

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, September 25, 2017
Nelson Hall East, Room 120
3:00 p.m.
Agenda #2

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #2 – **Action Item**
- IV. Chair's Report
- V. Approval of Minutes

Approval of Minutes #1 dated September 11, 2017. – **Action Item**
- VI. 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.
- VII. Old Business
 - A. A.S. Budget and Expenditures Report – Discussion Item
The Committee will be updated on the budget and expenditures of A.S. accounts.
 - B. A.S. Campus/Community Scholarship Fund – Discussion Item
The Board of Finance will discuss the current allocation of funds toward the A.S. Campus/Community Scholarship Fund.
 - C. Board of Finance Committee Membership – Discussion Item
The Board of Finance will discuss recruiting A.S. Board of Directors to the Board of Finance.
- VIII. General Discussion (At this time the Board of Finance members may have a general discussion on topics regarding the committee.)

IX. Announcements

X. Adjournment

This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Patric Esh, A.S. Board Coordinator, at patric.esh@humboldt.edu or call (707) 826-4221. Some accommodations may take up to several weeks to arrange.

Associated Students Board of Finance
Humboldt State University
Monday, October 10, 2016
Nelson Hall East, 120
Minutes #1

Call to Order

Kassandra Rice, Administrative Vice President, called the Board of Finance meeting to order at 3:01pm on Monday, September 11, 2017 in Nelson Hall East 120.

Roll Call

Members Present: Norman Campos, Joseph Mularky, Kassandra Rice

Advisor Present: Jenessa Lund

Approval of the Agenda

MOTION: MULARKY/CAMPOS move to approve Agenda #1 dated Monday, September 11, 2017. APPROVED

Chair's Report

No report.

Public Comment

No public comment.

Approval of Minutes

No minutes to approve.

Old Business

No old Business.

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 2017-18 Budget, the discretionary fund process, and the A.S. Fiscal Code 20.01, “Reserve Policy, Fund Designation and Procedure for Expenditure.”

Esh talked about the function and reason for the A.S. Fiscal Code. Esh said he is working with Lund to

update the budget policies and procedures and they hope to complete the project by December, 2017. Lund presented on the A.S. budget, and the discretionary fund history and process.

Lund stated there is \$56,075 in the discretionary fund. Lund noted the budgetary process updates are still in transition. Lund said the reserves are at 30%, but the State of California suggest reserves should be at 50%.

Lund also asked how the Board of Finance would like budget reports to be presented during meetings. Lund presented multiple reporting examples. Rice asked how the budget would change if H.S.U. created another cultural center. Mularky responded that it depends on how much A.S. would want to allocate to the project.

- B. **A.S. Board of Finance 2017-18 Standing Rules and Meeting Dates – Action Item**
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2017-18 meeting schedule.

MOTION: MULARKY/CAMPOS move to approve the A.S. Board of Finance 2017-18 Standing Rules and Meeting Dates. APPROVED

No discussion.

- 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.”

MOTION: MULARKY/CAMPOS move to approve Reserve Policy, Fund Designation and Procedure for Expenditure. APPROVED

The Board discussed modifying the reserve policy. Mularky noted the reserve maximum could be struck out from the document. Lund noted \$197,000 was allocated from the reserve fund to supplement fee revenue for 17-18. Holly said the reserve was spent down last year, but the organization should have a three to six month reserve fund.

- D. **Request from the Earth Week Planning Committee for \$75 – Action Item**
The Earth Week Planning Committee requests \$75 for prizes from the 2017 Earth Week raffle.

MOTION: MULARKY/CAMPOS move to approve request from the Earth Week Planning Committee for \$75. APPROVED

Madison Whaley, CCAT Representative, presented on the budget request. Whaley said there were receipts that were not submitted by the end of 2016-17 fiscal year. Mularky noted the funds might need to be allocated from the reserves. Mularky asked how much was not earmarked for other projects in the discretionary fund. Lund responded there was \$56,075.

