

Call to Order:	Q: 9	2/3:	5
Attendance	Present	Absent	Excused
Lizbeth Cano Sanchez (PRES)	1		
Jeremiah Finley (LVP)	1		
Daniel Gonzalez (AVP)	1		
Breannah Rueda (SAVP)	1		
Malluli Cuellar (SJE0)	1		
Gabrielle Smith (ESO)	1		
"Lily" Yi-Hsuan HUANG (GRAD)	1		
Sarah Kanga Livingstone (CNRS)	1		
William Weinberg (CNRS)	1		
Amal Amoora (CAHSS)	1		
Montel Floyd (CAHSS)	1		
Marisol Angeles (CPS)	1		
Jourden Lamar (CPS)	1		
Allie Follett (AT-LRG)	1		
Yarexi Gutierrez (AT-LRG)	1		
Paola Valdovinos (EX-AFF)	X		
Cassie Caudillo (PRO)	X		
Flow Lemus (ASP)		X	
Dean Turnbow (State Advisor)	X		
Jenessa Lund (Advisor)	X		
Total	15	0	0

Item of Business:	ADOPTION OF THE AGENDA	AYE	NAY	ABSTAIN
Motion:	To adopt the agenda			
First:	Amoora			
Second?	Yes			
Total		14	0	0
Status	The motion to adopt was APPROVED			
Item of Business:	ADOPTION OF THE AGENDA	AYE	NAY	ABSTAIN
Motion:	To adopt the minutes			
First:	Amoora			
Second?	Yes			
Total		14	0	0
Status	The motion to adopt was APPROVED			
Item of Business:	Executive Director's Appraisal Report	AYE	NAY	ABSTAIN
Motion:	To allow the Board of Directors to go into a closed session with only student Board members and Dr. Turnbow			
First:	Amoora			
Second?	Yes			
Total		14	0	0
Status	The motion to go into closed sessions was APPROVED			
Motion:	To exit the closed session			
First:	Floyd			
Second?	Yes			
Total		14	0	0
Status	The motion to exit closed session was APPROVED			
Item of Business:	Stipend Recommendation	AYE	NAY	ABSTAIN
Motion:	To add the stipend recommendation from the A.S. Board of Finance into the 5-year Strategic Plan			
First:	Cuellar			
Second?	Yes			
Total		13	1	0
Status	The motion to add was APPROVED			
Item of Business:	A.S. 5-Year Strategic Plan Update	AYE	NAY	ABSTAIN
Motion:	To accept the 5-year Strategic Plan updates			
First:	Lamar			
Second?	Yes			
Total		13	1	0
Status	The motion to accept was APPROVED			
Item of Business:	Board of Finance Recommendations: Updates to A.S. Fiscal Policies 201-208, 2020-21 Budget Language Recommendation, and Unspent Funds Recommendations	AYE	NAY	ABSTAIN
Motion:	To accept the Board of Finance recommendations			
First:	Lamar			
Second?	Yes			
Total		13	1	0
Status	The motion to accept was APPROVED			
Item of Business:	2019-2020 Policy Agenda	AYE	NAY	ABSTAIN
Motion:	To waive the first reading and approve the 2019-20 Policy Agenda			
First:	Cano Sanchez			
Second?	Yes			
Total		12	1	1
Status	The motion to waive and adopt was APPROVED			
Item of Business:	Ratification of 2020 General Elections Results	AYE	NAY	ABSTAIN
Motion:	To accept the ratification of the 2020 Election Results			
First:	Cano Sanchez			
Second?	Yes			
Total		13	0	1
Status	The motion to waive and adopt was APPROVED			
Item of Business:	Adjournment	AYE	NAY	ABSTAIN
Motion:	To adjourn			
First:	Amoora			
Second?	Yes			
Total		14	0	0
Status	The motion to waive and adopt was APPROVED			

ASSOCIATED STUDENTS BOARD OF DIRECTORS

Humboldt State University
Friday, May 8, 2020 at 5:00 pm
Agenda #18

Zoom Conference Call- <https://humboldtstate.zoom.us/j/244117722>

Meeting ID: 763 579 271

Password: None

This meeting is being facilitated through an online Zoom format, consistent with the CA Governor's Executive Order N25-20 which suspended certain open meeting law restrictions

I. Call to Order

II. Roll Call

- | | |
|--|---|
| a. President Cano Sanchez | j. CNRS Rep. Kanga Livingstone |
| b. Legislative Vice President Finley,
Chair | k. CNRS Rep Weinberg, Vice Chair |
| c. Administrative Vice President
Gonzalez | l. CAHSS Rep Floyd |
| d. Student Affairs Vice President Rueda | m. CAHSS Rep. Amoorra |
| e. Social Justice & Equity Officer
Cuéllar | n. CPS Rep. Angeles |
| f. Environmental Sustainability Officer
Smith | o. CPS Rep. Lamar |
| g. Graduate Rep. HUANG | p. External Affairs Rep. Valdovinos (non-
voting) |
| h. At-large Rep. Follett | q. Public Relations Officer Caudillo (non-
voting) |
| i. At-large Rep. Gutierrez | r. <i>ASPresents</i> Rep. Lemus (non-voting) |
| | s. Executive Director Lund (non-voting) |
| | t. Interim Dean Turnbow, non-voting advisor |

III. Approval of Agenda #17 dated May 8, 2020 – **Action Item**

IV. Approval of Minutes – **Action Item**

V. Chair's Report

- a. Welcome!
- b. Zoom meeting reminders

VI. Public Comments

As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306. Every A.S. Board of Directors agenda for regular meetings shall provide an opportunity for members of the public to directly address the A.S. Board of Directors 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, the Board of Directors 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. The A.S. Board of Directors 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.

I. Reports

For Directors who wish to make a verbal report, the Chair will call for a speakers list at the start of this item

a. Officers

i. Executive Director Appraisal Report – President Cano Sanchez ***CLOSED SESSION***

In consultation with the A.S. Executive Committee, President Cano Sanchez collected evaluations via a google form on the Executive Directors performance as according to the [A.S. Personnel Code](#) Section 2. The Board and the stateside advisor will review the results and the report will be filed.

b. Executive Director

c. Dean of Students

d. Standing Committees

Executive Committee, Board of Finance, Student Affairs Advisory Committee, Lobby Corps, Earth Week Every Week Committee, Public Relations Committee, Graduate Pledge Alliance [GPA], A.S. Funded Programs Meeting, Instructionally Related Activities [IRA] Committee, Student Fee Advisory Committee [SFAC], University Senate

e. Priority Working Groups

Strengthening Committees, Space Discussions (Student Union, Murals, Safer Spaces), Guiding Documents

i. Guiding Documents Task Force Report – Vice President Finley

The Guiding Documents Task Force has prepared a report for the next Board to consider for next year's internal work.

f. Transition Letters

Directors have written Transition Letters or Letters to their Successors.

II. General Discussion

Anyone may follow-up with questions regarding reports.

III. Old Business

a. Stipend Recommendation – **Action Item**

As charged by the Board of Directors in “An Act in Support of Financially Sound Practices” on March 27th, the Board of Finance recommends a 20% increase to the Administrative Vice President, the Legislative Vice President and Student Affairs Vice President., and a 5% increase to all Directors who are not the President or Vice Presidents (See the [“AS Govt Stipends Recommendation ASBoF S20.pdf”](#))

b. 5-Year Strategic Plan Update – **Action Item**

The Board received a presentation from President Cano Sanchez on the drafted 5-year Strategic Plan on April 24th. The Board will consider a recommendation on the updates to the Strategic Plan.

IV. New Business

a. Board of Finance Recommendations

i. Fiscal Policies 201-208

The Board will hear the recommendation and consider the updates to the A.S. Fiscal Policies.

ii. **2020-21 Budget Language Recommendation**

The Board will hear and consider adopting the recommended 2020-21 Budget Language for the next fiscal year, starting July 1, 2020.

iii. **Unspent Funds**

The Board of Directors will hear and consider the recommendation to amend Specific Recommendation #3 in the [Recommended A.S. Budget Language](#) to additionally “ earmark the \$2,077 for the club events that were approved by the A.S. Board of Finance prior to the Campus closure due to Covid-19, so long as the A.S. Board of Directors consult the A.S. reserve policy and allocate according to all processes.”

b. **2019-2020 Policy Agenda – First Reading (Request by Officer Cuéllar for 1st reading to be waived)**

The Board will receive a presentation from A.S. Executives on the 2019-20 Policy Agenda and consider amending the document as record of the 2019-20 priorities..

c. **Ratification of 2020 General Elections Results – Action Item**

The A.S. Elections Commission met on Monday, May 4th at 4pm, heard the results of the 2020 Elections for A.S. and UC Candidates and recommended the ratification of the Results to be official. The Board will consider the recommended ratification of results. If ratified, the newly elected officers will assume their seat at the following meeting. (See the A.S. Constitution Article VI, Section A for “Term of Office” and the [2020 Unofficial Election Results.pdf](#))

i. **President Jeremiah Finley**

ii. **Legislative Vice President Malluli Cuéllar**

iii. **Administrative Vice President David Lopez**

iv. **Student Affairs Vice President Jourden Lamar**

v. **Social Justice & Equity Officer Roman Sotomayor**

vi. **College of Arts, Humanities & Social Sciences Representative Angelica Alvarez**

vii. **At-Large Representative Montel Floyd**

d. **2019-20 Appreciation**

i. **Year-In-Review**

ii. **Senior Appreciation**

V. **Announcements**

a. [May CSSA Plenary](#) this weekend!

b. 11 Board Vacancies open for application (See [Join Student Government](#))

c. The first meeting of the 2020-21 Board of Directors will begin shortly at 6:45pm via [Zoom \(Meeting ID: 959 2885 3383\)](#)

VI. **Adjournment**

Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Casey Park, A.S. Board Coordinator, at casey@humboldt.edu or call (707) 826-4221. Some accommodations may take up to several weeks to arrange.

Associated Students of Humboldt State
University Guiding Documents Task Force
Report



PRESENTED TO THE ASSOCIATED STUDENTS BOARD OF
DIRECTORS

MAY 8th, 2020

Problem Areas:

The fundamental reason for creating the Guiding Docs Task Force was to update our codes so as to allow our government to run efficiently and subsequently benefit the board, our programs, our support staff, and the at-large campus.

- I. Lack of deliberate and consistent language and nomenclature throughout the guiding documents. (See working [constitution](#) Article VII.).
 - A. *Using consistent language would allow for clarity when interpreting our codes, which would subsequently create an equitable and unified organization. Another issue we identified involved student presence on A.S., Administrative, and University Senate committees.*
- II. Slow Appointment Process:
 - A. *the student, the staff, and the board (especially the appointing officers).*
- III. Unfair compensation:
 - A. *With some board members taking on many roles throughout government, with others barely meeting the requirements of their positions, finding a way to have equitable compensation for board members dependent on their committee involvement should be tackled in the near future.*
- IV. Committee involvement:
 - A. *Though this issue was tackled by the Strengthening committee's task force through their committee compensation resolution, there is still work to be done with empowering students to join committees.*
- V. Lack of checks and balances within and between:
 - A. *president, the executives, and the representatives.*

Initial Solutions:

- I. Created a timeline to map out the semester and how many board meetings we have left
- II. Worked together to create general recommendations and then had members spearhead the writing of the draft documents of the proposed changes and then reviewed them as a group.
- III. Created a resolution“[An Act to Update the Associated Students Constitution and Codes](#)”
 - A. **RESOLVED**, that the Associated Students Board of Directors of Humboldt State University stand firm on its stances and accept the proposed amendments to the Associated Students Constitution, Codes, and subsequent creation of the various Associated Students codes and bylaws as recommended by the Guiding Documents Task Force to the constitution, codes, bylaws, and Policies, furthermore, be it,
 - B. **RESOLVED**, that the Associated Students Board of Directors, approve the recommended organizational charts, and subsequent creation of all updated titles, all bodies, all positions, and reporting structure that the organizational charts require by their design to be implemented, furthermore, be it,
 - C. **RESOLVED**, that, for the purposes of implementation, financial stability, and in an effort to open the proposed opportunities to all students in a timely manner, all proposed amendments be postponed until the official transitional meeting with the exception of all election affairs, election qualifications, and current applicable position requirements and, furthermore, be it,
 - D. **RESOLVED**, that the Associated Students Board of Directors, request that the A.S. professional staff and A.S. President begin conversations with the Associated Students lawyer on the matters of these new updates and begin to prepare a proposal on the financial requirements of the new positions to be reviewed and that action be taken on this proposal at the time of its presentation, furthermore, be it,
 - E. **RESOLVED**, that the Associated Students professional staff reconvene with the A.S. Board of Directors prior to the last regularly scheduled meeting to provide the A.S. Board of Directors with advisement on these new changes and the A.S. Board of Directors consider taking action on said legal council, furthermore, be it,
- IV. Created a [Powerpoint Presentation](#) highlighting the major changes within the proposal
- V. Presented to the Board of Directors 2/14/20

General Board Feedback:

- I. The A.S. Board of Directors suggested the following items in moving forward:
 - A. Break up the proposal into smaller pieces so that people can understand each change better.
 - B. More reminders for the members to remember to review the materials.
 - C. Contact different members of the board when proposing changes to different positions and responsibilities.
 - D. Seek legal counsel from the A.S. attorney & identify how much funds the Board is willing to spend of counsel.

