

**Associated Students Council
Humboldt State University
Meeting on Monday, April 26th, 2010
University Center, South Lounge
2:00 p.m.
Agenda #19**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #19 – Action Item
- IV. Chair's Report
- V. Approval of Minutes
 - A. Approval of Minutes #18 dated April 12th, 2010 – Action Item
- VI. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

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

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VII. Appointments to Committees and Council
 - A. A. S. President
 - B. A. S. Administrative Vice President
 - C. A. S. Legislative Vice President
 - D. A. S. Student Affairs Vice President
- VIII. Old Business
 - A. Review and approval of the agreement between the Associated Students of Humboldt State University and Humboldt State University Center Board of Directors – Action Item
The University Center agrees to provide Administrative Services, Advising, Human Resource Management, Accounting and Business Services and Facilities Management for

the Associated Students of Humboldt State University. This action renews this agreement for the period commencing July 1, 2010 and ending June 30, 2015 subject to annual review.

- B. Resolution No. 2009-10-16: Resolution In Support of a Speedy Recovery of Joseph Igbineweka and Against Hate Crimes on College Campuses – Action Item
The Associated Students of HSU extend wishes for a speedy recovery to CSU Chico's AS President, Joseph Igbineweka, after being assaulted in a hate crime and also condemns all acts of violence on university and college campuses throughout California.
 - C. Resolution No. 2009-10-17: Resolution In Support of Humboldt State University Nursing Program – Action Item
The Associated Students of HSU fully support the HSU Nursing Program and highly discourage the elimination and/or suspension of the program.
- IX. Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)
- A. Committee Reports from Students-at-Large (This is a time for students appointed to committees/boards to give a report to Council.)
 - B. College Representative Reports
 - C. Graduate Student Representative (Brent Warnken)
 - D. Residence Hall Association (RHA) Representative Report (Krystina Thurin)
 - E. General Manager (Joan Tyson)
 - F. Elections Commissioner (Rina Ferrario)
 - G. AS Presents (Amanda Hubacek)
 - H. CSSA (NightSnow Vogt)
 - I. CSSA (Aaron Wilyer)
 - J. Legislative Vice President (Beth Weissbart)
 - K. Student Affairs Vice President (Joyce Tam)
 - L. Administrative Affairs Vice President (Alex Gradine)
 - M. President (Brandon Chapin)
- X. General Council Discussion (At this time Council members and Executives may follow-up with questions regarding reports.)
- XI. New Business
- XII. General Council Work Session
- A. Student Affairs Division Reorganization Proposal – Information Item (Brandon Chapin)
Council will review and discuss the proposal to reorganize HSU's Student Affairs Division and discuss a recommended response on the proposal to President Richmond
 - B. Proposed Policy on Time, Place, and Manner of Free Expression – Information Item (Randi Darnall Burke)
Council will review and discuss the proposed changes to the Policy on Time, Place, and Manner of Free Expression and discuss a recommended response on the proposal to forward to President Richmond.

- C. Proposed Temporary Food Facilities Food Sanitation Policy – Information Item (Tom Manoli)
Council will review and discuss the proposed Temporary Food Facilities Food Sanitation Policy and discuss a recommended action on the proposal to forward to President Richmond. The policy would affect clubs or organizations that sell food on campus.
- D. Spring 2010 Associated Students Study Lounge – Information Item (Joyce Tam)
Tam will provide an update of that status of the Finals Week Study Lounge and let Council know what assistance is needed.

XIII. Announcements

XIV. Adjournment

DRAFT

Associated Students Council
Humboldt State University
Monday, April 12th, 2010
University Center, South Lounge
Minutes #18

Before the AS Council was called to order, the Council participated in an Open Forum, open to all students, regarding the proposed fee, the Materials, Services and Facilities Fee. The fee would be a new fee in the amount of \$72 per semester for part-time students and \$144 per semester for full-time students adjusted by the Higher Education Price Index in order to fund extra curricular classroom and educational support activities.

Call to Order

Beth Weissbart, Legislative Vice President, called the meeting to order at 2:15 p.m. in the University Center, South Lounge.

Roll Call

Members Present: Stefanie Chen-Welch, Kristy Eden, Kari Armstrong, Ana Parra, Nathan Rudberg, Stephanie Partlow, Norman Romero, Iban Rodriguez, Rachel Brownell, Quinn McWatters, Krystina Thurin, Brent Warnken

Members Absent: Cortland Johnson (excused)

Officers Present: Brandon Chapin, Beth Weissbart, Joyce Tam, Alex Gradine, NightSnow Vogt, Amanda Hubacek, Rina Ferrario

Officers Absent: Aaron Wilyer (unexcused)

Advisors Present: Joan Tyson

Approval of Agenda

MOTION: PARTLOW/THURIN move to approve Agenda #18 APPROVED

Chair's Report

Weissbart had no report.

Approval of Minutes

A. Approval of Minutes #17 dated April 5th, 2010 – Action Item

MOTION: PARTLOW/ARMSTRONG move to approve Minutes #17 dated April 5th,
2010 APPROVED
AS AMMENDED

the Chancellor's Office, addressed the Academic Senate. Rodriguez has worked with a professor who provides low cost texts on the details of the resolution. Chapin stated that he was in favor of the resolution but suggested removing the fifth paragraph and including a new resolved in the beginning that read:

RESOLVED. AS supports the creation of the Steering Committee on Affordable Learning Solutions and looks forward to its recommendations to the campus community.

MOTION: RUDBERG/PARTLOW move to amend the resolution by inserting:

RESOLVED. *AS supports the creation of the Steering Committee on Affordable Learning Solutions and looks forward to its recommendations to the campus community; therefore be it below the third paragraph.* APPROVED

Chapin suggested that the original fifth paragraph should be amended to focus more on e-book opportunities for students.

MOTION: PARTLOW/THURIN move to amend the resolution by changing the fifth paragraph to read:

RESOLVED: *The Associated Students of Humboldt State University supports the efforts of faculty to provide students with access to e-books, which provides students with online and downloadable versions of textbooks for a fraction of the cost of traditional paper textbooks; be it further* APPROVED
(1) ABSTENTION

MOTION: RUDBERG/THURIN move to amend the amendment to also strike *encourage professors to research the textbooks that they plan to use for affordability* from the fifth paragraph FAILS

MOTION: THURIN/PARTLOW move to amend the resolution by changing the original fourth paragraph to read:

RESOLVED: *The Associated Students of Humboldt State University encourage professors to research and evaluate their textbook choices considering price for students; be it further* APPROVED
AS AMENDED

MOTION: EDEN/THURIN move to amend the amendment by striking *considering* and replacing with *with consideration to* APPROVED

Chapin asked for clarification on the original sixth paragraph. Rodriguez explained that some professors who create their own instructional materials do not receive compensation for it. Rodriguez is recommending that professors receive compensation for preparing their own materials. Rudberg stated that his own professor wrote his own textbook and provides it to the class, but receives no compensation for it. Rodriguez stated a materials fee could be considered for courses where instructors provide materials. Thurin stated that a materials fee for a particular fee for a class without a textbook is a good

Romero – College of Professional Studies
Romero had no report.

Rodriguez – College of Professional Studies
Rodriguez reported that he attended the Academic Senate meeting and Election Orientation meeting.

Johnson – College of Professional Studies
Johnson was absent.

Parra – College of Natural Resources and Sciences
Parra was absent.

Rudberg – College of Natural Resources and Sciences
Rudberg reported that he attended the Academic Senate meeting and voted against cutting the Nursing Program as Rodriguez's proxy. Rudberg also noted that Dean Nancy Hurlbut and Weissbart were present on behalf of the Nursing program.

Partlow – College of Natural Resources and Sciences
Partlow reported on behalf of Parra. Parra met with the Dean and Associate Deans of CNRS to confirm their attendance at the CNRS Mixer.

Brownell – At Large
Brownell reported that she attended the Academic Senate meeting and the CAHSS mixer.

McWatters – All University
McWatters reported that she attended the Academic Senate meeting on Tuesday. McWatters also attended the IRA meeting last week.

Residence Hall Association (RHA) Representative Report (Krystina Thurin)

Thurin reported that RHA week was a success with large turnout for most programs. RHA did not meet last week. Thurin attended the IRA meeting.

Graduate Representative Report (Brent Warnken)

Warnken had no report.

General Manager (Joan Tyson)

Tyson reported on behalf of Ferrario. The voters guide will be available on Tuesday. Tyson also reported that there will be 20 AS candidates on the ballot and four referendums/initiatives. The deadline to be a write-in candidate is Friday, April 16th. There are some positions that have no candidates.

Elections Commissioner (Rina Ferrario)

Ferrario was absent.