Announcements

Rice asked if the football team was going to be defunded. Mularky responded that information is not true. Duncan Robins, HSU Athletic Director, concurred with Mularky. Robins also talked about his

roles on campus and wants to make sure the Athletic Department funds are allocated appropriately. Robins says there is a lot of miscommunication and blaming on the campus. Robins would like to resolve the budgetary issues by speaking with H.S.U. and local community members. Robins noted that there would still be budget issues whether the monies come from IRA or from the general fund. The budget is based on enrollment. Robins would like create a relationship with A.S.

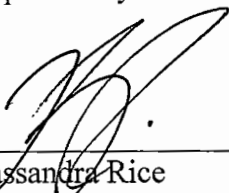
Adjournment

Rice adjourned the meeting at 3:54pm without objection.

Recorded by:

Patric Esh
A.S. Board Coordinator

Approved by:



Kassandra Rice
Administrative Vice President

Department Program Report

AS100 ASB GENERAL OPERATING FUND

				Original Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent
MBU (Current)	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
ACADEMIC PROGRAMS	-	Expenditures	601 - Regular Salaries and Wages	23,315.00	0.00	0.00	23,315.00	0.00
		Expenditures Total		23,315.00	0.00	0.00	23,315.00	0.00
ACADEMIC PROGRAMS Total				23,315.00	0.00	0.00	23,315.00	0.00
ASSOCIATED STUDENTS	-	Revenues	508 - Revenue from Investments	(4,000.00)	0.00	0.00	(4,000.00)	0.00
			580 - Other Financial Sources	(33,000.00)	0.00	0.00	(33,000.00)	0.00
		Revenues Total		(37,000.00)	0.00	0.00	(37,000.00)	0.00
		Expenditures	601 - Regular Salaries and Wages	118,177.00	17,171.80	0.00	101,005.20	14.53
			603 - Benefits Group	53,060.00	7,871.20	0.00	45,188.80	14.83
			604 - Communications	1,000.00	360.85	0.00	639.15	36.09
			606 - Travel	5,000.00	582.78	0.00	4,417.22	11.66
			613 - Contractual Services Group	123,220.00	57,610.00	0.00	65,610.00	46.75
			616 - Information Technology Costs	0.00	78.48	0.00	1,121.52	6.54
			619 - Equipment Group	0.00	1,109.06	0.00	(1,109.06)	
			660 - Misc. Operating Expenses	20,600.00	9,759.24	100.00	9,540.76	50.82
Expenditures Total			321,057.00	94,543.41	100.00	226,413.59	29.48	
AS EXTERNAL AFFAIRS	Expenditures	604 - Communications	282.00	0.00	0.00	282.00	0.00	
		606 - Travel	17,000.00	0.00	0.00	17,000.00	0.00	
		660 - Misc. Operating Expenses	2,548.00	0.00	0.00	2,548.00	0.00	
	Expenditures Total		19,830.00	0.00	0.00	19,830.00	0.00	
AS GOVERNMENT	Expenditures	601 - Regular Salaries and	12,000.00	0.00	0.00	12,000.00	0.00	

