

Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, December 3, 2012  
Nelson Hall East, Room 120  
2:00 p.m.  
Agenda #6

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #6 – 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 #5 dated November 14, 2012 – Action Item
- VII. Old Business
  - A. Sustainable Living Arts & Music Festival (SLAM Fest) – Discussion Item  
The Board of Finance will meet with the advisor of the SLAM Fest to discuss plans for the Spring, 2013 SLAM Fest.
  - B. 2013-14 AS Budget Timeline – Action Item  
Review and Approval of the 2012-13 AS Budget Timeline.
  - C. 2013-14 AS Budget Application Materials – Action Item  
Review and Approval of the 2012-13 AS Budget Application Materials.
  - D. Request from AS General Operations in amount not to exceed \$1,500 for costs associated with AS program website development – Action Item  
AS Presents is in need of website development services. The website will be updated to be compatible with the CSU Accessible Technology Initiative (ATI). The updated website will also benefit the program and allow for additional multimedia capabilities.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Wednesday November 14, 2012  
Nelson Hall East, 120  
Minutes #5

**Call to Order**

Paul Yzaguirre called the Board of Finance meeting to order at 1:09 p.m. on Wednesday, November 14, 2012 in the Nelson Hall East 120.

**Roll Call**

Members Present: Paul Yzaguirre, Ellyn Henderson, Jesse Carpentier

Members Absent: Stefan Kreid (excused), Tony Lapiz (excused)

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: HENDERSON/CARPENTIER move to approve Agenda #5 APPROVED

**Chair's Report**

Yzaguirre reported that the Board of Finance will be reviewing the 2013-14 Budget Application and Timeline materials. Yzaguirre stated that he is working with Tyson on revising the AS Event Funding Budget Application.

**Public Comment**

There was no Public Comment.

**Approval of the Minutes**

A. Approval of Minutes #4 dated October 29, 2012 – Action Item

MOTION: HENDERSON/CARPENTIER move to approve the Board of Finance Minutes #4 dated October 29, 2012 APPROVED

**Old Business**

A. Request from Associated Students Government from Unallocated in an amount not to exceed \$2,584.00 for the costs associated with purchase of 575 Academic Planners – Action Item  
The Associated Students Government would like to provide 575 free personalized planners for students in the 2013-2014 school year. The planners would include information on Associated Students programs, events and resources for HSU students.

MOTION: HENDERSON/CARPENTIER move to approve the request from Associated Students Government from Unallocated in an amount not to exceed \$2,584.00 for the costs associated with purchase of 575 Academic Planners APPROVED

Henderson was present on behalf of the request. Henderson stated that the Associated Students has purchased academic planners in the past and that they have been well received by HSU students. It was suggested that the HSU Academic Calendar be included. Christensen stated that he will work with the incoming AS President and Student Affairs Vice President to plan the pages.

- B. 2013-14 AS Budget Timeline and Application Materials – Information Item  
The Associated Students Board of Finance will review draft materials to be used for the 2013-14 Budget process and suggest changes. The AS Budget Timeline and Application Materials will appear as an agenda item on the December 3, 2012 Board of Finance Agenda for review and approval.

Tyson went over the proposed memo to the programs and application materials that will be sent out to the programs. The applications materials will include a budget draft grid, budget justifications and a general narrative. Tyson described the timeline to the Board and explained the importance of the Board of Finance committing to the timeline once approved. This is the timeline that will be communicated to the AS Programs in the budget application materials. Tyson went over the budget process in detail and answered questions about the process. This document will be an action item at the Board of Finance meeting on Monday, December 3, 2012. Tyson also noted that if the Board of Finance were interested in adjusting the amounts allocated for director positions they would need to give notice to Tyson so that she could prepare an analysis on what the cost would be.

### Announcements

There were no announcements.

### Adjournment

Yzaguirre adjourned the meeting at 1:40 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

  
Paul Yzaguirre  
A.S. Administrative Vice President  
Chair Board of Finance

***ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY  
2013-2014 BUDGET PROCESS TIME LINE***

Tuesday, January 22, 2013	Instruction begins. Budget request forms distributed to Associated Students (AS) programs.
Wednesday, February 13 <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 18	Budget hearing schedule sent out.
Saturday, March 2	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 11	Council receives the budget. Programs also receive recommended budget. Council will be ready for discussion and action on Monday, April 8.
March 18 - March 22	Spring Break
Monday, March 25	AS 2013-2014 Recommended Budget Discussion
Wednesday, April 3	Deadline to contact the General Manager's Office if program(s) choose to appeal the Board of Finance budget recommendation.
Monday, April 8	Council approves budget <b>or</b> ASC will select the programs (if any) to appear at the next meeting to answer questions.
Monday, April 8	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 15.
April 23, 24 & 25	Associated Students General Elections (dates pending ASC approval)
Prior to May 1	The University President receives and reviews the Associated Students budget according to Executive Order 369.

January 22, 2013

TO: 2013-2014 Associated Students (AS) Budget Applicants

FROM: Paul Yzaguirre, Chair, Board of Finance  
Members of the Board of Finance

RE: 2013-2014 AS Budget Request

Attached are instructions and forms to complete a budget request for 2013-2014 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 13, 2013. Please submit eight typed copies of your application.

