

ASSOCIATED STUDENTS BOARD OF DIRECTORS

Humboldt State University
Meeting on Monday, March 11, 2019
University Center Banquet Room

3:00 pm

Agenda #13

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #13 dated March 11, 2019 – **Action Item**
- IV. Approval of Minutes– **Action Item**
 - a. Minutes #10 dated January 28, 2019
- V. Chair's Report

VI. Public Comments

As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.

Every A. S. Board of Directors agenda for regular meetings shall provide an opportunity for members of the public to directly address the A.S. Board of Directors on any item affecting higher education at the campus or statewide level. Provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Directors may briefly respond to statements made or questions posed by a person exercising their public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The A.S. Board of Directors may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.

VII. Appointments to the Board of Directors and Committees –**Action Items**

- a. A.S. President
 - i. Cameron Rodriguez – A.S. Event Funding Committee
 - ii. Sarah Kanga Livingstone – GEAR Committee

VIII. Old Business

- a. Resolution 2018-19-09 An Act to Support the Exemption of Student Fundraising Activities from the 5% Processing Fee Charged on all charitable donations by HSU Advancement Foundation – Second Reading – **Action Item**

The Board will take action on a resolution that would exempt student organizations from University Advancement's 5% processing fee.

IX. New Business

- a. Feedback for a Change to an Academic Policy – Discussion Item
Provide feedback on an academic policy that would affect the academic advising approach used at HSU.
- b. A.S. Board of Finance 2019-20 Budget Recommendation – **Action Item**
The Board of Finance Chair will report the Board of Finance 2019-20 A.S. Budget Recommendation. The Board of Directors will vote to accept the report.
- c. Recommendation to Cabinet on GI2025 Funding Applications – **Action Item**
Members have reviewed the 50 remaining GI2025 funding applications and marked the ten applications they believe are of priority to HSU students. Duncan Robins, Athletics Director, will facilitate a discussion of the GI2025 funding applications. Post discussion, members will have the opportunity to change their votes based on the information discussed. Then the Board will evaluate the “scores” the applications received and vote on a collective recommendation.

X. Board Reports

10 minute limit each speaker, additional time at discretion of the Chair

- a. President
 - i. University Senate
 - ii. University Planning Committee
- b. Legislative Vice President
 - i. Academic Policy Committee
- c. Administrative Vice President
 - i. A.S. Board of Finance
 - ii. Student Success Alliance
- d. Student Affairs Vice President
 - i. Vice President of Student Affairs Council
- e. Environmental Sustainability Officer
 - i. A.S. Earth Week Every Week Committee
 - ii. Humboldt Independent Energy Fund Committee
 - iii. Sunrise Movement
- f. Social Justice and Equity Officer
 - i. Disability, Access and Compliance Committee
 - ii. HSU as an HSI Subcommittee
- g. ASPresents Representative
 - i. ASPresents Committee
- h. Public Relations Officer
 - i. A.S. Public Relations
- i. Student-at-Large Representative
- j. Graduate Representative
- k. College of Natural Resources & Sciences Representatives
 - i. Residence Housing Association
- l. College of Arts, Humanities & Social Sciences Representatives
 - i. Lobby Corps
- m. College of Professional Studies Representatives

- i. Sexual Assault Prevention Committee
 - ii. All College Mixer – Elections themed
 - n. Advisor
 - o. Executive Director
 - i. Diversity, Equity and Inclusion Council
 - ii. Committee opportunity - Diversity & Equity Funding Committee
- XI. General Discussion

At this time the Board of Directors membership may follow-up with questions regarding reports.
- XII. General Session
- XIII. Announcements
- XIV. Adjournment

This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Casey Park, AS Board Coordinator, at cgp135@humboldt.edu or call (707) 826-4221. Some accommodations may take up to several weeks to arrange.

ASSOCIATED STUDENTS BOARD OF DIRECTORS

Humboldt State University

Meeting on Monday, January 28, 2019

University Center Banquet Room

3:00 pm

Minutes #10

The Humboldt State University Associated Students Board of Directors met on the above date in the University Center Banquet Room, at Humboldt State University, Arcata, California. Chair, Paola Valdovinos, called the meeting to order at 3:08 p.m.

Representatives Present: Lindsey Graul, Maddie Halloran (3:20), Sara Kanga Livingstone (3:40), Eden Lolley (3:25), Bernadette McConnell, Genesea Black-Lanouette, Maria Sanchez, Nathalie Rivera

Representatives Absent: Nick Fassl

Officers Present: Jazmin Sandoval, Paola Valdovinos, Isabel Sanchez-Pacheco, Stephanie Cierra Rodas

Officers Absent: Ben Anderson

Advisors Present: Oliver Winfield-Perez, Flow Lemus, Jenessa Lund, Wayne Brumfield, Estrella Corza

Staff Present: Casey Park

SUBJECT: Approval of Agenda #10 dated January 28, 2019.

