

**Associated Students Board of Finance  
Humboldt State University  
Meeting on Wednesday, April 16, 2012  
Nelson Hall East, Room 120  
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 28, 2012 – Action Item
- VI. Old Business
  - A. Request from the Waste Reduction and Resource Awareness Program (WRRAP) from Capital Purchases Reserves in the amount not to exceed \$1,242 for the purchase of a Dell Optiplex 990 desktop computer – Action Item  
The current desktop computer utilized by WRRAP is over five years old and is losing functionality. The Dell computer will replace the current system and should last a minimum of five years.
  - B. Request from the Women's Resource Center (WRC) from Capital Purchases Reserves in the amount not to exceed \$1,242 for the purchase of a Dell Optiplex 990 desktop computer – Action Item  
The current desktop computer utilized by WRC is seven years old and is losing functionality. The Dell computer will replace the current system and should last a minimum of five years.
  - C. Request from Associated Students Government from Capital Purchases Reserves in the amount not to exceed \$1,290 for the purchase of a Dell Latitude E5420 laptop Computer – Action Item  
The current laptop computer utilized by the AS Council Assistant is over three years old and is losing functionality. The Dell computer will replace the current system and should last a minimum of five years.
  - D. Request from Associated Students General Operations from General Operations Reserves in the amount not to exceed \$6,000 for the costs associated with AS program website development. – Action Item  
The Eric Rofes Queer Resource Center, the Women's Resource Center and the Student Access Gallery are in need of website development services. The websites will be updated to be compatible with the CSU Accessible Technology Initiative (ATI).
- VII. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Wednesday, March 28, 2012  
Nelson Hall East, Room 119  
Minutes #11

**Call to Order**

Rachel Brownell called the Board of Finance meeting to order at 2:00 p.m. Wednesday, March 28, 2012 in Nelson Hall East 119.

**Roll Call**

Members Present: Rachel Brownell, Bryan Kelly, Stefan Kreid, Paul Yzaguirre

Members Absent: Marshall Hendricks (excused)

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: KELLY/YZAGUIRRE move to approve Board of Finance Agenda #11 APPROVED

**Chair's Report**

AS Recommended Budget will be heard by the AS Council on Monday, April 2, 2012.

**Approval of the Minutes**

MOTION: KREID/YZAGUIRRE move to approve the Board of Finance Minutes #10 dated March 7, 2012  
APPROVED  
(1) ABSTENTION

**Old Business**

- A. Request from the Campus Center for Appropriate Technology from Unallocated in the amount of \$295 for the purchase of four gel batteries for use with the Mobile Energy Operating Wagon (MEOW) trailer –  
Action Item  
The batteries will store energy collected by solar panels attached to the MEOW trailer.

MOTION: YZAGUIRRE/KELLY move to approve the request from the Campus Center for Appropriate Technology from Unallocated in the amount of \$295 for the purchase of four gel batteries for use with the Mobile Energy Operating Wagon (MEOW) trailer  
APPROVED

Eric Recchia, a CCAT Co-Director, was present on behalf of the request. Recchia explained that the MEOW trailer is utilized as an alternative energy source for different campus events. The trailer was on loan to an Eco-Hostel group and was stolen. When the MEOW trailer was recovered the solar panel and batteries were missing. Recchia stated that CCAT will be taking further anti-theft measures for the MEOW trailer. Recchia

stated that the total cost of the Batteries will be \$1,000 and that CCAT has fundraised half of the cost of the batteries. Tyson stated that the balance of Unallocated is approximately \$1,650.

- B. Request from the MultiCultural Center (MCC) to reallocate \$727.75 of Hourly Wages for the position of Native American Community Outreach Coordinator to Hourly Wages. – Action Item  
This position became vacant at the beginning of the Spring 2012 semester.

