I. Call to Order

II. Roll Call

III. Approval of Agenda #7 – Action Item

IV. Chair's Report

V. Special Presentation – Miles Nevin; Executive Director, California State Student Association

VI. Approval of Minutes

A. Approval of Minutes #6 dated September 19, 2011 – Action Item

VII. 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.

VIII. 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

IX. Old Business

A. Review and approval of an additional Administrative Vice President Appointment to the Humboldt Energy Independence Fund (HEIF) Committee – Action Item
The HEIF Committee has added an additional student member to the committee. AS Government Code section 6.07 outlines that the AS President shall recommend to the A.S. Council which Executive shall be assigned a committee appointment.

B. Resolution 2011-12-1: An Act to amend the Associated Students Constitution and Administrative Code – Action Item

The Associated Students Executive Committee recognizes the need to centralize Governmental Relation efforts into one committee structure and would modify the HSU Associated Students Lobby Corps to incorporate the activities of the External Affairs Committee and the Voter Registration and Education Commission.

C. Resolution 2011-12-2: Formation of a Community Garden ad-hoc Committee – Action Item

The Community Garden Ad-Hoc Committee would oversee the process of establishing a Campus Community Garden.

X. 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 (Leanne Lynch)
D. Residence Hall Association (RHA) Representative Report (Vacant)
E. Vice President for Enrollment Management and Student Affairs (Peg Blake)
F. General Manager (Joan Tyson)
G. AS Presents (Annie Bartholomew)
H. CSSA (Matt Maltbie)
I. CSSA (Emily Adams)
J. Legislative Vice President (Kate Beyer)
K. Student Affairs Vice President (Natalie Guest)
L. Administrative Affairs Vice President (Rachel Brownell)

Board of Finance Report – Monday, September 26, 2011

A. Board of Finance Orientation – Information Item

The Board of Finance received an orientation that covered Board of Finance procedures including Fiscal Code, the 2011-12 Budget and the Unallocated process. These items are included in the Board of Finance binder.

B. Reserve Policy, Fund Designation and Procedure for Expenditure – Information Item

The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A.S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A.S. Council may have that falls within the Mission of the Associated Students.

C. A. S. Board of Finance 2011-12 Standing Rules and Meeting Dates – Information Item
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2011-12 meeting schedule.

D. Review and approval of Associated Students 2010/2011 Comparison of Budget to Actual – Action Item
The Board of Finance reviewed and approved the 2010/2011 Comparison of Budget to Actual. The Comparison of Budget to Actual details the budgeted revenue and expense of each AS Program.

E. Request from Campus Center for Appropriate Technology (CCAT) for a line-item transfer of $918.75 from line-item Work Study Wages to line-item Hourly Wages – Information Item
CCAT was unable to fill two of three work study positions, the Office/Outreach Assistant and the Physical Site Assistant. CCAT would like to begin to pay these two positions out of hourly wages and is requesting that $490.00 of the transfer be allocated to the Office/Outreach Assistant position and $428.75 be allocated to the Physical Site Assistant position.

F. Request from the CCAT from Unallocated in an amount not to exceed $1,662.00 for the costs associated with changing the Office/Outreach Assistant from a Work Study to Hourly position – Action Item
The Office/Outreach Assistant position is budgeted as a work-study position. CCAT has been unable to hire a student with a work-study award into the position and is seeking additional hourly wages to fund the position.

G. Request from CCAT from Unallocated in an amount not to exceed $1,454.00 for the costs associated with changing the Physical Site Assistant from a Work Study to Hourly position – Tabled Item
The Physical Site Assistant position is budgeted as a work-study position. CCAT has been unable to hire a student with a work-study award into the position and is seeking additional hourly wages to fund the position.

M. President (Bryan Kelly)

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. Student Trust Fund Constitution and By-laws – Discussion Item (Bryan Kelly)

B. Associated Students Guest Column in The Lumberjack – Discussion Item (Kate Beyer)

XIV. Announcements

XV. Adjournment
Call to Order

Kate Beyer, Legislative Vice President, called the meeting to order at 4:00 p.m. in the University Center, South Lounge.

Roll Call

Members Present: Nick Bollier, Ellyn Henderson, Stefan Kreid, Matthew Lutwen, Leanne Lynch, Cam Pham, Sarah Scudder, Jaymes Silveira, Hayden Thomas, Paul Yzaguirre

Members Absent: John Hughes (excused), Brandon Durr (excused)

Officers Present: Bryan Kelly, Rachel Brownell, Kate Beyer, Natalie Guest (late), Matt Maltbie, Emily Adams, Annie Bartholomew (late)

Advisors Present: Joan Tyson, Peg Blake

Approval of Agenda

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

Chair’s Report

Beyer reported that the Council has a very full agenda including a special presentation by Dr. Rhea Williamson, Dean of Research and Sponsored Programs and two program presentations.

Special Presentation

A. Dr. Rhea Williamson, Dean of Research and Sponsored Programs

Dr. Williamson introduced herself to the Council and discussed the University’s mission and how it intertwines with research. Dr. Williamson noted that although the campus does not yet have a research mission statement the campus has many opportunities for undergraduate students. One of Williamson’s goals is to create a one-stop shop for students to discover research and scholarship opportunities. Dr. Williamson covered many of the fellowship and scholarship opportunities that are available to undergraduate students in the CSU and also discussed different ways that AS can become involved in supporting research opportunities and commended the AS for their scholarship program.

Approval of Minutes

A. Approval of Minutes #5 dated September 12, 2011 – Action Item
MOTION: KREID/PHAM move to approve Minutes #5 dated September 12, 2011
APPROVED

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

Cory Adamski, the manager of the HSU Bookstore, introduced herself to the Council. Adamski introduced the textbook rental program and stated that it is a great way for students to afford textbooks. Adamski also wanted to offer the bookstore as a resource for activities that the AS may do in the future.