ALL APPLICATIONS MUST BE TYPED. HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED. DIGITAL APPLICATION MATERIALS ARE AVAILABLE ON OUR AS 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 2013-2014 to be approximately the same as in 2012-2013. Keep these parameters in mind and incorporate the applicable "Important Notes" listed below as you develop your request.

***Important Notes:***

1. We have completed the first column of the budget draft grid. You will need to complete the "Other" column for 2012-2013. You will also need to complete the proposed budget columns for 2013-2014. 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.
2. AS Budget Justifications: Please provide a detailed description for each line-item included in the revenue and expenditures column of the Proposed Budget 2013-2014. Please follow format provided in this packet.
3. 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.

4. 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.
5. 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    \$2,000 (\$1,000 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    \$1,500 (\$750 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    \$1,000 (\$500 per semester)  
     Assistant Director’s support the director and/or the co-director with the program’s administration. A assistant director generally works 4-5 hours a week during the academic year.

6. Programs that include any wages (excluding work study wages) must include five percent (5%) of the total wages to pay for Unemployment Insurance and five percent (5%) for Worker's Compensation. For example, if you are requesting a total of \$3,000 in wages, you would budget eight percent (5%) for Worker's Compensation and five percent (5%) for Unemployment Insurance.

Example:

Wages	\$3,000
Worker's Compensation	\$150 (5%)
Unemployment Insurance	\$150 (5%)

7. All Programs that include hourly wages will need to factor in the minimum wage requirements. The minimum wage is \$8.00 per hour.
8. If you are going to be requesting any new paid positions, please talk to Joan Tyson, Associated Students General Manager by Friday, February 1. This could avoid any unnecessary delays and/or questions in processing your request.
9. The Federal Work Study match amount continues to be twenty-five percent (25%) of total hourly wages paid.

10. 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, March 2, 2013. If the Board of Finance does not have any questions for you, you will not need to attend. Please mark your calendar now! Your Budget Administrator or other designated person(s) will be requested to attend at a specific time. The purpose of your attendance will be 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 exact time of your hearing at a later date.

The Board of Finance will present a recommended budget to the AS Council on Monday, March 11. Programs will also receive a copy of the recommendation at that time. AS Council will be prepared to discuss the AS Recommended Budget on Monday, April 8. 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 8 AS Council meeting to present your appeal. If any additional questions remain unanswered AS Council may request a program attend their Monday, April 15 meeting.

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

Please submit eight copies in the following order:

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

Thank you.





**Associated Students Budget Draft 2013-2014**  
Name of Program: A.S. Government

**DRAFT**

**Current Budget: 2012-2013**

**Proposed Budget: 2013-2014**

Description	A.S.	Other	Total
<b>Revenue</b>			
A.S. Subsidy	76,575		76,575
			0
			0
<b>Total Revenue</b>	<b>76,575</b>	<b>0</b>	<b>76,575</b>
<b>Expenditures</b>			
Hourly Wages	2,000		2,000
Stipends	25,200		25,200
Unemployment Ins.	1,100		1,100
Worker's Comp	825		825
A. S. Council Staff	23,500		23,500
Elections Support/SA	2,000		2,000
Communications	2,250		2,250
Publicity	5,000		5,000
Travel & Conference	2,500		2,500
Supplies & Services	3,750		3,750
Lobby Corps	0		0
Retreat	2,000		2,000
Special Projects	1,200		1,200
Elections	4,250		4,250
Study Lounge	1,000		1,000
<b>Total Expenditures</b>	<b>76,575</b>	<b>0</b>	<b>76,575</b>
<b>Rev. Over Expend.</b>	<b>0</b>	<b>0</b>	<b>0</b>

A.S. **	Other	Total
		0
		0
		0
<b>0</b>	<b>0</b>	<b>0</b>
		0
		0
		0
		0
		0
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		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 2013-2014 A.S. column on the attached Budget Justification pages.

**2013-2014 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 2013-2014. 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:* \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

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

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

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

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

**2013-2014 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 of your program?
- c. How does the mission of your program match the mission of the AS?

**2. PROGRAM GOALS**

- a. What are your goals for 2013-2014 and how do you plan to reach them in terms of program activities?
- b. Current year (2012-2013) goals and activities - review last year's proposal, did you reach your stated objectives?

Were they successful? Why?

If not, what unusual or unexpected circumstances occurred?

**3. PARTICIPATION:**

Review your **2011-2012** 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 programs and number in attendance: CCAT; list of events and number of persons involved: Women's Center; list of programs and number in attendance: Club and Program Support; number of student benefiting from club travel funds: AS Presents; list of programs and number in attendance) and any other information that indicates student involvement and satisfaction.

*Please note:* We are interested in 2011-2012 figures so we can evaluate an entire year of information.

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

**5. 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 2013-2014.

*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.

- 6. If your 2013-2014 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: \_\_\_\_\_

\_\_\_\_\_  
Budget Administrator Name Signature

\_\_\_\_\_  
Program Advisor Name Signature

\_\_\_\_\_  
Budget Administrator phone number E-mail



# 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”*