

Associated Students Council  
Humboldt State University  
Monday, December 7, 2015  
University Center Banquet Room  
Minutes #11

Approved  
1-25-16

**Call to Order**

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

**Roll Call**

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

Officers Present: Tiana Cannon, Juan Cervantes, Alexis Hernandez, Zitlaly Macias

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

**Approval of Agenda**

MOTION: CHIPRES/JACOBS move to approve Agenda #11 dated December 7, 2015

APPROVED

**Chair's Report**

Macias reminded the Council to keep their comments brief.

**Approval of Minutes**

MOTION: GUZMAN/SESANTO move to approve Minutes #10 dated November 16, 2015.

APPROVED  
(1) ABSTENTION

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

*There was no Public Comment.*

**Appointments to Committees and Council**

**A.S. President (Juan Cervantes)**

MOTION: HERNANDEZ/JACOBS move to appoint Jonah Platt to the Instructional Related Activities Committee

APPROVED

MOTION: CHIPRES/CANNON move to appoint Alexis Hernandez to the Student Fee Advisory Committee

APPROVED

MOTION: DALY/HERNANDEZ move to appoint Molly Gilmore to the University Space and Facilities Advisory Group APPROVED

MOTION: CHIPRES/RAMIREZ move to suspend AS Government Code 7.03 to appoint Nick Rogers to the Business Enterprise Board of Directors APPROVED

*Nicolas Rogers is in class.*

MOTION: CANNON/RAMIREZ move to appoint Nicholas Rogers to the UC Business Enterprise Board of Directors APPROVED

MOTION: CHIPRES/RAMIREZ move to suspend AS Government Code 7.03 to appoint Morgan Burr to the Student Grievance Committee APPROVED

*Morgan Burr is in class.*

MOTION: PLATT/GUZMAN move to appoint to Morgan Burr to the Student Grievance Committee APPROVED

MOTION: DALY/HERNANDEZ move to suspend AS Government Code 7.03 to appoint Alec Howard to the Strategic Planning Implementation Committee APPROVED

*Alec Howard is at another meeting.*

MOTION: CHIPRES/RAMIREZ move to appoint to Alec Howard to the Strategic Planning Implementation Committee APPROVED

**A.S. Administrative Vice President (Alexis Hernandez)**

MOTION: PLATT/JACOBS move to appoint Eamon Daly to the Instructionally Related Activities Committee APPROVED

MOTION: SIEBUHR/BENEFIEL move to suspend AS Government Code 7.03 to appoint Hannah Zivolich to the Student Health Advisory Committee APPROVED

MOTION: RAMIREZ/CHIPRES move to appoint Hannah Zivolich to the Student Health Advisory Committee APPROVED

**A.S. Legislative Vice President (Zitlaly Macias)**

MOTION: DALY/BENEFIEL move to appoint Damon Own to the Integrated Curriculum Committee APPROVED

MOTION: CANNON/JACOBS move to appoint Kayla Vogel to the Services for Students with Disabilities Advisory Committee APPROVED

**A.S. Student Affairs Vice President (Tiana Cannon)**

MOTION: CERVANTES/SESANTO move to appoint Kalani Ortiz to the Student Health

Old Business

- A. Resolution 2015-16-1: An Act to Amend the Associated Students Government Code 6.03: Bystander Intervention Training – Tabled Second Reading

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

- MOTION: CHIPRES/PLATT move to remove from the table Resolution 2015-16-1: An Act to Amend the Associated Students Government Code 6.03: Bystander Intervention Training  
APPROVED

Cervantes noted he was unable to work on the resolution over the Fall Break and wanted to review the Check it training during the AS retreat before presenting a new draft to the Council.

- MOTION: CANNON/SIEBUHR move to table Resolution 2015-16-1: An Act to Amend the Associated Students Government Code 6.03: Bystander Intervention Training to the meeting on January 25, 2016.  
APPROVED

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

Tyson presented the AS Budget Plan and Five-year Budget. The documents include an Executive Summary, AS Funded Program and Services Description, Service Analysis, Organizational Governance and Management, and Strategic Goals—Looking Forward. The report also contains a Five-year Financial Projection with budget planning spreadsheet details. Tyson reviewed items within the document and highlighted those that were modified or added since the document was presented during the November 16, 2015 meeting. Tyson also noted the Board of Finance and the Executive Committee have approved the Strategic Plan.

- MOTION: CHIPRES/CERVANTES move to approve the Associated Student Budget Plan and Five-year Budget  
APPROVED

Cervantes thanked the authors of the document. Jacobs asked who worked on the projected budget analysis. Tyson answered that she wrote the document but got a lot of input from the committees. Platt asked about the reimbursement to other agencies line item on Appendix B and why there was a “jump” from one year to the next. Tyson explained it had a lot do with the change as to how the AS Council stipends were distributed.

