

Tuesday, November 12, 2019, 3:00pm, Goodwin Forum (NHE 102)

Chair Stephanie Burkhalter called the meeting to order at 3:04pm on Tuesday, November 12, 2019, Goodwin Forum, Nelson Hall East, Room 102; a quorum was present.

Members Present

Alderson, Bacio, Burkhalter, Cruz, Dunk, Gonzalez, Karadjova, Kerhoulas, Maguire, Malloy, Meriwether, Miller, Mola, Moyer, Pachmayer, Parker, Pawlowski, Reynoso, Schnurer, Thobaben, Weinberg, Woglom

Members Absent

Byrd, Creadon, Dawes, Enyedi, Gradine, Jackson, Keever, Wilson, Zerbe

Guests

Simone Aloisio, Lisa Bond-Maupin, Cyril Oberlander, Shawna Young, Holly Martel, Lisa Castellino, Jenessa Lund, Dale Oliver, Bella Gray, Sherrie Gordon, Tracy Taylor, Amy Sprowles, Frank Whitlatch, Rick Zechman, Kumi Watanabe-Schock, Amber Blakeslee, Peggy Metzger, Cris Koczera, Shelia Rockar-Heppe

Announcement of Proxies

Schnurer for Byrd, Malloy for Creadon, Rynne for Dawes, Oling-Sisay for Enyedi, Bacio for Keever, Mola for Wilson

Approval of and Adoption of Agenda

M/S (Dunk/Woglom) to approve the agenda

Motion carried unanimously

Approval of Minutes from the October 15, 2019 Meeting

M/S (Schnurer/Woglom) to approve the Minutes of October 15, 2019

Senator Dunk offered a friendly amendment to clarify that Oberlin College has a green/carbon neutral building, not an entire campus.

Motion to approve the minutes as amended carried unanimously

Reports, Announcements, and Communications of the Chair

- Written report

Senator Malloy requested clarification on the role and/or scope of the Campus Fiscal & Expanding Resources Committee, from the President's Administrative Team document, specifically the following clause: "Purpose: The committee also serves as the URPC..."

Chair Burkhalter clarified that the URPC will report to the cabinet

Senator Malloy further queried how this definition will affect the CBC interpretation set on this agenda for a vote.

Chair Burkhalter noted she will clarify with the cabinet, but reported her understanding that the vision behind this designation is to have one unified budget committee; she further noted that the committees listed on the document are brainstormed, and none have met.

Senator Mola requested clarification on whether these committees will exist at some point, or whether they are brainstormed ideas for committees, and expressed his concern that the proposed Emerging and Distinctive Academic Programs committee lists no faculty in its membership, other than the Senate Chair.

Senator Mola also voiced concern at the unilateral appointment of three previously interim administrators without first holding a national search for candidates to the jobs, pointing out that such an action is contrary to Section 700 of the faculty handbook, which states, "Unless specified otherwise below, all search committees for administrative positions not under the Division of Academic Affairs, at the level of Associate Vice President or higher, will have a minimum of two General Faculty members, appointed by the President in consultation with the Senate Executive Committee (Academic Senate Resolution #19-05/06-EX, March 7, 2006)." Senator Mola concluded, noting that President Emeritus Richmond came under scrutiny for his appointment of then-interim Provost Snyder without a national search back in 2007.

Senator Moyer expressed concern that there is a severe absence of faculty on the President's Cabinet, especially considering how large the committee membership already is (33 members).

Reports of Standing Committees, Statewide Senators, and Ex-officio Members

Academic Policies:

- Written report attached

Constitution and Bylaws:

- Written report attached

University Policies:

- Written report attached

University Resources and Planning Committee:

- Written report attached

Emeritus and Retired Faculty Association:

Senator Thobaben reported the HSU Emeritus and Retired Faculty Association recently approved revision to their membership to include retired staff vested in CalPERS, which mirrors the system-wide Emeritus organization (CSU-ERFSA). She reported the ERFSA Coordinating Committee will review amendments to their Bylaws, and plan to send them to the membership for approval.

Associated Students:

Associated Students President Cruz introduced the newly appointed student representative, William Weinberg, and reported AS goals include considerations of the parking dilemma on campus and the backpack policy enforced at Giants' Cupboard and the Campus Marketplace on campus.

Labor Council:

Senator Parker encouraged participation in the survey available to Unit 4 employees.

Enrollment Management:

Vice President Meriwether reported the following:

- The EM division is working on a robust set of programming to commemorate Black History Month, in response to numerous reports from students of color who feel there's been a lack of support for Black History Month in the past.
- The CSU hosted a Men of Color Forum on November 6 in Los Angeles; four students, along with Fernando Paz, were able to attend.
- For the first time in a long time, an HSU student, Maria Angelica Garcia, will be presenting to the Board of Trustees in November, as part of a set of opportunities funded by GI-2025
- 370 people attended the recent HSU Open House; VP Meriwether expressed his gratitude to Dean Oberlander for the use of the Library for the event. The Campus Dialog on Race was advertised to great interest at Open House as well.
- The EM division recently launched or helped to launch the Humboldt First Scholarship—so far, 92 Eureka High School seniors were awarded scholarships—and the \$1000 Housing Scholarship.

University Advancement:

VP Whitlatch reported he has recently been notified of the opportunity to provide a written report to the Senate, so the Senate should expect more communications from his division henceforth.

President's Office:

Chair Burkhalter ceded the floor to Chief of Staff Sherie Gordon, who reported on behalf of President Jackson that his office will be giving written reports from now on.

Chair Burkhalter stated she understands the first President's Cabinet meeting is on Monday, and

during that meeting, President Jackson will give the group the opportunity to discuss how the proposed committees may align with HSU's currently "active" 114 committees. She noted there will be a website for the group which will provide agendas and meeting minutes, and that she plans to provide updates on the group's work in her Senate report.

Senator Mola queried Chief Gordon regarding the structure of the Presidential Cabinet and asked if she envisions faculty will be included on these committees, since so far to him it looks as though they include everyone except faculty members.

Chief Gordon answered the Committee Chairs will be Administrators, but there will be engagement from faculty, staff, and students on the committees. She explained the URPC will be integrated into the Campus Fiscal and Expanding Resources committee.

Senator Mola clarified his question, and noted that although the University Senate is the primary governing body for this campus, it sounds as if this President's Cabinet and associated committees will be generating policies not vetted through the Senate; he asked whether any policies or recommendations generated in these committees will come through the Senate, or whether the University would be "recreating the wheel" with this second governing body?

Chief Gordon answered that the cabinet and committees are advisory in nature, and the body develops or recommends a certain policy, approval of that policy will follow the normal Senate procedures. Chief Gordon assured the Senate that these bodies aren't being developed in order to circumvent what Senate is doing, nor are they attempts to supersede the Senate. She noted the body plans to evaluate the current 114 committees, to ensure they are all functional.

Senator Moyer encouraged faculty be included on the cabinet itself.

Administrative Affairs:

- Written report attached

Consent Calendar from the Integrated Curriculum Committee

The attached ICC Consent Calendar was unanimously approved

General Consent Calendar

It was noted there were no items for approval on the General Consent Calendar.

TIME CERTAIN 3:15-3:30 PM – Open Forum for the Campus Community

Chant'e Catt, Off-Campus Housing Liaison, provided in advance the attached letters regarding the Humboldt Tenant Landlord Collaboration, and Nureva Technology, respectively.

Senator Kerhoulas, on behalf of faculty in the Department of Forestry and Wildland Resources, and faculty in the Department of Geography, Environment, and Spatial Analysis, provided the

attached letters of support for Professor Steve Martin's previous statement of endorsement for the Resolution on Excess Enrollment Policy (02-19/20-FAC).

Professor Amy Sprowles, Chair of the Department of Biological Sciences, on behalf of faculty members in the department, provided the attached letter of endorsement for the Resolution on Excess Enrollment Policy (02-19/20-FAC).

Cyril Oberlander, University Library Dean, reported there will be open forum sessions on November 19 and 20, to talk through the continuing Elsevier negotiation processes. He also requested feedback from staff and faculty regarding the Citing Insights assessment tool, which is currently being developed by students and the Library for a spring 2020 release.

Resolution on Excess Enrollment Policy (02-19/20-FAC – November 12, 2019 – Second Reading)

Senator Mola speaking as proxy for Senator Wilson, reported there have been no changes to the Resolution since the first reading. He noted that some issues brought up in previous discussions, such as that one swing unit, weren't addressed when the procedures in the policy were practiced in previous decades, so it was decided that this resolution and policy proposal is not the appropriate device to address that issue.

Senate vote to approve the Resolution on Excess Enrollment Policy **passed**.

Ayes: Alderson, Bacio, Burkhalter, Byrd, Creadon, Cruz, Dawes, Dunk, Gonzalez, Karadjova, Keever, Kerhoulas, Maguire, Malloy, Mola, Moyer, Pachmayer, Parker, Pawlowski, Reynoso, Schnurer, Thobaben, Weinberg, Wilson, Woglom

Nays: Enyedi

Abstentions: Maguire

Action Item: Vote to reject the CBC's Interpretation of the Duties of the URPC

Parliamentarian Abell, at Chair Burkhalter's request, explained that in order for the interpretation to be ratified, it must *not be rejected* by a majority of the Senate. Chair Burkhalter instructed the Senate to indicate their approval of the CBC's interpretation by a vote of "no," that is, "do not reject."

Senate vote to reject the Constitution and Bylaws Committee (CBC) interpretation of the duties of the University Resources and Planning Committee (URPC) **failed**.

Ayes: none

Nays: Alderson, Burkhalter, Byrd, Creadon, Cruz, Dawes, Dunk, Enyedi, Karadjova, Kerhoulas,

Malloy, Mola, Moyer, Pachmayer, Parker, Reynoso, Schnurer, Thobaben, Weinberg, Wilson, Woglom

Abstentions: Bacio, Gonzalez, Keever, Pachmayer

Discussion Item: Resolution to Revise the General Faculty Constitution (03-19/20-CBC – November 12, 2019)

Chair Burkhalter ceded the floor to Parliamentarian Abell to explain the nature of this item.

Parliamentarian Abell explained that if the Senate accepts these revisions to the General Faculty Constitution, then there would have to be concurrent changes in the University Senate Constitution. For example, the Chair of the Senate would be ex-officio the General Faculty President; this would need to be reflected via changes to both constitutions.

Senator Woglom requested the Senate review the rationales for the proposed changes and give feedback.

Senator Mola suggested the CBC speak with Professor Claire Knox, since she wrote most of the University Senate's founding documents and would have valuable insight on rationale for the set up.

Senator Alderson shared her perception that this current structure was meant to facilitate the shift from an Academic Senate to a University Senate with as little hassle or concern as possible.

Parliamentarian Abell agreed with Senator Alderson, and explained he feels this cleanup has been a long time in coming, because during the initial shift, the Senate was not sure that the proposed change would be the best setup. He noted the CBC is working to make sure the General Faculty is able to exercise the power and control that it always has, while deleting some structural redundancies and cross references.

Senator Thobaben noted the General Faculty President and the University Senate Chair were two different leadership positions for two different people.

Parliamentarian Abell assured the Senate that the faculty are going to be the ones to decide on these changes, and that nothing is changing about the General Faculty Association itself.

Senator Moyer expressed her extreme gratitude to those people who are able to read and think about these kinds of documents.

Information Item: Intervention Campaign Follow-up Data, Presented by AVP Castellino and VP Meriwether

VP Meriwether and AVP Castellino shared information regarding the Register Now Campaign, and the OIE's predictive tableau model.

TIME CERTAIN: 4:00-4:20 PM – Campus Closure Process Debrief

VP Meriwether ceded the floor to the Emergency Coordinator, Cris Koczera.

Coordinator Koczera explained the Emergency Operations Center team (EOT) is mandated by the Chancellor's office, and reports to the policy management group. The policy management group has the ultimate authority to make decisions during times of crises. The baseline for what might trigger an EOC is whether an incident exceeds the day-to-day functions of the University. If so, then in accordance with Executive Order 1056, VP Dawes, as the emergency executive on campus, has the authority to decide whether there needs to be an additional layer of coordination during an emergency. In any event, once the decision is made, either VP Dawes or UPD Chief Peterson, or VP Whitlatch would notify our policy management group that the EOC has been activated. Then once the incident starts to taper off, the Emergency Operations Team is contracted until there is no emergency left.

Vice Provost Mary Sisay and Chief of Staff, Sherrie Gordon spoke about the Academic Affairs division's operations during times of crisis. Vice Provost Sisay explained when a decision is made to close the campus, then the EOC goes into operation. Then, Academic Affairs waits on decisions from the policy management group regarding campus closure to decide whether to cancel classes or not. It takes several hours once the power is back on for our facilities group to open the campus back up safely, door by door, room by room. She noted HSU is guided by Executive Orders, by WASC, and by the US and CA Departments of Education. These parameters require HSU to make sure we can provide safety for students and stakeholders in campus buildings. She further explained that the liaison officer then notifies the Chancellor's Office, WASC, and the Depts of Ed. of any closure, so there are several mandates to follow hand in hand. At the same time, Academic Affairs must address how students are impacted by class cancelations and campus closures regarding financial aid, whether the missed days will affect the academic calendar. Vice Provost Sisay concluded, noting she has been talking with the Academic Policies Committee about drafting some policy guidelines for emergency operations.

Senator Moyer expressed appreciation for the communication. She shared on behalf of her music students, that it was very problematic for them to not have access to the buildings and instruments, as they actually dis-improve if they don't practice and keep up training, and they were very stressed as to what they would be able to do when the power came back on, since they had not practiced in days.

Senator Schnurer shared on behalf of one of constituency's faculty chairs the idea to mimic the K-12 schools in the way they handle these outages; he further thanked the Facilities Management folks.

Coordinator Koczera noted the mimicry of the K-12 school operations probably wouldn't work, because many students leave the area once they heard the school was closing through Monday.

M/S (Woglom/Parker) motion to adjourn

Meeting adjourned at 4:57 pm

HUMBOLDT STATE UNIVERSITY

Senate Chair's Report

Senate Meeting, November 12, 2019

Because of the cancelation of the October 29 Senate meeting, there is quite a bit of information to report and we have a significant ICC consent calendar on today's agenda. Thank you to ICC Chair, Julie Alderson, for crafting a Curriculog "how to" video for the Senate. If you were concerned about navigating Curriculog to view the ICC consent calendar, this video really helps one to understand how to quickly view the items for each Senate agenda.

The annual GI2025 Symposium took place on Thursday, October 17 and Friday, October 18, 2019. Professor Kim Berry of CRGS and Professor Maxwell Schnurer were chosen to receive a CSU 2019-2020 Faculty Innovation and Leadership Award. Congratulations to our dedicated colleagues! While I could not travel to attend the symposium, I have taken advantage of the opportunity to view some of the breakout sessions recorded streams (they can be viewed [here](#)). The powerful keynote speech by Dr. Michael Sorrell, president of Paul Quinn College, entitled "Why Leading Meaningful Change Requires Extraordinary Courage" can be viewed at this [link](#) on YouTube and on the Center for Teaching and Learning Website.

At its October 22, 2019, meeting, the Senate Executive Committee had a good discussion about the development of policy guidelines in response to the Constitution and Bylaws Committee's formal interpretation of the URPC's charge. It was agreed that any policy guidelines proposal will be reviewed and passed by Senate. I participated in a follow-up discussion of potential guidelines at the October 30 CBC meeting.

The President's Cabinet has been formed and the I accepted the invitation to serve on it (see attached document). The first meeting was scheduled for October 28, but it was canceled due to the PGE public safety power shutdown. The next meeting is scheduled for November 18.

[Student Success Alliance \(SSA\)](#) is now meeting regularly. The committee is working on crafting a call for proposals for AY 20-21 GI2025 funds and revising the AY 19-20 proposal scoring rubric; the process for proposal review will again be guided by the [Integrated Assessment Planning and Budget](#) (IAPB) committee.

On October 24, I participated via zoom in the first meeting of the year of the CSU Senate Chairs. During a time-certain presentation, Executive Vice Chancellor Loren Blanchard explained the ideas behind the Chancellor's proposal that prospective students be required to have four years of quantitative reasoning education prior to attending a CSU. Data show that students are more successful at the CSU when they enter having a certain level of skill in quantitative reasoning, and such success helps to reduce equity gaps. The fourth course requirement could be fulfilled by a variety of classes that include quantitative reasoning, such as personal finance and science-based curriculum. The current vision is that the full implementation of this proposal would occur by 2026. The proposal is a discussion item on the agenda for the meeting of the Committee on Educational Policy, which takes place at the November 19-20, 2019, Board of Trustees Committee meeting, and an ASCSU response is on the November 14-15, 2019, ASCSU plenary agenda (if you are interested in following up on this issue see this [link](#) to BOT agendas and minutes and this [link](#) to the ASCSU plenary agenda).

Also discussed during the Senate Chairs meeting was AB1640 and the campus responses to the ASCSU regarding current practices of teaching ethnic studies. For HSU's part, the ICC drafted responses to the

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Senate Chair's Report
Senate Meeting, November 12, 2019

ASCSU request in AS 3397 *Towards Implementation of an Ethnic Studies System Requirement* and on November 1, I submitted them to the ASCSU. The Chancellor's Office is also asking vice-provosts to identify classes that meet ethnic studies learning outcomes and to describe how the campus currently operationalizes its diversity requirement. EVC Blanchard explained that the ASCSU's and Chancellor's Office's efforts to gather information about how each campus includes ethnic studies curriculum in its degree requirements are meant to complement each other as the CSU decides how to respond to the AB1640 proposed mandate (it is expected that the bill will pass in some form in the upcoming legislative session).

The search process for a new chancellor has begun and the Trustees' "Special Committee to Consider the Selection of the Chancellor" has been convened. Similar to the campus presidential search process, an Advisory Committee to the Trustees committee also has been created, and includes faculty, staff, student, and alumni representatives. The first of several open forums to be held around the state will take place at Sacramento State on November 12, and the forums will be live streamed and recorded. If participating in person at a forum is not an option (as it likely won't be for most of us at HSU), we are encouraged to view some of the forums via the streams and to provide feedback on the search to the committee through the feedback portal. To learn more about the search process, committee composition, open forums and to provide feedback, visit the on the Chancellor's Office recruitment [page](#).

President's Administrative Team

The president's administrative team is composed of the senior university administrators who report directly to the president. They work closely together with the president and academic leadership to provide advice, develop and implement university-wide initiatives, and oversee operations of the university. The president's administrative team meets with the president on a weekly basis.

Name	Title
Dr. Alex Enyedi	Provost and Vice President for Academic Affairs
Frank Whitlatch	Interim Vice President for Advancement
Dr. Jason Meriwether	Interim Vice President for Enrollment Management
Douglas Dawes	Vice President for Administration and Finance
Jill Willson	Interim Athletic Director
Sherie C. Gordon	Interim Chief of Staff

President's Cabinet

The Cabinet provides advice and counsel to the President in addressing strategic and operational issues impacting the campus and serves as a sounding board for ideas and new initiatives by valuing data, transparency and continuous feedback. The Cabinet serves to ensure better university decision making through the benefits of collective experience and innovative thinking and enhances the ability of the institution to enhance collaboration, communication, engagement and timely implementation strategies that align with the priorities, mission and vision of the institution.

Membership

Name	Title	Division or Organization
Stephanie Burkhalter	Chair	University Senate
Mary O. Sisay	Vice Provost and Dean of Undergraduate and Graduate Studies	Academic Affairs
Lisa Bond-Maupin	Dean, College of Arts, Humanities and Social Sciences	Academic Affairs
Shawna Young	Dean, College of Professional Studies	Academic Affairs

Dale Oliver	Dean, College of Natural Resources and Sciences	Academic Affairs
Lisa Castellino	Associate Vice President for Institutional Effectiveness	Academic Affairs
TBD	Executive Director of Diversity, Equity and Inclusion	Academic Affairs
Yadira Cruz	Associated Students	Enrollment Management
Lily HUANG	Associated Students	Enrollment Management
Eboni Turnbow	Dean of Students	Enrollment Management
Peter Martinez	Director of Admissions	Enrollment Management
Deborah Rice	Associate Vice President of Philanthropy	Advancement
Jenny Harris	HSUF Designee	Advancement
Sophia Pereria	Alumni Designee	Advancement
Stephanie Lane	Alumni & Engagement Director	Advancement
Jessica Welch	Staff Council President	Administration & Finance
Amber Blakeslee	University Budget Director	Administration & Finance
David Montoya	Associate Vice President, Human Resources	Administration & Finance
Jeanne Rynne	Associate Vice President, Facilities Management	Administration & Finance
Donn Peterson	Chief of Police	Administration & Finance
Parker Irusta	Student-Athlete Advisory Committee, President	Athletics
Kelly Kime	Assistant Athletic Director of Game Management/Senior Woman Administrator	Athletics
Connie Stewart	Executive Director, CCRP	Office of the President
TBD	TBD	Community Representative
TBD	TBD	Community Representative

TBD	TBD	Community Representative
TBD	TBD	Community Representative
Alexander Enyedi	Provost and Vice President for Academic Affairs	Office of the President
Frank Whitlatch	Interim Vice President for Advancement	Office of the President
Jason Meriwether	Interim Vice President for Enrollment Management	Office of the President
Douglas Dawes	Vice President for Administration and Finance	Office of the President
Jill Willson	Interim Athletic Director	Office of the President
Sherie C. Gordon	Interim Chief of Staff	Office of the President

Committees

Community Engagement & Community Relations

Purpose: The committee should strategize on how HSU can best engage the region, involve community members in HSU activities, involve HSU employees and students in community activities, and provide actionable recommendations that would continuously improve community relations.