MOTION: KREID/KELLY move to approve the request from the MCC to reallocate \$727.75 of Hourly Wages for the position of Native American Community Outreach Coordinator to Hourly Wages  
APPROVED

Amanda Staack, MCC Office Manager, was present on behalf of the request. Staack provided an outline of hours that employees of the MCC will be working through the end of the Spring semester. The MCC will allocate 96 hours to Clerical and Special Projects, 25 hours to Events, 25 hours to Finals weeks and 40 hours to Community Graduations and the Grad Bash. Staack noted that the University has cut funding for work study wages.

- C. Request from the MCC to reallocate \$811.50 of Hourly Wages for the position of Social Justice Summit Coordinator to Hourly Wages. – Action Item  
This position became vacant at the beginning of the Spring 2012 semester.

MOTION: YZAGUIRRE/KELLY move to approve the request from the MCC to reallocate \$811.50 of Hourly Wages for the position of Social Justice Summit Coordinator to Hourly Wages  
APPROVED

Staack noted that this request was similar to Old Business Item B. Funds from this reallocation would be used in conjunction from the previous reallocation to fund employee wages through the end of the semester. Staack also noted that hourly employees assisted with the Social Justice Summit

### Adjournment

Brownell adjourned the meeting at 2:12 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:



Rachel Brownell  
A.S. Administrative Vice President  
Chair Board of Finance





Waste Reduction and Resource Awareness Program  
Warren House #53  
(707) 826-4162  
wrrap@humboldt.edu

**MEMORANDUM**

**To:** The A.S. Board of Finance and Rachel Brownell, Vice President Administrative Affairs

**From:** Sarah Niznik, WRRAP Office Manager/Budget Administrator

**Date:** April 6, 2012

**Subject:** Additional Expense on the A.S. Unallocated Funds Request for a New Computer for WRRAP.

I am offering an explanation for the additional expense listed on the Waste Reduction and Resource Awareness Program's (WRRAP) request for Associated Students Unallocated Funds for the purchase of a new office computer for our program. This additional expense is to cover the required state taxes on the brand new electronic device that was quoted for us by Associated Students in the amount of \$92.00

Purchasing a new office computer for the program will dramatically increase our members productivity within the office and allow us to actively service and outreach to visiting students and other departments and organizations. With the help of Associated Students, we feel we will be able to continue in our success and increase our voice and influence over the campus and local community in order to spread awareness and education regarding our planet's natural resources and waste reduction efforts.

Enclosed: A.S. Unallocated Funds Request documents, Letter of Explanation, and device quote and information.



## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

**NAME OF A.S. PROGRAM:** Waste Reduction & Resource Awareness Program  
**CONTACT PERSON:** Sarah Niznik  
**Phone:** (760) 413-2863  
**Email:** xfirexrabbitx@yahoo.com

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

|                             |   |                       |
|-----------------------------|---|-----------------------|
| 1                           | <u>Requested A.S. Unallocated Funds</u> | <u>1241.51</u>        |
| 2                           | <u>WRRAP Trust Account</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>               |
| <b><u>Total Income:</u></b> |   | <b><u>1241.51</u></b> |

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

|                                   |                       |                       |
|-----------------------------------|-----------------------|-----------------------|
| 1                                 | <u>computer</u>       | <u>1149.51</u>        |
| 2                                 | <u>purchase taxes</u> | <u>92.00</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>               |
| <b><u>Total Expenditures:</u></b> |                       | <b><u>1241.51</u></b> |

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

**REVIEWED BY:**

Morgan King  
**CLUB/PROGRAM ADVISOR NAME**

Sarah Niznik  
**BUDGET ADMINISTRATOR NAME**

  
**SIGNATURE**

  
**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: Computer \$1,149.51

Explanation: WRRAP's current computer is extremely slow, crashes often, and it's functionality has been rapidly degrading over the years. This issue prevents our members from working in the office because they cannot complete their work on the computer & thus have to leave the office in order to use a working computer somewhere else on campus. If WRRAP was to get a new computer, it would dramatically increase our productivity & allow our members to continue their work, service students, & work with other departments that come to WRRAP.