AS Presents (Amanda Hubacek)

Hubacek had no report.

Tyson explained that CRP has requested the name change. Tyson further explained that the change of a program name is a rare occurrence. Associated Students Council is considering the name change approval since the program is a program of the Associated Students of Humboldt State University.

President (Brandon Chapin)

Chapin reported that he attended the Academic Senate meeting last Tuesday and commended Weissbart for the excellent job that she has been doing and noted that the Academic Senate was impressed by the nursing programs response. Nurses were at Arcata's Farmers Market and have received over 2,500 fans to their Facebook page in less than a week. The University President and Provost are receiving feedback on the possible elimination and plan to make a decision by the end of the academic year. Chapin also reported that he gave a welcome at Spring Preview and that there were over 2,000 future students and guests on campus that day. Tam and Gradine were also on panels for students. The Instructionally Related Activities Committee is calling in three programs to discuss their proposed budget. Two of the programs are new and the third is the Lumberjack newspaper. The UC Board of Directors continues to discuss changing their by laws. The proposal is to create three committees underneath the UC Board; the Programs and Facilities committee, the Administrative Services committee and the Enterprise Board. Originally the University had suggested a separate Enterprise Foundation with six non-students and four students that would administer Center Arts, Dining Services and the Bookstore. The committee that has been created will administer the same programs but would consist of four students and four non-students and the Executive Director would chair the committee. Chapin feels that this committee structure is a good compromise. Chapin noted that there are still eight spots open for those who would like to attend the CHESS conference.

General Council Discussion

Tam noted that she attended the California Big Time events. Gradine asked where the open forum event for the MSF fee would be held. Chapin said he would look into where they will be and let Gradine know.

General Council Work Session

There was no General Council Work Session.

Closed Session

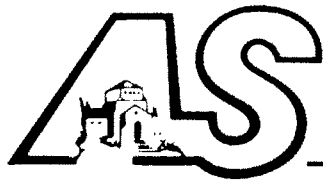
Closed Session (The Council may hold a closed session under circumstances authorized in Section 89307 of the Gloria Romero Open Meeting Act.) At this time the Council and Executives will go into closed session as per Associated Students Personnel Policy 302. As per the AS policy, the University Center Executive Director, with the Associated Students President, will be responsible for conducting the evaluation of the AS General Manager. (See attached policy).

MOTION

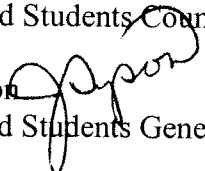
PARTLOW/ARMSTRONG move to enter Closed Session to conduct the evaluation of the AS General Manager.

APPROVED

The Associated Students Council met in Closed Session in the South Lounge Conference Room.



April 21, 2010

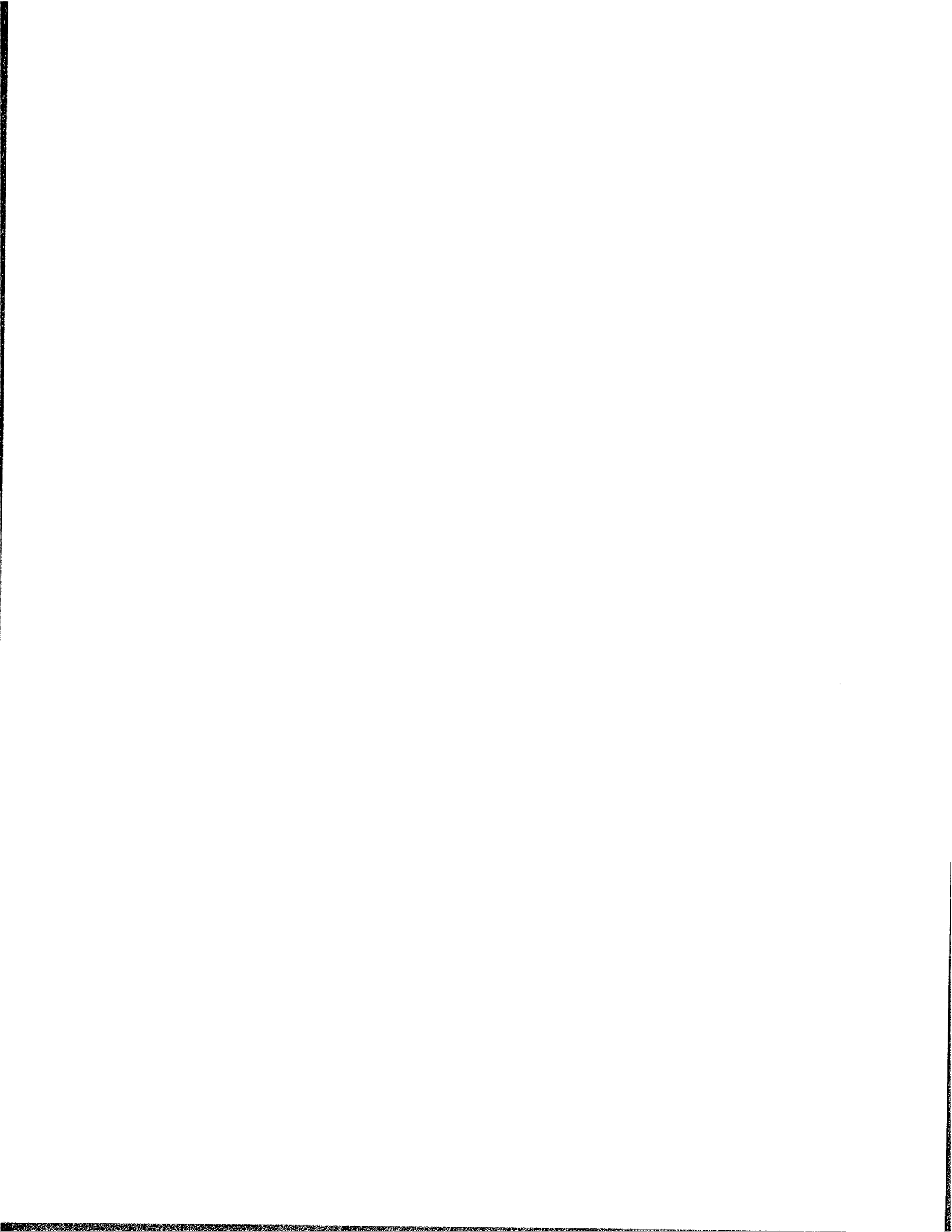
TO: Associated Students Council
FROM: Joan Tyson 
Associated Students General Manager
RE: Associated Students/University Center Agreement

Attached is a copy of the "Agreement Between the Associated Students of Humboldt State University and Humboldt State University Center, Board of Directors". In summary, the UC agrees to provide administrative services, facilities management, accounting and business services and facilities management for the AS in accordance to Exhibits A, B, C, D E & F in exchange for an agreed upon amount. This amount was approved by the AS Council in the 2010-11 budget.

This agreement was originally executed in July 1990 and is up for renewal this year for another five year period. However, each subsequent year it will be re-evaluated and can be amended. (See #10 on the second page of this document.)

At the April 26, 2010 meeting of the Associated Students, this agreement is on your agenda as an action item.

Please feel free to contact me at 5410 if you have any questions or comments.



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

THIS AGREEMENT, made and entered into on this first day of July, 2010, in the State of California by and between the Associated Students of Humboldt State University, hereinafter referred to as "AS", located at Arcata, California 95521, and Humboldt State University Center, Board of Directors, hereinafter referred to as "UC" located at Humboldt State University, Arcata, CA 95521. Where referenced, University indicates Humboldt State University.

WHEREAS, UC agrees to provide Administrative Services, Advising, Human Resource Management, Accounting and Business Services and Facilities Management (per Exhibits A, B, C, D, E & F) for the Associated Students of Humboldt State University for the period commencing July 1, 2010 and ending June 30, 2015 subject to annual review.

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

1. UC agrees to furnish all labor, materials and related services to perform all work required in providing Administrative Services, Advising, Human Resource Management, Accounting and Business Services, and Facilities Management, for the AS in accordance with the attachments to this agreement, marked Exhibits A, B, C, D, E & F.
2. The UC agrees that certain minimum performance criteria will be governed by California State University policy as expressed in the California Education Code, Title 5 and Chancellor's Office policy.
3. Without the written consent of the AS, this agreement is not assignable by the UC either in whole or in part.
4. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the AS and UC; and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
5. By a separate Memorandum of Understanding between Humboldt State University and the Associated Students, HSU shall execute custodial responsibilities and fiscal management requirements as per Education Code Section 89302 and Title 5 Section 42403 of the California Code of Regulations. UC Accounting and Business Services Procedures will facilitate this process.
6. The UC Executive Director shall have the delegated authority to sign checks on the behalf of the AS.
7. At any time, at the request of either party to this agreement, the University shall have the right to authorize to outsiders access to the AS records physically located at the UC premises for any lawful purpose.
8. If a dispute does arise between the AS and UC concerning the agreement, the dispute should be presented for arbitration to the University Chief Fiscal Officer or his designee. After hearing both

sides of the dispute, the University Chief Fiscal Officer or his designee will make a ruling on the matter. This ruling will be considered binding arbitration to both parties.

