

**Associated Students Board of Finance
Humboldt State University
Monday, November 8th, 2010
University Center, South Lounge Conference Room
Minutes #5**

Call to Order

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday November 8th, 2010 in the University Center, South Lounge Conference Room.

Roll Call

Members Present: Stephanie Partlow, Iban Rodriguez, Scott Meyers, Pam Ward

Members Absent: Tristan Caswell (unexcused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: WARD/MEYERS move to approve Agenda #5 APPROVED

Chair's Report

Partlow had no report.

Approval of the Minutes

MOTION: WARD/RODRIGUEZ move to approve the Board of Finance Minutes #4 dated October 25th, 2010 APPROVED

Old Business

- A. Request from the MultiCultural Center (MCC) for a line-item transfer in an amount not to exceed \$438.00 from line-item Hourly Wages to line-item Work Study – Action Item
The Q-Fest Coordinator at the MCC has been awarded work study. Transferring the amount into the Work Study line item will allow the student to collect their financial aid award.

MOTION: RODRIGUEZ/WARD move to approve the request from the MultiCultural Center (MCC) for a line-item transfer in an amount not to exceed \$438.00 from line-item Hourly Wages to line-item Work Study APPROVED

Marylyn Paik Nicely, the Director of the MultiCultural Center, was present on behalf of the request. Paik Nicely explained that the student in the position has received a Work-Study award and that transferring the amount to the work study line item would allow the student to fully

utilize the financial aid awarded to him.

- B. Request from the MultiCultural Center (MCC) to suspend Associated Students 2010-11 Budget Language #12 to split an Assistant Director stipend, in an amount of \$875.00, between two employees for the position of African American Community Outreach Coordinator – Action Item

The MultiCultural Center would like to share the position of African American Community Outreach Coordinator between Nora Chatmon and Jacquelyn Robinson.

MOTION: WARD/MEYERS move to approve the request from the MultiCultural Center (MCC) to suspend Associated Students 2010-11 Budget Language #12 to split an Assistant Director stipend, in an amount of \$875.00, between two employees for the position of African American Community Outreach Coordinator
APPROVED

Paik Nicely explained that the Community Outreach Coordinator (COC) positions work with different clubs and individuals on campus to help build community for historically underrepresented groups on campus. Nora Chatmon, a student, has requested to have an additional student assist in the effort. Paik Nicely explained that both students are willing to work together and share the original allotted amount. Meyers asked what the responsibilities of a COC were. Paik Nicely explained that COC’s help to network different individuals and groups on campus, plan the Creating Community Reception in the fall and also provide support for Black Liberation Month in the spring.

- C. Request from the Marching Lumberjacks from Unallocated in an amount not to exceed \$3,000.00 for the costs associated with the purchase of two alto saxophones, two trumpets, one snare drum, one bass drum, one tenor saxophone and two sousaphone cases – Action Item

The new instruments would supplement the current inventory and allow more members who don’t own their own instruments to perform.

MOTION: WARD/MEYERS move to approve the request from the Marching Lumberjacks from Unallocated in an amount not to exceed \$3,000.00 for the costs associated with the purchase of two alto saxophones, two trumpets, one snare drum, one bass drum, one tenor saxophone and two sousaphone cases
APPROVED
AS AMENDED
(1) ABSTENTION

Scott Gerving, the Advisor of the Marching Lumberjacks (MLJ’s) and Wilson Bowles, the Equipment Manager for the MLJ’s, were present on behalf of the request. Gerving explained that the membership of the group has changed and that the band does not have enough instruments for students who want to play. Gerving addressed concerns that were brought up in the previous Board of Finance meeting. Shipping costs will be included in the price which has decreased the amount requested to \$2,691.20. Gerving noted that the snare drum that the MLJ’s have selected would be similar in quality to the drums that the band currently uses; the current drums have been in use for twenty years. Bowles explained that most of the Equipment and Maintenance line item in the MLJ’s Program Budget is used to repair current instruments. Ward asked if reeds and mouth pieces are purchased by the program or individuals within the program.

Gerving replied that the band provides reeds and mouthpieces. Rodriguez asked if there was a benefit to purchasing all of the instruments at one time. Gerving stated that the shipping of the instruments was included because the order was large. Partlow asked if there was a higher need for certain instruments on the list. Bowles replied that the list that was provided is the top needs for the MLJ's additional instruments that are still needed were not included.

MOTION: WARD move to amend the motion by striking \$3,000.00 and replacing with \$1,500.00

There was no second to the motion.

MOTION: RODRIGUEZ/WARD move to amend the motion by striking \$3,000.00 and replacing with \$2,000.00
APPROVED
(1) ABSTENTION

Rodriguez stated that he would like to assist in funding a portion of the request, but would like to conserve some unallocated funding for the remainder of the year. Representatives from the MLJ's indicated that they would be able to contribute funding for the remainder of the order. Funding allocated for equipment purchase include one alto saxophone, one trumpet, one snare drum, one bass drum, and one tenor saxophone. The MLJ's will purchase the sousaphone cases out of their current AS budget.

- D. Request from the Associated Students Government from Unallocated in an amount not to exceed \$3,000.00 for the costs associated with the purchase of an HSU Campus Mascot – Action Item
The AS Student Affairs Vice President arranged with Athletics to purchase a mascot for HSU. Athletics agreed to purchase the mascot with the understanding that A.S. would be approached for \$3,000.00 to offset the cost.

MOTION: WARD/RODRIGUEZ move to approve the request from the Associated Students Government from Unallocated in an amount not to exceed \$3,000.00 for the costs associated with the purchase of an HSU Campus Mascot
APPROVED
AS AMENDED

Eden reported that during the summer she served on the WASC Steering Committee and that the campus had received feedback from the WASC agency that the campus seemed divided and that there was a need to unite behind a symbol. Eden proposed to Student Affairs, Athletics and Advancement that the campus mascot, Lucky the Logger, could help fulfill the need. Eden approached all three departments for funding. Athletics was supportive of the idea and offered to fully fund the purchase with the understanding that the Associated Students would be approached to help contribute funding once the academic semester had begun. Ward asked what the cost to upkeep the mascot would be. Eden replied that the annual cost for upkeep would be \$400.00.

MOTION: WARD/RODRIGUEZ move to amend the motion by striking \$3,000.00 and replacing with \$2,000.00
APPROVED

Ward suggested that the amount to contribute be amended to \$2,000.00 so that the Board of

Finance could conserve some unallocated funding for the remainder of the year.

E. AS Budget Timeline and Application Materials – Information Item

The Associated Students Board of Finance will review materials used for the 2010-11 Budget Process and suggest any changes. The 2011-12 AS Budget Timeline and Application Materials will be appear as an agenda item on the December 6th, 2010 Board of Finance Agenda for review and approval.

Tyson also went over the proposed memo to the programs and application materials that will be sent out to the programs. The applications materials will include a budget draft grid, budget justifications, and a general narrative. Tyson described the timeline to the Board and explained the importance of the Board of Finance committing to the timeline once approved. This is the timeline that will be communicated to the AS Programs in the budget application materials. Tyson went over the budget process in detail and answered questions about the process. This document will be an action item at our next Board of Finance meeting.

Announcements

There were no announcements.

Adjournment

Partlow adjourned the meeting at 2:54 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Secretary

Approved by:

Stephanie Partlow
A.S. Administrative Vice President
Chair Board of Finance