I. Call to Order

II. Roll Call

III. Approval of Agenda #11 – Action Item

IV. Chair’s Report

V. Approval of Minutes
   A. Approval of Minutes #10 dated November 26, 2012 – Action Item

VI. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)
   Every A. S. Council agenda for regular meetings shall provide an opportunity for members of the public to directly address the A. S. Council on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, Council may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A. S. Council may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

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

VII. Program Presentations
   Program Presentations are an opportunity for the AS Council to learn more about different AS funded Programs. A representative from the scheduled AS Program will present information regarding the activities of the program and opportunities to get involved. Programs are allotted ten minutes each.
   A. Marching Lumber Jacks (Philip Sagastume & Megan McFarland)

VIII. Special Presentation
   A. ZimRide (Brietta Linney & Danielle Ballard)

IX. Appointments to Committees and Council
   A. A. S. President (Ellyn Henderson)
   B. A. S. Administrative Vice President (Paul Yzaguirre)
   C. A. S. Legislative Vice President (Matthew Lutwen)
   D. A. S. Student Affairs Vice President (Megan Reynolds)
X. Old Business

A. Spring 2013 A. S. Council Standing Rules and Meeting Time – Action Item
   The Gloria Romero Open Meeting Act of 2000 Section 89305.5 requires each legislative body to annually establish the time and locations for holding regular meetings. The AS Council will consider approving adjusting the meeting time to 6:00 p.m. for the Spring 2013 semester.

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

A. Committee Reports from Students-at-Large (This is a time for students appointed to committees/boards to give a report to Council)
B. College Representative Reports
C. Graduate Student Representative (Raymond Alvarez)
D. Vice President for Enrollment Management and Student Affairs (Dr. Peg Blake)
E. General Manager (Joan Tyson)
F. AS Presents (Jeff Novoa)
G. CSSA (Jesse Hoskins)
H. Legislative Vice President (Matthew Lutwen)
I. Student Affairs Vice President (Megan Reynolds)
J. Administrative Affairs Vice President (Paul Yzaguirre)

Board of Finance Report – December 3, 2012

1. Sustainable Living Arts & Music Festival (SLAM Fest) – Information Item
   The Board of Finance will meet with the advisor of the SLAM Fest to discuss plans for the Spring 2013 SLAM Fest.

2. 2013-14 AS Budget Timeline – Information Item
   Review and Approval of the 2013-14 AS Budget Timeline.

3. 2013-14 AS Budget Application Materials – Information Item
   Review and Approval of the 2013-14 AS Budget Application Materials.

4. Request from AS General Operations in amount not to exceed $1,500 from Unallocated for costs associated with AS program website development – Action Item
   AS Presents is in need of website development services. The website will be updated to be compatible with the CSU Accessible Technology Initiative (ATI). The updated website will also benefit the program and allow for additional multimedia capabilities.

K. President (Ellyn Henderson)

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

XIII. New Business

XIV. General Council Work Session

A. Finals Week Study Lounge, December 10, 11 & 12 – Information Item (Megan Reynolds)
   Reynolds will provide an update on what assistance is still needed with the Finals Week Study Lounge.

XV. Announcements

XVI. Adjournment
Associated Students Council  
Humboldt State University  
Monday, November 26, 2012  
University Center, South Lounge  
Minutes #10

Call to Order

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

Roll Call

Representatives Present: Jesse Carpentier, Rachelle Dilley, Clay Gallardo, Daryl Grable, Tony Lapiz, Mick Johnson, Evan Petillo, Greg Pfotenhauer, Zane St. Martin, Nina Ziccone

Representatives Absent: Ray Alvarez (excused), Francesca McDonald (unexcused)

Officers Present: Ellyn Henderson, Matthew Lutwen, Paul Yzaguirre

Officers Absent: Megan Reynolds (excused)

Advisors Present: Jesse Hoskins, Jeff Novoa, Joan Tyson, Dr. Peg Blake

Approval of Agenda

MOTION: YZAGUIRRE/HENDERSON move to approve Agenda #10 dated November 26, 2012 APPROVED

Chair’s Report

Lutwen noted that the AS Council will be taking a group picture during the meeting at 3:00 p.m. Lutwen also reminded the Council to sign in for office hours.

Approval of Minutes

A. Approval of Minutes #9 dated November 5, 2012 – Action Item

MOTION: YZAGUIRRE/LAPIZ move to approve Minutes #9 dated November 5, 2012 APPROVED

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

There was no public comment.

