



AS
Associated Students

***Committee
Handbook
2016-17***

TABLE OF CONTENTS INDEX OF COMMITTEES, COUNCILS, ASSOCIATIONS & BOARDS

Academic Policies Committee, University Senate	3
Alcohol and Other Drug Abuse Prevention Committee (ADAP)	3
Appointments and Elections Committee, University Senate	4
A.S. Board of Finance.	5
A.S. Campus/Community Service Scholarship Committee	5
A.S. Council	6
A.S. Earth Week Planning Committee	6
A.S. Elections Commission.	7
A.S. Event Funding Committee	8
A.S. Executive Committee	8
A.S. Food Systems Working Group	9
A.S. Funded Programs Committee (ASFPC).	10
A.S. Lobby Corps	10
A.S. Presents	11
A.S. Student Affairs Advisory Committee	11
Center for Community Based Learning	12
Constitution and Bylaws Committee, University Senate	12
Diversity and Inclusion Campus Advisory Council	13
Diversity Program Funding Committee	13
Environmental Health and Occupational Safety Committee	14
Faculty Affairs Committee, University Senate	14
Faculty Awards Committee, University Senate	15
Fields Oversight Committee	15
Honorary Degree Nominating Committee	16
HSU Advancement Foundation	16
HSU Sponsored Programs Foundation Board	17
Humboldt Energy Independence Fund (HEIF) Committee	17
Instructionally Related Activities (IRA) Committee	18
Integrated Curriculum Committee, University Senate	18
Intercollegiate Athletics Advisory Committee	19
International Advisory Committee	20
International Programs Screening Committee	20
Parking & Transportation Committee	21
President's Advisory Committee On Sustainability (PACS)	21
Services to Students with Disabilities Advisory Committee	22
Sexual Assault Prevention Committee	23
Student Fee Advisory Committee (SFAC)	23
Student Grievance Committee	24
Student Health Center Advisory Committee (SHAC)	24
University Center Board of Directors	25
University Leadership Council	26

University Resource and Planning Committee, University Senate26
University Senate27
University Space and Facilities Advisory Group28
APPENDIX A: Definition of Types of Committees, Associations, and Boards29
APPENDIX B: Appointment Process.....31

ACADEMIC POLICIES COMMITTEE, UNIVERSITY SENATE

Charge:	"Develops and maintains the academic policies of Humboldt State University. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), the University Senate, APC members and other university community members; works with the ICC to prioritize items; vets changes and proposals through the ICC with recommendations forwarded to the Senate"(Section 2.3, Bylaws and Rules of Procedure of University Senate).
Chair:	Faculty Senator Elected Annually by the Senate
Type:	Standing Committee of the University Senate
Meetings:	Weekly, or as needed
Membership:	2 Faculty Senators, appointed by the Senate Appointments and Elections Committee 3 Faculty At-Large, appointed by the Senate Appointments and Elections Committee A.S. Legislative Vice President (or designee) 1 Student appointed by the A.S. President 1 non-MPP Staff Senator 2 Ex-officio

ALCOHOL AND OTHER DRUG ABUSE PREVENTION COMMITTEE (ADAP)

Charge:	The functions of the committee are: 1) Education and Prevention, 2) Review of and Recommendations for Policy, and 3) Communication
Chair:	Counseling and Psychological Services, Alcohol and Drug Specialist
Type:	Administrative
Meetings:	At least four times each term
Membership:	2 faculty members 2 "at large" staff members Representative from Arcata Police Department Representative from University Police Department Assistant Director of Housing and Residential Life A.S. Legislative Vice President (or designee) 1 student from fraternal/Greek organizations (Appointed by A.S. via A.S. President upon the recommendation of the Greek Council)

ALCOHOL AND OTHER DRUG ABUSE PREVENTION COMMITTEE (ADAP)(CONT'D)

- 1 student from the Residence Housing Association
(appointed by A.S. via A.S. President upon the recommendation of RHA)
- 1 student from Intercollegiate Athletics
(appointed by the A.S. via A.S. President upon the recommendation of the Athletic Director)
- Student Health Center Health Educator
- 1 representative from Counseling and Psychological Services
- 1 representative from community substance abuse prevention/treatment field
- 1 representative from community alcoholic beverage retailers/tavern owners

APPOINTMENTS AND ELECTIONS COMMITTEE, UNIVERSITY SENATE

- Charge:** Solicit and forward nominations to the Senate for members and chairs of Senate and Senate appointed university committees; and other duties as outlined in Section 2.6, Bylaws and Rules of Procedure of University Senate.
- Chair:** Appointed by the university senate
- Type:** Standing Committee of the University Senate
- Meetings:** Weekly, or as needed
- Membership:** Chair, University Senate/President, General Faculty (Ex-Officio)
Provost and Vice President of Academic Affairs (Ex-Officio)
2 Faculty members
1 Staff member
1 Student appointed by A.S. Legislative Vice President
Committee members shall be affirmed by vote of the Senate. The term of office shall be for one year and begins at the first meeting following the seating of the Senate of the term in which they serve.