Lenore Ramoz, a student in the Over 60 program, stated that she is still having trouble using the Jack Pass. Ramoz also commented that, Indian Law, a class in the Native American Studies (NAS) department, has been canceled and does not know the reason for the cancellation. Ramoz stated that HSU has one of the best NAS programs in the Nation and that the program should not be cut further.

Program Presentations

A. Children’s Center (Trudi Walker)

Trudi Walker, Director of the HSU Children’s Center, introduced herself to the AS Council. The Children’s Center serves 103 children from twelve months until Kindergarten. The center runs two preschool classrooms and three toddler classrooms. The program is at capacity and has a waiting list. Walker explained that two-thirds of the program space is grant funded and that low income students pay nothing for child care and one third of the spaces are full cost and are typically used by staff and faculty with children. The average enrolled child spends between 30-35 hours a week at the Children’s Center. The Children’s Center also prepares and serves approximately 200 meals per day to enrolled children and has begun to buy locally and serves a vegetarian menu. Services also provided to Student parents including networking, parent education and the Parent Advisory Board. The Children’s Center is staffed by eight professional staff members and has student employees who assist in the classroom and work in the kitchen. Walker explained that the Children’s Center is funded through grants from the US Department of Agriculture, the Federal and State Department’s of Education, the Head Start program, an allocation from HSU’s General Fund, parent fees and the subsidy provided by AS. Walker also thanked AS for the allocation of funds for the Children’s Center’s lawn.

Lutwen and Adams left the meeting at 4:43 p.m.

B. Club & Program Support (Jerri Jones)

Jerri Jones, the Clubs and Activities Coordinator, was present on behalf of the program. Jones noted that the Clubs Office has two new student staff members this year and has also begun an online orientation process for clubs. In 2010-11 the Clubs office supported 176 active clubs. Jones went over the process to start a club on campus and that the clubs program gives students leadership opportunities. Jones thanked the Council for the funding that the clubs office receives from AS which funds club supplies, travel and event grants. This year the Clubs Office will be sponsoring a carnival for youth and a Clubs Fair during Homecoming weekend. The Clubs Office also plans to provide workshops for clubs on professionalism, publicity, event planning and conflict management. Maltbie noted that he used the online orientation this year and it was easy and helpful. Maltbie also stated that the travel funding provided by the clubs office has helped his club attend activities in Sacramento.
A. S. President (Bryan Kelly)

MOTION: THOMAS/PHAM move to appoint Christine Ciarcia to the Academic Senate
APPROVED

MOTION: THOMAS/HENDERSON move to appoint Jeana Graves to the Instructionally Related Activities Committee
APPROVED

MOTION: SILVEIRA/BOLLIER move to recommend the appointment of Ellyn Henderson to the Advancement Foundation
APPROVED

Henderson will be forwarded as a recommendation to the Advancement Foundation to the University President.

MOTION: SILVEIRA/PHAM move to suspend AS Government Code Section 6.03 appoint John Hughes to the Intercollegiate Athletic Advisory Committee
APPROVED

MOTION: PHAM/KREID move to recommend the appointment of John Hughes to the Intercollegiate Athletic Advisory Committee
APPROVED

Hughes will be forwarded as a recommendation to the Intercollegiate Athletic Advisory Committee to the University President.

A. S. Administrative Vice President (Rachel Brownell)

MOTION: THOMAS/SCUDDER move to appoint Emanuel Delgado to the Humboldt Energy Independence Fund (HEIF) Committee
APPROVED

Delgado will be serving as Brownell’s designee on the HEIF Committee.

A.S. Legislative Vice President (Kate Beyer)
No Appointments.

A.S. Student Affairs Vice President (Natalie Guest)
Absent.

Old Business

There was no Old Business.

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

Committee Reports from Students-at-Large
No report.

Scudder – College of Arts, Humanities and Social Sciences
Scudder reported that she attended her first HEIF Committee meeting. Scudder is considering running for Chair of the HEIF committee and would like to assist the committee in understanding parliamentary
procedure. HEIF will be seeking an additional appointment from the AS Council in the near future. HEIF will be holding a brainstorming session on Thursday at 5:30 p.m. in the University Center, South Lounge.

Durr – College of Arts, Humanities and Social Sciences
Absent.

Thomas – College of Arts, Humanities and Social Sciences
Thomas reported that he is working with Durr and Scudder to plan the Arts, Humanities and Social Sciences mixer.

Yzaguirre – College of Professional Studies
Yzaguirre reported that he will have a more detailed update on the Professional Studies Mixer at the next meeting.

Kreid – College of Professional Studies
No report.

Pham – College of Professional Studies
Pham reported that the Professional Studies mixer will be November 8 at the Plaza Grill from 4:00 – 6:00 p.m. Pham is the liaison to the Children’s Center and will be receiving a tour of the facility on Wednesday at 9:00 a.m.

Bollier – College of Natural Resources and Sciences
No report.

Silveira – College of Natural Resources and Sciences
No report.

Henderson – College of Natural Resources and Sciences
Henderson reported that she is communicating with Dr. Steve Smith, the Dean of the College of Natural Resources and Sciences, to promote the use of the Zip Car within the College.

Hughes – At-Large
Absent.

Lutwen – All University
Absent.

Graduate Student Representative (Leanne Lynch)
Lynch reported that she will be attending a Grievance Committee meeting on Thursday. Lynch met with the Campus Center for Appropriate Technology last Friday. Lynch is exploring ways to involve students in the community garden project.