GDTF-Recommended Actions:

- I. **Working alongside the professional staff** on small changes that can be made and must be made in order to approve bigger ones. While we worked on this proposal, we realized that there were a lot of smaller steps that needed to take place far before we could make larger shifts in A.S.
- II. **Receiving feedback from the Board** while you work on this so as many board members as possible are in the loop about what you're working on. Sometimes this can be difficult since everyone tends to have busy schedules, but it is tremendously helpful in the end because it prevents you from having to repeat your line of thinking constantly.
- III. **Get board members more involved** in order to accomplish getting A.S. dispersed all across the campus. It's no secret that there's many campus committees that have very little, if any, students at all. In order for us to be the best student advocates possible, we need to take our place at the various tables where we have seats reserved for us.
- IV. **Break this proposal down** into smaller pieces. This will make it easier for you to understand the bigger picture, rather than trying to accomplish a seemingly large amount of tasks. Focus on what you can get done in the time you have; be smart about how you use your time and energy.
- V. **Prioritize the changes YOU** would like to make happen during your time with A.S. Realistically, you may not be able to accomplish changing A.S. completely, but you could get pretty close.
- VI. **Create a timeline & S.M.A.R.T Goals** that you and the team can stay accountable to while moving through the semester.



TRANSITIONAL REPORT

Lizbeth Cano-Sanchez | ASPresident

May 8th, 2020

Dear AS President,

Congratulations on being elected to serve the student body of Humboldt State University. This semester has been a special one for various reasons, know that every obstacle that might come your way always has an effective solution and I know that you are more than ready to lead AS. As for me, I am Lizbeth Cano-Sanchez, a second year Business Administration with an emphasis in Finance major and an Applied Statistics minor. I served the AS with pride, learned so much, and now hope that some of my experience is of value to guide you through your new journey! You will do amazing!

Lets begin with some preparation:

Delegation

- When I first stepped in this position I brought with me the teachings of Congressman Leon Panetta concerning delegation. Being in this position will call for your attention and presence in many places therefore, I would highly advise you delegate meetings and duties over to some of your fellow board members. I want to encourage you to really get to know your fellow board members strengths and skills in order to know who would be best to represent in those areas.

Check-ins

- You are entering a position where a lot of decisions need to be made and in order to make those decisions efficiently you need to know the past information, current information, and take into consideration all possible outcomes of those decisions. That is why check-ins are very important. Setting up check-ins with the AS Pro-Staff can keep you updated, checking in with board members is a good time to catch up on things delegated and special projects being taken on by board members, and check-in with different entities on campus are very important.
- Some check-in I currently have set up are,
 - AS Pro-Staff
 - Vice President of Administrative Affairs
 - Administration

Appointments

- When it comes to appointments it can be a lot of work to balance all your current tasks, current meetings, and setting up meetings to interview possible appointees. At the beginning of this Spring semester I made it my goal to efficiently appoint all student applicants as promptly as possible. I would schedule my assignments/classes first for the week and then set up interview times as back to back as I could during the remaining time I had. I think beginning the appointment process during the summer, if feasible to you, would be beneficial. For committee meetings I would try to get back to all students as soon as possible to set up an interview, interview them, evaluate them, and then recommend them if you deem them eligible. Every week you will get a new batch of applicants so try to get them scheduled for and interviewed within 8 days of you receiving their applications so they can be appointed in the upcoming BoD meetings.

Meetings

- You are going to have a lot of meetings. You will need to know all of the meetings you will be attending. Set up your schedule thoroughly. In my case I kept a bullet journal for my personal use. I set up where I was going to be and what I was going to be doing every moment of the day from morning to bedtime. One nice thing is that if we are under face to face instruction next semester you will get to enjoy a mini workout everyday from walking all over campus from class to class and meetings to meetings. It might get difficult to end one meeting discussing a tough topic and then needing to get up to make your way to the next one but you can do it. Take a few seconds, envision your walk to your destination, and then get up and walk with a smile because you are on a mission to represent.
- Always know what is on the agenda, what concerns from students can be brought up in these conversations, and how to get your message across.
- When it comes to chairing some of these committees remember your role as the chair. Keep any bias, rude, and non-professional behavior out of any meetings. The way you hold yourself in meetings is the way AS will be represented. As the president a different kind of strength and knowledge is required to know how to achieve this. Welcome everyone to express themselves and keep that welcoming atmosphere throughout the meeting. As the chair of various meetings it is good to give your opinion in the form of a recommendation and guide the committee members to a solution based on the available information.

Personal Projects (reasons why you ran to be President)

- You will have a lot of duties and tasks keeping you busy naturally that is why you will need to delegate, schedule check-ins/all meetings, and plan for all your regular duties as soon as possible. In order to achieve your personal goals you will need to establish a good foundation for your current duties to get done efficiently. Once I laid out all

regular meetings and tasks I began to see a pattern and knew when I was going to be working on my own goals so I set up meetings, looked at policy, and planned a lot on the timeline and following steps. Keep personal goals at a balance with current duties and anything coming your way.

Mental Health

- At the end of the day you are a student first. You are about to assume a huge role that will need a lot of your devotion, you are more than ready but finding a balance is important. It is more than okay to say no to things.
- Set up homework days where you stop doing AS work as soon as you get home and do only school work. Set up AS work only days as well.
- Plan meals and make sure to have time to yourself.
- Self-care is so important.

When I began I understood the importance of the role, that is why I am so happy that you know the importance of serving the students as the AS President. Some projects I am leaving behind as president for the AS to navigate through are the murals, space for a stronger student union, and safer spaces for our students. Our students deserve to be able to walk into a campus that represents who they are, that is why uplifting our cultures through the art that represents our hispanic and minority identity is important. The project is currently in the hands of the PAWG, they are reviewing 4 applications at the moment. The applications can be found [here](#) with all the information on the requests. Our point of contact was Jeanne Rynne jer121@humboldt.edu . Concerning spaces for a stronger student union we have been working with a small working group made up of faculty and admin. On Nelson Hall East first floor. Facilities, Mike Fisher mdf15@humboldt.edu , and AS came to a verbal agreement to have eight rooms located on the first floor of NHE go to AS. We met one last time with the working group and communicated the agreement as well as discussed other details such as club meeting spaces, lactation room, and moving offices. During this conversation we were also proposed to take on the front of Windows Cafe but Dave Nakamura needed to get back with updates. We are awaiting for Mike Fisher to set up a meeting to finalize the proposal for NHE and possible front of Windows Cafe so it can be submitted to the USFAC to be approved. USFAC meets during the summer so they plan to get this presented at the beginning of the summer break. Lastly, striving for safer spaces on campus is extremely important. As we expand our student union keeping it safe for our students needs to be maintained as one of our priorities. Please reach out for any advice. You are more than ready for this and will do great!

Best of wishes,

Lizbeth Cano-Sanchez
lc205@humboldt.edu

Jeremiah Finley
He, Him, His, They, Them, Theirs
Legislative Vice President 2019-2020
jaf144@humboldt.edu

Dear A.S. Legislative Affairs Vice President,

Congratulations, you have overcome so much to be in the place that you are in and I am certain that you will serve students well in this position! As for me, and who I am. I am a Political Science Undergraduate with an emphasis on Law& Policy, a first-generation student, and I came to HSU in hopes of seeing more of the world and exploring the possibilities of a full university experience. This year as a student servant, I've had the ability to learn a lot about campus affairs, and ultimately, I hope to pass off the knowledge I have gained to you.

The Legislative Vice President, in reality, is two roles wrapped up into one, for these purposes I'll be splitting up the tips to make this easier to digest.

Chief Legislative Assistant to the President & A.S. Board of Directors:

In this role, you have the responsibility to help the A.S. President and Board of Directors in making sure that all actions are carried out accordingly, in regards to the A.S. Codes and Constitution. Here are some tips/things that I wish I would have done:

- Internally:
 - Create a google folder in your drive with all the governing codes and then separate them into folders according to their code. (eg: Personnel>Personnel code, Personnel Policies)
 - This will help when you need to reference the codes during meetings, also this will help you familiarize yourself with the language.
 - Establish standing 1:1 with the A.S. Board Coordinator
 - this will help build a helpful working relationship and they will be able to give you support when looking at the codes and constitution.
 - When establishing office hour policies gain input from the Board on general suggestions and then work to implement a collaborative office hour policy.
 - Set clear expectations of what would constitute a violation, and what is an extenuating circumstance at the beginning of each semester.

- Work with the A.S. President to create a legislative agenda for the upcoming semester.
 - from past experiences, it is essential for the Legislative VP and the President to work collaboratively
- When creating policy/legislation it is helpful to get input from the Bylaws committee.
 - this can bring people together when it gets to a board-level discussion
- Externally:
 - As the Legislative VP, you are on a lot of academic-focused committees so it's super helpful to be in tune with the environment of the classroom and what policies/course procedures would be helpful for students.
 - Academic Policy Committee (APC)
 - Integrated Curriculum Committee (ICC)
 - Try to sit in on Academic Master Plan Sub-committee (AMP) if possible
 - Student Health Advisory Committee (SHAC)
 - Alcohol and Other Drug Substances Committee (AOD)
 - Create google folders for each of your committees to separate documents, notes, and agendas
 - General Contacts
 - Kathy Thornhill: kel36@humboldt.edu: Grievance Committee Coordinator (shows up from time to time in APC)
 - Mary Sisay: Mary.Oling-Sisay@humboldt.edu: Vice Provost of Academic Affairs (sits on ICC and APC)
 - Kerri Malloy: Kerri.Malloy@humboldt.edu: Former APC chair & ICC member (has a lot of institutional knowledge, but is taking a break from Senate, however, I'm sure he'll be happy to help moving forward)
 - Mark Wicklund: Mark.Wicklund@humboldt.edu: Associate Director of Academic Assessment Office of Institutional Effectiveness (is in ICC and maybe a good sounding board)

Chair of the Board of Directors:

In this role, it is the primary duty to ensure the flow of the meeting and to keep the Board working. This role is mainly an internal role, but there are a few people that you can reach out to for chairing advice. Each person has a different way of chairing meetings, which typically depends on personality. Here are some tips/things that I wish I would have done.

