



Associated Students

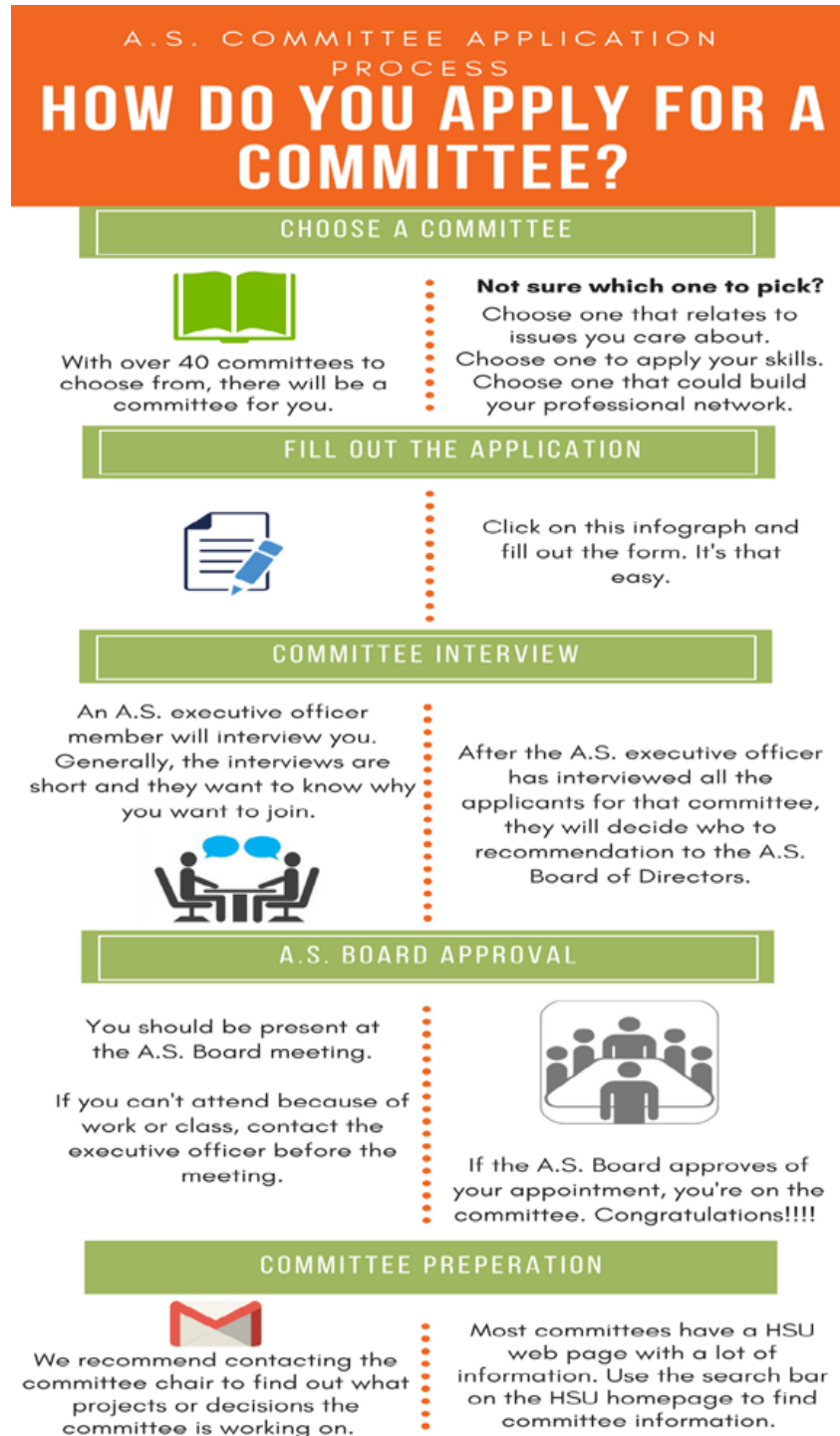
**COMMITTEE STRUCTURE
HANDBOOK**

**For Governing and Advisory Bodies with
Student Membership**

2019-20

INTRODUCTION

This handbook provides general information and procedures on all 2019-20 HSU committees that includes a student member. The committee handbook is used by the A.S. Board of Directors as the governing document regarding student appointments (A.S. Government Code, section 7). The information is updated to the best of the Office's ability each year.



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INTRODUCTION CONT.

It is important that the entire description in the Committee Handbook be reviewed before appointments are made, since some are restricted by particular qualifications.

