I. Call to Order

II. Roll Call

III. Approval of Agenda #20 – Action Item

IV. Chair's Report

V. Approval of Minutes

V. Approval of Minutes #18 dated April 8, 2013 – Action Item

B. Approval of Minutes #19 dated April 15, 2013 – Action Item

VI. Public Comments (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. Closed Session (The Council may hold a closed session under circumstances authorized in Section 89307 of the Gloria Romero Open Meeting Act.) At this time the Council and Executives will go into closed session as per Associated Students Personnel Policy 302. As per the AS policy, the Vice President of Enrollment Management and Student Affairs, with the Associated Students President, will be responsible for conducting the evaluation of the AS General Manager (See attached policy).

VIII. 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)
IX. Old Business

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

A. President (Ellyn Henderson)
B. Administrative Affairs Vice President (Paul Yzaguirre)

Board of Finance Report – April 22, 2013

1. Request from the MultiCultural Center (MCC) for approval to spend an amount not to exceed $715 from the MCC’s Special Projects: In-House line item and $174 from the MCC’s Publicity line item for costs associated with the 2013 HSU California Big Time – Information Item
   MCC Budget Language #12 requires that no in-house project shall result in a cumulative cost of more than $500 without prior approval of the Board of Finance. The MCC received unanticipated expenses for this year’s Big Time including insurance and hospitality.

2. Request from the Waste Reduction and Resource Awareness Program (WRRAP) for a line item transfer of $400 from line item Work Study to line item Hourly Wages for costs associated with hourly wages for the Compost Site Operator (2) position – Information Item
   WRRAP has only employed one work study student for the 2012-13 fiscal year and would like to transfer funds allocated for work study wages to hourly wages so that it may be utilized.

3. Request from WRRAP to reallocate $1,500 in funds allocated for the ROSE Assistant Director to the following positions: Office Manager, $200; Zero Waste Director, $200; Take Back the Tap Co-Director, $200; Education Assistant Director (2), $200; Compost Assistant Director, $200; Multi Media Editor, $300 – Information Item
   The students employed as the ROSE Assistant Director has received work study wages and WRRAP would like to reallocate the hourly wages to other positions.

4. Request from the Associated Students Government for a line item transfer of $1,080 from line item Supplies and Services and $2,000 from line item Publicity to line item Elections for costs associated with BigPulse managed online election services for the Spring 2014 General Election – Information Item
   BigPulse would provide fully managed online election services to the Associated Students for the Spring 2014 General Election. Testing of the new service will begin in May 2013.

5. Request from the Associated Students Government from General Operations Reserve in an amount not to exceed $1,980 for costs associated with the creation of a classified website – Action Item
   A goal of the 2012-13 Associated Students Council has been the development of a classifieds site accessible only to enrolled HSU students.

C. Student Affairs Vice President (Megan Reynolds)
D. Legislative Vice President (Matthew Lutwen)
E. Council Representative Reports
F. CSSA (Jesse Hoskins)
G. AS Presents (Jeff Novoa)
H. Elections Commissioner (Kaitlin Carney)
I. Vice President for Enrollment Management and Student Affairs (Dr. Peg Blake)
J. General Manager (Joan Tyson)

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

XII. New Business

XIII. General Council Work Session

A. Spring 2013 Study Lounge – Information Item (Megan Reynolds)

XIV. Announcements

XV. Adjournment
Call to Order

Matt Lutwen, Legislative Vice President, called the meeting to order at 6:00 p.m. in the University Center, South Lounge.