- Internally:
 - Establish bi-weekly meetings with the A.S. President, Executive Director, and Board Coordinator to prep for Board meetings.
 - (this will help you gain some insight into the agenda to help begin the conversation on agenda items and facilitate the board conversation)
 - Study the general rules of the Sturgis Parliamentary procedure.
 - Don't feel like you have to know it all, but it's important to have a good understanding of the general rules (eg: how motions are carried out)
 - Be confident in your ability to make decisions when necessary.
 - a lot is covered by our codes, and our governing documents, but where there is silence the chair typically has the discretion to make a ruling
 - Encourage the Board to create their own motion at first it may be difficult to get a motion simply because folks are still learning Parli-Pro but in the long run this will help them.
 - Layout some general possible options for motions along with the accompanying language and leave it up for the board to decide.
 - Try to remain as Impartial as possible
 - The chair is there to guide the conversation, and empower the board to make sound decisions according to parli-pro
 - Establish the voting procedure:
 - At the beginning of each semester establish how to vote (eg: what it means to vote aye, nay, and abstain.)
 - Zoom Meetings:
 - Establish voting procedures
 - Work with the coordinator to gain co-host ability
 - Politely ask for all members to mute if they are not speaking

- Externally:
 - Try to connect with campus partners
 - This will help you determine who to invite to the Board meetings when you are preparing for tough conversations
 - Contacts:
 - Stephanie Burkhalter: stephanie.burkhalter@humboldt.edu: former chair of the University Senate
 - Amber Blakeslee: alb91@humboldt.edu: University Budget Director
 - Marguerite Powers: mcp31@humboldt.edu: Executive Assistant|Dr. Jason L. Meriwether Office of the Vice President of Enrollment Management
 - Current Chair of the University Senate: (TBD)

As the new A.S. Legislative Affairs Vice President, you have the ability to help bring together people from across campus to discuss some very important issues pertaining to the daily lives of students. When done properly, this role has the power to spearhead projects across the board pertaining to all levels just due to the amount of access to important conversations alone, but it is amplified when you have your ear to the ground with students at large. Also, feel empowered to limit the agenda when necessary, as the chair it is important that you feel confident when initiating conversations. If something feels like it is not ready for Board level discussion, odds are it's not. Additionally all the tips that I've listed above are only suggestions, feel free to create your own approach for this next year and shake up what it means to be A.S. Legislative Affairs Vice President. I am optimistic about your future and wish you nothing but the best.

Finally, feel free to reach out to me if you have any questions comments or concerns. I am here as a resource if you need any help or guidance.

For the last time,
 Jeremiah Finley,
 Legislative Affairs Vice President 2019-2020

Breannah Rueda
She/Her(s) & They/They
Student Affairs Vice President 2019-2020
breannahnichole@gmail.com

Student Affairs Vice President,

First and foremost congratulations on being elected to serve your fellow peers as a member of the Board of Directors! I have no doubt that you'll do an amazing job and get so much done. As for me, I'm Breannah Rueda, a 4th-year political science major and I'm set to graduate in just 1 week from HSU. That being said I'd love to give you some insight on what being SAVP entails and what it can be for you.

What exactly does it even mean to be SAVP? It means you act as the chief advisor to the president of AS on all matters of student affairs. Some basic tasks for you now as you embark in this role are:

- Chair the Student Affairs Advisory Committee
- Sit on the UC Board of Directors
- Sit on the AS Executive Committee
- Interview students who apply for committees and recommend/don't recommend them to the Board of Directors during meetings
- Co-chair the funded programs committee

These are the basic duties outlined in our own AS Constitution and what you'll find yourself doing. However this role is fairly new and fairly ambiguous as you will soon find out, and student affairs itself is such a broad category that truly you are empowered to do so much. When I was first appointed I wish I knew more about what I could do and what was available so here are some examples of what I did as SAVP:

- Attend monthly meetings with campus administration
- Work with AS SAAC to create a list of resources for students to access in the community
- Work with taskforce to create and implement a committee compensation package
- Work with the AS President to create a murals taskforce dedicated to the creation of student murals on campus
- Get students appointed and involved on campus
- Host an AS Open House to get students more involved/aware of what AS is
- Host study lounges for finals week in collaboration with the Library/Writing Center
- Sit on SSA to grade GI2025 applications

While that certainly isn't the end of the list those are hopefully just some examples to help you navigate the start to your journey as an elected officeholder here at HSU. The biggest thing to know is that your voice is key, your voice is needed and you have a position to use it. So use your voice to speak to your peers, see what they are looking for on-campus, what is something you KNOW students need/want, and advocate for them because as a member of AS that's what you get to do! I would always ask my peers if you could change or fix 3 things at HSU what they would be, and you'll find out doing things as simple as that is where you find the things you should tackle.

That being said, a project I wish I had more time to tackle is the conversation of student employees who work in dining getting some sort of compensation for their work whether it be a free meal or a REALLY discounted meal. Currently, students working in dining just get a discount that they can't even use with their j-points, students had the need last year and really wanted to see this happen so I urge and empower you to navigate those resources and have that conversation.

Lastly, a final piece of advice, take care of yourself. It's really easy to save everyone else, provide care, be an advocate but you can't advocate if you aren't making sure that you're taken care of. That being said, make sure you get rest, you are able to balance everything, and that you have a good support system because having that is what gets you through it. You got this, and I wish you the best of luck on your journey as SAVP!

With Regards,
Breannah Rueda
Student Affairs Vice President 2019-2020

Malluli Cuéllar
She, Her, & Hers
Social Justice and Equity Officer 2019-2020
mc524@humboldt.edu (preferred)
mallulicuellar@gmail.com

Dear Social Justice and Equity Officer,

Hello my name is Malluli and I served as the Social Justice and Equity Officer for the 2019-2020 academic school year. At the time of writing this letter to you, I'm a sophomore student studying Political Science in the College of Arts, Humanities, and Social Sciences. I'm here to pass the knowledge I gained this year to you, in hopes that you will have a solid foundation to begin on. When I began my position, I didn't get to know the previous individual in my position and that meant that it took me a longer duration of time to learn about what my position entailed. I hope that this will not be the case for you. I hope to not be a stranger, and rather, I hope to be a resource to you because I strongly believe in lifting one another up. I am here to support you and support you in this position to best serve our students!

In this position, I hope you'll always remember and hold true to be that you are charged with uplifting the student voice especially in regard to issues pertaining to social justice, equity, diversity, and inclusion. This may sound scary or overwhelming at times, but I always told myself it's about being an active listener to our fellow peers and empowering them to seek institutional changes that would benefit the student community on this campus. I hope you will also feel empowered to write resolutions and to seek bold changes on campus. During my time as the Social Justice and Equity Officer, there was a resolution titled **An Act to Clarify the Commitment of the Associated Students of Humboldt State** and it added social justice as one of the commitments of the Associated Students. It also empowered our position to create a Social Justice, Equity, and Inclusion Committee that would be an Associated Students committee with student membership. During my year, I was able to hold discussions about what this would look like and I was able to attend a California State Student Association meeting to see how other governing bodies held meetings. During the fall semester we saw extended periods of closure due to the PG&E power outages and during the spring semester we saw our semester be cut short due to COVID-19. This is my ask to you, I ask that you finish my work by establishing a Social Justice, Equity, and Inclusion Committee. I was not able to establish it, but I believe strongly in the need to have a committee of this nature on campus. I hope that this committee would be charged with uplifting the student voice and empowering student advocacy. I would recommend that you reach out to areas such as, but not limited to, the black student union, ambitious women for engagement, brothers united, legacy, delta phi epsilon, hermanas unidas, and others when reaching out to students for membership of this committee. They can help you spread the word

about building this committee's membership, but remember to include the entire student body in this conversation.

I'd recommend reaching out to these people on campus if you are ever in need of help or guidance because they were allies to me and my work during my year in this position: Edelmira Reynoso she currently chairs the Diversity, Equity, and Inclusion Council when I am writing this letter (edelmira.reynoso@humboldt.edu), Fernando Paz the director for El Centro (fernando.paz@humboldt.edu), Nancy Olson who is charged with bias training on campus (nancy.olson@humboldt.edu), and Stephanie Burkhalter the UC Senate Chair (stephanie.burkhalter@humboldt.edu). I will also be available to help you in any way I can because you succeeding and thriving in this position means that our student union is doing so as well. I am sending the warmest wishes and I will leave off this letter with I believe in you!

Sincerely,
Malluli Cuéllar

Congratulations Environmental Sustainability Officer 2020-2021,

As an Environmental Sustainability Officer, I expect to move through justice for people and for nature as a whole. We must recognize that the 'environmental problem' would not be conceivable without the human error that makes it possible.

In this, I ask you to work closely with people so they may grow the strength and knowledge to act in the concern of their neighbors, their future generations, and themselves for your body is your first environment. To be an Environmental Sustainability Officer, you are the single most recognized student voice for the environmental community on campus but also must work to mend the disconnected perspective that human justice is environmental justice.

Working closely in partnership with the Social Justice and Equity Officer is vital. The two of you can create a force to be reckoned with through the interconnected work of making campus a safer and more diversity represented space. **We must be the leaders of shaping how students live and experience campus and Humboldt County as a collective.**

I joined AS through activism. I attended my first meeting as a public comment in concern for a 60 year old Redwood tree on campus that has been topped without justice. I noticed that the top of the tree was suddenly gone which exposed it to inevitable dangerous core rot, and would ultimately deem the tree to be cut down. So, I started a campaign called Give Trees a Chance because I discovered that Facilities Management had made this call without consulting student representation within the Landscaping and Tree Committee. I worked hard to have the tree officially evaluated to see if we could save it, but the arborist said the wound was too unpredictable to save. This is what got me my job. I was passionate, active, and diligent on getting justice for this tree, but on a deeper level, this was about students taking back their campus and having a fair voice to say so. From there, I made an initiative to have the timber recreated into a bench so that the space could be somewhere that students could be, morn, and laugh together. **I was never able to make this possible, and ask my successor to forward this movement so we have a 'grieving grove' on campus- immersed in nature and friendship.**

I was able to get a very powerful Resolution passed at the second to last BoD meeting called: **A Resolution to Ban Disposable Plastic on Campus.** This project was created because another student reached out to me and wanted to help forward the campus movements to shift away from plastics and towards compostable,

reusable, and recyclable consumption. **This is what AS is about- being a voice for students who are not heard.**

I learned that relationships are key to AS and any organization. Before anything, we must care, respect, and connect with one another so we have a sense of trust and reliability on our team. Meet everyone on the team, show them that you care about them and repeat this with as many people as you can on campus. **Networking is everything.** I have also learned that it is important to not chew more than you can swallow because then you find you've disappointed yourself and others when you do not fulfill what you committed to. **Have integrity and achieve what you signed up for, and you will hold yourself to high standards.** Keeping your word not only builds your self image but gains the admiration and appreciation of others.

This job is fruitful but hard work, as life can often be. More than anything, it is worth the experience and important to be a leader who listens. So, break your comfort zones, go against the grain, and do not fear to ask for help. AS is a family and all families need attention, conflict, honesty, and commitment.

Please reach out to me for further contact: gabismith41@gmail.com

You are powerful for taking on the role of AS's Environmental Sustainability Officer, so go empower others!

Love,

Gabrielle Grace

To whoever is the new Public Relations Officer...

WELCOME

This position is new, but you probably already know that. You are just the third PR Officer in all the years that A.S. has existed at HSU - woo! Because there have been so few before you, it can be hard sometimes to pinpoint exactly what your duties are. Roughly I would say that the PR Officer's duties are:

1. Manage all A.S.'s social media accounts consistently
2. Chair the Public Relations Committee
3. Help curate promotional materials for A.S.

With these outlined, there is some wiggle room to add in your own responsibilities as you see fit. I did do a bit more than was asked of me, and depending on your availability you can too. With the posts I tried to post at least once a week, if not 2-3 times. I made sure to always post and share posts on our Instagram story since students tend to view it pretty often. During my time as the PR Officer I did begin doing bi-weekly recap videos that would showcase one board member and they would recap the main takeaways from the most recent Board of Directors meeting. This was done through me creating a sign-up sheet that would be shared via our BoD Shared Google Drive. Then whoever had signed up to do the recap video that week, I would record their video immediately after the meeting, since all of the information was still fresh in their minds. You are now the PR Officer, so you can do these videos however you'd like!