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

- MOTION: CHIPRES/RAMIREZ move to approve A.S. Election Dates: April 19, 20 & 21, 2016

Tyson advised that the election dates must be approved by the AS Council.

D. AS General Manager Position Update – Discussion Item

Cervantes will update the AS Council regarding the position vacancy, review of structure and job description, and other changes related to the AS General Manager position.

Cervantes discussed the document in detail. Cervantes noted the document is being reviewed by the HSU President, and he already received feedback from the AS Executive Committee. Cervantes reviewed the job description section. Cervantes explained that the job description was created using the current AS General Manager (GM) job description as well as executive director job descriptions from other CSU Associated Students.

Jacobs asked why the wage had a wide range. Cervantes responded that he wanted to have a large candidate pool and the wage is similar to the CSU salary schedule for similar positions. Daly asked if the position would have a probationary period. Cervantes responded that he would conduct additional research into that idea. Tyson noted the position is an at-will position.

Cervantes discussed the position description and the minimum qualifications. Cervantes noted the proposed E.D. position has shifted to a non-profit focus. Hernandez asked what an “at-will” employee is. Tyson and Blake defined an “at-will” employee. Blake mentioned the position would require having a new boss each year. Cervantes asked about a contract for the position and how that works with an “at-will” employee. Cervantes responded that he is using the CSU Sacramento Associated Students model and the AS Council and the HSU President would have dual decision making authority to terminate the person.

Siebuhr asked about the conditions of employment and inquired if the position should have an employment contract. Cervantes noticed the concern as well and would conduct more research. Ramirez believed the job description is clear and wanted to discuss the screening committee section. Cervantes discussed the screening committee in detail and noted he modeled the manager position after the CSU Sacramento State Associated Students and other Associated Student E.D.’s throughout the CSU. Blake suggested the Chair should not be on the screening committee so the committee can work independently.

Blake noted in Section 4 paragraph C of the job description the number “100” should be removed because the number will change over time. Blake also noted in the job description that the Knowledge, Abilities & Specialized Skills section is similar to a “Preference Section.” Jacobs asked Tyson if she agrees with the qualifications of the position. Tyson said her position required a five year minimum vs. three. Daly asked what type of person would be considered in the position, whether the position would be a person looking to move up in their career or someone who is looking for longevity within the position. Daly also noted he had issues with the wage scale. Daly was concerned a new E.D. would want the wage cap as a starting wage and the minimum wage was too low. Cervantes responded the maximum wage amount would be the cap and most people would start with a lower wage. He also reminded the Council the wage scale was taken from similar state positions. Cervantes also asked HSU administrators, who were present at the meeting, about the broad minimum qualifications, included the minimum years of experience for applicants with bachelor’s degrees. Cervantes also asked how many applicants would apply. Joyce Lopes, Vice President of Administration and Finance, noted that in general the number of applicants changes

throughout the year. Blake also noted a benefits package can make a difference in who would apply for the position. Siebuhr added that having broader expectations of an applicant can be positive because it would not limit what knowledge and expertise is defined as. Chipres and Tierney supports the three years of experience, because of the small pool of applicants in the Humboldt County area. Hernandez believed five year experience would be better. Blake noted the wages should be stricken from the job description. Daly asked how the applicant process will be done. Cervantes responded that AS has the ability to have a human resource consultant through the UC.

Blake asked about the Council turnover and the evaluation process. The concern was that one negative evaluation could affect the E.D.'s employment status. The person could be fired after one negative evaluation. Blake also asked about the appraisal of the position regarding the Council and the HSU. Blake noted an evaluation process would be a good idea. Cervantes discussed the importance of having a dissenting voice in the evaluation process as well. He explained if the Council had overall positive reviews, but there was a dissenting minority, that opinion could also be recorded. Ramirez asked about evaluating the AS Council from year to year, including evaluating the Council throughout the year. Cervantes responded the Council's agenda will change from year to year, which will be hard to evaluate using a standard rubric. Daly asked about the E.D.'s evaluation process. Cervantes responded that he is continuing to work on the document.