Line Item: Computer taxes \$92.00

Explanation: All new electronic purchases come with tax and in order to complete the purchase of a new computer we would also need to pay for the required tax that is associated with the cost of acquiring a new office computer.

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:

Line Item:

Explanation:



March 30, 2012

Associated Students  
Board of Finance

Greetings,

I have been in the WRRAP program since 2007 (back when it was still called the Campus Recycling Program). WRRAP has a single computer that its entire staff relies on to design flyers, create documents, coordinate events, and otherwise administer the program. This has been the same computer since I started working with the program over five years ago. Needless to say, this computer is getting old and is rapidly losing its functionality. Boot up is getting slower and slower, and we experience frequent crashes and freezing up when working on projects. WRRAP has had the device cleaned by HSU IT personnel, but unfortunately it has not been very successful in resolving the issues.

WRRAP has communicated to Plant Operations to see if we could obtain a used computer from their facility, but after much discussion, it was determined that the computers that come into their facility are as old and potentially as slow as the one we currently have. Our other option was to try out some of the monitors we receive as donations from other departments, but the result was the same. They too have proven to be too limited in their functionality to work for our needs.

WRRAP has held back the urge to purchase a new computer if there was a way to re-use a faster, functioning computer from the campus community, but we have been unsuccessful in this endeavor. In waiting to find possible sources, our productivity in the office has decreased because our members are forced to work on their own computers or in computer labs because they cannot operate on the office computer. Not only does this slow down our members' work, but also pulls us away from our office in which we miss the opportunities to talk to and outreach with visiting students and other program members.

WRRAP has researched the other sources to obtain a computer that will suit our needs, but it appears that the best way to handle this now is to purchase a new computer that will last the program for years to come and is compatible with the University's operations. This will mean that members will be able to perform their office work, data entries, and other tasks within the office, thus allowing members to be present in the office more often in order to outreach to guests who come to WRRAP. Not to mention the amount of work that we will be able to do will increase dramatically since members will be able to finish their work in the office instead of waiting to find another working computers on campus.

We hope that you will consider our needs and grant us the opportunity to acquire a computer for our office.

Thank you for your time and consideration.

Sincerely,



Sarah Niznik

Office Manager/Budget Administrator

Waste Reduction & Resource Awareness Program

Warren House #53

(707) 826-4162

wrrap@humboldt.edu





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## Review Summary

1. COMPONENTS

2. REVIEW SUMMARY



### OptiPlex 990 Small Form Factor w/ dual 19" Monitors

Price \$1,851.99  
Instant Savings \$702.46

Price \$1,149.51

Preliminary Ship Date: 4/4/2012

Print Summary

### Please Take a Moment to Review

OptiPlex 990 Small Form Factor w/ dual 19" Monitors

Date & Time: 3/26/2012 12:31:11 PM

OptiPlex 990 Small Form Factor w/ dual 19" Monitors

Unit Price: \$1,149.51

OptiPlex 990 Small Form Factor for up to 90 Percent Efficient PSU, Genuine  
Windows® 7 Home Premium, Media, 32-bit, English

