

Associated Students Board of Directors
Humboldt State University
Meeting on Monday, April 9, 2018
University Center Banquet Room
3:00 p.m.
Agenda #20

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #20 dated April 9, 2018 – **Action Item**
- IV. Chair's Report
- V. Approval of Minutes
- VI. Public Comments (*As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.*)

Every A. S. Board of Directors agenda for regular meetings shall provide an opportunity for members of the public to directly address the A.S. Board of Directors on any item affecting higher education at the campus or statewide level. No action shall be taken on any item not appearing on the agenda. However, the A.S. Board of Directors may briefly respond to statements made or questions posed by a person exercising their 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 A.S. Board of Directors 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. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VII. Presentations
 - 1) Introduction and Discussion - CSU Trustee Peter Taylor
Trustee Peter Taylor will have a discussion with the Board of Directors.
 - 2) Student Union Fee Referendum - Dave Nakamura, University Center
Executive Director Nakamura will present on the Student Union Fee Referendum.
- VIII. Appointments to the Board of Directors and Committees
 - 1) A.S. President
 - 2) A.S. Administrative Vice President
 - 3) A.S. Legislative Vice President
 - 4) A.S. Student Affairs Vice President
- IX. Old Business
- X. New Business

- 1) Resolution 2017-18-9: An Act to Change the Elections Commissioner Position Title and Responsibilities to Public Relations Commissioner. – **Action Item**
The Board will take action on a resolution changing the Elections Commissioner to the Public Relations Officer. The author requests to waive the first reading.

XI. Official Reports (10 minute limit each speaker, additional time at discretion of Chair)
This is a time for Committee and Board Members to provide a report to the Board of Directors.

- 1) Committee Reports from Students-at-Large
- 2) President (Joey Mularky)
- 3) Administrative Affairs Vice President (Kassandra Rice)

Board of Finance Report – Friday, April 6, 2018

- a. Request from Earth Week Planning Committee for \$2,000 – **Action Item**
Review and take action on a \$2,000 request to pay for food, speakers, materials, and supplies for Earth Week 2018.

- 4) Student Affairs Vice President (Dana Carrillo)
- 5) Legislative Vice President (Paola Valdovinos)
- 6) A.S. Presents Representative (Ruby Harrison)
- 7) Social Justice and Equity Officer (Tzveta Stoimenova)
- 8) Environmental Sustainability Officer (Desteny Gutierrez)
- 9) Representative Reports
- 10) Advisors' Reports

XII. General Discussion
At this time, the Board of Directors membership may follow-up with questions regarding reports.

XIII. General Work Session

XIV. Announcements

XV. Adjournment

Persons who wish to request disability related accommodations should contact Patric Esh, A.S. Board Coordinator, at (707) 826-4221, or e-mail at patric.esh@humboldt.edu as soon as possible. Some accommodations may take considerable time to arrange.

Appointments to the Board of Directors and Committees List

Committee Applicants:

President

None

Administrative V.P.

None

Legislative V.P.

None

Student Affairs V.P.

1. **Name:** Nicholas Fassel

Committee: Student Health Advisory Committee

Explanation of why they are interested in the position:

I am interested in this committee because of a few different reasons. I am interested in creating awareness about all the health resources on campus. I understand there are many resources that are available but I think most students are not taking advantage of them. I understand the fees for HSU are increasing and the health center has great staff that are getting financial improvements. I want people to know that there are people out there that care about them in their time of need. Make sure that students are able to schedule appointments with CAPS and the health center. All students are paying for these resources, we might as well take advantage.

Description of any past experience, campus activities, and/or skills that may qualify them for this position:

I currently am in 2 different committees (SFAC, Disability, Access & Compliance Committee and I am currently running for At-Large Representative. I was recently in the hospital because of some mental problems but I was able to get the help that I needed. I get resources from the SDRC so I have a pretty good understanding of what students health needs are. I see a counselor every week, and see the medical staff downstairs in the health center. The reason why I want to run for At-Large Rep is because I want to work closely with the health center and the SDRC, to make sure that all students and staff are getting their appointments, accommodations and services.

College: College of Professional Studies

Major: Recreation Administration

Class Standing: Junior

A.S. Board Appointments:

None



RESOLUTION No.: 2017-18-9

**AUTHORED BY: Genesea Black-Lanouette, College of Professional Studies Representative
Maddie Halloran, Graduate Representative**

**REFERRED TO: AS BOARD OF DIRECTORS
ACTION SCHEDULED: April 9, 2018**

SUBJECT: An Act to Change the Elections Commissioner Position Title and Responsibilities to Public Relations Commissioner.