A.S. BOARD OF FINANCE

Charge:	To propose the preliminary budget to the Associated Student Council; to have general supervision of the financial affairs of the Associated Students. Highly recommended for students interested in Business or Public Administration.
Chair:	A. S. Administrative Vice President
Type:	Associated Students
Meetings:	Weekly Mondays (alternating) 3:00pm
Membership:	2 members of the Associated Student Council appointed by A. S. Legislative Vice President 1 student at-large appointed by A.S. President (not an AS Council member) A.S. President A. S. General Manager (non-voting)

A.S. CAMPUS/COMMUNITY SERVICE SCHOLARSHIP COMMITTEE

Charge:	To reward and encourage on-going community service activities and to raise awareness on campus about community service. Awards are \$500 per semester for a maximum of \$1,000 per academic year.
Chair:	President, Associated Students
Type:	Associated Students
Meetings:	Spring Semester as needed (approximately 2 times)
Membership:	A.S. Student Affairs Vice President Associate Dean of Student Engagement and Leadership or designee YES Program Coordinator or designee 1 student appointed by the A.S. Legislative Vice President 1 student appointed by the A.S. Student Affairs Vice President; also a member of the Service Learning Community Engagement Committee A. S. General Manager (non-voting)

A.S. COUNCIL

Charge:	To perform the legislative function for Associated Students. Council vacancies are appointed by the President.
Chair:	A.S. Legislative Vice President (elected)
Type:	Associated Students/Auxiliary
Meetings:	Mondays (alternating), 3:00 p.m.
Membership:	A.S. President A.S. Administrative Vice President A.S. Student Affairs Vice President 9 College Representatives 2 At-Large Representative Graduate Student Representative Elections Commissioner (appointed/non-voting) External Affairs Representative (appointed/non-voting) A.S. Presents Representative (appointed/non-voting) A.S. General Manager (advisor/non-voting) Vice President for Enrollment Management and Student Affairs (appointed/non-voting)

A.S. EARTH WEEK PLANNING COMMITTEE

Charge:	The Charge of the Committee is to plan programs, events, and workshops that seek to educate, create community, and foster dialogue revolving around the theme of sustainability specifically related to issues of social and environmental justice, human and non-human rights, and healthy lifestyles.
Chair:	Student Affairs Vice President
Co-Chair:	Elected from the membership that is a seated AS Council Member
Type:	Associated Students Standing Committee
Meetings:	Every two (2) weeks (fall semester), every week (spring semester)

A.S. EARTH WEEK PLANNING COMMITTEE (CONT'D)

Membership:	Associated Students Vice President of Student Affairs Associated Students AS Presents Representative Associated Students Election Commissioner WRRAP Program Director 1 CCAT Co-Director Green Campus Team Manager Club Coordinator (Advisor/non-voting) 2 student representatives from the Multicultural Center (Appointed by A.S. via A.S. Student Affairs Vice President upon the recommendation of the Multicultural Center) Housing's Resident Sustainability Advisor 1 staff member from the HSU Office of Sustainability Representatives from the following clubs: Movimiento Estudiantil Chicano de Aztlán (MEChA) Black Student Union Vegan Club Indian Tribal & Educational Personnel Program (ITEPP) Indian Natural Resources, Science and Engineering Program (INRSEP)
-------------	---

A.S. ELECTIONS COMMISSION

Charge:	To administer the A.S. Elections and enforce the Election Code. Highly recommended for students interested in government, campaigns, or those that are Government and Politics majors.
Chair:	Elections Commissioner
Type:	Associated Students
Meetings:	As needed
Membership:	2 students appointed by the A.S. Legislative Vice President 3 students appointed by the A.S. President A.S. General Manager (or designee), advisor/non-voting

A.S. EVENT FUNDING COMMITTEE

Charge:	To award the Club and A.S. Program Grant and the Cultural Program Grant, allocated by the Associated Students. Grants are available for clubs and programs for on-campus events and activities that will benefit the entire HSU community.
Chair:	A. S. Administrative Vice President
Type:	Associated Students
Meetings:	At least two times per semester. At least 3 student members must be present at a meeting to conduct business.
Membership:	A.S. Student Affairs Vice President 2 student representatives from the Multicultural Center (Appointed by A.S. via A.S. President upon the recommendation of the Multicultural Center) 1 student representative at-large from the Clubs Office (Appointed by A.S. via A.S. President upon the recommendation of the Clubs Office) Club Coordinator (Advisor/non-voting) Multicultural Center Director (Advisor/non-voting)

A.S. EXECUTIVE COMMITTEE

Charge:	To advise the A.S. President and other duties as outlined in Administrative Code Section 2.
Chair:	A. S. President
Type:	Associated Students
Meetings:	As needed
Membership:	A. S. Vice-Presidents External Affairs Representative (non-voting) Elections Commissioner (non-voting) A.S. Presents Representative (non-voting) A.S. Council Representative appointed by A.S. President A.S. General Manager (or designee), (advisor, non-voting)

A.S. FOOD SYSTEMS WORKING GROUP

- Charge:** This group is responsible for developing and coordination the implementation of an official real food policy and multi-year action plan; establish a transparent reporting system, including the Real Food Calculator, to assess Humboldt State's real food procurement and commit to compiling these assessment results in an annual progress report; and make the real food policy, multi-year action plan, and annual progress reports publicly available online through the Real Food Challenge, this committee will maintain account of what has been itemized in terms of food at Humboldt State University, reconcile individual reports, combine findings and present real food audits to the Associated Students. This group will carry out all responsibilities up until the following actions, which warrant group dissolution or restructuring in compliance with:
- a) A real food policy implementation by the California State University system that matches the priorities of the Real Food Campus Commitment.
 - b) The Humboldt State University Center allocates 33% (A.S. RES. 2013-14-17) of its budget to what is considered "Real Food" as defined by Real Food Calculator.
 - c) The Humboldt State University Center, implements its own Food Systems working group that has 2 students at-large and 1 Associated Students Ex-Officio from the University Center Board of Directors.
- Chair:** One Student At-Large
- Type:** Associated Students
- Meetings:** Weekly, or as needed
- Membership:** A.S. Student Affairs Vice President
1 Student At-large
1 CCAT student representative
1 Residence Housing Association student representative
1 WRRAP student representative
1 student who is familiar with University Dining
1 faculty member willing to incorporate food research
1 representative from the California Center for Rural Policy
1 representative of the Food Policy Council
1 Community representative representing local farms or affiliated with Community Alliance with Family Farmers
1 staff member from the HSU Office of Sustainability
1 staff member of HSU Dining Services
1 non student member of the UC Board of Directors

