DRAFT

Approved 1-21-2011

**Associated Students Council**
**Humboldt State University**
**Monday, December 13th, 2010**
**University Center, South Lounge**
**Minutes #13**

## Call to Order

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

## Roll Call

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| Members Present: | Scott Meyers, Amber Okeh, Colby Grand (n/a), Grace Goodson, Karen Land, Cortland Johnson, Natalie Guest, Philip Anderson, Rachel Brownell, Maureen Walsh |
| Members Absent: | Pam Ward (excused) |
| Officers Present: | Iban Rodriguez, Aaron Wilyer, Kristy Eden, Kaci Poor, Annie Bartholomew |
| Officers Absent: | Stephanie Partlow (excused), Aaron Guerrero (unexcused) |
| Advisors Present: | Joan Tyson |

## Approval of Agenda

MOTION: WALSH/ANDERSON move to approve Agenda #13 APPROVED

## Chair's Report

Wilyer requested that the Council work to be efficient in the meeting and to not engage in side conversations.

## Approval of Minutes

A. Approval of Minutes #12 dated November 29th, 2010 – Action Item

MOTION: ANDERSON/BROWNELL move to approve Minutes #12 dated November 29th, 2010 APPROVED

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

There was no Public Comment.

## Program Presentations

A. Sustainable Living Arts & Music Festival (Sierra Gjerde)

Sierra Gjerde, a Sustainable Living Arts and Music Festival (SLAM Fest) Co-Director, was present on

behalf of the request. Gjerde explained that she has been involved with the SLAM Fest over the past four years. Gjerde noted that the SLAM Festival is taking a new direction this year and events will happen throughout April 22nd – May 1st, 2011. This year the SLAM Fest will include a sustainability conference with more keynote speakers. Days of environmental action will also be included and students will participate in activities such as ocean awareness and measuring their own carbon footprint. Field trips will be offered locally so that students could learn more about local community organizations such as Friend of the Dunes, the Environmental Protection Information Center and local community gardens. Gjerde also noted that SLAM Fest is making efforts to make the event as collaborative as possible and is holding open meetings to gain input from interested students.

B. Humboldt Film Festival (John Manning)

John Manning, a Humboldt Film Festival (HFF) Co-Director, was present on behalf of the program. Manning stated that the HFF will be held May 1st – 7th, 2011 and that the organization has already begun to confirm their judging panel for the festival. Calls for submission have already gone out and the group has also begun to solicit donations from local businesses. The HFF's theme this year is *Revolution: One Film at a Time.* The HFF is the oldest student run film festival in the country and is in its 44th year. One of the goals of the program is to strive to make it completely student run.

**Appointments to Committees and Council**

**A. S. President (Iban Rodriguez)**

MOTION: OKEH/ANDERSON move to appoint John Folstrom to the Associated Students Council as the AS Elections Commissioner APPROVED (1) ABSTENTION

**A. S. Administrative Vice President (Stephanie Partlow)**
Absent.

**A.S. Legislative Vice President (Aaron Wilyer)**
No Appointments.

**A.S. Student Affairs Vice President (Kristy Eden)**
No Appointments.

**Old Business**

A. Spring 2011 Meeting Schedule and Standing Rules – Action Item
Council will take action on a proposed meeting schedule change that will change the meeting days and time from: Monday's at 2:00 p.m. to Friday's at 9:00 a.m. for the Spring 2011 Semester only. Changes to the standing rules have been included that reflect the change in the meeting time and day.

MOTION: ANDERSON/WALSH move to approve the Spring 2011 Meeting Schedule and Standing Rules APPROVED

Rodriguez asked for clarification on how Council members would be excused if they had a course conflict. Tyson replied that the duty of excusing a Council member is left up to the Legislative Vice

President. Goodson stated that she has spoken to her professor and has come to an agreement with her so that she will be able to attend the AS Council meetings.

B. A.S. Elections Dates; April 19, 20 & 21, 2011 – Action Item
Approval of the dates for the AS General Elections as per Associated Students Elections Code, Section 13.04. Recommended dates are April 19, 20 & 21, 2011.

MOTION: GRAND/BROWNELL move to approve the A.S. Election Dates: April 19, 20 & 21, 2011
APPROVED
(1) ABSTENTION

Tyson explained that the AS Elections Code requires the Council to approve the election dates. Tyson noted that the dates of April 19th – 21st allow for the election and the runoff election to be concluded before dead week begins.

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

**Committee Reports from Students-at-Large**
No report.

Okeh – College of Arts, Humanities and Social Sciences
Okeh reported that she attended the Student Affairs Advisory Committee (SAAC) meeting. Okeh thanked Wilyer for showing her how to contact all of her classes through e-mail regarding the IRA Fee referendum.

Grand – College of Arts, Humanities and Social Sciences
No report.

