

**Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, December 5, 2011  
Nelson Hall East, Room 120  
4:00 p.m.  
Agenda #6**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #6 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #5 dated November 7, 2011 -- Action Item
- VI. Old Business
  - A. Request from the Women's Resource Center (WRC) for approval to spend an amount not to exceed \$1,400.00 from the WRC's Women's Herstory Month line-item and to expend funding in conjunction with a potential grant from the Activities Coordinating Board/ MultiCultural Center (ACB/MCC) Allocation Board to pay for costs associated with hosting Angela Davis as a speaker for Women's Herstory Month– Action Item  
The WRC is requesting to spend all funds allocated in the Women's Herstory Month line-item to host Angela Davis as a speaker for Women's Herstory Month. The funds would be included with potential funding from a Diversity and Inclusion Grant (\$2,400.00), MultiCultural Center (\$500.00), Department of Social Work (\$500.00), Department of Critical Race and Gender Studies (\$500.00), Fundraising (\$1,100.00) and a Clubs and Activities Small Grant (\$1,000.00).
  - B. Request from the Associated Students Government from Capital Purchases Reserve for funds in an amount not to exceed \$1,245.00 for the purchase of one new Dell OptiPlex 960 Computer – Action Item  
The Hewlett Packard computer that the Council Assistant used was nine years old and began to stop functioning in the third week on November. The Dell computer will replace the Hewlett Packard and should last a minimum of five years.
  - C. 2012-13 AS Budget Timeline – Action Item  
Review and Approval of the 2012-13 AS Budget Timeline.
  - D. 2012-13 AS Application Materials – Action Item  
Review and Approval of the 2012-13 AS Budget Application Materials
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Monday, November 7, 2011  
Nelson Hall East, Room 120  
Minutes #5

*DRAFT*

**Call to Order**

Rachel Brownell called the Board of Finance meeting to order at 4:02 p.m. Monday November 7, 2011 in the Nelson Hall East 120.

**Roll Call**

Members Present: Rachel Brownell, Bryan Kelly, Paul Yzaguirre (late excused), Stefan Kreid, Marshall Hendricks

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: KREID/KELLY move to approve Agenda #5 APPROVED

**Chair's Report**

Brownell reported that there are many items on the agenda today and requested an orderly meeting.

**Approval of the Minutes**

MOTION: KREID/KELLY move to approve the Board of Finance Minutes #4 dated October 24, 2011 APPROVED

**Old Business**

- A. Request from the Humboldt Film Festival from the Humboldt Film Festival Trust Account in an amount not to exceed \$250.00 for the costs associated with a cash award for the film *Fading Away* – Action Item  
The Humboldt Film Festival was unable to contact the film maker of *Fading Away*, winner of the “Best Narrative,” after the Spring 2011 Film Festival. The Film Festival was contacted by the film maker in the fall and would now like to send the award.

MOTION: KREID/KELLY move to approve the request from the Humboldt Film Festival from the Humboldt Film Festival Trust Account in an amount not to exceed \$250.00 for the costs associated with a cash award for the film *Fading Away* APPROVED

Debra Reyerson, Budget Director for the Humboldt Film Festival, and Brittany White, a co-director for the Humboldt Film Festival, were present on behalf of the request. Reyerson stated that the film, *Fading Away*, was submitted by a University in Germany and the Film Festival was unable to contact the producer of the film directly. The producer of the film contacted the Film Festival during the



summer to inquire about the reward. Tyson reviewed the policy regarding expenditures from Trust Accounts. Kelly asked for information the Humboldt Film Festival's fundraising for 2011-12. Reyerson responded that the group has fundraised \$450.00 for the year. Reyerson also noted that income is no longer realized from student admission because the program has moved on campus. Kelly asked how much the Film Festival would charge this year. Reyerson responded that students will be admitted for free and community members may purchase tickets for \$5.00 a day or a pass for the week for \$15.00. Most likely, the Film Festival will be submitting a revised budget to the Board of Finance.

