

Associated Students Council
Humboldt State University
Meeting on Monday, November 28, 2016
University Center Banquet Room
3 p.m.
Agenda #11

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #11 dated November 28, 2016 – **Action Item**
- IV. Chair's Report
- V. Presentations
 - A. Special Presentation – Aisha Cissna, Redwood Coast Energy Authority Representative. Cissna will present on a new community choice energy program, which requires Humboldt County to choose the source of electricity for Humboldt residents.
 - B. Special Presentation – Rock Braithwaite, Chair of the WASC Steering Committee. Braithwaite will update the AS Council on the WASC Steering Committee report.
 - C. Special Presentation – Jen Rice, Humboldt Area Foundation and the Equity Alliance of the North Coast Representative. Rice will present on their experience, background and future collaborations.
- VI. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every A. S. Council agenda for regular meetings shall provide an opportunity for members of the public to directly address the A. S. Council 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, Council 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. A.S. Council 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. Appointments to Committees and Council
 - A. A. S. President
 - B. A. S. Administrative Vice President
 - C. A. S. Legislative Vice President

D. A. S. Student Affairs Vice President

VIII. Old Business

A. A.S. Election Dates: April 18, 19 & 20, 2017 – **Action Item**
Approval of the dates for the AS General Elections as per Associated Students Elections Code, Section 13.04. Recommended dates are April 18, 19 & 20, 2017.

B. University Senate Resolution 08-16/17: Resolution to Amend the Constitution of the University Senate to Include the Director of the Office of Diversity and Inclusion as an Ex-Officio Member of the Senate. – **Action Item**
The University Senate is requesting the AS Council approve this resolution, that the University Senate recommends amendment to Section 4.3 of the Constitution of the University Senate. Requesting a waiver vote.

C. HSU Business Services Proposal – **Action Item**
The Council will take action on the HSU Business Services Proposal.

D. Authorize Interim Executive Director to provide written notification of Agreement cancellation, per item #13 of the Current UC Business Services Agreement and to negotiate transfer timeline and details for approval of AS Council. – **Action Item**
The Council will take action on the authorization for the Interim Executive Director to provide written notification of Agreement cancellation, per item #13 of the Current UC Business Services Agreement and to negotiate transfer timeline and details for approval of AS Council.

IX. Official Reports (10 minute limit each speaker, additional time at discretion of Chair)

A. Committee Reports from Students-at-Large (This is a time for students appointed to committees/boards to give a report to Council.)

B. President (Jonah Platt)

Executive Committee Report – November 28, 2016

1. AS Council Assistant Position – Discussion Item (Jane Hill)
Hill will update the committee regarding the position's reclassification, review of structure and job description, and other changes related to the AS Council Assistant position.
2. Recommended action on the HSU Business Services Proposal – Discussion Item (Jonah Platt)
Platt will lead a discussion on recommending the approval of the HSU Business Services Proposal.
3. Recommended action to authorize Interim Executive Director to provide written notification of Agreement cancellation, per item #13 of the Current UC Business Services Agreement and to negotiate transfer timeline and details for approval of AS Council – Discussion Item (Jane Hill)

The committee will recommend authorizing the Interim Executive Director to provide written notification of Agreement cancellation, per item #13 of the Current UC Business Services Agreement and to negotiate transfer timeline and details for approval of AS Council.

4. Executive Committee Appointments – Discussion Item (Candace Young)
Young will lead a discussion regarding the Executive Committee to review and approve committee appointments.
5. Executive Committee Meeting Spring Semester Schedule – Discussion Item (Jonah Platt)
Platt will lead a discussion on a spring semester schedule.

- C. Administrative Affairs Vice President (Gregory Rodriguez)
- D. Student Affairs Vice President (Candace Young)
- E. Legislative Vice President (Vanessa Cota)
- F. Council Representative Reports
- G. External Affairs (Chey King)
- H. AS Presents (Alejandro Arredondo)
- I. Elections Commissioner (Vacant)
- J. Vice President for Enrollment Management and Student Affairs (Dr. Peg Blake)
- K. Executive Director, Interim (Jane Hill)

X. General Council Discussion (At this time Council members and Executives may follow-up with questions regarding reports.)

XI. General Council Work Session

A. A.S. Study Lounge: Sunday, December 11 to Wednesday, December 14 – Information Item (Candace Young)

A. AS Council Assistant Position – Discussion Item (Jane Hill)
Hill will update the AS Council regarding the position’s reclassification, review of structure and job description, and other changes related to the AS Council Assistant position.

B. Senate and AS Town Hall – Discussion Item (Jonah Platt)
Julie Alderson, University Senate chair, and Jonah Platt will present on an idea to host an open space for dialogue.

XIII. Announcements

XIV. 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 or call (707) 826-4221. Please request accommodations at least two weeks prior to the event.

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Amend the *Constitution of the University Senate* to Include the Director of the Office of Diversity and Inclusion as an Ex-Officio Member of the Senate

08-16/17-Sadeghzadeh/Platt – November 1, 2016

RESOLVED: That the University Senate recommends this amendment to Section 4.3 of the *Constitution of the University Senate* be forwarded to the Senate electorates for ratification.

Proposed Revision with Track Changes

4.3 **Ex-Officio Members:** The ex-officio members of the Senate shall be as follows:

University President

General Faculty President

Provost and Vice President for Academic Affairs

Vice President for Enrollment Management and Student Affairs

Vice President for Administrative Affairs

Two (2) General Faculty Representatives to the Academic Senate CSU (ASCSU)

Chair, Integrated Curriculum Committee

Immediate Past Chair of the Senate (One-year term)

President, HSU Chapter, California Faculty Association

Delegate, HSU Labor Council

President, Associated Students

Director, Office of Diversity and Inclusion.

RATIONALE: *The University Senate has committed itself to “collaborate with ODI and others to develop clear institutional mechanisms for internal accountability” as stated in the Sense of the Senate Resolution on Racialized Violence (03-16/17-EX) which was approved October 4, 2016. Providing Ex-Officio Senate membership to the Director of ODI is a necessary first step in meeting that commitment and will increase representation of the diverse student population on campus. This also aligns with the University’s Strategic Goal #2 of the 2015-2020 Strategic Plan.*

HUMBOLDT STATE UNIVERSITY

Administrative Affairs – Business Services

Reference: RFQ #100316

Date: October 31, 2016

Jane Hill, Interim Executive Director

HSU Associated Students

Email: Jane.Hill3@humboldt.edu

Subject: Proposal to Provide Business Services to HSU Associated Students

Dear Jane:

Humboldt State University (HSU) Administrative Affairs appreciates the opportunity to offer this proposal for Business Services. As you likely know, Administrative Affairs has successfully provided similar services to the University, as well as HSU's Sponsored Programs Foundation, HSU's Advancement Foundation, KHSU Radio, HSU's Children's Center, Housing, College of eLearning & Extended Education, Parking, Facilities Management and other numerous departments across the campus. We believe that our team's experience and established knowledge gives us the advantage in meeting your organization's Business Services needs and the ability to do so within your budget requirements.

Administrative Affairs has reviewed all elements of RFQ #100316 and, as the Vice President for Administrative Affairs, I can assure you that all of your Business Service needs will be met. My Business Services team consists of 40+ employees, many of whom have worked at HSU for multiple years and are also graduates of HSU. We take great pride in the work we perform for HSU and are dedicated to the mission of the University.

