I. Call to Order

II. Roll Call

III. Approval of Agenda #11 dated December 7, 2015 – Action Item

IV. Chair’s Report

V. Approval of Minutes
   A. Approval of Minutes #10 dated November 16, 2015 – Action Item

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

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

   Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.

VII. Appointments to Committees and Council
   A. A. S. President
   B. A. S. Administrative Vice President
   C. A. S. Legislative Vice President
   D. A. S. Student Affairs Vice President

VIII. Old Business
The resolution would change the A.S. Government Code to require A.S. Council members to undertake one bystander intervention training prior to receiving all stipends for the academic year.

B. Associated Student Budget Plan and Five-year Budget – **Action Item**
   President Rossbacher has asked each auxiliary organization to provide her with a business plan and a five-year financial or budget plan. This should be developed with the input and support of our governing body. The due date is January 2, 2016.

C. A.S. Election Dates: April 19, 20 & 21, 2016 – **Action Item**
   Approval of the dates for the AS General Elections as per Associated Students Elections Code, Section 13.04. Recommended dates are April 19, 20 & 21, 2016.

D. AS General Manager Position Update – Discussion Item
   Cervantes will update the AS Council regarding the position vacancy, review of structure and job description, and other changes related to the AS General Manager position.

IX. Official Reports (10 minute limit each speaker, additional time at discretion of Chair)

A. Committee Reports from Students-at-Large (This is a time for students appointed to committees/boards to give a report to Council.)

B. President (Juan Cervantes)

   Executive Committee Report – November 30, 2015

   1. Associated Students Business Plan and Five-year Budget – **Action Item**
      President Rossbacher has asked each auxiliary organization to provide her with our business plan and a five-year financial or budget plan. This should be developed with the input and support of our governing body. The due date is January 2, 2016.
      This item was approved by the Executive Committee.

   2. AS Spring Retreat; Saturday, January 30, 2016 – **Tabled Discussion Item**
      The Executive Committee will discuss the content and format of the AS Spring Retreat.

   3. AS Council Representative-Executive Partnership Clusters – Discussion Item
      Discussing the idea of pairing up each Executive Committee member with each Council Representative to create clusters that will potentially increase accountability and momentum on meeting the AS Council goals.

   4. AS General Manager Position Update – Discussion Item
      Cervantes will update the AS Council regarding the position vacancy, review of structure and job description, and other changes related to the AS General Manager position.

C. Administrative Affairs Vice President (Alexis Hernandez)

   Board of Finance Report – November 30, 2015

   1. 2016-17 AS Budget Timeline – **Information Item**
      Review and Approval of the 2016-17 AS Budget Timeline.
2. 2016-17 AS Budget Application Materials – Information Item
   Review and Approval of the 2016-17 AS Budget Application Materials.

3. Associated Student Budget Plan and Five-year Budget – **Action Item**
   President Rossbacher has asked each auxiliary organization to provide her with our
   business plan and a five-year financial or budget plan. This should be developed with the
   input and support of our governing body. The due date is January 2, 2016.
   This item was approved by the Board of Finance.

D. Student Affairs Vice President (Tiana Cannon)
E. Legislative Vice President (Zitlaly Macias)
F. Council Representative Reports
G. External Affairs (Vacant)
H. AS Presents (Jacob Stadtfeld)
I. Vice President for Enrollment Management and Student Affairs (Dr. Peg Blake)
J. General Manager (Joan Tyson)

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

XI. New Business

XII. General Council Work Session

A. A.S. Study Lounge: Sunday, December 13 – Wednesday, December 16 – Discussion Item
   (Tiana Cannon)

XIII. Announcements

XIV. Adjournment
Call to Order

Zitlaly Macias, Legislative Vice President, called the meeting to order at 3:00 p.m. in the University Center Banquet Room.

Roll Call

Representatives Present: Jesse Benefiel, Graciela Chipres, Eamon Daly, Kathryn Guzman, Jordan Jacobs, Jason Jones, Jonah Platt, Michael Ramirez, Sean Sesanto, Ama Tierney

Representatives Absent: Alexia Siebuhr (Excused)

Officers Present: Tiana Cannon, Alexis Hernandez, Zitlaly Macias

Officers Absent: Juan Cervantes (Excused)

Advisors Present: Jacob Stadtfeld, Joan Tyson, Dr. Peg Blake

Advisors Absent: Becca Ingerson (Excused)

Approval of Agenda

MOTION: RAMIREZ/JACOBS move to approve Agenda #10 dated November 16, 2015
APPROVED

Chair’s Report

Macias reported the meeting will be longer than usual and asked the Council to keep the comments concise and raise a placard if they want to speak.

Approval of Minutes

MOTION: GUZMAN/PLATT move to approve Minutes #9 dated November 2, 2015
APPROVED

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

There was no Public Comment.

Appointments to Committees and Council

A.S. President (Juan Cervantes)
Absent.

A.S. Administrative Vice President (Alexis Hernandez)
No Appointments.

A.S. Legislative Vice President (Zitlaly Macias)

MOTION: CANNON/DALY move to appoint Grace Douglass to the AS Lobby Corps
APPROVED

MOTION: HERNANDEZ/DALY move to appoint Mike Kirakosyan to the Student Health Advisory Committee
APPROVED

A.S. Student Affairs Vice President (Tiana Cannon)
No Appointments.

Old Business

A. Resolution 2015-16-1: An Act to Amend the Associated Students Government Code 6.03: Bystander Intervention Training – Second Reading
The resolution would change the A.S. Government Code to require A.S. Council members to undertake one bystander intervention training prior to receiving all stipends for the academic year.

There was no Public Comment.

MOTION: CHIPRES/DALY move to postpone Resolution 2015-16-1: An Act to Amend the Associated Students Government Code 6.03: Bystander Intervention Training to the meeting on December 7, 2015
APPROVED

B. Resolution 2015-16-2: Resolution to Support California Faculty Association Actions for a Fair Wage – First Reading
The resolution acknowledges the economic hardships experienced by CSU faculty statewide, how those hardships impact student success, and showing HSU student support for actions taken by the California Faculty Association to secure a 5% wage increase for 2015-2016.

MOTION: CHIPRES/HERNANDEZ move to waive the first reading of Resolution 2015-16-2: Resolution to Support California Faculty Association Actions for a Fair Wage
APPROVED

Tierney presented on the resolution and noted the support will be for the CSU Board of Trustees meeting on Tuesday, November 17, 2015 in Long Beach, CA.

Macias opened the floor to Public Comment:

Grace Douglass, a HSU student, noted the resolution was a good idea.

MOTION: CHIPRES/HERNANDEZ move to approve Resolution 2015-16-2: Resolution to Support California Faculty Association Actions for a Fair Wage
AS AMENDED
Hernandez thinks the resolution is “awesome.” Dr. Blake asked where the statistics were sourced. Tierney explained the statistics came from the California Faculty Association (CFA) and institutional research. Dr. Blake noted the statistics from the CFA document has discrepancies. Hernandez concurred that the statistical sources should be included.

MOTION: DALLY/HERNANDEZ move to strike out any facts that cannot be collaborated

FAILED

(1) AYE
(7) NAYS
(4) ABSTENTIONS

Daly noted some of the statistics are not correct. Sesanto noted he is against the amendment. Chipres noted the resolution is showing support. Ramirez noted the resolution is for the backing of the CFA and not the statistics. Daly concurred with the comment, but the resolution represents the AS Council and the facts should be legitimate and correct. Tierney discussed the reports that were cited in the resolution are also cited. Tierney also noted the statistics might be lower than reported and the sources used in the resolution were airing on the side of caution. Hernandez discussed the importance of amendments. Dr. Blake is concerned about facts in the resolution.

After the vote of the amendment, the Council discussion went back to the main motion.

Hernandez noted the facts should be clear and would not vote on the resolution as it stood. Sesanto noted the resolution is to support the CFA and the CSU teachers. Ramirez discussed if people want to verify the information, they can, but the media will focus that the Council is supporting the CFA.

MOTION: DALLY/BENEFIEL move to amend the resolution to strikeout paragraph four FAILED

(4) AYES
(6) NAYS
(2) ABSTENTIONS

Daly discussed that he did not understand the strong emotional support for the resolution and the facts in the document are regurgitated. Daly also noted the authors did a great job, but the resolution needs to be clear. Chipres point out the CFA statistics come from faculty. Jacobs note the statistics could be bias, but he is in support of the resolution. Platt asked if the statistics are from the same source. Tierney noted some came from HSU. Hernandez motioned call the question and no one objected.

MOTION: CANNON/RAMIREZ move to include as the last sentence in paragraph four to read as found by the California Faculty Association research. APPROVED

MOTION: GUZMAN/RAMIREZ move to amend the amendment to strike California Faculty Association and replace it with Calstate.edu APPROVED

(1) NAY

After the vote of the amendment, the Council discussion went back to the main motion.
MOTION: HERNANDEZ/CHIPRES move to amend paragraph four by striking out the paragraph and include according to Calfax "Race to the Bottom" report part one the average faculty salary has increased by 1% while the average manager/supervisor salary has increased by 42% at Humboldt State University

APPROVED

(1) NAY

Tierney noted the information that would be replaced by the motion was not accurate and is in favor of the motion.

MOTION: TIERNEY/CHIPRES move to amend the amendment to strike administration and insert HSU President

FAILED

(2) AYE
(10) NAYS
(1) ABSTENTIONS

Cannon noted the information in the resolution should be cited. Platt concurred with Cannon. Daly asked if the HSU President is in the Calfax report. Hernandez said no. Tierney noted the report included HSU.

MOTION: DALY/HERNANDEZ move to postpone the resolution to the meeting on December 7, 2015

FAILED

(2) AYES
(10) NAYS

After the vote to postpone, the Council discussion went back to the amendment.

Platt noted the resolution had a good information and postponing it would not reduce the importance of the information. Daly noted the purpose of the first reading was to not make multiple amendments. Ramirez mentioned the facts in the resolution have been verified, and is ready to be voted on. Stadtfeld disagreed and noted some of the facts have been reported incorrect, but the statistics should not hold up the resolution. Hernandez noted the statistics should be excluded from the resolution and urged the Council to vote in favor of the motion. Sesanto discussed he would like the resolution the way the authors want it to be. Tierney urged the Council not to postpone the resolution. Blake noted the event tomorrow is a protest and not a strike.

After the vote of the amendment, the Council continued discussion of the main motion.

Hernandez urged to Council to postpone the resolution.

MOTION: SESANTO/RAMIREZ move to strikeout paragraph two, four, and five and include Provost and Vice President of Academic Affairs in paragraph nine

APPROVED

Sesanto wanted the statistics excluded, but to leave paragraph three because it was a survey. Jacobs discussed the statistics should not be excluded. Platt asked if there is potential to improve the resolution as a later time. Tierney asked about the information in paragraph five and Dr. Blake noted the information was factual, but Dr. Blake noted 40% of graduates are not 1st generation.

Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)
President (Juan Cervantes)
Tyson reported for Cervantes as he was absent.

Executive Committee Report – November 9, 2015

1. Associated Student Budget Plan and Five-year Budget – Information Item
   President Rossbacher has asked each auxiliary organization to provide her with a business plan and a five-year financial or budget plan. This should be developed with the input and support of our governing body. The due date is January 2, 2016.

Tyson discussed the document which includes items such as AS history and background, mission statement, funding, human resources, future plans and how those plan integrates with the University Strategic Plan and goals. Also included is a description of AS Programs and Services and how these programs and services supports the University’s broader mission, who is our primary market, budgetary considerations, and regulatory restrictions. Also included is an AS Five-Year Financial Projections. The item will be an action item at the AS Council meeting on December 7, 2015.

Blake left at 4:45 p.m.
Stadtfeld left at 4:50 p.m.
Daly left at 4:51 p.m.

2. AS Spring Retreat; Saturday, January 30, 2016 – Discussion Item (Juan Cervantes and Joan Tyson)
   The Executive Committee will discuss the content and format of the AS Spring Retreat.

Tyson discussed the retreat and requested the AS Council save the date. Tyson also noted the AS Executive Committee will be discussing the retreat at the next meeting.

Administrative Vice President (Alexis Hernandez)
Hernandez reported Humboldt Energy Independence Fund committee is considering a memorandum of understanding with facilities and management. They are requesting the funds to hire a staff member for HEIF. Hernandez believes this is not an appropriate use of funds.

Board of Finance Report – November 9, 2015

1. Request from the Campus Center for Appropriate Technology from Special Projects/Facilities reserve in an amount not to exceed $3,445 for costs associated with the purchase of an induction stove, range hood fan and the installation – Action Item
   The Campus Center for Appropriate Technology would like a new gas stove because the current stove is unsafe and is not energy efficient.

Tyson presented on the need for a new stove for Campus Center for Appropriate Technology. She noted the current stove is a safety risk and was not up to building codes.

MOTION: CHIPRES/PLATT move to approve Request from the Campus Center for Appropriate Technology from Special Projects/Facilities reserve in an amount not to
exceed $3,445 for costs associated with the purchase of an induction stove, range hood fan and the installation

2. Associated Student Budget Plan and Five-year Budget – Information Item
   President Rossbacher has asked each auxiliary organization to provide her with a business plan and a five-year financial or budget plan. This should be developed with the input and support of our governing body. The due date is January 2, 2016.

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3. Request from the Associated Students General Operations from Unallocated in an amount not to exceed $705 for costs associated with the purchase of a color printer and ink. – Action Item
   The Associated Students General Operations would like a color printer because of convenience and to reduce the long term costs associated with using third-party printing services.

Tyson presented on the reason for the expenditure.

MOTION:    TIERNEY/CHIPRES move to Request from the Associated Students General Operations from Unallocated in an amount not to exceed $705 for costs associated with the purchase of a color printer and ink

APPROVED

Hernandez left at 5:06 p.m.

Student Affairs Vice President (Tiana Cannon)
Cannon reported she attended the UC Board meeting and discussed a five-year budget plan and projection. Cannon is continuing to work on filling the Student Affairs Advisory Committee.

Legislative Vice President (Zitlaly Macias)
Macias reported she appointed an appointee for Student Health Center Advisory Committee. Macias is going to a meeting regarding international students on Friday, December 11, 2015.

Guzman – College of Arts, Humanities and Social Sciences
Guzman reported attended the University Senate meeting and commented it was an interesting meeting regarding the topic of class evaluations.

Ramirez – College of Arts, Humanities and Social Sciences
Ramirez reported an events last week. Oh Snap! is doing their final food stand and replacing it with soup from the “L.” Oh Snap! needs more money for more resources and staff. Ramirez will be attending the Parking and Transportation Committee tomorrow, Tuesday, November 17, 2015. Ramirez will be discussing having a campus parking facility.
Siebuhr – College of Arts, Humanities and Social Sciences
Absent.

Benefiel – College of Professional Studies
Benefiel attended the most recent HSU Children’s Center meeting.

Jones – College of Professional Studies
Jones reported that he will be meeting with Graduate Pledge Alliance coordinators on Thursday, November 19, 2015.

Sesanto – College of Natural Resources and Sciences
Sesanto reported he met with Student Food & Housing Security Researcher, Professor Marissa O’Neil to discuss on a food insecurity study. Sesanto noted there will be a presentation on the study in Spring 2016. Sesanto also attended a Roosevelt Institute meeting and they discussed student homelessness. Sesanto announced the HSU football team will be playing on Saturday, November 21, 2015.

Jacobs – College of Natural Resources and Sciences
Jacobs reported meeting with the HSU Greenhouse Manager, William Weigle, to discuss issues regarding the greenhouse.

Tierney – College of Natural Resources and Sciences
Tierney reported KRFO Student Run Radio benefit went well. Tierney announced AS Presents is on the verge of announcing the spring schedule. The schedule will include Laura James Grace, who will most likely come in March. Tierney also announced an event titled, “Global Climate March,” taking place on November 29, 2015. The event will begin on the HSU campus. There is also a protest on the HSU quad on Tuesday, November 17, 2015, for the California Faculty Association.

Platt – At Large
Platt reported he is meeting with Jeff Schwartz, a member of the Humboldt Community Rights Center, to discuss student rights on and off campus.

Chipres – At Large
Chipres attended the Board of Finance meeting and the University Senate meeting.

Daly – Graduate Representative
Macias reported for Daly. Daly announced a student forum with Provost Candidate, Dr. Alexander Envedi, on Thursday, November 19, 2015 at 11 a.m. in the University Center Banquet room. Daly is meeting bi-weekly with the Learning Management System working group and they are exploring a potential replacement of Moodle.

External Affairs (Rebecca Ingerson)
Absent.

AS Presents (Jacob Stadtfeld)
Absent.

Vice President of Enrollment Management and Student Affairs (Peg Blake)
Absent.
General Manager (Joan Tyson)
No report.

General Council Discussion

Tyson asked what happened at the University Senate. Guzman responded there is a task force on the student evaluation process. The proposal did not specify the duties of the task force. The composition of the task force had a lot of staff members, few faculty members, and no students. Guzman mentioned a University Senator did not feel comfortable with students being members on the task force, but other Senators were supportive of student representation.

General Council Work Session

A. A.S. Study Lounge: Sunday, December 13 – Wednesday, December 16, 2015 – Discussion Item (Tiana Cannon)

Cannon reported the study lounge discussed the date, time, and activities throughout the event. Cannon will provide a sign-up sheet for the Council members. Guzman asked about the event being zero waste. Cannon said she would contact WRRAP on the idea.

B. SAVE THE DATE: AS Spring Retreat; Saturday, January 30, 2016 – Discussion Item (Joan Tyson)

Tyson presented on the item and asked the Council to save the date.

Announcements

Ramirez announced the HSU Multicultural Center’s magazine, “Cultural Times” will accept submissions until Dec 11, 2015. Tyson announced there is a Transgender day of remembrance on Friday, November 20, 2015 with a candle light vigil on the HSU quad. Benefiel announced the International Survivors of Suicide Loss Day is on November 21, 2015. Platt announced the protest for California Faculty Association on Tuesday, November 18, 2015. Platt also announced the Global Climate March will be on Sunday, November 29, 2015, from 10:00 a.m. to 2:00 p.m.

Adjournment

Macias adjourned the meeting without objection at 5:24 p.m.

Recorded by:
Patric Esh
AS Council Assistant

Approved by:

Zitlaly Macias
Legislative Vice President
RESOLUTION No. 2015-16-1

AUTHORED BY: *Alexia Siebuhr, College of Arts Humanities & Social Sciences Representative
*Juan Cervantes, External Affairs Representative

SIGNED BY: *Alexia Siebuhr, College of Arts Humanities & Social Sciences Representative
*Juan Cervantes, External Affairs Representative

REFERRED TO: AS COUNCIL
ACTION SCHEDULED: November 2, 2015

SUBJECT: An Act to Amend the AS Government Code 6.03: Bystander Intervention Training

1. Be it enacted by the Associated Students Council that the Associated Students Government Code be amended to insert the following into the Associated Students Government Code, that the Associated Students Government Code be renumbered accordingly, and that the amendment will become effective on January 1st, 2016:

2. 6.03 Bystander Intervention Training:

   Prior to having stipends awarded, each recipient must undertake bystander intervention training. Bystander Intervention Training will be coordinated by the Associated Students Vice President of Student Affairs in coordination with student organized campus resources. Completion of Bystander Intervention Training will satisfy this requirement until the end of the academic year in which it has been completed.

* Original Signatures are on file in the Associated Students Business Office.
Associated Students of Humboldt State University

2015 Strategic Plan
A Five-Year Projection Analysis

Presented to the Associated Student Council
December 7, 2015
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ASSOCIATED STUDENTS EXECUTIVE SUMMARY

History and Background

The Associated Students (AS) was first organized 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 over 8,000 HSU students. Governance of the organization is provided by the AS Council that includes 16 students that are elected annually and serve as the Board of Directors.

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; provide an official voice through which students’ opinions may be expressed; foster awareness of these programs both on and off campus; assist in the protection of the rights and interest of the individual student and the student body; provide services and programs to meet the needs of the student and campus community; and stimulate the educational, social, physical, and cultural well-being of the University Community.

Funding

Each student that enrolls at HSU pays a mandatory AS fee, also known as a Student Body Organization fee. Currently that fee is $117 and generates approximately $950,000 in revenue per year. That fee, along with other program revenue, provides funding for approximately 20 different programs and services. (A complete list of programs is provided in the AS Funded Program and Services Description section that follows.) The average AS fee in the 23 campus CSU system is $145. However, comparing AS organizations is difficult as how they are organized and what programs and services they provide varies widely 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 of voters voting in a referendum established for that purpose.

A copy of Statements of Net Position June 30, 2015 & 2014 and a Statements of Revenues, Expenses, and Changes in Net Position June 30, 2015 & 2014 are included as Appendix A and Appendix B.

Human Resources

The Associated Students operates with a staff of three full-time employees. These include the AS General Manager, and AS Office Coordinator and the AS Council Assistant. We provide employment for approximately 150 student employees that work for the various AS funded programs. We have an agreement with the Humboldt State University Center Board of Directors to provide administrative services, human resource management,
accounting and business services and information technology. In addition to overseeing and managing the AS Fee, the AS Business Office also administers the Instructionally Related Activities fee and provides student club accounts for over 150 student organizations at no charge.