MOTION: It was moved (McConnell) and seconded (Sanchez) to approve Agenda #10.

ACTION: Agenda #10 was approved without modification.

SUBJECT: Approval of Minutes #3 dated August 27, 2018.

MOTION: It was moved (McConnell) and seconded (Sanchez) to approve Minutes #3.

ACTION: Minutes #3 dated August 27, 2018 was approved.

SUBJECT: Approval of Minutes #4 dated September 14, 2018.

MOTION: It was moved (McConnell) and seconded (Black-Lanouette) to approve Minutes #4.

ACTION: Minutes #4 dated September 14, 2018 was approved.

SUBJECT: Election of a Vice Chair

MOTION: It was moved (McConnell) and seconded (Black-Lanouette) to appoint Bernadette McConnell as Vice Chair.

ACTION: The election of Bernadette McConnell as Vice Chair was **APPROVED**.

SUBJECT: Chair's Report – Paola Valdovinos reporting

No report.

SUBJECT: Public Comments

No comment.

SUBJECT: Presentations

Bicycles & Skateboards On-campus- Presented by Chief Donn Peterson, University Police and Kim Comet, Director of Risk Management & Safety.

Peterson and Comet clarified the policy and guidelines for the use of bicycles and skateboards on-campus. There are two sides to bicycle and skateboard enforcement: “Why are you patrolling us,” and complaints about bike and skateboarding behavior. The Uni Code of Rules and Regulations (UCRR) has clearly stated guidelines on which areas bikes and boards are allowed. Enforcement is implemented when bicyclists and pedestrians are both put in danger, such as when a bicyclist or skateboarder is speeding down a hill. Enforcement is through communication, presence, and education, not through fines. Some fines are necessary for multi-offenders. If there are two officers at a time, it is primarily coincidental or the second officers lends support, it is not intended to be oppressing.

Fines do not generate revenue and are used as a very last resort as the University Police Dept. (UPD) try for restorative justice. They are attempting to balance student success and campus safety. There is interest in implementing architecture to deter speeding skateboards and bicyclists; however, this would cost thousands of dollars. In comparison, changing school policy to ban skateboards would be of lower cost. There is an Officer Ride-Along Program that is open to A.S. to see what the UPD does and provide feedback.

Upward Bound Student Leadership Conference- Presented by Jen Dyke, Upward Bound Director.

Dyke presented on the upcoming Upward Bound Student Leadership Conference set for March 1, 2019 and the opportunity for an A.S. Board Member panel. The panel would be a 45 minute workshop to assist Upward Bound in showing what Humboldt has to offer outside of classes. The theme is “Empower, Enrich,

Engage, and Leadership in Action.” Board members interested in being part of the panel or leading groups, should notify Upward Bound by Friday, February 1.

SUBJECT: Appointments to the Board of Directors and Committees

A.S. President

MOTION: It was moved (Halloran) and seconded (Black-Lanouette) to appoint Joey Mularky to A.S. Administrative Vice President.

ACTION: The motion to appoint Joey Mularky to A.S. Administrative Vice President was unanimously **APPROVED**.

MOTION: It was moved (McConnell) and seconded (Lolley) to suspend A.S. Government Code 7.03.

ACTION: The motion to suspend A.S. Government Code 7.03 was **APPROVED**.

MOTION: It was moved (McConnell) and seconded (Halloran) to appoint Ann Bui to Humboldt Energy Independence Fund Committee.

ACTION: The motion to appoint Ann Bui to Humboldt Energy Independence Fund Committee was unanimously **APPROVED**.

MOTION: It was moved (Halloran) and seconded (Graul) to appoint Julia Gomez to University Senate.

ACTION: The motion to appoint Julia Gomez to University Senate was unanimously **APPROVED**.

MOTION: It was moved (Lolley) and seconded (McConnell) to appoint Maria Sanchez to the College of Professional Studies Dean Search Committee.

ACTION: The motion to appoint Maria Sanchez to the College of Professional Studies Dean Search Committee was unanimously **APPROVED**.

MOTION: It was moved (Halloran) and seconded (Sanchez) to appoint Nathalie Rivera to A.S. Lobby Corps.

ACTION: The motion to appoint Nathalie Rivera to A.S. Lobby Corps was **APPROVED**.

A.S. Student Affairs Vice President

MOTION: It was moved (Halloran) and seconded (Lolley) to table the appointment Nolan Marshall to University Senate.

ACTION: The motion to table the appointment of Nolan Marshall to University Senate was unanimously **APPROVED**.

A.S. Legislative Vice President

MOTION: It was moved (Halloran) and seconded (Lolley) to appoint Isabel Sanchez to A.S. Board of Finance.

ACTION: The motion to appoint Isabel Sanchez to A.S. Board of Finance was unanimously **APPROVED.**

MOTION: It was moved (Lolley) and seconded (Halloran) to suspend A.S. Government Code 7.03.

