

Associated Students Board of Finance
Humboldt State University
Meeting on Wednesday, November 20 2013
Nelson Hall East, Room 120
3:00 p.m.
Agenda #5

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #5 dated November 20, 2013 – Action Item
- IV. Chair's Report
- V. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VI. Approval of Minutes #4 dated November 6, 2013 – Action Item
- VII. Old Business
 - A. Request from AS External Affairs to seek exception from the AS Travel Policy to be reimbursed \$337.89 on a per-mile basis for travel to the CSSA meet at CSU East Bay on October 11-13, 2013 – Action Item
The AS External Affairs Representative is seeking to be reimbursed on a per mile basis for use of a private vehicle for travel. The Associated Students Travel Policy states that Personal vehicles will only be reimbursed for actual gas expenses supported by receipts.
 - B. Approval of a recommendation to increase the Associated Students annual fee from the current \$101 (\$51 Fall semester, \$50 Spring Semester) per year fee to \$111 (\$56 Fall semester, \$55 Spring semester) per year in 2014-15 and \$115 (\$58 Fall semester, \$57 Spring semester) per year in 2015-16. The fee would remain at \$115 thereafter until adjusted by a future referendum – Action Item
Action recommended to the AS Council for approval will also need to be recommended to the Student Fee Advisory Committee, presented by referendum in Spring 2014 to the

Association membership and approved by the University President if the fee is approved by a majority voting in the referendum. The proposal would increase the Associated Students fee by \$5 per semester for the 2014-15 year and an additional \$2 per semester for the 2015-16 year.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Wednesday, November 6, 2013
Nelson Hall East, 120
Minutes #4

Call to Order

Forust Ercole, Administrative Vice President, called the Board of Finance meeting to order at 3:03 p.m. on Wednesday, November 6, 2013 in the Nelson Hall East 120.

Roll Call

Members Present: Forust Ercole, Rosie Austin, Ana Cortes

Members Austin: Jacob Bloom (excused), Jerry Dinzes (excused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: AUSTIN/CORTES move to approve Agenda #4 dated November 6, 2013

APPROVED

Chair's Report

Ercole stated that Tyson will be providing information to the Council regarding Item B.

Public Comments

Victor Arredondo, the AS Student Affairs Vice President, commented that he sits on the AS Events Funding Board which reviewed a proposal for a grant in the amount of \$2,500 from the Humboldt Student Food Collective (HSFC). Arredondo stated the HSFC had already received an allocation from the AS Board of Finance in the amount of \$2,500. Arredondo stated that the event should have first applied for a grant from the AS Events Funding Board before seeking funds from the AS Board of Finance and that the proper process was not followed. Arredondo stated that he is concerned that the action sets the wrong precedent and does not allow for equity of other funding groups. Arredondo requested that in the future the Board of Finance refer organizations seeking for an event to the AS Events Funding Board first.

Approval of the Minutes

MOTION: CORTES/AUSTIN move to approve the Board of Finance Minutes #3 dated October 28, 2013

APPROVED

Old Business

- A. Request from Associated Students Government from Unallocated in an amount not to exceed \$697.00 for costs associated with the purchase of a Dell 3010 PC for the Associated Students Vice President's Office – Action Item
This computer would replace the Gateway Computer that was purchased in 2008. The

Gateway computers power source and motherboard is no longer operable. HSU Academic Information Services (AIS) has recommended replacing the unit with the Dell 3010 PC.

MOTION: CORTES/AUSTIN move to approve the request from Associated Students Government from Unallocated in an amount not to exceed \$697.00 for costs associated with the purchase of a Dell 3010 PC for the Associated Students Vice President's Office

APPROVED

Ercole stated that the computer would replace the previous computer that the Administrative Vice President has used. Christensen stated that the Gateway computer was purchased for the Associated Students in January, 2008. The computer stopped functioning in early October and AIS has recommended replacing the computer. The Dell 3010 PC is recommended by AIS as an appropriate computer that can be serviced by the University and is compatible with the network. The request does not include a monitor as AIS has recommended using the current monitor at the work station. Ercole yielded to Arredondo who asked if the current monitor would be compatible with the video card installed in the new computer. Christensen replied that the normal use of the computer does not require a high performance monitor.

B. Projected Impact of California Minimum Wage Increase including Possible Next Steps – Continued Discussion Item

The Board will continue to discuss the projected impact of the minimum wage increase and review potential options and next steps to recommend a balanced 2014-15 Associated Students Budget. Options include, but not limited to, program budget adjustments, AS fee increase recommendation to Council, allocation from Operating Reserves, etc.

Tyson spoke to the Board about the costs associated with Assembly Bill (AB) 10, which will raise the minimum wage to \$9.00 per hour on July 1, 2014 and \$10 per hour on January 1, 2016. Tyson provided the Board of Finance with a handout that demonstrated the impact of an increase in the minimum wage on the Associated Students. The additional costs to the AS would be an increase of approximately \$26,000 in the 2014-15 Budget and an increase of \$52,000 in the 2015-16 budget from the 2013-14 Budget. Tyson stated that the Associated Students have made allocations from the General Operations reserve to the AS Budget beginning in 2010-11 and that the allocation from the General Operations Reserve for 2013-14 is \$50,000. Tyson also noted that the current balance of the General Operations reserve is \$301,179. Tyson stated that the Board of Finance will need to determine how the Board would want to proceed to meet the costs associated with the minimum wage increase so that it could be included in the budget application materials and communicated to the programs. Tyson stated that the Board could choose to make adjustments to program budgets, continue making allocations from the AS Operating Reserves, pursue a fee increase, a combination of multiple options. Tyson stated that if the Board were to allocate from the reserves for an additional year it would want to provide direction to the 2014-15 Council on a fee increase. Tyson reviewed the process of a fee increase. The Board of Finance would need to recommend a fee increase to the AS Council by the December 2, 2013 meeting so that they Board of Finance could approve budget application materials that would provide information regarding the proposed fee increase. The fee increase would be required to be approved through the Associated Students Spring 2014 election and would require review by the Student Fee Advisory Committee and a recommendation to the University President. The AS would need to commit to educating the student body on the fee. Ercole and Cortes stated support for continuing work on a fee increase, Austin stated her support for the fee increase and also discuss budget adjustments. Ercole yielded to Arredondo. Arredondo stated that the Board of Finance should review the budget on a quarterly

