

Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, February 2, 2015  
Nelson Hall East, Room 120  
3:00 p.m.  
Agenda #6

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #6– **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 #5 dated December 3, 2014 – **Action Item**

- VII. Old Business

- A. Request from the MultiCultural Center (MCC) from Unallocated in an amount not to exceed \$455 for the purchase of a Fujitsu ScanSnap iX500 Scanner – **Action Item**  
The scanner will be used to limit the amount of paper copies made of financial records and grant documents and to allow for easier transfer of grant information to clubs and organizations.
- B. Request from the Associated Students Government from Unallocated in an amount not to exceed \$2,655 for costs associated with the purchase of 700 Academic Planners – **Action Item**  
The Associated Students Government would provide 700 free personalized planners for students in the 2015-16 academic year. The planners would include information Associated Students Programs, events and resources for HSU students.
- C. Review of 2015-16 AS Budget Timeline – Information Item  
Tyson will review the approved 2015-16 AS Budget Timeline with the Board of Finance.

- VIII. Announcements

- IX. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Wednesday, December 3, 2014  
Nelson Hall East, 120  
Minutes #5

**Call to Order**

Jerry Dinzes, AS President, called the Board of Finance meeting to order at 9:30 a.m. on Wednesday, December 3, 2014 in Nelson Hall East 120.

**Roll Call**

Members Present: Jerry Dinzes, Thomas Kupelian, Taylor Mitchell

Members Absent: Ana Cortes

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: MITCHELL/KUPELIAN move to approve Agenda #5 dated December 3, 2014  
APPROVED

**Chair's Report**

Dinzes will chair in Cortes' absence.

**Public Comment**

There was no Public Comment

**Approval of the Minutes**

MOTION: KUPELIAN/MITCHELL move to approve the Board of Finance Minutes #4 dated November 12, 2014  
APPROVED

**Old Business**

- A. 2015-16 AS Budget Timeline – **Action Item**  
Review and Approval of the 2015-16 AS Budget Timeline.

Tyson reviewed the AS Budget Timeline with the Board of Finance. Tyson noted that Saturday, February 28 is the date of the Board of Finance budget hearings. Tyson stated that if the AS Council changes their meeting time the dates on the timeline will be adjusted accordingly.

*There was no Public Comment.*

MOTION: MITCHELL/KUPELIAN move to approve the 2015-16 AS Budget Timeline  
APPROVED

Dinzes asked if any changes to the timeline had been made since the last meeting. Tyson noted that the date that budget request forms are distributed to programs has been moved to Wednesday, January 7.

B. 2015-16 AS Budget Application Materials – **Action Item**  
Review and Approval of the 2015-16 AS Budget Application Materials.

Tyson reviewed the 2015-16 AS Budget Application Materials in detail. The AS Programs will receive the Budget Application Materials in early January 2015. The packet will include a memo that outlines important notes for programs to keep in mind as they prepare their budget, a budget grid, director descriptions, budget justifications, a budget narrative and a copy of the AS Mission. Tyson noted that the application materials include an assumption of a \$10 per hour wage for students.

MOTION: KUPELIAN/MITCHELL move to approve the 2015-16 AS Budget Application Materials  
APPROVED

Announcements

There were no announcements.

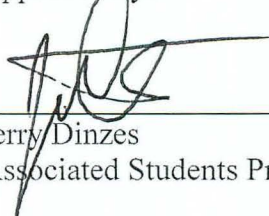
Adjournment

Dinzes adjourned the meeting at 9:42 a.m. without objection.

Recorded by:

Rob Christensen  
A.S. Council Assistant

Approved by:

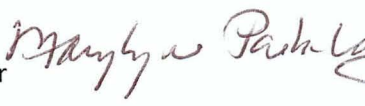
  
\_\_\_\_\_  
Jerry Dinzes  
Associated Students President



**HUMBOLDT STATE UNIVERSITY**

MultiCultural Center

TO: Board of Finance, Associated Students

FROM: Marylyn Paik-Nicely   
HSU MultiCultural Center

RE: Request from Unallocated Funds to Purchase a Scanner

DATE: January 9, 2015

The MultiCultural Center (MCC) is requesting \$420 to purchase a scanner to move away from making paper copies of AS financial records and grant documents. This will allow for easier transfer of AS Program grant information to clubs and organizations and any check request information and documentation that needs to be available to AS. This will also move us away from using paper as a form of documentation and make us more sustainable.

Attached is information about a Fujitsu scanner that has been recommended by our IT support team. At this time there are no additional expenses such as shipping. If other expenses are incurred, the MCC will notify the Board of Finance.