ACTION: The motion to suspend A.S. Government Code 7.03 was unanimously **APPROVED.**

MOTION: It was moved (Sandoval) and seconded (Halloran) to appoint Lauren Wardle to A.S. Earth Week Every Week Committee.

ACTION: The motion to appoint Lauren Wardle to A.S. Earth Week Every Week Committee was unanimously **APPROVED.**

MOTION: It was moved (Halloran) and seconded (Mularky) to suspend A.S. Government Code 7.03.

ACTION: The motion to suspend A.S. Government Code 7.03 was unanimously **APPROVED.**

MOTION: It was moved (Halloran) and seconded (Sanchez) to appoint Jonathan Gomez to A.S. Earth Week Every Week Committee.

ACTION: The motion to appoint Jonathan Gomez to A.S. Earth Week Every Week Committee was unanimously **APPROVED.**

MOTION: It was moved (Lolley) and seconded (Halloran) to appoint Nathalie Rivera to A.S. Earth Week Every Week Committee.

ACTION: The motion to appoint Nathalie Rivera to A.S. Earth Week Every Week Committee was unanimously **APPROVED.**

MOTION: It was moved (Halloran) and seconded (Kanga Livingstone) to suspend A.S. Government Code 7.03.

ACTION: The motion to suspend A.S. Government Code 7.03 was unanimously **APPROVED.**

MOTION: It was moved (Mularky) and seconded (Lolley) to appoint Alejandro Zepeda to A.S. Public Relations Committee.

ACTION: The motion to appoint Alejandro Zepeda to A.S. Public Relations Committee was unanimously **APPROVED.**

SUBJECT: New Business

Community Service Scholarship Committee

The Board voted to reconvene the Community Service Scholarship Committee.

MOTION: It was moved (McConnell) and seconded (Lolley) to reconvene the Community Service Scholarship Committee.

ACTION: The motion to reconvene the Community Service Scholarship Committee was unanimously **APPROVED**.

2019-20 A.S. Budget Application Timeline

The Board reviewed the timeline for the 2019-20 Budget Applications and the responsibilities of the Board of Directors. Monday, May 6 is the hard deadline to get the proposed budget to the A.S. President so that it may be passed onto the HSU President for final approval. Board of Director Members should reach out to the committees they are liaisons on to ensure they are completing their applications.

Associated Students Business Services

The business services of Associated Students transitioned from the University Center to Humboldt State University in January 2017. This contract expired in July 2018. Currently, the level of service and number of transactions are being evaluated. The Board discussed the differences between Humboldt State University and University Center taking point on financial matters of Associated Students.

CHESS (California Higher Education Student Summit)

CHESS is an annual conference intended to educate and empower California State University students to advocate effectively on issues important to them. Applications to A.S. for the CHESS conference are due Friday, February 8, 2019. This could potentially be an extra credit opportunity for students taking Political Science.

SUBJECT: Official Reports

President

Jazmin Sandoval reporting. California Governor, Newsom, has been working on a proposed budget to increase funding for the CSU system, but it will be factoring in future enrollment. There are plans for financial literacy workshops.

Administrative Vice President

Joey Mularky reporting. Excited to be here.

Student Affairs Vice President

Not present.

Legislative Vice President

Paola Valdovinos reporting. Plans on meeting with the Academic Policy Committee and is also looking for more committees to join or any impactful opportunities.

Environmental Sustainability Officer

Isabel Sanchez-Pacheco reporting. Earth Week Every Week W-2 will be meeting January 30, 2019 and plans on meeting biweekly.

Social Justice and Equity Officer

Stephanie Cierra Rodas reporting. DEIC had their first meeting and will also be meeting with the HSU/HSI Subcommittee where they hope to link with staff and administration. There will be a DACC meeting February 18, 2019 where they will discuss alternative therapies. TIS has been postponed due to trainer illness.

External Affairs Representative

Oliver Winfield-Perez reporting. Winfield-Perez attended the CSSA plenary at CSUSD where they discussed resolutions including:

1. Justice4Josiah
2. Executive Compensation
3. Resources for undocumented students

There will also be a Capital Fellows internship opportunity.

ASPresents Representative

Flow Lemus reporting. Cuco sold out, and Chicano Batman will be coming in April. A.S. Board tickets must be picked at least an hour before the show or they will be given away. Board Member's tickets could be used as promotional tickets.

Public Relations Officer

- i. Public Relations Committee

Estrella Corza reporting. The committee plans on creating weekly video called, "This Week @ HSU." The PR Committee will also be reaching out to classes to invite more students to apply for the committee.

Student-at-Large Representatives

Lindsey Graul reporting. There will be a Know Your Rights Summit and Graul has changed her office hours.

Graduate Representative

Maddie Halloran reporting. Halloran is interested in sending out an email to notify student of the open A.S. grad position.

College of Natural Resources & Sciences Representatives

Sarah Kanga Livingstone reporting. There are several upcoming Candidate Open Forums for the Dean. Kanga Livingstone missed the first forum due to attending the RHA committee meeting that went well. Kanga Livingstone has changed her office hours.