Residence Housing Association Representative (Vacant)
No report.

Vice President of Student Affairs (Peg Blake)
Dr. Blake asked the Council to reach out to first-year students who have not yet found a way to connect to the campus. This is a time when students make a decision to leave HSU and outreach by the Council members could make the difference that they choose to stay. Dr. Blake also reported that the MultiCultural Center is hosting a series of Community Receptions and encouraged the Council to attend.

General Manager (Joan Tyson)
No report.

AS Presents Coordinator (Annie Bartholomew)
Bartholomew reported that there will be a competition in the Residence Halls for students to see an acoustic set by Portugal the Man. Matt the Electrician will be playing in the Depot on Thursday at 8:00 p.m., tickets are $2.00. The Voodoo Glow Skulls will be playing in the Depot on Friday and on the following Thursday the San Francisco Comedy Competition will be playing in the Depot.

California State Student Association Representative (Emily Adams)
Absent.

California State Student Association Representative (Matthew Maltbie)
Maltbie reported that he and Adams attended the CSSA meeting at CSU Bakersfield. CSSA is discussing a strategic stability plan that would eliminate the dues collection from campuses and would institute an annual student fee of $2.00. Maltbie reported that The Board of Trustees is considering a proposal to eliminate the requirement that a candidate for University President must make an official campus visit. Maltbie reported that CSSA is still considering support for Assembly Bill (AB) 970. AB 970 would require the CSU to wait six months before implementing a fee increase on students. Maltbie noted that AB 970 would create an unfunded mandate and would not allow for the flexibility needed by the system. Maltbie stated that he met with Kelly and Christensen to discuss combining External Affairs, Lobby Corps and Voter Registration into one committee.

Legislative Vice President (Kate Beyer)
Beyer reported that she attended the Alcohol, Tobacco and Other Drug Prevention Committee meeting. The committee will be hosting an “arrive alive” event from 10:00 a.m. – 4:00 p.m. on October 13. Beyer would still like to meet with all members of Council.

Student Affairs Vice President (Natalie Guest)
Guest reported that she attended the University Center (UC) Board meeting last Thursday and that the Board elected Christy Johnson, Chair for the year. The renovation of the Forbes Complex is halfway done and will open by Spring 2012. The Aquatic Center dock in Eureka is almost complete. Lynch and Guest will be setting up tryouts for students who are interested in being Lucky the Logger. Guest also noted that the Board of Finance has recommended approval for the purchase of sweatshirts for the Council.

Administrative Vice President Report (Rachel Brownell)
Board of Finance Report – Wednesday, September 14, 2011

A. 2010-11 Independent Audit Report Draft – Action Item
   Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board.
MOTION: KREID/PHAM move to accept the 2010-11 Independent Audit Draft

Tyson reported that Wendy Sotomayor, the Accountant for the University Center and Donna Taylor and Patrick Shanahan, Certified Public Accountants from the accounting firm of Hunter, Hunter & Hunt were at the Board of Finance meeting to present the audit. Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board. The Board of Finance is the board designated responsibility for audit-related items and recommends approval to the full governing board.

At that meeting, Taylor provided a summary of her and Shanahan’s professional background with the firm. Taylor also did an overview of generally accepted auditing standards related to the Associated Students audit. Shanahan reviewed in detail the components of the audit, including review of Associated Students internal controls, statement of financial position, statement of activities, cash flows, and the notes to the financial statements. Shanahan also reviewed the Audit Communication Letter for Years Ended June 30, 2011 and 2010. The report of the financial statement of the Associated Students for the year ending June 30, 2011 expressed an unqualified opinion. Shanahan explained that this means the Associated Students financial statements present fairly the financial position of the organization, there were no current findings by the auditors and no recommendations were made. This is the cleanest opinion possible and the Associated Students consistently achieves this goal.

B. Request from Associated Students Government from Unallocated in an amount not to exceed $687.00 for the costs associated with the purchase of 24 Sweatshirts for the AS Council – Action Item

The Associated Students Government would like to purchase sweatshirts for the AS Council and Staff for the 2011-12 year.

MOTION: THOMAS/PHAM move to approve a request from the Associated Students Government from Unallocated in an amount not to exceed $687.00 for the costs associated with the purchase of 24 Sweatshirts for the AS Council

The sweatshirts will be purchased for the entire AS Council and Staff. Council members may choose to have their name or position placed on the back of the sweatshirt for additional $5.00.

Brownell and Guest will be attending the ACB/MCC Allocation Board meeting on Friday. Brownell will be seeing Chancellor Reed on his visit. Brownell will be sending an e-mail to anyone who is interested in HSU Centennial activities.

President (Bryan Kelly)

Kelly reported that the Task List has started being utilized and encouraged the Council to use it. Kelly will be sending an email to Dean Smith regarding the Community Garden. Kelly attended the UC Board meeting last Thursday. The UC Board received an update on the HSU Bookstore and accepted the UC’s annual financial audit—similar process followed by the Associated Students. Kelly attended a University Executive committee meeting on Thursday. Dr. Jena Burgess, the Vice Provost, gave an update on the WASC accreditation process and the University Goals. Kelly is working with Dr. Blake and President Richmond on creating a program for the University’s presidential scholars. Kelly continues to work with Beyer and Yzaguirre on the Student Trust Fund.
General Council Discussion

Henderson stated that AS should create campus events that encourage students to stay involved on campus and assist in retention efforts. Henderson also stated that it is important that students feel they are a part of the surrounding community and to encourage them to explore the local area. Guest asked when the last WASC accreditation visit was. Blake responded that WASC visited in 2010-11 and will be visiting the campus in Fall 2012.