9. Either the AS or the UC may propose to the other party a change in the services provided or scope of the services. These proposals must be sent to the UC Executive Director or AS General Manager by March 1.
10. The AS agrees to pay UC for services rendered as outlined in this agreement in the amount of \$240,200 for the 2010-11 fiscal year (July 1, 2010 to June 30, 2011), due and payable in 12 monthly increments, commencing July 1, 2010. Each subsequent year will be re-evaluated and amended.
11. UC shall notify AS by March 1 as to the consideration (costs) of this agreement for the upcoming fiscal year. The UC intends to use the most applicable Consumer Price Index (CPI) as a guide to determine the consideration. If for some reason the UC feels the increase of consideration needs to be greater than the CPI, the UC will give a presentation to the AS explaining why the need is justified and will seek approval via the AS budget process.
12. The agreement is subject to an annual review and renewal. This can be accomplished via the annual AS budget process with communication from the AS President to the UC Executive Director as shown in Exhibit F. If either the UC or the AS wish to discontinue this agreement, written notification must be given to the UC Executive Director or the AS General Manager by the last Friday in March. If proper notification is not given to the UC or the AS by the last Friday in March there will be a cancellation/transfer charge. The charge will be negotiated by the UC and AS. If the parties are unable to reach an agreement, the dispute shall be submitted to the University Chief Fiscal Officer for binding arbitration.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto as July 1, 2010.

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

By: _____
Elizabeth Weissbart, AS Legislative Vice President

By: _____
Brandon Chapin, AS President

HUMBOLDT STATE UNIVERSITY CENTER, BOARD OF DIRECTORS

By: _____
Dave Nakamura, UC Executive Director

HUMBOLDT STATE UNIVERSITY

By: _____
Burt Nordstrom, Chief Fiscal Officer

EXHIBIT "A"
ADMINISTRATIVE SERVICES

- A. Administrative Office Staffing
1. The administrative office will be staffed year round except for occasional scheduled closures during the summer and recess periods.
 2. The administrative office staff will consist of an AS General Manager, clerical and office staff as needed.
 3. The AS General Manager and salaried/benefited employees will be UC employees subject to the UC salary classification and benefits (health, dental, life, insurance, retirement, vacation, sick leave, holiday).
 4. The selection of the AS General Manager will be conducted by a selection committee as agreed upon by the AS President and the UC Executive Director. The majority of the committee shall be students. The committee will make their recommendation to the UC Executive Director. Should the UC Executive Director reject the selection committee's recommendation, the AS may terminate this agreement with a 30-day notice.
 5. Circumstances may necessitate the appointment of an interim AS General Manager. The UC Director, in consultation with the AS President, will appoint a candidate until a formal selection process is conducted. The interim appointment should not exceed one calendar year.
 6. The AS General Manager will be evaluated at least once per year, or if deemed necessary, the AS President may request an evaluation. The process will be accordance with AS policy regarding the Annual Performance Appraisal of General Manager (Policy Section No. 300, Document 302).
- B. General Administrative
1. Administer and coordinate the student body day-to-day business and related activities of the AS.
 2. Assure compliance with state law, applicable Education Code and Title 5 Sections, CSU Board of Trustees and campus policies and directives.
 3. Negotiate, execute, and sign all contracts, agreements, loans and grants.
 4. Procure adequate liability and property insurance.
- C. Fiscal Administration
1. Establish and maintain operating procedures to ascertain that all expenditures are in accordance with policies of the CSU Trustees, Education Code, and Title 5.
 2. Coordinate with the Board of Finance to develop an annual budget for the AS.
 3. Review and report to the AS governing body and program advisors on their financial positions.
 4. Check and review that student funds are disbursed in accordance with the objectives, policies and directives of the AS.
 5. Coordinate with the UC Business Services office in the development and administration of accounting and business service procedures. The AS will practice applicable accounting and business services as the UC.
 6. Continually revise, develop and enhance financial reporting and processing system.
 7. Process student assistants and work study hourly employees.

D. Office Management

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

E. Student Programming and other operational administration.

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

EXHIBIT "B"
ADVISING

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

EXHIBIT "C"
HUMAN RESOURCES

- A. AS General Manager will keep abreast of current labor laws and regulations.
- B. Provide a compensation plan framework for the Associated Students student and hourly employees.
- C. Advise AS program directors regarding legal aspects of interviewing, hiring and terminating employees.
- D. Establish system for compliance with immigration and naturalization (INS) of eligibility guidelines for new employees.
- E. Record and maintain records regarding employees vacation, compensating time off, and sick leave accumulations.

- F. Coordinate personnel benefit programs.
- G. Maintain an Humboldt State University Center employee handbook for Salaried/Benefited Employees.
- H. Conduct new Salaried/Benefited employee orientation regarding payroll and benefit programs.

EXHIBIT "D"
ACCOUNTING AND BUSINESS SERVICES

- A. Cashiering
 - 1. Receipt all cash and other monetary instruments forwarded to the UC Business Office.
 - 2. Prepare bank deposits, reconcile deposits to receipts, and forward to bank.
 - 3. Record receipts accounting data onto computerized accounting system.
 - 4. Provide change fund for all AS events.
- B. Cash Disbursements
 - 1. Review check requests to ascertain that payments to vendors and requests for reimbursements are processed with appropriate supporting documentation.
 - 2. Process all check requests with proper approval from the AS General Manager.
 - 3. Prepare, sign and distribute checks.
 - 4. Collect 1099 from payee and prepare annual W-9 forms.
- C. General Ledger Accounts Maintenance
 - 1. Maintain general ledger accounts in accordance with AS budget.
 - 2. Maintain campus clubs accounts as necessary.
 - 3. Prepare monthly bank reconciliations and prepare journal entries as needed.
 - 4. Prepare other accounts payable and receivable, payroll, cash receipts, etc.--adjust as necessary.
- D. Payroll Processing (semi-monthly), excluding Work Study
 - 1. Vouch time sheets or other payroll documents for accuracy and conformance with applicable labor laws.
 - 2. Prepare payroll checks.
 - 3. Prepare related payroll taxes report and submit to regulatory agencies.
 - 4. Maintain payroll records in accordance with State and Federal guidelines.
 - 5. Prepare annual tax reports including W-2s.
- E. Accounts Receivable System Maintenance (Invoicing and Collection)
 - 1. Coordinate, input, print and distribute invoices.
 - 2. Prepare and distribute statements and delinquent reminders monthly.
 - 3. Prepare accounts receivable aging report and distribute to AS General Manager. General Manager will alert appropriate program director/manager. (i.e. Osprey Magazine)

- F. Financial Statement Preparation
 - 1. Prepare and print monthly financial statements for AS Programs, IRA Programs, and Club Accounts..
 - 2. Maintain, update and revise financial reporting format as needed.
 - 3. Prepare annual in-house financial reports.
- G. Cash Management (Investment of excess cash funds)
 - 1. Monitor cash flow to maintain it at an optimum level of operation.
 - 2. Invest cash in accordance with AS Investment Policy (Policy Section No. 200, Document No. 204).
- H. Prepare Reports for Regulatory Agencies
 - 1. Prepare Chancellor's Office Reports.
 - 2. Prepare HSU Fiscal Affairs reports/requests for information.
 - 3. Prepare annual non-profit income tax returns such as Federal return 990 and State of California returns 199 and CT2.
 - 4. Prepare sales and use tax report and other reports as needed.
- I. Assist with External Auditors on Annual Audit, CSU Trustees' Compliance Audit, and other Audits
 - 1. Assist AS with the selection of a certified public accountant as described in Education Code Section 89900 (a).
 - 2. Conduct audit in accordance with Education Code Section 89900 (b).
 - 3. Assist AS with preparation and completion of Compliance audit performed by the Chancellor's Office of the University Audit.
 - 4. Compile accounting-related documents as requested by auditors.
 - 5. Assist auditors in preparing accounting schedule as necessary.
 - 6. Assist AS General Manager in the compilation of materials for non-routine audit (i.e., sales tax audit, labor department audits).
- J. Other Accounting-Related Services
 - 1. Coordinate the collection of non-sufficient funds checks written to the AS.
 - 2. Consult on accounting and business-related methods and procedures as requested by the AS.