Eden Lolley reporting. The A.S. Study Lounge was a success. Lolley is planning a meeting with the Learning Center to discuss what can be done in the future. VPSC is getting ready to Zoom interviews with candidates and IRA will be meeting soon.

College of Arts, Humanities & Social Sciences Representatives

Nathalie Rivera reporting. HIFF has stopped fundraising and is looking into sponsorship. They will no longer be bringing in professional judges, but will have the audience judge. HIFF is also looking to co-host events.

Bernadette McConnell reporting. SAG has been working with the Art Department since there is a new Bachelor's of Fine Arts being offered, to provide more exhibition spaces. McConnell addressed student debt in CSU, HSU students are less in debt than other CSU students.

College of Professional Studies Representatives

Genesea Black-Lanouette reporting. No report.

Maria Sanchez reporting. The LCAE is looking to see if any clubs are interested in tabling at Latinx Dance March 1, 2019, or if A.S. might also be interested in tabling.

Advisor

Dr. Wayne Brumfield reporting. February 12-13 there will be a meeting to discuss how Basic Needs funding will be distributed between the CSU campuses. There will be a change in Title IX, proposed rules are being discussed cross country. HSU will receive \$400,000 campus wide for student employment and to create new jobs.

Executive Director

Jenessa Lund speaking. The library is looking for more students to join a committee to assess the library's physical space and how to make it more welcoming. They are considering changing the hallway with the President's pictures to potentially include a mural to make the hallway more inclusive.

Lund met with the Basic Needs Committee and they discussed making basic needs more inclusive. There is a J-Points program available for students in need and the committee is looking for volunteers to table in the J to help with publicity. The next pop-up thrift store will be January 31, 2019 and they will not be taking donations. CAPs is offering Walk-in Wednesdays.

The Dean of Students will be adding a position as a part of the Graduation Initiative 2025. G.I. 2025 funds may also go towards creating a new position in

Basic Needs. Stewart has been contracted to do the Childcare Needs Assessment and will be sending out a survey early March to gather data on what the student needs are.

SUBJECT: General Discussion

There was discussion on what the \$400,000 will be put towards in terms of student employment and how to access the J-points program.

SUBJECT: General Session

There was no general session.

SUBJECT: Announcements

February 3 at 7 p.m. Tonia Burke will be speaking on campus.

February 8 at 1 p.m. Student Access Gallery will be teaming up with CCAT for a workshop in which students will have the opportunity to create pigments from plants.

May 3 Empowerment Day.

February 1 CCAT Open House.

There are five committees with openings that are looking for student Board members.

SUBJECT: Adjournment

The meeting adjourned at 5:30 p.m.

Submitted by:

Casey Park

A.S. Board Coordinator

Approved by:

Paola Valdovinos

Chair & Legislative Vice President

Committee Applicants (in alphabetical order by committee title)

Associated Students Event Funding Committee

Cameron Rodriguez

College: College of Arts, Humanities, and Social Sciences

Major: Film Studies

Class Standing: Senior+

Please explain why you are interested in this position: I would like direct the proper funds into the organizations that I believe deserve funding; organizations that I believe have a moral and logistical standing for the university.

Briefly describe any past experience, campus activities, and/or skills that you feel qualify you for this position: I was a treasurer for the Black Student Union, and I have been an Education Student Leader for the AACAE and the MCC for about three years. I have been sort of a liaison between different clubs such as: MeCHA, ADPIC, BSU and BU (Brothers United)

GEAR Committee

Sarah Kanga Livingstone

College: College of Natural Resources & Sciences

Major: Wildlife Biology

Class Standing: Junior

Please explain why you are interested in this position: I am applying to the GEAR Curriculum and Assessment Committee. I am interested in curriculum and decisions based around it.

Briefly describe any past experience, campus activities, and/or skills that you feel qualify you for this position: I would like to build off my experiences working with faculty and administrators on supporting students especially as it relates to academics. I have experience working with several members on the committee already and feel comfortable with them. I believe that as a student I will offer good feedback to the rest of the committee members.

RESOLUTION No. 2018-19-09

AUTHORED BY: Genesea Black-Lanouette, College of Professional Studies Representative

**REFERRED TO: A.S. BOARD OF DIRECTORS
ACTION SCHEDULE: 3-11-19**

SUBJECT: An Act to Support the Exemption of Student Fundraising Activities from the 5% Processing Fee Charged on all charitable donations by HSU Advancement Foundation.

