

**Associated Students Council
Humboldt State University
Meeting on Monday, October 4th, 2010
University Center, South Lounge
2:00 P.M.
Agenda #8**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #8 – Action Item
- IV. Chair's Report
- V. Approval of Minutes
 - A. Approval of Minutes #7 dated September 20th, 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. Program Presentations

Program Presentations are an opportunity for the AS Council to learn more about different AS funded Programs. A representative from the scheduled AS Program will present information regarding the activities of the program and opportunities to get involved. Programs are allotted ten minutes each.

 - A. Club & Program Support (Jerri Jones)
 - B. Activities Coordinating Board/MultiCultural Center Allocation Board (Jerri Jones)
- VIII. Appointments to Committees and Council
 - A. Election of Vice-Chair – Action Item

Article IV, Section C8 of the Associated Students Constitution charges the Council to elect a Vice Chair from its membership.

- B. A. S. President
- C. A. S. Administrative Vice President
- D. A. S. Legislative Vice President
- E. A. S. Student Affairs Vice President

IX. Old Business

- A. Review and approval of the amendments to the Associated Students Policy Statement – Personnel, Section No. 300, Document No. 302, Annual Performance Appraisal of the General Manager – Action Item
These changes of deleting the University Center Executive Director and inserting the HSU Vice President of Student Affairs will make this policy consistent with the “Agreement Between the Associated Students of Humboldt State University and Humboldt State University Center Board of Directors” that was approved at the September 13, 2010 Council meeting.

X. 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 (Vacant)
- D. Residence Hall Association (RHA) Representative Report (Maureen Walsh)
- E. General Manager (Joan Tyson)
- F. AS Presents (Annie Bartholomew)
- G. CSSA (Kaci Poor)
- H. CSSA (Aaron Guerrero)
- I. Legislative Vice President (Aaron Wilyer)
- J. Student Affairs Vice President (Kristy Eden)
- K. Administrative Affairs Vice President (Stephanie Partlow)

Board of Finance Report – September 27, 2010

- A. Board of Finance Orientation – Information Item
The Board of Finance will receive an orientation that will cover procedures, the 2010-11 Budget, Fiscal Code and Reserve Policies.
- B. A. S. Board of Finance 2010-11 Standing Rules and Meeting Dates – Information Item
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2010-11 meeting schedule.
- L. President (Iban Rodriguez)

XI. General Council Discussion (At this time Council members and Executives may follow-up with questions regarding reports.)

XII. New Business

XIII. General Council Work Session

A. Smoking Policy Observational Study – Information Item (Kristy Eden)

Eden has invited Jay McCubbrey, a coordinator from Tobacco Free Humboldt, to share the results from a study conducted on smoking on campus. McCubbrey is working with the Student Health Center on smoking cessation on campus.

B. 2010-11 AS Goals Update – Information Item (Aaron Guerrero, Aaron Wilyer, Philip Anderson and Kristy Eden)

Point persons for each of the AS Goals: *Voter Registration, Spreading AS, Textbook Affordability and Campus Unity* will be updating the Council with a progress report on each goal.

XIV. Announcements

XV. Adjournment

DRAFT

Associated Students Council
Humboldt State University
Monday, September 20th, 2010
University Center, South Lounge
Minutes #7

Call to Order

Aaron Wilyer, Legislative Vice President, called the meeting to order at 2:00 p.m. in the University Center, South Lounge.

Roll Call

Members Present: Scott Meyers, Amber Okeh, Colby Grand, Karen Land, Pam Ward, Natalie Guest, Philip Anderson, Sidonie Harper-McPike, Rachel Brownell, Maureen Walsh

Members Absent: Cortland Johnson (excused)

Officers Present: Iban Rodriguez, Stephanie Partlow, Aaron Wilyer, Kristy Eden, Aaron Guerrero

Advisors Present: Joan Tyson

Approval of Agenda

MOTION: OKEH/WALSH move to approve Agenda #7 APPROVED

Chair's Report

Wilyer thanked everyone for signing in for their office hours last week.