basis. Tyson stated that it would be important to include absent members of the Board of Finance in a discussion regarding a potential fee increase and she will follow-up with Bloom and Dinzes. Ercole yielded to Juan Cervantes, a student at large, who stated that it is important not to commit a budget and a fee increase together. Ercole stated interest in meeting with the program to discuss the fees. Tyson suggested that AS Liaisons to programs would be able to assist in the conversation with programs regarding a potential fee increase. Austin asked what would happen if the AS did not act. Tyson stated that the AS Council would be able to sustain at its current operating capacity using reserves for another year, but would need to provide the next Council direction, as will be a sizable allocation from our reserves. Tyson also stated that she has followed up on the concept of paying students with a scholarship, but that students would be unable to be compensated for hourly work using a scholarship vs. an hourly wage.

Announcements

Christensen reminded the Board that the next meeting is on Wednesday, November 20 at 3:00 p.m.

Adjournment

Ercole adjourned the meeting at 4:22 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Forust Ercole
Administrative Vice President

Board of Finance

Old Business

Item A

November 20,

2013



November 14, 2013

TO: Members of the Board of Finance

FROM: Forust Ercole, Administrative Vice President

RE: A. S. Recommended Fee Increase

Attached is information to continue our discussion regarding an increase in the Associated Students fee. Please review this information carefully in advance of our next Board of Finance meeting on **Wednesday, November 20, 2013 at 3pm**. In the meantime, if you have any questions or comments, please feel free to come talk to me or Joan.

Thank you.

Name of Fee: Associated Students of Humboldt State University, Student Body Organization Fee

DRAFT

Annual Per semester	Actual Fee	Actual Fee	Current Fee	Proposed Fee Year 1	Proposed Fee Year 2
	\$101	\$101	\$101	\$111	\$115
	\$51/\$50	\$51/\$50	\$51/\$50	\$56/\$55	\$58/\$57
	Fee Headcount 2011-12	Fee Headcount 2012-13	Annualized 2013-14	Annualized 2014-15	Annualized 2015-16
	7,700	7,750	8,000	8,100	8,100

Revenue Type
AS Fee

Historical Data			Prospective Data		
\$	787,800	\$	802,950	\$	805,750
\$		\$	805,750	\$	805,750

Expenditure Type

PROGRAM NAME	2011-12	2012-13	2013-14	2014-15	2015-16
A. S. PROGRAMMING GRANTS	18,000	18,000	41,000	41,000	41,000
A.S. GENERAL OPERATIONS	217,625	220,840	237,240	237,240	237,240
A.S. INSURANCE	9,955	9,955	9,475	9,475	9,475
A.S. PRESENTS	92,395	97,305	92,245	92,245	92,245
ARTS AND MUSIC FESTIVAL (SLAM)	4,538	4,518	-	-	-
ASSOCIATED STUDENTS GOV'T	76,366	76,575	84,310	84,310	84,310
CSSA/EXTERNAL AFFAIRS	28,206	23,460	23,600	23,600	23,600
CAMPUS CENTER APPROPRIATE TECH.	44,898	49,084	48,863	48,863	48,863
CHILDRENS CENTER	35,766	36,454	36,454	36,454	36,454
CLUB AND PROGRAM SUPPORT	18,100	20,735	23,235	23,235	23,235
DROP IN RECREATION	22,063	22,063	22,063	22,063	22,063
ERIC ROFES QUEER RESOURCE CTR	5,320	5,280	5,700	5,700	5,700
HUMBOLDT FILM FESTIVAL	9,320	8,720	9,320	9,320	9,320
GRADUATE PLEDGE ALLIANCE	2,495	3,240	3,270	3,270	3,270
LEARNING CENTER TUTORIAL PROG	16,626	16,626	16,626	16,626	16,626
MARCHING LUMBERJACKS	5,800	5,800	5,800	5,800	5,800
MULTICULTURAL CENTER	55,541	56,537	33,120	33,120	33,120
SPORTS CLUBS	28,500	30,000	30,000	30,000	30,000
STUDENT ACCESS GALLERY	8,630	9,130	8,755	8,755	8,755
WOMEN'S CENTER	28,246	32,620	29,797	29,797	29,797
WRRAP	32,730	28,141	26,409	26,409	26,409
YOUTH EDUCATIONAL SERVICES	57,780	56,989	55,457	55,457	55,457
STUDENT LIFE SUPPORT	5,500	5,500	7,500	7,500	7,500
UNALLOCATED/	8,400	8,378	5,511	8,500	8,500
CONTINGENCIES/UNKNOWN BUDGET IMPACTS				2,500	5,000
Total Expenditures	\$ 832,800	\$ 845,950	\$ 855,750	\$ 861,239	\$ 863,739
Net (Revenue minus Expenditures)	\$ (45,000)	\$ (43,000)	\$ (50,000)		
Projected financial impact of increasing minimum wage for Associated Student employees				\$ 27,000	\$ 53,500
Total Expenditures with minimum wage increase.				\$ 888,239	\$ 917,239
Shortfall				\$ (82,489)	\$ (111,489)
Projected annual fee increase needed to offset cost of wage increase and discontinue spending down of reserves.				\$ 10.19	\$ 13.77
				\$10 per year/ \$5 per semester	\$14 per year/ \$7 per semester



General Assumptions:

- 1 Fee increases \$10 per year/\$5 per semester in 2014-15. Fee increases another \$4 per year/\$2 per semester in 2015-16.
- 2 Associated Students budget remain fairly status quo based on what is known at this time.
- 3 Increase minimum wage from \$8/hour to \$9/hour on July 1, 2014, and from \$9/hour to \$10/hour on January 1, 2016....or sooner as noted in #6 below.
- 4 Payroll taxes (Unemployment & Worker's Comp.) increase calculated with 4% increase.
- 5 Projected costs of General Operations increases for items such as audit, insurance, services provided by the University & UC are unknown at this time.
- 6 Programs would be directed propose two budgets. One with an approved fee increase that would incorporate minimum wage increase costs and a second budget that would decrease budget by 4-5% that would recoup minimum wage increase cost. Allocation from Reserves at approximately \$50,000 would need to continue. General Operations and AS Insurance budgets could remain status quo in both scenarios due to fixed costs.
- 7 Full impact of phase 2 of the minimum wage increase to \$10 per hour will not be until January 1, 2016. Included in these projections increase to be effective July 1, 2015 in case the Council chooses to implement sooner than the law requires.

A.S. FEE REVENUE ASSUMPTIONS: \$5 > per

8,100 Students @ \$56 (Fall Semester , \$	453,600
8,100 Students @ \$55 (Spring Semest \$	445,500
TOTAL REVENUE	\$ 899,100

A.S. FEE REVENUE ASSUMPTIONS: \$7> per

8,100 Students @ \$58 (Fall Semester , \$	469,800
8,100 Students @ \$57 (Spring Semest \$	461,700
TOTAL REVENUE	\$ 931,500

DRAFT

ATTACHMENT "A"

Program Name w/hourly wages	# of Student Employees	2013-14 Budget (assume \$8 hr.)	7/1/2014 (assume \$9 hr.)	1/1/2016 (assume \$10 hr.)
AS Government	2	\$ 2,000		
CCAT	20	\$ 34,730		
Drop-In Recreation	varies	\$ 22,063		
Eric Rofes Center	4	\$ 4,000		
Graduation Pledge	2	\$ 2,000		
Humboldt Film Festival	3	\$ 4,500		
Learning Center	varies	\$ 16,626		
MCC	15-20	varies \$ 19,120		
Sports Clubs	1	\$ 3,000		
Student Access Gallery	5	\$ 6,500		
WRRAP	12	\$ 22,242		
Women's Resource Ctr.	8	\$ 12,044		
YES	8	\$ 23,389		
AS Presents	varies	\$ 33,300		
		\$ 205,514	\$ 231,203	\$ 256,893
Increase Hourly Wages Impact			\$ 25,689	\$ 51,379
Payroll Taxes Impact (4%)			\$ 1,028	\$ 2,055
Total			\$ 26,717	\$ 53,434

Proposal to Board of Finance	November 20, 2013
Proposal to AS Council	December 2, 2013
B of F Approves Budget Application Materials	December 9, 2013
AS Budget Applications Materials distributed to AS Programs requesting two fee outcomes	Early January 2014
AS Admin VP & ASGM meet Program Directors to review application materials	January 22, 2014--Pending
Proposal to SFAC Initial Review by SFAC SFAC Review of voter pamphlet providing objective analysis of the proposed fee action and statements for and against the proposed fee action.	Week of February 3, 2014 or later
Budget Requests due (2 scenarios) (assuming fee increase approved) (ask for preference in reductions if fee > is not approved in application)	February 12, 2014
Public hearings??	
AS Budget Hearings and Budget Development	Saturday, March 1, 2014
Copies of the voter pamphlet and ballot information regarding dates, times, and polling locations shall be available to students and published in the campus newspaper and in other campus locations around campus at least thirty days prior to the referendum.	Wednesday, March 10, 2014
Open Forum Dates: What is known at this point.	
Associated Student Elections	April 22, 23 & 24, 2014
SFAC meets to determine recommendation to be made to President Richmond	Week of April 28, 2014
B of F develops an amended budget is fee > is not approved/Could also do sooner	
President Richmond receives budget for approval (prior to May 1, 2014)	TBD

4

Board of Finance

Old Business

Item B

November 20,

2013

To whom it may concern,

This letter serves to explain the events that transpired regarding my trip to the CSSA meeting at CSU's East Bay campus on October 11th-13th, and my subsequent pursuit of reimbursement.

I was appointed to the External Affairs position Monday, October 7th, knowing full-well I would be attending the CSSA meeting that coming weekend. I went into the AS office to fill out the required paperwork (either Tuesday or Wednesday), and when I began filling out the paperwork regarding taking a vehicle, I expressed my concern for which vehicle I would be taking, and I said that I wanted to take my own vehicle. As I continued to fill out the paperwork, I expressed interest in being reimbursed for using my personal vehicle based on miles driven, not on gas receipts. I was told by the General Manager that I would be allowed to take my own vehicle, but that I would be reimbursed based on gas receipts only. I was not familiar with the AS policy on this, so I asked if this was codified (written down) as policy. **I was told something to the effect of "this policy is not written down."** I then understood this to mean that the policy in question did not exist, that the policy had simply been fabricated, or otherwise created and enforced without approval of the Associated Students Council. I then asked a question to the effect of "why is this policy being made up on the spot," and I was given an answer to the effect of "it is the duty of the General Manager."

Believing there was no codified policy on this, I brought the situation to the attention of the President, who communicated to the General Manager his approval that I be reimbursed based on the miles driven and not receipts. If there was, in fact, no codified policy, I assumed this would rectify the situation. In reality, it did not.