Emerging and Distinctive Academic Programs

Purpose: The committee shall use industry trends and forecasting to help identify unique and emerging academic programs that would strengthen the academic reputation of HSU while boldly increasing marketing opportunities for prospective first year and transfer students. The committee should also identify programs to support long-term workforce development needs and aspirations of the region and California. Actionable recommendations should be provided.

Positive Experiences for Students on Campus

Purpose: The committee should review every student experience at Humboldt and identify actionable strategies and provide actionable recommendations to positively influence the student experience at the university.

Campus Issues

Purpose: The committee shall discuss emerging campus issues that are identified regularly and determine actionable strategies and solutions to resolve the issues.

Campus Fiscal & Expanding Resources

Purpose: The committee also serves as the URPC and identifies strategies to align resources of the university. The committee should determine appropriate training for committee members and provide tangible, rational, and actionable recommendations while also identifying alternative revenue sources and expanding resources to support the university mission.

Strategic Planning and Accreditation

Purpose: The Strategic Planning & Accreditation Committee will help us to examine our effectiveness against the accrediting agencies standards, and within the context of our next strategic plan.

Diversity, Equity & Inclusion

Purpose: The committee will ensure we implement strategies to ensure a welcoming, safe climate for every member of the Humboldt State University community.

cScheduled Meeting Dates, Times and Location

Monday, October 28, 2019

Monday, November 18, 2019

December 16, 2019

January 27, 2020

February 24, 2020

March 23, 2020

April 27, 2020

Meeting Location: CCR

Meeting Time: 1:00 p.m.-3:00 p.m.

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, October 29 – November 12, 2019 Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

Committee Membership:

Ramesh Adhikari, Kayla Begay, Morgan Barker Matthew Derrick, Michael Goodman, Jeremiah Finely, Mary Oling-Sisay, Clint Rebik, Kerri Malloy

November 6, 2019

Committee reviewed feedback from legal counsel. Associated Students requested time to review and provide additional comments on the draft policy. Committee had a discussion on a potential set of guidelines/policies for campus closures at the request of the Vice-Provost. Discussion will continue.

October 23, 2019

Committee reviewed and revised the Academic Honesty and Integrity Policy. The draft document has been forwarded to legal counsel for review by the Office of Student Rights and Responsibilities. After feedback has been received final revisions will be made and forwarded to Senate Executive.

October 9, 2019

Due to the power outage the committee did not meet as scheduled.

September 25, 2019

The committee did not meet. Information needed from other units was received the evening before the meeting providing little time for review. APC will meet as scheduled on October 9, 2019 to review and finalize the Academic Integrity Policy to forward to the Senate Executive Committee.

September 11, 2019

Committee reviewed the process by which the Field Trip Policy was referred to APC and the need have the University Policy Committee review the draft.

Completed the review of the draft Field Trip Policy. Will integrate edits and questions into the document and forward to the UPC for their review and recommendation to SenEx.

Revisions to the Academic Honesty Policy will be reviewed at the next meeting with the intention of forwarding to SenEx the following week.

August 28, 2019

Organizational meeting to set out work for the year.

Field Trip Policy – draft received from the summer working group. Will review and forward to SenEx. The committee had previously determined that due the complexities involved with risk management that forwarding the drafts to appropriate units on campus for review and recommendations was the prudent course of action.

Academic Honesty Policy is undergoing further review to ensure that meets the requirements set out in the March 29, 2019 revisions to EO 1098. The revisions to EO 1098 may require a series of policies to be revised. Anticipate forwarding to SenEx at the end of September.

Discussion on the Classroom Disruptive Behavior Policy and requested revisions from the Office of Student Rights and Responsibilities.

Discussion on further revisions to the Syllabus Policy per discussions at the ICC.

Constitution and Bylaws Committee:

Submitted by George Wrenn, Pro tem CBC Chair

Report of October 16, 2019 meeting

Agenda:

1. Call to Order
2. Attendance, proxies and quorum
3. Appoint a Chair pro tem
4. Prepare response to Senate motion asking CBC to interpret the first duty in URPC bylaws
5. Review of SenEx discussion on Appendix E
6. Review/Revision of Appendix E/F
7. Revisit schedule for Appendix E revision
8. Motion to Adjourn

Meeting Notes:

1. Call to Order

Meeting called to order at 2:07 by (Watson/Abell).

2. Attendance, proxies & quorum

- a. Abell (Parliamentarian), Post (Faculty), Watson (Non-MPP Staff) Woglom (Faculty), Wrenn (Faculty) were present.
- b. Quorum was met with 5 out of 5 members: 4 members from the faculty electorate; 1 from the staff electorate.
- c. Vacancies include 1 student representative.

3. Appoint a Chair pro tempore

Motion to nominate Wrenn as chair pro tem for this meeting (Woglom/Post).
Members approved without objection.

4. Prepare response to Senate motion asking CBC to interpret the first duty in URPC bylaws

Committee began discussion of its interpretation, which will be finalized for the next Senate meeting. A motion to vote electronically on the discussed interpretation passed unanimously. Watson agreed to prepare and send a ballot.

5. Review of SenEx discussion on Appendix E

SenEx comments were summarized by Wrenn and shared in email. Discussion postponed to next meeting.

6. Review/Revision of Appendix E/F

Members will make edits to draft this week prior to submission to Faculty Affairs for their review. Continued discussion postponed to next meeting.

7. Revisit Schedule for Appendix E Revision

Discussion of a revised schedule postponed to next meeting:

October 16, 2019 [Ready Appendix E this week for sharing with Faculty Affairs for feedback]

October 23, 2019 [Complete Appendix E revisions based on feedback, prep Resolution for Senate]

November 5, 2019 [SenEx - In prep for Senate first reading]

Senate - November 12, 2019 - First Reading

Senate - December 10, 2019 - Second Reading

8. Motion to Adjourn

Meeting adjourned at 3:00 p.m. (Watson/Woglom)

Report of October 23, 2019 meeting

Agenda:

1. Call to Order
2. Attendance, proxies and quorum
3. Appoint a Chair pro tem
4. Review of Campus Committees with Guest Rob Keever
5. Revisit schedule for Appendix E revision
6. Sense of Senate Resolution on Guidelines for Advising the President with Review of CBC Interpretation of URPC Duties
7. Motion to Adjourn

Meeting Notes:

1. Call to Order

Meeting called to order at 2:05 p.m. (Abell/Watson).

2. Attendance, proxies & quorum

- a. Abell (Parliamentarian), Post (Faculty), Watson (Non-MPP Staff) Woglom (Faculty), Wrenn (Faculty) were present. Rob Keever (UPC Chair) was in attendance as a guest.
- b. Quorum was met with 5 out of 5 members: 4 members from the faculty electorate; 1 from the staff electorate.
- c. Vacancies include 1 student representative.

3. Appoint a Chair pro tempore

Motion to nominate Wrenn as chair pro tem for this meeting (Watson/Post).

Members approved without objection.

Wrenn proposed adding item 6 to agenda. Committee approved without objection.

4. Review of Campus Committees with Guest Rob Keever

Keever shared details of the UPC charge to look at university and college-wide committees. A chart of committees was shared. Keever noted that not all committees are represented. The UPC plans to share the committee list with campus to identify committees that are missing. Committee representation and responsibilities will be documented. The UPC plans to develop policy around formation and accountability of committees. It was noted that the Senate Chair would like the Faculty Handbook to be more informative about the campus committee structure. Abell noted that the Faculty Handbook is not the authority for committees and only serves as a reference. He suggested that faculty representation on committees be assessed. Assessment of student and staff representation was also noted to be of value. Wrenn noted that the Senate Chair has expressed an interest in having Senate informed of the formation of new committees at the university or college level. To simplify workload, it was recommended not to include auxiliaries, or subcommittees formed from committee membership, on the master list. Various feedback on clean up was provided. The value of merging or combining committees was discussed. It was noted that a Committee on Committees had operated in the past to do similar, if less exhaustive, work. It was recommended that ASCs be consulted for the help they can provide.

Keever and Burkhalter will prepare an email call for information, and Watson will facilitate distribution.

5. Revisit Schedule for Appendix E Revision

October 16, 2019 [Ready Appendix E this week for sharing with Faculty Affairs for feedback]

October 23, 2019 [Off week]

October 30, 2019: Complete revision and Resolution for SenEx

November 5, 2019 [SenEx - In prep for Senate first reading]

Senate - November 12, 2019 - First Reading

Senate - December 10, 2019 - Second Reading

The Committee agreed to follow the above schedule, bringing GF constitution revisions to Senate on November 12 and Senate Constitution changes at the start of the spring semester. The Senate Office (Watson) will put GF Constitution revisions on the February election ballot. GF will need to be informed of GF revision seven days prior to election. Wrenn will ask Burkhalter to clarify when faculty should be informed. The Committee briefly reviewed Appendix E concerning elections and agreed to revise this section ahead of the next meeting.

6. Sense of Senate Resolution on Guidelines for Advising the President with Review of CBC

Interpretation of URPC Duties

Prior to the meeting, the CBC voted unanimously to approve the interpretation of URPC Duties that will be discussed at the next Senate (attached).

The Committee also reviewed a draft Sense of Senate resolution that provides guidelines for how the URPC and Senate shall advise the President of the URPC's recommendations this year. The CBC will consider the resolution following feedback from the URPC (Wrenn will share with URPC for comment). If appropriate, the resolution would go to Senate on November 12. The URPC plans to deliver its recommendations to Senate on December 10th.

7. Motion to Adjourn

Meeting adjourned at 3:09 p.m. (Post/Woglom)

Report of October 30, 2019 meeting

Agenda:

1. Call to Order
2. Attendance, proxies and quorum
3. Appoint a Chair pro tem
4. Review of Appendix E and timeline, URPC Policy Guidelines, and Role of CBC Review of Committees with Stephanie Burkhalter
5. Finalize Appendix E Revisions
6. Motion to Adjourn

Meeting Notes:

1. Call to Order

Meeting called to order at 2:08 by (Watson/Woglom).

2. Attendance, proxies & quorum

- a. Watson (Non-MPP Staff) Woglom (Faculty), Wrenn (Faculty) were present. Abell (Parliamentarian), Post (Faculty) were absent. Senate Chair Burkhalter attended as guest.
- b. Quorum was met with 3 out of 5 members: 2 members from the faculty electorate; 1 from the staff electorate.
- c. Vacancies include 1 student representative.

3. Appoint a Chair pro tempore

Motion to nominate Wrenn as chair pro tem for this meeting (Woglom/Watson). Members approved without objection.

4. Review of Appendix E and timeline, URPC Policy Guidelines, and Role of CBC Review of Committees with Stephanie Burkhalter

Committee reviewed proposed Appendix E revisions with Burkhalter. Burkhalter stressed that the necessity for each change should be very clear, including definitions of the electorate and GF officer changes. Assigning ASC to GF secretary/treasurer role would represent an expansion of duties that may not be acceptable. Assigning ASCSU rep as third GF officer requires a good rationale. In regard to making the GF Presiding Officer ex officio, Burkhalter noted that the Senate Chair is considered to speak for faculty and plays a central role for the GF. She referred to the legal and political science concept of principal and agent, noting that the GF can be considered the principal, the Senate as agent. CBC was advised to clarify or remove new electorate definitions, and to retain information on voting and non-voting membership. Other comments: If possible, changes to Appendix E and F should be presented together to guide discussion.

Burkhalter recommended a discussion of revisions at Senate on November 12. She also recommended sharing with Noah Zerbe for feedback.

URPC Policy Guidelines: the CBC interpretation of URPC duties have been accepted by SenEx. Burkhalter suggested clarifying this process through the standing rules, and recommended that CBC craft policy guidelines for URPC procedures. Burkhalter asked CBC to advise SenEx on two models for moving the URPC recommendations through Senate:

- Model A: URPC letter is presented for discussion at Senate. SenEx drafts Sense of Senate resolution that summarizes discussion. Following vote of Senate on Sense of Senate Resolution, President receives notification
- Model B: URPC letter and report are presented with resolution for Senate.

Review of Committees: A comprehensive list of committees is being developed, to include all committees with faculty and staff membership. A call will be used to gather information on Ad Hoc, Standing, and Campus committees. Burkhalter would like the Senate to pass a committee policy that states what must happen when the administration creates a committee. Burkhalter asked for a Resolution (possibly with revisions to Bylaws) that would allow the Senate to be informed of new committees, dissolved committees, membership, jurisdiction, and policy. Watson noted that Resolution #15-06/07-GF addressed the issue in part. A centralized university-wide committee page is needed. Burkhalter will work with CBC and UPC on this charge.

5. Finalize Appendix E Revisions

The Committee will continue to work on revisions.

6. Motion to Adjourn

Meeting adjourned at 3:52 (Woglom/Watson)

Agenda:

1. Call to Order
2. Attendance, proxies and quorum
3. Appoint a Chair pro tem
4. Appendix E/F revision and resolutions
5. URPC guidelines this year and long-term
6. Develop Committees work plan
7. Motion to adjourn

Meeting Notes:**1. Call to Order**

Meeting was called to order at 2:05 p.m. (Abell/Woglom).

2. Attendance, proxies & quorum

- a. Abell (Parliamentarian), Post (Faculty), Watson (Non-MPP Staff) Woglom (Faculty), Wrenn (Faculty) were present.
- b. Quorum was met with 5 out of 5 members: 4 members from the faculty electorate; 1 from the staff electorate.
- c. Vacancies include 1 student representative.

3. Appoint a Chair pro tempore

Motion to nominate Wrenn as chair pro tem for this meeting (Woglom/Watson). Members approved without objection.

4. Appendix E/F revision and resolutions

Edits to Appendix E, based on feedback from SenEx and Zerbe, were shared ahead of meeting. It was agreed to change the office of General Faculty Secretary/Treasurer to Treasurer, given the reduced scope of duties. The draft revision of Appendix E will be discussed at the November 12 Senate. A first reading will occur on December 10. Parallel Resolutions on Appendix F (Parts 1 and 2) will be presented at that meeting.

5. URPC guidelines this year and long-term

Draft guidelines for this year were approved and will be forwarded to the Senate Chair.

6. Develop Committees work plan

Postponed to next meeting.

7. Motion to Adjourn

Meeting adjourned at 3:00 p.m.

Faculty Affairs Committee:

Submitted by Mark Wilson, FAC Chair

Members: Simone Aloisio, Cheryl Johnson, Renee Byrd, Yadira Cruz, Kirby Moss, Marissa O'Neill, Ara Pachmeyer, Mark Wilson, George Wrenn

Meetings are held on Tuesdays from 1-2 in Siemen's Hall 116.

University Policies Committee:

Submitted by Rob Kever, UPC Chair

Committee Membership: Eboni Turnbow, Douglas Dawes, Troy Lescher, J. Brian Post, Deserie Donae

Attendees Present: Robert Kever, Troy Lescher, J. Brian Post, Deserie Donae, Joy Finney, Molly Kresl

UPC met on 10/24/19 with quorum in the SBS 345. UPC approved past meeting minutes. Chair Kever attended the CBC meeting on 10/23/19 to discuss the initiative to gather information on the current HSU committees and to create a consistent process for how they are formed and assigned members. With the flow chart of HSU committees from the Provost's Office which Senate Chair Stephanie Burkhalter provided UPC; UPC, CBC, and Senate plan to send out a campus-wide inquiry to gather information on other university and college level committees that may not be represented on the flow chart. CBC provided insight and guidance on creating future policies for committee formations.

Clubs and Activities Coordinator Molly Kresl presented a revised Student Organization Travel Policy. After discussion of changes to the draft of the Student Clubs and Student Organization Travel Policy. UPC suggested some edits to the structure of the policy but voted in favor to move it forward with a resolution to Sen-Ex for review after the edits are made.

Kever updated UPC on the international travel process inquiry requested by faculty at HSU to improve the efficiency of the international travel authorization. UPC invited Tawny Flemings, Director of Contracts and Procurements to a future UPC meeting to discuss the process and the switch to Concur to manage travel at HSU. Joy Finney updated UPC that the President's Office will be discussing the naming of policies concern as the responsible office of the Policy on Policies. Once UPC has their input, UPC can discuss a change to the Policy on policies.

APC Chair Kerri Malloy has provided Kever with APC's edits of the Field trip Policy and UPC will review the policy at a future meeting.

UPC met on 11/7/19 with quorum in the SBS 345. UPC approved past meeting minutes. Tawny Fleming, Director of Contracts, Procurement and Accounts Payable, offered an overview of International Travel. International Travel procedures can be found on the HSU Travel website. There is an International

Travel Form for International Programs and for Risk Management due to the need for insurance. As of January 1, 2020, all travel will be routed through Concur. The International Travel Form needs to be attached in Concur. First, the requested travel is routed to the Cost Object Approver. The Cost Object Approver has 6 days to approve. Then the travel request is routed to the Travel Administrator who has 6 days to approve. Finally, international travel requests are routed to Sherie Gordon, Chief of Staff, who has 6 days to approve. Keep in mind, even though the approvers have 6 days to approve, they can approve instantaneously. There is also an audit trail in Concur to see where the approval lies in the process. For zero cost international travel, the traveler must still enter the \$100 travel insurance. Concur needs to have an expense associated with a trip. Domestic zero cost travel will need to use paper travel request and approval forms as there is no expense associated with it. The Faculty Class Coverage Form is on the Travel website.

With the flow chart of HSU committees from the Provost's Office which Senate Chair Stephanie Burkhalter provided UPC; UPC, CBC, and Senate will send out a campus-wide inquiry to gather information on other university and college level committees that may not be represented on the flow chart. CBC provided insight and guidance on creating future policies for committee formations.

The existing naming convention includes VPAA – for Academic Affairs, P for University Policies, SA for Student Affairs and EMP for Executive Memorandums. The problem is these naming conventions are not used appropriately. The misuse of the naming convention causes confusion. Auditing the naming of existing policies would be very time consuming. It was recommended to revise the Policy on Policies to include proper naming convention. The CSU Policy software, Policy Stat, costs \$16,000 annually.

APC Chair Kerri Malloy has provided Kever with APC's edits of the Field trip Policy and UPC will review the policy at a future meeting when the responsible office is able to be present to represent it. Student Financial Services Manager Sandra Wieckowski will also be presenting a policy at a future meeting.

University Resources and Planning Committee:

Submitted by Jim Woglom, URPC Co-Chair

The URPC has met four times since the October 15th Senate meeting (October 18th & 25th, and November 1st & 8th). The minutes for the first two are attached, while the second two are awaiting committee approval. We have been working to build out a scalable model for allocation of revenue from the University to Divisions based on FIRMS codes. An overview of FIRMS codes and a visual representation of how they are distributed throughout the University are attached (thank you, Amber Blakeslee, for the narrative context, and Anthony Baker, for the graphic). We have concurrently been designing means of engaging the campus community in our work, such that a values-based, strategic distribution of funds might be affected.

To this end, we hosted a campus forum in the Great Hall on budget planning on Nov. 7, the first of two campus meetings related to the URPC's work to develop a three-year balanced budget plan. It included a presentation on context as well as interactive opportunities for individuals to provide input.

There are a number of ways for the University community to learn more and continue providing feedback on-campus budget planning, all of which are [available on the Budget website](#).

- Review the [budget overview presentation](#) that was given at the budget forum.
- Rank campus values and priorities in terms of how they should be considered during budget planning. A link will be on the right-column of the Budget Office website.
- Share your budget-saving ideas using the [form on the Budget Office website](#).
- Create your idea for a balanced budget using a [new budget simulator](#).
- Read the new [budget planning FAQs](#) related to the current planning effort.

In addition to operational efficiencies, HSU is prioritizing close review of vacant positions, internal searches, and reassignments in order to preserve employment of current staff and provide growth opportunities within the institution. This is necessary due to campus budget and enrollment realities. [Read an overview of the process for backfilling staff positions](#).

A follow-up forum is planned for Tuesday, December 3, from 11:30 a.m. – 1:30 p.m., in Goodwin Forum. It will provide a chance to review the URPC’s draft plan prior to submission.

For more information and resources about the campus budget, visit the [HSU Budget Office website](#).

