

Associated Students Board of Finance
Humboldt State University
Monday, April 22, 2013
Nelson Hall East, 116
Minutes #10

Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 6:01 p.m. on Monday, April 22, 2013 in the Nelson Hall East 116.

Roll Call

Members Present: Paul Yzaguirre, Ellyn Henderson, Jesse Carpentier, Stefan Kreid

Members Absent: Tony Lapiz (unexcused)

Advisor Absent: Joan Tyson

Approval of the Agenda

MOTION: KREID/CARPENTIER move to approve Agenda #10

APPROVED

Chair's Report

Yzaguirre reviewed the agenda with the Board of Finance.

Public Comment

There was no Public Comment.

Approval of the Minutes

A. Approval of Minutes #9 dated April 10, 2013 – Action Item

MOTION: KREID/HENDERSON move to approve the Board of Finance Minutes #9 dated April 10, 2013

APPROVED

Old Business

A. Request from the MultiCultural Center (MCC) for approval to spend an amount not to exceed \$715 from the MCC's Special Projects: In-House line item and \$174 from the MCC's Publicity line item for costs associated with the 2013 HSU California Big Time – Action Item
MCC Budget Language #12 requires that no in-house project shall result in a cumulative cost of more than \$500 without prior approval of the Board of Finance. The MCC received unanticipated expenses for this year's Big Time including insurance and hospitality.

MOTION: HENDERSON/CARPENTIER move to approve the request from the MCC for

Marylyn Paik Nicely, Director of the MCC, was present on behalf of the request. Paik Nicely stated that the MCC experienced multiple unplanned expenses this year. This year HSU has begun to require insurance for non-HSU attendees at the event. Paik Nicely also noted that the MCC is also no longer able to prepare food and increases in hospitality were incurred. Henderson asked how many HSU students participate as dancers in the event. Paik Nicely stated that Danza-Azteca (10 students), Karuk Dancer (5-7 students) and the Hula Dance (3-4 students) group all have student performers. Paik Nicely also noted that approximately 200 students volunteered at the event. Paik Nicely will plan additional fundraising for the HSU California Big Time in the future.

- B. Request from the Waste Reduction and Resource Awareness Program (WRRAP) for a line item transfer of \$400 from line item *Work Study* to line item *Hourly Wages* for costs associated with hourly wages for the Compost Site Operator (2) position – Action Item WRRAP has only employed one work study student for the 2012-13 fiscal year and would like to transfer funds allocated for work study wages to hourly wages so that it may be utilized.

MOTION: KREID/CARPENTIER move to approve the request from WRRAP for a line item transfer of \$400 from line item *Work Study* to line item *Hourly Wages* for costs associated with hourly wages for the Compost Site Operator (2) position

APPROVED

Kaitlin Carney, Office Manager for WRRAP, was present on behalf of the request. Carney explained that the budget has been written with assumptions that three work-study employees would be retained or hired this year. WRRAP has only one work-study student and would like to use the allocated funds to employ the Compost Site Operators for Green Graduation.

- C. Request from WRRAP to reallocate \$1,500 in funds allocated for the ROSE Assistant Director to the following positions: Office Manager, \$200; Zero Waste Director, \$200; Take Back the Tap Co-Director, \$200; Education Assistant Director (2), \$200; Compost Assistant Director, \$200; Multi Media Editor, \$300 – Action Item
The students employed as the ROSE Assistant Director has received work study wages and WRRAP would like to reallocate the hourly wages to other positions.

MOTION: KREID/HENDERSON move to approve the request from WRRAP to reallocate \$1,500 in funds allocated for the ROSE Assistant Director to the following positions: Office Manager, \$200; Zero Waste Director, \$200; Take Back the Tap Co-Director, \$200; Education Assistant Director (2), \$200; Compost Assistant Director, \$200; Multi Media Editor, \$300

APPROVED

Carney stated that the funds allocated for the ROSE Assistant Director has not been utilized as the student employed in the position had a work study award. WRRAP is requesting that the hourly wages allocated for the ROSE Assistant Director be reallocated to the other positions to assist with end of the year activities.

- D. Request from the Associated Students Government for a line item transfer of \$1,080 from line item *Supplies and Services* and \$2,000 from line item *Publicity* to line item *Elections* for costs associated with BigPulse managed online election services for the Spring 2014 General Election – Action Item

BigPulse would provide fully managed online election services to the Associated Students for the Spring 2014 General Election. Testing of the new service will begin in May 2013.

MOTION: KREID/HENDERSON move to approve the request from Associated Students Government for a line item transfer of \$1,080 from line item *Supplies and Services* and \$2,000 from line item *Publicity* to line item *Elections* for costs associated with BigPulse managed online election services for the Spring 2014 General Election
APPROVED

Tyson stated that the Associated Students have used the campus Account Center/Web Registration system since 2001 but the system is being phased out. The new web service would be in place for the Spring 2014 election and testing would begin in May 2013. BigPulse provides fully managed election services on nine other CSU campuses.

E. Request from the Associated Students Government from General Operations Reserve in an amount not to exceed \$1,980 for costs associated with the creation of a classified website--
Action Item
A goal of the 2012-13 Associated Students Council has been the development of a classified site accessible only to enrolled HSU students.

MOTION: HENDERSON/CARPENTIER move to approve the request from the Associated Students Government from General Operations Reserve in an amount not to exceed \$1,980 for costs associated with the creation of a classified website
APPROVED

Henderson stated that the Associated Students Government has received a quote from Marketing and Communications for costs associated with the first phase of an online classified website accessible only to HSU students. The first phase will create a book trading services and future development would allow for additional classifieds to be posted. The site is similar to one hosted by Associated Students San Luis Obispo.

Announcements

A. Next Board of Finance Meeting: 6:00 p.m. Wednesday, May 1, 2013, Nelson Hall East 116

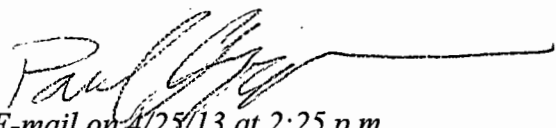
Adjournment

Yzaguirre adjourned the meeting at 6:36 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:


Approve Via E-mail on 4/25/13 at 2:25 p.m.

Paul Yzaguirre
A.S. Administrative Vice President
Chair Board of Finance