Roll Call

Representatives Present: Ray Alvarez, Adrian Baez-Alicea, Jesse Carpentier, Rachelle Dilley, Corinne Krupp, Francesca McDonald, Evan Petillo, Nina Ziccone

Representatives Absent: Zane St. Martin (excused), Clay Gallardo (unexcused), Tony Lapiz (excused), Mick Johnson (excused)

Officers Present: Matt Lutwen, Megan Reynolds, Paul Yzaguirre

Officers Absent: Ellyn Henderson (excused)

Advisors Present: Kaitlin Carney, Jesse Hoskins, Jeff Novoa, Joan Tyson

Approval of Agenda

MOTION: PEITLLO/KRUPP move to approve Agenda #18 dated April 8, 2013 APPROVED

Chair’s Report

Lutwen stated that Yzaguirre will chair the meeting when the Council discusses the budget. Johnson is unable to attend the meeting; Lutwen provided Johnson’s report.

Approval of Minutes

A. Approval of Minutes #17 dated March, 2013 – Action Item

MOTION: YZAGUIRRE/CARPENTIER move to approve Minutes #17 dated March 25, 2013 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 (Ellyn Henderson)
Absent.
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)
No Appointments.

Old Business

A. Review and Approval of the 2013-2014 Associated Students Budget as presented to the Associated Students Council on March 11, 2013 – Action Item
   Council is scheduled to act at this meeting on the 2013-2014 Associated Students Recommended Budget. The Council received no appeals from A.S. Programs.

Yzaguirre opened the floor to Public Comment; There was no public comment.

MOTION: KRUPP/PETILLO move to approve the 2013-2014 Associated Students Budget as presented to the Associated Students Council on March 11, 2013 APPROVED

Yzaguirre explained that the Council will first review the proposed 2013-14 Budget Language and would then proceed through each proposed AS Program budget. Yzaguirre also noted that to amend a program’s budget the program would first need to be called in.

2013-14 Budget Language (Applies to all programs receiving A. S. funds)

No discussion.

AS External Affairs (formally CSSA) $23,600

No discussion.

AS General Operations $237,240

No discussion.

AS Government $84,310

No discussion.

AS Insurance $9,475

No discussion.

AS Presents $92,245

No discussion.
AS Programming Grants $41,000

No discussion.

CCAT $48,864

No discussion.

Children’s Center $36,454

A member of the public asked how the Children’s Center allocation was determined. Yzaguirre responded that the Children’s Center allocation is based upon a historical “maintenance of effort” formula equal to 4.54% of the annual budget.

Club and Program Support $23,235

No discussion

Drop-In Recreation $22,063

No discussion.

Eric Rofes Queer Resource Center $5,700

No discussion.

Graduation Pledge Alliance $3,270

No discussion

Humboldt Film Festival $9,320

No discussion.

Learning Center Tutorial Program $16,626

No discussion

Marching Lumberjacks $5,800

No discussion

MultiCultural Center $33,120

No discussion

Sports Clubs $30,000
No discussion

**Sustainable Living Arts & Music Festival** $0

No discussion

**Student Access Gallery** $8,755

No discussion

**WRRAP** $29,797

No discussion.

**Women’s Resource Center** $26,410

No discussion.

**YES** $55,457

No discussion.

**Student Life Support** $7,500

No discussion.

**Unallocated** $5,509

No discussion.

**Reserves** $0

No discussion.

*There was no further discussion on the 2013-14 AS Recommended Budget. The Council proceeded to vote on the Budget as a whole without any amendments.*

B. Resolution No. 2012-13-7: Resolution for Ballot Initiatives regarding dining options, CSU System Wide Smoking Ban and AS Book Trade Website – Action Item

Passage of the resolution will place questions concerning dining options, CSU System Wide Smoking Ban and the AS Book Trade Website on the 2013 Associated Students General Election Ballot.

*There was no public comment.*

**MOTION:** Yzaguirre/Reynolds move to approve Resolution No. 2012-13-7: Resolution for Ballot Initiatives regarding dining options, CSU System Wide Smoking Ban and AS Book Trade Website

**APPROVED**
Lutwen explained that the Resolution will place three initiatives on the ballot for the AS General Elections scheduled for April 23-25, 2013.

