

Associated Students Board of Finance
Humboldt State University
Monday, November 7, 2011
Nelson Hall East, Room 120
Minutes #5

DRAFT

Call to Order

Rachel Brownell called the Board of Finance meeting to order at 4:02 p.m. Monday November 7, 2011 in the Nelson Hall East 120.

Roll Call

Members Present: Rachel Brownell, Bryan Kelly, Paul Yzaguirre (late excused), Stefan Kreid, Marshall Hendricks

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: KREID/KELLY move to approve Agenda #5 APPROVED

Chair's Report

Brownell reported that there are many items on the agenda today and requested an orderly meeting.

Approval of the Minutes

MOTION: KREID/KELLY move to approve the Board of Finance Minutes #4 dated October 24, 2011 APPROVED

Old Business

- A. Request from the Humboldt Film Festival from the Humboldt Film Festival Trust Account in an amount not to exceed \$250.00 for the costs associated with a cash award for the film *Fading Away* – Action Item
The Humboldt Film Festival was unable to contact the film maker of *Fading Away*, winner of the “Best Narrative,” after the Spring 2011 Film Festival. The Film Festival was contacted by the film maker in the fall and would now like to send the award.

MOTION: KREID/KELLY move to approve the request from the Humboldt Film Festival from the Humboldt Film Festival Trust Account in an amount not to exceed \$250.00 for the costs associated with a cash award for the film *Fading Away* APPROVED

Debra Reyerson, Budget Director for the Humboldt Film Festival, and Brittany White, a co-director for the Humboldt Film Festival, were present on behalf of the request. Reyerson stated that the film, *Fading Away*, was submitted by a University in Germany and the Film Festival was unable to contact the producer of the film directly. The producer of the film contacted the Film Festival during the

summer to inquire about the reward. Tyson reviewed the policy regarding expenditures from Trust Accounts. Kelly asked for information the Humboldt Film Festival's fundraising for 2011-12. Reyerson responded that the group has fundraised \$450.00 for the year. Reyerson also noted that income is no longer realized from student admission because the program has moved on campus. Kelly asked how much the Film Festival would charge this year. Reyerson responded that students will be admitted for free and community members may purchase tickets for \$5.00 a day or a pass for the week for \$15.00. Most likely, the Film Festival will be submitting a revised budget to the Board of Finance.

- B. Request from the MultiCultural Center (MCC) from Unallocated in an amount not to exceed \$436.00 for the costs associated with purchase of a double-side white board on wheels – Action Item
The MCC would like to purchase a white board with wheels for placement in the MCC Conference Room. The White Board would be utilized by the MCC, The Women's Resource Center and various clubs.

MOTION: HENDRICKS/KELLY move to approve the request from the MCC from Unallocated in an amount not to exceed \$436.00 for the costs associated with purchase of a double-side white board on wheels APPROVED

Marylyn Paik Nicely, Director of the MultiCultural Center, was present on behalf of the request. Paik Nicely explained that the previous white board that the MCC owned was broken when taken outside of the building approximately two years ago. Paik Nicely noted that this white board will not be allowed outside and must stay inside the MCC Conference Room. The Board of Finance discussed if there were less expensive alternatives to purchasing the white board, but it was determined that there were no less expensive options.

Yzaguirre arrived at the meeting at 4:18 p.m.

- C. Request from the MCC for permission to spend \$128.04 from the MCC Supplies and Services Budget Line Item for the purchase of two folding tables– Action Item
The MCC would like to purchase two folding tables for the MCC Conference Room and this item was not included in the 2011-12 budget request.

MOTION: KREID/HENDRICKS move to approve the request from the MCC for permission to spend \$128.04 from the MCC Supplies and Services Budget Line Item for the purchase of two folding tables APPROVED

Paik Nicely explained that the folding tables would allow for more room to be used in the conference room as they could be stored while not in use. Kelly asked Paik Nicely if it would be possible to include the request in the 2012-13 budget request. Paik Nicely responded that there are enough funds allocated in the Supplies and Services line item of the MCC 2011-12 budget, but that the request for folding tables was not included in the 2011-12 budget request.

- D. Request from the MCC for permission to spend \$134.48 from the MCC Supplies and Services Budget Line Item for the purchase of four recycling bins– Action Item
The MCC would like to purchase four stackable recycling bins for use inside House 55 and this item was not included in the 2011-12 budget request.

MOTION: KREID/YZAGUIRRE move to approve the request from the MCC for permission to spend \$134.48 from the MCC Supplies and Services Budget Line Item for the purchase of four recycling bins APPROVED

Paik Nicely explained that the recycling bins used prior were confusing and students were throwing trash in recycling. Paik Nicely removed the former bins and would like to order stackable bins that would be clearly labeled.

