

Associated Students Council  
Humboldt State University  
Monday, January 25, 2016  
University Center Banquet Room  
Minutes #14

**Call to Order**

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

**Roll Call**

Representatives Present: Kathryn Guzman, Michael Ramirez, Alexia Siebuhr, Jesse Benefiel, Jason Jones, Sean Sesanto, Jonah Platt, Eamon Daly

Representatives Absent: Graciela Chipres (Excused), Jordan Jacobs (Unexcused)

Officers Present: Juan Cervantes, Tiana Cannon, Zitlaly Macias

Advisors Present: Aaron Cobas (Late), Joan Tyson, Dr. Peg Blake

**Approval of Agenda**

MOTION: CANNON/PLATT move to approve Agenda #14 dated January 25, 2016

APPROVED

**Chair's Report**

Macias asked everyone to keep their comments concise and on point.

**Special Presentation**

Aisha Cissna and Ivan Soto presented on the Student Sustainability Coalition Earth Week events, including a timeline of events, and requested input from the Council. Natasha Sanders, Student At-Large, provided an idea for an art refuge. Guzman suggested plastic bottle art and cleaning wax out of candles workshop, and Joyce Lopes, HSU Vice President of Administrative Affairs, suggested a highway and beach cleanup and using the items picked up to make art. Ramirez suggested reaching out to Klamath Connection and ROSE. Blake suggested partnering with local schools to collaborate with students. Siebuhr suggested art on fish kills, and then having a forum or a discussion. Cervantes asked if the group needed more volunteers, funding, or resources. Cissna responded they are mostly looking for proposals, but volunteer and resources are good to have. Ramirez suggested collaborating with ITEPP. Cervantes suggested more fun activities that can include different groups and people. Siebuhr discussed an activity about menstrual pads. Cannon discussed reaching out to Greek Organizations. Platt noted to reach out to campus clubs for more involvement. Cervantes added they should reach out to sustainable focused clubs.

**Approval of Minutes**

MOTION: RAMIREZ/DALY move to approve Minutes #11 dated December 7, 2015  
APPROVED

MOTION: BENEFIEL/CANNON move to approve Minutes #12 dated December 14, 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: CANNON/RAMIREZ move to appoint Jonah Platt as the Administrative Vice President to the Associated Students  
APPROVED  
(1) ABSTENTION

MOTION: DALY/RAMIREZ move to appoint Natasha Sanders as the A.S. Presents Representative  
APPROVED

MOTION: SESANTO/DALY move to appoint Jason Jones to the Instructionally Related Activities Committee  
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/SESANTO move to approve the Review and Approval of Amendments to the AS Administrative Code  
TABLED UNTIL  
THE NEXT MEETING

Cervantes provided copies of President Rossbacher's notes on the Executive Director position. Lopes noted the general comments are similar to the discussion from the last meeting. Lopes also discussed that HSU Auxiliaries must abide by HSU policy and procedures and the final document should also be reviewed by the HSU Human Resources Department. The position must be in scope with similar state side positions. Lopes also noted that the AS Operating Agreement must be updated as the template provided by the Chancellor's Office has changed. This update applies to all HSU auxiliaries. Cervantes asked Lopes about the updated template from the Chancellor's office. Cervantes didn't see big changes, and wanted to know what they were and how the changes impact the current services. Lopes responded that HSU doesn't want to make significant changes, but needs to have more clarity in the agreement. Lopes remarked that it would be important to show the process and procedures of the fiscal oversight. Cervantes asked about the changes in services provided by the University Center (UC) Business Services. Lopes noted the UC should focus on their central mission. Cervantes asked for their central mission. Lopes replied with her interpretation. Cervantes noted the mission is for the students. Lopes noted that was not a discrepancy, just the UC

should focus on their primary mission. *Cervantes noted in Section 2, Paragraph D in the position's duties University Center Business Office was crossed out, and asked if there were going to be changes in the future. Lopes noted a review from last year there were suggestions for changes. Lopes noted the audit documents need to coordinate with HSU. Cervantes asked about the UC business services and HSU President's oversight of AS. Cervantes believed the new changes enables the HSU President to have more power over AS. Cervantes also asked where it shows the suggestions from last year. Lopes noted the compliance guide refers to the changes.*

Lopes continued going over the general comments.

Daly asked if Lopes could provide the pros/cons of the current position compared to the proposed position and direction. Daly noted he is not sure what had been taken out or no longer provided in the position description if the AS Council goes in a new direction. Lopes said she can ask HSU Human Resources to show the differences in the positions. Cervantes agreed with Daly. Cervantes believed AS was compelled to make a change because AS was not in compliance of state laws. Lopes asked for specific Associated Student organizations that had a similar structure. Cervantes noted he will provide the information after the meeting. Sanders asked about the disbursement of money and does the position take power away from students. Lopes noted the position does not take power from the students, and AS can get a different entity to provide services. Sanders provided a hypothetical where there is a legal issue and the Executive Director says no to the student's mandate. Lopes noted the person should provide advice and not dictate.

