

Associated Students Council
Humboldt State University
Meeting on Monday, September 9, 2013
Nelson Hall East, Goodwin Forum
3:00 p.m.
Agenda #4

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #4 dated September 9, 2013 – Action Item
- IV. Chair's Report
- V. Approval of Minutes
 - A. Approval of Minutes #3 dated August 26, 2013 – Action Item

- 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
 - E. Election of Vice Chair – Action Item

Article V, Section C9 of the Associated Students Constitution charges the Council to elect a Vice Chair from its membership.

- VIII. Old Business

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

- A. President (Jacob Bloom)
 - B. Administrative Affairs Vice President (Vacant)
 - C. Student Affairs Vice President (Vacant)
 - D. Legislative Vice President (Mark Teeter)
 - E. Council Representative Reports
 - F. External Affairs (Vacant)
 - G. AS Presents (Kobe Thompson)
 - H. Vice President for Enrollment Management and Student Affairs (Dr. Peg Blake)
 - I. General Manager (Joan Tyson)
- X. General Council Discussion (At this time Council members and Executives may follow-up with questions regarding reports.)
- XI. New Business
- XII. General Council Work Session
- A. Fall 2013 Retreat – Tabled Discussion Item (Jacob Bloom)
This item was tabled at the August 26, 2013 to allow for a continued discussion. Council will review options for a Fall 2013 retreat. Bloom will lead a brain storm and seek to form a working group.
 - B. Arts on the Quad –Discussion Item (Jacob Bloom)
Bloom will lead a debriefing on the Arts in the Quad event, a brain storm on the concept and discuss further implementation.
 - C. AS Employees –Discussion Item (Jacob Bloom)
Bloom will lead a discussion about AS employees, hiring process, job descriptions and the Associated Students/University Administrative Services Agreement.
 - D. Structural Adjustments –Discussion Item (Jacob Bloom)
Bloom will lead a discussion regarding the AS Constitution and Codes (instant run-off elections), the committee appointment process and Council vacancies, record of minutes and rules of order.
 - E. 2013-14 Goals & Vision –Discussion Item (Jacob Bloom)
The University President has requested 5 – 6 goals of the AS Council. Bloom has suggested one goal from each college and 2 – 3 goals of the AS Executives and At Large Representatives.
- XIII. Announcements
- XIV. Adjournment

Associated Students Council
Humboldt State University
Monday, August 26, 2013
Nelson Hall East, Goodwin Forum
Minutes #3

Call to Order

Lino Sanchez, Interim Chair, called the meeting to order at 3:00 p.m. in Nelson Hall East, Goodwin Forum.

Roll Call

Representatives Present: Victor Arredondo, Nicholas Colbrunn, Ana Cortes, Jerry Dinzes, Jessie Holtz, Corinne Krupp, Jackie Martinez, Mary May, Fabiola Quiroz, Taylor Mitchell, Lino Sanchez

Officers Present: Jacob Bloom

Advisors Present: Joan Tyson, Dr. Peg Blake

Advisors Absent: Kobe Thompson (excused)

Approval of Agenda

MOTION: KRUPP/DINZES move to approve Agenda #3 dated August 26, 2013 APPROVED

Chair's Report

Sanchez reminded the Council to turn in their class and office hour schedule to Christensen in the AS Office by Friday, August 30.

Approval of Minutes

A. Approval of Minutes #2 dated May 13, 2013 – Action Item

MOTION: KRUPP/CORTES move to approve Minutes #2 dated May 13, 2013 APPROVED

Public Comments (As per the Gloria Romero Open Meeting Act authorized by Section 89306.)

Tall Chief Comet, the Campus Sustainability Director, was present to comment. Comet stated that in Spring 2013 the AS Council authored and supported a resolution in support of ZimRide. ZimRide received a Humboldt Energy Independence Fund (HEIF) grant and has been implemented on campus. 160 users are now using Zimride. Comet stated that he is available to make a presentation to the AS Council.

Jeff Goram, a student, encouraged the Council to focus on the following five ideas: transparency, internalization of task, nonhierarchical leadership, accountability to people the Council works with and self-accountability.

