

**Associated Students Board of Finance  
Humboldt State University  
Monday, December 6<sup>th</sup>, 2010  
University Center, South Lounge Conference Room  
Minutes #6**

**Call to Order**

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

**Roll Call**

Members Present: Stephanie Partlow, Iban Rodriguez (late), Scott Meyers, Pam Ward,  
Tristan Caswell

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: MEYERS/CASWELL move to approve Agenda #6 APPROVED

**Chair's Report**

No report.

**Approval of the Minutes**

MOTION: CASWELL/MEYERS move to approve the Board of Finance Minutes #5  
dated November 8<sup>th</sup>, 2010 APPROVED

**Old Business**

- A. Request from the Sustainable Living Arts and Music Festival (SLAM Fest) in an amount not to exceed \$1,084.00 from the SLAM Fest Trust Account for costs associated with hiring a SLAM Fest Public Relations & Graphics Coordinator and increasing the hours assigned to the SLAM Fest Co-Coordinator's – Action Item  
The SLAM Festival is requesting access to \$1084.00 for additional expenses not requested in the 2010-11 SLAM Fest Budget.

MOTION: MEYERS/CASWELL move to approve the request from the SLAM Fest in an amount not to exceed \$1,084.00 from the SLAM Fest Trust Account for costs associated with hiring a SLAM Fest Public Relations & Graphics Coordinator and increasing the hours assigned to the SLAM Fest Co-  
Coordinators APPROVED

Sierra Gjerde, a SLAM Fest coordinator, was present on behalf of the request. Gjerde explained that when the budget was developed by the program for 2010-11 the decision was made to cut a significant amount of funding and make the program a week day event on the University Center Quad. The program has now recognized that additional support for the program is needed. Gjerde noted that the intention is to move the even from being a festival into a sustainability conference that is inspired through art and art music. The SLAM Fest activities would stretch over a longer period. Rodriguez asked if the amount would be equal to what previous budgets for the SLAM Fest have been. Gjerde responded that the amount would still be less than the 2009-10 budget.

- B. Request from Associated Students General Operations from Capital Purchases Reserves in an amount not to exceed \$1,575.00 for the costs associated with the replacement of a Xerox Copy Machine – Action Item  
The proposed Xerox machine would improve efficiency in the AS Business office and allow staff to perform tasks that are unavailable with current machines.

MOTION: CASWELL/MEYERS move to approve the request from Associated Students General Operations from Capital Purchases Reserves in an amount not to exceed \$1,575.00 for the costs associated with the replacement of a Xerox Copy Machine

APPROVED  
(1) ABSTENTION

Tyson explained that the copy machine in the Associated Students Business Office would be replaced with a copy/scanner/fax/printer machine. The cost of the purchase would be taken from the Capital Purchases reserves. Ward asked what would happen to the machine that was being replaced. Tyson stated that there was a service agreement with Xerox on the machine and that they would remove it and provide a \$100.00 credit. Caswell noted that the per-year expense of the new machine would be less than the current machine.

- C. Approval of a three year contract with Hunter, Hunter & Hunt; Certified Public Accountants to complete the Associated Students Annual Fiscal Audit for fiscal years ending June 30, 2011, 2012, 2013 – Action Item  
Each auxiliary organization is required to have an annual fiscal audit performed by a certified public accountant selected by the governing board.

MOTION: CASWELL/RODRIGUEZ move to approve a three contract with Hunter, Hunter & Hunt; Certified Public Accountants to complete the Associated Students Annual Fiscal Audit for fiscal years ending June 30, 2011, 2012, 2013

APPROVED

Tyson explained that requests for proposals were sent to six CPA firms. Three of the firms were local and three of the firms were out of the area. The Associated Students received four responses. Two of the four firms declined to send a proposal. Hunter, Hunter and Hunt, the current auditors, proposal included auditing services over a three year period at a total cost not to exceed \$18,000. Pimenti & Brinker LLP, a firm located in Petaluma, proposal included auditing services over a three year period at a cost of \$49,500. Tyson is recommending that the Associated Students continue using the firm of Hunter, Hunter & Hunt. Hunter, Hunter & Hunt would provide significant savings, has different members of their firm complete the audits and

also has their audit processes peer reviewed.

D. Proposed Program Director Adjustment Worksheet – Information Item

The Board of Finance will review costs associated with a proposed increase to Program Director stipends for the 2011-12 Budget.

A spreadsheet was provided to programs that outlined an increase in hours for the director positions. Tyson noted that an increase in wages has not occurred in three years and that many employees are unable to complete their tasks with the hours assigned. Tyson explained that the increases would be communicated to the Programs through the Board of Finance budget application materials. Rodriguez expressed concern that students may focus only on participating in positions that have large amounts of allocated funds for the position. Tyson explained that each position would be required to turn in a time sheet that would be approved by a supervisor. Tyson also noted that each program has designed their own staffing needs, but that each position must fit into the amount allotted for Assistant Director, Co-Director or Director. Tyson noted that she expects enrollment to increase next year and that increase in revenue would more than offset this increased expense—which is projected to be approximately \$15,000. The Board of Finance agreed to go forward with the adjusted Program Director wages.

E. 2011-2012 Associated Students Budget Timeline – Action Item

Review and approval of the 2011-2012 Associated Students Budget timeline.

MOTION: MEYERS/CASWELL move to approve the 2011-2012 Associated Students Budget Timeline APPROVED

Tyson reviewed the 2011-2012 Associated Students Budget Timeline and noted that some dates may change slightly based on the outcome of changing the Associated Students Council meeting dates. Tyson noted that it was important for the Board of Finance to commit to meeting on Saturday, February 26<sup>th</sup> as this will be the time that will be communicated to the programs for budget hearings. Ward wanted it noted that she may be unavailable on February 26<sup>th</sup> because of a potential commitment to the HSU Dive Program.

F. 2011-2012 Associated Students Budget Application Materials – Action Item

Review and approval of the 2011-2012 Associated Students Budget materials.

MOTION: RODRIGUEZ/MEYERS move to approve the 2011-2012 Associated Students Budget Application Materials APPROVED

Tyson stated that the budget materials would be sent to each of the programs after being approved by the Board of Finance. The materials included the Program Directors adjusted wages and the approved timeline. These materials are very similar to those used in the past.

**Announcements**

Christensen noted that the Board of Finance will be participating in the University's Student Learning Outcomes.

**Adjournment**

Partlow adjourned the meeting at 2:35 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

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