

Associated Students Board of Finance
Humboldt State University
Meeting on Friday, March 11, 2016
Nelson Hall East, Room 118
11:00 a.m.
Agenda #8

I. Call to Order

II. Roll Call

III. Approval of Agenda #8 – **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 #7 dated February 29, 2016 – **Action Item**

VII. Old Business

A. Request for \$2,500 from Associated Students Unallocated Funds for additional event grant funding.—**Action Item**

The requested increase is because there are twenty-three grants requested.

B. Request to Transfer \$1,783 from Clubs and Activities Grant to Cultural Programming Grant.—**Action Item**

Funding from the Clubs and Activities Grant needs to be transferred to Cultural Programming in order to cover all the grant applications the AS Event Funding Committee should receive funding.

C. Resolution Fixing the 2016-17 Employer Contribution for health, dental, vision and life insurance benefits for Associated Students of HSU eligible employees.—**Action Item**

The Board of Finance will recommend to the AS Council the employer contribution rates for each of these insurance plans. *Resolution will be forwarded as soon as it is received.*

Resolution Fixing the 2016-17 Employer Contribution for retirement benefits and the vesting period for Associated Students of HSU eligible employees.—**Action Item**
The Board of Finance will recommend to the AS Council the employer contribution rate and vesting period for an Associated Students retirement plan. *Resolution will be forwarded as soon as it is received.*

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, February 29, 2016
Nelson Hall East, Room 106
Minutes #7

Call to Order

Jonah Platt, Administrative Vice President, called the Board of Finance meeting to order at 3:01 p.m. on Monday, February 29, in Nelson Hall East, Room 106.

Roll Call

Members Present: Juan Cervantes, Joseph Mularky, Jonah Platt

Members Absent: Graciela Chipres (unexcused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: CERVANTES/MULARKY move to approve Agenda #7 dated February 29, 2016
APPROVED

Chair's Report

Platt thanks the members for making themselves available.

Public Comment

There was no Public Comment.

Approval of Minutes

MOTION: MULARKY/CERVANTES move to approve Minutes #6 dated February 19, 2016
APPROVED

Old Business

- A. 2016-17 Recommended Associated Students Budget – **Action Item**
Review and approval of the 2016-17 Recommended A.S. Budget.

MOTION: MULARKY/CERVANTES move to approve the 2016-17 Recommended Associated Students Budget.
APPROVED

Tyson presented the recommended budget and discussed changes from the meeting on Saturday. Tyson reviewed the 2016-17 Budget Language. Tyson noted in number 8, the words “clearly” and “prominently” were underlined. In number 14a and 14g, the dollar amount increased to \$2,200 from

\$1,500. In paragraph 17, the phrase “and socially responsible” was included after “environmentally.” Budget language # 18, 20, 23 and 24 were deleted due to redundancy

Tyson reviewed each AS program that had budget and budget language changes. AS Program Grants, the amount in the budget language #1 increased to \$2,200. Cervantes asked if there was any change in the allocation within the AS Program Grants. Tyson noted the dollar amounts of both grants to be a total of \$58,000. Platt discussed the amount that changed in AS Program Grants. Tyson recalled the total amount was increased by Cervantes and Platt, but nothing else was changed during the hearing. Cervantes noted the change was shifted from \$26,000 to \$27,000 for the Club and AS Program Activity Grants and \$32,000 to \$31,000 for the Cultural Programming Grants. Tyson continued to review the recommended budget. Graduate Pledge Alliance budget was eliminated with the intention that GPA 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. Oh Snap! Campus Food Program budget was increased to \$13,535 from \$10,000. Unallocated was increased by \$100. AS Government budget increased to \$129,975, the language in item 3 changed to include an “Outreach Assistant” position, and item 6 included a description of the Graduate Pledge Alliance change noted above.

Tyson also reviewed the 2016-17 Unrestricted Net Position Analysis that takes place in conjunction with the budget development process and reviews the fiscal viability of our organization.

Tyson and Platt will work on a cover outlining the next steps, beginning with the AS Council and Programs receiving this document on March 7, 2016. Cervantes inquired about including the cover letter on the website. Esh noted the documents could be posted on the website.

Announcements

Cervantes announced he will be attending the Academic Senate on Wednesday, March 2, 2016. Platt announced Molly Kresl, Clubs and Activities Coordinator, requests to have a Board of Finance meeting next week. Platt explained that the AS Event Funding Committee has two items they want to submit to the Board of Finance.

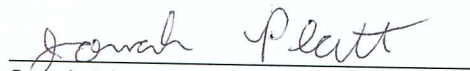
Adjournment

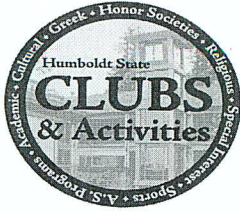
Platt adjourned the meeting at 3:24 p.m. without objection.

Recorded by:

Patric Esh
A.S. Council Assistant

Approved by:


Jonah Platt
Administrative Vice President



Clubs & Activities Office

Humboldt State University One Harpst Street, Arcata, CA 95521
Phone: 707-826-3776 Fax: 707-826-3791 Email: clubs@humboldt.edu
Website: <http://studentaffairs.humboldt.edu/clubs>

February 29th, 2016

To: Board of Finance, Associated Students

From: Molly Kresl, Clubs and Activities Coordinator
mjk360@humboldt.edu
(707) 826-6012
Clubs and Activities Office

A handwritten signature in purple ink, appearing to read "m. JP", is written next to the "From:" field.