Mark Teeter, a student, commented that he would like to be appointed as the Legislative Vice President. Teeter stated that he provided a presentation to the AS Council during the orientation. Teeter would like more students to become involved with AS initiatives and to promote the sustainability of programs. Teeter stated that he would bring energy and ideas to the position of Legislative Vice President.

Bex Cox, a student on the UC Board of Directors, commented that he is looking forward to working with the AS Council.

Appointments to Committees and Council

A.S. President (Jacob Bloom)

MOTION: MAY/QUIROZ move to appoint Mark Teeter to the position of Legislative Vice President on the AS Council

APPROVED
(1) NAY

After Teeter was appointed and seated he chaired the remainder of the meeting.

A.S. Administrative Vice President (Vacant)

No Appointments.

A.S. Legislative Vice President (Vacant)

No Appointments.

A.S. Student Affairs Vice President (Vacant)

No Appointments.

MOTION: ARREDONDO/SANCHEZ move to take a five minutes recess

APPROVED

The Council recessed for five minutes.

Old Business

- A. 2013-14 A. S. Council Standing Rules and Meeting Schedule – Action Item
The Gloria Romero Open Meeting Act of 2000 Section 89305.5 requires each legislative body to annually establish the time and locations for holding regular meetings.

MOTION: HOLTZ/KRUPP move to approve the 2013-14 AS Council Standing Rules and Meeting Schedule

APPROVED
(1) ABSTENTION

Dinzes noted that the standing rules include that the Associated Students will use Sturgis Rule's for Parliamentary Procedure. Bloom asked how the standing rules could be changed later in the year. Tyson replied that the standing rules can be amended after being placed on the agenda with the proposed changes and receiving a 2/3s vote. Bloom asked the Council their opinion of Goodwin Forum as a meeting location. Holtz stated that she likes the room but has concerns about attendance from the public. May asked if the AS Council could meet outside. Tyson responded that the Council could meet in any location where they wished as long as it was publicly noticed. Krupp stated her preference for Goodwin Forum. Dr. Blake stated that the University Senate meets in the

same room and at the same time as the A.S. Council on Tuesdays and noted that the South Lounge had interruptions from individuals at the ticket office. Dr. Blake also noted that last year's Council was in favor of the room change. Bloom asked if the 3:00 p.m. meeting start time worked well for Council members. Sanchez asked if anyone had any class conflicts with the meeting time. Colbrunn stated that he arranged his schedule around the meeting time. Mitchell stated that this time works for his schedule and he committed to the time when he chose to run for office. Mitchell also noted that the time was one of the only times that he was available to meet. Cortes concurred with Mitchell.

Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)

President (Jacob Bloom)

Bloom reported that his schedule is quickly filling with commitments, but he would like to meet with every Council member one-on-one. Bloom has a schedule conflict to the University Executive Committee Meetings and would like a representative to attend the meeting on his behalf. Bloom will be focusing on appointments for the next meeting. Bloom stated that when traveling to other campuses that other schools have a local affairs committee and would also like to see AS create one. Bloom met with Alex Stillman of the Arcata City Council for a Marsh Tour and met with Arcata Mayor Shane Brinton. The President of Associated Students of College of the Redwoods is the official community college liaison to HSU on behalf of the Student Senate of the State Community Colleges.

Administrative Vice President Report (Vacant)

Vacant.

Student Affairs Vice President (Vacant)

Vacant.

Legislative Vice President (Mark Teeter)

No report.

Martinez – College of Arts, Humanities and Social Sciences

Martinez reported that she is beginning to brain storm on the College Mixer. Martinez has been sharing information about the vacancies for Administrative Vice President and Student Affairs Vice President on Facebook.

Sanchez – College of Arts, Humanities and Social Sciences

Sanchez reported that he enjoyed serving as the interim chair. Sanchez will meet with the chair of the Political Science department to discuss an interdisciplinary event for the quad.

May – College of Arts, Humanities and Social Sciences

May reported that she is organizing Arts on the Quad.

Krupp – College of Natural Resources and Sciences

Krupp reported that she would enjoy a presentation by Tall Chief Comet about ZimRide. Krupp will be doing a class rap about AS with the Botany 105 and Environmental Science 101 classes. The Humboldt Energy Independence Fund Committee is in need of a voting member and Krupp is interested in serving in that capacity.