EXHIBIT "E"
AS OFFICE SPACE AND AS FACILITIES

- A. The UC will provide the AS with space in the UC South Lounge for Council and Administrative offices. In consideration for this space, the AS will provide students a means for responsible and effective participation in the governance of the campus. The AS will also provide services and programs to meet the needs of the student community to stimulate the educational, social, physical, and cultural well-being of the University.
- B. The UC will provide basic custodial service to AS offices located in the UC South Lounge.

- C. The AS agrees to keep and maintain the AS Office space in a clean and orderly condition.
- D. The AS shall not alter or change the office space in the UC South Lounge without the written consent of the UC Executive Director. Approved changes shall be made under the direction of the UC Operations Manager.
- E. Upon request, the UC will consult with and advise the AS General Manager with issues and problems regarding the maintenance and repair of AS facilities.
- F. The UC will assist AS General Manager with coordination of repairs of AS houses.
- G. The UC and the AS will work together to maintain an on-going Injury and Illness Prevention Program. The AS General Manager will be a member of the UC Safety Committee.
- H. Upon request, the UC Operations Manager will consult with and advise AS Programs regarding events in UC facilities.

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

(Sample letter)

DATE

TO: Executive Director
University Center

FROM: President
Associated Students

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

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

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

Agreed and Accepted:

By:

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

AS President

HUMBOLDT STATE UNIVERSITY CENTER

University Center Executive Director

cc: Associated Students General Manager

DRAFT



RESOLUTION No. 2009-10-16

AUTHORED BY: Brandon Chapin, AS President

**SIGNED BY: Kari Armstrong, Arts, Humanities and Social Sciences Representative
Nathan Rudberg, Natural Resources and Sciences Representative**

**REFERRED TO: AS COUNCIL
ACTION SCHEDULED: 4-26-10**

**SUBJECT: Resolution In Support of a Speedy Recovery of Joseph Igbineweka
and Against Hate Crimes on College Campuses**

- 1.) **WHEREAS,** The Associated Students Council of Humboldt State University (HSU) has been entrusted to represent and advocate for the best interests of our constituents, the approximately 8,000 students which make up our campus community; and,
- 2.) **WHEREAS,** It is the mission of the Associated Students to provide an official voice through which students' opinions may be expressed; assist in the protection of the rights and interests of the individual student and the student body; and,
- 3.) **WHEREAS,** On April 18, 2010 the President of Associated Students, CSU Chico, Joseph Igbineweka, was attacked and continually stabbed in what police allege to have been a hate crime; and,
- 4.) **WHEREAS,** Shortly prior to this incident the campaign materials of a candidate for Associated Students President at CSU Chico, Amro Jayousi, were vandalized with racial slurs; and,
- 5.) **WHEREAS,** Racially charged and hateful incidents have occurred at Humboldt State University within the past year such as racial threats made to a professor on campus; and,
- 6.) **WHEREAS,** there have been reports of various acts of racism throughout the University of California, California State University, and Community College systems, most notably racist incidents at UC San Diego and homophobic incidents at UC Davis; therefore be it,
- 7.) **RESOLVED,** that the Associated Students of Humboldt State University wish a speedy recovery to Joseph Igbineweka as he recovers from his injuries; and be it further,
- 8.) **RESOLVED,** that the Associated Students of Humboldt State University encourages the city of Chico's law enforcement to act swiftly to bring these perpetrators to justice; and be it further,

- 9.) **RESOLVED**, that the Associated Students of Humboldt State University condemns all acts violence on our university and other college campuses throughout California, and be it further,
- 10.) **RESOLVED**, that the Associated Students of Humboldt State University encourages HSU, along with all other CSU campuses, to continue, and enhance, its efforts to support diversity and provide a safe learning environment for all students; and be it further,
- 11.) **RESOLVED**, that that this resolution be sent, but not limited, to: CSU Chancellor, Dr. Charles Reed; Humboldt State University President, Dr. Rollin Richmond; Vice President of Student Affairs, Dr. Steven Butler; Dean of Students, Randi Darnall-Burke; Associate Dean of Student Life, Jyoti Rawal; Humboldt State University Police Chief, Tom Dewey; City of Arcata Police Chief, Tom Chapman; City of Chico Police Chief; HSU Office of Diversity and Inclusion; HSU Multicultural Center; HSU Eric Rofes Multicultural Queer Resources Center; all Associated Students organizations within the UC and CSU systems; and all local media outlets.

* Original Signatures are on file in the Associated Students Business Office.



DRAFT

RESOLUTION No. 2009-10-17

AUTHORED BY: Beth Weissbart, Legislative Vice President

**SIGNED BY: Kari Armstrong, Arts, Humanities and Social Sciences Representative
Krystina Thurin, Residence Hall Association Representative**

**REFERRED TO: AS COUNCIL
ACTION SCHEDULED: 4-26-10**

SUBJECT: Resolution in Support of the Humboldt State University Nursing Program

- 1.) **WHEREAS,** The Associated Students Council of Humboldt State University (HSU) has been entrusted to represent and advocate for the best interests of our constituents, the approximately 8,000 students which make up our campus community; and,
- 2.) **WHEREAS,** It is the mission of the Associated Students to provide an official voice through which students' opinions may be expressed; assist in the protection of the rights and interests of the individual student and the student body; and,
- 3.) **WHEREAS,** On Tuesday, April 6, the Academic Senate of Humboldt State University voted to recommend eliminating the Nursing program, Computer Information Systems, the Masters of Arts in Film and the Master of Fine Arts in Theater, Film and Dance; and,
- 4.) **WHEREAS,** The Humboldt State University nursing program is the only program within the eleven counties of Northern California that offers a Bachelor of Science in Nursing (BSN); and,
- 5.) **WHEREAS,** BSN nurses are prized for their skills in critical thinking, leadership, case management, health promotion, and their ability to practice across a variety of inpatient and outpatient settings; and,
- 6.) **WHEREAS,** Nurse executives, federal agencies, the military, leading nursing organizations, health care foundations, magnet hospitals, and minority nurse advocacy groups all recognize the unique value that baccalaureate-prepared nurses bring to the practice setting; and,
- 7.) **WHEREAS,** Humboldt State nursing students are passionate, productive providers of community service within the local community and those graduates provide the local hospitals with nursing staff, helping to economically stimulate the local economy; and,
- 8.) **WHEREAS,** Roughly 75% of this year's graduating class intends to remain within the community and provide health care to local clientele; and,

- 9.) **WHEREAS**, Our country remains in the midst of a catastrophic nursing shortage; and,
- 10.) **WHEREAS**, The U.S. Bureau of Labor reports creation of a half million nursing jobs since the beginning of the recession with more new jobs anticipated and the shortage is expected to worsen precipitously in the next five years due to the aging of our nursing workforce; and,
- 11.) **WHEREAS**, Research verifies that adequate numbers of appropriately trained nurses provide powerful benefits for patients which include: reduced mortality, lower infection rates, fewer complications, lower levels of pain, shorter hospital stays and other outcomes which are directly related to presence of qualified nurses such as BSN prepared Registered Nurses; therefore be it
- 12.) **RESOLVED**, The Associated Students of Humboldt State University fully support the HSU Nursing Program; and be it further,
- 13.) **RESOLVED**, The Associated Students of Humboldt State University highly discourage the elimination and/or suspension of the HSU Nursing Program; and be it further,
- 14.) **RESOLVED**, The Associated Students of Humboldt State University urge President Rollin Richmond to announce his decision on the proposed elimination of nursing, as well as the other proposed programs, to the campus community by commencement on May 15, 2010; and be it finally,
- 15.) **RESOLVED**, This resolution shall be sent to, but not limited to: CSU Chancellor Charles Reed; all members of the Board of Trustees; HSU President Rollin Richmond; Provost and Vice President of Academic Affairs, Robert Snyder; Vice President of Student Affairs, Steven Butler; all members of The Academic Senate; all members of the Staff Council; all members of the Executive Committee, all university departments; all members of the Cabinet for Institutional Change; all CSU Associated Students; and all local and state media outlets.

* Original Signatures are on file in the Associated Students Business Office.

The landscape of higher education has been changing rapidly requiring universities to reshape how they look, what they offer students and how they administer their institutions. This shift is perhaps even more critical and immediate for institutions, such as Humboldt, that have depended heavily on what is now shrinking state support. Growing competition for eligible students highlights the need for Humboldt State to focus on recruiting a qualified and diverse student body, devising a means to retain students through graduation and providing the best possible education to its students. Doing all of this in an environment where resources are scarce is indeed a challenge.

With these ideas in mind we have considered many scenarios for the future of Student Affairs. We have spoken with nearly twenty individuals directly involved with these areas and with more as a group. We also have spoken with professionals outside of this University and read papers on the growing trends in student affairs. We have considered all of these concerns and ideas.

