

Associated Students Council  
Humboldt State University  
Monday, November 2, 2015  
University Center Banquet Room  
Minutes #9

**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, Jonah Platt, Michael Ramirez, Sean Sesanto, Alexia Siebuhr, Ama Tierney

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

Advisors Present: Becca Ingerson, Joan Tyson

Advisors Absent: Dr. Peg Blake (Excused), Jacob Stadtfeld (Excused)

**Approval of Agenda**

MOTION: RAMIREZ/GUZMAN move to approve Agenda #9 dated November 2, 2015

APPROVED

**Chair's Report**

Macias announced that if a Council member is going to be late or absent for a meeting or their office hours to please notify her.

**Approval of Minutes**

MOTION: HERNANDEZ/SESANTO move to approve minutes #8 dated October 19, 2015

APPROVED

**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: DALY/CHIPRES move to appoint Aisha Cissna to the HSU Advancement Board

APPROVED

MOTION: HERNANDEZ/PLATT move to suspended AS Government Code 7.03 to appoint

Morgan Burr to the Humboldt Energy Independence Fund

APPROVED

MOTION: HERNANDEZ/TIERNEY move to appoint Morgan Burr to the Humboldt Energy Independence Fund  
APPROVED

MOTION: CHIPRES/HERNANDEZ move to appoint Sean Sesanto to the Associated Students Executive Committee  
APPROVED  
(1) ABSTENTION

MOTION: GUZMAN/CANNON move to appoint Jason Jones as the College of Professional Studies Representative to the AS Council  
APPROVED

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

No appointments

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

MOTION: BENEFIEL/GUZMAN move to suspend AS Government Code 7.03 to appoint Cynthia Rojas to the A.S. Presents committee  
APPROVED  
(1) NAY

MOTION: RAMIREZ/CERVANTES move to appoint Cynthia Rojas to the A.S. Presents committee  
APPROVED  
(1) ABSTENTION

MOTION: CHIPRES/GUZMAN move to appoint Jonah Platt to the Board of Finance Committee  
APPROVED

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

MOTION: HERNANDEZ/GUZMAN move to appoint Jesse Benefiel to the Sexual Assault Prevention Committee  
APPROVED

### **Old Business**

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

Cervantes discussed the process of the “first reading.” Cervantes then presented on the resolution, discussed the reason for the resolution, and then asked for feedback from the public and the AS Council.

*There was no public comment.*

Hernandez, Ingerson, and Sesanto suggested the training coordinator be under a different position. For example, the Legislative Vice President or the AS staff. Daly suggested the resolution should include that Council members be mandated reporters. Siebuhr, Cannon, Sesanto, and Platt disputed that suggestion for various reasons. Sesanto also suggested there should be a training certificate in



case there is an issue with verification. Ramirez asked for consideration that the training not be tied to the stipend. Ramirez expressed that tying the training to the stipend could be viewed as controlling. Macias pointed out that a Council member may only be participating in the training to receive a stipend. Other Council members suggested tying the training to the existing point violation system. Guzman noted that Council members who are appointed during the semester may have difficulty receiving a stipend if they have not had the training yet. Daly suggested a grace period to insure the Council member will receive their stipend if they have not taken the training.

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

#### **President (Juan Cervantes)**

Cervantes attended to the CAHSS mixer and meet with Rock Braithwaite, Kinesiology Department Chair, about lifeguards and pay. Cervantes has also been working on the AS general manager position. Cervantes also talked to the AS Vice Presidents about club accounts and charges.

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

Hernandez reported there are four open forums for the YES Director candidates within the next two to three weeks. HEIF is looking into a position splitting work with facilities and HEIF.

#### **Board of Finance Report – October 26, 2015**

1. Request to Change the Publication Date for the Cultural Times – Information Item  
Amy Westmoreland, MultiCultural Center Director, requests the publication date for the Cultural Times be changed from Monday, December 7, 2015 (per paragraph 10 of the Associated Students State University 2015-16 Budget Policies and Procedure) to a different date during the first week of the 2015-16 Spring Semester.