- B. Request from the MultiCultural Center (MCC) from Unallocated in an amount not to exceed \$436.00 for the costs associated with purchase of a double-side white board on wheels – Action Item

The MCC would like to purchase a white board with wheels for placement in the MCC Conference Room. The White Board would be utilized by the MCC, The Women's Resource Center and various clubs.

MOTION: HENDRICKS/KELLY move to approve the request from the MCC from Unallocated in an amount not to exceed \$436.00 for the costs associated with purchase of a double-side white board on wheels APPROVED

Marylyn Paik Nicely, Director of the MultiCultural Center, was present on behalf of the request. Paik Nicely explained that the previous white board that the MCC owned was broken when taken outside of the building approximately two years ago. Paik Nicely noted that this white board will not be allowed outside and must stay inside the MCC Conference Room. The Board of Finance discussed if there were less expensive alternatives to purchasing the white board, but it was determined that there were no less expensive options.

*Yzaguirre arrived at the meeting at 4:18 p.m.*

- C. Request from the MCC for permission to spend \$128.04 from the MCC Supplies and Services Budget Line Item for the purchase of two folding tables– Action Item  
The MCC would like to purchase two folding tables for the MCC Conference Room and this item was not included in the 2011-12 budget request.

MOTION: KREID/HENDRICKS move to approve the request from the MCC for permission to spend \$128.04 from the MCC Supplies and Services Budget Line Item for the purchase of two folding tables APPROVED

Paik Nicely explained that the folding tables would allow for more room to be used in the conference room as they could be stored while not in use. Kelly asked Paik Nicely if it would be possible to include the request in the 2012-13 budget request. Paik Nicely responded that there are enough funds allocated in the Supplies and Services line item of the MCC 2011-12 budget, but that the request for folding tables was not included in the 2011-12 budget request.

- D. Request from the MCC for permission to spend \$134.48 from the MCC Supplies and Services Budget Line Item for the purchase of four recycling bins– Action Item  
The MCC would like to purchase four stackable recycling bins for use inside House 55 and this item was not included in the 2011-12 budget request.



MOTION: KREID/YZAGUIRRE move to approve the request from the MCC for permission to spend \$134.48 from the MCC Supplies and Services Budget Line Item for the purchase of four recycling bins APPROVED

Paik Nicely explained that the recycling bins used prior were confusing and students were throwing trash in recycling. Paik Nicely removed the former bins and would like to order stackable bins that would be clearly labeled.

- E. Request from the MCC for permission to spend \$1,000.00 of Work Study line item wages for the position of African American Community Outreach Coordinator and to reallocate the wages for the African American Community Outreach Coordinator to unrestricted Hourly Wages – Action Item

The student employed as the African American Community Outreach Coordinator has received a work-study award. The MCC would like to pay the student from the Work-Study line item to conserve funding in the Hourly Wages line item.

MOTION: KREID/YZAGUIRRE move to approve the request from the MCC for permission to spend \$1,000.00 of Work Study line item wages for the position of African American Community Outreach Coordinator and to reallocate the wages for the African American Community Outreach Coordinator to unrestricted Hourly Wages APPROVED

Paik Nicely explained that the student who is currently in the position African American Community Outreach Coordinator has received a work study allocation from Financial Aid. Kreid asked if the MCC would be hiring more students with hourly wages or would continue to employ their current students. Paik Nicely explained that they would use the money to pay wages for currently employed students.

- F. Request from the MCC for permission to spend \$1,316.00 of Work Study line item wages for one of the positions of Social Justice Summit Coordinator and to reallocate the wages of the Social Justice Summit Coordinator to unrestricted Hourly Wages – Action Item  
One of the student employed as a Social Justice Summit Coordinator has received a work-study award. The MCC would like to pay the student from the Work-Study line item to conserve funding in the Hourly Wages line item.

