

**Associated Students Board of Finance
Humboldt State University
Meeting on Wednesday, November 6 2013
Nelson Hall East, Room 120
3:00 p.m.
Agenda #4**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #4 dated November 4, 2013 – Action Item
- IV. Chair's Report
- V. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VI. Approval of Minutes #3 dated October 28, 2013 – Action Item
- VII. Old Business
 - A. Request from Associated Students Government from Unallocated in an amount not to exceed \$697.00 for costs associated with the purchase of a Dell 3010 PC for the Associated Students Vice President's Office – Action Item

This computer would replace the Gateway Computer that was purchased in 2008. The Gateway computers power source and motherboard is no longer operable. HSU Academic Information Services has recommended replacing the unit with the Dell 3010 PC.
 - B. Projected Impact of California Minimum Wage Increase including Possible Next Steps – Continued Discussion Item

The Board will continue to discuss the projected impact of the minimum wage increase and review potential options and next steps to recommend a balanced 2014-15 Associated Students Budget. Options include, but not limited to, program budget adjustments, AS fee increase recommendation to Council, allocation from Operating Reserves, etc.
- VIII. Announcements
- IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, October 28, 2013
Nelson Hall East, 120
Minutes #3

Call to Order

Forust Ercole, Administrative Vice President, called the Board of Finance meeting to order at 3:02 p.m. on Monday, October 28, 2013 in the Nelson Hall East 120.

Roll Call

Members Present: Forust Ercole, Jacob Bloom, Jerry Dinzes, Rosie Austin

Members Austin: Ana Cortes (excused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: DINZES/BLOOM move to approve Agenda #3 dated October 28, 2013 APPROVED

Chair's Report

Ercole introduced himself to the Board of Finance. Ercole was recently appointed as the Administrative Vice President and looks forward to working with the Board of Finance on preparing the 2014-15 AS Budget.

Public Comments

There was not public comment.

Approval of the Minutes

MOTION: AUSTIN/DINZES move to approve the Board of Finance Minutes #2 dated October 28, 2013
APPROVED
AS AMENDED

MOTION: BLOOM/DINZES move to amend Board of Finance Minutes #2 by inserting into Old Business Item B in the third paragraph after the eighth sentence *Bloom stated he has heard expressed concern for a freshman and administrator pledge* APPROVED

MOTION: BLOOM/DINZES move to amend Board of Finance Minutes #2 by inserting into Old Business Item C in the first paragraph after the eighth sentence *Bloom also suggested the possibility of a scholarship method of payment* APPROVED

Old Business

A. California Minimum Wage Increase Impact on Associated Students – Continued
Discussion Item

The California Minimum Wage will rise to \$9.00 per hour effective July 2014, and will be raised again in January 2016 to \$10.00 per hour.

Tyson provided a spreadsheet that outlined the costs associated with the minimum wage increase using current assumptions on the cost and number of employees. Ercole asked the Board for their opinions on how the minimum wage increase should be addressed. Ercole suggested that the increase could be covered through both cuts and a modest fee increase. Bloom suggested that the Board explore the option of providing scholarships instead of hourly wages. Dinzes stated that AS funds an assortment of programs and suggested that a fee increase may also allow for an expansion in programming. Austin concurred with Dinzes. Dinzes warned that student's perceptions might be effected because of the amount of increases that students have faced over the last couple of years. Bloom stated that he would like to see a series of reforms on the AS ballot and is interested in pursuing an initiative that the Associated Students of CSU Chico has that allows students to vote on additional funding for programs and clubs. Ercole asked what was the Student Life line-item in the budget was for. Tyson responded that that was mainly for Election support and some PC computer support via Student Affairs IT. Bloom asked if other CSU Associated Students organizations use a stipend or scholarship model and what were the amount of student employees by comparison. Tyson stated that the different CSU Associated Students programs all operate in different ways and the number of employees varies on the size of their program and university. Tyson also noted that there is a difference between hourly wages and a scholarship. Wages are paid in exchange for the effort produced on an hourly basis. Ercole questioned if classes related to the Campus Center for Appropriate Technology would allow students to volunteer rather than work. CCAT classes no longer get course credit. Tyson stated that the AS Council receives a stipend because they are elected officials on a board of directors, rather than an hourly employee. Dinzes suggested that the Associated Students ask the University Center to allocate funding for Sports Clubs instead of the Associated Students and if the Board were interested in pursuing that they would need to begin working with the University Center. Dinzes would like the University Center to begin investing in more programming. Ercole asked about the amount of funding associated with AS Presents and noted concern regarding the Arts in the Quad Events. Members of the Board of Finance discussed the amount of subsidy received by AS Presents and the gate revenue. Discussion was also held on the wages payable to the AS Presents Representative and consideration of making the position volunteer. Dinzes stated that he is in support of music opportunities for students, but that CenterArts may be using AS Presents to take pressure off of their own programming. Bloom asked about AS Presents participation in the SLAM Festival. Tyson stated that AS Presents assisted the SLAM Festival committee in booking entertainment. Bloom asked about Lumberjack days. Tyson stated that Lumberjack Days ended in 1990 primarily due to alcohol policies changing on the campus. Bloom asked if Associated Students had the opportunity to do fundraising. Tyson suggested that Bloom meet with HSU Vice President for Advancement Craig Wruck about opportunities for fundraising that target past AS student leaders. Bloom yielded to Cervantes, a student at large; Cervantes asked if the Associated Students could sell merchandise. Dinzes stated that state law requires that the University give permission for the use of the University's logo.