#### SYSTEM OPTIONS

|                                |   |      |
|--------------------------------|---|------|
| Processors                     | Intel® Core™ i7 2600 Processor (3.4GHz, 8M)                       | edit |
| Operating System(s)            | Genuine Windows® 7 Home Premium, Media, 32-bit, English           | edit |
| OptiPlex 990 SFF               | OptiPlex 990 Small Form Factor for up to 90 Percent Efficient PSU | edit |
| Productivity Software          | No Productivity Software  | edit |
| Memory                         | 4GB DDR3, Non-ECC, 1333MHz Dual Channel SDRAM, 2x2GB              | edit |
| Boot Hard Drives               | 320GB 2.5 3.0Gb/s Opal SED w/FIPS, 512e Hard Drive                | edit |
| Second Hard Drive Options      | None  | edit |
| Hard Drive Mode                | No RAID   | edit |
| Removable Media Storage Device | 8X Slimline DVD+/-RW, Roxio Creator™ CyberlinkPowerDVD™ No Media  | edit |
| Video Cards                    | 512MB AMD RADEON HD 6350 (2 DVI), Low Profile                     | edit |
| Monitors                       | Dell Professional P1911 19in HAS Wide Monitor, VGA/DVI            | edit |
| Additional Monitors            | Dell Professional P1911 19in HAS Wide Monitor, VGA/DVI            | edit |
| Systems Management Mode        | Intel® vPro Technology Enabled                                    | edit |
| Keyboard                       | Dell KB212-B USB 104 Quiet Key Keyboard, English                  | edit |
| Mouse                          | Dell MS111 USB Optical Mouse                                      | edit |
| Speakers                       | No Speaker, OptiPlex  | edit |
| Energy Efficiency Options      | No Dell Energy Smart Power Management Settings                    | edit |
| Resource DVD                   | No Resource DVD   | edit |
| Setup and Features Information | No Tech Sheet   | edit |
| Tech Sheet                     |   |      |
| Documentation                  | Documentation English and French                                  | edit |
| Ship Packaging Options         | Shipping Material for System, Small Form Factor                   | edit |
| Thermals                       | Heat Sink, Performance/Mainstream, Small Form Factor              | edit |

#### SECURITY OPTIONS

|                   |                                 |      |
|-------------------|---------------------------------|------|
| Security Hardware | Chassis Intrusion Switch Option | edit |
|-------------------|---------------------------------|------|

#### OTHER OPTIONS

|                               |  |      |
|-------------------------------|--|------|
| Power Supplies                | OptiPlex 990 Small Form Factor Up to 90 Percent Efficient Power Supply   | edit |
| Additional Non-System Options | Dell AX510 UltraSharp and Professional Series Flat Panel Stereo SoundBar | edit |



## ASSET PROTECTION

|                           |   |      |
|---------------------------|---|------|
| Hardware Support Services | 3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnosis | edit |
|---------------------------|---|------|

## DATA PROTECTION

|                      |      |      |
|----------------------|------|------|
| Keep Your Hard Drive | None | edit |
|----------------------|------|------|



Preliminary Ship Date 4/4/2012

## 1. COMPONENTS

## 2. REVIEW SUMMARY

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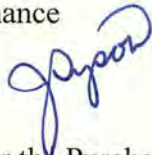
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April 9, 2012

TO: Associated Students, Board of Finance  
FROM: Joan Tyson, AS General Manager   
RE: Request from A.S. Unallocated for the Purchase of one desktop computer

The Women's Resource Center is requesting funds for the purchase of one Dell Desktop OptiPlex 960 PC. This computer will replace the current Gateway desktop E Series in the Women's Resource Center office.

The Gateway E Series was purchased in Spring, 2005 and has begun to lose functionality. Users are unable to run multiple programs and the computer often stalls while in use. Campus AIS has maintained this computer and is no longer able to add additionally memory or software upgrades to improve its performance.

AS consulted with AIS to find appropriate computers for the Women's Resource Center. The Dell computer would provide the same functionality as other PC's in AS Programs and would be serviceable by AIS. The amount of memory and speed of the processor should allow this computer to serve the Women's Resource Center well for at least five years.

A quote for the computer is attached.





## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Women's Resource Center  
CONTACT PERSON: Jahnna Morehouse  
Phone: 707-826-4216  
Email: jcm83@humboldt.edu

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

|                      |   |                    |
|----------------------|---|--------------------|
| 1                    | <u>Requested A.S. Unallocated Funds</u> | <u>\$ 1,241.51</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>\$ 1,241.51</u> |

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

|                            |                                   |                    |
|----------------------------|-----------------------------------|--------------------|
| 1                          | <u>Dell Optiplex 960</u>          | <u>\$ 1,149.51</u> |
| 2                          | <u>California State Sales Tax</u> | <u>\$ 92.00</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>\$ 1,241.51</u> |

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

**REVIEWED BY:**

Joan Tyson, AS General Manager  
CLUB/PROGRAM ADVISOR NAME

Jahnna Morehouse  
BUDGET ADMINISTRATOR NAME

  
SIGNATURE

  
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:** Dell Optiplex 960 \$ 1,149.51

**Explanation:** The Dell Optiplex 960 is recommended by AIS and I have attached a copy of the estimate. The comptuer will be purchased through  
HSU's premier plan with Dell., and will be serviced by HSU's ITS department. Computer includes a 3 year basic hardware warranty

**Line Item:** California Sales Tax \$ 92.00

**Explanation:** California tax ate of 8% of purchase price.

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**





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## Review Summary

### 1. COMPONENTS

### 2. REVIEW SUMMARY



#### OptiPlex 990 Small Form Factor w/ dual 19" Monitors

Price \$1,851.99  
Instant Savings \$702.48

Price **\$1,149.51**

Preliminary Ship Date: 4/4/2012

Print Summary

## Please Take a Moment to Review

Review Your OptiPlex 990 Small Form Factor w/ dual 19" Monitors

Date & Time: 3/25/2012 12:11:43 PM

OptiPlex 990 Small Form Factor w/ dual 19" Monitors

Unit Price: \$1,149.51

OptiPlex 990 Small Form Factor for up to 90 Percent Efficient PSU, Genuine Windows® 7 Home Premium, Media, 32-bit, English

### SYSTEM OPTIONS

|                                |  |      |
|--------------------------------|--|------|
| Processors                     | Intel® Core™ i7 2600 Processor (3.4GHz, 8M)                        | edit |
| Operating System(s)            | Genuine Windows® 7 Home Premium, Media, 32-bit, English            | edit |
| OptiPlex 990 SFF               | OptiPlex 990 Small Form Factor for up to 90 Percent Efficient PSU  | edit |
| Productivity Software          | No Productivity Software   | edit |
| Memory                         | 4GB DDR3, Non-ECC, 1333MHz Dual Channel SDRAM, 2x2GB               | edit |
| Boot Hard Drives               | 320GB 2.5 3.0Gb/s Opal SED w/FIPS, 512e Hard Drive                 | edit |
| Second Hard Drive Options      | None   | edit |
| Hard Drive Mode                | No RAID  | edit |
| Removable Media Storage Device | 8X Slimline DVD +/-RW, Roxio Creator™ Cyberlink PowerDVD™ No Media | edit |
| Video Cards                    | 512MB AMD RADEON HD 6350 (2 DVI), Low Profile                      | edit |
| Monitors                       | Dell Professional P1911 19in HAS Wide Monitor, VGA/ DVI            | edit |
| Additional Monitors            | Dell Professional P1911 19in HAS Wide Monitor, VGA/ DVI            | edit |
| Systems Management Mode        | Intel® vPro Technology Enabled                                     | edit |
| Keyboard                       | Dell KB212-B USB 104 Quiet Key Keyboard, English                   | edit |
| Mouse                          | Dell MS111 USB Optical Mouse                                       | edit |
| Speakers                       | No Speaker, OptiPlex   | edit |
| Energy Efficiency Options      | No Dell Energy Smart Power Management Settings                     | edit |
| Resource DVD                   | No Resource DVD  | edit |
| Setup and Features Information | No Tech Sheet  | edit |
| Tech Sheet                     |  |      |
| Documentation                  | Documentation English and French                                   | edit |
| Ship Packaging Options         | Shipping Material for System, Small Form Factor                    | edit |
| Thermals                       | Heat Sink, Performance/Mainstream, Small Form Factor               | edit |

### SECURITY OPTIONS

|                   |                                 |      |
|-------------------|---------------------------------|------|
| Security Hardware | Chassis Intrusion Switch Option | edit |
|-------------------|---------------------------------|------|