“Student of the Association” Students without a specific title or affiliation required for the position are referred to as “student of the Association” as we are the Associated Students of Humboldt State University, all fully-matriculated students are fee-paying members of the student’s Association.

Appointments to committees are recommended by one of four A.S. Executives: President, Administrative Vice President, Legislative Vice President or the Student Affairs Vice President.

All persons nominated by appointment to any committee are required to be present at the A.S. Board meeting at the time they are nominated BUT this requirement can also be waived by the Board (before the vote to appoint) with a 2/3 majority vote. (A.S. Govt. Code 7.03)

Representative positions open for any student of the Association are **bolded** in this handbook for increased ease of identification.

Appointments to the A.S. Board of Directors (A.S.B.) are recommended by the A.S. President and approved by the A.S.B. (A.S. Govt. Code 4.01)

All persons recommended to be appointed to the A.S. Board of Directors are required to be present at the A.S. Board meeting at the time they are nominated. This requirement can also be waived by the Board with a 2/3 majority vote. (A.S. Govt. Code 7.03)

In some cases, A.S. executives listed as members of a committee may decide to designate that responsibility. If an executive decides to do so, the A.S.B. must approve the nominated designee. (A.S. Govt. Code 7.05)

New Committees? When a new committee is formed, the A.S. President shall recommend to the A.S.B. which recommending Executive shall make the appointment(s). All appointment recommendations shall be approved by the A.S.B. (A.S. Govt. Code 7.07)

Associated Students Board of Directors

Mission: To provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; foster awareness of these opinions both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus community; stimulate the educational, social, physical, and cultural well-being of the University community

Chair: A.S. Legislative Vice President (elected)

Meetings: Tuesdays (alternating) 7 p.m.

Membership:

- A.S. President*
- A.S. Administrative Vice President*
- A.S. Legislative Vice President
- A.S. Student Affairs Vice President*
- Social Justice and Equity Officer
- Environmental Sustainability Officer
- 6 College Representatives (Two representatives per college)
- 2 At-Large Representatives
- 1 Graduate Student Representative
- *ASPresents* Representative (non-voting) (appointment-only)
- Public Relations Officer (non-voting) (appointment-only)
- External Affairs Representative (non-voting) (appointment-only)
- A.S. Executive Director (advisor/non-voting)
- Dean of Students (advisor/non-voting)

Elections are held each spring for the voting positions of the A.S. Board of Directors for the following academic year. The A.S. Elections Code outlines the process.

Appointment: Applicants to the Board are recommended by the A.S. President and approved by the A.S.B. (A.S. Govt. Code 4.01); candidate must be present at recommendation to be eligible for appointment

All executive appointments shall be approved by a two-thirds majority of the A.S.B. (A.S. Govt. Code 7.04)

All appointment recommendations shall be approved by the A.S.B. (A.S. Govt. Code 7.07)

***Interviews and makes recommendations for committee representative appointments**

Associated Students – Standing Committees

A.S. Board of Finance

Charge: To propose the preliminary budget to the A.S.B.; 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

Meetings: Every other week on Tuesday at 6 p.m. (opposite of Board of Directors)

Membership:

- A.S. President
- 2 members of the A.S. Board of Directors
- **1 student of the Association (not an A.S. Board member)**
- A.S. Executive Director (advisor/non-voting)

Appointment: A.S. Board members are recommended by A.S. Legislative Vice President
The student of the Association (not an A.S. Board member) is recommended by A.S. President

A.S. Earth Week Every Week Committee [aka EW²]

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: A.S. Environmental Sustainability Officer

Co-chair: Elected from the membership that is a seated A.S. Board Member

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

Membership:

- 1 Student from the A.S. Board
- **2 Students of the Association**
- Representatives from the following groups:
 - WRRAP [Waste Reduction & Resource Awareness Program]
 - CCAT [Campus Center for Appropriate Technology]
 - Green Campus
 - Housing and Residence Life

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- 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 [MCC]

Appointment: 1 Student from the A.S. Board is interviewed and can be recommended by the A.S. Student Affairs Vice President

2 Students of the Association are interviewed and can be recommended by A.S. via the A.S. Legislative Vice President

A.S. Elections Commission (Spring only)

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: A.S. Public Relations Officer

Meetings: As needed

Membership:

- **5 students of the Association**
- A.S. Executive Director (or designee), advisor/non-voting

Appointment: **2 students of the Association recommended by the A.S. Legislative Vice President**

3 students of the Association recommended by the A.S. President

A.S. Executive Committee (ex-officio only)