Approval of Minutes

A. Approval of Minutes #5 dated September 8th, 2010 – Action Item

MOTION: ANDERSON/GUEST move to approve Minutes #5 dated September 8th, 2010 APPROVED

B. Approval of Minutes #6 dated September 13th, 2010 – Action Item

MOTION: OKEH/ANDERSON move to approve Minutes #6 dated September 13th, 2010 APPROVED

Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

There was no public comment.

- MOTION: GRAND/GUEST move to appoint Daniel Feliciano to the HSU Associated Students Lobby Corps APPROVED
(1) OPPOSED
- MOTION: BROWNELL/WARD move to table the appoint of Daniel Feliciano to the HSU Associated Students Lobby Corps to the October 4th, 2010 meeting FAILS
(3) AYE
- MOTION: OKEH/GRAND move to appoint Kira Deschaux to the Humboldt Energy Independence Fund Committee APPROVED
- MOTION: WALSH/ANDERSON move to appoint Kristy Eden to the Instructionally Related Activities Committee APPROVED
- MOTION: GRAND/BROWNELL move to appoint Annie Bartholomew to the Associated Students Council as the AS Presents Coordinator APPROVED
- MOTION: BROWNELL/GRAND move to appoint Kaci Poor to the Associated Students Council as the CSSA Junior Representative APPROVED

A. S. Administrative Vice President (Stephanie Partlow)
No Appointments

A.S. Legislative Vice President (Aaron Wilyer)
No Appointments.

A.S. Student Affairs Vice President (Kristy Eden)

- MOTION: ANDERSON/GUEST move to appoint Bryan Kelly to the Academic Senate APPROVED
- MOTION: ANDESON/WALSH move to suspend AS Government Code Section 6.03 to appoint Jerson Desidero to the Student Health Advisory Committee APPROVED

Desidero is in class and is unable to be present.

- MOTION: OKEH/WARD move to appoint Jerson Desidero to the Student Health Center Advisory Committee APPROVED

Old Business

There was no Old Business.

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

Committee Reports from Students-at-Large
No report.

Okeh – College of Arts, Humanities and Social Sciences

Okeh reported that she has been handing out Committee Handbooks to interested students. Okeh tabled with Guest today and passed out Voter Registration Forms.

Grand – College of Arts, Humanities and Social Sciences

Grand reported that he attended the Judy Shepard event last week. Grand encouraged other AS Council members to attend the AS Presents shows.

Meyers – College of Arts, Humanities and Social Sciences

Meyers attended the first AS Board of Finance meeting on Wednesday, September 15th.

Johnson – College of Professional Studies

Absent.

Land – College of Professional Studies

Land reported that she has contacted Johnson to set up a meeting with the Dean of the College of Professional Studies.

Guest – College of Natural Resources and Sciences

Guest reported that the College of Natural Resources and Sciences (CNRS) Mixer will be this Thursday, September 23rd in the Lobby of Science B from 4:00 p.m. -6:00 p.m. Guest also reported that she and the other CNRS representatives met with the CNRS Dean and Associate Dean to discuss the Materials, Services and Facilities (MSF) Fee. A “MSF Fee for Dummies” event will be held for students in CNRS to learn more about the fee. The CNRS representatives have also been selected to sit on a college committee that purchases lab equipment.

Ward – College of Natural Resources and Sciences

Ward reported that the members of the Executive Committee have been invited to help serve food at the Mixer so that the CNRS representatives may meet with students.

Anderson – College of Natural Resources and Sciences

No report.

Brownell – At-Large

Brownell reported that she has been assisting the CNRS representatives with their mixer. Brownell attended two AS Presents shows last week. Brownell will be meeting with her liaison-ship, the Children’s Center, later this week. Brownell also reported that she has been handing out voter registration forms.

Harper-McPike – All University

Harper-McPike is considering applying to sit on the Academic Senate and will be attending their meeting tomorrow.

Residence Hall Association Representative (Maureen Walsh)

Walsh reported that she has distributed fliers for the CNRS Mixer to the Community Advocates in housing. Walsh also reported that she has been registering students to vote.