Program Presentation
A. Campus Center for Appropriate Technology (Stephanie Calderon)

Stephanie Calderon, a Campus Center for Appropriate Technology (CCAT) Co-Director, was present on behalf of the program. CCAT 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. More information can be found at: www.humboldt.edu/ccat

Appointments to Committees and Council

A.S. President (Ellyn Henderson)

MOTION: YZAGUIRRE/GRABLE move to appoint Rachelle Dilley to the University Space and Facilities Committee

MOTION: ZICCONELAPIZ move to appoint Rachelle Dilley to the AS Elections Commission

A.S. Administrative Vice President (Paul Yzaguirre)

No Appointments.

A.S. Legislative Vice President (Matt Lutwen)

No Appointments.

A.S. Student Affairs Vice President (Megan Reynolds)

Absent.

Old Business

A. A.S. Election Dates; April 23, 24, & 25, 2013 – Action Item

Approval of the dates for the AS General Elections as per Associated Students Elections Code, Section 13.04. Recommended dates are April 23, 24 & 25, 2013

There was no Public Comment.

MOTION: HENDERSON/JOHNSON move to approve A.S. Election Dates; April 23, 24, & 25, 2013

Tyson explained that the election dates are scheduled four weeks prior to commencement and will allow enough time for a runoff to occur prior to transition.

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

St. Martin – College of Arts, Humanities and Social Sciences

St. Martin reported that the Arts, Humanities and Social Sciences (AHSS) will be meeting to discuss their mixer.

Petillo – College of Arts, Humanities and Social Sciences
Petillo reported that he attended the AHSS Faculty Social at the First Street Gallery.

Ziccone – College of Arts, Humanities and Social Sciences
Ziccone reported that she attended the AHSS Faculty Social at the First Street Gallery.

Carpentier – College of Professional Studies
Carpentier reported that the Humboldt Film Festival has received numerous film entries and is in the process of rating the entries. Carpentier met with Christensen and Reynolds and discussed the Study Lounge. The Learning Center will be providing tutors for the Study Lounge.

Lapiz – College of Professional Studies
Lapiz reported that the Graduation Incentive fees were tabled by the Board of Trustees. Lapiz was unable to attend the last Board of Finance meeting.

Gallardo – College of Professional Studies
Gallardo reported that there were concerns about non-students on campus at nighttime during the Thanksgiving holiday break.

Dilley – College of Natural Resources and Sciences
Dilley reported that the Natural Resources and Sciences mixer will be on Wednesday, November 28 from 4:00 – 6:00 p.m. in the Science B Lobby.

Grable – College of Natural Resources and Sciences
No report.

Pfotenhauer – College of Natural Resources and Sciences
No report.

Johnson – At Large
No report.

McDonald – At Large
Absent.

Alvarez – Graduate Representative
Absent.

Vice President of Enrollment Management and Student Affairs (Peg Blake)
Dr. Blake reported that she is interested in establishing a campus food pantry and queried the Council for interest. Dr. Blake is working with different campus units to implement a coordinated hazing education plan that will include drug and alcohol education. Dr. Blake is working with Dave Nakamura, Executive Director of the University Center and Ron Rudebock, Director of Dining on the feasibility of accepting food stamps at campus dining facilities. Dr. Blake also reported that some students will be receiving tuition refunds of $249 for the fall semester because of the approval of Proposition 30.

General Manager (Joan Tyson)
Tyson reported that at 3:00 p.m. a campus photographer will be taking a portrait of the Council. Reynolds will be sending out a reminder to sign up to volunteer for the AS Finals Week Study
Lounge that will be December 10-12 from 6:00 p.m. – 2:00 a.m. each night. The AS Council will be receiving a survey to complete regarding their experience on AS for the first semester. The results of the survey will be used to create training for the next semester. The survey is due by December 7.

**AS Presents Coordinator (Jeffrey Novoa)**
Novoa reported that the AS Presents meeting has been canceled. Novoa reported that 2,248 student tickets were sold in the fall semester.

**California State Student Association (CSSA) Representative (Jesse Hoskins)**
Hoskins thanked AS Council members who assisted him with the Voter Prep Rally on Monday, November 5. Hoskins reported that many Associated Students and Academic Senates around the CSU system authored resolutions against the Incentive Fee package proposed to the Board of Trustees. The next CSSA meeting will be in January. Hoskins is planning activities for the Lobby Corps for next semester. Hoskins will attend a Student Grievance Committee meeting tomorrow.

**Legislative Vice President (Matt Lutwen)**
Lutwen reported that he is interested in a mentoring program for high school students. Lutwen would like to assist with the food pantry idea. The student union meeting will be meeting at 7:00 p.m.

**Student Affairs Vice President (Megan Reynolds)**
Absent.

**Administrative Vice President Report (Paul Yzaguirre)**
Yzaguirre reported that he will be attending an Instructionally Related Activity Committee and AS Event Funding Committee meeting over the next two weeks.