Listed below are the primary staff that would be assigned to Associated Students and the key support staff within Business Services, followed by a brief summary of services we provide, demonstrated experience, client references and my response to Associated Students' proposal for Business Services requirements:

Department	Primary Staff	Title
Accounting & Finance	Suzan DiRiccio	Associated Students Business Office Coordinator
Accounting & Finance	Chrissie Anderson	Accounting Technician

HUMBOLDT STATE UNIVERSITY

Administrative Affairs – Business Services

Department	Key Staff	Title
Accounting & Finance	Sylvia Shively	Director Financial Services
Administrative Affairs – Business Services Office	Michelle Anderson	Assistant to VP Admin.Affairs
Contracts, Procurement & Accounts Payable	Tawny Fleming	CP&AP Specialist
Payroll	Patricia Ambrosini	Manager Payroll Office
Student Financial Services (Cashiering)	Sandy Wieckowski	Manager Student Financial Services
Risk Management & Safety Services	Kim Comet	Director Risk Management & Safety Services
University Budget Office	Amber Blakeslee	Director University Budget

Business Services Overview

- **Accounting & Finance** – Tracks and reports university and auxiliary financial information, as well as, coordinates all campus audits and provides financial reporting both internally and externally for HSU, HSU’s Sponsored Programs Foundation, HSU’s Advancement Foundation and other various groups across campus.
- **Accounts Payable** – Processes vendor payments, employee/student reimbursements, travel authorizations, travel claims and 1099 reporting.
- **Associated Students Business Office** – Oversees the day-to-day activities of the Associated Students (AS) Business Office.
- **Business Services Office** – Provides an informational-drop-off center focused on providing excellent customer service to the campus community.
- **Contracts & Procurement** – Creates and reviews campus contracts, supports requisitions and the creation of campus purchase orders, orders supplies and services, coordinates public bids for construction projects, issues procurement and travel credit cards to the campus community.
- **Payroll Services** – Issues pay warrants (i.e., paychecks), supports employee “self-reporting” absence management, assists employees with W-4 documentation and direct deposit set up.

HUMBOLDT STATE UNIVERSITY

Administrative Affairs – Business Services

- **Student Financial Services (Cashiering)** – Posts student fees, processes financial aid awards for students and receipts cash transactions for the university.
- **Risk Management & Safety Services** – Manages university risk, employee safety, ensures proper insurance requirements are in place, provides hazardous waste disposal and oversees the campus' emergency management.
- **University Budget** – Support the planning, allocation and implementation of the campus' annual budget.

Main Location: Student Business Services Building – Room 345

Contact: business_services@humboldt.edu or ext. 3512

Experience

Administrative Affairs' Business Services provides the campus with a wide range of services. Many of the services we provide are processed through the California State University (CSU) provided software called People-Soft. Some of our services include:

- Processing over \$75.0 million annually in staff, faculty and student payroll.
- Processing nearly 20,000 vendor invoices annually.
- Procure campus services, supplies and commodities by issuing over 3,000+ purchase orders annually to a wide array of vendors.
- Processes over 8,000 student tuition payments every semester.
- Prepares invoices for over 1,400 customers annually on behalf of HSU, SPF and ADV.
- Administers 200+ department budgets with a combined annual total budget in excess of \$120+ million.
- Prepares consolidated financial statements for the university in conjunction with 22 other California State Universities, including the Chancellor's Office.

References

I would like to offer the following two references related to this project. I would encourage you to talk with either of them to verify the quality of services we intend to provide to the Associated Students:

Mr. Steve Karp, Executive Director
HSU's Sponsored Programs
Steven.Karp@humboldt.edu
707-826-4190

Mr. Craig Wruck, Vice President
HSU's Advancement Foundation
craig.wruck@humboldt.edu
707-826-5101

Humboldt State University Associated Students Request for Quote #100316

Section B. Business Unit Response Requirements

- **B.1 Prices Quote** – For the Period January 2017-June 2017 HSU would honor your current financial obligation that Associated Students currently has with HSU University Center, which would be one-half of \$115,220 or \$57,610. HSU would also continue to provide Business Services at the same fee for the fiscal year 2017-18, which would be \$115,220. With this being said, once we have transactional data within our finance system to properly determine the actual fee, we will retro back any savings to January 2017.

For example, if we determine that the actual fee for the period January 2017-June 2017 is \$45,000 then we would refund Associated Students \$12,610 (i.e., \$57,610 - \$45,000). The same would be true for the fiscal year 2017-18.

At NO POINT during the period from January 2017 through June 2018 will our fee be any more than what you are currently paying today.

- **B.2 Services and Support** – The following Business Services would be provided to HSU's Associated Students:
 - **General Administration** – Following established business processes developed by the California State University system. This would include but be not limited to insuring compliance with established CSU Executive Orders, California Ed Code, Title 5 and other HSU Policies and Procedures.
 - **Business Services** – Business Services works as a team to process distribution of payroll checks, process expense reimbursements, track and report financial information, coordinate all campus audits, process financial aid awards to students, receipt cash, collect on past due accounts, gift processing, issue purchase orders and contracts, manage the university risk and manage hazardous waste disposal. In addition, the team provides the processing function for the Advancement Foundation and the Sponsored Programs Foundation. Business Services is comprised of the following functions that are used to administer the daily business related activities:
 - **Accounting & Finance**
 - Ensures appropriate internal controls and proper segregation of duties are in place at all times.
 - Records all financial transactions within the CSU's People-Soft Finance module.
 - Performs monthly reconciliations of all Balance Sheet accounts.

- Provides quarterly/annual reporting to the Associated Students Finance Committee or other related committees or groups.
 - Access to HSU's financial reporting data warehouse.
 - Prepares required reporting to the CSU Chancellor's Office or other similar agencies.
 - Works with Associated Students auditors in preparing the annual audited report or other non-routine audits. This would include preparing various schedules, the collection of data for sampling purposes, the updating of financial footnotes and other related audit schedules as necessary.
 - Issues invoices to both internal and external customers. Distributes the monthly aging report and manages any delinquent accounts.
- **Accounts Payable**
 - Collects appropriate vendor setup information (i.e., Form 204).
 - Ensures appropriate supporting documentation is provided for check requests and that appropriate approval is received prior to processing any check request.
 - Prepares California Sales and Use Tax returns.
 - Processes and mails year-end 1099 tax documents to appropriate vendors and files on behalf of the Associated Students using the IRS Filing Information Returns Electronically (FIRE) system.
 - **Associated Students Business Office**
 - Oversees the day-to-day activities of the AS Business Office.
 - Validates appropriate funding sources prior to the procurement of supplies and services.
 - Assists students and other campus departments by answering questions and solving problems of a financial nature.
 - **Business Services Information/Drop off Center**
 - Serves as a central drop off location for payroll timesheets, accounts payable invoices and other related Business Service documents.
 - Assists campus departments with general Business Services questions, such as accounts payable, procurement and payroll questions.
 - Updates websites, distributes mail, creates and revises forms.

- **Contracts**
 - Reviews contract language on behalf of Associated Students and provides suggested alterations to the contract language to meet the requirements of the CSU system.
 - Ensures appropriate insurance requirements are in place prior to procuring services or entering into contractual agreements.
- **Payroll**
 - Processes payroll semi-monthly by verifying the appropriate payroll document for accuracy and conformity with applicable labor laws.
 - Assists employees with W-4 documentation and direct deposit set up.
 - HSU will use the payroll processor, ADP, to process Associated Students payroll. ADP will be responsible for reporting payroll tax information to the appropriate agency and will be responsible for preparing employee's annual W-2s. *ADP is a well-known payroll processor that operates throughout the United States including over 100 international countries and territories.*
- **Procurement**
 - Orders supplies and services as directed, with an emphasis placed on sustainability and green products.
 - Coordinates public bids for construction projects and other public works projects.
 - Issues procurement and travel credit cards to appropriate employees.
- **Risk Management**
 - Aids in the identification and evaluation of risk, to facilitate the selection and application of the best risk management techniques. This process is designed to allow the university to carry out its mission with the lowest practicable risk exposure.
 - Reviews and evaluates, as appropriate, student activities including academic field trips/projects, high hazard experiments, travel abroad, sanctioned activities, etc.
 - Will work with Associated Students to ensure an on-going Injury and Illness Prevention program is in place.