General Manager (Joan Tyson)

Tyson stated that the CSU Office of the University Auditor will be coming to HSU in the first week of

November to conduct an Auxiliary Compliance Audit. The Auxiliary Compliance Audit is completed once every three years. Tyson will be working to prepare for the audit over the next six weeks. The audit is forwarded to the CSU Board of Trustees upon completion.

AS Presents Coordinator (Annie Bartholomew)

Bartholomew reported that Big Boi from OutKast will be performing at the Arcata Community Center on Wednesday, September 22nd at 9:00 p.m. Bartholomew reported that she also attended the Judy Shepard event and was one of the Judges at the San Francisco Comedy Festival.

California State Student Association Representative (Aaron Guerrero)

Guerrero reported that he attended a CSSA Meeting at CSU Channel Islands over the past weekend. CSSA received a report from Trustee Nicole Anderson regarding potential one-time funds for the CSU from the Federal Government. It was also reported that the CSU, UC and Community College System are working collaboratively on creating easier transfer articulation agreements. Guerrero also reported that it is now a requirement for each Voter Registration form to be scanned or copied to be counted towards CSSA's goal. Guerrero will be meeting later today with a representative from Environment California. Guerrero also reported that he is hosting a money management workshop next week.

California State Student Association Representative (Kaci Poor)

No report.

Legislative Vice President (Aaron Wilyer)

Wilyer reported that he attended the Judy Shepard show last week. Wilyer also reported that he has registered 15 students so far this year and suggested that Council members carry blank voter registration forms in their backpack. Wilyer also reported that he attended the Academic Policies Committee meeting with Brownell. Wilyer requested that when Council members table for their office hours that they record a "T" on the sign in sheet. Wilyer also reminded Council members that they must stay non-partisan when they are registering students to vote. Wilyer also stated that he is available if anyone needs tips on tabling.

Student Affairs Vice President (Kristy Eden)

Eden reported that the Brothers United Carnival will be this Friday and that the Council should plan to hand out free academic planners and register students to vote at the event. Eden attended the Change Steering Committee (CSC) last week and that the CSC is working to implement the goals outlined in their report. Eden attended a meeting of the University Center Board of Directors last Thursday. The South Campus Marketplace is now open everyday until Midnight and that the new marketplace at College Creek is scheduled to be opened in early 2011. When the College Creek Marketplace is opened the South Campus Marketplace will permanently close. The Humboldt Bay Aquatic Center will be installing a new floating dock that is being funded through a grant from the California Department of Boating and Waterways. The new University Center Website has gone live and is located at www.humboldt.edu/uc.

Administrative Vice President (Stephanie Partlow)

Partlow reported that she attended the first HEIF Committee meeting last Friday and is looking forward to working with Deschaux who was appointed to the committee today. The HEIF Committee is currently working on signage for completed projects. New signage will be installed for the Solar Radiation Monitoring System on the Library, the Solar Modules on the Old Music Building and the new lighting in Redwood Bowl. Anthony Kim, a student, is currently doing a study on College Creek's

energy consumption.

Board of Finance Report – September 15, 2010

A. 2009-10 Independent Audit Report Draft – Action Item

Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board.

MOTION: GRAND/MEYERS move to accept the 2009-10 Independent Audit Report.

APPROVED

Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board. The 2009-10 audit report was provided by the accounting firm of Hunter, Hunter, and Hunt. The Board of Finance is the board designated to handle audit-related items and recommend approval to the full governing board. The report of the financial statement of the Associated Students for the year ending June 30, 2010 expressed an unqualified opinion. Tyson explained that this means there were no current findings by our auditors, Hunter, Hunter, and Hunt and no recommendations were made. This is the cleanest opinion possible and the Associated Students consistently achieves this goal. In response to a question about AS reserves, Tyson went over the Reserve Policy and the balance in each one of the three reserve funds—General Operating, Facilities/Special Projects, and Capital Purchase—as outlined on page 8 of the audit.

