



Associated Students

TO: President Rossbacher, Vice President Dawes and Interim Vice President Brumfield

FROM: Joey Mularky, AS President

DATE: April 27, 2018

Re: Associated Students Recommended Budget for 2018-19

As per the "Memorandum of Understanding" between Humboldt State University and Associated Students Covering Custodial Responsibilities and Fiscal Management Requirements", enclosed for your approval is the 2018-19 Associated Students (AS) 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 AS Board of Directors (BoD) reviewed the financial viability of the organization, which included an evaluation of the reserve funds. Based on this analysis, we feel secure that we will be able to continue to achieve our operating objectives, maintain an adequate level of working capital to maintain our programs, meet on-going commitments, address emergencies that may have a budgetary impact and fulfill our mission over the long term.

Due to declining enrollment, the amount of money AS has to allocate is significantly less than prior years. The AS BoD voted to supplement the 2018-19 projected AS Fee Revenue by \$127,764 (which includes a one-time reallocation of \$52,083 by dissolving the AS Campus Scholarship Fund as well as allocating \$75,681 from AS Reserves). This recommended budget leaves a projected 23% in the AS Reserves.

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|--|-----------|
| Reserve Balance Projection - June 2018 | \$319,642 |
| Student Fee Revenue 2018-19 | \$887,000 |
| Campus Scholarship Fund Reallocation | \$52,083 |
| IRA Admin Fee Revenue 2018-19 | \$28,860 |

Total Potential Projected Funds **\$1,287,585**

Total Recommended Budget **\$1,043,624**

Reserve Forecast \$243,961
% of Expenditures **23%**

Full Funding

| |
|-------------|
| \$1,201,733 |
| \$85,852 |
| 7% |

We are proud of our programs and what they contribute to Humboldt State University and the student body, particularly of AS's ability to respond to rapidly changing student needs. The AS Board of Finance and BoD invested a lot of time and thought into determining where to allocate their 2018-19 funds, and notable highlights of the 2018-19 recommended budget follow:

AS External Affairs

This budget was reduced by \$2500, which will be reflected in the CHESS Travel line-item.

AS Government

Savings realized by reducing phone landlines in the AS Office.

AS Operations

This amount was changed to reflect the AS Subsidy only.

AS Presents

The Supplies and Services line-item is reduced, per the AS Presents Committee's identified lowest priority.

AS Programming Grants

The requested amount was decreased to reflect an updated maximum award equal to \$2,000 for all grants.

Campus Center for Appropriate Technology (CCAT)

CCAT received a substantial funding increase in 2017-18, although it was \$10,000 less than the amount requested (the increased funding was to support wages for 3 new Co-Directors as CA Conservation Corps Grants were eliminated). To accommodate the lower budget, CCAT will reduce some Student Assistant positions as well as identify another funding source for Co-Directors beginning in Spring 2019. To supplement the 2018-19 reduction, CCAT is pursuing grants, crowdsourcing and other revenue building opportunities, in addition to AS and IRA funds.

Children's Center

This allocation reset to the pre-2017-18 rate of 4.54% Maintenance of Effort.

Club and Program Support

The request for Student Assistants was reduced.

Drop-In Recreation (Pool)

The amount allocated for student lifeguards was reduced.

Eric Rofes MultiCultural and Queer Resource Center (ERC)

This reduced allocation reflects a decrease in Student Assistant hours, Summer Bridge Benefits and programming.

Humboldt International Film Festival (HIFF)

Funding was eliminated for judge travel, as the CSU Fellow grant may fund \$3000 for celebrity judges. As the HIFF Trust was re-built in 2017-18, the AS BoD requests that HIFF spend its reserves to \$4000 prior to requesting additional funds from AS.

Learning Center

A flat amount of \$20,000 was allocated to the Learning Center, where they may decide to either reduce tutor hours and/or pay rate.

Marching Lumberjacks (MLJ)

The MLJ request was reduced from \$5,800 to \$4,000 to replicate their 2017-18 budget.

MultiCultural Center (MCC)

MCC's retreat budget was reduced for 2018-19. Additionally, the one-time 2017-18 allocation of \$20,000 to support the Scholars Without Borders (SWB) pilot project is not included in MCC's budget for 2018-19, as SWB submitted their own request for 2018-19.

Oh Snap! Campus Food Program

The allocation requested is for food only and reflects only a fraction of the demonstrated need and number of students experiencing some level of food insecurity.

Scholars Without Borders (SWB)

SWB was allocated one-time funding for 2017-18 (which was managed via MCC). SWB was awarded \$5727 in 2018-19 to help fund Student Directors as well as \$9000 for legal resources. SWB will continue to be housed in the MCC, providing a variety of services to HSU undocumented students.

Sports Clubs

Funding was reduced slightly. This decrease will be in Student Assistant wages (\$750), Staff wages (\$500) and Medicare (\$25).

Student Access Gallery (SAG)

Benefits for Summer Bridge were removed from the request (\$460).