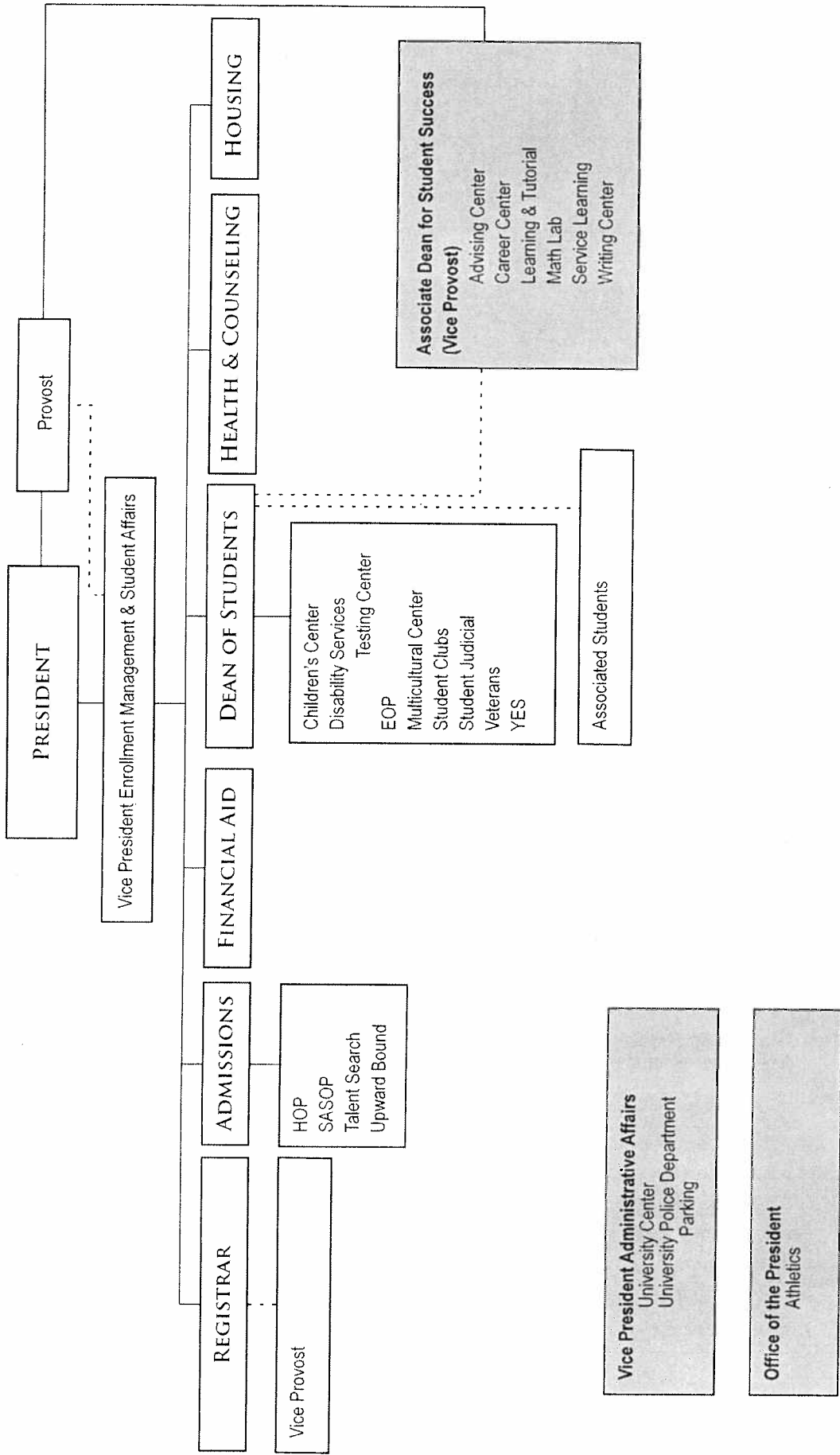
It is clear to us that all aspects of Student Affairs must be driven by or must support academic priorities, WASC objectives and the University vision. The overarching priorities that have emerged for Student Affairs are enrollment management, student support and student life. The plan we are proposing does not recommend hiring an associate vice president for enrollment management, but recruiting an individual for the vice president's position who has a particular strength in this area. This person would become the vice president for enrollment management and student affairs.

It is critical that Academic Affairs be more integrated with Student Affairs, especially in the areas of enrollment management and retention. Thus, although the vice president for enrollment management and student affairs will report directly to the president, he/she will have a *dotted line* reporting relationship with the provost. The dotted lines on the diagram are intended to reinforce the point that communication between the two entities involved is important to the university's ability to serve our students and the community well.

Retention programs that have primarily an academic component will be concentrated and coordinated under Academic Affairs. The Health Center and Counseling, as well as Housing will remain in Student Affairs; University Center, University Police and Athletics will be moved to other divisions so that the new vice president can concentrate on the above-mentioned priorities.

We understand that these changes may be difficult for some of you; however, we believe that they will result in stronger programs in the future. We are fortunate to have dedicated student affairs and academic professionals on this campus, and we appreciate all of the good work that has been done. We intend to appoint an interim vice president in the summer, and a national search will be well underway by early fall.

Attached is a draft organization chart for your review. We hope you will send us any suggestions to make this a stronger proposal.



Policy on Time, Place, and Manner of Free Expression

March 15, 2010

(rev April 9, 2010)

I. Preamble

Humboldt State University is committed to affording all members of the University community the protections of freedom of speech, expression, assembly, religion, and press available under the U.S. and California Constitutions and all applicable federal and state laws, in accordance with the University's educational purpose and function.

As is true with the society at large, however, this freedom is subject to reasonable restrictions of time, place and manner, as described herein, although such restrictions shall be applied without discrimination toward the content of the view being expressed or the speaker.

Through this policy, the University seeks to foster and sustain a forum for the free and orderly exchange of ideas, values and opinions and to ensure that the exercise of the right of free expression does not imperil public safety, obstruct or damage University facilities, or interfere with the University's educational mission and functions.

II. Authority

This policy is promulgated under the authority of Title 5, California Code of Regulations, and subsequent directives, resolutions, standing orders, and Executive Orders of the Board of Trustees and Chancellor of the California State University, and the President of Humboldt State University.

III. General Rules Regarding Free Expression at HSU

Within the context of this policy, free speech activity includes, but is not limited to, pure or symbolic speech, assembly, meeting, demonstrations or rallies, picketing, petitioning, mime and theater, music and singing, survey research, and religious or political activity.

Throughout the campus of Humboldt State University, the time, place, and manner of expression are limited by the following general conditions and by additional specific conditions as defined in this policy.

The exercise of free speech and assembly rights must comply with all applicable federal, state, and local laws. In addition, the following "manner" restrictions apply to **all** free speech and assembly activities on campus. Such activities must not:

- Interfere with classes in session or other scheduled academic, educational, cultural/arts programs or with use of the University library;
- Obstruct the flow of pedestrian or vehicular traffic;
- Interfere with or disrupt the conduct of University business;
- Employ unauthorized sound amplification or create unreasonable noise disruptive of normal University activities;
- Severely harass or intimidate persons in the immediate area of the activity; or
- Violate any federal, state, or local safety code, such as regulations set by the State Fire Marshal.

There shall be no restrictions on legal free speech activity based on the content of such speech or expression or on the political, religious, or other opinions and affiliations of speakers.

Speech that is otherwise protected may not be disallowed solely because it is offensive, or because members of the audience find it offensive, even where such members react to the speech in a disruptive manner. To disallow speech on such grounds would violate a First Amendment ban otherwise known as the "heckler's veto."

When speech is part of a planned event (e.g., an invited speaker), an individual or group wishing to protest at an event may do so as long as any speaker's right to free speech and the audience's right to see and to hear a speaker are not violated. In the interest of protecting the free speech rights of all, University representatives may warn anyone unduly interfering with a speaker's freedom of expression to cease the disruptive behavior. If such warnings are not heeded, those individuals may be removed from the facility.

Illegal speech activity, not protected by the U.S. or California Constitutions or by this policy, includes speech that promotes actual violence or harm, constitutes criminal harassment, or words which by their very utterance would incite an immediate breach of the peace ("fighting words").

The following Sections provide additional time, place and manner restrictions which apply in certain defined circumstances.

IV. Public Meetings, Performances, Rallies, Demonstrations, or Similar Public Events

Members of the University community and non-University community may use campus buildings and grounds for public meetings, performances, rallies, demonstrations, and similar events in accordance with the general limitations described in this policy and in Section III. However, the highest priority for the use of University facilities is academic scheduling (i.e., classrooms, laboratories, fields and other facilities that are to be used for teaching and instructional programs for credit).