In order for the URPC to assure that the University-to-Division distribution of revenue is enacted in a manner that reflects the values and concerns of our shared campus community, it is essential that we ascertain what those values and concerns might be. As such, your feedback and the feedback of your colleagues is vitally important. Please (please, please) take some time to provide your questions and feedback at this stage in the process, so that we can work to create a budget model that meets the needs of the University we are and the University we hope to be. Thank you for all you do, and for your participation in this difficult work. Jim (jw2311@humboldt.edu)

UNIVERSITY RESOURCES & PLANNING COMMITTEE

October 18, 2019

<input type="checkbox"/>	Alex Enyedi, Co-Chair (non-voting)	<input checked="" type="checkbox"/>	Yadira Cruz, Student (voting) Proxy: Jeremiah Finley
<input checked="" type="checkbox"/>	James Woglom, Co-Chair (tie break vote)	<input type="checkbox"/>	Joey Reed, Student (voting)
<input checked="" type="checkbox"/>	Kerri Malloy, Faculty (voting)	<input checked="" type="checkbox"/>	Amber Blakeslee, Advisor (non-voting)
<input checked="" type="checkbox"/>	Monty Mola, Faculty (voting)	<input checked="" type="checkbox"/>	Kevin Furtado, Advisor (non-voting)
<input checked="" type="checkbox"/>	Tyler Stumpf, Faculty (voting)	<input checked="" type="checkbox"/>	Holly Martel, Advisor (non-voting)
<input checked="" type="checkbox"/>	Anthony Baker, Staff (voting)	<input type="checkbox"/>	Jamie Rich, Advisor (non-voting)
<input type="checkbox"/>	Alex Gradine, Staff (voting)	<input type="checkbox"/>	Lisa Castellino, Advisor (non-voting)
<input checked="" type="checkbox"/>	Shawna Young, Dean (voting)	<input checked="" type="checkbox"/>	Jenessa Lund, Advisor (non-voting)
<input checked="" type="checkbox"/>	Douglas Dawes, VP – Proxy: David Montoya (voting)	<input checked="" type="checkbox"/>	Brigid Wall, Notes (non-voting)
<input type="checkbox"/>	Jason Meriwether, VP (voting)	<input type="checkbox"/>	
<input type="checkbox"/>	Frank Whitlatch, VP (voting)	<input type="checkbox"/>	

Additional Attendees: Elizabeth Whitchurch and Randy Davis

Meeting Minutes:

- Opening Co-Chair Comments

- The Constitution and Bylaws Committee's (CBC) interpretation of URPC's bylaws is anticipated to be provided to Senate for review next week.
- Approval of Meeting Minutes
 - M/S (Tyler/Kerri) to approve the meeting minutes for October 4 and October 11, 2019.
 - Motion carried unanimously
- USFAC Key Policy Review and Discussion – Elizabeth Whitchurch and Randy Davis
 - Draft Policy:
 - https://drive.google.com/open?id=1tLTTEEx3XgVPa_X1N2Pbr_czvWPm0ygMUXD7dxmzbqtQ
 - Rate Sheet:
 - <https://drive.google.com/open?id=1207ZbKn6Oyxixl4AHRtTCEKGwrglkw4UsqHml0aQMFO>
 - Robust discussion of the purpose of the fees as a deterrent for lost keys, the potential impact on the OE of departments, and the expenses associated with assessing/collecting those fees.
 - Some alternatives proposed: 3 strikes policy before a fee is assessed, hardcopy document of key holder's responsibilities to be signed when receiving keys, progressive discipline, leveraging the key pad capability on existing locks
- HR Update on Processes – David Montoya
 - Human Resources is currently working on improving the In Range Progression process, and on improving/digitizing forms, such as the Volunteer form and the Special Consultant form.
- Discuss Progress on Model Development
 - Discussion of IPEDS (Integrated Postsecondary Education Data System) data and how that can be leveraged to evaluate spending per student for peer comparisons. IPEDS looks at a university as a whole and includes activities not included in HSU's general fund (ex: Extended Ed, IRA Fees) so the comparison is not truly apples to apples but the information could be used to provide context.
 - Discussion of shifting the focus from peer comparisons to a more internal focus – where do we want to be?
 - Discussion of URPC's immediate priorities and the best way to utilize the meeting time as December's deadline approaches.
 - Discussed the importance of action oriented meetings in order to meet charge deadlines
- Discuss How to Seek/What Kind of Input for November 5th Campus Meeting
 - A save the date will need to go out soon followed by emails, campus announcements, chalking, and Chatbot.
- Next Steps – Set action items to complete for next week's meeting

- Subgroup will continue to work on model development
- Send out data and trends information
- Present draft model structure at next meeting
- Send out save the date via portal

UNIVERSITY RESOURCES & PLANNING COMMITTEE

October 25, 2019

<input checked="" type="checkbox"/>	Alex Enyedi, Co-Chair (non-voting)	<input checked="" type="checkbox"/>	Yadira Cruz, Student (voting) Proxy: Jeremiah Finley
<input checked="" type="checkbox"/>	James Woglom, Co-Chair (tie break vote)	<input checked="" type="checkbox"/>	Joey Reed, Student (voting)
<input checked="" type="checkbox"/>	Kerri Malloy, Faculty (voting)	<input checked="" type="checkbox"/>	Amber Blakeslee, Advisor (non-voting)
<input checked="" type="checkbox"/>	Monty Mola, Faculty (voting)	<input checked="" type="checkbox"/>	Kevin Furtado, Advisor (non-voting)
<input type="checkbox"/>	Tyler Stumpf, Faculty (voting)	<input checked="" type="checkbox"/>	Holly Martel, Advisor (non-voting)
<input checked="" type="checkbox"/>	Anthony Baker, Staff (voting)	<input type="checkbox"/>	Jamie Rich, Advisor (non-voting)
<input type="checkbox"/>	Alex Gradine, Staff (voting)	<input type="checkbox"/>	Lisa Castellino, Advisor (non-voting)
<input checked="" type="checkbox"/>	Shawna Young, Dean (voting)	<input checked="" type="checkbox"/>	Jenessa Lund, Advisor (non-voting)
<input checked="" type="checkbox"/>	Douglas Dawes, VP (voting)	<input checked="" type="checkbox"/>	Brigid Wall, Notes (non-voting)
<input type="checkbox"/>	Jason Meriwether, VP (voting)	<input type="checkbox"/>	
<input type="checkbox"/>	Frank Whitlatch, VP (voting)	<input type="checkbox"/>	

Meeting Minutes:

- Opening Co-Chair Comments
 - We Over Me – GI 2025 Keynote “Why Leading Meaningful Change Requires Extraordinary Courage” (~20 minutes): <https://www2.calstate.edu/csu-system/why-the-csu-matters/graduation-initiative-2025/symposium/Pages/agenda.aspx>
 - The Constitution and Bylaws Committee (CBC) has completed their reading of the URPC’s duties and recommendations will be go before Senate for discussion soon.
- Approval of Meeting Minutes
 - M/S (Jeremiah/Joey): Approved
- Discuss Progress on Model Development
 - FIRMS Background and Trends Overview
 - FIRMS Code Peer to Peer comparison across CSU:
 - CSU Average: HSU 8% Higher
 - Similar Size Average: HSU 11% Higher
 - Highlights:
 - HSU spending per FTES on Instruction – 3rd highest in system behind Maritime and CalPoly SLO

- Excluding Financial Aid, 60% of HSU's spending directly supports students' academic experience (Instruction 47% and Academic Support 13%); CSU average and similar size campus average at 57%
 - Including Financial Aid, 75% of HSU's spending directly supports students (Instruction, Academic Support, Student Services, and Financial Aid) / 25% for indirect operational support (Institutional Support and Operation & Maintenance of Plant); CSU Average of 74% and Similar Size Campus Average of 73% in direct student support
 - Note: Student Services (HSU fee support vs state support for Athletics) and Op and Maint of Plant (Major Renovations and Repairs spending) activity reflect examples of material differences in campus approaches that should be understood during decision-making process regarding spending targets
- Committee discussion on the use of FIRMS codes as the foundational base of the model, potential alternatives, and timeline. Decision was made to proceed with FIRMS codes as the model approach.
- Suggestions for additional information to consider or include:
 - Dollar amounts related to the CSU and similar size average percentages
 - Look at what % increase is directly related to mandatory cost increases
 - Detail of peer to peer sub category comparisons for each FIRMS code
- Poster graphic shared that color coded departments by FIRMS codes to visually demonstrate the overall composition of HSU's Operating Budget.
- Draft Conceptual Model
 - High level review of interactive model recalibrating total budget allocations based on % distributions by FIRMS code.
 - Discussion about how to engage divisions about providing input. Recommendation to have VP provide context about potential impacts once scenarios are more built out.
- Develop Guiding Questions – How are we making decisions about what percentage to invest in each category?
 - Minimal committee discussion due to time remaining. A Google Doc will be established for Committee input.
- Discuss How to Seek/What Kind of Input for November 5th Campus Meeting
 - Build Out Participatory Budget Opportunity
 - Interactive voting on pre-developed questions (see previous agenda bullet for small group breakout work)
- Next Steps – Set action items to complete for next week's meeting
 - Guiding Questions Google Doc to be established for input

FIRMS Code Summary

FIRMS Codes (e.g. NACUBO Program Codes or functional classifications) represent high-level functional categories that are commonly used across the higher education industry.

For more in depth definitions and sub-categories detail visit:

<http://www.calstate.edu/es/intranet/applications/fob/firms/firms-data-element-dictionary/program-code.shtml>

FIRMS Code Summary (2017-18 Actuals)	HSU	CSU Average	Sim Size Ave (excl. HSU)	HSU % from CSU Ave	HSU % from Sim Size Ave
1 - Instruction	7,422	6,768	6,362	10%	17%
2 - Research	36	53	23	-32%	55%
3 - Public Service	52	63	167	-17%	-69%
4 - Academic Support	2,116	1,707	1,772	24%	19%
5 - Student Services	1,969	2,010	1,920	-2%	3%
6 - Institutional Support	2,395	2,127	2,183	13%	10%
7 - Operation and Maintenance	1,896	2,067	1,878	-8%	1%
8 - Student Financial Aid	1,980	1,819	1,844	9%	7%
Total 2017-18 Actuals	17,866	16,616	16,149	8%	11%

Highlights:

- HSU spending per FTES on Instruction – 3rd highest in system behind Maritime and CalPoly SLO
- Excluding Financial Aid, 60% of HSU’s spending directly supports students’ academic experience (Instruction 47% and Academic Support 13%); CSU average and similar size campus average at 57%
- Including Financial Aid, 75% of HSU’s spending directly supports students (Instruction, Academic Support, Student Services, and Financial Aid) / 25% for indirect operational support (Institutional Support and Operation & Maintenance of Plant); CSU Average of 74% and Similar Size Campus Average of 73% in direct student support
- *Note: Student Services (HSU fee support vs state support for Athletics) and Op and Maint of Plant (Major Renovations and Repairs spending) activity reflect examples of material differences in campus approaches that should be understood during decision-making process regarding spending targets*

HSU FIRMS Code Summary (2019-20 Budget*)	HSU 2019-20 Budget/FTES	HSU 2019-20 Budget (\$)	% of Budget	% of Budget (excl. Fin Aid)
1 - Instruction	8,919	56,560,000	41.8%	46.3%
2 - Research	-	-	0.0%	0.0%
3 - Public Service	-	-	0.0%	0.0%
4 - Academic Support	2,566	16,280,000	12.0%	13.3%
5 - Student Services**	1,898	12,030,000	8.9%	9.9%
6 - Institutional Support	3,409	21,620,000	16.0%	17.7%
7 - Operation and Maintenance	2,459	15,590,000	11.5%	12.8%
8 - Student Financial Aid	2,103	13,340,000	9.8%	
Total 2019-20 Budget*	21,354	135,420,000	100%	100%

*Total excluding RF001 (Housing Facilities costs) and Provisions for Allocation

**Peer comparison data set includes Student Health Fee activity, which is not reflected in this activity (if included, Student Services activity would increase by 680 per FTES, by \$4.3M, and to 11.7%)

Instruction (2019-20 Budget: \$56.6 million)

Instruction includes expenses for all activities that are part of an institution's instruction program. Instruction includes academic departments that directly offer instruction; does not include academic support units, such as Dean's Offices, and support departments such as the Marine Lab or Ancillary Support.

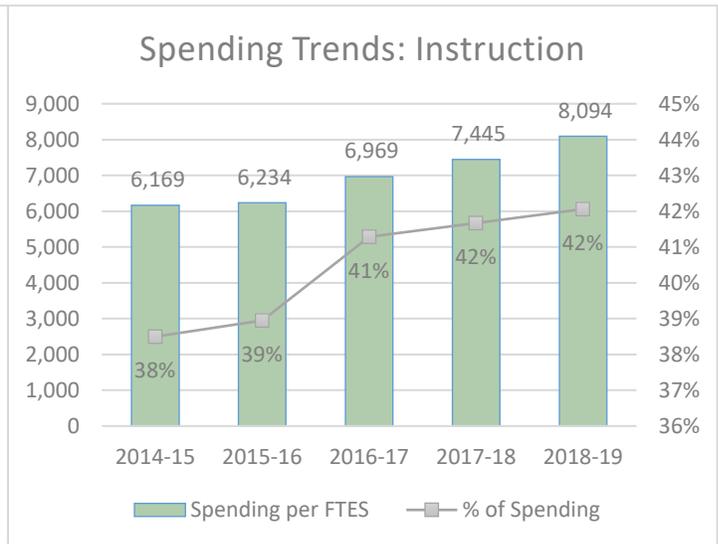
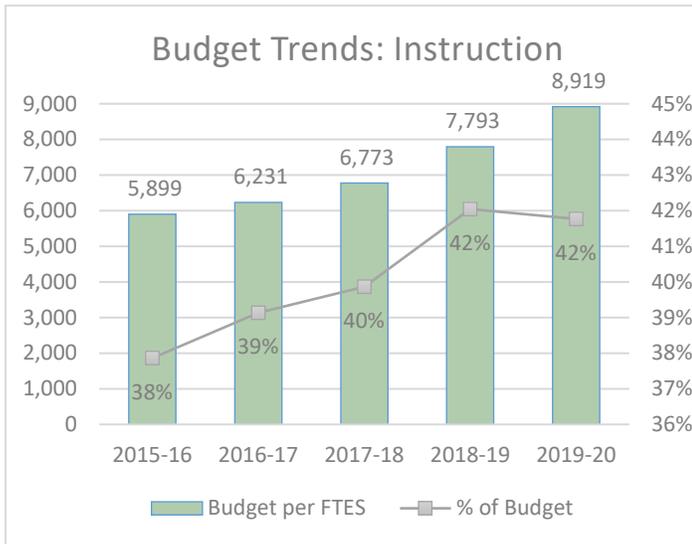
- Sub-categories: General Academic Instruction, Vocational/Technical Instruction, Community Education, Preparatory/Remedial Instruction, Instructional Information Technology

HSU Budget Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
3,020	51%	52%

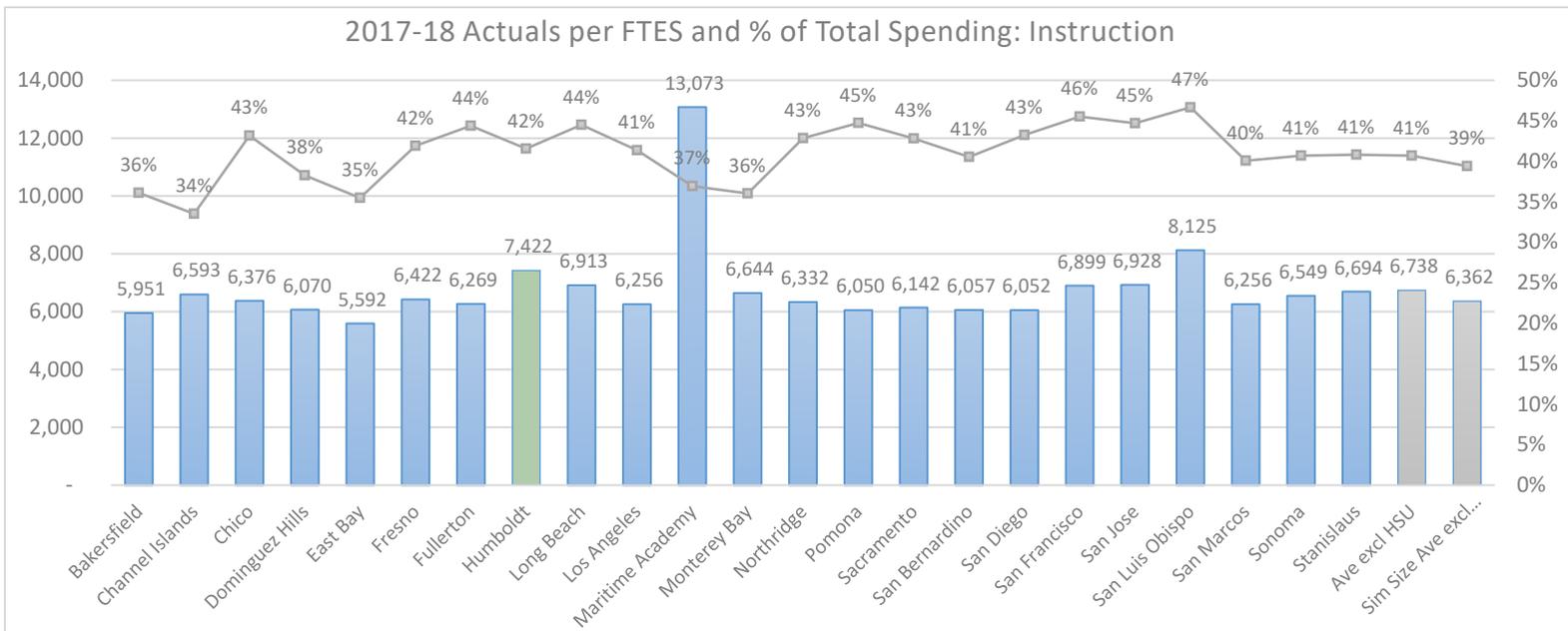
HSU Actuals Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
1,925	31%	60%



CSU Peer Comparisons (2017-18 Actuals)

Humboldt	CSU Average	HSU % above CSU Ave	Sim Size Ave (excl. HSU)	HSU % above Sim Size Ave
7,422	6,768	10%	6,362	17%



Research (2019-20 Budget: \$0)

Research includes all expenses for activities specifically organized to produce research.

- Sub-categories: Institutes and Research Centers, Individual and Project Research, Research Information Technology

There is no "Research" budgeted or spent out of HSU's Operating Fund because 1) research administration and pre-award support are categorized as part of Academic Support and 2) most research is actively conducted through SPF, not out of the Operating Fund. In the CSU peer comparison data, a small amount of Research activity exists within the broader CSU Operating Fund for a few specific CSU funded programs that reside in separate funds from HSU's main Operating Fund.

Public Service (2019-20 Budget: \$0)

Public service includes expenses for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution, such as community service programs.

- Sub-categories: Community Service, Cooperative Extension Service, Public Broadcasting Services, Public Service Information Technology

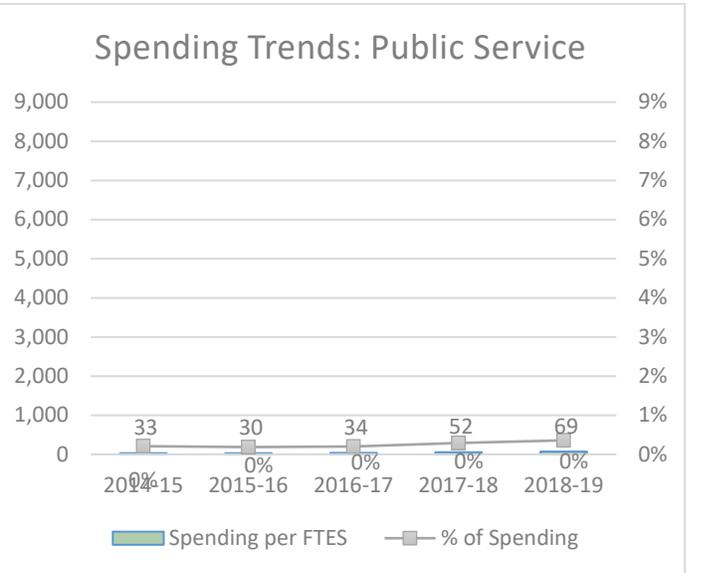
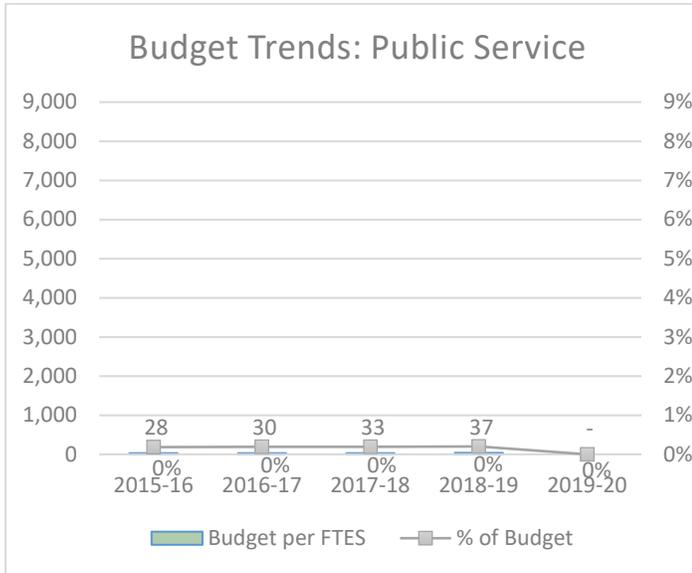
There is no "Public Service" currently budgeted as part of HSU's Original Budget. KHSU was previously reflected in this category; however, no allocations are included in this category in the 2019-20 Budget. Note: there is significant public service support embedded throughout activity in other categories, such as Youth Education Services (YES) volunteer work.