- **Student Financial Services (Cashiering)**
 - Receipts and records all cash and check transactions into People-Soft. Finance and forwards the deposit to the appropriate financial institution.
 - Provides change funds, cash advances as needed and petty cash reimbursements.
 - Assists with investment transfers in accordance with Associated Students Investment policy.

- **University Budget**
 - Controls the input of all approved university budget data into the People-Soft Finance module.
 - Responsible for inputting Associated Students approved Programs and IRA budget data. Also responsible for updating or revising any previously established budget data.

- **B.3 Implementation Plan & Schedule** – The following is the anticipated implementation plan and schedule:
 - **Implementation Plan:** Continue to support the Associated Students Business Office with a State funded position. This position will serve as the lead in overseeing the day-to-day activities of the AS Business Office, and will provide guidance to Associated Students personnel on the use of best-practices within HSU’s Business Services processes.

 - **Training:** Training and Professional Development stimulates and supports growth in order to maximize performance and enhance organizational effectiveness. Each primary and key staff member, as described above, will work on developing professional relationships with Associated Students staff and students in the appropriate use of HSU’s Business Services processes including the following:
 - Each quarter, Business Services will provide a financial review of the Associated Students financial results. This will serve as a mean in which to educate and train Associated Students on some of the more common financial reporting elements found within most organizations.

 - Provide training in the development of multiple year budgets and forecasting models.

 - And be available for individual(s) or small group to provide financial consulting as it applies to financial and business related activities of Associated Students.

HUMBOLDT STATE UNIVERSITY

Administrative Affairs – Business Services

- **Contingency Plan:** The CSU is the largest public university system in the United States. As a member, Humboldt State University is one of 23 campus in addition to the Chancellor’s Office. The CSU and HSU provide multiple backup plans and systems in the event of a catastrophic event or situation.
 - ❖ Executive Order (EO) 1014 “delegates to each president or his/her designee the responsibility” for establishing and maintaining an effective continuity plan to guide the University through the aftermath of a disaster or emergency with the goal of maintaining the campus’ instructional and administrative processes - *(see HSU Business Continuity Plan)*
 - ❖ Within the CSU system, redundant systems are in place, as well as, shared services, equipment, and if needed, shared employees. HSU has multiple CSU Campuses (*Chico, Sacramento, and Sonoma*) within a few hours’ drive to support HSU in the event of a major catastrophic event.
 - ❖ As in any major catastrophic event, there is usually a short period of time (i.e., less than 72 hours) in which Humboldt county, and the campus, would be required to provide for itself. HSU has an excellent Emergency Management team that will guide the campus through this most difficult time.
- **Go-Live:** The majority of the transition will occur on January 1, 2017. Other components of the transition will occur within their normal operational timeframe.
 - **December 31, 2016:** Discontinue Business Services with HSU’s University Center.
 - **January 1, 2017:** Enter into an agreement with HSU to provide Associated Students the Business Services and Support described in section B.2 above.
 - **January 1, 2017:** Create a new operational business unit for Associated Students within the CSU’s People-Soft Finance module.
 - **January 1, 2017:** Establish a new payroll processing account with ADP to process Associated Student employees.
 - **January 1, 2017:** Make available HSU’s Financial Reporting depository.
 - *Sample reports are included at the end of our proposal for your viewing.*

HUMBOLDT STATE UNIVERSITY

Administrative Affairs – Business Services

- **January 31, 2017**: If needed, assist the Associated Students in establishing appropriate benefit accounts for Associated Student employees.
- **January 31, 2017**: If needed, assist the Associated Students with the transfer to a more suitable financial banking institution.
- **April 2017**: Present the 3rd quarter financial results to the Associate Students Finance Committee. This would be a regularly scheduled presentation.
- **May 2017**: Provide Associated Students auditors (*Clifton, Larson, Allen LLP*) requested information during their preliminary field work.
- **September 2017**: Complete the Associated Students annual audit with appropriate reporting going to Associated Students Auditors, CSU Chancellor's Office, as well as, Associated Students Audit and/or Finance Committee.
- **July 2017 – June 2018**: Continue to provide Business Service for the 2017-18 fiscal year.

HSU's Administrative Affairs (Business Services) believes that the proposed fee and the outlined services and implementation plan will satisfy your Business Service's needs. HSU is committed to the partnership with Associated Students, to ensure high quality, cost-effective and value added Business Services.

Sincerely,



Joyce Lopes
VP Administrative Affairs
Humboldt State University

Supplemental Section – Sample Reports

HUMBOLDT STATE UNIVERSITY

Administrative Affairs – Business Services

Selected Fund Trial Balance

Fund T7480 - THE LUMBERJACK SCO 0948 - Calif State University Trust Fund CSU 496 - TF-
Fund Miscellaneous Trust
Remaining Balance Available **3,706.65**

GAAP Account Type	Account	Revised Budget	Period 0	Current Month	Current Year Actuals	Encumbrances	YTD Balance Available
10 - Assets	101100 - CASH - SHORT TERM INVESTMENTS	0.00	(505.63)	6,000.00	4,212.28	0.00	3,706.65
	103004 - ACCOUNTS RECEIVABLE-OPER REV	0.00		(6,000.00)	0.00	0.00	0.00
10 - Assets Total		0.00	(505.63)	0.00	4,212.28	0.00	3,706.65
30 - Fund Equity and Reserves	305002 - FUND BAL-CONT APPROPNS	0.00	505.63			0.00	505.63
30 - Fund Equity and Reserves Total		0.00	505.63			0.00	505.63
50 - Revenues	503931 - CAMPUS SUPPORT NONCAP ASB	0.00			(6,000.00)	0.00	(6,000.00)
	508001 - INCOME FR EXTERNAL INVESTMT	0.00			6.20	0.00	6.20
50 - Revenues Total		0.00			(5,993.80)	0.00	(5,993.80)
60 - Expenditures	601303 - STUDENT ASSISTANT	0.00			1,713.00	0.00	1,713.00
	660994 - INDIRECT COST EXPENSE	0.00			68.52	0.00	68.52
60 - Expenditures Total		0.00			1,781.52	0.00	1,781.52
Grand Total		0.00	0.00	0.00	(0.00)	0.00	(0.00)

NOTE: "Remaining Balance Available" is the combination of all lines assigned to GAAP Account Type 10 and 20.

Accounting Period is less than or equal to 04 (Oct)
and Business Unit is equal to HMCMP
and Fiscal Year is equal to 2016-2017
and Fund is equal to T7480 - THE LUMBERJACK

Sponsored Programs Foundation Budgetary Status Report

Funds S3102 - TIDEWATER GOBY SURVEY Award Amount \$98,183.11 Customer ID 000006 - Calif Dept of Transportation Award Status OPEN Award Number 65A0580 Fund Start Date 3/3/2016 Fund End Date 12/31/2017