Colbrunn – College of Natural Resources and Sciences

No report.

Holtz – College of Natural Resources and Sciences
No report.

Mitchell – College of Professional Studies
No report.

Cortes – College of Professional Studies
Cortes reported that she met with Quiroz and Christensen to discuss the Professional Studies Mixer and is looking into hosting the event in the Kate Buchanan Room. Cortes would like to have clubs from each department represented at the mixer. The AS Council has the opportunity to be announced at the Welcome Back Block Party on Friday, September 6; Cortes will e-mail the council with more information.

Quiroz – College of Professional Studies
Quiroz reported that she discussed curriculum changes with Dr. Sherry Johnson of the Social Work Department.

Arredondo – At Large
Arredondo reported that he tabled at the HOP Services Fair on Wednesday, August 21 with Colbrunn and Cortes and encouraged the Council to engage with incoming freshmen. Arredondo encouraged the Council to also learn more about the Student Disability Resource Center (SDRC) and tutoring services provide by the Learning Center.

Dinzes – At Large
Dinzes reported that he has served as the Interim External Affairs Representative over the summer and met with students from other CSU Campuses and discussed education policies. Dinzes advocated for other CSU's to consider divestment and also for more transparency of CSU Auxiliary Organizations. Dinzes is planning to submit a resolution to the Associated Students regarding auxiliary transparency. Dinzes stated that he has concerns regarding the ability of students to attend the University Executive Committee.

AS Presents (Kobe Thompson)

Absent.

Vice President of Enrollment Management and Student Affairs (Peg Blake)

Dr. Blake thanked everyone for the discussion on Friday with the University Executive Committee. On Wednesday, August 28 the Part Time Job Fair will be held on the quad from 10:00 a.m. – 2:00 p.m. Dr. Blake introduced Tay Triggs, the Associate Dean of Student Engagement and Leadership and encouraged the Council to contact Triggs if they need assistance. The Associate Dean for Student Rights and Responsibilities position will have candidates on campus on Tuesday, Wednesday and Thursday for open forums at 1:30 p.m. in Nelson Hall East 106. Dr. Blake reviewed the Minimum Qualifications for Student Office Holders.

General Manager (Joan Tyson)

Tyson thanked everyone for attending the trainings that were held August 19-21. The AS Business Office is preparing for the annual financial audit and the triennial CSU Compliance Audit. The AS Council will be receiving the financial audit later in September. The CSU Compliance Audit allows

the AS to demonstrate that it is in compliance with campus, state and federal policies and procedures. Tyson encouraged the Council to meet Rachel Brownell, the AS Office Coordinator.

General Council Discussion

Holtz asked if there was a committee regarding food. Dr. Blake stated that the University Center has a subcommittee for commercial services. Bloom asked Dr. Blake how students are appointed onto search committees for the Clubs and Activities Coordinator Search and for the Associate Dean of Student Rights and Responsibilities. Dr. Blake stated that students are selected for search committees by the administrator in charge of the search. Officers from existing campus clubs and organizations will be selected to participate in the search for the Clubs and Activities Coordinator. Dr. Blake also restated that the Associate Dean for Student Rights and Responsibilities position will have candidates on campus on Tuesday, Wednesday and Thursday for open forums at 1:30 p.m. in Nelson Hall East 106. Cortes stated that the AS Council should table more often. Arredondo asked if different auditors will be used in the future for the HSU annual financial audit. Tyson stated that the auditors must be approved by the board and the AS Council is currently in a three year contract with the firm Hunter, Hunter and Hunt. Dr. Blake suggested that the Associated Students could make a pagelet on MyHumboldt. Christensen referenced Bloom to the language of the AS Lobby Corps description in the AS Administrative Code that includes language regarding local issues.

General Council Work Session

- A. AS Welcome Back BBQ, Wednesday, September 4, 2013 – Discussion Item
Bloom will lead a discussion regarding the AS Welcome Back BBQ.