MOTION: KREID/YZAGUIRRE move to approve the request from the MCC for permission to spend \$1,316.00 of Work Study line item wages for one of the positions of Social Justice Summit Coordinator and to reallocate the wages of the Social Justice Summit Coordinator to unrestricted Hourly Wages APPROVED

Paik Nicely explained that this Old Business Item F is similar to Old Business Item G and that the one of the students employed as the Social Justice Summit Coordinator has received a work study allocation from Financial Aid. Paik Nicely noted that the student has already been paid hourly wages of \$184.00 and that the remaining \$1,316.00 will be paid through work study wages.

- G. Request from the MCC to suspend Associated Students 2011- 12 Budget Language #1 to split an Assistant Director stipend, in an amount of \$500.00, between two employees for the position of Q-Fest Coordinator – Action Item



The MultiCultural Center would like to share the position of Q-Fest Coordinator between two students. Each student would receive a total of \$250.00. The total allocation for this position is \$500.00

MOTION: KREID/YZAGUIRRE move to approve the request from the MCC to suspend Associated Students 2011- 12 Budget Language #1 to split an Assistant Director stipend, in an amount of \$500.00, between two employees for the position of Q-Fest Coordinator  
APPROVED

Paik Nicely explained that one hourly employee has been putting an extended amount of effort into the Q-Fest. Paik Nicely has approached both students working on the Q-Fest to discuss the idea of splitting the funding allocated to the position between both of them; and both of the student employees agreed to the idea. Kelly requested that if a similar situation arises that the request comes before the Board of Finance earlier—as the Q-Fest started today.

H. Request from Associated Students Government from Unallocated in an amount not to exceed \$800.00 for the costs associated with the cleaning, maintenance and shipping of the Campus Mascot – Action Item

The Campus Mascot was purchased in September of 2010 and will be scheduled for routine cleaning and maintenance with the manufacturer at the end of the Academic Year.

MOTION: KREID/KELLY move to approve the request from Associated Students Government from Unallocated in an amount not to exceed \$800.00 for the costs associated with the cleaning, maintenance and shipping of the Campus Mascot  
APPROVED

Kelly stated that the Associated Students purchased the mascot in Fall Semester 2010 and that the mascot will need to be serviced at the end of the academic year. Kelly stated that the estimate from the manufacturer for cleaning would be \$400.00 and that shipping the costume would be approximately \$400.00. Hendricks asked if the costume has been cleaned yet. Christensen noted that the costume has been spot cleaned but has not been sent in for a major cleaning yet.

I. 2012-13 AS Budget Timeline and Application Materials – Information Item

The Associated Students Board of Finance will review draft materials to be used for the 2012-13 Budget process and suggest changes. The AS Budget Timeline and Application Materials will appear as an agenda item on the December 5, 2011 Board of Finance Agenda for review and approval.

Tyson also went over the proposed memo to the programs and application materials that will be sent out to the programs. The applications materials will include a budget draft grid, budget justifications, and a general narrative. Tyson described the timeline to the Board and explained the importance of the Board of Finance committing to the timeline once approved. This is the timeline that will be communicated to the AS Programs in the budget application materials. Tyson went over the budget process in detail and answered questions about the process. This document will be an action item at the next Board of Finance meeting. Tyson also noted that if the Board of Finance were interested in adjusting the amounts allocated for director positions they would need to give notice to Tyson so that she could prepare an analysis on what the cost would be. It was also noted that the amounts for director positions were increased for this year.

### **Announcements**

There were no announcements.

**Adjournment**

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

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

A handwritten signature in dark ink, appearing to read 'Rachel Brownell', written over a horizontal line.

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



# Memo

**To:** Associated Students Board of Finance  
**From:** Jahnna Morehouse, Fiscal Coordinator, Women's Resource Center  
**CC:** Joan Tyson, AS General Manager  
**Date:** 11/28/2011  
**Re:** Women's Herstory Month Funding



The Womyn's Resource Center (WRC) is requesting to use \$1,400 from our Women's Herstory Month fund to assist in bringing Angela Davis to campus in March 2012. Usually during the month of March we host a series of events that highlight historical women who possibly have been forgotten within the mainstream, and/or promote a reclaiming of our ability as women and as all people to rely on alternative sources (as opposed to major corporations) for things like menstrual care, hygiene products, and sexual enhancements like toys/aphrodisiacs/etc. But this year we wish to have one major event that would require the use of all the funds at once, and this event would be the return of Angela Davis to our Campus.