				Original Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent
MBU (Current)	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
ASSOCIATED STUDENTS	AS GOVERNMENT	Expenditures	Wages					
			603 - Benefits Group	744.00	0.00	0.00	744.00	0.00
			604 - Communications	1,750.00	534.95	0.00	1,215.05	30.57
			606 - Travel	6,200.00	936.76	0.00	5,263.24	15.11
			660 - Misc. Operating Expenses	61,425.00	2,798.21	150.00	58,476.79	4.80
			Expenditures Total	82,119.00	4,269.92	150.00	77,699.08	5.38
	AS PRESENTS	Expenditures	601 - Regular Salaries and Wages	41,520.00	268.86	0.00	41,251.14	0.65
			613 - Contractual Services Group	20,000.00	10,000.00	0.00	10,000.00	50.00
			660 - Misc. Operating Expenses	69,905.00	20,068.00	0.00	49,837.00	28.71
			Expenditures Total	131,425.00	30,336.86	0.00	101,088.14	23.08
	CCAT	Expenditures	601 - Regular Salaries and Wages	65,100.00	1,014.30	0.00	64,085.70	1.56
			603 - Benefits Group	3,781.00	9.44	0.00	3,771.56	0.25
			604 - Communications	660.00	104.66	0.00	555.34	15.86
			605 - Utilities Group	500.00	104.79	0.00	395.21	20.96
			616 - Information Technology Costs	500.00	0.00	0.00	500.00	0.00
			660 - Misc. Operating Expenses	9,100.00	1,578.15	0.00	7,521.85	17.34
			Expenditures Total	79,641.00	2,811.34	0.00	76,829.66	3.53
	ERIC ROFES QUEER RESOURCE	Expenditures	601 - Regular Salaries and Wages	11,800.00	0.00	0.00	11,800.00	0.00
			603 - Benefits Group	600.00	0.00	0.00	600.00	0.00
604 - Communications			0.00	43.98	0.00	(43.98)		

				Original Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent
MBU (Current)	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
ASSOCIATED STUDENTS	ERIC ROFES QUEER RESOURCE	Expenditures	660 - Misc. Operating Expenses	4,750.00	0.00	0.00	4,750.00	0.00
		Expenditures Total		17,150.00	43.98	0.00	17,106.02	0.26
	HUMBOLDT FILM FESTIVAL	Expenditures	601 - Regular Salaries and Wages	6,435.00	0.00	0.00	6,435.00	0.00
		Expenditures Total		6,435.00	0.00	0.00	6,435.00	0.00
	MARCHING LUMBERJACKS	Expenditures	619 - Equipment Group	1,100.00	0.00	0.00	1,100.00	0.00
			660 - Misc. Operating Expenses	2,900.00	864.25	0.00	2,035.75	29.80
		Expenditures Total		4,000.00	864.25	0.00	3,135.75	21.61
	STUDENT ACCESS GALLERY	Expenditures	601 - Regular Salaries and Wages	9,200.00	0.00	0.00	9,200.00	0.00
			603 - Benefits Group	460.00	0.00	0.00	460.00	0.00
			604 - Communications	0.00	21.99	0.00	(21.99)	
			660 - Misc. Operating Expenses	2,150.00	0.00	0.00	2,150.00	0.00
		Expenditures Total		11,810.00	21.99	0.00	11,788.01	0.19
	WOMEN'S RESOURCE CENTER	Expenditures	601 - Regular Salaries and Wages	14,080.00	0.00	0.00	14,080.00	0.00
			603 - Benefits Group	704.00	0.00	0.00	704.00	0.00
			604 - Communications	0.00	79.80	0.00	(79.80)	
			660 - Misc. Operating Expenses	15,200.00	1,500.00	0.00	13,700.00	9.87
		Expenditures Total		29,984.00	1,579.80	0.00	28,404.20	5.27
	WRRAP	Expenditures	601 - Regular Salaries and Wages	36,300.00	744.00	0.00	35,556.00	2.05
			603 - Benefits Group	2,225.00	4.24	0.00	2,220.76	0.19
			604 - Communications	325.00	57.72	0.00	267.28	17.76

