

**Associated Students Council  
Humboldt State University  
Meeting on Monday, October 18<sup>th</sup>, 2010  
University Center, South Lounge  
2:00 P.M.  
Agenda #9**

*Before the Associated Students Council Meeting is called to order, the Council will be participating in an **OPEN FORUM**, open to all students, regarding the proposed increase to the Instructionally Related Activity Fee. The fee would increase from \$278.00 per semester per student to \$310.00 per semester per student for Academic Year 2011-12; \$337.00 per semester per student for Academic Year 2012-13; \$366.00 per semester per student for Academic Year 2013-14; and \$398.00 per semester per student for Academic Year 2014-15.*

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #9 – Action Item
- IV. Chair's Report
- V. Approval of Minutes
  - A. Approval of Minutes #8 dated October 4<sup>th</sup>, 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

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 (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 – October 11<sup>th</sup>, 2010

- A. Request from the California State Student Association (CSSA) from Unallocated in an amount not to exceed \$272.00 for the costs associated with a Pizza Party event for Voter Registration Efforts – Information Item  
CSSA is seeking funding to provide pizza to students who live in the residence hall that has the higher percentage of students who register to vote.
- B. Request from Associated Students General Operation from Facilities Reserves in an amount not to exceed \$2,889.46 for costs associated with the replacement and programming of the Buck House Fire Alarm Control Panel – Action Item  
On August 6, 2010 the alarm system in the Buck House, which houses the Campus Center for Appropriate Technology, failed. It is required by the fire marshal that the alarm system in the Buck House is operating for the Co-Directors to live on the premises.
- C. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 203, Reserve Policy, Fund Designation and Procedure for Expenditure – Action Item  
The Board of Finance reviewed and approved the current policy regarding Reserves, Reserve Fund Designation and the Procedure for Reserve Expenditures. This policy was adopted by the Council in December, 2000 and no revisions are proposed. The Board of Finance recommends Council approval.
- D. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 204, General Investment Policy – Action Item  
The Board of Finance reviewed and approved the current policy regarding investment of Associated Students Funds. This policy was adopted by Council in December, 2000 and no revisions are proposed. The Board of Finance recommends Council approval.
- E. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 208, Purchasing Policy – Action Item

The Board of Finance reviewed and approved the current policy regarding purchasing with Associated Students Funds. This policy was adopted by Council in December, 2000. Proposed revisions are indicated with strikethroughs and italics. The Board of Finance recommends Council approval.

- L. President (Iban Rodriguez)
- 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
- XIII. Announcements
- XIV. Adjournment

**FEE REQUEST FORM  
Humboldt State University**

In accordance with the provisions of the Chancellor's Executive Order 1034, the President is responsible for assuring that appropriate consultation occurs prior to adjusting any fee and before requesting the chancellor to establish a new fee. To facilitate this process, please provide the information requested below.

I.	<b>Request to:</b> <input type="checkbox"/> Establish a Campus Fee	<input checked="" type="checkbox"/> Adjust a Campus Fee
II.	<b>Fee Type:</b> <input checked="" type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
III.	<b>Name of Fee:</b> Instructionally Related Activities Fee (IRA)	
IV.	<b>Fee Category:</b> <input checked="" type="checkbox"/> Category II <input type="checkbox"/> Category III <i>For fee category definitions see Executive Order 1034 at <a href="http://www.calstate.edu/eo/EO-1034.html">www.calstate.edu/eo/EO-1034.html</a></i>	
V.	<b>Current Fee:</b> \$278.00 per semester for full-time students (if applicable) <b>Proposed Fee:</b> \$310.00 per semester for full-time students	
VI.	<b>Proposed Effective Date:</b> Fall semester 2011. Also, \$337.00 per semester effective Fall 2012, \$366.00 effective Fall 2013, and \$398 effective Fall 2014 for full-time students. For part-time students the proposed fees are: \$185.00 per semester effective Fall semester 2011, \$201.00 effective Fall 2012, \$219.00 effective Fall 2013, and \$238.00 effective Fall 2014.	

VII. Please attach a short narrative regarding description or purpose of fee.

VIII. Authorization, if applicable (for proposed fees only):

IX. **Budget:** For a new fee request, a revenue and expenditure budget plan covering three years of activity from proposed effective date is required. For a fee adjustment, a revenue and expenditure budget plan covering the most recent year and two projected years for the fee supported activity is required. Please complete the Financial Data Sheet Supporting Student Fee Request form and attach it to this request.

X.	<b>Submitted By:</b> <u><i>[Signature]</i></u> Department Representative	<b>Date:</b> 10/1/10	<b>Phone:</b> 5702
XI.	<b>Approved By:</b> _____ Dean / Director	<b>Date:</b>	<b>Phone:</b>
	_____ *Dean of Research & Graduate Studies	<b>Date:</b>	<b>Phone:</b>
	_____ **Office of Budget & Institutional Data	<b>Date:</b>	<b>Phone:</b>
	_____ Vice President	<b>Date:</b> 10-1-10	<b>Phone:</b>
XII.	<b>Reviewed By:</b> <u><i>[Signature]</i></u> Associate Vice President, Business Services	<b>Date:</b> 10/1/10	<b>Phone:</b> 5708

\*Approval required for fees associated with field trips only.  
\*\*Review required for fees associated with academic affairs/programs.

Humboldt State University  
 Student Fee Advisory Committee  
 Financial Data Sheet Supporting Student Fee Request

Instructionally Related Activities Fee (IRA)  
 (Name of Fee)

Check One Box below.

New Fee						
Change To Existing Fee	X					
	Historical Data (for fee increase proposals)	Prospective Data (2 years for fee increase; 3 years for new fee)				
Fiscal Year	2009-10 Actual	2010-11 Bgt	2011-12 Bgt	2012-13 Bgt	2013-14 Bgt	2014-15 Bgt
IRA Student Fee	4,031,728	3,920,067	4,462,585	4,851,262	5,268,729	5,729,383
Total Revenue	4,031,728	3,920,067	4,462,585	4,851,262	5,268,729	5,729,383
IRA Fee expenditures:						
Salaries and Benefits*	2,116,866	2,216,829	2,396,965	2,606,398	2,835,008	3,074,495
* 2009-10 actuals include furloughs & other one-time savings.						
Travel	567,812	570,000	620,000	657,200	696,632	738,430
Contract Services (Solar cell & lighting equipment installation, Theatre, Marching Lumberjacks, conclaves, etc.)	662,120	610,725	632,866	677,220	735,498	799,803
All Other (Bus contracts, communications, supplies, etc.)	743,679	736,045	844,297	920,527	1,005,486	1,103,364
Total Expenditures	4,090,477	4,133,599	4,494,127	4,861,345	5,272,624	5,716,092
Net (Revenue minus Expenditures)	(58,749)	(213,533)	(31,542)	(10,083)	(3,894)	13,292

Note: Student Fee INCREASE requests need to be supported by one year of historical data and two years of prospective data

Note: NEW student fees requests need to be supported by three years of prospective data

Please note below the chartfield string where existing fee and expenditures are recorded.

<b>Fund - Department ID - Program - Class - Project</b>
TO100, TO110, TO120, TO130, TO140
Multiple departments.

Humboldt State University  
 Student Fee Advisory Committee  
 Financial Data Sheet Supporting Student Fee Request

Instructionally Related Activities Fee (IRA)

(Name of Fee)

Check One Box below.

		Additional Information Requested by SFAC at 10-6-2010 Meeting				
		Breakout of 2009-10 Actuals by IRA Program				
		HEIF	IRA Committee	Athletics	JackPass	IRA Parent*
New Fee						
Change To Existing Fee	X					
	Historical Data (for fee increase proposals)					
Fiscal Year	2009-10 Actual					
IRA Student Fee	4,031,728	162,343	389,502	3,225,004	256,034	(1,154)
Total Revenue	4,031,728	162,343	389,502	3,225,004	256,034	(1,154)
IRA Fee expenditures:						
Salaries and Benefits*	2,116,866			2,116,866		
<small>* 2009-10 actuals include furloughs &amp; other one-time savings.</small>						
Travel	567,812	665		567,147		
Contract Services (Solar cell & lighting equipment installation, Theatre, Marching Lumberjacks, condaves, etc.)	662,120	222,497	384,047	55,251		325
All Other (Bus contracts, communications, supplies, etc.)	743,679	31,254		385,181	313,310	13,933
Total Expenditures	4,090,477	254,417	384,047	3,124,446	313,310	14,257
Net (Revenue minus Expenditures)	(58,749)	(92,074)	5,455	100,558	(57,277)	(15,412)

\*IRA Parent also received \$10K in interest income which was used to cover the bad debt expense, certain refunds, etc. listed here.