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

**President (Ellyn Henderson)**
Absent.

**Administrative Vice President Report (Paul Yzaguirre)**
Yzaguirre reported that the AS Event Funding Committee met on Friday, April 5 and every event was funded fully as there was a surplus of funds. Yzaguirre is looking into how excess food from Dining Services is disposed of and noted that a federal law from 1996, the Emerson Good Samaritan Act, removes the liability of anyone who donates food to a nonprofit.

**Student Affairs Vice President (Megan Reynolds)**
Reynolds reported that the University Center (UC) Board will be meeting on Thursday, April 11 at 5:30 p.m. The UC Finance Committee met today and recommended approval of the 2013-14 Budget to the full board. Reynolds has been working with a student at-large to improve transparency of the UC Board. Reynolds attended the AS Events Funding Committee. The Diversity Program Funding Committee will meet on Thursday, April 11 at 5:15 p.m. Reynolds attended the meeting with the CSU Chancellor. Volunteers are needed to table at the Clubs Fair on Friday.

**Legislative Vice President (Matt Lutwen)**
Lutwen reported that he participated in a video interview with a journalism student and discussed his experience running for AS and why it is important to serve. Lutwen met with Ian Ruddell and Cipriano Varags, the CSU Students Trustees, on Thursday, April 4. The University Senate drafted a resolution against California Senate Bill 520, a bill that gives CSU/UC credit for courses taken online from for-profit universities. Lutwen will attend a University Senate Executive Committee tomorrow where they will meet with the Chancellor. The General Education Academic Reform (GEAR) Committee will be providing a report to the University Senate tomorrow. Trustee Ruddell has drafted four different resolutions in support of the transgender community within the CSU.

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

Petillo – College of Arts, Humanities and Social Sciences
Petillo reported that the Diversity & Inclusion Campus Advisory Council meet was canceled. Petillo will attend the Instructionally Related Activities Committee meeting on Thursday, April 11. The Office of Diversity and Inclusion will host a dialogue with student of color on April 11 at 6:00 p.m.

Ziccone – College of Arts, Humanities and Social Sciences
Ziccone reported that she has been tabling with the Student Sociological Association and has signed up students to wear a ball and chain that will display the amount of student debt during graduation. Ziccone also reported that she attended the meeting with the Chancellor.

Dilley – College of Natural Resources and Sciences
Dilley reported that she attended today’s meeting with the CSU Chancellor. The Women’s Resource Center’s event: *Take Back the Night* is scheduled for Friday, April 12 and events will occur throughout the week. College of Natural Resources and Sciences (CNRS) Mixer will have seven
clubs tabling this Wednesday 4:00 – 6:30 p.m. in the Wildlife Fisheries Building. Dilley is working on resolutions in support of the trans-community and the Humboldt Food Collective.

Krupp – College of Natural Resources and Sciences
Krupp reported that WRRAP received a grant of $950 from the AS Events Funding Committee to purchase water jugs for Green Graduation. The CNRS mixer will be a zero waste event. WRRAP will be ordering water bottles to sell at Green Graduation. WRRAP will be conducting Donation Dash will be the last week of school. Krupp reported that the Wood Shop will not be able to be reopened due to building codes. Krupp met today with the CSU Chancellor and also met the CSU Student Trustees on Thursday, April 4.

Baez-Alicea – College of Natural Resources and Sciences
Baez-Alicea reported that he has been passing out fliers for the CNRS Mixer this week. CCAT is hosting an open-mic event on Tuesday, April 9 at 6:00 p.m. On Wednesday there will be a cooking class in CCAT. CCAT still has volunteer opportunities on Friday. Baez-Alicea is attending the AS Events Funding Committee.

Lapiz – College of Professional Studies
Absent.

Carpentier – College of Professional Studies
Carpentier reported that she is pleased that the budget has been approved. Carpentier reported that she has received a lot of positive feedback that students have heard about the AS Elections. Carpentier reported that the College of Professional Studies Mixer will be from 4:00 – 6:30 p.m. in the Great Hall on Tuesday, April 16, 2013.

Gallardo – College of Professional Studies
Absent.

Johnson – At Large
Absent.