B Reserve Policy, Fund Designation and Procedure for Expenditure – Information Item

The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A.S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A.S. Council may have that falls within the Mission of the Associated Students.

Tyson went over the different reserve accounts that the Associated Students maintains. Tyson stated that the reserves act as a “rainy day” fund and is used to pay for unanticipated expenses such as budget shortfalls due to enrollment drop, maintenance on AS leased houses, and purchases for equipment such as computers. The current fiscal budget also includes a \$35,000.00 allocation from the General Operations Reserve Fund. Wilyer asked where unspent monies go at the end of each fiscal year and Tyson explained these funds are distributed into the different reserves according to the reserve policy.

President (Iban Rodriguez)

Rodriguez passed out a written copy of his report. Rodriguez attended the University Executive Committee and reported that there was a discussion regarding previous lawsuits that the University has been involved in over the past ten years and steps the University is taking to limit lawsuits in the future. Scott Haag, Director of Admissions and Records, reported that the campus is over overenrolled by at least 2%. The campus will be applying for impaction which will allow HSU to be more selective in its admissions process for all students outside of HSU's service area. President Richmond is currently discussing a proposal to increase the IRA fee by \$40.00 and that a majority of the fee would fund the JackPass and Athletics programs.

General Council Discussion

Walsh asked if the CNRS Mixer will be a Zero Waste event. Ward explained that there will be a burrito bar that should feed around 150 and that the event is planned to be zero waste. Compost buckets will be provided by the Waste Reduction and Resource Awareness Program for left over food scraps. Grand asked how the AS Council receives free tickets to AS Presents shows. Bartholomew responded that a list of Council members will be at the door. Okeh asked if the Big Boi show was for those only over 21 years old. Bartholomew responded that it wasn't and that all AS Presents shows are open to all HSU students. Ward asked for clarification on the proposed IRA fee increase. Rodriguez explained that the fee would be \$40.00 each semester. Poor asked for information on why the Athletics portion of the fee is not supported by AS. Eden explained that in the Spring 2010 AS Election the fee was overwhelmingly opposed by students. Meyers stated that he, Grand and Okeh will be meeting with the Dean for the College of Arts Humanities and Social Sciences to discuss the MSF fee. Meyers also noted that he has made a commercial on KRFH for the CNRS mixer and can make additional commercials for other events. Rodriguez asked Meyers where podcasts for KRFH can be found. Meyers responded that KRFH can be streamed live at KRFH.net. Brown offered Land assistance with the College of Professional Studies mixer.

General Council Work Session

There was no General Council Work Session.

Announcements

Okeh announced that the Toyon, HSU's Literary Magazine, is accepting submissions through October 1st. Walsh announced that the Family, the Housing group for GLBTQ students, is hosting Jessica Pettit to speak about campus issues. Land announced that students can still register for the class *Act to End Sexualized Violence* today. Rodriguez reminded the Council to sign up to be a liaison to an AS Program. Homecoming and Family weekend will be October 15-17th.

Adjournment

Wilyer adjourned the meeting without objection at 3:47 p.m.

Recorded by:

Rob Christensen
AS Council Assistant

Approved by:



Aaron Wilyer
Legislative Vice President

Associated Students Board of Finance
Humboldt State University
Monday, September 27th, 2010
University Center, South Lounge Conference Room
Minutes #2

DRAFT

Call to Order

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday, September 27, 2010 in the University Center, South Lounge Conference Room.

Roll Call

Members Present: Stephanie Partlow, Iban Rodriguez, Scott Meyers, Pam Ward, Tristan Caswell

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: MEYERS/RODRIGUEZ move to approve Agenda #2 APPROVED

Chair's Report

Partlow had no report.

Approval of the Minutes

MOTION: CASWELL/MEYERS move to approve the Board of Finance Minutes #1 dated September 15th, 2010 APPROVED

Old Business

- A. Board of Finance Orientation – Information Item
The Board of Finance will receive an orientation that will cover procedures, the 2010-11 Budget, Fiscal Code and Reserve Policies.