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

Chair: A.S. President

Meetings: Tuesdays (alternating) 7pm

Membership:

- A.S. Vice Presidents, ex-officio

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- *ASPresents* Representative, ex-officio
- A.S. Social Justice and Equity Officer, ex-officio
- A.S. Environmental Sustainability Officer, ex-officio
- A.S. Vice Chair, elected from the Board of Directors
- *ASPresents* Representative (non-voting), ex-officio
- A.S. External Affairs Representative (non-voting), ex-officio
- A.S. Public Relations Officer (non-voting), ex-officio
- A.S. Executive Director (advisor/non-voting)

A.S. Funded Program Committee

Charge: To increase the A.S. Funded Programs understanding of the A.S. Budget beyond the financial aspect. A.S. Funded Programs Committee 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

Meetings: Every two (2) weeks or as needed

Membership:

- A.S. Student Affairs Vice President
- 1 A.S. Board Member
- **2 students of the Association**
- 1 consistent representative from each A.S. Funded Program

A.S. Graduate Pledge Alliance

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.

Co-Chairs: A.S. Student Affairs Vice President

Meetings: Every two (2) weeks or as needed.

Membership:

- A.S. Vice President of Student Affairs or Designee
- A.S. Environmental Sustainability Officer
- WRRAP Student Representative

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- CCAT Student Representative
- **One or more students of the Association representing each cultural center**

Appointment: The Program recommends a member to apply, the A.S. Student Affairs Vice President interviews and can recommend appointment
The Cultural Center recommends a member to apply, the A.S. Student Affairs Vice President interviews and can recommend appointment

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

Meetings: As needed

Membership:

- **3 students of the Association recommended by A.S. President**
- **1 student of the Association recommended by A.S. Legislative Vice President**
- **1 student of the Association recommended by A.S. Student Affairs Vice President**
- **1 student of the Association recommended by A.S. Administrative Vice President**

ASPresents Committee

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: *ASPresents* Representative

Meetings: Alternating weeks or as needed

Membership:

- **2 students of the Association recommended by A.S. President**

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- **1 student of the Association recommended by A.S. Legislative Vice President**
- **2 students of the Association recommended by A.S. Student Affairs Vice President**
- *ASPresents* Advisor (non-voting)

A.S. Public Relations Committee

Charge: To administer the A.S. Elections and enforce the A.S. Election Code. To assist in the development and creation of outreach and marketing strategies and materials which promote the A.S. mission, values, and vision.

Chair: A.S. Public Relations Officer

Meetings: As needed

Membership:

- **2 students of the Association recommended by the A.S. Legislative Vice President**
- **3 students of the Association recommended by the A.S. President**
- A.S. Executive Director (or designee), 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

Meetings: As needed

Membership: **2 students of the Association recommended by A.S. President**
1 student of the Association recommended by A.S. Legislative Vice President
2 students of the Association recommended by A.S. Student Affairs Vice President

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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 (Ex-Officio)
1 student of the Association recommended by the A.S. President
1 student of the Association recommended by the A.S. Student Affairs Vice President
Chair / President, General Faculty
Vice-Chair / Chair, Faculty Affairs Committee
3rd Officer / Chair, Academic Policies Committee
2 General Faculty Representatives to the ASCSU
Chair, Integrated Curriculum Committee
Labor Council Delegate
3 Lecturer Faculty Delegates
3 Tenure-line (Instructional) Faculty
3 Tenure-line (No-Instructional (Library, Counseling, Coaches) Faculty Delegates
2 Tenure-line (Instructional) Faculty – College of Natural Resources and Sciences Delegates
2 Tenure-line (Instructional) Faculty – College of Arts, Humanities and Social Sciences Delegates
2 Tenure-line (Instructional) Faculty – College of Professional Studies Delegates
3 Staff (non-MPP) Delegate
Emeritus and Retired Faculty Association Delegate
University President (ex-officio, non-voting)
Provost and VP Academic Affairs, ex-officio
Interim Vice for Enrollment Management, ex-officio
Vice President for Administrative Affairs, ex-officio
CFA/HSU Chapter President, ex-officio
Executive Director, Office of Diversity, Equity and Inclusion, ex-officio
Parliamentarian (non-voting)

University Senate – Standing Committees

Academic Policies Committee [APC]

Charge: Develops and maintains the academic policies of HSU. 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 on Wednesdays at Noon in BSS [Behavioral & Social Sciences] 402

Membership:

- A.S. Legislative Vice President (or designee)
- **1 student of the Association recommended by the A.S. President**
- 4 Faculty members, appointed by the Senate Appointment and Elections Committee
- 1 non-MPP Staff Senator
- Vice Provost and Dean of Undergraduate and Graduate Studies (or designee) (Ex- officio)
- Registrar (or designee) (Ex-officio)

Appointments and Elections Committee [AEC]

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:

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- **1 student of the Association recommended by A.S. Legislative Vice President**
- Chair, University Senate/President, General Faculty (Ex-Officio)
- Provost and Vice President of Academic Affairs (Ex-Officio)
- 2 faculty members
- 1 staff member (recommended by Staff Council)

Constitutions and Bylaws Committee [CBC]

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: As needed

Membership: **1 student of the Association recommended by A.S. Administrative Vice President (2-year term)**
3 faculty members appointed by the Appointment and Elections Committee
1 non-MPP staff member appointed by Staff
Senate Parliamentarian (appointed annually by Senate Executive Committee)

Faculty Affairs Committee [FAC]

Charge: "In conformance with the Unit 3 Collective Bargaining Memorandum of the Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university ... This committee parallels a like standing committee of the Academic Senate of the California State University. ..." (Senate Bylaws, section 11.4)

Chair: Faculty Senator, elected annually by the University Senate; also serves as Vice Chair of the University Senate, for 1-yr term

Type: Standing Committee of the University Senate

Meetings: Tuesdays 1-2pm

Membership:

- A.S. President (or designee)

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

Faculty Awards Committee

Charge: “In conformance with the Unit 3 Collective Bargaining Memorandum of the Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university ... This committee parallels a like standing committee of the Academic Senate of the California State University. ...” (Senate Bylaws, section 11.4)

Chair: Faculty Senator, elected annually by the University Senate; also serves as Vice Chair of the University Senate, for 1-yr term

Type: Ad Hoc Committee of the University Senate

Meetings: Two to three times per year

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

Integrated Curriculum Committee [ICC]

Purpose: The HSU University Senate charges the ICC with the careful consideration and deliberation of all academic planning and curriculum matters. It is the expectation of the University Senate that ICC members work collaboratively and act in the best interest of the university-wide community and in consideration of the HSU mission and strategic plan. The University Senate will accept most ICC

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recommendations without further deliberation; however, the University Senate reserves the right to deliberate any recommendation.

The University Senate further notes that while the ICC is charged with developing and applying academic planning and curricular task processes, there are important elements of college-wide and inter-college collaboration that are not the focus of the ICC. The University Senate encourages the appropriate bodies (e.g., college councils of chairs and cross-college affinity groups) to structure regular conversations to facilitate collaboration and sharing of ideas regarding change. These conversations should be conceived as mechanisms that foster creativity, sharing, and collaboration. The ICC as outlined in this constitution will be the only campus body with the authority to forward academic planning and curriculum proposals to the University Senate which when approved by Senate will be forwarded to the Provost's office.

Membership: 12 Faculty, 6 Administrators, 2 Staff, and 2 Students

- **1 student of the Association recommended by the A.S. President, service on an ICC Subcommittee is not required**
 - A.S. Legislative Vice President, service on an ICC Subcommittee is not required
- For full list, see the ICC Constitution

Subcommittee On Academic Master Planning [AMP]

Duties: Annually review and update the Academic Master Plan;
Develop and update process, proposal formats, and evaluation criteria for Letters of Intent for New Programs and New Program Full Proposals including a template for reporting out of Subcommittee to the ICC recommendations on proposals;
Develop and update the HSU Curriculum Handbook and related web resources;
Review and comment upon PREP (Program Review, Evaluation and Planning) Memorandum of understandings (MOUs);
Oversee the PREP Process, including reviewing PREP MOUs and developing and updating PREP protocols;
Through the "Pre-proposal" process, units will seek permission to develop a Full New Program Proposal.

Chair: ICC Chair

Membership:

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- 1 faculty department chair representative from each college Council of Chairs
- 1 additional faculty member elected at large from any college
- 1 Graduate Council Faculty Representative
- 1 Associate Dean (or Dean) of each college
- 1 Librarian
- Vice Provost (ex-officio)
- Registrar (ex-officio)

GEAR [General Education and All-University Requirements], Curriculum & Assessment Sub-Committee

Charge: To provide ongoing review and improvement of GE & All University Requirements [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.

