

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, December 9 2013
Nelson Hall East, Room 120
3:00 p.m.
Agenda #6

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #6 dated December 9, 2013 – Action Item
- IV. Chair's Report
- V. 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.
- VI. Approval of Minutes #5 dated November 20, 2013 – Action Item
- VII. Old Business
 - A. Request from the MultiCultural Center (MCC) from Unallocated in an amount not to exceed \$655 for the purchase of a Dell OptiPlex 3010 PC for the MCC Student Staff Office– Action Item

This computer would replace the Gateway Computer that was purchased in 2006 that is no longer operable. HSU Academic Information Services has recommended replacing the unit with the Dell 3010 PC.
 - B. 2014-15 AS Budget Timeline – Action Item
Review and Approval of the 2014-15 AS Budget Timeline.
 - C. 2014-15 AS Budget Application Materials – Action Item
Review and Approval of the 2014-15 AS Budget Application Materials.
- VIII. Announcements
- IX. Adjournment

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



HUMBOLDT STATE UNIVERSITY

MultiCultural Center

TO: Associated Students Board of Finance

FROM: Marylyn Paik-Nicely, Director
HSU MultiCultural Center

RE: Computer for MCC Staff Office

DATE: Dec. 1, 2013

Members of the Board of Finance:

The MultiCultural Center (MCC) is requesting \$604.68 from unallocated funds to purchase a computer for the MCC Student Staff Office. Our office computer died at the beginning of the year, and we are need of another working and updated computer. This computer is used by our Social Justice Summit Coordinators, Community Building Coordinators, and other project coordinators working on various MCC initiatives.

Attached is a quote from our IT liaison. Please note that this quote does not include a monitor, as our monitor is still in good condition.

Thank you for your consideration of this important purchase for the MCC.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: MultiCultural Center
 CONTACT PERSON: Marilyn Paik-Nicely
 Phone: ext. 3367
 Email: mkp2

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$604.68</u>
2	<u> </u>	<u> </u>
3	<u> </u>	<u> </u>
4	<u> </u>	<u> </u>
5	<u> </u>	<u> </u>
6	<u> </u>	<u> </u>
7	<u> </u>	<u> </u>
Total Income:		<u><u>\$604.68</u></u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>(see attached)</u>	<u>\$604.68</u>
2	<u>Dell Computer</u>	<u> </u>
3	<u> </u>	<u> </u>
4	<u> </u>	<u> </u>
5	<u> </u>	<u> </u>
6	<u> </u>	<u> </u>
7	<u> </u>	<u> </u>
Total Expenditures:		<u><u>\$604.68</u></u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:
Marilyn Paik-Nicely
 CLUB/PROGRAM ADVISOR NAME

Amanda Strack
 BUDGET ADMINISTRATOR NAME

Marilyn Paik-Nicely
 SIGNATURE

A Strack
 SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Dell Computer \$604.68

Explanation: please see attached quote from IT
services

Line Item: _____

Explanation: _____

SYSTEM COMPONENTS

CSU Desktop 3 (Good) Optiplex 3010 SFF Qty 1

OptiPlex 3010 Small Form Factor w/ up to 90%; Efficient PSU, Windows 7 Home Premium, No Media, 64-bit, English

Unit Price \$604.68

Catalog Number: 25 RCRC962099-3647773

Module	Description	Product Code	Sku	Id
OptiPlex 3010 Small Form Factor	OptiPlex 3010 Small Form Factor w/ up to 90%; Efficient PSU	3010SFE	[225-3523]	1
Operating System	Windows 7 Home Premium, No Media, 64-bit, English	7HPN61E	[421-5334] [330-6228] [421-5549]	11
Processors	Intel® Core™ i3-3240 Processor (Dual Core, 3.40GHz, 3MB, w/ HD2500 Graphics)	I33240	[319-0714]	2
Memory	8GB, NON-ECC, 1600MHZ DDR3,2DIMM	8G3N162	[370-ABEK]	3
Keyboard	Dell KB212-B USB 104 Quiet Key Keyboard,English	EUSBE	[331-9586]	4
Monitors	No Monitor	NMON	[320-3704]	5
Graphics Cards	AMD RADEON HD 7470 1GB DDR3 DP/DVI w/o Adapters,LP	A747WOL	[321-0138]	6
Boot Hard Drives	250GB 3.5" SATA 3Gb/s with 8MB DataBurst Cache	250GBSF	[400-AAMF]	8
Mouse	Dell MS111 USB Optical Mouse	USBOP	[330-9458]	12
Removable Media Storage Device	8X Slimline DVD+/-RW, Data Only	DRM8O	[318-2231] [318-2236]	16
Thermals	Heat Sink, Performance/Mainstream, Small Form Factor	HSSFF	[331-8318]	17
Speakers	Internal Dell Business Audio Speaker	INTSPK	[318-0319]	18
Power Supplies	OptiPlex 3010 Small Form Factor w/ up to 90% Efficient PSU	SFFPSE	[331-8144] [318-2353] [330-7422]	20
Documentation	Documentation English and French	DOCENF	[330-1711] [340-ABSZ]	21
Productivity Software	No Productivity Software	NOPSW	[421-3872]	22
Energy Efficiency Options	No ESTAR Settings	NOESTAR	[331-8325]	25
Resource DVD	No Resource DVD	NORDVD	[313-3673]	27
Hardware Support Services	5 Year Basic Hardware Service with 5 Year NBD Limited Onsite Service After Remote Diagnosis	U5OS	[991-2878] [939-6538] [939-6748] [936-2417] [934-7614]	29
Setup and Features Information Tech Sheet	No Tech Sheet	NOTSH	[310-9444]	40
Ship Packaging Options	Shipping Material for System, Small Form Factor	SFFSHIP	[331-1270]	41
Serial Port Adapter	Parallel port adapter, Low Profile	PARALEL	[430-4360]	698