Tyson reviewed the 2010-11 budget including fee revenue and the \$35,000 allocation from the General Operating reserve. Tyson went over the types of requests the Board of Finance would be reviewing which will include requests for funding and requests for line-item changes within the programs. Requests for funding approved by the Board of Finance must also be approved by the Council. Tyson also went over the fiscal code, 2010-11 budget, and budget language. Tyson went briefly into the 2011-12 budget process and what that process will involve and when it will begin for 2011-12—which is early November 2010. Tyson also explained the unallocated request process and line-item transfer process. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2010 as follows: Unallocated account (\$8,463), Operating Reserve (\$353,229) Special Projects-Facilities Reserve (\$54,964), and the Capital Purchases Reserve (\$91,240). These are the same amounts shown in the June 30, 2010 audit on page 8. Tyson reviewed the purpose of each reserve as outlined in the reserve policy. In response to a question by the Board, Tyson confirmed that

funds in the reserve account can be transferred to the Unallocated account or they can be spent directly out of. This action will also take approval by the University President or his designee as it is outside of the approved 2010-11 AS budget. Also, unspent monies at year end go back into the AS reserves per the reserve policy.

- B. A. S. Board of Finance 2010-11 Standing Rules and Meeting Dates – Action Item
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2010-11 meeting schedule.

MOTION: CASWELL/MEYERS move to approve the A.S. Board of Finance 2010-11 Standing Rules and Meeting Dates APPROVED

Tyson went through the Meeting Schedule and Standing Rules with the Board of Finance. Tyson stressed that the Board should review the meeting schedule carefully and pay special attention to the February 26th and February 27th weekend commitment for the AS budget hearings. Those week-end dates will be revisited before the budget application materials are sent out as once those dates are published it is very difficult to change them.

Announcements

There were no announcements.

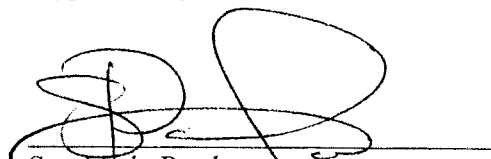
Adjournment

Partlow adjourned the meeting at 2:33 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Secretary

Approved by:


Stephanie Partlow
A.S. Administrative Vice President
Chair Board of Finance

Section: **Policy Statement – Personnel**

Subject: **Annual Performance Appraisal of General Manager**

Purpose: To provide the Associated Students General Manager with an annual performance appraisal.

New/Revised: October 4, 2010

Council Adoption Date: February 5, 2001

The Humboldt State University ~~Center (UC) Executive Director~~ Vice President of Student Affairs with the Associated Students (AS) President, will be responsible for developing a written performance appraisal of the AS General Manager by the end of each spring semester.

In closed session during a regularly scheduled meeting of the Associated Students Council, the ~~UC Executive Director~~ HSU Vice President of Student Affairs and the AS President will invite verbal comments from the members of the Associated Students Council and Executives. Written comments may also be accepted. The ~~UC Executive Director~~ HSU Vice President of Student Affairs and the AS President may also solicit comments from other students, campus administrators, and/or staff as appropriate.

The AS Council has the option to invite the General Manager to attend the closed session in order to ask questions and/or offer comments.

The ~~UC Executive Director~~ HSU Vice President of Student Affairs will meet with the AS General Manager and discuss the performance appraisal. Following this conference, the ~~UC Executive Director~~ HSU Vice President of Student Affairs will finalize the review in writing. The AS General Manager may respond in writing to items concerning the performance appraisal.

The ~~UC Executive Director~~ HSU Vice President of Student Affairs will provide the AS General Manager with a copy of the final written performance appraisal and maintain an ongoing file of the annual performance appraisals.

It will be the responsibility of the ~~UC Executive Director~~ HSU Vice President of Student Affairs to establish the annual compensation level of the AS General

Manager based on the level of responsibility and comparability of similar positions.
The ~~UC Executive Director~~ HSU Vice President of Student Affairs may also approve
a merit increase when appropriate.