Bloom stated that this event had traditionally been organized by the AS Student Affairs Vice President, but with the position vacant it would take a group effort. Tyson stated that the cost of the BBQ is covered through a partnership with Dining Services. Bloom stated that the BBQ is an opportunity for AS to reach out to the student body and his goal is to make the BBQ as productive as possible. Bloom asked for suggestions from the Council. Krupp suggested that the BBQ be used to fill positions, provide information on committee opportunities and to thank students for voting. Sanchez suggested that signs be made to get students involved. Arredondo suggested that large printed signs with committee vacancies be made. Cortes and May volunteered to assist at the BBQ.

- B. Future Retreat – Discussion Item (Joan Tyson)
Council will review options for a Fall 2013 retreat.

Tyson stated that the Council originally had a retreat scheduled for September 7-8. Tyson spoke with Bloom about the retreat and whether he would be interested in adjusting the retreat schedule to include newly appointed Council members. Tyson stated that the AS Council could go off campus and has checked into different facilities including the Sequoia Park Zoo Conference room and the Humboldt Bay Aquatic Center. Bloom stated that he is interested in postponing the retreat to early October and would like to involve team building activities and also include an overnight component. Bloom also suggested that the Associated Students involve a recreation major to assist in planning the retreat. Arredondo stated that he wanted the date of the retreat to be scheduled so that it allowed everyone to attend. Mitchell shared that because of his athletics schedule, a Sunday date would work best. Dinzes stated that he would like the public to be able to come to the retreat and also participate. Dinzes questioned if a retreat was allowed under the Gloria Romero Open Meeting Act. Bloom stated that he liked the idea of inviting the public to a retreat. Dr. Blake stated that the

purpose of the AS Retreat should be to allow the AS Council to define goals, but also shared leadership retreat practices from other institutions she has worked at. Bloom stated that he was exploring the concepts related to how a retreat may breed “group think” and may devalue representative’s independent opinions. May suggested the idea of an on campus campout where others could be invited. Dr. Blake stated that the campus has a policy that prohibits camping on University property. Dinzes stated that he will check in with the University Police Department on what steps would need to be taken to allow camping on campus. Holtz stated that she was in favor of a one day retreat on campus with camping at a different site. Krupp stated that the conversation should be continued at the following meeting.

MOTION: DINZES/COLBRUNN move to table the discussion until the September 9, 2013 meeting APPROVED

Announcements

Bloom announced that *Arts in the Quad* will have their first event on Thursday, August 30 and *March Fourth* will be performing in the quad. The MultiCultural Convocation will be on Friday, September 6 in the MultiCultural Center parking lot.

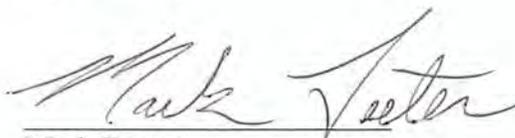
Adjournment

Teeter adjourned the meeting without objection at 5:23 p.m.

Recorded by:

Rob Christensen
AS Council Assistant

Approved by:



Mark Teeter
Legislative Vice President



April 19, 2013

TO: Dave Nakamura, Executive Director
University Center

FROM: Ellyn Henderson, 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.

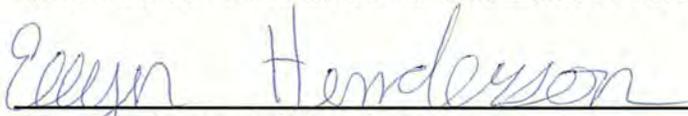
The Associated Students approved their 2013-14 budget on Monday, April 8, 2013. It includes continuing the agreement for Administrative Services with the University Center. The 2013-14 total contract amount will be \$167,410.

Thank you for your continued high level of service provided. The Associated Students has enjoyed working with the University Center this past year.