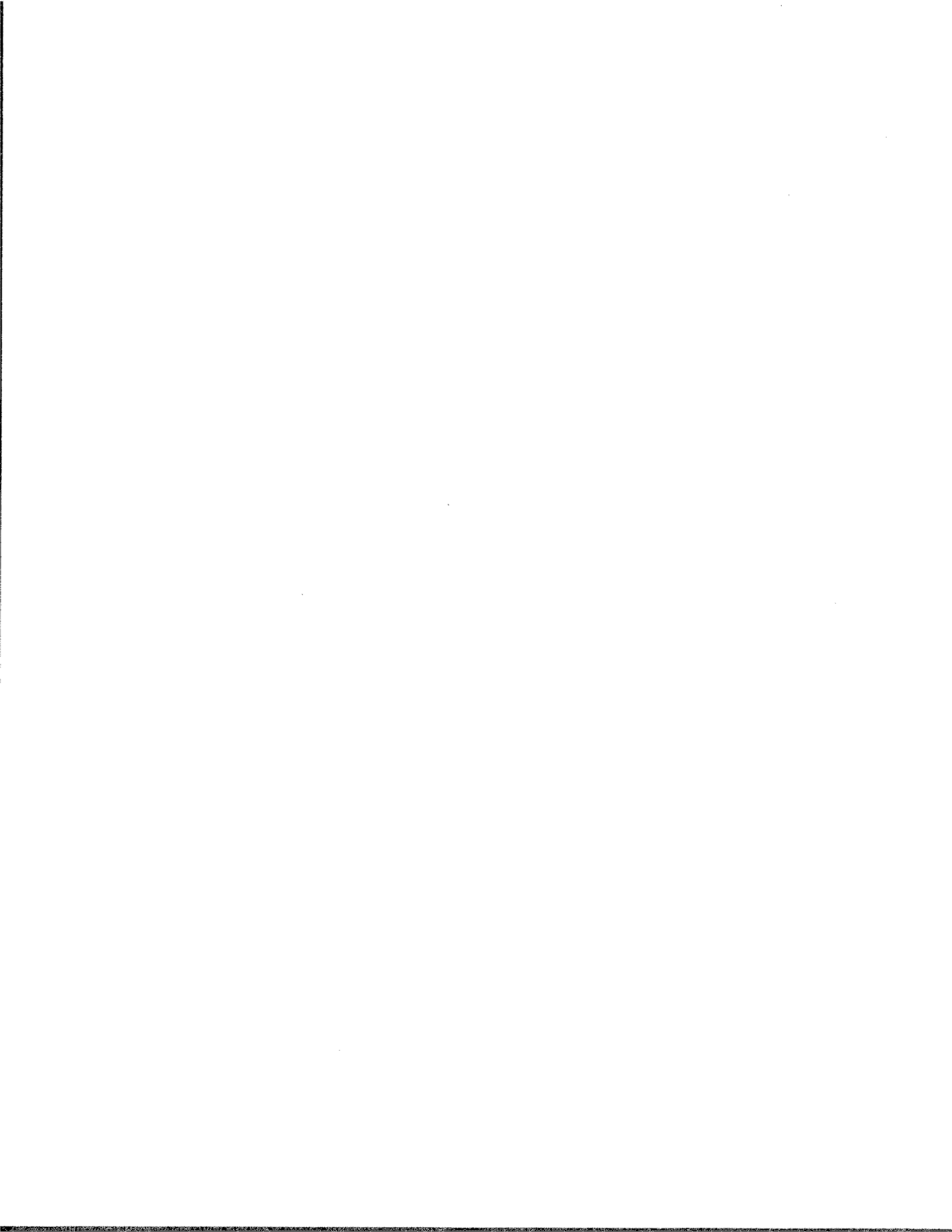
**Note:** Student Fee INCREASE requests need to be supported by one year of historical data and two years of prospective data

**Note:** NEW student fees requests need to be supported by three years of prospective data

Please note below the chartfield string where existing fee and expenditures are recorded.

<b>Fund - Department ID - Program - Class - Project</b>
TO100, TO110, TO120, TO130, TO140
Multiple departments.

Form updated: August 2007



## A Fee Restructuring Proposal for the Instructionally Related Activities (IRA) Fee

### Communication Plan

The Vice President for Student Affairs, Athletic Director and the Chief of Police will take the lead in making presentations, listening to feedback, and soliciting comments on the IRA Fee Restructuring Proposal. Representative leadership from each of the four IRA funded programs may also discuss the impact of this proposal on their program, and the University Budget Office will act in a support role for this communications team. At the request of the Student Fee Advisory Committee (SFAC), student athletes and coaches will be invited to participate in discussions as well, for example at the Associated Students and SFAC meetings.

1. IRA Fee proposal representatives visit with representatives of the following groups:

Group	Date	Time	Location
Student Fee Advisory Committee	October 6	2 – 3 pm	NHE 120
Senate Executive Committee (tentative)	October 12	9 am – 1 pm	SBS 405
IRA Committee	October 13	3 - 4 pm	NHE 120
Associated Students	October 18	2 – 3 pm	UC South Lounge
HSU Academic Senate	October 19	4 – 6 pm	Goodwin Forum
Student Fee Advisory Committee (second meeting)	October 20	2 – 3 pm	NHE 120
JackPass (Parking and Transportation Committee)	October 21	2 – 3 pm	NHE113
Campus Wide Meeting	October 25	5 – 6 pm	Recreation Room at lower level in the “J”
Campus Wide Meeting	October 26	Noon – 1 pm	UC South Lounge
Intercollegiate Athletics Advisory Committee Members, Student Athletes and Coaches	October 27	3 – 4 pm	Lumberjack Arena
IRA Funded Programs	October 27	4 – 5:30 pm	UC South Lounge

2. An advertisement will be placed in an October edition of the Lumberjack student newspaper and in other public locations around the campus that discusses the proposal, including the FAQs, and the Pros and Cons.
3. If the Lumberjack is willing, we will work with them on an article about the fee.
4. A Campus Wide meeting is scheduled for October 26 to discuss the IRA Fee Proposal. Feedback forms will be provided for this meeting, as well.



## **A Fee Restructuring Proposal for the Instructionally Related Activities (IRA) Fee**

5. A Campus Wide meeting is scheduled for October 25 with an emphasis on students who live in the residence halls. Feedback forms will be provided for this meeting, as well.
6. The Campus Wide Meetings and the web page will be advertised in the campus email "University Notices - Weekly News & Announcements".
7. We will work with the JackPass bus lines to publicize the IRA Fee Proposal.
8. Associated Students may decide to include an advisory referendum.
9. An IRA Fee Proposal web page has been set up, including feedback forms and a feedback link for students to voice their concerns. The website is:  
<http://www.humboldt.edu/budget/IRAFeeProposal.php>

### **Alternative Consultation Strategies**

The IRA Fee proposal will be presented at the Student Fee Advisory Committee meetings on October 6<sup>th</sup> and 20<sup>th</sup>, and the Associated Students on October 18<sup>th</sup>. At these meetings, input will be solicited from the Committee and the Associated Students on our alternative consultation strategies. The discussion and presentation will include the following:

- Inform the Committee of our intent to begin alternative consultation and demonstrate the reasons why the alternative consultation method will be more effective.
  - Referendums may have low turnout, may not allow students to be informed about the IRA fee proposal before casting their vote, and may not provide a good vehicle for students to provide "open-ended" comments.
  - The Campus Wide Meetings provide students with information about the IRA fee proposal and allow students an opportunity to ask questions and voice their opinions in support of or in opposition to the proposal.
  - The feedback forms and feedback link on the web page allow students to provide their written comments.
  - The meetings with campus groups allow student leaders and faculty and staff committee members to be informed on the IRA fee proposal and to provide their feedback.
  - The combination of meetings, a Lumberjack newspaper advertisement, public postings and a webpage will reach a cross section of HSU students, allow them to be informed about the IRA fee proposal and to provide their verbal and written support of or opposition to the IRA fee proposal.
  - Under the alternative consultation strategy, student leadership may choose to opt for an advisory referendum on the IRA fee proposal.
- Ask the Committee for input to ensure the alternative consultation process:
  - Is transparent
  - Is meaningful

## **A Fee Restructuring Proposal for the Instructionally Related Activities (IRA) Fee**

- Will solicit the input of a representative sample of the student body
- Will reach students in leadership positions and students not involved in campus leadership
- Is open, fair and objective.
- Ask the Committee for any recommended changes or additions to the following:
  - The ten meetings scheduled to discuss and solicit feedback on the IRA fee proposal.
  - The Lumberjack student newspaper advertisement, University Notices email, and the web page presentation.
    - Provides an objective analysis of the IRA fee proposal.
    - Includes statements for and against the IRA fee proposal.
    - Provides the dates and times of Campus Wide Meetings.

