Humboldt State University
University Senate Meeting Minutes
20/21:13 03/30/2021

Tuesday, March 30, 2021, 3:00pm, Virtual Meeting ID: 970 9341 9142

Chair Mary Virnoche called the meeting to order at 3:01pm on Tuesday, March 30, 2021, via Zoom; a quorum was present.

Members Present
Anderson, Burkhalter, Canon, Capps, Cuéllar, Dunk, Gonzalez, Gordon, Kerhoulas, Miller, Mola, Moyer, Ndura, Pachmayer, Parker, Rainey, Schnurer, Teale, Thobaben, Tremain, Virnoche, Wilson, Woglom, Wrenn, Wynn, Zerbe

Members Absent
Finley, Meriwether

Guests
Adrienne Colegrove-Raymond, Amber Blakeslee, Andrea Santamaria, Anthony Morgan, Arne Jacobson, Bella Gray, Bethany Rizzardi, Bori Mazzag, Christina Accomando, Christina Koczera, Clint Rebik, Eboni Turnbow, Edy Reynoso, Heather Madar, Humnath Panta, Jenessa Lund, Kathy Thornhill, Kacie Flynn, Kayla Begay, Ken Fulgham, Kim Berry, Kumi Watanabe-Schock, Leonardo Canez, Lisa Bond-Maupin, Maral Attallah, Mary Oling Sisay, Matthew Johnson, Michael Fisher, Michele Miyamoto, Mike Le, Paula Tripp-Allen, Peggy Metzger, Rosamel Benevides-Garb, Sasheen Raymond, Shawna Young, Sheila Rockar-Heppe, Simone Aloisio, Stephen St. Onge, Su Karl, Sulaina Banks, Tracy Smith, Tracy Taylor, Will Gannett, Yvonne Everett

Chair Virnoche invited the attendees to observe a moment of silence for the violence and loss felt by the recent events in Atlanta, Georgia and Boulder, Colorado.

Announcement of Proxies
St. Onge for Meriwether, David Lopez for Finley

Approval of and Adoption of Agenda
Chair Virnoche moved without a second to amend the agenda to pull item number 14, the Resolution on the Membership of the RTP Criteria and Standards Committee - Appendix J (23-20/21-FAC) from the agenda.

Motion to adopt the agenda as amended passed unanimously

As part of the continuing effort to try to demystify the Senate processes and ways for community to engage, Chair Virnoche reviewed the ways for community to participate. She noted that any guests can look at the Senate homepage for more information.

Approval of Minutes from the March 16, 2021 Meeting
Chair Virnoche moved without a second to approve the Minutes of March 16, 2021 meeting

Senator Mola noted the chat log was missing from the minutes; Watson will include the chat log in the approved minutes.

Motion to approve the minutes as amended approved unanimously

Reports, Announcements, and Communications of the Chair

- Written report attached.

In addition to the written report, Chair Virnoche noted that the Provost has approved all resolutions to date for AY 20/21.

Consent Calendar from the Integrated Curriculum Committee
It was noted there were no items on the ICC Consent Calendar to consider

General Consent Calendar
It was noted there were no items on the General Consent Calendar to consider

TIME CERTAIN: 3:15-3:30 PM – Open Forum for the Campus Community
It was noted there was no one signed up to speak during the Open Forum

Atlanta Asian Americans Advancing Justice Statement
M/S (Doyle/Schnurer) to sign the Atlanta Asian Americans Advancing Justice Statement

Motion approved unanimously

Watson will sign on behalf of the University Senate.

Resolution on Updating the Membership and Terms of the Appointments and Elections Committee (21-20-21-CBC - March 30, 2021 - Second Reading)

Senate vote to approve the Resolution on Emeritus Policy ***passed without dissent***

Ayes: Anderson, Burkhalter, Canon, Capps, Cuéllar, Dunk, Finley, Gonzalez, Gordon, Kerhoulas, Miller, Mola, Moyer, Ndura, Pachmayer, Parker, Rainey, Schnurer, Thobaben, Tremain, Wilson, Woglom, Wrenn, Wynn, Zerbe

Nays: none

Abstentions: Capps, Teale, Virnoche

The Resolution will be forwarded to the General Faculty, Staff Council, and Associated Students for ratification

Resolution on Typographical Updates and Naming Conventions in Governing Documents (22-20-21-CBC – March 30, 2021 – Second Reading)

Senate vote to approve the Resolution on Emeritus Policy ***passed without dissent***

Ayes: Anderson, Burkhalter, Canon, Cuéllar, Dunk, Finley, Gonzalez, Gordon, Kerhoulas, Miller, Mola, Moyer, Ndura, Pachmayer, Parker, Rainey, Schnurer, Teale, Thobaben, Tremain, Wilson, Woglom, Wrenn, Wynn, Zerbe