				Original Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent
MBU (Current)	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
ASSOCIATED STUDENTS	WRRAP	Expenditures	660 - Misc. Operating Expenses	4,035.00	184.00	0.00	3,851.00	4.56
		Expenditures Total		42,885.00	989.96	0.00	41,895.04	2.31
ASSOCIATED STUDENTS Total				709,336.00	135,461.51	250.00	573,624.49	19.13
CHILDREN'S CENTER	-	Expenditures	601 - Regular Salaries and Wages	60,000.00	0.00	0.00	60,000.00	0.00
		Expenditures Total		60,000.00	0.00	0.00	60,000.00	0.00
CHILDREN'S CENTER Total				60,000.00	0.00	0.00	60,000.00	0.00
CLTURAL CNTRS OF ACADEMIC EXCE	-	Expenditures	601 - Regular Salaries and Wages	29,545.00	0.00	0.00	29,545.00	0.00
			606 - Travel	1,300.00	0.00	0.00	1,300.00	0.00
			660 - Misc. Operating Expenses	34,400.00	0.00	0.00	34,400.00	0.00
			Expenditures Total		65,245.00	0.00	0.00	65,245.00
		AS PROGRAMS GRANTS	Expenditures	660 - Misc. Operating Expenses	33,000.00	0.00	0.00	33,000.00
		Expenditures Total		33,000.00	0.00	0.00	33,000.00	0.00
CLTURAL CNTRS OF ACADEMIC EXCE Total				98,245.00	0.00	0.00	98,245.00	0.00
COLLEGE OF PROF STUDIES	DROP-IN RECREATION	Expenditures	601 - Regular Salaries and Wages	28,435.00	0.00	0.00	28,435.00	0.00
		Expenditures Total		28,435.00	0.00	0.00	28,435.00	0.00
COLLEGE OF PROF STUDIES Total				28,435.00	0.00	0.00	28,435.00	0.00
GENERAL UNIVERSITY OBLIGATIONS	-	Revenues	501 - Higher Education Fees	(920,000.00)	0.00	0.00	(920,000.00)	0.00
		Revenues Total		(920,000.00)	0.00	0.00	(920,000.00)	0.00
GENERAL UNIVERSITY OBLIGATIONS Total				(920,000.00)	0.00	0.00	(920,000.00)	0.00
STUDENT ENGAGEMENT - LEADERSHP	-	Expenditures	601 - Regular Salaries and Wages	72,526.00	825.00	0.00	71,701.00	1.14
			603 - Benefits Group	0.00	11.96	0.00	(11.96)	
			606 - Travel	26,800.00	0.00	0.00	26,800.00	0.00
			613 - Contractual Services Group	2,000.00	0.00	0.00	2,100.00	0.00
			660 - Misc.	11,510.00	2,413.11	0.00	8,996.89	21.15

				Original Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent
MBU (Current)	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
STUDENT ENGAGEMENT - LEADERSHP		Expenditures	Operating Expenses					
		Expenditures Total		112,836.00	3,250.07	0.00	109,585.93	2.88
AS PROGRAMS GRANTS		Expenditures	660 - Misc. Operating Expenses	30,000.00	0.00	0.00	30,000.00	0.00
		Expenditures Total		30,000.00	0.00	0.00	30,000.00	0.00
YES-ART RECREATION THEATRE		Expenditures	660 - Misc. Operating Expenses	250.00	0.00	0.00	250.00	0.00
		Expenditures Total		250.00	0.00	0.00	250.00	0.00
YES-BOOSTING ED SUCCESS IN TEE		Expenditures	660 - Misc. Operating Expenses	150.00	0.00	0.00	0.00	
		Expenditures Total		150.00	0.00	0.00	0.00	
YES-DIRECTOR TRAINING		Expenditures	660 - Misc. Operating Expenses	650.00	0.00	0.00	650.00	0.00
		Expenditures Total		650.00	0.00	0.00	650.00	0.00
YES-ENVIRONMENTAL ED		Expenditures	660 - Misc. Operating Expenses	125.00	0.00	0.00	125.00	0.00
		Expenditures Total		125.00	0.00	0.00	125.00	0.00
YES-GOLDEN YEARS		Expenditures	660 - Misc. Operating Expenses	100.00	0.00	0.00	100.00	0.00
		Expenditures Total		100.00	0.00	0.00	100.00	0.00
YES-HAND-IN-HAND		Expenditures	660 - Misc. Operating Expenses	550.00	0.00	0.00	550.00	0.00
		Expenditures Total		550.00	0.00	0.00	550.00	0.00
YES-HOMELESSNESS NETWORK		Expenditures	660 - Misc. Operating Expenses	175.00	0.00	0.00	175.00	0.00
		Expenditures Total		175.00	0.00	0.00	175.00	0.00
YES-JHRP		Expenditures	660 - Misc. Operating Expenses	150.00	0.00	0.00	150.00	0.00
		Expenditures Total		150.00	0.00	0.00	150.00	0.00
YES-LEADERSHIP ED ADVENTURE PR		Expenditures	660 - Misc. Operating Expenses	500.00	0.00	0.00	500.00	0.00