Account Type	Object Group	Account	Prior Year Actuals	Current Month Actuals	Year to Date Actuals	Encumbrances	Total Budget	Contract To Date Actuals	Budget Balance	
50 - Revenues	503 - Gifts Grants and Contracts	503200 - GRANTS & CONTRACTS - STATE	(\$21,409.79)	\$0.00	(\$17,062.87)	\$0.00	(\$88,183.11)	(\$38,472.66)	(\$49,710.45)	
	503 - Gifts Grants and Contracts Total		(\$21,409.79)	\$0.00	(\$17,062.87)	\$0.00	(\$88,183.11)	(\$38,472.66)	(\$49,710.45)	
50 - Revenues Total			(\$21,409.79)	\$0.00	(\$17,062.87)	\$0.00	(\$88,183.11)	(\$38,472.66)	(\$49,710.45)	
60 - Expenditures	601 - Regular Salaries and Wages	601830 - WAGES-STUDENTS	\$2,968.72	\$0.00	\$3,106.80	\$0.00	\$24,000.00	\$6,075.52	\$17,924.48	
		601840 - WAGES-NON BENEFITED	\$5,256.16	\$0.00	\$6,768.08	\$0.00	\$25,034.00	\$12,024.24	\$13,009.76	
	601 - Regular Salaries and Wages Total		\$8,224.88	\$0.00	\$9,874.88	\$0.00	\$49,034.00	\$18,099.76	\$30,934.24	
	603 - Benefits Group	603001 - OASDI		\$325.52	\$0.00	\$416.21	\$0.00	\$1,552.12	\$741.73	\$810.39
		603007 - WORKERS COMPENSATION		\$79.28	\$0.00	\$108.93	\$0.00	\$1,382.76	\$188.21	\$1,194.55
		603010 - UNEMPLOYMENT COMP		\$115.14	\$0.00	\$123.60	\$0.00	\$2,598.80	\$238.74	\$2,360.06
		603012 - MEDICARE		\$76.13	\$0.00	\$97.34	\$0.00	\$362.99	\$173.47	\$189.52
	603 - Benefits Group Total		\$596.07	\$0.00	\$746.08	\$0.00	\$5,896.67	\$1,342.15	\$4,554.52	
	606 - Travel	606001 - TRAVEL IN STATE		\$3,011.83	\$52.38	\$3,244.94	\$0.00	\$6,704.39	\$6,256.77	\$447.62
	606 - Travel Total			\$3,011.83	\$52.38	\$3,244.94	\$0.00	\$6,704.39	\$6,256.77	\$447.62
	619 - Equipment Group	619810 - EQUIPMENT < 5K		\$1,687.43	\$0.00	\$0.00	\$0.00	\$1,687.43	\$1,687.43	\$0.00
	619 - Equipment Group Total			\$1,687.43	\$0.00	\$0.00	\$0.00	\$1,687.43	\$1,687.43	\$0.00
	660 - Misc. Operating Expenses	660003 - SUPPLIES AND SERVICES		\$5,097.00	\$0.00	\$1,023.76	\$0.00	\$13,358.48	\$6,120.76	\$7,237.72
			\$5,097.00	\$0.00	\$1,023.76	\$0.00	\$13,358.48	\$6,120.76	\$7,237.72	
660 - Misc. Operating Expenses Total										
662 - SP - F & A Cost (Indirect Cost)	662994 - INDIRECT COST EXPENSE		\$2,792.58	\$0.00	\$2,225.59	\$0.00	\$11,502.14	\$5,018.17	\$6,483.97	
		662 - SP - F & A Cost (Indirect Cost Total)		\$2,792.58	\$0.00	\$2,225.59	\$0.00	\$11,502.14	\$5,018.17	\$6,483.97
60 - Expenditures Total			\$21,409.79	\$52.38	\$17,115.25	\$0.00	\$88,183.11	\$38,525.04	\$49,658.07	

Business Unit is equal to / is in HMSCP
and Fund is equal to S3102 - TIDEWATER GOBY SURVEY
and Accounting Period is less than or equal to 04 (Oct)
and Fiscal Year is equal to 2016-2017
and LEFT(Fund, 1) is not equal to / is not in T
and SPF Accounts

**HUMBOLDT STATE UNIVERSITY
SPONSORED PROGRAMS
FOUNDATION**

ANNUAL FINANCIAL REPORT

JUNE 30, 2016 AND 2015

PRESENTED
SEPTEMBER 16, 2016

**OPERATIONAL RESULTS
GENERAL OPERATIONS**

FOR THE YEAR ENDED
JUNE 30, 2016



HUMBOLDT STATE UNIVERSITY

Administrative Affairs – Business Services

BUDGET TO ACTUALS GENERAL OPERATIONS REVENUES JULY 1, 2015 – JUNE 30, 2016

	<u>Annual Budget</u>	<u>Annual Actual</u>	<u>Unearned Revenue</u>	<u>% of Budget Earned</u>
Indirect cost revenue—Grants and contracts	\$ 1,800,000	\$ 2,083,754	\$ 283,754	116%
Indirect cost revenue—Trusts	35,000	60,629	25,629	173%
Investment income	13,000	16,811	3,811	129%
Rental income	36,000	35,960	(40)	100%
Miscellaneous income	<u>100,000</u>	<u>144,224</u>	<u>44,224</u>	<u>144%</u>
Total operating revenues	\$ <u>1,984,000</u>	\$ <u>2,341,378</u>	\$ <u>357,378</u>	<u>118%</u>

BUDGET TO ACTUALS GENERAL OPERATIONS EXPENSES JULY 1, 2015 – JUNE 30, 2016

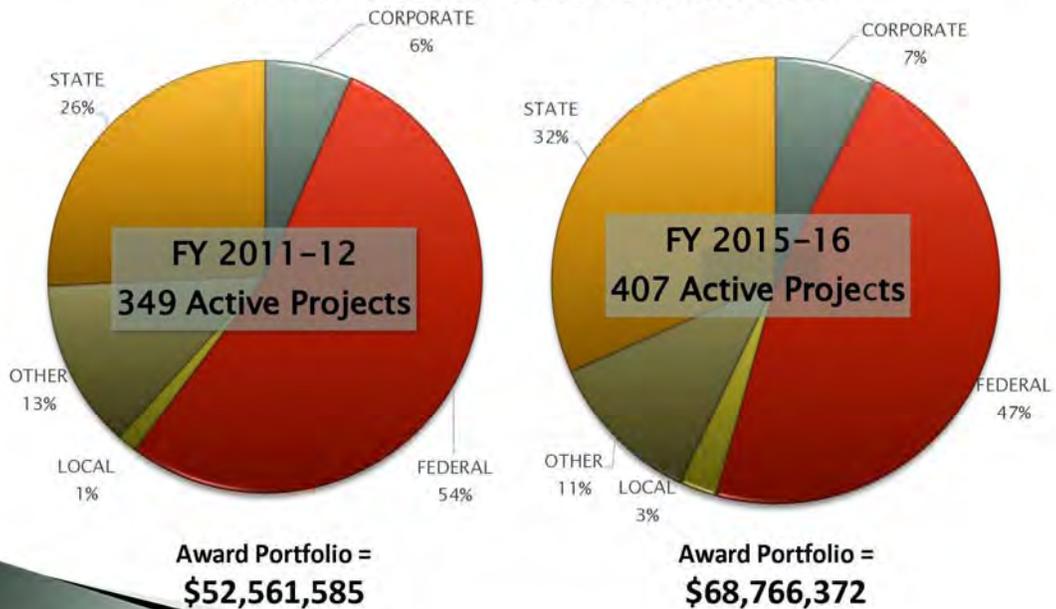
	<u>Annual Budget</u>	<u>Annual Actual</u>	<u>Remaining Budget</u>	<u>% of Budget Spent</u>
Salaries and benefits	\$ 497,492	\$ 448,564	\$ (48,928)	90%
University business services	525,000	540,000	15,000	103%
Contractual services	71,950	46,475	(25,475)	65%
Supplies and services	175,338	169,381	(5,957)	97%
Travel	21,000	23,599	2,599	112%
Rent	<u>14,782</u>	<u>0</u>	<u>(14,782)</u>	<u>0%</u>
Total operating expenses	\$ <u>1,305,562</u>	\$ <u>1,228,019</u>	\$ <u>(77,543)</u>	<u>94%</u>

