

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, September 10, 2018
Nelson Hall East, Room 120
3:00 p.m.
Agenda #1

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #1 on Monday, September 10, 2018 – **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. New Business
 - A. Board of Finance Orientation – Discussion Item
The Board of Finance will receive an orientation that will cover Board of Finance procedures including the A.S. Fiscal Code, the 2018-19 Budget, the discretionary fund process, and the A.S. Fiscal Code 20.01, “Reserve Policy, Fund Designation and Procedure for Expenditure.”
 - B. A. S. Board of Finance 2018-19 Standing Rules and Meeting Dates – **Action Item**
Standing Rules define how the Board of Finance agrees to operate their meetings. Also included is the proposed 2017-18 meeting schedule.

C. Reserve Policy, Fund Designation and Procedure for Expenditure – **Action Item**
The Board of Finance are required to annually review and approve the “Reserve Policy, Fund Designation and Procedure for Expenditure.”

D. Request from the Waste Reduction & Resource Awareness Program (WRRAP) for \$10,384.00 – **Action Item**
WRRAP requests \$10,384.00 to support the Bicycle Learning Center [BLC] by making the BLC a branch of WRRAP. Requested funds would go towards providing tools, shop space and supervision.

VII. Announcements

VIII. Adjournment

**ASSOCIATED STUDENTS BOARD OF FINANCE 2014-15
STANDING RULES**

PROPOSED: September 10, 2018

I. MEETINGS

- A. The Associated Students of Humboldt State University Board of Finance shall conduct its business in public meetings in accordance with the Gloria Romero Open Meeting Act of 2000.
- B. All regular meetings will convene at 3:00 p.m. unless otherwise noted.
- C. A quorum shall consist of a simple majority of the filled voting seats.
- D. A Special Meeting may occur as needed by the Board of Finance with appropriate written notice.
- E. A majority vote of the Board of Finance shall be required for approval of all allocations of Associated Students funds.
- F. Meetings will adjourn by 5:00 p.m. regardless of the completeness of the agenda, unless extended by a majority vote of the Board of Finance.
- G. All meetings of the Board of Finance shall be open and public, and all persons shall be permitted to attend any meeting, except as provided in the Gloria Romero Open Meeting Act of 2000.
- H. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

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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.

- I. All members and visitors are expected to comport themselves in accordance with the respectful attitude necessary to conduct business meetings.

II. BUSINESS

- A. All parliamentary authority for the Board of Finance shall be from Sturgis Standard Code of Parliamentary Procedure.
 - 1. For purposes of computing a majority or two-thirds approval, only yes and no vote shall be taken into account.

- B. All Business (funding proposals, line-item changes, etc.) shall be submitted in writing to the A. S. Board Assistant by 5:00 p.m. on the Wednesday of the academic workweek preceding the meeting it is on. The A. S. Board Assistant will distribute the proposed items to each member of the Board of Finance and the Executive Director.
- C. No action may be taken on any proposal until that issue has been publicly posted for at least 72 hours before a regular meeting.
- D. When considering an action item listed under Old Business the Board of Finance will:
 - 1. Receive a presentation by the author.
 - 2. Receive comment from members of the public.
 - 3. Make a motion for action.

III. ADOPTION

- A. These standing rules shall be adopted by a majority vote of the Board of Finance and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of the Board of Finance.

**Associated Students Board of Finance
2018-19
Meeting Schedule**

*Meetings of the AS Board of Finance are held at 3:00 p.m. in Nelson
Hall 120 unless otherwise noted*

FALL SEMESTER

Monday, September 10, 2018

Monday, September 24, 2018

Monday, October 8, 2018

Monday, October 22, 2018

Monday, November 5, 2018

Monday, December 3, 2018

SPRING SEMESTER - *tentative*

Monday, February 4, 2019

Monday, February 18, 2019

Monday, March 4, 2019

Monday, March 18, 2019

Monday, April 1, 2019

Monday, April 22, 2019

Section: **Policy Statement - Fiscal**

Subject: **Reserve Policy, Fund Designation and Procedure for Expenditure**

Purpose: The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A. S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A. S. Council may have that falls within the Mission of the Associated Students.

New/Revised: May 1, 2017

Council Adoption Date: December 11, 2000

I. Fund Designation

Appropriations to Reserves - Excess revenues will be allocated annually to the following reserve areas unless specifically exempted by A. S. Council. Operating Reserve, Capital Purchase Reserve, and Special Projects & Facilities Reserve.

Background - The establishment of adequate reserve policies for CSU auxiliaries is required to meet the California State University financial standards established by the Education Code, Section 89904(b). Section 89904(b) states that auxiliaries shall implement financial standards by the establishment of reserve funds for current operation, capital replacement, and new ventures so as to assure fiscal viability.

Operating Reserve is the “savings account” of the Associated Students used to address contingencies, emergencies, budgetary impacts such as an unanticipated shortfall in projected enrollment, and other non-routine expenditures.

Sources of Funds for Operating Reserve - 80% of the current year excess revenue will be placed annually in the operating reserve.

Capital Purchases Reserve. This reserve is established to replace capital inventory as needed. It may also be used to make new acquisitions when deemed appropriate.

Source of Funds for Capital Purchases Reserve - 10% of the current year excess revenue will be placed annually in the capital purchase reserve.

Special Projects & Facilities Reserve. This reserve shall be used for the maintenance and improvement of existing facilities or the construction of new facilities.

