

**Associated Students Board of Finance
Humboldt State University
Meeting on Wednesday, March 6, 2013
Nelson Hall East, Room 116
6:00 p.m.
Agenda #8**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #8 – 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 #7 dated February 18, 2013 – Action Item
- VII. Old Business
 - A. Request from the Women's Resource Center (WRC) for approval to spend an amount not to exceed \$500 from the WRC's Special Projects: In-House line-item in conjunction with the Finding Resources through Education and Empowerment (F.R.E.E.) Club for costs associated with hosting Delores Huerta as a speaker on March 12, 2013– Action Item WRC Budget Language #3 requires that no In-House project shall result in a cumulative cost of more than \$500 without prior approval of the Board of Finance and requires approval of the Board of Finance when in house funds are allocated for an event that has received a Cultural Programming Grant. The total cost associated with hosting Delores Huerta as a speaker is \$9,000.
 - B. Request from the MultiCultural Center (MCC) from Capital Purchases Reserve in an amount not to exceed \$1,352 for costs associated with purchasing an iMac Computer. This computer would replace the current seven year old Apple Computer which is no longer able to be updated.

C. Request from the MCC for approval to spend an amount not to exceed \$500 from the MCC's Special Projects: In-House line-item in conjunction with the Finding Resources through Education and Empowerment (F.R.E.E.) Club for costs associated with hosting Delores Huerta as a speaker on March 12, 2013– Action Item
MCC Budget Language #12 requires that no In-House project shall result in a cumulative cost of more than \$500 without prior approval of the Board of Finance. MCC Budget Language #13 requires approval of the Board of Finance when in house funds are allocated for an event that has received a Cultural Programming Grant. The total cost associated with hosting Delores Huerta as a speaker is \$9,000.

D. 2013-2014 Recommended Associated Students Budget – Action Item
Review and approval of the 2013-14 Recommended A.S. Budget.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, February 18, 2013
Nelson Hall East, 116
Minutes #7

Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 6:00 p.m. on Monday, February 18, 2013 in the Nelson Hall East 116.

Roll Call

Members Present: Paul Yzaguirre, Ellyn Henderson, Jesse Carpentier, Stefan Kreid, Tony Lapiz (late)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: KREID/HENDERSON move to approve Agenda #7 APPROVED

Chair's Report

Yzaguirre reported that this meeting will include action by the Board of Finance to determine which programs to call in for the AS Budget Hearings on Saturday, March 2, 2013.

Public Comment

There was no Public Comment.

Approval of the Minutes

A. Approval of Minutes #6 dated December 3, 2012 – Action Item

MOTION: HENDERSON/KREID move to approve the Board of Finance Minutes #6 dated December 3, 2012 APPROVED

Old Business

A. Revision of 2012-13 Standing Rules & Meeting Schedule – Action Item
Changes to the Standing Rules & Meeting Schedule reflect a change in meeting time to begin at 6:00 p.m.

MOTION: HENDERSON/KREID move to approve the revision of 2012-13 Standing Rules & Meeting Schedule APPROVED

Christensen noted that the location of meetings would change to Nelson Hall East 116.

- B. Request from the California State Student Association (CSSA) to amend CSSA Budget Language #5 to allow one trip to the State Capitol in the Spring semester for seven students – Action Item
Allowing all seven students on the Lobby Corps to participate in one trip will allow the program to save money. The trip is planned for March 7-8, 2013.

MOTION: HENDERSON/CARPENTIER move to approve the request from CSSA to amend CSSA Budget Language #5 to allow one trip to the State Capitol in the Spring semester for seven students
APPROVED

Yzaguirre noted that the request would amend the 2012-13 CSSA budget language to allow all of Lobby Corps to take one trip to Sacramento vs. two as originally planned.

- C. Determination by the Board of Finance as to which AS Programs will be invited to the Board of Finance meeting to answer specific question about their 2013-14 AS Program Budget Request. Date of Budget Hearings is Saturday, March 2, 2013 – Action Item

MOTION: HENDERSON/KREID move to call in SLAM Festival, Club & Program Support, Humboldt Film Festival, Student Access Gallery & WRRAP to the 2013-14 Budget Hearings on Saturday, March 2, 2013
APPROVED

The members of the Board of Finance received and reviewed each budget application from programs in advance of the meeting. The Board came to a consensus to call in the Arts and Music Festival (SLAM Fest), Club & Program Support, Humboldt Film Festival, Student Access Gallery & WRRAP. The Board will convene at 10:00 am on Saturday, March 2, 2013 in NHE, Room 120.

Lapiz arrived at the meeting at 6:27 p.m.

Announcements

There were no announcements.


Adjournment

Yzaguirre adjourned the meeting at 6:29 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:


Paul Yzaguirre
A.S. Administrative Vice President
Chair Board of Finance

The Women's Resource Center

1 Harpst Street,
Arcata, CA 95521
Phone: 707-826-4216
E-Mail: hsuwomen@humboldt.edu
Web: Humboldt.edu/hsuwomen

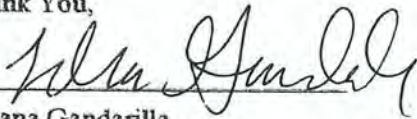
To: Board of Finance Committee
From: Liliana Gandarilla, Fiscal Coordinator
CC: Joan Tyson, Associated Students General Manager
Date: Feb 22, 2013
Re: Special Projects In- House line item

Memo

The club, Finding Resources and Empowerment through Education, in collaboration with several other on-campus clubs and organizations, has been fundraising to host Dolores Huerta on March 12th, 2013. Dolores Huerta has played a major role in the American civil rights movement. She continues to work to develop community leaders and advocate for working poor, immigrants, women and youth.

