

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, December 3, 2018
Nelson Hall East, Room 120
3:00 p.m.
Agenda

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #3– **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. Old Business
 - A. Spring Semester Meeting Schedule – Information Item
Review and re-evaluate spring semester meeting dates in conjunction with budget time-line and process as well as to recognize Cesar Chavez Observation Day.
- VII. New Business
 - A. Budget Time-line & Process – **Action Item**
The Board will review the A.S. Budget timeline and application process for 2019-20 budget requests.
- VIII. General Discussion
At this time, members may have a general discussion on topics regarding the committee.
- IX. Announcements
- X. Adjournment

**Associated Students Board of Finance
2018-19
Meeting Schedule**

Meetings of the AS Board of Finance are held at 3:00 p.m. in
Nelson Hall 120 unless otherwise noted

FALL SEMESTER

Monday, September 10, 2018

Monday, September 24, 2018

Monday, October 8, 2018

Monday, October 22, 2018

Monday, November 5, 2018

Monday, December 3, 2018

SPRING SEMESTER

Monday, February 4, 2019

Monday, February 18, 2019

Monday, March 4, 2019

Monday, March 18, 2019

Monday, April 1, 2019

Cesar Chavez Observation

Monday, April 22, 2019

ASSOCIATED STUDENTS (A.S.) OF HUMBOLDT STATE UNIVERSITY
2019-2020 BUDGET PROCESS TIME LINE

Thursday, January 3	A.S. Budget Request forms distributed to A.S. Programs
<i>Wednesday, January 16</i>	A.S. Administrative Vice President & A.S. Executive Director meet with A.S. Program Budget Administrators to review materials and answer questions
Wednesday, February 6 (Due by NOON)	A.S. Budget Requests due by noon into the A.S. Executive Director's Office and distributed to A.S. Board of Finance for review
Monday, February 18	A.S. Board of Finance will discuss A.S. Budget Requests and determine which A.S. Programs to invite to the budget hearing A.S. Programs will be asked to participate in a hearing if the A.S. Board of Finance has specific questions and/or are recommending to not allocate the A.S. Program's full request. A.S. Programs will not be called in if the A.S. Board of Finance does not have any questions and plans to recommend full funding.
Week of February 18	Budget hearing schedule sent out to selected A.S. Programs
<i>Thursday, February 22 & Friday, February 23</i>	A.S. Board of Finance conducts budget hearings – These are not program presentations. The hearings are designed to give the A.S. Board of Finance an opportunity to critically analyze the budget requests and ask specific questions of the A.S. Program.
Monday, March 4	A.S. Board of Finance will approve their 2018-2019 A.S. Budget recommendations to the A.S. Board of Directors – all A.S. Programs will receive the recommended budget
Monday, March 11	A.S. Board of Directors will discuss the 2018-2019 A.S. Recommended Budget
Monday, March 25	A.S. Board of Directors continue reviewing the A.S. 2018-2019 Recommended Budget and determine if there are any A.S. Programs that will be asked to appear at the next A.S. Board of Directors meeting A.S. Programs will not be called in if the A.S. Board of Directors does not have any questions.
Friday, March 29 NOON	Deadline to contact the Executive Director's Office if A.S. Program(s) choose to appeal the A.S. Recommended Budget
Monday, April 8	A.S. Board of Directors approves A.S. 2018-2019 Budget or selects A.S. Programs (if any) to appear at the next A.S. Board of Directors meeting to answer questions Any A.S. Program appealing their recommended budget allocation is required to appear before the A.S. Board of Directors to answer questions. Depending on available time, the A.S. 2018-2019 Budget may be approved at this meeting or at the next A.S. Board of Directors meeting on Monday, April 9.
Monday, April 15	If not approved at the April 8 A.S. Board of Directors meeting, the A.S. Board of Directors will approve the A.S. Budget on this date.
Prior to Monday, May 6	University President receives and reviews the Associated Students Budget according to Executive Order 369

Name of A.S. Program: _____

GENERAL NARRATIVE

- I. A.S. PROGRAM INFORMATION** - Per the A.S. Code, A.S. Board of Directors shall allocate A.S. fees in accordance with their Mission Statement (see [link](#)). To enable them to perform this task as effectively as possible, please provide the following information:

A. Brief history of your program:

B. Provide your program's mission statement here:

C. How does your program's mission match the A.S. mission?

Name of A.S. Program: _____

C. Fall 2017 Participation² – List program activities to reach goals to date.

Name of Program/Service/Activity	Month (If Applicable)	Number of Students Served
Example: Fall Study Lounge	December	1,000

Total Number of Students Served 1,000

D. Current Year Goals - What are your goals for 2018-19? How is the program achieving those goals?

Goal 1. _____

Goal 2. _____

Goal 3. _____

² See footnote 1 on prior page.

