

Standing Meeting #4 September 16, 2020			
Called to Order at 1:00pm	Required Quorum: 3		
Attendance	Present	Absent	Excused
David Lopez (AVP & Chair)	1		
Jeremiah Finley (PRES)	1		
Roman Sotomayor (AS Rep)	1		
Gio Guerrero (AS Rep)			1
(Student of the Association)	--		
Jenessa Lund (Advisor)	X		
Total	3	0	1

Others Present: Sarah Long, Casey Park

Item of Business:	ADOPTION OF THE AGENDA			
Motion:	To adopt the agenda			
First:	Sotomayor			
Second?	Yes	AYE	NAY	ABSTAIN
		2	0	0
Votes				
Status	The motion to adopt was APPROVED			
Item of Business:	ADOPTION OF THE MINUTES			
Motion:	To adopt the minutes dated Sept. 9, 2020			
First:	Sotomayor			
Second?	Yes	AYE	NAY	ABSTAIN
		2	0	0
Votes				
Status	The motion to adopt was APPROVED			
Item of Business:	2020-21 A.S. BUDGET LANGUAGE			
Main Motion:	To recommend the amendments to the 2020-21 A.S. Budget Language to the A.S. Board of Directors			
First:	Finley			
Second?	Yes			
Subsidiary Motion:	To amend the budget language item 19. C. to read, "Club Travel/Conference Grants are for clubs to attend conferences and education-centered events and in a virtual space. Funds may be used for conference/activity fees; lodging; and transportation costs. Travel funds will be available as per campus travel guidelines. Travel funds may be used for virtual conferences and professional development opportunities."			
First:	Finley			
Second?	Yes	AYE	NAY	ABSTAIN
		2	0	0
Votes				
Subsidiary Motion Status	The motion to amend was APPROVED			
		AYE	NAY	ABSTAIN
		2	0	0
Votes				
Main Motion Status	The motion to recommend was APPROVED			
Item of Business:	ENROLLMENT DISCUSSION			
Motion:	To table the Enrollment discussion to the following meeting.			
First:	Sotomayor			
Second?	Yes	AYE	NAY	ABSTAIN
		2	0	0
Votes				
Status	The motion to adjourn was APPROVED			
Item of Business:	ADJOURNMENT			
Motion:	To adjourn the meeting at 2:41pm			
First:	Finley			
Second?	Yes	AYE	NAY	ABSTAIN
		2	0	0
Votes				
Status	The motion to adjourn was APPROVED			

Associated Students Finance Committee Meeting

Humboldt State University

Wednesday, September 16, 2020 at 1:00pm

Minutes #4 (Part 2)

Via Zoom <https://humboldtstate.zoom.us/j/97235330682>

Meeting ID: 972 3533 0682

Password: None

This meeting is being facilitated through an online Zoom format, consistent with the CA Governor's Executive Order N25-20 which suspended certain open meeting law restrictions

This meeting will be recorded and may posted to the HSU AS Video Youtube channel for public availability.

I. Called to Order at 1:00pm

II. Roll Call – quorum was present

- a. David Lopez, Chair - present
- b. Jeremiah Finley, A.S. President - present
- c. Roman Sotomayor, A.S. Board Member- present
- d. Gio Guerrero, A.S. Board Member – excused absence
- e. Jenessa Lund, Advisor (non-voting) – present

Others Present: Sarah Long, Casey Park

III. Adoption of the Agenda – Action Item

It was moved (Sotomayor) and seconded to adopt the agenda.
The motion to adopt was APPROVED unanimously.

IV. Adoption of the [Minutes dated September 9, 2020](#) – Action Item

It was moved (Sotomayor) and seconded to adopt the minutes dated Sept. 9, 2020.
The motion to adopt was APPROVED unanimously.

V. Public Comment

There was no public comment.

VI. Business

a. [2020-21 A.S. Budget Language](#) – **Action Item**

It was moved (Finley) and seconded to recommend the amendments to the 2020-21 A.S. Budget Language to the A.S. Board of Directors.

It was moved (Finley) and seconded to amend the budget language item 19. C. to read, "Club Travel/Conference Grants are for clubs to attend conferences and education-centered events and in a virtual space. Funds may be used for conference/activity fees; lodging; and transportation costs. Travel funds will be

available as per campus travel guidelines. Travel funds may be used for virtual conferences and professional development opportunities.”