Since this position was so new and foreign to me, I did seek the help of many people during the year.

Some of those people who were friendly and always open to giving advice were:

- Ron Rudebock, Director of Dining Services - ron.rudebock@humboldt.edu
- Donyet King, Director for Residence Life - dlk5@humboldt.edu
- Aileen Yoo, Director of News & Info. - aileen.yoo@humboldt.edu

These three people are in charge of publicity all around campus in their respective departments. Ron can help you if you want to promote anything in the J or the Depot using the LCD screens or the napkin

holders. Donyet can help you promote within the residence halls through flyers, swank bumpers, and the LCD screens. Aileen is from the Marketing & Communications department and can help you promote through the HSU website and other, broader places on campus. All three are friendly, fairly quick to respond to emails, and are open to meeting in person!

One project that I had started that never really got finished due to MANY issues (i.e. legal stuff, COVID-19, BoD drama) was getting the PR Officer position description on to the A.S. bylaws and codes. If you look through these documents, there is very little information about the PR Officer because of how new this position is. I believe that if we were to add this, it would help future PR Officers understand their role a bit better. If you would like to continue this project, here is the link to the Google Doc I created:

https://docs.google.com/document/d/1xcrIGME0UNFeBNTfH9VBDoJe_qmmWxY7SgOG-ueNLcA/edit?usp=sharing

Now that you've read a nauseating amount of information, breathe, count to ten slowly, and get ready because this position is a blast once you get a hang of a few things. Remember that the office student assistants are there to help you with anything. Casey & Jenessa are wealths of knowledge, just keep in mind that they have their limits too. I hope you enjoy being in this role as much as I did. I truly did have fun in this role and made a lot of new connections across campus. This role will teach you a lot if you let it. Best of luck and reach out to me if you have any questions or would just like to ran

Best wishes,

Cassie Caudillo

Journalism, BA

cvcaudillo@gmail.com

Dear New Associated Students' College of Arts, Humanities, and Social Science
Representatives,

I hope you are both doing well, and are in the best of health and happiness. This letter is a formal welcome to the Associated Students Board of Directors from your previous CAHSS Representatives Montel Floyd and Amal Amoor. We want to welcome y'all as two amazing leaders, and leave some starting tips so your transition into the position is easy. Firstly, we would like to emphasize that communication is a strong suit of Associated Students. Therefore, if you are unsure about anything makes sure you direct your questions to the appropriate parties. Executive Director Jenessa Lund sits with the Board of Directors, and can advise you on different ways to proceed in Associated Students. A.S. Board Coordinator Casey Park also sits with the Board of Directors, and can direct you on parliamentary procedure and related activities. The cool thing about being an A.S. college representative is you both get to make an event every semester for your College of Arts, Humanities, and Social Sciences students. As well as that, you both get to participate on two committees from A.S. There are 10 different A.S. committees, and over 40 committees for students at HSU. For the events, and good relations it is important to reach out to the Dean of CAHSS as well as his/her/ze team. Thank you for being a leader, and standing up to be a student voice! At A.S. we value each other's previous experiences, and share areas where A.S. can help this university improve upon. With the A.S. budget and the budget that A.S. processes, students like you can adjust the incoming academic year's budget as well as adjusting it. Sometimes life can get a little hard, and that's why at A.S. we make swag for our office in the form of mood changing pens, recyclable utensils, and much more. At A.S. you get to hear from a wide variety of public audiences, and potentially get to respond to the public on pressing issues at our campus.

Sometimes our meeting can be long and require a lot of documents, that's why we suggest you eat some beforehand or bring some snacks for the meeting. Some meetings have some snacks, but it's always better to be prepared. If you are a visual or written learner, we suggest you bring a notebook. If you are a tactical learner, we suggest you bring a little fidget toy to help you relax during the meeting. When the meeting becomes overwhelming, you both could always request a recess to the board during the meeting. If you are having issues arriving at the board meeting, make sure to let the Legislative Officer know or any other Board member in charge of attendance know. In terms of board reports, we are supposed to host office hours weekly for constituents to reach us. The board reports tell the Board, and the public how you have been spending your time in relations of addressing current events with A.S. As far as the stipend goes it is to both of your tuitions, so if you have student loans you both can work with financial aid to see how it maps out on your estimated living cost. CAHSS Representative Montel and I wish the best for the both of you. Thank you, and have a meaningful year!

Sincerely,
CAHSS Representative Montel Floyd and CAHSS Representative Amal Amoor

To Whom it May Concern:

My name is William Weinberg and I have been one of the CNRS representatives for the 2019-2020 year. I have also served as the vice chair of the Board of Directors, as a student representative on the University Senate, and as a member of the A.S. Board of Finance. I am graduating from the Forestry program this May. But enough about me.

As the incoming CNRS rep, I want to ensure you feel empowered in your position. The way I approached this was to be involved as much as possible, and to be knowledgeable about our codes and procedures. Knowing what you can and cannot do in meetings is extremely important, and you will be receiving a book on our Parliamentary Procedures, and if you receive the one I had, you'll find some sections highlighted. Those sections will educate you on what the board should do, and how you can use your knowledge to ensure we are compliant with our procedures.

I found it was always best to remember who your constituents are when voicing your opinions, which, for us, means the science community on campus. Try to be reasonable in your decision making and do not let feelings sway your vote. When it's between being popular and doing what is necessary, always go for what is necessary. It will not be easy to keep your integrity.

Fall semester was tough for me. My voice was unpopular, and many votes did not go how I hoped they would. However, I kept going and by spring I had earned the trust of many board members and was able to easily swing votes in my favor. I cannot give you a guidebook on how to do this, because it is different for everyone, and is part of the Board experience in my opinion.

Keep in close contact with your other CNRS rep, and the other college reps, because you all have more power than you think. If you ask me, the CNRS reps are a divisive group, but that means that you need to earn your seat at the table, and demand that your voice be heard.

Sorry this probably will not be very helpful, but this is a very candid look at what you have signed up for. Whatever you do, me and your other predecessors will be proud of you.

Also join the University Senate, Jeff Dunk sits on the Board and he is a riot.

Best,

William Weinberg



BOARD REPORT

Sarah Kanga Livingstone
CNRS Representative
April 28, 2020

Associated Students CNRS Rep Transitional Report

To whom it may concern,

I would like to congratulate you on your new position of CNRS Representative. This next year will put additional pressures on you but also provide you with many new opportunities.

My name is Sarah Kanga Livingstone, I was the 2 time College Representative for the College of Natural Resources and Sciences. Having two years on Associated Students taught me how to be respectful of others' narratives, work with students, faculty, and staff from all backgrounds, and learn from other's experiences. I would encourage you to do the same throughout your lifetime.

As the CNRS Representative, you are required to do a few things: host an event to get CNRS students involved with faculty and administrators, sit on committee meetings, and like all AS Board of Directors, attend the bi-monthly meetings.

In this pandemic, my co-rep and I for this year were unable to put on a mixer, but we both still found ways to involve ourselves. I would encourage you to think outside the box on ways you can get students involved with faculty and administrators. For me, it was a priority to introduce myself to the administrators of CNRS, and getting to know faculty and staff. I took it upon myself to introduce myself to the Associate Dean Zechman multiple times until he finally learned my name. When other people know your name, they will look to involve you in decision making processes, get to know you, and be a point of reference for you when connecting students with their community.

For your committee representation requirements, I would encourage you to find committees that interest you and you believe you will be able to commit and contribute to. Some of our amazing representatives in the past have sat on UC Senate committees, search committees, and general education requirement meetings. I would encourage you to leave your comfort zone and become engaged in one such powerful committee. Get to know the committee chair, get to know the faculty on those committees. Find a point person who will act as your mentor during the semester/year term. While you may start the year just sitting, listening, and learning from your

fellow committee members, by the end of the year, I expect you'll be vocal and strong as a representative.

Finally, use your support groups. When you may struggle with making decisions, turn to your board coordinator, and executive director for help answering the difficult questions, and asking for advice.

I am also here to support and guide future representatives for as long as my Humboldt email remains active: slk432@humboldt.edu. Please reach out for advice, ask questions about my experiences, and get support.

Wishing you all the best,

Sarah Kanga Livingstone
CNRS Representative 2018-2020
HSU BS Wildlife Management and Conservation Fall 2020
Preferred Pronouns (They, Them, Theirs)

Dear At-Large Representative,

Welcome to the Board of Directors! Upon entering the position myself, I was confused as to what this position does. I was told, in short, this position is like dipping your toes in the AS water. As a shy yet busy individual, I may have been limiting myself to more than you might venture out to do. That's the beauty of this position- you have the most amount of freedom in terms of responsibilities!

This position requires responsibilities in person or via Zoom. These include but are not limited to:

- 2 weekly hours of office hours
- 3 hour bi-weekly meetings with the Board of Directors
- sitting on at least one committee
- representing the overall student voice within discussion and through voting

Something I quickly picked up was the need to learn and understand both the AS and parliamentary procedure language. This will help understanding the process within the meeting and make it a lot easier to get through voting. On a similar note, reading the documents, resolutions, and powerpoints prior to the meeting, even if it is a first reading, will make the conversations more efficient and easier to understand. Writing comments in the margins of the documents prior to discussion will also help this process. The Board works best when working as a Team, rather than an individual. The AS Staff is wonderful at answering questions and providing assistance, but don't hesitate to ask other board members, too!

This year was my first year in AS. As a member of the Sexual Assault Prevention Committee, I was beginning to work on a project with the Diversity & Equity Officer Malluli Cuevar on a resolution regarding the sexual misconduct incident (with reference to the flyer) this semester. As she is continuing with the Board, her efforts with this resolution will most likely continue, as well. I was also involved in the PAWG art mural task force, which will continue the efforts when the shelter in place hold lifts. The contact reference point of interest is Michael D. Fisher, @michael.fisher@humboldt.edu.

Compared to other positions, this is the easiest. I have no doubt you will do a great job. The most important thing to remember is the reason you joined, the reason you're fighting for the sake of others. You are in a position of power now to do something, to create changes that will benefit others. Embody your role and be the change you wish to see. You've got this. And if you have any questions, or things I did not fully explain, my inbox is always open. Believe in yourself.

Allie Follett, current At-Large Rep., alf16@humboldt.edu . Have fun!

