

Associated Students Board of Finance  
Humboldt State University  
Meeting on Wednesday, March 9, 2011  
University Center, South Lounge Conference Room  
2:00 p.m.  
Agenda #10

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #10 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #9 dated February 28, 2011 – Action Item
- VI. Old Business
  - A. 2011-2012 Recommended Associated Students Budget – Action Item  
Review and approval of the 2011-2012 recommended A.S. Budget.
  - B. Request from the Associated Students Government from Capital Purchases Reserve for funds in an amount not to exceed \$2,590.00 for the purchase of two new Dell OptiPlex 960 Computers – Action Item  
The e-Mac computer in the Administrative/Student Affairs Vice President's office is seven years old and has become unusable and the Dell GX 270 computer in the Legislative Vice President/California State Student Association office is seven years old and is becoming less functional. The new Dell OptiPlex 960 computers would replace both the eMac and the Dell GX 270.
- VII. Announcements
  - A. Remaining AS Board of Finance Meetings:  
  
Wednesday, March 23, 2011  
Wednesday, April 6, 2011  
Monday, April 18, 2011
- VIII. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Monday, February 28, 2011  
University Center, South Lounge Conference Room  
Minutes #9

**DRAFT**

**Call to Order**

Stephanie Partlow called the Board of Finance meeting to order at 2:03 p.m., Monday, February 28, 2011 in the University Center, South Lounge Conference Room.

**Roll Call**

Members Present: Stephanie Partlow, Scott Meyers, Pam Ward, Tristan Caswell

Members Absent: Iban Rodriquez (unexcused)

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: WARD/MEYERS move to approve Agenda #9 APPROVED

**Chair's Report**

Partlow thanked everyone for attending the meeting.

**Approval of the Minutes**

MOTION: MEYERS/CASWELL move to approve the Board of Finance Minutes #8 dated February 14, 2011 APPROVED

**Old Business**

- A. Request from Associated Students Government from Unallocated in an amount not to exceed \$2,616 for the costs associated with the purchase of 750 academic planners--Action Item.  
The Associated Students Government would like to provide 750 free personalized planners for students in the 2011-2012 school year. The planners would include information on Associated Students programs, events and resources for HSU students and would be purchased in conjunction with the HSU Bookstore.

MOTION: WARD/MEYER move to approve the request from Associated Students Government from Unallocated in an amount not to exceed \$2,616 for the costs associated with the purchase of 750 academic planners.

APPROVED  
AS AMENDED

Kristy Eden, Associated Students, Student Affairs Vice President, was present on behalf of the request. Eden explained that giving out free planners has been a popular activity for the Associated Students. It has given us good visibility. Asked why the request was for fewer planners, Eden explained that there were some left over after Fall semester began. However, those were distributed the beginning of Spring semester. The Board of Finance determined that with more outreach in the Fall, all of the planners would be used and the number should not be reduced.

MOTION:                   WARD/MEYER move to approve the request from Associated Students Government from Unallocated in an amount not to exceed \$3,500 for the costs associated with the purchase of 1,000 academic planners.

APPROVED

**Announcements**

There were no announcements.


**Adjournment**

Partlow adjourned the meeting at 2:20 p.m. without objection.

Recorded by:

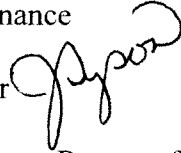
Joan Tyson  
A.S. General Manager

Approved by:

  
\_\_\_\_\_  
Stephanie Partlow  
A.S. Administrative Vice President  
Chair Board of Finance



February 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 two desktop computers

The Associated Students Government and California State Student Association is requesting funds for the purchase of two Dell Desktop OptiPlex 960 PCs. These computers are intended to replace the e-Mac in the Administrative/Student Affairs Vice President's office and the Dell GX 270 in the Legislative Vice President/California State Student Association office.

The e-Mac that is in the Administrative/Student Affairs Vice President's office for over seven years and has become outdated for the purposes it was intended for. Administrative Information Services (AIS), which services the Associated Students Government computers, is unable to provide support for our existing Macs. The platform that the computer runs on also does not allow the computer to have the same functionality as other PC's in the office.

The Dell GX 270 that is in the Legislative Vice President's/California State Student Association office is also seven years old is losing function-ability. This computer has been updated in the past and is unable to have any more RAM or memory installed into it.

AS consulted with AIS to find a computer that would provide the same platform as the existing Gateway Computers that were installed in Spring, 2008. The Dell computers 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 computers is attached.



# REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

**NAME OF A.S. PROGRAM:** Associated Students Government

**CONTACT PERSON:** Joan Tyson, AS General Manager

**Phone:** (707) 826-5221

**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>\$2,590.00</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>\$2,590.00</u></b>


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

1	<u>two Dell OptiPlex 960 Computer</u>	<u>\$2,590.00</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>\$2,590.00</u></b>

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

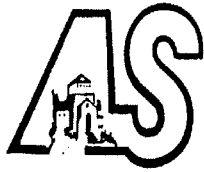
**REVIEWED BY:**

Joan Tyson  
**CLUB/PROGRAM ADVISOR NAME**

  
**SIGNATURE**

Joan Tyson  
**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:** Two Dell OptiPlex 960 Computers \$2,590.00

Explanation: 

Dell OptiPlex Computer	\$1,175.00
Sales Tax	\$84.75
California State Environmental Fee	\$32.00
Total for one Computer	\$1,291.75

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

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

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

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

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

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

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

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

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

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



# QUOTATION

QUOTE #: 564652463

Customer #: 109589669

Contract #: WN99ABZ

Customer Agreement #: WSCA- B27160

Quote Date: 11/22/10

Date: 11/22/10 11:23:15 AM

Customer Name: HUMBOLDT STATE UNIV

<b>TOTAL QUOTE AMOUNT:</b>	<b>\$1,291.75</b>		
<b>Product Subtotal:</b>	<b>\$1,175.00</b>		
<b>Tax:</b>	<b>\$84.75</b>		
<b>State Environmental Fee:</b>	<b>\$32.00</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>

GROUP: 1	QUANTITY: 1	SYSTEM PRICE: \$1,207.00	GROUP TOTAL: \$1,207.00
Base Unit:	OptiPlex 960 Small Form Factor Up to 90 Percent Efficient Power Supply (224-5422)		
Processor:	OptiPlex 960, Core 2 Duo E8500 with VT/3.16GHz, 6M, 1333FSB (311-9532)		
Memory:	4GB, Non-ECC, 800MHz DDR2, 2X2GB OptiPlex (311-7444)		
Keyboard:	Dell QuietKey Keyboard, No Hot Keys, No Palmrest, English, OptiPlex (330-1989)		
Monitor:	Dell Professional 1909W, Widescreen, 19in Viewable Image Size, VGA/ DVI, OptiPlex, Precision and Latitude (320-8466)		
Video Card:	256MB ATI RADEON HD 3450 Graphics dual DVI and VGA and TV Out, LP, OptiPlex (320-7429)		
Hard Drive:	250GB SATA 3.0Gb/s and 8MB Data Burst Cache, Dell OptiPlex (341-5474)		
Hard Drive Controller:	1394 Controller Card, Low Profile, Dell OptiPlex Desktop (341-5471)		
Floppy Disk Drive:	No Floppy Drive with Optical Filler Panel, Dell OptiPlex 960 Small Form Factor (341-8103)		
Operating System:	Vista Home Basic Service Pack 2, with Media, 32 Bit, English, Dell OptiPlex (421-4457)		
Operating System:	You have chosen a Vista Basic System (310-8643)		
Mouse:	Dell MS111 USB Optical Mouse, OptiPlex and Fixed Precision (330-9458)		
TBU:	vPro Secure Advanced Hardware Enabled Systems Management Dell OptiPlex (330-2626)		
CD-ROM or DVD-ROM Drive:	8X DVD+-RW, Slimline, Data Only OptiPlex 960 Small Form Factor (313-7069)		
CD-ROM or DVD-ROM Drive:	Cyberlink Power DVD 8.3, with Media, Dell Relationship LOB (421-0536)		
CD-ROM or DVD-ROM Drive:	Roxio Creator Dell Edition 10.3, Media, Dell RLOB (421-1189)		
Sound Card:	No Eco Kit Option, Dell OptiPlex 980 (311-9539)		
Speakers:	Dell AX510 black Sound Bar for UltraSharp Flat Panel Displays Dell OptiPlex/Precision/ Latitude (313-6414)		
Cable:	OptiPlex 960 Small Form Factor Up to 90 Percent Efficient Power Supply (330-3950)		
Cable:	Dell Control Point for OptiPlex, Systems (420-9701)		
Cable:	Enable Low Power Mode for EUP Compliance, Dell OptiPlex (330-7422)		
Documentation Diskette:	Power Cord, 125V, 2M, C13, Dell OptiPlex (330-1711)		
Documentation Diskette:	Documentation, English, Dell OptiPlex (330-1710)		
Bundled Software:	You have chosen a vPro System (310-9490)		
Controller Option:	No RAID, Dell OptiPlex (341-8036)		
Factory Installed Software:	No Dell Energy Smart Power Management Settings, OptiPlex (467-3564)		
Feature:	No Resource DVD for Dell OptiPlex, Latitude, Precision (313-3673)		
Service:	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis 2 Year Extended (991-1752)		
Service:	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis Initial Year (991-4210)		

Service:	Dell Hardware Limited Warranty Plus Onsite Service Extended Year(s) (992-5878)
Service:	Dell Hardware Limited Warranty Plus Onsite Service Initial Year (992-5877)
Misc:	Chassis intrusion switch, DellOptiPlex 960 (330-2234)
Misc:	Shipping Material for System Small Form Factor,Dell OptiPlex 960 (330-2031)
Misc:	Mainstream Pentium Dual Core Dell OptiPlex 960 Small Form Factor (311-9612)
	Dell Professional 1909W,Widescreen,19in Viewable Image Size,VGA/ DVI,OptiPlex,Precision and Latitude (320-8466)
	MOUSE PAD,MUST BE TIED TO SYSTEM (310-3559)
	State Environmental Fee for display 15 inches, less than 35 inches (600-0040)
	State Environmental Fee for display 15 inches, less than 35 inches (600-0040)

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).