Agreed and Accepted:

By:

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY



Ellyn Henderson, AS President

HUMBOLDT STATE UNIVERSITY CENTER



Dave Nakamura, University Center Executive Director

cc: Joan Tyson, Associated Students General Manager

**AGREEMENT BETWEEN THE ASSOCIATED STUDENTS OF
HUMBOLDT STATE UNIVERSITY
AND HUMBOLDT STATE UNIVERSITY CENTER,
BOARD OF DIRECTORS**

RECEIVED
SEP 14 2010
VICE PRESIDENT FOR
STUDENT AFFAIRS

THIS AGREEMENT, made and entered into on this first day of July, 2010, 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 and Facilities Management (per Exhibits A, B, C, D, E & F) for the Associated Students of Humboldt State University for the period commencing July 1, 2010 and ending June 30, 2015 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, and Facilities Management, for the AS in accordance with the attachments to this agreement, marked Exhibits A, B, C, D, E & F.
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 designee. After hearing both

sides of the dispute, the University Chief Fiscal Officer or his 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 \$240,200 for the 2010-11 fiscal year (July 1, 2010 to June 30, 2011), due and payable in 12 monthly increments, commencing July 1, 2010. Each subsequent year will be re-evaluated and 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 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 F. 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 July 1, 2010.

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

By: 
Aaron Wilyer, AS Legislative Vice President

By: 
Iban Rodriguez, AS President

HUMBOLDT STATE UNIVERSITY CENTER, BOARD OF DIRECTORS

By: 
Dave Nakamura, UC Executive Director

HUMBOLDT STATE UNIVERSITY

By: 
Burt Nordstrom, 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.). 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).
4. 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 Student Affairs. The majority of the committee shall be students. The committee will make their recommendation to the Vice President of Student Affairs. Should the Vice President of Student Affairs reject the selection committee's recommendation, the AS may terminate this agreement with a 30-day notice.
5. Circumstances may necessitate the appointment of an interim AS General Manager. The Vice President of 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.
6. 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. Coordinate with the Board of Finance to develop an annual budget for the AS.
3. Review and report to the AS governing body and program advisors on their financial positions.
4. Check and review that student funds are disbursed in accordance with the objectives, policies and directives of the AS.
5. 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.

6. Continually revise, develop and enhance financial reporting and processing system.
 7. 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. Coordinate student health insurance program.
 8. 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.--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. 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"
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 "F"
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:

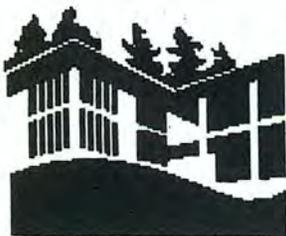
ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

AS President

HUMBOLDT STATE UNIVERSITY CENTER

University Center Executive Director

cc: Associated Students General Manager
Vice President of Student Affairs



UNIVERSITY CENTER

HUMBOLDT STATE UNIVERSITY ARCATA, CALIFORNIA 95521

Office Use Only

Classification

Exempt Employee
 Non-exempt Employee

Job Description

DATE: March 2011

1. Working Title: Associated Students General Manager

2. Immediate Supervisor: HSU VP Student Affairs

3. Persons reporting to the position:

Working Title	Salary	Hourly
Associated Students Office Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Associated Students Council Assistant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Assistants	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

4. Level of supervisory responsibility:

(Check appropriate boxes.)	Salary	Hourly
<input checked="" type="checkbox"/> Interviewing applicants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Hiring applicants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assigning tasks and directing work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Establishing work schedules as necessary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Approving overtime worked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Approving leave schedules	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Evaluating performance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Taking corrective action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Effecting temporary or indefinite reduction in time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Terminating an employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Resolving complaints	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. Objective of Position:

Responsible for the management of the Associated Students. This includes general administration of the day-to-day business and related activities of the students, fiscal administration, advising, student programming, supervision, and management of the Associated Students leased facilities.

6. Type of Overall Supervision Received After Training:

Close Supervision Supervision General Supervision Direction

Comments:

7. Special Conditions of Employment:

Must possess a Bachelors Degree from a four-year college. Under general direction of the Vice President for Student Affairs and the Associated Students Council, the General Manager is a position with overall management and administrative responsibilities. The position requires broad management responsibilities and experience in student services and programs. Must include five years experience working in college or university environment involving extensive involvement with students and campus programs.

8. Physical Requirements:

Must possess manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; and must be able to clearly communicate verbally.