	<u>Section 6</u>	<u># AS</u> <u>Positions</u>	<u>2019-20</u> <u>Fees</u>	<u>Annual</u> <u>Stipend</u>	<u>Total</u>
President	95%	1	\$7,863	\$7,470	\$7,470
Legislative VP	50%	3	\$7,863	\$3,932	\$11,795
Student Affairs VP					
Admin VP					
Social Justice & Equity Officer	35%	5	\$7,863	\$2,752	\$13,760
Environmental Sustainability Officer					
External Affairs					
Parliamentarian					
Public Relations					
3 colleges x 2	30%	9	\$7,863	\$2,359	\$21,230
Grad Rep					
At Large x 2					
		18	Total (Recommended)		\$54,255
		Board Members	Total (Current)		\$44,033
			Difference		\$10,222

Approved Total Proposed Increase
44,033 \$10,222

Undergraduate Fees for Fall Term 2019

Description	0-6 Units Amount	6.1+ Units Amount
Tuition Fee	\$1,665	\$2,871
Materials, Services & Facilities Fee	\$86	\$174
Instructionally Related Activities Fee (IRA)	\$201	\$337
Student Body Association Fee (ASB)	\$59	\$59
Campus Union Fee	\$123	\$123
Health Facilities Fee	\$33	\$33
Health Services Fee	\$333	\$333
Student Involvement & Representation Fee (optional)	\$2	\$2
Total	\$2,502	\$3,932

UNDERGRADUATE FEES for Spring Term 2020

Description	0-6 Units Amount	6.1+ Units Amount
Tuition Fee	\$1,665	\$2,871
Materials, Services & Facilities Fee	\$86	\$174
Instructionally Related Activities Fee (IRA)	\$201	\$337
Student Body Association Fee (ASB)	\$58	\$58
Campus Union Fee	\$123	\$123
Health Facilities Fee	\$33	\$33
Health Services Fee	\$333	\$333
Student Involvement & Representation Fee (optional)	\$2	\$2
Total	\$2,501	\$3,931

	<u>Section 6</u>	<u># AS Positions</u>	<u>2019-20 Fees</u>	<u>Annual Stipend</u>	<u>Total</u>
President	95%	1	\$7,863	\$7,470	\$7,470
Leg VP	30%	8	\$7,863	\$2,359	\$18,871
SAVP					
Admin VP					
SJ					
ESO					
External Affairs					
Parliamentarian					
Public Relations					
3 colleges x 2	25%	9	\$7,863	\$1,966	\$17,692
Grad Rep					
At Large x 2					
		18		<u>Total Stipends</u>	<u>\$44,033</u>
		Board Members			

Budget to:

GOVERNMENT	\$39,315
EXT AFFAIRS	\$2,359
AS PRESENTS	\$2,359

total \$44,033

Undergraduate Fees for Fall Term 2019

Description	0-6 Units Amount	6.1+ Units Amount
Tuition Fee	\$1,665	\$2,871
Materials, Services & Facilities Fee	\$86	\$174
Instructionally Related Activities Fee (IRA)	\$201	\$337
Student Body Association Fee (ASB)	\$59	\$59
Campus Union Fee	\$123	\$123
Health Facilities Fee	\$33	\$33
Health Services Fee	\$333	\$333
Student Involvement & Representation Fee (optional)	\$2	\$2
Total	\$2,502	\$3,932

UNDERGRADUATE FEES for Spring Term 2020

Description	0-6 Units Amount	6.1+ Units Amount
Tuition Fee	\$1,665	\$2,871
Materials, Services & Facilities Fee	\$86	\$174
Instructionally Related Activities Fee (IRA)	\$201	\$337
Student Body Association Fee (ASB)	\$58	\$58
Campus Union Fee	\$123	\$123
Health Facilities Fee	\$33	\$33
Health Services Fee	\$333	\$333
Student Involvement & Representation Fee (optional)	\$2	\$2
Total	\$2,501	\$3,931

	<u>Section 6</u>	<u># AS Positions</u>	<u>2018-19 Fees</u>	<u>Annual Stipend</u>	<u>Total</u>
President	95%	1	\$7,674	\$7,290	\$7,290
Leg VP	30%	8	\$7,674	\$2,302	\$18,418
SAVP					
Admin VP					
SJ					
ESO					
External Affairs					
AS Presents					
Public Relations					
3 colleges x 2	25%	9	\$7,674	\$1,919	\$17,267
Grad Rep					
At Large x 2					
		18		<u>Total Stipends</u>	<u>\$42,974</u>
		Board Members			

Budget to:

GOVERNMENT	\$38,370
EXT AFFAIRS	\$2,302
AS PRESENTS	\$2,302

total \$42,974**Undergraduate Fees for Fall Term 2018**

Description	0-6 Units Amount	6.1+ Units Amount
Tuition Fee	\$1,665	\$2,871
Materials, Services & Facilities Fee	\$85	\$170
Instructionally Related Activities Fee (IRA)	\$201	\$337
Student Body Association Fee (ASB)	\$59	\$59
Campus Union Fee	\$93	\$93
Health Facilities Fee	\$18	\$18
Health Services Fee	\$288	\$288
Student Involvement & Representation Fee (optional)	\$2	\$2
Total	\$2,411	\$3,838

UNDERGRADUATE FEES for Spring Term 2019

Description	0-6 Units Amount	6.1+ Units Amount
Tuition Fee	\$1,665	\$2,871
Materials, Services & Facilities Fee	\$85	\$170
Instructionally Related Activities Fee (IRA)	\$201	\$337
Student Body Association Fee (ASB)	\$58	\$58
Campus Union Fee	\$92	\$92
Health Facilities Fee	\$18	\$18
Health Services Fee	\$288	\$288
Student Involvement & Representation Fee (optional)	\$2	\$2
Total	\$2,409	\$3,836

Associated Students of Humboldt State University 2017-2023 Strategic Plan (May 8, 2020 Update)



Associated Students



ASSOCIATED STUDENTS EXECUTIVE SUMMARY HISTORY AND BACKGROUND



HISTORY AND BACKGROUND: Council to Board

The Associated Students (AS) was first created on campus in 1924. The association became a 501(c)(3) non-profit corporation in 1991. It is also a recognized auxiliary organization of HSU, representing close to 6,000 HSU students. Governance of the organization is overseen by the A.S. Board of Directors, which includes 15 voting student Directors, 3 student advisors and 2 staff advisors. On March 6, 2017, the Council passed a resolution (2016-17-15) changing its name to the Associated Students Board of Directors to officially recognize its role as a governing body.

MISSION STATEMENT

The specific purpose of the Associated Students of Humboldt State University is to provide a means for responsible and effective participation in the governance of the campus, to provide an official voice through which students' opinions may be expressed, to foster awareness of programs both on and off campus, to assist in the protection of the rights and interests of the individual students and the student body, to provide services and programs to meet the needs of the student and campus community, and to stimulate the educational, social, physical, and cultural well-being of the University Community.

ASSOCIATED STUDENTS EXECUTIVE SUMMARY HISTORY AND BACKGROUND



VISION

On April 3, 2017, the Associated Students Board approved a Vision Statement to establish clear values for the organization. (Resolution #2016-17-16)

Equity:

- Striving for social and environmental justice
- Listening to those directly affected by inequity
- Striving for respect and the understanding of all people

Empowerment:

- Developing student organizers and leaders
- Providing tools for institutional and policy changes
- Offering spaces for group and individual empowerment

Well-being:

- Enhancing the livelihood and academic success of the student body
- Fostering support for personal and community well-being
- Offering opportunities for healing/care

FUNDING

Each student who enrolls at HSU pays a mandatory AS fee, also known as a Student Body Organization fee. Currently, that fee is \$117 and generates approximately \$760,000 in revenue this fiscal year, and is inherently dependent on enrollment numbers. That fee, along with other program revenue, provides funding for approximately 20 different programs and services. The average AS fee in the 23 campus CSU system is \$160. However, comparing AS organizations is difficult, as how they are organized and what programs and services they provide varies widely from campus to campus. Also, in order for the AS fee to be adjusted, Education Code 89300 requires the proposed change be approved by a majority vote in a referendum established for that purpose. A copy of Statements of Net Position June 30, 2015 & 2014 and a Statement of Revenues, Expenses, and Changes in Net Position will be included in the next approved draft of this document.

HUMAN RESOURCES

The Associated Students operated with a staff of three full-time employees for 2019-20. These include the AS Executive Director, and AS Business Office Coordinator and the AS Board Coordinator. We provided employment for approximately 150 student employees that work for the various AS funded programs. We have an agreement with the Humboldt State University Administrative Affairs to provide business services, including consultation from HSU Human Resources.

In addition to overseeing and managing the AS Fee, the AS Business Office also administers the Instructionally Related Activities fee..



Goals

1. ELEVATE AND PROTECT THE STUDENT EXPERIENCE
2. STRENGTHEN THE AS BRANDING
3. ENSURE LONG-TERM ORGANIZATIONAL STABILITY
4. FOSTER, STRENGTHEN, AND SERVE
5. FUNDED PROGRAMS REEVALUATION



1

ELEVATE AND PROTECT THE STUDENT EXPERIENCE

INITIATIVES

Develop and refine opportunities for campuswide student engagement through AS programs and services

- Promote student participation through innovative and intentional outreach efforts.
- Promote student participation through innovative and intentional outreach efforts to connect them with topics being discussed in the community.

2

STRENGTHEN THE AS BRANDING

INITIATIVES

Fully develop and implement the AS Public Relations, Communications, and Marketing services portfolio

- Outline, define, and educate AS affiliates of services available.
 1. AS Newsletter
 2. Memos
 3. Further development of our social media (Twitter, Facebook, and Instagram).
- Initiate and implement documentation to prompt student safety.

3

ENSURE LONG-TERM ORGANIZATIONAL STABILITY

INITIATIVES

Strengthen the role & efficacy of AS Student Government internally; evaluate and ensure AS Pro Staff success.

- Initiate and implement documentation to establish a successful structure method of analyzing, understanding, and presenting the Business Services contract.
- Design a comprehensive assessment plan to strengthen our internal Human Resources.
- Initiate and implement documentation for best transparency practices and communication internally.
- Initiate and implement documentation to specify AS Pro-staff duties.
- Initiate and implement documentation to allow for a smoother learning environment for future board members, starting with a glossary
- Initiate and implement documentation to reevaluate the organizations Board member's compensation to establish a successful work order. Note: On March 27th, the Board of Finance recommended a 20% increase to the Administrative Vice President, Legislative Vice President, and Student Affairs Vice President, and a 5% increase to all Directors who are not the President or Vice Presidents.

4

FOSTER, STRENGTHEN, AND SERVE

INITIATIVES

Foster meaningful relationships across differences, including diverse cultural communities, identities and competencies

- OBJECTIVE 2.1 Recruit, retain, and support faculty, staff, and administrators from diverse backgrounds that reflect our student and state demographics.
- OBJECTIVE 2.2 Ensure that diverse perspectives, identities, and communities are acknowledged and taught throughout curriculum and provide a safe environment for everyone to explore a broad range of viewpoints and ideas.

Strengthen partnerships with local communities

- OBJECTIVE 3.1 Strengthen relationships and engage with local Tribal Nations and communities through authentic actions, specific planning, accountability, and true collaboration.
- OBJECTIVE 3.2 Collaborate with the local communities to support students' intellectual, emotional, ethical, and spiritual development and well-being.
- OBJECTIVE 3.3 Ensure a safe and welcoming off-campus environment for students, staff, and faculty by partnering with local communities.

4

FOSTER, STRENGTHEN, AND SERVE (CONT.)

INITIATIVES

Serve as effective stewards of the natural and built environment and the University's financial resources with a focus on sustainability

- OBJECTIVE 4.1 Develop and implement a unified, transparent, and evidence-based budget model that reflects institutional priorities and the actual cost and size of programs
- OBJECTIVE 4. 2 Reduce operational costs and reallocate funds to areas as defined by the strategic plan
- OBJECTIVE 4. 3 Expand resources to support the University's mission, including identifying new resources, finding efficiencies, and being good stewards of existing resources

5 FUNDED PROGRAMS RE-EVALUATION

INITIATIVES

Design a comprehensive assessment plan to strengthen and clarify the relationship between the Associated Student and our Funded programs. To also specify the requirements of the Funded programs (what does it mean to be a funded program)

- Initiate and implement consistent documents to specify the relationship between the Associated Students and our Funded programs.
- Initiate and implement consistent hiring procedures to strengthen the Associated Student role when it comes to the hiring of our Funded programs.
- Initiate and implement consistent documentation with warning procedures to protect our Funded Programs when it comes to probation.
 1. Verbal Check-in warning.
 2. Two Written warnings
 3. Probation period. During this probation period the employee undergoing probation will undergo training to help them develop professionally to return to work.
- Initiate and implement consistent documents to establish accountability points for our Funded programs.
 - To uphold our AS mission of establishing social justice.
 - To uphold our AS mission of environmental awareness and sustainability.
 - To communicate directly with AS when concerns arise, advice is needed, or questions need to be answered.
 - To implement an event tracking system to know how many students are being served per event.