B. Review of 2012-13 AS Program Budget Requests – Discussion Item

At the Board of Finance Meeting on October 14, 2013 the Board of Finance asked for copies of the 2012-13 AS Program Budget Requests to review. Members of the Board of Finance may share information they have researched about programs.

Dinzes stated that he has started to look at the documents that were provided to the Board. Dinzes yield to Benjamin Cox; Cox stated that he has evaluated the AS External Affairs Budget for opportunities to reduce costs. Cox stated that External Affairs may not be in need of a hard-line phone and could cut costs in the communications line item. Cox will be reviewing costs related to the Supplies and Services and the Additional Activities line items. Cox stated that CSSA will also need to justify why they collect approximately \$5,000 per year in dues from the Associated Students. Cox requested the ability to view expenditures of External Affairs for the prior year. Tyson offered to provide the information. Dinzes stated that he would like to explore an additional position within External Affairs that could focus on academic affairs. Tyson asked if there was any information that she could prepare for the Board for the next meeting. Bloom asked for information about implementing scholarship rather than hourly wages. Tyson suggested that if the Board was to consider making a large change to the budget they may consider calling in the budget directors of the individual programs to seek input. Dinzes stated that he was in favor of having a public meeting to give opportunity for the public to provide input on the potential impact. The Board discussed the stipend amount for the Council and why the AS Presents and External Affairs representative receive stipends for Council service. Tyson stated that the AS Council updated the AS Constitution and governing codes after passage of AB 1231 which amended the corporation law. Changes from AB 1231 amended the AS Presents and AS External Affairs Representatives into student advisors of the Council. Ercole yielded to Cervantes, Cervantes stated that if the stipends were removed from the student advisor positions, it would be logical to remove them from all Council positions. Bloom stated that some AS Presidents in the CSU system receive payment of over \$20,000. Cox stated that some community colleges provide stipends based on the number of meetings attended. There was discussion on the possibility of AS Presents raising the price of tickets. It was determined that a meeting with the AS Presents advisor will be set for some members of the AS Board of Finance to attend.

Ercole called a break from 4:27 to 4:30 p.m.

C. TIME CERTAIN 4:30 P.M. Graduation Pledge Alliance (GPA) Discussion Regarding GPA Program and Future Activity – Discussion Item

Ercole provided for introductions. Joy Soll, advisor of the GPA; Alexis Galvan, GPA Coordinator and Tall Chief Comet, the Campus Sustainability Coordinator were in attendance. Dinzes stated that at the last meeting the Board of Finance discussed GPA but wanted to learn more about what they did and who they were. Soll stated that the GPA was an initiative that started at HSU in 1987 and has spread to over 200 universities worldwide. The GPA is a pledge to oneself that individual students pledge that they will take into account the social and environmental consequences of any job they consider and will try to improve those aspects of any organizations for which they work. Soll stated that she has been the advisor for just over a year and she meet with the coordinators once a week and that the program is student led. Two years ago a marketing class did an analysis of the program and the synopsis of the analysis was that although 90% of graduates take the pledge very few currently enrolled students are educated about it. Soll stated that the current GPA Co-Director's will play the primary role in hiring the next group and that there is a current opening for a GPA Co-Director for the Spring 2014 term. Ercole asked if there are opportunities for students who graduate in fall semester to learn about the pledge. Soll replied that 25 students took the pledge at the fall 2012 graduation event and that many students who complete their degree in fall often walk the spring prior. Bloom yielded to Cox who asked Soll to describe the retreat that the GPA goes on. Soll stated that since serving as advisor the organization has not taken a retreat, but that the funds