9. Functions and Tasks:

A. General Administration of the Associated Students

- A.1 Administers and coordinates the student body day-to-day business and related activities of the AS.
- A.2 Assures compliance with state law, CSU Board of Trustees, campus, and Associated Students policies and directives.
- A.3 Negotiates, executes and signs all contracts, agreements and loans.
- A.4 Procures adequate liability and property insurance and administers policy.
- A.5 Manages AS Personnel Policies and Procedures, including benefits program.
- A.6 Keeps abreast of current labor laws and regulations.
- A.7 Provides and maintains adequate employment policies.
- A.8 Develops and maintains office hours, policies and procedures to provide student leaders and AS staff with a professional environment in which business can be conducted.
- A.9 Maintains and publishes up-to-date copies of the AS Code, Constitution, Board Books and Program Procedure manuals.

- B. **Fiscal Administration**
 - B.1 Coordinates with the Board of Finance to develop an annual budget for the AS.
 - B.2 Coordinates with the Instructionally Related Activities (IRA) Committee to develop an annual budget for approval by the campus President and for contract preparation.
 - B.3 Manages the disbursement of all AS funds.
 - B.4 Monitors AS financial position and reports to Board of Finance and Council.
 - B.5 Monitors and reviews that student funds are disbursed in accordance with the objectives, policies and directives of the AS, including AS funds and IRA funds.
 - B.6 Coordinates development and maintenance of sound financial procedures and records regarding AS Organizations, Clubs and IRA programs.
 - B.7 Assists external auditors on annual and other audits.

- C. **Advising and Student Programming**
 - C.1 Consults with and advises AS Council, AS programs, IRA committee, and other related AS activities.
 - C.2 Member, non-voting, AS Council, AS Board of Finance, AS Executive Committee, and Student Fee Advisory Committee.
 - C.3 Assists with annual and special AS elections.
 - C.4 Meets with AS Program Directors and provides budget orientation and information.
 - C.5 Member Campus Center for Appropriate Technology (CCAT) Steering Committee.
 - C.6 Assists Associated Students Council coordinating retreats and with organizational goals.

- D. **Supervision**
 - D.1 Supervises AS Office Coordinator, AS Council Assistant, and student assistants.

- E. **Risk Management**
 - E.1 Manages Injury and Illness Prevention Program for the Associated Students.
 - E.2 Inspects AS properties annually for health, safety, security and maintenance problems.
 - E.3 Coordinates repairs for AS facilities and equipment.
 - E.4 Attends and participants in the UC Risk Management Committee.

- F. **Other Operational Administration**
 - F.1 Administers student health insurance program, including selection of program offered and interfacing with insurance carrier and claims administration.
 - F.2 Attends various meetings as necessary.
 - F.3 Performs other duties as assigned.



UNIVERSITY CENTER

HUMBOLDT STATE UNIVERSITY ARCATA, CALIFORNIA 95521

Office Use Only	
Classification	
S18	
<input type="checkbox"/>	Exempt Employee
<input checked="" type="checkbox"/>	Non-exempt Employee

Job Description

DATE: August, 13

- Working Title: AS Council Assistant
- Immediate Supervisor: Associated Students General Manager
- Persons reporting to the position:

Working Title	Salary	Hourly
AS Office Student Assistants	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

- Level of supervisory responsibility:

(Check appropriate boxes.)	Salary	Hourly
<input checked="" type="checkbox"/> Interviewing applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Hiring applicants	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Assigning tasks and directing work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Establishing work schedules as necessary	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Approving overtime worked	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Approving leave schedules	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Evaluating performance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Taking corrective action	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Effecting temporary or indefinite reduction in time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Terminating an employee	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Resolving complaints	<input type="checkbox"/>	<input type="checkbox"/>

- Objective of Position:

Under the direct supervision of the General Manager serves as administrative support to the AS Council, performs a variety of clerical duties including taking minutes at Council meetings, and provides advising assistance for AS Government programs and activities.

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 judgement.

7. Special Conditions of Employment:

Occasional overtime. These periods generally fall in the evenings when needed to take minutes at meetings or on week-end when there are AS activities scheduled.

8. Physical Requirements:

Manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; clear verbal communication, listening. Ability to sit for an extended period of time.