TOTAL: \$604.68

Sub-total \$604.68

Shipping & Handling \$0.00

Tax --

Total Price --

In the event that you are subject to a tax holiday, you will not be charged tax.

Thanks for shopping on the Dell Online Store and for using our E-Quote service. We hope you find it useful in making your purchase and will continue to think of Dell.com for all of your computing needs.

Sincerely,
Dell Online Sales

DATES SUBJECT TO CHANGE BASED ON COUNCIL CHANGES TO MEETING CALENDAR

***ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
2014-2015 BUDGET PROCESS TIME LINE***

Tuesday, January 21, 2014	Instruction begins. Budget request forms distributed to Associated Students (AS) programs (or sooner, if possible)
Wednesday, January 22 <i>Pending</i>	A.S. Administrative Vice President & General Manager meet with budget administrators to review materials and answer questions.
Wednesday, February 12 NOON	Budget requests due into the A.S. General Manager's Office and distributed to Board of Finance for review.
Week of February 17	Budget hearing schedule sent out.
Saturday, March 1	Board of Finance conducts budget hearings. The purpose of the hearings is to critically analyze the budget requests and provide the Board of Finance an opportunity to ask specific questions. Programs will not be called in if Board of Finance has no questions. These are not program presentations.
Monday, March 10	Council receives the budget. Programs also receive recommended budget. Council will be ready for discussion and action on Monday, April 7.
March 17 - March 21	Spring Break
Monday, March 24	AS 2014-2015 Recommended Budget Discussion
Wednesday, April 2	Deadline to contact the General Manager's Office if program(s) choose to appeal the Board of Finance budget recommendation.
Monday, April 7	Council approves budget or ASC will select the programs (if any) to appear at the next meeting to answer questions.
Monday, April 7	Any program appealing their recommended budget allocation are required to appear before Council to answer questions. The ASC will hear from all programs before actual budget discussion occurs. Depending on available time and if ASC is calling in any programs, the A.S. budget may be completed at this meeting or at the next Council meeting on Monday, April 14.
Monday, April 14	A.S. Council Meeting
April 22, 23 & 24	Associated Students General Elections including fee referendum.
Prior to May 1	The University President receives and reviews the Associated Students budget according to Executive Order 369.

**DATES SUBJECT TO CHANGE BASED ON COUNCIL CHANGES TO MEETING
CALENDAR**

January 21, 2014

TO: 2014-2015 Associated Students (AS) Budget Applicants

FROM: Forust Ercole, Chair, Board of Finance
Members of the Board of Finance

RE: 2014-2015 AS Budget Request

Attached are instructions and forms to complete a budget request for 2014-2015 Associated Students funds. All applications must be completed and returned to the Associated Students General Manager's Office no later than NOON on Wednesday, February 12, 2014. Please submit eight copies of your application.

DIGITAL APPLICATION MATERIALS ARE AVAILABLE ON OUR WEBSITE AT:
<http://humboldt.edu/associatedstudents/services/as-business-services>

The Associated Students budget is based on the number of fee-paying students. At this time we are anticipating the number of students attending HSU in 2014-2015 to be approximately the same as in 2013-2014. Keep these parameters in mind and incorporate the applicable "Important Notes" listed below as you develop your request. Significant changes to the budget are unlikely beyond the mandated increase in hourly wages.

