

Associated Students Board of Finance
Humboldt State University
Wednesday, November 20, 2013
Nelson Hall East, 120
Minutes #5

Call to Order

Forust Ercole, Administrative Vice President, called the Board of Finance meeting to order at 3:02 p.m. on Wednesday, November 20, 2013 in the Nelson Hall East 120.

Roll Call

Members Present: Forust Ercole, Rosie Austin, Ana Cortes, Jerry Dinzes

Members Austin: Jacob Bloom (excused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: CORTES/AUSTIN move to approve Agenda #5 dated November 20, 2013

APPROVED

Chair's Report

Ercole stated that all items on the agenda are action items.

Public Comments

Kristin Nimmers, a student employee from the Campus Center for Appropriate Technology (CCAT), commented that she was in attendance because she is interested in sustaining the hourly wages at CCAT and is interested in the discussion regarding a potential fee increase.

Approval of the Minutes

MOTION: AUSTIN/CORTES move to approve the Board of Finance Minutes #4 dated November 6, 2013

APPROVED

(1) ABSTENTION

Old Business

- A. Request from AS External Affairs to seek exception from the AS Travel Policy to be reimbursed \$337.89 on a per-mile basis for travel to the CSSA meet at CSU East Bay on October 11-13, 2013 – Action Item

The AS External Affairs Representative is seeking to be reimbursed on a per mile basis for use of a private vehicle for travel. The Associated Students Travel Policy states that Personal vehicles will only be reimbursed for actual gas expenses supported by receipts.

Ercole opened the floor to Public Comment.

Juan Cervantes, a student at large, requested that the Board of Finance keep in mind process and consistency when considering the business item.

There was no further Public Comment.

MOTION: DINZES/CORTES move to approve the request from AS External Affairs to seek exception from the AS Travel Policy to be reimbursed \$337.89 on a per-mile basis for travel to the CSSA meet at CSU East Bay on October 11-13, 2013

APPROVED
AS AMMENDED
(1) ABSTENTION

Benjamin Cox, the AS External Affairs Representative, was present on behalf of the request. Cox stated that a narrative was included in the agenda packet and that he is requesting reimbursement for using his car on a per mile basis. Cox stated that he sought permission from the AS President to be reimbursed on a per mile basis when using his own car and was not aware of the policy. A handout was provided that showed the differences in costs between renting a university vehicle and traveling on a per mile basis reimbursed at the state rate of \$.565 per mile. That difference is \$82. Cox stated that he is seeking exception to the Associated Students travel policy which outlines that drivers of personal vehicles are to be reimbursed based on gas receipts. Cox would like to be reimbursed at the rate of 56.5 cents per mile which is equal to the CSU reimbursement amount. Cox noted that a per mile reimbursement allows compensation for insurance, wear and tear and keeping the car in good working order. Cox stated that he chose to take a personal vehicle because he did not feel comfortable driving a vehicle that he did not own. Dinzes asked if the travel policy was available. Tyson stated that the travel policy is available online and was also available in the AS Office. Dinzes stated that he spoke to Cox and Cox was unaware of the policy and that it appeared that a lack of communication caused a misunderstanding for Cox. Tyson stated that both she the Office Coordinator informed Cox that reimbursements were made on gasoline receipts. Tyson stated that some information in the narrative regarding her words is inaccurate. Ercole yielded to Cervantes; Cervantes stated that governing policy documents are available so that miscommunication will not be an issue. Cortes noted that an External Affairs Representative should be aware that their position includes traveling and that it comes with the responsibility of understanding the policies related to travel. Ercole explained that Cox could be reimbursed using a form, the lost or unusual receipt memo, for the cost of refueling his vehicle at \$120. Tyson noted that if the Board of Finance wanted to suspend the policy to reimburse Cox in an amount greater than \$120 then the request would be forwarded on to the AS Council as they originally approved the policy. Dinzes suggested that the Board of Finance consider also recommending a reimbursement to Cox in an amount equal to the cost of renting a car from the University.