**GRANT & CONTRACT
STATISTICS**

AS OF JUNE 30, 2016

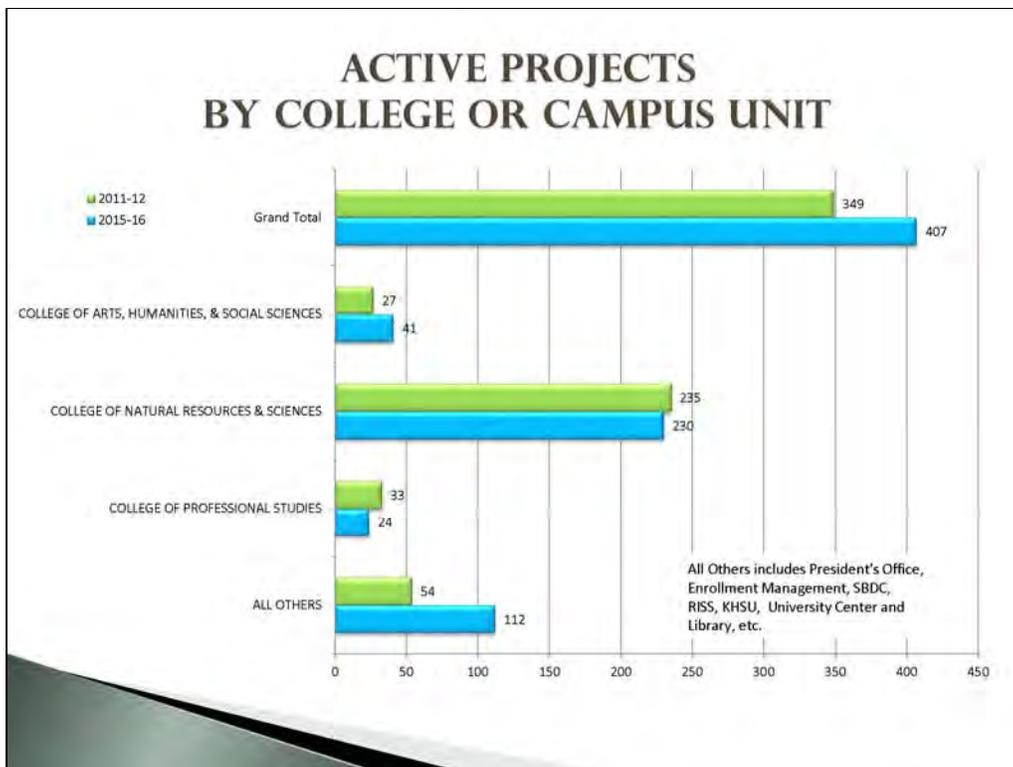
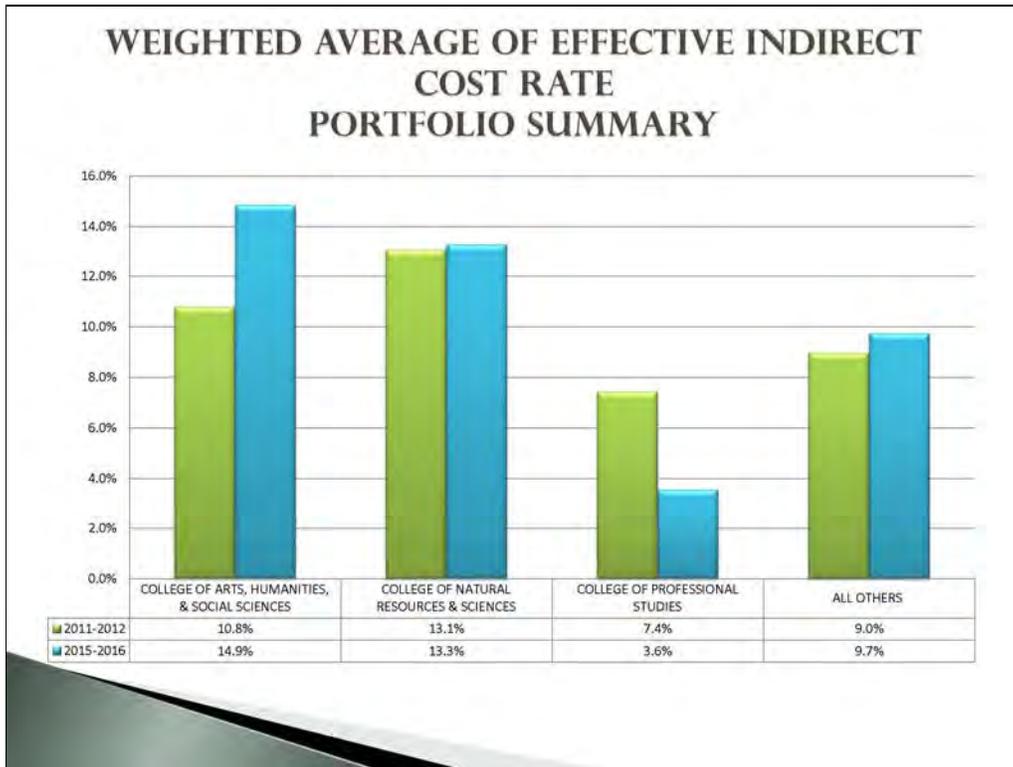


**COMPOSITION OF GRANT PORTFOLIO
\$ BY FUNDING SOURCE**



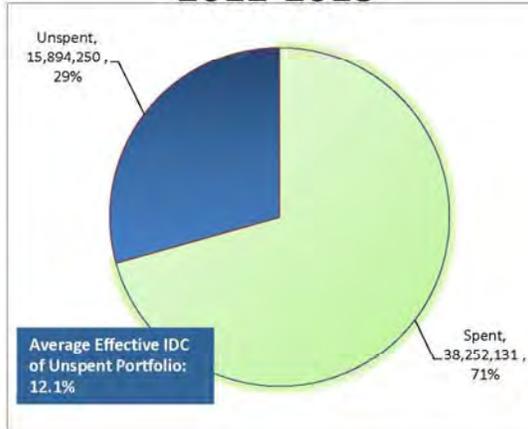
HUMBOLDT STATE UNIVERSITY

Administrative Affairs – Business Services



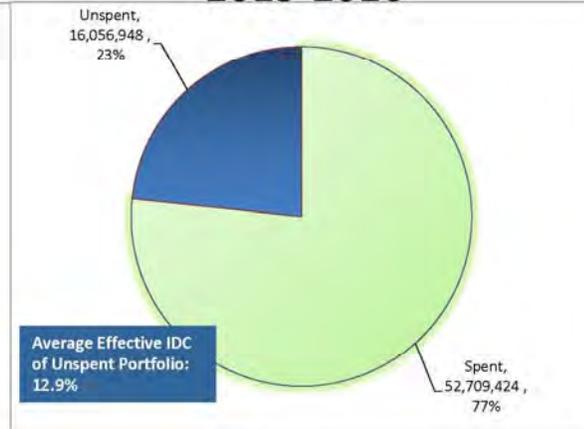
COMPOSITION OF GRANT PORTFOLIO UNSPENT VS. SPENT

2012-2013



Total Award Portfolio
\$54,146,381

2015-2016



Total Award Portfolio
\$68,766,372

**AGREEMENT BETWEEN THE ASSOCIATED STUDENTS OF
HUMBOLDT STATE UNIVERSITY
AND HUMBOLDT STATE UNIVERSITY CENTER,
BOARD OF DIRECTORS
TO PROVIDE ADMINISTRATIVE SERVICES, ADVISING,
HUMAN RESOURCE MANAGEMENT, ACCOUNTING AND
BUSINESS SERVICES, INFORMATION TECHNOLOGY (IT)
SERVICES, AND FACILITIES MANAGEMENT**

THIS AGREEMENT, made and entered into on this first day of July, 2015-in the State of California by and between the Associated Students of Humboldt State University, hereinafter referred to as "AS", located at Arcata, California 95521, and Humboldt State University Center, Board of Directors, hereinafter referred to as "UC" located at Humboldt State University, Arcata, CA 95521. Where referenced, University indicates Humboldt State University.

WHEREAS, UC agrees to provide Administrative Services, Advising, Human Resource Management, Accounting and Business Services, Information Technology (IT), and Facilities Management (per Exhibits A, B, C, D, E, F & G) for the Associated Students of Humboldt State University for the period commencing July 1, 2015 and ending June 30, 2020 subject to annual review.