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**Board of Finance Report – November 14, 2012**

1. Request from Associated Students Government from Unallocated in an amount not to exceed $2,584.00 for the costs associated with purchase of 575 Academic Planners – Action Item
   The Associated Students Government would like to provide 575 free personalized planners for students in the 2013-2014 school year. The planners would include information on Associated Students programs, events and resources for HSU students.

   **MOTION:** HENDERSON/CARPENTIER move to approve the request from Associated Students Government from Unallocated in an amount not to exceed $2,584.00 for the costs associated with the purchase of 575 Academic Planners  
   **APPROVED**

2. 2013-14 AS Budget Timeline and Application Materials – Information Item
   The Associated Students Board of Finance will review draft materials to be used for the 2013-14 Budget process and suggest changes. The AS Budget Timeline and Application Materials will appear as an agenda item on the December 3, 2012 Board of Finance Agenda for review and approval.

Yzaguirre reported that the Board of Finance reviewed application materials for the 2013-14 AS Budget process.
President (Ellyn Henderson)
Henderson reported that Jacob Bloom, a student, will be serving on the search committee for the University Police Department Lieutenant position. The date for the AS Holiday party has changed and the event will be held in mid-January. Henderson met with Provost Snyder, Dr. Blake and President Richmond and discussed current academic advising on campus. President Richmond has also notified Henderson that Library hours have been extended for finals. Henderson noted that the application period for the Elections Commissioner will close on December 4. Henderson is still researching ideas for the How to get Lucky website.

General Council Discussion

Carpentier and Gallardo both expressed interest in working on the HSU Food Pantry. Pfotenhauer noted that a student on campus has been collecting signatures on a petition to remove the Diversity & Common Ground requirements from general education.

General Council Work Session

There was no General Council Work Session.

Announcements

Henderson announced that the office has received information about the Capitol Fellowship Programs.

Adjournment

Lutwen adjourned the meeting without objection at 3:27 p.m.

Recorded by:
Rob Christensen
AS Council Assistant

Approved by:

Matt Lutwen
Legislative Vice President
Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 2:00 p.m. on Monday, December 3, 2012 in the Nelson Hall East 120.

Roll Call

Members Present: Paul Yzaguirre, Ellyn Henderson, Jesse Carpentier, Tony Lapiz, Stefan Kreid

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: LAPIZ/HENDERSON move to approve Agenda #6 APPROVED

Chair's Report

Yzaguirre reported that the meeting will include approval of the 2013-14 Budget Application Materials and Timeline. The Board of Finance will also be considering a request to update the website of AS Presents.

Public Comment

There was no Public Comment.

Approval of the Minutes

A. Approval of Minutes #5 dated November 14, 2012 – Action Item

MOTION: LAPIZ/HENDERSON move to approve the Board of Finance Minutes #5 dated November 14, 2012 APPROVED

Old Business

A. Sustainable Living Arts & Music Festival (SLAM Fest) – Discussion Item

The Board of Finance will meet with the advisor of the SLAM Fest to discuss plans for the Spring, 2013 SLAM Fest.

Jerri Jones, advisor to the SLAM Fest, and Camille Riley, Student Coordinator of SLAM Fest was present on behalf of the program. Riley detailed that the SLAM Fest would like to coordinate with the Campus Center for Appropriate Technology (CCAT) May Day festival on Saturday, May 4, 2013. Jones noted that the May Day event and SLAM Fest are very similar and attract the same group of students. Tyson asked if a budget adjustment would be necessary
for the SLAM Festival budget. Jones replied that she did not anticipate the need for a large adjustment to the budget and that possible minor adjustments would be for the purchase of volunteer t-shirts or light refreshments. The Board of Finance indicated that they were in favor of this collaboration.

B. 2013-14 AS Budget Timeline – Action Item

Review and Approval of the 2013-14 AS Budget Timeline

MOTION: HENDERSON/LAPIZ move to approve the 2013-14 AS Budget Timeline

APPROVED

Tyson reviewed the 2013-2014 AS Budget Timeline with the Board of Finance and noted that it was important for the Board of Finance to commit to meeting on Saturday, March 2 as this will be the time that will be communicated to the programs for budget hearings.

C. 2013-14 AS Budget Application Materials – Action Item

Review and Approval of the 2013-14 AS Budget Application Materials.

