

Associated Students Board of Finance
Humboldt State University
Meeting on Tuesday, March 3, 2015
Nelson Hall East, Room 113
9:05 a.m.
REVISED Agenda #9

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #9– **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 #8 dated February 24, 2015 – **Action Item**
- VII. Old Business
 - A. Request from Club and Program Support from Unallocated in an amount not to exceed \$3,930 for costs associated with providing approximately six additional club travel grants – **Action Item**

The Clubs and Activities Office received an original allocation of \$20,000 to provide travel grants to clubs and organizations. As of February 20 the Clubs Office had allocated all available funding to over thirty organizations.
 - B. Resolution No. 2014-15-12: An Act to to Amend the AS Government Code to Include Section 6, Non-Compensatory Stipends – Information Item

The Board of Finance will review a resolution that will be considered by the AS Council at the March 5, 2015 meeting. The resolution will amend the AS Government Code to incorporate guidelines for Non-Compensatory Stipends received by AS Council members. Also provided is a spreadsheet that outlines proposed adjustments to the Non-Compensatory Stipend amounts for AS Council Members.

- C. Associated Students 2015-16 Unrestricted Net Position Analysis – Information Item
The Board of Finance will review the Unrestricted Net Position Analysis which provides the balance and projected expenditures from the Associated Students Reserve funds.
- D. 2015-16 Recommended Associated Students Budget – **Action Item**
Review and approval of the 2015-16 Recommended A.S. Budget.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Tuesday, February 24, 2015
Nelson Hall East, 113
Minutes #8

Call to Order

Taylor Mitchell, Board of Finance Member, called the Board of Finance meeting to order at 9:00 a.m. on Tuesday, February 24, 2015 in the Nelson Hall East 113.

Roll Call

Members Present: Jerry Dinzes, Thomas Kupelian, Taylor Mitchell, Alex Egan

Members Absent: Ana Cortes

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: KUPELIAN/DINZES move to approve Agenda #8 dated February 24, 2015

APPROVED

Chair's Report

There was no Chair's Report.

Public Comment

There was no Public Comment.

Approval of the Minutes

MOTION: DINZES/KUPELIAN move to approve the Board of Finance Minutes #7 dated February 17, 2015

APPROVED

Old Business

- A. 2015-16 Budget Hearings – Information Item
As per AS Fiscal Code Section 4.02, The Board of Finance shall hold public hearings of programs identified by the Board of Finance. The director or sponsor shall be notified of the date, time and place of said hearing. The Board of Finance has invited the MultiCultural Center, Club & Program Support and the AS Events Funding Board to the Budget Hearing.

The AS Board of Finance met with the MultiCultural Center, Club & Program Support and the AS Events Funding Board to discuss their budget proposals. After the discussion Tyson provided the Board of Finance with the AS President's recommended budget to the Board of Finance. Tyson reviewed the proposed 2015-16 Budget Language for all programs and reviewed the proposed 2015-

16 Student fee revenue assumptions as provided by the University Budget Office. Tyson reviewed each programs proposed budget. The Board of Finance discussed proposed changes to AS Council Non-Compensatory Stipend payments. The Board of Finance will meet on Tuesday, March 3, 2015 to continue discussion and approve the 2015-16 AS Board of Finance Recommended Budget.

Announcements

There were no announcements.

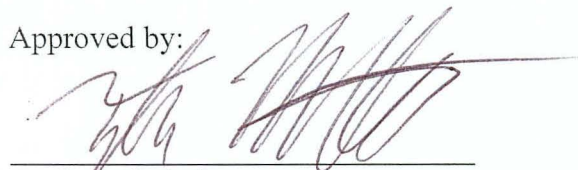
Adjournment

Mitchell adjourned the meeting at 10:52 a.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:

A handwritten signature in dark ink, appearing to be 'T. Mitchell', written over a horizontal line.

Taylor Mitchell
Member, Board of Finance



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 20th, 2015

To: Board of Finance, Associated Students

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

RE: Request for \$3,930 from Associated Students Unallocated Funds for additional travel grant funding



The Clubs and Activities Office is requesting \$3,930 of Associated Students Unallocated Funds for additional funding for club travel grants. We have had more student organizations apply than in previous years. The increased demand is due to many clubs learning about it at this year's mandatory in-person officer orientation.

This fiscal year, Associated Students increased the 'Travel and Conference' budget from \$15,500 to \$20,000 with an increase in club allocation eligibility from \$750 to \$1,000. As of the Clubs Coordinating Council (CCC) meeting on February 20th, 30 travel grants have been awarded with seven more pending applications. Clubs are encouraged to submit applications as soon as possible; many of them completing paperwork in the Fall for travel during the Spring semester.