There was discussion around the use of travel funds, and there was consensus that virtual conferences qualify for travel funds as these funds were often used for conferences pre-COVID.

There was discussion on the “Cultural Programming Grant” title. In the past, event grants had funding split out and specified for “general events” and “culturing programming.” This year’s budget does not have funding separated for different classifications of event grants. The A.S. attorney noted that having applicants specify if the event was “general” or cultural programming” might generate some inherent biases in the review and allocation.

There was question to the “cannot be funded: awards, wages and specialty items” and with consensus the Committee altered that section to note that “event planner stipends” can be funded and that “hourly wages” and specialty items for club members” cannot be funded.

There was discussion to the pros and cons to the requirement for the review and approval by the Club’s Advisor. The Committee came to consensus that “approval” of the club advisor is mainly the duty of the club, but the A.S. will always include the advisor in all communications.

“Club members must meet with the Clubs & Activities Coordinator (regarding programming)...” was discussed. It was explained that in the past, to especially support clubs with larger event coordination, would meet with the Clubs & Activities Coordinator. The Committee noted that the Grant Application does have clubs requesting greater than \$700 to meet with the A.S. Administrative Vice President, and that the Administrative Vice President can help connect clubs to other helpful resources for events if needed. It was also noted that the Finance Committee is empowered by the Budget Language to impose other stipulations for granting, and if it were apparent that more campus consultation is needed for a certain event, that could be stipulated.

The subsidiary motion to amend was APPROVED unanimously.

The main motion to recommend the amended budget language was APPROVED unanimously.

b. Club Grants – **Action Item**

There were no club grant applications submitted at this time.

c. Enrollment – Discussion Item

It was moved (Sotomayor) and seconded to table the Enrollment discussion to the following meeting.
The motion to table was APPROVED unanimously.

VII. Announcements

No announcements.

VIII. Adjournment

It was moved (Finley) and seconded to adjourn the meeting at 2:41pm.



For Reference:

[San Marcos budget language](#)

[CO 8-6-20 Memo](#)

[Interim VP Gordon's Memo](#)

[A.S. Club Grant application](#)

2020-2021 AMENDED BUDGET LANGUAGE

Recommended by the A.S. Finance Committee on Sept. 16, 2020

APPROVED USES OF STUDENT BODY ORGANIZATION FUNDS. The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students who wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.

Definitions:

Associated Students Event: An 'Associated Students Event' will be defined for these purposes as an event planned out by the Associated Students (A.S.) Government and/or any A.S. Core Program

A.S. Collabs Event: An 'A.S. Collabs Event' will be defined for these purposes as an event that is planned and carried out in close coordination with the A.S. Government and Campus Partners; such as, Humboldt State University (HSU) Administration, HSU Housing, a campus department, University Center (U.C.)

A.S. Funded Event: Typically these are 'Club Events' funded through the A.S. Grants, or events run by departments with an annual A.S. allocation. For these purposes as an event that is planned and carried out by an A.S. Funded Area or by an HSU Registered Student Organization (RSO)

A.S. Funded Area: These are departments

Planner: A 'Planner' for these purposes will be defined as a person who works to organize and carry out events.

Publicity: For these purposes 'Publicity shall be defined as an advertisement on any platform relating to the promotion of an A.S. Funded Event.

ALL A.S. FUNDING

All A.S. funded areas are responsible for reading and following items #1-17 in addition to their respective section (Core Program or Grants).

1. **Food** purchases must be an integral part of the event - **not the sole purpose** of the event. Only University approved vendors may cater or deliver food on campus.
2. A.S. is committed to making **environmentally and socially responsible purchases** with A.S. funds. Budget Administrators/Treasurers will explore environmentally and socially responsible purchase options, and when feasible, choose the environmentally and socially responsible option. Avoiding purchasing balloons, glitter, glowsticks, and other decorations that can have a negative impact on the environment once disposed of.
3. A.S. funds **shall not** be used:
 - a. **to endorse an A.S. elections candidate** (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate.
 - b. **to endorse candidates**, coalitions, or recalls during a non-A.S. election.
 - c. **to support or oppose any candidate for public office**, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.
4. A.S. funds **cannot be used to purchase alcohol, tobacco, or any other drugs**.
5. **TRAVEL:** Refer to the [current travel guidelines](#) for allowable travel. As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a "Release of Liability" statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
6. **PRIVATE VEHICLES:** Anyone traveling on behalf of A.S. and/or using A.S. funds, must have a completed "Request for Authorization to Travel (Domestic travel)". Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
7. Any promotional materials, print, email, listserv—printed or sent out, needs **the A.S. funded logo to be clearly represented and prominently displayed**. This includes A.S. funded areas and events funded by A.S. Grants. Promotional materials shall also include the name of the sponsoring club and/or A.S. funded area.