NOW THEREFORE, in consideration of covenants, conditions and mutual agreements hereinafter set forth, the parties hereto agree as follows:

1. UC agrees to furnish all labor, materials and related services to perform all work required in providing Administrative Services, Advising, Human Resource Management, Accounting and Business Services, Information Technology (IT) Services, and Facilities Management, for the AS in accordance with the attachments to this agreement, marked Exhibits A, B, C, D, E, F & G.
2. The UC agrees that certain minimum performance criteria will be governed by California State University policy as expressed in the California Education Code, Title 5 and Chancellor's Office policy.
3. Without the written consent of the AS, this agreement is not assignable by the UC either in whole or in part.
4. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the AS and UC; and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
5. By a separate Memorandum of Understanding between Humboldt State University and the Associated Students, HSU shall execute custodial responsibilities and fiscal management requirements as per Education Code Section 89302 and Title 5 Section 42403 of the California Code of Regulations. UC Accounting and Business Services Procedures will facilitate this process.

6. The UC Executive Director shall have the delegated authority to sign checks on the behalf of the AS.
7. At any time, at the request of either party to this agreement, the University shall have the right to authorize to outsiders access to the AS records physically located at the UC premises for any lawful purpose.
8. If a dispute does arise between the AS and UC concerning the agreement, the dispute should be presented for arbitration to the University Chief Fiscal Officer or his/her designee. After hearing both sides of the dispute, the University Chief Fiscal Officer or his/her designee will make a ruling on the matter. This ruling will be considered binding arbitration to both parties.
9. Either the AS or the UC may propose to the other party a change in the services provided or scope of the services. These proposals must be sent to the UC Executive Director or AS General Manager by March 1.
10. The AS agrees to pay UC for services rendered as outlined in this agreement in the amount of \$165,910 for the 2015-16 fiscal year (July 1, 2015 to June 30, 2016), due and payable in 12 monthly increments, commencing July 1, 2015. Each subsequent year will be re-evaluated and may be amended.
11. UC shall notify AS by March 1 as to the consideration (costs) of this agreement for the upcoming fiscal year. The UC intends to use the most applicable Consumer Price Index (CPI) as a guide to determine the consideration. If for some reason the UC feels the increase of consideration needs to be greater than the CPI, the UC will give a presentation to the AS explaining why the need is justified and will seek approval via the AS budget process.
12. The AS agrees to indemnify, defend and save harmless the State of California, Trustees of the California State University, Humboldt State University and Humboldt State University Center, their officers, employees representatives, and volunteers from any claims, actions, judgments, liens, and claim for damages by reason of any injury to any person or persons, or property of any kind arising out of the performance of this agreement provided that this provision shall not apply with respect to claims(s), actions, judgments, liens, or claims for damages which are the sole negligence of the UC or by any of its agents, employees or officers.
13. The agreement is subject to an annual review and renewal. This can be accomplished via the annual AS budget process with communication from the AS President to the UC Executive Director as shown in Exhibit G. If either the UC or the AS wish to discontinue this agreement, written notification must be given to the UC Executive Director or the AS General Manager by the last Friday in March. If proper notification is not given to the UC or the AS by the last Friday in March there will be a cancellation/transfer charge. The charge will be negotiated by the UC and AS. If the parties are unable to reach an

agreement, the dispute shall be submitted to the University Chief Fiscal Officer for binding arbitration.

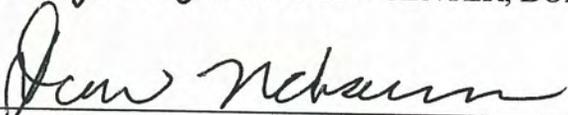
IN WITNESS WHEREOF, this agreement has been executed by the parties hereto as of July 1, 2015.

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

By: 
Tsolak "Mike" Kirakosyan, AS Legislative Vice President

By: 
Jerry Dinzes, AS President

HUMBOLDT STATE UNIVERSITY CENTER, BOARD OF DIRECTORS

By: 
Dave Nakamura, UC Executive Director

HUMBOLDT STATE UNIVERSITY

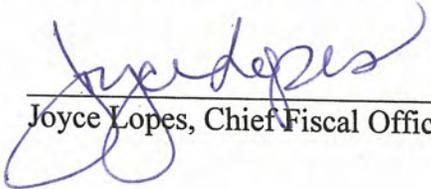
By: 
Joyce Lopes, Chief Fiscal Officer

EXHIBIT "A"
ADMINISTRATIVE SERVICES

A. Administrative Office Staffing

1. The administrative office will be staffed year round except for occasional scheduled closures during the summer and recess periods.
2. The administrative office staff will consist of an AS General Manager, clerical and office staff as needed.
3. The AS General Manager will be a state-reimbursed salaried/benefited employee subject to the state salary classification and benefits (health, dental, life, insurance, retirement, vacation, sick leave, holiday).
By a separate Memorandum of Understanding between Humboldt State University and the Associated Students, HSU agrees to provide state employees to AS to perform various duties. AS agrees to reimburse the University for all salary and benefit out-of-pocket expenses for the state employees upon receipt of a monthly invoice for the University (MOU Effective July 1, 2011).
4. Other administrative office staff will be UC salaried/benefited employees subject to the UC salary classification and benefits (health, dental, life, insurance, retirement, vacation, sick leave, holiday).
5. The selection of the AS General Manager will be conducted by a selection committee as agreed upon by the AS President and the Vice President of Enrollment Management and Student Affairs. The majority of the committee shall be students. The committee will make their recommendation to the Vice President of Enrollment Management and Student Affairs. Should the Vice President of Enrollment Management and Student Affairs reject the selection committee's recommendation, the AS may terminate this agreement with a 30-day written notice.
6. Circumstances may necessitate the appointment of an interim AS General Manager. The Vice President of Enrollment Management and Student Affairs, in consultation with the AS President, will appoint a candidate until a formal selection process is conducted. The interim appointment should not exceed one calendar year. If a dispute does arise regarding the appointment of an interim AS General Manager, the AS may terminate this agreement with a 30-day written notice.
7. The AS General Manager will be evaluated at least once per year, or if deemed necessary, the AS President may request an evaluation. The process will be accordance with AS policy regarding the Annual Performance Appraisal of General Manager (Policy Section No. 300, Document 302).

B. General Administrative

1. Administer and coordinate the student body day-to-day business and related activities of the AS.
2. Assure compliance with state law, applicable Education Code and Title 5 Sections, CSU Board of Trustees and campus policies and directives.
3. Negotiate, execute, and sign all contracts, agreements, loans and grants.
4. Procure adequate liability and property insurance.

C. Fiscal Administration

1. Establish and maintain operating procedures to ascertain that all expenditures are in accordance with policies of the CSU Trustees, Education Code, and Title 5.
2. Maintain a system of strong internal controls to safeguard the organization's resources and ensure that financial statements are free of material misstatements.
3. Coordinate with the Board of Finance to develop an annual budget for the AS.
4. Review and report to the AS governing body and program advisors on their financial positions.
5. Check and review that student funds are disbursed in accordance with the objectives, policies and directives of the AS.
6. Coordinate with the UC Business Services office in the development and administration of accounting and business service procedures. The AS will practice applicable accounting and business services as the UC.
7. Continually revise, develop and enhance financial reporting and processing system.
8. Process student assistants and work study hourly employees.

D. Office Management

1. Develop and maintain office hours, policies and procedures to provide students leaders and AS staff with the most productive working environment possible to provide outstanding service to the student body.
2. Maintain and publish up-to-date copies of the AS Code, Constitution, Policies and Procedures Manuals, etc.

E. Student Programming and other operational administration.

1. Provide an annual orientation to all AS council members and officers.
2. Work with other Student Affairs professionals in the development of workshops or experiences that will enhance the decision-making and leadership skills of the members of the AS government.
3. Administer the Instructionally Related Activities (IRA) IRA budget process, IRA budget, and advise committee members.
4. Administer the Student Fee Advisory Committee (SFAC).
5. Advise AS student programs that request administrative assistance.
6. Oversee annual and special AS elections.
7. Serve as a member of campus committees as necessary.