Student Legal Lounge (SLL)

This new program will collaborate with the Housing Liaison and Scholars Without Borders to help guide students needing to access appropriate legal resources.

Veterans Transition Program

New to AS for 2018-19, this program received funds for group travel.

Waste Reduction And Resource Awareness Program (WRRAP)

WRRAP's allocation reflects a decrease in one of the Compost Director positions and a reduction to Summer Bridge benefits (\$500).

Campus/Community Service Scholarship

This project has been eliminated, according to previously described plans, and the fund balance (\$52,083.39) was transferred as a one-time supplement to the 2018-19 AS Budget.

Unallocated

This line item has been reinstated; it was removed in the 2017-18 budget and replaced with a \$100,000 Discretionary Fund. Of the \$100,000 that was budgeted separately, approximately \$27,000 remains. The AS BoD voted to allocate \$10,000 of the remaining Discretionary Fund as a line-item in the 2018-19 budget and return approximately \$17,000 to the AS Reserve account.

Womxn's Resource Center (WRC)

Reductions for WRC include removing Elections (\$4500), Summer Bridge benefits (\$704), and reducing In-House Projects by \$500.

Youth Educational Services (YES)

Their request already reflected reductions so they were funded at their full request.

We look forward to your approval of the Associated Students 2018-19 budget. If you have any questions, please contact Jenessa Lund, AS Executive Director, at jmg12@humboldt.edu or x5410.


Sincerely,



Joey Mularky
Associated Students President

cc: Jenessa Lund, AS Executive Director

Recommend Approval:

 5-17-2018

Wayne Brumfield Date
Interim Vice President Student Affairs

 5/18/18

Doug Dawes Date
Vice President Administrative Affairs

Approved:

 5.18.18

Lisa Rossbacher Date
President

2018-19 Recommended Associated Students (AS) Budget

| Program Name | 2017-18 Approved Budget | 2018-19 Budget Requests | AS BoD Final Recommended Budget |
|--|-------------------------------|-------------------------------|---------------------------------------|
| A.S. External Affairs | \$19,830 | \$19,048 | \$16,548 |
| A.S. Government | \$82,119 | \$82,125 | \$81,125 |
| A.S. Operations | \$321,057 | \$284,057 | \$284,057 |
| A.S. Presents | \$131,425 | \$131,753 | \$126,425 |
| A.S. Program Grants | \$63,000 | \$63,000 | \$52,000 |
| CCAT | \$79,641 | \$90,000 | \$61,670 |
| CHECK IT | \$0 | \$17,168 | \$0 |
| Children's Center | \$60,000 | \$60,000 | \$40,270 |
| Clubs and Activities | \$48,360 | \$47,692 | \$43,500 |
| Drop-In Recreation (Pool) | \$28,435 | \$28,435 | \$25,850 |
| Drop-In Sports | \$3,535 | \$3,746 | \$3,746 |
| Eric Rofes MultiCultural Queer Resource Center (ERC) | \$17,150 | \$23,780 | \$18,570 |
| Humboldt International Film Festival (HIFF) | \$16,185 | \$17,113 | \$7,713 |
| Learning Center - Tutorial Program | \$23,315 | \$23,309 | \$20,000 |
| Marching Lumberjacks (MLJ) | \$4,000 | \$5,800 | \$4,000 |
| MultiCultural Center (MCC) | \$65,245 | \$46,681 | \$44,981 |
| Oh SNAP! Campus Food Security Program | \$15,000 | \$15,000 | \$10,000 |
| Scholars Without Borders (SWB) | \$0 | \$25,056 | \$14,727 |
| Sport Clubs | \$33,000 | \$34,275 | \$33,000 |
| Student Access Gallery (SAG) | \$11,810 | \$6,622 | \$6,162 |
| Student Legal Lounge (SLL) | \$0 | \$4,766 | \$4,766 |
| Veterans Transitional Program | \$0 | \$19,750 | \$2,000 |
| Waste Reduction & Resource Awareness Program (WRRAP) | \$42,885 | \$44,064 | \$39,725 |
| Womxn's Resource Center (WRC) | \$29,984 | \$32,632 | \$26,928 |
| Youth Educational Services (YES) | \$68,436 | \$65,861 | \$65,861 |
| Unallocated | \$0 | \$10,000 | \$10,000 |
| Total | \$1,164,412 | \$1,201,733 | \$1,043,624 |

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|--|--------------------|
| Reserve Balance Projection - June 2018 | \$319,642 |
| Student Fee Revenue 2018-19 <small>Annualized total Headcount: 7,655 (Fall - \$465,000, Spring - \$422,000)</small> | \$887,000 |
| Campus Scholarship Fund Reallocation <small>(approved to transfer balance to reserves on 4-2-18)</small> | \$52,083 |
| IRA Admin Fee Revenue 2018-19 | \$28,860 |
| Total Potential Projected Funds | \$1,287,585 |

Total Recommended Budget \$1,043,624

Reserve Forecast \$243,961
% of Expenditures 23%