General Council Work Session

A. CSU Chancellor’s Visit, September 22, 2011 – Discussion Item (Bryan Kelly)
Kelly will solicit questions from the AS Council to ask the Chancellor during his visit.

Kelly led the Council in a discussion on questions to ask the CSU Chancellor. The Council recommended the following three questions:

1. How are you personally fighting for the affordability of quality education in California in specific terms?

2. How can we protect our course offerings from being further cut and how do we balance expensive programs, like engineering and nursing, with the public need?

3. Should students have a larger role in shared governance since they are now paying proportionally more for the cost of their education?

Announcements

Kelly announced that the Associated Students won the softball game on Saturday and gave the You Rock Rock to Camp Pham for her excellent participation. Guest announced that her Jr. High Volley Ball team will be playing in a tournament in the West Gym this weekend (Saturday) and invited the Council to come watch. Guest also asked the Council to remember to turn off computers when they use them in the evening. Scudder handed out fliers about a student rally in the Art Quad on Tuesday.

Adjournment

Beyer adjourned the meeting without objection at 6:25 p.m.

Recorded by:

Rob Christensen
AS Council Assistant

Approved by:

Kate Beyer
Legislative Vice President
Call to Order

Rachel Brownell called the Board of Finance meeting to order at 3:58 p.m. Monday, September 26, 2011 in the Nelson Hall East 120.

Roll Call

Members Present: Rachel Brownell, Bryan Kelly, Paul Yzaguirre, Stefan Kreid, Marshall Hendricks

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: YZAGUIRRE/KREID move to approve Agenda #2 APPROVED

Chair's Report

Brownell had no report.

Approval of the Minutes

MOTION: KREID/YZAGUIRRE move to approve the Board of Finance Minutes #1 dated September 14, 2011 APPROVED

Old Business

A. Board of Finance Orientation – Information Item

The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2011-12 Budget and the Unallocated process. These items are included in the Board of Finance binder.

Tyson reviewed the Fiscal Code, the 2011-12 budget and budget language—including an explanation of budgeted fee revenue and the $45,000 allocation from the General Operating reserve. Tyson went over the types of requests the Board of Finance would be reviewing which will include requests for funding and requests for line-item changes within the programs and the process that a program goes through to make requests. Requests for funding approved by the Board of Finance must also be approved by the Council if they are $300 or greater. Tyson went briefly into the 2012-13 budget process and what that process will involve and when it will begin—which is early November 2011. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2011 as follows: Unallocated account ($8,400), Operating Reserve ($313,097) Special Projects-Facilities Reserve ($62,152), and the Capital Purchases Reserve ($101,590). These are the same amounts shown in the June 30, 2011 audit. Tyson reviewed the purpose of each reserve as outlined in the reserve
policy. Unspent monies at year end go back into the AS reserves per the reserve policy.

B. Reserve Policy, Fund Designation and Procedure for Expenditure – Information Item
The Associated Students Reserve Policy and Fund Designation provides guidelines for the basis of the annual review of the A.S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A.S. Council may have that falls within the Mission of the Associated Students.

Tyson reviewed the policy in detail with the Board of Finance. Tyson noted that the Associated Students has been a fiscally responsible organization and that the Board of Finance does have the ability to fund projects through its Reserves when necessary. Any expenditures from reserves also require the approval of the university president or designee.

C. A.S. Board of Finance 2011-12 Standing Rules and Meeting Dates – Action Item
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2011-12 meeting schedule.

MOTION: HENDRICKS/KELLY move to approve the 2011-12 AS Board of Finance Standing Rules and Meeting Dates
APPROVED

Tyson noted that the Board should take special note of the all day AS Budget hearings that are scheduled for Saturday and Sunday February 25 & 26, 2012. It is unlikely that the budget process will go into Sunday, but both dates should be saved on everyone’s calendar.

D. Review and approval of Associated Students 2010/2011 Comparison of Budget to Actual – Action Item
The Board of Finance will review and approve the 2010/2011 Comparison of Budget to Actual. The Comparison of Budget to Actual details the budgeted revenue and expense of each AS Program.

MOTION: YZAGUIRRE/KREID move to approve the 2010/2011 Comparison of Budget to Actual
APPROVED

Tyson explained that the Board of Finance reviews the Comparison of Budget to Actual and approves the document each year. (See 2010/11 Comparison of Budget to Actual document attached to these minutes). This document shows the comparison of what programs were actually budgeted to spend and what they actually spent. Tyson went over the list highlighting variances in each program. Programs are provided with a monthly financial statement and they are also expected to maintain a record-keeping system. Yzaguirre asked where the net-income goes at the end of the year. Tyson explained that unspent funds are placed in the reserves per the reserve policy.

E. Request from Campus Center for Appropriate Technology (CCAT) for a line-item transfer of $918.75 from line-item Work Study Wages to line-item Hourly Wages – Action Item
CCAT was unable to fill two of three work study positions, the Office/Outreach Assistant and the Physical Site Assistant. CCAT would like to begin to pay these two positions out
of hourly wages and is requesting that $490.00 of the transfer be allocated to the Office/Outreach Assistant position and $428.75 be allocated to the Physical Site Assistant position.

MOTION: KREID/YZAGUIRRE move to approve the request from CCAT for a line-item transfer of $918.75 from line-item Work Study Wages to line-item Hourly Wages with $428.75 funding the Physical Site Assistant Position and $490.00 funding the Office/Outreach Assistant. APPROVED AS AMENDED

Eric Recchia, the Budget Administrator for CCAT and Tall Chief Comet, the Advisor for CCAT, were present on behalf of the request. Recchia explained that HSU received a smaller allocation of Work Study funds for students and that CCAT did not receive any applicants for the positions. Recchia is requesting that funds allocated to the work study positions be transferred to the Hourly Wages line item. Recchia is also requesting in Old Business items F and G that Unallocated funds also be approved to fund the positions.