MOTION: DINZES/CORTES move to amend the main motion to recommend that the AS Council suspend the travel policy to reimburse Cox for the cost of wear and tear of his vehicle for traveling to the CSSA Meeting on October 11-13 for \$135, with the option of reimbursing in an amount not to exceed \$217.89 which is in addition to the \$120 Cox will receive after completing the appropriate paperwork.

APPROVED
(2) AYE
(1) ABSTENTION

B. Approval of a recommendation to increase the Associated Students annual fee from the

current \$101 (\$51 Fall semester, \$50 Spring Semester) per year fee to \$111 (\$56 Fall semester, \$55 Spring semester) per year in 2014-15 and \$115 (\$58 Fall semester, \$57 Spring semester) per year in 2015-16. The fee would remain at \$115 thereafter until adjusted by a future referendum – Action Item

Action recommended to the AS Council for approval will also need to be recommended to the Student Fee Advisory Committee, presented by referendum in Spring 2014 to the Association membership and approved by the University President if the fee is approved by a majority voting in the referendum. The proposal would increase the Associated Students fee by \$5 per semester for the 2014-15 year and an additional \$2 per semester for the 2015-16 year.

Ercole opened the floor to Public Comment.

Juan Cervantes, a student at large, suggested that the Board of Finance consider an amount higher than what is proposed so that an increase in programming could be included.

Kristin Nimmers, a CCAT employee, asked for clarification on the proposed fee increase, specifically if it would increase the budget for CCAT. Tyson stated that CCAT currently receives approximately a \$49,000 allocation of the AS Budget and that if a fee increase did not pass programs would need to absorb the costs associated with the increase in minimum wage and if the fee increase did pass those funds could be incorporated into the programs budget to mitigate the impacts.

There was no further Public Comment.

MOTION: CORTES/DINZES move to approve the recommendation to increase the Associated Students annual fee from the current \$101 (\$51 Fall semester, \$50 Spring semester) per year fee to \$111 (\$56 Fall semester, \$55 spring semester) per year in 2014-15 and \$115 (\$58 Fall semester, \$57 Spring semester) per year in 2015-16. The fee would remain at \$115 thereafter until adjusted by a future referendum

APPROVED
AS AMMENDED
(1) OPPOSED

The Administrative Vice President did not take an action to affect the outcome of the vote.

Tyson gave an overview of the materials provided to the Board of Finance for consideration of a proposed fee increase. Tyson stated that she provided historical and prospective data of the AS Fee revenue and expenditures, a requirement of the Student Fee Advisory Committee for a fee increase. Tyson also went over the assumptions as listed on page two of the handouts. Tyson also stated that projected costs of General Operations increases were unknown at this time and could include increases in audit services, insurance and services provided by the University and the University Center. Tyson noted that programs would be directed to propose two budgets this year; one for scenarios related to a fee increase and another if the fee increase does not pass. Tyson reviewed the timeline if a fee increase were recommended by the AS Council. The AS Council would vote on the recommendation at the December 2, 2013 meeting, the Board of Finance would approve budget application materials at the next Board of Finance meeting. The fee increase would be referred to the Student Fee Advisory Committee and the Association's membership would vote upon the fee in the AS Elections in April. Tyson stated that the fee may only be adjusted if it is approved by a majority of voters.

Dinzes stated that he is interested in pursuing a larger fee increase for additional programs or program augmentation. Austin asked if cuts were considered as part of the mitigation of the minimum wage increase. Ercole stated that he spoke to multiple programs and received feedback that none were in favor of cuts. Austin stated that she is hesitant about a further increase then proposed.

MOTION: DINZES/CORTES move to amend the recommendation to increase the Associated Students annual fee from the current \$101 (\$51 Fall semester, \$50 Spring Semester) per year fee to \$113 (\$57 Fall semester, \$56 Spring semester) per year in 2014-15 and \$117 (\$59 Fall semester, \$58 Spring semester) per year in 2015-16. The fee would remain at \$117 thereafter until adjusted by a future referendum

APPROVED
(2) AYE
(1) OPPOSED

The Administrative Vice President did not take an action to affect the outcome of the vote.

Announcements

There were no announcements.

Adjournment

Ercole adjourned the meeting at 4:43 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Forust Ercole
Administrative Vice President