

Associated Students Board of Finance
Humboldt State University
Meeting on Wednesday, April 6, 2011
University Center, South Lounge Conference Room
2:00 p.m.
Agenda #12

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #12 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #11 dated March 23, 2011 – Action Item
- VI. Old Business
 - A. Request from the Women's Resource Center (WRC) for approval to spend an amount not to exceed \$1,500.00 from the WRC's Special Projects – In House line item and to expend Special Projects funding in conjunction with a grant from the Activities Coordinating Board/MultiCultural Center (ACB/MCC) Allocation Board – Action Item
The WRC's Budget Language #4 requires approval from the Board of Finance for any In House Project that shall result in a cumulative cost of more than \$500.00. The Board of Finance and the ACB/MCC Allocation Board must also approve expenditures of Special Projects – In House funds when used in conjunction with an ACB/MCC Allocation Board Grant.
 - B. Request from the Associated Students Government from Capital Purchases Reserve for funds in an amount not to exceed \$1,291.00 for the purchase of one new Dell OptiPlex 960 Computer – Action Item
The e-Mac computer in the Administrative/Student Affairs Vice President's office is seven years old and has lost major functions and is unable to be updated to a current operating system,
 - C. Request from the Associated Students Government from Capital Purchases Reserve for funds in an amount not to exceed \$1,291.00 for the purchase of one new Dell OptiPlex 960 Computer – Action Item
The Dell GX 270 computer in the Legislative Vice President/California State Student Association office is seven years old and is becoming less functional and is unable to have additional memory installed.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance
Humboldt State University
Wednesday, March 23, 2011
University Center, South Lounge Conference Room
Minutes #11

Call to Order

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Wednesday, March 23, 2011 in the University Center, South Lounge Conference Room.

Roll Call

Members Present: Stephanie Partlow, Scott Meyers, Pam Ward, Tristan Caswell

Members Absent: Iban Rodriguez (unexcused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: WARD/MEYERS move to approve Agenda #11 APPROVED

Chair's Report

Partlow reported that she will need to leave for class by 4:00 p.m.

Approval of the Minutes

MOTION: MEYERS/WARD move to approve the Board of Finance Minutes #10 dated March 9, 2011 APPROVED

Old Business

- A. Request from the Sustainable Living Arts and Music Festival (SLAM Fest) from the SLAM Fest Trust Account in an amount not to exceed \$605 for costs associated with production of the 2011 SLAM Fest – Action Item
The SLAM Fest is requesting an allocation from their trust account for the following expenses:

\$180.00	½ Page Lumberjack Advertisement
\$ 50.00	Facebook Advertisement
\$200.00	Printing of schedule
\$100.00	Parking permits for off campus participants
<u>\$ 75.00</u>	T-shirts for SLAM staff
\$605.00	

MOTION: WARD/CASWELL move to approve the request from the SLAM Fest from the SLAM Fest Trust Account in an amount not to exceed \$605 for costs associated with production of the 2011 SLAM Fest APPROVED AS AMENDED

Jerri Jones, advisor for the SLAM Fest, was present on behalf of the request. Jones explained that she would like to purchase reusable tote bags with some funding that had already been pre allocated for water bottles and that the tote bag would be used at the clothing swap. Jones also explained that the SLAM Fest Co-directors would also like to do an additional ad in the Lumberjack as well as an additional ad on Facebook. Jones also explained that because of the

event being a multi day event the group would also like to produce schedules. Partlow asked if there was a fee involved with the clothing swap. Jones stated that the event is free and will be produced in conjunction with the Waste Reduction and Resource Awareness Program. Jones also noted that the T-Shirts for SLAM staff would be made from organic cotton. Jones also noted that the parking permits would only be available to off campus presenters.

MOTION: WARD/MEYERS move to amend the Motion by allocating an amount not to exceed \$125 from Unallocated for purchase of organic cotton tote bags
APPROVED

Ward stated that additional funding should be allocated so that the tote bags can be made from organic cotton.

- B. Revision to the 2011-12 Associated Students Recommended Budget – Action Item
The Associated Students will not be collecting fee revenue for the Summer 2011 semester. The A.S. Board of Finance must amend the 2011-12 Recommend Budget to account for the decrease in fee revenue.