1. **WHEREAS**, the Associated Student Board of Directors and its programs have events and promotional needs year round which are beneficial to the community; and,
2. **WHEREAS**, the Associated Student Board of Directors, its programs, and its events which would benefit from a position which focuses on their promotion and success; and,
3. **WHEREAS**, as noted in the A.S. Constitution, Section B, it is the AS Board of Directors mission to stimulate the educational, social, physical, and cultural well-being of the University community. An effective year round public relations campaign is greatly beneficial to enhancing student and community awareness of the Associated Student Board of Directors, its funded programs, and its events. A public relations position would assist in educating the community on student issues and encourage students to participate in shared governance; and,
4. **WHEREAS**, the current Election Commissioner position on the Associated Student Board of Directors is primarily focused on general outreach and marketing for the A.S. elections during the spring semester. The responsibilities of outreach and marketing during the Fall semester is left to Board of Director members who are interested in outreach and marketing. The level of interest changes from year to year.
5. **RESOLVED**, the current the Election Commissioner position be renamed as the Public Relation Officer; and,
6. **RESOLVED**, the Public Relation Officer position term start on the first 2018-19 Board of Directors meeting; and,
7. **RESOLVED**, the Public Relation Officer position stipend would be set for the full academic year; and,

BE IT ENACTED, by the A.S. Board of Directors that the following amendments are made to the Administrative Code and A.S. Administrative Code be numbered accordingly:

Section 5 Associated Students Public Relations Commissioner

- 5.01 The purpose of this position is to coordinate and implement an effective public relations campaign to enhance student and community awareness of the A.S. Government and the A.S. elections.
- 5.02 The A.S. Public Relations Commissioner shall be a student-at-large who is not a member of the A.S. Board of Directors.
- 5.03 A.S. Public Relations Commissioner must meet the qualifications to be a student office holder as outlined in Elections Code, Section 5, Minimum Qualifications for Office Holders.
- 5.04 Three weeks prior to the application due date, the position will be advertised as open.
- 5.05 The Elections Commissioner shall be nominated by the AS President, with the consultation of a Vice President, and approved by a two-thirds (2/3) vote of Board of Directors.
- 5.06 In consultation with the A.S. President, the duties of the Public Relations Commissioner shall include, but are not necessarily limited to the following list.
 - A. Serve within the powers and duties described in Elections Code Section 3;
 - B. Report on activities and actions to the A.S. Board of Directors regarding general public relations and A.S. elections efforts;
 - C. Administer the public relations and elections budget;
 - D. Establish and maintain weekly office hours;
 - E. Attend A.S. Board of Directors meetings, orientations, and retreats;
 - F. Chair the A.S. Public Relations Committee;
 - G. Coordinate communication tools (including print media; electronic media and bulletin boards), prepare ads, news releases and public service announcements to improve student and community awareness of the A.S. Government and its events and activities;
 - H. Announce A.S. Board and Committee vacancies in Lumberjack Newspaper as per Government Code, Section 5;
 - I. Develop and coordinate an active relationship between the student community, campus clubs and the Associated Students;
 - J. Consult with College Representatives and other members of Board regarding publicity for their projects;
 - K. Serve as an advisor to the A.S. Executive Committee; and,
 - L. Serve through the A.S. transitional meeting in May.

BE IT ENACTED, by the A.S. Board of Directors that the following amendments are made to the A.S. Elections Code and that the A.S. Elections Code be numbered accordingly:

Section 1 Purpose and Authority

- 1.03 The Elections Code shall be administered by the Public Relations Commissioner. The Public Relations Officer shall be nominated by the AS President, with the consultation of a Vice President, and approved by the AS Board of Directors. It will be the duty of the Public Relations Committee to enforce the Elections Code. The Public Relations Officer shall carry out procedures as set forth in the A.S. Constitution and the A.S. Code.

Section 3 Public Relations Committee Powers and Duties

- 3.12 The mission of the The Public Relations Committee shall be to:

- A. Assist in the development and creation of outreach and marketing strategies and materials which promote the A.S. mission, values, and vision.
- B. Maintain strong student involvement and voice in the AS programming activities and events.
- C. Be efficient with use of A.S. funds and resources;
- D. Develop A.S. as a programming leader on the HSU campus;
- E. Ensure the successful promotion of all A.S. programming events and activities;
- F. Develop and coordinate an active relationship between the student community, campus clubs and the Associated Students;
- G. Build community spirit by planning and co-sponsoring events that take place on the HSU campus.