### OTHER OPTIONS

|                               |  |      |
|-------------------------------|--|------|
| Power Supplies                | OptiPlex 990 Small Form Factor Up to 90 Percent Efficient Power Supply   | edit |
| Additional Non-System Options | Dell AX510 UltraSharp and Professional Series Flat Panel Stereo SoundBar | edit |

## ASSET PROTECTION

## Hardware Support Services

3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnosis

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## DATA PROTECTION

## Keep Your Hard Drive

None

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Preliminary Ship Date: 4/4/2012

## 1. COMPONENTS

## 2. REVIEW SUMMARY

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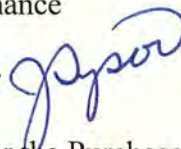
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April 9, 2012

TO: Associated Students, Board of Finance  
FROM: Joan Tyson, AS General Manager   
RE: Request from A.S. Unallocated for the Purchase of one desktop computer

The Associated Students Government is requesting funds for the purchase of one Dell Latitude E5420 Laptop. This computer would replace the Dell Vostro 1000 Laptop that the AS Council Assistant uses.

The Dell Vostro computer has begun failing during meetings and often freezes and needs to be restarted when in use. The computer has difficulty opening basic programs including Microsoft Word and Power Point.

AS consulted with AIS to find a computer that would provide the same platform as the existing Dell Vostro but would run more reliability. The Dell Latitude will run efficiently and would be serviceable by AIS. All hardware components would have a three-year warranty. 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 computer is attached.



## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: A.S. Government  
CONTACT PERSON: Rob Christensen, AS Council Assistant  
Phone: 707-826-4221  
Email: rwc9@humboldt.edu

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

|                             |   |                           |
|-----------------------------|---|---------------------------|
| 1                           | <u>Requested A.S. Unallocated Funds</u> | <u>\$ 1,289.83</u>        |
| 2                           | <u>California Sales Tax</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>                   |
| <b><u>Total Income:</u></b> |   | <b><u>\$ 1,289.83</u></b> |


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

|                                   |                             |                           |
|-----------------------------------|-----------------------------|---------------------------|
| 1                                 | <u>Dell Latitude E5420</u>  | <u>\$ 1,194.29</u>        |
| 2                                 | <u>California Sales Tax</u> | <u>\$ 95.54</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>                   |
| <b><u>Total Expenditures:</u></b> |                             | <b><u>\$ 1,289.83</u></b> |

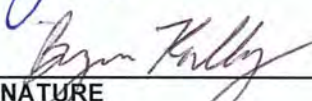
For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

**REVIEWED BY:**

Joan Tyson  
CLUB/PROGRAM ADVISOR NAME

  
SIGNATURE

Bryan Kelly  
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:** Dell Latitude E5420 \$ 1,194.29

**Explanation:** The Latitude E5420 will provide functionality for AS Office staff and will be primarily used for meetings. The laptop is purchased through HSU's premier plan with Dell and will be serviced by HSU's ITS department. Computer includes a 3 year basic hardware warranty