A.S. FUNDED PROGRAMS COMMITTEE (ASFPC)

Charge:	The Charge of the ASFPC is to increase the AS funded programs understanding of the AS budget beyond the financial aspect. ASFPC will be responsible with performing two program reviews to identify and suggest structural changes to elevate each program. The committee will also act as a think tank for increased collaboration and even programming.
Chair:	Administrative Vice President
Co-Chair:	Elected from the membership that is a seated AS Council Member
Type:	Associated Students
Meetings:	Every Two (2) Weeks
Membership:	1 consistent representative from each AS Funded Program Administrative Vice-President Student Affairs Vice-President 1 AS Council Member 2 At-large students

A.S. LOBBY CORPS

Charge:	The Associated Students Lobby Corps Mission is to lobby on behalf of the students at HSU, develop relationships with elected officials that represent HSU students and increase participation in elections through voter registration and education initiatives.
Chair:	External Affairs Representative
Type:	Associated Students
Meetings:	As needed
Membership:	3 Students appointed by A.S. President 1 Student appointed by A.S. Legislative Vice President 1 Student appointed by A.S. Student Affairs Vice President 1 Student appointed by A.S. Administrative Vice President

A.S. PRESENTS

Charge:	The AS Presents Committee creates a comprehensive, diverse variety of events and programs for all students including concerts, special events, films, lectures, recreation trips, comedy, dances, etc.
Chair:	AS Presents Representative
Type:	Associated Students
Meetings:	Bi-weekly or as needed to conduct business.
Membership:	2 Students appointed by the A.S. President 1 Student appointed by the A.S. Legislative 2 Students appointed by the A.S. Student Affairs Vice President AS Presents Advisor (non-voting)

A.S. STUDENT AFFAIRS ADVISORY COMMITTEE

Charge:	Assist and advise the AS Vice President of Student Affairs on matters of campus policy, programming, and services that are directly related to the student body of HSU. Such projects/topics might include community service ventures, and campus programming.
Chair:	Student Affairs Vice President
Type:	Associated Students
Meetings:	As Needed
Membership:	2 students appointed by the A.S. President 1 student appointed by the A.S. Legislative Vice President 2 students appointed by the A.S. Student Affairs Vice President

CENTER FOR COMMUNITY BASED LEARNING

Charge:	The Committee advises and provides direction to the Coordinator of Service Learning/Experiential Education through the formulation of policies, procedures, and strategic planning for the University's Service Learning and Experiential Education Initiative. (See Executive Memorandum P02-02) [Revised August 2012]
Chair:	The committee will be chaired by the Coordinator of Service Learning/Experiential Education.
Type:	Administrative
Meetings:	Once a month or as needed
Membership:	Two student representatives, appointed by Associated Students (yearly appointments) For full list of members, visit: http://www.humboldt.edu/senateservice-learning

CONSTITUTION AND BYLAWS COMMITTEE, UNIVERSITY SENATE

Charge:	(Section 2.7, Bylaws and Rules of Procedure of University Senate)
Chair:	Elected by the Senate
Type:	Standing Committee of the University Senate
Meetings:	Weekly, or as needed
Membership:	Three (3) Faculty members, appointed by the Appointments and Elections Committee One (1) non-MPP Staff member, appointed by Staff One (1) Student member, appointed by AS Administrative Vice President (two year term)

DIVERSITY AND INCLUSION CAMPUS ADVISORY COUNCIL

Charge:	This committee is charged with providing input relative to the ongoing development and coordination of the Diversity Action Plan, and to the monitoring of its progress. In addition, the committee is charged with providing input in the review of any new campus initiatives designed to support the goals of the Diversity Action Plan, and also in the recommendation of strategies to support inclusive excellence across campus to the appropriate Vice-Presidents.
Chair:	Director, Diversity and Inclusion
Type:	Administrative
Meetings:	Monthly, and as needed
Membership:	Director, Diversity & Inclusion (chair) 1 Student appointed by the A.S. President College Dean, as appointed by Provost Director, Institutional Research and Planning Faculty Representative (appointed by the Appointments and Elections Committee) for a 2-year term Student Affairs representative (appointed by the Vice President of Student Affairs) Two representatives from the Diversity and Inclusive Student Success Collaborative

DIVERSITY PROGRAM FUNDING COMMITTEE

Charge:	The committee will receive, review and prioritize funding allocation requests for multicultural programs. A fixed budget will be allocated for funding these multicultural programs. The committee will recommend funding prioritized programming to the President for his signature.
Chair:	The President will select the chair of the committee annually. The committee will provide an annual report to the University Leadership Council.
Type:	Administrative
Meetings:	As needed
Membership:	A.S. Student Affairs Vice-President (or designee) 1 student appointed by the A.S. President 1 student appointed by the A.S. Administrative Vice-President For a full list of members visit: https://www.humboldt.edu/policy/PEMP03-06Diversity-Program-Funding-Committee

ENVIRONMENTAL HEALTH AND OCCUPATIONAL SAFETY COMMITTEE

Charge:	To advise the safety coordination on all aspects of environmental health and safety programs on campus
Chair:	Campus Environmental Health and Occupational Safety Coordinator
Type:	Administrative
Meetings:	As needed
Membership:	For a list of members visit: http://www.humboldt.edu/senate/environmental-health