**AS FUNDED PROGRAMS AND SERVICES DESCRIPTION**

With student success as the cornerstone of AS, the AS has three primary purposes.

**ADVOCATE, EDUCATE, ALLOCATE**

1) AS participates in the shared governance of Humboldt State University, is the official voice through which students’ opinions may be expressed, and **advocates** for that perspective to the appropriate parties.

2) AS **educates** students on current affairs that have significant impact to students on campus, in the local community, and at the state level, and

3) AS advances the enrichment of student life by **allocating** a substantial amount of annual funding for student clubs and organizations, diversity programs, and academic support programs. Every student pays the $117 AS fee annually.

AS programs and services are primarily student-led and student directed; others are joint efforts between other divisions on campus and the Associated Students. AS programs reflect a variety of student interest and are open to all students who wish to participate. The mission of the programs of the Associated Students not only matches the mission of the Associated Students but also reflects the values, mission and vision of Humboldt State University by contributing to the University’s goals. Following is a list of Associated Students funded programs and services and approximate numbers of student served in 2014-15.

**Associated Students Programming Grants**
$55,000 is available to student organizations for on-campus events. Funds granted assist in promoting social awareness, diversity, activities, leadership development and cooperative programming.

30 activity grants approved.

**AS Government (AS Council)**
AS Council provides the official voice through which students' opinions may be expressed. Officers are elected annually and include the AS President, three Vice-Presidents, and twelve college representatives. Also provides representation of HSU students to the California State Student Association which represents CSU students in all areas of higher education policy-making.

Impacts the entire student body.
AS Presents
AS Presents offers the University community entertainment and programming for students including, but not limited to lectures, concerts, film screenings, comedy shows and festivals.
8,347 participants attended 14 AS Presents events.

Campus Center for Appropriate Technology (CCAT)
CAT is a sustainable living demonstration home and educational center that demonstrates that living lightly on the earth is both practical and rewarding. CCAT offers educational opportunities which include tours and classes on special topics. Projects within CCAT are initiated, coordinated and executed by student volunteers.
3,450 students participated in CCAT activities.

Children's Center
A broad range of comprehensive services is available to student families that facilitate their parental and academic goals. A setting of affordable, convenient, high quality child development services is available for students as well as learning experiences to enhance instruction.
87 student parents served.

Club Administrative Support
The Associated Students Business Office provides administrative, banking and accounting services for over 150 student clubs and programs at no charge.

Club Program Support
The clubs office provides grant opportunities, fundraising, administration, and organizational support for campus clubs and organizations.
25 travel grants were approved serving 275 students.

Drop-in Recreation
This program gives students the opportunity to participate in activities on a drop-in basis. Activities include swimming, basketball, volleyball, badminton and soccer.
9,500 students participated.

Eric Rofes MultiCultural Queer Resource Center
The mission of the program is to move the campus from an attitude of tolerance to an attitude of acceptance of the queer community. It aims to create a focus of learning about issues facing the queer community and to bring students, faculty, and staff together for advocacy and education.
650 students served by ERC events.

Humboldt Film Festival
The oldest student run film festival in the world. This program provides a unique opportunity for students at HSU to learn real-world skills, make contacts with professional filmmakers and plan a week long film festival.
This year will celebrate the 50th annual festival.

Graduation Pledge Alliance
The GPA program was founded by HSU in 1987, and encourages graduating students to take a pledge to consider the environmental and social consequence of any future employment
opportunity. Graduates are encouraged to take the pledge and wear the green ribbon at graduation. 1,740 graduates took the pledge December 2014 and May 2015 combined.

**Learning Center Tutorial Program**

HSU students are employed to provide free tutorial services for demanding and difficult courses. An essential part of the Learning Center, tutoring provides assistance to students who want to improve their learning skills. 1,180 students served.

**Marching Lumberjacks**

The Marching Lumberjacks (MLJ’s) take pride in being one of the last remaining student-organized and run college marching bands. The Band performs at many men’s and women’s athletic events—including some away events. The MLJ’s also play in a variety of community events and parades. Any student may join and previous music experience is not necessary.

**MultiCultural Center (MCC)**

The vision of the MCC is to build, nurture and sustain a multicultural community at HSU. The MCC is the umbrella organization for cultural clubs on campus and develops programming that celebrates the cultural diversity of the HSU campus. 3,000 students served through a variety of MCC activities.

**OH SNAP! Campus Food Program**

To provide good food for all HSU students by engaging in campus and community partnerships that offer a variety of ways to access food. Historical data not available.

**Sport Clubs**

The Sports Club program provides opportunities for students to participate in competitive sports and compete with off-campus clubs and Universities. A wide option of sport clubs are available including baseball, cheer, crew, cycling, women’s and men’s disc, fencing, men’s lacrosse, women’s and men’s rugby, men’s volleyball and archery. 875 student sport club members.

**Student Access Gallery (SAG)**

SAG provides HSU students with experience preparing their works to be exhibited at one of three on-campus galleries: Art Foyer Gallery, Karshner Lounge Gallery and Student Business Services Lobby Gallery. 66 individual students displayed their art through SAG galleries.

**Women’s Resource Center (WRC)**

The WRC aims to provide tools, support and safe spaces for empowerment and for people to dismantle systems of power, privilege and oppression. The center also hosts many annual programs including: Take Back the Night, Women’s Herstory Month and The Clothesline Project. 1,285 students served.

**Waste Reduction & Resource Awareness Program (WRRAP)**

WRRAP provides a means for students to take responsibility for waste generated on campus and to make a positive contribution to the quality of the environment. WRRAP gives students
hands-on training in composting and maintains a compost demonstration site. The community can also utilize WRRAP's Reusable Office Supply Exchange located in House 53.

20,000 student contacts served through services and activities.

**Youth Educational Services (YES)**

This experiential learning opportunity allows for students to expand on their academic careers, becoming leaders who provide quality community service to people without available resources. A broad range of social issues are examined and a balance of academia and activism is supported to create community leadership and promote future active citizens.

1,125 student volunteers.

**How Associated Students Supports the University’s Broader Mission**

The University’s mission states”...We serve (students by providing a wide array of programs and activities that promote understanding of social, economic and environmental issues. We help individuals prepare to be responsible members of diverse societies.” The Associated Students Programs and Services support many different facets of the University’s mission and vision. Programs funded through the Associated Students have been listed under each of the University’s Vision Statements

- We will be the premier center for the interdisciplinary study of the environment and its natural resources.
  
  *Campus Center for Appropriate Technology (CCAT)*
  *Waste Reduction and Resource Awareness Program (WRRAP)*

- We will be a regional center for the arts.
  
  *AS Presents*
  *Humboldt Film Festival*
  *Student Access Gallery*

- We will be renowned for social and environmental responsibility and action.
  
  *Waste Reduction and Resource Awareness Program (WRRAP)*
  *Graduation Pledge Alliance*
  *Campus Center for Appropriate Technology (CCAT)*
  *Youth Educational Services (YES)*
  *MultiCultural Center (MCC)*
  *Women’s Resource Center*
  *Eric Rofes MultiCultural Queer Resource Center*
  *OH SNAP! Campus Food Program*

- We believe the key to our common future will be the individual citizen who acts in good conscience and engages in informed action.
  
  *Associated Students Government & External Affairs*

- We will commit to increasing our diversity of people and perspectives.
  
  *MultiCultural Center (MCC)*
Eric Rofes MultiCultural Queer Resource Center
Associated Students Programming Grants
Women’s Resource Center

• We will be exemplary partners with our communities, including tribal nations.
  Youth Educational Services (YES)
  MultiCultural Center (MCC)

• We will be stewards of learning to make a positive difference
  All AS Programs and Services combined

SERVICES ANALYSIS

Primary Market

As a membership serving organization Associated Students programming primarily targets
the 8,200 students of Humboldt State University. We also serve some non-student
programs and services customers. Associated Students distinguishes itself as a non-profit
auxiliary of Humboldt State University in many ways. Financial, administrative, policy and
advocacy decisions of the organization are made by the Associated Students Council which
serves as the Board of Directors. All 16 members of the Associated Students Council are
elected annually and are currently matriculated students.

Budgetary Considerations

The budget of the organization is mainly composed of the mandatory AS fee of $117 that
each student pays annually. The annual budgeting process is a facilitated transparent
process that is coordinated by the AS General Manager with involvement of the AS Program
Budget Administrators, the AS Board of Finance and the AS Council. Budget application
materials are made available in December of each year for the following fiscal year. The AS
budget process is outlined in the AS Constitution, AS Fiscal Code and Chancellor Executive
Order 369—Associated Students’ Budgets. A five year budget forecast has been included
with the strategic plan. This budget forecast is absolutely an evolving document and is
not intended to be set in stone. The forecast includes assumptions that increases to
mandatory costs (minimum wages, business services, insurance) will not dramatically
outpace the organization’s fiscal growth based on enrollment projections and that the
Associated Students will not disrupt or expand programs and services significantly. The AS
Council undergoes an annual review of its Reserve Policy and funding levels to determine
whether the reserve balance is on track to meet the needs of the AS and our Mission.

Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

The strategic plan for the next five years was developed within the framework of factors
that were discussed at retreats, committee meetings, staff members and the AS Council.
The scan includes both internal factors that come from and are influenced by AS directly and well as external factors that are outside of AS's direct control. The SWOT analysis highlighted what AS may need and the obstacles to be overcome or minimized, in or to achieve it strategic goals.

**Strengths**
- Personnel – Knowledgeable staff who work as a cohesive team to operate the AS organization.
- Student Serving – AS provides many opportunities for student involvement where students gain professional development, leadership skills, networking opportunities and other life skills. Governance of the organization is provided by the AS Council that includes 16 students who serve as the Board of Directors. AS funded programs employee approximately 150 student employees. AS programs provide many volunteer opportunities including appointing students to 39 campus committees.
- Financial – The majority of AS’s revenue is from mandatory AS student fees. The organization's reserves are strong.
- Administrative Support – Quality business service support is provided by to the AS by University Center through a contractual agreement.
- Organization – At the CSU system level, AS continues to maintain its “auxiliary in good standing: status and track record for unqualified financial audits. At the campus level AS continues to maintain the cornerstone of student success through; advocating student opinion, educating students on current affairs that impact students, and allocating funding for student clubs, organizations and programming.
- Programs and Services – AS funded programs provide a wide array of programming and activities which promote addressing an array of social, economic, and environmental issues. This diversity coupled with the cumulative impressive turnout for AS funded programming and activities enriches student involvement and student life on campus.