Although Angela Davis has been to HSU before (in 2006) there are many new students on campus who were not here to see her speak, including myself. The WRC feels that Davis's call to begin envisioning alternatives to mass-incarceration is crucial for our campus and larger community to hear and it will hopefully encourage more people to begin engaging in discussions around prison abolition and related topics. Davis discusses issues relating to the prison system and connects these to larger systems of power, privilege, and oppression within society. She makes connections that enable people from all walks of life to feel that their cause is connected to the movement to abolish the current, and now international, system of mass-incarceration that began in the United States. It is this structure, made up of several industries ranging from architecture to soap distribution companies, that makes up the Prison Industrial Complex (PIC) and Davis untangles this complicated institution in a more accessible manner than many other scholars also currently doing work on the PIC.

We are requesting to use the full \$1,400 from the Women's Herstory Month line item to assist in bringing Davis to campus, which is over \$500. Bringing Angela Davis is going to cost several thousand dollars so there is no chance of this event taking place without the head start from the Women's Herstory Month fund, so we must request the use of the full \$1,400 before the planning of this event can go farther. a substantial amount of alternative fundraising will also be taking place, and conjoining this revenue with the full Women's Herstory Month funding is a necessary step in making this powerful event take place on our campus.



### **Anticipated Expenditures**

Honorarium: \$6,500

Flight: \$500

Lodging: \$162

Facility Rental: \$175

Decorations: \$63

### **Anticipated Revenue**

Diversity and Inclusion Grant: \$2,400

Women's Herstory Funding: \$1,400

Multi-Cultural Center: \$500

Social Work Department: \$500

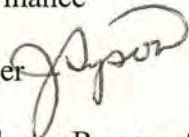
CRGS Department: \$500

Clubs and Activities Small Grant: \$1,000

Fundraising: \$1,100



November 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 one desktop computer

The Associated Students Government is requesting funds for the purchase of one Dell Desktop OptiPlex 960 PCs. This computer replaced the Hewlett Packard (HP) that the AS Council Assistant used.

The Hewlett Packard became no longer useable in the third week of November, 2011 and was no longer able to run software programs needed for the Council Assistant to complete work including the Microsoft Office Suite (Word, Excel, PowerPoint). The Hewlett Packard was originally purchased in 2002 and has been used for nine years. The computer is unable to receive additional memory or software upgrades to improve its performance. Any parts from the Hewlett Packard (monitor, keyboard, mouse) will be offered to AS Programs that may need them.

AS consulted with AIS to find a computer that would provide the same platform as the existing Dell Computers that were installed in Spring, 2011. The Dell computer 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 computer is attached.

Thank you for your consideration of this "after the occurrence" proposal.



## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Associated Students Government  
CONTACT PERSON: Joan Tyson, AS General Manager  
Phone: (707) 826-3771  
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>\$1,245.00</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>\$ 1,245.00</u></b>

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

1	<u>One Dell OptiPlex 960 Computer</u>	<u>\$1,245.00</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 Expenditures:</u></b>		<b><u>\$ 1,245.00</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

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:** One Dell OptiPlex 960 Computer \$1,244.51

**Explanation:**

Dell OptiPlex Computer	\$1,150.00
Sales Tax	\$82.51
California State Environmental Fee	\$12.00

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

**Explanation:**

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

**Explanation:**

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

**Explanation:**

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

**Explanation:**

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

**Explanation:**

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**DELL****QUOTATION****QUOTE #: 581231946****Customer #: 109589669****Contract #: WN99ABZ****Customer Agreement #: WSCA- B27160****Quote Date: 4/13/11****Date: 4/13/11 2:49:44 PM****Customer Name: HUMBOLDT STATE UNIV**