FACULTY AFFAIRS COMMITTEE, UNIVERSITY SENATE

Charge:	This committee parallels a like standing committee in the Academic Senate of The California State University (ASCSU) and considers matters being considered by the statewide senate. "Consider matters that involve the individual or collective relationship of faculty to the university; policies concerning the selection and evaluation of academic tenure, promotions, sabbaticals, academic privilege, and separation from the university; formulate recommendations on current practice, propose revision or new procedures" (Section 2.5, Bylaws and Rules of Procedure of University Senate).
Chair:	Vice Chair of the University Senate (elected by the Senate for a 1-year term)
Type:	Standing Committee of the University Senate
Meetings:	Weekly
Membership:	A.S. President (or designee) 2 Faculty Senators (nominated by the Appointments and Elections Committee and appointed by the Senate) – 3-year terms 2 Faculty "At-Large" (nominated by the Appointments and Elections Committee and appointed by the Senate) – 3-year terms
Ex-Officio, Non-Voting	President, HSU Chapter of California Faculty Association Associate Vice President for Faculty Affairs (or designee)

FACULTY AWARDS COMMITTEE, UNIVERSITY SENATE

Charge:	To select the nominee from HSU for the Outstanding Professor Award and other awards. The Faculty Awards Committee reports to the Academic Senate.
Co-Chairs:	Most recent recipient of the Outstanding Professor Award
Type:	University Senate
Meetings:	Two or three times yearly
Membership:	1 student appointed by the A.S. President 3 members of the teaching faculty appointed for one year terms by the Senate Appointments Committee 1 Retired faculty representative

FIELDS OVERSIGHT COMMITTEE

Charge:	The Committee's charge is to oversee use of the University's fields so as to ensure University programs and sponsored events are properly accommodated. This charge is accomplished through development and recommendation of field use criteria, policies and procedures as well as approval of the usage schedule. Specifically, the Committee will oversee usage associated with the following facilities: Redwood Bowl, Upper Playing Field, Campus Events Field, College Creek Soccer Field and SRC Indoor Playing Field.
Chair:	Elected from membership
Type:	Administrative
Meetings:	Once per month with additional meetings as determined by the Chair
Membership:	1 Student appointed by the A.S. President Chair, Kinesiology & Recreation Administration or designee Executive Director, University Center or designee Director, Athletics or designee Director, Recreational Sports & Intramurals or designee Director, Planning & Design Director, Academic Resources Director, Contracts, Procurement & Risk Management University Grounds Manager Housing Representative as Appointed by the Vice President, Student Affairs Faculty Representative as Appointed by the University Senate

HONORARY DEGREE NOMINATING COMMITTEE

Charge:	The Honorary Degree Nominating Committee will serve as the campus review committee to invite, receive and evaluate campus recommendations for honorary degrees.
Chair:	Vice President, University Advancement
Type:	Administrative
Meetings:	As needed
Membership:	A. S. President Provost/Vice President, Academic Affairs Dean, Research, Graduate Studies & International Programs President, General Faculty Chair, Academic Senate President, Alumni Association Faculty member (recommended by the Senate Appointments Committee for appointment by the President) Dean (appointment by the Provost in consultation with the Senate Executive Committee)

HSU ADVANCEMENT FOUNDATION

Charge:	The Humboldt State University Advancement Foundation provides expertise, fiduciary oversight, and advocacy to increase charitable giving and manage the university's endowment.
Chair:	Elected from the membership
Type:	Auxiliary
Meetings:	4 times per year
Members:	1 student recommended by the A.S. President in consultation with the University President For a list of Board members please visit www.humboldt.edu/hsuaf/board

HSU SPONSORED PROGRAMS FOUNDATION BOARD

Charge:	A non-profit corporation operated to benefit Humboldt State University responsible for fiscal administration of externally funded grants and contracts. Other services include the administration of various campus programs.
President:	Elected by the Board of Directors
Type:	Auxiliary
Meetings:	Quarterly, or as needed
Membership:	1 undergraduate student appointed by the A.S. President (two year term) 1 graduate student appointed by Administrative Vice President (two year term) See www.humboldt.edu/hsuf for a complete list of Board Members

HUMBOLDT ENERGY INDEPENDENCE FUND (HEIF) COMMITTEE

Charge:	The mission of the HEIF is to reduce the environmental impact of energy use at Humboldt State University through student driven projects. The committee will review and prioritize the allocation of fee revenue for projects that meet this goal (See "Humboldt Energy Independence Fund" at www.humboldt.edu/heif)
Chair:	Co-chaired by 1 student and 1 staff member
Type:	Administrative
Meetings:	As needed to conduct business
Membership:	A.S. Administrative Vice President (or designee) 1 Student appointed by A.S. Administrative Vice President (Spring appointment) 2 students At-Large appointed by the A.S. President Campus Center for Appropriate Technology Co-Director (or designee) Director of Facilities Management Campus Energy Manager (or designee) Faculty member from a related discipline Campus Sustainability Director (or designee)

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) COMMITTEE

Charge:	To advise the President on the Instructionally Related Activities (IRA) fee level and the allocation of fee revenue.
Chair:	AS President
Type:	Administrative
Meetings:	As needed (more frequent during spring)
Membership:	A.S. Administrative Vice President 1 A. S. Council member appointed by the A. S. President 1 student appointed by the A.S. President (two-year term preferred) 1 A. S. Council member appointed by the A.S. Administrative Vice

INTEGRATED CURRICULUM COMMITTEE (ICC), UNIVERSITY SENATE

Charge:	The ICC is charged with the careful consideration and deliberation of all academic planning and curriculum matters. Recommendations are forwarded to the University Senate. (See "Integrated Curriculum Committee Constitution," HSU Faculty Handbook, Appendix G)
Chair:	Elected by the General Faculty
Type:	Standing Committee of the University Senate
Meetings:	ICC and subcommittees meet alternating weeks
Membership:	AS. Legislative Vice President 1 student appointed by the A.S. President For the complete list of members visit: http://www.humboldt.edu/academicprograms/lcc

