

**\*\*SPECIAL MEETING\*\***  
Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, February 20, 2017  
Nelson Hall East, Room 118  
9:00 a.m.  
Agenda #8

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda 8 dated Monday, February 20, 2017 – **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. Old Business
  - A. Request from the Unallocated AS Funds of \$850 for a printer by the MultiCultural Center. – **Action Item**

The Board of Finance will review a request from the unallocated AS Funds of \$850.00 for a printer by the MultiCultural Center.
  - B. Request from the Unallocated AS Funds of \$1400 for the Homeless Student Advocate Alliance. – **Action Item**

The Board of Finance will review a request from the unallocated AS Funds of \$1400 for the Homeless Student Alliance Advocate Alliance.
  - C. Request from the Unallocated AS Funds of \$1380 for the HSU Environmental Studies Club. – **Action Item**

The Board of Finance will review a request from the Unallocated AS Funds of \$1380 for the HSU Environmental Studies Club.
  - D. Budget Request From WRC Special Projects In House – **Action Item**

WRC would like to request to use \$2500 of the funding from the line item "Special Projects In-House" to bring Julio Salgado from the group Culturestrike to campus in March.

VII. Announcements

VIII. Adjournment

This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Patric Esh, AS Council Assistant, at [patric.esh@humboldt.edu](mailto:patric.esh@humboldt.edu) or call (707) 826-4221. Please request accommodations at least two weeks prior to the event.



# REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: MultiCultural Center  
CONTACT PERSON: Amanda Staack  
Phone: 826-3365  
Email: aib3@humboldt.edu

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

1	<u>Requested A.S. Unallocated Funds</u>	<u></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>Total Income:</b>	<b><u>\$ 0.00</u></b>

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

1	<u>Printer</u>	<b><u>\$ 850.00</u></b>
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>Total Expenditures:</b>	<b><u>\$ 850.00</u></b>

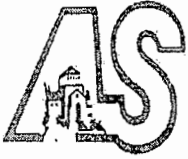
For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:  
Amanda Staack  
CLUB/PROGRAM ADVISOR NAME

Grecia Rojas  
BUDGET ADMINISTRATOR NAME

Amanda Staack  
SIGNATURE

Grecia Rojas  
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:** Printer \$ 850.00

**Explanation:** Printing for all MCC students & HSU students in our printing lab

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**

**Line Item:**

**Explanation:**



## MultiCultural Center

February 13, 2017

Dear AS Funding Board

I hope this letter finds you all in good spirits. The MCC has a computer lab that serves all students on campus. Our printer is over 10-15 years old and is now not working, we have worked with IT in the past, but they no longer work on printers of this age. We do have state funds, but we have exhausted those funds for student programming, this is why we are coming to you. We would like to continue providing printing to students in a safe and friendly environment. Thank you for your consideration and we would appreciate

Thank you,

A handwritten signature in black ink that reads "A. Staack". The signature is written in a cursive style with a large initial "A".

Amanda Staack  
MultiCultural Center  
[Aib3@humboldt.edu](mailto:Aib3@humboldt.edu)  
707-826-3365



**Headquarters**  
 2930 Bond Street  
 Rochester Hills, MI 48309  
**800-233-7344**  
 248-299-1590 Fax

**Western Region**  
 1275 Puerta Del Sol  
 San Clemente, CA 92673  
**800-346-6315**  
 949-498-1770 Fax

**Customer Information:**


John Adorador  
 Humboldt State University  
 1 Harpst Street  
 Arcata, CA 95521  
 United States  
 Tel: 707-826-5284

**Shipping Information:**

John Adorador  
 Humboldt State University  
 1 Harpst Street  
 Arcata, CA 95521  
 United States  
 Tel: 707-826-5284

Quote # : 1000890  
 Date : Feb 10, 2017  
 Account # : HSU

Email Address: john.adorador@humboldt.edu

Line#	Sku	Product Name	Qty	Price	Total
1	 E6B68A	HP LaserJet Enterprise M604dn Printer E6B68A - Toner & Maintenance: No Option0.0 - Input Options: No Option0.0 - Output Options: No Option0.0 - Accessories: No Option0.0	1	623.18	623.18
2	HP-U8CM9E	HP 3Y NBD DMR LASERJET M604 HW SUPP LJ M604 3 YR-NEXT BUS DAY HARDWARE SUPPORT	1	154.12	154.12
<b>Subtotal:</b>					<b>777.30</b>
<b>Tax:</b>					<b>52.97</b>
<b>Shipping &amp; Handling (Standard Shipping):</b>					<b>6.00</b>
<b>Grand Total:</b>					<b>\$836.27</b>
<b>Balance:</b>					<b>\$836.27</b>