<b>TOTAL QUOTE AMOUNT:</b>	<b>\$1,244.51</b>		
<b>Product Subtotal:</b>	<b>\$1,150.00</b>		
<b>Tax:</b>	<b>\$82.51</b>		
<b>State Environmental Fee:</b>	<b>\$12.00</b>		
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>		
<b>Shipping Method:</b>	<b>Ground</b>	<b>Total Number of System Groups:</b>	<b>1</b>

<b>GROUP: 1</b>	<b>QUANTITY: 1</b>	<b>SYSTEM PRICE: \$1,137.00</b>	<b>GROUP TOTAL: \$1,137.00</b>
<b>Base Unit:</b>		OptiPlex 990 Small Form Factor EPA (225-0461)	
<b>Processor:</b>		Core i7-2600, 3.4GHz, 8M, VT-x, 95W, Optiplex 990 (317-6591)	
<b>Memory:</b>		4GB,Non-ECC,1333MHz DDR3,2X2GB,Dell OptiPlex 990 (317-6987)	
<b>Keyboard:</b>		Dell QuietKey Keyboard, No Hot Keys, No Palmrest, English, OptiPlex (330-1989)	
<b>Monitor:</b>		Dell Professional 1909W,Widescreen,19in Viewable Image Size,VGA/ DVI,OptiPlex,Precision and Latitude (320-2261)	
<b>Video Card:</b>		512MB AMD RADEON HD 6350 Graphics Dual DVI and TV Out, LP,OptiPlex (320-1875)	
<b>Hard Drive:</b>		250GB 2.5, SATA 3.0Gb/s and 16MB Data Burst Cache,Dell OptiPlex 990 Small Form Factor/Desktop (342-2465)	
<b>Operating System:</b>		Vista Home Basic Service Pack 2,with Media,32 Bit,English,Dell OptiPlex (421-4457)	
<b>Operating System:</b>		You have chosen a Vista Basic System (310-8643)	
<b>Mouse:</b>		Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)	
<b>TBU:</b>		Intel vPro Technology Enabled, Dell OptiPlex 990 (331-1134)	
<b>CD-ROM or DVD-ROM Drive:</b>		8X DVD+/-RW,Slimline,Data Only,OptiPlex 790/990 Small Form Factor (318-0620)	
<b>CD-ROM or DVD-ROM Drive:</b>		Roxio Creator Starter,No Media,Dell OptiPlex, Latitude and Precision Workstation (421-4539)	
<b>CD-ROM or DVD-ROM Drive:</b>		Cyberlink Power DVD 9.5,No Media, Dell OptiPlex,Precision and Latitude (421-4653)	
<b>Sound Card:</b>		Heat Sink, Performance/Mainstream, Dell OptiPlex Small Form Factor (331-1198)	
<b>Speakers:</b>		No Speaker, OptiPlex (313-4825)	
<b>Cable:</b>		OptiPlex 990 Small Form Factor Up to 90 Percent Efficient Power Supply (331-1983)	
<b>Cable:</b>		Dell Data Protection Access,OptiPlex (421-5078)	
<b>Cable:</b>		Enable Low Power Mode for EUP Compliance,Dell OptiPlex (330-7422)	
<b>Cable:</b>		Regulatory label, Mexico, for OptiPlex 990 Small Form Factor (331-2483)	
<b>Documentation Diskette:</b>		Documentation,English,Dell OptiPlex (331-2030)	
<b>Documentation Diskette:</b>		Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)	
<b>Bundled Software:</b>		No Productivity Software,Dell OptiPlex,Precision and Latitude (421-3872)	
<b>Controller Option:</b>		No RAID, Dell OptiPlex (341-8036)	
<b>Factory Installed Software:</b>		No Dell Energy Smart Power Management Settings,OptiPlex (467-3564)	
<b>Feature</b>		No Resource DVD for Dell Optiplex, Latitude, Precision (313-3673)	
		Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis 2	



