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*Humboldt State University*



*Associated Students*

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# COMMITTEE

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# HANDBOOK

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HUMBOLDT STATE UNIVERSITY  
1 Harpst St. Arcata, CA 95521

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## INTRODUCTION

This handbook provides general information and procedures on all 2017-18 HSU campus committees that include a student member. The information is updated each year during the summer months. If the information is no longer current, please notify the AS Board Coordinator.

## LIST OF AUXILIARIES

Members of the Associated Students Board of Directors participate on many campus-wide committees and exercise a leadership role in matters of concern and interest to the student body. A number of these committees are *University Senate* Standing Committees or Senate Committees with a special charge or interest. *Administrative Committees* are those created in order to assist a person with administrative responsibilities with regard to decision-making. Committees of the *University* combine the interests of administrative/operations matters and academic policies. Their chair is usually the person who most directly has the administrative responsibility. For more information, please refer to Appendix A: Definitions of Types of Committees, Councils, Associations And Boards.

As one of four Auxiliary organizations at HSU, the Associated Students Board of Directors has established a number of committees that address particular needs or interests of the student body.

Auxiliaries are separate non-profit corporations that perform university-related functions. These auxiliaries each have their own board structure and are responsible to the President of the University. Students serving on these boards may also be appointed by the chair to one of their standing committees.

Associated Students  
HSU Advancement Foundation  
HSU Sponsored Programs Foundation  
University Center

# How to Apply for a Committee

A.S. COMMITTEE APPLICATION PROCESS

## HOW DO YOU APPLY FOR A COMMITTEE?

### CHECK OUT THE COMMITTEE HANDBOOK



There are over 40 committees to choose from.

Choose one that could help your resume or something you want to know more about.

### FILL OUT THE APPLICATION

Click on the picture and fill out the form. It's that easy.



### COMMITTEE INTERVIEW



An A.S. Executive Officer will have a brief interview with you.

An AS staff member will setup an interview with you and an A.S. Executive Officer. They will make a decision who they want to recommend for a committee appointment.

### A.S. BOARD APPROVAL

You should be present at the Board meeting. If you can't, let the Executive Officer know. If the Board approves of your appointment, you're on the committee. Congratulations!!!!



The A.S. Board of Directors must approve the committee student member.

### COMMITTEE PREPERATION

A few things before your first committee meeting: Contacting the committee chair and find out when and where the committee is being held. Ask what the committee is talking about. Ask lots of questions and have fun!!

## LIST of COMMITTEES

### ACADEMIC POLICIES COMMITTEE

Charge: Develops and maintains the academic policies of Humboldt State University. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), the University Senate, APC members and other university community members; works with the ICC to prioritize items; vets changes and proposals through the ICC with recommendations forwarded to the Senate (Section 2.3, Bylaws and Rules of Procedure of University Senate).

Chair: Faculty Senator Elected Annually by the Senate

Type: Standing Committee of the University Senate

Meetings: Weekly, or as needed

Membership: 2 Faculty Senators, appointed by the Senate Appointment and Elections Committee  
3 Faculty At-Large, appointed by the Senate Appointment and Elections Committee  
    A.S. Legislative Vice President (or designee)  
1 Student appointed by the A.S. President  
1 non-MPP Staff Senator  
2 Ex-officio

### ALCOHOL, TOBACCO AND OTHER DRUG ABUSE PREVENTION COMMITTEE

Charge: The functions of the committee are: 1) Education and Prevention, 2) Review of and Recommendations for Policy, and 3) Communication

Chair: Counseling and Psychological Services, Alcohol and Drug Specialist

Type: Administrative

Meetings: At least four times each term

Membership: 2 faculty members  
2 "at large" staff members  
Representative from Arcata Police Department  
Representative from University Police Department  
Assistant Director of Housing and Residential Life  
A.S. Legislative Vice President (or designee)  
1 student from fraternal/Greek organization (appointed by A.S. President upon the recommendation of the Greek Council)

- 1 student from the Residence Housing Association (appointed by A.S. President upon the recommendation of the RHA)
- 1 student from Intercollegiate Athletics (appointed by A.S. President upon the recommendation of the Athletic Director)
- Student Health Center Health Educator
- 1 representative from Counseling and Psychological Services
- 1 representative from community substance abuse prevention/treatment field
- 1 representative from community alcoholic beverages retailer/tavern owners

### APPOINTMENTS AND ELECTIONS COMMITTEE

- Charge: Solicit and forward nominations to the Senate for members and chairs of Senate and Senate-appointed university committees; other duties as outlined in Section 2.6, Bylaws and Rules of Procedure of University Senate.
- Chair: Appointed by the University Senate
- Type: Standing Committee of the University Senate
- Meetings: Weekly, or as needed
- Membership: Chair, University Senate/President, General Faculty (Ex-Officio)  
 Provost and Vice President of Academic Affairs (Ex-Officio)  
 2 faculty members  
 1 staff member  
 1 student appointed by A.S. Legislative Vice President  
 Committee members shall be affirmed by vote of the Senate. The term of office shall be for one year and begins with the first meeting following the seating of the Senate of the term in which they serve.

