

Associated Students Board of Finance
Humboldt State University
Meeting on Friday, February 5, 2016
Nelson Hall East, Room 118
11:00 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 30, 2015 – **Action Item**

VII. Old Business

A. Request from the Associated Students Government from Unallocated in an amount not to exceed \$2,810 for costs associated with the purchase of 700 Academic Planners – **Action Item**

The Associated Students Government would provide 700 free customized planners for students in the 2016-17 academic year. The planners would include information on Associated Students programs, events and resources for HSU students.

B. Review of 2016-17 AS Budget Timeline – Information Item

Tyson will review the approved 2016-17 AS Budget Timeline with the Board of Finance.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, November 30, 2015
Nelson Hall East, 120
Minutes #4

Call to Order

Alexis Hernandez, Administrative Vice President, called the Board of Finance meeting to order at 3:00 p.m. on Monday, November 30, 2015 in Nelson Hall East 120.

Roll Call

Members Present: Juan Cervantes, Graciela Chipres, Alexis Hernandez, Joseph Mularky (late),
Jonah Platt

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: CHIPRES/CERVANTES move to approve Agenda #4 dated November 30, 2015
APPROVED

Chair's Report

Hernandez had nothing to report.

Public Comment

There were no public comments.

Approval of Minutes

MOTION: CHIPRES/PLATT move to approve Minutes #3 dated November 9, 2015
APPROVED

Old Business

- A. 2016-17 AS Budget Timeline – **Action Item**
Review and Approval of the 2016-17 AS Budget Timeline.

MOTION: PLATT/CHIPRES move to approve the 2016-17 AS Budget Timeline APPROVED

Tyson reviewed the AS Budget Timeline with the Board of Finance. Tyson noted to save the date on Saturday, February 27, 2016. Cervantes asked if there were any obligations from other committee members regarding the meeting on January 20, 2016. Tyson noted there would not be. Cervantes also asked if the information could be published on the website. Platt asked when would be the best time for students to provide feedback in the schedule. Tyson answered there will be time for public

comment during the meetings.

Mularky arrived at 3:06 p.m.

B. 2016-17 AS Budget Application Materials – Action Item

Review and Approval of the 2016-17 AS Budget Application Materials.

Tyson reviewed the 2016-17 AS Budget Application Materials in detail. The AS Programs will receive the Budget Application Materials in early January 2016. The packet will include a memo that outlines important notes for programs to keep in mind as they prepare their budget, a budget grid, director descriptions, budget justifications, a budget narrative and a copy of the AS Mission statement.

MOTION: CHIPRES/PLATT move to approve the 2016-17 AS Budget Application Materials
APPROVED

Chipres asked how the meeting time was scheduled January 20, 2016. Chipres was concerned that AS programs might not be able to attend some of the meetings. Tyson noted the meetings were not mandatory for AS programs, but highly recommended. She can meet with programs who cannot make the scheduled meeting times.

C. Associated Student Budget Plan and Five-year Budget – Action Item

President Rossbacher has asked each auxiliary organization to provide her with our business plan and a five-year financial or budget plan. This should be developed with the input and support of our governing body. The due date is January 2, 2016.

MOTION: PLATT/CHIPRES move to approve the Associated Student Budget Plan and Five-year Budget
APPROVED

Tyson discussed the item. Tyson noted the revisions in the Service Analysis section beginning on page 6. Tyson reviewed the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis in detail as it has been added since the last meeting. Platt asked that the word “addressing” be added between “promote an array” to read “promote addressing an array” in the Strengths-Programs and Services bullet. The Board of Finance agreed with that change. Mularky asked about external factors such as supply costs, benefit costs, and minimum wage increase being a threat instead of a weakness. The Board also agreed with that change. Tyson noted the suggestions.

Lack of recognition of services by AS programs is a problem. Cervantes noted the AS programs are becoming less student driven and led. Chipres asked for an example of this. Cervantes noted the MultiCultural Center (MCC) is an organization that has become more staff led vs. student. It was noted that during an AS Council meeting members of the Black Student Union expressed that other groups on campus were using their ideas without permission. Sesanto commented on the “Threats” regarding budget. He provided language to expand that section to read...”Also, freezes or cuts to HSU enrollment or CSU funding could put strain on the AS budget by increasing demand for current AS services or propagate the need to expand AS programs”.