**University Notices Email:** There are two announcements, one discusses the upcoming meetings, and the other discusses the web page. Here is the proposed text:

**Text:** To learn more about the proposed changes & fee increase to the IRA fee, come to a campus wide meeting. October 25 from 5 - 6 pm in the Recreation Room at the lower level in the "J", and October 26 from noon to 1 pm in the UC South Lounge.

**Text:** To learn more about the proposed changes and fee increase to the IRA fee, visit the web page: <http://www.humboldt.edu/budget/IRAFeeProposal.php> where you can leave comments.

**Advertisement:** The Lumberjack can format the ad copy. Here is the proposed text of an ad:

**Title:** A Fee Restructuring Proposal for the Instructionally Related Activities (IRA) Fee

**Description and Rationale:** Each semester students pay the IRA Fee to support important and unique activities. The IRA Fee in turn benefits many Humboldt State students.

Currently, the IRA fee provides financial support to four programs. First, the Humboldt Energy Independence Fund (HEIF) makes awards for student recommended projects across campus, such as solar power projects and energy efficient lighting for the Redwood Bowl. Second, the student-led IRA Committee helps 35 student programs, such as the Marching Lumberjacks, Theatre Arts, Osprey Magazine, student conclaves, etc. Third, the IRA Fee funds Athletics along with ticket sales, donations, concessions sales, etc. which supports seven women's teams and five men's teams with 351 HSU student athletes, and students paying the IRA fee may attend regular home games simply by showing their student ID. Fourth, JackPass allows students to ride regional public transportation by simply showing their student ID. In particular, JackPass is very popular with students and has grown from providing students with about 250,000 rides in 2007-08 to over 310,000 rides in 2009-10 – That's a 24% increase in only 3 years, while JackPass's share of IRA revenue went up only 7.3% during the same period.

## A Fee Restructuring Proposal for the Instructionally Related Activities (IRA) Fee

However, the IRA Fee is running out of steam and is no longer sustainable. Each year the IRA Fee has been increased by an inflation factor which has not kept up with our IRA program costs. For example, we expect double digit increases in mandatory retirement and medical costs for employees, and increased costs from the bus companies, due to the popularity of the JackPass and their increased payroll costs, fuel costs, etc. We also expect increased costs for items, such as printing, travel, performing arts productions, insurance, equipment, supplies, and so forth.

If we fail to act, then the quality of these programs will suffer due to cutbacks. More importantly, we may lose an important facet of what makes Humboldt State different, more diverse, more sustainable, more innovative.

To keep the IRA programs viable and sustainable, we propose two changes. First, we propose to raise the IRA Fee by a flat dollar amount each year as described in this section. This chart summarizes the proposed IRA Fee rates:

IRA Fee Proposal	Full-time Student		Part-time Student	
	IRA Fee	Increase	IRA Fee	Increase
Fall (current rate)	\$278.00		\$166.00	
Spring (current rate)	\$278.00		\$166.00	
2010-11 Academic Year	\$556.00		\$332.00	
Fall	\$310.00	\$32.00	\$185.00	\$19.00
Spring	\$310.00	\$32.00	\$185.00	\$19.00
2011-12 Estimate	\$620.00	\$64.00	\$370.00	\$38.00
Fall	\$337.00	\$27.00	\$201.00	\$16.00
Spring	\$337.00	\$27.00	\$201.00	\$16.00
2012-13 Estimate	\$674.00	\$54.00	\$402.00	\$32.00
Fall	\$366.00	\$29.00	\$219.00	\$18.00
Spring	\$366.00	\$29.00	\$219.00	\$18.00
2013-14 Estimate	\$732.00	\$58.00	\$438.00	\$36.00
Fall	\$398.00	\$32.00	\$238.00	\$19.00
Spring	\$398.00	\$32.00	\$238.00	\$19.00
2014-15 Estimate	\$796.00	\$64.00	\$476.00	\$38.00

Second, we propose to reset the distribution percents between the four programs, so that Athletics receives a smaller share of the total IRA Fee, JackPass receives a larger share, and HEIF and IRA Committee each receive their share of the increase. Effectively, Athletics would get a smaller increase which allows JackPass to realize a larger increase. The chart on the next page illustrates how the proposal to redistribute the IRA Fee will impact the programs, particularly Athletics and JackPass:

## A Fee Restructuring Proposal for the Instructionally Related Activities (IRA) Fee

IRA Fee Distribution Proposal Full-time Student Rates	2010-11 Current Rates		2011-12 Proposed Rates	
	Amount	Percent	Amount	Percent
Athletics	\$223.83	80.5%	\$241.38	77.9%
HEIF	\$11.06	4.0%	\$12.33	4.0%
IRA Committee	\$26.53	9.5%	\$29.59	9.5%
Jack Pass	\$16.58	6.0%	\$26.70	8.6%
Total Forecast	\$278.00	100.0%	\$310.00	100.0%

The chart below illustrates the proposed funding shift of \$119K from Athletics to JackPass. The *Recast* column shows the proposed new IRA fee distributions for 2011-12, and the *Change* columns show the amount that moves from Athletics to JackPass and the percent change:

HSU Revenue Budget Proposal	2011-12		Change	
	Budget Estimate	RECAST	Amount	Percent
Athletics	\$3,545,000	\$3,426,000	-\$119,000	-3.4%
HEIF	\$183,000	\$183,000	\$0	0.0%
IRA Committee	\$440,000	\$440,000	\$0	0.0%
Jack Pass	\$295,000	\$414,000	\$119,000	40.3%
Total Forecast	\$4,463,000	\$4,463,000	\$0	0.0%

Stabilizing the IRA Fee and increasing the JackPass's share will allow the IRA programs to maintain their high quality success and place the programs on a sustainable path.

### To Learn More and To Get Involved:

Attend one of the Campus Wide Meetings scheduled for October 25, 2010 from 5 to 6 pm in the Recreation Room at the lower level in the "J" and October 26, 2010 from noon to 1 pm in the UC South Lounge. Feedback forms will be available at these meetings. Also, information is available at the IRA Fee Proposal website at

<http://www.humboldt.edu/budget/IRAFeeProposal.php> where you can also leave comments.

### Frequently Asked Questions:

1. **I'm on financial aid; will the fee be covered in my financial aid packet?** The IRA fee is included in your registration fees and would increase your financial aid budget. The Financial Aid Office would determine how your financial aid package would be adjusted based on this change.
2. **How will the IRA Fee affect my classes?** The IRA Fee programs do not divert any funds from the classroom. On the other hand, these funds cannot be used for classes.
3. **Will the JackPass continue to be free to all students who pay the IRA Fee?** Yes, if the proposed fee increase is implemented the JackPass would continue for all students paying the IRA Fee.