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

**Section No. 200
Document No. 201**

Section: **Policy Statement - Fiscal**

Subject: **Asset Capitalization Policy**

Purpose: To provide guidance to the capitalization of Associated Students Equipment, Improvements and Additions, Buildings and Intangible Property purchased with Associated Students funds

Proposed: April 2020

Revised: November 5, 2001

Board Adoption Date: December 11, 2000

I. Policy

It is the policy of the Associated Students Board that the Associated Students maintain accurate records of all capital assets purchased with Associated Students funds and conduct an annual physical inventory count to assure safekeeping of assets.

II. Classification of Assets

A. Equipment

1. Equipment is defined as tangible, non-consumable personal property which meets each of the following four requirements:
 - a. Has a normal useful life of at least one year.
 - b. Is not permanently attached to or incorporated in Associated Students buildings and/or grounds.
 - c. Has a unit acquisition cost of \$2,500. Cost includes the purchase price plus all costs to acquire, install and prepare equipment for intended use.
 - d. Used to conduct Associated Students business.
2. Sensitive property, which is defined as any highly desirable and portable item (e.g., personal computer, equipment, calculators, cameras, etc.), may not meet the minimum cost criteria above, however it will be recorded with capital equipment if purchase price has a value of at least \$1,000.

B. Improvements and Additions other than Buildings

1. Improvements ordinarily do not increase the physical size of the asset; instead they make the asset better than its previous condition. An example of an improvement is a remodeling project. Additions are extensions of existing units.
2. Improvements and Additions will be capitalized when all three of the following requirements are met:
 - a. Have a normal useful life of at least one year.
 - b. Have an acquisition cost of at least \$5,000.
 - c. Used to conduct Associated Students business.

C. Buildings

1. Buildings are structures which provide workplace, storage space, or are used in some other way for Associated Students activities. Capitalized building costs include the purchase price plus all costs incurred to put the building in condition for its intended use.
2. The same requirements must be met as listed for improvements.

D. Intangible Property

1. Intangibles are property which lack physical substance but give valuable right to the owner. Examples of intangible property include patents, copyrights, leases, and electronic data processing software.
2. The cost of intangible property will be capitalized when all three of the following requirements are met:
 - a. Have an expected useful life of at least one year.
 - b. Have an acquisition cost of at least \$5,000.
 - c. Used to conduct Associated Students business.

Associated Students Of Humboldt State University
Policy Manual

Section No. 200
Document No. 202

Section: **Policy Statement - Fiscal**

Subject: **Travel Policy**

Purpose: To establish guidelines for **all** travel **funded** by Associated Students.

New/Revised: January 22, 2007

Board Adoption Date: December 11, 2000

See following Travel Policy document.

Name of Procedure/Policy: TRAVEL POLICY

Purpose of Policy: This policy provides guidelines for travel on Associated Students business. This policy is in conformity with federal IRS regulations.

Date of Effectiveness: 7/1/2007

Procedures:

A. Travel and Travel Advance: Information related to the trip dates, purpose, itinerary, etc. must be provided. A copy of the conference agenda, or a detailed schedule of your business plans, must also be attached to your request for reimbursement and per diem. Per diem advances will not be provided more than 10 days prior to a trip unless there are special circumstances. In no case will a per diem advance be provided more than 30 days prior to a trip.

B. Reimbursement Rates

1. Subsistence Allowances (Per Diem for Meals and Incidentals)

Subsistence allowances will be allowed only when travel related expenses are incurred for a trip 25 miles or more from Arcata. For each complete 24 hour period, the maximum subsistence allowance for meals will be \$41.00:

Breakfast	\$ 9.00
Lunch	\$12.00
Dinner	\$20.00
Total	\$41.00

For travel, which is less than 24 hours in duration or is the first fractional parts of a period of travel or more than 24 hours, the allowances listed above will be allowed provided that:

For Breakfast	Travel begins before 7:00 a.m.
For Lunch	Travel begins before 12:00 p.m.
For Dinner	Travel begins before 6:00 p.m.

For travel, which is the last fractional parts of a period of travel of more than 24 hours, the allowances listed above will be allowed provided that:

For Breakfast	Travel extends past 9:00 a.m.
For Lunch	Travel extends past 2:00 p.m.
For Dinner	Travel extends past 6:00 p.m.

If a conference fee is used to cover any of the above meals, an equivalent amount will be deducted from the maximum allowances. The person traveling may be reimbursed for parking and transportation costs, taxi fares, and business phone calls in addition to per diem providing they have receipts or other documentation.

2. Lodging

Actual **original** receipts must be submitted for all lodging reimbursements. The actual cost will be reimbursed only if the amount is indicative of a reasonable selection of accommodations where several rates are available.

The Travel Expense Report is used to report actual trip cost, to submit all required receipts, and to receive any needed reimbursement. The Travel Expense Report, along with all required receipts and documentation, shall be submitted to the Business Office within 30 days after the trip.

3. Travel Advances

Travel advances may be made with approval by the Executive Director. Substantiation for all special advances shall be submitted to the Business Office within 30 days after the trip. In no case may this substantiation occur after 60 days. If this substantiation is not completed within 60 days, any unaccounted for and unreturned advance monies will become taxable income to the employee, and be included on a Form W-2.

4. Mileage Reimbursement

Personal vehicles will only be reimbursed for actual gas expenses supported by receipts. Prior approval by the Executive Director is required in order to use a personal vehicle.

Associated Students Of Humboldt State University	Section No. <u>200</u>
Policy Manual	Document No. <u>203</u>

Section: **Policy Statement - Fiscal**

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

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 Board of Directors and Executive Director 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. Board may have that falls within the Mission of the Associated Students.

New/Revised: September 17, 2019

Board Adoption Date: December 11, 2000

I. Fund Designation

Appropriations to Reserves - Excess revenues will be allocated annually to the following reserve areas unless specifically exempted by A. S. Board. 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 - 80% of the current year excess revenue will be placed annually in the operating reserve.

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 - 10% 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 - 10% of the prior year's fund balance will be placed annually in the special projects and facilities reserve.

The minimum amount which should be retained for on-campus reserves combined is 30% of the current year expenditures.

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 projected 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.

At 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. Board of Directors.

The Board of Finance shall review all requests for expenditures.

A majority vote of the A.S Board shall be required for approval of all allocations of Associated Students funds.

Allocations from any of the reserves also require the approval of the University President (or designee).

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 Executive Director shall be authorized to commit up to \$5,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$5,000 be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the Executive Director be unable to obtain the required consent, they may commit the required amount of funds to resolve the problem. In all cases, the A.S. Board shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.

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

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

Section: Policy Statement – Fiscal

Subject: General Investment Policy

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

Revised: October 18, 2010

Board Adoption Date: December 11, 2000

Policy – It is the policy of the Associated Students that the principle 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 funds 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 Board and Executive Director 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. Board may have that falls within the Mission of the Associated Students.

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

**Section No. 200
Document No. 205**

Section: Policy Statement - Fiscal

Subject: Social Responsibility Policy

Purpose: It is recognized that the Associated Students may purchase merchandise from corporations and the policies of such corporations may have impact on the societies of the countries in which they do business.

New/Revised:

Board Adoption Date: December 11, 2000

The Associated Students shall make a good faith effort to invest in and/or purchase from companies that do not discriminate on the basis of race, religion, color, creed, sex or sexual orientation, or which engage in business activities with governments that discriminate. In addition, the Associated Students shall make a concerted effort to purchase only from companies whose merchandise originates from facilities with a commitment to the highest standards of business ethics, regard for human rights, and are environmentally responsible. It shall be the A. S. Council's responsibility to review individual issues and take action as a Board on a case-by-case basis as these issues arise.

Section: **Policy Statement - Fiscal**

Subject: **Public Relations Expenditure Policy**

Purpose: Title 5, 42502(i), requires that governing bodies of auxiliary organizations approve expenditures for public relations or other purposes that serve to augment State subsidies for campus operations. The HSU President shall file with the Chancellor a statement of such policy on accumulation and use of public funds for all auxiliary organizations. The statement will include the policy and procedure on solicitation of funds, the source of funds, the purpose for which the funds will be used, and allowable expenditures and procedures of control.

New/Revised: March 8, 2002

Council Adoption Date: March 8, 2002

I. Policy

Expenditures can be made from Associated Students funds for public relations purposes when the activities have a direct benefit upon the interest of the Associated Students. The primary rationale for expenditures must reflect the overall benefit to the Associated Students.

II. Definition of Public Relations Expenditures

Public Relations expenditures are defined as expenses related to the support of University development and fundraising activities. These expenses are typically for goods or services that may not be readily seen as within the immediate mission of the Associated Students.

III. Solicitation

Funds may be solicited from any entity provided that any funds received will be deposited fully with the Associated Students. In accepting contributions, potential costs incurred by the Associated Students in future maintenance on the donations must be addressed prior to acceptance.

IV. Allowable Expenditures

Expenditures may be incurred for materials, supplies, meals, overnight lodging and travel according to Associated Students guidelines.

V. Accounting Control

All public relations expenditures should be documented with receipts, invoices, and other materials as evidence of the expense. The names of individuals participating in the public relations activity and receiving or benefiting from these expenditures shall be listed as a part of the documentation for reimbursement/payment purposes.

VI. Required Signature Authority

All public relations expenditures require approval of the Executive Director and the Administrative Vice President.

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

**Section No. 200
Document No. 207**

Section: Policy Statement – Fiscal

Subject: Hospitality Expense Policy

Purpose: This policy serves to define hospitality expenses in compliance with CSU Executive Order #761.

New/Revised: March 8, 2002

Board Adoption Date: March 8, 2002

I. Policy Provisions

Hospitality expenses may be paid with Associated Students funds to the extent that the purchase and use of these services and items:

- Is consistent with the mission and fiduciary responsibilities of the AS;
- Conforms to IRS regulations;
- Is reasonable and allocable to the program being charged; and
- Represents the best use of AS funds.

This policy applies to activities that promote the AS to the campus and public communities, and the provision of hospitality in connection with official AS business. It also specifies which AS funds may be used for such purposes.

II. Authority

California Code of Regulations, Title 5, Division 5, California Code of Regulations; Section 41600, 41601; California Education Code Sections 66000, 89030, 89035, 89044; HR 96-11.

III. Definitions

Approving Authority – a person to whom authority has been delegated to approve expenses (AS Executive Director and Administrative Vice President).

Award – a gift of tangible personal property in recognition of service or achievement directly benefiting the AS.

Business Meal – a meal at which official AS business is conducted and meets the standards for reimbursement set forth in Table 1 below. To qualify as a

reimbursable Business Meal, the meal must be a necessary and integral part of the business meeting.

Gift – something of value given or bestowed upon an individual, group, or entity with the expectation of benefit accruing to the AS.

Honorarium – a payment given as a token of thanks and appreciation, as to a guest speaker.

Hospitality – the provision of meals (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, cookies, etc.) at a business event or meeting, or the provision of promotional materials, gifts, and travel expenses to official guests of the AS. Hospitality includes expenses for activities that promote the AS to the public and foster community relations, usually with the expectation of benefits accruing directly or indirectly to the AS.

Official Host – an AS employee or Board member who hosts a meeting, conference, or event.

Official Guest – a person invited by an official host to attend an AS meeting, conference, reception, or event. Examples of official guests include employees and students from another campus, members of the community, or media representatives. Employees and students of the AS are not considered official guests.

Promotional Materials – a gift of tangible personal property of minor value that is distributed to promote the name or image of the AS, to provide information, or to enhance campus productivity.

Reasonable Cost – the amount a prudent person would have paid for the goods or services under the circumstances.

Work Location – the place where the major portion of an employee's working time is spent, or the place to which the employee returns during working hours upon completion of special assignments.

IV. Allowable Expenses and Occasions

Hospitality expenses must be directly related to, or associated with, the active conduct of official AS business. When a AS employee or Board Member acts as an Official Host, the occasion must, in the best judgment of the AS Executive Director, serve a clear business purpose, with no personal benefit derived by the Official Host or other AS employees or representatives. In addition, the expenditure of funds for hospitality should be cost effective and in accordance with the best use of funds.