**Line Item:** California Sales Tax \$ 95.54

**Explanation:** California tax rate of 8% of purchase price.

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_



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## Review Summary

## 1. COMPONENTS

## 2. REVIEW SUMMARY



## Latitude E5420

Price \$1,583.00  
Instant Savings \$388.71

Price \$1,194.29

Preliminary Ship Date: 4/17/2012

Print Summary

## Latitude E5420

Price  
Instant Savings

Price

Preliminary Ship Date

Print Summary

Add To Cart

## Please Take a Moment to Review

Review Your Latitude E5420

Date &amp; Time: 8/9/2012 12:32:33 PM

Latitude E5420

Unit Price: \$1,194.29

Latitude E5420, Genuine Windows® 7 Home Premium, No Media, 32-bit, English

## SYSTEM OPTIONS

|                       |  |      |
|-----------------------|--|------|
| Latitude E5420        | Latitude E5420   | edit |
| Processor             | Intel® Core™ i5-2520M processor (2.50GHz, 3M cache, with Turbo Boost Technology 2.0) | edit |
| Operating Systems     | Genuine Windows® 7 Home Premium, No Media, 32-bit, English                           | edit |
| Energy Star & EPEAT   | Energy Star 5.0 Enabled / EPEAT Gold   | edit |
| LCDs                  | 14.0" HD(1366x768) Anti-Glare LED-backlit  | edit |
| Expansion Slot        | Express Card   | edit |
| Memory                | 4.0GB, DDR3-1333MHz SDRAM, 1 DIMM  | edit |
| Internal Keyboard     | Internal English Single Pointing Keyboard  | edit |
| Camera and Microphone | Light Sensitive Webcam and Noise Cancelling Digital Array Mic                        | edit |

## STORAGE AND MEDIA OPTIONS

|                        |  |      |
|------------------------|--|------|
| Primary Storage        | 320GB 5400rpm Hard Drive                     | edit |
| Primary Optical Device | 8X DVD+/-RW w/Roxio and Cyberlink Power DVD™ | edit |

## POWER OPTIONS

|                 |   |      |
|-----------------|---|------|
| Primary Battery | 3 Year Warranty 9-cell (87WH) Primary Lithium Ion Battery | edit |
| AC Adapter      | 90W AC Adapter (3-pin)                                    | edit |

## DOCKING SOLUTIONS

|                   |      |      |
|-------------------|------|------|
| Docking Solutions | None | edit |
|-------------------|------|------|

## MONITORS AND MONITOR ACCESSORIES

|                  |      |      |
|------------------|------|------|
| External Monitor | None | edit |
|------------------|------|------|

## NETWORKING OPTIONS

|                       |  |      |
|-----------------------|--|------|
| Wireless LAN (802.11) | Dell Wireless™ 1501 802.11b/g/n Half Mini Card | edit |
| Bluetooth             | Dell Wireless® 375 Bluetooth Module            | edit |
| Modem                 | No Modem                                       | edit |

## SOFTWARE OPTIONS

|                       |                          |      |
|-----------------------|--------------------------|------|
| Productivity Software | No Productivity Software | edit |
|-----------------------|--------------------------|------|

## SECURITY OPTIONS

|   |  |      |
|---|--|------|
| Touchpad and Fingerprint Reader Options | Dell Touchpad with Anti-microbial protection | edit |
|---|--|------|

## OTHER OPTIONS

|                |      |      |
|----------------|------|------|
| Carrying Cases | None | edit |
|----------------|------|------|

## SUPPORT SERVICES

|                           |   |      |
|---------------------------|---|------|
| Hardware Support Services | 3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnosis | edit |
|---------------------------|---|------|

## ACCIDENTAL DAMAGE





April 12, 2012

TO: Board of Finance, Associated Students

FROM: Rob Christensen, A.S. Council Assistant  
rwc9@humboldt.edu  
(707) 826-4221

RE: Request from General Operations Reserves for Program Website

The Associated Students General Operations is requesting \$6,000.00 from the General Operations Reserve to assist The Women's Resource Center, The Eric Rofes Queer Resource Center and The Student Access Gallery with permanent fully functioning websites. In Summer 2010 the University changed servers for HSU websites and increased standards for HSU hosted websites.

The Eric Rofes Queer Resource Center currently does not have an operable website. The Student Access Gallery is currently using a page from the Clubs and Activities Website for the program's web presence and the Women's Resource Center has been unable to update their website since Fall, 2010 and has outdated information. Websites are central information points for AS Programs and the new websites will offer the ability for programs to easily update their websites with events, staff profiles, resources and media.

In 2010 HSU updated its web content and structural standards on both the front end (what you see as a user when you visit a site) and the back end (how a website is designed to function). By 2012 all CSU websites must fully comply with the Accessible Technology Initiative (ATI). ATI requires that the University's website be accessible to students who may have a disability that prevents them from viewing a website in a normal format. In Summer, 2010 HSU migrated all web sites onto a new server which limited the Content Management System (CMS). Once produced, these websites will be able to be updated by student employees of the programs without much training.