WHEREAS, the Associated Students (A.S.) Board of Directors of Humboldt State University (HSU) is the single recognized voice for over 7,500 students; and,

WHEREAS, the Mission of the Associated Students of Humboldt State University serves to "assist in the protection of rights and interests of the individual student and the student body," and to "stimulate the educational, social, physical, and cultural well-being of the University community"; and,

WHEREAS, Associated Students supports student organizations and clubs on the HSU campus; and,

WHEREAS, student clubs and organizations sometimes use fundraising as a creative way to fund student engagement projects and events for HSU students; and,

WHEREAS, student fundraising activities and solicitations of charitable donations directly support student engagement; and,

WHEREAS, HSU policy requires all charitable donations to be received and receipted by the Humboldt State University Advancement Foundation (HSUAF); and,

WHEREAS, the HSUAF charges a 5% Contribution Administration Fee on all contributions including contributions resulting from student fundraising activities; and,

WHEREAS, HSU charges the HSUAF an Administrative Services Cost Reimbursement for accounting and administrative services provided to the HSUAF by HSU; and,

WHEREAS, the 5% Contribution Administration Fee is used by the HSUAF to pay for the Administrative Cost Reimbursement charged by HSU; and,

WHEREAS, Humboldt State University would be showing good faith to student organizations by not taking money students worked hard to fundraise and get donated; and,

RESOLVED, the Associated Student Board of Directors supports the exemptions of student fundraising activities from the 5% Contribution Administration Fee by the HSUAF; and,

RESOLVED, HSU work with the HSUAF to ensure that student fundraising activities are exempted from 5% Contribution Administration Fee on all charitable donations; and,

RESOLVED, that copies of this resolution be sent to, but not limited to President Rossbacher; Vice President of University Advancement Foundation, Craig Wruck; Vice President of Student Affairs, Wayne Brumfield; Vice President of Administration and Finance, Doug Dawes; Provost and Vice President of Academic Affairs, Alex Enyedi; Executive Director of the Office of Diversity, Equity, and Inclusion, Cheryl Johnson; the Humboldt State Advancement Foundation Board of Directors; El Leñador Newspaper; the Lumberjack Newspaper; and CSSA.

Genesea Black-Lanouette, Author
College of Professional Studies Representative

Paola Valdovinos, Chair &
Legislative Vice President

Jazmin Sandoval, A.S. President



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NOT FOR PUBLICATION

HUMBOLDT STATE UNIVERSITY

Advising Policy
[Policy Number]
[Responsible Office Name]

Applies to: *Faculty, staff, and students*

This policy outlines the Humboldt State University advising vision, current structure, outcomes, responsibilities, professional development, workloads, compensation, and assessment.

Supersedes: *(former policy number or numbers)*

Purpose of the Policy

To ensure consistent support of student success through theoretically informed holistic and coordinated advising.

Table of Contents *(optional; suggested for longer documents)*

Definitions

academic advising - academic advisors foster productive relationships with their advisees to assist students to be successful in college. Developmental advising begins with individualized assessment of student needs, which the advisor uses to guide their advisees academic experience and connect them to the resources they need to become successful college students. Advisors help students create academic plans that incorporate both educational and career-related experiences, while working towards a timely completion of their degree requirements. (catalog p. 14)

academic probation – a warning that a student’s overall or HSU GPA falls below a 2.0, indicating that they are experiencing academic difficulty and the need to improve their grades in order to reach “Good Standing” status to avoid disqualification from the university.
(<https://www2.humboldt.edu/acac/students/academic-probation-information#What>)

career advising - Career advisors help students identify their strengths, interests, and abilities and, based on those, find careers and majors that are well suited to them. (catalog p. 14)

developmental academic advising - an intentional process that facilitates students’ academic, professional, and personal development. (catalog p. 14)

Primary advisor: The faculty or professional advisor assigned by the department or program, who has the primary responsibility of interacting with advisees according to this policy. The primary advisor is the first point of contact for advisees and removes any advising holds.

Professional Advisor: An employee whose primary work responsibility is to provide academic advising to students. These advisors have extensive training in student development theory, interpersonal and cross-cultural communication, HSU degree requirements, policies and procedures.

Supplementary Advisor: An advisor whose primary work responsibility is to provide ongoing guidance and support which is specific to the unique needs of sub-populations identified on campus, such as ITEPP, INRSEP, Veterans, SDRC, and EOP. Supplemental advisors have extensive training and experience specific to the populations they serve. Supplemental advisors may serve in the capacity as both primary and supplementary advisor (as with EOP and athletic advisors during Phase 1 semesters), or in complement to the primary advisor throughout the time their assigned students are enrolled at HSU.

Policy Details

Vision

At Humboldt State, academic advisors play a vital role in a student's educational experience using a **developmental academic advising** approach. Using student development theory to assist students to achieve the Institutional Learning Outcomes, advisors actively assess their students' needs and guide them toward proactive strategies for engaging within the university to help students get the most out of their college experience. They connect students to campus and community resources, provide information about opportunities to enhance their education (e.g. study abroad, internships) support timely progress to degree, and discuss how students can integrate their education into their personal and professional goals. Students are encouraged to meet with their advisor throughout the academic year and must meet at least once a semester to facilitate registration for their next term.