EXHIBIT "B"
ADVISING

- A. The AS General Manager will be available to provide support to AS programs. This support may take the form of, but not be limited to, consulting and advising AS leaders, campus committees, the AS programs or other related AS activities.
- B. The UC staff will work closely with the AS General Manager and will be available to advise student leaders involved with student government and programs.
- C. UC professional staff will be made available to the AS General Manager for the purpose of consultation (i.e., Human Resources, Facilities Operations, legal counsel, etc.).

EXHIBIT "C"
HUMAN RESOURCES

- A. AS General Manager will keep abreast of current labor laws and regulations.
- B. Provide a compensation plan framework for the Associated Students student and hourly employees.
- C. Advise AS program directors regarding legal aspects of interviewing, hiring and terminating employees.
- D. Establish system for compliance with immigration and naturalization (INS) of eligibility guidelines for new employees.
- E. Record and maintain records regarding employees vacation, compensating time off, and sick leave accumulations.
- F. Coordinate personnel benefit programs.
- G. Maintain an Humboldt State University Center employee handbook for Salaried/Benefited Employees.
- H. Conduct new Salaried/Benefited employee orientation regarding payroll and benefit programs.

EXHIBIT "D"
ACCOUNTING AND BUSINESS SERVICES

- A. Cashiering
 - 1. Receipt all cash and other monetary instruments forwarded to the UC Business Office.
 - 2. Prepare bank deposits, reconcile deposits to receipts, and forward to bank.
 - 3. Record receipts accounting data onto computerized accounting system.
 - 4. Provide change fund for all AS events.
- B. Cash Disbursements
 - 1. Review check requests to ascertain that payments to vendors and requests for reimbursements are processed with appropriate supporting documentation.
 - 2. Process all check requests with proper approval from the AS General Manager.
 - 3. Prepare, sign and distribute checks.
 - 4. Collect 1099 from payee and prepare annual W-9 forms.
- C. General Ledger Accounts Maintenance
 - 1. Maintain general ledger accounts in accordance with AS budget.
 - 2. Maintain campus clubs accounts as necessary.
 - 3. Prepare monthly bank reconciliations and prepare journal entries as needed.
 - 4. Prepare other accounts payable and receivable, payroll, cash receipts, etc. and adjust as necessary.

- D. Payroll Processing (semi-monthly), excluding Work Study
1. Vouch time sheets or other payroll documents for accuracy and conformance with applicable labor laws.
 2. Prepare payroll checks.
 3. Prepare related payroll taxes report and submit to regulatory agencies.
 4. Maintain payroll records in accordance with State and Federal guidelines.
 5. Prepare annual tax reports including W-2s.
- E. Accounts Receivable System Maintenance (Invoicing and Collection)
1. Coordinate, input, print and distribute invoices.
 2. Prepare and distribute statements and delinquent reminders monthly.
 3. Prepare accounts receivable aging report and distribute to AS General Manager. General Manager will alert appropriate program director/manager. (i.e. Osprey Magazine)
- F. Financial Statement Preparation
1. Prepare and print monthly financial statements for AS Programs, IRA Programs, and Club Accounts.
 2. Maintain, update and revise financial reporting format as needed.
 3. Prepare annual in-house financial reports.
- G. Cash Management (Investment of excess cash funds)
1. Monitor cash flow to maintain it at an optimum level of operation.
 2. Invest cash in accordance with AS Investment Policy (Policy Section No. 200, Document No. 204).
- H. Prepare Reports for Regulatory Agencies
1. Prepare Chancellor's Office Reports.
 2. Prepare HSU Fiscal Affairs reports/requests for information.
 3. Provide outside accounting professionals with the necessary information to prepare annual non-profit income tax returns such as Federal return 990 and State of California returns 199 and CT2.
 4. Prepare sales and use tax report and other reports as needed.
- I. Assist with External Auditors on Annual Audit, CSU Trustees' Compliance Audit, and other Audits
1. Assist AS with the selection of a certified public accountant as described in Education Code Section 89900 (a).
 2. Conduct audit in accordance with Education Code Section 89900 (b).
 3. Assist AS with preparation and completion of Compliance audit performed by the Chancellor's Office of the University Audit.
 4. Compile accounting-related documents as requested by auditors.
 5. Assist auditors in preparing accounting schedule as necessary.
 6. Assist AS General Manager in the compilation of materials for non-routine audit (i.e., sales tax audit, labor department audits).

- J. Other Accounting-Related Services
1. Coordinate the collection of non-sufficient funds checks written to the AS.
 2. Consult on accounting and business-related methods and procedures as requested by the AS.

EXHIBIT "E"
INFORMATION TECHNOLOGY (IT) SERVICES

- A. The UC will provide Information Technology (IT) Services and infrastructure to AS Administrative Staff (AS General Manager and AS Office Coordinator)

EXHIBIT "F"
AS OFFICE SPACE AND AS FACILITIES

- A. The UC will provide the AS with space in the UC South Lounge for Council and Administrative offices. In consideration for this space, the AS will provide students a means for responsible and effective participation in the governance of the campus. The AS will also provide services and programs to meet the needs of the student community to stimulate the educational, social, physical, and cultural well-being of the University.
- B. The UC will provide basic custodial service to AS offices located in the UC South Lounge.
- C. The AS agrees to keep and maintain the AS Office space in a clean and orderly condition.
- D. The AS shall not alter or change the office space in the UC South Lounge without the written consent of the UC Executive Director. Approved changes shall be made under the direction of the UC Operations Manager.
- E. Upon request, the UC will consult with and advise the AS General Manager with issues and problems regarding the maintenance and repair of AS facilities.
- F. The UC will assist AS General Manager with coordination of repairs of AS houses.
- G. The UC and the AS will work together to maintain an on-going Injury and Illness Prevention Program. The AS General Manager will be a member of the UC Safety Committee.
- H. Upon request, the UC Operations Manager will consult with and advise AS Programs regarding events in UC facilities.

EXHIBIT "G"
RENEWAL OF THE ASSOCIATED STUDENTS/UNIVERSITY CENTER
ADMINISTRATIVE SERVICES AGREEMENT

(Sample letter)

DATE

TO: Executive Director
University Center

FROM: President
Associated Students

RE: Renewal of the Associated Students/University Center
Administrative Services Agreement

As outlined in the Administrative Services agreement between the Associated Students (AS) and the University Center (UC), the Associated Students shall notify the University Center of its intentions regarding the continuation of the agreement.

The Associated Students approved their (insert fiscal year) budget on (insert date). It includes continuing the agreement for Administrative Services with the University Center. The (insert fiscal year) total contract amount will be (insert amount). (Insert any changes in the scope of the agreement.)

Agreed and Accepted:

By:

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

AS President

HUMBOLDT STATE UNIVERSITY CENTER

University Center Executive Director

cc: Associated Students General Manager
Vice President of Student Affairs and Enrollment Management

ASSOCIATED STUDENTS

HUMBOLDT STATE UNIVERSITY ARCATA, CA 95521

Job Description

Exempt Employee

Non-exempt Employee

DATE: November 22, 2016

1. Working title: Associated Students Communications Coordinator
2. Immediate supervisor: AS Executive Director
3. Persons reporting to the position: None

Working Title	Salary	Hourly
AS Communications Coordinator	X	

4. Level of supervisory responsibility:

(Check appropriate boxes)	Salary	Hourly
Interviewing applicants	X	
Hiring applicants		
Assigning tasks and directing work	X	
Establishing work schedules as necessary	X	
Approving overtime worked		
Approving leave schedules		
Evaluating performance	X	
Taking corrective action	X	
Effecting temporary or indefinite reduction in time	X	
Terminating an employee		
<u>Res</u> olving complaints	X	

5. Objective of position:

Serves as Communications Coordinator to the AS Council, offering support, training and advising to further Associated Students' strategic goals.