Joan Tyson, the AS General Manager, reported to the Board of Finance that the University will not be collecting fees for the Summer 2011 semester. The proposed fee revenue included in the 2011-12 Associated Students Recommended Budget was \$10,000 based on an estimated enrollment of 200 students for the Summer semester. Tyson recommended that the Board of Finance adjust the 2011-12 Recommended Budget by increasing the allocation from the General Operations Reserve Allocation by \$10,000—from \$35,000 to \$45,000. The justification Tyson provided is that the AS is receiving more fee revenue in 2010-11 than anticipated when the 2010-11 budget was approved last year. That amount is approximately \$33,000 of unanticipated fee revenue. Other options include amending the recommended budget to adjust for the \$10,000 difference and/or doing a combination of increasing the allocations from reserves and altering the recommended budget.

MOTION: WARD/MEYERS move to revise the 2011-12 Associated Students Recommended Budget by allocating an additional \$10,000 from the General Operations Reserve Allocation for the 2011-12 Fiscal Year Recommended Budget.
APPROVED

Announcements

There were no announcements.

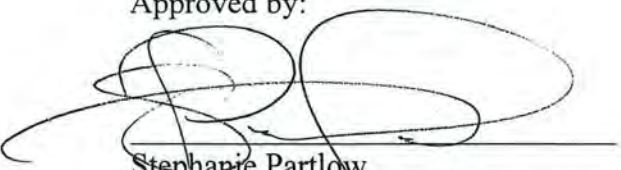
Adjournment

Partlow adjourned the meeting at 2:28 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:


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

The Women's Resource Center

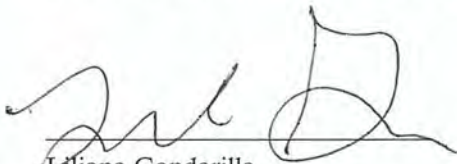
1 Harpst Street,
Arcata, CA 95521
Phone: 707-826-4216
E-Mail: hsuwomen@gmail.com
Web: Humboldt.edu/hsuwomen

To: Joan Tyson, Associated Students General Manager
From: Liliana Gandarilla, Fiscal Coordinator
CC: Liz Samaniego, Associated Students Office
Coordinator
Date: March 23, 2011
Re: Special Projects-In House Funds

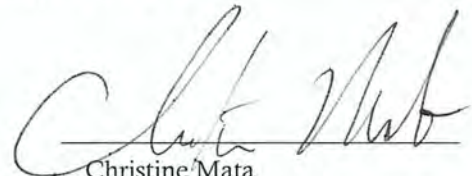
Memo

El Dia de las Mujeres is a large event that the Women's Resource Center coordinates and it has always required a significant amount of money. El Dia de las Mujeres has been the Women's Resource Center main event for the Spring 2011 semester event and we have used the majority of our time to pull together our resources to invest in this event. In the past week we have finalized our plan of action for El Dia de las Mujeres together with our partners in this event.

This year, we are collaborating with Black Student Union in order to fund the event. The Women's Resource Center has acquired \$1,500 from the HSU Office of Diversity and Inclusion Diversity Program Grant and Black Student Union is requesting \$2,100 from Associated Students Cultural Programming Grant. At an estimated \$5,1000, this event requires an additional \$1,500 funding from the Women's Resource Center Special Projects-In House line item.



Liliana Gandarilla
Fiscal Coordinator



Christine Mata
Program Advisor



HUMBOLDT STATE UNIVERSITY

Campus Clubs & Activities

To: AS Board of Finance

From: Amanda Staack, Activities Coordinating Board

Date: March 28, 2011

RE: Women's Resource Center

I am writing on behalf of the Activities Coordinating Board. The board approved expense for the event "El Dia De Las Mujeres" that was put on by the Black Student Union and the Women's Resource Center. We approved \$1000 from the CAG and \$ 500 from the CPG, this approval is in conjunction with the support of the Women's Resource Center special projects line item.

Thank You,

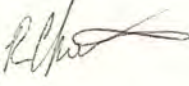
Amanda Staack

CC: Women's Resource Center
Black Student Union



March 30, 2011

TO: Associated Students, Board of Finance

FROM: Rob Christensen, AS Council Assistant 

RE: Updated Information on the status of the e-Mac Computer in the Student Affairs/Administrative Vice President's Office and the Dell GX 270 Computer in the Legislative Vice President/CSSA Office

Upon direction of the Administrative Vice President, I have looked further into the functioning of the Computers from the March 9 meeting. I have consulted with Administrative Information Services (AIS) about the problems that users have experienced with each computer and what each machine is capable of.