### A.S. BOARD OF DIRECTORS

- Charge: To perform the legislative function for Associated Students. Board vacancies are appointed by the A.S. President.
- Chair: A.S. Legislative Vice President (elected)
- Type: Associated Students
- Meetings: Mondays (alternating) 3 p.m.
- Membership: A.S. President  
 A.S. Administrative Vice President  
 A.S. Student Affairs Vice President  
 A.S. Presents Representative  
 Social Justice and Equity Officer  
 Environmental Sustainability Officer  
 6 College Representatives

2 At-Large Graduate Student Representatives  
Elections Commissioner (non-voting)  
External Affairs Representative (non-voting)  
A.S. Executive Director (advisor/non-voting)  
Vice President for Enrollment Management and Student Affairs (advisor/non-voting)

### A.S. BOARD OF FINANCE

Charge: To propose the preliminary budget to the Associated Student Board of Directors; to have general supervision of the financial affairs of the Associated Students. Highly recommended for students interested in Business or Public Administration.

Chair: A.S. Administrative Vice President

Type: Associated Students

Meetings: Weekly Mondays (alternating) 3 p.m.

Membership: 2 members of the Associated Students Board appointed by A.S. Legislative Vice President  
1 student at-large appointed by A.S. President (not an A.S. Board member)  
A.S. President  
A.S. Executive Director (advisor/non-voting)

### A.S. CAMPUS/COMMUNITY SERVICE SCHOLARSHIP COMMITTEE

Charge: To reward and encourage on-going community service activities and to raise awareness on campus about community service. Awards are \$500 per semester for a maximum of \$1,000 per academic year.

Chair: A.S. President

Type: Associated Students

Meetings: Spring Semester as needed (approximately 2 times)

Membership: A.S. Student Affairs Vice President  
Associate Dean of Student Engagement and Leadership (or designee)  
YES Program Coordinator (or designee)  
1 student appointed by the A.S. Legislative Vice President  
1 students appointed by the A.S. Student Affairs Vice President; also a member of the Service Learning Community Engagement Committee  
A.S. Executive Director (advisor/non-voting)

### A.S. EARTH WEEK PLANNING COMMITTEE



Charge: To plan programs, events and workshops that seek to educate, create community and foster dialogue revolving around the theme of sustainability specifically related to issues of social and environmental justice, human and non-human rights and healthy lifestyles.

Chair: Elected from the committee

Co-chair: Elected from the membership that is a seated AS Board Member

Type: Associated Students

Meetings: Every two (2) weeks (fall semester); every week (spring semester)

Membership: (1) Student from the A.S. Board, (appointed by A.S. via the A.S. Student Affairs Vice President)

(2) Students at large (appointed by A.S. via the A.S. Legislative Vice President)

Representatives from the following groups:

WRRAP

CCAT

Green Campus

Housing and Residence Life

Movimiento Estudiantil Chicano de Aztlán (MEChA)

Black Student Union

Vegan Club

Indian Tribal & Educational Personnel Program (ITEPP)

Indian Natural Resources, Sciences and Engineering Program (INRSEP)

MultiCultural Center

### A.S. ELECTIONS COMMISSION

Charge: To administer the A.S. Elections and enforce the Election Code. Highly recommended for students interested in government, campaigns or those who are Government and Politics majors.

Chair: Elections Commissioner

Type: Associated Students

Meetings: As needed

Membership; 2 students appointed by the A.S. Legislative Vice President

3 students appointed by the A.S. President

A.S. Executive Director (or designee), advisor/non-voting

### A.S. EXECUTIVE COMMITTEE

Charge: To advise the A.S. President and other duties as outlined in Administrative Code Section 2.

Chair: A.S. President

Type: Associated Students

Meetings: As needed

Membership: A.S. Vice Presidents  
A.S. Presents Representative  
A.S. Social Justice and Equity Officer  
A.S. Environmental Sustainability Officer  
A.S. Board Representative, appointed by A.S. President  
External Affairs Representative (non-voting)  
Elections Commissioner (non-voting)  
A.S. Executive Director (advisor/non-voting)

### A.S. EVENT FUNDING COMMITTEE

Charge: To award the Club and A.S. Program grant and the Cultural Programs grant, allocated by the Associated Students. Grants are available for clubs and programs for on-campus events and activities that will benefit the entire HSU community.

Chair: A.S. Administrative Vice President

Type: Associated Students

Meetings: At least two times per semester. At least 3 student members must be present at a meeting to conduct business.