Service:	Year Extended (938-5152)
Service:	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis Initial Year (951-4670)
Service:	Dell Limited Hardware Warranty Plus Service Extended Year(s) (935-2098)
Service:	Dell Limited Hardware Warranty Plus Service Initial Year (929-6267)
Misc:	Chassis Intrusion Switch,Optiplex 990 SFF (317-6625)
Misc:	Shipping Material for System,Small Form Factor,Dell OptiPlex 990 (331-1270)
Misc:	Dell Professional 1909W,Widescreen,19in Viewable Image Size,VGA/ DVI,OptiPlex,Precision and Latitude (320-2261)
Misc:	No Quick Reference Guide,Dell OptiPlex (310-9444)
	Core i7 vPro Sticker (331-1563)

SOFTWARE & ACCESSORIES			
Product	Quantity	Unit Price	Total
AX510 black Sound Bar for UltraSharp Flat Panel DisplaysDell Optiplex/Precision/Latitude,Customer In (313-6412)	1	\$25.00	\$25.00
Number of S & A Items: 1		S&A Total Amount: \$25.00	

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](http://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](http://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](http://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](http://www.dell.com/partner). If your order includes services, visit [www.dell.com/servicecontracts](http://www.dell.com/servicecontracts) for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit [www.dell.com/assetrecovery](http://www.dell.com/assetrecovery).



**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY  
2012-2013 BUDGET PROCESS TIME LINE**

Week of Dec. 5, 2011	Budget request forms distributed to Associated Students (AS) programs.
Tuesday, January 17, 2012	Instruction begins.
Wednesday, February 8 NOON	Budget requests due into the A.S. General Manager's Office and distributed to Board of Finance for review.
Week of February 13	Budget hearing schedule sent out.
Saturday, February 25	Board of Finance conducts budget hearings. The purpose of the hearings is to critically analyze the budget requests and provide the Board of Finance an opportunity to ask specific questions. Programs will not be called in if Board of Finance has no questions. <b>These are not program presentations.</b>
Monday, March 5	Council receives the budget. Programs also receive recommended budget. Council will be ready for discussion and action on Monday, April 2.
March 12 - March 16	Spring Break
Monday, March 26	AS 2012-2013 Recommended Budget Discussion
Wednesday, March 28	Deadline to contact the General Manager's Office if program(s) choose to appeal the Board of Finance budget recommendation.
Monday, April 2	Council approves budget <b>or</b> ASC will select the programs (if any) to appear at the next meeting to answer questions.
Monday, April 2	Any program appealing their recommended budget allocation are required to appear before Council to answer questions. The ASC will hear from all programs before actual budget discussion occurs. Depending on available time and if ASC is calling in any programs, the A.S. budget may be completed at this meeting or at the next Council meeting on Monday, April 9.
April 2 or April 9	The A.S. President receives the balanced budget for approval. If line-item vetoes occur, the budget comes back to the ASC for vote.
April 17, 18 & 19	Associated Students General Elections (dates pending ASC approval)
Prior to May 1	The University President receives and reviews the Associated Students budget according to Executive Order 369.



December 5, 2011

TO: 2012-2013 Associated Students (AS) Budget Applicants

FROM: Rachel Brownell, Chair, Board of Finance  
Members of the Board of Finance

RE: 2012-2013 AS Budget Request

Attached are instructions and forms to complete a budget request for 2012-2013 Associated Students funds. All applications must be completed and returned to the Associated Students General Manager's Office no later than NOON on Wednesday, February 8, 2012. Please submit eight typed copies of your application.

ALL APPLICATIONS MUST BE TYPED. HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED. APPLICATION MATERIALS ARE ALSO AVAILABLE ON OUR AS WEBSITE at <http://humboldt.edu/associatedstudents/services/as-business-services>

The Associated Students budget is based on the number of fee-paying students. At this time we are anticipating the number of students attending HSU in 2012-2013 to be approximately the same as in 2011-2012. Keep these parameters in mind and incorporate the applicable "Important Notes" listed below as you develop your request.