6. Type of overall supervision received after training:

Close Supervision Supervision General Supervision Direction

Comments:

Must be able to work with minimum supervision and perform tasks involving independent judgment; must work in close coordination with AS Business Office Coordinator

7. Special conditions of employment:

Occasional evening and weekend work schedule for extended meeting times, retreats or when there are AS activities scheduled.

8. Physical requirements:

Manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; clear verbal and listening skills. Ability to sit for an extended period of time. Strength and mobility to lift and carry items up to 10 pounds. Requires standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, climbing ladders and other physical movements involved in posting signs and event setup.

9. Functions and tasks:

A Administrative support.

- A.1 Serve as a resource in a busy office which involves answering the telephone, taking messages, responding to emails and providing information about the Associated Students to students and the campus community.
- A.2 Answer routine questions regarding AS policies and procedures, greets visitors, provides information, directs caller or visitor to appropriate contact, etc.
- A.3 Maintains AS President's appointment calendar as requested by the AS President.
- A.4 Collect and maintain current AS Council & Executive schedules and posts office hours.
- A.5 Maintain AS Council e-mail list.
- A.6 Communicates office policies and procedures to AS Leadership,
- A.7 Monitor department supplies and coordinates the ordering of supplies for AS Council.
- A.8 Makes room reservations.
- A.9 Schedule committee meetings as directed by the AS President and AS Executive Director
- A.10 Assist with special projects as directed by the AS President and AS Executive Director.

B. Committee Appointment Process

- B.1 Receives committee applications from students, communicates appointment process, and answers questions.
- B.2 Submits applicant information to assure that minimum qualifications standards have been met.
- B.3 Distributes application to appropriate Executive Council member for consideration.
- B.4 Communicates with Committee Chair regarding students appointed to various committees.
- B.5 Maintains and updates committee list and updates handbook annually.

C. Associated Students Meetings-AS Council, Board of Finance, and Student Fee Advisory.

- C.1 Assists with preparation of agenda for AS Council, Board of Finance, and Student Fee Advisory Committee meetings.

- C.2 Distributes agenda and materials to ensure that deadlines are met.
- C.3 Records minutes at AS Council, Board of Finance, and Student Fee Advisory Committee Meetings.
- C.4 Prepares and distributes minutes and monitors follow-up on action items.
- C.5 Finalizes Council resolutions and distributes as noted.

- D. Serves as a "Help" point for office equipment located in the Associated Students Offices. (Office equipment includes computers, fax, copier/scanner, telephones, etc.)
 - D.1 Train and assist student government members in usage of all office equipment as needed.
 - D.2 Troubleshoot when equipment is not working properly or users are unclear on instructions.
 - D.3 Oversee AS Government office equipment maintenance.
 - D.4 Manages all of the AS Government and student-led AS Programs office computers, working with HSU IT.
 - D.5 Makes recommendations regarding computer purchases for programs.
 - D.6 Assists in the supervision of student staff.

- E. Performs various related duties to the Associated Students Government and Business Office
 - E.1 Prepare the AS Council Manuals (board member manual) for distribution.
 - E.2 Maintains and updates the AS Constitution and Codes
 - E.3 Place the AS agendas, minutes, and meeting handouts on the AS website in a timely manner.
 - E.4 Coordinates the development of Student Learning Outcomes related to AS Council, programs and services.
 - E.5 Completes the annual PREP project for program assessment.
 - E.6 Assists with tasks involved with the administration of the A.S. Campus/Community Service Scholarship, including serving on the committee.

- F. Associated Students Government Program Advising & Elections
 - F.1 Provides advice and guidance to the Student Affairs Vice President regarding the Finals Week AS. Study Lounge and other programmatic initiatives.
 - F.2 Advisor to the Associated Students Student Affairs Advisory Committee.
 - F.3 Provides advice and assistance to the External Affairs Representative for CSSA meetings hosted on campus.
 - F.4 Advisor to the Associated Students Lobby Corps.
 - F.5 Provides advice and assistance to AS Representatives for Fall and Spring semester "College Meeting" as outlined in AS Government Code.
 - F.6 Advisor to the AS. Elections Commissioner and oversees the AS. online election process in collaboration with the Clubs and Activities Coordinator.
 - F.7 Coordinates the content and produces the AS Voters Guide working with graphics person
 - F.8 In coordination with the AS Executive Director, plans and coordinates all orientation, training, retreats, and related materials for AS leadership

positions, including providing training in parliamentary procedure and other meeting standards.

F.9 Represents AS at Student Affairs SEALS (Student Engagement and Leadership) meetings; attending their meetings and participating in group event planning.

G. AS Advertising and Website Support

G.1 Oversee the development, accuracy and effectiveness of all AS publications, websites, social media (Facebook), advertisements, promotional items and communication initiatives.

G.2 Coordinate the distribution of advertising in conjunction with the PR Assistant.

G.3 Insert AS Government events into the University Events Calendar and weekly announcements.

G.4 Update and maintain the Associated Students website to include the events and activities of the organization.

G.5 Coordinate communication tools into an effective public relations campaign to improve student and community awareness of the A.S. Government and its events and activities.

G.6 Announce Council and Committee vacancies in the Lumberjack Newspaper

G.7 Implement and/or manage new technology for the AS Government Program; including AS Book Exchange and AS Election Technology.

H. AS Business Office Support

H.1 Provide back-up for the AS Business Office Coordinator.

H.2 Serve as receptionist as outlined in "A" above.

H.3 Answer routine questions regarding club and program account procedures.

H.4 Perform other duties as assigned.

C. Minimum qualifications required to perform all essential functions: (Indicate work experience including type of work and number of years required; education, if applicable, including desired degree and field of study, and specify certificate or license requirements; e.g. nursing, counseling, lab tech, or automotive and equipment operator.)

Minimum 2-year work experience in student government, student affairs, counseling, mentoring or teaching at an institution of higher learning. BA or MA in social or behavioral sciences or related degree. An M.A. in social or behavioral sciences or related degree can be substituted for 1-year of work experience.

D. Knowledge, special skills and abilities required:

Excellent written and verbal communication skills. Working knowledge of the practices, procedures and activities of the Associated Students; general knowledge of methods and problems of organizational and program management; general knowledge of principles of individual and group behavior; ability to advise students individually and in groups; ability to establish and maintain cooperative working relationships with other student organization advisors, HSU administrators and others; ability to make decisions, plan and successfully carry out activities; ability to act as a spokesperson for AS as requested; demonstrate sensitivity to campus diversity and ability to work with diverse individuals and groups; be pro-active in helping AS Council members accomplish their strategic goals

E. Equipment used in the performance of the assignment:

Computer and related software; Telephone; printers. Adobe software (Photoshop, Reader, Acrobat); Google apps (calendar, email, Drive and Docs); Microsoft Office (Word, Excel, Publisher); Drupal Web Design platform.

F. Specific physical and/or environmental working conditions that relate to the essential job functions of the position:

This is an office work site that includes being a first-contact person in the AS office and requires standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, climbing ladders and other physical movements involved in posting signs and event setup.

SECTION FIVE - Additional Information

List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, and skills levels.

In past years this position has been primarily a clerical position. Although there are still some clerical duties, the shifting structure of the AS, which includes greater autonomy, means that this position will have increased responsibility for advising and training of Council and Committee members, including problem-solving and an ability to provide direction and resources as needed. With a Council that changes annually, this position also needs to track and provide "institutional memory" for goals that continue from one year to the next. Students are in charge, which demands superior communication skills and a commitment to mutual trust.

Describe the nature of supervision the employee in the position will receive.

The AS Communications Coordinator will be supervised and evaluated by the AS Executive Director in documenting and carrying out the strategic goals of the AS, under the direction of the AS President and Council members.