Membership: A.S. Student Affairs Vice President  
2 student representatives from the Multicultural Center (Appointed by A.S. via A.S. President upon the recommendation of the Multicultural Center)  
1 student representative at-large from the Clubs Office (Appointed by A.S. via A.S. President upon the recommendation of the Clubs Office)  
Club Coordinator (Advisor/non-voting)  
Multicultural Center Coordinator (Advisor/non-voting)

### A.S. FOOD SYSTEMS WORKING GROUP

Charge: To develop and coordinate implementation of a real food policy and multi-year action plan at HSU; establish a transparent reporting system, including the Real Food Calculator; assess HSU's real food actions and report annually on progress to the Associated Students; achieve the following goals:

- a) A real food policy implementation by the California State University system that matches the priorities of the Real Food Campus Commitment

- b) The Humboldt State University Center allocates 33% (A.S. RES.2013-14-17) of its budget to what is considered “Real Food” as defined by Real Food Calculator
- c) The Humboldt State University Center implements its own Food System working group that has 2 students at-large and 1 Associated Students Ex-Officio from the University Center Board of Directors.

Chair: One (1) student at-large

Type: Associated Students

Meetings: Weekly, or as needed

Membership: A.S. Student Affairs Vice President  
 1 student at-large  
 1 CCAT student representative  
 1 Resident Housing Association student representative  
 1 WRRAP student representative  
 1 student who is familiar with University Dining  
 1 faculty member willing to incorporate food research  
 1 representative from the California Center for Rural Policy  
 1 representative of the Food Policy Council  
 1 community representative representing local farms or affiliated with Community Alliance with Family Farmers  
 1 staff member from the HSU Office of Sustainability  
 1 staff member of HSU Dining Services  
 A non-student member of the UC Board of Directors

### A.S. FUNDED PROGRAMS COMMITTEE (ASFPC)

Charge: To increase the AS Funded Programs understanding of the AS Budget beyond the financial aspect. ASFPC will be responsible for performing two program reviews to identify and suggest structural changes to elevate each program; to act as a think tank for increased collaboration and event programming.

Chair: A.S. Administrative Vice President

Co-chair: Elected from a seated A.S. Board member

Type: Associated Students

Meetings: Every two (2) weeks

Membership: 1 consistent representative from each A.S. Funded Program  
 A.S. Student Affairs Vice President  
 1 A.S. Board Member  
 2 At-Large students

## A.S. GRADUATE PLEDGE ALLIANCE

- Charge: The Charge of the Committee is to plan programs, events, and workshops that seek to educate, create community, and foster dialogue revolving around the theme of sustainability specifically related to issues of social and environmental justice.
- Co-Chairs: Elected by committee
- Type: Associated Students
- Meeting: Every two (2) weeks (fall semester), every two (2) week (spring semester) or as needed.
- Membership: Associated Students Vice President of Student Affairs or Designee  
Associated Students Environmental Sustainability Officer  
WRRAP Student Representative  
CCAT Student Representative  
One or more student representative from each cultural center (Appointed by A.S. via A.S. Student Affairs Vice President and upon the recommendation of the Cultural Center).

## A.S. LOBBY CORPS

- Charge: To lobby on behalf of the students at HSU, develop relationships with elected officials who represent HSU students, and increase participation in elections through voter registration and education initiatives.
- Chair: External Affair Representative
- Type: Associated Students
- Meetings: As needed
- Membership: 3 students appointed by A.S. President  
1 student appointed by A.S. Legislative Vice President  
1 student appointed by A.S. Student Affairs Vice President  
1 student appointed by A.S. Administrative Vice President

## A.S. PRESENTS

- Charge: To create a comprehensive, diverse variety of events and programs for all students, including concerts, epical events, films lectures, recreation trips, comedy, dance, etc.; to develop an Empowerment Series of training, lectures and events to develop student advocacy skills.
- Chair: A.S. Presents Representative

Type: Associated Students  
Meetings: Bi-weekly or as needed  
Membership: 2 students appointed by A.S. President  
1 student appointed by A.S. Legislative Vice President  
2 students appointed by A.S. Student Affairs Vice President  
AS Presents Advisor (non-voting)

### A.S. STUDENT AFFAIRS ADVISORY COMMITTEE

Charge: To assist and advise the A.S. Student Affairs Vice President on matters of campus policy, programming and services directly related to the student body of HSU. Such projects/topics might include community service ventures and campus programming.

Chair: A.S. Student Affairs Vice President

Type: Associated Students

Meetings: As needed

Membership: 2 students appointed by A.S. President  
1 student appointed by A.S. Legislative Vice President  
2 students appointed by A.S. Student Affairs Vice President

### CENTER FOR COMMUNITY BASED LEARNING

Charge: to provide direction to the Coordinator of Service Learning/Experiential Education through the formulation of policies, procedures, and strategic planning for the University's Learning and Experiential Education Initiative. (See Executive memorandum P02-02, revised August 2012)

Chair: Coordinator of Service Learning/Experiential Education

Type: University Senate

Meetings: Monthly or as needed

Membership: 2 students appointed by A.S. Student Affairs Vice President  
For full list of members visit: <http://www.humboldt.edu/senate/service-learning>