## **A Fee Restructuring Proposal for the Instructionally Related Activities (IRA) Fee**

4. **I only attend part-time, can I use the JackPass and go to regular home games by showing my ID card?** Yes, it doesn't matter if you are a part-time or full-time student, as long as you pay the IRA Fee, you can use all of the services.
5. **Do other universities have similar programs?** Yes. Many universities have programs similar to the JackPass and charge as much or more than the JackPass. Also, many universities have Athletics programs, student activities, etc.
6. **Why don't students who want to do an energy project just pay for it themselves? Why should all students have to pay for them?** Students voted to assess themselves the fee for the Humboldt Energy Independence Fund (HEIF). It is the combining of all the students together that makes these programs stronger.
7. **Why don't students just buy a bus pass or pay the bus fare?** By pooling our purchasing power, students can usually get a better deal on the JackPass than paying for each ride individually. Also, students might miss more classes if they don't have enough money for bus fare, especially near the end of the semester. Furthermore, the IRA Fee can be included in financial aid packages. (The Financial Aid Office would determine how your financial aid package would be adjusted based on this change.)
8. **What will happen if this fee is not approved?** If the IRA fee is not approved there is little doubt that many of these services will be lost or cut back. *If the JackPass gets cut back, students may end up paying more for transportation, such as car expenses, parking permits, etc.*
9. **Does the fee apply to grad students and other post baccalaureate students, such as credential students?** Yes.
10. **Who determines how the IRA fee is allocated?** The fee is allocated to the four programs directly on a percentage basis. The proposal is to reset the percentages in Fall 2011, so that Athletics gets less of an increase, JackPass gets more of an increase, and HEIF and IRA Committee continue to get their share. Then, each program has a committee with student representation that makes recommendations on their program or directly allocates funds.
11. **What is the review process for this proposal? How can I give my opinion?** California State University policy requires consultation with students and the campus community prior to implementing fees such as those proposed. This proposal is being reviewed by several campus groups and committees, including the Student Fee Advisory Committee at its October 6<sup>th</sup> and 20<sup>th</sup> meeting, the IRA Committee, Parking and Transportation Committee, and Associated Students. You are encouraged to attend one of the Campus Wide Meetings scheduled for October 25, 2010 from 5 to 6 pm in the Recreation Room at the lower level in the "J" and October 26, 2010 from noon to 1 pm in the UC South Lounge. Feedback forms will be available at these meetings. Also, information is available at the IRA Fee Proposal website at <http://www.humboldt.edu/budget/IRAFeeProposal.html>

## **A Fee Restructuring Proposal for the Instructionally Related Activities (IRA) Fee**

where you can also leave comments. Also, if a student advisory referendum is held, current students will be able to vote to support or not support the proposal.

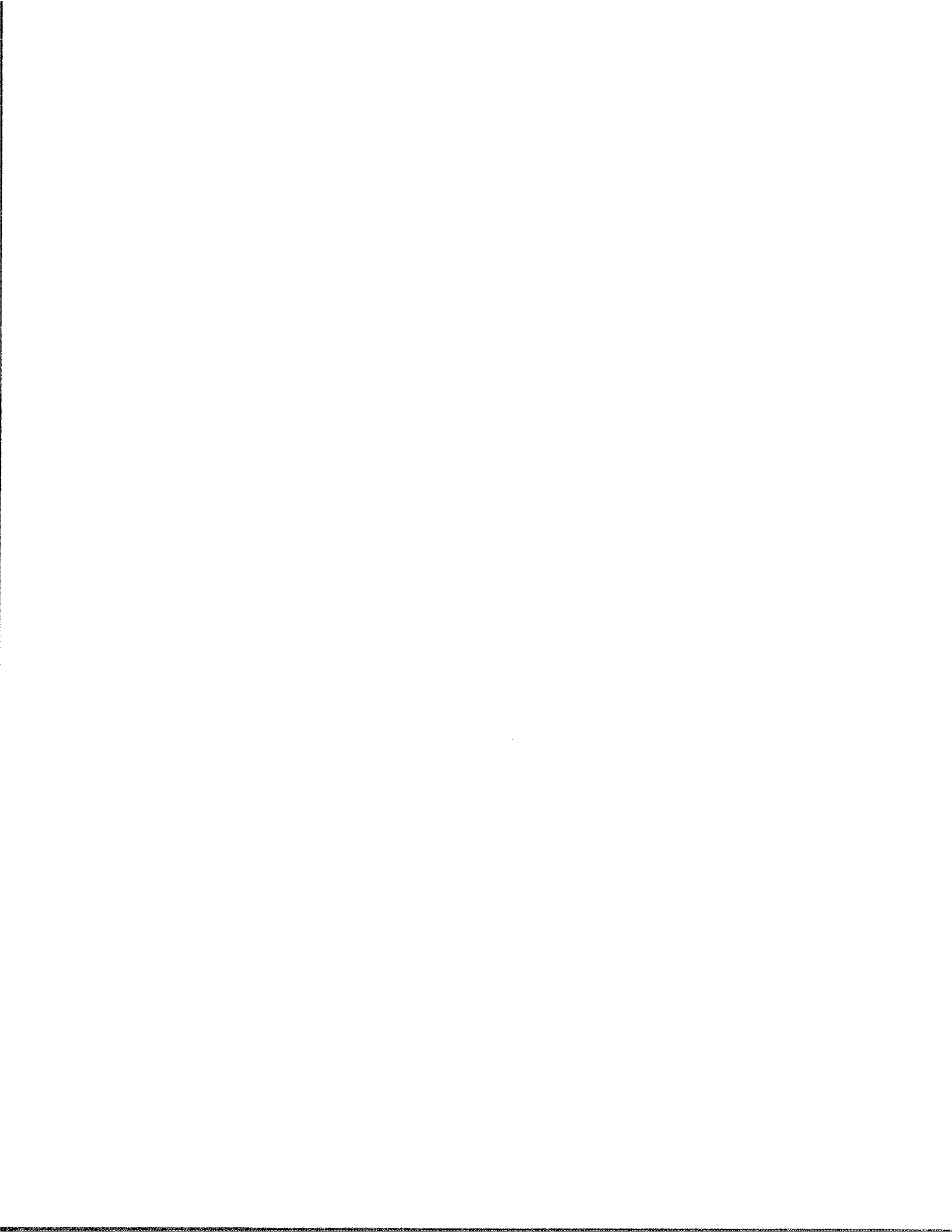
### **Pros and Cons:**

#### **Pros**

- The IRA fee proposal will ensure that students continue to enjoy the services, enrichments and experiences that supplement and round out an HSU education.
- Even with the proposed increase, HSU remains among the most affordable universities in the country.
- Without the IRA fee proposal, services may be curtailed, which could result in students paying more for transportation, less competitive and possibly fewer athletic programs, less funding for the Lumberjack student newspaper, KRFH student radio station, etc., and fewer energy independence projects.
- Financial aid to cover the cost of the increased fee is available as part of the student's financial aid packet. The Financial Aid Office would determine how your financial aid package would be adjusted based on this change.

#### **Cons**

- The additional IRA fee would impose an increased financial burden on students. Students who are working their way through school must work even longer hours to pay these fees. This could limit access to higher education for some students in the face of escalating fee structures at HSU and the CSU.
- Some students would have to pay the IRA fee, even though they might not use the services funded by the IRA fee.
- The IRA programs should look for other sources of funds or cut back their services to reach sustainability, rather than increasing the IRA Fee.
- Since these services are not required for an HSU degree, students should only have to pay for services they use.



# IRA FEE PROPOSAL

## FEEDBACK FORM

Today's Date: \_\_\_\_\_

1. Do you plan to, or have used any of the services funded by the IRA Fee: Athletics, Humboldt Energy Independence Fund, IRA Committee, or JackPass?

YES NO (please circle your answer)

2. Are you willing to support the proposed restructured fee?

YES NO (please circle your answer)

3. If yes, why will you support this fee? If no, what makes you not willing to support this fee?

4. What other comments would you like to share about this fee?

5. How did you get your information about this fee?

a. Website

b. Lumberjack

c. Campus Wide Meeting. If so, which meeting did you attend?

The "J" on 10-25 UC South Lounge on 10-26 (please circle your answer)

d. Other, please explain. \_\_\_\_\_

Please return this form to: University Budget Office, SBS 305

Additional comments may be offered through our web site at:

<http://www.humboldt.edu/budget/IRAFeeProposal.php>



**DRAFT**

Associated Students Council  
Humboldt State University  
Monday, October 4<sup>th</sup>, 2010  
University Center, South Lounge  
Minutes #8

**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, Cortland Johnson, Pam Ward, Natalie Guest, Philip Anderson, Sidonie Harper-McPike, Rachel Brownell, Maureen Walsh

Officers Present: Iban Rodriguez, Stephanie Partlow, Aaron Wilyer, Kristy Eden, Aaron Guerrero, Kaci Poor, Annie Bartholomew

Advisors Present: Joan Tyson

**Approval of Agenda**

MOTION: OKEH/GUEST move to approve Agenda #8 APPROVED

**Chair's Report**

Wilyer reminded the Council to sign in for office hours across from the Council Assistant's desk. Council was also reminded to sign in when they are tabling on the quad.