Name of A.S. Program: _____

E. Significant program changes - Highlight significant changes in this year's program activities from last year's program.

1. _____

2. _____

3. _____

4. _____

Name of A.S. Program: _____

F. Proposed Goals – What are your goals for 2019-20 and how do you plan to reach them in terms of program activities?

Goal 1. _____

Goal 2. _____

Goal 3. _____

Name of A.S. Program: _____

IV. PRIORITIES:

A. What area(s) of your budget is the greatest priority for funding? Why?

B. What area(s) of your budget have you identified to be the lowest priority should we be unable to provide the total funding you have requested?

C. Describe the impact on the program should it not receive A.S. funds, or if the amount granted is less than requested?

D. A.S. recommends all A.S. programs to make environmentally responsible purchases; how is your program being environmentally responsible?

E. A.S. recommends all A.S. programs to make environmentally responsible purchases; how is your program being socially responsible?

Name of A.S. Program: _____

STUDENT STAFF POSITION FORM

Please provide a brief description for each Director, Co-Director, Assistant Director, and/or student staff 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 serving in leadership roles within AS Programs. Pay close attention to director budget language regarding these positions in the memo and in the following instructions. Also included shall be the projected number of hours of work per week and pay rate for the Fall and Spring.

IMPORTANT: THE STATE OF CALIFORNIA MINIMUM WAGE WILL INCREASE TO \$12 ON JANUARY 1, 2019. DON'T FORGET TO CALCULATE THE INCREASE FOR HOURLY POSITIONS.

DIRECTORS — paid hourly: 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 A.S. Board of Finance. Please use the following information to fill out the requested information on the next page.

Program Director \$3,312 for the academic year

A Program Director is generally the student who has overall administrative responsibility for a program. A Program Director usually works 8-9 hours a week during the academic year.

Co-Director \$2,576 for the academic year

Co-Directors generally share the oversight of a program based on a description of duties. A Co-Director generally works 6-7 hours a week during the academic year.

Assistant Director \$1,840 for the academic year

Assistant Directors support the Director and/or the Co-Director with the program's administration. An Assistant Director generally works 4-5 hours a week during the academic year.

These are annual amounts, payable half each semester unless otherwise approved by the A.S. Executive Director.

Associated Students would also like all programs to consider reviewing their director position's succession plan. Having at least one director position start in the spring semester and finish at the end of the fall semester may improve institution memory and they can help new fall semester staff members learn their duties. If you would like to know more about this recommendation, please contact Jenessa Lund, A.S. Executive Director, at Jenessa.lund@humboldt.edu.

Name of A.S. Program: _____

Position 1. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 2. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 3. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: _____

Position 4. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 5. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 6. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: _____

Position 7. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 8. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 9. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: _____

Position 10. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 11. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 12. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: _____

Budget Justification

Instructions: Please fill out all required sections. This includes a proposed budget and summary for each item. The summary should include the reason for the expenditure(s) and specific quotes, if applicable. 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. If the proposed budget is higher, please provide a justification for the increase.

Student Wage Reimbursement Note: If your program has a Director, Co-Directors, Assistant Director(s), and/or other student staff positions, please complete the Student Staff Position Form.

Department Code	Department Description	Program Code	Program Description
D20064	KINESIOLOGY - RECREATION ADMIN	R0022	DROP-IN RECREATION

Account Code	Account Description	Class Code	Class Description	2018-19 Budget	2018-19 Actuals	2019-20 Proposed Budget
601893	STUDENT WAGES REIMBURSEMENT					

Summary:

If proposed budget is higher than last year, please explain:

2018-19 Budget Total	2018-19 Actuals	2019-20 Proposed Budget Total