

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, April 18, 2011
University Center, South Lounge Conference Room
2:00 p.m.
Agenda #13

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #13 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #12 dated April 6, 2011 – Action Item
- VI. Old Business
 - A. Request from the MultiCultural Center (MCC) for approval to spend an amount not to exceed \$500.00 from the MCC'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 MCC's Budget Language #24 requires that the MCC seek approval from the Board of Finance and the ACB/MCC Allocation Board to approve expenditures of Special Projects – In House funds when used in conjunction with an ACB/MCC Allocation Board Grant.
 - B. Request from the Campus Center for Appropriate Technology (CCAT) from Unallocated for funds in an amount not to exceed \$162.00 for the purchase of a faucet and fittings for the CCAT Community Kitchenette – Action Item
CCAT is building a sink in the downstairs kitchenette for workshops, classes and visitors to use. The faucet and fittings will be attached to a used sink that was purchased from the Arcata Community Recycling Center.
 - C. Request from the Waste Reduction and Resource Awareness Program (WRRAP) from Unallocated for permission to reallocate \$1,315.00 within the Hourly Wage line item – Action Item
WRRAP would like to reallocate funding to the Compost Director, Zero-Waste Coordinator, take Back the Tap Coordinator, Education Coordinator and Multi-Media Editor from the Compost Site Operator position.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance
Humboldt State University
Wednesday, April 6, 2011
University Center, South Lounge Conference Room
Minutes #12

DRAFT

Call to Order

Stephanie Partlow called the Board of Finance meeting to order at 2:01 p.m., Wednesday, April 6, 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 #12 APPROVED

Chair's Report

Partlow reported that she has a presentation at 4:00 p.m.

Approval of the Minutes

MOTION: WARD/CASWELL move to approve the Board of Finance Minutes #11 dated March 23, 2011 APPROVED

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.

MOTION: WARD/MEYERS move to approve the request from the 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 APPROVED

Liliana Gandarilla, Fiscal Coordinator for the WRC, was present on behalf of the request. Gandarilla explained that the WRC held an event called Ed Dia de las Mujeres on March 29 and received funds from the ACB/MCC Allocation Board in the amount of \$1,500.00. Gandarilla stated that she stated that the program will come in under the original estimated expense and it is likely that the WRC will not need to expend the entire amount of \$1,500.00 from their Special Projects-In House line item. Tyson explained to the Board of Finance that the WRC's budget language requires the program to seek approval from the Board of Finance when they plan to spend more than \$500.00 on a single event.

- 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,

MOTION: CASWELL/PARTLOW move to approve the 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
APPROVED
AS AMENDED

Kristy Eden, Student Affairs Vice President, was present to comment on the need for a new computer. Eden stated that she has tried to utilize the computer, but that the computer takes thirty minutes to load and is unable to operate multiple programs at once. Rob Christensen, the AS Council Assistant, provided information regarding the capabilities of the computer. Christensen explained that he placed an inquiry with Administrative Information Services (AIS) regarding the machines capabilities. AIS respond to the inquiry that the E-Mac runs on the Mac OS X 10.3 platform and that at most it could be upgraded to the OS X 10.4 platform. The current operating system for Mac's is OS X 10.7. Meyers asked what the balance was in the Capital Purchases Reserve. Partlow replied that the Capital Purchases Reserve has a balance of approximately \$89,000.00.

MOTION: WARD/MEYERS move to amend the motion to include additional language that the E-Mac machine is offered to campus programs who could continue to utilize the machine
APPROVED

- 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.

MOTION: MEYERS/WARD move to approve the 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
APPROVED
AS AMENDED

Christensen explained that he consulted with AIS regarding the condition of the Dell GX 270. The Dell GX 270 was upgraded in 2008 to provide additional memory. There is no more space left in the computer to install additional memory. Users of the computer have reported that the computer freezes during use and is unable to operate multiple programs at once.

MOTION: WARD/MEYERS move to amend the motion to include additional language that the Dell GX 270 machine is offered to campus programs who could continue to utilize the machine APPROVED

Announcements

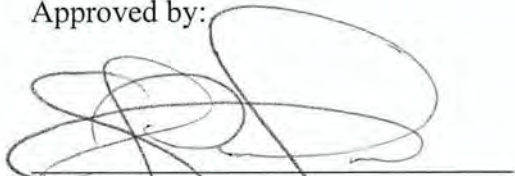
There were no announcements.

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

+ Campus Center for Appropriate Technology

1 Harpst St.
Arcata, CA 95521
Phone: 826-3551
E-Mail: ccathsu@gmail.com

Memo

4/8/2011

To: Associated Students Administrative Affairs
From: Teri Grunthner
CCAT Budget Administrator
Subject: Application for Unallocated Funds

Name of Program: CCAT
Contact Person: Teri Grunthner
Telephone Number: (707) 826-3551
E-mail Address: ccathsu@gmail.com

CCAT is building a sink in the kitchenette downstairs for workshops, classes, and visitors to use. Currently, the only sink available in our downstairs community area is a tiny one in the bathroom, which is not able to accommodate all of the needs of our employees and guests.

We have already begun to build the kitchenette sink with parts from the Arcata Community Recycling Center. Unfortunately, we discovered that the faucet is discontinued, nobody in town has the parts for it, and out-of-state merchants are unwilling to sell the parts to us because the faucet and parts are no longer legal in California due to lead restrictions.