McDonald – At Large
McDonald reported that she attended the meeting with the CSU Chancellor. McDonald will be attending the Diversity Program Funding Committee on Thursday, April 11. McDonald met with the CSU Student Trustees on Thursday, April 4. McDonald is volunteering with Spring Preview.

Alvarez – Graduate Representative
Alvarez reported that he attended the California Big Time event. Alvarez reported that he attended the Multidisciplinary Graduate Student Meeting. Alvarez has been giving classroom presentations about the AS Elections.

California State Student Association (CSSA) Representative (Jesse Hoskins)
Absent.

AS Presents Coordinator (Jeffrey Novoa)
Novoa reported that the CSU Chancellor dropped in on his Hydrology Class today. Novoa had an interview with a Lumberjack reporter about AS Presents. The AS Presents Committee is still reviewing a speaker for the Centennial Speakers Series. The AS Presents Committee has been
reviewing opportunities for the Fall 2013 line-up. The Cycling team hosted a race on campus this past weekend. Novoa will be attending the IRA Committee meeting on April 11. The Student Recreation Center will be hosting a rock climbing competition at 6:30 p.m. on Saturday, April 13.

**Elections Commissioner (Kaitlin Carney)**
Carney reported that she has been publicizing the AS Elections. The Lumberjack and KRFH will be hosting a candidate forum on April 17. Carney will also be hosting a Voter Pep rally on Monday, April 22 from 4:00 – 6:00 p.m. The Voter Pep Rally will be an opportunity for students to meet candidates and ask them questions.

**Vice President of Enrollment Management and Student Affairs (Peg Blake)**
Absent.

**General Manager (Joan Tyson)**
Tyson reported that Associated Students will be tabling at the Spring Preview Department Fair on Friday, April 12, 2:45 pm – 4:30 p.m. at the West Gym in the Forbes Complex

**General Council Discussion**
Krupp stated her interest in assisting Yzaguirre with his food waste project. Lutwen clarified that Senate Bill 520 would allow courses taken from for profit colleges to be transferred for credit into the CSU system. Carney provided additional information on volunteering for polling stations.

**General Council Work Session**
There was no General Council Work Session.

**Announcements**
An open-mic event for *Take Back the Night* will be at North Town Books tonight at 8:00 p.m. Students attending CHESS met with nine legislators today. The FREE club is lobbying at an ACLU conference today. The Outstanding Student Awards will be April 11 from 3:00 – 5:00 p.m.

**Adjournment**
Lutwen adjourned the meeting without objection at 7:05 p.m.

Recorded by:

Rob Christensen
AS Council Assistant

Approved by:

[Signature]
Matt Lutwen
Legislative Vice President
Associated Students Council
Humboldt State University
Monday, April 15, 2013
University Center, South Lounge
Minutes #19

Call to Order

Matt Lutwen, Legislative Vice President, called the meeting to order at 6:00 p.m. in the University Center, South Lounge.

Roll Call

Representatives Present: Ray Alvarez, Adrian Baez-Alicea, Jesse Carpentier, Clay Gallardo, Mick Johnson, Corinne Krupp, Tony Lapiz, Francesca McDonald, Evan Petillo, Zane St. Martin, Nina Ziccone

Representatives Absent: Rachelle Dilley (excused)

Officers Present: Ellyn Henderson, Matt Lutwen, Megan Reynolds,

Officers Absent: Paul Yzaguirre (excused)

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

Advisors Absent: Kaitlin Carney (excused), Joan Tyson (excused)

Approval of Agenda

MOTION: HENDERSON/KRUPP move to approve Agenda #19 dated April 15, 2013
APPROVED

Chair's Report

Lutwen reported that Carney is ill and provided her report (included below).

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 (Ellyn Henderson)
No Appointments.

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)
No Appointments.

Old Business

This resolution would change the name of the California State Student Association (CSSA) Program to A.S. External Affairs to better reflect the duties and responsibilities of the program. This resolution would also update references in the code to the Minimum Qualifications for Student Office Holders.

