TO: President Jackson, Vice President Dawes and Vice President Meriwether
FROM: Lizbeth Cano Sanchez, 2019-2020 Associated Students (A.S.) President
DATE: May 4, 2020

Re: Associated Students Recommended Budget for 2020-2021

As per the “Operating Agreement between California State University and Associated Students of Humboldt State University”, enclosed for your approval is the 2020-2021 Associated Students (A.S.) Recommended Budget.

Also, as per the CSU Auxiliary Organizations Compliance Guide, Section 10.2.1, Fiscal Policy, each auxiliary organization governing board shall annually conduct a review of the fiscal viability of the organization. In conjunction with the budget development process, the A.S. Board of Directors (BoD) reviewed the financial viability of the organization, which included an evaluation of the reserve funds.

As you are very aware, the past 4 years of declining enrollment has a direct negative impact on all fee funded areas, including A.S. Like the rest of campus/state/country, COVID-19 has added a whole additional layer of fiscal uncertainty. The pending lawsuit against CSUs requesting the refund of Spring 2020 Category II fees is in our thoughts as well.

Based on these many factors, A.S. has had to make some significant changes for 2020-2021. Some of those factors include: Declining enrollment, EdCode, the nimbleness of business services, Apodaca v. White and EO1068. Out of necessity to adhere to the budget timeline, these proposed temporary changes happened very quickly.

As Socrates said, “The secret of change is to focus all of your energy not on fighting the old, but on building the new.” A.S. has some very exciting opportunities involving the creation of a more robust Student Union, which will include a number of the programs that are not specifically funded by A.S. next year. The goal is to strategically plan for the reimagining of the Student Union to include many of the support and services in 2021-2022. There is some disappointment and frustration around A.S.’s funding decision and we hope those amazing programs will begin to see how they can fit into the larger picture once space is officially reallocated for student-run programs and services.

While looking different from the past, A.S.’s student-centered goals will still be at the forefront:
- Supporting, Empowering & Training Student Leaders
- Providing Financial Support to Student Leaders and Student Led Events
- Linking Funding to Assessment
The A.S. BoD voted to supplement the 2020-2021 projected A.S. Fee Revenue by $76,384 from A.S. Reserves. This recommended budget leaves a projected 27% in the A.S. Reserves. While the reserve policy stipulates a minimum floor of 30%, some projected unspent funds from this year will close that gap. Due to the pending lawsuit around CSU Category II Fee refunds, A.S. did not want to depend fully on funds that have a chance to be refunded in the future. Due to COVID-19 and the uncertain effect that will have on enrollment, A.S. is prepared to reevaluate this budget once fall census is completed, possibly making some adjustments at that time.

<table>
<thead>
<tr>
<th>Reserve Balance Projection - June 2020</th>
<th>$266,762</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Student Fee Revenue 2020-21</td>
<td>$622,000</td>
</tr>
<tr>
<td>Annualized total Headcount: 5369 (April 2020)</td>
<td></td>
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<tr>
<td>IRA Admin Fee Revenue 2020-2021</td>
<td>$18,768</td>
</tr>
<tr>
<td>Total Potential Funds</td>
<td>$907,530</td>
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</table>

**Total Recommended Budget** $717,152

- Reserve Forecast $190,378
- % of Expenditures 27%

Given the current five-year projection, A.S.’s practice of spending down reserves was not sustainable and some difficult decisions were made this year to alter that previous course.

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<thead>
<tr>
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<tbody>
<tr>
<td>Pre-COVID Planning (-14%)</td>
<td>752,000.00</td>
<td>668,000.00</td>
<td>595,000.00</td>
<td>550,000.00</td>
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<tr>
<td>Mid-COVID Planning (-20%)</td>
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<td>558,000.00</td>
<td>578,000.00</td>
<td>620,000.00</td>
</tr>
</tbody>
</table>

Associated Students • Humboldt State University • 1 Harpst Street • Arcata, California 95521 • 707.826.4221
We are extremely proud of our funded programs and services and what they contribute to Humboldt State University and the student body; and are confident in A.S.’s ability to respond to rapidly changing student needs this coming year. The A.S. Board of Directors invested time, thought and discussion into determining where to allocate their 2020-2021 funds. For 2020-2021, A.S. is choosing to focus on supporting HSU Recognized Student Organizations and spending the year to reimagine the Student Union and including some currently funded programs and services in there for 2021-2022.