HSU Budget Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
-28	-100%	0%

HSU Actuals Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
36	107%	1%



Academic Support (2019-20 Budget: \$16.3 million)

Academic support includes expenses to provide support services to the institution's primary missions: instruction, research, and public service.

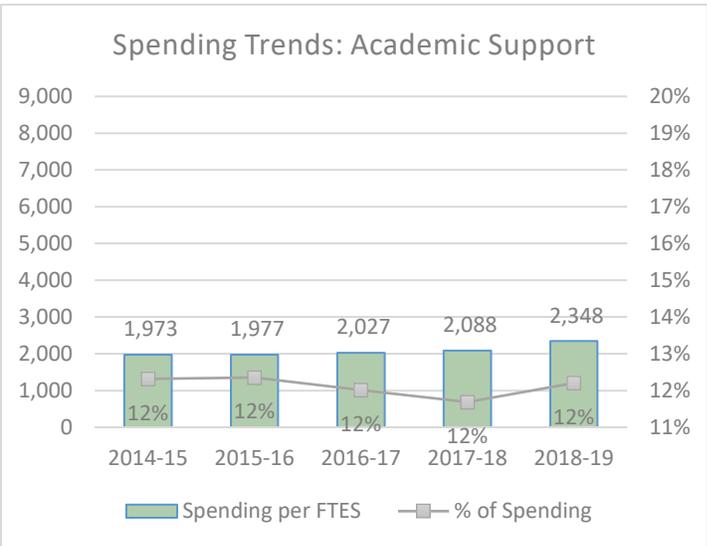
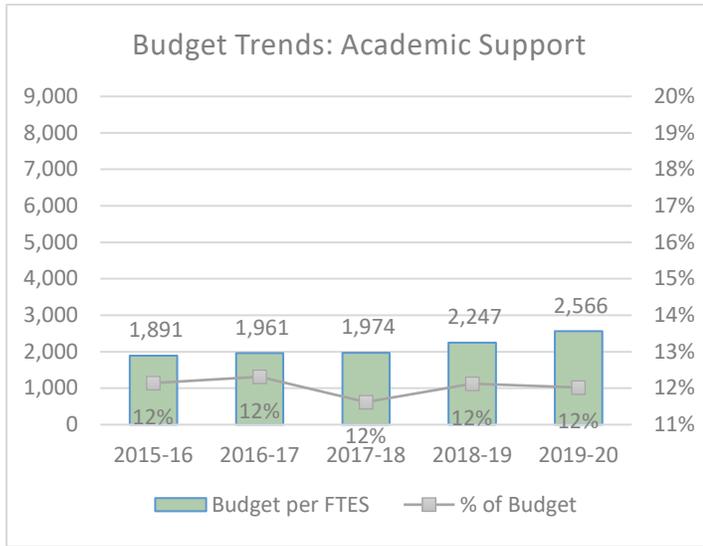
- Sub-categories: Libraries, Museums and Galleries, Education Media Services, Ancillary Support, Academic Administration, Academic Personnel Development, Course and Curriculum Development, Academic Support Information Technology

HSU Budget Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
675	36%	12%

HSU Actuals Trends

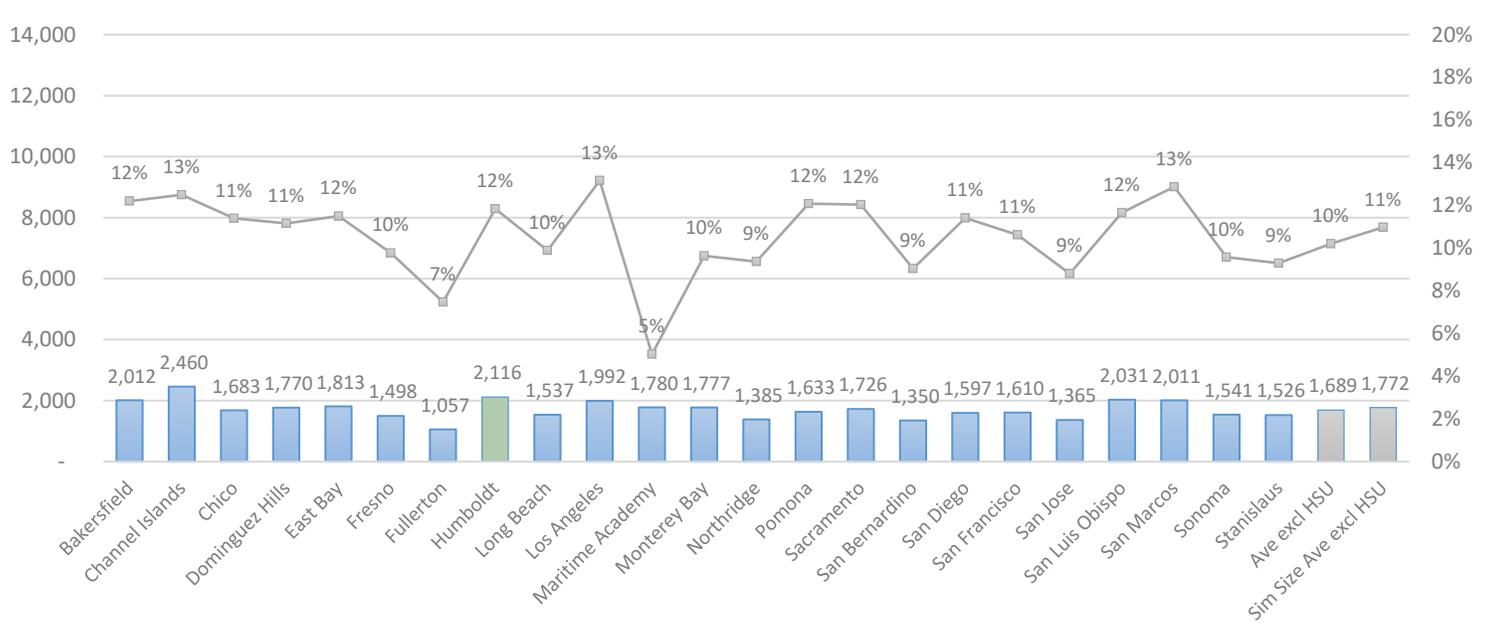
Five Year \$ Chg	Five Year % Chg	% of Total Chg
375	19%	12%



CSU Peer Comparisons (2017-18 Actuals)

Humboldt	CSU Average	HSU % above CSU Ave	Sim Size Ave (excl. HSU)	HSU % above Sim Size Ave
2,116	1,707	24%	1,772	19%

2017-18 Actuals per FTES and % of Total Spending: Academic Support



Student Services (2019-20 Budget: \$12.0 million)

Student services includes expenses incurred for offices of admissions and the registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program.

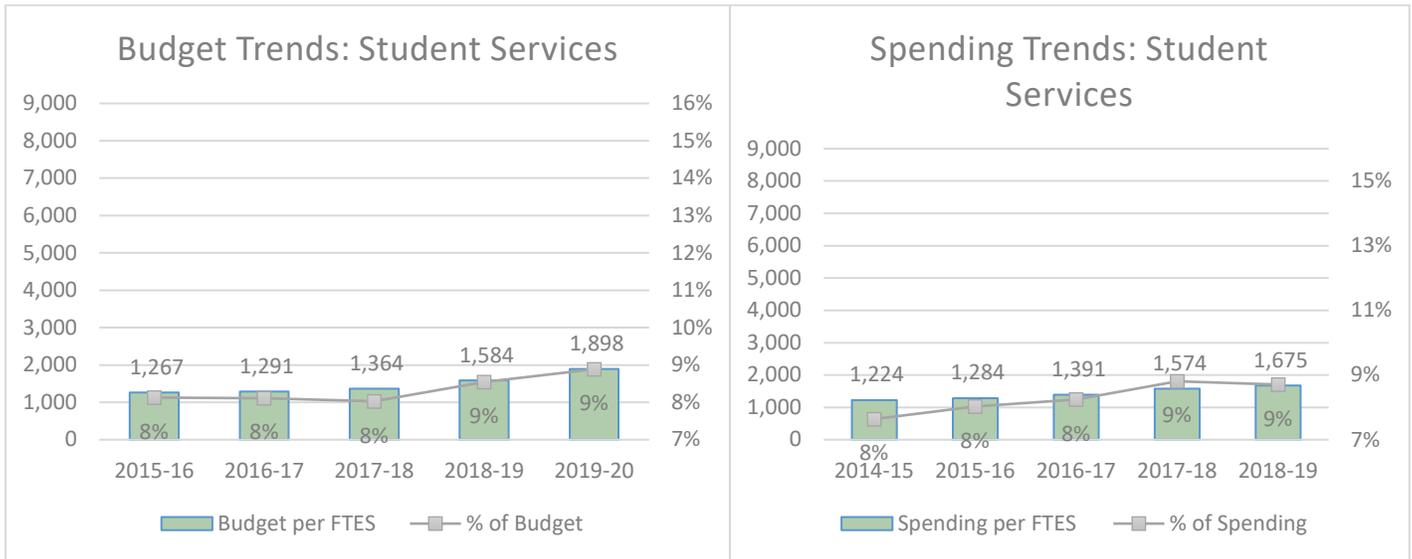
- Sub-categories: Student Services Administration, Social and Cultural Development, Counseling and Career Guidance, Financial Aid Administration, Student Health Services, Student Services Information Technology, Student Admissions, Student Records

HSU Budget Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
631	50%	11%

HSU Actuals Trends

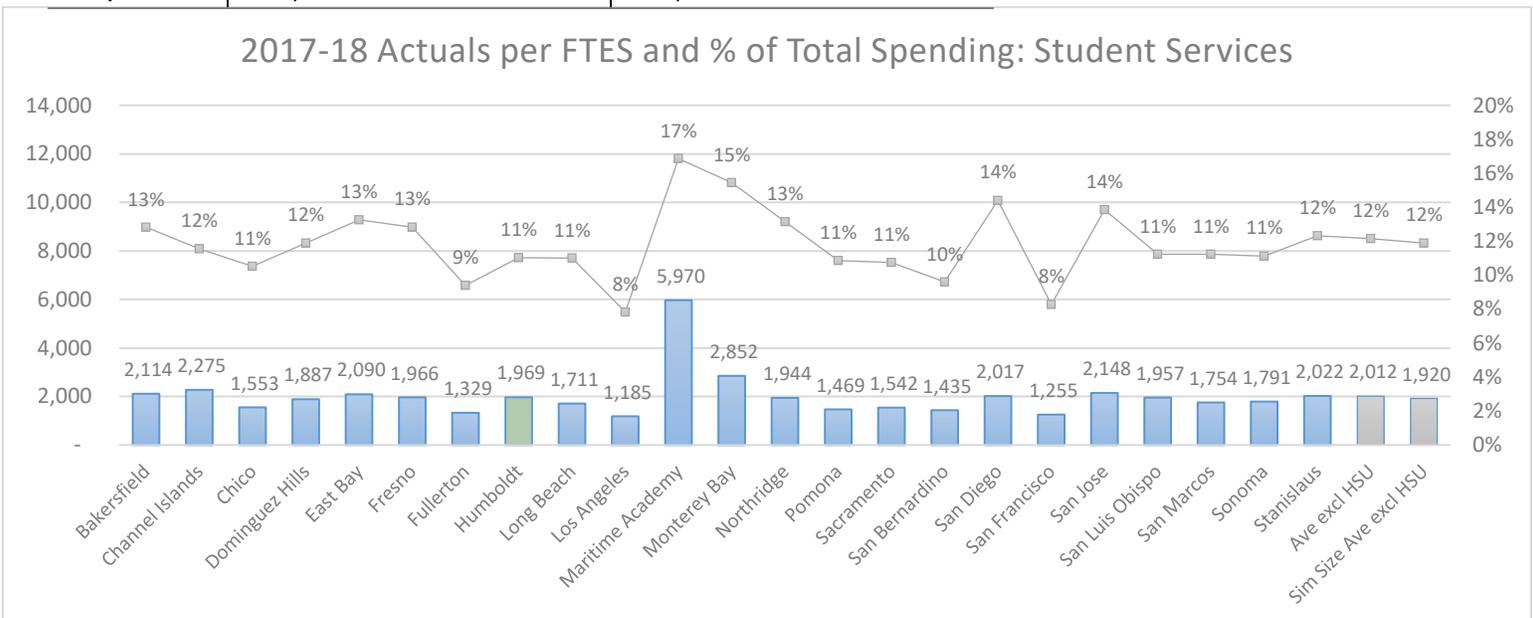
Five Year \$ Chg	Five Year % Chg	% of Total Chg
451	37%	14%



CSU Peer Comparisons (2017-18 Actuals)

Humboldt	CSU Average	HSU % above CSU Ave	Sim Size Ave (excl. HSU)	HSU % above Sim Size Ave
1,969	2,010	-2%	1,920	3%

Note: Other campuses have higher state support for Athletics (much of HSU's cost is in IRA fee), which results in higher comparable costs in Student Services for other campuses



Institutional Support (2019-20 Budget: \$21.6 million)

Institutional support includes expenses for central executive-level activities concerned with management and long-range planning for the entire institution.

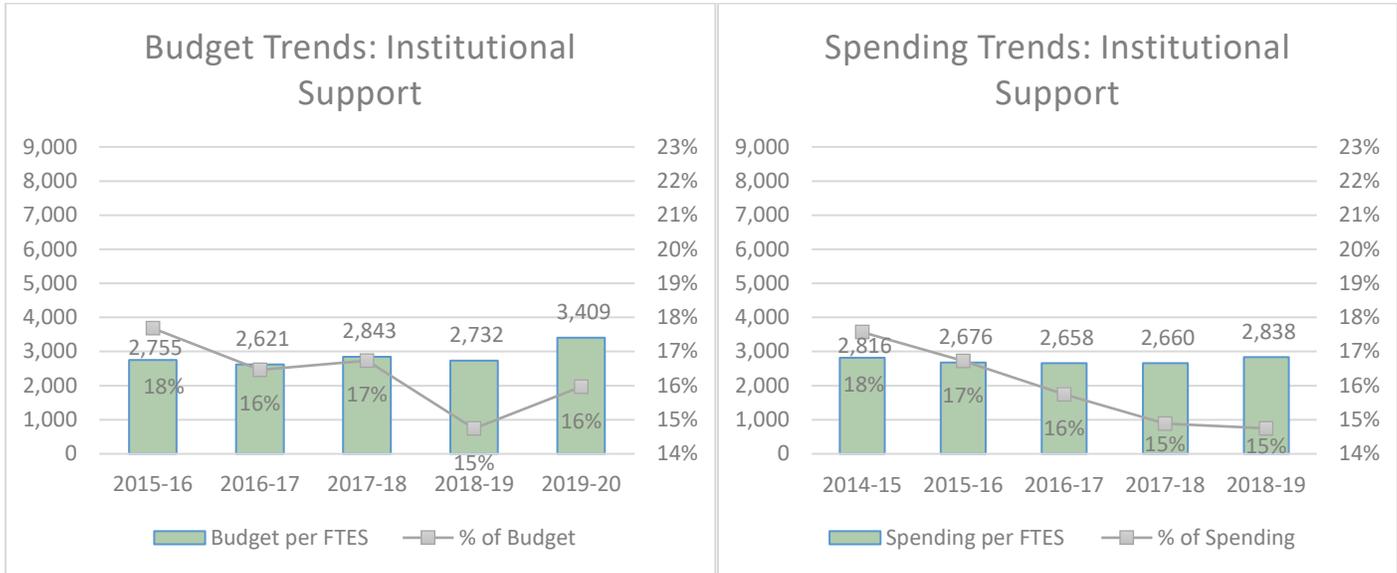
- Sub-categories: Executive Management, Fiscal Operations, Public Relations/Development, General Administration, Administrative Information Technology

HSU Budget Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
655	24%	11%

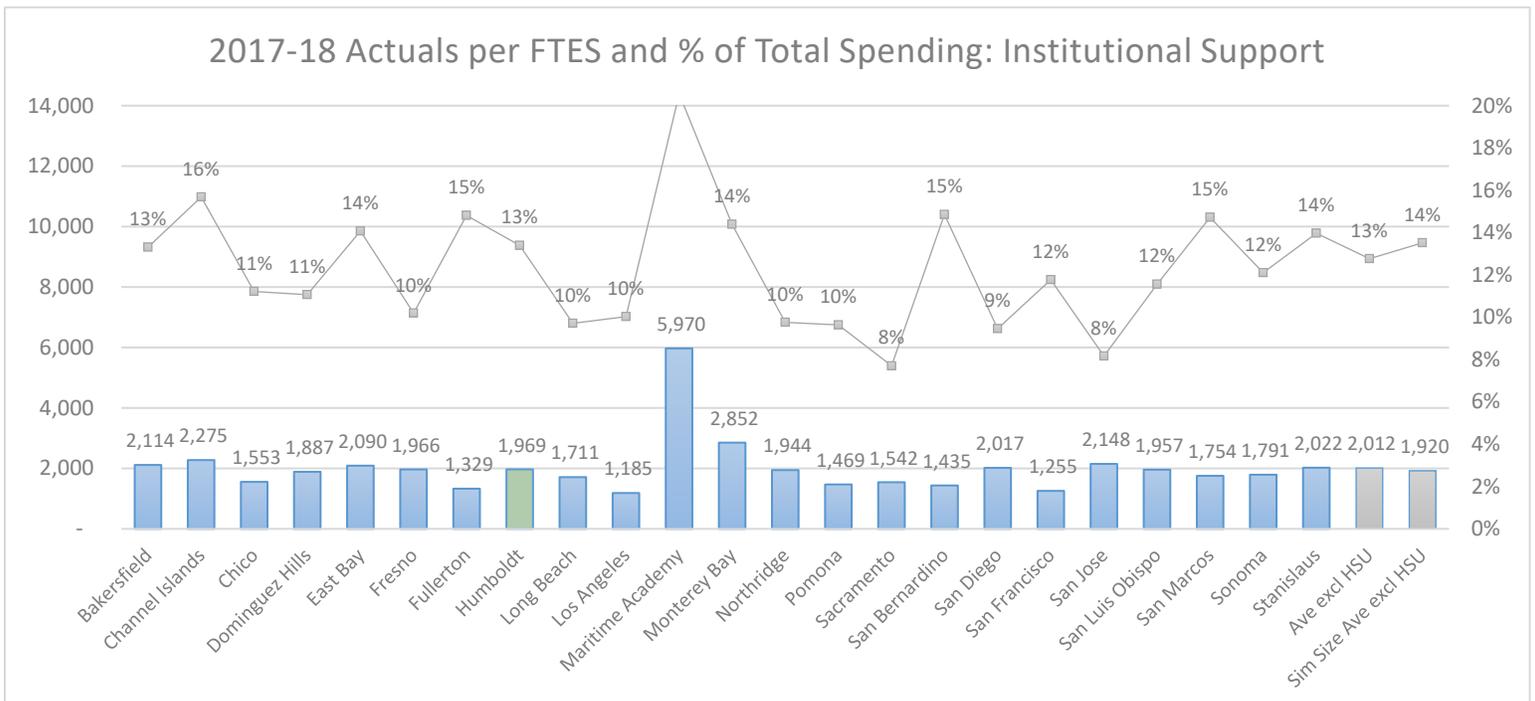
HSU Actuals Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
23	1%	1%



CSU Peer Comparisons (2017-18 Actuals)

Humboldt	CSU Average	HSU % above CSU Ave	Sim Size Ave (excl. HSU)	HSU % above Sim Size Ave
2,395	2,127	13%	2,183	10%



Operation and Maintenance of Plant (2019-20 Budget: \$15.6 million)

Operation and maintenance of plant includes all expenses for the administration, supervision, operation, maintenance, preservation and protection of the institution’s physical plant.

