

Associated Students Council  
Humboldt State University  
Monday, February 1, 2016  
Nelson Hall East, Room 113  
Minutes #15  
**\*\*SPECIAL MEETING\*\***

**Call to Order**

Macias, Legislative Vice President, called the meeting to order at 3:00 p.m. in Nelson Hall East, Room 113.

**Roll Call**

Representatives Present: Jesse Benefiel, Graciela Chipres, Eamon Daly, Kathryn Guzman, Jordan Jacobs, Jason Jones, Sean Sesanto, Alexia Siebuhr

Representatives Absent: Michael Ramirez (Excused)

Officers Present: Tiana Cannon, Juan Cervantes, Zitlaly Macias, Jonah Platt

Advisors Present: Aaron Cobas, Natasha Sanders, Joan Tyson, Dr. Peg Blake

**Approval of Agenda**

MOTION: CANNON/PLATT move to approve Agenda #15 dated February 1, 2016

APPROVED

**Chair's Report**

Macias requested members to respect each other during discussions.

**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: PLATT/DALY move to appoint Madison Whaley as the External Affairs Representative to the Associated Students

APPROVED

**Old Business**

- A. Review and approval of Amendments to the AS Administrative Code – **Action Item**  
Council will review and approve the proposed amendments to the Administrative Code.

MOTION: JONES/CERVANTES move to remove from the table the Review and Approval of Amendments to the AS Administrative Code APPROVED

*Macias opened the floor to Public Comment:*

Jerry Dinzes, At-Large Student, commented he is glad the resolution is being addressed by the Council. Dinzes discussed his perception of the Executive Director position. Dinzes noted it's the Council's responsibility to provide the oversight of the position.

*Council Discussion:*

Cervantes discussed the Administrative Code. Daly asked about the status of the business services agreement with the UC was and Daly also commented on section 5.04 regarding the consultation with the University President. Blake asked for clarification that the AS will approve a search committee and the hiring search process assuming the position description is also approved by the Council. Cervantes responded the screening process action item would be voted on no matter how the Council would vote on the position description. Cervantes asked for questions and comments from the AS Council. Siebuhr asked for clarification on the item. Cervantes asked if the ASC wants to discuss the position description before the codes or after the codes. Benefiel asked if the code would be nulled if the positions doesn't change. Cervantes said the code could change.

MOTION: CERVANTES/SIEBUHR move to table the Review and Approval of Amendments to the AS Administrative Code to after Item C in the agenda APPROVED

B. Review and Approval of Amendment to the Personnel Code. – **Action Item**  
Council will review and approve the amendments to the AS Personnel Code.

MOTION: BENEIEL/DALY move to remove from the table the Review and Approval of Amendments to the AS Personnel Code APPROVED  
(1) NAY

*Macias opened the floor to Public Comment:*

Jerry Dinzes, At-large Student, discussed the Personnel Code, but asked if he could speak later. Macias approved his request. Cervantes asked if there was a presentation by the HSU Administration present at the meeting. Scott Kasper, HSU Employee Relations & Compliance, discussed his experience with non-profits and government boards and said he would answer any questions the Council may have. Lopes discussed the pros/cons that the AS Council asked for during the prior meeting. Cervantes provided a copy of the pros/cons to the AS Council. Lopes noted the AS Council can hire an Executive Director, but was concerned with the hiring structure and the process and wants to protect the AS employee and the students. Daly discussed the consultation with the University, and the role and duties of the HSU President. Blake responded the HSU President's duties include ensuring fiscal responsibility, reviewing program and budgets with Auxiliaries, ensuring the university polices are not in violation, and university assets are recovered. It's the HSU President's responsibility for the university to be fiscally sound, which is stated in the Education Code and Title 5.

MOTION: GUZMAN/SEIBUHR move to amend Section 1, paragraph B of the AS Personnel

code to state, "Ensure compliance with IRS, Federal, State of California, and applicable non-profit codes, policies and regulations."

APPROVED

*Back to general discussion*

MOTION: CHIPRES/BENEFIEL move to amend Section 1, Paragraph D to include, "Ensure compliance with University policies and integration with campus operations including coordinating review of AS programs and budgets with the Humboldt State University President and review of fiscal operations including audits with Humboldt State University Chief Financial Officer."