Chair: Elected member of the ICC

Type: Sub-Committee of the ICC

Meetings: Alternating weeks

Membership:

- **1 student of the Association recommended 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 (Ex-officio)

Senate Executive Committee [SenEx]

Charge: Performs the administrative functions of the University Senate. Senate Bylaws, Section 11.1

Chair: University Senate Chair (elected by the General Faculty)

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Type: Standing Committee of the University Senate

Meeting: meets every two weeks, alternately with the Senate, on Tuesdays, 3-5 pm, in NHE 106.

Membership:

- A.S. President (or designee)
- Vice Chair of the University Senate/Faculty Affairs Committee Chair
- Third Officer of the University Senate/Academic Policies Committee Chair
- Chair, Integrated Curriculum Committee
- Past Chair, University Senate
- Faculty Co-Chair, University Resources and Planning Committee
- 1 General Faculty Representative to the ASCSU (senior statewide senator)
- 1 Staff Senator (chosen by current staff senators)
- Provost and Vice President for Academic Affairs
- President, HSU Chapter of CFA (Ex-Officio, non-voting)
- Delegate, HSU Labor Council (Ex-Officio, non-voting)

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:

- **1 student of the Association recommended by A.S. Legislative Vice President**
- 2 faculty members, appointed by the Senate Appointments and Elections Committee
- 1 non-MPP staff member, appointed by Staff Council
- Vice President, Enrollment Mgmt. & Student Affairs (or designee) (non-voting Ex-officio)
- Vice President, Administrative Affairs (or designee) (non-voting Ex-officio)

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University Resource and Planning Committee [URPC]

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: Fridays (alternating) 1-2:30pm

Membership:

- A.S. President (or designee)
- **1 student of the Association recommended by A.S. Administrative Vice President**
- 3 Faculty members (w/preference given to Faculty Senators), appointed by AEC
- 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, appointed by AEC, w/preference given to staff senators
- University Budget Director (non-voting advisor)
- Budget Analyst from each Division (non-voting advisor)

University Space and Facilities Committee

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

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- 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:

- **2 students of the Association recommended by A.S. President**
- Vice President of Administrative Affairs, ex-officio
- Associate Vice President, Facilities Management
- Director of Sustainability
- Executive Director, University Center
- Director of Academic Resources
- College Dean as Appointed by the Provost
- 1 Representative from Enrollment Management as Appointed by the VP of Enrollment Management
- Information Technology Services [ITS] Representative as Appointed by the Chief Information Officer
- URPC Rep & Faculty Representative as Appointed by URPC
- Faculty Representative as Appointed by the University Senate
- University Advancement Representative as Appointed by the VP for University Advancement
- President's Division Representative as Appointed by the University President
- Facilities Maintenance Manager, Facilities Management (non-voting)
- Director, Planning, Design, & Construction, Facilities Management (non-voting) Academic Scheduler, Registrar (non-voting)
- Special Projects Leader & Principal Analyst, Facilities Management (non-voting)

Campus Committees

Alcohol, Tobacco & Other Drug 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

Meetings: At least four times each term

Membership:

- Associated Students Vice President for Legislative Affairs (or designee)
- **1 student of the Association representing Greek organizations (appointed by A.S. upon the recommendation of the Greek Council)**
- **1 student of the Association representing the Residence Hall Association (appointed by A.S. upon the recommendation of the RHA)**
- **1 student of the Association representing Intercollegiate Athletics (appointed by the A.S. upon the recommendation of the Captains Council)**
- 2 faculty members (appointed by the Appointments and Elections Committee)
- 2 "at large" staff members (appointed by the University President)
- Representative from University Police (appointed by the Chief of University Police)
- 1 Representative from Arcata Police Department (appointed by the Chief of APD)
- Assistant Director, Housing and Residence Life
- Associated Students Vice President for Legislative Affairs (or designee)
- Student Health Center Health Educator
- 1 Representative from Counseling and Psychological Services (appointed by the Director of Counseling and Psychological Services)
- 1 Representative from community substance abuse prevention/treatment field (appointed by the University President)
- 1 Representative from Arcata alcoholic beverage retailers/tavern owners (appointed by the University President)

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Center for Community Based Learning [CCBL] Advisory Committee