*The Council adjourned for a 5 minute recess.*

*Daly and Stadtfeld left the meeting at 4:57 p.m.*

Hernandez suggested an accessible method to evaluate the E.D. Sesanto suggested a probation period for the first year. Tierney noted the follow up evaluation would be during the summer, and suggested the evaluation should be set during the fall semester. Hernandez noted the annual evaluation would be during an AS Council meeting before the transitional meeting and be approved at the following meeting. Ramirez asked for language for two bad evaluation to warrant a disciplinary action. Cervantes responded that he is worried about micromanagement in the policy. He wants to trust future Councils and enable them to make decisions without a lot of limitations within the policy. Ramirez discussed that he wouldn't want to see one bad evaluation destroy a career, but the Council should act if a pattern of negative evaluations emerges overtime. Chipres noted that evaluating the Council by the actions of the E.D. is challenging to do. Guzman noted a rubric used to evaluate the E.D. over the course of the year could be used to provide feedback for the E.D. Cervantes responded that he would not want the E.D. to have fourteen different opinions, but only have one from the AS President. Hernandez suggested an informal assessment in the middle of the year, possibly by the Executive committee. Guzman suggested a one-on-one meeting with each council member. Ramirez asked about evaluations supported the E.D. Cervantes responded it would take both parties to decide the fate of the E.D. Blake asked about section 5.01 and the words "supervise" and "advisor." Blake was concerned there might be an issue about the roles and responsibilities of the E.D.'s position and the AS President's position. Cervantes asked her about the same dynamics between her position and the HSU President. Blake noted there is some parallel between the roles. Cervantes discussed that he will also get feedback from the AS attorney.

Ramirez asked about the process of negotiating the E.D.'s wages with possible candidates. Cervantes responded the he didn't want to have a lot of control of it and would like to leave that to a future AS Council. Sesanto asked about responsibilities of the HSU President and the AS Council on termination of the E.D. Cervantes explained the AS Council and the President were dually responsible for the termination of the E.D. Tierney asked about if there was a tie or split in the

decision to terminate, would the vote be up to the Legislative VP. Cervantes will review the document and consider Tierney's suggestion.

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

**President (Juan Cervantes)**

Cervantes reported that he attended the University Center Board Meetings and discussed the "honor tax", the 5-Year Plan, and employee benefit subsidies. He also attended the University Senate. The Senate discussed the Syllabus Policy, and that the "Environmental Management and Planning major" and "Environmental Science major" are merging. During the CSSA Plenary meeting at Dominguez Hills, they discussed the disentanglement from the Chancellors Office, Open Meeting Legislation, AS issues (Access to Student Email lists, Executive Director/AS relationship, Shared Governance), online student reviews (RateMyProfessor run by CSU/CSSA), and the CFA/CSU Negotiations. Cervantes also mentioned the Veterans Day Events was a successful collaboration with Student Veterans Association, Clubs, and other parties. Cervantes also attended the CSU Academic Senate. The Senate discussed background check policy, shared governance issues across the CSU, and moral issues regarding HSU Athletics. He also attended AVP of RISS Student Forums. He also had dinner with CSU Trustee Lillian Kimbell. They discussed issues of Professor/Lecturer equity issues, differed maintenance, and the relationship between the Board of Trustees and the student body of the CSU. He also helped students through a grievance process. He noted information is currently not getting to students regarding their rights. He met with Michael Fischer and Peg Blake and discussed lactation stations on campus. He attended a Board of Trustee meeting and discussed current CBA issues in negotiations and process. He attended a Provost Search Student Forum for Dr. Enyedi and couldn't be happier about the outcome. He attended HSU Food Alliance meeting. He attended the Zero Waste Resolution meeting. He suggested to the Council that they include a discussion item as soon as they can find space on an ASC meeting agenda. He met with members of the HEIF Committee regarding the use of funds to partially fund a new stateside position. He attended a meeting to begin the planning process for a Haas institute 18 month seminar with Dr. John a. Powell. He attended the Environmental Studies Club's screening of "This changes everything" by Naomi Klein. He also attended Climate Action Committee meeting. They discussed SecondNature.org's Climate Commitments program.

*Sesanto left at 5:29 p.m.*

Executive Committee Report – November 30, 2015

1. Associated Students Business Plan and Five-year Budget – **Action Item**  
President Rossbacher has asked each auxiliary organization to provide her with our business plan and a five-year financial or budget plan. This should be developed with the input and support of our governing body. The due date is January 2, 2016.  
This item was approved by the Executive Committee.
2. AS Spring Retreat; Saturday, January 30, 2016 – Tabled Discussion Item  
The Executive Committee will discuss the content and format of the AS Spring Retreat.
3. AS Council Representative-Executive Partnership Clusters – Discussion Item  
Discussing the idea of pairing up each Executive Committee member with each Council Representative to create clusters that will potentially increase accountability

and momentum on meeting the AS Council goals.

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

#### **Administrative Vice President (Alexis Hernandez)**

Hernandez discussed the AS Event Funding Committee and that they had met. The AS Board of Finance also had a meeting. He continues to be involved in YES Director position search. He attended the Executive Committee and discussed an idea of a partnership between the Executive and the Council Representatives to achieve more training.