RE: Request for \$2,500 from Associated Students Unallocated Funds for additional event grant funding

The Clubs and Activities Office is requesting \$2,500 of Associated Students Unallocated Funds to cover 1 cultural programming grant. In our last event grant cycle, we had 23 grants requested. We were able to cover the majority of the grants that the board determined deserved funding except for 1. This final grant was a cultural programming grant for the Lacrosse team. They wanted to invite people of the Iroquois Nations to HSU for 2 days of demonstrations and presentations about native stick games (which Lacrosse was based off of). This grant cycle had the most requested event grants we have seen, almost double the normal requests.

This fiscal year, Associated Students increased the 'Cultural Programming Grants' maximum allocation from \$2,500 to \$3,000. We have allocated a total of 56 grants total (both CPG and CAG) this year, which is an increase from 48 last year. Once we receive this \$2,500 we will close the event grant requests for the year. We have been impressed with the turn out and interest in the grants and want to make sure that everyone who submitted their paperwork on time, and that the board felt should receive funding are able to put on their events.



Associated Students

HUMBOLDT STATE UNIVERSITY

TO: Applicants for Associated Students Unallocated Funds

FROM: Administrative Vice President, Associated Students

RE: Procedures for Proposed Expenditure of Unallocated Funds

Requests for A.S. unallocated funds shall be typewritten and seven copies submitted. Requests shall at a minimum include the following information. **PLEASE NOTE: It is important that you follow this format, failure to do so may delay your request.**

- I. General Narrative memo which includes
 - Name of program, contact person, telephone number & email address;
 - Complete description of project or item(s) to be purchased;
 - Justification for Associated Students funding (how will students benefit from this expenditure);
 - Other sources of funding explored and outcome of inquiry; and
 - Explanation of how program has explored environmentally/socially responsible purchase options (see note below)
- II. The following forms (copies are attached) must be completed and submitted with the general narrative. Please submit seven typed copies of your application.
 - Associated Students Budget Draft
 - Budget Justifications

Each request must be submitted to the Associated Students Business Office by the Monday prior to the next scheduled meeting (check with the Associated Students Office regarding the Board of Finance schedule). At the following meeting of the Board of Finance the request will be considered. A representative from your program will need to attend this meeting to answer any questions. A majority vote of the Board of Finance is required for approval of all allocations of Associated Students funds.

Approval by a majority of Council is also required for final approval (requests for expenditures of less than \$300 may be approved by the Board of Finance – these requests will not require Council approval). The process of requesting unallocated funds, from the original request to the Council's decision, can take 2-3 weeks. Please plan accordingly.

Note: The A.S. Council upon recommendation by the Board of Finance shall require that programs requesting unallocated or reserve funds demonstrate that they have explored environmentally/socially responsible purchase options if applicable. When feasible, the Board of Finance shall recommend the environmentally/socially responsible purchase option.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Clubs and Activities Office
CONTACT PERSON: Molly Kresl
Phone: 707-826-6012
Email: mjk360@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 2,500.00</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>\$ 2,500.00</u>

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

1	<u>Cultural Programming Grants</u>	<u>\$ 2,500.00</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 Expenditures:</u>		<u>\$ 2,500.00</u>

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

REVIEWED BY:

Molly Kresl
CLUB/PROGRAM ADVISOR NAME

M. J. P.
SIGNATURE

Kayla Johnson
BUDGET ADMINISTRATOR NAME

Kayla Johnson
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:	Cultural Programming Grants	\$ 2,500.00
-------------------	-----------------------------	-------------

Explanation:	<u>Funding request to fund 1 cultural programming grant for lacrosse. We allocated 56 grants between CAg and CPG and we ran out of funding for this 1 grant. We are requesting \$2500 from unallocated in addition to the \$500 we have in our grant funding.</u>	
--------------	---	--

Line Item:		
-------------------	--	--

Explanation:		

Line Item:		
-------------------	--	--

Explanation:		

Line Item:		
-------------------	--	--

Explanation:		

Line Item:		
-------------------	--	--

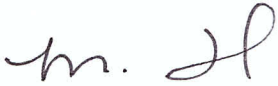
Explanation:		

Line Item:		
-------------------	--	--

Explanation:		

February 10th, 2016

To: Board of Finance, Associated Students

From: Molly Kresl, Clubs and Activities Coordinator 
Mjk360@humboldt.edu
(707) 826-6012

RE: Request to Transfer \$1783.02 from Clubs and Activities Grant to Cultural Programming Grant

The AS events funding board is requesting \$1783.02 from the Clubs and Activities Grant line item be transferred to the Cultural Programming Grant line item. This year, we have allocated our total funding but need to transfer funds from the CAG to the COG in order to cover all CPG grants that the Event grant board determined should receive funding. We have had more student organizations apply for and be awarded funding than in years past (2015-2016: 56 grants; 2014-2015: 48 grants). Once we transfer the funds, the event grant requests will be closed for the 2015-2016 academic year.

The final events we are wanting to fund with this transfer are "Serenity Sisters: Poetic Justice- Elements of Hip-Hop" and "Men's Lacrosse: Baggageaway- The Creators Game". The serenity sisters event will be a "conscious discussion on the elements of Hip-Hop and Hip-Hop culture." They want to bring Fernando Orejuela, who is a professor of African American and Latino Studies at Indiana University to talk about his book, "Rap and Hip-Hop Culture".

Men's Lacrosse wants to bring in people of the Iroquois Nation for "two days of presentation and demonstrations of Native stick games. It will focus on explaining the cultural origins of the first indigenous sport in North America, Lacrosse, and highlight the traditional aspects of the 'Creator's Game'".

By transferring the \$1783.02 and requesting \$2,500 from unallocated, we will be able to fully fund both programs.