- 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 Po2-02, revised August 2012)
- Chair: Coordinator of Service Learning/Experiential Education
- Type: Administrative
- Meetings: Monthly or as needed
- Membership: **2 students of the Association recommended by A.S. Student Affairs Vice President**
Dean of Undergraduate Studies
1 college dean, or associate dean (two-year term), appointed by the Vice President for Academic Affairs
1 faculty member from each college (two-year staggered terms), appointed by the Appointments and Elections Committee
1 CSU Faculty Service Learning representative (two-year term)
Academic Senate Educational Policies Chair, or designee
University Curriculum Committee Chair, or designee
Coordinator of Service Learning/Experiential Education
2 community representatives (two-year term), appointed by the Vice President for Academic Affairs
1 K-12 Community Partner Liaison (two-year term), appointed by the Vice President for Academic Affairs
1 Enrollment Management representative (two-year term), appointed by the Vice President for Student Affairs
1 Career Center representative (two-year term), appointed by the Vice President for Student Affairs
Faculty Development Coordinator
Service Learning Faculty Mentor Coordinator(s)

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

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specified in the State University Administrators Manual (SUAM); and to develop timelines. (See [Executive Memorandum P03-07](#))

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

Type: Administrative

Meetings: Regularly during the academic year

Membership: A.S. Social Justice and Equity Officer (or designee)
2 students (who have experience with disabilities), recommended by the A.S. Student Affairs Vice President
Provost and Vice President for Academic Affairs (or designee)
Director, Student Disability Resource Center
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, Equity & Inclusion Council [DEIC]

Charge: In keeping with HSU's mission to "welcome students from California and the world... [and] to prepare individuals to be responsible members of diverse societies," the HSU Diversity, Equity and Inclusion Council (DEIC) will work in partnership with the Office of Diversity, Equity and Inclusion (ODEI) to provide advisory council and leverage expertise to create institutional and systemic change collectively. By applying an equity lens, the DEIC will assist ODEI in making recommendations and raising awareness of ways to improve HSU's diversity, equity and inclusion efforts. This will take place by the establishment of three sub-committees with a focus on:

- a) Faculty and staff development and professional opportunities
- b) What it means for HSU to be a Hispanic Serving Institution (HSI)
- c) Inclusive teaching strategies and culturally relevant pedagogy

Meetings: Monthly and as needed

Membership:

- A.S. Social Justice & Equity Officer (or designee)
- A.S. Student Affairs Vice President (or designee)

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- **1 student of the Association recommended by the A.S. President**

For Context, This originated in Fall 2018 with direction from former President Rossbacher. Origins are likely the Diversity & Inclusion Campus Advisory Council whose original charge was: 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, Equity & Inclusion

Membership:

- A.S. Social Justice & Equity Officer (or designee)
- Director, Institutional Research and Planning
- Faculty representative (appointed by the Appointments and Elections Committee), 2-yr term
- Representatives (Academic Personnel Services)
- Representatives (Human Resources)
- Representatives (Enrollment Management), appointed by VP of Student Affairs

Diversity & Equity Grant Advisory 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 President.

Chair: Selected annually by the President

Type: Administrative

Meetings: As needed

Membership:

- A.S. Social Justice and Equity Officer (or designee)
- **1 student of the Association recommended by the A.S. President**
- **1 student of the Association recommended by the A.S. Administrative Vice President**
- Two faculty members, appointed by the Senate Appointments and Elections Committee (staggered two-year terms)
- Diversity Programming Personnel
- Director, Multicultural Center

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- Vice Provost and Dean of Undergraduate and Graduate Programs
- Director, Student Life
- EOP staff representative

Environmental Health and Occupational Safety Committee “Campus Safety Committee”

Charge: Humboldt State University is committed to creating a healthy and safe working environment for students and employees. This Committee meets quarterly to communicate and discuss relevant safety information across campus. Functions of the Committee include, but are not limited to: develop and update written safety policies and procedures at a campus level, identify safety issues and offer recommendations for improvement, provide feedback to responsible groups on workplace recommendations and status of programs, and raise the level of awareness for safety at HSU.

Chair: Director, Risk Management

Type: Administrative

Meetings: Quarterly

Membership: **1 student of the Association recommended by the A.S. President**

Environmental Health & Safety Specialist

Safety Coordinator (ex-officio)

Boating Safety Director (ex-officio)

Driving Safety Officer (ex-officio)

1 Representative from Facilities Management

1 Representative from College of Natural Resources & Sciences

1 Representative from Health Care Support

1 Representative from Faculty

1 Representative from Academic Professionals

1 Representative from Operations Support

1 Representative from SETC

1 Representative from Administrative Support

1 Representative from University Police

1 Representative from Technical Support/

1 Representative from Sponsored Programs

1 Representative from University Center

1 Representative from UC Dining

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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, 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)

HSU Advancement Foundation

Purpose: The Humboldt State University Advancement Foundation supports and advances the mission of Humboldt State University in multiple ways:

- Steward Assets – ensuring that philanthropic contributions are well invested and used as donors intend
- Deploy Assets – making certain that philanthropic funds are efficiently distributed and productively used by the University
- Raise New Assets – engaging in the fundraising process in order to increase philanthropic funds available to the University including Board sponsored funds
- Strategic Alignment – being familiar with the strategies and directions of the University and providing commentary and feedback to University leadership
- Advocacy – serving as spokespersons and ambassadors for the University

Membership: Members are appointed by the President of the University for a three-year term and may serve no more than two consecutive terms without leaving the Board for at least one year.