The Board of Finance and the Associated Students Council has recommended a fee increase to the membership that will be considered during the Spring, 2014 Associated Students Election. The recommendation would increase the Associated Students annual fee from the current \$101 (\$51 Fall semester, \$50 Spring semester) per year to \$113 (\$57 Fall semester, \$56 Spring semester) per year in 2014-15 and \$117 (\$59 Fall semester and \$58 Spring semester) per year in 2015-16. The fee would remain at \$117 thereafter until adjusted by a future referendum.

The proposed fee increase is intended to mitigate the costs associated with Assembly Bill (AB) 10 which will increase the minimum wage to \$9.00 per hour on July 1, 2014 and \$10 per hour on January 1, 2016.

Important Notes:

1. There are two meetings scheduled to review these materials and answer any questions that you may have regarding the budget application process. Your attendance is highly recommended:

Wednesday, January 22, 4:00 – 5:00 p.m., Nelson Hall East, Room 106

**DATES SUBJECT TO CHANGE BASED ON COUNCIL CHANGES TO MEETING
CALENDAR**

Wednesday, January 22, 5:00 – 6:00 p.m., Nelson Hall East, Room 106

2. We have completed the first column of the budget draft grid. You will need to complete the "Other" column for 2013-2014. You will also need to complete the proposed budget columns for 2014-2015. The "Other" column should include support by other campus department's funds (that is, salaries, supplies, telephone) and also include program fundraising. It is very important you include this "Other" information.
3. The budget draft grid requests two proposed budgets. The second grid should be completed based on a budget that includes a proposed fee increase. The third grid requests a proposed budget without an increase in fees, in the event of a fee increase not being approved programs will need to prepare a budget that includes a 5% reduction in both the A.S. subsidy and expenditures from the current year. When completing this grid, please use the amounts described in instruction #6 below to determine the amount of wages for each position.
4. AS Budget Justifications: Please provide a detailed description for each line-item included in the revenue and expenditures column of the Proposed Budget 2014-2015. Please follow format provided in this packet. Please only complete one budget justification, use the figures from the "With a Fee Increase" grid.
5. Hourly wages: Programs paying wages for tasks such as office coordinator, project manager, groundskeeper, compost labor, gardener, gym supervisor, lifeguard, and/or clerical assistants shall include a brief position description in the hourly wages budget justification. Also included shall be the projected number of hours of work per week in the Fall and Spring, rate of pay and total per year.
6. Director's position descriptions: Provide a brief description for each director position requested in your budget. Descriptions should include the general duties and responsibilities required of each position. Descriptions should not exceed 4-5 sentences and/or 75 words. Director positions are intended for students to serve in leadership roles within an AS Program. Please follow the format provided in this packet.
7. For director positions, annual amounts are as follow. These are per year amounts, payable half each semester. The same person cannot receive payment for more than one director position within each program without prior approval of the Board of Finance.

Example:

1. Program Director ~~\$2,000~~ \$2,250 (\$1,125 per semester)
A program director is generally the student that has overall administrative responsibility for a program. A program director usually works 8-9 hours a week during the academic year.
2. Co-Director ~~\$1,500~~ \$1,700 (\$850 per semester)
Co-Director's generally share the oversight of a program

***DATES SUBJECT TO CHANGE BASED ON COUNCIL CHANGES TO MEETING
CALENDAR***

based on a description of duties. A co-director generally works 6-7 hours a week during the academic year.

- 3. Assistant Director ~~\$1,000~~ \$1,150 (\$575 per semester)
Assistant Director's support the director and/or the co-director with the program's administration. A assistant director generally works 4-5 hours a week during the academic year.

- 8. Programs that include any wages (excluding work study wages) must include five percent (5%) of the total wages to pay for Payroll Taxes (Unemployment & Worker's Compensation). For example, if you are requesting a total of \$3,000 in wages, you would budget five percent (5%) for Payroll Taxes.

Example:

Wages	\$3,000
Payroll Taxes	\$150 (5%)

- 9. All Programs that include hourly wages will need to factor in the minimum wage requirements. The Governor recently signed Assembly Bill (AB) 10 that increases the minimum wage beginning June 1, 2014. The minimum wage for the 2014-15 Fiscal Year will be \$9.00 per hour.
- 10. If you are going to be requesting any new paid positions, please consult with Joan Tyson, Associated Students General Manager by Friday, January 31. This could avoid any unnecessary delays and/or questions.
- 11. The Federal Work Study match amount continues to be twenty-five percent (25%) of total hourly wages paid.
- 12. General Narrative section: Complete the General Narrative section included in the budget application materials. Some of the questions may have changed from previous years, so please be sure to follow the current format.