MOTION: KELLY/HENDRICKS move to amend the motion by striking with $428.75 funding the Physical Site Assistant Position and $490.00 funding the Office/Outreach Assistant APPROVED

Kelly suggested that the amendment would allow greater flexibility if CCAT were not approved for both Unallocated requests.

F. Request from CCAT from Unallocated in an amount not to exceed $1,662.00 for the costs associated with changing the Office/Outreach Assistant from a Work Study to Hourly position – Action Item

The Office/Outreach Assistant position is budgeted as a work-study position. CCAT has been unable to hire a student with a work-study award into the position and is seeking additional hourly wages to fund the position.

MOTION: KELLY/YZAGUIRRE move to approve the request from CCAT from Unallocated in an amount not to exceed $1,662.00 for the costs associated with changing the Office/Outreach Assistant from a Work Study to Hourly position APPROVED (1) OPPOSED

The Board of Finance discussed the proposals from Unallocated and recommended that CCAT pursue funds from the CCAT trust account to fund one of the positions. Recchia noted that the Office/Outreach Assistant position was the more important of the two positions to maintaining the organization of CCAT. Recchia stated that he will discuss funding the Physical Site Assistant position with trust account funding with the CCAT Steering Committee. Currently CCAT has been saving funds in the trust account for the purchase of a green house. The current balance in the CCAT trust account is approximately $12,850.00.

MOTION: KELLY/KREID move to amend the motion by striking $1,662.00 and replacing with $831.00 FAILS

Kelly suggested that the Board of Finance consider approving half of the requested amount for each position.
## Associated Students
### 2010/11 Comparison of Budget to Actual

<table>
<thead>
<tr>
<th>Program Name</th>
<th>2010/11 Budget</th>
<th>2010/11 Actual</th>
<th>2010/11 Net Income</th>
<th>Comments/Budget Variance Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Coordinating Board</td>
<td>$18,000.00</td>
<td>$16,765.00</td>
<td>$1,235.00</td>
<td>Unspent grant money.</td>
</tr>
<tr>
<td>A.S. General Operations</td>
<td>$239,961.00</td>
<td>$260,708.00</td>
<td>$(20,747.00)</td>
<td>$17,000 Interest income shortfall; corrected in 2011-12 budget.</td>
</tr>
<tr>
<td>A.S. Insurance</td>
<td>$9,955.00</td>
<td>$9,853.00</td>
<td>$102.00</td>
<td>Unspent Hourly wages, stipend wages, supplies &amp; services.</td>
</tr>
<tr>
<td>A.S. Presents</td>
<td>$184,350.00</td>
<td>$184,205.00</td>
<td>$145.00</td>
<td>$20,000 Programming augmentation mid-year.</td>
</tr>
<tr>
<td>Arts and Music Festival</td>
<td>$2,799.00</td>
<td>$2,799.00</td>
<td>-</td>
<td>Unspent Hourly wages, travel &amp; conference; Additional Activities</td>
</tr>
<tr>
<td>Associated Students Gov't</td>
<td>$70,158.00</td>
<td>$65,250.00</td>
<td>$4,908.00</td>
<td>Did not charge for festival attendance as budgeted; resulted in shortfall that was charged to Film Fest. Trust acct.</td>
</tr>
<tr>
<td>CSSA</td>
<td>$27,107.00</td>
<td>$22,857.00</td>
<td>$4,250.00</td>
<td>Overspent Hourly wages and workstudy by $1,180; under spent in other line-items to make up difference.</td>
</tr>
<tr>
<td>CCAT</td>
<td>$43,414.00</td>
<td>$42,546.00</td>
<td>$868.00</td>
<td>Overspent Hourly wages and workstudy by $1,180; under spent in other line-items to make up difference.</td>
</tr>
<tr>
<td>Children's Center</td>
<td>$32,045.00</td>
<td>$32,045.00</td>
<td>-</td>
<td>Unspent Club Travel Grants and Special Projects</td>
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<tr>
<td>Club and Program Support</td>
<td>$18,100.00</td>
<td>$14,974.00</td>
<td>$3,126.00</td>
<td>Unspent Drop In Rec. hourly wages</td>
</tr>
<tr>
<td>Drop In Recreation</td>
<td>$17,500.00</td>
<td>$15,794.00</td>
<td>$1,706.00</td>
<td>Overspent Hourly wages by $317; under spent in other line-items to make up difference.</td>
</tr>
<tr>
<td>Eric Rofes Center</td>
<td>$4,190.00</td>
<td>$4,100.00</td>
<td>$90.00</td>
<td>Overspent Hourly wages by $317; under spent in other line-items to make up difference.</td>
</tr>
<tr>
<td>Humboldt Film Festival</td>
<td>$10,365.00</td>
<td>$13,696.00</td>
<td>$(3,331.00)</td>
<td>Did not charge for festival attendance as budgeted; resulted in shortfall that was charged to Film Fest. Trust acct.</td>
</tr>
<tr>
<td>Graduate Pledge Alliance</td>
<td>$3,272.00</td>
<td>$2,840.00</td>
<td>$432.00</td>
<td>Wages and Supplies &amp; Services</td>
</tr>
<tr>
<td>Learning Center Tutorial Prog.</td>
<td>$16,626.00</td>
<td>$16,642.00</td>
<td>$(16.00)</td>
<td>$1,721 unused in Special Projects</td>
</tr>
<tr>
<td>Marching Lumberjacks</td>
<td>$5,800.00</td>
<td>$5,679.00</td>
<td>$121.00</td>
<td>Overspent Conference/Travel line-item by $1,470; Underspent Sport Club Coordinator to make up diff.</td>
</tr>
<tr>
<td>MultiCultural Center</td>
<td>$53,765.00</td>
<td>$47,865.00</td>
<td>$5,900.00</td>
<td>Overspent Conference/Travel line-item by $1,470; Underspent Sport Club Coordinator to make up diff.</td>
</tr>
<tr>
<td>Sport Clubs</td>
<td>$28,500.00</td>
<td>$28,095.00</td>
<td>$405.00</td>
<td>Overspent Conference/Travel line-item by $1,470; Underspent Sport Club Coordinator to make up diff.</td>
</tr>
<tr>
<td>Student Access Gallery</td>
<td>$7,783.00</td>
<td>$7,622.00</td>
<td>$161.00</td>
<td>Overspent Hourly wages by $323; under spent in other line-items to make up difference.</td>
</tr>
<tr>
<td>WRRAP</td>
<td>$34,147.00</td>
<td>$20,326.00</td>
<td>$13,821.00</td>
<td>$8,500 unused Hourly wages; requested slightly less for 2011-12. Unspent Supplies &amp; Service and Other and Misc.</td>
</tr>
<tr>
<td>Women's Resource Center</td>
<td>$26,890.00</td>
<td>$18,622.00</td>
<td>$8,268.00</td>
<td>$1,646 unused in Workstudy wages; $1,060 unused in publicity; $3,700 unused in Spec. Projects.</td>
</tr>
<tr>
<td>Youth Educational Services</td>
<td>$57,780.00</td>
<td>$55,030.00</td>
<td>$2,750.00</td>
<td>Underspent in Spec. Projects line-item</td>
</tr>
<tr>
<td>Student Life Support</td>
<td>$5,500.00</td>
<td>$5,500.00</td>
<td>-</td>
<td>Underspent in Spec. Projects line-item</td>
</tr>
<tr>
<td>Unallocated</td>
<td>$8,463.00</td>
<td>$8,463.00</td>
<td>-</td>
<td>Underspent in Spec. Projects line-item</td>
</tr>
</tbody>
</table>