Meyers – College of Arts, Humanities and Social Sciences
Meyers reported that he attended a Board of Finance meeting on December 6th. The Board of Finance approved an expenditure of funds from the SLAM Fest trust account that would provide additional hours for Co-Directors. The Board also recommended the firm Hunter, Hunter & Hunt for a 3 year contract for audit services. Meyers also reported that he attended a Service Learning Advisory Committee meeting. The university will begin defining classes in the course schedule that have a service learning component with an "S".

Land – College of Professional Studies
Land reported that the College of Professional Studies (COPS) mixer was on Monday, December 6th and was a success.

Johnson – College of Professional Studies
Johnson reported that he worked on producing the COPS Mixer and that he also assisted the SAAC with the holiday party.

Goodson – College of Professional Studies
Goodson reported that Steve Hackett, the Associate Dean of COPS, is looking for students who are interested in joining the COPS Materials, Services and Facilities Committee. Goodson also reported that she was unable to attend the Diversity Program Funding Committee, but sent in her thoughts on which programs should receive grants.

Guest –College of Natural Resources and Sciences
Guest reported that the Grievance Committee has canceled their remaining meetings for the rest of the semester. The current grievance will continue into the spring.

Anderson – College of Natural Resources and Sciences
Anderson reported that he is looking forward to planning the Spring College mixer.

Ward – College of Natural Resources and Sciences
No report.

Brownell – At-Large
Brownell reported that she attended an Academic Policies Committee (APC) meeting last week. The APC discussed limiting the numbers of minors on campus due to low enrollments. Brownell has a Development Committee agenda available for the Council's review.

**Residence Hall Association Representative (Maureen Walsh)**
Walsh reported that RHA will not be meeting this week and that the open nomination for the RHA Vice President position was tabled until January, 24th. The RHA has begun searching for an Election Commissioner for Spring 2011. There is a free pancake breakfast for students in the J tonight.

**General Manager (Joan Tyson)**
Tyson reported that the CSU Compliance Audit team visit has concluded. There were no significant findings in the audit. Tyson also reported that Dr. Peg Blake, the new Enrollment Management and Student Affairs Vice President, will arrive on campus in early January. Vice President Webb will transition with Dr. Blake through the first couple of weeks of the semester and will be attending the first AS Council meeting in January.

**AS Presents Coordinator (Annie Bartholomew)**
Bartholomew thanked those that attended the Marco Benevento show. AS Presents is currently securing bands for the spring semester.

**California State Student Association Representative (Kaci Poor)**
Poor reported that she attended the Intercollegiate Athletics Advisory Committee meeting. Athletics has secured a new score board that is being completely paid for by sponsors. The Change Steering Committee is receiving reports from different areas of campus and will be placing them on their website for the campus to review. CSSA hosted a pizza party for the Cypress residence halls and it was well attended. The CSSA meeting in January will be at CSU Dominguez Hills.

**California State Student Association Representative (Aaron Guerrero)**
Absent.

**Legislative Vice President (Aaron Wilyer)**
Wilyer reported that he has been attending the APC meetings. Wilyer congratulated the Council on their good efforts turning out students to vote in the IRA fee referendum. Wilyer also reminded the Council to encourage students to apply for the remaining committee positions and to stay in contact with those they reached out to during the Referendum process.

**Student Affairs Vice President (Kristy Eden)**
Eden stated that she attended the COPS mixer and congratulated the Representatives for a job well done.

Eden stated that SAAC did a great job planning the Council holiday party. Eden stated that there was a higher percentage than usual that voted on the IRA fee referendum. Eden also noted that the University Center Board approved a $1,500,000 line of credit to the Sponsored Programs Foundation.

**Administrative Vice President Report (Stephanie Partlow)**
Absent.

*As Board of Finance Vice-Chair, Rodriguez presented the Board of Finance Report.*

Board of Finance Report – Monday, December 6th, 2010

A. Request from the Sustainable Living Arts and Music Festival (SLAM Fest) in an amount not to exceed $1,084.00 from the SLAM Fest Trust Account for costs associated with hiring a SLAM Fest Public Relations & Graphics Coordinator and increasing the hours assigned to the SLAM Fest Co-Coordinator's – Information Item
The SLAM Festival requested access to $1084.00 for additional expenses not requested in the 2010-11 SLAM Fest Budget.

Rodriguez explained that the BOF approved a request from the SLAM Festival for funding from their trust account for additional hourly wages.

B. Request from the Associated Students General Operations from Capital Purchases Reserves in an amount not to exceed $1,575.00 for the costs associated with the replacement of a Xerox Copy Machine – Action Item
The proposed Xerox machine would improve efficiency in the AS Business office and allow staff to perform tasks that are unavailable with current machines.

MOTION: GRAND/WALSH move to approve the request from Associated Students General Operations from Capital Purchases Reserves in an amount not to exceed $1,575.00 for the costs associated with the replacement of a Xerox Copy Machine. APPROVED

Tyson explained that, if approved the funding would come from the Associated Students Capital Purchases Reserves. The current copier is seven years old and that the new machine will include a copier, scanner, fax and printer.