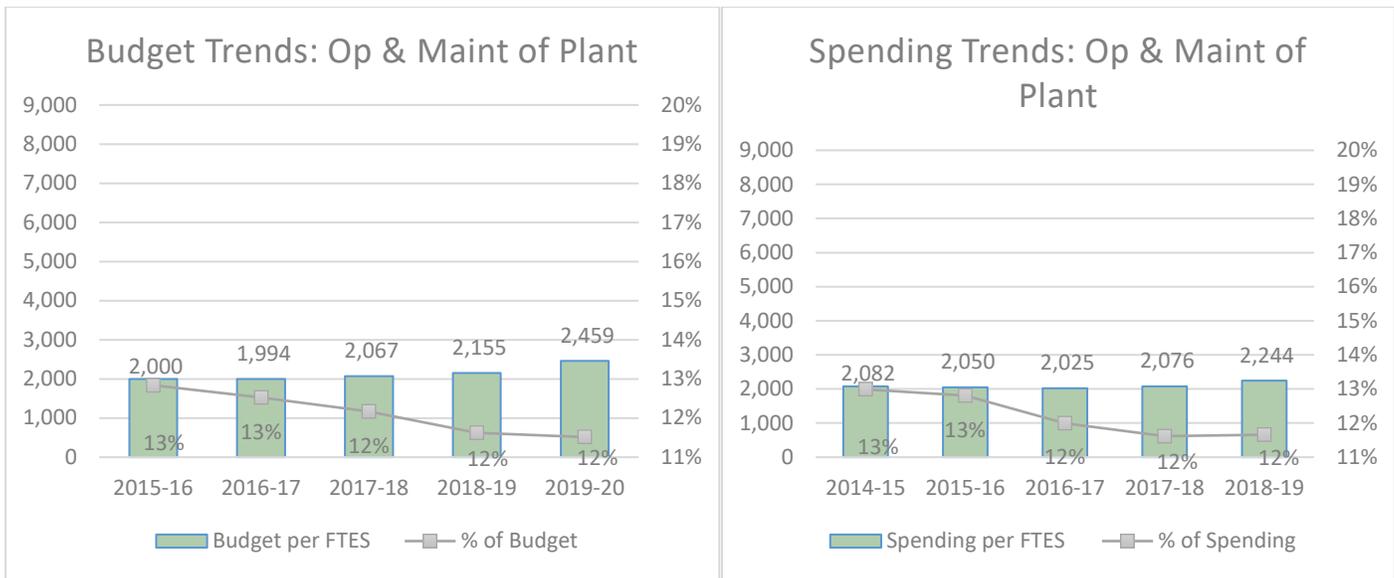
- Sub-categories: Physical Plant Administration, Building Maintenance, Custodial Services, Utilities, Landscape and Grounds Maintenance, Major Repairs and Renovations, Security and Safety, Logistical Services, Operations and Maintenance Information Technology

HSU Budget Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
459	23%	8%

HSU Actuals Trends

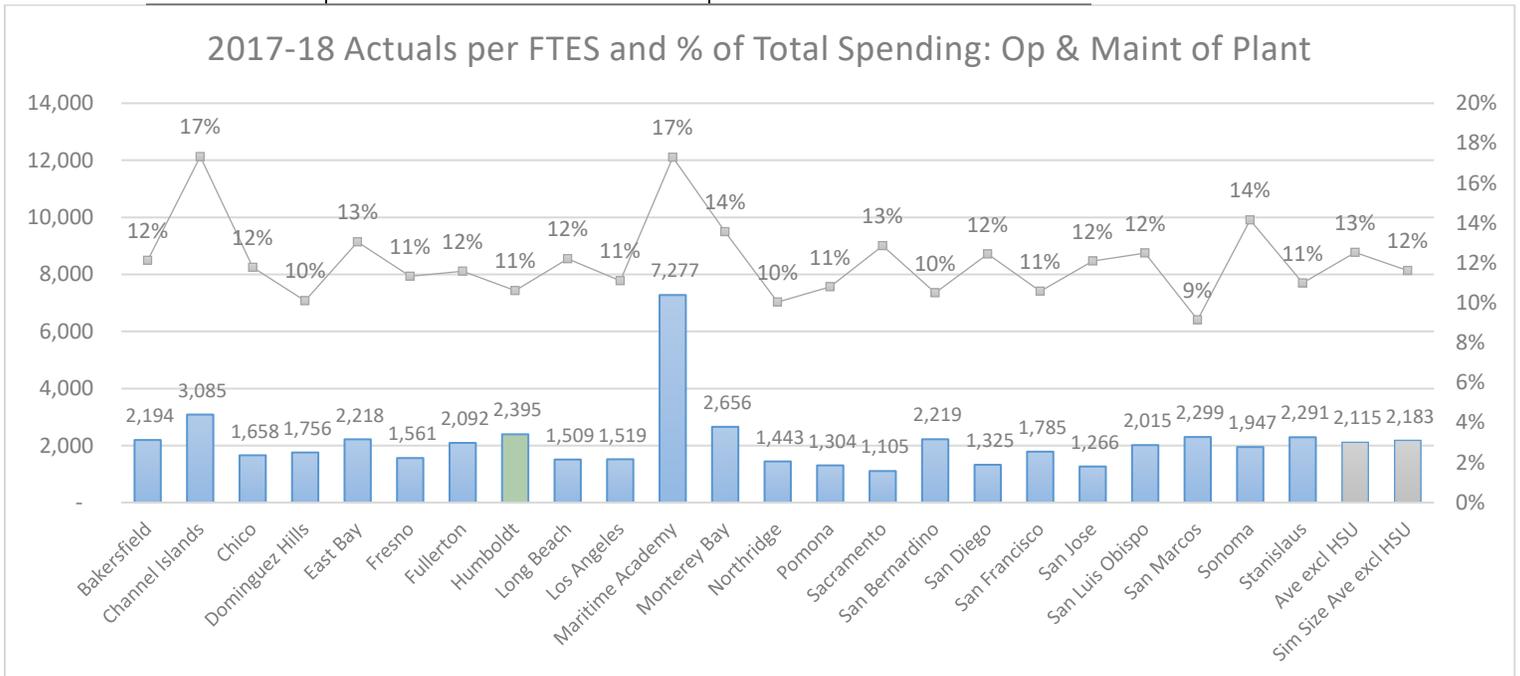
Five Year \$ Chg	Five Year % Chg	% of Total Chg
162	8%	5%



CSU Peer Comparisons (2017-18 Actuals)

Humboldt	CSU Average	HSU % above CSU Ave	Sim Size Ave (excl. HSU)	HSU % above Sim Size Ave
1,896	2,067	-8%	1,878	1%

Note: there is significant variability in Major Repairs & Renovations subcategory (HSU spending out of a different fund per CSU guidance); excluding Major Repairs, HSU’s spending is 6% and 16% higher respectively



Scholarships and Fellowships (2019-20 Budget: \$13.3 million)

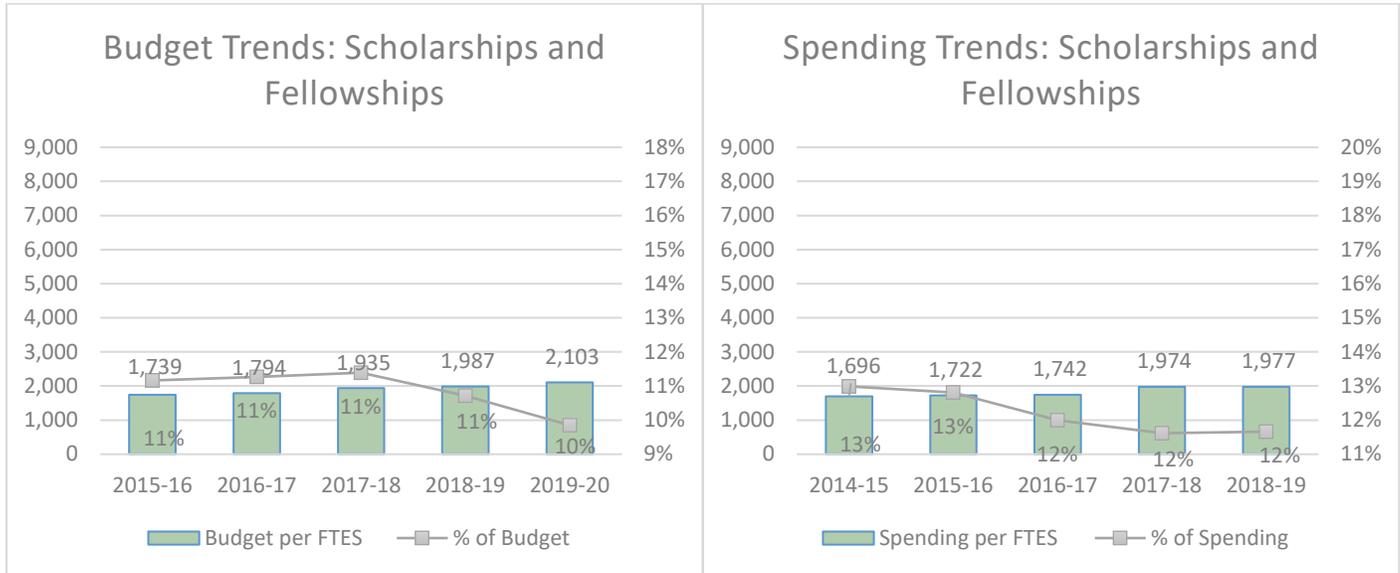
Include expenses for scholarships and fellowships in the form of grants to students, resulting from selection by the institution or from an entitlement program. The vast majority of this activity pertains to the State University Grant (SUG), which is an allocation amount determined by the Chancellor's Office, not the campus.

HSU Budget Trends

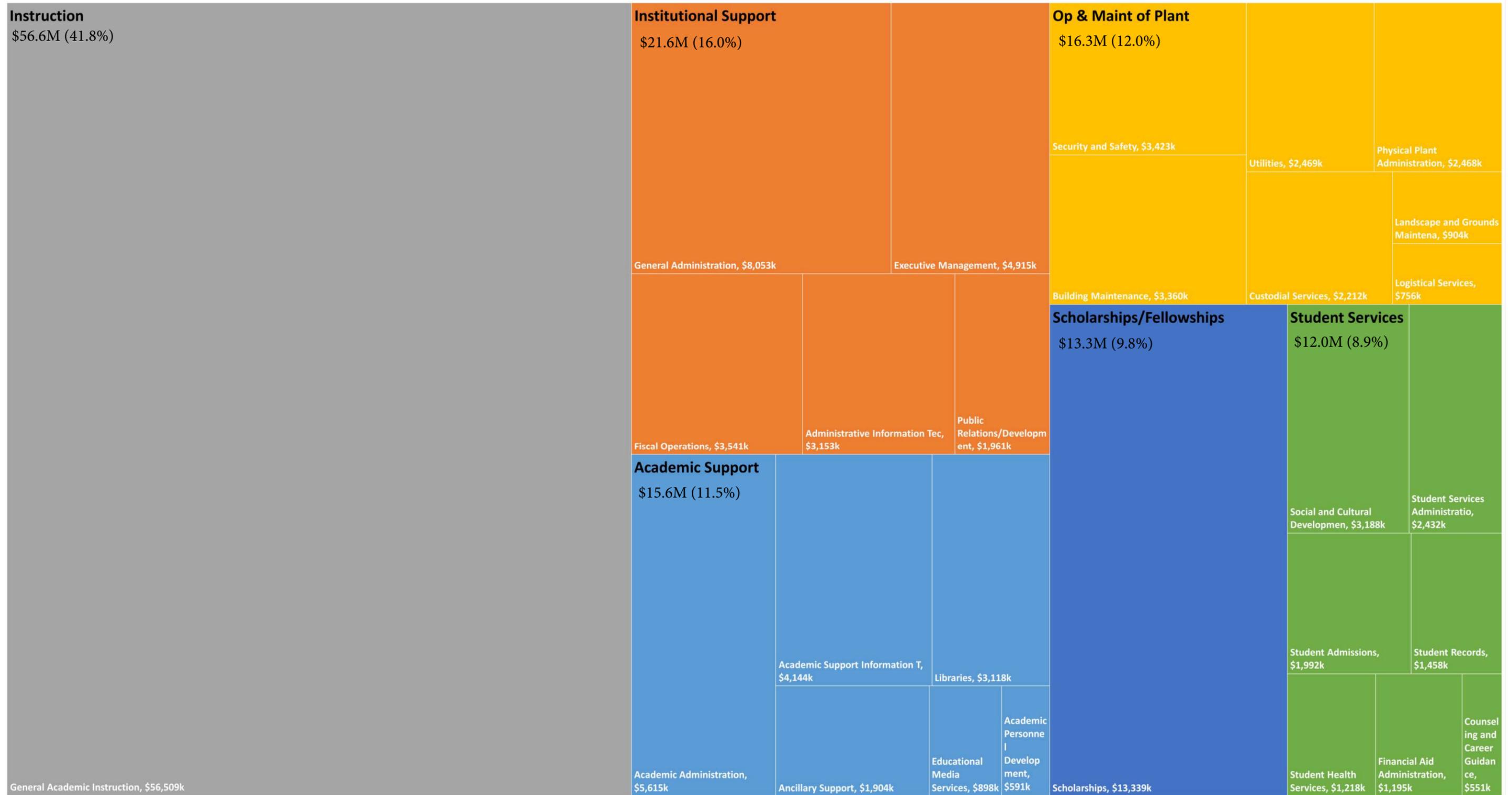
Five Year \$ Chg	Five Year % Chg	% of Total Chg
364	21%	6%

HSU Actuals Trends

Five Year \$ Chg	Five Year % Chg	% of Total Chg
281	17%	0%



OPENBOOK ORIGINAL EXPENDITURE BUDGET - FUNCTIONAL FIRMS CATEGORIES BY DEPARTMENT



Administrative Affairs:

Submitted by Doug Dawes, Vice President for Administrative Affairs

Contracts, Procurement and Accounts Payable

- Effective January 1st, 2020, all state-side travel for faculty and staff will be through the Concur Travel & Expense program. This program replaces what is currently the travel authorization, booking, and the expense claim. The intent of modifying the paper travel practice is to streamline the process for both travelers and approvers. Concur is a paperless process, which includes automatic routing and transparency of where an approval might be in the process. It helps travelers make in-policy decisions and removes out of pocket expenditures for our travelers. An [announcement](#) was made earlier this month which included the days and times of our Concur trainings which will be held three times a week until the winter break. During the spring semester, Concur trainings will be held once a week. We look forward to meeting with you to assist with this transition.
- HSU was included as a recipient of an efficiency award at the 2019 California Higher Education Collaborative Conference (CHECC). Each year this conference convenes administrative leaders and professionals from the three segments of California public higher education, to encourage the exchange of ideas and practices, which may improve administrative performance, service, and outcomes. Here is what was said when presented with the award:
 - The Concur Travel and Expense project was borne out of a shared interest in exploring ways to eliminate the paper medium involved in the travel process. The existing process created inefficient movement of documents throughout campus, transparency of where a transaction lay in the workflow, inconsistency around procedural compliance, the need to obtain approval before costs are incurred, and other resource constraints. Seven campuses came together to identify necessary compliance measures, gaps in data needs, workflow criteria, and overall user experience to build a single instance of the Concur Travel and Expense platform. The result was the development of a web-based platform that ensures compliance with CSU travel procedures, expedites flow of transactions throughout campus, shortens approval and review time frames, and provides more fluid audit and payment cycles.
- The HSU Procurement department applied for and received a scholarship from the National Association of Educational Procurement (NAEP) to assist in offsetting the costs to attend the last regional conference.

Facilities

- **The Theater Arts and Library Seismic Retrofit** projects continue to make good progress. Over all the Theater Arts building is largely complete, there is still some remaining work at the Theater including

finishing some of the building systems and minor repair. The Library building still has quite a bit of work remaining and centered on the basement level and north side of the building. This original schedule held completion set for December 2019 with occupants moving back into the space over the winter break, and ready for service in January 2020 in time for the Spring Semester. We are currently reviewing schedule impacts and will be releasing any changes in the planned schedule in early November. Impacted programs include the testing center, student disability resources center, VETS, Youth Educational Services or YES and Academic and Career Advising Center, as well as the Library. Associated work to be accomplished this semester include the improvement of accessible parking along Laurel Street north of Gist Hall. The improvement of accessible parking at the library lot near the bus circle and concrete pathway improvements for accessibility along campus paths to the east of the library toward the Theater Arts Building.

- **The Campus Events Field** has been demobilized to the extent possible with the reoccupation of the Theater Arts Building. The campus maps have been updated to reflect the remaining modular and the programs that reside in them. The rest of the modular will be released during the winter break and field rehabilitation efforts will be underway starting summer 2020.
- **Jenkins Hall Renovation** is currently active and in the design stage. We have been working with project steering committee and have engaged the services of an architecture and engineering team. Our current schedule will have the building in construction starting in the summer of 2020 and completed by summer of 2021 for a fall 2021 opening. The building will house all school lecture rooms on the second floor, and new “maker spaces” on the first floor level. The Committee will be releasing a survey relative to the “Makerspace Program” and a series of focus groups and presentations will be organized to build awareness and support for the Jenkins Hall Interdisciplinary program model.
- **Lactation Spaces** a number of spaces on campus have been identified as possible locations to provide private and appropriate lactation spaces across campus. This effort is in response to recent legislation and campus conversations. The USFAC (University Space and Facilities Advisory Committee) has been tasked with developing the spaces and ultimate allocation of the space to serve this purpose. Funding for the project is still in development. Currently, Facilities has established a permanent location within SBS 253 and we are working on final plans for Library 205B and C as a component of the Seismic Retrofit.
- **The 2020/2025 year Capital Outlay program** has been finalized with the Chancellor's Office and will be included in the agenda for the Board of Trustees Meeting in November. The Capital Outlay program has undergone some major revisions as the CSU system is poised to take advantage of one time state funds and future bond sales. This includes a very robust, \$50 million dollar deferred maintenance and renewal program, three major academic projects totaling over \$145 million dollars which includes a new science building at the campus events field, a new art building south of Jenkins Hall and the renovation of Science A. All of these projects are in alignment with our 2004 master plan and are even more relevant today given our current needs.
 - The two academic projects are in the planning stages and are contingent on the availability of future funding from the State and CSU. This process could take as long as 3-5 years until we are awarded funds and can begin construction. The projects are described as follows:

- A new 48,000 gsf, three story building located at the east end of the campus events field that will initially house science programs that will be temporarily relocated from Science A. Science A building will then be completely renovated to meet contemporary need. The new building at the campus events field will then be repurposed for academic programs.
 - A new 30,000 gsf, 2-3 story building located between Jenkins Hall and Science D along B Street that will house the ceramics and sculpture labs currently located at the North West corner of parking lot G11. These programs will be relocated and the former facility demolished and parking expansion of G11 to be constructed.
 - The Student Housing, Health Center, and Dining Project is currently on hold pending the outcome of future enrollment and the impact on the affected student services.
- **Gender Inclusive Restroom Modifications** at three new locations will be coming in early November, the most significant being at the second floor of Harry Griffith Hall (HGH) as this will be the first multi-stall gender inclusive restroom in an academic building on campus. The other new gender inclusive restroom conversions will be occurring at one of the restrooms on the first floor of Wildlife and Fisheries and at one of the restrooms at the first floor of Science C. The Gender Inclusive Task Force, which has been meeting since spring semester 2019, will be conducting educational outreach with an opportunity for campus-wide feedback.
- **Campus Project Portfolio** Not accounting for the projects included with the 2020/21 Capital Outlay program, Facilities Management is currently managing an active project load totaling \$85 million dollars spread over 75+ projects with the Seismic Project and Jenkins Hall Projects being the largest. a selection of some of the larger projects are as follows:
 - Facilities has identified funding and project scope for an additional 8 buildings that will convert Heating, Ventilation and Air Conditioning controls from pneumatic ones to digital ones. This controls project is part of the campus wide sustainability and energy management program that will allow real time monitoring and adjustment of energy usage.
 - We have an ongoing sub-metering project that is targeting utility usage in 5 buildings across campus. This sub metering will allow our sustainability staff to monitor natural gas, domestic water and electricity usage by building in real time.
 - The pool in Kinesiology/Athletics began receiving some energy upgrades this summer. We are replacing valves with ones that are more efficient and installing variable speed drive chlorine/chemical pump integrated with an energy management system.
 - Design is moving forward on remodeling seven Campus Apartments this summer (2020) for ADA use and for a new Laundry complex along with better ADA ramp access.
 - The complete replacement of the electrical substation in the University Center is complete; this project came in under budget due to creative collaboration between HSU and the contractor.
 - New Fire Alarm systems were installed in Natural Resources, Forestry, Creekview (Fern and Willow), and Redwood Hall.
 - The Student Health Center had two of its three rooftop Air Handling units replaced with new energy efficient units this summer.

Accounting and Student Financial Services

- The search for an Assoc. Director for Auxiliary Accounting was successful! At the end of the recruitment process we had two viable candidates. Sarah Long has accepted the position and will be joining the team November 12th. She is currently relocating to the area but has lived in Humboldt County in the past while attending CR. She not only brings a high degree of accounting experience but also strong leadership skills that will benefit the campus as well as the auxiliary organizations.
- Accounting is currently working on the NCAA annual audit with the Athletics department.
- Doug Edgmon participated as a representative from campus accounting in the Accounting & Finance Career Night last week. This is a great opportunity to share with students the possibilities for careers in Finance.
- Finishing up year-end reporting through the Chancellor's Office and KPMG for the audit.
- In the process of closing out the first quarter of the financial year, preparing financial reporting and processing adjustments as requested from departments.
- SFS and the Clubs cashier continue to educate students and help them set up proper controls to operate "coffee carts" on campus. The new student handbook is helping with the process.
- Doug Edgmon and Lynne Sandstrom are continuing to participate in a system-wide process to define "shared services" in hopes of defining some common business practices.

Human Resources

- Human Resources is continuing to work on the digitization of documents including the Special Consultant Request Form. Another round of beta testing will occur in the next week or so to test some changes. We will announce next steps once our initial internal review of the digital document is complete.
- Work continues on simplifying the Compensation and Classification process. A new form is being developed for all compensation and classification requests which will not only simplify the process, but also help define the process so requirements, timelines, and other important information is better understood.
- The New Employee Orientation program has been quite successful and we are receiving a lot of positive feedback. We continue to make changes to the program based on feedback. If you are not a new staff employee but missed out on orientation, please contact Nancy Olson at ext. 5154 and we'll make sure to get you scheduled for the next meeting.
- Title IX is now part of Human Resources. We are currently updating the Title IX website to remove any mention of the Office of Student Affairs and ensure all contact information is up-to-date. Additionally, Human Resources has reached out and developed strong relationships with our Campus Advisory Team, North Coast Rape Crisis Team (NCRCT). NCRCT serve as advocates for survivors of sexual assault. Executive Order 1097 requires all CSU campuses to create a team of Respondent Advisors. Title IX is currently working on developing such a team.

