

Associated Students Board of Finance
Humboldt State University
Monday, September 26, 2016
Nelson Hall East, 120
Minutes #2

Call to Order

Greg Rodríguez, Administrative Vice President, called the Board of Finance meeting to order at 3:05 p.m. on Monday, September 26, 2016 in Nelson Hall East 120.

Roll Call

Members Present: Greg Rodriguez, Patricia Rosas, Joseph Mularky, Jonah Platt

Advisor Present: Jane Hill

Approval of the Agenda

MOTION: RODRIGUEZ/PLATT move to approve Agenda #2 dated September 26, 2016

APPROVED

Chair's Report

Rodriguez had a good week in North Dakota and learned a lot.

Public Comment

No public Comment

Old Business

- A. Board of Review and approval of Associated Students 2015/2016 Comparison of Budget to Actual – Action Item
As per AS Fiscal Code 9.01 the Board shall review and recommend approval of the annual comparison of budget to actual program budget details. The Comparison of Budget to Actual details the budgeted revenue and expense of each AS Program.

RODRIGUEZ/PLATT move to approve Board of Review and approval of Associated Students 2015/2016 Comparison of Budget to Actual.

APPROVED

Hill presented on the item and provided a summary of the document. The document was created by Heidi Chien, Associate Director of University Center. Hill noted the document will be useful to review future budget considerations. Mularky asked if the unused monies in 2015/2016 could be spent on the increase in minimum wage in January 2017. Hill said she will research how such monies can be used and will notify the Board. The Board reviewed the document and briefly discussed each program's budget.

B. AS and Club Banking – Discussion Item (Jane Hill)

Jane Hill will update the Board of Finance on AS and club banking.

Hill presented on the item. Hill talked about the current banking process of reimbursing students. She stated that some travel expenditures, such as hotel and car rentals, can be booked through HSU business services instead of reimbursing students. Hill proposed providing students with an organizational tool so students can keep track of receipts and other financial documents needed for reimbursement.

Hill met with Michael Burghart, Director of Contracts and Procurement, to discuss the details of transferring AS banking from the University Center to HSU state-side accounting. Hill was informed that bank accounts will move to Wells Fargo from US Bank. Burghart wants to ensure the AS accounts and banking processes are in compliance and legal. The committee discussed the possible issues of banking with Wells Fargo and would like to research other banking institutions. The committee also discussed whether AS funded programs employees will be considered HSU employees or AS employees and they discussed club accounting. Further clarification is expected as the transition plans move forward.

Announcements

No announcements.

Adjournment

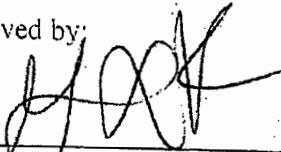
Rodriguez adjourned the meeting at 3:48 p.m. without objection.

Recorded by:

Patric Esh

A.S. Council Assistant

Approved by:



Greg Rodriguez

Administrative Vice President