Advising Outcomes

1. Students, with the assistance of their advisor, will develop a timely educational plan based on a major program, considering the students' abilities, interests, goals, values, and individual situation and background.
2. Students will understand their degree requirements.

3. Students will be supported in achieving their academic, professional, and post-baccalaureate goals using academic, extracurricular and relevant personal information.
4. Students will be able to independently navigate campus and local resources.
5. Students will develop a sense of belonging in their major and at HSU, through active engagement within the university.

Current Advising Structure

HSU has a hybrid advising structure with both faculty and professional advisors supporting students. In 2014, HSU determined that all first and second year students and first semester transfer students should be assigned to a professional advisor. Phase 1 of that transition began in Fall 2014 with select majors and all first and second year athletes and EOP students assigned a professional advisor as their primary advisor. The majors included are: Biology, Botany, Criminology and Justice Studies, Environmental Science and Management, Psychology, Undeclared, Sociology, Wildlife, and Zoology. If a first or second year student is an athlete or EOP student, then due to the extraordinary circumstances of those populations that require additional support an expertise to facilitate success, the program supersedes the major. The student is assigned to an EOP professional advisor or to the Academic Advisor for Student-Athletes, regardless of the student's declared major. Holistic advising protocols, based on national advising best practices, were established and are followed in a coordinated manner. Students in Phase 1 transition to a faculty advisor in spring of their second year. In 2019, HSU is still in Phase 1.

Pivotal Points for Advising

Academic advising does not take place in a vacuum; rather, it occurs within a framework of a student's academic progress. Ideally, students would seek and obtain academic advising on a regular basis throughout their academic careers. Minimally, advising revolves around the following key pivotal points:

1. When a student enters the university, either as a first time freshman or transfer student, and throughout their first year as they adjust to their new environment.
2. When the student transitions from their first to their second year, and from their second to their third year; both of which are periods of high attrition.
3. When the student enters the major, minor or program,
4. If, and when, the student experiences academic difficulty, including probation and possibility of disqualification,
5. When the student moves into upper division standing,
6. When the student applies to graduate and move beyond their studies at Humboldt State University.

It is within the scope of these six pivotal points that the Academic Advising Policy is founded.

Policy

It is the policy of Humboldt State University:

1. That all students be informed of the advising expectations and the advising process during an initial introduction to the university and be directed to an appropriate advisor;
2. That all enrolled students shall have an assigned primary advisor by the end of the first week of their first semester, and at any point in which they change into a different major;
3. That all students are expected to declare a major, meet with their primary advisor and develop an individual graduation plan;
4. That all matriculated students are required to meet with their primary academic advisor at a minimum of once a semester. The primary advisor will release the registration hold.
5. That all students seeking to change majors or programs shall be advised about major change procedures and referred to the appropriate department;
6. That students on academic probation must be advised each semester following established advising protocols;
7. That an assessment of department or program advising shall be part of the regular program review process;
8. That funding and resources shall be adequately maintained by all administrative units to ensure effective and efficient advising at all levels;
9. That advisors will participate in ongoing advising training and demonstrate competencies;
10. That a mechanism for identifying the primary advisor will be established and followed;
11. That accurate information shall be posted and maintained on the university's advising website;
12. Recognizing that departments may have specific needs related to student engagement and opportunity, each unit will ensure effective advising at all levels.

Responsibilities

Advisors, students, departments, colleges and administrators share responsibility for making the advising relationship succeed. By encouraging advisees to become engaged in their education, to meet their educational goals, and to develop the habit of learning, advisors assume a significant educational role. The advisee's unit of enrollment will provide each advisee with a primary advisor, the information needed to plan timely degree attainment of the chosen program of study, and referrals to other specialized resources and opportunities.

Advisor Responsibilities

The responsibilities for advisors are as follows:

1. to be accessible and develop a positive relationship with their student advisees through regular supportive contacts
2. to conduct ongoing assessment of individual student need and to review student progress as a basis for providing student-centered advising
3. to share accurate and timely information about university requirements, including general education, policies, procedures, resources, and opportunities
4. to apply a developmental approach to advising that fosters student independence and problem solving and recognizes the unique experiences and challenges of each advisee.
5. to participate in professional development that informs conceptual, informational and relational foundations of academic advising, including cultural capacity, on a regular basis
6. to understand and utilize available advising tools and resources
7. to foster connections between students' majors and their post-baccalaureate plans

Student Responsibilities

Students are responsible for the following:

1. to become aware of and understand the requirements necessary to complete degree program requirements (including general education)
2. to develop with the assistance of their advisor an educational plan based on their major program, taking into account the students' abilities, interests, goals, and values.
3. to maintain regular contact with their primary advisor, at least once a semester, and if they are supported by an academic support program (e.g. Educational Opportunity Program, ITEPP, INRSEP, SDRC, etc) their appropriate support program advisor
4. to provide evaluative feedback on the academic advising they receive through established procedures or by speaking or writing directly to advisors, chairs of departments, Deans for Colleges, or supervisors of campus advising units.