When determining whether a Hospitality expense is appropriate, the Approving Authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives. Hospitality expenses, including awards and gifts, must conform to IRS regulations.

Hospitality expenses are allowable in the following circumstances:

- A. When the AS hosts Official Guests, including auxiliary employees and students visiting from another campus;
- B. When the AS is the Official Host or sponsor of a meeting of a learned society or organization;
- C. When the AS is the host or sponsor of meetings of an administrative nature that are directly concerned with the welfare of the AS and the provision of hospitality is a *necessary and integral* part of the business meeting and not solely a matter of personal convenience;
- D. When the AS hosts receptions held in connection with conferences, meetings of auxiliary organizations, fundraising events, meetings of student organizations and groups, student events such as commencement exercises, and meetings of other university-related groups;
- E. When the AS hosts receptions for the benefit of employee morale, employee recognition, or length of service awards or retirement presentations;
- F. When the AS hosts job candidates;

Payment of or reimbursement for hospitality expenses are not permitted when these expenses are strictly entertainment in nature and not related to the active conduct of official AS business.

V. Funding Sources

Hospitality expenses may be paid from Associated Student Body Organization funds, subject to the rules outlined below and the restrictions identified in Table 1.

VI. Approval of Transactions

When requesting reimbursement, individuals must adequately document the business purpose of the hospitality expense. The following information is considered appropriate when submitting requests for reimbursement of a hospitality expense:

- The nature of the expense or activity;
- The date, time and location of the meeting or activity;
- The number of guests in attendance; and
- The business purpose served and benefit to the AS.

For audit purposes, original itemized receipts or invoices are required AS reimbursement documentation. Payments not supported with original itemized receipts are considered income by the IRS and are reportable.

Individuals with delegated approval authority may not approve their own expenses, and individuals may not approve expenses of their supervisor. However, the AS President may approve expenses of the Executive Director.

Table 1
HUMBOLDT STATE ASSOCIATED STUDENTS
Eligible Hospitality Expenses

Hospitality Expense	Associated Students Funds
Food and beverages (other than alcoholic beverages) for meetings attended only by employees of the same work location (qualifies AS business meal expense)	Yes
Food and beverages (other than alcoholic beverages) for meetings attended by official guests (qualifies AS business meal expense)	Yes
Alcoholic Beverages	No
Gifts/Honoraria	Yes
Awards	Yes
Promotional Items	Yes
Travel	Yes
Receptions and events directly related to AS activities	Yes

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

**Section No. 200
Document No. 208**

Section: Policy Statement – Fiscal

Subject: Purchasing Policy

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: October 18, 2010

Board Adoption Date: April 8, 2002

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 **Executive Director** 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.

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. Board of Directors 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 Board in current year budget (currently \$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 Executive Director 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 Executive Director 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. Board shall be notified of the expenditure as soon as possible but no later than their next regularly scheduled meeting.

**Recommended Accompanying Language
to the 2020-21 A.S. Budget
Approved 4/17/20**

Definitions:

- ❖ **Program Event:** A 'Program Event' will be defined for these purposes as an event planned out in close coordination with the Associated Students (A.S.) Government; all Group 3 A.S. program events will be considered to be Program events.
- ❖ **Campus Event:** A 'Campus Event' will be defined for these purposes as an event that is planned and carried out in close coordination with the A.S. Government and Campus Partners; such as, Humboldt State University (HSU) Administration, HSU Housing, University Center (U.C.) and U.C. funded areas
- ❖ **Club Events:** A 'Club Event' will be defined for these purposes as an event that is planned and carried out by an HSU recognized club
- ❖ **Planner:** A 'Planner' for these purposes will be defined as a person who works to organize and carry out events.
- ❖ **Publicity:** For these purposes 'Publicity shall be defined as an advertisement on any platform relating to the promotion of a Program, Campus, and Club event.

General Recommended Stipulations:

1. All Program Event, Campus Event, and Club Event Planners will:
 - a. **when requesting speakers**, use University Faculty, Students and Staff, and work in coordination with the A.S. General Operations Staff.
 - b. **when creating publicity**, work in coordination with the A.S. Student Affairs Vice President & A.S. Public Relations Officer.
 - c. **when creating event ideas**, work in coordination with the A.S. General Operations Staff, A.S. Student Affairs Vice President & A.S. Public Relations Officer to ensure that all events maintain strong A.S. branding.
2. All Group 2 programs moving to Group 3 status will work in close coordination with A.S. Executive Director and A.S. President to ensure student leadership is supported and encouraged until student employment opportunities can be explored during the 2021-2022 A.S. budget allocation process.
3. All scholarships funded by A.S. fees are to be awarded in close coordination with the A.S. President and A.S. Executive Director.
4. Group 2 to Club Status is proposed for only one year; spending 2020-2021 exploring how to better support student leaders across campus.

Specific Recommendations:

1. **Humboldt International Film Festival (HIFF):** Use its reserves to offset the cost of their functions for 2020-2021, and reapply for 2021-2022 A.S. funds during the next budget applications period.

2. **Associated Students Government:** Work in coordination with the Clubs Office to move staff support of elections.
3. **Associated Students Government:** If A.S. has unspent 2019-2020 funds in Fall 2020 semester, after consulting the A.S. Reserve Policy, up to 30% of the unspent funds may be added to the A.S. Collaborative Fund to be allocated according to that allocation process.
4. **Student Legal Lounge:** Work in close coordination with the A.S. Government to keep services going
5. **Student Access Gallery:** Work in coordination with the Associated Students President and Executive Director to move towards an A.S. Group 3 status program for 2020-2021.
6. **Campus Center for Appropriate Technology:** Work in coordination with the A.S. President and Executive Director to explore becoming an A.S. Group 3 status program for 2020-2021.
7. **Waste Reduction and Resources Awareness Program:** Work in coordination with the A.S. President and Executive Director to explore becoming an A.S. Group 3 status.

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

2020- 2021 DRAFT BUDGET LANGUAGE

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 who 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.

Definitions:

- **Program Event:** A 'Program Event' will be defined for these purposes as an event planned out in close coordination with the Associated Students (A.S.) Government; all Group 3 A.S. program events will be considered to be Program events.
- **Campus Event:** A 'Campus Event' will be defined for these purposes as an event that is planned and carried out in close coordination with the A.S. Government and Campus Partners; such as, Humboldt State University (HSU) Administration, HSU Housing, University Center (U.C.) and U.C. funded areas
- **Club Events:** A 'Club Event' will be defined for these purposes as an event that is planned and carried out by an HSU recognized club
- **Planner:** A 'Planner' for these purposes will be defined as a person who works to organize and carry out events.
- **Publicity:** For these purposes 'Publicity shall be defined as an advertisement on any platform relating to the promotion of a Program, Campus, and Club event.

ALL A.S. FUNDING

All A.S. funded areas are responsible for reading and following items #1-17 in addition to their respective section (Program or Grants).

1. **Food** purchases must be an integral part of the event - **not the sole purpose** of the event. Only University approved vendors may cater or deliver food on campus.
2. A.S. is committed to making **environmentally and socially responsible purchases** with A.S. funds. Program Budget Administrators will explore environmentally and socially responsible purchase options, and when feasible, choose the environmentally and socially responsible option. Avoiding purchasing balloons, glitter, glowsticks, and other decorations that can have a negative impact on the environment once disposed.
3. A.S. funds **shall not** be used:
 - **to endorse an A.S. elections candidate** (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate.
 - **to endorse candidates**, coalitions, or recalls during a non-A.S. election.
 - **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.

4. A.S. funds **cannot be used to purchase alcohol, tobacco, or any other drugs.**
5. **TRAVEL:** As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a “Release of Liability” statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
6. **PRIVATE VEHICLES:** Anyone traveling on behalf of A.S. and/or using A.S. funds, must have a completed “Request for Authorization to Travel (Domestic travel)”. Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
7. Any promotional materials, print, email, listserv—printed or sent out, needs **the A.S. funded logo to be clearly represented and prominently displayed.** This includes programs and events funded by A.S. Grants. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

The funded logo can be found here:

https://associatedstudents.humboldt.edu/sites/default/files/fundedbyaslogo_black_v4.pdf

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 A.S. Board of Finance.

8. As a Hispanic-Serving Institution (HSI), ~~when feasible,~~ promotional materials should be in both English and Spanish **especially for events and information geared towards campus visitors.**
9. CSU policy requires all state and non-state funded departments to **use HSU Marketing & Communications** services for printing, unless an exemption is granted. **Prior to the creation of publicity, schedule a meeting with the A.S. Public Relations Officer to plan out the project and help navigate the exemption process if needed. Project will be submitted to PRO to be put on Public Relations Committee agenda for approval and dispersal planning.**
10. **Failure to comply with budget language stipulations shall result in funds being frozen, or other disciplinary action, pending A.S. Board of Finance recommendation. All disciplinary actions can be requested to be appealed at the A.S. Board of Directors.**
11. If the A.S. Board of Finance encounters **a program that chooses not to comply with the policy** outlined in this document, the A.S. Administrative Vice President will request that the program’s budget administrator attend an A.S. Board of Finance meeting to discuss how the program can come into compliance. **If the program continues not to comply with the policy, the A.S. Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program’s annual budget.**

12. **Retreat funds** may be used for lodging, transportation, room rental, group activity, and/or food expenditures.
13. **Requests for spending excess revenue must occur in the same fiscal year** in which the excess revenue is generated, unless the A.S. Board of Directors establishes a trust account for the purpose of retaining said funds for future use.
- Requests for expenditures of the funds in the **trust account greater than \$200** must be evaluated and **approved by the Board of Finance** to assure the continued financial solvency of the program.
 - Requests for **less than \$200** must be **approved by the A.S. Administrative Vice President and the Executive Director**. (A.S. Fiscal Code 10.01)
14. **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***

and/or call (707) 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 of Humboldt State University
1st Harpst St
Arcata, CA 95521***

15. 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 2019** Semester publication(s): No later than Monday, **December 7, 2020**
 - **Spring 2020** Semester publications(s): No later than Monday, **April 26, 2021**
 - A possible five day grace period is available with advance approval from the A.S. Administrative Vice President and A.S. Public Relations Officer with advice from the A.S. Executive Director.

16. Expenditure of A.S. funds within line-items of programs as allocated by the A.S. Board of Directors **will be strictly adhered to**. If necessary, a transfer of funds between line-items may be requested using the "Line-Item Transfer Request Form". A transfer request over **\$200 between line-items** must be approved by the A.S. Administrative Vice President and A.S. Executive Director.

17. NON-COMPENSATORY STIPEND CRITERIA. **A.S. Board of Directors** Stipends shall be awarded as per Government Code, Section 6.

A.S. GRANTS (EVENT, CULTURAL & TRAVEL) and COLLABORATIVE FUND

(in addition to the guidelines #1-9 above)

18. All Program Event, Campus Event, and Club Event Planners will:

- a) **when requesting speakers**, use University Faculty, Students and Staff, and work in coordination with the A.S. General Operations Staff.
- b) **when creating publicity**, work in coordination with the A.S. Student Affairs Vice President & A.S. Public Relations Officer.
- c) **when creating event ideas**, work in coordination with the A.S. General Operations Staff, A.S. Student Affairs Vice President & A.S. Public Relations Officer to ensure that all events maintain strong A.S. branding.
- d) **Grant types, details and stipulations**

19. Grant types, details and stipulations

- **Club Event Grants** are available for on-campus events (1 Harpst Street) that will benefit the entire campus community.
- **Cultural Programming Grants** are available for on-campus events (1 Harpst Street) that will benefit the entire campus community. Cultural Programming Grants provides funding for on-campus events that promote social justice, educate and raise awareness of cultural diversity, equity, cultural celebrations and traditions.
- **Club Travel Grants** are for clubs to attend conferences and education-centered events. Travel funds may be used for conference/activity fees; lodging; and transportation costs.