Programs and services that will not receive fully requested funding from A.S. in 2020-2021 are:

- Asian, Desi, Pacific Islander Collective (ADPIC)
- Drop-In Sports (Gym)
- Drop-In Recreation (Pool)
- Eric Rofes MultiCultural and Queer Resource Center (ERC)
- Humboldt International Film Festival (HIFF)
- Scholars Without Borders (SWB)
- Womxn’s Resource Center (WRC)

However, A.S. has committed over $122,000 to funding clubs via grants for events and travel related to their professional development; this amount also includes support to the Clubs Office. Funding for events that ADPIC, ERC, SWB and WRC requested was earmarked and will be spent from the A.S. Club Grants for 2020-2021.

Other programs and services that received funding for 2020-2021 are:

**A.S. Government**
Includes A.S. External Affairs / Travel to the California State Student Association (CSSA) / Lobby Corps ($17,900); Committee Compensation ($15,000) for student committee representatives who are not A.S. board members; Student Legal Lounge project awards ($7,500); Scholarships ($5,000); Board Stipends ($54,255); Trainings ($5,000); Elections ($6,500); Supplies ($250).

**A.S. General Operations**
Includes funding for 2 staff ($169,500); HSU Business Service Agreement ($86,000); Annual Audit ($8,000); Telecom / Office Supplies / Work Requests / Capital Improvements ($12,300); Attorney fees ($5,000); Insurance ($9,000); Bank Charges ($3,000); Printing & Misc ($1750).

With the upcoming reduction of a Full-Time staff member in June, A.S.’s capacity to provide support to all funded programs and services is greatly diminished. This pause will provide A.S. an opportunity to recover from the business service transition that occurred on 1-1-17 and emerge more strategically and intentionally to ensure current student needs are being met.

**ASPresents**
This program was eliminated and programming funds will be used to collaboratively support campus programming (A.S. Collabs Fund), such as a Block Party, Homecoming, Fall Comedian, Spring Concert and Thursday Night Depot shows.
A.S. Club Grants
This budget was increased significantly to $108,127 so club leaders may continue to plan viewpoint neutral social and educational programming. Events that were listed in each of the applications, while won’t have wages attached, were specifically earmarked for clubs to consider planning and hosting. Club leaders will also have the chance to request project awards in their grant applications, to compensate the project leaders for the time they dedicate to each event.

Campus Center for Appropriate Technology (CCAT)
CCAT continues to receive a generous donation from a former CCAT Co-Director, who is donating $3600/year (up to 5 years) for CCAT Co-Directors’ food ($1200/year/Co-Director at the CoOp). CCAT is exploring becoming a Student Organization funded by A.S. and will be receiving funds for 2020-2021 to cover most of their requested student wages. They will likely need to make some program adjustments and/or utilize their trust funds to fill any possible gaps.

Children’s Center
The former allocation of 4.54% Maintenance of Effort (originating in 1990) was not possible for 2020-2021; however, for grant purposes, A.S. wanted to demonstrate continued support by allocating $6500 for student assistant wages.

Club Office Support
This allocation includes funds for a front desk student assistant ($8640), supplies for recognized student organizations ($3000), and movie rights ($2400) for clubs who want to host movie nights.

Marching Lumberjacks (MLJ)
Full request granted ($4000) for music-related supplies. MLJ’s status has changed over the past few years and are now housed under Club Sports, which is now under Athletics.

MultiCultural Center (MCC)
This allocation ($13,000) is to support student assistants who work at the MCC.

Oh SNAP! Campus Food Program
The allocation requested is for food only ($10,000) and reflects only a fraction of the demonstrated need based on the high number of students experiencing some level of food insecurity. The total amount needed for Oh SNAP! is $40,000. Currently, they receive funding from A.S. and IRA to purchase food; however, due to funding guidelines adherence, IRA did not allocate to OhSNAP for 2020-2021. Oh SNAP! is an important service on campus and would benefit from stable funding. There is opportunity for campus to identify base funding from the most appropriate source for the future.

Sports Clubs
Since Sports Clubs has been departmentally under Athletics for a year now, the Athletic Trainer requirements will be provided by Athletics. This allocation is to support a Coordinator ($6500), Club Travel ($15,500) and Team Registration ($4000).
Student Access Gallery (SAG)
SAG is exploring becoming a Student Organization funded by A.S. and will be receiving funds for 2020-2021 to cover most of their requested student wages ($8810) and two student art receptions ($900).

Student Legal Lounge (SLL)
SLL work will be closely integrated with A.S. Lobby Corps (see A.S. Government above) in order to support students in local advocacy issues as well as advocate to state leaders around legislation that impacts students. They will continue to collaborate with the Housing Liaison and Scholars Without Borders to help guide students needing to access appropriate legal resources.