**Weaknesses**
- Personnel – Replacement of management will mean a loss of experience and institutional knowledge for the organization.
- Student Serving – There is a high turnover rate for the students serving on AS Council, with annual elections to fill these positions.
- Marketing and Visibility – AS struggles with this issue. AS's marketing reach does not cover the entire campus. Many students comment that they are not aware of what AS provides even though most of these students are taking advantage of AS Programs and Services.
- Facilities – Multiple AS facilities/houses that are exceeding their estimated life. Some date back to before the campus was established and are named after founding faculty members homes (example; Homer Balabanis joined the faculty in Fall 1923 and lived in the house that is currently the Multicultural Center). Safety concerns and maintenance requirements are increasing in cost.
- Budget – In order for the AS Fee to be adjusted a referendum requiring approval by a majority of student voters is needed.
- Information Technology (IT) – Due to staff limitations, AS has not kept up with integrating innovations in technology, particularly in reaching out to students. AS website content also needs a refresh.

Opportunities
- Flexibility – The annual budget request and approval process allows for AS to respond to the changing needs of our dynamic student population. Current AS Program budgets can be amended and new Programs can be funded on an annual basis.
- Campus Growth – Steady enrollment will stabilize the organization’s revenue, allowing stable funding to be given to AS funded programs and activities.
- Technology – Enhancing, expanding and creating, when necessary, AS social media pages to improve organizational marketing. Expanding the use of mobile applications and available forms online will make improvements to the operation of AS as well as the organization’s commitment to transparency. Establish a requirement of periodic updating of all AS Program websites. Incorporate all websites under the Humboldt State University website domain.
- Feedback – Questionnaires and surveys can be more frequently and widely distributed to students and programs to gain feedback on the AS organization and to improve service.
- Personnel – By the end of the fiscal year, there will be a new AS General Manager. There are many unknowns that accompany this change.

Threats
- Identity – Guard against the loss of organizational identity and unity. Campus departments that AS may have traditionally partnered with, are increasingly taking credit for AS funded programs and events without appropriate acknowledgement of AS funding and support. Some of these programs that have been traditionally student-led are becoming less student-directed.
- Personnel – By the end of the fiscal year, there will be a new AS General Manager. There are many unknowns that accompany this change.
- Budget – AS is effected by external factors such as supply costs, benefit costs, and minimum wage increases.
- Budget - As an auxiliary, any state budget cuts to CSU funding affects enrollment and could have a negative impact on AS revenue and funding for its operational needs. Also, freezes or cuts to HSU enrollment or CSU funding could put strain on the AS budget by increasing demand for current AS services or propagate the need to expand AS programs.
Regulatory Restrictions

CSU auxiliary organizations are usually classified into one of four basic categories. The Associated Students of Humboldt State University is categorized as a Student Body Organization. Auxiliary organizations are subject to specific statutes, regulations, and policies of state, federal, or local governments. AS operations must be operated within the hierarchy of state statutes, regulations and policies which are as follows:

a. Education Code,
b. Trustee Regulations (Title 5 and CSU Internal Regulations),
c. Executive Orders of the Trustees and Trustee policy,
d. Executive Orders of the Chancellor and
e. Policy letters of the Chancellor's Office,
f. Campus Policies and Regulations,
g. HSU Associated Students Articles of Incorporation
h. Associated Students of HSU Constitution
i. AS Codes, Policies and Procedures

Commitment to Transparency

The AS is committed to transparency and strives to model best practices by providing all governing documents, agendas, minutes, audits and tax returns on its website.

**ORGANIZATIONAL GOVERNANCE and MANAGEMENT**

The governing board is known as the Associated Student Council. The composition of the Associated Student Council consists of twenty-one members. Sixteen members are voting members, three are non-voting student advisors, and two are non-voting staff/administrator advisors. Given the representative, fiduciary, legal, and other long-range policy making responsibilities of student office holders, it is the policy of HSU that student office holders have an obligation to demonstrate academic involvement, achievement, and progress as per HSU Executive Memorandum P13-01, Minimum Qualification for Student Office Holders.

Voting members consist of Executive Officers and Representatives. The Executive Officers include:

- President,
- Administrative Vice President,
- Legislative Vice President, and
- Student Affairs Vice President

The Representatives include:

- Three (3) College of Natural Resources and Sciences Representatives,
- Three (3) College of Arts, Humanities and Social Sciences Representatives,
- Three (3) College of Professional Studies Representatives
- Two (2) At-Large Representatives, and
o One (1) Graduate Student Representative.

The nonvoting advisors are called Council Advisors, which include:
o External Affairs Representative,
o AS Presents Representative,
o Elections Commissioner,
o General Manager of the Associated Students, and
o Vice President of Enrollment Management and Student Affairs.

STRATEGIC GOALS—LOOKING FORWARD

Future Plans

The strategic goals for 2015-2020 are aligned with AS’s role as an 501 (c)(3) and as an auxiliary organization to support the educational mission of the University. The AS Council, elected annually, sets annual priorities each September. The 2015-16 AS Council cannot commit to plans for a future Council. However, guidance the 2015-16 AS Council would provide to future Councils to support the University’s Strategic Plan Goals include:

(A copy of the HSU Strategic Plan Overview is included in the Appendix)

Continue to provide high quality training programs for AS student leaders to develop work and life skills through their experience with the organization.
Supports Goal 1, Objective 1.1 of the HSU Strategic Plan.

Increase voting participation during AS elections at a rate better than the previous year.
Supports Goal 1, Objective 1.1 of the HSU Strategic Plan.

Continue to support sustainability initiatives on campus and/or implementing new ones—initiatives such as the Real Food Challenge, Community Garden, and Food Redistribution.
Supports Goal 1, Objective 1.1 of the HSU Strategic Plan.

Create opportunities for students in campus involvement, leadership development, and volunteering;
Supports Goal 1 & 3, Objectives 1.1 & 3.1 of the HSU Strategic Plan.

Continue to support diversity and social justice on campus—including food insecurity, student homelessness, CHECK IT, and the Honor Tax Initiative.
Supports Goal 1, Objectives 1.1 & 1.3 & Goal 3, Objective 3.1 of the HSU Strategic Plan.

Work towards Shared Governance on campus to ensure student voices are actively heard, respected, and valued in decision making.
Supports Goal 2, Objective 2.2 of the HSU Strategic Plan.
Fill all vacant committee and board positions in a timely manner.
Supports Goal 2, Objective 2.2 of the HSU Strategic Plan.

Continue to identify, assess, and implement additional outreach strategies to inform students about the opportunities for engagement with AS.
Supports Goal 2, Objective 2.2 of the HSU Strategic Plan.

Continue to increase AS visibility.
Supports Goal 2, Objective 2.2 of the HSU Strategic Plan.

Keep AS and its programming relevant and utilized on campus in support of the University’s Vision.
Supports Goal 4, Objective 4.3 of the HSU Strategic Plan.

Continue to be responsible stewards of the AS fee and maintain high quality programs responsive to the changing needs of student and the campus community through the provision and ongoing assessment of programs and services
Supports Goal 4, Objective 4.3 of the HSU Strategic Plan.
## AS Five-Year Financial Projections

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<td>1. Student Activity Fees</td>
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<td>$958,000</td>
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<td>2. Programs Revenue</td>
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<td>135,430</td>
<td>137,732</td>
<td>140,074</td>
<td>142,455</td>
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<td>Investment Income</td>
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<td>4,000</td>
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<td><strong>Total Operating Revenues</strong></td>
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<td><strong>1,097,430</strong></td>
<td><strong>1,123,352</strong></td>
<td><strong>1,135,550</strong></td>
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<td>Program Expenses Projection</td>
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<td>4. Government/External Affairs</td>
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<td>79,120</td>
<td>89,455</td>
<td>90,976</td>
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<td>AS Presents</td>
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<td>163,650</td>
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<td>194,679</td>
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<td>Programming Grants</td>
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<td>Campus Center Appropriate Technology</td>
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<td>5. Campus Food Pantry</td>
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<td>0</td>
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<td>5,000</td>
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<td>6. Childrens Center</td>
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<td>40,830</td>
<td>43,495</td>
<td>44,564</td>
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<td>Club and Program Support</td>
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<td>31,324</td>
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<td>7. Drop In Recreation</td>
<td>20,410</td>
<td>25,800</td>
<td>28,435</td>
<td>28,345</td>
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<td>Eric Roefes Queer Resource Center</td>
<td>4,700</td>
<td>5,720</td>
<td>10,210</td>
<td>10,384</td>
<td>10,560</td>
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<td>Graduate Pledge Alliance</td>
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<td>3,730</td>
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<td>4,510</td>
<td>4,587</td>
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<td>Humboldt Film Festival</td>
<td>14,760</td>
<td>12,190</td>
<td>16,800</td>
<td>17,086</td>
<td>17,376</td>
<td>17,671</td>
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<td>8. Learning Center Tutorial Program</td>
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<td>19,050</td>
<td>19,115</td>
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<td>Marching Lumberjacks</td>
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<td>Multicultural Center</td>
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<td>36,560</td>
<td>42,440</td>
<td>43,161</td>
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<td>Sports Clubs</td>
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<td>30,775</td>
<td>31,298</td>
<td>31,830</td>
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<td>Student Access Gallery</td>
<td>7,910</td>
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<td>11,403</td>
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<td>WRRAP</td>
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<td>29,190</td>
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<td>35,920</td>
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<td>Womens Resource Center</td>
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<td>27,998</td>
<td>28,474</td>
<td>28,958</td>
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<td>Youth Educational Services</td>
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<td>57,910</td>
<td>66,000</td>
<td>67,122</td>
<td>68,263</td>
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<td>Student Life Support</td>
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<td>7,000</td>
<td>5,000</td>
<td>5,085</td>
<td>5,171</td>
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<td>9. AS Scholarship</td>
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<td>0</td>
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<tr>
<td>10. Unallocated</td>
<td>8,870</td>
<td>7,950</td>
<td>10,850</td>
<td>10,850</td>
<td>10,850</td>
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<tr>
<td>11. Special Projects/Program Enhancements</td>
<td>0</td>
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<td>50,040</td>
<td>13,500</td>
<td>13,500</td>
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<tr>
<td><strong>Total Program Expenses</strong></td>
<td><strong>$872,681</strong></td>
<td><strong>$998,402</strong></td>
<td><strong>$1,172,970</strong></td>
<td><strong>$1,152,885</strong></td>
<td><strong>$1,174,152</strong></td>
<td><strong>$1,195,868</strong></td>
<td><strong>$1,218,044</strong></td>
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<td><strong>REVENUE OVER EXPENDITURES</strong></td>
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<td>Allocation from Reserves</td>
<td>-</td>
<td>-</td>
<td>75,540</td>
<td>29,533</td>
<td>38,602</td>
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<td>Reserve Fund Balance</td>
<td>455,205</td>
<td>459,050</td>
<td>383,510</td>
<td>353,977</td>
<td>315,875</td>
<td>267,393</td>
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</table>
Budget Planning Spreadsheet Details

$10 Minimum wage increase effective January 1, 2016 included in 2015-16 budget.
Operating Expenses: Based on assumptions provided by the University Budget Office. Projected annual change 1.7%.