| Total                                     | $926,470.00    | $902,276.00    | $24,194.00         | |
RESOLUTION No. 2011-12-1

AUTHORED BY: AS Executive Committee

REFERRED TO: AS COUNCIL

ACTION SCHEDULED: October 3, 2011

SUBJECT: An Act to Amend the Associated Students Constitution and Administrative Code

Whereas, The Associated Students Executive Committee recognizes the need to centralize Governmental Relation efforts into one committee structure, therefore;

BE IT ENACTED, by the Associated Students Council that the following changes are made to the Associated Students Constitution and Administrative Code:

AS CONSTITUTION - ARTICLE III - SECTION A.

2. Powers and Duties of the President:

   a. Serves as the official representative of the Association.
   b. May propose legislation to the A.S. Council.
   c. Chairs the Executive Committee
   d. Co-Chairs the Humboldt State Associated Students Lobby Corps
   e. May line-item veto Associated Students Budget and Code legislation.
   f. Makes appointments to committees and boards of the Association, unless otherwise specified by this constitution.

ASSOCIATED STUDENTS ADMINISTRATIVE CODE

Section 4. The California State Student Association (CSSA) Representatives

4.08 In consultation with the A.S. President, the duties of the CSSA Representatives shall be split as follows:

One CSSA Representative shall:

   a. Chair the External Affairs Committee, Co-Chair the Humboldt State Associated Students Lobby Corps with the A.S. President, and Vice Chair the Voter Registration and Education Commission;
b. Concentrate on external affairs.

The other CSSA Representative shall:

a. Chair the Voter Registration and Education Commission and Vice-Chair the External Affairs Committee, and Vice-Chair the Humboldt State Associated Students Lobby Corps.
b. Concentrate on internal affairs.

4.09 Both CSSA Representatives shall:

a. Attend CSSA meetings on a monthly basis;
b. Attend bi-weekly ASC meetings;
c. Attend Associated Students Council fall, weekend orientation/retreat
d. Provide the A.S. Council with complete and timely information and reports regarding meetings, pending state and national legislation affecting higher education and issues involving the CSU system;
e. Be as active as possible, keeping current on any issues of importance;
f. Coordinate arrangements for any council members that also wish to attend CSSA meetings as the budget may provide
g. Coordinate arrangements for council members (and other interested students) that wish to attend the California Higher Education Student Summit (CHESS) conference;
h. Serve through the CSSA transitional meeting in June;
i. Develop the CSSA budget request for the following year.
j. **Co-Chair the Associated Students Lobby Corps**

Section 5. **Voter-Registration and Education Commission**

5.01 The Voter Registration and Education Commission shall register student voters and present issues and candidates to the student body.

5.02 The Voter Registration and Education Commission shall be chaired by the CSSA Representative who shall enlist the aid of members of the A.S. Council and other interested students to assist in fulfilling the purpose of the commission.

Section 12. **Humboldt-State Associated Students Lobby Corps**

12.01 The Humboldt-State University Associated Students Lobby Corps mission is to
shall be responsible for working closely with HSU Associated Students and to lobby on behalf of the students at Humboldt State University, develop relationships with elected officials that represent HSU students and increase participation in elections through Voter Registration and Education initiatives and the Association in regards to specific issues that are affecting our University and the North Coast.
The Humboldt State University Associated Students Lobby Corps shall be Co-Chaired by the A.S. President and the CSSA Representatives and shall have six students appointed by the AS Council as outlined in the AS Committee Handbook.

The four (4) students at large shall be appointed by the AS President in consultation with the CSSA Representatives. The students at large shall be confirmed by a majority of council.