were used at the end of the year to have a working lunch and that funding for additional supplies and services may be more appropriate. Bloom asked what the advantages of having the program funded by AS, rather than a different funding source is. Soll stated that the Associated Students created the program and a resolution for support of the concept was authored in 1987. Tyson stated that the program has continuously been housed under Associated Students. Soll stated that the program is not only valuable to the school, but also to students and that it would send a big message if it were not funded by the AS. Comet added that the program is primarily for students and it makes sense that it is funded through the AS. Comet also stated that he couldn't forecast if it would be picked up by another department. Comet also stated that his office is developing a relationship with GPA so that they may assist them. Bloom asked if the program would be interested in developing a Freshman Pledge and an Administrator Pledge. Galvan stated that she is interested in educating students about the pledge at the Humboldt Orientation Program. Bloom yielded to Cervantes, Cervantes asked for a review of the GPA budget. Soll stated that there is \$2,000 in hourly wages available to two students, \$950 in funding for supplies and services and \$200 in funding for a retreat. Cervantes asked if there are duties or expectations for the employees. Soll stated that she would be willing to work on outcomes for the employees. Galvan stated that she is interested in implementing the marketing plan for the pledge. Bloom asked if there was anything the Associated Students could do to assist the program. Soll stated that she would be willing to discuss that further once she has a better idea. Comet stated that he working Soll to incorporate the pledge into the general education curriculum or a first year experience program. Ercole yielded to Cox, Cox stated that the he is interested in AS Programs becoming self-sustaining and suggested that the program consider selling the pins.

Announcements

Christensen reminded the Board that the next meeting is on Wednesday, November 6 at 3:00 p.m.


Adjournment

Ercole adjourned the meeting at 5:00 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:


Forrest Ercole
Administrative Vice President



October 29, 2013

TO: Associated Students, Board of Finance

FROM: Jacob Bloom, Associated Students President

RE: Request from Unallocated for the Purchase of a Dell PC for the AS Vice President Office

The Associated Students Government is requesting funds to purchase a Dell 3010 PC. The mother board and power source on the Administrative Vice President's Gateway crashed. The Gateway computer was purchased in 2008. The funds requested would cover the costs of a new operating tower only; the monitor is still in working condition.

The PC in this quote is a standard model Dell 3020 with an I5 processor 8GB of RAM and a 250GB hard drive. This computer is recommended by HSU Academic Information Services.

Thank you and if you have any further questions please contact me at jab181@humboldt.edu.

A quote from Information Technology Services is attached.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: AS Government
CONTACT PERSON: Jacob Bloom
Phone: 707 826-5414
Email: jab181@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 696.46</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>
Total Income:		<u>\$ 696.46</u>

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

1	<u>Dell 3010 PC</u>	<u>\$ 643.38</u>
2	<u>Sales Tax</u>	<u>\$ 53.08</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>
Total Expenditures:		<u>\$ 696.46</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

Jacob Bloom
BUDGET ADMINISTRATOR NAME

[Signature]
SIGNATURE

[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 3010 PC \$ 643.38

Explanation: The mother board on a PC in the AS office crashed and the PC is no longer usable. A new Dell PC is needed to replace the computer. The monitor does still work and does not need replacing. The \$643.38 is a quote of the cost of a new PC from Daniel Jones in Information Technology on campus.

Line Item: Sales Tax \$ 53.08

Explanation: The cost of the PC is 643.38 and an 8.75% sales tax is applied to the purchase.

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____



Dell Computer - Saved Quote Information 1008437920855

DellOnlineSales@dell.com <DellOnlineSales@dell.com>

Fri, Oct 25, 2013 at 12:58 PM

To: rwc9@humboldt.edu

Your E-Quote has been saved.

Dear Daniel Jones:

An E-Quote containing computer equipment from Dell Computer Corporation has been saved in your name at the Dell Online Store. The E-Quote will be held for 45 days to allow for completion of the order.