Hernandez informed the Council that Amy Westmoreland, MultiCultural Center Director, requested a publication date change so the MultiCultural Center could publish a higher quality magazine.

2. Reserve Policy, Fund Designation and Procedure for Expenditure – **Action Item**  
The A.S. 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. Changes are indicated by utilizing ~~strike throughs~~ and underlined print.

Hernandez gave Tyson the floor. Tyson discussed that the purpose of the reserve policy is to provide guidelines for the basis of the annual review of the AS fiscal viability, as well as provide the Council and General Manger sufficient funds to address contingencies, emergencies and budgetary impact. At the same time, the reserve policy allows for adequate working capital to maintain programs, services, facilities, finance non-routine replacement, to meet the needs of future growth and other priorities that the AS Council may have within the Mission of the Associated Students.

Associated Students has three reserve funds;

1. Operating Reserve
2. Capital Purchases Reserve, and
3. Special Projects & Facilities Reserve

All of which are given further definition in the policy.

The policy also outlines the procedures for the expenditure of AS Reserves which does require review by the Board of Finance, approval by the AS Council and approval by the University President (or designee). The designee is currently Joyce Lopes, the Administrative Affairs Vice President. The recommended changes in this document are indicated by utilizing ~~strikethroughs~~ and underlined print.

There are two notable changes:

1. The first is found on the second page that reads..." The maximum amount which should be retained for on-campus reserves combined is up to 30% of current year expenditures.....
2. Page three that increases the amount from ~~\$2,000~~ to \$5,000.

The recommendation for the first change is the result of research on non-profits guidelines regarding this topic and other CSU's. While there are general guidelines for setting operating reserve goals, they should always be accompanied by "it depends." Most standards are based on a formula to have enough unrestricted cash to cover operating expenses for a number of months. A commonly used reserve goal is three to six months' expenses.

Three months, or 30% of our operating expenses, based on 2015-16 projected numbers is approximately \$345,000--which is higher than the recommended 30% maximum per the policy, by about \$50,000, but AS does have some pending projects. In addition, AS has been funding our budget out of our reserves over the past 5+ years, so by the end of next year AS will be close to the 30% goal.

The "depends" for AS, as mentioned above, is that a lot of AS reserve needs are for cash flow purposes. For example, AS funds the payment of all AS expenditures up front and AS can also submit a claim for reimbursement from the AS fee account that is held in a state trust account. Also, AS funds all of the payments for IRA expenditures up front and AS also requests reimbursement from the IRA trust account held on the state side on a monthly basis. AS also depends on our reserves for summer operations.

The second change is on page three of the document. The policy enables the General Manager to use funds when the standard procedures cannot be met. The funds have been increased from \$2,000 to \$5,000.

*There was no public comment.*

HERNANDEZ/CHIPRES move to approve the Reserve Policy, Fund Designation and Procedure for Expenditure

APPROVED  
(1) ABSTENTION



3. Review and Approval of Associated Students 2014/2015 Comparison of Budget to Actual – **Action Item**

As per AS Fiscal Code 9.01 the Board shall review and recommend approval of the annual comparison of budget to actual program budget details. The Comparison of Budget to Actual details the budgeted revenue and expense of each AS Program.

Hernandez gave the floor to Tyson. Tyson explained to the item to the Council.

MOTION: HERNANDEZ/RAMIREZ move to review and approve the Associated Students 2014/2015 Comparison of Budget to Actual APPROVED

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

Cannon reported working on the AS Study Lounge. She also announced the Halloween Con was a huge success with over 150 students attending.

*Daly left at 4:50 p.m.*

**Legislative Vice President (Zitlaly Macias)**

Macias reported meeting with a Student Health Center Advisory Committee (SHAC) member regarding the SHAC meetings. Macias is meeting with other Council members regarding the International Students' AS project.

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

Guzman attended the University Senate and recommended that the Council read the University Senate minutes. Guzman also attended the Constitution and Bylaws committee and the AS Lobby Corps will meet on Tuesday, November 3, 2015 at 5 p.m. in NHE 118.