**12.03 The Co-Chairs will be responsible for:**

- Coordinating the meetings of the Associated Students Lobby Corps
- Arranging travel for the Associated Students Lobby Corps
- Scheduling and organizing effective training for the Lobby Corps.
- Staying abreast on current issues and legislation effecting higher education in the CSU system and at Humboldt State University.

**12.04 The AS President and CSSA Representative shall:**

- Be responsible for the general coordination of The Humboldt State University Associated Students Lobby Corps including formulation of meetings;
- Conduct interviews for the candidates for the student at large positions in which some level of lobbying or communication skill has been demonstrated;
- Schedule and organize a mandatory "lobby training" early in the fall semester for The Humboldt State University Associated Students Lobby Corps members and open to the Associated Students Council;
- Schedule and organize a mandatory "effective communications training" early in the fall semester for The Humboldt State University Associated Students Lobby Corps members and open to the Associated Students Council;
- Attend AS Council meetings and report to the Council regarding the progress of the HSU Lobby Corps;

**12.04 The Lobby Corps will be responsible for coordinating voter registration drives and may also coordinate voter education opportunities that present issues and candidates to the student body. Two appointed members of the Lobby Corps will work closely with the Co-Chairs to develop and organize voter registration and education.**

**12.05 The duties of the Co-Chairs shall be split as follows:**

- The AS President shall be responsible for staying abreast on campus specific issues and informing the committee on these issues.
- The CSSA Representative shall be responsible for staying abreast on California State University wide issues and informing the committee on these issues.
The Lobby Corps will lobby on behalf of students at HSU on priority legislation identified by the California State Student Association Board and/or on issues identified by the CSSA Representatives in consultation with the AS President. The Lobby Corps may provide input or recommend a position on state and federal issues for the AS Council to consider. Two appointed members of the Lobby Corps will work closely with the Co-Chairs to develop and organize annual lobbying efforts on behalf of the Associated Students.

In consultation with the AS President and the CSSA Representatives, the duties of the four (4) students at large shall be split as follows:

Two (2) Students at Large members shall:

a. Specialize and focus on the California Senate through research and staying abreast on current issues;
b. Organize and attend monthly communications with the local office for our district Senator;
c. Organize and attend three (3) Sacramento lobby visits, two (2) in the Fall and one (1) in the Spring, in cooperation with The Humboldt State University Associated Students Lobby Corps membership;

d. One (1) student shall:
i. Focus on higher education issues affecting Humboldt State;
ii. Research, watch, and organize lobby appointments with the Senate Committee for Higher Education and all other Senate members who have an influence on higher education issues.

e. One (1) student shall:
i. Focus on an issue as deemed necessary and pertinent to the students at Humboldt State and the North Coast by The Humboldt State University Associated Students Lobby Corps membership in consultation with the Associated Students Council;
ii. Identify Senate committees pertinent to the aforementioned issue;
iii. Research, watch, and organize lobby appointments with the identified Senate Committees and all other Senate members who have an influence on the issue.

Two (2) Students at Large members shall:
f. Specialize and focus on the California Assembly through research and staying abreast on current issues;
g. Organize and attend monthly communications with the local office for our district Assembly member;
h. Organize and attend three (3) Sacramento lobby visits, two (2) in the Fall and one (1) in the Spring, in cooperation with The Humboldt State University Associated Students Lobby Corps membership;
i. One (1) student shall:
i. Focus on higher education issues affecting Humboldt State;
ii. Research, watch, and organize lobby appointments with the Assembly Committee for Higher Education and all other Assembly members who have an influence on higher education issues.

j. One (1) student shall:
   i. Focus on an issue as deemed necessary and pertinent to the students at Humboldt State University and the North Coast by the Humboldt State University Associated Students Lobby Corps membership in consultation with the Associated Students Council;
   ii. Identify Assembly committees pertinent to the aforementioned issue;
   iii. Research, watch, and organize lobby appointments with the identified Assembly Committees and all other Assembly members who have an influence on the aforementioned issue.

The Lobby Corps will maintain relationships with elected officials outside of the University that represent HSU students. The Lobby Corps may provide input or recommended a position on local issues for the AS Council to consider. Two appointed members of the Lobby Corps will work closely with the Co-Chairs to monitor local issues that affect students and develop relationships with local governmental bodies.
RESOLUTION No. 2011-12-2

AUTHORED BY: Bryan Kelly

SIGNED BY: Leanne Lynch, Graduate Student Representative*
            Jaymes Silveira, Natural Resources and Sciences Representative*

REFERRED TO: AS COUNCIL
ACTION SCHEDULED: October 3, 2011

SUBJECT: Formation of a Community Garden Ad-Hoc Committee

Whereas, The Associated Students Constitution outlines that the Associated Students Council may create ad-hoc committees to accomplish goals set by the Council; and,

Whereas, One of the goals of the Council is to develop and create campus community and have identified that a way to attain that would be the design and implementation of a Community Garden; therefore, be it

Resolved, that the Associated Students create a Community Garden ad-hoc Committee as outline in this document for the specific purpose of developing and creating a community garden:

COMMITTEE: Community Garden Ad-Hoc Committee

CHARGE: The Charge of the Committee is to coordinate and combine research on a community garden; to submit a proposal to the Humboldt Energy Independence Fund Committee; to seek out potential funding available for the project; to submit a formal request to locate the community garden on the HSU Events Field and to coordinate a list of organizations willing to collaborate on the Community Garden Project. After the establishment of a Community Garden this Committee will dissolve.