Not all University facilities and services are available for reservation or request for non-instructional purposes. Information concerning reservation and request procedures for designated facilities and services available for non-instructional use may be obtained from the office of

Contracts and Procurement SBS 417, (707) 826-5746. (Contracts and Procurement may refer the reservation request to specific building managers depending on the specificity of the space requested.)

There may be a rental fee, security fee, parking fees and/or custodial charge associated with the use of any venue; Contracts and Procurement will determine the rental fee based on the number of attendees, wear-and-tear, risk management, and appropriate health/safety standards; the content or subject of the speech is not a measure or consideration in determining a rental fee. Recognized student organizations must schedule space through Student Clubs and Organizations in UC room 238, (707) 826-3776.

Non-amplified outdoor demonstrations or public protests may be held on University property, without advance permission, provided these adhere to the general limitations described in Section III. Any non-University group that wishes to conduct such a demonstration or protest should contact University Police in the Student and Business Services building room 101, (707) 826-5555, prior to the event or upon arrival on campus.

Demonstrations, rallies, and other public events may not disrupt the business of the University or its educational mission. Demonstrations, rallies, and other public events may not be conducted in classrooms, in offices, in residence hall areas, on athletic fields, or in reception areas.

Speakers at such meetings, performances, rallies, demonstrations or similar events shall not be subject to harassment, nor shall the right of all to hear the speaker be infringed. At the same time, members of the campus community and outside guests shall have the right to peacefully protest any speaker, meeting, or event, so long as the event being protested is not significantly or materially disrupted.

Spontaneous events occasioned by news or affairs coming into public knowledge less than 48 hours prior to such event may be held in the *Designated Public Forums* described in Section VI as well as outdoors (other than turf athletics fields) without advance permission, and in University buildings with special permission of the President or the President's designee.

V. Handbills and Circulars

Non-commercial leaflets, fliers, handbills, and circulars may be distributed by hand in the *Designated Public Forums* identified in Section VI, 9:00 am - 5:00 pm Monday through Friday and on other University walkways and outside entrances to University buildings provided that the activity conforms to the time, place, and manner limitations described in Section III above and in Section VIII below.

Handbills and posters may not be posted on outdoor surfaces such as buildings, structures, poles, trees, benches, objects or windows (except by special permission of the President or designee). Posting of written materials on indoor surfaces such as common hallway walls is generally prohibited. (See *Posting*, Section XI below, for posting of approved materials on University General bulletin boards within buildings.)

Only recognized student organizations may seek approval to “chalk” temporary messages on University staircases and walkways, or to put out approved temporary signs on stakes in designated landscaped locations, through the Student Clubs and Organizations office, in University Center room 238, (707) 826-3776.

Any non-University group or individual who is not a student or employee of the University that seeks to circulate such handbills and circulars should register with University Police, Student and Business Services building room 101, (707) 826-5555, upon arrival by providing copies of the material they will be circulating and identifying any organizational affiliation. A name and phone number for the person responsible for the activity will be requested, but personal identification is not required.

Handbills and circulars must not be littered on University grounds. Every attempt should be made to minimize paper use, and to utilize recycled and recyclable products.

VI. Designated Public Forums

The University Center Quad (UC Quad) area adjacent to the University Center/Student Union and the Balabanis-Art Quad (Art Quad) outside of the Van Duzer Theater are *Designated Public Forums* in which members of the University community and non-University community may exercise their free speech rights without special restriction, subject only to the limitations in Section III, unless sound amplification is to be used, in which case prior reservations must be made as described in Section VII below.

These areas are available to individual students, faculty, and staff and to University organizations on a first-come, first-served basis for free speech activities, unless sound amplification is to be used in the UC Quad, in which case prior reservations must be made as described in Section VII below. When classes are in session, however, student organizations have priority on the UC Quad from noon to 1:00 pm. (Student organizations may not reserve the UC Quad on behalf of or for the use of an outside organization so that the outside organization will get higher priority.) The Art Quad may not be reserved and is open to expressive activity at all times on a first-come, first-served basis. Free speech activities in these designated forums may not unduly limit pedestrian traffic in the area.

The UC Quad can be reserved through University Center Information Desk (707) 826-4414. The U.C. Quad policy is available @ http://studentaffairs.humboldt.edu/Download/vpoffice/quad_policy.pdf.

VII. Sound Amplification

Outdoor sound amplification is limited to the UC Quad, except where special advance permission is obtained. The UC Quad can be reserved through University Center Information Desk (707) 826-4414. The U.C. Quad policy is available @ http://studentaffairs.humboldt.edu/Download/vpoffice/quad_policy.pdf.

Amplification on the UC Quad is limited to between noon and 1:00 P.M. when classes are in session or when events or programs are scheduled in adjacent buildings, except when special advance permission is obtained from the Vice President for Student Affairs. Advance permission to use amplification at special times and places shall not be granted or denied on the basis of the content or viewpoint of the activity.

In all cases, the sound level of amplification or non-amplified sound such as drumming must not exceed 60 decibels as measured by a sound level meter using the 'A' weighted network (scale) at slow meter response. Decibel meters will measure sound levels at the source of the sound. Hand-held amplification (e.g., "bullhorns") is considered a sound amplification device under this policy, and all amplified sound must conform to the general limitations outlined in Section III.

VIII. Sale, Solicitation, and/or Distribution of Merchandise, Publications, or Other Printed Matter

In accordance with Section 42350 of Title 5 of the California Code of Regulations, commercial transactions and the display of property or services for sale on the University's campuses is prohibited except with written permission by the President of HSU. Such permission shall be granted if:

- The proposed activity aids achievement of the educational mission and/or student development objectives of the campus;
- The activity conforms to the time, place, and manner limitations described in Section III above;
- Published materials for sale are not available for sale at the campus bookstore;
- Does not unreasonably interfere with the operation of the campus; and
- Is not prohibited by law.

The sale of food items is prohibited unless the seller is a recognized student organization and has complied with the Food Distribution policy in the HSU Student Clubs and Organizations Handbook.

The sale, solicitation, and/or display of goods or services that violate federal or state law (e.g. illegal drugs and/or drug paraphernalia, illegal gambling, etc.) or that are prohibited by HSU policy (e.g. knives, weapons) shall not be permitted.

No student, student organization, non-University person, employee, employee organization, or outside agency or person shall solicit sales to any employee or student at Humboldt State University without first obtaining written permission from the President's designees as indicated below. The content or expressive viewpoint of any materials to be made available for sale shall not be considered in granting or denying permission to solicit for sale.

Soliciting alms or begging in any public place or in any place open to the public on University property is prohibited (California Penal Code section 647(c)).

Commercial solicitation is limited to the hours of 9:00 am to 5:00 pm, Monday through Friday, except by special permit. Vendors interested in doing business on University property must submit an application in advance for review to Student Clubs and Organizations office, UC room 238, (707) 826-3776. Designated vending spaces are situated around the UC Quad in front of the University Union and Bookstore or at other locations on campus by special permit. There are standardized reservation fees and daily rate charges for commercial sales, vending spaces, by non-student vendors, which are available at the Student Clubs and Organizations office, UC room 238, (707) 826-3776.

Any published materials offered for sale must not violate the provisions of Chapter 7.5, Title 9, Part 1 of the Penal Code (relating to the sale and distribution of obscene matter) or of Chapter 6, Title 3 (commencing with Section 66400) of the Education Code (relating to the preparation, sale, and distribution of term papers, theses and other materials to be submitted for academic credit).

IX. Distribution of Published Materials

The display and free distribution of books, newspapers, pamphlets and other published materials is permitted, provided that such published materials are not available for sale at the campus bookstore, and that they do not violate the provisions of Chapter 7.5, Title 9, Part 1 of the Penal Code (relating to the sale and distribution of obscene matter) or of Chapter 6, Title 3 (commencing with Section 66400) of the Education Code (relating to the preparation, sale, and distribution of term papers, theses and other materials to be submitted for academic credit).

Sale, display, and distribution of published materials is permitted from 9:00 to 5:00 pm Monday through Friday, or at other times by special permit, in the designated vendor areas as indicated in Section VIII or other location by special permit, provided such activity conforms to the general limitations in Section III and there is:

- No harassment of persons in the area;
- No physical contact of individuals without their consent;
- No prolonged or repeated contact with persons who have declined the material;
- No noise louder than normal conversation; and
- No illegal misrepresentation of the true name or purpose of the material or of any organization involved in its distribution.

XI. Posting

The University recognizes that signs (to include posters, handbills, announcements, notices, brochures) serve as a means for communicating information to the campus community in a timely and orderly manner. Signs containing false, misleading or fraudulent information or expression that constitutes criminal or severe harassment; defamation; or obscenity are prohibited.