20. Funding Limitations For A.S. Grants

The following **CAN** be funded:

- Publicity (flyers, posters, newspaper ads, etc.)
- Lodging for speaker/performer
- Supplies & Equipment rental for proposed events
- Nonprofit/nondiscriminatory events
- Fees for speaker/performer (including lodging and rental car expenses)

(NOTE: HSU faculty/staff/administrators/students **may not** receive speaker fees)

- Travel costs for speaker/performer
- Refreshments

The following **CANNOT** be funded:

- Equipment purchases
- Classroom activities
- Alcohol or drugs
- Non-event specific publications/pamphlets/booklets
- Tournaments/games/fundraising events
- Clothing or costumes
- Awards, wages, or specialty items for club members
- Presenters or performers who are HSU faculty/staff/administrators/students
- Fundraisers

- a. Applications must be submitted via **Presence** and reviewed/approved by the club advisor before each deadline cycle.
- b. Grant applications must be **submitted prior** to the event/travel. Grants will not be allocated retroactively. Exceptions can be requested from the A.S. Board of Finance only for the **first** grant cycle.
- c. All events receiving a grant must display the **A.S. logo, accessibility statement** (see below), and the **name of the sponsoring club** on **all promotional materials**.

Accessibility Statement: *This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact: [club contact email] or call [club contact phone number]. Please request accommodations at least two weeks prior to the event.*

- d. **All publicity** for events shall be **reviewed** and approved by the A.S. Public Relations Officer in advance of posting.
- e. **Club members must meet** with the Clubs & Activities Coordinator (regarding programming logistics) and **A.S. Executive Director** (regarding travel and expenditures) within two weeks of being notified of grant.
- f. The A.S. Board of Finance may impose **additional stipulations** when awarding funds and failure to follow stipulations may result in loss of grant.
- g. If the **event or travel is canceled or postponed**, it is the club's responsibility to contact the A.S. Office at 707-826-3771 as soon as possible. Clubs who fail to notify the A.S. Office may jeopardize future grant request approval.
- h. **Return unused and/or reusable products** to the A.S. Office. We also encourage clubs

to **use/reuse products** found in the Clubs and A.S. Office storages. Contact the each office for more information.

i. **Club Travel Grant Specifics** (work with the to ensure everything is fully completed and in a timely manner)

- The funding application must be requested at least three (3) weeks before the dates of travel via online applications through **Presence**
- The Authorization to Travel request form must be completed before the funding application can be reviewed.
- All necessary forms, for travel to be sanctioned by HSU, must be completed and turned in to the **A.S. Executive Director** via **Presence** five (5) business days before travel occurs.
- Travel funds are only available for travel within the continental United States (excluding the current banned states as according to the most current **HSU Travel Policy**).
- Reimbursement occurs after the travel takes place and requires submitting a Travel Expense Form, travel roster and proper receipts.
- Failure to follow HSU travel procedures, can result in loss of grant funding and inability to reimburse from A.S. and/or your club account.
- Clubs that travel without submitting required travel paperwork may be subject to sanctions and/or disciplinary action.
- Club Travel Grant applications are accepted until funding is exhausted; balance of funding is updated weekly through **Presence**.
- Non-Student travelers cannot receive grant funds but may still be required to complete the pre-travel paperwork.
- **Each request should only include funding for a single event. Multiple grant request forms can be submitted each cycle.**



Associated Students

HUMBOLDT STATE UNIVERSITY

Advocate. Allocate. Educate.



2020 POLICY AGENDA



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MISSION STATEMENT





The Associated Students (A.S.) Board of Directors of Humboldt State University (HSU) is the single recognized voice for over 6,500 students. The mission of the Associated Students of Humboldt State University serves to assist in the protection of rights and interests of the individual student and the student body and to stimulate the educational, social, physical, and cultural well-being of the University community. The specific purpose of the Associated Students is to provide a means for responsible and effective participation in the governance of the campus, provide an official voice through which students' opinions may be expressed, foster awareness of these opinions both on and off campus, and to provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus community.



**Student Advocates.
Student Representatives.
Fiscal Officers.**



BACKPACK POLICY

The unequal enforcement of the backpack policy, which required individuals to remove their backpack before beginning their shopping at the College Creek Marketplace and at the Giant's Cupboard, was an issue that the Associated Students Board of Directors identified as a priority for the Fall 2019 semester. A task force was formed to delegate the responsibility of conducting research and advocacy work surrounding the issue. Associated Students was able to successfully advocate the student perspective regarding the backpack policy and enforcement of the policy was changed.

PARKING ON CAMPUS

Parking on campus is a inconvenience for almost anyone who comes to Humboldt State, especially students. As identified at our Spring Priority Retreat, the Associated Students Board of Directors have been working to achieve something to better the experience of students who park on campus. The ad-hoc committee created a survey to disperse throughout the HSU campus to get more information on the logistics behind parking on campus, how long it takes to committee, how long they wait for a spot and so on. This is an on-going priority and is still being pursued through the Spring semester in order to ensure that student voices in regards to parking are not forgotten.



STRENGTHENING COMMITTEES

Humboldt State has numerous different committees on campus, ranging from campus, Senate, and Associated Students committees. At the retreat in Fall 2019 the Board of Directors decided that restructuring and committing themselves to getting more student engagement was critical. The task force identified that a huge barrier to student engagement has to do with financials and the need to pay for their own livelihood.

This being said, the taskforce pitched a proposal to campus administration Jason Meriwether Vice President of Enrollment Management. The proposal is a committee compensation package aimed to help lessen the financial burden for students and provide them with a way to get involved and gain some monetary help in the process.

We are happy to say that this pilot program was picked up and is currently being implemented, the Board of Directors is working to ensure that this remains a priority of the board for years to come.





SPRING 2020
PRIORITY POLICIES



SPACE REIMAGINATION

Imagine Humboldt State with a truer Student Union, a concentrated area where student organizations, clubs and student government can meet and collaborate. A.S. is pushing for student organizations and centers to be co-located around the University Center Quad to provide centralized spaces for students to communicate, work and organize.

GUIDING DOCUMENTS

The Guiding Documents Task Force was created with the purpose of tackling updates to the Associated Students Constitution, Codes, and Policies. The A.S. Board of Directors, at their spring retreat, decided to make this a priority working group. The Task force is being spearheaded by the Legislative Vice President who is working in coordination with the A.S. Executive Director and Guiding Documents Task force to produce general recommendations to the A.S. Constitution, Codes, and Policies, like the installation of a student Parliamentarian to serve the A.S. Board of Directors.



INCLUSIVE ART

The Fall 2019 semester saw a number of racially motivated incidents on campus, from vandalism targeted at our hispanic community to anti-semetic flyers being distributed around. Associated Students knew that we had to act on behalf of the students at HSU and show that we are a university with NO tolerance for racial hatred. Spring 2020, as a direct result of these instances the AS Board of Directors decided to seek students to create murals on campus to demonstrate our status not only as a Hispanic Serving Institution, but also a Minority Serving Institution as well. AS recieved a number of aplicants and mural ideas and has sent the proposals in and will know more toward to end of the Spring 2020 semester.







UNOFFICIAL 2020 ELECTION RESULTS

Results recommended to be RATIFIED by the A.S. Elections Commission on Monday, May 4, 2020

NUMBER OF VOTES CAST: 732

NUMBER OF ELIGIBLE VOTERS: 6347

PERCENTAGE VOTED: 11.5%

VOTING PERIOD 00:00 Monday, April 27 – 23:59 Friday, May 1, 2020

Summary of Elections Winners		
Pg.	Position	Candidate-Elect
2	A.S. President	Jeremiah Finley
3	A.S. Legislative Vice President	Malluli Cuéllar
3	A.S. Administrative Vice President	David Lopez
4	A.S. Student Affairs Vice President	Jourden Lamar
4	A.S. Social Justice & Equity Officer	Roman Sotomayor
5	A.S. At-Large Representative	Montel Floyd
5	A.S. College of Arts, Humanities & Social Sciences Representative	Angelica Alvarez
6	UC 2-year Student-at-Large Representative	Jeremiah Finley

A.S. Executive Officers

President

Number of voters: 715 · Group size: 6347 · **Percentage voted: 11.27%**

Number of blank votes: 11

Winners [ranked by order of victory](#). Showing accumulated votes in each count after distribution of preferences.

(Ballot totals of non-declared write-in candidates are not displayed. Please see Section 7 of the A.S. Elections Code for information on Write-In Candidacies)

[illegible]

Legislative Vice President

Number of voters: 620 · Group size: 6347 · **Percentage voted: 9.77%**

Number of blank votes: 106

Winners [ranked by order of victory](#). Showing accumulated votes in each count after distribution of preferences.

(Ballot totals of non-declared write-in candidates are not displayed. Please see Section 7 of the A.S. Elections Code for information on Write-In Candidacies)

Rank	Elected and Excluded	Candidate	Count1
1	Elected in count1	Malluli Cuéllar	617.000 617.000 617

Administrative Vice President

Number of voters: 571 · Group size: 6347 · **Percentage voted: 9.00%**

Number of blank votes: 155

Winners [ranked by order of victory](#). Showing accumulated votes in each count after distribution of preferences.

(Ballot totals of non-declared write-in candidates are not displayed. Please see Section 7 of the A.S. Elections Code for information on Write-In Candidacies)

Rank	Elected and Excluded	Candidate	Count1
1	Elected in count1	David Lopez	564.000 564.000 564

Student Affairs Vice President

Number of voters: 628 · Group size: 6347 · **Percentage voted: 9.89%**

Number of blank votes: 98

Winners [ranked by order of victory](#). Showing accumulated votes in each count after distribution of preferences.

(Ballot totals of non-declared write-in candidates are not displayed. Please see Section 7 of the A.S. Elections Code for information on Write-In Candidacies)

Rank	Elected and Excluded	Candidate	Count1
1	Elected in count1	Jourden Lamar	626.000 626.000 626

Social Justice & Equity Officer

Number of voters: 64 · Group size: 6347 · **Percentage voted: 1.01%**

Number of blank votes: 662

Winners [ranked by order of victory](#). Showing accumulated votes in each count after distribution of preferences.

(Ballot totals of non-declared write-in candidates are not displayed. Please see Section 7 of the A.S. Elections Code for information on Write-In Candidacies)

Rank	Elected and Excluded	WRITE-IN Candidate	Count1	Count 2-23	Count24
1	Excluded in count24 Elected by default	Roman Sotomayor	21.000 21.000 21	21.000 - -	21.000

Environmental Sustainability Officer

No declared candidates

Group size: 6347

A.S. Board Representatives

At-Large Representative

Number of voters: 639 · Group size: 6347 · **Percentage voted: 10.07%**
Number of blank votes: 87
(Ballot totals of non-declared write-in candidates are not displayed. Please see Section 7 of the A.S. Elections Code for information on Write-In Candidacies)
Ranked by votes

Rank	Candidate	Votes	%
1	Montel Floyd	635	99.37

Graduate Representative

No declared Candidates
Group size: 503

College of Arts Humanities and Social Sciences Representatives

Number of voters: 201 · Group size: 1671 · **Percentage voted: 12.03%**
Number of blank votes: 3
(Ballot totals of non-declared write-in candidates are not displayed. Please see Section 7 of the A.S. Elections Code for information on Write-In Candidacies)
Ranked by votes

Rank	Candidate	Votes	%
1	Angelica Alvarez	200	99.50

College of Natural Resources and Sciences Representatives

No declared Candidates

Group size: 2529

College of Professional Studies Representative

No declared Candidates

Group size: 1946



University Center Board of Directors Student-At-Large (1 Year Term)

No declared candidates

Group size: 6347

University Center Board of Directors Student-At-Large (2 Year Term)

Number of voters: 431 · Group size: 6347 · **Percentage voted: 6.79%**

Number of blank votes: 24

Ranked by votes

Rank	Candidate ID	Candidate	Votes	%
1	16045890	Jeremiah Finley	431	100.00