INTERCOLLEGIATE ATHLETIC ADVISORY COMMITTEE

Charge:	Serve as a forum for the Athletic Director to seek advice and refine ideas and develop or revise policies of the Athletic Department on such subjects as equity compliance, annual budget and the direction and balance of sports that constitute the program.
Chair:	Faculty member elected by the Committee from the membership.
Type:	Administrative
Meetings:	Monthly during the academic year; as needed during the summer months
Membership:	1 student-athlete member to be selected in consultation with the Associated Students and University President via A. S. President 3 faculty members elected in consultation with the senate executive committee 1 staff member/administrator from Student Affairs 1 staff member/administrator from Academic Affairs 1 staff member/administrator from administrative affairs University President or designee 1 community member Non-voting: Athletic Director NCAA Faculty Athletics Representative Non-voting: Chair of Kinesiology and Recreation Administration Non-voting: Student-Athlete Advisory Committee Chair or designee

INTERNATIONAL ADVISORY COMMITTEE

Charge:	Duties: Provides advisory support for, and promotes programs and initiatives that foster international educational opportunities for the campus community, including (1) maintenance of the HSU International Center, (2) recruitment of international students and faculty, (3) the establishment and maintenance of faculty-led international programs, international student and faculty exchanges and international bilateral programs, and (4) the development of on-campus educational opportunities related to international education. Advises the campus community regarding international programs and international educational opportunities.
Chair:	Elected from membership for a two-year term
Type:	Administrative
Meetings:	Monthly (first Monday of every month from 12:00-1:00 pm)
Membership:	1 Student appointed by the A.S. President For a list of all committee members please visit: www.humboldt.edu/senate/International-advisory

INTERNATIONAL PROGRAMS SCREENING COMMITTEE

Charge:	To review applications for international program participants, interview the applicants, and to submit recommendations to the Chancellor's office.
Chair:	HSU representative to CSU Academic Council on International Programs
Type:	University
Meetings:	On call
Membership:	1 student appointed by the A. S. Legislative Vice President 1 student appointed by the A. S. Student Affairs Vice President 2 faculty members appointed by Senate Appointments Committee (staggered three year terms) 1 counselor from Counseling and Psychological Services 1 student appointed by the A. S. Legislative Vice President 1 student appointed by the A. S. Student Affairs Vice President (prefer students be former participants in the international program.)

PARKING & TRANSPORTATION COMMITTEE

Charge:	Serve as a forum for parking and transportation issues. Make recommendations to the President and implement strategies as directed by the President. (See Executive Memorandum P03-01)
Chair:	Associate Vice President Facilitates Management
Type:	Administrative
Meetings:	As needed
Membership:	1 Student appointed by A.S. Student Affairs Vice President 1 Student appointed by A.S. Legislative Vice President Faculty member, appointed by the Senate Appointments Committee (2-year term) Faculty member, appointed by the University Leadership Council (2-year term) Staff member (non-management), appointed by Staff Council (2-year term) Director, Student Disability Resource Center Director, Contracts, Procurement and Risk Management Director, Facilities Management Director, Fiscal Affairs Supervisor, Parking and Commuter Services Representative, City of Arcata, appointed by the City Council/City Manager

PRESIDENT'S ADVISORY COMMITTEE ON SUSTAINABILITY (PACS) (INACTIVE)

Charge:	To advise the Campus President on matters concerning environmental sustainability on campus.
Chair:	HSU Sustainability Coordinator
Type:	Administrative
Meetings:	As Needed
Membership:	1 student appointed by the A.S. Administrative Vice President Representative, Academic Affairs 1 faculty member appointed by the Senate Appointment Committee Representative, University Budget Office 1 CCAT Student Director

PRESIDENT'S ADVISORY COMMITTEE ON SUSTAINABILITY (PACS)(INACTIVE) (CONT'D)

Senior Director, Facilities Management
1 representative, University Advancement
1 representative, Student Affairs
1 director, HSU Dining Services
1 staff Representative

SERVICES TO STUDENTS WITH DISABILITIES ADVISORY COMMITTEE

- Charge:** In accordance with the revised CSU Policy for the Provision of Accommodations and Support Services to Students with Disabilities (Code: AA2002-35, July 2002), Humboldt State University established an Advisory Committee on Services to Students with Disabilities. The charge to this committee is: assist in the evaluation of current campus policies and procedures relating to students with disabilities; develop prioritized plans relating to programs and services for students with disabilities; review barrier removal priorities as specified in the State University Administrator's Manual (SUAM); and develop timelines. The Committee is advisory to the President via the Director of Diversity & Inclusion Services.
- Chair:** Chair to be appointed by the President from within committee membership (two-year term)
- Type:** Administrative
- Meetings:** Regularly during the academic year
- Membership:** 1 student appointed by A.S. Legislative Vice President (who has experience with disabilities)
For full list of members, visit:
<http://www.humboldt.edu/policy/PEMP03-07Advisory-Committee-Services-Students-Disabilities>

SEXUAL ASSAULT PREVENTION COMMITTEE

Charge:	Coordinates educational programs for the campus community that help prevent the occurrence of rape, acquaintance rape, and other forms of sexual violence; advises the Vice President for Student Affairs about campus policies and procedures that better support the prevention of rape, acquaintance rape, and other forms of sexual violence among the campus community, including treatment and information for its victims.
Chair:	Elected by the committee membership.
Type:	Administrative
Meetings:	At least three times per semester
Membership:	1 student appointed by the A.S. President 1 student appointed by the A.S. Student Affairs Vice President For a list of all committee members please visit www.humboldt.edu/senate/sexual-assault-prevention Membership may include other persons whose knowledge or expertise might be of benefit to the committee (e.g., student representatives from clubs dealing with issues related to sexual assault). Other campus and community members may be invited to meetings to serve as resource persons for the committee.