- HR's training and professional development function recently wrapped up a successful Principles of Supervision training, hosted by Sheila Owens of the Chancellor's Office. Nancy Olson continues to develop new programming, on campus, to meet the needs of the campus. Current work includes conducting an asset survey which will help identify the various training resources across campus to increase collaboration and capacity.

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ART 356 – 18-306: Museum & Gallery Practices. Changes the current prerequisite course (ART 104i or ART 104K) for ART 356 to ART 301.

Art Museum & Gallery Practices Certificate – 18-346: Program change, requesting to change the name of the Art Museum and Gallery Practices Certificate to simply, the Museum and Gallery Practices Certificate. This will best reflect the Certificate's core course focus on museums and galleries of many different kinds (Anthropology, Art, Education, History, Natural Sciences, etc.).

Bachelor's of Arts in Physics – 18-360: This proposal changes the name of this degree to the "Bachelors' in Arts in Physical Science." It also decreases the total number of units required to complete the degree and simplifies the degree requirements by decreasing the number of required courses and increasing the breadth of possible upper division courses.

Biology MS – 18-287: Biology M.S. requirement clarification. The department proposes adding catalog language to clarify how BIOL 597-Methods in Laboratory Instruction (2 units) may be used to fulfill master's degree requirements. The department wants to specify that while BIOL 597 may count toward the 30 total units required for the degree, however BIOL 597 may *not* count toward the 18 graduate-level units required for the degree. BIOL 597 is intended to improve instruction provided by teaching associates. Under the current program requirements, a student could complete just a single 4 unit course relevant to their graduate research, along with the required courses, thesis, etc., and use BIOL 597 (2 units) to meet remaining unit requirements. The faculty agree that would provide inadequate advanced coursework expected for a master's degree, and that students will benefit from receiving substantial discipline specific coursework of at least 6 units at the graduate level (excluding BIOL 597).

Chinese Studies Minor – 18-425: Program change, seeks to change name to "Mandarin Language and Culture Studies" to best reflect the content of the program.

COMM 319 – 19-679: Communication Research. Change the prereq *COMM 105: Intro to Human Communication* (3) into a coreq requirement instead, so that COMM 105 can either be taken in a previous semester or during the same semester as the upper division COMM course. This will help decrease time to graduation, as the current prereq set-up was slowing down some transfer students' degree progress.

COMM 404 – 19-680: Theories of Comm Influence. Change the prereq *COMM 105: Intro to Human Communication* (3) into a coreq requirement instead, so that COMM 105 can either be taken in a previous semester or during the same semester as the upper division COMM course. This will help decrease time to graduation, as the current prereq set-up was slowing down some transfer students' degree progress.

COMM 411 – 19-681: Organizational Communication. Change the prereq *COMM 105: Intro to Human Communication* (3) into a coreq requirement instead, so that COMM 105 can either be taken in a previous semester or during the same semester as the upper division COMM course. This will help decrease time to graduation, as the current prereq set-up was slowing down some transfer students' degree progress.

COMM 414 – 19-682: Rhetorical Theory. Change the prereq *COMM 105: Intro to Human Communication* (3) into a coreq requirement instead, so that COMM 105 can either be taken in a previous semester or during the same semester as the upper division COMM course. This will help decrease time to graduation, as the current prereq set-up was slowing down some transfer students' degree progress.

COMM 415 – 19-683: Communication Theory. Change the prereq *COMM 105: Intro to Human Communication* (3) into a coreq requirement instead, so that COMM 105 can either be taken in a previous semester or during

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the same semester as the upper division COMM course. This will help decrease time to graduation, as the current prereq set-up was slowing down some transfer students' degree progress.

COMM 480 – 19-684: Seminar In Speech Comm. Change the prereq *COMM 105: Intro to Human Communication* (3) into a coreq requirement instead, so that COMM 105 can either be taken in a previous semester or during the same semester as the upper division COMM course. This will help decrease time to graduation, as the current prereq set-up was slowing down some transfer students' degree progress.

Computer Science – 18-341: Program Change to add 3 new elective options to the CS major, GSP 318: Geospatial Programming I, MATH 474: Graph Theory and PHYX 316: Electronic Instrumentation and Control Systems. This will allow additional flexibility and could help reduce time to graduation for students.

Computer Science Minor – 18-342: Adds new options for elective coursework in the Computer Science Minor, which will give greater flexibility to students. The new elective options are: GSP 318 Geospatial Programming I, MATH 351 Introduction to Numerical Analysis, MATH 474 Graph Theory, and PHYX 316 Electronic Instrumentation and Control Systems. This proposal will also clean up the catalog text and make the minor requirements easier to understand.

CS 312 – 16-173: Algorithms. Proposing to change course number from CS 212 to CS 312. Equivalent courses at other universities are upper division, and the prereqs (STAT 108, MATH 109, MATH 253, CS 111, CS 112, CS 211) often require 2 years or more to complete. This would help students as they'd earn upper division credit for this course, which legitimately has upper division content. Course is required for CS majors. No change to syllabus or learning outcomes.

CRIM 487 – 18-309: Community Action Research. Would suspend this capstone course due to low enrollment and also the fact that two other capstones (SOC 492 Thesis and SOC 482 Internship) can accommodate all seniors in the major. CDC verified that CRIM 487 is not used by any other departments.

Criminology and Justice Studies – 18-310: Program change that would remove/suspend capstone course (CRIM 487) from CJS curriculum due to low enrollment and because two other courses (SOC 492 Thesis and SOC 482 Internship) can accommodate all seniors. Proposal would also add two courses to list of *Social Research and Action Skills Knowledge Based Requirements*: PSCI 413: Moot Court and JMC 326: Investigative Reporting. Both the Department of Politics and Journalism & Mass Communication were consulted and agreed.

Criminology and Justice Studies – 18-293: Program change that adds PHIL 307 (Philosophy of Law) to a list of six other courses that students can choose from to meet their CJS Knowledge Based Requirement in Law. This allows more flexibility for the major. The Philosophy Department was consulted and approved.

Economics Minor – 18-348: Updates catalog copy for the Economics Minor. Currently, the minor requirements show 12 units of upper division electives that must be approved by the student's advisor; possible elective options are not spelled out. To reduce confusion and increase efficiency, the Economics Department wants to list the allowed elective courses instead. No changes are being made to the program or its requirements.

ECON 482 – 19-555: Small Business Development Council Internships. This is a new internship course that will help with job marketability and increase hands-on learning for students. Currently, ECON is the only CPS major without an official internship course. Proposed course will count as an elective for Economics majors (students are required to take 16 units in UD ECON electives for the major), though it will be open to all HSU students. SBDC and SPF will provide internships and the internship funding, ECON and CPS would provide the teaching

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faculty (1 WTU) and curriculum. This course has been developed in consultation with Loren Collins, the Faculty Support Coordinator for academic internships.

EDUC 101: 18-394 – Creando Raíces: Identity, Community Building and Social Justice. New Area E Course to serve the Creando Raíces Learning Community. The proposal includes a matrix that demonstrates how students will meet both the Area E SLO and four of the Area E "learning opportunities" - Inclusion, Resilience, Learning, and Context.

ENGL 110 – 19-631: Developing Academic Literacy Lab. Course Change request to change course classification from C-15 to C-13. The normal class size wouldn't change, and the "K Factor" for faculty compensation would change from 1.5 down to 1.3. This change would allow the course to be offered once a week for 2 hours, instead of twice a week for three hours as it operates now. In compliance with EO 1110, English 110 is a concurrent support course to Area A general education written communication courses (at HSU, English 102/103/104). Department found, in response to student feedback, attrition, and success rates, that students would be more successful in a once-a-week, 2-hour class instead.

ENGL 461 – 19-554: Literary Magazines & Audiences. Course title and description change. Current title: Literary Magazines & Audiences. Proposed: Professional Concerns in Writing & Editing. Proposed description and title will more accurately reflect course content and how the course fits into the curriculum, as a career education course for students interested in writing and editing professions.

Fisheries Biology – 19-541: Change Concentration/Emphasis Requirements - Add "Aquaculture Concentration" and "FISH 472 (Advanced Aquaculture)" aquaculture course.

Fisheries Biology – 19-529: Change Core Requirements. Delete FISH 220 (Water Res & Cons) from the lower division requirements for the Fisheries Biology major.

Fisheries Biology – 19-531: Change Core Requirements. Change "CHEM 128 (Introduction to Organic Chemistry)" requirement to:

One course from:

CHEM 128 (Introduction to Organic Chemistry)

GEOL 109 (General Geology)

PHYX 106 (College Physics: Mechanics & Heat)

OCN 109/109L (General Oceanography/Lab)

Fisheries Biology – 19-534: Change Core Requirements. Delete BIOL 330 (Principles of Ecology) from Upper Division requirements for the Fisheries Biology major.

Fisheries Biology – 19-536: Change Core Requirements. Add FISH 311 (Fish Physiology) as a required course for Fisheries Major Upper Division Core.

Fisheries Biology – 19-538: Change Core Requirements. In the Upper Division core, change "One Quantitative course from" to:

FISH 458/558 Fish Population Dynamics

FISH 358 Fisheries Data Analysis

FISH 358 – 19-539: Fisheries Data Analysis. This would be part of the UD major core, in a "pick one" quantitative requirement where students can choose between this new course and FISH 458: Fish Population Dynamics.

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FISH 472 – 19-544: Advanced Aquaculture. This is part of the newly-proposed Aquaculture concentration. The FISH 472 (Advanced Aquaculture) course is a newer offering but has been taught under an experimental heading for the last five years.

FISH 220 – 19-540: Water Resources and Conservation. Course suspension request. Removal of FISH 220 reflects (i) an effort to reduce unit requirements and speed progress to degree, (ii) a budget and personnel constraint as faculty that once taught this course have retired.

FISH 311 – 19-537: Fish Physiology. Course reactivation request. Ever since budget reductions forced its removal in ~2009, the Fisheries Faculty have universally agreed that the absence of Fish Physiology represented major gap in our curriculum.

FISH 370 – 19-562 and FISH 370L - 19-560: Move lab over to FISH 370 and suspend FISH 370L. Aquaculture (FISH 370) and Aquaculture Practicum (FISH 370L) are currently unlinked. However, the content in the course is integrated and students that are not in the lab (FISH 370L) are missing essential content. This proposal will (1) suspend FISH 370L, and (2) link the lecture and lab in FISH 370.

JMC 120 – 19-579: Beginning Reporting. Updated course description with more detail about course purposes and content.

JMC 134 – 19-580: Photojournalism & Photoshop. Updated course description with more detail about course purposes and content.

JMC 150 – 19-581: Digital Design. Updated course description with more detail about course purposes and content.

JMC 154 – 19-575: Radio Production. Updated course description with more detail about course purposes and content.

JMC 155 – 19-574: KRFH Workshop. Updated course description with more detail about course purposes and content.

JMC 156 – 19-584: Video Production. Updated course description with more detail about course purposes and content.

JMC 325 – 19-527: Magazine Production Workshop. Change title to Osprey Magazine Production, update course description with more detail about course activities and content, clarify statement of “can repeat 4 times” to add that only the first time counts towards degree requirements.

JMC 327 – 19-577: Lumberjack News Workshop. Updated course description with more detail about course purposes and content and change title to above.

JMC 333 – 19-582: Radio News Workshop. Updated course description with more detail about course purposes and content. Also corrects that KRFH is on FM, not AM, and removes statement that students produce news for KHSU.

JMC 355 – 19-576: Advanced KRFH Workshop. Updated course description with more detail about course purposes and content.

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JMC 427 – 19-578: Advanced Multimedia News Workshop. Change title to Advanced Lumberjack News Workshop, updated course description with more detail about course purposes and content.

JMC 480 – 19-583: Special Topics. Add a course description (there was no description in previous catalogs), clarify that the course is always 3 units, rather than variable 1-4.

Political Science – 19-530: Program Change. Adds the newly-proposed PSCI 381S: Community Leadership in Action to the list of "Additional Upper Division Courses".

PSCI 381S – 19-509: Community Leadership in Action . This course has been offered for several years as a "Selected Topic" in SP 380. Political Science would like to offer this as a permanent class, and add it as an "Additional Upper Division" course in the catalog. This course facilitates involvement in Equity Arcata and promotes civic engagement, working towards racial equity and helping to create a welcoming, safe, inclusive campus and community for all.

PSYC 100 – 19-632: Psychology of Critical Thinking. Revises course description in the interest of brevity and to improve course currency.

PSYC 104 – 19-633: Introduction to Psychology. Revises course description in the interest of brevity and to improve course currency.

PSYC 300 – 19-593: Psychology of Women. Change title to Psychology of Gender. Revises course description in the interest of brevity and to improve course currency, updates course title to reflect modern terminology.

PSYC 335 – 19-649: Social Psychology. Revises course description in the interest of brevity and to improve course currency.

PSYC 335D – 19-650: Social Psychology Discussion. Revises course description in the interest of brevity and to improve course currency.

PSYC 336 – 19-651: Social Influence & Persuasion. Revises course description in the interest of brevity and to improve course currency.

PSYC 473 – 19-594: Substance Use & Abuse. Changes title to Substance Use & Addiction. Revises course description and title to improve course currency.

Psychology Minor: 18-295. Adds PSYC 240 - Understanding Research in Psychology to the required classes for the minor. This changes the total minor units to 18 from 15 and will better prepare students for upper division coursework. PSYC 104, the only prereq for PSYC 240, is already required for the minor.

SOC 605 – 18-336: Graduate Proseminar in Sociology. Currently a C-4 classification (25 student cap); changes to a C-5 classification with a 15 student cap. Also changes the repeatability status of this course so that students are required to take it twice (in the first and second years of MA program); this changes degree unit requirement from 38 to 39.

SOC 650 – 18-250: Race, Ethnicity & Gender. Changing to C-5 classification capped with a normal class size of 15 students. The course has always been taught as a graduate seminar; this change will align system information with course practices. Currently misclassified as C-3, which has a normal class size of 30.

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SOC 680 – 18-258: Seminar in Sociological Topics. This is a special topics graduate seminar; currently misclassified as C-3. Should be capped at 15 students; this changes the course classification to C-5 to align with the pedagogy for this class.

SOC 690 – 18-312: Master's Degree Thesis. Changes the variable units for this course from current 1-5 to 1-6. This change would allow HSU staff members enrolled in Sociology MA program to take all 6 required thesis units in one semester and have these units all covered by staff fee waiver (staff fee waiver covers two classes or six units).

SOC 692 – 19-313: Master's Degree Project. Changes the variable units for this class from 1-5 to 1-6. This change would allow HSU staff members enrolled in Sociology MA program to take all 6 required project units in one semester and have these units all covered by staff fee waiver (staff fee waiver covers two classes or six units).

SOC 310 – 18-259: Sociological Theory. Proposed change in C-Class from C-3 to C-4, which would lower class size from 30 to 25. Writing intensive.

SOC 482 – 18-256: Internship. C-Class Change from 2 units of C-4 to 2 units of C-5. 1 unit of C-78 will stay the same. C-4 to C-5 change reduces class size from 25 to 20. Writing intensive.

SOC 492 – 18-257: Senior Thesis. C-Class change from C-3 to C-5 reduce class size from 30 to 20 students. Writing intensive capstone.

Theatre Arts – 19-572: Program change adds two proposed new courses to the elective options for the major: *TA 377: Kennedy Center American College Theatre Festival* and *TA 387: Design & Technology Workshop*. Back in AY 2018-19, there was a program overhaul, and these two classes were missed due to oversight. *TA 377: KCACTF* has already been offered as a "special topic" for many years, and having a permanent course associated with the festival would be helpful for students who are selected to participate; it's a great honor and helps facilitate hands-on learning & job marketability. *TA 387: Design & Technology Workshop* is a replacement for three other courses (*TA 431, TA 433, and TA 436*) that have already been suspended & removed from Theatre curriculum, and this new course would provide students more flexibility and the opportunity to explore topics in costuming, scenic, lighting, sound, hair/makeup, and properties.

TA 325 – 19-585: Studio Productions. Course suspension request. This is clean-up, suspending a course that is a holdover from when the Theatre area had a graduate program and a larger faculty pool to serve as advisors. This course is *not* included as a required or optional class for the Theatre major.

TA 387 – 17-295: Design & Technology Workshop. This is a replacement for three other courses (*TA 431, TA 433, and TA 436*) that have already been suspended & removed from Theatre curriculum, and this new course would provide students more flexibility and the opportunity to explore topics in costuming, scenic, lighting, sound, hair/makeup, and properties.

TA 377 – 17-294: Kennedy Center American College Theatre Festival. This has already been offered as a "special topic" for many years, and having a permanent course associated with the festival would be helpful for students who are selected to participate; it's a great honor and helps facilitate hands-on learning & job marketability.

WLDF 585 – 18-277: Seminar in Wildlife Management. Change the grade mode from Credit / No Credit to Optional Graded Credit to reflect the level of work graduate students are putting into this class.

University Senate Open Forum Remarks - Catt
October 29, 2019

Dear Senators:

I am ecstatic to share an Idea for our new improvement around gaming and technology around campus. Including how we engage in meeting spaces and facilitation of community research. I was fortunate to watch Nureva work first hand at the #ReallCollege Basic Needs event I attended.

I passionately believe that this technology is needed, not only in our department but in every hall across campus. This is a competitive time for technology and after watching this system in use, my heart and logic tugs at advocating for our campus to explore its options and capacities. I believe that this is a great selling point for summer clients we host in housing and residence life, for our students as they develop new skills in facilitation and technology and for our facilitation of on-campus and community meetings in general.

I hope you too see the value and want to dig deeper into this too. There is a video when you follow this link the one further down the page is helpful to see this systems possibility:

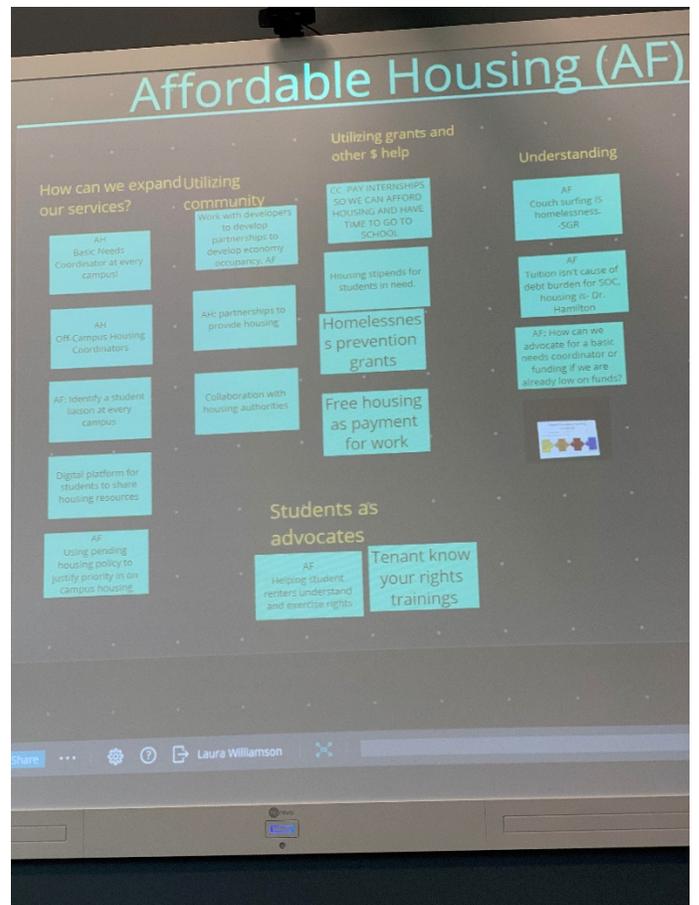
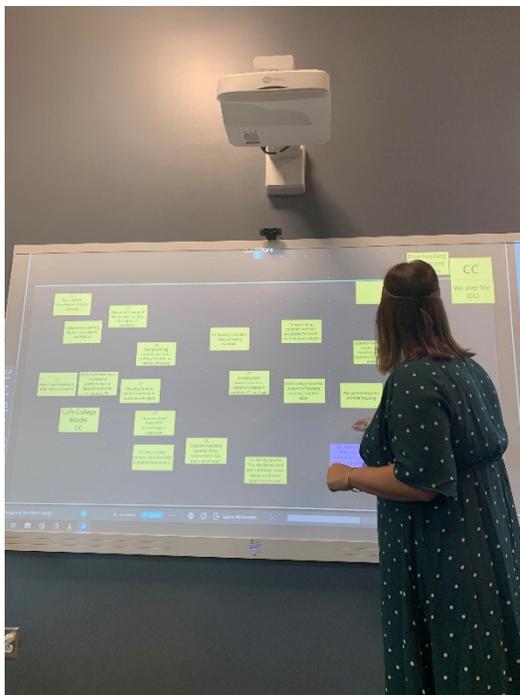
<https://www.nureva.com/visual-collaboration/span-workspace?hsCtaTracking=d7ccaec7-6cf6-429f-a762-a30781a52f71%7C7c5c1e7f-981b-4c4a-a123-99c184c35bf>

I'll share any insights I have as you need.