In the interest of protecting our visitors' health, we've opted to replace it with a legal, lead-safe faucet purchased new. The faucet and fittings will attach to the existing basin to finish our sink.

We currently have money in our trust account, but have been dedicatedly saving it for our greenhouse and purchasing fundraising supplies.

Thank you for your consideration. We look forward to hearing from you.



**REQUEST FOR UNALLOCATED FUNDS
BUDGET DRAFT**

NAME OF A.S. PROGRAM: Campus Center for Appropriate Technology
CONTACT PERSON: Teri Grunthamer
Phone: (707) 826-3551
Email: tgrunthamer@gmail.com

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

1 <u>Requested A.S. Unallocated Funds</u>	<u>\$ 161.91</u>
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
Total Income:	<u>\$ 161.91</u>

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

1 <u>Faucet and fittings</u>	<u>\$ 161.91</u>
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
Total Expenditures:	<u>\$ 161.91</u>

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

REVIEWED BY:

Lonny Grafman
CLUB/PROGRAM ADVISOR NAME

[Signature] 3/31/11
SIGNATURE

Teri Grunthamer
BUDGET ADMINISTRATOR NAME

[Signature] 3/31/11
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:

Faucet and fittings for kitchen sink

\$ 161.91

Explanation:

Price Pfister First Servies Pull-Out Faucet Stainless Steel
SS Flex 1/2 IP x 1/2 IP 30
Faucet Hole Cover

\$119.99

\$18.98

\$9.57

CA tax

\$13.37

Quote

Q-148



Created 4/5/2011
Modified 4/5/2011

Valid for 30 days

West Coast Plumbing
West Coast Plumbing
427 H Street
Arcata, CA
95521

Brad Stearns
707-826-9800

Product Code	Description	Sell	Qty	Total
13310SS	PRICE PFISTER PFIRST SERIES PULL-OUT FAUCET STAINLESS STEEL	\$119.99	1	\$119.99
0054	SS FLEX 1/2 IP X 1/2 IP 30	\$9.49	2	\$18.98
1305	faucet hole cover	\$3.19	3	\$9.57
		Total Qty	6	

Subtotal	\$148.54
CA	\$13.37
Total	\$161.91

valid for 30 days. Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control.

Signature _____



MultiCultural Center

TO: Board of Finance
Associated Students

FROM: Marylyn Paik-Nicely
HSU MultiCultural Center

RE: Special Projects

DATE: April 11, 2011

The MultiCultural Center (MCC) would like to co-sponsor an important event "La Esquinita, USA," a performance by Reuben Gonzalez on April 29. This performance is a collaborative project between MEChA and the Black Student Union (BSU). The MCC would like to allocate \$500 for publicity, lodging, supplies, and/or possibly some travel expenses for the artist. The MCC will use funding from the Special Projects: In-House line-item to assist with these expenses.

The MCC is requesting approval from the Board of Finance to expend up to \$500 from the MCC's budget for this event which has received a \$2,500 Cultural Programming Grant.

Thank you for your consideration and support of this inspiring cultural event.

April 11, 2011

Associated Students Board of Finance

The Waste Reduction and Resource Awareness Program (WRRAP) is requesting to allocate funds in the hourly wages line item to the positions in the following table, for the indicated amounts. The indicated positions have either already exhausted the yearly allocation or are expected to by the end of the academic year for reasons further explained below.

Position	Amount (\$)
Compost Director	\$330.00
Zero-Waste Coordinator	\$330.00
Take Back the Tap Coordinator	\$360.00
Education Coordinator	\$115.00
Multi-Media Editor	\$180.00
Total Request for Hourly Funds	\$1,315.00


WRRAP currently has sufficient un-used funds within the hourly wages line item to cover all the expected wages for all positions, but certain positions have not fully used their allocated amounts and others have already gone slightly over theirs. Due to the increase demand for WRRAP events, certain positions within WRRAP have fallen short on their allotted position amounts to fulfill these demands. In order to maintain WRRAP's successful events we need to be able to pay our staff members for their time and hard work during our biggest events of the academic school year.

Spring semester is WRRAP's busiest semester due to major, large scale events that the program puts on such as Donation Dash and Green Graduation. Donation Dash is where our staff aids in the move out process of resident halls at HSU by diverting reusable resources from landfills. Green Graduation is in conjunction with the Take Back the Tap program where we provide free local tap water to all the guests during the graduation ceremonies.

WRRAP would like to pull the un-used funds from one of our Compost Site Operator positions in order to pay our current employees that have fallen short. Since this position has over \$3,500 in un-used funds, this transfer will not cause our program to go over the hourly amount granted to us for hourly positions. Instead it will allow us to use the funds that were granted to us to be used to continue to pay our staff members for their time and services to the end of the semester.

Thank You,

Sarah Niznik
Office Manager
Waste Reduction and Resource Awareness
Program
Warren House #53
1 Harpst Street
Arcata, CA 95521
707-826-4162
wrrap@humboldt.edu


TallChief A. Comet
Sustainability Office Director, WRRAP Advisor
Humboldt State University
1 Harpst Street
Arcata, CA 95521
707-826-5920
tcc4@humboldt.edu