STUDENT FEE ADVISORY COMMITTEE (SFAC)

Charge:	To advise the University President regarding the establishment and adjustment of all campus mandatory fees, user and penalty fees in accordance with the provisions of Chancellor's Executive Order 1054.
Chair:	A student member of the committee appointed by the President yearly.
Type:	Administrative
Meetings:	As needed
Membership:	President, Associated Students (or designee) 3 students appointed by the A.S. President serving staggered two year terms Associate Vice President, Business Services 1 administrator appointed by the University President 1 faculty member appointed by the Academic Senate serving a two year term. A. S. General Manager (non-voting and ex-officio)

STUDENT GRIEVANCE COMMITTEE

Charge:	This committee deals with grievances regarding academic issues and other issues not related to discrimination or misconduct.
Chair:	The membership of the Committee will elect a Chair and Vice Chair annually from among the faculty and staff members. The Vice-Chair serves in place of the chair if absent or if the chair must be excused for conflict of interest.
Type:	University
Meetings:	As needed
Membership:	1 student appointed by the A.S. President 1 student appointed by the A.S. Administrative Vice-President 1 student appointed by the A.S. Student Affairs Vice-President (It is preferred that one of the three to be a graduate student) For a full list of members, visit: http://www.humboldt.edu/senate/student-grievance

STUDENT HEALTH CENTER ADVISORY COMMITTEE (SHAC)

Charge:	<p>The Student Health Advisory Committee is a campus group made up primarily of students that serves an advisory, liaison, and outreach function between students, the Student Health Center, and the campus Administration. The goal of the SHAC is to assist in promoting the general health and well being of the HSU students, including facilitating, publicizing, and improving Student Health Center services. To this end, SHAC periodically obtains and evaluates information regarding the health concerns and health care needs of students, including Student Health Center programs and policies and utilizes this information in making recommendations to the campus and the Health Center.</p> <p>SHAC advises and makes recommendations on the scope of service, hours of operation, fee for service charges, mandatory health fee levels and annual budgeting, alternative revenue sources and periodic independent audits.</p>
Chair:	A chair is elected by the committee out of the student membership.
Type:	Administrative
Meetings:	As needed

STUDENT HEALTH CENTER ADVISORY COMMITTEE (SHAC) (CONT'D)

Membership:	A.S. Legislative Vice President (or designee) 2 students appointed by A.S. President 1 student appointed by A.S. Administrative Vice President 2 students appointed by A.S. Student Affairs Vice President 1 staff member from Residential Life Student Health Center Director 1 Staff member from the Student Health Center (nonvoting) 1 provider from the Student Health Center 1 member of the General Faculty Voting Student Members are appointed by the Associated Students, although general membership is open to all HSU students.
-------------	---

UNIVERSITY CENTER OF BOARD OF DIRECTORS

Charge:	To assist in planning the development of the University Center (the student union) and its programs. The board establishes policies for the administration of facilities and services.
Chair:	Student representative elected from the membership
Type:	Auxiliary
Meetings:	Monthly
Membership:	A.S. President A.S. Student Affairs Vice President Residence Hall Association President 1 student appointed by the Residence Hall Association 3 elected students 3 faculty members appointed by the Senate Appointments Committee University President (or designee) Director, Financial Services 1 community member, nominated by the University President and seated by the Board of Directors 1 community member, nominated by and a member of the Alumni Association Executive Director, University Center (non-voting)

UNIVERSITY LEADERSHIP COUNCIL

Charge:	The University Leadership Council (ULC) in an advisory body to the President on issues of importance to the University. The ULC coordinates with the University Senate on major policy initiatives and other strategic matters. The ULC is a means to disseminate information from the President as well as inform other members of the senior management team.
Chair:	President
Type:	Administrative
Meetings:	Twice a week or as needed
Membership:	A.S. President https://www.humboldt.edu/president/advisory

UNIVERSITY RESOURCE AND PLANNING COMMITTEE, UNIVERSITY SENATE

Charge:	See Section 11.3, Bylaws and Rules of Procedure of the University Senate of HSU
Co-Chairs:	Faculty Senator, elected by the University Senate Provost and Vice President for Academic Affairs
Type:	Standing Committee of the University Senate
Meetings:	As needed
Members:	3 Faculty members (representing 3 colleges and including 1 lecturer), nominated by the Appointments and Elections Committee and appointed by the Senate 1 Faculty Senator (in addition to the chair), elected by the Senate 1 Academic Dean, appointed by the President Vice President, Enrollment Management and Student Affairs (or designee) Vice President, Administrative Affairs (or designee) Vice President, University Advancement (or designee) 2 Staff delegates A.S. President (or designee) 1 Student appointed by A.S. Administrative Vice President University Budget Director (non-voting) Budget Analyst from each Division (non-voting)

UNIVERSITY SENATE

Charge:	The University Senate is the primary agency of the University for the formulation and recommendation on matters of policy.
Chair:	President of the General Faculty (two year term)
Type:	General Faculty
Meeting:	Bi-weekly: Tuesday, 3:00 p.m. (or as needed)
Membership:	A.S. President 1 student appointed by the A.S. President 1 student appointed by the A.S. Student Affairs Vice President President of the University (non-voting) Provost CFA President Union Council Representative (non-voting) 2 representatives of the CSU Academic Senate President of the General Faculty 1 representative from Student Affairs 1 representative from HSU Emeritus Faculty Association Immediate Past Chair of University Senate Vice President for Student Affairs Vice President for Administrative Affairs Chair of Integrated Curriculum Committee 11 full-time faculty members (two from each college, two from other major academis units, three at-large) 3 Lecturers 3 University Staff