Waste Reduction And Resource Awareness Program (WRRAP)
WRRAP (which is also the umbrella organization for the Bicycle Learning Center) is exploring becoming a Student Organization funded by A.S. and will be receiving funds for 2020-2021 to cover most of their requested student wages ($25,000), and supplies ($3500).

Veterans Transition Program (VETS)
Because A.S. fees must be used for events that are open to all students, A.S. is not allowed to fund closed events and did not allocate to VETS. The Vets Club, however, is encouraged to apply for A.S. Club Grants for any open events they choose to host.

Youth Educational Services (YES)
YES will receive $5200 for their annual leadership retreat.

We look forward to your approval of the Associated Students 2020-2021 budget. If you have any questions, please contact Jenessa Lund, A.S. Executive Director, Jenessa.Lund@humboldt.edu or x5410.

Sincerely,

Lizbeth Cano-Sanchez
2019-2020 Associated Students President

Attachments:
- A.S. 2020-2021 Recommended Budget
- A.S. Collabs & A.S. Club Grants Details
- 5 Year Projection
- Budget Scenarios
Recommend Approval:

_______________________________  ______________________________
Jason Meriwether                  Doug Dawes
Vice President of Enrollment Management  Vice President of Administrative Affairs

Approved:

______________________________________________
Tom Jackson, Jr.                     Date
President
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<tr>
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<tbody>
<tr>
<td>A.S. Government &amp; External Affairs &amp; SLL &amp; Scholarships &amp; Matrix</td>
<td>$97,673</td>
<td>$100,923</td>
<td>$122,715</td>
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<td>A.S. General Operations</td>
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<td>ASPresents (or A.S. Collaborative Fund &quot;ASCollabs&quot;?)</td>
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<td>A.S. Club Grants including Matrix</td>
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<td>Asian, Desi, Pacific Islander Center [ADPIC]</td>
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<td>Children’s Center</td>
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<td>Clubs &amp; Program Support at the Clubs &amp; Activities Office</td>
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<td>Eric Rofes Multicultural Queer Resource Center [ERC]</td>
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<td>Humboldt International Film Festival [HIFF]</td>
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<td>HSU Oh SNAP! Campus Food Security Program</td>
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<tr>
<td>Marching Lumberjacks [MLJ]</td>
<td>$4,000</td>
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<td>MultiCultural Center [MCC]</td>
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<td>Scholars Without Borders [SWB]</td>
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<td>Sport Clubs - Rec Sports</td>
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<td>$33,525</td>
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<tr>
<td>Student Access Gallery [SAG]</td>
<td>$6,162</td>
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<td>$12,174</td>
<td>$9,910</td>
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<td>Student Legal Lounge [SLL] (internal to AS next year)</td>
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<td>Veterans Enrollment &amp; Transition Services [VETS]</td>
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<td>Waste Reduction &amp; Resource Awareness Program [WRRAP]</td>
<td>$39,725</td>
<td>$46,570</td>
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<td>Womxn's Resource Center [WRC]</td>
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<td>Youth Educational Services [YES]</td>
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<td>Unallocated</td>
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<td><strong>$900,720</strong></td>
<td><strong>$1,209,312</strong></td>
<td><strong>$717,152</strong></td>
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</tbody>
</table>

| Reserve Balance Projection - June 2020 | **$266,762** |
| Projected Student Fee Revenue 2020-21   | **$622,000** |
| Annualized total Headcount: 5369 (April 2020) |              |
| IRA Admin Fee Revenue 2020-2021         | **$18,768**  |
| **Total Potential Funds**               | **$907,530** |
| **Total Recommended Budget**            | **$717,152** |
| Reserve Forecast                       | **$190,378** |
| % of Expenditures                      | **27%**      |
### A.S. Collabs

<table>
<thead>
<tr>
<th>Event</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>A.S. / Clubs Leadership Conference</td>
<td>$10,000</td>
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<tr>
<td>Block Party (Aug)</td>
<td>$5,000</td>
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<tr>
<td>BoD Projects</td>
<td>$4,200</td>
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<tr>
<td>CDOR</td>
<td>$2,000</td>
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<tr>
<td>Comedian (Sept)</td>
<td>$5,000</td>
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<tr>
<td>Homecoming Concert (Oct)</td>
<td>$5,000</td>
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<tr>
<td>Menstrual Supplies</td>
<td>$2,000</td>
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<tr>
<td>Queer Conference</td>
<td>$1,500</td>
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<tr>
<td>Social Justice Summit</td>
<td>$1,500</td>
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<tr>
<td>Take Back the Night</td>
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<tr>
<td>Thursday Depot Shows</td>
<td>$5,000</td>
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<tr>
<td>Undocuweek</td>
<td>$2,000</td>
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<tr>
<td><strong>Total</strong></td>
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### A.S. Club Grants