As I further researched AS policy, I found in the Associated Students 2013-14 Budget Policies and Procedures book, which I only received upon request. On page 12 of the Policy and Procedures section, under the Travel heading and Pre Travel Forms subheading, the policy states: "All documents must be submitted to the Associated Students Office at least 5 working days prior to the date of the trip." Because the paperwork had not been turned in at least five days prior to the trip, I was under the impression that my trip to the CSSA conference was not authorized by the Associated Students, and I could not, therefore, seek reimbursement of any kind, either by gas receipts or miles driven. I then wrote a resolution that would codify what had, to my knowledge, been previously done by tradition, and also reimburse me for the cost of the trip based on miles driven. When the resolution was presented to the council on October 21st, it was postponed indefinitely - the AS council refused to take a stance, either for or against, my resolution. During the debate on the resolution, I was advised by an AS council member to meet with the General Manager to work toward a solution. On Thursday, October 24th, I met with the General Manager in the AS office, with other staff present as witnesses, as well as any members of the public who happened to pass by. I was told that I could fill out a document, titled something to the effect of "memo for lost/unusual receipts," which could be used to reimburse me for the cost of gas without the supporting receipts. I was also, at this time, presented with a copy of the travel policy, last revised by the Associated Students Council January 2007. I have provided a copy of this document with the letter. This document states, under part B, section 4, "Personal Vehicles will only be reimbursed for

actual gas expenses supported by receipts. Prior approval by the General Manager is required in order to use a personal vehicle.” **This was the first time such a codified policy had been brought to my attention.** After discussing the relevant documents and the issue-at-hand with the General Manager, we set up a meeting for the following day, Friday the 25th, at 11AM.

The General Manager and the Council Assistant were present for the meeting, which took place in the Associated Students Office, within earshot of an AS council member, as well as the general public. When the topic of the meeting came to the reimbursement, I was advised that the most appropriate method for me to pursue reimbursement based on miles driven would be to write a memo to the Board of Finance, requesting they take up the issue, and draft a resolution to be sent to and approved by the Associated Students Council.

Regarding the lost/unusual receipt document, I question its validity in that the document is not, in fact, a receipt, and therefore could not be used to support my claims for gas expenses. I ask the same question as I have in the past: was this lost/unusual receipt document approved by the AS council, or was it fabricated, synthesized, or otherwise created and enforced without approval by the AS council? In my opinion, the document would need to be approved by the Associated Students Council simply because it otherwise goes against the established AS travel policy.

I do not question the validity of the travel policy, however. Though I cannot find the minutes from the January 2007 meeting where the travel policy was revised, I found a copy of the policy in a folder left in the External Affairs office by the previous External Affairs Representative, which I discovered on Friday, October 25th. I am willing to accept this as evidence that the policy was in-effect before I was appointed to the position.

In conclusion, I was not made aware of the travel policy in time for me to make an informed decision regarding which vehicle to take to the CSSA meeting at CSU’s East Bay campus. Though I do feel uncomfortable driving a vehicle that is not owned by my family or myself, if I knew the policy was codified, I would have reconsidered my position, and most likely taken the state-provided vehicle, despite my discomfort. I ask the Associated Students Board of Finance to consider the facts carefully, and take any and all necessary steps to see that I am reimbursed fairly.

One argument against my reimbursement from miles driven is that this will throw off the budget. I can assure you, the costs are almost entirely mitigated. The budget’s formulation planned for an average cost of \$650 for a trip to a northern CSU campus (\$100 for registration, \$250 for Hotel costs, \$150 for car rental, \$100 for gas, and \$52 for meals). Note that the breakdown actually comes to \$652, not \$650, but as I had no responsibility in formulating this budget, I ask that this discrepancy be overlooked for now. The actual cost of the trip, minus transportation, is \$335 - \$100 for registration, \$203 (rounded up from \$202 and change) for Hotel costs, and \$32 for meals. If I were to be reimbursed based on miles driven, a total of \$337.89, the trip will be over budget by \$22.89, putting the trip over-budget by 3.52%.

Though it is imperative that the budget be adhered to, in my opinion as the appropriate budget administrator, this \$22.89 that will put the trip over-budget by 3.52% is

negligible. As to the other CSSA meetings, if future CSSA Representatives take a personal vehicle and are reimbursed by gas receipts only, the future trips will save \$150 by not taking a rental car. Because of this, I can assure the Board that the cost will be mitigated in the short-term. In planning the budget for the following year, I have already found several hundred dollars worth of cuts, including the above mentioned, so I can assure the Board that this over-budget expenditure will be mitigated in the long-term as well. If the goal is to be fiscally conservative, it would make sense to send the CSSA rep with a personal vehicle instead of a rental vehicle.

Relevant documents:

Travel policy http://humboldt.edu/associatedstudents/images/uploads/forms/200-202_Travel_policy.pdf

Agenda from October 21st meeting (Resolution is on last page):

[http://humboldt.edu/associatedstudents/images/uploads/forms/ASC Agenda 7 October 21%2C 2013.pdf](http://humboldt.edu/associatedstudents/images/uploads/forms/ASC_Agenda_7_October_21%2C_2013.pdf)



RESOLUTION No. 2013-14-9

AUTHORED BY: *Benjamin Cox, AS External Affairs Representative

SIGNED BY: *Ten Students At-Large

REFERRED TO: AS COUNCIL

ACTION SCHEDULED: October 21, 2013

SUBJECT: A Resolution for Reimbursing Travelers on Associated Students Business

1. **WHEREAS**, the duties of the Associated Students, hereafter known as the AS, sometimes require business-related travel,
2. **WHEREAS**, students traveling on official AS-related business may use a private vehicle,
3. **WHEREAS**, reimbursement at a rate of 56.5 cents every mile driven to and from the normal place of business (HSU) and the destination is considered, by the CSU Board of Trustees, as sufficient to cover all expenses relating to use of a private vehicle, such as fuel, cost of insurance, and keeping the vehicle in good running order, and
4. **WHEREAS**, Benjamin Cox traveled on official business from Humboldt State University to CSU East Bay in his private vehicle, traveling a round-trip distance of 598 miles,
5. **BE IT RESOLVED**, by the members of the Associated Students Council that any Associated Students member who operates a private vehicle for travel on official Associated Students business shall be reimbursed at the mileage rate established by the CSU Board of Trustees - 56.5 cents as of October 16th, 2013.
6. **BE IT ALSO RESOLVED** that Benjamin Cox be paid \$337.87 for traveling from Humboldt State University to CSU East Bay on official Associated Student business for the CSSA conference he attended the weekend of October 12th, 2013.