***Important Notes:***

1. We have completed the first column of the budget draft grid. You will need to complete the "Other" column for 2011-2012. You will also need to complete the proposed budget columns for 2012-2013. The "Other" column should include support by other campus department's funds (that is, salaries, supplies, telephone) and also include program fundraising. It is very important you include this "Other" information.
2. AS Budget Justifications: Please provide a detailed description for each line-item included in the revenue and expenditures column of the Proposed Budget 2012-2013. Please follow format provided in this packet.
3. Hourly wages: Programs paying wages for tasks such as office coordinator, project manager, groundskeeper, compost labor, gardener, gym supervisor, lifeguard, and/or clerical assistants shall include a brief position description in the hourly wages budget justification. Also included shall be the projected number of hours of work per week in the Fall and Spring, rate of pay and total per year.



4. Director's position descriptions: Provide a brief description for each director position requested in your budget. Descriptions should include the general duties and responsibilities required of each position. Descriptions should not exceed 4-5 sentences and/or 75 words. Director positions are intended for students to serve in leadership roles within an AS Program. Please follow the format provided in this packet.
5. For director positions, annual amounts are as follow. These are per year amounts, payable half each semester. The same person cannot receive payment for more than one director position within each program without prior approval of the Board of Finance.

Example:

1. Program Director                      \$2,000 (\$1,000 per semester)  
A program director is generally the student that has overall administrative responsibility for a program. A program director usually works 8-9 hours a week during the academic year.
2. Co-Director                              \$1,500 (\$750 per semester)  
Co-Director's generally share the oversight of a program based on a description of duties. A co-director generally works 6-7 hours a week during the academic year.
3. Assistant Director                      \$1,000 (\$500 per semester)  
Assistant Director's support the director and/or the co-director with the program's administration. An assistant director generally works 4-5 hours a week during the academic year.

6. Programs that include any wages (excluding work study wages) must include five percent (5%) of the total wages to pay for Unemployment Insurance and eight percent (8%) for Worker's Compensation. For example, if you are requesting a total of \$3,000 in wages, you would budget eight percent (8%) for Worker's Compensation and five percent (5%) for Unemployment Insurance.

Example:

Wages	\$3,000
Worker's Compensation	\$240 (8%)
Unemployment Insurance	\$150 (5%)

7. All Programs that include hourly wages will need to factor in the minimum wage requirements. The minimum wage is \$8.00 per hour.
8. If you are going to be requesting any new paid positions, please talk to Joan Tyson, Associated Students General Manager by Wednesday, February 1. This could avoid any unnecessary delays and/or questions in processing your request.
9. The Federal Work Study match amount continues to be twenty-five percent (25%) of total hourly wages paid.



10. General Narrative section: Complete the General Narrative section included in the budget application materials. Some of the questions have changed from previous years, so please be sure to follow the current format.

Programs requesting funds may be invited to a Board of Finance meeting to answer specific questions about their budget requests on Saturday, February 25, 2012. If the Board of Finance does not have any questions for you, you will not need to attend. Please mark your calendar now! Your Budget Administrator or other designated person(s) will be requested to attend at a specific time. The purpose of your attendance will be to provide the Board of Finance with any further clarification necessary before making a recommendation to the AS Council on a proposed budget allocation for your program. You will be notified of the exact time of your hearing at a later date.

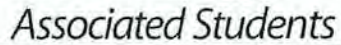
The Board of Finance will present a recommended budget to the AS Council on Monday, March 5. Programs will also receive a copy of the recommendation at that time. AS Council will be prepared to discuss the AS Recommended Budget on Monday, April 2. If for some reason a program decides to appeal the Board of Finance's budget recommendation you will be required to attend the Monday, April 2, AS Council meeting to present your appeal. If any additional questions remain unanswered AS Council may request a program attend their Monday, April 9 meeting.

If you need assistance completing this application, preparing your budget, or have questions about the process, please do not hesitate to contact Joan Tyson or myself.

Please submit eight copies in the following order:

1. Budget Draft Grid with boxes
2. Budget Justifications
3. Stipend Descriptions
4. General Narrative

Thank you.