The proposed web redesign will address all of these issues as well as provide a fresh look for the website. The project has been estimated to take 100 hours with 25 hours dedicated to design and markup of templates, and 25 hours for each website to create an information architecture and to build content for each website.

The websites will be developed by HSU's department of Marketing and Communications. The total cost of the project is estimated not to exceed \$6,000.00. I have attached a copy of the estimate and would be happy to answer any questions you may have.



## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: A.S. General Operations  
CONTACT PERSON: Rob Christensen  
Phone: 707-826-4221  
Email: rwc9@humboldt.edu

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

|                             |   |                           |
|-----------------------------|---|---------------------------|
| 1                           | <u>Requested A.S. Unallocated Funds</u> | <u>\$ 6,000.00</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>                   |
| <b><u>Total Income:</u></b> |   | <b><u>\$ 6,000.00</u></b> |

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

|                                   |   |                           |
|-----------------------------------|---|---------------------------|
| 1                                 | <u>Initial Design &amp; Markup of Templates</u> | <u>\$ 1,500.00</u>        |
| 2                                 | <u>Eric Rofes Center Website</u>                | <u>\$ 1,500.00</u>        |
| 3                                 | <u>Women's Resource Center Website</u>          | <u>\$ 1,500.00</u>        |
| 4                                 | <u>Student Access Gallery</u>                   | <u>\$ 1,500.00</u>        |
| 5                                 | <u></u>   | <u></u>                   |
| 6                                 | <u></u>   | <u></u>                   |
| 7                                 | <u></u>   | <u></u>                   |
| <b><u>Total Expenditures:</u></b> |   | <b><u>\$ 6,000.00</u></b> |

*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:** Initial Design and Markup of Templates \$ 1,500.00

**Explanation:** Marketing and Communication will design a template that will be used for all of the program websites the template will also be available for future programs who wish to have a website updated. Cost per hour is \$60.00. Estimated hours on project 25 hours.

**Line Item:** Eric Rofes Queer Resource Center \$ 1,500.00

**Explanation:** Marketing and Communication has estimated five hours of services for Information Architecture and twenty hours of services for site building and content population. Cost per hour is \$60.00. Estimated hours on project 25 hours.

**Line Item:** Women's Resource Center \$ 1,500.00

**Explanation:** Marketing and Communication has estimated five hours of services for Information Architecture and twenty hours of services for site building and content population. Cost per hour is \$60.00. Estimated hours on project 25 hours.

**Line Item:** Student Access Gallery \$ 1,500.00

**Explanation:** Marketing and Communication has estimated five hours of services for Information Architecture and twenty hours of services for site building and content population. Cost per hour is \$60.00. Estimated hours on project 25 hours.

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**



Robert Christensen &lt;Robert.Christensen@humboldt.edu&gt;

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## AS sponsored program sites

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**Matt Hodgson** <Matthew.Hodgson@humboldt.edu>  
Reply-To: Matthew.Hodgson@humboldt.edu  
To: Rob Christensen <Robert.Christensen@humboldt.edu>

Wed, Apr 11, 2012 at 2:31 PM

Hi Rob,

Here are some rough numbers for the projects that we talked about yesterday. It covers the design and templates that can be used for the 3 sites and information architecture, site build-out and testing for each.

All hours below are based on our brief conversation and are subject to change upon having further project details. We currently charge \$60 per hour:

Initial design & markup of templates 25 hours (the design of the templates will have to be flexible enough to accomodate differing navigation structures for the separate sites).

- Site 1

Information Architecture 5 hours

Site build and content population 20 hours

- Site 2

Information Architecture 5 hours

Site build and content population 20 hours

- Site 3

Information Architecture 5 hours

Site build and content population 20 hours