9. Functions and Tasks:

A. Administrative support.

- A.1 Serve as a resource in a busy office which involves answering the telephone and providing information about the Associates Students to students, faculty, staff and the general public.
- 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 Take messages for Council and Executives.
- A.5 Collect and maintain current AS Council & Executive schedules and posts office hours.
- A.6 Maintain AS Council e-mail list; forwards and sends messages as requested.
- A.7 Communicates office policies and procedures to AS Council and Executives.
- A.8 Monitor department supplies and coordinates the ordering of supplies for AS Council.
- A.9 Makes room reservations.
- A.10 Schedule committee meetings as directed by the A. S. President and General Manager.
- A.11 Assist with special projects as directed by the A. S. President and General Manager.

B. Committee Appointment Process

- B.1 Receive committee applications from students, communicates appointment process, and answer questions.
- B.2 Distributes application to appropriate Executive Council member for consideration.
- B.3 Communicate with Committee Chair regarding students appointed to various committees.

- B.4 Maintain and update committee list and update handbook annually.
- C. Associated Students Meetings-AS Council, Board of Finance, and Student Fee Advisory.
- C.1 Assist with preparation of agenda for A. S. Council, Board of Finance, and Student Fee Advisory Committee meetings.
 - C.2 Distribute agenda and materials to ensure that deadlines are met.
 - C.3 Take minutes at A. S. Council, Board of Finance, and Student Fee Advisory Committee Meetings.
 - C.4 Prepare and distribute minutes and follow-up on action items.
 - C.5 Finalize Council resolutions and distribute 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.
- E. Performs various related duties to the Associated Students Government and Business Office
- E.1 Assist with the tasks involved with student elections.
 - E.2 Prepare the AS Council Manuals (board member manual) for distribution.
 - E.3 Maintains and updates the AS Constitution and Codes
 - E.4 Place the AS agendas, minutes, and meeting handouts on the AS website in a timely manner.
 - E.5 Coordinates the development of Student Learning Outcomes related to AS Council, programs and services.
 - E.6 Assists with the PREP Assessment Project
 - E.7 Perform other duties as assigned.
- F. Associated Students Government & Program Advising
- F.1 Advises the Student Affairs Vice President regarding the Finals Week A.S. Study Lounge.
 - F.2 Provides assistance to the External Affairs Representative for CSSA meetings hosted on campus.
 - F.3 Advisor to the Associated Students Lobby Corps.
 - F.4 Co-Advisor of the Associated Students elections—working with the Office of Student Affairs.
 - F.5 Coordinates the content and produces the AS Voters Guide working with graphics person.
 - F.6 Provide advising assistance to the A.S. General Manager for the Fall A.S. Council Orientation.
 - F.7 Provide advising assistance to the A.S. General Manager for the Fall and Spring Retreats.
 - F.8 Upon direction of the A.S. General Manager, provide advising for AS programs and activities as needed.
 - F.9 Member of the Student Affairs SEALS (Student Engagement and Leadership) Team; attending their meetings and participating in group event planning.

F.10 Assist with the advising of the Eric Rofes Queer Resource Center and the Women's Resource Center.

G. AS Advertising and Website Support

- G.1 Prepare ads, news releases and public service announcements regarding the activities of the A. S. Government.
- 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 Manages the AS Facebook page and administers the content.
- G.6 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.7 Announce Council and Committee vacancies in the Lumberjack Newspaper.
- G.8 Assist Council members with publicity for their projects.

H. AS Business Office Support

- H.1 Provide back-up for the AS Office Coordinator.
- H.2 Serve as receptionist as outlined in "A" above.
- H.3 Answer routine questions regarding club and program account procedures.



University C E N T E R

HUMBOLDT STATE UNIVERSITY ARCATA, CA 95521

Job Description

Exempt Employee

Non-exempt Employee

DATE: July 2013

1. Working title: Associated Students Office Coordinator

2. Immediate supervisor: Associated Students General Manager

3. Persons reporting to the position: None

Working Title	Salary	Hourly
Not applicable—this position does not have anyone reporting to them.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

4. Level of supervisory responsibility:

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

5. Objective of position:

Under the supervision of the General Manager, the Associated Students Office Coordinator is responsible for coordinating the daily operation of the Associated Students Business Office. Also provides administrative support for the Associated Students General Manager

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.