#### **Board of Finance Report – November 30, 2015**

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

Hernandez noted the Board of Finance approved the 2016-17 AS Budget Timeline and 2016-17 AS Budget Application Materials.

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

Tyson announced the materials will go out in January—and possibly before the end of finals week.

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

#### **Student Affairs Vice President (Tiana Cannon)**

Cannon reported she attended the AS Events Funding Committee. They addressed concerns about applications being student sponsored. She attended the AS Executive Committee and looking forward to the next semester.

#### **Legislative Vice President (Zitlaly Macias)**

Macias reported that she discussed the lack of feminine hygiene products in bathrooms with a Plant Operations representative.

#### **Guzman – College of Arts, Humanities and Social Sciences**

Guzman reported WRAPP won an award and will receive a \$500 reward. She also attended the University Senate and discussed the syllabus policies and an issue with math possibly being removed from classes. Guzman also discussed being involved with the Zero waste group.

#### **Ramirez – College of Arts, Humanities and Social Sciences**

Ramirez attended an Oh Snap! meeting and said they have been busy. Ramirez reported Oh Snap! is

running at full capacity and efficiency. The parking committee has been meeting every week. They are working on a 5-year plan. Ramirez is also working with the History Club. The club is working on projects that would promote certain topics throughout the next semester. He also attended the mural presentation on the UC building presentation last week and attended the GIS Day event.

**Siebuhr – College of Arts, Humanities and Social Sciences**

Siebuhr reported recent WRC events went well. The Sexual Assault Prevention Committee is meeting on Friday, December 11, 2015.

**Jones – College of Professional Studies**

Jones attended a meeting with Graduation Pledge Alliance representatives.

**Benefiel – College of Professional Studies**

No report

**Sesanto – College of Natural Resources and Sciences**

No report

**Jacobs – College of Natural Resources and Sciences**

Jacobs reported a lecturer was required to quit their HSU position because they were not V-Certified. Jacobs is going to conduct more research into the matter.

**Tierney - College of Natural Resources and Sciences**

Tierney reported there are vacancies in the AS Presents Committee. The Anarchist book fair is on January 23, 2016.

**Chipres – At Large**

Chipres attended the HSU Senate. The Senate discussed changing Moodle to Canvas.

**Platt – At Large**

Platt met with Jeff Shwartz about a legal resource center on the HSU campus. There are similar centers at other CSUs. Platt discussed looking at a physical space on campus for the center to be placed. He going to meet with Cyril Oberlander, Library Dean, about using a space in the library for the legal resource center. The California Faculty Associated is preparing to-strike.

**Daly – Graduate Representative**

No report.

**External Affairs (Vacant)**

No report.

**AS Presents (Jacob Stadtfeld)**

No report.

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

Blake reported the HSU President has named Dr. Alexander Enyedi as the new Provost and Vice-President of Academic Affairs. Blake advised students to take care of themselves, to finish the semester and stay healthy.



**General Manager (Joan Tyson)**

Tyson asked the Council to save the date for the AS Retreat. The AS Retreat will be on January 30, 2016.

**General Council Discussion**

Blake noted the lactation station to the Plant Operations Director.

MOTION: Cervantes/Hernandez to extend the meeting to 6:10 p.m.

APPROVED

Hernandez desires the AS Council to wear their AS shirt at HSU events. Ramirez is on the HSU Instagram for the week. Platt asked about the AS retreat timeline. Tyson responded to save the time of 9 a.m. to 5 p.m.

**General Council Work Session**

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

Cannon discussed the details of the AS Study Lounge. ASC members should sign up for a minimum of four hours. The extended hours past midnight are offered if there are two members present. Chipres asked why it did not start on Saturday. Cannon answered there are other study lounge events. Ramirez asked if there are office hours during finals or during the study lounge. Macias said she will look into it. Cervantes also noted all-nighters should not be condoned, but it is a reality. The extended hours provide students with a safe place to study. Jacobs asked if Council members could study while on-duty. Cannon said yes.

**Announcements**


Guzman announced there are RAMP positions. Siebuhr announced ERC and WRC have vacant positions. Platt announced "Macbetos Tacos" is playing on December 10, 2015 at the Arcata Playhouse. He also mentioned there will be students staying at the HSU library longer than the library's official hours. Cannon announced Lambda Theta Alpha is having a raffle.

**Adjournment**

Macias adjourned the meeting without objection at 6:02 p.m.

Recorded by:  
Patric Esh  
AS Council Assistant

Approved by:

  
Zitlaly Macias  
Legislative Vice President