The CCC has been diligent to critically evaluate each application and determine allocations fairly based on a number of factors; the number of students travelling, the estimated total of expenses, club fundraising efforts to support their own travel, etc. The average allocation has been \$655. The requested \$3,930 will provide enough funds to support travel for six (6) more clubs.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Clubs and Activities Office- Club & Program Support
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>\$ 3,930.00</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>\$ 3,930.00</u>

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

1	<u>Travel & Conference</u>	<u>\$ 3,930.00</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>\$ 3,930.00</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



SIGNATURE

Kayla Johnson

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: Travel & Conference \$ 3,930.00

Explanation: As of 2/19/15 \$17,922.51 (out of the \$20,000 line item budget) had been
allocated to 28 club travel grants, averaging out to \$655 per grant.
\$655 x 6 additional grants= \$3930

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Approved Travel 2014-2015				
Club Name	Amount Approved	Fall Travel Allocation	Spring Travel Allocation	Dates of Travel
Indigenous Peoples Student	\$320.00	\$320.00		Sep-14
Oceanography	\$510.00	\$510.00		Sep-14
Entrepreneurs	\$1,000.00	\$1,000.00		Oct-14
Circus	\$753.47	\$753.47		Sep-14
Juggling	\$646.53	\$646.53		Sep-14
Society of Women Engineers	\$250.00	\$250.00		Oct-14
PreMed	\$700.00	\$700.00		Oct-14
KRFH	\$1,000.00	\$1,000.00		Oct-14
Physics & Astronomy	\$500.00	\$452.39		Oct-14
The History Club	\$1,000.00		\$1,000.00	Jan-15
Society of Hispanic Professional Engineers	\$300.00	\$300.00		Nov-14
Y.E.S. (Alternative Spring Break)	\$1,000.00		\$1,000.00	Mar-15
Environment & Community	\$900.00	\$850.80		Nov-14
Geology Club	\$1,000.00	\$1,000.00		Nov-14
Student Sociological & Criminological Association	\$818.00	\$651.45		Nov-14
CLDC	\$700.00	\$474.13		Nov-14
CCAT	\$500.00	\$410.96		Nov-14
Student Sustainability Coalition	\$500.00	\$348.99		Nov-14
SAFE (Missed Deadline 2/18 - no contact/no paperwork)	\$210.00	\$0.00		Dec-14
Mycology Club	\$600.00		\$600.00	Jan-15
Snow Jacks	\$200.00	\$200.00		Dec/Jan
Range and Soils	\$780.00		\$710.32	Jan-15
Democracy Matters	\$600.00		\$600.00	Feb-15
Society of Women Engineers	\$750.00		\$750.00	Feb-15
Jewelry & Small Metals	\$1,000.00		\$1,000.00	Feb-15
Women's Caucus for Art	\$1,000.00		\$1,000.00	Feb-15
Water Resource Club	\$800.00		\$800.00	Mar-15
Child Development Association	\$1,000.00		\$1,000.00	Mar-15
Oceanography	\$240.00		\$240.00	Feb-15
RCEEI	\$1,000.00		\$1,000.00	Mar-15
Chicauhca Tlah Cuahuatl	\$750.00		\$750.00	Mar-15
Total	\$21,328.00	\$9,868.72	\$10,450.32	
	\$20,000.00			
Remaining	(\$1,328.00)			
***Please note the total approved amount exceeds the budget amount. The CCC re-allocates funding of grants that are not fully utilized.				
Fall Travel Allocations	\$9,868.72			
Spring Travel Allocations	\$10,450.32			
Total	\$20,319.04			
	(\$319.04)			



RESOLUTION No. 2014-15-12

AUTHORED BY: *Jerry Dinzes, A.S. President

SIGNED BY: *Jerry Dinzes, A.S. President
*Ana Cortes, Administrative Vice President
*Taylor Mitchell, Professional Studies Representative

REFERRED TO: AS COUNCIL
ACTION SCHEDULED: March 5, 2015

SUBJECT: An Act to Amend the AS Government Code to include Section 6, Non-Compensatory Stipends

1. **WHEREAS**, the Associated Students (AS) Council of Humboldt State University (HSU) is the official representative body of more than 8,000 students and is entrusted to represent the best interests of our constituents; and,
2. **WHEREAS**, service on the Associated Students Council is a significant and important time commitment; and,
3. **WHEREAS**, given the representative, fiduciary, legal and other long-range policy making responsibilities, AS Council membership is classified as a major student government office as outlined in HSU Executive Memorandum P13-01, Minimum Qualifications for Student Office Holders
4. **WHEREAS**, A.S. Council Members and Student Advisors receive a non-compensatory stipend for their service; and,
5. **WHEREAS**, serving on the Associated Students Council, while also being employed by an Associated Students Program reduces leadership opportunities for other HSU students; and,
6. **WHEREAS**, Council Members who are employed by an AS funded program have the appearance of a conflict of interest when the Council is considering legislation or funding for a program; therefore

Be it enacted by the Associated Students Council that the Associated Students Government Code be amended to insert the following into the AS Government Code and that the Government Code be renumbered accordingly and that the amendment become effective on July 1, 2015:

Section 6. Non-Compensatory Stipends

- 6.01 Stipend Criteria. Members of the Associated Students (AS) Council as defined in AS Constitution, Article III, Composition of the AS Council, Section B. shall receive AS Council Stipends:

- a. President
 - b. Administrative Vice President
 - c. Legislative Vice President
 - d. Student Affairs Vice President
 - e. Three (3) college-specific representatives from each college
 - f. Two (2) at large representatives
 - g. One (1) graduate student representative
 - h. External Affairs Representative
 - i. AS Presents Representative
 - j. Elections Commissioner
- 6.02 The Associated Students of Humboldt State University shall follow the guidelines from the "HSU Executive Memorandum P13-01, Minimum Qualifications For Student Office Holders"
- 6.03 A Council Member as listed in 6.01 may not be employed in any Associated Students funded and/or operated program. A Council member in this situation must terminate employment with that program or resign his/her seat on the Council.
- 6.04 Stipends will be awarded per semester (Fall and Spring) based on a percentage of the estimated cost of tuition and fees as published by the Humboldt State University Financial Aid Office. Any Council member who is paying graduate student fees will have their cost adjusted to include this differential. Adjustments to student fees that are put into effect after the approval of the AS annual budget will not be considered until the following fiscal year. Each stipend amount is rounded to the nearest dollar. The percentage of the "estimated cost of tuition and fees" shall be awarded in the following amounts:
- a. President 95%
 - b. Administrative Vice President, Legislative Vice President, Student Affairs Vice President 30%
 - c. College-specific representatives from each college, At large representatives, Graduate student representative 25%
 - d. External Affairs Representative, Elections Commissioner 30%
 - e. AS Presents Representative 25%
- 6.05 Stipend Administration
- a. Stipends will be reported to the HSU Financial Aid Office by the AS General Manager in compliance with Education Code Section 89392. California Education Code Section 89302, provides, in part, that: *Student body funds used for scholarships, grants-in-aid, stipends, loans, and similar expenditures shall conform to the regulations of the trustees. The funds shall be approved by the financial aid office before the funds are expended and shall be reflected on the student's record kept in that office. The student's financial aid record shall include all the funds received by the student.*
 - b. Stipends shall be allocated in four equal amounts and awarded as follows:

1. Following the AS Orientation and Training in September, and
2. November first for Fall Semester, and
3. Following the AS Retreat and Training in February, and
4. April first for Spring Semester.

Students appointed to positions after the award date shall not be eligible to retroactively receive that portion of the award.

- c. In the event of resignation or removal from office, the Council member is no longer eligible for further Council Stipend monies in that Academic Year.

6.06 Stipend Review

- a. Every year, as part of the AS Budget process, the Board of Finance shall review Government Code, Section 6. Non-Compensatory Stipends. Any recommended change in Section 6 shall be presented to the AS Council prior to the presentation of the following year's AS budget.
- b. Any changes shall be voted on by the AS Council; approved changes will take effect in the next fiscal year.

* Original signatures are on file in the Associated Students Business Office.

Associated Students Non-Compensatory Stipend

	2015-16		% of			Actual		
	Tuition & Fees	Current Stipend \$\$	Tution & Fees	Recommend		per %	Recommend	
President	\$ 7,190	\$ 6,750	93.88%	95%	\$ 6,831	\$ 6,830		
Admin. VP	\$ 7,190	\$ 1,950	27.12%	30%	\$ 2,157	\$ 2,155		
Leg. VP	\$ 7,190	\$ 1,950	27.12%	30%	\$ 2,157	\$ 2,155		
SA VP	\$ 7,190	\$ 1,950	27.12%	30%	\$ 2,157	\$ 2,155		
External Affairs	\$ 7,190	\$ 1,950	27.12%	30%	\$ 2,157	\$ 2,155		
Elections	\$ 7,190	\$ 1,950	27.12%	30%	\$ 1,079	\$ 1,080		Spring Semester
AS Presents	\$ 7,190	\$ 1,500	20.86%	25%	\$ 1,798	\$ 1,800		
Council	\$ 7,190	\$ 1,250	17.39%	25%	\$ 1,798	\$ 1,800		
	x 12 members	\$ 15,000			x 12 members	\$ 21,600		
	Total	\$ 33,000			Total	\$ 39,930		
				2015-16 Budget Impact		\$ 6,930		

**Associated Students
Humboldt State University
2015-16 Unrestricted Net Position Analysis**

Unrestricted Net Position	Projected July 1, 2015	Projected June 30, 2016	
Allocation in accordance with AS Council Policy			
General Operating Reserve	\$ 315,306	\$ 289,806	Note #1
Facilities/Special Projects	\$ 51,741	\$ (9,799)	Note #2 & 4
Capital Purchase	\$ 51,937	\$ 48,437	Note #3
Total	\$ 418,984	\$ 328,444	

Note Explanation

#1	2015-16 Budget Augmentation	\$ 25,500	
#2	Community Garden	\$ 11,540	
#3	Computer Refresh	\$ 3,500	
#4	AS Office Remodel	\$ 50,000	
		\$ 90,540	30%

Future Projects for Council Consideration

Program Enhancement	\$ -
Net unappropriated balance	\$ 328,444
% of Projected 2015-16 Operating Expenses	30%