

**DRAFT**

Approved  
2-1-2010

Associated Students Board of Finance  
Humboldt State University  
Monday, December 7<sup>th</sup>, 2009  
University Center, South Lounge Conference Room  
Minutes #6

**Call to Order**

Alex Gradine called the Board of Finance meeting to order at 2:00 p.m., Monday, December 7, 2009 in the University Center, South Lounge Conference Room.

**Roll Call**

Members Present: Alex Gradine, Brandon Chapin, Stephanie Partlow, Stefanie Chen-Welch,  
Nida Ahmed

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: PARTLOW/AHMED move to approve Agenda #6 APPROVED

**Chair's Report**

Gradine apologized for missing the December 2<sup>nd</sup> meeting due to illness.

**Approval of the Minutes**

MOTION: AHMED/PARTLOW move to approve the Board of Finance Minutes #5  
dated December 2<sup>nd</sup>, 2009. APPROVED

**Old Business**

- A. Request from Youth Educational Services (YES) for a line-item transfer in an amount not to exceed \$593.00 from line-item Hourly Wages to line-item Work Study – Action Item A Program Consultant at YES has been awarded work study. Transferring the amount into the Work Study line item will allow the student to collect their financial aid award. It is requested that \$518.00 be transferred for the Fall semester. If the student chooses to continue receiving work study wages in the Spring semester an additional \$75.00 would be transferred.

MOTION: PARTLOW/CHEN-WELCH move to approve the request from Youth

Educational Services for a line-item transfer in an amount not to exceed \$593.00 from line-item Hourly Wages to line-item Work Study

Mary Stuart, the administrative coordinator for YES, was present on behalf of the request. Stuart explained that there are several hourly student positions at YES and one of the students in a hourly positions qualifies for federal work study. The transfer would allow the student to collect her work study award. The remaining funds in the hourly wages line-item would be spread between the other employees and may also be awarded to the student if she uses all of her award.

- B. Request from the Humboldt Film Festival in an amount not to exceed \$500.00 from the Film Festival Trust Account for the purchase of two 500 GB Hard Drives and four large printer cartridges.– Action Item  
The purchase of these computer related items would allow the Festival's staff to create and produce their promotional materials in-house and would reduce overall costs.

MOTION: PARTLOW/CHEN-WELCH move to approve the request from the Humboldt Film Festival in an amount not to exceed \$500.00 from the Film Festival Trust Account for the purchase of two 500 GB Hard Drives and four large printer cartridges  
APPROVED  
AS AMENDED

Liberty Divina and Michelle Dobosh, Co-directors for the Humboldt Film Festival, were present on behalf of the request. Divina explained that the hard drives will be used to archive commercials and interview footage that the Festival creates. The hard drives would be useful over multiple years and would ensure that the Humboldt Film Festival computer's operating system would last longer. Chapin asked how much is in the Humboldt Film Festival's trust account. Tyson replied that there is \$7,000.00 within the trust account. Dobosh noted that the printer will actually need six cartridges to print posters rather than four.

MOTION: CHAPIN/PARTLOW move to amend the request by striking the amount of \$500.00 and replacing with an amount of \$580.00. APPROVED

Partlow asked Divina and Dobosh if they had priced the equipment purchases from anywhere other than the Bookstore. Divina replied that the prices in the bookstore are reasonable for the equipment they would like to purchase. Chapin suggested they compare costs with other retailers before purchasing..

- C AS Budget Timeline – Action Item  
Review and approval of the 2010-2011 AS Budget Timeline.

MOTION: AHMED/CHAPIN move to approve the 2010-2011 AS Budget Timeline  
APPROVED

Tyson introduced the proposed 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 applications materials. Tyson than explained each step within the Budget Timeline and answered questions.

- D. AS Budget Application Materials – Action Item  
Review and approval of the 2010-2011 AS Budget application materials.

MOTION: CHAPIN/AHMED move to approve the 2010-2011 AS Budget Application Materials  
APPROVED  
AS AMENDED

Tyson reviewed the AS Budget Application Materials with the Board of Finance and noted that the final version would not include an estimate of how many fewer students would be attending HSU in 2010-2011.

MOTION: CHAPIN/PARTLOW move to amend the motion by striking *approximately 450 less fee-paying students per semester* from the fourth paragraph of the first page.  
APPROVED

**Announcements**

There were no announcements.


**Adjournment**

Gradine adjourned the meeting at 2:30 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

  
\_\_\_\_\_  
Alex Gradine  
Administrative Vice President  
Chair, Board of Finance

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY**  
**2010-2011 BUDGET PROCESS TIME LINE**

- |                                |  |
|--------------------------------|--|
| Week of Dec. 7, 2009           | Budget request forms distributed to Associated Students (AS) programs.   |
| Tuesday, January 19, 2010      | Instruction begins.  |
| Wednesday, February 10<br>NOON | Budget requests due into the A.S. General Manager's Office and distributed to Board of Finance for review.   |
| Week of February 15            | Budget hearing schedule sent out.  |
| Saturday, February 27          | Board of Finance conducts budget hearings.<br>The purpose of the hearings is to critically analyze the budget requests and provide the Board of Finance an opportunity to ask specific questions. Programs will not be called in if Board of Finance has no questions. <b>These are not program presentations.</b>   |
| Monday, March 8                | Council receives the budget. Programs also receive recommended budget. Council will be ready for discussion and action on Monday, April 5.   |
| March 15 - March 19            | Spring Break   |
| Monday, March 29               | AS 2010-2011 Recommended Budget Discussion   |
| Wednesday, March 31            | Deadline to contact the General Manager's Office if program(s) choose to appeal the Board of Finance budget recommendation.  |
| Monday, April 5                | Council approves budget or ASC will select the programs (if any) to appear at the next meeting to answer questions.  |
| Monday, April 5                | Any program appealing their recommended budget allocation are required to appear before Council to answer questions. The ASC will hear from all programs before actual budget discussion occurs. Depending on available time and if ASC is calling in any programs, the A.S. budget may be completed at this meeting or at the next Council meeting on Monday, April 12. |
| April 5 or<br>April 12         | The A.S. President receives the balanced budget for approval.<br>If line-item vetoes occur, the budget comes back to the ASC for vote.   |
| April 20, 21 & 22              | Associated Students General Elections (dates pending ASC approval)   |
| Prior to May 1                 | The University President receives and reviews the Associated Students budget according to Executive Order 369.   |