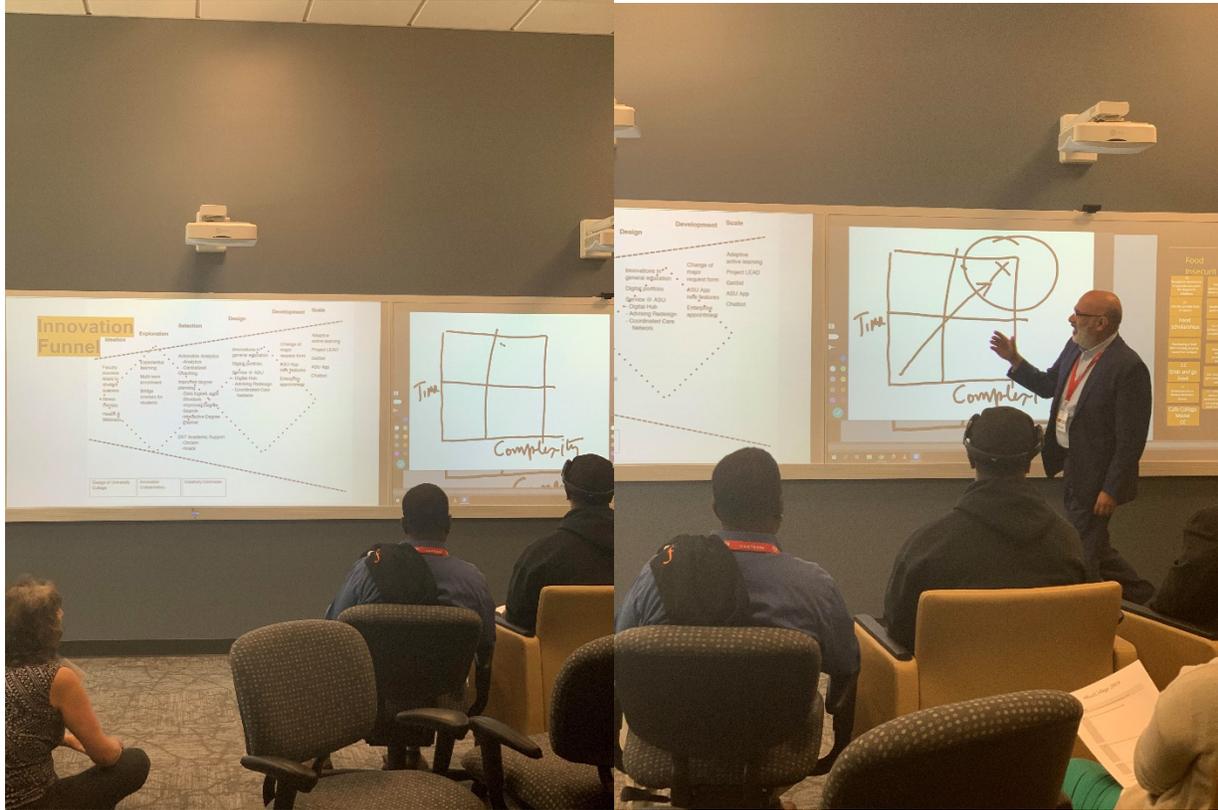
Any advice on how and who I should share this with?

Thank you for your time,

Chant'e Catt
Off-Campus Housing Coordinator
Housing and Residence Life
Humboldt State University



University Senate Open Forum Remarks - Catt
October 29, 2019



University Senate Open Forum Remarks - Catt
October 29, 2019

To the University Senate of HSU:

Thank you for your continued participation in our efforts!
Each of you plays a key role in the success of this program!

Excitingly HTLC is coming to the final stages of development. We are currently finishing up the videos and managing the curriculum for our modules. The intention of HTLC is to share community narrative around. This program is rich with resources, action items and looking at housing in an equitable way. We are also working with the City of Arcata rental Licensing program.



If you have been assigned the task of module development there are a few To Do's below.

- Transcription of each video in a word document needed
- Update Listings website on Phisher/Data Protection Module to <https://www.places4students.com/Search/Result?Keyword=humboldt>
- For each module keep Actions in mind: Where to report issues, how to ask for support, links on self-education, support, and resources.
- Program Assessment
- Document the story of what worked and what did not work in the creation of this program, and the implementation, iterations, etc for historical context. We want to build and tell the story of this community project.

Updates

- Videos for the modules are almost done! Lynette Nutter with Nutter Productions has been a dream to work with! It's been said we have 10 more interviews and then its time to piece all this work together!
- We will be sharing information about HTLC in this week's HSU Senate meeting.
- We will hold a town hall meeting over winter break with this group to explore the information collected and get final suggestion for this course.
- We will be unveiling Humboldt Tenant Landlord Collaboration (HTLC) this upcoming Spring semester in a Town Hall Art Gallery Presentation (details to come).
- We are working on our youtube, website and Social Media accounts
- We are working on an art installation of the modules
- We are working on marketable items like door hangers, giveaways, stickers, etc. Have an idea? Please share.
- We are working on a Housing Comic Strip for HTLC
- We are working on a course/instructor guide
- We are working on the Humboldt county HTLC Resource Handbook

Spreading the word:

- Looking for student artists to help with marketing and showcase.
- It is our goal to create opportunities for our students and community members to take this course, "Living In Community". Please let me know how I can support this effort with your department or if you have any leads and ideas on how I can spread this information.

University Senate Open Forum Remarks - Catt
October 29, 2019

Ideal presentations:

- Incoming Orientation for all students.
- Area E Classes offering credit.
- Opportunities for guest lectures and training from our office.
- Associated Student Body events.
- City of Arcata
- City of Eureka
- Arcata House
- Betty Qwaun Chin Day Center
- Eureka Mission
- CR
- HCOE
- HUD
- C.A.P.E.
- HAF

What we need:

- People spreading the word about the program
- Artists interested in working on this project
- Contributors to finalize their module content
- Help designing course and County guides
- Attendance at Town Hall meetings
- Philanthropy
- Funding

Thank you,

Chant'e Marie Catt
Off-Campus Housing Coordinator
Housing and Residence Life
Humboldt State University



HUMBOLDT STATE UNIVERSITY

Department of Forestry and Wildland Resources
Humboldt State University
Arcata, CA

October 23, 2019

Humboldt State University
University Senate

Dear University Senate,

We the undersigned from the Department of Forestry and Wildland Resources are in full support of the following statement from the Department of Environmental Science and Management read by Dr. Steve Martin at the last University Senate Meeting on 10/15/19.

“Dear University Senate,

The Department of Environmental Science and Management would like to take this opportunity to weigh in on the issue of excess enrollment units. We know that a resolution on this subject is before the Senate today, and want to express our view on this issue. In 2018, the HSU administration decided that faculty would no longer receive excess enrollment units for the large lecture courses they teach. Prior to that action, during the previous few years, at least eight faculty from our department received excess enrollment units. This was the case because we taught many large lecture courses, after the university had spent years encouraging such courses be taught in the interest of cost savings. Once these courses became the norm, compensation for teaching large lecture courses, via excess enrollment units, was halted.

The unilateral action of eliminating excess enrollment units is dispiriting to our faculty, and significantly influencing the quality of education we offer our students. Simply put, faculty members have to do more work for the same amount of pay. Some faculty in our department have had to increase their workload by 20% to maintain their full-time teaching loads. Being offered a grader in lieu of excess enrollment units, has not come close to offsetting this increased workload. We recognize that faculty in some departments, even whole departments, have historically taught relatively small courses, and so this issue is less personal to them. Nonetheless, we encourage every member of the university community to support the resolution that is before you today – to bring back the excess enrollment units for faculty teaching large lectures. If we aspire to increase recruitment, retention, and teaching effectiveness this action seems only logical. One’s workload when teaching 20 students is very different than when teaching 120 students or more, but they are now compensated identically (all else being equal). Office hours, grading assignments not appropriate for a grader, responding to emails, writing letters of recommendation, accommodating student needs, and simply stopping to speak with

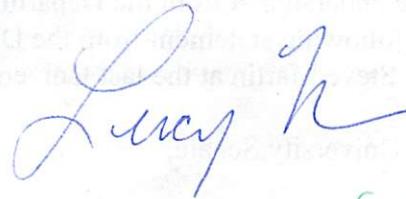
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Stanislaus

students are workloads that scale with class size. All of these valuable services to our students are being degraded when faculty must teach more to maintain full time workloads. If, as a university, we believe in putting students first, improving teaching quality, and fairly compensating our colleagues with larger workloads, supporting this resolution is a good first step.

The Department of Environmental Science and Management faculty wholeheartedly endorse the "Resolution on Excess Enrollment Policy" - 02-19/20-FAC, and we encourage all of you to support it too."

Sincerely,

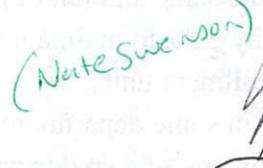
 (Lucy Kerhoulas)

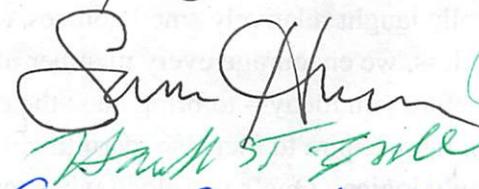
 (Erin Kelly)

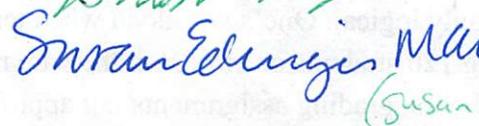
 (Buddhika Madurapperuma)

 (Ken Fulgham)

 (Joe Seney)

 (David Greene)

 (Steve Sillett)

 (Sarah Hanna)

 (Harold Zald)

 (Susan Marshall)

 (Rosemary Sherman)



Department of Geography, Environment, and Spatial Analysis • Arcata, CA 95521

October 25, 2019

Humboldt State University
University Senate

Dear University Senate,

We the undersigned from the Department of Geography, Environment, and Spatial Analysis are in full support of the following statement from the Department of Environmental Science and Management read by Dr. Steve Martin at the last University Senate Meeting on 10/15/19.

“Dear University Senate,

The Department of Environmental Science and Management would like to take this opportunity to weigh in on the issue of excess enrollment units. We know that a resolution on this subject is before the Senate today, and want to express our view on this issue. In 2018, the HSU administration decided that faculty would no longer receive excess enrollment units for the large lecture courses they teach. Prior to that action, during the previous few years, at least eight faculty from our department received excess enrollment units. This was the case because we taught many large lecture courses, after the university had spent years encouraging such courses be taught in the interest of cost savings. Once these courses became the norm, compensation for teaching large lecture courses, via excess enrollment units, was halted.

The unilateral action of eliminating excess enrollment units is dispiriting to our faculty, and significantly influencing the quality of education we offer our students. Simply put, faculty members have to do more work for the same amount of pay. Some faculty in our department have had to increase their workload by 20% to maintain their full-time teaching loads. Being offered a grader in lieu of excess enrollment units, has not come close to offsetting this increased workload. We recognize that faculty in some departments, even whole departments, have historically taught relatively small courses, and so this issue is less personal to them. Nonetheless, we encourage every member of the university community to support the resolution that is before you today – to bring back the excess enrollment units for faculty teaching large lectures. If we aspire to increase recruitment, retention, and teaching effectiveness this action seems only logical. One’s workload when teaching 20 students is very different than when teaching 120 students or more, but they are now compensated identically (all else being equal). Office hours, grading assignments not appropriate for a grader, responding to emails, writing letters of recommendation, accommodating student needs, and simply stopping to speak with students are workloads that scale with class size. All of these valuable services to our students are being degraded when faculty must teach more to maintain full time workloads. If, as a

university, we believe in putting students first, improving teaching quality, and fairly compensating our colleagues with larger workloads, supporting this resolution is a good first step.

The Department of Environmental Science and Management faculty wholeheartedly endorse the "Resolution on Excess Enrollment Policy" - 02-19/20-FAC, and we encourage all of you to support it too."

Sincerely,

Rosemary Shively
John Lee
Koch

 - SARAH RAY, ENST

M.A. Densik



Deepti Chatti - DEEPTI CHATTI, ENST

 - LAURA JOHNSON, GEOG



HUMBOLDT STATE UNIVERSITY

Department of Biological Sciences

10/25/19

To: The Humboldt State University Senate
From: The Faculty of the Department of Biological Sciences

We are writing in unanimous support of the revisions to the Excess Enrollment Policy currently under consideration by the University Senate.

Each semester, our department offers multiple courses that enroll 72 students or greater. The instructors of these classes all report that their workload was significantly increased by the 2018 change to the interpretation of the Excess Enrollment Policy. This resulted not only in reduced time available for teaching; student advising, mentoring, university service, and scholarship have also suffered. Furthermore, many of our lecturers experienced a large pay cut and suffered other negative impacts to their professional and personal lives.

We believe the revised policy will address these concerns and urge the University Senate to adopt it.

Sincerely,

Amy Sprawles
Chair of the Department of Biological Sciences

Terryl W. Idol

M.P. Nish

Alexander Tomescu

Michael [Signature]

William J. [Signature]
Catherine [Signature]

Sharon [Signature]

Robert [Signature]

[Signature]

John [Signature]

L. D. [Signature]

Jeffrey W. [Signature]

Joseph M. [Signature]

Karen Kiemer-Tyng

[Signature]

[Signature]

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on Excess Enrollment Policy

02-19/20-FAC – October 29, 2019 – Second Reading

RESOLVED: That the University Senate approves the below changes to the excess enrollment policy:

RATIONALE: *Faculty Workload Calculations are central to academic quality and need to be decided via Shared Governance and Collective Bargaining. Changes to Faculty Workload calculations should not be imposed by individual administrators, and should be based on clearly justified, approved policy. The HSU practice (for more than 25 years) in calculating Faculty Workload for Excess Enrollment was changed in 2018, without Faculty or Senate consultation or consent, via a memorandum from the Provost.*

*The unilaterally imposed policy violated the Collective Bargaining Agreement, which states (Section 20.2d) “**The parties agree to continue the current practice regarding the calculation of Weighted Teaching Units for the purpose of determining time base for both appointment and benefits eligibility.**” and (section 20.3c) “**The parties agree that consideration of the prior practices of the University shall include the calculation of Weighted Teaching Units in prior years.**” The imposed policy mandated the use of instructional student assistants, and therefore also violated the previous policy, which stated that suitable student assistants were not always available.*

The guiding policy is based on EP&R 79-63 and was last addressed in a September 27, 1993 memorandum from the Acting Vice President of Academic Affairs to the college deans. These changes align the policy with long-standing practices and formalize these agreements to support equitable application across units. The policy also clarifies internal contradictions in noted enrollment ranges, makes each range mutually exclusive, and clarifies ambiguous statements.

Humboldt State University
Excess Enrollment Support Policy

A. For classes with census date enrollment of 72 or more, Instructional Student Assistant (ISA), or Assigned Time WTU(s) shall be allocated. Which of the two is utilized, an ISA or Assigned Time WTU(s), is the decision of the course instructor.

B. Assignment of an ISA is a preferable way of handling such large class loads from an economic perspective, but it is recognized that qualified ISAs are not always available or desirable. The suitability of a student shall be the decision of the course instructor.

C. If an ISA is utilized, they will be provided to the faculty member as follows:

If a course has enrollment between 72 and 95 -1 WTU (2.7 hrs/week) shall be provided

If a course has enrollment between 96 and 119 -2 WTU (5.3 hrs/week) shall be provided

If a course has enrollment over 119 ---3 WTU (8 hrs/week) shall be provided.

If an ISA is not utilized, HSU shall provide the instructor with assigned time for excess enrollments, as follows:

If a course has enrollment between 72 and 95 ---1 WTU shall be assigned

If a course has enrollment between 96 and 119 ---2 WTU shall be assigned

If a course has enrollment over 119 ---3 WTU shall be assigned

Humboldt State University
Excess Enrollment Support Policy

A. For classes with census date enrollment of 72 or more, ~~between 75 and 120 and exceptional workload, a graduate assistant, or an Instructional Student Assistant (ISA), or Assigned Time WTU(s) may~~ shall be allocated. Which of the two is utilized, an ISA or Assigned Time WTU, is the decision of the course instructor.

~~B. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3WTU may be assigned.~~

C. Assignment of ~~graduate assistants~~ an ISA is a preferable way of handling such large class loads from an economic perspective, but it is recognized that qualified ~~graduate assistants~~ ISAs are not always available or desirable. The suitability of a student shall be the decision of the course instructor.

~~D. In no case shall a faculty member be granted WTU for more than one class with excess enrollments.~~

D. If an ISA is utilized, they will be provided to the faculty member as follows:
If a course has enrollment between 72 and 95 -1 WTU (2.7 hrs/week) shall be provided
If a course has enrollment between 96 and 119 -2 WTU (5.3 hrs/week) shall be provided
If a course has enrollment over 119 ---3 WTU (8 hrs/week) shall be provided.

~~HSU has permitted a further breakdown in the use of shall provide assigned time for excess enrollments, provided no ISA is utilized qualified graduate students or students assistant time is available, as follows:~~

If an ISA is not utilized, HSU shall provide the instructor with assigned time for excess enrollments, as follows:

If a course has enrollment between 72 ~~75~~ and 95 96 ---1 WTU shall ~~may~~ be assigned ~~permitted~~

If a course has enrollment between 96 and 119 120 ---2 WTU shall ~~may~~ be assigned ~~permitted~~

If a course has enrollment over 119 ~~120~~ --- 3 WTU shall ~~may~~ be assigned ~~permitted~~

Constitution and Bylaws Committee

CBC Guidance on Senate Ratification of URPC Recommendations

The Senate Chair has asked the Constitution and Bylaws Committee to advise on appropriate procedure for ratification of the URPC's Recommendations to the President in the absence of policy guidelines.

The CBC believes that any contingency can be handled through normal Senate procedures, which we discuss below.

The following Bylaws establish appropriate procedure:

Bylaws Section 11.35.iii (URPC Reports):

"All recommendations made to administrative officers without prior Senate approval shall be submitted to the next meeting of the Senate following the recommendation for the consideration of the Senate. The Committee shall inform faculty and students about resource issues by providing information reports to the Senate."

Bylaws Section 10.77.ii (Committee Operations):

"When a committee forwards a policy recommendation or recommendation for action to the Senate, this recommendation shall be provided in the form of a resolution or accompanied by a resolution describing the recommended action(s)."

Following these Bylaws, the CBC advises the URPC to formulate a resolution presenting its recommendations, e.g.,

Resolved: That the Senate endorses the budget planning recommendations developed by the University Resources and Planning Committee for the 2019-20 Academic Year.

The Resolution would be offered as any other motion, and the Senate will have the opportunity to discuss and amend the recommendations.

A first reading can be waived by a $\frac{2}{3}$ vote of the Senate to allow the URPC to put its recommendations forward expeditiously.

If a first reading is waived and the Senate makes amendments, those can be approved at the same meeting. Parliamentary procedure allows for recommendations to go back to committee for revision. The URPC is also allowed, per 11.35.iii, to present its revised recommendations to the President if it is necessary for the Senate to reconvene in the following semester to ratify.

Should the resolution not pass, a motion from the floor could direct the Senate chair to forward the results of the vote to the President with the summary report of the debate.

Chapter 22 of the *Standard Code of Parliamentary Procedure* advises that "Recommendations from the committee should be contained in a separate section in the report or attached to the report. Each recommendation should be in the form of a motion or resolution to be presented, discussed, and acted on as a separate motion by the voting body."

If the URPC's recommendations are not presented as separate motions, a Senator may offer a motion to divide the question, which would allow each recommendation to be discussed separately.

Chapter 22 further states: "A committee report cannot be amended except by the committee, since no one can make the committee say anything it does not want to say. However, motions included as recommendations in the report, like all other motions, are subject to amendment and other actions that would apply to any motion."

A suspension of rules can be used to introduce a motion to adopt the recommendations without debate. The Standard Code offers this example: "I move to suspend the rules and approve the recommendations of the treasurer in the distributed written report." A 2/3 vote would "permit the recommendations to be considered and would also adopt the recommendations without debate."

(American Institute of Parliamentarians. American Institute of Parliamentarians Standard Code of Parliamentary Procedure. New York: McGraw-Hill. 2012. p. 97, 209, 212-213).

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Revise the *General Faculty Constitution*
03-19/20-CBC – November 12, 2019 – First Reading

RESOLVED: That a Faculty Session of the University Senate of Humboldt State University recommends the attached revisions to the *Constitution of the General Faculty* be forwarded to the General Faculty for ratification in Spring 2020.

RESOLVED: That implementation of these amendments shall be conditioned on passage of #XX-19/20-CBC-DATE Resolution to Amend the *Constitution of the University Senate of Humboldt State University* to Reflect Parallel Amendments to the *General Faculty Constitution*.

RATIONALE: The Constitution of the General Faculty is being revised: (1) to clarify the General Faculty's relationship to the Senate and consolidate information on how the General Faculty exercises its powers, (2) to define the electorate, (3) to eliminate Secretary/Treasurer duties that occur through Senate and designate the position as Treasurer (4) to make the Senate Chair ex officio presiding officer of the General Faculty, (5) to remove or revise information on eligibility, terms of office, term limits, and vacancies covered in the Senate Constitution, and (6) to update the statement on shared governance.

The rationale for each of these changes is as follows:

(1) To clarify the General Faculty's relationship to the Senate and consolidate information on how the General Faculty exercises its powers.