There was no Public Comment.

MOTION: LAPIZ/MCDONALD move to approve Resolution No. 2012-13-8: An Act to Amend the Associated Students Constitution, Elections Code and Administrative Code APPROVED

Henderson introduced the resolution and stated that the HSU CSSA Program now encompasses much more than duties included with the CSSA organization. It also includes the Associated Students Lobby Corps initiative and Voter Registration and Education. It was also noted that changes to the Constitution and Code also include updates to references of the HSU Policy: Minimum Qualifications for Student Office Holders.

B. Resolution No. 2012-13-9: Resolution in Support of the Transgender Community at Humboldt State University – Action Item
The Associated Students support efforts to recognize the transgender community as a cultural community on campus and calls upon Humboldt State University community to take action to ensure that the HSU campus is a safe and friendly learning environment for the transgender community.

There was no Public Comment.

MOTION: KRUPP/BAEZ-ALICEA move to approve Resolution No. 2012-13-9: Resolution in Support of the Transgender Community at Humboldt State University APPROVED

Henderson stated that the resolution is in response to public comment provided to the AS Council at previous meetings and also to action recently taken by CSSA in support of trans-identified students in the CSU system. Henderson specifically noted that the Resolution calls upon the University Community to take action to ensure that the HSU campus is a safe and friendly learning environment for the transgender community. Novoa suggested that the Council consider an abstract for resolutions in the future.

Alvarez, Johnson and McDonald arrived at the meeting at 6:10 p.m.

C. Resolution No. 2012-13-10: Resolution in Support of the Humboldt Student Food Collective at Humboldt State University – Action Item
The Associated Students will support efforts to educate the public regarding food security and local food options and will encourage the use and involvement with the Humboldt Student Food Collective.

There was no Public Comment.

MOTION: KRUPP/ZICCONE move to approve Resolution No. 2012-13-10: Resolution in Support of the Humboldt Student Food Collective at Humboldt State University APPROVED

Henderson stated that the Humboldt Food Collective recently addressed the Council about their ongoing projects and their goal of establishing a food truck. The food truck is intended to provide inexpensive vegan food.

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

President (Ellyn Henderson)

Henderson reported that the IRA Committee met on Thursday, April 11 and chose programs to call in to answer questions about their 2013-14 Budget Request. Henderson chaired a University Center (UC) Board Orientation for candidates for the UC Board of Directors. Henderson attended a meeting of the UC Board of Directors on April 11 where the Board heard ideas about potential updates to the Depot. Henderson reported that the UC Board is soliciting suggestions to increase transparency of the Board of Directors. Henderson met with Brietta Linney and Eric Recchia, two students at-large, who are proposing a sustainability committee that would be organized through the Associated Students. Henderson would like to write a resolution in support of the committee.

Administrative Vice President Report (Paul Yzaguirre)

Henderson delivered the Board of Finance Report in Yzaguirre’s absence.

Board of Finance Report – April 10, 2013

A. Request from the Campus Center for Appropriate Technology (CCAT) from Special Projects/Facilities Reserve in an amount not to exceed $732 for costs associated with roof and gutter maintenance on the Buck House – Action Item

   The roof and gutters of Buck House will be cleaned. Facilities Management will also correct the slope of the gutters to ensure proper drainage.

   MOTION: LAPIZ/MCDONALD move to approve the request from CCAT from Special Projects/Facilities Reserve in an amount not to exceed $732 for costs associated with roof and gutter maintenance on the Buck House APPROVED

Henderson stated that the gutter maintenance will allow CCAT to better utilize their rain water catchment system.

B. Associated Students Reserve Policy Review and Amendments– Action Item

   Recommended amendments to the Associated Students Reserve Policy include changing the percentage of the excess revenue amount allocated to each reserve fund designation annually. It also increases the amount the General Manager is authorized to commit up to
should an emergency arise.