*Original signatures are on file in the Associated Students Business Office.

Section: **Policy Statement - Fiscal**

Subject: **Travel Policy**

Purpose: To establish guidelines for travel on Associated Students business.

New/Revised: January 22, 2007

Council Adoption Date: December 11, 2000

See following Travel Policy document.

Name of Procedure/Policy: TRAVEL POLICY

Purpose of Policy: This policy provides guidelines for travel on Associated Students business. This policy is in conformity with federal IRS regulations.

Date of Effectiveness: 7/1/2007

Procedures:

A. **Travel and Travel Advance:** Information related to the trip dates, purpose, itinerary, etc. must be provided. A copy of the conference agenda, or a detailed schedule of your business plans, must also be attached to your request for reimbursement and per diem. Per diem advances will not be provided more than 10 days prior to a trip unless there are special circumstances. In no case will a per diem advance be provided more than 30 days prior to a trip.

B. **Reimbursement Rates**

1. Subsistence Allowances (Per Diem for Meals and Incidentals)

Subsistence allowances will be allowed only when travel related expenses are incurred for a trip 25 miles or more from Arcata. For each complete 24 hour period, the maximum subsistence allowance for meals will be \$41.00:

Breakfast	\$ 9.00
Lunch	\$12.00
Dinner	\$20.00
Total	\$41.00

For travel, which is less than 24 hours in duration or is the first fractional parts of a period of travel or more than 24 hours, the allowances listed above will be allowed provided that:

For Breakfast	Travel begins before 7:00 a.m.
For Lunch	Travel begins before 12:00 p.m.
For Dinner	Travel begins before 6:00 p.m.

For travel, which is the last fractional parts of a period of travel of more than 24 hours, the allowances listed above will be allowed provided that:

For Breakfast	Travel extends past 9:00 a.m.
For Lunch	Travel extends past 2:00 p.m.
For Dinner	Travel extends past 6:00 p.m.

If a conference fee is used to cover any of the above meals, an equivalent amount will be deducted from the maximum allowances. The person traveling may be reimbursed for parking and transportation costs, taxi fares, and business phone calls in addition to per diem providing they have receipts or other documentation.

2. Lodging

Actual **original** receipts must be submitted for all lodging reimbursements. The actual cost will be reimbursed only if the amount is indicative of a reasonable selection of accommodations where several rates are available.

The Travel Expense Report is used to report actual trip cost, to submit all required receipts, and to receive any needed reimbursement. The Travel Expense Report, along with all required receipts and documentation, shall be submitted to the Business Office within 30 days after the trip.

3. Travel Advances

Travel advances may be made with approval by the General Manager. Substantiation for all special advances shall be submitted to the Business Office within 30 days after the trip. In no case may this substantiation occur after 60 days. If this substantiation is not completed within 60 days, any unaccounted for and unreturned advance monies will become taxable income to the employee, and be included on a Form W-2.

4. Mileage Reimbursement

Personal vehicles will only be reimbursed for actual gas expenses supported by receipts. Prior approval by the General Manager is required in order to use a personal vehicle.

**Associated Students Council
Humboldt State University
Meeting on Monday, January 22nd, 2007
University Center, South Lounge
2:00 p.m.**

Agenda #10

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #10--Action Item
- IV. Chair's Report
- V. Approval of Minutes
 - A. Approval of Minutes #9 dated November 27nd, 2006—Action Item
- VI. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

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Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.

- VII. Appointments to Committees and Council
 - A. A. S. President
 - B. A. S. Administrative Vice President
 - C. A. S. Legislative Vice President
 - D. A. S. Student Affairs Vice President
- VIII. Old Business
- IX. Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)
 - A. College Representative Reports
 - B. Graduate Student Representative (Vacant)
 - C. Residence Hall Association (RHA) Representative Report (Vacant)
 - D. General Manager (Joan Tyson)

- E. Public Relations (Vacant)
- F. AS Elections Commissioner (Mike Kittredge)
 - 1. Approval of dates for the AS General Elections as per Associated Students Election Code, Section 13.04. Recommended dates are April 17, 18, 19, 2007.—Action Item
- G. AS Presents (Aaron Bailey)
- H. CSSA (Amrit Dhadli)
- I. CSSA (Kintay Johnson)
- J. Legislative Vice President (Vacant)
- K. Student Affairs Vice President (Noelle Perlmutter)
- L. Administrative Affairs Vice President (Rob Christensen)

Board of Finance Report – January 17, 2007

- 1. Request YES to transfer \$800 for a Volunteer Opportunity Coordinator (VOC) Stipend to VOC supplies and services. – Information Item.
The second VOC has not been selected so YES would like to use the funds to support supplies and services.
- 2. Review and approval of the revised Associated Students Travel Policy to be effective July 1st, 2007. – Action Item
The Associated Students Travel Policy provides guidelines for travel on Associated Students business. The Associated Students Travel Policy has not been updated since July 1, 2000. The proposed policy suggests changes in per diem rates for meals and mileage reimbursement.

- M. President (Crystal Chaney)
- X. General Council Discussion (At this time Council members and Executives may follow-up with questions regarding reports.)
- XI. New Business
- XII. General Council Work Session
 - A. Spring Retreat, February 2nd, 3rd, and 4th, 2007 (Crystal Chaney)
- XIII. Announcements
- XIV. Adjournment

Associated Students Council
Humboldt State University
Meeting on Monday, January 22nd, 2007
University Center, South Lounge
2:00 p.m.

DRAFT

Approved
2-5-2007

Minutes #10

Call to Order

Crystal Chaney called the meeting to order at 2:03 pm in the South Lounge of the University Center. (David Backues, Emil Rodriguez, Jacque Lee, Sarah Wood and Stephanie Riddle had resigned.)