Information on the General Faculty's powers and functions is scattered across various parts of the Constitution. To bring this information together, the following changes were made:

Section 6. Relationship to the University Senate is eliminated; the text is revised and incorporated into **Section 3. Powers and Structure**.

Additional consolidation is achieved by removing text on jurisdiction and policy matters from **Section 5. The General Faculty** and incorporating it into **Section 3. Powers and Structure**.

Section 5 is then renamed to better reflect its content: **Meetings of the General Faculty**.

The functions of the General Faculty (3.1) are revised to:

- (a) Remove functions that occur through the Senate ("to assist in the selection of future presidents of the university and future administrators of high rank"; "to administer elections wherein the General Faculty vote");
- (b) Broaden the statement on policy recommendation (currently: "policies ... of common concern to the general faculty");

- (c) Clarify the General Faculty's role in election administration ("to administer elections wherein the General Faculty vote"), and
- (d) Remove ambiguous functions ("to implement authority assigned to it by the University President"; "to act for the faculty in other matters within its jurisdiction").

3.1 Original:

3.1 Functions – The function of the General Faculty shall be: to formulate and recommend to the University President policies for the University affecting matters of common concern to the general faculty; to implement authority assigned to it by the University President; to assist in the selection of future presidents of the university and future administrators of high rank; to administer elections wherein the General Faculty vote; to help the University gather and express the views of the faculty regarding issues of governance; and to act for the faculty in other matters within its jurisdiction.

3.1 Revised:

3.1 Functions – The function of the General Faculty shall be:

3.11 To formulate, review, and recommend University policies to the President and other appropriate agents

3.12 To help the University gather and express the views of the faculty regarding issues of governance

3.13 To nominate and elect or appoint those persons who represent the General Faculty on the University Senate, university committees, campus auxiliary governing boards, and state organizations

3.14 To authorize the collection and use of funds to support the purposes of the General Faculty

The manner in which the General Faculty delegates its functions (3.2, 3.3) is clarified.

Because the Appointments and Elections Faculty Subcommittee does not exist, reference to this subcommittee is removed (3.2) ("names of appropriate appointees shall be put forward by the University Senate Appointments and Elections Committee's Faculty Subcommittee to be confirmed by the Executive Committee of the General Faculty"). The General Faculty's role in making nominations and appointments, and electing representatives, is retained (revision 3.13).

(2) To define the electorate.

Section 2.5 defines the General Faculty electorate. Currently, faculty and staff electorates are defined in the Senate Bylaws (Section 12.21, 12.22, 12.23). This revision makes the General Faculty Constitution the authority for defining the General Faculty electorate. The Senate

Constitution will be amended to state that electorates (faculty and staff) are defined in their respective Constitutions.

(3) To eliminate Secretary/Treasurer duties that occur through the Senate and designate the position as Treasurer.

The Senate Appointments and Elections Committee, working together with the Senate Office, certifies the eligibility of candidates and oversees appointments and elections.

(4) To make the Senate Chair ex-officio presiding officer of the General Faculty.

The primary duty of the General Faculty member elected as GF President is to serve as ex officio chair of the Senate. This revision recognizes the primacy of the Senate role by electing to that position and making ex officio the role of General Faculty Presiding Officer.

Eligibility requirements for this position do not change, nor does the electorate. The duties of the Presiding Officer (**revision 4.21**) remain the same as those of the GF President (**4.62**), except that supervision of General Faculty elections occurs through the Senate Office and the AEC.

(5) To remove or revise information on eligibility, terms of office, term limits, and vacancies that is covered in the Senate Constitution or Bylaws.

References to eligibility, terms of office, term limits, and vacancies for the office of the General Faculty President are removed from sections **4.2, 4.3, and 4.4** (revisions to Senate Constitution **Section 5.0, Officers and Parliamentarian**, will define eligibility, etc. of the Senate Chair). General Faculty Constitution section **4.0** on Officers and Elected Representatives is revised to focus on Officers only. Information on representatives that is covered elsewhere in the Faculty Handbook, or in the Senate Constitution, is removed.

(6) To update the statement on shared governance.

This statement was revised primarily to include reference to a 1985 statement endorsed by the CSU Board of Trustees that recognizes the faculty's responsibility for the educational functions of the University. The CSU statement complements the other referenced statements from the Higher Education Employer-Employee Relations Act, and the AAUP Statement on Government. The shared governance principles articulated in the Preamble are revised slightly and moved to **Section 1. Name and Purpose**.

Proposed Revisions with Track Changes:

PREAMBLE: SHARED GOVERNANCE

~~The faculty members of Humboldt State University affirm the principles of shared governance as set out in Article I of the Higher Education Employer-Employee Relations Act (HEERA) and affirm the responsibilities of faculty to participate in governance as articulated in the American Association of University Professors "Statement on Governance of Colleges and Universities" (SGCU) (1990) for the sake of the betterment of the University. The Constitution of the General Faculty defines membership in the General Faculty and provides a vehicle for the faculty to fulfill those responsibilities. Both HEERA and SGCU call on faculty and administration to contribute with good will toward shared and harmonious decision making in those areas in which faculty have interests and expertise. Since the faculty are among the members of the University community who most tend to accumulate long experience with relevant issues facing the university, and since faculty also clearly contribute in major ways both in their commitments and their duties to the educational and fiscal health of the university, it is to be expected that, for example, major planning, faculty personnel policies and decisions, and decisions regarding the curriculum and the means of its delivery will involve communication with and guidance of the faculty. In accordance with HEERA, the faculty also engages in collective bargaining with the California State University through the agency of the California Faculty Association, and therefore the resulting bargaining agreements and HEERA constrain and guide this constitution. HEERA also provides for the existence of Senates at the campus and system levels through which faculty are able to participate in university governance.~~

1.0 NAME AND PURPOSE

1.1 Name – The name of this organization is the General Faculty of Humboldt State University, hereafter referred to as the General Faculty.

1.2 Purpose – The purpose of the General Faculty is to assure that the collective knowledge, experience, and judgment possessed by the members shall be as fully utilized as possible in providing students with educational opportunities, in developing university policies and procedures, and in fostering a spirit of unity and cooperation among its members. The faculty have accumulated considerable experience with relevant issues facing the University, and in their commitments and their duties, contribute significantly to the educational and fiscal health of the University. The General Faculty expect that major planning, including faculty personnel policies and decisions, and decisions regarding the curriculum and its delivery, will involve communication with and guidance from faculty.

In fulfilling its shared governance responsibilities, the faculty of Humboldt State University affirm the principles articulated in: 1) Article I of the Higher Education Employer-Employee Relations Act (HEERA), and 2) The American Association of University Professors' "Statement on Governance of Colleges and Universities" (SGCU). Both HEERA and SGCU call on faculty and administration to contribute with good will toward shared and harmonious decision making in those areas in which faculty have interests and expertise. The faculty also recognize and affirm their primary responsibility for the educational functions of the institution, as articulated in 1985 by the Board of Trustees of the California State University.¹

¹ See Higher Education Employer-Employee Relations Act, esp. Article 1, Section 3561b; Report of the Board of Trustees' Ad Hoc Committee on Governance, Collegiality, and Responsibility in the California State University (adopted by the Board of Trustees of the California State University, September 1985); and American Association of University Professors, Statement on Government of Colleges and Universities (April 1990).

This Constitution defines membership in the General Faculty and facilitates the effective exercise of the rights and responsibilities of members to participate in shared governance. In accordance with HEERA, the faculty also engage in collective bargaining with the California State University through the agency of the California Faculty Association, and therefore the resulting bargaining agreements and HEERA constrain and guide this Constitution.

2.0 MEMBERSHIP

2.1 The voting membership of the General Faculty shall consist of:

2.11 Full-time faculty unit employees (including tenured faculty, probationary faculty, lecturers, librarians, counselors and coaches).

2.12 Part-time faculty unit employees (including lecturers, librarians, counselors, coaches, and rehired annuitants) holding at least a one-year appointment with a time base averaging at least .40 of full time.

2.13 FERP faculty.

2.14 Administrators with academic retreat rights.

2.2 The non-voting membership of the General Faculty shall consist of: Professors emeriti who are neither rehired annuitants (fitting the conditions of section 2.12) nor FERP faculty.

2.3 The term “in residence” shall be defined as a faculty unit employee with a current assignment. Faculty members on sabbatical or other type of leave are not considered “in residence.”

2.4 Other individuals may be admitted into membership upon recommendation by a faculty session of the University Senate and ratification by a two-thirds majority of General Faculty votes cast in an election of the General Faculty.

2.5 The electorates of the General Faculty are defined as follows. A member of the General Faculty may be included in more than one electorate.

2.51 Lecturer Faculty (Instructional and Non-Instructional Units)—Non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time.

2.52 Tenure-line Faculty (Instructional Unit)—Faculty holding the academic rank of assistant professor or above.

2.53 Tenure-line Faculty (Non-Instructional Unit)—Tenure-line librarians, counselors, and full-time coaches.

2.54 FERP faculty, rehired annuitant faculty, and administrators with retreat rights.

2.55 At-large faculty includes all members of the General Faculty.

3.0 POWERS AND STRUCTURE

~~3.1 Functions—The function of the General Faculty shall be: to formulate and recommend to the University President policies for the University affecting matters of common concern to the general faculty; to implement authority assigned to it by the University President; to assist in the selection of future presidents of the university and future administrators of high rank; to administer elections wherein the General Faculty vote; to help the University gather and express the views of the faculty regarding issues of governance; and to act for the faculty in other matters within its jurisdiction.~~

3.11 To formulate, review, and recommend University policies to the President and other appropriate agents.

3.12 To help the University gather and express the views of the faculty regarding issues of governance.

3.13 To nominate and appoint or elect those persons who represent the General Faculty on the University Senate, university committees, campus auxiliary governing boards, and state organizations.

3.14 To authorize the collection and use of funds to support the purposes of the General Faculty.

~~3.2 The General Faculty shall exercise its functions primarily through its elected delegates on the University Senate and those members elected or appointed to university committees, campus auxiliary governing boards, and state organizations, and in accordance with the Constitution of the University Senate and the Bylaws and Rules of Procedure of the University Senate. Representation to Other Organizations—The General Faculty shall elect those persons who represent it to appropriate university committees, campus auxiliary governing boards, and state organizations. In cases of appointment of representatives, names of appropriate appointees shall be put forward by the University Senate Appointments and Elections Committee's Faculty Subcommittee to be confirmed by the Executive Committee of the General Faculty. The General Faculty may authorize these representatives to use such funds as are available for such purpose.~~

~~3.3 The General Faculty reserves the right to exercise any of its functions directly through a vote of its membership. Exercise of Powers—All powers of the General Faculty shall reside in the General Faculty except that certain functions, including policy recommendations, may be exercised through the University Senate as herein provided in Section 6.0.~~

3.31 It may require the University Senate to report its progress on any matter under its deliberation at a meeting of the General Faculty.

3.32 It may require the University Senate to refer any matter under its deliberation to the General Faculty for consideration.

4.0 OFFICERS AND ELECTED REPRESENTATIVES OF THE GENERAL FACULTY

~~4.1 Officers— The elected officers of the General Faculty shall be: a President who shall also be the Chair of the University Senate, and a Secretary/Treasurer.~~

~~4.11 – The Chair of the University Senate, who shall serve ex-officio as the Presiding Officer of the General Faculty. General Faculty President and the Secretary/Treasurer shall be elected by a majority of General Faculty votes cast in an election of the General Faculty.~~

~~4.12 – The Vice-Chair of the University Senate, who shall serve ex-officio as the Second Officer of the General Faculty. The Vice President of the General Faculty shall be the Vice Chair of the University Senate and shall serve as a voting ex-officio member.~~

~~4.13 – The senior faculty representative to the ASCSU shall serve ex-officio as the Third Officer of the General Faculty~~

~~4.134 – The Senate officer ASC shall serve as the A Treasurer.~~

~~4.2 Members Eligible to Hold the Treasurer Office – Any member of the General Faculty is eligible to serve as President if they have completed three years of employment by the University prior to taking office and they will be “in-residence” during the term of office. Any member of the General Faculty is eligible to serve as Secretary/Treasurer if they have completed one year of employment by the University prior to taking office and they will be “in-residence” during the term of office.~~

~~4.3 Term of Office for Treasurer – The General Faculty President shall serve a two-year term of office from the 1st of June following his or her election. The Secretary/Treasurer shall serve a two-year term of office from the 1st of June following his or her election. The terms of the Presiding Officer General Faculty President and the Secretary/Treasurer shall be staggered.~~

~~4.31 Other Terms of Office for elected General Faculty representatives shall be as defined in the HSU Faculty Handbook, Section 800. Terms of office for elected Faculty senators at-large and Lecturer senators shall be as defined in the University Senate Constitution and Bylaws.~~

~~4.4 Consecutive Terms – Eligibility of elected representatives to serve consecutive terms shall be as defined in the University Senate Constitution and Bylaws. The President of the General Faculty and other elected representatives of the General Faculty included under section 3.2 shall not be eligible to serve more than two consecutive full terms in the same position.~~

~~4.5 Representatives of the ASCSU (Statewide Senate) shall be elected by the General Faculty.~~

~~4.51 Any full-time tenure-line member of the General Faculty is eligible to serve as the HSU General Faculty Representative to the ASCSU.~~

~~4.52 Term limits for other officers and elected representatives of the General Faculty shall not apply to HSU General Faculty Representatives to the ASCSU (Statewide Senate).~~

4.56 Duties of Officers

~~4.61 The elected officers of the General Faculty, together with the Vice Chair of the University Senate shall serve as the Executive Committee of the General Faculty and shall perform its administrative functions~~

~~4.5162 The Presiding Officer of the General Faculty President shall (1) shall preside over meetings of the General Faculty; (2) shall be ex-officio Chair of the University Senate and shall preside over the meetings of the University Senate as provided in the Constitution of the University Senate and the Bylaws and Rules of Procedure of the University Senate; (23) shall carry out the directions of the General Faculty; (4) shall supervise General Faculty elections; and (35) shall perform the duties customarily performed by presiding officers, including making all arrangements for meetings of the General Faculty.~~

~~4.5263 The Second Officer Vice Chair of the University Senate who is ex-officio Vice President of the General Faculty shall exercise the powers and duties of the Presiding Officer in the absence or at the request of the Presiding Officer, ent in his or her absence or at his or her request.~~

~~4.64 The Third Officer of the General Faculty shall exercise the powers and duties of the Presiding Officer in the absence or at the request of the Presiding Officer and the Second Officer~~

~~4.5344 The General Faculty Secretary/Treasurer shall (1) keep-see that records are kept minutes of General Faculty meetings; (2) Such minutes shall be distributed minutes to the General Faculty as soon as practicable following each meeting and shall be available from the Senate Office. The Secretary/Treasurer shall certify the eligibility of faculty University Senators as defined in the University Senate Constitution and University Senate Bylaws and other General Faculty representatives as described in the Faculty Handbook. (13) The Secretary/Treasurer shall also have responsibility for the oversight and management of any funds received or disbursed by the General Faculty; and (24). The Secretary/Treasurer shall submit an annual financial report to the General Faculty. The accounts of the Treasurer shall be audited annually.~~

4.7 Vacancies

~~4.71 The position of an elected officer or representative of the General Faculty (as defined in 3.2 of the General Faculty Constitution) shall become vacant when he or she (a) resigns from the position, (b) fails to meet the eligibility requirements for membership in the General Faculty; or (c) goes on leave, for more than one semester.~~

~~4.72 The Secretary/Treasurer of the General Faculty shall report circumstances constituting a vacancy as defined in 4.61 to the University Senate Appointments and Elections Committee, which shall certify the existence of a vacancy. The General Faculty Executive committee shall recommend appointments to serve until the next regular election. The President of the General Faculty/Chair of the Senate shall convene a meeting of the Faculty Senators (Faculty Session) to confirm by vote the recommended appointments. Any portion of the term remaining at the time of the next general election shall be filled by vote during that election as prescribed in 8.0.~~

5.0 MEETINGS OF THE GENERAL FACULTY

~~5.1 All meetings of the General Faculty shall be open to all members. The General Faculty may shall meet as often as necessary to transact its business. Meetings shall be called upon:~~

5.11 Request of the Presiding Officer.

5.12 Request of the University President.

5.13 Request of the University Senate.

5.14 Request of a Faculty Session of the University Senate.

5.15 Petition of at least ten (10) percent of the General Faculty.

~~5.2 The Presiding Officer shall (1) determine the time and location of the meeting and (2) provide the General Faculty with notification and an agenda. General Faculty President shall have the power to call a meeting of the General Faculty either upon his or her own initiative, upon the request of the University President, when directed to do so by a majority vote of the University Senate or a majority vote of a Faculty Session of the University Senate, or upon petition of at least ten (10) percent of the General Faculty in residence—provided that each faculty member shall be notified at least three working days prior of to the such meeting, together with the agenda of business to be transacted.~~

5.3 Quorum – One third of the General Faculty membership shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum.

5.4 Proxies – A faculty member may appoint another member of the General Faculty to act as a proxy at a meeting.

5.41 Voting by proxy means that a particular member is authorized to cast the vote of an absent member at a meeting

5.42 Any member wishing to appoint a proxy shall notify the Secretary of the General Faculty in writing prior to the meeting at which the proxy is to be exercised.

5.43 No member may be a proxy for more than one other member at any single meeting.

5.44 Proxies will count toward the determination of quorum.

~~5.3 Authority/Jurisdiction—The General Faculty shall have the authority to initiate, consider, and implement action related to the functions and procedures within its jurisdiction.~~

~~5.4 Policy Matters, voting—The General Faculty shall consider such policy matters as are brought before it by the University Senate. The final vote on any matter referred by the University Senate shall be taken by secret ballot with provisions for proxy voting by the General Faculty. Such voting does not require the calling of a meeting.~~

5.5 Parliamentary Procedure – Meetings shall be conducted in accordance with parliamentary procedures articulated in ~~Sturgis~~the latest edition of *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

~~5.6 Quorum—One third of the total membership of the General Faculty in residence as herein defined shall constitute a quorum.~~

~~5.7 Proxies for voting at a meeting—A faculty member may appoint a member of the General Faculty as proxy to vote for him or her at a meeting, but before that proxy may attend the meeting and vote, the appointing faculty member shall in writing notify the Secretary/Treasurer of the General Faculty of the proxy designee and whether the proxy is general or specific.~~

~~5.71 No faculty member may be a proxy for more than one other faculty member at any single meeting.~~

5.68 The General Faculty shall adopt such Bylaws as are necessary to carry out the provisions of this Constitution.

~~6.0 RELATIONSHIP TO THE UNIVERSITY SENATE~~

~~6.1 The General Faculty exercises its responsibilities to formulate, review, and recommend academic policies for the university to the President and other appropriate agents through its elected delegates to the University Senate.~~

~~6.2 The General Faculty may, by majority vote—a quorum being present—require the University Senate to report progress on any matter before it or refer any such matter to the general faculty for consideration.~~

~~67.0 FINANCES~~

The General Faculty may vote to authorize the collection of funds from members which may be disbursed for social or other purposes.

~~67.1 Monetary Contribution – The General Faculty may accept monetary contributions and disburse them for general purposes or specific projects.~~

~~78.0 ELECTIONS~~

78.1 Election Dates – Elections for General Faculty Officers, General Faculty representatives to councils, boards or committees, faculty senators-at-large and Lecturer senators shall be conducted so as to be completed before teaching schedules for the fall semester are determined.

78.2 Nominating and Elections – The University Senate’s Appointments and Elections Committee shall serve as the Elections Committee of the General Faculty. Nominations for General Faculty Officers and other General Faculty Representatives shall be made by the Committee in accordance with the provisions of the General Faculty Constitution, the Faculty Handbook and University Senate Constitution and Bylaws. -The Committee shall conduct all elections of the General Faculty in accordance with the following provisions.

78.21 – Lecturers holding one-year or longer appointments with a time base averaging at least .40 of full time shall nominate and elect the Lecturer senators.

78.22 – The General Faculty shall nominate and elect Faculty senators-at-large.

78.23 – If a single candidate appears on the ballot, ~~provision shall be made for a “write-in” candidate.~~

78.23.1 – Provision shall be made for a “write-in” candidate.

78.23.2 – ~~The~~ If a single candidate appears on the ballot, that person must receive a simple majority (51%) of the votes cast in order to be considered elected.

78.24 – All ballots shall list nominees in alphabetical order.

78.3 Election Process – The General Faculty Officers and other General Faculty representatives selected through an election process shall be elected by a majority vote of those voting consistent with the following provisions:

78.31 With one position to fill – All nominees shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together, constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of votes cast.

78.32 With multiple positions to fill – In elections where multiple positions are to be filled, those whose votes when added together constitute 66.7% or more of the votes cast will be elected. If there are more candidates retained than required for multiple positions, a run-off election will be held of those candidates.

78.33 Unexpired terms – If unexpired terms are being filled by the election process, the candidate with the highest vote count shall select the term of office to serve, if more than one term length exists.

78.4 Special Elections -The Presiding Officer ~~President~~ of the General Faculty may call special elections consistent with the provisions above (78.3).

78.5 Secret Ballot and Voting – All elections shall be conducted by secret ballot with provision for proxy voting by the General Faculty.