Request Quote

**Special Instructions:**

Items in stock. ETA 3-7 business days.  
 Thank you - Chris

Clubs and Activities Office  
and  
Associated Students

# Memo

**To:** Jane Hill, Associated Students General Manager; Gregory Rodriguez, Administrative Vice President

**From:** Chant'e Catt cmc1776@humboldt.edu

**cc:** (Jennifer Maguirejjm64@humboldt.edu)

**Date:** March 15, 2017

**Re:** Request from Homeless Student Alliance Advocate Alliance for AS Unallocated funds

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HSAA is a student club working on solutions that help housing insecure students. HSAA is planning a, "Hoofing It for Housing Equality," March in April. Our goal with this is to raise awareness that HSU students are experiencing challenges with this issue. Our club would also like to celebrate the community and show that we are here and ready to participate in local efforts and policy changes. We intend to have signs that show our love to the community of Arcata and our willingness to grow through adversity. Included is our campus event funding application, we were denied because the march will start on campus, the issue is we will be ending at the Arcata city council which is off campus. The finance details are included in detail on this attachment.

We appreciate your time and considerations on this matter.

May warmth surround you,

Chant'e Catt

*Chant'e Catt*

**Associated Students Event Funding Board**  
**Request & Application for Funding**

*Must be typed. Online application available on the Clubs & Activities Website*

**FOR OFFICE USE**

Date Received: \_\_\_\_\_

Active Club: \_\_\_\_\_

Appointment Day/Time: \_\_\_\_\_

Check all that apply:

Clubs & Activities Grant (up to \$2,200)

Cultural Programming Grant (up to \$3,000)

Name of Club/Organization: Humboldt State University Homeless Student Advocate Alliance

Primary Contact Person: Chante Cat

Phone Number: 310-673-9000 Email Address: luchadorlavender@gmail.com

Club Advisor: Jennifer McGuire

Extension Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Please fill out the following, attach additional pages if necessary:

1. Name of Event: Hoofing It For Housing Equality Estimated Attendance: 35+

Date: 04/27/17 Day of Week: Thursday Time: 1pm Location: HSU and Arcata

Please check box if you have submitted a room reservation.

Please check box if you have started the event application through the Clubs Office

2. Description of Event:

On Thursday, April 27 the HSU HSAA will lead a March from Campus into Arcata starting in the UC quad.

3. What is the purpose of the event?

We would like to call attention to the prevalence of housing insecurity among CSU students and rally support from the Arcata and Humboldt State Community.



4. How will this event benefit other students and the campus community at HSU?

Students suffer from housing insecurity every semester-our club was founded on the desire to help alleviate the detriments homelessness has on a student. This event will inform the campus and Arcata community that support is available for housing insecure students through the HSU HSAA.

5. What kind of publicity, advertising and/or outreach are you planning for this event?

For this event we plan to utilize a variety of media including: fliers, banners, social media advertisements, chalking, radio advertisements and email outreach.

6. If you are requesting funding for food, please explain how food is an integral part of the program.  
*Please see food purchase policy in budget application materials. Note that food purchases over \$200 must be part of a Cultural Programming Grant and an integral part of the program, not the sole purpose of the program/event (i.e. a dinner).*

We plan on providing some food and beverage on the Arcata Square to hydrate and feed the advocates after the mark. Providing food and beverages inspires more incentive to participate and creates a possibility for open dialog and conversation among advocates.

7. Is this event being co-sponsored with other campus departments (i.e. academic department)? If yes, please provide an explanation regarding level of involvement and list anticipated revenue on budget page.

We would like to collaborate with every club on campus in order to reach a greater demographic of housing insecure students. Though we only have the confirmed support of the Communication Club on campus, we are still reaching out to other clubs.

8. What areas of your budget have you identified to be the lowest priority should we be unable to provide the total funding requested?

Food is our lowest priority, funds allocated to HSU HSAA will primarily go toward our outreach efforts within the campus and Arcata community.

