

**Board of Finance
Humboldt State University
Minutes #1
Monday, September 17, 2007
4:00 p.m.
Nelson Hall East Room 119**

Call to Order

DaVonna Foy called the Board of Finance meeting to order at 4:02 pm, Monday, September 17, 2007 in Nelson Hall East, Room 119.

Roll Call

Members Present: Terra Rentz, Matthew Herrera, DaVonna Foy, Ryan Guy

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: RENTZ/GUY move to approve Agenda #1. APPROVED

Chair's Report

Foy had no report.

Approval of the Minutes

MOTION: RENTZ/HERRERA move to approve the Board of Finance Minutes #13 dated April 16, 2007. APPROVED

Old Business

- A. Request from the Marching Lumber Jacks from Unallocated for funds in an amount not to exceed \$5,104.94 for purchase of a sousaphone. – Action Item
The Marching Lumberjacks current sousaphones were purchased over 20 years ago and are in need of replacement and maintenance.

MOTION: GUY/HERERRA move to approve the request from the Marching Lumber Jacks for funds in an amount not to exceed \$5,104.94 for purchase of a Sousaphone. APPROVED
AS AMMENDED

Andrea Gryzbowski, Marching Lumber Jacks General Manager and Susan Magdaleno, Marching Lumber Jacks Treasurer was present on behalf of the Marching Lumber Jacks. The MLJ's have been currently fundraising for other events including their upcoming reunion. Questions were

asked regarding the quality and length of the Sousaphone. Gryzbowski said that the Band plans to use the Sousaphone for at least 20 years and discussed the storage and security measures that the band has in place for their instruments. The Board considered the cost of the Sousaphone compared to the amount of funding available in Unallocated.

MOTION RENTZ/GUY move to approve that the funds come out of AS Capital Purchases Reserves. APPROVED

Tyson advised that the funding for the Sousaphone could be appropriately made out of Capital Purchases Reserves. The Board agreed that this would be a good option because of the cost associated with the Sousaphone and it is considered a capital purchase. The approval process for reserve spending includes AS council approval as well as approval from President Richmond or his designee.

- B. Request from the Campus Center for Appropriate Technology from Unallocated for funds in an amount not to exceed \$800.00 for activation, labor and maintenance of four additional Ethernet lines. – Action Item
The current CCAT facility is only hardwired for one Ethernet line and makes computer work difficult to complete. The four new Ethernet ports would help CCAT co-directors and employees work more efficiently.

MOTION: RENTZ/HERRERA move to approve the request from the Campus Center for Appropriate Technology from Unallocated for funds in an amount not to exceed \$800.00 for activation, labor and maintenance of four additional Ethernet lines. APPROVED

Jeff Steuben was present on behalf of CCAT. Steuben explained that having the Ethernet line will help CCAT further their mission by allowing more employees to use the internet for CCAT business. The internet access would also be available to students who were using the CCAT facilities for research. Discussions were held regarding wireless access for CCAT rather than installing hard lines. Currently CCAT is not covered by HSU's wireless network and they are not allowed to use their own wireless router within the building. Herrera asked if the installation of the line could be done by students. Steuben responded that since the work is considered electrical it must be completed by the University. Rentz reminded the board that they may be getting future requests from CCAT because of the work on the new house.

- C. Review and Approval of the 2006-07 Audit. –Action Item.
Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board.

MOTION: GUY/RENTZ move to review and approve the 2006-07 Audit. APPROVED

Heidi Chien, Associate Executive Director of the University Center, Kyle Lucas, auditor from the accounting firm of Hunter, Hunter & Hunt, and Joan Tyson reviewed the audit with the

Board of Finance and answered various questions. Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board. The 2006-07 audit report was provided by the accounting firm of Hunter, Hunter, and Hunt. The Board of Finance is the board designated responsibility for audit-related items and recommends approval to the full governing board.

Chien and Lucas reviewed in detail the components of the audit, including internal controls, income statement, profit and loss statement and statement of activities. The report of the financial statement of the Associated Students for the year ending June 30, 2007 expressed an unqualified opinion. Chien explained that this means there were not current findings by our auditors and no recommendations were made. This is the cleanest opinion possible and the Associated Students consistently achieves this goal. Chien stated that the Associated Students is well managed and has a strong cash position. Associated Students is the custodian of the clubs funds and manages their accounts. Chien also explained that a portion of the Instructionally Related Activities (IRA) Fee is managed by the Associated Students.

- D. Request from the Associated Students Government from Unallocated for funds in an amount not to exceed \$1,450.00 for purchase of a new Gateway Computer. –Action Item

The CSSA/Legislative Vice President’s office currently has one computer for 3 positions. Having an additional computer will enable them to work efficiently and be more effective getting their work done.

APPROVED

MOTION: RENTZ/GUY move to approve the request from the Associated Students Government from Unallocated for funds in an amount not to exceed \$1,450.00 for purchase of a new Gateway Computer.

Tyson introduced the request for the new computer. The recommendation for the computer was made by Toby Walker, the Information Technology Consultant for Student Affairs. Discussion was held regarding the different components of the computer and what was included in the price. Rentz noted that the price includes a complete four year warranty and new technology at an educational price. With multiple users, AS needs a solid resource they can rely on. Tyson noted that the recommendation for the computer was made with the intent that it would last for five years.

- E. A. S. Board of Finance 2007-08 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 a 2007-08 meeting schedule.

MOTION: RENTZ/HERRERA move to approve the A.S. Board of Finance 2007-08 Standing Rules and Meeting Dates. APPROVED

The board discussed the proposed meeting schedule. It was noted that a meeting on March 31, 2008 would not be possible due to the Cesar Chavez holiday. The board agreed that March 1 & 2, 2008 would be an appropriate available date for AS Budget Hearings and Budget

development. This date will be revisited in December when the budget application materials are reviewed and approved.

New Business

There was no New Business.

Announcements

There were no Announcements.

Adjournment

Foy adjourned the meeting at 5:30PM without objection

Recorded by:

Rob Christensen
A.S. Secretary

Approved by:

DaVonna Foy
A.S. Administrative Vice President