1. Student Activity Fees: Based on assumptions provided by the University Budget Office. Projected annual change 1.0%.
2. Programs Revenue: Most of this revenue is from AS Presents attendance. AS Presents Committee choose the events and ticket prices and these decisions affect the revenue from ticket sales.
3. Increase based on average net change from 2009-10 thru 2014-15. Projected 2.7%
   Types of expenditures include AS/UC Business Services Agreement, HSU Business Services, Operating Expenses, Audits and General Liability Insurance. Salaries and benefits are included in business services agreements.
4. Total amount includes AS Council non-compensatory stipend based on position.
5. Campus Food Pantry: Contribution
6. Children's Center: Maintenance of Effort 4.54% based on a traditional average allocation of AS fee revenue dating back to a 1988/89 survey done by the Chancellor's Office related to levels of support for CSU campus Children's Centers. This amount is approved by the AS Council and is subject to change.
7. Drop In Recreation: Hourly wages reimbursement. No minimum wage increase projected.
8. Learning Center: Hourly wages reimbursement. No minimum wage increase projected.
9. AS Scholarship: Contribution to campus scholarships.
10. Unallocated: Placeholder
11. Special Projects/Program Enhancements

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<td>Computer Refresh</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$3,500</td>
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<tr>
<td>Community Garden</td>
<td>$11,540</td>
<td></td>
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<tr>
<td>AS Office Remodel</td>
<td>$25,000</td>
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<tr>
<td>Special Projects/Program Enhancements</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
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<tr>
<td>TOTAL</td>
<td>$50,040</td>
<td>$13,500</td>
<td>$13,500</td>
<td>$13,500</td>
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</tbody>
</table>

Special Project/Program Enhancement funds may be used to support future goals as outlined in the Strategic Plan.

12 Reserve Fund Balance: The maximum amount which should be retained for on-campus reserves is up to 30% of current year expenditures. The AS Council undergoes an annual review of its Reserve Policy and funding levels to determine whether the reserve balance is on track to meet the needs of the AS and our Mission.
Values

Humboldt State University values the following academic principles that represent attributes of an academically integrated university, and provide a framework for accomplishing our collective vision and mission.

- We believe our primary responsibility is to provide the best possible education for today’s world.
- We believe that teaching excellence is of paramount importance as is learning excellence.
- We believe in an environment of free inquiry where learning occurs both inside and outside the classroom. As a community of learning, the campus curricular and cocurricular environment encourages intellectual discourse, aesthetic creativity and appreciation, and significant opportunities for involvement and service.
- We prepare students to take on the commitments of critical inquiry, social responsibility, and civic engagement necessary to meet the challenges of the 21st century.
- We believe in intellectual growth through scholarship, creative activities, and research.
- We prepare individuals to be successful in advanced academic and professional degree programs; to be in positions of leadership; and to be proactive and productive members of society.
- We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity.
- We value the richness and interplay of differences. We value the inclusiveness of diversity, and we respect alternative paradigms of thought.
- We believe in collegial dialogue and debate that leads to participatory decision-making within our community of student, staff, administrator, and faculty learners.
- We believe the University must assist in developing the abilities of individuals to take initiative and to collaborate in matters resulting in responsible action.
- We believe individuals must be environmentally, economically, and socially responsible in the quest for viable and sustainable communities.
- We believe our location is an ecologically and spiritually rich asset that we embrace as an integral part of our learning community. Our curriculum is relevant, collaborative, and responsive to our geographical location.
- We believe we have a special opportunity to learn from the Native American cultures, the unique ecosystem, and special communities of our region, and to apply that knowledge.
- We believe the University is an integral part of our local and regional communities.
- We believe the University is a repository for archiving accumulated knowledge with inclusive access for our academic and broader communities.

For more information: humboldt.edu/strategicplan

HUMBOLDT STATE UNIVERSITY
Strategic Plan
2015–2020

Our Mission
Humboldt State University is a comprehensive, residential campus of the California State University. We welcome students from California and the world to our campus. We offer them access to affordable, high-quality education that is responsive to the needs of a fast-changing world. We serve them by providing a wide array of programs and activities that promote understanding of social, economic, and environmental issues. We help individuals prepare to be responsible members of diverse societies.

Our Vision
Humboldt State University will be the campus of choice for individuals who seek above all else to improve the human condition and our environment.

- We will be the premier center for the interdisciplinary study of the environment and its natural resources.
- We will be a regional center for the arts.
- We will be renowned for social and environmental responsibility and action.
- We believe the key to our common future will be the individual citizen who acts in good conscience and engages in informed action.
- We will commit to increasing our diversity of people and perspectives.
- We will be exemplary partners with our communities, including tribal nations.
- We will be stewards of learning to make a positive difference.
GOAL 1 PREPARE STUDENTS TO BE SOCIALLY AND ENVIRONMENTALLY RESPONSIBLE LEADERS IN A DIVERSE AND GLOBALIZED WORLD

OBJECTIVE 1.1 Enable an impactful and purposeful student experience for all students through better coordination and integration of academics, advising, support services, student activities, student life, and community partnerships

OBJECTIVE 1.2 Ensure that all students are afforded the same opportunity to succeed in meeting their baccalaureate goals through a Humboldt State experience that provides purposeful and coherent integration of academics and student life

OBJECTIVE 1.3 Incorporate environmental and social responsibility throughout the curriculum

OBJECTIVE 1.4 Engage students in the classroom, the life of the institution, and in the communities beyond

OBJECTIVE 1.5 Expand and support a diversified, globalized, and culturally expanded campus by increasing the enrollment of international and nonresident students

GOAL 2 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

GOAL 3 STRENGTHEN PARTNERSHIP 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

GOAL 4 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
ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

Statements of Net Position
June 30, 2015 & 2014

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
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<tr>
<td>Cash on hand and commercial accts</td>
<td>$80,162</td>
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<td>Cash invested in LAIF</td>
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<td><strong>Total cash</strong></td>
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<td>Accounts and other receivables, net</td>
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<td><strong>Total current assets</strong></td>
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<td><strong>Capital assets, net</strong></td>
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<td><strong>Total assets</strong></td>
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<td>$491,423</td>
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<tr>
<td><strong>Liabilities</strong></td>
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<tr>
<td><strong>Current liabilities</strong></td>
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<td>Accounts payable</td>
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<td>Accrued liabilities</td>
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<td>Unearned revenue</td>
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<td>16,876</td>
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<td><strong>Total current liabilities</strong></td>
<td>42,811</td>
<td>35,765</td>
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<tr>
<td><strong>Total liabilities</strong></td>
<td>$42,811</td>
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<tr>
<td><strong>Net position</strong></td>
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<tr>
<td>Net investment in capital assets</td>
<td></td>
<td></td>
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<tr>
<td>Unrestricted</td>
<td>$459,050</td>
<td>$455,205</td>
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<tr>
<td><strong>Total net position</strong></td>
<td>$459,050</td>
<td>$455,658</td>
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</table>
ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

Statements of Revenues, Expenses, and Changes in Net Position
Years ended June 30, 2015 & 2014

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
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<tr>
<td>Operating revenues:</td>
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<tr>
<td>Student activity fees</td>
<td>$ 903,093</td>
<td>$ 812,451</td>
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<td>Programs revenue</td>
<td>96,057</td>
<td>62,894</td>
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<tr>
<td>Instructional related activities</td>
<td>504,812</td>
<td>455,579</td>
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<tr>
<td><strong>Total operating revenues</strong></td>
<td>1,503,962</td>
<td>1,330,924</td>
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<tr>
<td><strong>Expenses:</strong></td>
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<tr>
<td>Operating expenses:</td>
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<td></td>
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<tr>
<td>Salaries and wages</td>
<td>96,489</td>
<td>99,210</td>
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<td>Employee benefits</td>
<td>5,642</td>
<td>5,207</td>
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<td>Payment per agreement/contract</td>
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<td>421,033</td>
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<td>Reimbursement to other agencies</td>
<td>113,849</td>
<td>65,634</td>
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<tr>
<td>Repairs and maintenance</td>
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<td>5,888</td>
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<td>Communications</td>
<td>3,101</td>
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<td>Travel</td>
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<td>Insurance</td>
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<td>Audit</td>
<td>5,777</td>
<td>9,390</td>
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<tr>
<td>Program expenditures</td>
<td>256,791</td>
<td>202,962</td>
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<tr>
<td>Instructional related activities</td>
<td>504,812</td>
<td>455,579</td>
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<tr>
<td>Depreciation</td>
<td>453</td>
<td>337</td>
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<tr>
<td><strong>Total operating expenses</strong></td>
<td>1,503,573</td>
<td>1,328,602</td>
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<tr>
<td><strong>Operating income (loss)</strong></td>
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<td>2,322</td>
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<tr>
<td><strong>Non-operating revenues (expenses):</strong></td>
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<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>3,003</td>
<td>2,294</td>
</tr>
<tr>
<td>Non-operating revenues (expenses), net</td>
<td>3,003</td>
<td>2,294</td>
</tr>
<tr>
<td>Increase in net position</td>
<td>3,392</td>
<td>4,616</td>
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<tr>
<td><strong>Net position:</strong></td>
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<tr>
<td>Net position at beginning of year</td>
<td>455,658</td>
<td>451,042</td>
</tr>
<tr>
<td>Net position at end of year</td>
<td>$ 459,050</td>
<td>$ 455,658</td>
</tr>
</tbody>
</table>
ASSOCIATED STUDENTS
OF
HUMBOLDT STATE UNIVERSITY
2015~2016

Associated Students
A.S. CONSTITUTION
HUMBOLDT STATE UNIVERSITY
ASSOCIATED STUDENTS
CONSTITUTION
(Revised, November 2014)

PREAMBLE

Having opinions to be represented, rights to be protected and needs to be administered, we, the members of the Associated Students of Humboldt State University, at Arcata, California, do hereby ordain and establish this Constitution.

PREFACE

We, the leaders of the Associated Student Body of Humboldt State University, shall uphold the responsibility that has been vested in us.

1. As Student Representatives We shall: consider the opinions and needs of our immediate constituency, the Students, prior to our taking any action on their behalf.

2. As Student Advocates We Shall: be vocal on issues that protect and increase student rights; create opportunities to increase the student perspective in the University decision making process; actively seek institutional changes that serve to enhance the student environment; and uphold and protect the integrity of the student body association, and,

3. As Fiscal Officers We Shall: allocate Associated Student Body fees in accordance with the A.S. Mission Statement.

ARTICLE I
Name, Mission and Purpose, and Membership

Section A: Name
The name of this corporation shall be the Associated Students of Humboldt State University, hereinafter referred to as the “Association”.