MOTION: ST. MARTIN/BAEZ-ALICEA move to approve the Associated Students Reserve Policy Review and Amendments

APPROVED

Henderson explained that the changes will rebalance the Associated Students Reserves. 80% of allocated fee money at the end of the Fiscal Year will be allocated to the General Operations Reserve; 10% will be allocated to the Facilities/Special Projects Reserves and 10% will be allocated to the Capital Purchases Reserves. The General Manager will be authorized to make an emergency expenditure from Reserves in an amount not to exceed $2,000.

**Student Affairs Vice President (Megan Reynolds)**
Reynolds reported that she will be meeting with Dave Nakamura, Executive Director of the University Center, to discuss the process of renovations of the Depot so that she may better relay the information to students.

**Legislative Vice President (Matt Lutwen)**
Lutwen reported that the University Senate is discussing a resolution against California Senate Bill 520 that would give credit to courses taken from for-profit universities. Lutwen has reviewed changes to the University Senate Constitution. The Academic Policies Committee has not recently met. The Student Health Advisory Committee is providing promotional messages on student health through different forms of media. Lutwen tabled on behalf of the Associated Students for Spring Preview.

St. Martin – College of Arts, Humanities and Social Sciences
St. Martin reported that he tabled at the Clubs Fair on April 12. St. Martin attended the California Higher Education Student Summit during April 6-8 and lobbied on some bills of interest to CSU students.

Petillo – College of Arts, Humanities and Social Sciences
Petillo reported that he assisted with tabling on Friday during the Clubs Fair.

Ziccone – College of Arts, Humanities and Social Sciences
Ziccone reported that she has been mentoring a student who is running for AS Council. Ziccone continues to work on the Student Hunger project.

Dilley – College of Natural Resources and Sciences
Absent.

Krupp – College of Natural Resources and Sciences
Krupp reported that over 100 people attended the Natural Resources and Sciences Mixer.

Baez-Alicea – College of Natural Resources and Sciences
Baez-Alicea reported that he assisted in coordinating the Natural Resources and Sciences Mixer. Baez-Alicea tabled on Friday at Spring Preview. CCAT held an Alice in Wonderland Potluck last Friday. CCAT will be hosting a leather and shoemaking workshop tomorrow from 5:00-7:00 p.m. and continues to host volunteer opportunities on Friday.

Carpentier – College of Professional Studies
Carpentier reported that the Professional Studies mixer is tomorrow from 4:30 – 6:00 p.m. in the Great Hall.

Lapiz – College of Professional Studies
Lapiz encouraged the Council to attend the Professional Studies Mixer. Lapiz attended the CHESS Conference April 6-8. The Children’s Center is discussing a new facility.

Gallardo – College of Professional Studies
Gallardo reported that he attended Take Back the Night on Friday, April 12 that was hosted by the Women’s Resource Center.

Johnson – At Large
Johnson reported that the HSU Athletics Auction was held on Saturday, April 8. Johnson will be meeting with Dan Collen, the HSU Athletic Director, next week.

McDonald – At Large
McDonald reported that she will be tabling for the Elections. McDonald has reviewed the proposed changes to the University Senate Constitution. McDonald attended a meeting of the Diversity Program Funding Committee.

Alvarez – Graduate Representative
Alvarez reported that he tried to attend the College of Professional Studies faculty dinner, but it was canceled.

California State Student Association (CSSA) Representative (Jesse Hoskins)
Hoskins reported that there were eight students from HSU that attended the CHESS Conference. Hoskins is hosting a meet your legislators event on Monday, April 29.

AS Presents Coordinator (Jeffrey Novoa)
Novoa reported that he attended the IRA meeting on Thursday, April 11. AS Presents will be meeting next Monday to discuss possible shows for the fall semester. The AS Presents Committee reviewed a draft of the upcoming website. AS Presents is looking into creating a spotify account for the AS Presents Committee.

Elections Commissioner (Kaitlin Carney)
Carney was absent. Lutwen provided Carney’s report during the Chair’s report.