UNIVERSITY SPACE AND FACILITIES ADVISORY GROUP

- Charge:** The Group's charge is to act as an advisory body to Administrative Affairs regarding the developments and management of the physical environment of the campus where function, aesthetic quality, and physical character are intermixed to create a desirable and inspirational atmosphere for students, faculty and staff. Includes, but may not be limited to, the assignment of space, building and renovations plans, campus planning and design standards, and the prioritization of minor and major capital requests. This charge is accomplished through research and development of recommendations associated with plans, policies, procedures and guidelines concerning the administration of the physical campus. Specifically, the Group will provide input on the following:
- University's Facilities Master Plan
 - University's Five-Year Major Capital Plan
 - University's Minor Capital Plan
 - University-Wide Space Management Policy
 - Campus Planning & Design Standards
 - Building Renovation & Construction Plans (Schematic Level)
 - Alteration of the Campus Grounds (Schematic Level)
 - Other Areas of Study as designated by the President
- Chair:** Director, Facilities Management
- Type:** Administrative
- Meetings:** At least once per semester and as needed
- Membership:** 1 student appointed by the A.S. President
Vice President Administrative Affairs
Associate Vice President Facilities & Planning
Senior Director, Facilities & Operations
Vice Provost Academic Affairs
Executive Director, University Center
Housing Director
Director of Academic Resources
Director ITS
Chair of URPC
Associate Vice President Marketing & Communications

APPENDIX A: DEFINITIONS OF TYPES OF COMMITTEES, COUNCILS, ASSOCIATIONS, AND BOARDS

ADMINISTRATIVE COMMITTEES

Administrative committees are those created in order to assist a person with administrative responsibilities with regard to decision-making. They are technically advisory in character, but in the nature of the decision-making process, they operate so as to develop consensus and to lead to the concurrence of the person who holds the administrative responsibility.

- Alcohol and Other Drug Abuse Prevention Committee
- Diversity and Inclusion Advisory Council
- Diversity Program Funding Committee
- Environmental Health & Occupational Safety Committee
- Fields Oversight Committee
- Honorary Degree Nominating Committee
- Humboldt Energy Independence Fund (HEIF) Committee
- Instructionally Related Activities Committee
- Intercollegiate Athletic Advisory Committee
- International Advisory Committee
- Parking & Transportation Committee
- President's Advisory Committee on Sustainability
- Provost's Council
- Service Learning/Community Engagement Advisory Committee
- Services to Students with Disabilities Advisory Committee
- Sexual Assault Prevention Committee
- Student Fee Advisory Committee
- Student Health Center Advisory Committee
- University Space and Facilities Advisory Group

ASSOCIATED STUDENT COMMITTEES, BOARDS AND COUNCILS

The Associated Students establish committees in various structures to serve their organizational needs and interests. In addition, the Associated Students may establish an ad hoc committee for a specific purpose at a particular time.

- A.S. Board of Finance
- A.S. Campus/Academic Internship Scholarship Committee
- A.S. Council
- A.S. Earth Week Planning Committee
- A.S. Elections Commission
- A.S. Event Funding Committee
- A.S. Executive Committee
- A.S. Funded Programs Committee
- A.S. Food Systems Working Group
- A.S. Lobby Corps
- A.S. Presents
- A.S. Student Affairs Advisory Committee

AUXILIARIES

Auxiliaries are separate non-profit corporations that perform university-related functions. These auxiliaries each have their own Board structure and are responsible to the President of the University. Students serving on these Boards may also be appointed by the Chair to one of their standing committees.

- Associated Students
- HSU Advancement Foundation
- HSU Sponsored Programs Foundation
- University Center Board of Directors

COMMITTEES OF THE UNIVERSITY

In a number of major areas of university interest, there is a continuous administrative operation combined with the recurring focus upon matters of policy. For these areas, in order to avoid the need for establishing two committees - one an administrative committee concerned with operational matters and the other a University Senate committee concerned with policy formulation and recommendation - there has been established the pattern of a single committee which combines the two functions. These are known as Committees of the University and their outstanding membership characteristic is that they have, as chair, the person who most directly has the administrative responsibility involved.

- International Programs Screening Committee
- President's Advisory Committee on Sustainability
- Student Grievance Committee

UNIVERSITY SENATE COMMITTEES

The University Senate is a deliberative body guided by the principles of shared governance, and comprised of faculty, staff, administrators, and students. The University is the university's primary policy recommending body. In order to carry out its function more effectively, the University Senate has established standing committees, defined in the University Senate Bylaws and Rules of Procedure.

- Academic Policies Committee
- Appointment and Elections Committee
- Constitution and Bylaws Committee
- Faculty Affairs Committee
- Faculty Awards Committee
- Integrated Curriculum Committee
- University Resource and Planning Committee

APPENDIX B: APPOINTMENT PROCESS

APPOINTMENTS

Appointments to the AS Council are recommended by the President of the Associated Students and approved by AS Council. (AS Govt. Code 7.07) (See the appendix for a list of each Committee appointment by Executive Officer.) It is important that the entire description contained in the Committee Structure Handbook be reviewed before appointments are made since some are restricted by certain qualifications.

According to the A.S. Code, all Executive appointments shall be approved by a two-thirds majority of Council. Also, all persons nominated for appointment must be present at the A.S. Council (ASC) meeting at the time they are nominated. (AS Govt. Code 7.03)

In some cases, A.S. Executives listed as members of a committee may decide to delegate that responsibility. If an Executive decides to do so, the Council must approve the nominated designee. (AS Govt. Code 7.05)

Also included in the lists are positions on committees/boards held by Executives as a result of A.S. office held.