<table>
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<th>Event</th>
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<tr>
<td>A.S. Club Grants EVENTS</td>
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<tr>
<td>A.S. Club Grants TRAVEL</td>
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<td>Spring '20 Club Grants but unable to be used (covid-19)</td>
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<td>Diwali Festival of Lights</td>
<td>$1,750</td>
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<td>Fred Korematsu Day</td>
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<tr>
<td>Holi Festival of Lights</td>
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<tr>
<td>Hxrstory Month</td>
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<td>Kink On Campus</td>
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<td>Lunar New Year Festival</td>
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<td>Mid-Autumn Moon Festival</td>
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<td>Name Change Workshop</td>
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<td>Q-Talks</td>
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<td>Queer Speed Friending</td>
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<td>Ramadan</td>
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<td>Safer Sexpo</td>
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<td>Self Care Workshop</td>
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<td>SWB Anniversary Celebration</td>
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<td>Trans Resources Expo</td>
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<td>Womxn's Environmental Justice Conference</td>
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<td><strong>Total</strong></td>
<td>$105,427</td>
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**Publication**

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<tbody>
<tr>
<td>Matrix Publication</td>
<td>$2,700</td>
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**Total** $2,700
Campus Based Fees (Category 2) Revenue Scenarios
Date: April 21, 2020

Baseline Assumptions:
- Fee rates subject to change, reflected estimates for planning purposes only
- No fee rate increases included except for previously approved increases tied to inflationary indexes
- Estimate Student Health Fee increases by Milliman Medical Index (MMI)
- Estimate Materials, Services & Facilities (MSF) and Student Body Center Fee increase by Higher Education Price Index (HEPI)
- Does not factor in contingently approved future rate increases to the Health Facilities Fee

### Category II Fee Rates

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<tr>
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<th>2019-20 Fee Rates</th>
<th>2020-21 Fee Rates</th>
<th>2021-22 Fee Rates</th>
<th>2022-23 Fee Rates</th>
<th>2023-24 Fee Rates</th>
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<tr>
<td>Student Health Fee*</td>
<td>666</td>
<td>692</td>
<td>723</td>
<td>756</td>
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<td>Health Facilities Fee</td>
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<td>Instructionally Related Activities (IRA) Fee</td>
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<td>Athletics</td>
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<td>Jack Pass</td>
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<tr>
<td>Materials, Services &amp; Facilities (MSF) Fee**</td>
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<td>356</td>
<td>364</td>
<td>372</td>
<td>380</td>
<td>388</td>
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<td>Student Body Assoc Fee</td>
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<tr>
<td>Student Body Center Fee**</td>
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<td>306</td>
<td>313</td>
<td>320</td>
<td>327</td>
<td>334</td>
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<td><strong>Total Category II Fees</strong></td>
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<td>2,305</td>
<td>2,354</td>
<td>2,405</td>
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</tbody>
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*Estimated increases based on MMI @ 4.5% (5 yr ave)
**Estimated increases based on HEPI @ 2.2% (10 yr ave)

### Mid-COVID Planning (-20%)

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<tr>
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<td>3,597</td>
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### Fee Revenue Budget

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<tbody>
<tr>
<td>Student Health Fee*</td>
<td>4,290,000</td>
<td>3,688,000</td>
<td>3,436,000</td>
<td>3,265,000</td>
<td>3,169,000</td>
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<tr>
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<td>314,000</td>
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<td>338,000</td>
<td>301,000</td>
<td>274,000</td>
<td>254,000</td>
<td>246,000</td>
</tr>
<tr>
<td>Jack Pass</td>
<td>368,000</td>
<td>305,000</td>
<td>272,000</td>
<td>247,000</td>
<td>229,000</td>
<td>222,000</td>
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<td>Materials, Services &amp; Facilities (MSF) Fee**</td>
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<td>Student Body Assoc Fee</td>
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<td>Student Body Center Fee**</td>
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### Campus Based Fees (Category 2) Revenue Scenarios

Date: April 21, 2020

#### Student Health Fee

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<tbody>
<tr>
<td>Pre-COVID Planning (-14%)</td>
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#### Health Facilities Fee

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<td>352,000</td>
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#### IRA - Athletics

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#### IRA - IRA Committee

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<td>254,000</td>
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<td>230,000</td>
<td>224,000</td>
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#### IRA - JackPass

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## Campus Based Fees (Category 2) Revenue Scenarios

Date: April 21, 2020

### MSF Fee

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<td>1,471,000</td>
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### Student Body Assoc Fee

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<tr>
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### Student Body Center Fee

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