Programs requesting funds may be invited to a Board of Finance meeting to answer specific questions about their budget requests on Saturday, March 1, 2013. If the Board of Finance does not have any questions for you, you will not need to attend. Please mark your calendar now! Your Budget Administrator or other designated person(s) will be requested to attend at a specific time. The purpose of your attendance will be to provide the Board of Finance with any further clarification necessary before making a recommendation to the AS Council on a proposed budget allocation for your program. You will be notified of the exact time of your hearing at a later date.

The Board of Finance will present a recommended budget to the AS Council on Monday, March 10. Programs will also receive a copy of the recommendation at that time. AS Council will be prepared to discuss the AS Recommended Budget on Monday, April 7. If for some reason a program decides to appeal the Board of Finance's budget recommendation you will be required to attend the Monday, April 7 AS Council meeting to present your appeal. If any additional

DRAFT

***DATES SUBJECT TO CHANGE BASED ON COUNCIL CHANGES TO MEETING
CALENDAR***

questions remain unanswered AS Council may request a program attend their Monday, April 14 meeting.

If you need assistance completing this application, preparing your budget, or have questions about the process, please do not hesitate to contact Joan Tyson or myself.

Please submit eight copies in the following order:

1. Budget Draft Grid with boxes
2. Budget Justifications
3. Director Descriptions
4. General Narrative

Thank you.

2014-2015 AS BUDGET JUSTIFICATIONS

IMPORTANT: Please provide a detailed description for each line-item included in the **A.S.**** revenue and expenditures column of the Proposed Budget 2014-2015. Include how you arrived at specific line item figures. For example, Supplies should include a list of supplies requested and details of cost. Program publications should include cost of printing each publication requested. **The Board of Finance wants complete numerical detail on how you arrived at the number within each line-item--not just how you intend to spend it.**

Line-item: _____ \$ _____

Explanation:

Line-item: _____ \$ _____

Explanation:

Line-item: _____ \$ _____

Explanation:

Line-item: _____ \$ _____

Explanation:

2014-2015 DIRECTOR DESCRIPTIONS

Please provide a brief job description for each director, co-director and/or assistant director position requested in your budget. Descriptions should include the general duties and responsibilities required of each position. Descriptions should not exceed 4-5 sentences and/or 75 words. Directors are intended for students serving in leadership roles within AS Programs. **IMPORTANT: PAY CLOSE ATTENTION TO DIRECTOR BUDGET LANGUAGE REGARDING THESE POSITIONS IN MEMO ON PAGE 2.**

Position Title: _____ \$ _____

Description: _____

Position Title: _____ \$ _____

Description: _____

Position Title: _____ \$ _____

Description: _____

Position Title: _____ \$ _____

Description: _____

DRAFT

1. GENERAL NARRATIVE - Per the Associated Students Code, A.S. Council shall allocate Associated Students fees in accordance with their Mission Statement (see attached). To enable them to perform this task as effectively as possible, please provide the following information.

- a. Brief history of the program.
- b. What is the mission of your program?
- c. How does the mission of your program match the mission of the AS?

2. PROGRAM GOALS

- a. What are your goals for 2014-2015 and how do you plan to reach them in terms of program activities?
- b. Current year (2013-2014) goals and activities - review last year's proposal, did you reach your stated objectives?

Were they successful? Why?

If not, what unusual or unexpected circumstances occurred?

3. PARTICIPATION:

Review your **2012-2013** program records and provide a list of programs, services, or activities offered which indicates student response. The list should minimally include a breakdown of the name of the program/service/activity, numbers of students participating or served, (i.e. Student Access Gallery; list of programs and number in attendance: CCAT; list of events and number of persons involved: Women's Center; list of programs and number in attendance: Club and Program Support; number of student benefiting from club travel funds: AS Presents; list of programs and number in attendance) and any other information that indicates student involvement and satisfaction.

Please note: We are interested in 2012-2013 figures so we can evaluate an entire year of information.

4. SIGNIFICANT PROGRAM CHANGES: Highlight significant changes in this year's program activities from last year's program.

5. PRIORITIES:

- a. What area of your budget is the greatest priority for funding and give supporting reasons?



Associated Students

MISSION STATEMENT

“The Associated Students of Humboldt State University is a recognized non-profit corporation and an auxiliary of Humboldt State University. The specific purpose of this corporation is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students’ opinions may be expressed; foster awareness of these opinion both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus community; and stimulate the educational, social, physical, and cultural well-being of the University community”

“The Associated Students’ services and programs shall be established for the purpose of providing essential activities closely related to, but not normally included as a part of the institutional educational program”