Roll Call

- Members Present: Tara Holloway, Lladira Baez, Saqib Keval, Alan Chesbro, Anondah Saide
- Members Absent: Brandon Hemenway (excused), Jeff Sanders (unexcused)
- Officers Present: Aaron Bailey, Kintay Johnson, Amrit Dhadli, Noelle Perlmutter, Rob Christensen, Crystal Chaney
- Advisors Present: Joan Tyson, Mike Kittredge

Approval of Agenda

MOTION: HOLLOWAY/BAEZ move to amend Agenda #10 to include an emergency appointment for a Legislative Vice President. APPROVED
1 Abstention

David Backues has resigned. Nominations were opened.

MOTION: KEVAL/HOLLOWAY move to nominate Alan Chesbro as the emergency appointment for Legislative Vice President. APPROVED
1 Abstention

There were no further nominations.

Chair's Report

There was no report.

Approval of Minutes

MOTION: KEVAL/BAEZ move to approve Minutes #9 dated November 27th, 2006. APPROVED

Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

There were no public comments.

Appointments to Committees and Council

A. S. President – Crystal Chaney

MOTION: KEVAL/BAEZ move to suspend Government Code, 6.03 to appoint Stephanie Guel to the Diversity Plan Advisory Council. APPROVED

Guel was in class.

MOTION: KEVAL/BAEZ move to appoint Stephanie Guel to the Diversity Plan Action Committee. APPROVED

Guel is interested in being more involved with diversity issues on campus and has been involved with both AS Presents and the Multicultural Center.

MOTION: BAEZ/KEVAL move to suspend Government Code, Section 6.03 to appoint Anika Baker-Lawrence to the Student Health Advisory Committee. APPROVED

Baker-Lawrence is in class.

MOTION: HOLLOWAY/BAEZ move to appoint Anika Baker-Lawrence to the Student Health Advisory Committee. APPROVED
1 Abstention

Baker-Lawrence has been to every meeting despite not being appointed. She is familiar with projects SHAC has worked on in the past.

MOTION: HOLLOWAY/BAEZ move to appoint Blair Kinser to the Sexual Assault Prevention Committee. APPROVED

Kinser stated that he is from Fortuna and thinks it is very important to keep the safety of students into consideration. His ideas for the committee include improving lighting, creating student escorts, and guest passes for visitors to the University. Kinser is an Environmental Resources Engineering major.

MOTION: KEVAL/HOLLOWAY move to appoint Blair Kinser to the Public Safety Committee. APPROVED

MOTION: KEVAL/BAEZ move to suspend Government Code, Section 6.03 to appoint Katherine Willard to the External Affairs Committee. APPROVED

Willard is at work.

MOTION: HOLLOWAY/KEVAL move to appoint Katherine Willard to the External Affairs Committee. APPROVED

Willard has been very active on campus.

MOTION: KEVAL/BAEZ move to suspend Government Code, Section 6.03, to appoint Ellen Walden to the Student Health Advisory Committee. Walden is the Residence Hall Association (RHA) recommendation. APPROVED

Saide, RHA President, was unaware that Walden was to be appointed, and therefore the student was not notified.

MOTION: KEVAL/BAEZ move to appoint Ellen Walden to the Student Health Advisory committee. APPROVED
1 Abstention

Saide spoke to Walden and said that she was immediately interested in this committee. Walden has been involved in RHA.

MOTION: KEVAL/HOLLOWAY move to appoint Constance Mitchell to the Sexual Health Advisory Committee. APPROVED

Mitchell stated that HPV is the number one treated STD on campus and is the leading cause of cervical cancer in women. She is working to write a grant to make the vaccination more affordable for women on campus and is interested in furthering sexual health awareness on campus.

MOTION: HOLLOWAY/KEVAL move to suspend Government Code, Section 6.03, to appoint Jed D'abravanel to the Diversity Plan Advisory Council. APPROVED

D'abravanel is in class.

MOTION: KEVAL/HOLLOWAY move to appoint Jed D'abravanel to the Diversity Plan Advisory Council. APPROVED

D'abravanel was on this committee last year and has previous knowledge of the committee.

MOTION: KEVAL/BAEZ move to appoint Laura Green to the Associated Students Council as the College of Natural Resources and Sciences representative. APPROVED

Green feels she has developed knowledge of the campus in her time here and intends to make the students' voices heard.

MOTION: BAEZ/HOLLOWAY move to appoint Tyler Smith to the Associated Students Council as the College of Natural Resources and Sciences representative. APPROVED

Smith is from New Hampshire and is interested in the area. He is also interested in students and what they want out of Associated Students and the school at large. Smith will be attending HSU for one more semester after this spring.

MOTION: BAEZ/HOLLOWAY move to appoint Kristen Kelley to the Associated Student Government as the Graduate Student Representative. APPROVED

Kelley attended H SU for her undergraduate and is now working to get her graduate degree in Psychology. She stated she hopes to have the opportunity to advocate for graduate students that don't have the time to advocate for themselves.

MOTION: KEVAL/BAEZ move to appoint Melissa Nickell as the Public Relations Coordinator for the Associated Students. APPROVED

Nickell is a Journalism major and is in her second year at HSU. She is currently the PR manager for KRFH and has been the assistant manager of KRFH in the past. She has management and prioritizing experience.

MOTION: KEVAL/BAEZ move to appoint Alan Chesbro to the Associated Students Council as the Legislative Vice President. APPROVED

This position was advertised per AS requirements. Chesbro stated he didn't expect to be interested in this position until several people spoke with him. He has been learning how AS works as he has sat on Council for the past half year. He stated he intends for meetings to stay open and fair and also has an open schedule. Several Council members voiced their support.

MOTION: BAEZ/KEVAL move to suspend Government Code, Section 6.03, to appoint Amy Moore to the Curriculum Committee. APPROVED

Moore is in class.

MOTION: HOLLOWAY/KEVAL move to appoint Amy Moore to the Curriculum Committee. APPROVED

Moore has worked on different curriculums both in college and in high school. Moore has attended this committee without being appointed and is also aware of the sub-committee commitment this committee requires.