The funded logo can be found here: [Funded by A.S. Logo](#)

Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the A.S. Finance Committee.

8. As a Hispanic-Serving Institution (HSI), when feasible, promotional materials should be in both English and Spanish especially for events and information geared towards campus visitors.
9. CSU policy requires all state and non-state funded departments to **use HSU Marketing & Communications** services for printing, unless an exemption is granted. Prior to the creation of publicity, schedule a meeting with the A.S. Public Relations Officer (PRO) to plan out the project and help navigate the exemption process if needed. Project will be submitted to the PRO to be put on Public Relations Committee agenda for approval and dispersal planning.
10. **Failure to comply with budget language stipulations shall result in funds being frozen,** or other disciplinary action, pending A.S. Finance Committee recommendation. All disciplinary actions can be requested to be appealed at the A.S. Board of Directors.
11. If the A.S. Finance Committee encounters **an A.S. funded area that chooses not to comply with the policy** outlined in this document, the A.S. Administrative Vice President will request that the program's budget administrator attend an A.S. Finance Committee meeting to discuss how the A.S. Funded Area can come into compliance. **If the program continues not to comply with the policy, the A.S. Finance Committee reserves the right to take those instances of noncompliance into account during formulation of the A.S. Funded Area's annual budget.**
12. **Retreat funds** may be used for lodging, transportation, room rental, group activity, and/or food expenditures.
13. **Requests for spending excess revenue must occur in the same fiscal year** in which the excess revenue is generated, unless the A.S. Board of Directors establishes a trust account for the purpose of retaining said funds for future use.
 - A. Requests for expenditures of the funds in the **trust account greater than \$200** must be evaluated and **approved by the Finance Committee** to assure the continued financial solvency of the A.S. Funded Area
 - B. Requests for **less than \$200** must be **approved by the A.S. Administrative Vice President and the Executive Director.** (A.S. Fiscal Code 10.01)
14. **Any budgeted media area** must include, without alterations, the following disclaimer:

The [Name of Publication] is the official newsletter of the [Name of Program] which is

funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by the Associated Students. All correspondence regarding this publication should be addressed to:

***[Name of A.S. Funded Area], [Name of Publication], Editor
Humboldt State University Arcata, CA 95521
and/or call (707) 826-[Phone number of Program]***

All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:

***Associated Students of Humboldt State University
1st Harpst St Arcata, CA 95521***

- 15.** To assure that A.S. A.S. Funded Area publications are effective in reaching the student population in a timely manner, publication guidelines have been developed:

A.S. publications must be available and distributed by the following deadlines or A.S. funds cannot be utilized for payment:

- Fall 2019** Semester publication(s): No later than Monday, **December 7, 2020**
- Spring 2020** Semester publications(s): No later than Monday, **April 26, 2021**

A possible five day grace period is available with advance approval from the A.S. Administrative Vice President and A.S. Public Relations Officer with advice from the A.S. Executive Director.

- 16. Expenditure of A.S. funds within line-items** of programs as allocated by the A.S. Board of Directors **will be strictly adhered to.** If necessary, a transfer of funds between line-items may be requested using the "Line-Item Transfer Request Form". A transfer request over **\$200 between line-items** must be approved by the A.S. Administrative Vice President and A.S. Executive Director.

- 17. NON-COMPENSATORY STIPEND CRITERIA.** A.S. Board of Directors Stipends shall be awarded as per Government Code, Section 6.

A.S. GRANTS (EVENT, CULTURAL & TRAVEL / CONFERENCES) and ASCOLLABS FUND

(in addition to the guidelines #1-17 above)

(Grant applications are considered utilizing a viewpoint neutral process)

18. All A.S. Funded Event, Campus Collaborative Event, and Club Event Planners will:

- when requesting speakers**, use University Faculty, Students and Staff, and work in coordination with the A.S. General Operations Staff.
- when creating publicity**, work in coordination with the A.S. Public Relations Officer.
- when creating event ideas**, work in coordination with the A.S. General Operations Staff, A.S. Student Affairs Vice President & A.S. Public Relations Officer to ensure that all events maintain strong A.S. branding.