APPROVED

*Back to general discussion*

MOTION: DALY/CHIPRES move to include in Section 1, Paragraph E, "Ensures integrations of risk management with Humboldt State University Risk Manager and applicable policies."

FAILED

(2) AYES

(8) NAYS

(1) ABSTENTION

Cervantes noted Section 1, Paragraph C had the same issue and the item would be redundant. Cervantes asked why Daly would like to include the sentence. Daly said, "why not." PLATT responded that Daly's claim does have any support or evidence. Daly asked if there was a current operations agreement. Cervantes said there is a current operation agreement.

*Back to general discussion*

Jacobs asked what the red typed lines meant. Cervantes remarked the red lines are suggestions. Blake confirmed the red edits are the HSU administrations' suggestions.

MOTION: JONES/CHIPRES move to include a new Section 3, paragraph F. that states, "Provides oversight for student assistant program staff."

APPROVED

Daly asked if the student assistances work for the State of California. Tyson noted the student assistants are paid by the AS except for certain programs AS provides reimbursement.

*Back to general discussion*

MOTION: SESANTO/CERVANTES move to include a new Section 4, Paragraph B that states, "Ensures compliance with all California State University and Humboldt State University personnel policies, procedures and guidelines as applicable to AS."

APPROVED

*Back to general discussion*

Daly asked about the hiring process during the search committee. Cervantes noted it is not the current Council's place to micromanagement in the Personnel Code regarding who is hired and who isn't hired in the future.

MOTION: DALY/SESANTO move to remove the word "fulltime" from Section 1, Paragraph H  
APPROVED

Cervantes requested Tyson's feedback. Tyson noted the information is the Constitution that that authority is with the General Manager. Lopes noted there should be language in the description to hire full and part time persons. Sesanto asked the item should include the word part-time. Cervantes responded that he wouldn't mind including it, but doesn't care.

C. Associated Students of Humboldt State University Executive Director Job  
Description – **Action Item**  
Council will review and approve the Executive Director Job Description.

MOTION: JONES/CANNON move to remove from the table Associated Students of Humboldt  
State University Executive Director Job  
APPROVED

MOTION: CHIPRES/SESEANTO move to strikeout "position with" and replace it with "of" in  
the second paragraph  
APPROVED

Siebuhr asked about the change to the minimum requirements 5 years plus experiences. Cervantes responded that there was a change because of the different aspects of the duties and responsibilities involved in the position. Sanders asked about anti-discrimination policy. Blake noted some might not be experienced in the process. Blake also noted the position is a career position and encouraged the AS Council to think about who would apply, especially candidates who have experience in student affairs and student government, and the current managers has a role working with students. Blake recommended the Council hire someone who has experience and education in organization knowledge in higher education and student government. The work is different compared to non-profits and the organization. Cervantes thought about it and noted it would be a rabbit hole. Cervantes explained the higher education is a specialized area, especially the California State University system. Cervantes noted the CSU codes and process different than other places. A non-profit as a public service or organization, if higher education is included in the job description then only certain applicants would apply. Siebuhr noted the non-profit sector is very vast and certain applicants might not be viewed as a qualified or experienced, but they have different qualifications that could be suitable for the position. Blake responded that she doesn't disagree, but would prefer an applicant who has qualifications in higher education. Blake also explained the Associated Students is not just any non-profit, and there are specific qualifications needed and there are people who specialize in student government. Jerry Dinzes, At-Large student, noted the screening committee would have a discussion on the applicants' qualifications. Dinzes further noted that the applicants would know something about the specific duties and responsibilities, but not all duties and responsibilities of the position. The position should not have specific requirements. Dinzes also pointed out that applicants would want to live in Humboldt can be challenging. Daly agrees with Dinzes that the position description should cast the biggest pool of applicants. Guzman agrees with Daly, but also agrees with Blake. Guzman noted AS would not want someone who hasn't worked with students, but has a lot of non-profit experience and has worked in higher education before. Scott Kasper provided a Human Resource perspective. Kasper commented that the AS Council works on a one year term, other places work on a three year term. Kasper also noted the challenges of the position working with a highly transitional board. Kasper also discussed Human Resources already having a recruitment plan in place with policies and procedure. Kasper also noted the hiring process can take months. The yearly transition is a challenge and the AS Council needs to consider the challenge. The turnover for employees can be three to five years, and the current process would have

a high turnover rate. The job is complex and it would take time for a new person to manage and learn the position. Kasper concluded the position does not have a lot of stability. Whaley noted the position doesn't have to be exclusive, experiences and specific qualifications can be placed in preferred experiences, but student affairs experience should be considered. Jacobs would agree with Whaley. Cervantes thinks of minimum qualifications as that and not preferred qualifications. Blake noted he would be surprised. Blake suggested the preferred experience would have more information, the minimum qualification would be brief, create a base line, and provide flexibility of the position description.