Responsibilities of Departments and Programs:

The responsibilities of departments and programs are as follows:

1. Ensure that advising is available for students when they need or wish it rather than merely when the University requires it. This means that advising opportunities shall be available to students throughout the academic year.
2. Preparing and implementing a written plan for advising students in their areas (i.e. department, advising program, etc.). The plan should include the following elements:
 - a. An advising policy stating the program's philosophy and practice and what students can expect from the assigned advisor;

- b. A clear designation of who is responsible for primary advising, including faculty and professional advisors; and the designation of supplemental advisors within important campus resources (e.g. EOP, Student Disability Resource Center, ITEPP, Veterans, Financial Aid, etc.);
 - c. Identification of a mechanism to ensure the accessibility of advising (i. e. faculty office hours which accommodate a variety of student schedules; periodic department orientation, peer advising program, written advising materials, etc.);
 - d. A method by which advisors will be selected (including lecturer faculty, per College procedures, professional advisors), assigned and trained to provide effective academic advising;
 - e. Material which will be used in the advising process, including an orientation-to-the-major brochure or handbook, a prerequisite-to-the-major flowchart, a Major Academic Plan (MAP), the semester-by-semester graduation plan for freshmen and transfer students (including GE and major requirements), DARS Degree Planner, academic probation intervention and action plans, and a graduation progress checklist;
 - f. Identification of a mechanism by which advising materials (detailed in e, above) are readily available and accessible to professional advisors, supplementary advisors, and students.
 - g. Regular, coordinated communications to students related to welcoming and onboarding new students, registration, professional development opportunities, academic policies and deadlines, and other noteworthy or new information;
 - h. An information program for the major/minor (e.g. Advising Day major/minor overview; new majors/orientation meeting);
 - i. Assurance that all students in their first two semesters of study at the University, including all transfer students, will consult with their primary advisor.
 - j. A written plan requiring students on academic probation/subject to disqualification to meet with their primary advisor as a requisite for on-going registration;
 - k. Workable guidelines concerning the ratio of advisees to advisor and the frequency with which they should consult.
 - l. Ongoing professional development for all advisors within a comprehensive development program.
 - m. A procedure to evaluate the effectiveness of advising, at the departmental and program level, make adjustments as necessary.
 - n. Provide recognition of advisors.
3. Making specific requirements of their academic program readily available to students by having a designated area on a department bulletin board for public display of advising

- procedures and information. Departments are also encouraged to develop electronic means for disseminating advising information to students and faculty.
4. Providing a list of advisors, their office hours, where they are located.

Responsibilities of the Administration

The responsibilities the Humboldt State University Administration are as follows:

1. The Office of the Vice President for Academic Affairs shall be responsible for the following:
 - a. In conjunction with the Vice President for Student Affairs, the University Senate, the Dean of Undergraduate and Graduate Studies and the College Deans, identify ways to provide resources, incentives, and recognition necessary for an effective and efficient advising system that ensures consistent advising expectations are followed.
 - b. Ensure the academic advising of students is fully recognized, duly supported, and regularly evaluated.
 - c. Explore advising related technology and provide support for its use.
2. The Dean of Undergraduate and Graduate Studies and the Director of Undergraduate Advising shall provide the following:
 - a. Leadership in the area of all university advising endeavors to ensure coordination and effectiveness in advising.
 - b. Along with the Office of Institutional Research, develop a campus-wide advising assessment plan and conduct periodic and thorough reviews of academic advising. An annual report will be created and disseminated, including to the University Senate each fall.
 - c. Develop and disseminate an advising communication calendar that includes important dates, deadlines, and messages.
3. College Deans shall implement, coordinate and provide oversight of departmental advising activities in their unit.
 - a. Address and monitor advisor caseloads to ensure equitable distribution of students relative to other commitments.

Academic Probation Advising

Students, who fall below satisfactory academic progress in Cumulative GPA, and/or HSU GPA of less than 2.0 are placed on academic probation. After grades are officially posted each term by the Office of the Registrar, students on academic probation will be notified, via email within one week. They are encouraged to meet with their primary advisor and be connected with campus resources to help them address the challenges they are experiencing.

Students on academic probation must meet with their primary advisor to complete academic probation advising.

Advising Assessment

The effectiveness of advising programs as it relates to student success is difficult to assess directly in that advising is only one of a number of factors influencing student success. However, in order to ensure effective academic advising, as a practice of continuous improvement, components of academic advising must be assessed.

Therefore, a campus-wide academic advising assessment plan will be developed and implemented. This will include measurable and common outcomes based on advising best practices to ensure consistent advising practices and assessment. Departments and programs may supplement this plan with their own assessments to meet the unique needs of each department.

1. The assessment plan will include timelines, strategies for feedback from all constituents regarding their advising experience, assessment of the training provided, and interventions provided. The implementation of an ongoing process is aimed at understanding and improving the quality and results of advising at Humboldt State University.
2. HSU will regularly assess advising policies, structures, practices and implement changes as necessary.