Section B: Mission and Purpose
The Associated Students of Humboldt State University is a recognized non-profit corporation and an auxiliary of Humboldt State University. The specific purpose of this corporation 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; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus
to stimulate the educational, social, physical, and cultural well-being of the University community.

The Associated Students' services and programs shall be established for the purpose of providing essential activities closely related to, but not normally included as a part of the institutional educational program.

Section C: Membership
Any person duly registered as a student of Humboldt State University, and who has paid the required membership fee shall be a member of the Association.

ARTICLE II
Definition of the Term "Officer", Officer Liability, Vacancies and Succession

Section A: Definition of the Term "Officer"
An officer shall be any office holder elected by the Association membership and/or approved by the Associated Students Council, hereinafter referred to as the A.S. Council.

Section B: Officer Liability
Any officer of the Association who violates the Association Constitution or Code may, after due process, be subject to one of the following sanctions:

1. Censure: A verbal warning/reprimand expressing disapproval of the actions of the officer concerned.

2. Probation: Placing the officer in question under the scrutiny of the A.S. Council and warning the officer that further misconduct may result in suspension or removal. The officer will retain his/her voting and participation rights. The term of probation to be set by the A.S. Council in each particular case.

3. Suspension: Removal from office for a period of time to be set in each case.


Section C: Vacancies and Succession

1. Vacancy: Should a vacancy occur in any elected office other than the Presidency, the President shall appoint, with the approval of the A.S. Council. All approved appointments shall terminate at the end of the vacant seat's term.

2. Succession: Should a vacancy occur in the Presidency, the Administrative Vice President shall succeed to the office. Should the Presidency and the Administrative Vice Presidency be simultaneously vacant, the Legislative
Vice President shall appoint replacements to assume the duties of those offices. These appointments shall be approved by the A.S. Council.

ARTICLE III
Composition of the AS Council

Section A: AS Council
The AS Council shall be the sole governing body of the Associated Students.

Section B: Composition of the AS Council
Voting members of the AS Council shall be the Executive Officers and Representatives as determined below:

1. Voting Members:
   a. President,
   b. Administrative Vice President,
   c. Legislative Vice President,
   d. Student Affairs Vice President,
   e. Three (3) college-specific representatives from each college,
   f. Two (2) at-large representatives, and
   g. One (1) graduate student representative,
   h. There are a total of 16 directors of the AS Council.

Section C: Council Advisors

1. Nonvoting Advisors shall consist of:
   a. General Manager of the Associated Students
   b. Vice President of Enrollment Management and Student Affairs
   c. External Affairs Representative
   d. AS Presents Representative
   e. Elections Commissioner

ARTICLE IV
Executive Officers

Section A: The Executive Officers of the Council shall be the:

1. President
2. Administrative Vice President
3. Legislative Vice President
4. Student Affairs Vice President.

Section B: Powers and Duties of the Executive Officers
1. President: The President shall be the chief executive officer of the Association elected by the Association membership.
   a. Serves as the official representative of the Association.
   b. May propose legislation to the A.S. Council.
   c. Chairs the Executive Committee.
   d. Makes appointments to committees and boards for the Association with the consent of the A.S. Council by a 2/3 vote.
   e. Serves as a member of the AS Council.
   f. Vote on actions or decisions taken by the AS Council.

2. Legislative Vice President: The Legislative Vice President shall be the chief legislative assistant to the President.
   a. The Legislative Vice President shall chair the A.S. Council and may vote on actions or decisions taken by the AS Council when such a vote will affect the outcome.
   b. The Legislative Vice President shall be responsible to receive information from Associated Students committee appointments.
   c. The Legislative Vice President shall be responsible for the maintenance of and adherence to the Associated Students Code.
   d. The Legislative Vice President shall sit on the Executive Committee.
   e. Makes appointments to committees and boards for the Association with the consent of the A.S. Council by a 2/3 vote.
   f. Serves as a member of the AS Council.

3. Administrative Vice President: The Administrative Vice President shall be the chief financial assistant to the President.
   a. The Administrative Vice President shall chair the Board of Finance.
   b. The Administrative Vice President shall be the chief fiscal advisor to the President and the A.S. Council.
   c. The Administrative Vice President shall assume the duties of the President during the President’s absence.
   d. The Administrative Vice President shall sit on the Executive Committee.
   e. Makes appointments to committees and boards for the Association with the consent of the A.S. Council by a 2/3 vote.
   f. Serves as a member of the AS Council.
   g. Vote on actions or decisions taken by the AS Council.

4. Student Affairs Vice President: The Student Affairs Vice President shall be the chief advisor on student affairs to the President.
   a. The Student Affairs Vice President shall chair the Associated Students Student Affairs Committee.
b. The Student Affairs Vice President shall sit on the University Center Board of Directors.
c. The Student Affairs Vice President shall sit on the Student Affairs Directors Committee.
d. The Student Affairs Vice President shall sit on the Executive Committee.
e. Makes appointments to committees and boards for the Association with the consent of the A.S. Council by a 2/3 vote.
f. Serves as a member of the AS Council.
g. Vote on actions or decisions taken by the AS Council.

ARTICLE V
Representatives

Section A: The Associated Students Council (A.S. Council) representatives shall be elected by the Association membership.

Section B: Membership: Membership on the A.S. Council shall consist of college-specific representatives, two at-large representatives and one graduate student representative.

Section C: Powers and Duties of the Associated Students Council:

1. To formulate the Association's Rules, Regulations and Policies, as detailed in the Associated Students Code and other policy papers.

2. Vote on actions or decisions taken by the AS Council.

3. To make appropriations from the treasury of the Association.

4. To approve standing rules of the Council and meeting calendar.

5. To establish the amount of the Association's membership fee with the approval of its membership voting on this issue in an election.

6. To impeach any officer of the Association.

7. To call special elections.

8. To place legislative initiatives on the ballot by majority vote.

9. To elect a Vice Chair from its membership.

10. To maintain written records of the A.S. Council proceedings which shall be posted for the benefit of the members of the Association.

11. To promote the use and development of programs funded by the Association.
12. To approve the annual budget.

13. To monitor and evaluate budgets of and services offered by the organizations funded by the Association.

14. To approve Executive Officer appointments by a 2/3 vote.

15. To create committees and ad-hoc committees, and to empower those committees to accomplish goals set by the Council.

16. To ratify the results of the Associated Students Elections.

Section D: Chair of the Associated Students Council

1. The presiding officer of the A.S. Council shall be the Legislative Vice President.

2. Powers and Duties of the Chair:
   a. Calls and presides at meetings of the A.S. Council.
   b. May vote on actions or decisions taken by the AS Council when such a vote will affect the outcome.
   c. Nominates 2 members of the Council to be seated on the Associated Students Board of Finance.

ARTICLE VI
Term of Office

Section A: All executive officer and representatives shall be elected during the Spring Semester, shall assume office at the last regularly scheduled A.S. Council meeting of the Academic year, and shall serve until the last regularly scheduled A.S. Council meeting of the following year

ARTICLE VII
Meetings

Section A: The Associated Students of Humboldt State University shall conduct its business in public meetings in accordance with the Gloria Romero Open Meetings Act of 2000. All meetings of the A.S. Council shall be open and public, and all persons shall be permitted to attend any meeting of the A.S. Council, except as provided in the Gloria Romero Open Meeting Act of 2000. (AB 1837, Romero, California State University: Student body organizations: Gloria Romero Open Meetings Act of 2000.)

Section B: Meetings shall be conducted as outlined in Government Code, Section 10.
Section C: The AS Council shall annually establish with its Standing Rules the date, time and locations for holding regular meetings.

ARTICLE VIII
Budget

Section A: Board of Finance
The sole responsibility for presenting the A.S. Council with a preliminary budget shall reside with the Board of Finance.

Section B: Membership
The Board of Finance shall consist of the Administrative Vice President, who shall act as the presiding officer; the President of the Association; a member of the Association, appointed by the President; two members of the A.S. Council, appointed by the Legislative Vice President; and the General Manager of the Association (Advisor).

Section C: Procedure in the Formulation of the Budget

1. The Board of Finance shall require each program to submit a budget request.

2. The Board of Finance shall hold public hearings of programs identified by the Board of Finance. The program shall be notified of the date, time, and place of said hearing.

3. The Board of Finance shall submit a preliminary budget to the A.S. Council at least one month prior to the last regularly scheduled A.S. Council meeting of the academic year.

4. The A.S. Council shall approve a final budget no later than the next to last regularly scheduled meeting of the academic year.

5. The final budget shall be submitted to the President of the University for review and approval.

ARTICLE IX
Associated Students General Manager

Section A: General Manager

1. The A. S. Council will arrange for the services of a General Manager who will be responsible to the Associated Students President for the daily operations of the Association.
2. Contracts: All contracts entered into between the Association and any firm, organization, or person shall be signed by the General Manager and the director, sponsor, or manager of the activity which is the subject matter of the contract.

3. The General Manager shall be responsible for the Association's activities during the summer recess. Any monetary or policy decisions that greatly affect the Association may necessitate consultation with the Associated Students Executive Committee.

4. Others: The General Manager may employ such persons as are deemed necessary for the conduct of the Association's affairs.

ARTICLE X
Elections, Elections Commission and Elections Procedures

Section A: Elections
There shall be one regular Association election during the academic year.

Section B: Elections Commission
An Elections Commission shall be appointed to ensure elections conducted by the Association are fair and are operated within the rules established by the A.S. Council, as detailed in the Associated Students Elections Code. Three members of the Commission shall be appointed by the Associated Students President and two members shall be appointed by the Legislative Vice President.

Section C: Elections Procedures:

1. Nominations:

   a. Executive Officers shall be nominated by petitions signed by one-hundred and fifty (150) members of the Association.

   b. A.S. college-specific representatives shall be nominated by petitions signed by fifty (50) members of the Association within the college he/she is representing.

   c. The A.S. At-Large representatives shall be nominated by petition signed by fifty (50) members of the Association.

   d. Graduate Student representatives shall be nominated by petitions signed by twenty (20) members of the Association who are Graduate Students.

2. Petitions for nomination shall be filed with the Elections Commission not less than fourteen (14) calendar days nor more than forty-two (42) calendar days prior to the regular election;
3. Elections Commission has three (3) school days to rule on the eligibility of a candidate after filing;

4. Public notice to the effect that nominations are in order shall be posted on official bulletin boards and shall be published in the school newspaper at least forty-two (42) days prior to the election by the Elections Commission.

5. The Association shall use Ranked Choice Voting to elect Executive Officers. The Association shall use a Plurality based system to elect Council Representatives.

