

Associated Students Board of Finance
Humboldt State University
Wednesday, September 24, 2014
Nelson Hall East, 120
Minutes #1

Call to Order

Ana Cortes, Administrative Vice President, called the Board of Finance meeting to order at 9:32 a.m. on Wednesday, September 24, 2014 in the Nelson Hall East 120.

Roll Call

Members Present: Ana Cortes, Jerry Dinzes, Thomas Kupelian, Taylor Mitchell

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: DINZES/MITCHELL move to approve Agenda #1 dated September 24, 2014

APPROVED

Chair's Report

Cortes reported that the Board is still in need of a student at large.

Public Comment

There was no Public Comment

Approval of the Minutes

MOTION: MITCHELL/DINZES move to approve the Board of Finance Minutes #9 dated March 5, 2014

APPROVED

(1) ABSTENTION

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 2014-15 Budget, the Unallocated process and the Reserve Policy, Fund Designation and Procedure for Expenditure. These items are included in the Board of Finance binder.

Tyson reviewed the Fiscal Code, the 2014-15 budget and budget language--including an explanation of budgeted fee revenue based on the number of fee paying students and the \$30,000 allocation from the General Operating reserve. Tyson 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. Tyson went briefly into the 2015-16 budget process and what that process will involve and when it will begin—which is early December 2014. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2014 as follows: Unallocated account (\$7,462), Operating Reserve (\$345,306, minus \$30,000 2014-15 Reserve Allocation to the annual budget) Special Projects-Facilities Reserve (\$55,687, minus \$11,540 allocations to the Community Garden), and the Capital Purchases Reserve (\$54,212). These are the same amounts shown in the June 30, 2014 audit. Tyson also reviewed the Reserve Policy, Fund Designation and Procedure for Expenditure in detail with the Board of Finance. Tyson reviewed the purpose of each reserve as outlined in the reserve policy. Unspent monies at year end go back into the AS Reserves per the reserve policy. Tyson also reviewed the 2014-15 Unrestricted Net Position Analysis statement that reviews current net position of the AS and future projects for Council consideration. Tyson 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 2014-15 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 2014-15 meeting schedule.

There was no public comment.

MOTION: KUPELIAN/DINZES move to approve A.S. Board of Finance 2014-15 Standing Rules and Meeting Dates APPROVED

Tyson explained that the Standing Rules and Meeting Schedule are approved annually and outline the operating rules for the AS Board of Finance. The Standing Rules notes the deadline to submit items for the Board of Finance Agenda. Meetings for the Fall Semester are scheduled for Thursday's at 9:30 a.m; meetings for the Spring Semester are scheduled for Monday's at 3:00 p.m. Tyson noted that there is an all-day meeting scheduled for Saturday, February 28 for the Board of Finance hearings and that it will be important for all members to be available that day. Mitchell noted that he and Kupelian would be unable to attend the October 8 meeting. Tyson stated that there may not be any items on the Board of Finance agenda and it may be unnecessary to call a meeting for that date.

- C. Request from AS General Operations from General Operations Reserve in an amount not to exceed \$900 for costs associated with the development of the Graduation Pledge Alliance website – **Action Item**
The proposed redesign would update the website to a Drupal format and allow for a content management system. The website would also be in compliance with the CSU's Accessible Technology Initiative.

There was no public comment.

MOTION: MITCHELL/DINZES move to approve the request from AS General Operations from General Operations Reserve in an amount not to exceed \$900 for costs associated with the development of the Graduation Pledge Alliance website APPROVED

Christensen presented that the GPA program web presence is currently only a subpage of the HSU

Clubs and Activities website. The website is difficult for GPA staff to make changes to and the AS office is unable to provide assistance updating the website. Christensen noted that the new website would update the web content and structural standards and allow the AS Office to assist students in using the Drupal format. The website would also meet the standards necessary for the website to meet the Accessible Technology Initiative require of all CSU websites.

- D. Request from AS General Operations from Capital Purchases Reserve in an amount not to exceed \$2,275 for costs associated with the purchase of three computers to be distributed to the Eric Rofes Queer Resource Center, the Graduation Pledge Alliance and the Associated Students Government office. – **Action Item**
The new computers would replace computers in AS programs that are over six years old. The computers that are being replaced are unable to be upgraded.

There was no public comment.

MOTION: MITCHELL/KUPELIAN move to approve the request from AS General Operations from Capital Purchases Reserve in an amount not to exceed \$2,275 for costs associated with the purchase of three computers to be distributed to the Eric Rofes Queer Resource Center, the Graduation Pledge Alliance and the Associated Students Government office.

APPROVED

Christensen presented that the three computers that are requested to be replaced are all over six years old and are outside of the manufacturer's three year warranty. Humboldt State University Technology Services will no longer provide support to computers that are over five years old. The new computer purchases would not include monitors and would utilize the existing monitors.

Announcements

There were no announcements.

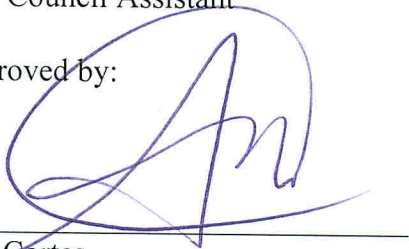
Adjournment

Cortes adjourned the meeting at 10:18 a.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Ana Cortes
Administrative Vice President