Daly asked if AS is violating state law, and could AS receive feedback from the AS attorney. Cervantes asked if Daly read the corporate code, and the Council can contact the lawyer if needed. Daly said he did, but the code doesn't provide the big picture and desires to attract the best talent, with good benefits while saving the students money. Daly doesn't want to place that responsibility on students and add the stress of managing an Executive Director. Cervantes replied he is not trying to deceive the Council and will look into the issue. Cervantes requested Council to research the law. Cervantes noted he doesn't like the argument students shouldn't be involved because they are students. Daly noted the student's educational experience shouldn't effect someone's career. Daly continued by asking if AS is breaking the law, why hasn't something been done. Blake noted lawyers have reviewed the compliance issue and AS is not out of compliance with the law. Cervantes noted an Executive Director being paid by the AS but directed and controlled by the HSU Administration is not in compliance. Lopes noted the financial audit is handled by a third party and not part of the CSU system.

Ramirez asked for clarity of the action item and that the new position is currently in compliance. Daly responded that the UC couldn't provide business services according to Lopes. Cervantes noted the Council Assistant position cannot receive wages and benefits from the UC because of direction and control issues. Lopes discussed that another party can provide business services, but not be the employer of AS employees. She also noted AS must be in compliance so that someone can be in authority to deal with human resource issues, so people can protect themselves. Blake noted Lopes asked other parties to provide feedback on the item and the general comments document is a compilation of many people from the University. Tyson noted that putting together a benefits package for a small organization has been challenging and has not found a solution at this point. AS has an employee handbook for hourly employees. Tyson has talked to organizations that are third party administrators (such as Wells Fargo) for benefits as well as other auxiliary human resource managers. Lopes and Blake noted Tyson should ask the HSU Human Resources Department which can provide some perspective. Daly asked about a cost benefit analysis compared to the CSU

benefits package and a third party. Cervantes noted AS doesn't provide any benefits at this time—we are trying to set that up.

MOTION: DALY/RAMIREZ move to table the Review and Approval of Amendments to the AS Administrative Code to the next meeting. 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: JONES/GUZMAN move to approve the Review and Approval of Amendments to the AS Personnel Code  
TABLED UNTIL  
THE NEXT MEETING

MOTION: CERVANTES/BENEFIEL move to table the Review and Approval of Amendments to the AS Personnel Code to the next meeting APPROVED

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

MOTION: CERVANTES/RAMIREZ move to approve the Associated Students of Humboldt State University Executive Director Job  
TABLED UNTIL  
THE NEXT MEETING

MOTION: CERVANTES/BENEFIEL move to table the Associated Students of Humboldt State University Executive Director Job Description to the next meeting APPROVED

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

**President (Juan Cervantes)**

Cervantes attended the CSSA meeting. Proposed legislation on open meeting laws, background check, and HR policy issues were discussed.

**Administrative Vice President (Jonah Platt)**

Nothing to report.

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

Cannon reported she has scheduled interviews for committees.

**Legislative Vice President (Zitlaly Macias)**

Macias reported there is an Academic Policy Committee on Thursday, January 28, 2016.

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

Guzman attended the University Senate Constitution and Bylaws committee.

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

Ramirez reported going to an event and talked to professors about implementation of broad education aspects rather than testing. He attended the Parking and Transportation committee, and the

committee recently submitted a 5-year plan. He's be unable to meet with Oh Snap! Ingenious Peoples Student's Alliance is now one group and planning the "9<sup>th</sup> Annual Big Time."

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

Siebuhr attended the Sexual Assault Prevention Committee. The Woman's Resource Center is planning a time to meet.

**Jones – College of Professional Studies**

Jones reported that he and Benefiel met with Ana Cortes, a prior AS Council member. Cortes is working on campus for Dean Lee's Office.

**Benefiel – College of Professional Studies**

Benefiel had nothing to report.

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

Sesanto had nothing to report.

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

Absent.

**Chipres – At Large**

No report.

**Daly – Graduate Representative**

Daly reported attending a meeting for the Humboldt Film Festival, an AS Program. He has a Grievance Committee meeting tomorrow. He is waiting for the schedule for the Health and Safety Committee.

**External Affairs (Vacant)**

No report.

**AS Presents (Sanders)**

Sanders had nothing to report.

**AS Elections Commissioner (Cobas)**

No report.

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

Blake had nothing to report.

**General Manager (Joan Tyson)**

1. Memo from Joyce Lopes, Vice President Administrative Affairs and Chief Financial Officer, regarding Foundation Document Review.

Tyson reported and requested the Council to review the document they received in December 2015. Let her know if you have any questions. Tyson also reminded the Council that the Panetta Intern Program is taking applications and an email has been sent to the Council regarding this opportunity. We have had AS Council members selected for this program in the past and have reported it to be a very valuable experience.

**General Council Discussion**

There was no discussion.

**Announcements**

- A. REMINDER: AS Spring Retreat; Saturday, January 30, 2016, 8:30 a.m. (Joan Tyson)

Tyson went over the schedule of the retreat that will take place in the University Center South Lounge.

*Cobas arrived at 4:37 p.m.*

**Adjournment**

Macias adjourned the meeting without objection at 4:38 p.m.

Recorded by:  
Patric Esh  
AS Council Assistant

Approved by:



Zitlaly Macias  
Legislative Vice President