19. Grant types, details and stipulations

- A. **Club Event Grants** are available for on-campus and virtual events (1 Harpst Street) that will benefit the entire campus community.
- B. **Cultural Programming Grants** are available for on-campus events (1 Harpst Street) that will benefit the entire campus community. Cultural Programming Grants provides funding for on-campus and virtual events that promote social justice, educate and raise awareness of cultural diversity, equity, cultural celebrations and traditions.
- C. **Club Travel/Conference Grants** are for clubs to attend conferences and education-centered events and in a virtual space. Funds may be used for conference/activity fees; lodging; and transportation costs. Travel funds will be available as per campus travel guidelines. Travel funds may be used for virtual conferences and professional development opportunities.

20. Funding Limitations for A.S. Grants

The following **CAN** be funded:

- Publicity (flyers, posters, newspaper ads, etc.)
- Lodging for speaker/performer
- Supplies & Equipment rental for proposed events
- Nonprofit/nondiscriminatory events
- Fees for speaker/performer (including lodging and rental car expenses)
(NOTE: HSU faculty/staff/administrators/students **may not** receive speaker fees)
- Travel costs for speaker/performer
- Refreshments
- Optional event planner stipends

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The following **CANNOT** be funded:

- Equipment purchases
- Classroom activities
- Alcohol or drugs
- Non-event specific publications/pamphlets/booklets
- Tournaments/games/fundraising events
- Clothing or costumes
- Hourly wages,
- Specialty items for club members
- Presenters or performers who are HSU faculty/staff/administrators/students
- Fundraisers

- A. Applications must be submitted via the **AS Grant Request 2020-2021 Form** and reviewed by the club advisor before each deadline cycle.
- B. Grant applications must be **submitted prior** to the event/travel. Grants will not be allocated retroactively. Exceptions can be requested from the A.S. Finance Committee only for the **first** grant cycle.
- C. All events receiving a grant must display the “Funded by **A.S.**” **image, and the following statements** (see below), and the **name of the sponsoring club on all promotional materials.**

Accessibility Statement: *This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign- language interpreters, should contact: [club contact email] or call [club contact phone number]. Please request accommodations at least two weeks prior to the event.*

"This event was considered and funded utilizing a viewpoint neutral process"

- D. **All publicity** for events shall be **reviewed** and approved by the A.S. Public Relations Officer in advance of posting.
- E. **Club members must** follow all campus guidelines and policies before, during and after events and travel/conferences.
- F. The A.S. Finance Committee may impose **additional stipulations** when awarding funds and failure to follow stipulations may result in loss of grant.
- G. If the **event or travel is canceled or postponed**, it is the club's responsibility to contact the

Recommended Sept. 16, 2020

A.S. Office at as-staff@humboldt.edu as soon as possible. Clubs who fail to notify the A.S. Office may jeopardize future grant request approval.

H. **Return unused and/or reusable products** to the A.S. Office. We also encourage clubs to **use/reuse products** found in the Clubs and A.S. Office storages. Contact each office for more information.

I. **Club Travel Grant Specifics** (work with the to ensure everything is fully completed and in a timely manner)

- The funding application must be requested at least three (3) weeks before the dates of travel via online applications through the form.
- The Authorization to Travel request form must be completed before the funding application can be reviewed.
- Travel funds are only available for travel within the continental United States (excluding the current banned states as according to the most current [HSU Travel Policy](#)).
- Reimbursement occurs after the travel takes place and requires submitting a Travel Expense Form, travel roster and proper receipts.
- Failure to follow HSU travel procedures, can result in loss of grant funding and inability to reimburse from A.S. and/or your club account.
- Clubs that travel without submitting required travel paperwork may be subject to sanctions and/or disciplinary action.
- Club Travel Grant applications are accepted until funding is exhausted; balance of funding is updated regularly on the A.S. webpage for Club Grants.
- Non-Student travelers cannot receive grant funds but may still be required to complete the pre-travel paperwork.
- Each request should only include funding for a single event. Multiple grant request forms can be submitted each cycle.