Nays: none

Abstentions: Capps, Virnoche

TIME CERTAIN: 3:30-3:40 PM - Spotlight: Trans Visibility Day April 2, 2021: Honoring Transgender, Gender Non-conforming and Gender Non-binary Task Force:

- Mira Friedman, Lead for Health Education and Clinic Support Services
- Madeline Joy Hobart, Publicity and Media Director, Eric Rofes Multicultural Queer Resource Center (ERC)
- Loren Cannon, Philosophy & CFA President

Maddy Hobart provided information and a flyer about the virtual event held at 5pm Friday, April 2. She explained there will be at least five different breakout rooms pointing out resources for people, some of which include the Raven Project, the Campus Advocate Team, a room about Trans literature, and will also hold a workshop about how to change one's name, as well as a discussion about hormone replacement therapy experiences from representatives of the Open Door Community Health Center.

Senator Cannon spoke about his working group on Staff and Faculty Trainings on how to support Transgender, Gender Non-conforming and Gender Non-binary, and how to sign up for the trainings via the HSU Title 9 website.

Mira Friedman explained the taskforce also continues to work on getting sharps containers approved for placement across campus. There is currently one sharps container on the third floor of the Jolly Giant Commons. Another item is data reporting and collections, more appropriate and inclusive ways to id gender and what to do with that information. She noted the Taskforce is also providing recommendations for changing the CSU application to be more gender inclusive by 2023, and will be rolling out another unnamed working group.

Mira also reported that unfortunately, some folks did not receive an invitation to make an appointment for a second dose of the vaccine today when they should have received an email, and encouraged people who may have been expecting an email but did not get one to just come

by the Goodwin Forum for their dose. She explained this is due to some communication errors and/or glitches in the system for getting the vaccine doses from the county to the University such that there were no vaccines given on Monday March 29th, so the team expects to give 400 second doses this Thursday, April 1, and Friday, April 2.

Resolution to Change Senate Standing Rules and Procedures (25-20-21- CBC – March 30, 2021 – First Reading)

M/S (Dunk/Anderson) to move the Resolution to the floor

Motion passed unanimously

Senator Anderson explained that this resolution would change the standing rules and procedures so that any resolution that is introduced to the Senate coming from one of the Senate committees won't need to be and moved to the floor and seconded, rather, the Senate can just jump right into the discussion.

The Resolution will return for a Second Reading

~~**Resolution on the Membership of the RTP Standards Committee - Appendix J (23-20/21-EX - March 30, 2021 - Second Reading)**~~
Item tabled until next meeting

Resolution on Emeritus Policy (20-20/21-FAC – March 30, 2021 – Second Reading)

Senate vote to approve the Resolution on Emeritus Policy ***passed without dissent***

Ayes: Anderson, Burkhalter, Canon, Cuéllar, Dunk, Gonzalez, Gordon, Kerhoulas, Miller, Mola, Moyer, Ndura, Pachmayer, Parker, Rainey, Schnurer, Teale, Thobaben, Tremain, Wilson, Woglom, Wrenn, Wynn, Zerbe

Nays: none

Abstentions: Capps, Finley, Virnoche

Resolution on Resolution on Appendix M of the Faculty Handbook – Personnel Policies and Procedures for Coaches (26-20/21-FAC – March 30, 2021 – First Reading)
M/S (Wilson/Wynn) to move the Resolution

Motion carried unanimously

Senator Wilson introduced the Resolution, explaining that Appendix M is the equivalent of

Appendix J for coaches at HSU and it outlines the conditions under which they're evaluated. He noted that right now Appendix M has evaluations tied to the academic year calendar, and this would clearly tie the evaluation time period to the end of the competitive season. He noted this was a collaborative effort between people in academic personnel services and the Associate Vice President for Faculty Affairs, as well as the coaching staff.

Senator Mola noted that this new version is missing a document from the old version called "Coaching Performance Evaluation," and asked whether this was intentionally left out or if there will be another document replacing that one. Senator Wilson clarified he was under the impression the coaches didn't want to include that document.

The Resolution will return for a Second Reading.

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

Academic Policies:

- Written report attached

Appointments and Elections: Committee

- Written report attached

Constitution and Bylaws Committee:

- Written report attached

Faculty Affairs Committee:

- Written report attached

Integrated Curriculum Committee:

- Written report attached

University Policies:

- Written report attached

University Resources and Planning Committee:

- Written report attached

Academic Senate CSU (ASCSU):

- Written report attached

In addition to the written report, Senator Burkhalter noted that other northern campuses have joined HSU in having enrollment problems, and the Chancellor's Office is aware and this is compounding some problems.

Associated Students:

- Written report attached

Senator Cuéllar reported the Board is holding elections for next year's Board of Director's from April 12 through April 15, and encouraged everyone to help students to vote or nominate themselves as a write in candidate.