MOTION: KREID/LAPIZ move to approve the 2013-14 AS Budget Application Materials

APPROVED

Tyson reviewed the 2013-14 AS Budget Application Materials in detail. AS Programs will receive the Budget Application Materials the first day of the Spring 2013 semester. The packet will include a memo that outlines important notes for programs to keep in mind as they prepare their budget, a budget grid, director descriptions, budget justifications, a budget narrative and a copy of the AS Mission. Tyson stated that the budget materials would be sent to each of the programs after being approved by the Board of Finance. These materials are very similar to those used in the past.

Lapiz yielded the floor to Hunter Cresswell, a reporter for The Lumberjack. Cresswell asked questions to receive background information on the AS Budget Process.

D. Request from AS General Operations in amount not to exceed $1,500 for costs associated with AS program website development – Action Item

AS Presents is in need of website development services. The website will be updated to be compatible with the CSU Accessible Technology Initiative (ATI). The updated website will also benefit the program and allow for additional multimedia capabilities.

MOTION: LAPIZ/CRESSWELL move to approve the request from AS General Operations from Unallocated in an amount not to exceed $1,500 for costs associated with AS Program website development

APPROVED

Michael Moore, the AS Presents advisor, and Rob Christensen, AS Council Assistant, were present on behalf of the request. Moore explained that the AS Presents current website is a static one-page site that does not allow for user interaction. The new website will allow the program to utilize multimedia to showcase upcoming performances on its website. The website interface will also allow staff to maintain the website without the need for a lot of training. Christensen added that AS Presents website will meet the required for the CSU Accessible Technology Initiative (ATI).
Lapiz yielded the floor to Cresswell; Cresswell was seeking additional information on the proposal and was directed to the Board of Finance agenda packets that are made available outside of the AS Office and online.

**Announcements**

Henderson thanked Cresswell for attending the meeting.

**Adjournment**

Yzaguirre adjourned the meeting at 2:37 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:

[Signature]

Paul Yzaguirre
A.S. Administrative Vice President
Chair Board of Finance
I. MEETINGS

A. The Associated Students of Humboldt State University shall conduct its business in public meetings in accordance with the Gloria Romero Open Meeting Act of 2000 and as outlined in Government Code, Section 10 regarding Meetings.

B. All regular meetings will convene at 2:00 6:00 p.m. as per the attached schedule.

C. A Special Meeting may be called at any time by the Legislative Vice President or by a majority of the membership of A. S. Council by providing appropriate written notice.

D. Meetings will adjourn by 5:00 9:00 p.m. regardless of the completeness of the Agenda, unless extended by a majority vote of Council.

E. All meetings of the A. S. Council shall be open and public, and all persons shall be permitted to attend any meeting, except as provided in the Gloria Romero Open Meeting Act of 2000.

F. 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.

G. During “Official Reports” on the Agenda, each report is limited to 10 minutes, with additional time allowed at the discretion of the Chair.

H. All members are expected to comport themselves in accordance with the respectful attitude necessary to conduct business meetings.

II. BUSINESS

A. All parliamentary authority for the A.S. Council shall be from Sturgis Standard Code of Parliamentary Procedure.
1. For purposes of computing a majority or two-thirds approval, only yes and no votes shall be taken into account.

B. All New Business (business to be addressed at the next meeting, proposed legislation, resolutions, etc.) shall be submitted in writing to the A. S. Council Assistant by 5:00 p.m. the Wednesday preceding the meeting it is on the agenda. The A. S. Council Assistant will distribute the proposed items to each member of the Council, the Executive Officers, and the General Manager.

C. No action may be taken on any issue of legislation until that issue has been publicly posted for at least 72 hours before a regular meeting.

III. APPOINTMENTS TO COMMITTEES

A. All committee appointees are required to be present at the A. S. Council meeting at the time they are nominated. This attendance requirement may be suspended by a two-thirds vote of Council.

B. The appointment of Council members to committees by the President or each Vice President shall take place after the appointments of students at-large.

IV. ADOPTION

A. These standing rules shall be adopted by a majority vote of the A.S. Council and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of Council.
Associated Students Council
2012-13
Meeting Schedule

Meetings of the AS Council are held at 6:00 p.m.
Meetings are held in the University Center South Lounge unless otherwise noted.

SPRING SEMESTER 2013

Monday, January 28, 2013
Monday, February 11, 2013
Monday, February 25, 2013
Monday, March 11, 2013
Monday, March 25, 2013 – Includes AS 2012-13 Recommended Budget Discussion
Monday, April 8, 2013
Monday, April 15, 2013
Monday, April 29, 2013
Monday, May 6, 2013 – Transition Meeting
Monday, May 13, 2013 – (Pending – To be determined by the in-coming Council based on need—Finals Week)

Associated Students Council Meetings are conducted in accordance to the Gloria Romero Open Meeting Act of 2000 and are open to all students, faculty, staff, administrators, community members and other interested parties.