Bulletin boards are of four types:

- General Bulletin Boards: Students, recognized student organizations, faculty, and staff of the University and non-University individuals may post signs on General Bulletin Boards (indoor or outdoor) and on kiosks.
- University Bulletin Boards: University bulletin boards are for posting of official University documents and announcements.
- Department Bulletin Boards: Department bulletin boards are identified, controlled, and maintained by specific University departments, and only materials approved by that Department can be posted.
- Union Bulletin Boards: Union bulletin boards are for posting of official union documents and announcements.

Those posting materials for specific events or with expiration dates must remove such materials within one week after the event or expiration date.

Posting of signs on building walls, restrooms, windows, glass surfaces, doors, benches, utility poles, sculptures, garbage receptacles, railings, trees, traffic control signs, stairs, bus stop areas, and sidewalks is prohibited except in those buildings where it has been customary for faculty and staff to post materials on their own office doors. In such cases the posting method must not damage the door in any manner.

Removal of signs, other than by the posting party or University personnel acting pursuant to their duties is prohibited.

The University residence halls are not available for posting of materials or solicitation of goods and are not accessible to the public.

Posting on General bulletin boards:

Flyers being posted around campus on General bulletin boards must each have a stamp from the University Center Information Desk; these boards are marked "General" and are located in various buildings throughout the campus. A list of buildings and locations of General bulletin boards can be obtained at the UC Info Desk. Use of General bulletin boards is subject to the following guidelines:

- All signs must be identified with the name of the person or organization responsible for the posted information, along with contact information (e.g., phone number or web address).
- Postings on bulletin boards may not exceed 17 inches by 22 inches in size. Signs on bulletin boards shall be posted by thumbtacks or pushpins only. Other methods of posting which damage a bulletin board will subject the posting party to liability for damages.
- The number of flyers allowed to be posted is restricted to:
 - On-campus events: 50 copies
 - Off-campus events/all other: 20 copies

- Publicity may be posted for a maximum of 14 calendar days.
- Any poster or sign that has not been stamped, has exceeded its expiration date, or has been improperly posted will be removed.
- No publicity will be permitted that might deface or damage university property (i.e. posted using staples, taped onto painted surfaces, painted, etc.)
- No Authorized and current publicity may be removed from bulletin boards or covered to make room for additional publicity.

Recognized HSU student Clubs and Organizations have additional opportunities to post signs, banners, “stake,” or “chalk” on-campus – see HSU Student Clubs and Organizations Handbook @ <http://humboldt.edu/clubs/handbook/introduction/>.

XII. Fundraising Activities

Fundraising events are activities where organizations receive monies (directly or indirectly) in exchange for merchandise, service, entertainment, or a chance at winning a prize.

Fundraising by On-Campus Organizations

Recognized student, faculty, and on-campus organizations may raise funds on campus either through direct solicitation or by sponsoring revenue-producing activities in accordance with the following:

- The appropriate University officials or designees must approve the fundraising activity in advance on the basis of their conformity to the general principles of this policy and to all applicable federal, state, and local laws. The viewpoint of the group sponsoring the activity and the content of any materials to be distributed shall not be considered in the decision to grant or deny permission. Student groups must receive prior approval from their advisor and the Student Clubs and Organizations Office, UC room 238, (707) 826-3776. Faculty/staff must receive prior approval from the Associate Vice President of Advancement, located in Siemens Hall 215, (707) 826-5101.
- All sales of food products must be approved in advance to insure compliance with health and safety codes and standards as outlined in the Student Clubs and Organizations policy manual.
- The fundraising activity must be consistent with the stated purpose of the organization.
- The net proceeds from the fundraising activity must be used for the stated purpose and are in some direct relation to the educational, research or service missions of the University, or donated to a charitable organization. All proceeds must be deposited with the SCO office for deposit into club accounts.

Fundraising by Individuals and Non-University Organizations

Individuals, community and charitable organizations, political and religious organizations may raise funds in accordance with the following:

- Individuals and non-University organizations will be treated as commercial solicitors and subject to regulations outlined in Section VIII;
- The University must approve the fundraising activity in advance, including the use of tables, displays or other structures. Contact the office of the Associate Vice President for Advancement, Siemens Hall 215, (707) 826-5101, for additional information, approval and to secure a permit;
- The fundraising activity must be consistent with the stated purpose of the organization; and
- The net proceeds from the fundraising activity must be used for the stated purpose and are in some direct relation to the educational, research or service missions of the University, or donated to a charitable organization.

XIII. Violations of Policy

Violations of this policy may constitute a misdemeanor pursuant to California Education Code Section 89031 or in some instances a crime under the California Penal Code. In addition, an HSU student who violates the policy may be subject to student disciplinary action pursuant to Title 5, California Code of Regulations Section 41301, and an HSU employee who violates the policy may be subject to employee disciplinary action pursuant to California Education Code Section 89535.

XIV. Notices of this Policy and related Policies

Notice of the existence of this policy is posted at entrances to the campus pursuant to Section 42354 of Title 5 of the California Code of Regulations. A copy is also available on the campus website at _____ and from the office of the Vice President for Administration, in the Feuerwerker House 13, @ (707) 826-4111.

Additionally, the University also has a code of University Rules and Regulations and it can be found @ http://studentaffairs.humboldt.edu/police/university_code.php. The California State University system and HSU have a Student Code of Conduct which may be found @ http://studentaffairs.humboldt.edu/Download/judicial/code_of_conduct.pdf.

Temporary Food Facilities Food Sanitation Policy

Environmental Health & Safety
December 2009 REV 4/13/10

The following health and safety policy has been adopted in order to protect all members of the university community from injury or illness that may occur from the sale and/ or distribution of food and beverages from temporary food facilities. The observance of this policy by your organization is essential in achieving this goal.

BACKGROUND

Nonprofit Charitable Temporary Food Facilities (hereafter: Temporary Food Facilities) means either one of the following:

- a temporary food facility that is conducted by a nonprofit charitable organization,
- or an established club or organization of students that operates under the authorization of a school or other educational facility.

NONPROFIT CHARITABLE TEMPORARY FOOD FACILITIES ARE REGULATED BY THE STATE OF CALIFORNIA UNDER THE CALIFORNIA HEALTH AND SAFETY CODE, CHAPTER 10, ARTICLE 13.5.

The enforcement of these regulations shall be the responsibility of the Humboldt State University office of Environmental Health and Safety (Ext. 5711) and under the guidance of the Humboldt County Department of Health Services. The Food Safety Program Enforcement Officer (hereafter: Food Safety Officer) shall be the EH&S Coordinator.

SCOPE AND APPLICATION

This policy covers all distribution of food and beverages on the Humboldt State University campus except those operations managed by University Center. Non-HSU entities must obtain permission to operate from the Vice President of Student Affairs (707-826-3361) prior to the commencement of food and/or beverage sales and/or distribution.

The Office of Environmental Health and Safety has the authority to enforce this policy and all Federal, State and local regulations pertaining to the sale and distribution of food and beverages on the HSU campus by non-HSU entities.

GENERAL REQUIREMENTS

- Temporary food facilities must obtain a permit from the office of Environmental Health & Safety before commencing operations involving the sale, or other distribution, of food.
- Only commercially prepared baked goods or baked goods prepared in a certified commercial kitchen may be offered for sale, or other distribution, from permitted temporary food facilities.
- Food preparation of non commercially prepared food items by means of cooking, heating, or raw food manipulation, or other means as determined by the food safety officer, is prohibited.
- Temporary food facilities shall be maintained in a sanitary manner in compliance with the California Health and Safety Code (Cal H&SC) Section 114332 et seq..
- Facilities for the sanitary disposal of all liquid waste shall be subject to the approval of the Food Safety Officer per Cal H&SC Section 114332.2.
- At least one toilet facility adequate for all food workers shall be provided within 60 meters (200 feet) of each temporary food facility per Cal H&SC Section 114359.
- Food contact surfaces shall be smooth, easily cleanable, and nonabsorbent per Cal H&SC Section 114332.2.

TEMPORARY FOOD FACILITY PERMITS

Temporary food facility permits shall be issued to a representative of each entity that is requesting permission to sell and/or distribute food and/or beverages. The individual submitting the permit request shall be the designated responsible person (hereafter called the "responsible person") and shall have oversight responsibility for the entity's food and/or beverage operation.

The Food Safety Officer shall require the responsible person of each temporary food facility to complete and submit a "Temporary Food Facility Permit Application" in duplicate to the office of Environmental Health and Safety, Student and Business Services Building Rm 413 (ext.5711)

The length of time a permit is valid will depend on the circumstances of the requested operations. The length of time that a permit is valid will be at the discretion of the Food Safety Officer. All permits shall expire at the end of each semester.