Name of Program: A.S. Government

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0	0	0
0		0

**\*\*Provide a detailed budget justification for each line-item included in the 2012-2013 A.S. column on the attached Budget Justification pages.**



## 2012-2013 AS BUDGET JUSTIFICATIONS

IMPORTANT: Please provide a detailed description for each line-item included in the A.S.\*\* revenue and expenditures column of the Proposed Budget 2012-2013. Include how you arrived at specific line item figures. For example, Supplies should include a list of supplies requested and details of cost. Program publications should include cost of printing each publication requested. **The Board of Finance wants complete numerical detail on how you arrived at the number within each line-item--not just how you intend to spend it.**

Line-item: \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:*

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Line-item: \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:*

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Line-item: \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:*

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Line-item: \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:*

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## ***2012-2013 DIRECTOR DESCRIPTIONS***

Please provide a brief job description for each director, co-director and/or assistant director position requested in your budget. Descriptions should include the general duties and responsibilities required of each position. Descriptions should not exceed 4-5 sentences and/or 75 words. Directors are intended for students serving in leadership roles within AS Programs. **IMPORTANT: PAY CLOSE ATTENTION TO DIRECTOR BUDGET LANGUAGE REGARDING THESE POSITIONS IN MEMO ON PAGE 2.**

**Position Title:** \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Title:** \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Title:** \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Title:** \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



1. **GENERAL NARRATIVE** - Per the Associated Students Code, A.S. Council shall allocate Associated Students fees in accordance with their Mission Statement (see attached). To enable them to perform this task as effectively as possible, please provide the following information.

- a. Brief history of the program.
- b. What is the mission of your program?
- c. How does the mission of your program match the mission of the AS?

2. **PROGRAM GOALS**

- a. What are your goals for 2012-2013 and how do you plan to reach them in terms of program activities?
- b. Current year (2011-2012) goals and activities - review last year's proposal, did you reach your stated objectives?

Were they successful? Why?

If not, what unusual or unexpected circumstances occurred?

3. **PARTICIPATION:**

Review your **2010-2011** program records and provide a list of programs, services, or activities offered which indicates student response. The list should minimally include a breakdown of the name of the program/service/activity, numbers of students participating or served, (i.e. Student Access Gallery; list of programs and number in attendance: CCAT; list of events and number of persons involved: Women's Center; list of programs and number in attendance: Club and Program Support; number of student benefiting from club travel funds: AS Presents; list of programs and number in attendance) and any other information that indicates student involvement and satisfaction.

**Please note:** We are interested in 2010-2011 figures so we can evaluate an entire year of information.

4. **SIGNIFICANT PROGRAM CHANGES:** Highlight significant changes in this year's program activities from last year's program.

5. **PRIORITIES:**

- a. What area of your budget is the greatest priority for funding and give supporting reasons?
- b. What areas of your budget have you identified to be the lowest priority should we be unable to provide the total funding you have requested.
- c. Describe the impact on your organization should you not receive Associated Students funds, or if the amount granted is provided at a reduced level.
- d. Indicate all alternative methods of funding that your organization will seek for 2012-2013.

*Please note:* we are also interested if your program receives any other HSU departmental funds, and if so, for what types of expenditures (i.e. salaries, supplies, telephones). Be sure to list these amounts on the budget grid in the Proposed Budget "Other" column as requested.

6. If your 2012-2013 budget request is higher than the current year (e.g. requested an increase in a line-item and/or overall allocation) please highlight and explain.

Name of AS Program: \_\_\_\_\_

\_\_\_\_\_  
Budget Administrator Name Signature

\_\_\_\_\_  
Program Advisor Name Signature

\_\_\_\_\_  
Budget Administrator phone number E-mail



# **ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY**

## **MISSION STATEMENT**

The Associated Students of Humboldt State University is a recognized non-profit corporation and an auxiliary of Humboldt State University. The specific purpose of this corporation is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; foster awareness of these opinions both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus community; and stimulate the educational, social, physical, and cultural well-being of the University community. (2/01)

The Associated Students' services and programs shall be established for the purpose of providing essential activities closely related to, but not normally included as a part of the institutional educational program. (2/01)