The Lumberjack and KRFH will be hosting a candidate forum from 1:00 – 2:00 p.m. in the University Center, South Lounge on Wednesday. Carney has made a sign up sheet for polling stations during the election. Carney is organizing a Voter Prep Rally for Monday, April 22 in the University Center, South Lounge.

Vice President of Enrollment Management and Student Affairs (Peg Blake)
Dr. Blake reported that over 1,500 people attended Spring Preview and that Enrollment Management will be reviewing ways to improve the event for the future. Dr. Blake reported that CSU Chancellor Dr. Timothy White was impressed with the campus and the students that he met with. Dr. Blake has reported that Chancellor’s Office has contacted HSU to learn more about their student hunger initiatives. Dr. Blake discussed changes to the South Lounge with the AS Council.
General Manager (Joan Tyson)
Absent.

General Council Discussion
Krupp and Baez-Alicea expressed her interest in being a part of plans for the Sustainability Committee. St. Martin asked Johnson if money raised for a new stadium scoreboard was the best use of fundraised money. Johnson stated that HSU’s scoreboard is not as adequate as most other Division II schools. Council members provided feedback to Dr. Blake on potential changes to the South Lounge.

New Business
A. Annual Performance Appraisal of General Manager – Information Item

The Annual Performance Appraisal of General Manager will be on the April 29, 2013 agenda and that a copy of the policy is attached to the agenda. Dr. Blake reviewed the process.

General Council Work Session
There was no General Council Work Session.

Announcements
The Norml Club will be hosting an event “Know Your Rights” on Wednesday, April 17 in Gist Hall.

Adjournment
Lutwen adjourned the meeting without objection at 7:23 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 6:01 p.m. on Monday, April 22, 2013 in the Nelson Hall East 116.

Roll Call

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

Members Absent: Toni Lapiz (unexcused)

Advisor Absent: Joan Tyson

Approval of the Agenda

MOTION: KREID/CARPENTIER move to approve Agenda #10 APPROVED

Chair's Report

Yzaguirre reviewed the agenda with the Board of Finance.

Public Comment

There was no Public Comment.

Approval of the Minutes

A. Approval of Minutes #9 dated April 10, 2013 – Action Item

MOTION: KREID/HENDERSON move to approve the Board of Finance Minutes #9 dated April 10, 2013 APPROVED

Old Business

A. Request from the MultiCultural Center (MCC) for approval to spend an amount not to exceed $715 from the MCC’s Special Projects: In-House line item and $174 from the MCC’s Publicity line item for costs associated with the 2013 HSU California Big Time – Action Item

MCC Budget Language #12 requires that no in-house project shall result in a cumulative cost of more than $500 without prior approval of the Board of Finance. The MCC received unanticipated expenses for this year’s Big Time including insurance and hospitality.

MOTION: HENDERSON/CARPENTIER move to approve the request from the MCC for approval to spend an amount not to exceed $715 from the MCC’s Special Projects: In-House line item and $174 from the MCC’s Publicity line item for costs associated with the 2013 HSU California Big Time APPROVED
Marylyn Paik Nicely, Director of the MCC, was present on behalf of the request. Paik Nicely stated that the MCC experienced multiple unplanned expenses this year. This year HSU has begun to require insurance for non-HSU attendees at the event. Paik Nicely also noted that the MCC is also no longer able to prepare food and increases in hospitality were incurred. Henderson asked how many HSU students participate as dancers in the event. Paik Nicely stated that Danza-Azteca (10 students), Karuk Dancer (5-7 students) and the Hula Dance (3-4 students) group all have student performers. Paik Nicely also noted that approximately 200 students volunteered at the event. Paik Nicely will plan additional fundraising for the HSU California Big Time in the future.

B. Request from the Waste Reduction and Resource Awareness Program (WRRAP) for a line item transfer of $400 from line item Work Study to line item Hourly Wages for costs associated with hourly wages for the Compost Site Operator (2) position – Action Item

WRRAP has only employed one work study student for the 2012-13 fiscal year and would like to transfer funds allocated for work study wages to hourly wages so that it may be utilized.