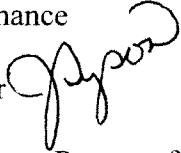
E-Mac: The E-Mac was purchased in 2004 and runs on the Mac OS X 10.3 operating system. It is possible that the E-Mac could be upgraded one operating system to OS X 10.4. The current operating system for Mac computers is OS X 10.7. I contacted Timothy Kohberger of AIS about the system and he explained that many internet plug-ins would not be compatible with the system and may limit users from using some web applications, including some functions within google apps. When the computer was evaluated by a student technician he reported that it would be difficult for a user to use multiple programs such as a web browser and Microsoft Word. Timothy noted that this computer would be designated as 'end of life' or 'dead' based on its age and speed.

Dell GX 270: The Dell GX 270 was purchased in 2005 and is located in the California State Student Association Office. I consulted with AIS about what steps could be taken to improve the speed and functioning of the computer. AIS installed additional memory into the Dell GX 270 in Spring 2008. There is no additional space for memory to be installed on the computer. Users of the computer have reported that the computer freezes constantly and is unable to operate multiple programs at once.

I have acted as the main contact with AIS for the computers in the AS Council offices and have become familiar with the capabilities of the individual machines. I would be happy to answer any questions you may have about these machines.



February 28, 2011

TO: Associated Students, Board of Finance
FROM: Joan Tyson, AS General Manager 
RE: Request from A.S. Capital Purchases Reserve for the Purchase of two desktop computers

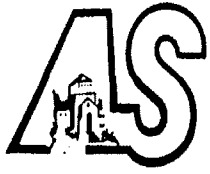
The Associated Students Government and California State Student Association is requesting funds for the purchase of two Dell Desktop OptiPlex 960 PCs. These computers are intended to replace the e-Mac in the Administrative/Student Affairs Vice President's office and the Dell GX 270 in the Legislative Vice President/California State Student Association office.

The e-Mac that is in the Administrative/Student Affairs Vice President's office for over seven years and has become outdated for the purposes it was intended for. Administrative Information Services (AIS), which services the Associated Students Government computers, is unable to provide support for our existing Macs. The platform that the computer runs on also does not allow the computer to have the same functionality as other PC's in the office.

The Dell GX 270 that is in the Legislative Vice President's/California State Student Association office is also seven years old is losing function-ability. This computer has been updated in the past and is unable to have any more RAM or memory installed into it.

AS consulted with AIS to find a computer that would provide the same platform as the existing Gateway Computers that were installed in Spring, 2008. The Dell computers would provide the same functionality as the other PC's in the AS Council office and would be serviceable by AIS. The amount of memory and speed of the processor should allow this computer to serve the Associated Students Council well for at least five years.

A quote for the computers is attached.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Associated Students Government

CONTACT PERSON: Joan Tyson, AS General Manager

Phone: (707) 826-5221

Email: jt1@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$2,590.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Income:</u>		<u>\$2,590.00</u>


II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>two Dell OptiPlex 960 Computer</u>	<u>\$2,590.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Expenditures:</u>		<u>\$2,590.00</u>


For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Joan Tyson
CLUB/PROGRAM ADVISOR NAME


SIGNATURE

Joan Tyson
BUDGET ADMINISTRATOR NAME


SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Two Dell OptiPlex 960 Computers \$2,590.00

Explanation:

Dell OptiPlex Computer	\$1,175.00
Sales Tax	\$84.75
California State Environmental Fee	\$32.00
Total for one Computer	\$1,291.75

Line Item: _____

Explanation:

Line Item: _____

Explanation:

Line Item: _____

Explanation:

Line Item: _____

Explanation:

Line Item: _____

Explanation:



QUOTATION

QUOTE #: 564652463

Customer #: 109589669

Contract #: WN99ABZ

Customer Agreement #: WSCA- B27160

Quote Date: 11/22/10

Date: 11/22/10 11:23:15 AM

Customer Name: HUMBOLDT STATE UNIV

TOTAL QUOTE AMOUNT:	\$1,291.75		
Product Subtotal:	\$1,175.00		
Tax:	\$84.75		
State Environmental Fee:	\$32.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	1

