* \_\_\_\_\_  
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\_\_\_\_\_

**Line-item:** \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ***2015-2016 DIRECTOR DESCRIPTIONS***

Please provide a brief job description for each director, co-director and/or assistant director position requested in your budget. Descriptions should include the general duties and responsibilities required of each position. Descriptions should not exceed 4-5 sentences and/or 75 words. Directors are intended for students serving in leadership roles within AS Programs. **IMPORTANT: PAY CLOSE ATTENTION TO DIRECTOR BUDGET LANGUAGE REGARDING THESE POSITIONS IN MEMO ON PAGE 2.**

**Position Title:** \_\_\_\_\_ **\$** \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Title:** \_\_\_\_\_ **\$** \_\_\_\_\_

Description: \_\_\_\_\_  
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\_\_\_\_\_

**Position Title:** \_\_\_\_\_ **\$** \_\_\_\_\_

Description: \_\_\_\_\_  
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\_\_\_\_\_

**Position Title:** \_\_\_\_\_ **\$** \_\_\_\_\_

Description: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

1. **GENERAL NARRATIVE** - Per the Associated Students Code, A.S. Council shall allocate Associated Students fees in accordance with their Mission Statement (see attached). 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 mission statement of your program?
- c. How does the mission of your program match the mission of the AS?

2. **PROGRAM GOALS & PARTICIPATION**

- a. **Fall 2013 - Spring 2014 Fiscal Year Participation<sup>1</sup>** – Review program goals and list program activities to reach goals. (*Please note:* We are interested in 2013-2014 figures so we can evaluate an entire year of information.)

Name of Program/Service/Activity	Month (If Applicable)	Number of Students Served
<i>Example: WRC Rosa Parks Resource Room</i>	<i>On-going</i>	<i>100</i>
<i>Example: ERC Drag Show</i>	<i>April, 2014</i>	<i>250</i>

- b. **Current year (2014-2015) Goals** - What are your goals for 2014-2015?

**Fall 2014 Participation<sup>1</sup>** – 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
<i>Example: WRC Rosa Parks Resource Room</i>	<i>On-going</i>	<i>50</i>
<i>Example: CCAT Fall Harvest Festival</i>	<i>October, 2014</i>	<i>125</i>

- c. **Proposed 2015-2016 Goals** – What are your goals for 2015-2016 and how do you plan to reach them in terms of program activities?

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<sup>1</sup> **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.



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

4. **PRIORITIES:**

- a. What area of your budget is the greatest priority for funding and give supporting reasons?
- 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.
- c. Describe the impact on your organization should you not receive Associated Students funds, or if the amount granted is provided at a reduced level.
- d. Indicate all alternative methods of funding that your organization will seek for 2015-2016.

*Please note:* we are also interested if your program receives any other HSU departmental funds, and if so, for what types of expenditures (i.e. salaries, supplies, telephones). Be sure to list these amounts on the budget grid in the Proposed Budget "Other" column as requested.

5. If your 2015-2016 budget request is higher than the current year (e.g. requested an increase in a line-item and/or overall allocation) please highlight and explain.

Name of AS Program: \_\_\_\_\_

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Budget Administrator Name	Signature
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Program Advisor Name	Signature
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Budget Administrator phone number	E-mail
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# MISSION STATEMENT

*“The Associated Students of Humboldt State University is a recognized non-profit corporation and an auxiliary of Humboldt State University. The specific purpose of this corporation is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students’ opinions may be expressed; foster awareness of these opinion both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus community; and stimulate the educational, social, physical, and cultural well-being of the University community”*

*“The Associated Students’ services and programs shall be established for the purpose of providing essential activities closely related to, but not normally included as a part of the institutional educational program”*