MOTION: KREID/CARPENTIER move to approve the request from WRRAP for a line item transfer of $400 from line item Work Study to line item Hourly Wages for costs associated with hourly wages for the Compost Site Operator (2) position

APPROVED

Kaitlin Carney, Office Manager for WRRAP, was present on behalf of the request. Carney explained that the budget has been written with assumptions that three work-study employees would be retained or hired this year. WRRAP has only one work-study student and would like to use the allocated funds to employ the Compost Site Operators for Green Graduation.

C. Request from WRRAP to reallocate $1,500 in funds allocated for the ROSE Assistant Director to the following positions: Office Manager, $200; Zero Waste Director, $200; Take Back the Tap Co-Director, $200; Education Assistant Director (2), $200; Compost Assistant Director, $200; Multi Media Editor, $300 – Action Item

The students employed as the ROSE Assistant Director has received work study wages and WRRAP would like to reallocate the hourly wages to other positions.

MOTION: KREID/HENDERSON move to approve the request from WRRAP to reallocate $1,500 in funds allocated for the ROSE Assistant Director to the following positions: Office Manager, $200; Zero Waste Director, $200; Take Back the Tap Co-Director, $200; Education Assistant Director (2), $200; Compost Assistant Director, $200; Multi Media Editor, $300

APPROVED

Carney stated that the funds allocated for the ROSE Assistant Director has not been utilized as the student employed in the position had a work study award. WRRAP is requesting that the hourly wages allocated for the ROSE Assistant Director be reallocated to the other positions to assist with end of the year activities.

D. Request from the Associated Students Government for a line item transfer of $1,080 from line item Supplies and Services and $2,000 from line item Publicity to line item Elections for costs associated with BigPulse managed online election services for the Spring 2014 General Election – Action Item

BigPulse would provide fully managed online election services to the Associated Students
MOTION: KREID/HENDERSON move to approve the request from Associated Students Government for a line item transfer of $1,080 from line item Supplies and Services and $2,000 from line item Publicity to line item Elections for costs associated with BigPulse managed online election services for the Spring 2014 General Election

APPROVED

Tyson stated that the Associated Students have used the campus Account Center/Web Registration system since 2001 but the system is being phased out. The new web service would be in place for the Spring 2014 election and testing would begin in May 2013. BigPulse provides fully managed election services on nine other CSU campuses.

E. Request from the Associated Students Government from General Operations Reserve in an amount not to exceed $1,980 for costs associated with the creation of a classified website– Action Item

A goal of the 2012-13 Associated Students Council has been the development of a classifieds site accessible only to enrolled HSU students.

MOTION: HENDERSON/CARPENTIER move to approve the request from the Associated Students Government from General Operations Reserve in an amount not to exceed $1,980 for costs associated with the creation of a classified website

APPROVED

Henderson stated that the Associated Students Government has received a quote from Marketing and Communications for costs associated with the first phase of an online classified website accessible only to HSU students. The first phase will create a book trading services and future development would allow for additional classifieds to be posted. The site is similar to one hosted by Associated Students San Luis Obispo.

Announcements

A. Next Board of Finance Meeting: 6:00 p.m. Wednesday, May 1, 2013, Nelson Hall East 116

Adjournment

Yzaguirre adjourned the meeting at 6:36 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:

Paul Yzaguirre
A.S. Administrative Vice President
Chair Board of Finance
Associated Students Of Humboldt State University
Policy Manual

Section: Policy Statement - Personnel
Subject: Annual Performance Appraisal of General Manager

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

New/Revised: October 4, 2010
Council Adoption Date: February 5, 2001

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

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

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

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

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

It will be the responsibility of the Vice President of Student Affairs to establish the annual compensation level of the AS General Manager based on the level of responsibility and comparability of similar positions. The Vice President of Student Affairs may also approve a merit increase when appropriate.