Language was also added in the Future Plans section to strengthen goal bullet six to include “actively heard, respected, and valued in decision making” and goal bullet 8 to include the word “assess”.

Brian Mitchell, HSU Director of Financial Services, asked if the rationale in the budget could include more detail. Tyson explained some of the projected changes were provided by the HSU Budget Office and this will be noted. Cervantes also noted the Council changes their focus from year to year. Tyson noted the goals in the Looking Forward section will have costs that are either staff time or program enhancements. Platt discussed shared governance and asked to include a few items. Cervantes provided some feedback. Platt also asked about outreach strategies that have worked and have not worked.

Announcements

There were no announcements.

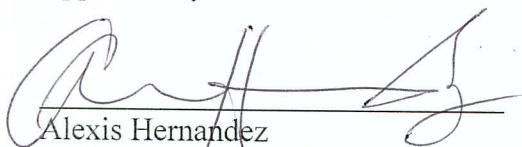
Adjournment

Hernandez adjourned the meeting at 4:00 p.m. without objection.

Recorded by:

Patric Esh
A.S. Council Assistant

Approved by:




Alexis Hernandez
Administrative Vice President



Associated Students

HUMBOLDT STATE UNIVERSITY

January 13, 2016

TO: Associated Students, Board of Finance
FROM: Juan Cervantes, A.S. President 
RE: Request for Unallocated Funds to Purchase Academic Planners

The Associated Students Government is requesting funds to provide free 2016-2017 academic planners to approximately 700 students at Humboldt State University during the beginning of the Fall 2016 semester. The funds will cover the cost of printing, designing and shipping the planners before the upcoming academic year. Although the final pricing of the planners has not yet become available we are basing the cost of the purchase on last year's order. If there is a significant difference in costs the Associated Students will order the appropriate amount of planners, or seek additional funding.

In previous years, Associated Students has worked to give these planners to students in an effort to inform students of the role and mission of Associated Students as well as help students keep on track. This year the free academic planners were such a success, most of the planners were given away within the first two weeks of classes.

Thank you for your consideration of this request. If you need to contact me you can do so at jpc362@humboldt.edu or by phone at (530) 867-4334.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: AS Government
CONTACT PERSON: Juan Cervantes
Phone: 707-826-5414
Email: jpc362@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 2,810.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Income:</u>		<u>\$ 2,810.00</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Production & Shipping of 700 Academic Planners</u>	<u>\$ 2,583.00</u>
2	<u>California Sales Tax</u>	<u>\$ 227.00</u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Expenditures:</u>		<u>\$ 2,810.00</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Joan Tyson
CLUB/PROGRAM ADVISOR NAME


SIGNATURE

Juan Cervantes
BUDGET ADMINISTRATOR NAME


SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: 700 Academic Planners \$ 2,583.00

Explanation: The price per unit of Academic Planners is \$3.69 and includes four custom pages and an imprinted cover. 700 x \$3.69 = \$2583.00

Line Item: California Sales Tax \$ 227.00

Explanation: Sales tax is calculated at 8.75% of the purchase price.

\$2,583.00 x 8.75% = \$227.00

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
2016-2017 BUDGET PROCESS TIME LINE

Wednesday, January 6, 2016	Budget request forms distributed to Associated Students (AS) programs
Tuesday, January 19, 2016	Instruction begins.
Wednesday, January 20	A.S. Administrative Vice President & General Manager meet with budget administrators to review materials and answer questions.
Wednesday, February 10 NOON	Budget requests due into the A.S. General Manager's Office and distributed to Board of Finance for review.
Week of February 15	Budget hearing schedule sent out.
Saturday, February 27	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. These are not program presentations.
Monday, March 7	Council receives the budget. Programs also receive recommended budget. Council will be ready for discussion and action on Monday, April 4.
March 14 - March 18	Spring Break
Monday, March 21	AS 2016-2017 Recommended Budget Discussion
Wednesday, March 30 NOON	Deadline to contact the General Manager's Office if program(s) choose to appeal the Board of Finance budget recommendation.
Monday, April 4	Council approves budget or ASC will select the programs (if any) to appear at the next meeting to answer questions.
Monday, April 4	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 18.
Monday, April 18	A.S. Council Meeting
April 19, 20 & 21	Associated Students General Elections
Prior to May 1	The University President receives and reviews the Associated Students Budget according to Executive Order 369.