GROUP: 1	QUANTITY: 1	SYSTEM PRICE: \$1,207.00	GROUP TOTAL: \$1,207.00
Base Unit:	OptiPlex 960 Small Form Factor Up to 90 Percent Efficient Power Supply (224-5422)		
Processor:	OptiPlex 960, Core 2 Duo E8500 with VT/3.16GHz, 6M, 1333FSB (311-9532)		
Memory:	4GB, Non-ECC, 800MHz DDR2, 2X2GB OptiPlex (311-7444)		
Keyboard:	Dell QuietKey Keyboard, No Hot Keys, No Palmrest, English, OptiPlex (330-1989)		
Monitor:	Dell Professional 1909W, Widescreen, 19in Viewable Image Size, VGA/ DVI, OptiPlex, Precision and Latitude (320-8466)		
Video Card:	256MB ATI RADEON HD 3450 Graphics dual DVI and VGA and TV Out, LP, OptiPlex (320-7429)		
Hard Drive:	250GB SATA 3.0Gb/s and 8MB Data Burst Cache, Dell OptiPlex (341-5474)		
Hard Drive Controller:	1394 Controller Card, Low Profile, Dell OptiPlex Desktop (341-5471)		
Floppy Disk Drive:	No Floppy Drive with Optical Filler Panel, Dell OptiPlex 960 Small Form Factor (341-8103)		
Operating System:	Vista Home Basic Service Pack 2, with Media, 32 Bit, English, Dell OptiPlex (421-4457)		
Operating System:	You have chosen a Vista Basic System (310-8643)		
Mouse:	Dell MS111 USB Optical Mouse, OptiPlex and Fixed Precision (330-9458)		
TBU:	vPro Secure Advanced Hardware Enabled Systems Management Dell OptiPlex (330-2626)		
CD-ROM or DVD-ROM Drive:	8X DVD+/-RW, Slimline, Data Only OptiPlex 960 Small Form Factor (313-7069)		
CD-ROM or DVD-ROM Drive:	Cyberlink Power DVD 8.3, with Media, Dell Relationship LOB (421-0536)		
CD-ROM or DVD-ROM Drive:	Roxio Creator Dell Edition 10.3, Media, Dell RLOB (421-1189)		
Sound Card:	No Eco Kit Option, Dell OptiPlex 980 (311-9539)		
Speakers:	Dell AX510 black Sound Bar for UltraSharp Flat Panel Displays Dell OptiPlex/Precision/ Latitude (313-6414)		
Cable:	OptiPlex 960 Small Form Factor Up to 90 Percent Efficient Power Supply (330-3950)		
Cable:	Dell Control Point for OptiPlex, Systems (420-9701)		
Cable:	Enable Low Power Mode for EUP Compliance, Dell OptiPlex (330-7422)		
Documentation Diskette:	Power Cord, 125V, 2M, C13, Dell OptiPlex (330-1711)		
Documentation Diskette:	Documentation, English, Dell OptiPlex (330-1710)		
Bundled Software:	You have chosen a vPro System (310-9490)		
Controller Option:	No RAID, Dell OptiPlex (341-8036)		
Factory Installed Software:	No Dell Energy Smart Power Management Settings, OptiPlex (467-3564)		
Feature:	No Resource DVD for Dell OptiPlex, Latitude, Precision (313-3673)		
Service:	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis 2 Year Extended (991-1752)		
Service:	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis Initial Year (991-4210)		

Service:	Dell Hardware Limited Warranty Plus Onsite Service Extended Year(s) (992-5878)
Service:	Dell Hardware Limited Warranty Plus Onsite Service Initial Year (992-5877)
Misc:	Chassis intrusion switch, DellOptiPlex 960 (330-2234)
Misc:	Shipping Material for System Small Form Factor,Dell OptiPlex 960 (330-2031)
Misc:	Mainstream Pentium Dual Core Dell OptiPlex 960 Small Form Factor (311-9612)
	Dell Professional 1909W,Widescreen,19in Viewable Image Size,VGA/ DVI,OptiPlex,Precision and Latitude (320-8466)
	MOUSE PAD,MUST BE TIED TO SYSTEM (310-3559)
	State Environmental Fee for display 15 inches, less than 35 inches (600-0040)
	State Environmental Fee for display 15 inches, less than 35 inches (600-0040)

SALES REP:	Lane Peleschak	PHONE:	1-800-915-3355
Email Address:	lane_peleschak@dell.com	Phone Ext:	5139376

For shipments of certain products to California, a State Environmental Fee has been added to your quote.

Please review this quote carefully. If complete and accurate, you may place your order online at www.dell.com/qto (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at www.dell.com/partner. If your order includes services, visit www.dell.com/servicecontracts for service descriptions and terms.

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