C. Approval of a three year contract with Hunter, Hunter & Hunt; Certified Public Accountants to complete the Associated Students Annual Fiscal Audit for fiscal years ending June 30, 2011, 2012, 2013 – Action Item
Each auxiliary organization is required to have an annual fiscal audit performed by a certified public accountant selected by the governing board.

MOTION: MEYERS/BROWNELL move to approve a three year contract with Hunter, Hunter & Hunt; Certified Public Accountants to complete the Associated Students Annual Fiscal Audit for fiscal years ending June 30, 2011, 2012, 2013 APPROVED

Tyson explained that Hunter, Hunter and Hunt have been auditing the Associated Students for quite some time. Hunter, Hunter and Hunt has a team of auditors that are familiar with the operations of the

Associated Students. The cost for auditing services from Hunter, Hunter and Hunt for the three year period is $18,000.00. An audit proposal was also received from the firm Pisenti & Brinker LLP with a cost for auditing services over a three year period of $49,500.00.

D. Proposed Program Director Adjustment Worksheet – Information Item
The Board of Finance reviewed costs associated with a proposed increase to Program Director wages for the 2011-12 Budget.

The Board of Finance went over the costs associated with increasing the wages allotted to student directors within AS Programs. The Board agreed to send out budget materials that included an increase to the number of hours the directors are allowed to work each week. Directors will continue to be paid on an hourly basis and must turn in a timesheet. It had been reported from different programs that many employees did not have enough hours to complete their job.

E. 2011-2012 Associated Students Budget Timeline – Information Item
Review of the 2011-2012 Associated Students Budget timeline.

Tyson noted that the Board of Finance approved the 2011-12 Budget Timeline. Minor adjustments to the timeline will be made to reflect the AS Council's new meeting schedule.

F. 2011-2012 Associated Students Budget Application Materials – Information Item
Review of the 2011-2012 Associated Students Budget Application Materials.

The 2011-12 Budget Application materials have been sent out to each program and includes specific instructions on filling out the requested information.

**President (Iban Rodriguez)**
Rodriguez reported that the Academic Senate met on November 30th and approved changes to the Forestry program curriculum. The Computer Information Systems and Computer Science programs will be combining into one program which will make them more cost effective and potentially increase enrollment. Rodriguez also reported that he traveled to Sacramento with the Lobby Corps on December 1st and met with staffers from Assembly-member Wes Chesbro and Senator-elect Noreen Evans' office. The Enterprise Committee of the UC Board of Directors met and discussed the possibility of taking over real estate that is currently owned by the Sponsored Program Foundation and the Advancement Foundation. There is a need for a student-at-large to be appointed to the Enterprise Committee by the Associated Students.

**General Council Discussion**
Meyers asked for information regarding the suspension of the Nursing Program Spring admissions. Rodriguez stated that President Richmond has communicated with him that the program is being evaluated by the California Nursing Commission (CNC) and that the Dean of the College of Professional Studies is also available if more information is needed regarding the Nursing Program. Land stated that the Chair of the Nursing Department resigned. Land further explained that accreditation of nursing programs require that a certain amount of faculty members hold PhD's in Nursing. The CNC is also interested the program succeeding as it is only one of 14 schools in the Country that offers a holistic nursing program.

**General Council Work Session**

A. Fall 2010 Study Lounge Update – Information Item (Kristy Eden)
Eden will provide an update on the Finals Week Study Lounge and let Council know what assistance is still needed.

Eden thanked everyone who signed up for shifts and reminded others to sign up. Food will be provided by dining services and those on the opening shift will pick up trays from the J and drinks from Muddy Waters. Scantrons and Blue Books will be provided for free to students. Council was also reminded to call UPD if they needed escort at the end of their shift

B. Spring 2011 Retreat Reminder – Information Item (Joan Tyson)
The Spring Retreat will be held Saturday, January 29th, 2011 at the Humboldt Bay Aquatics Center in Eureka.

Tyson reminded the Council to complete the AS Mid Year Evaluation survey that was sent to them. Results from the survey will help prepare for the retreat. The Council should prepare to spend from 9:00 a.m. – 5:00 p.m. at the retreat site. Meals will be provided for and a carpool will be arranged from Arcata.

**Announcements**

Rodriguez announced that the Academic Senate may meet on December 14th. The Student Fee Advisory Committee will be meeting on December 15th from 1:00 – 3:00 p.m. to discuss the Instructionally Related Activities Fee. Guest gave the *You Rock Rock* to Anderson for his successful public speaking. Folstrom thanked everyone for appointing him to Council. Anderson announced that he can provide free CPR and First Aid training to the Council if anyone is interested. Walsh thanked Grand for being involved in Associated Students this semester. Student Affairs Vice President, Dr. Buzz Webb acknowledged the work that the Council did on the IRA Referendum. Wilyer announced that he will be organizing an Associated Students intramural softball team. Wilyer also thanked Dr. Webb for attending the AS meetings throughout the semester.

**Adjournment**

Wilyer adjourned the meeting without objection at 3:06 p.m.

Recorded by:

Rob Christensen
AS Council Assistant

Approved by:

Aaron Wilyer
Legislative Vice President