A. S. Administrative Vice President-Rob Christensen

No appointments. It was announced a position has opened on the Instructionally Related Activities Committee.

A. S. Legislative Vice President-Alan Chesbro

No appointments.

A. S. Student Affairs Vice President-Noelle Perlmutter

MOTION: KEVAL/BAEZ move to appoint Chardilaire Whitlock to the Student Health Advisory Committee as the RHA recommendation. APPROVED

This is Chardilaire Whitlock's second semester at HSU. She is a French, Spanish, and future Nursing major. She is interested in being active in women's health and wants to ensure that students know what sexual harassment is. She is aware of the breadth of topics the committee covers.

MOTION: HOLLOWAY/BAEZ move to appoint Chardilaire Whitlock to the International Programs Screening Committee. APPROVED

Whitlock stated that there are a lot of international students on campus and that there is not a lot of awareness regarding cultural exchange opportunities. Whitlock also stated that going abroad is important for students to do.

MOTION: KEVAL/BAEZ move to suspend Government Code, Section 6.03, to appoint Aaron Cole to the Student Health Advisory Committee. APPROVED

Cole is in class.

MOTION: HOLLOWAY/KEVAL move to appoint Aaron Cole to the Student Health Advisory Committee. APPROVED

Cole is in the pre-med club and is interested in medicine. Cole wants to get involved with SHAC and will bring a new viewpoint to the committee, especially as there are no men on the committee as of yet.

MOTION: KEVAL/HOLLOWAY move to suspend Government Code, Section 6.03, to appoint Michael Echeveste to the President's Council. APPROVED
1 Abstention

Echeveste is in class.

MOTION: BAEZ/KEVAL move to appoint Michael Echeveste to the President's Council. APPROVED
1 Abstention

This is Echeveste's second semester at HSU and is a Political Science major. He is excited with getting involved with the school and would like to articulate the students' voice on the President's Council.

Old Business

There was no old business.

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

College Representative Reports

Smith – College of Natural Resources and Sciences
No report.

Green -- College of Natural Resources and Sciences
No report.

Holloway -- College of Natural Resources and Sciences
Holloway explained voting and abstaining and also explained what Government Code, Section 6.03 is. Holloway also stated that the CNRS Lab Fee Committee really needs support right now and is an important student committee.

Baez – College of Arts, Humanities, and Social Sciences

Baez welcomed new members to Council. The Athletic Compliance Committee meets for the first time in February. They will be looking over the statewide laws that affect NCAA athletes. Baez also stated that she will inform her constituents of the open position for the CAHSS representative.

Keval - College of Arts, Humanities, and Social Sciences

Keval is working on ideas to make AS more accessible to students and asked Council to inform him of their ideas. He will be presenting his ideas to Council at a later date.

Sanders – All University Representative
Absent.

Hemenway – College of Professional Studies
Absent.

Saide – College of Professional Studies

Saide stated she is resigning from Council. She no longer qualifies for the position as she has changed her major. She will remain on her committees and is more than happy to help fill her position. She stated she will continue to work on the Peer Advisory Program. Saide's new major is sociology.

Graduate Student Representative (Kristen Kelley)
No report.

Residence Hall Association (RHA) Representative Report (Vacant)

General Manager (Joan Tyson)

Tyson stated to the new Council members that she is the General Manager for AS, is here year-round, and is the staff person to AS. She welcomed new representatives and stated that there will be new binders for new Council members soon. Tyson requested that continuing Council members turn in their Parliamentary Procedure training DVDs so that she may redistribute them to the new representatives. Tyson announced that the Spring Retreat is going to be held on February 2nd, 2007 and that Chaney will be explaining this further in General Council Work Session. Tyson also announced that the AS Campus/Community Service Scholarship is now available on the AS website and in the AS Office, and that the purpose of the scholarship is to award students who excel in campus and community service efforts. It is a need-based scholarship and there are openings on the committee. The scholarship was founded in 1996 when the Associated Students raised their fee and it was mandated to set aside funds for financial aid. Thirty scholarships of \$1,000 each are awarded each year. The applications are due on February 23rd. Tyson stated there will be an evacuation drill this Friday, January 26th, at 11:00am. Tyson also stated that there will no longer be an Arcata City Council liaison to the AS Council; the reasons stated were possible conflict of interest and time constraints.

Public Relations (Melissa Nickell)
No report.

AS Elections Commissioner (Mike Kittredge)

Kittredge introduced himself and explained that his role is to work on team development, leadership, and in conflict issues.

1. Approval of dates for the AS General Elections as per Associated Students Election Code, Section 13.04. Recommended dates are April 17, 18, 19, 2007.—Action Item

MOTION:

HOLLOWAY/KEVAL move to approve the dates for the AS General Elections, as per Associated Students Election Code, Section 13.04, to be April 17, 18, 19, 2007.

APPROVED

Council was reminded that these dates are very close to the California Higher Education Student Summit (CHESS). Discuss was held regarding possible conflicts with CHESS. It was stated that possible candidates will be notified of this conflict. Council was reminded that the current timeline for elections leaves enough time for runoffs if they prove necessary.

Kittredge reminded students that they can receive 1-3 units of credit for their activities in AS if they enroll in LEAD 495. Council members are to see Kittredge for more information.

AS Presents (Aaron Bailey)

Johnson gave Bailey's report. He announced upcoming shows for AS Presents.

CSSA (Amrit Dhadli)

Dhadli informed Council that GPA media notebooks will be printed and will advertise CSSA information. Dhadli discussed CSSA activities, including the choosing of the Alumni Council Liaison and that there was a resolution regarding financial aid written. Dhadli also explained CHESS and how many students are allowed to attend. The student position on the Board of Trustees for the CSU is open and searches continue. The application deadline is February 9th, 2007.