Per your request, this E-Quote has been forwarded to the following recipients:

Your Comments:

To retrieve this E-Quote:

1. Log on to your Premier page for Humboldt State University
2. Click into your online store.
3. Select "Retrieve" E-Quote from the top section of the page.
4. Select E-Quote Number: 1008437920855

Premier.dell.com log-in: <http://premier.dell.com>

A read-only view of this E-Quote is provided below:

E-Quote Information

E-Quote number: 1008437920855

E-Quote name: AS Replacement PC

Description: 3010 with I5 and 8GB RAM

Customer Name: Humboldt State University

E-quote Name	AS Replacement PC	E-Quote Description	3010 with I5 and 8GB RAM
Saved By:	Daniel Jones	Phone Number:	(707) 826-3536
	Daniel.Jones@humboldt.edu	Purchasing Agent:	Robert Christensen
Saved On:	Friday, October 25, 2013	Notes/Comments:	
Expires On:	Monday, December 09, 2013	Additional Comments:	
Premier Page Name	Humboldt State University		
Ship to Address:	Bill to Address:		

Description



CSU Desktop 4 (Better) Optiplex 3010 SFF

Date & Time: October 25, 2013 2:49 PM CST

SYSTEM COMPONENTS

CSU Desktop 4 (Better) Optiplex 3010 SFF Qty 1

OptiPlex 3010 Small Form Factor w/ up to 90%; Efficient PSU, Windows 7 Home Premium, No Media, 64-bit, English Unit Price \$643.38

Catalog Number: 25 RCRC962099-3647774

Module	Description	Product Code	SKU	Id
OptiPlex 3010 Small Form Factor	OptiPlex 3010 Small Form Factor w/ up to 90%; Efficient PSU	3010SFE	[225-3523] [421-5334]	1
Operating System	Windows 7 Home Premium, No Media, 64-bit, English	7HPN61E	[421-5549] [330-6228]	11
Processors	3rd Gen Intel® Core™ i5-3470 Processor (Quad Core, 6MB, 3.20GHz w/HD2500 Graphics)	I53470	[319-0734]	2
Memory	8GB, NON-ECC, 1600MHZ DDR3,2DIMM	8G3N162	[370-ABEK]	3
Keyboard	Dell KB212-B USB 104 Quiet Key Keyboard,English	EUSBE	[331-9586]	4
Monitors	No Monitor	NMON	[320-3704]	5
Graphics Cards	AMD RADEON HD 7470 1GB DDR3 DP/DVI w/o Adapters,LP	A747WOL	[321-0138]	6
Boot Hard Drives	250GB 3.5" SATA 3Gb/s with 8MB DataBurst Cache	250GBSF	[400-AAMF]	8
USB 3.0 Controller Card	USB 3.0 Ports adapter,LP	USB30L	[331-8388]	9
Mouse	Dell MS111 USB Optical Mouse	USBOP	[330-9458]	12
Removable Media Storage Device	8X Slimline DVD+/-RW, Data Only	DRM8O	[318-2231] [318-2236]	16
Thermals	Heat Sink, Performance/Mainstream, Small Form Factor	HSSFF	[331-8318]	17
Speakers	Internal Dell Business Audio Speaker	INTSPK	[318-0319]	18
Power Supplies	OptiPlex 3010 Small Form Factor w/ up to 90% Efficient PSU	SFFPSE	[330-7422] [331-8144] [318-2353]	20
Documentation	Documentation English and French	DOCENF	[330-1711] [340-ABSZ]	21

Productivity Software	No Productivity Software	NOPSW	[421-3872]	22
Energy Efficiency Options	No ESTAR Settings	NOESTAR	[331-8325]	25
Resource DVD	No Resource DVD	NORDVD	[313-3673]	27
Hardware Support Services	4 Year Basic Hardware Service with 4 Year NBD Limited Onsite Service After Remote Diagnosis	U4OS	[939-6538] [936-2417] [937-2243] [991-2878] [939-6748]	29
Setup and Features Information Tech Sheet	No Tech Sheet	NOTSH	[310-9444]	40
Ship Packaging Options	Shipping Material for System, Small Form Factor	SFFSHIP	[331-1270]	41

TOTAL: \$643.38

Sub-total \$643.38

Shipping & Handling \$0.00

Tax -

Total Price -

In the event that you are subject to a tax holiday, you will not be charged tax.

Thanks for shopping on the Dell Online Store and for using our E-Quote service. We hope you find it useful in making your purchase and will continue to think of Dell.com for all of your computing needs.

Sincerely,
Dell Online Sales