As an advocate for humans rights and community development, we at the Women's Resource Center feel that this event is in line with our mission statement and would like to allocate \$500 from our Special Projects In- House line item funds to cover any fees that need to be covered provided they meet our budget guidelines.

Thank You,



Liliana Gandarilla
Fiscal Coordinator



Joan Tyson
Program Advisor

Delores Huerta

Expenditures		Expected Income	
Dolores Huerta	\$6,000.00	AS Event Grant	\$2,500.00
airfare	\$1,000.00	Diversity Grant	\$3,500.00
lodging	\$300.00	Office of SA	\$1,100.00 security
security	\$1,100.00	CRGS	\$300.00
Publicity	\$600.00	WRC (AS)	\$500.00 waiting for approval
Total	\$9,000.00	MCC (AS)	\$500.00 waiting for approval
		CPS	\$500.00
		Social Work	\$250.00
		Total	\$9,150.00

MCC MEMO

TO: Board of Finance, HSU Associated Students

FROM: Marylyn Paik-Nicely, HSU MultiCultural Center
Ext. 3367
Email: mkp2@humboldt.edu

RE: Request for Unallocated Funds to Purchase Graphics Computer

DATE: Feb. 21, 2013

The MCC is requesting \$1,351.72 from Unallocated Funds to purchase a new iMac computer to be used for all graphic design work and special projects. Student staff will use this computer to design the MCC's newsletter, The Cultural Times, and special projects such as the Social Justice Summit posters and programs and the California Big Time posters. Student clubs will also use this computer for collaborative projects such as the Lunar New Year Celebration and Black Heritage Month. Mona and our student graphic designer also assist student clubs with designing fliers for events and activities. This new computer will replace the Mac that we have had for years. At this time we are not able to upgrade this computer anymore. It is time for a new Mac that is devoted to students' projects, events and activities. A detailed estimate of the iMac is attached.

We have not explored other funding sources. Here are possible funding sources that we can check into: Student Affairs, Student Life (Student Engagement and Leadership).

Thank you for your consideration of this important purchase for the MCC and all who come to the MCC to create and plan their publicity.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: MultiCultural Center (MCC)
 CONTACT PERSON: Marylyn Paik-Nicely
 Phone: 3367
 Email: mkp2@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 1,351.72</u>
2	<u></u>	<u></u>
3	<u>Apple Store estimate. Please see attached memo about how this purchase will enhance student participation and</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>\$ 1,351.72</u>

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

1	<u>Mac 21.5-inch:3.1 GHz Dual-Core Intel Core i3, AppleCare Protection Plan for iMac and estimated tax included. I</u>	<u>\$ 1,351.72</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 Expenditures:		<u>\$ 1,351.72</u>

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

Mark Straet
BUDGET ADMINISTRATOR NAME

Mark Straet
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: _____ \$ 1,351.72 _____

Explanation: _____
iMac 21.5-inch:3.1 GHz Dual-Core Intel Core i3, AppleCare Protection Plan for iMac and estimated tax included. Please see attached Apple Store estimate. Please see attached memo about how this purchase will enhance student participation and success. _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Apple Store for Education Institution

Proposal 2100456861

Proposer: Toby Walker

Thank you for your proposal dated 09/26/2012. The details we've provided below are based on the terms assigned to account 594355, HUMBOLDT STATE UNIVERSITY.

To access this proposal online, please search by referencing proposal number 2100456861.

Comments from Proposer:
mcc

Part Number	Description	Total Quantity	Unit Price	Total Price
Z0MM1LL/A	iMac 21.5-inch: 3.1GHz Dual-Core Intel Core i3 (Education on 3.1GHz Dual-Core Intel Core i3 AMD Radeon HD 6750M with 256MB GDDR5 memory 8GB 1333MHz DDR3 SDRAM - 2x4GB 250GB Serial ATA Drive (7200 RPM) Apple Mouse Apple Keyboard with Numeric Keypad (English) / User's Guide (English)	1	1,134.00	1,134.00 USD
			Recycle Fee	8.00 USD
S3128LL/A	AppleCare Protection Plan for iMac - Auto-enroll	1	119.00	119.00 USD
			Subtotal	1,261.00 USD
			Estimated Tax	90.72 USD
			Total	1,351.72 USD

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, please click on the Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.



HUMBOLDT STATE UNIVERSITY

MultiCultural Center

MCC MEMO

TO: Board of Finance, HSU Associated Students

FROM: Marylyn Paik-Nicely, HSU MultiCultural Center *Marylyn Paik-Nicely*

RE: Request to Contribute to Dolores Huerta Event on March 12, 2013

DATE: Feb. 21, 2013

The MultiCultural Center (MCC) would like to support the efforts of F.R.E.E. (Finding Resources through Education and Empowerment) in bringing Dolores Huerta to HSU in March by contributing \$500 from the MCC's Special Projects: In-House line-item. This funding will be used to pay for lodging and to contribute to the speaker's fee.

The MCC requests approval to contribute \$500 from our Special Projects: In-House line-item of our AS Budget. Thank you for your consideration of this important campus event.

CC: Amanda Staack
Jennifer Alejo