Permits will be revoked if the permitted facility is found to be out of compliance with any part of this policy.

Permits may be revoked at any time at the discretion of the Food Safety Officer.

POTENTIALLY HAZARDOUS FOODS

No potentially hazardous food (see definition below) or beverage stored or prepared on campus in a private home may be offered for sale, sold, or given away from a temporary food facility. Potentially hazardous food shall be prepared in a certified commercial kitchen only. (Subject to approval by the Food Safety Officer.)

The Food Safety Officer shall have the authority to prohibit the sale or distribution of any potentially hazardous food.

Food containing raw meat and/or fish may not be sold or distributed under any circumstances.

All food and beverage shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination.

Potentially hazardous food and beverage shall be maintained at or below 7 degrees Celsius (45 degrees Fahrenheit) or at or above 57.2 degrees Celsius (135 degrees Fahrenheit) at all times.

Ice used in beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes.

All food and food containers shall be stored off the floor/ground on shelving or pallets located within (or close proximity to) the facility.

Except as indicated below, live animals, birds, or fowl shall not be kept or allowed in, or near proximity to, temporary food facilities.

Exception: The above paragraph does not prohibit the presence, in any room where food is served to the public, guests, or patrons, of a guide dog, signal dog, or service dog, as defined by Section 54.1 of the Civil Code, accompanied by a totally or partially blind person, deaf person, person whose hearing is impaired, or handicapped person, or dogs accompanied by persons licensed to train guide dogs for the blind pursuant to Chapter 9.5 (commencing with Section 7200) of Division 3 of the Business and Professions Code.

The animal prohibition does not apply to dogs under the control of uniformed law enforcement officers or of uniformed employees of private patrol operators and operators of a private patrol service who are licensed pursuant to Chapter 11.5 (commencing with Section 7580) of Division 3 of the Business and Professions Code, while these employees are acting within the course and scope of their employment as private patrol persons.

The persons and operators described in the above exceptions are liable for any damage done to the premises or facilities by the dog. Said dogs described in the exceptions above shall be excluded from food preparation and utensil wash areas. Aquariums and aviaries shall be allowed if enclosed so as not to create a public health problem.

All garbage shall be disposed of in a sanitary manner. Solid waste shall be deposited in plastic bags placed inside rigid secondary containers. When bags are full they shall be closed so as to prevent any spillage during transport. Liquid waste shall only be disposed of on campus into a sanitary sewer receptacle that is plumbed to an operating grease and oil trapping device.

Employees handling food shall wear clean clothing and shall keep their hands clean at all times.

Where appropriate, tongs, forks, ladles, and other food service utensils shall be managed and protected to ensure that they remain in a sanitary state. Utensils used to manage potentially hazardous foods shall not be used to manage other foods to avoid cross-contamination.

The Food Safety Officer may establish additional structural or operational requirements as necessary to ensure that food is of a safe and sanitary quality.

Nothing in this policy shall prevent a local enforcement agency from performing inspections of, or requiring permits for, any temporary food facility to ensure compliance with food safety provisions contained in this chapter.

DEFINITIONS

"Certified Commercial Kitchen" means a room or building which meets all the requirements of the California Health and Safety Code and is not a residential kitchen.

"Processing food in a commercial kitchen" means the manufacturing, processing or packaging of food in a commercial kitchen for the purpose of distribution.

"Potentially hazardous food" means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic micro-organisms, the growth and toxin production of *Clostridium botulinum*, or, in raw shell eggs, the growth of *salmonella enteritidis*.

"Potentially hazardous food" includes a food of animal origin that is raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, and garlic-in-oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth as specified in the paragraph above.

"Potentially hazardous food" does not include any of the following:

- (1) A food with an aw^* value of 0.85 or less.
- (2) A food with a pH level of 4.6 or below when measured at 75°F.
- (3) A shell egg that is not hard-boiled but has been treated to destroy all viable salmonellae.
- (4) A food in an unopened, hermetically sealed container that is commercially processed to achieve and maintain commercial sterility under conditions of nonrefrigerated storage and distribution.
- (5) A food that has been shown by appropriate microbial challenge studies approved by the enforcement agency not to support the rapid and progressive growth of infectious or toxigenic micro-organisms that may cause food infections or food intoxications, or the growth and toxin production of *Clostridium botulinum*, such as a food that has an aw^* and a pH that are above the levels specified under paragraphs (1) and (2) and that may contain a preservative, other barrier to the growth of micro-organisms, or a combination of barriers that inhibit the growth of micro-organisms.
- (6) A food that does not support the rapid and progressive growth of infectious or toxigenic micro-organisms, even though the food may contain an infectious or toxigenic micro-organism or chemical or physical contaminant at a level sufficient to cause illness.

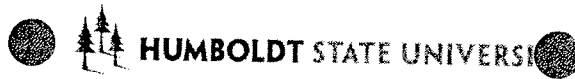
* "aw" means water activity that is a measure of the free moisture in a food, is the quotient of the water vapor pressure of the substance divided by the vapor pressure of pure water at the same temperature, and is indicated by the symbol aw.

PERMIT APPLICATION PROCESS

Any club, organization, group and/or individuals who wish to operate a temporary food facility on the HSU campus must submit a Temporary Food Facility Permit Application to the office of Environmental Health and Safety at least three (3) working days prior to the preparation and/or dispensing of any food items. Upon receipt of the application, the Food Safety Officer will review the application and will either issue a one-time use permit or return the application with one of the following notices within forty-eight (48) hours:

- Denied – request the following further information.
- Denied – proposed food items are not allowed under the HSU Temporary Food Facility Policy
- Pending – Food Safety Officer needs to consult Humboldt County Dept. of Health Services

Upon issuance of a temporary food facility permit, all persons who will take part in any food preparation, acquisition and/or sales/distribution shall watch the two ServSafe™ Videos entitled, "Starting Out with Food Safety" and "Ensuring Proper Personal Hygiene" on file at the HSU Clubs Office. All individuals who view these videos will be given a quiz to verify their understanding of the material.



ENVIRONMENTAL HEALTH & SAFETY
TEMPORARY FOOD FACILITY PERMIT APPLICATION

DEADLINE FOR PERMIT APPLICATIONS IS THREE (3) WORKING DAYS PRIOR TO THE PREPERATION AND/OR SALES/DISTRIBUTION OF FOOD.

Please print. Complete all applicable information. Incomplete applications will be returned.

Semester: Fall Spring Summer Single Event

Group Name: _____ Club: Yes No

Responsible Person: _____ Phone: _____

Other Food Workers: _____

E-Mail Address: _____

Date(s) and hours of operation: _____

Vending/Distribution Location: _____

Food(s) and/or beverage(s) to be offered: _____

Will preparation of food take place at the temporary food facility site? Yes No
If Yes:

Describe food preparation process: _____

All persons associated with food preparation, acquisition and/or sale/distribution have viewed both SafeServ™ videos. Yes No

Please read the following statement and then sign and date below.

I AM FAMILIAR WITH OPERATIONAL REQUIREMENTS FOR TEMPORARY FOOD FACILITIES AND WILL COMPLY WITH ALL LEGAL REQUIREMENTS AND THE REQUIREMENTS SET FORTH IN THIS POLICY. I UNDERSTAND THAT ANY PERSON WHO OPERATES A FOOD FACILITY SHALL OBTAIN ALL NECESSARY PERMITS TO CONDUCT BUSINESS, INCLUDING BUT NOT LIMITED TO THIS PERMIT ISSUED BY HSU - EH&S. I UNDERSTAND THAT FAILURE TO COMPLY WITH THE LEGAL REQUIREMENTS MAY CONSTITUTE A MISDEMEANOR UNDER SECTION 114395 OF THE CALIFORNIA HEALTH AND SAFETY CODE, PUNISHABLE BY A FINE OF NOT LESS THAN TWENTY-FIVE (\$25) OR MORE THAN ONE THOUSAND (\$1,000) DOLLARS OR BY IMPRISONMENT IN THE COUNTY JAIL FOR A TERM NOT EXCEEDING SIX MONTHS, OR BY BOTH FINE AND IMPRISONMENT. I UNDERSTAND THAT THE FOOD SAFETY OFFICER SHALL HAVE ENFORCEMENT AUTHORITY OVER ALL FOOD VENDING/DISTRIBUTION OPERATIONS ON THE HUMBOLDT STATE UNIVERSITY CAMPUS.

Responsible Person Printed Name

Telephone

Signature of Responsible Person

Date

Please Return To: EH&S Coordinator
 Student and Business Services, Rm.413
 707-826-5711

Application Status: Accepted Denied Pending Comments: _____