### CONSTITUTION AND BYLAWS COMMITTEE

Charge: (Section 2.7, Bylaws and Rules of Procedure of University Senate)

Chair: Elected by the Senate

Type: Standing Committee of the University Senate

Meetings: Weekly or as needed

Membership: 3 faculty members appointed by the Appointment and Elections Committee  
1 non-MPP staff member appointed by Staff  
1 student member appointed by A.S. Administrative Vice President (2-year term)

### DISABILITY, ACCESS AND COMPLIANCE COMMITTEE

Charge: To assist in the evaluation of current campus policies and procedures relating to students with disabilities; develop prioritized plans relating to programs and services for students with disabilities; review barrier removal priorities as specified in the State University Administrators Manual (SUAM); and to develop timelines. (See [Executive Memorandum P03-07](#))

Chair: Appointed by the President from the committee (2-year term)

Type: Administrative

Meetings: Regularly during the academic Year

Membership: Social Justice and Equity Officer (or designee)  
Provost and Vice President for Academic Affairs (or designee)  
Director, Student Disability Resource Center  
2 students (who have experience with disabilities), appointed by the A.S. Student Affairs Vice President  
2 faculty, appointed by the Senate Appointments Committee (at least one who has experience with disabilities (2-year staggered terms)  
Director, Diversity and Compliance Services  
Chief Information Officer (or designee)  
Director, Facilities Management (or designee)  
Director, Fiscal Affairs (or designee)

### DIVERSITY AND INCLUSION CAMPUS ADVISORY COUNCIL

Charge: To provide input relative to the ongoing development and coordination of the Diversity Action Plan; to monitor its progress. To provide input in the review of any new campus initiatives designed to support the goals of the Diversity Action Plan and to recommend strategies to support inclusive excellence across campus to the appropriate Vice Presidents.

Chair: Director of Diversity and Inclusion

Type: Administrative

Meetings: Monthly and as needed

Membership: Social Justice and Equity Officer (or designee)  
1 Student Affairs representative appointed by the A.S. Student Affairs Vice President  
College Dean, appointed by the Provost  
Director of Institutional Research and Planning  
1 faculty representative, appointed by the Appointment and Elections Committee (2-year term)  
2 representatives from the Diversity and Inclusion Student Success Collaborative

### DIVERSITY PROGRAM FUNDING COMMITTEE

Charge: To receive, review and prioritize funding allocation requests for multicultural programs. A fixed budget will be allocated for funding these programs. The committee will recommend funding prioritized programming to the University President for signature and provide an annual report to the University Leadership Council.

Chair: Selected annually by the President

Type: Administrative

Meetings: As needed

Membership: Social Justice and Equity Officer (or designee)  
1 student appointed by the A.S. President  
1 student appointed by the A.S. Administrative Vice President  
For a full list of members, visit: <https://www.humboldt.edu/policy/PEMP03-06Diversity-Program-Funding-Committee>

### ENVIRONMENTAL HEALTH AND OCCUPATIONAL SAFETY

Charge: To advise the safety coordination on all aspects of environmental health and safety programs on campus.

Chair: Campus Environmental Health and Occupational Safety Coordinator

Type: Administrative

Meetings: As needed  
For a list of members visit: <http://www.humboldt.edu/senate/environmental-health>

### FACULTY AFFAIRS COMMITTEE

Charge: To parallel a like standing committee in the Academic Senate of the California State University (ASCSU) and consider matters being considered by the statewide

senate, i.e. “matters that involve the individual or collective relationship of faculty to the university; policies concerning the selection and evaluation of academic tenure, promotions, sabbaticals, academic privilege , and separation from the university; formulate recommendations on current practice, propose revision or new procedures.” (Section 2.5, Bylaws and Procedures of the University Senate)

Chair: Vice Chair of the University Senate (elected by the Senate for a 1-year term)

Type: Standing Committee of the University Senate

Meetings: Weekly

Membership: A.S. President (or designee)

2 Faculty Senators (nominated by Appointment and Elections Committee, appointed by Senate for 3-year term)

2 Faculty “at-Large” (nominated by Appointment and Elections Committee, appointed by Senate for 3-year term)

President HSU Chapter of California Faculty Association (Ex-Officio/non-voting)

Associate Vice President for Faculty Affairs (or designee) (Ex-Officio/non-voting)

### FACULTY AWARDS COMMITTEE

Charge: To select the nominee from HSU for Outstanding Professor Award and other awards. The Faculty Awards Committee reports to the Academic Senate.

Chair: Most recent recipient of the Outstanding Professor Award

Type: University Senate

Meetings: 2-3 times yearly

Membership: 1 student member appointed by A.S. President

3 members of teaching faculty appointed by the Senate Appointment Committee for 1-year terms

1 retired faculty representative

### FIELDS OVERSIGHT COMMITTEE

Charge: To oversee use of the University’s fields (Redwood Bowl, Upper Playing Field, Campus Events Fields, College Creek Soccer Field, and SRC Indoor Playing Field) to ensure University programs and sponsored events are properly accommodated; develop and recommend field use criteria, policies and procedures as well as approval of usage schedule.