CHAIR: Jaymes Silveira, College of Natural Resources and Sciences Representative

TYPE: Associated Students Ad-Hoc Committee

MEETING: Bi-weekly (or as needed)

MEMBERSHIP: 5 AS Council Members (to be determined)
            Up to 5 Students-At-Large

*Original signatures are on file in the Associated Students Business Office.
Constitution of the
Student Trust Fund
Of Humboldt State University
PREAMBLE

1.0 Purpose

This Student Trust Fund of Humboldt State University seeks to support students through scholarships, interdisciplinary grants, and assistance with business ventures proposed by students.

2.0 Shared Governance

The Student Trust Fund is a deliberative body comprised of students, faculty, staff, administrators, and members of the local business community who work together to support the educational mission of Humboldt State University. The mission of Humboldt State University as well as the Associated Students of Humboldt State University shall give guidance to students, faculty, and administrators to contribute toward shared and harmonious decision making. Such decision making shall be informed by the experience and expertise of the members of the University community and the community at large.

CONSTITUTION of the
Student Trust Fund Committee

1.0 Authority

The ultimate authority to determine the most appropriate use of available capital within the Student Trust lies with the Trust Committee. After seeking consultation with the student body, faculty, administration, staff, and local community members, the Trust Committee will vote to use the designated funds according to the Bylaws of the Student Trust Fund. The Trust Committee of Humboldt State University shall be the primary decision-making body for the Student Trust Fund policy.

2.0 Duties

2.1 The Trust Committee shall consider policies with respect to the general welfare and continued growth of the Student Trust. It shall review established policies, consider new policies, and study matters of concern to the University community regarding the Student Trust’s actions in order to determine what action need be taken, if any.

2.2 The Trust Committee shall formulate the Student Trust’s spending policy. It shall analyze on-campus business ventures proposed by Humboldt State University students. Additionally, the Student Trust will contribute to interdisciplinary grant research projects when the research is seen as furthering the mission of Humboldt State University, includes participation by at least one undergraduate student, and is
financially feasible for the Student Trust.

2.3 The Trust Committee shall have final authority over all accounts associated with the Student Trust, and shall allocate the monies to accounts as it sees fit, with regard to the Bylaws.

2.4 The Trust Committee may delegate the authority to manage monies allocated for investments.

2.5 The Trust Committee shall maintain consistent communication with students, faculty, staff and administrators.

2.6 The Trust Committee may create sub-committees, which shall be designated sub or ad-hoc committees. It shall establish rules and procedures for sub-committees and shall establish procedures for the Trust Committee.

3.0 Calendar

3.1 The Student Trust year shall begin on the day following the last day of the spring semester.

4.0 Membership and Electorate

4.1 All members of the Trust Committee, with the exception of the Ex-officio Advisors, have full-voting rights.

4.2 Membership of the Trust Committee

4.2.1 There shall be 6 student committee members:- one from each college, two from at large, and one graduate student.

4.2.2 The term of office for an appointed member shall be one committee year. An appointed member shall serve no more than three consecutive complete terms.

5.0 Officers and Parliamentarian

5.1 The President of the Associated Students shall be the Chair of the Trust Committee. The Chair shall be an ex-officio non-voting member and carry out duties as necessary to the shared governance responsibilities of the Committee.

5.2 The Administrative Vice President of the Associated Students shall be the Vice Chair of the Trust Committee. The Vice Chair shall be an ex-officio non-voting member and the Parliamentarian. The Parliamentarian shall advise the chair on parliamentary issues. If necessary, the Chair may designate any member as parliamentarian.

6.0 Meetings and Quorum

6.1 The Trust Committee shall hold regular meetings once a month during the academic year.

6.11 A regular meeting may continue beyond one day.
6.12 The agenda of each regular meeting shall be distributed to the members of the Trust Committee at least four working days before the meeting.

6.3 The meetings shall be open to all, but only members of the Committee shall participate in the debate. Others may provide information or explain a point of view on matters before the Committee by invitation of the Chair, or when a Committee member yields the floor to the speaker.

6.4 Two-thirds of the voting body in the Trust Committee shall constitute a quorum. The members present at a duly held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum.

6.13 A member present for a reasonable portion of a meeting as deemed by the Parliamentarian shall be recorded as present for the entire meeting.

6.41 There shall be no designated proxies to vote in place of absent members.

6.2 Special meetings of the Trust Committee shall be called by the Chair either at the Chair's discretion or upon the request of AS Council.

6.21 Written notice of each special meeting and its agenda shall be distributed to the members of the Trust Committee by the Vice Chair at least three days before the meeting, unless urgency requires less notice as deemed by the Chair or Vice Chair. In a meeting called under this provision, notice shall be given as far in advance as possible, and action shall require an absolute majority of the membership of the Trust Committee.

7.0 Bylaws

7.1 Only the Trust Committee shall be responsible for its own rules of operating procedure known as the Bylaws and Rules of Procedure of the Humboldt State University Student Trust Fund.

7.2 Changes to the Bylaws and Rules of Procedure shall be adopted by an affirmative vote of no less than two-thirds of present and voting Trust Committee members.

8.0 Amendments

Amendments to this constitution shall be initiated by a simple majority vote of the Committee after having been presented at the previous meeting. An amendment shall only be adopted by an affirmative vote of no less than two-thirds of those present and voting.

9.0 Title and Proprietor of Funds

The Student Trust shall assume full-title and proprietary rights to the funds accumulated by the Student Trust and shall be subject to proper usage of the funds in accordance with the Bylaws of the Student Trust Fund upon its establishment as a committee of the Associated Students. At no time shall the Associated Students or any other entity within the University disband or appropriate the Student Trust's funds. No amendment to this section of the Constitution may be made without being accompanied by an absolute majority vote of the students at Humboldt State University.