When a new committee is formed, the A.S. President shall recommend to the ASC, which Executive shall make the appointment(s). All appointment recommendations shall be approved by the ASC.

A. S. PRESIDENT

APPOINTMENTS BY THE A. S. PRESIDENT

- Academic Policies Committee
- Alcohol and Other Drug Abuse Prevention Committee
- A.S. Board of Finance
- A.S. Council Vacancies
- A.S. Elections Commission
- A.S. Event Funding Committee
- A.S. Lobby Corps
- A.S. Presents
- A.S. Student Affairs Advisory Committee
- Diversity and Inclusion Advisory Council
- Diversity Program Funding Committee
- Faculty Awards Committee
- Fields Oversight Committee
- HSU Advancement Foundation
- HSU Sponsored Programs Foundation
- Humboldt Energy Independence Fund (HEIF) Committee

Instructionally Related Activities Committee
Integrated Curriculum Committee
Intercollegiate Athletic Advisory Committee
International Advisory Committee
Services to Students with Disabilities Advisory Committee
Sexual Assault Prevention Committee
Student Fee Advisory Committee
Student Grievance Committee
Student Health Center Advisory Committee
University Leadership Council
University Senate
University Space and Facilities Advisory Group

ADDITIONAL COMMITTEE/BOARD MEMBERSHIPS OF A.S. PRESIDENT BY POSITION THAT MAY BE DELEGATED TO A DESIGNEE WITH COUNCIL APPROVAL

Faculty Affairs Committee
Student Fee Advisory Committee
University Resource and Planning Committee

ADDITIONAL COMMITTEE/BOARD MEMBERSHIPS OF A.S. PRESIDENT BY POSITION

A.S. Board of Finance
A.S. Campus/Academic Internship Scholarship Committee (Chair)
A.S. Executive Committee (Chair)
Honorary Degree Nominating Committee
Instructionally Related Activities Committee (Chair)
University Center Board of Directors
University Leadership Council
University Senate

A.S. COUNCIL APPOINTMENTS BY PRESIDENT

A.S. Elections Commissioner
A.S. Vice President & Council Vacancies
A.S. Presents Representative
External Affairs Representative

A.S. ADMINISTRATIVE VICE PRESIDENT

APPOINTMENTS BY THE A.S. ADMINISTRATIVE VICE PRESIDENT

A.S. Lobby Corps
Constitution and Bylaws Committee
Diversity Program Funding Committee
Humboldt Energy Independence Fund (HEIF) Committee
HSU Sponsored Programs Foundation
Instructionally Related Activities Committee
President's Advisory Committee on Sustainability
Student Grievance Committee
Student Health Center Advisory Committee
University Resource and Planning Committee

ADDITIONAL COMMITTEE/BOARD MEMBERSHIPS OF A.S. ADMINISTRATIVE VICE PRESIDENT BY POSITION THAT MAY BE DELEGATED WITH COUNCIL APPROVAL

Humboldt Energy Independence Fund (HEIF) Committee

ADDITIONAL COMMITTEE/BOARD MEMBERSHIPS OF A.S. ADMINISTRATIVE VICE PRESIDENT BY POSITION

A.S. Board of Finance (Chair)
A.S. Event Funding Committee
A.S. Executive Committee
A.S. Funded Programs Committee
Instructionally Related Activities Committee

A. S. LEGISLATIVE VICE PRESIDENT

APPOINTMENTS BY THE A.S. LEGISLATIVE VICE PRESIDENT

Appointments and Elections Committee
A.S. Board of Finance
A.S. Campus/Community Scholarship Committee
A.S. Elections Commission
A.S. Lobby Corps
A.S. Presents
A.S. Student Affairs Advisory Committee
Environmental Health and Occupational Safety Committee
International Programs Screening Committee
Parking & Transportation Committee
Services to Students With Disabilities, Advisory Committee on
University Senate

ADDITIONAL COMMITTEE/BOARD MEMBERSHIPS OF A.S. LEGISLATIVE VICE PRESIDENT BY POSITION THAT MAY BE DELEGATED TO A DESIGNEE WITH COUNCIL APPROVAL

Academic Policies Committee
Alcohol and Other Drug Abuse Prevention Committee
Integrated Curriculum Committee
Student Health Center Advisory Committee

ADDITIONAL COMMITTEE/BOARD MEMBERSHIPS OF A.S. LEGISLATIVE VICE PRESIDENT BY POSITION

A.S. Executive Committee

A.S. STUDENT AFFAIRS VICE PRESIDENT

APPOINTMENTS BY THE A. S. STUDENT AFFAIRS VICE PRESIDENT

A.S. Campus/Community Service Scholarship Committee
A.S. Earth Week Planning Committee
A.S. Lobby Corps
A.S. Presents
International Programs Screening Committee
Public Safety/Parking & Transportation Committee
Service Learning/Academic Internship Advisory Committee
Services to Students with Disabilities Advisory Committee
Sexual Assault Prevention Committee
Student Affairs Advisory Committee, A.S.
Student Grievance Committee
Student Health Center Advisory Committee
University Senate

ADDITIONAL COMMITTEE/BOARD MEMBERSHIPS OF A.S. STUDENT AFFAIRS VICE PRESIDENT BY POSITION THAT MAY BE DELEGATED TO A DESIGNEE WITH COUNCIL APPROVAL

Diversity Program Funding Committee

ADDITIONAL COMMITTEE/BOARD MEMBERSHIPS OF A.S. STUDENT AFFAIRS VICE PRESIDENT BY POSITION

A.S. Campus/Community Service Scholarship Committee
A.S. Earth Week Planning Committee
A.S. Events Funding Committee
A.S. Executive Committee
A. S. Student Affairs Advisory Committee (Chair)
University Center Board of Directors