Chair: Elected from membership



Type: University

Membership: 1 student appointed by A.S. President  
Chair, Kinesiology & Recreation Administration (or designee)  
Executive Director, University Center (or designee)  
Director, Athletics (or designee)  
Director, Recreational Sports and Intramurals (or designee)  
Director, Planning & Design  
Director, Academic Resources  
Director, Contracts, Procurement & Risk Management  
University Grounds Manager  
Housing Representative, appointed by A.S. Student Affairs Vice President  
Faculty representative appointed by the University Senate

### GEAR CURRICULUM AND ASSESSMENT COMMITTEE

Charge: To provide ongoing review and improvement of GEAR learning outcomes in conjunction with GEAR faculty; provide guidance and coordinator for the GEAR assessment of those outcomes; collate and interpret aggregate GEAR assessment data and report results to the ICC; provide recommendations for GEAR curricular and instructional changes based on assessment results (see ICC Constitution).

Chair: Elected member of the ICC

Type: Standing Committee of the University Senate (ICC)

Meetings: Bi-Monthly

Membership: 1 student member appointed by the A.S. President  
3 Faculty (not members of the ICC), one from each college, appointed by the Senate Appointments and Elections Committee  
1 additional Faculty member, appointed by the Senate Appointments and Elections Committee, ideally someone who teaches in at least one of the GEAR areas: A, E, DCG, Institutions, and who is not a member of the ICC  
Vice Provost

### HONORARY DEGREE NOMINATING COMMITTEE

Charge: To serve as the campus review committee to invite, receive and evaluate campus recommendations for honorary degrees

Chair: Vice President for University Advancement

Type: Administrative

Meetings: As needed

Membership: A.S. President  
Provost/Vice President, Academic Affairs  
Dean, Research, Graduate Studies & International Programs  
President, General Faculty  
Chair, Academic Senate  
President, Alumni Association  
Faculty member (recommended by Senate Appointment Committee for appointment by President)  
Dean (appointment by the Provost in consultation with the Senate Executive Committee)

### HUMBOLDT ENERGY INDEPENDENCE FUND (HEIF)

Charge: To reduce the environmental impact of energy use at HSU through student-driven projects; review and prioritize allocation of fee revenue for projects that meet this goal. For more information visit: [www.humboldt.edu/heif](http://www.humboldt.edu/heif)

Chair: Co-chaired by 1 student and 1 staff member by committee

Type: Administrative

Meetings: As needed

Membership: A.S. Administrative Vice President (or designee)  
1 student appointed by A.S. Administrative Vice President (Spring appointment)  
2 students at-large appointed by A.S. President  
Campus Center for Appropriate Technology Co-Director (or designee)  
Director of Facilities Management  
Campus Energy manager (or designee)  
Faculty member from a related discipline  
Campus Sustainability Director (or designee)

### HSU ADVANCEMENT FOUNDATION

Charge: To provide expertise, fiduciary oversight and advocacy to increase charitable giving and manage the university's endowment,

Chair: Elected from membership

Type: Auxiliary

Meetings: 1 time per year

Membership: 1 student (candidates recommended by A.S. President for appointment by University President.)  
For a list of members please visit: [www.humboldt.edu/hsuaf/board](http://www.humboldt.edu/hsuaf/board)

## HSU SPONSORED PROGRAMS FOUNDATION

- Charge: A non-profit corporation operated to benefit Humboldt State University. Responsible for fiscal administration of externally funded grants and contracts. Other services include the administration of various campus programs.
- President: Elected by the Board of Directors
- Meetings: Quarterly or as needed
- Membership: 1 undergraduate student appointed by A.S. President (2-year term)  
1 graduate student appointed by A.S. Administrative Vice President (2-year term)  
For a list of members please visit: [www.humboldt.edu/hsuf](http://www.humboldt.edu/hsuf)

## INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

- Charge: To advise the President on the Instructionally Related Activities (IRA) fee level and allocation of fee revenue
- Chair: A.S. President
- Type: Administrative
- Meetings: As needed (frequent in Spring semester)
- Membership: A.S. Administrative Vice President  
1 A.S. Board member appointed by A.S. President  
1 student appointed by A.S. President (2-year term preferred)  
1 A.S. Board member appointed by A.S. Administrative Vice President

## INTEGRATED CURRICULUM COMMITTEE

- Charge: Careful consideration and deliberation of all academic planning and curriculum matters. Recommendations are forwarded to the University Senate. (See Integrated Curriculum Committee Constitution, HSU Faculty Handbook, Appendix G)
- Chair: Elected by the General Faculty
- Type: Standing Committee of the University Senate
- Meetings: ICC and subcommittees meet alternating weeks
- Membership: A.S. Legislative Vice President  
1 student appointed by A.S. President  
For the complete list of members visit:  
<http://www.Humboldt.edu/academicprograms/Icc>

## INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE

Charge: To serve as a forum for the Athletic Director to seek advice, refine ideas and develop or revise policies of the Athletic Department on such subjects as equity compliance, annual budget and the direction and balance of sport that constitute the program.