7. Special conditions of employment:
Occasional overtime. These periods generally fall in the evenings when needed to take minutes at meetings or catch up during periods of heavy workloads. Occasional layoff due to lack of work; these periods generally fall on semester breaks and summer recess.

8. Physical requirements:
Manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; clear verbal and listening skills. Strength and mobility to lift and carry items up to 10 pounds. Have average physical agility abilities. Ability to sit for an extended period of time.

9. Functions and tasks:

- A. Provides administrative support to the AS General Manager
 - A.1 Creates, edits, and/or proofreads correspondence and reports.
 - A.2 Schedules appointments for the General Manager.
 - A.3 Reviews outgoing correspondence and ensures that the standards of the office are met.
 - A.4 Coordinates various meetings for the General Manager, makes room reservations, etc.
 - A.5 Screens visitors and telephone calls for the General Manager
 - A.6 Transmits written information and instructions to other Associated Students programs as needed.
 - A.7 Assists with, or completes personally, special projects as directed by the General Manager.

- B. Coordinates day-to-day operation of the Associated Students Business Office.
 - B.1 Serves as business office receptionist: answers telephones, provides information, refers calls to appropriate areas, etc.
 - B.2 Assists with the tasks involved with the coordination of the annual Associated Students fee and Instructionally Related Activities fee budget processes (updating and editing budget proposal packets, answering questions, collecting budget proposals, disseminating follow-up information, etc.).
 - B.3 Communicates time lines for check requests, payroll, invoice requests, and general reports to clubs and programs.
 - B.4 Prepare up-to-date copies of AS Program Procedure manuals (including AS, IRA & Clubs).
 - B.5 Informs, and trains as necessary, program staff about office procedures related to

- check requests, deposits, purchase orders, invoice requests, timesheets, etc.
- B.6 Vouches check requests and supporting documentation for accuracy and adequacy; checks for adherence to budget language, communicates with budget administrators when there is a question or follow-up is needed.
 - B.7 Follows up on outstanding checks in a timely manner.
 - B.8 Research and resolve HSU outstanding accounts receivable.
 - B.9 Reviews monthly financial statements for accuracy and prepares adjustments for approval.
 - B.10 Troubleshoots questions from clubs and programs regarding their accounts.
 - B.11 Monitors department supplies and coordinates the ordering of supplies for business office.
 - B.12 Keeps track of capital purchases and maintains updated inventory list.
 - B.13 Prepares year-end accrual information.
- C. Serves as "Help" point for all office equipment located in the Associated Students Offices. (Office equipment includes computer equipment, fax, copier, telephones, etc.)
- C.1 Trains and assists student government members in usage of all office equipment as needed.
 - C.2 Troubleshoots when equipment is not working properly or users are unclear on instructions.
 - C.3 Oversees office equipment maintenance.
 - C.4 Researches and recommends office equipment purchases and upgrades as needed.
- D. Coordinates payroll preparation (AS hourly and work study).
- D.1 Communicates payroll time line and procedures to programs.
 - D.2 Collects payroll documents such as time sheets, applications, attendance reports and Employee Data Sheets.
 - D.3 Vouches payroll documents for accuracy, adherence to procedure, and tracks budgets.
 - D.4 Calculates AS hourly payroll time sheets and submits for processing.
- E. Performs various related duties to the Associated Students Business Office
- E.1 Assists auditor during annual audit and all other audits.
 - E.2 Assists with tasks involved with the coordination of AS Orientation and retreats.
 - E.3 Make travel arrangements for External Affairs Representative (monthly conferences and California Higher Education Student Summit)
 - E.4 Assists with clerical tasks involved with student elections.
 - E.5 Prepares memo for approval of distribution of AS office keys.
 - E.6 Sorts and distributes mail to all areas.
 - E.7 Serves as backup to Associated Students Council Assistant as necessary—including taking minutes at AS Council, Board of Finance, Student Fee Advisory Committee, Instructionally Related Activity Committee meetings, and website updates.
 - E.8 Performs other duties as assigned