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Subcommittees:

- Executive Committee
- Audit Committee
- Donor Accountability Committee
- Finance Committee
- Governance Committee
- Philanthropy & Advocacy Committee

HSU Sponsored Programs Foundation Board

The SPF Board of Directors governs the HSU Sponsored Programs Foundation, a non-profit corporation formed to advance the welfare of HSU through the development, encouragement, and management of sponsored programs and other special campus programs and their related trusts. The Board of Directors is comprised of ex-officio campus administrators, elected faculty directors, and student representation. The board meets quarterly to provide financial oversight and programmatic direction to SPF management.

Type: Auxiliary

Meetings: Sept. 24, 2019; Dec. 17, 2019; March 10, 2020; May 12, 2020

Membership:

- University President
- Vice President for Academic Affairs
- Vice President for Enrollment Management
- Vice President for Advancement
- Dean of Research (*position vacant*)
- 1 Director from among the deans of the colleges and library
- 7 Faculty Directors elected through the University Senate
- **2 Student Directors (Undergraduate & Graduate) nominated through Associated Students**
 - *Student Directors serve two-year terms while all other non-ex officio Directors serve overlapping terms of 4 years and may succeed themselves only once; all Directors are voting Directors.*
- Community Directors as appointed by the University President

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Humboldt Energy Independence Fund [HEIF] Committee

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.

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)
- A.S. Environmental Sustainability Officer
- **1 student of the Association recommended by A.S. Administrative Vice President (Spring appointment)**
- **1 student of the Association recommended 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)

Instructionally Related Activities [IRA] Committee

Charge: Advise the President regarding both level of fee and allocation of fee revenue. Additionally, this committee reviews the intercollegiate athletics budget proposal from the Intercollegiate Athletic Advisory Committee prior to its submission to the President. The committee shall work within the confines of the Chancellor's Executive Order relating to instructionally related activities fee and BA letters of instruction coming from the Chancellor's Office.

Chair: A.S. President (or designee)

Type: Administrative

Meetings: Weekly during budgetary process

Membership:

- A.S. Administrative Vice President (ex-officio)
- 1 A.S. Board member recommended by A.S. President

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- **1 student of the Association recommended by A.S. President (2-year term preferred)**
- 1 A.S. Board member recommended by A.S. Administrative Vice President
- 3 Faculty members (appointed by the HSU President)
- 2 Administrators (appointed by the HSU President)

Intercollegiate Athletics Advisory Committee [IAAC]

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 month

Membership:

- **1 student-athlete, selected in consultation with the Associated Students (1-year term)**
- 3 faculty members, selected in consultation with the Senate Executive Committee (2-year terms)
- 1 athletic coach representative, selected by the head coaches (2-year term)
- 1 staff member or administrator from Student Affairs (2-year term)
- 1 staff member or administrator from Academic Affairs (2-year term)
- 1 staff member or administrator from Administrative Affairs (2-year term)
- 1 community member (2-year term)
- 1 Faculty Athletics Representative
- HSU President or an administrative representative of the President (The representative could include a staff member or administrator from Academic Affairs)

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

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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 undergraduate student of the Association recommended by A.S. President**
 - Academic Council for International Programs, CSU Representative
 - Study Abroad Advisor
 - Director, Contracts, Procurement and Risk Management (or designee)
 - Director, Housing and Dining (or designee)
 - Dean, Extended Education
 - Director, Financial Aid (or designee)
 - Director, Multicultural Center (or designee)
 - Vice President, University Advancement (or designee)
 - Chair, Director of World Languages and Cultures (or designee)
 - Program Leader, International Studies
 - Representative, Career Center
 - Student Representative, Undergraduate
 - University Registrar (or designee)
 - 6 faculty members, appointed to three-year terms by the Appointments and Elections Committee, with attention to distribution across the Colleges and the University Library
 - Faculty coordinator for International Education Week (IEW) (non-voting)
 - Dean, HSU Library (non-voting)
- *Additional faculty and staff depending on interests, welcome upon application to the Chair (Non-voting members)

International Programs Screening Committee

Charge: To review applications, interview applicants, and submit recommendations to the Chancellor's Office.