Chair: Faculty member elected by Committee from the membership

Type: Administrative

Meetings: Monthly during academic year: as needed during summer months

Membership: 1 student athlete, selected in consultation with A.S. and University President, appointed by A.S. President  
3 faculty members elected in consultation with the Senate Executive Committee  
1 staff/administrator from Student Affairs  
1 staff/administrator from Academic Affairs  
1 staff/administrator from Administrative Affairs  
University President (or designee)  
1 community member  
Athletic Director (non-voting)  
NCAA Faculty Athletics Representative  
Chair, Kinesiology and Recreation Administration (non-voting)  
Chair, Student athlete Advisory Committee (or designee) (non-voting)

## INTERNATIONAL ADVISORY COMMITTEE

Charge: Provides advisory support for, and promotes programs and initiatives that foster international educational opportunities for the campus community, including 1) maintenance of the HSU International Center, 2) recruitment of international students and faculty, 3) establishment and maintenance of faculty-led international programs, international student and faculty exchanges and international bilateral programs and 4) development of on-campus educational opportunities related to international education. Advise the campus community regarding international programs and international educational opportunities.

Chair: Elected from membership for a 2-year term

Type: University Senate

Meetings: Monthly, first Monday each month, 12-1 p.m.

Membership: 1 student appointed by A.S. President  
For a list of members please visit: [www.humboldt.edu/senate/International-advisory](http://www.humboldt.edu/senate/International-advisory)

## INTERNATIONAL PROGRAMS SCREENING COMMITTEE

Charge: To review applications for international program participants, interview applicants, submit recommendations to the Chancellor's office.

Chair: HSU representative to CSU Academic Council on International Programs

Type: University Senate

Meetings: AS needed

Membership: 1 student appointed by the Vice President,  
1 student appointed by the A.S. Student Affairs Vice President  
(Prefer students be former participants in the international programs)  
2 faculty members appointed by Senate Appointment Committee (staggered 3-year terms)  
1 counselor from Counseling and Psychological Services

### PARKING & TRANSPORTATION COMMITTEE

Charge: Serve as a forum for parking and transportation issues; make recommendations to the President and implement strategies as directed by the President. (See Executive memorandum P03-01)

Chair: Associate Vice President Facilities Management

Type: Administrative

Meetings: As needed

Membership: 1 student appointed by A.S. Student Affairs Vice President  
1 student appointed by A.S. Legislative Vice President  
Faculty member appointed by Senate Appointment Committee (2-year term)  
Faculty member appointed by University Leadership Council (2-year term)  
Staff member (non-management) appointed by Staff Council (2-year term)  
Director, Student Disability resource Center  
Director, Contracts, Procurement and Risk Management  
Director, Facilities Management  
Director, Fiscal Affairs  
Supervisor, Parking and Commuter Services  
Representative of City of Arcata appointed by City Council/City Manager

### SEXUAL ASSAULT PREVENTION COMMITTEE

Charge: To coordinate educational programs for the campus community that help prevent the occurrence of rape, acquaintance rape and other forms of sexual violence; to advise the A.S. Student Affairs Vice President about campus policies and procedures that better support the prevention of rape, acquaintance rape and other

forms of sexual violence among the campus community, including treatment and information for its victims.

Chair: Elected by the committee membership

Type: Administrative

Meetings: At least three (3) times per semester

Membership: 1 student appointed by the A.S. President  
1 student appointed by the A.S. Student Affairs Vice President  
Membership may include other persons whose knowledge or expertise might be of benefit to the committee (e.g. student representatives from clubs dealing with issues related to sexual assault.) Other campus and community members may be invited to meetings to serve as resource persons for the committee.  
For a list of all committee members, please visit:  
[www.humboldt.edu/senate/sexual-assault-prevention](http://www.humboldt.edu/senate/sexual-assault-prevention)

### STUDENT FEE ADVISORY COMMITTEE (SFAC)

Charge: To advise the University President regarding the establishment and adjustment of all campus mandatory fees, user and penalty fees in accordance with the provisions of Chancellor's Executive Order 1054.

Chair: A student of the committee appointed yearly by the President

Type: Administrative

Meetings: As needed

Membership: A.S. President (or designee)  
3 students appointed by the A.S. President  
Manager of Student Financial Services  
1 administrator appointed by the University President  
1 faculty member appointed by the Academic Senate (2-year term)  
A.S. Executive Director (ex-officio advisory, non-voting)

### STUDENT GRIEVANCE COMMITTEE

Charge: To deal with grievances regarding academic issues and other issues not related to discrimination or misconduct.

Chair: Elected annually by the membership from among the faculty and staff members.

Vice Chair: Vice Chair serves in place of the chair if chair is absent or if chair must be excused for conflict of interest.