Source of Funds for Special Project and Facilities Reserve - 10% of the prior year's fund balance will be placed annually in the special projects and facilities reserve.

The maximum amount which should be retained for on-campus reserves combined is up to 30% of current year expenditures.

II. Procedure for the Expenditure of A.S. Reserves

Requests for funds shall be made in writing and shall at a minimum include the following information:

1. Program requesting funds;
2. Complete description of project of item(s) to be purchased;
3. Justification for Associated Students funding (how will students benefit from this expenditure); and
4. Other sources of funding explored and outcome of inquiry.

Each request must be provided to the Administrative Vice President so that the request may be introduced at the next meeting of the Board of Finance.

As the following meeting of the Board of Finance, the request will be considered under old business. A simple majority of committee members may approve the proposal for recommendation to the A.S. Council.

The Board of Finance shall review all requests for expenditures.

A majority vote of the A.S Council shall be required for approval of all allocations of Associated Students funds.

Allocations from any of the reserves also require the approval of the University President (or designee).

The Associated Students of Humboldt State University also seeks to invest reserve funds and any excess funds with the objective of 100% preservation of capital at as high a yield as possible.

Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to \$5,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$5,000 be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, A.S. Council shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.



A.S. PROGRAM DISCRETIONARY FUND REQUEST FORM

(Hand-written submissions will not be accepted)

Name of A.S. Program: Waste Reduction & Resource Awareness Program

Contact Person: Anais Southard

Phone: (707) 599-6323 Email: ais111@humboldt.edu

I. GENERAL NARRATIVE

Complete Description of Project or Item(s) To Be Purchased:

By educating students about bicycle maintenance, the Bicycle Learning Center (BLC) is dedicated to empowering students to choose bicycling over less healthy, more expensive and more polluting modes of transit. Dependent on volunteers, the BLC has historically been challenged with maintaining consistent shop hours, expanding awareness, and facilitating workshops or other engagement activities. Making the BLC a branch of WRRAP will extend critical support to the BLC by paying BLC staff to hold regular shop hours, and to otherwise expand opportunities to address basic needs by empowering students to save money and embrace a healthy and sustainable transportation option.

Justification for A.S. Funding (How Will Students Benefit From This Expenditure?)

With support from AS, the BLC can consistently provide the tools, shop space, and supervision for a diverse student community to learn, share knowledge, and effectively repair bicycles at zero to low cost. This promotes bicycling as a safe and inexpensive mode of transport, the re-use of materials destined for the landfill, and learning opportunities via hands-on repairs, workshops and open hours. Merging the BLC with WRRAP will also provide an opportunity for student employees to gain career-building knowledge and skills.

How Has The Program Explored Environmentally/Socially Responsible Purchase Options?

WRRAP is focused on minimizing waste (e.g., by re-using and re-purposing items) to the greatest extent possible while integrating social and environmental justice into its programming and decision-making process. Similarly, the BLC is focused on reducing purchasing by extending the life of materials (through repair). This is a socially responsible approach to purchasing as it reduces the financial burden of ownership.

II. REQUEST FOR DISCRETIONARY FUNDS BUDGET JUSTIFICATIONS

Please provide a detailed description for each expenditure item. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item 1: Fall 2018 Student Wage Reimbursement Amount: \$ 4,488.00

Explanation:

This total represents 17 weeks at 24 hours per week; wage = \$11.00 per hour. This total amount is for multiple paid BLC positions (e.g., BLC Director and Lead Mechanic).

Line Item 2: Spring 2019 Student Wage Reimbursemer Amount: \$ 4,896.00

Explanation:

This total represents 17 weeks at 24 paid hours per week; wage = \$12.00 per hour. This total amount is for multiple paid BLC positions (e.g., BLC Director and Lead Mechanic).

Line Item 3: Supplies and Services Amount: \$ 1,000.00

Explanation:

This amount covers expenses associated with operating and supplying the bicycle repair shop, such as the purchase of cables, break pads, lube, and tools. This amount also covers expenses associated with education, outreach and advertising.

Line Item 4: _____ Amount: _____

Explanation:

Line Item 5: _____ Amount: _____

Explanation:

Line Item 6: _____ Amount: _____

Explanation:

III. INCOME AND EXPENDITURES

INCOME: List A.S. subsidy requested and other approved sources of income.

<u>Approved Funding Source</u>	<u>Amount:</u>
1. <u>Requested A.S. Funds</u>	<u>\$ 10,384.00</u>
2. _____	_____
3. _____	_____
Total Income:	<u>\$ 10,384.00</u>

INCOME: List potential sources of income.

<u>Potential Funding Source:</u>	<u>Amount:</u>	<u>Outcome:</u>
1. <u>Requested donations</u>	<u>\$ 200.00</u>	<u>Pending</u>
2. _____	_____	<u>Pending</u>
3. _____	_____	<u>Pending</u>
Total Income:	<u>\$ 200.00</u>	

Expenditures.

1. <u>Fall 2018 Student Wage Reimbursement</u>	<u>\$ 4,488.00</u>
2. <u>Spring 2019 Student Wage Reimbursement</u>	<u>\$ 4,896.00</u>
3. <u>Supplies and Services</u>	<u>\$ 1,000.00</u>
4. _____	_____
5. _____	_____
6. _____	_____
Total Expenditures:	<u>\$ 10,384.00</u>

IV. REVIEWED BY:

Morgan King

Program Advisor Name

Signature 

08/14/18

Date

Budget Administrator Name

Signature

Date