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

Ramirez reported the event, "Down the Rabbit Hole," hosted by Peer Health Educators and Oh Snap!, was a success. Ramirez said Raven Craig, Health Educator, told him a lot of students attended the event, but Oh Snap! is looking for support from other programs on campus. Ramirez met with Dean Ayooob about finalizing the U-Direct and it should launch in Fall 2016.

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

Siebuhr reported the Domestic Violence Awareness convention went well. Siebuhr worked on a resolution. Siebuhr discussed there is limited space in the Warren House 53 because of the multiple AS programs located there.

**Benefiel – College of Professional Studies**

Benefiel attended the CAHSS mixer. Benefiel also had a meeting with Ana Cortez, a prior College of Professional Studies Representative. Benefiel attended a Sexual Assault Prevention Committee, meeting and became liaison for the Children's Center.

**Jones – College of Professional Studies**

Jones reported that he is working with the Smulin Foundation, who is currently reviewing a donation to the HSU Business Department to fund business interns.

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

Sesanto attended the CNRS mixer. Sesanto is researching some ideas such as parking and food insecurities on campus.

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

Jacobs reported the CNRS mixer went well.

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

Tierney reported on November 3, 2015, Climate Crisis is having a training on direct action. California Faculty Association will be announcing their results for a faculty strike this week. KRFH is having a benefit at Richard's Goat Tavern and Tea Room on Thursday, November 12, at 9:00 p.m. There Million Student March is having a million student march around noon on November 12, 11 a.m. to 1 p.m. Tierney also thanked Platt and Cervantes for attending the TALXX interview.

**Platt – At Large**

Platt reported he is meeting with Jeff Schwartz, a member of the Humboldt Community Rights Center, to discuss the student rights on and off campus. Platt is also meeting with Joyce Lopes, Vice President of Administration & Finance, about police accountability on Friday, November 6, 2015.

**Chipres– At Large**

Chipres reported the MultiCultural Center's event, "Dia de Los Muertos" went well, as well as Halloween Con. Chipres attended the University Senate on October 27, 2015. She also attended the Board of Finance meeting on October 26, 2015.

**Daly – Graduate Representative**

Daly reported Provost Search Committee is reviewing the candidate pool and there will be a candidate visiting on November 18, 2015.

**External Affairs (Rebecca Ingerson)**

Ingerson attended the California Faculty Association committee and will attend the next meeting. Ingerson will go to the Board of Trustee meetings with Cervantes. Ingerson announced the next Lobby Corps meeting will be on Tuesday, November 3, 2015 at 5 p.m. in the NHE 118. Ingerson also reminded the Council Election Day is Tuesday, November 3, 2015.

**AS Presents (Jacob Stadtfeld)**

Absent.

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

Absent.

**General Manager (Joan Tyson)**

No report.

**General Council Discussion**

Cervantes asked Cannon about the Study Lounge and suggested having the study lounge after the library closes. Platt suggested contacting WRRAP about the potential waste during the study lounge. Platt and Cervantes also commented on the possibility of having different types of food and drinks provided. Guzman will talk to WRRAP about a zero-waste study lounge. Tierney mentioned an all-night study lounge at the library during the last Spring 2015 semester.

**General Council Work Session**

**Announcements**

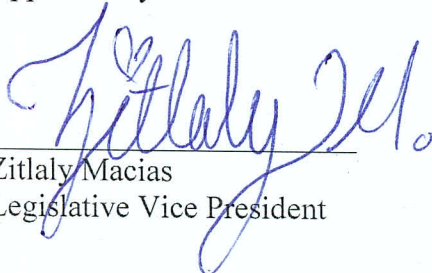
There were no announcements.

**Adjournment**

Macias adjourned the meeting without objection at 5:11 p.m.

Recorded by:  
Patric Esh  
AS Council Assistant

Approved by:



Zitlaly Macias  
Legislative Vice President