6. No member of the Association shall vote for a candidate for representative of a college other than the college in which that member of the Association is enrolled. In the case of persons with more than one major, the person shall have the right to choose from amongst colleges in which that person is enrolled to vote for a college representative candidate. All students may vote for the At-Large Representative(s).

**ARTICLE XI**

Initiatives

Section A: **Initiatives:**
As outlined under the powers and duties of the A.S. Council, the A.S. Council can initiate measures for the ballot. The Association membership shall also have the power to initiate legislation by means of a written petition to the AS Council, which has been signed by ten percent (10%) of the current members of the Association.

Section B: The Initiative process shall be conducted as outlined in Elections Code, Section 18.

**ARTICLE XII**

Recalls

Section A: **Recall:**
Any elected officer or representative of the Association may be subject to recall by a petition containing a specific statement of the reasons for the proposed removal. Such petition must be signed by at least ten (10%) percent of the membership of the Association which that officer represents, and then presented to the AS Council.

The Recall process shall be conducted as outlined in Elections Code, Section 19.

**ARTICLE XIII**

Enabling and Amendments
Section A: **Enabling:**
This Constitution shall become the official governing document of the
Association upon ratification by two-thirds (2/3) majority of the Association
voting on the issue.

Section B: **Amendments:**
There shall be two methods of proposing an amendment to this constitution.

1. Submission of a petition signed by ten (10) percent of the Association
   membership to the A.S. Council. Once validated by the Elections
   Commission, the Elections Commission will place an amendment before the
   members. All proposed amendments shall be made public at least fifteen (15)
   school days before the election. Amendments must then be approved by two-
   thirds (2/3) of the total votes cast on this issue at any special or regular
   election held during the Fall or Spring semesters. Ratified amendments shall
   be incorporated herein.

2. Proposed amendments may be adopted by an affirmative vote of at least two-
   thirds (2/3) of A.S. Council. A vote of A.S. Council will amend the
   constitution, except as noted below.

   a. Any provision recommending a change in the fee.
   b. Any provision altering the term of an executive officer or council member.
   c. Any provision altering membership.

**ARTICLE XIV**
**Indemnification**

Section A: The Associated Students shall defend any officer, representative, advisor or
employee of the Corporation to the extent permissible under the Corporations
Code and other applicable law.
I, MARCH FONG EU, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the corporate record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

MAR - 6 1991

March Fong Eu
Secretary of State
ARTICLES OF INCORPORATION
OF
ASSOCIATED STUDENTS OF
HUMBOLDT STATE UNIVERSITY

ARTICLE I
The name of this Corporation is:
ASSOCIATED STUDENTS OF
HUMBOLDT STATE UNIVERSITY

ARTICLE II
Purposes and Powers
A. This Corporation is a nonprofit public benefit
corporation and is not organized for the private gain of any
person. It is organized under the Nonprofit Public Benefit
Corporation Law for charitable purposes.

B. The specific purpose of this Corporation 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 this opinion both on and off campus, assist in the
protection of the rights and interests of the individual
student and the student body, provide services and programs
as deemed necessary by the Corporation to meet the needs of
the student and campus community, and stimulate the
educational, social, physical, and cultural well-being of the University community.

C. This Corporation shall have all benefits, privileges, rights and powers created, given, extended or conferred upon nonprofit corporations by the provisions of the California Nonprofit Public Benefit Corporation Law, all other applicable laws and any additions or amendments thereto.

ARTICLE III
Conformity with Regulations

This Corporation shall conduct its operations in conformity with regulations established by the Board of Trustees of the California State University as required by the Education Code, Section 89900(c) and it shall be operated as an integral part of the University as required by the California Code of Regulations Title 5, Section 42401.

ARTICLE IV
Exempt Status and Limitations on Activities

A. This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. Notwithstanding any other provision of these Articles,
the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986.

C. No substantial part of the activities of this Corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

ARTICLE V
Officers and Directors

A. The manner in which Officers and Directors shall be chosen and removed from office, their qualifications, number, powers, duties, compensation, the manner of filling vacancies on the Board, and the manner of calling and holding meetings of Directors, shall be stated as in the Constitution and/or Code.

B. Officers and Directors of this Corporation are not liable
for the debts, liabilities, or obligations of this Corporation.

ARTICLE VI
Members

Membership of this Corporation is granted to all Humboldt State University students upon payment of the Associated Students membership fee.

Members of this Corporation are not liable for the debts, liabilities, or obligations of this Corporation.

ARTICLE VII
Dedication and Dissolution

A. This Corporation is not organized, nor shall it be operated, for pecuniary gain or profit, and does not contemplate the distribution of gains, profits or dividends to its members or to any private shareholder or individual. The property, assets, profits, and net income of this Corporation are irrevocably dedicated to the charitable purposes set forth in Article II, and no part of the profits or net income or assets of this Corporation shall ever inure to the benefit of any private shareholder or individual.
ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
CERTIFICATE OF AMENDMENT
ARTICLES OF INCORPORATION
CORPORATION NO. C1682405

The undersigned certify that:

1. They are the President and Secretary/Treasurer, respectively, of Associated
   Students of Humboldt State University, a California corporation.

2. Article VII of the Articles of Incorporation of the corporation is amended to read as
   follows:

   B. Upon the dissolution of this corporation, net assets, other than trust
      funds, shall be distributed to one or more nonprofit corporations organized
      and operated for the benefit of Humboldt State University, and approved
      by the President of the University and the Chancellor of the California
      State University. Such corporation or corporations must be qualified for
      federal income tax exemption under Section 501(c) (3) of the United States
      Internal Revenue Code of 1986 and be organized and operated exclusively
      for educational purposes. In the alternative, upon dissolution of the
      corporation, net assets, other than trust funds, shall be distributed to
      Humboldt State University.

3. The foregoing amendment of Articles of Incorporation has been duly approved by
   the Board of Directors.

4. The foregoing amendment has been approved by the required vote of the members.

We further declare under penalty of perjury under the laws of the State of California that
the matters set forth in this certificate are true and correct of our own knowledge.

DATE: 11/12/12

Ellyn Henderson, President

Paul Vanguirre, Secretary/Treasurer
B. Upon the dissolution of this Corporation, net assets, other than trust funds, shall be distributed to one or more nonprofit corporations organized and operated for the benefit of Humboldt State University, and approved by the President of the University and the Board of Trustees of the California State University. Such corporation or corporations must be qualified for Federal income tax exemption under Section 501 (c)(3) of the United States Internal Revenue Code of 1986 and be organized and operated exclusively for educational purposes. In the alternative, upon dissolution of the corporation, net assets other than trust funds shall be distributed to Humboldt State University.

**ARTICLE VIII**
Initial Agent for Services of Process

The name and address in the State of California of this Corporation's initial agent for service of process is:

John W. Francis  
1901 East Lambert Road, Ste 100  
La Habra, CA  90631

**ARTICLE IX**
Amendments

A. There shall be two methods of proposing an amendment to
DECLARATION

Randy M. Villa-Ramirez and Daniel Close declare under penalty of perjury under the laws of the State of California that they are the President and Secretary, respectively, of THE ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY, the unincorporated association referred to in the Articles of Incorporation to which this declaration is attached, and that said association has duly authorized its incorporation by means of said Articles of Incorporation.

Dated 12-14-90

Randy M. Villa-Ramirez, President

Daniel Close, Secretary
Associated Students (AS) of Humboldt State University Executive Director
Job Description

The Associated Students is a 501(c)(3) nonprofit corporation which serves as an auxiliary organization of Humboldt State University (HSU). Its membership includes the student body which has a population of approximately 8,000 students. As the student body organization, the AS is the official voice of HSU students and provides programs and services which are primarily student-led or are joint efforts between other campus divisions and the AS. AS Programs reflect a wide variety of student interests that enhance the quality of life for the members of the campus community.

Associated Students Executive Director. $3,154 - $10,368 per month. This is a 12-month exempt employee position with the Associated Students of Humboldt State University. This is not a state position. A complete benefits package is also offered.

Position Description: The Associated Students Executive Director serves under the ultimate direction of the Associated Students (AS) Council. The Executive Director serves as a nonvoting advisor to the AS Council and will be responsible for working cooperatively with the AS Council. The Executive Director is responsible for overall operations of the AS, ensures that the AS mission is carried out according to AS policy, campus directives, CSU policies, and other related regulations and laws. The Executive Director is charged with the management of monies pursuant HSU and CSU regulatory requirements and with recommending changes in policies and procedures to the AS Council needed. The Executive Director serves as a liaison between the AS and other University leadership. The Executive Director also serves to develop continuity and cohesion within the AS to facilitate timely and efficient transition for student administrations to ensure that AS maintains it leadership position on campus. The position requires broad management responsibilities and experience in nonprofit services and programs.

Minimum Qualifications:
Experience: A bachelor’s degree, and three years of full-time experience in a management position with a nonprofit that is close or similar to the work of this position. The experience includes activities such as budgetary/fiscal, purchasing, travel, human resources and general administrative support for a mid- to large organization.

OR
Education: Two full years of progressively higher level graduate education leading to a master’s or equivalent degree may be substituted to meet the experience requirements.

OR
Education and experience may be combined to meet the basic qualifications; for example, two years of experience in the field and a year of graduate education may be qualifying.

1 The student body organizations of the CSU are established pursuant California Education Code 89300-89304, and abide by relevant Title VI Regulations, Board of Trustees Resolutions, and Chancellor’s Office Executive Orders.
2 Pursuant to California Education Code 89900(c)
3 Based on the FY1516 CSU Salary Schedule for Administrator II
**Conditions of Employment:** This is an exempt position with hours based upon the duties and responsibilities which need to be completed. This position is employed by the Associated Students of Humboldt State University and is subject to related personnel policies and procedures, including being an ‘at-will employee’.

**Duties**

1. **General Administrative**
   a. Administers and coordinates the student body day-to-day business and related activities of the AS.
   b. Ensure compliance with IRS, State of California, and applicable non-profit codes and regulations.
   c. Ensure the AS’s legal interests are protected and the AS Council is informed of pertinent laws, regulations and policies.
   d. Responsible for risk management associated with all programs and operations of the corporation. Consults as needed with legal counsel and secures appropriate insurance coverage.
   e. Upon approval of the AS Council, negotiates and signs contracts with external, campus and systemwide agencies on behalf of the corporation.
   f. Develop and maintain policies and procedures to provide student leaders and AS staff with a professional environment in which business can be conducted.
   g. Maintain and publish up-to-date copies of the AS Constitution, Codes of Procedures, Policies, Rules and Regulations, and Administrative Procedures Manual and other official AS documents of record.