Thank you for your consideration of this important purchase for the MCC.



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## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: MultiCultural Center  
CONTACT PERSON: Marylyn Paik-Nicely, Director  
Phone: ext. 3367  
Email: mkp2

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 420.00</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>\$ 420.00</u></b>

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

1	<u>Purchase Fujitsu Scanner</u>	<u>\$ 420.00</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>\$ 420.00</u></b>

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

**REVIEWED BY:**

Marylyn Paik-Nicely  
CLUB/PROGRAM ADVISOR NAME

Marylyn Paik-Nicely  
SIGNATURE

Amanda Strack  
BUDGET ADMINISTRATOR NAME

A Strack  
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:** Purchase Fujitsu Scanner \$ 420.00

**Explanation:** A scanner will allow us to move away from making paper copies of financial records and grant documentation. This will allow for easier transfer of AS Program grant information to clubs and organizations. The scanner will also move us away from paper and make us more sustainable.

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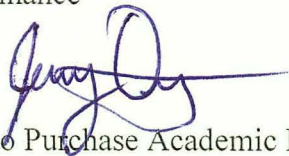
**Line Item:** \_\_\_\_\_

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





January 13, 2015

TO: Associated Students, Board of Finance  
FROM: Jerry Dinzes, A.S. President   
RE: Request for Unallocated Funds to Purchase Academic Planners

The Associated Students Government is requesting funds to provide free 2015-2016 academic planners to approximately 700 students at Humboldt State University during the beginning of the Fall 2015 semester. The funds will cover the cost of printing, designing and shipping the planners before the upcoming academic year. Although the final pricing of the planners has not yet become available we are basing the cost of the purchase on last year's order. If there is a significant difference in costs the Associated Students will order the appropriate amount of planners, or seek additional funding.

In previous years, Associated Students has worked to give these planners to students in an effort to inform students of the role and mission of Associated Students as well as help students keep on track. This year the free academic planners were such a success, most of the planners were given away within the first two weeks of classes.

Thank you for your consideration of this request. If you need to contact me you can do so at [jgd127@humboldt.edu](mailto:jgd127@humboldt.edu) or by phone at (707) 826-5414.





## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: AS Government  
CONTACT PERSON: Jerry Dinzes  
Phone: 707-826-5414  
Email: jgd127@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 2,655.00</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>\$ 2,655.00</u></b>

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

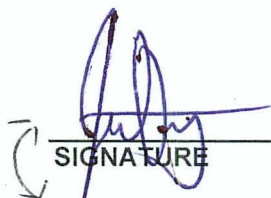
1	<u>Production &amp; Shipping of 700 Academic Planners</u>	<u>\$ 2,450.00</u>
2	<u>California Sales Tax</u>	<u>\$ 202.12</u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b><u>Total Expenditures:</u></b>		<b><u>\$ 2,652.12</u></b>


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

Jerry Dinzes  
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:** Production & Shipping of 700 Academic Planners \$ 2,450.00

**Explanation:** The price per unit of the academic planners is \$3.50 and includes four  
custom pages, an imprinted cover and shipping. 700 x \$3.50 = \$2,450.00

**Line Item:** California Sales Tax \$ 202.12

**Explanation:** Salex tax is calculated at 8.25% of the purchase price.  
\$2,450 X 8.25% = 202.12

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

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

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

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

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

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

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

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

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY**  
**2015-2016 BUDGET PROCESS TIME LINE**

Wednesday, January 7, 2015	Budget request forms distributed to Associated Students (AS) programs
Tuesday, January 20, 2015	Instruction begins.
Wednesday, January 21	A.S. Administrative Vice President & General Manager meet with budget administrators to review materials and answer questions.
Wednesday, February 11 <b>NOON</b>	Budget requests due into the A.S. General Manager's Office and distributed to Board of Finance for review.
Week of February 16	Budget hearing schedule sent out.
Saturday, February 28	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>
Thursday, March 5	Council receives the budget. Programs also receive recommended budget. Council will be ready for discussion and action on Thursday, April 2.
March 16 - March 20	Spring Break
Thursday, March 26	AS 2015-2016 Recommended Budget Discussion
Friday, March 27 <b>NOON</b>	Deadline to contact the General Manager's Office if program(s) choose to appeal the Board of Finance budget recommendation.
Thursday, April 2	Council approves budget <b>or</b> ASC will select the programs (if any) to appear at the next meeting to answer questions.
Thursday, 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 Thursday, April 16.
Thursday, April 16	A.S. Council Meeting
April 21, 22 & 23	Associated Students General Elections
Prior to May 1	The University President receives and reviews the Associated Students Budget according to Executive Order 369.