CSSA (Kintay Johnson)

Johnson updated Council on the January CSSA meeting and discussed the budget as it has been presented by the CSU Chancellor's office. Johnson stated that there is a 10% fee increase scheduled for the next academic year, but that the decision to do so is not finalized. Johnson announced that hazing at universities has been made a felony. He also stated that several million dollars have been cut from the outreach programs in the state; examples of potential programs that may be affected are EOP and student disabilities outreach. Johnson explained the Black Student Leaders Association and also stated that the Chancellor's office is taking action to stop the dwindling enrollment of the number of African American students in the CSU. He is working on a conference to empower students with public service and service learning skills to raise enrollment of those students.

Legislative Vice President (Alan Chesbro)

No report.

Student Affairs Vice President (Noelle Perlmutter)

Perlmutter announced that Shadow Day is going to be happening from January 29th – 31st. She is working on goals for this semester and also to get more people on the Student Affairs Advisor Committee.

Perlmutter is also working to put together binders for future Student Affairs Vice Presidents regarding such events as Shadow Day, the Welcome Back BBQ, and the Study Lounge. The position for the Graduate Pledge Alliance Liaison has opened up and Council is encouraged to fill that position. She is working with John Wu and Mike Kittredge to plan the Leadership Conference.

Administrative Affairs Vice President (Rob Christensen)

Board of Finance Report – January 17, 2007

- A. Request YES to transfer \$300 for a Volunteer Opportunity Coordinator (VOC) Stipend to VOC supplies and services and \$500 to Alternative Spring Break for supplies and services.

– Information Item

The second VOC has not been selected so YES would like to use the funds to support supplies and services.

Christensen explained that the VOC position was never filled and that YES requested the funds to be transferred.

- B. Review and approval of the revised Associated Students Travel Policy to be effective July 1st, 2007. – Action Item
The Associated Students Travel Policy provides guidelines for travel on Associated Students business. The Associated Students Travel Policy has not been updated since July 1, 2000. The proposed policy suggests changes in per diem rates for meals and mileage reimbursement.

MOTION: HOLLOWAY/SAIDE move to approve the revised Associated Students Travel Policy to be effective July 1st, 2007. APPROVED
1 Abstention

Discussion was held regarding to what the amounts have been changed. Breakfast per diem is raised from \$6.00 to \$9.00; lunch is raised from \$7.00 to \$12.00; and dinner is raised from \$12.00 to \$20.00. The mileage policy has also changed from reimbursing \$.32 per mile to be a reimbursement for actual gas expenses.

Christensen then gave his Administrative Vice President report. The Student Fee Advisory Committee met on Friday, January 19th, at 4:00 pm. Housing is attempting to create a five-year plan starting in the AY 07/08; the increases are to prove the University can repay the sale of bonds. The committee did not have enough time to review the information and have tabled the item until Wednesday, January 24th, at 7:30 am in the "J". Christensen is preparing for the AS Budget process and is helping programs with writing their budgets.

President (Crystal Chaney)

The Graduate Pledge Alliance selection committee has interviewed the GPA candidates and their choice will be announced sometime this week. The Academic Senate meets on Tuesday, January 23rd, at 4:00 pm. Chaney has been spending her time doing interviews for committees and Council and encouraged Council to do class raps in order to inform students of open positions. Chaney is also working on the schedule for the retreat and will be meeting with Kittredge and Tyson regarding that schedule. Chaney has a meeting with President Richmond on the 31st of January. Chaney informed Council that she will be working on a binder for the goals to pass on to next year's Council.

General Council Discussion (At this time Council members and Executives may follow-up with questions regarding reports.)

Johnson stated more items for his report, including that the Sonoma State Bookstore has been outsourced to Barnes and Noble. Johnson announced that Paul Pearson, a teacher and CSU Academic Senate Executive, passed away recently. Johnson discussed other campus's sentiment on the negotiations between the California Faculty Association and the Chancellor's office for contracts. Holloway announced that she has to leave the AS meeting for a class at 3:50 pm and asked Council members to email her information regarding the retreat update. Discussion was held regarding how many units Council members may receive for registering for the LEAD 495 course. Some procedures were explained for the new Council members. Discussion was held regarding the proposed Housing fee increase. Dhadli

clarified that there will be an informational meeting at 3:00 pm in the South Lounge on January 23rd. Johnson clarified that the students who will be taken to CHESS will most likely be freshman, sophomore, and juniors.

New Business

There was no new business.

General Council Work Session

A. Spring Retreat, February 2nd, 3rd, and 4th, 2007 (Crystal Chaney)

Discussion was held regarding the facilities and weather preparation. Discussion was also held regarding which night would be mandatory and which would be optional; it was determined that the Friday night of the retreat would be mandatory and the Saturday evening would be optional. Council was reminded that team building is important and that everyone on Council has made this commitment to attend. There will be sign-ups for carpooling and food purchasing; Council members will be reimbursed for food purchases. Council members will be emailed and given agendas for the retreat. Kittredge, Chaney, and Tyson can be emailed for more information.

Announcements

The Greek Information Night will be held on Wednesday, January 24th at 5:30 pm in the Goodwin Forum. Spring Preview is going to be Friday the 13th and Saturday the 14th of April. Spring Preview Plus, a program for first generation and low-income potential college students, will be held then as well. There will be an opportunity to host students. Council was reminded that Manuel Esteban's report, which was commissioned to assess the budget situation on campus, is available online, and that the University is deep into negotiating budgets at this time. Chaney announced that her office hours will be Monday, Wednesday, and Friday from 11 am – 1 pm. The position of University Affairs Director is open in the CSSA. Application instructions are located on csstudents.org. It was announced that an HSU student died over winter break and a service will be held at 9 pm on January 26th in the Forbes Complex. Funding will go to the family of the student to pay for funeral costs. A letter from a student's parents has been written to President Rollin Richmond regarding budget cuts and class availability at HSU. It was suggested that AS write resolutions regarding housing on campus and the Housing fees.

Adjournment

Chesbro adjourned the meeting 4:07 pm.

Recorded by:

Noelle Melchizedek
AS Secretary

Approved by:


Alan Chesbro
Legislative Vice President