2. **Fiscal Administration**
   a. In conjunction with the AS President or designee, responsible for the development of the AS Annual Budget to be presented to the AS Board of Finance, AS Council and the University President for approval.
   b. Establish and maintain sound fiscal and operational policies and procedures.
   c. Ensure accepted accounting and fiduciary guidelines are followed.
   d. Work with the University Center Business Office staff to prepare for internal compliance and external audits.
   e. Monitor and review that student funds are disbursed in accordance with the objective, policies, and directives of the AS including AS funds and IRA funds.
   f. Serve as an official representative of AS in meetings with representatives concerning fiscal matters.
   g. Manages the disbursement of all AS funds.
   h. Monitor AS financial position and report to Board of Finance.
   i. Coordinate development and maintenance of sound financial procedures and records regarding AS Organizations, Clubs and IRA Programs.

3. **Advising and Student Programming**
   a. Assimilates and maintains the organization's institutional memory and orients incoming officers on AS history, policies, procedures and methods.
b. Sensitive and responsive to the role of student involvement in University governance and Associated Students in particular.
c. Serve as advisor for the AS Council and sub-governing boards and committees.
d. Consults with Instructionally Related Activities Committee, Student Fee Advisory Committee and other related AS activities.
e. Member, non-voting, AS Council, AS Board of Finance, Executive Committee, Student Fee Advisory Committee, Instructionally Related Activities Committee, Campus Center for Appropriate Technology (CCAT) steering committee.
f. Assists with annual and special AS elections.
g. Meets with AS Program Directors and provides budget orientation and information.
h. Assists Associated Students Council coordinating retreats and orientation.
i. Assist the AS Council in the development of organization goals and long-term strategic plans.

4. Personnel Management
   a. Maintains human resource policies and procedures, in accordance with federal, state and local regulations, with assistance from a human resource consultant.
b. Recruits, hires, supervises and evaluates full-time staff working in AS.
c. Supervises indirectly 100 student assistant program staff.
d. Responsible for carrying out all personnel policies of the Associated Students.
e. Manages AS Personnel Policies and Procedures, including benefits program.

5. Other Operational Administration
   a. Meets regularly with the Vice President of Enrollment Management and Student Affairs.
b. Works effectively with university entities to support AS operations and the University mission.
c. Attends and participates in various meetings as necessary.
d. Performs other duties as assigned by the AS President

Knowledge, Abilities & Specialized Skills:

- Must be able to effectively communicate, both orally and in writing, to a wide range of constituencies
- Knowledge of administration, organizational management, strategic planning, budgeting, financial administration, and personnel management, within an independent corporation is essential
- Knowledge and working implementation of regulatory restrictions regarding CSU auxiliary organizations and Student Body Organizations is preferred
- Must demonstrate interpersonal skills with members of the staff and campus community
- Ability to work effectively in an advisory role with students
- Ability to learn specific rules, regulations, university policies and procedures
- Ability to work cooperatively and effectively with colleagues
- Knowledge regarding general liability insurance issues
- Knowledge of related state laws, CSU Board of Trustee Policy, campus policy and Associated Students policy
- Training skills in leadership development
- Knowledge of elections procedures
- Working knowledge of Parliamentary Procedure
- Ability to facilitate advocacy and equip students with tools needed to be effective catalysts for change.
Be it enacted by the AS Council that Associated Students Administrative Code be amended as follows and be renumbered accordingly and will become effective immediately:

Section 8. Screening Committee

8.01 Voting members of the Screening Committee shall consist of the AS President, the AS Student Affairs Vice President, the AS Legislative Vice President, the AS Administrative Vice President, and an AS Council representative nominated by the AS President and approved by a two thirds (2/3) vote of the Council. In addition, the University Center Executive Director or designee, and a University representative appointed by the University President shall serve as ex-officio, non-voting members of the screening committee. The AS Vice President of Administrative Affairs shall serve as the Chair of the screening committee.

8.02 The process for conducting employee searches shall be outlined in the AS Personnel Code.

Be it enacted by the Associated Students Council that the Associated Students Personnel Code be amended as follows and that the amendment will become effective immediately.

Section 1. Student/Hourly Wage Compensation Policy Reference

1.01 It is a priority of the Associated Students (AS) to provide student employment. In keeping with our commitment to support the University in its recruitment and retention efforts and to help students attain their education, the Associated Students AS will employ students whenever feasible. (12/11)

1.02 The Associated Students Student/Hourly Wage Compensation Policy provides guidelines for setting the pay level for hourly employees. This policy is detailed in Policy #301. (12/11)

Section 2. Annual Performance Appraisal of General Manager Policy Reference

2.01 The Annual Performance Appraisal of the Associated Students General Manager policy provides guidelines and procedures for an annual performance appraisal. This policy is detailed in Policy #302. (12/11)

Section 2. Duties of the ED

1. General Administrative
   a. Administers and coordinates the student body day-to-day business and related activities of the AS.
   b. Ensure compliance with IRS, State of California, and applicable non-profit codes and regulations.
   c. Ensure the AS’s legal interests are protected and the AS Council is informed of pertinent laws, regulations and policies.
d. Responsible for risk management associated with all programs and operations of the corporation. Consults as needed with legal counsel and secures appropriate insurances coverage.

e. Upon approval of the AS Council, negotiates and signs contracts with external, campus and systemwide agencies on behalf of the corporation.

f. Develop and maintain policies and procedures to provide student leaders and AS staff with a professional environment in which business can be conducted.

g. Maintain and publish up-to-date copies of the AS Constitution, Codes of Procedures, Policies, Rules and Regulations, and Administrative Procedures Manual and other official AS documents of record.

2. Fiscal Administration

a. In conjunction with the AS President or designee, responsible for the development of the AS Annual Budget to be presented to the AS Board of Finance, AS Council and the University President for approval.

b. Establish and maintain sound fiscal and operational policies and procedures.

c. Ensure accepted accounting and fiduciary guidelines are followed.

d. Work with the University Center Business Office staff to prepare for internal compliance and external audits.

e. Monitor and review that student funds are disbursed in accordance with the objective, policies, and directives of the AS including AS funds and IRA funds.

f. Serve as an official representative of AS in meetings with representatives concerning fiscal matters.

g. Manages the disbursement of all AS funds.

h. Monitor AS financial position and report to Board of Finance.

i. Coordinate development and maintenance of sound financial procedures and records regarding AS Organizations, Clubs and IRA Programs.

3. Advising and Student Programming

a. Assimilates and maintains the organization's institutional memory and orients incoming officers on AS history, policies, procedures and methods.

b. Sensitive and responsive to the role of student involvement in University governance and Associated Students in particular.

c. Serve as advisor for the AS Council and sub-governing boards and committees.

d. Consults with Instructionally Related Activities Committee, Student Fee Advisory Committee and other related AS activities.

e. Member, non-voting, AS Council, AS Board of Finance, Executive Committee, Student Fee Advisory Committee, Instructionally Related Activities Committee, Campus Center for Appropriate Technology (CCAT) steering committee.

f. Assists with annual and special AS elections.

g. Meets with AS Program Directors and provides budget orientation and information.

h. Assists Associated Students Council coordinating retreats and orientation.

i. Assist the AS Council in the development of organization goals and long-term strategic plans.

4. Personnel Management
a. Maintains human resource policies and procedures, in accordance with federal, state and local regulations, with assistance from a human resource consultant.
b. Recruits, hires, supervises and evaluates full-time staff working in AS.
c. Supervises indirectly 100 student assistant program staff.
d. Responsible for carrying out all personnel policies of the Associated Students.
e. Manages AS Personnel Policies and Procedures, including benefits program.

5. Other Operational Administration
   a. Meets regularly with the Vice President of Enrollment Management and Student Affairs.
   b. Works effectively with university entities to support AS operations and the University mission
   c. Attends and participates in various meetings as necessary
   d. Performs other duties as assigned by the AS President

Section 3. Minimum Qualifications

3.01. One of the following three criteria must be met in order that applications for the Executive Director position are forwarded to the screening committee.

   a. Experience: A bachelor’s degree, and three years of full-time experience in a management position with a nonprofit that is close or similar to the work of this position. The experience includes activities such as budgetary/fiscal, purchasing, travel, human resources and general administrative support for a mid- to large organization.
   b. Education: Two full years of progressively higher level graduate education leading to a master's or equivalent degree may be substituted to meet the experience requirements.
   c. Education and experience may be combined to meet the basic qualifications; for example, two years of experience in the field and a year of graduate education may be qualifying.

Section 4. Appraisal of the ED

4.01. The position of the Executive Director shall be evaluated annually, no later than the meeting prior to the AS transition meeting. A draft evaluation shall be prepared by the AS President in consultation with the executive committee for the AS Council’s approval. If the evaluation shows areas that need improvement, subsequent evaluations can be done within two months of the original evaluation to mark the progress of the Executive Director in these areas. A written copy of the evaluation will be placed in the Executive Director's personnel file.

4.02. In the event that the AS President does not complete an evaluation of the Executive Director, the Designee sent by the University President to sit on the AS Council will be charged with completing the evaluation.

Section 5. Employment of the Executive Director
5.01. The Executive Director is an employee of the AS of Humboldt State University who reports to the AS Council. The AS President supervises the Executive Director.

5.02. During the final year of the initial term of the Executive Director’s employment contract, the AS Council shall vote to authorize the AS President to negotiate a new contract or open the position of the Executive Director. If the AS Council decides to open the position, the Screening Committee shall screen applicants to recommend one or more to the AS Council.

5.03. After receiving nominees for the AS Executive Director, the AS Council shall interview the nominee(s). In the event that nominees are unacceptable to the Council, the Screening Committee shall forward other nominees to the Council until such time as an appointment is made.

5.04. Immediately following a favorable vote by the AS Council and consultation with the University President, the proposed AS Executive Director and the AS President shall negotiate a contract of the proposed Executive Director in consultation with the University Center Executive Director or designee. The duration of the initial contract shall be two years or less. Each subsequent contract may be up to three (3) years in duration.

5.05. Upon recommendation of the A.S. President, the AS Council shall be the only body to authorize the hiring, rehiring, or termination of the Executive Director.

5.06. Should there be a vacancy in the office of the Executive Director; the AS Council must convene a Special Meeting to decide on an interim management plan including the appointment of an Interim Executive Director who shall be responsible for carrying out the duties and responsibilities of the Executive Director. The Screening Committee shall be immediately convened and begin the search process.

5.07. In the event that the AS Council is not in session or the appointment of an Interim Executive Director cannot be decided upon within one month of the Executive Director position becoming vacant, then the AS President is empowered to appoint an Interim Executive Director. The AS President shall consult with the University Center Executive Director and the HSU President or designee prior to making the appointment.

5.08. The Interim Executive Director’s term of employment shall not exceed six months unless extended by a majority vote of the AS Council.