				Original Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent
MBU (Current)	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
STUDENT ENGAGEMENT - LEADERSHP	YES-LEADERSHIP ED ADVENTURE PR	Expenditures Total		500.00	0.00	0.00	500.00	0.00
	YES-NCOAST MUSIC MENTORS	Expenditures	660 - Misc. Operating Expenses	240.00	0.00	0.00	240.00	0.00
		Expenditures Total		240.00	0.00	0.00	240.00	0.00
	YES-NEW GAMES	Expenditures	660 - Misc. Operating Expenses	100.00	0.00	0.00	100.00	0.00
		Expenditures Total		100.00	0.00	0.00	100.00	0.00
	YES-PUENTES	Expenditures	660 - Misc. Operating Expenses	120.00	0.00	0.00	120.00	0.00
		Expenditures Total		120.00	0.00	0.00	120.00	0.00
	YES-QUEER MENTORING ADVOCACY	Expenditures	660 - Misc. Operating Expenses	0.00	0.00	0.00	150.00	0.00
		Expenditures Total		0.00	0.00	0.00	150.00	0.00
	YES-STEP UPP	Expenditures	660 - Misc. Operating Expenses	550.00	0.00	0.00	550.00	0.00
		Expenditures Total		550.00	0.00	0.00	550.00	0.00
	YES-STUDY BUDDIES	Expenditures	660 - Misc. Operating Expenses	100.00	0.00	0.00	100.00	0.00
		Expenditures Total		100.00	0.00	0.00	100.00	0.00
	YES-YMP	Expenditures	660 - Misc. Operating Expenses	200.00	0.00	0.00	200.00	0.00
		Expenditures Total		200.00	0.00	0.00	200.00	0.00
	STUDENT ENGAGEMENT - LEADERSHP Total				146,796.00	3,250.07	0.00	143,545.93
STUDENT HEALTH - WELLBEING SVC	CAMPUS FOOD SECURITY PROGRAM	Expenditures	660 - Misc. Operating Expenses	15,000.00	0.00	0.00	15,000.00	0.00
		Expenditures Total		15,000.00	0.00	0.00	15,000.00	0.00
STUDENT HEALTH - WELLBEING SVC Total				15,000.00	0.00	0.00	15,000.00	0.00
STUDENT RECREATION - WELLNESS	AS EXTERNAL AFFAIRS	Expenditures	606 - Travel	0.00	100.00	0.00	(100.00)	
		Expenditures Total		0.00	100.00	0.00	(100.00)	
	DROP-IN RECREATION	Expenditures	601 - Regular Salaries and Wages	3,535.00	0.00	0.00	3,535.00	0.00
		Expenditures Total		3,535.00	0.00	0.00	3,535.00	0.00

				Original Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent
MBU (Current)	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
STUDENT RECREATION - WELLNESS	SPORTS CLUBS	Expenditures	601 - Regular Salaries and Wages	8,500.00	0.00	0.00	8,500.00	0.00
			606 - Travel	17,500.00	135.38	0.00	17,364.62	0.77
			660 - Misc. Operating Expenses	7,000.00	0.00	0.00	7,000.00	0.00
		Expenditures Total	33,000.00	135.38	0.00	32,864.62	0.41	
STUDENT RECREATION - WELLNESS Total				36,535.00	235.38	0.00	36,299.62	0.64

GAAP Account Type Descr is equal to **Expenditures , Revenues**
and Accounting Period is not equal to / is not in - , **998 (XX) , 999 (CL)**
and Fund_ID is equal to **AS100**
and Fiscal Year is equal to **2017-2018**