**Approval of Minutes**

A. Approval of Minutes #7 dated September 27<sup>th</sup>, 2010 – Action Item

MOTION: OKEH/ANDERSON move to approve Minutes #7 dated September 27<sup>th</sup>, 2010 APPROVED

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

Mark Wheatley, an Arcata City Councilmember, introduced himself to the Associated Students Council. Wheatley is running for re-election in November. Wheatley stated that he has been on the City Council for 5 ½ years and noted that he is currently working on affordable housing and green house gas reduction, Wheatley is chair of the Environmental Polices Committee for the League of California Cities. Wheatley has served as Mayor for two years and worked on the Drink Local Water/Tap the Mad Campaign. Wheatley reminded the Council that there is a candidate forum on October 7<sup>th</sup> and October

27<sup>th</sup>.

Scott Hilton, a student-at-large, addressed the Council. Hilton stated that he applied to be the AS Graduate Representative but is unable to serve because he is classified as a post-baccalaureate student. Hilton asked the Council for assistance in seeking a position on Council.

**Program Presentations**

Club and Program Support – Jerri Jones

Jerri Jones, the Clubs and Activities Coordinator, was present on behalf of the program. Jones explained that the Clubs office provides services to clubs on the HSU campus and that last year there were 174 active clubs. In the past year the HSU Clubs website has been updated to provide better contact information and web space for each club. Patty Walund, a long time clubs office employee, will be retiring at the end of this month. Jones also noted that the new campus food policy was introduced this semester and that the clubs have been able to adjust to it without too many issues; the travel and event policies will also be reviewed this year. This year the clubs office will be developing an online orientation process for clubs. The orientation will provide information on how to be recognized and what policies clubs need to be aware of. The clubs office will also begin to provide online club reactivation and club advisor training.

Activities Coordinating Board/MultiCultural Center Allocation Board – Jerri Jones

Jerri Jones, the Clubs and Activities Coordinator, was present on behalf of the program. Jones explained that the ACB/MCC Allocation Board provides \$41,000.00 in grants each year. \$18,000 is provided for Club and Program Grants and \$23,000.00 is provided for Cultural Programming Grants. The Board meets 5–6 times a year to review proposals and allocate funds. Rodriguez asked if there had been an increase in grant requests because of the limits placed on fundraising with the new food policy. Jones stated that she has not seen any noticeable changes but anticipates that an increase in funding may be requested. Jones also noted that she is looking for new alternatives for fundraising.

**Appointments to Committees and Council**

**A. Election of Vice-Chair – Action Item**

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

Wilyer explained the duties of the Vice Chair and the process for electing the Vice Chair.

MOTION:                   ANDERSON/GUEST move to nominate Rachel Brownell as Vice Chair  
APPROVED

*There were no other nominations for Vice Chair.*

**A. S. President (Iban Rodriguez)**

MOTION:                   MEYERS/BROWNELL move to appoint Robert Arlie Chandler to the Activities  
Coordinating Board/MultiCultural Center Allocation Board                   APPROVED

MOTION: GUEST/GRAND move to suspend AS Government Code Section 6.03 to appoint Jeff Novoa to the AS Presents Committee APPROVED

*Novoa is in class and is unable to attend.*

MOTION: GRAND/WALSH move to appoint Jeff Novoa to the AS Presents Committee APPROVED

MOTION: OKEH/BROWNELL move to appoint Paul Yzaguirre to the External Affairs Committee APPROVED

MOTION: BROWNELL/WALSH move to appoint Paul Yzaguirre to the HSU Associated Student Lobby Corps APPROVED

MOTION: ANDERSON/GUEST move to appoint Brandon Durr to the HSU Associated Students Lobby Corps APPROVED

MOTION: ANDERSON/BROWNELL move to appoint Quinn McWatters to the Instructionally Related Activities Committee APPROVED

MOTION: ANDERSON/OKEH move to appoint Samantha Yazbek to the Sexual Assault Prevention Committee APPROVED

MOTION: BROWNELL/ANDERSON move to suspend AS Government Code Section 6.03 to appoint Ana Parra to the Student Health Center Advisory Committee APPROVED

*Parra is in class and unable to attend.*

MOTION: JOHNSON/WALSH move to appoint Ana Parra to the Student Health Center Advisory Committee APPROVED

MOTION: ANDERSON/BROWNELL move to suspend AS Government Code Section 6.03 to appoint Ervin Eata to the Student Health Center Advisory Committee APPROVED

*Eata is in class and unable to attend.*

MOTION: ANDERSON/MEYERS move to appoint Ervin Eata to the Student Health Center Advisory Committee APPROVED

MOTION: OKEH/MEYERS move to recommend appointment of Kaci Poor to the Intercollegiate Athletic Advisory Committee APPROVED

*The Associated Students Council recommends the appointment to the Intercollegiate Athletic Advisory Committee to the Campus President.*

MOTION: WALSH/ANDERSON move to appoint Grace Goodson to the Associated Students Council as a College of Professional Studies Representative APPROVED

**A. S. Administrative Vice President (Stephanie Partlow)**

No Appointments.

**A.S. Legislative Vice President (Aaron Wilyer)**

MOTION: GUEST/MEYERS move to appoint Ashley Tigmo to the AS Presents Committee  
APPROVED

MOTION: JOHNSON/GRAND move to appoint Luis Garcia to the Environmental Health  
and Occupational Safety Committee  
APPROVED

MOTION: GRAND/OKEH move to appoint Rachel Brownell to the Student Affairs  
Advisory Committee  
APPROVED

MOTION: ANDERSON/OKEH move to suspend AS Government Code Section 6.03 to  
appoint Jinze Li to the AS Campus/Community Service Scholarship Committee  
APPROVED

*Li is in class and is unable to attend.*

MOTION: BROWNELL/ANDERSON move to appoint Jinze Li to the AS  
Campus/Community Service Scholarship Committee  
TABLED

MOTION: WARD/GRAND move to table the appointment of Jinze Li to the AS  
Campus/Community Service Scholarship Committee to the October 18<sup>th</sup> meeting.  
APPROVED

MOTION: WALSH/WARD move to appoint Sidonie Harper-McPike to the Academic  
Senate  
APPROVED

*Harper-McPike will be serving as the Legislative Vice President's designee on the Academic Senate.*

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

MOTION: ANDERSON/BROWNELL move to appoint Amber Okeh to the Student Affairs  
Advisory Committee  
APPROVED

MOTION: JOHNSON/MEYERS move to appoint Philip Anderson to the Student Grievance  
Committee  
APPROVED

MOTION: OKEH/ANDERSON move to appoint Karen Land to the Sexual Assault  
Prevention Committee  
APPROVED  
(1) ABSTENTION

**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.

MOTION

OKEH/JOHNSON move to approve amendments to the Associated Students Policy Statement – Personnel, Section No. 300, Document No. 302, Annual Performance Appraisal of the General Manager

APPROVED  
(1) ABSTENTION

Tyson explained that the changes to the document reflect the updated operating agreement between the University Center and the Associated Students that was approved at the September 13<sup>th</sup> meeting.

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

**Administrative Vice President (Stephanie Partlow)**

Partlow attended the ACB/MCC Allocation Board meeting last week. Eleven clubs were awarded grants for on campus events. Partlow stated that she can provide more information on the grants if anyone is interested.

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.

Partlow stated that the Board of Finance was orientated to the procedures of the Board of Finance, the 2010-11 budget, the Fiscal Code, and the AS Reserve Policy. Partlow noted that any unallocated requests \$300.00 or over will be recommended to the AS Council for final approval. The Board of Finance has authority to approve requests under this amount and requests for changes in line-items within programs. Partlow referred to the Board of Finance minutes that included more detail including the balance and purpose of each of the AS reserve funds. She also stated that expenditures from the Reserves also require approve approval of the University President or his designee as it is outside of the approved 2010-11 AS Budget. Any 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 – 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.

Partlow explained that the Board of Finance approved the 2010-11 Standing Rules and Meeting Dates. Partlow noted that the Board of Finance Budget Hearings are tentatively scheduled for Saturday and Sunday, February 26<sup>th</sup> and 27<sup>th</sup>, 2011.

**Committee Reports from Students-at-Large**

No report.

Okeh – College of Arts, Humanities and Social Sciences

Okeh reported that she tabled at the Brother's United Carnival. Okeh also tabled at the J and registered 13 students to vote. Okeh attended two meeting with members from the College of Arts Humanities and Social Sciences regarding the Material, Services and Facilities (MSF) Fee Budget.