- E. Request from the MCC for permission to spend \$1,000.00 of Work Study line item wages for the position of African American Community Outreach Coordinator and to reallocate the wages for the African American Community Outreach Coordinator to unrestricted Hourly Wages – Action Item
The student employed as the African American Community Outreach Coordinator has received a work-study award. The MCC would like to pay the student from the Work-Study line item to conserve funding in the Hourly Wages line item.

MOTION: KREID/YZAGUIRRE move to approve the request from the MCC for permission to spend \$1,000.00 of Work Study line item wages for the position of African American Community Outreach Coordinator and to reallocate the wages for the African American Community Outreach Coordinator to unrestricted Hourly Wages APPROVED

Paik Nicely explained that the student who is currently in the position African American Community Outreach Coordinator has received a work study allocation from Financial Aid. Kreid asked if the MCC would be hiring more students with hourly wages or would continue to employ their current students. Paik Nicely explained that they would use the money to pay wages for currently employed students.

- F. Request from the MCC for permission to spend \$1,316.00 of Work Study line item wages for one of the positions of Social Justice Summit Coordinator and to reallocate the wages of the Social Justice Summit Coordinator to unrestricted Hourly Wages – Action Item
One of the student employed as a Social Justice Summit Coordinator has received a work-study award. The MCC would like to pay the student from the Work-Study line item to conserve funding in the Hourly Wages line item.

MOTION: KREID/YZAGUIRRE move to approve the request from the MCC for permission to spend \$1,316.00 of Work Study line item wages for one of the positions of Social Justice Summit Coordinator and to reallocate the wages of the Social Justice Summit Coordinator to unrestricted Hourly Wages APPROVED

Paik Nicely explained that this Old Business Item F is similar to Old Business Item G and that the one of the students employed as the Social Justice Summit Coordinator has received a work study allocation from Financial Aid. Paik Nicely noted that the student has already been paid hourly wages of \$184.00 and that the remaining \$1,316.00 will be paid through work study wages.

- G. Request from the MCC to suspend Associated Students 2011- 12 Budget Language #1 to split an Assistant Director stipend, in an amount of \$500.00, between two employees for the position of Q-Fest Coordinator – Action Item

The MultiCultural Center would like to share the position of Q-Fest Coordinator between two students. Each student would receive a total of \$250.00. The total allocation for this position is \$500.00

MOTION: KREID/YZAGUIRRE move to approve the request from the MCC to suspend Associated Students 2011- 12 Budget Language #1 to split an Assistant Director stipend, in an amount of \$500.00, between two employees for the position of Q-Fest Coordinator
APPROVED

Paik Nicely explained that one hourly employee has been putting an extended amount of effort into the Q-Fest. Paik Nicely has approached both students working on the Q-Fest to discuss the idea of splitting the funding allocated to the position between both of them; and both of the student employees agreed to the idea. Kelly requested that if a similar situation arises that the request comes before the Board of Finance earlier—as the Q-Fest started today.

H. Request from Associated Students Government from Unallocated in an amount not to exceed \$800.00 for the costs associated with the cleaning, maintenance and shipping of the Campus Mascot – Action Item

The Campus Mascot was purchased in September of 2010 and will be scheduled for routine cleaning and maintenance with the manufacturer at the end of the Academic Year.

MOTION: KREID/KELLY move to approve the request from Associated Students Government from Unallocated in an amount not to exceed \$800.00 for the costs associated with the cleaning, maintenance and shipping of the Campus Mascot
APPROVED

Kelly stated that the Associated Students purchased the mascot in Fall Semester 2010 and that the mascot will need to be serviced at the end of the academic year. Kelly stated that the estimate from the manufacturer for cleaning would be \$400.00 and that shipping the costume would be approximately \$400.00. Hendricks asked if the costume has been cleaned yet. Christensen noted that the costume has been spot cleaned but has not been sent in for a major cleaning yet.

I. 2012-13 AS Budget Timeline and Application Materials – Information Item

The Associated Students Board of Finance will review draft materials to be used for the 2012-13 Budget process and suggest changes. The AS Budget Timeline and Application Materials will appear as an agenda item on the December 5, 2011 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 the next Board of Finance meeting. Tyson also noted that if the Board of Finance were interested in adjusting the amounts allocated for director positions they would need to give notice to Tyson so that she could prepare an analysis on what the cost would be. It was also noted that the amounts for director positions were increased for this year.

Announcements

There were no announcements.

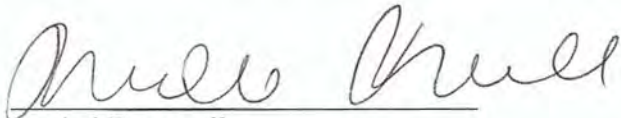
Adjournment

Brownell adjourned the meeting at 5:00 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:

A handwritten signature in cursive script, appearing to read "Rachel Brownell", written over a horizontal line.

Rachel Brownell
A.S. Administrative Vice President
Chair Board of Finance