MOTION: CERVANTES/CHIPRES move to include from general comments, "ability to effective multicultural environment to the section, "Knowledge, Abilities, and Specialized Skills."  
APPROVED

MOTION: GUZMAN/JONES move to strikeout 100 from the Personnel Management Section

*Motion withdrawn by Guzman*

MOTION: CANNON/GUZMAN move to amend the duties to strikeout existing lined out items and include the items in blue font.  
APPROVED

Daly noted the minimum requirements don't match. Cervantes said they can go back to that after the motion.

*Back to general discussion*

Daly discussed items in the position description are different in the codes. Cervantes noted some of the items need to struck out in the code but the minimum qualifications are the same. Guzman noted the job description has discrepancies too. Blake asked if the AS Council is a mid to large organization, asked for the AS budget, wanted to know the IRS compliance and recommends "similarly sized" in the language. Blake discussed the screening committee and the need to define a mid to large non-profit organization. Blake thought it would be hard to screen that issue. Cervantes asked Guzman about her discrepancy. Guzman noted the minimum qualification on the job description doesn't match. Sanders researched the mid to large organization and noted there are about five different definitions. Sanders noted the IRS would define the AS as a mid-sized non-profit. Cervantes doesn't mid-striking out the language regarding mid to large organizations. Daly asked if similar size would be appropriate. Dinzes recommended not wanting to exclude certain organizations. Blake noted there needs to be clarity in the description. Benefiel discussed striking out the term would be the best option. Cervantes agreed. Scott Kasper, a HSU Human Resources Representative, discussed that the AS Council should be careful on the minimum qualifications language and screening applicants. Kasper recommended reviewing the individual traits that the Council wants and work backwards and noting the Council should approach each applicant the same. Sanders asked for a recommendation. Kasper noted "similarly" would be the best option and "University experience" would be another suggestion. Daly noted the sentence might not flow if the word is struck out. Daly also noted someone with high school experience might not be qualified within the description. Cervantes asked Kasper about similar size or larger organizations. Kasper suggested taking out "size," but being consistence is important. Guzman asked if "similarly structured organization" would that be appropriate. Kasper replied that it would depend on how the term would be defined and have a consistent definition.

MOTION: CERVANTES/GUZMAN move to strikeout "for a mid to large organization" in the Minimum Qualifications Section. APPROVED  
(1) ABSTENTION

Daly expressed a concern that the general experience may not be connected with the job. Cervantes noted the previous statement supports that idea.

*Siebuhr left the meeting at 4:28 p.m.*

Blake noted it's not uncommon for the person who is recruited to come from a Students Affairs department. Blake noted the person may not have non-profit experience but has a lot of experience with students. Guzman approves of the amendment because it provides clarity. Guzman would like to have a discussion on the non-profit issue. Cervantes said he had a misconception that the position would be primarily an advising role, but realized the duties focus on the business aspect of the organization. That is why his opinion had shifted over time.

MOTION: CERVANTES/CHIPRES move to remove the table for the Review and Approval of Amendments to the AS Administrative Code. APPROVED

Daly discussed having any Council member be able to nominate a representative to the screening committee. Cervantes responded he would be open to that idea. Jacobs asked for an example of the nominating process. Cervantes provided an example. Blake noted the Board of Directors uses the same process.

MOTION: CERVANTES/DALY move to strikeout AS President and include, "any member of the AS Council" in section 8.01 of the Administration Code. APPROVED

MOTION: DALY/JACOBS move to amend the amendment and insert AS before Council. APPROVED

Blake noted the MOU with the UC Business office will change significantly in the future. Cervantes noted there is language for a designee and the Council can only work on the current contract they have.

### Adjournment

Macias adjourned the meeting without objection at 4:43 p.m.

Recorded by:  
Patric Esh  
AS Council Assistant

Approved by:

  
Zitlaly Macias  
Legislative Vice President