Grand – College of Arts, Humanities and Social Sciences

Grand reported that he has been alerting students that the voter registration deadline is approaching.

Meyers – College of Arts, Humanities and Social Sciences

Meyers reported that there will be three meetings on the MSF Fee allocation for the College of Arts, Humanities and Social Sciences. The CAHSS mixer will be held on October 26<sup>th</sup> from 4:00 – 6:00 p.m. in the Karshner Lounge. Meyers also reported that he attended a Board of Finance meeting on September 27<sup>th</sup>. The mixer for CAHSS will be October 26<sup>th</sup> from 4:00 - 6:00 p.m. in the Karshner Lounge.

Land – College of Professional Studies

Land welcomed Goodson to the Council. The College of Professional Studies representatives will be meeting with the Dean this week.

Johnson -- College of Professional Studies

Johnson reported that he tabled at the J last week and registered students to vote.

Goodson – College of Professional Studies

No report.

Guest –College of Natural Resources and Sciences

Absent.

Anderson – College of Natural Resources and Sciences

Anderson reported that the CNRS mixer was a success and that all of the food was quickly consumed. Anderson will be tabling later this week with Brownell.

Ward – College of Natural Resources and Sciences

Ward reported that the Student Fee Advisory Committee (SFAC) will be reviewing the proposal for an increase to the Instructionally Related Activity (IRA) Fee. The proposed increase would raise the fee by \$120.00 over the next five years. SFAC will be meeting on Wednesday, October 6<sup>th</sup> at 2:00 p.m. to discuss the fee. The campus is suggesting that alternative consultation should be used vs. using the referendum process.

Brownell – At-Large

Brownell reported that she and Ward met with the News Editor of *The Lumberjack* and had a discussion regarding the lack of campus news coverage. Brownell met with Dean Hart from Advancement regarding where contributions to HSU's Loyalty fund are being spent. Brownell has met with Trudi Walker, the Director of HSU's Children's Center, and received a tour of the facilities. Brownell reported that the next Advancement Foundation meeting is in October and that the Foundation will now only meet twice a year.

Harper-McPike – All University

Harper-McPike reported that she attended the last Academic Senate meeting.

**Residence Hall Association Representative (Maureen Walsh)**

Walsh reported that the Eric Rofes Center is having a dance for Homocoming on Friday in the Kate Buchanan Room. Walsh also reported that RHA approved a funding request for the Voter Registration drive in the residence halls.

**General Manager (Joan Tyson)**

Tyson reported that she has been preparing for the CSU Chancellor's Office Compliance Audit.

**AS Presents Coordinator (Annie Bartholomew)**

Bartholomew reported that Atmosphere had a sold out show last week. There is a three act show of alternative country music tonight. Seawolf and Patrick Park will be playing in the Depot on Thursday. Hillstomp will be playing in the Depot on Saturday.

**California State Student Association Representative (Kaci Poor)**

Poor thanked everyone for participating in voter registration. Poor reported that she has registered 92 students within the Athletics Department. Poor has fliers regarding voter registration that she is requesting Council pass out.

**California State Student Association Representative (Aaron Guerrero)**

Guerrero reported that 453 students have registered to vote. Approximately 35 students register to vote in the J every evening. 60 voter registration cards have been received from other non-profit organizations. Guerrero reported that Council should start tabling in front of the library or near the gym instead of on the quad. Guerrero is looking into ordering pizza for the residence hall that registers the most voters.

**Legislative Vice President (Aaron Wilyer)**

Wilyer introduced Jacob Alvarez, from CSSA who is an electoral campaign field organizer for the organization. Wilyer recommended that the Art Quad, the Gym and right outside of the Depot are good places to table. It has been brought to Wilyer's attention that there are communication and transparency issues and Wilyer is willing to offer himself as a resource if needed.

**Student Affairs Vice President (Kristy Eden)**

Eden reported that a student spoke to her regarding judicial proceedings he was in for vandalism at the pedestrian bridge. Eden registered students to vote at the karaoke event in the residence halls. Eden also reported that she has been attending the Change Steering Committee meetings.

**President (Iban Rodriguez)**

Rodriguez provided a written report to the Council. The Faculty Affairs Committee is currently writing the documents for the new University-wide Senate. A resolution was passed that a B- will be the minimum for a passing grade in graduate programs. Impaction will only affect incoming freshman students and will not affect students within the HSU service area. HSU's Vice President for Administrative Affairs, Burt Nordstrom reported that the Manor will be knocked down once hazardous materials have been removed from the premises. A homecoming website has been created at [www.humboldt.edu/homecoming](http://www.humboldt.edu/homecoming). President Richmond has announced that the summer semester will continue to stay within the Extended Education Program. The University Executive Committee discussed construction issues at the Eureka-Arcata Airport.

**General Council Discussion**

Meyers asked Brownell who she spoke with at *The Lumberjack*. Brownell reported that she and Ward spoke to Zachary St. George. Meyers offered his assistance with relationships with *The Lumberjack*.

### **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.

Jay McCubbrey has been a community anti-smoking activist since the early 1990's and now works for Tobacco Free Humboldt. McCubbrey explained that the anti-second hand smoke campaign began as an occupational issue. The smoking rate in California was 24% in the early 1990s and has dropped to 10% recently. The decrease in smoking has been attributed to an increase in smoking policies that have passed. McCubbrey noted that he has been working with Colleges against Cancer and that it has been reported that students are finding new places to smoke that are outside of the designated smoking areas. McCubbrey will be providing his observational study to the AS Council. McCubbrey led a discussion on ways to reduce the effects on second hand smoke on campus. The Council agreed that some of the issues involving second hand smoke could be mitigated by providing covered smoking areas and better enforcing the designated smoking areas. It was also noted that cigarette butts are a major source of litter on campus. Rodriguez stated that President Richmond is looking into the availability of smoking coverage and that there is a potential for a fine for those who are caught smoking. Poor suggested that signs regarding smoking be placed in more places. Ward encouraged non-smokers to let smokers know when they are smoking in the wrong area and also stated that the police should enforce the policy when they see a student smoking outside of a designated smoking area.

- 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.

- Voter Registration – Guerrero reported that the AS Council is at 53% of its goal. Guerrero reported that there are still plans to table in the J and do class raps. Guerrero suggested giving out voter guides with the voter registration forms. Guerrero is working with the Lumberjack to have a story covering voter registration.
- Spreading AS – Wilyer reported that over 50% of the committee seats have been filled and that there is only one vacant Council position. Wilyer encouraged the Council to continue giving away planners and to do active tabling.
- Textbook Affordability - Anderson stated that he has been in communication with HSU's web designer to see how difficult it would be to create a online book exchange on HSU's website.
- Campus Unity - Eden reported that she has been working to place students on the Student Affairs Advisory Committee (SAAC) to work on the goal. Eden learned that each department has discretionary funds to have events.



## Announcements

Jacob Alvarez announced that CSSA will provide the Associated Students with lunch if they register 170 students between October 4<sup>th</sup> and October 9<sup>th</sup>. Alvarez noted that CSSA plans to register 30,000 students across the system. Rodriguez announced that he is looking for eight students to meet with the Graduation Rate Improvement Initiative Team from the Chancellor's Office on November 2<sup>nd</sup> from 3:00 – 3:45 p.m. Meyers encouraged Council members to read the Dissecting Diversity Report that they received in their box.

## Adjournment

Wilyer adjourned the meeting without objection at 4:45 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, October 11<sup>th</sup>, 2010  
University Center, South Lounge Conference Room  
Minutes #3**

**Call to Order**

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday October 11<sup>th</sup>, 2010 in the University Center, South Lounge Conference Room.

**Roll Call**

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

Members Absent: Scott Meyers (excused)

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: WARD/CASWELL move to approve Agenda #3 APPROVED

**Chair's Report**

Partlow had no report.

**Approval of the Minutes**

MOTION: WARD/RODRIGUEZ move to approve the Board of Finance Minutes #2 dated September 27<sup>th</sup>, 2010 APPROVED

**Old Business**

- A. Request from the California State Student Association (CSSA) from Unallocated in an amount not to exceed \$272.00 for the costs associated with a Pizza Party event for Voter Registration efforts – Action Item  
CSSA is seeking funding to provide pizza to students who live in the residence hall that has the higher percentage of students who register to vote.