Type: University Senate

Meetings: As needed

Membership: 1 student appointed by the A.S. President  
1 student appointed by the A.S. Administrative Vice President  
1 student appointed by the A.S. Student Affairs Vice President  
(It is preferred that one of the three be a graduate student)  
For a list of all committee members, please visit:  
[www.humboldt.edu/senate/student-grievance](http://www.humboldt.edu/senate/student-grievance)

### STUDENT HEALTH CENTER ADVISORY COMMITTEE (SHAC)

Charge: To serve as an advisory, liaison, and outreach function between students, the Student Health Center and the campus Administration; to assist in promoting the general health and well-being of HSU students, including facilitating, publicizing and improving Student Health Center services; to periodically obtain and evaluate information regarding the health concerns and health care needs of students, including Student Health Center programs and policies; to utilize this information in making recommendations to the campus and Health Center .

Chair: A student member elected by the committee

Type: Administrative

Meetings: As needed

Membership: A.S. Legislative Vice President (or designee)  
2 students appointed by A.S. President  
1 student appointed by A.S. Administrative Vice President  
2 students appointed by A.S. Student Affairs Vice President  
1 staff member from Residential Life  
Director, Student Health Center  
1 staff member from Student Health Center (Advisory, non-voting)  
1 provider from Student Health Center  
1 member of the General Faculty

### UNIVERSITY CENTER BOARD OF DIRECTORS

Charge: To assist in planning the development of the University Center (the student union) and its programs; to establish policies for the administration of facilities and services.

Chair: Student representative elected from the membership

Type: Auxiliary

Meetings: Monthly

Membership: A.S. President  
A.S. Student Affairs Vice President  
President, Residence Hall Association  
1 student appointed by Residence Hall Association  
3 elected students  
3 faculty members appointed by the Senate Appointments Committee  
University President (or designee)  
Director, Financial Services  
1 community member nominated by and a member of the Alumni Association  
Executive Director, University Center (Advisory, non-voting)

### UNIVERSITY LEADERSHIP COUNCIL

Charge: To advise the President on issues of importance to the University; to coordinate with the University Senate on major policy initiatives and other strategic matters; to disseminate information from the President as well as inform other members of the senior management team.

Chair: President

Type: Administrative

Meetings: Twice a week or as needed

Membership: A.S. President  
For a list of members please visit: [www.humboldt.edu/president/advisory](http://www.humboldt.edu/president/advisory)

### UNIVERSITY POLICIES COMMITTEE (UPC)

Charge: To review the existing policy processes on campus and recommend to the Senate for its approval a policy process that addresses the campus need for a transparent, efficient, and clear policy process rooted in principles of shared governance.

Chair: 1 faculty Senator elected by the Senate

Type: Standing Committee of the University Senate

Meetings: As needed

Membership: 2 faculty members, appointed by the Senate Appointments and Elections Committee

1 non-MPP staff member, appointed by Staff Council

1 student - appointed by A.S. Legislative Vice President

Vice President, Enrollment Mgmt. & Student Affairs (or designee) - non-voting

Ex-officio member



Vice President, Administrative Affairs (or designee) - non-voting Ex-officio member

### UNIVERSITY RESOURCES AND PLANNING COMMITTEE

Charge: See Section 11.3, Bylaws and Rules of Procedures of the University Senate of HSU

Co-Chairs: Faculty Senator, elected by the University Senate  
Provost and Vice President of Academic Affairs

Type: Standing Committee of the University Senate

Meetings: As needed

Membership: 3 faculty members (representing 3 colleges and including 1 lecturer), nominated by the Appointment and Elections Committee and appointed by the Senate)  
1 Faculty Senator (in addition to the chair), elected by the Senate  
1 Academic Dean, appointed by the President  
Vice President, Enrollment Management and Student Affairs (or designee)  
Vice President, Administrative Affairs (or designee)  
Vice President, University Advancement (or designee)  
2 Staff delegates  
A.S. President (or designee)  
1 student appointed by A.S. Administrative Vice President  
University Budget Director (Advisory, non-voting)  
Budget Analyst from each Division (Advisory, non-voting)

### UNIVERSITY SENATE

Charge: The primary agency of the University for the formulation and recommendation on matters of policy

Chair: President of the General Faculty (2-year term)

Type: General Faculty

Meeting: Bi-weekly, Tuesday 3:00 p.m. (or as needed)

Membership: A.S. President  
1 student appointed by the A.S. President  
1 student appointed by the A.S. Student Affairs Vice President  
President of the University (non-voting)  
Provost  
CFA President  
Union Council representative (non-voting)  
2 representatives of the CSU Academic Senate

President, General Faculty  
1 representative from Student Affairs  
1 representative from HSU Emeritus Faculty Association  
Immediate Past Chair, University Senate  
Vice President for Student Affairs  
Vice President for Administrative Affairs  
Chair, Integrated Curriculum Committee  
11 full-time faculty members (2 from each college, 2 from other major academic units, 3 at-large)  
3 lecturers  
3 university staff

