

Associated Students Board of Finance
Humboldt State University
Monday, September 12, 2016
Nelson Hall East, 120
Minutes #1

Call to Order

Greg Rodriguez, Administrative Vice President, called the Board of Finance meeting to order at 3:03 P.M. on Monday, September 12, 2016 in Nelson Hall East 120.

Roll Call

Members Present: Joseph Mularky, Jonah Platt, Gregory Rodriguez, Patricia Rosas (late)

Advisor Present: Jane Hill

Approval of the Agenda

MOTION: RODRIGUEZ/MULARKY move to approve Agenda #1 dated September 12, 2016

APPROVED

Chair's Report

Rodriguez requested the committee to keep phones at vibrate and off the table, and to keep good notes. Rodriguez hopes to have a good year.

Public Comment

No public comment.

Old Business

- A. Board of Finance Orientation – Information Item
The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2016-17 Budget, the Unallocated process and the Reserve Policy, Fund Designation and Procedure for Expenditure. These items are included in the Board of Finance binder.

Esh reviewed the Fiscal Code, the 2016-17 budget and budget language--including an explanation of budgeted fee revenue based on the number of fee paying students and fund allocation from the General Operating reserve. Esh went over the types of requests the Board of Finance would be reviewing which will include requests for funding and requests for line-item changes within the programs and the process that a program goes through to make requests. Requests for funding approved by the Board of Finance must also be approved by the Council if they are \$300 or greater. Esh went briefly into the 2017-18 budget process and what that process will involve and when it will begin—which is early December 2016. Esh also reviewed the Reserve Policy, Fund Designation and Procedure for Expenditure in detail with the Board of Finance. Esh noted that the Associated

Students has been a fiscally responsible organization and that the Board of Finance does have the ability to fund projects through its reserves when necessary. Any expenditure from reserves also requires the approval of the university president or designee.

- B. A. S. Board of Finance 2016-17 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 2016-17 meeting schedule.

MOTION: RODRIGUEZ/ROSAS move to approve the A.S. Board of Finance 2016-17 Standing Rules and Meeting Dates. APPROVED

- C. HSU 2016 Fall Semester Enrollment and the AS 2016 Budget – Information Item
The Board of Finance will discuss the possible effects of the AS budget related to the 2016 Fall semester enrollment.

Rodriguez discussed the issue of enrollment and budget. Platt discussed the enrollment being \$34,000 less than expected. Rodriguez discussed the fact that the University Resources & Planning Committee have also discussed the issue and will have to make some allocation changes. Hill said services may need to be cut in order stay under budget. Rosas suggested making a flat cut across all AS programs. Platt discussed prioritizing AS program budgets. Hill spoke about the problems with cutting funds and that AS Council needs to be a decision making body. Mularky spoke about the issue of cutting equally across all AS Programs. Rodriguez requested to continue the discussion at a later time.

- D. AS Programs Minimum Wage Increase – Information Item
The Board of Finance will discuss minimum wage increase starting in January 2017 and how it will affect the AS budget.

Platt discussed that in January 2017, the minimum wage will increase to \$11 from \$10. The 2015-16 Council did not allocate the funds for the increase. The Board of Finance will ask that programs request funds to increase the wages for student employees and use the unallocated funds to pay for the wage increase. Hill asked where the funds are in the budget. Platt and Mularky showed her the information. Rosas asked who researches the information. Hill said she will conduct research on the potential impact of the increase. Rodriguez said the Board of Finance is working on a letter to the programs outlining the issue and process to request additional funds. Rodriguez also discussed the importance of preparing for future minimum wage increases. Hill expanded on the importance of outreach and explaining the situation of the minimum wage increase to the Council, programs, and to the student body.

- E. Request from the Clubs and Activities Office to increase Hourly/Work Study Wages for student employees – **Action Item**
Molly Kresl, The Clubs and Activities Office Coordinator, requests to change the Club and Program Support line item #1 to adjust student wages starting on January 2017.

MOTION: RODRIGUEZ/MULARKY move to approve the Request from the Clubs and Activities Office to increase Hourly/Work Study Wages for student employees. APPROVED

Molly Kresl, Clubs and Activities Office Coordinator, presented on the request. Kresl wants to increase the Clubs and Activities Office student's assistance wages from \$10 to \$11 starting in January

2017 by changing the budget language #1 in the Club and Program Support section of the AS budget to include these assistants. Kresl discussed the importance of the student assistants and how their duties contribute to the daily duties of the department.

Announcements

There were no announcements.

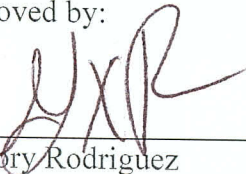
Adjournment

Rodriguez adjourned the meeting at 4:04 without objection.

Recorded by:

Patric Esh
A.S. Council Assistant

Approved by:



Gregory Rodriguez
Administrative Vice President