Chair: HSU representative to CSU Academic Council on International Programs

Type: University

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Meetings: As needed

Membership:

- **2 students, preferably former participants in the International Program recommended by the A.S. President**
- 9 faculty members, appointed by the Appointments and Elections Committee for staggered, three-year terms
- 1 counselor, appointed by the Appointments and Elections Committee for a three-year term
- Other consultants as necessary

Parking & Transportation Committee

Charge: Serves as a forum for parking and transportation issues. The Committee receives input, evaluates parking and transportation strategies, develops and recommends policies and procedures for adoption, makes other recommendations for action to the President, and implements strategies as directed by the President.

Chair: Associate Vice President Facilities Management (Non-voting)

Type: Administrative

Meetings: Once per semester with additional meetings as determined by the committee

Membership:

- **1 student of the Association recommended by A.S. Student Affairs Vice President**
- **1 student of the Association recommended by A.S. Legislative Vice President**
- 2 Faculty Representatives as Appointed by the University Senate Appointments and Elections Committee
- 1 Staff Member (non-management) as Appointed by Staff Council
Associate Vice President, Facilities Management, ex-officio (non-voting)
Chief of Police, ex-officio
Director, Student Disability Resource Center, ex-officio
Director, Contracts, Procurement & Risk Management or designee
Director, Housing or designee
Executive Director, University Center or designee
Associate Vice President, Business Services or designee

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Sexual Assault Prevention Committee [SAP-C]

Charge: Coordinates educational programs for the campus community that help prevent the occurrence of rape, acquaintance rape, and other forms of sexual violence; advises the Vice President for Student Affairs 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. (Executive Memorandum Pg8-7)

Co-chair: Elected by the committee membership

Type: Administrative

Meetings: At least 3 times per semester

Membership:

- **1 student of the Association recommended by the A.S. President**
- **1 student of the Association recommended by the A.S. Student Affairs Vice President**
- **1 student from the Womxn's Resource Center [WRC]**
- **1 student of the Association representing Greek Council (appointed by Greek Council)**
- **1 student from Residence Life (appointed by Housing Director)**
- 1 staff from Residence Life (appointed by Housing Director)
- 1 Representative from Office of Diversity and Compliance
- 1 Representative from Counseling and Psychological Services, appointed by Director, Counseling and Psychological Services
- 1 Representative Health Center, appointed by Director, Health Center
- 1 Representative from University Police
- 1 Representative from Enrollment Management, appointed by Vice President for Enrollment Management
- 1 Representative from Athletics (faculty or staff), appointed by Athletic Director
- 2 General Faculty, appointed by the Senate Appointments Committee
- Representatives from North Coast Rape Crisis Team (community appointment by the agency)
- 1 Representative, Anti-Bias/Anti-Hate
- *Membership may also be expanded to include other offices or persons whose expertise might be of benefit to the Committee. Other campus and community resource individuals may be invited periodically to meetings. Terms are for two years. (For additional information regarding this committee refer to Executive Memorandum Pg8-7)

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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 of the Association recommended by the A.S. President (staggered two-year terms)**
- Manager of Student Financial Services, ex-officio
- 1 administrator appointed by the University President
- 1 faculty member appointed by the Academic Senate (2-year term)
- A.S. Executive Director (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

Meetings: As needed

Membership:

- **1 student of the Association recommended by the A.S. President**
- **1 student of the Association recommended by the A.S. Administrative Vice President**
- **1 student of the Association recommended by the A.S. Student Affairs Vice President**

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- It is preferred that one of the three be a graduate student
- 3 faculty, one from each college, appointed by the Appointments and Elections Committee (3-year staggered terms)
- 1 staff member, appointed by the President (3-year term)
- 1 Student Grievance Coordinator, appointed by the President (3-year term)
- Vice Provost and Dean of Undergraduate and Graduate Studies

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 of the Association recommended by A.S. President**
- **1 student of the Association recommended by A.S. Administrative Vice President**
- **2 students of the Association recommended 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 [UCBoD]

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

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Chair: Student representative elected from the membership

Type: Auxiliary

Meetings: Monthly on Thursdays starting at 5:15pm in the University Center Banquet Room

Membership:

- A.S. President, ex-officio
- A.S. Student Affairs Vice President, ex-officio
- 2 Residence Hall Association Representatives
- 3 elected students (2 one-year representatives, 1 two-year representative)
- 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)