3.11 Function: The Public Relations Committee

- A. Meet regularly to conduct all programming business;
- B. Seek input and suggestions for programming ideas from the HSU campus community;
- C. Generate a wide mix of outreach and marketing strategies and materials which promote AS events and activities;
- D. Evaluate recommendations for programming events.



Genesee Black-Lanouette,
College of Professional Studies Representative



Maddie Halloran,
Graduate Representative



A.S. PROGRAM DISCRETIONARY FUND REQUEST FORM
(Hand-written submissions will not be accepted)

Name of A.S. Program: Earth Week Planning Committee
Contact Person: Desteny Gutierrez
Phone: 5623167070 Email: dg1677@humboldt.edu

I. GENERAL NARRATIVE

Complete Description of Project or Item(s) To Be Purchased:

All purchases of the Earth Week Planning Committee will go towards having a successful Earth Week at HSU and the local community. These expenses range from purchasing movie license to materials for art projects. Items to be purchases include food, keynote speakers, materials for events and workshops, supplies for students to take home and towards prizes for those who participate throughout Earth Week.

Justification for A.S. Funding (How Will Students Benefit From This Expenditure?)

Funding received from Associated Students will benefit the community as a whole. Students will benefit from the events hosted by the Earth Week Planning Committee because these events will bring the community together, introduce resources they have here, educate them on environmental issues and sustainable living, connect for a greater cause, encourage creative expression amongst our peers and bring good memories to remember their time at HSU.

How Has The Program Explored Environmentally/Socially Responsible Purchase Options?

The Earth Week Planning Committee prioritizes being environmentally, socially and economically sustainable. We have explored environmentally responsible purchase options by using our resources and the things available to us, limiting ourselves to requesting only what we need, investing in reusable materials, providing vegetarian/vegan foods and decomposable materials, using used items and reducing our waste and energy use. Additionally, the committee has explored socially responsible options by receiving feedback from the HSU community, considering others preferences, being inclusive to all and understanding our limits.

II. REQUEST FOR DISCRETIONARY FUNDS BUDGET JUSTIFICATIONS

Please provide a detailed description for each expenditure item. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item 1: Food Amount: 1000

Explanation:

The Earth Week Committee plans to provide a variety of food throughout the week to bring people together, increase attendance and appreciate those who participate. Some events we'd provide food are a memorial for Josiah Lawson, our kickoff event in the quad, our keynote speaker banquet and a sandwich bar for our Art Gallery presentation

Line Item 2: Outreach Amount: 500

Explanation:

The Earth Week Committee plans to promote our activities and events through fliers, stakes, chalking and giving away apparel with our logo on it. With this funding, we hope to give away 50 shirts and sweatshirts (approximately \$10 each) that will be custom made by the Earth Week Committee.

Line Item 3: Panels/Speakers Amount: 200

Explanation:

This funding will provide travel expenses for the panel members and guest speakers that we have invited to present throughout the week. Some of these speakers include urban farmers from San Francisco and local farmers. Remaining funds will be used to purchase thank you gifts for these guests.

Line Item 4: Workshops Amount: 200

Explanation:

Workshop funding will be used for materials needed to host workshops as well as the take-aways from the workshop. Some workshops in need of funding are candle making, soap making, vivarium enclosures, cooking workshop and bicycle repairs.

Line Item 5: Miscellaneous Amount: 100

Explanation:

Miscellaneous funds will be reserved for any additional activities that organizations or students might want to contribute to the events beyond our set schedule, including any suggestions the Earth Week Committee receives while tabling in the quad the week prior to Earth Week.

Line Item 6: _____ Amount: _____

Explanation:

III. INCOME AND EXPENDITURES

INCOME: List A.S. subsidy requested and other approved sources of income.

<u>Approved Funding Source</u>	<u>Amount:</u>
1. Requested A.S. Funds	\$ 0.00
2. _____	_____
3. _____	_____
Total Income:	\$ 0.00

INCOME: List potential sources of income.

<u>Potential Funding Source:</u>	<u>Amount:</u>	<u>Outcome:</u>
1. Coffee sales	200	Pending
2. _____	_____	Pending
3. _____	_____	Pending
Total Income:	\$ 0.00	

Expenditures.

1. Food	1000
2. Outreach	500
3. Panels/Speakers	200
4. Workshops	200
5. Miscellaneuos	100
6. _____	_____
Total Expenditures:	\$ 0.00 <u>2000</u>

IV. REVIEWED BY:

<u>Desteny Gutierrez</u> Program Advisor Name	<u>Desteny Gutierrez</u> Signature	<u>3.27.18</u> Date
<u>Kate Koscielak</u>	<u>Kate Koscielak</u>	<u>3-27-18</u>
Budget Administrator Name	Signature	Date