In particular, academic units at all levels – department/area, college -- possess internal knowledge of behaviors associated with student success which may be unique to their department/area, college. Units should use this knowledge to identify both factors for success and indicators that may warn of emerging problems. This information should be incorporated into advising practices.

Expiration Date *(if any; optional)*

History *(required)*

All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section:

Issued: MM/DD/YYYY
Revised: MM/DD/YYYY
Edited: MM/DD/YYYY Reviewed: MM/DD/YYYY

Updated: March 8, 2018

Program Name	2018-19 Budget	2019-2020 Budget Requests	BoD Recommended Budget	BoF Rec Reductions	2019-20 Notes
Asian, Desi, Pacific Islander Collective [ADPIC]	\$5,000	\$13,650	\$13,650	\$0	position in MCC (\$3K)?
A.S. External Affairs	\$16,548	\$16,602	\$16,602	\$0	
A.S. Government	\$81,125	\$82,064	\$82,064	\$0	
A.S. Operations	\$284,057	\$288,037	\$283,787	\$4,250	reduce supplies and services by 1/2
ASPresents	\$126,425	\$126,425	\$100,000	\$26,425	reduce supplies and services to \$6K; reduce lecture series to \$20K
A.S. Program Grants	\$47,000	\$68,000	\$21,000	\$47,000	reduce to \$20K cultural, \$20K club travel, \$15 activity
Campus Center for Appropriate Technology[CCAT]	\$61,670	\$67,953	\$61,670	\$6,283	bridge co-d work over summer & winter break (but not summer)
Children's Center	\$40,270	\$40,270	\$36,910	\$3,360	4.54% maintenance of effort support (\$36,910) - Connie Stewart is leading a task force to analyze CC
Clubs and Activities	\$43,500	\$18,900	\$17,500	\$1,400	Club Grants in Grants now; reduce supplies to \$6K
Drop-In Recreation (Pool)	\$25,850	\$33,000	\$20,000	\$13,000	how many students work as Life Guards? what is usage data? what barriers for regular students to access the pool? apply for GI2025 student employment funding
Drop-In Sports	\$3,746	\$3,875	\$3,875	\$0	
Eric Rofes Multicultural Queer Resource Center [ERC]	\$18,570	\$20,020	\$20,020	\$0	building a multicultural queer library
Humboldt International Film Festival [HIFF]	\$7,713	\$8,385	\$5,870	\$2,515	willing to match from trust?
Learning Center - Tutorial Program	\$20,000	\$0	\$0	\$0	Withdrew application - will receive base funding from Academic Affairs
Marching Lumberjacks [MLJ]	\$4,000	\$4,000	\$4,000	\$0	MLJ status has been clarified
MultiCultural Center [MCC]	\$44,981	\$56,472	\$43,752	\$12,720	remove \$3K/\$5K for ADPIC; remove \$4720 for SWB; base budget from GI2025?
Oh SNAP! Campus Food Security Program	\$10,000	\$10,000	\$10,000	\$0	GI2025 application in process
Scholars Without Borders [SWB]	\$14,727	\$20,744	\$20,744	\$0	student awards usage? hospitality explanation? GI2025 application submitted
Sport Clubs	\$33,000	\$38,778	\$33,525	\$5,253	professional staff vs. student employment?
Student Access Gallery [SAG]	\$6,162	\$10,750	\$6,875	\$3,875	one student position? pays for 15 hrs/wk for 32 weeks
Student Legal Lounge [SLL]	\$4,766	\$4,766	\$4,766	\$0	

Program Name	2018-19 Budget	2019-2020 Budget Requests	BoD Recommended Budget	BoF Rec Reductions	2019-20 Notes
Veterans Enrollment & Transition Services [VETS]	\$2,000	\$5,500	\$5,500	\$0	app received 2/20
Waste Reduction & Resource Awareness Program [WRRAP]	\$39,725	\$51,520	\$46,570	\$4,950	BLC social media amount? hours reduction \$3500 each?
Womxn's Resource Center [WRC]	\$26,928	\$28,518	\$28,518	\$0	help with app? min wage increase not accounted for; publishing; supplies for events; keynote speakers
Youth Educational Services [YES]	\$65,861	\$68,265	\$43,265	\$25,000	prof staff from base? GI2025 application submitted
Unallocated	\$10,000	\$10,000	\$0	\$10,000	
Total	\$1,043,624	\$1,096,494	\$930,463	\$166,031	

Reserve Balance Projection - June 2019	\$304,980
Projected Student Fee Revenue 2019-20	\$813,000
Annualized total Headcount: 7,021	
IRA Admin Fee Revenue 2019-20	\$26,460
Total Potential Funds	\$1,144,440
Total Recommended Budget	\$930,463
Reserve Forecast	\$213,977
% of Expenditures	23%