# Campus Events Funding Request - Line Items Details

Organization: Humboldt State University Homeless Student Advocate Alliance

Primary Contact Person: Chante Catt

Event: Hoofing It For Housing Equality

Phone Number: 310-673-9000

Email Address: luchadorlavender@gmail.com

Expenses	Amount	Explanation of Expenses
Speaker/Performance Fee:	\$ 0.00	
<b>Travel for Speaker</b>		
Transportation:	\$ 0.00	
Lodging:	\$ 0.00	
<b>Supplies &amp; Services</b>		
Decorations:	\$ 200.00	We will decorate a vehicle to follow and guide the march that displays messaging and information
Equipment Rental:	\$ 0.00	
Facility Rental:	\$ 500.00	Major Demonstration Permit
Security:	\$ 100.00	Police Escort
Other:	\$ 0.00	
<b>Public Relations</b>		
Art/Graphic Charges:	\$ 0.00	
Publicity:	\$ 0.00	
Printing Costs:	\$ 400.00	We will need to print many fliers, posters, and a few banners for our event.
<b>Food &amp; Beverages*</b>		
Catering:	\$ 100.00	We would like to provide participants with snack foods at the finish line of the march.
Groceries:	\$ 100.00	We would like to purchase beverages for the finish line of the march.
Other:	\$ 0.00	Major Demonstration Permit
<b>Total Expenses</b>	<b>\$ 1400.00</b>	
<b>Anticipated Revenue</b>		
Club Fundraising:	\$ 0.00	
Clubs & Activities Grant:	\$ 1400.00	
Cultural Programming Grant:	\$ 0.00	
Campus Funding:	\$ 0.00	
Donations:	\$ 100.00	
HSU Div. Prog. Funding Grant:	\$ 0.00	
Other:	\$ 0.00	
<b>Total Revenue:</b>	<b>\$ 1,400.00</b>	
<b>Total Requested of this Board:</b>		<u>1400</u>

*\*Please see food purchase policy in budget application materials. Note that food purchases over \$200 must be part of a Cultural Programming Grant and an integral part of the program, not the sole purpose of the program/event (i.e. a dinner)*

*NOTE: Total expenses and total revenue must be the same amount. In order for these two figures to match you may need to contribute club funds or secure additional sources of funding.*

<p><b>Total Allocation:</b> CAG: _____</p> <p>CPG: _____</p> <p><b>Amount Requested:</b> _____</p> <p><b>Amount Approved:</b> _____</p>	<p><b>For Office Use Only:</b></p> <p><b>Comments:</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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*For assistance with this form, contact Coordinator of MultiCultural Center in House 55, Rm 206 for Cultural Programming Board Grants. Contact the Clubs Office, UC South Lounge, for Clubs & Activities Grants.*

**Memo:**

To Board of Finance

The students of HSU Environmental Studies Club (ENST Club) are seeking financial help in our trip to the 2017 Public Interest Environmental Law Conference (PIELC). The conference will be held at the University of Oregon from March 2nd to March 5th. The event includes a gathering of speakers, groups and people from all points on the spectrum of activism, from lawyers to front-line activists. There will be speakers presenting on topics of food sovereignty, understanding of American-indigenous treaties, environmental justice and other topics surrounding legal and environmental matters.

Attending the PIELC will enhance knowledge and understanding of the above topics within the ENST Club and will fuel dialogue between members and beyond. If given the opportunity to attend the conference, the attending club members plan to take everything they will have learned and host a workshop for the public to share their experiences and brainstorm solutions to the numerous pressing questions of our world.

ENST Club consists of students who are interested in community outreach and the dissemination of environmental knowledge and discussion. Last semester, ENST Club hosted a movie screening of film director and environmental activist Josh Fox's 2016 documentary titled "How to Let Go of The World And Love All the Things Climate Can't Change," concluding the showing with a question and answer session. The club also took part in a beach clean-up with Friends of the Dunes as well as hosting an on-campus workshop with Humboldt Mediation Services titled "Conversations Matter: Conflict Management for Turbulent Talks." The workshop worked with participants to better communicate difficult topics in times of disagreement. ENST Club's goals for next semester include working with the Campus Center for Appropriate Technology (CCAT) in the subject areas of community garden building and effective communication of scientific topics to a non-scientific audience, all while strengthening the ENST Club as a group of students with a common goal of spreading awareness of and education about the environment and the intricate web of life that it supports.

Thank you for your time and we hope to hear back from you soon.

Sincerely,

HSU Environmental Studies Club

## Expense Budget

HSU Environmental Studies Club

PIELC Trip: 03/02/16 - 03/05/16

Category	Description	Amount
Transportation	Using 3 vehicles	\$180.00
Lodging	We will be housing 10 students	\$1,200.00
Recommending a total of \$1,400		
		<b>\$1,380.00</b>

# Memo

**To:** HSU Board of Finance

**From:** Stephanie Pantaleon (Fiscal Coordinator WRC) & Ravin Craig (Advisor WRC)

**cc:**

**Date:** February 16, 2017

**Re:** Budget Request From WRC Special Projects In House

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**The WRC would like to request to use \$2500 of the funding from the line item "Special Projects In-House" in our budget to bring Julio Salgado from the group Culturestrike to campus in March. Julio's work is focused on the struggles and resistance of undocumented students and allies and specifically speaks to those who are both undocumented and queer identified. Julio is a powerful artist, activist, and educator and would greatly benefit the university. The WRC doesn't need extra funds from A.S. only access to the funds already allocated to the program.**

For more info: <http://juliosalgadoart.com>