

**Associated Students Board of Finance  
Humboldt State University  
Monday, November 10, 2008  
University Center, South Lounge Conference Room  
Minutes #4**

**Call to Order**

Sofia Pereira called the Board of Finance meeting to order at 5:32 p.m., Monday, November 10, 2008 in the University Center, South Lounge Conference Room.

**Roll Call**

Members Present: Sofia Pereira, Rachel Cooke, Corey Fenton, Jeff Steuben

Members Absent: Nikki Kovalcheck (excused)

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: STEUBEN/COOKE move to approve Agenda #4. APPROVED  
AS AMENDED

MOTION: COOKE/STEUBEN move to amend the agenda to add old business item E.

E. *AS Budget Timeline and Application Materials --Discussion Item  
Initial Review of the 2009-2010 AS Budget timeline and application materials. This item  
will appear again on the December 8th, 2008 Board of Finance Agenda for final review  
and approval.* APPROVED

**Chair's Report**

Pereira will be chairing the meeting in Kovalcheck's absence. Pereira had no report.

**Approval of the Minutes**

MOTION: STEUBEN/FENTON move to approve the Board of Finance  
Minutes #3 dated October 27, 2008. APPROVED

**Old Business**

A. Request from Sports Clubs in the amount of \$791.02 from Unallocated for the cost associated with reimbursing the University for the compensation of the Sport Club Coordinator for Fiscal Year 2007-08. –Action Item  
The Sports Club Coordinator wages for Fiscal Year 2007-08 had been mistakenly paid through the Drop-In Recreation budget throughout the year. Sports Clubs has an outstanding balance of \$791.02 for wages that were not accrued at the fiscal year-end.

MOTION: COOKE/FENTON move to approve the Request from Sports Clubs in the amount of \$791.02 from Unallocated for the cost associated with reimbursing the University for the compensation of the Sport Club Coordinator for Fiscal Year 2007-08. APPROVED

Jan Henry, Director of Recreation Sports, was present on behalf of the request. Henry explained that a mistake was made in the 2007-08 fiscal year and that the Sports Club Coordinator was being paid out of the Drop-in Recreation budget. Tyson explained that there is no net-loss to the Associated Students, but that additional steps must be taken in order to cover the expense. Steuben asked Henry if there were any additional ways to pay the outstanding bill. Henry stated that there may be a way to pay for it through fundraising but only \$225.00 had been raised so far.

- B. Request from The MultiCultural Center (MCC) to suspend Associated Students 2008-09 Budget Language #8 to allow the Asian Pacific Islander Outreach Coordinator to receive a second stipend position as the Newsletter Editor. –Action Item

The MCC feels that Asian Pacific Islander Outreach Coordinator is very qualified to be the Newsletter Editor and has the skills and dedication to perform well in both positions.

MOTION: STEUBEN/FENTON move to approve the request from The MultiCultural Center to suspend Associated Students 2008-09 Budget Language #8 to allow the Asian Pacific Islander Outreach Coordinator to receive a second stipend position as the Newsletter Editor. APPROVED

Marylyn Paik Nicely, Director of the MultiCultural Center, was present on behalf of the request. Paik Nicely explained that in the beginning of the year a call was placed to find a newsletter editor. Paik Nicely feels that the Asian Pacific Islander Outreach Coordinator is extremely well qualified to hold the position. Steuben asked Tyson why the budget language is included. Tyson stated that the language has been included over the years to ensure that many students are offered different leadership opportunities.

- C. Request from The MultiCultural Center (MCC) for a line-item transfer in the amount of \$438.00 from line item Stipend to line item Work Study. –Action Item  
The MCC Latino Community Coordinator has been awarded Work Study for the year. By allowing the Stipend to be transferred to the Work Study line item, it allows for better use of funds and supports students in positions of interest. The transfer is for the Fall 2008 semester only.

MOTION: STEUBEN/COOKE move to approve the request from The MultiCultural Center for a line-item transfer in the amount of \$438.00 from line item Stipend to line item Work Study. APPROVED

Marylyn Paik Nicely, Director of the MultiCultural Center, was present on behalf of the request. Paik Nicely explained that oftentimes students who take on a leadership roles have work study. Allowing students to take advantage of their work study reward helps both the student to receive more money and the program to augment their budget. The Board had no discussion on the item.

- D. Request from The MultiCultural center (MCC) in the amount of \$772.17 from Unallocated for the purchase of two locking storage cabinets. –Action Item  
The MCC is requesting funds to purchase two locking storage cabinets to securely store MCC supplies.

MOTION: FENTON/COOKE move to approve the request from The MultiCultural Center in the amount of \$772.17 from Unallocated for the purchase of two locking storage cabinets. APPROVED

Marylyn Paik Nicely, Director of the MultiCultural Center, was present on behalf of the request. Paik Nicely explained that the MultiCultural Center has acquired items over time that need to be stored securely. Paik Nicely explained that a lot of clubs need storage space for their belongings, and that people would like to donate items to the MCC, but the MCC hasn't been able to take them due to a lack of storage space. Plant Operations would be installing the cabinets. Steuben asked about the lifetime of the cabinets. Paik Nicely assured that the cabinets are durable and would last for a long time. They could also be moved to another location if needed.

- E. AS Budget Timeline and Application Materials --Discussion Item  
Initial Review of the 2009-2010 AS Budget timeline and application materials. This item will appear again on the December 8th, 2008 Board of Finance Agenda for final review and approval.

Tyson did a brief overview of the timeline and the application materials. They will be an action item at our next Board of Finance meeting. These materials will be sent out to the AS Programs the week of December 8th so that they may begin to prepare their 2009-2010 budget requests. Tyson reminded the Board that it is proposed that the budget hearings and budget development be held on February 28<sup>th</sup> and March 1<sup>st</sup> 2009. These dates need to be carefully considered as they cannot change once they are published in these materials.

### **Announcements**

The Veterans Enrollment and Transition Services grand opening is on Wednesday, November 12<sup>th</sup>, 2008.

### **Adjournment**

Pereira adjourned the meeting at 6:10 p.m. without objection

Recorded by:

Rob Christensen  
A.S. Secretary

Approved by:

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Sofia Pereira  
A.S. President  
Vice Chair Board of Finance