MOTION: RODRIGUEZ/WARD move to approve the request from the California State Students Association from Unallocated in an amount not to exceed \$272.00 for the costs associated with a Pizza Party event for Voter Registration efforts APPROVED

Guerrero explained that the pizza party is to motivate students in the residence halls to register to vote. The residence hall with the highest voter registration will receive the pizza party. Caswell asked how the pizzas will be prepared. Guerrero explained that the pizzas will be purchased from an outside vendor but that the order will be managed by HSU Dining Services. The event

will be held in the common area of the residence hall that wins.

- B. Request from Associated Students General Operation from Facilities Reserves in an amount not to exceed \$2,889.46 for costs associated with the replacement and programming of the Buck House Fire Alarm Control Panel – Action Item  
On August 6, 2010 the alarm system in the Buck House, which houses the Campus Center for Appropriate Technology, failed. It is required by the fire marshal that the alarm system in the Buck House is operating for the Co-Directors to live on the premises.

MOTION: CASWELL/RODRIGUEZ move to approve the request from the Associated Students General Operations from Facilities Reserves in an amount not to exceed \$2889.46 for costs associated with the replacement and programming of the Buck House Fire Alarm Control Panel

APPROVED

Miles Danforth, a CCAT Co-Director, and Joan Tyson, the Associated Students General Manager, were present on behalf of the request. Tyson stated that during the summer the campus was alerted that the Fire Alarm system within the Buck House had failed. It is required by the State Fire Marshall that a fire alarm system be installed in any building that students occupy. Tyson explained that the Facilities Reserve would be an appropriate funding source for the purchase. Ward stated that the costs associated with the installation seemed reasonable. The current fund in Facilities Reserve is \$54,964.00

- C. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 203, Reserve Policy, Fund Designation and Procedure for Expenditure – Action Item  
The Board of Finance will review and approve the current policy regarding Reserves, Reserve Fund Designation and the Procedure for Reserve Expenditures. This policy was adopted by the Council in December, 2000 and no revisions are proposed.

MOTION: WARD/CASWELL move to approve the Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 203, Reserve Policy, Fund Designation and Procedure for Expenditure

APPROVED

Tyson explained that it is good business practice to bring policies back for review periodically. There were no suggested changes to the policy.

- D. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 204, General Investment Policy – Action Item  
The Board of Finance will review and approve the current policy regarding investment of Associated Students Funds. This policy was adopted by Council in December, 2000 and no revisions are proposed.

MOTION: WARD/RODRIGUEZ move to approve the Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 204, General Investment Policy

APPROVED

Tyson answered a question regarding the AS LAIF account. There were no suggested changes to the Policy.

- E. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 208, Purchasing Policy – Action Item  
The Board of Finance will review and approve the current policy regarding purchasing with Associated Students Funds. This policy was adopted by Council in December, 2000. Proposed revisions are indicated with strikethroughs and italics.

MOTION:                   WARD/CASWELL move to approve the Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 208, Purchasing Policy  
APPROVED

Tyson explained that the proposed revisions will make this policy and the budget language contained in the AS budget match.

**Announcements**

Rodriguez announced that it is Indigenous People’s Week. Partlow noted that the funds provided for Indigenous People’s Week was provided by the ACB/MCC Allocation Board.

**Adjournment**

Partlow adjourned the meeting at 2:25 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 - Fiscal

**Subject:** Reserve Policy, Fund Designation and Procedure for Expenditure

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**Purpose:** 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.

**New/Revised:**

**Council Adoption Date:** December 11, 2000

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## **I. Fund Designation**

Appropriations to Reserves - Excess revenues will be allocated annually to the following reserve areas unless specifically exempted by A. S. Council. Operating Reserve, Capital Purchase Reserve, and Special Projects & Facilities Reserve.

Background - The establishment of adequate reserve policies for CSU auxiliaries is required to meet the California State University financial standards established by the Education Code, Section 89904(b). Section 89904(b) states that auxiliaries shall implement financial standards by the establishment of reserve funds for current operation, capital replacement, and new ventures so as to assure fiscal viability.

Operating Reserve is the "savings account" of the Associated Students used to address contingencies, emergencies, budgetary impacts such as an unanticipated shortfall in projected enrollment, and other non-routine expenditures.

Sources of Funds for Operating Reserve - Two sources of funds are earmarked for the operating reserve fund. (1) An annual allocation from the operating budget not to be less than 1% of the budgeted annual fee revenue, (2) 50% of the current year excess revenue.

Capital Purchases Reserve. This reserve is established to replace capital inventory as needed. It may also be used to make new acquisitions when deemed appropriate.

Source of Funds for Capital Purchases Reserve - 25% of the current year excess revenue will be placed annually in the capital purchase reserve.

Special Projects & Facilities Reserve. This reserve shall be used for the maintenance and improvement of existing facilities or the construction of new facilities.

Source of Funds for Special Project and Facilities Reserve - 25% of the prior year's fund balance will be placed annually in the special projects and facilities reserve.

## **II. Procedure for the Expenditure of A.S. Reserves**

Requests for funds shall be made in writing and shall at a minimum include the following information:

1. Program requesting funds;
2. Complete description of project of item(s) to be purchased;
3. Justification for Associated Students funding (how will students benefit from this expenditure); and
4. Other sources of funding explored and outcome of inquiry.

Each request must be provided to the Administrative Vice President so that the request may be introduced at the next meeting of the Board of Finance.

As the following meeting of the Board of Finance, the request will be considered under old business. A simple majority of committee members may approve the proposal for recommendation to the A.S. Council.

The Board of Finance shall review all requests for expenditures.

Approval by a two-thirds (2/3) majority of Council shall be required for final approval.

Allocations from any of the reserves also require the approval of the University President.

The Associated Students of Humboldt State University also seeks to invest reserve funds and any excess funds with the objective of 100% preservation of capital at as high a yield as possible.

Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to \$1000 from the appropriate reserve. Should an emergency exist and a sum greater than \$1000 be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve

the problem. In all cases, A.S. Council shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.

**DRAFT**

**Associated Students Of Humboldt State University  
Policy Manual**

**Section No. 200  
Document No. 204**

**Section: Policy Statement - Fiscal**

**Subject: General Investment Policy**

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**Purpose:** To provide general guidance relative to the delegation of authority and responsibility and the policies needed.

**New/Revised:**

**Council Adoption Date:** December 11, 2000

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Policy - It is the policy of the Associated Students that the primary objective of the investment manager shall be to safeguard the principal. The secondary objective shall meet the liquidity need of the Associated Students. The third objective shall be to return an acceptable yield.

Aside from the A. S. fee monies that are on account with the State in the CSU Trust fund and funds needed to maintain current obligations which are kept in commercial banks; management is authorized to establish an account with the Local Agency Investment Fund (LAIF) which is managed by the Treasurer of the State of California. 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.



**Section:** Policy Statement – Fiscal

**Subject:** Purchasing Policy

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**Purpose:** To provide program directors with policy and regulations governing Associated Students purchases. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.

**New/Revised:**

**Council Adoption Date:** April 8, 2002

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## A. Policy Provisions

Due to the diversity of Associated Students programs and services and the accompanying demands of receiving supplies and services on a timely basis, the purchasing responsibility rests primarily with the program directors in accordance with their budgetary guidelines. The General Manager is ultimately responsible for all purchases via the approval procedures established through the cash disbursement system.

Purchases must be made in accordance with Associated Students (AS) budget language as approved during the annual budget process.

All AS funded programs are responsible for reading and following the budget language. See attached Budget Language.

- ~~1. Purchases shall be made in accordance with Associated Students (AS) budget language~~
- ~~2. All AS funded programs are responsible for reading and following the budget and budget language.~~
- ~~3. Purchases shall be made in a manner that supports and facilitates the services and product to be at the lowest cost consistent with quality, specifications, service, and product availability. The General Manager may~~

~~grant special consideration to local businesses when price and service are competitive.~~

4. ~~Purchases shall follow what is customary in the marketplace and be executed in such a manner to constitute a reasonably prudent documented business transaction.~~
5. ~~Environmentally Responsible Purchases – Program Budget Administrators will explore environmentally responsible purchase options, and when feasible, choose the environmentally responsible option.~~
6. ~~When feasible, all A. S. program printed publications, flyers, and/or newsletters supported by A. S funds shall use 100% post consumer recycled or reused paper.~~
7. ~~A. S. funded shirts/sweatshirts shall be made from organic cotton. The A. S. will help clubs and A.S. programs afford organically grown cotton shirts by considering proposals to the Board of Finance to assist with costs.~~
8. ~~The General Manager shall verify the competitive value of items purchased from Associated Students employees, CSU staff, or faculty.~~

## **B. Policy Regulations**

Consistent with the policy provisions set forth in Section A. above, the following regulations apply to Associated Students purchases:

1. Approval of A. S. Expenditures must be made in accordance with the Fiscal Code.
2. Purchases made from AS Unallocated Funds must be made according to Procedures for Proposed Expenditures. When feasible, the environmentally responsible purchase option shall be approved.
3. Purchases made from AS Reserve Funds must be made according to the Reserve Policy, Fund Designation and Procedure for Expenditure. When feasible, the environmentally responsible purchase option shall be approved.

