

Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, November 27, 2017  
Nelson Hall East, Room 120  
3:00 p.m.  
Minutes #6

**Call to Order**

Kassandra Rice, Administrative Vice President, called the Board of Finance meeting to order at 3:03 p.m. on Monday, November 27, 2017, in Nelson Hall East 120.

**Roll Call**

Members Present: Genesea Black-Lanouette, Norman Campos, Joey Mularky, Kassandra Rice

Advisor Present: Jenessa Lund

**Approval of the Agenda**

MOTION: BLACK/MULARKY move to approve Agenda #6 dated November 27, 2017.

APPROVED

**Chair's Report**

No report.

**Public Comment**

No public comment.

**Old Business**

A. A.S. Reserve Funds – Discussion Item

The committee will continue discussing the A.S. Reserve Funds.

Lund continued the conversation from a prior meeting regarding the A.S. Reserve Funds. Amber Blakeslee, University Budget Office Director, said the budget dipped into the reserved significantly which will reduce the fundable amount for next year. Blakeslee suggested the committee review different methods on how to manage the reserves.

Blakeslee reviewed the 2017-18 enrollment forecast and AS Reserve Fund balance. Blakeslee asked the committee to review the reserve total for next year.

Mularky said he wouldn't want the reserve to go any lower than \$250,000.

Lund mentioned the \$50,000 office remodel budget that has not been utilized. There are also programs in building that require a lot of maintenance cost. Blakeslee noted some of the costs can be reinvested or fully allocated.

Mularky mentioned that the the discretionary fund has been used as if they were unallocated funds. Lund noted that previous budgets had a line item for unallocated funds that was less than the discretionary fund.

Blakeslee mentioned Y.E.S. and some other programs might be considered State programs which causes some issues with H.S.U. policy and billing rates.

Blakeslee asked if the Board wants to continue to spend down the reserve or not because of the change in A.S.'s needs.

Blakeslee mentioned that the Discretionary Fund has about \$39,000. Blakeslee asked if there are any other items that have been requested from the Discretionary Fund. Mularky mentioned the Homeward Bound Bus and added that the program is supposed to continue, but the funding will not be available. Blakeslee concurred. Mularky said if the program has other potential funding sources, they should use the other sources. Mularky doesn't want any program continuously funded from the Discretionary Fund. Blakeslee noted that the program may benefit retention by making it easier for students to travel home from Humboldt.

Blakeslee suggested a pilot program model for new programs. Black-Lanouette said the pilot funding could be reduced each year so the program could become more independent over time.

### New Business

- A. 2018-19 A.S. Budget Timeline and Application Materials Process – **Action Item**  
The Committee will review the A.S. Budget Timeline and Application process.

MOTION: MULARKY/CAMPOS move to approve A.S. Budget Timeline and Application process.  
APPROVED  
AS AMENDED

Esh presented on the budget timeline with a digitized, fillable application. Esh asks that A.S. Staff be able to make small changes to the form with consultation from Rice. Esh explained that the timeline is the same as prior years except for the budget hearing dates.

MOTION: MULARKY/CAMPOS move to amend the motion to include that the Executive Director can makes changes to the application with consultation of the Administrative Vice President.  
APPROVED

Black-Lanouette summarized the amendment. Lund explained she would like to be able to make formatting changes to the application if necessary. Lund added that none of the questions would be modified.

- B. A.S. Budget and Expenditures Report – Discussion Item  
The Committee will be updated on the budget and expenditures of A.S. accounts.

No discussion.

**General Discussion**

No discussion.

**Announcements**

Black-Lanouette announced the College of Professional Studies Mixer will be in the Goodwin Forum on December 3, 2017, starting at 12 p.m.

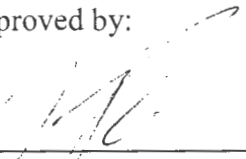
**Adjournment**

Rice adjourned the meeting at 3:42 p.m. without objection.

Recorded by:

Patric Esh  
A.S. Board Coordinator

Approved by:



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Kassandra Rice  
Administrative Vice President