### UNIVERSITY SPACE AND FACILITIES ADVISORY GROUP

Charge: To act as an advisory body to Administrative Affairs regarding development and management of the physical environment of the campus where function, aesthetic quality and physical character are intermixed to create a desirable and inspirational atmosphere for students, faculty and staff. Includes, but may not be limited to, the assignment of space, bidding and renovation plans, campus planning and design standards, and the prioritization of minor and major capital requests. This charge is accomplished through research and development of recommendations associated with plans, policies, procedures and guidelines concerning the administration of the physical campus. Specifically, the Group will provide input on:

- University Facilities Master Plan
- University Five-Year Major Capital Plan
- University Minor Capital Plan
- University-Wide Space Management Policy
- Campus Planning & Design Standards
- Building Renovation & Construction Plans (Schematic Level)
- Alteration of the Campus Grounds (Schematic Level)
- Other Areas of Study as designated by the President

Chair: Director, Facilities Management

Type: Administrative

Meetings: At least once per semester and as needed

Membership: 1 student appointed by A.S. President  
Vice President, Administrative Affairs  
Associate Vice President, Facilities & Planning  
Senior Director, Facilities & Operations  
Vice Provost Academic Affairs  
Executive Director, University Center  
Housing Director  
Director, Academic resources

Director, ITS  
Chair, URPC  
Associate Vice President, Marketing & Communications

## APPENDIX A

### DEFINITIONS OF TYPES OF COMMITTEES, COUNCILS, ASSOCIATIONS AND BOARDS

#### ADMINISTRATIVE COMMITTEES

Administrative Committees are those created to assist a person with administrative responsibilities with regard to decision-making.

Alcohol, Tobacco and Other Drug Abuse Prevention Committee  
Diversity and Inclusion Campus Advisory Council  
Diversity Program Funding Committee  
Environmental Health and Occupational Safety  
Fields Oversight Committee  
Honorary Degree Nominating Committee  
Humboldt Energy Independence Fund (HEIF)  
Instructionally Related Activities Committee  
Intercollegiate Athletic Advisory Committee  
International Advisory Committee  
Parking & Transportation Committee  
President's Advisory Committee on Sustainability  
Service Learning/Community Engagement Advisory Committee  
Services to Students with Disabilities Advisory Committee  
Sexual Assault Prevention Committee  
Student Fee Advisory Committee  
Student Health Center Advisory Committee (SHAC)  
University Space and Facilities Advisory Group

#### ASSOCIATED STUDENT COMMITTEES AND BOARDS

The Associated Students establish committees to serve their organizational needs and interests. In addition, AS may establish an ad hoc committee for a specific purpose at a specific time.

A.S. Board of Directors  
A.S. Board Executive Committee  
A.S. Presents  
A.S. Board of Finance  
Campus/Community Service Scholarship Committee  
Earth Week Planning Committee  
Elections Commission  
Event Funding Committee  
Food Systems Working Group  
Funded Programs Committee  
Lobby Corps  
Student Affairs Advisory Committee

## COMMITTEES OF THE UNIVERSITY

Committees of the University combine the interests of administrative/operations matters and academic policies. Their chair is usually the person who most directly has the administrative responsibility.

International Programs Screening Committee  
President's Advisory Committee on Sustainability  
Student Grievance Committee

## UNIVERSITY SENATE COMMITTEES

The University Senate is a deliberative body guided by the principles of shared governance, and comprised of faculty, staff, administrators and students. The University Senate is the university's primary policy recommending body. In order to carry out its function more effectively, the University Senate has established standing committees, defined in the University Senate Bylaws and Rules of Procedure.

Academic Policies Committee (APC)  
Appointments and Elections Committee (AEC)  
Constitution and Bylaws Committee (CBC)  
Faculty Affairs Committee (FAC)  
Integrated Curriculum Committee (ICC)  
University Policies Committee (UPC)  
University Resources and Planning Committee (URPC)

## APPENDIX B: Appointments

### APPOINTMENTS

Appointments to the AS Board of Directors are recommended by the President of the Associated Students and approved by the AS Board. (AS Govt. Code 7.07). It is important that the entire description in the Committee Handbook be reviewed before appointments are made, since some are restricted by particular qualifications.

According to the A.S. Code, all Executive appointments shall be approved by a two-thirds majority of the Board of Directors. Also, all persons nominated by appointment must be present at the AS Board (ASB) meeting at the time they are nominated. (AS Govt. Code 7.03)

In some cases, A.S. Executives listed as members of a committee may decide to delegate that responsibility. If an Executive decides to do so, the Council must approve the nominated designee. (AS Govt. Code 7.05)

Also included in the lists are positions on committees/boards held by Executives as a result of AS office held (Ex-Officio).

When a new committee is formed, the A.S. President shall recommend to the ASB which executive shall make the appointment(s). All appointment recommendations shall be approved by the ASB.