## **C. Authority to Purchase**

1. Council and/or Board of Finance approval is required if a contemplated purchase is not within an approved operating budget guideline. Requests for expenditures of unallocated funds less than amount designated by

Council in current year budget (currently \$200\$300) may be approved by the Board of Finance. These requests will not require ASC approval.

2. Program Directors failing to follow the budget language or procedures may be assuming a personal liability for payment to the vendor and may be subject to appropriate disciplinary action.
3. Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to \$1,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$1,000 be required, the consent from either the A. S. President, or A. S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, the A. S. Council shall be notified of the expenditure as soon as possible but no later than their next regularly scheduled meeting.



**ASSOCIATED STUDENTS  
HUMBOLDT STATE UNIVERSITY**

**2010-11 BUDGET LANGUAGE  
(Applies to all programs receiving A.S. funds)**

1. Approved Uses of Student Body Organization Funds. The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students that wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.
2. All A.S. funded programs are responsible for reading and following the budget and budget language.
3. Failure to comply with budget language stipulations may result in funds being frozen, or other disciplinary action, pending Board of Finance action.
4. If the Board of Finance encounters a program that chooses not to comply with the policy enumerated in this document, the Administrative Vice President will request that the program's budget administrator attend a meeting to discuss how the program can come into compliance. If the program continues to not comply with the policy, the Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program's annual budget.
5. A.S. funds cannot be used to purchase alcohol.
6. As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a "Release, Hold-Harmless and Informed Consent" statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Anyone traveling by air and/or ground transportation on behalf of an Associated Students program must have a completed RELEASE AND HOLD-HARMLESS STATEMENT on file with the Program Director.
7. AUTHORIZATION TO USE PRIVATE VEHICLES FOR ASSOCIATED STUDENTS APPROVED TRAVEL. Anyone traveling on behalf of an Associated Students program must have a completed authorization form on file with the Program Director.
8. Any promotional materials, print, email, listserv—printed or sent out, needs the **AS logo to be clearly represented and prominently displayed**. This includes programs and events funded by the ACB/MCC Allocation Board. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the Board of Finance.

9. Any budgeted media area must include **without alterations** the following disclaimer:

*The [Name of Publication] is the official newsletter of the [Name of Program] which is funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by the Associated Students. All correspondence regarding this publication should be addressed to:*

*[Name of Program]  
[Name of Publication] Editor  
Humboldt State University  
Arcata, CA 95521  
or call  
826-[Phone number of Program]*

*All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:*

*Associated Students  
Humboldt State University  
Arcata, CA 95521*

10. To assure that A.S. program publications are effective in reaching the student population in a timely manner, publication guidelines have been developed.

A.S. publications must be available and distributed by the following deadlines or A.S. funds cannot be utilized for payment.

Fall Semester publication(s): No later than December 6, 2010  
Spring Semester publications(s): No later than April 25, 2011

(A possible five day grace period is available with **advance** approval from the A.S. Administrative Vice President and General Manager.)

**Please note:** Program publications funds have been allocated on a per issue basis as requested in the 2010-11 budget request. If a program is not successful in producing fall semester publication(s), the funds do not roll forward to the spring semester.

11. Expenditures of Associated Students funds within line-items of programs as allocated by the A.S. Council will be strictly adhered to. All transfers of funds between line-items must be requested in writing and approved by the A.S. Administrative Vice President and General Manager. The Board of Finance must approve transfers of over \$199 between line-items. YES, Multicultural Center are examples of programs. Hourly, Work study, Special Projects, Supplies and Services, Publicity are examples of line-items.
12. STIPENDS—paid hourly: Stipends are intended to reward students serving in leadership roles within A.S. Programs. For **stipend** positions, annual amounts are as follow:

1. Program Director \$1,750 (\$875 per semester)  
A program director is generally the student that has overall administrative responsibility for a program. A program director usually works 7-8 hours a week during the academic year.
2. Co-Director \$1,250 (\$625 per semester)  
Co-Directors generally share the oversight of a program based on a description of duties. A co-director generally works 5-6 hours a week during the academic year.
3. Assistant Director \$875 (\$437.50 per semester)  
Assistant director's support the director and/or the co-director with the program's administration. An assistant director generally works 3-4 hours a week during the academic year.

The amount paid is split between Fall and Spring semester (unless otherwise noted). If the stipend portion is not rewarded Fall semester, it does not roll forward to the Spring semester. The same person cannot receive more than one stipend within each program without prior approval of the Board of Finance.

### 13. SPECIAL PROJECTS FUNDS:

**FREE ADMISSION:** Admission to programs receiving ACB, Multicultural Center, and Women's Center grants shall be free. This includes programs sponsored with Special project-In house funds

**FOOD** Programs that include a line-item for Grants, Special Projects/Special Projects - In House (groups listed above) can use funds for the purchase of food items as per the following guidelines.

ACB and Women's Center: Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner), For food purchases over \$50 per event, written prior approval must be obtained from the Administrative Vice President in consultation with the A.S. General Manager.

Multicultural Center: Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner), For food purchases over \$200 per event, written prior approval must be obtained from the Administrative Vice President in consultation with the A.S. General Manager.

14. Retreat funds may be used for lodging, transportation, room rental, group activity, and/or food expenditures.
15. Environmentally Responsible Purchases – The Associated Students is committed to making environmentally responsible purchases with Associated Students funds. Program Budget Administrators will explore environmentally responsible purchase options, and when feasible, choose the environmentally responsible option.
16. When feasible, all A.S. program printed publications, flyers, and/or newsletters supported by A.S. funds shall use 100% post consumer recycled or reused paper.
17. A.S. funded shirts/sweatshirts shall be made from organic cotton or other environmentally friendly material (e.g. bamboo, hemp). The A.S. will help clubs and programs afford

organically grown cotton shirts by considering proposals to the Board of Finance to assist with costs.

18. Anticipated Revenue - Programs whose budgets are in part or whole, dependent upon revenue in addition to Associated Students fees, may not expend more than that amount of Associated Students fees allocated and the revenue realized. "Revenue Realized" is defined as safe, predictable, and realizable in the judgment of the Associated Students General Manager.
19. Associated Students funded programs may not expend A.S. funds to endorse an A.S. elections candidate (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate. Use of Associated Students funds for these purposes is prohibited.  
  
Associated Students funds shall not be used to endorse referenda, initiatives, or recalls during the elections.  
  
Associated Students funded organizations are prohibited from endorsing candidates, coalitions, or recalls during the elections.
20. Associated Students funds shall not be used to support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.
21. Unallocated Funds: Requests for expenditures of unallocated funds less than \$300 may be approved by the Board of Finance. These requests will not require A.S. Council approval.
22. Requests for expenditures of less than \$300 for A.S. equipment maintenance and (computer) support may be approved by the Administrative Vice President and General Manager. These requests will not require Board of Finance approval.
23. Food purchased by A.S. Government shall be certified organic when feasible. The A.S. will help clubs and programs afford organically grown food by considering proposals to the Board of Finance to assist with costs. Preference will be given to locally grown organic when there is an option between local and non-local organic food.
24. Each A.S. Program shall be appointed a liaison from an Associated Students General Council or Executive position for advising through the budget process in consultation with the A.S. Administrative Vice President.
25. Paper purchased by A.S. Government shall be 100% post-consumer content. The A.S. will help clubs and programs afford 100% post-consumer content paper by considering proposals to the Board of Finance to assist with costs.
26. A.S. programs are encouraged to print materials double sided when feasible.
27. A.S. programs are encouraged not to use A.S. funds to purchase bottled water when feasible.