California Faculty Association (CFA):

Senator Canon reported that CFA is having a meeting on April 2 at 3pm, after which is CFA coffee time, this meeting will include presentations from Senator Cannon and statewide leaders about bargaining proposals and the process with back and forth negotiations.

Staff Council:

- Written report attached

President's Administrative Team (PAT):

- Written report attached

TIME CERTAIN: 4:00 PM - Resolution on Email Policy Update (14-20/21-UPC – March 30, 2021 – First Reading)

- Bethany Rizzardi, Chief Information Officer
- Stephanie Lane, Director, Alumni Relations

M/S (McGuire/Wilson) to move the Resolution

Motion carried unanimously

Chief Information Officer Rizzardi and Director Lane gave the attached presentation

TIME CERTAIN: 4:15 PM - Senate University Space and Facilities Advisory Committee (USFAC) Report on Decision Making Processes

- Beth Eschenbach, Environmental Resources Engineering & USFAC Co-Chair

USFAC Co-Chair Eschenbach gave the attached presentation

TIME CERTAIN 4:25 PM - Polytechnic Self Study Report - Update & Discussion

- Business Plan Working Group:
    - Anthony Baker, Co-Lead—Budget Resource and Safety Analyst, College of Natural Resources and Sciences
    - Amber Blakeslee, Co-Lead—Director, University Budget Office
- External Partnerships Working Group:

- Frank Whitlatch, Co-Lead—Vice President for University Advancement

TIME CERTAIN: 4:35 PM - 21-22 New Senator Seating and Officers/Committee Chair Elections

Chair, Faculty Affairs Committee, Senate 2nd Officer, and General Faculty Vice President: Mark Wilson, Biological Sciences

- Senate vote to elect Mark Wilson as AY 21-22 Chair, Faculty Affairs Committee, Senate 2nd Officer, and General Faculty Vice President - ***passed unanimously***

Chair, Academic Policies Committee, Senate 3rd Officer: Maxwell Schnurer, Communication

- Senate vote to elect Maxwell Schnurer as AY 21-22 Chair, Academic Policies Committee, Senate 3rd Officer - ***passed unanimously***

Chair, Constitutional and Bylaws Committee, Chelsea Teale, Geography

- Senate vote to elect Chelsea Teale as AY 21-22 Chair, Constitution and Bylaws Committee - ***passed unanimously***

Chair, University Policies Committee: Jayne McGuire, Kinesiology and Recreation Administration

- Senate vote to elect Jayne McGuire as AY 21-22 Chair, University Policies Committee - ***passed unanimously***

Co-Chair, University Resources and Policy Committee, Jim Woglom, Art

- Senate vote to elect Jim Woglom as AY 21-23 Co-Chair, University Resources and Policy Committee - ***passed unanimously***

Chair, Appointments and Elections Committee, Jennifer Eichstedt, Sociology

- Senate vote to elect Jennifer Eichstedt as AY 21-22 Chair, Appointments and Elections Committee - ***passed unanimously***

Faculty Representative, Appointments and Elections Committee, Brandilynn Villarreal, Art

- Senate vote to elect Brandilynn Villarreal as AY 21-22 Chair, Faculty Representative on the Appointments and Elections Committee - ***passed unanimously***

TIME CERTAIN 4:45 PM - Faculty Awards Recommendations (Executive Session*)

All guests were asked to leave the meeting; minutes were not taken during this portion of the meeting. All award recommendations and discussion are CONFIDENTIAL. Upon receiving the nominations of the Faculty Awards Committee, the University Senate ratified the award recommendations with a vote of 2/3 of those present, and forwarded its recommendation to the University President for conferral. The President will make the final decision and formal announcement of award recipients. Award recipients will be honored at a 3-5 pm May 11, 2021 reception hosted by the President and the University Senate.

Meeting adjourned at 5:15 pm

Meeting Chat Record:

00:17:23 Mary Watson: Agenda: https://senate.humboldt.edu/university-senate-meeting-agenda-3302021

00:17:43 __Monty Mola - Physics & Astronomy (he/him): When did the WASC report go live? I must have missed the announcement.

00:18:27 Stephanie Burkhalter (she/her): Can PAT talk a little about what is being envisioned for commencement and the role of faculty on Friday and Saturday?

00:21:37 Mary Watson: I misspoke; David Lopez is proxy for Finley

00:22:27 Mary Watson: Agenda: https://senate.humboldt.edu/university-senate-meeting-agenda-3302021

00:22:39 Mary Watson: Senate page: https://senate.humboldt.edu/

00:22:44 Mary Oling-Sisay (she, her, hers): Hi Monty, happy to share the report as website is still in progress. Unlike the comprehensive visit it is a very prescribed visit so narrowly focused to a couple of areas and visiting team made final decision on who they want to talk to

00:23:51 __Jeff Dunk - ESM (he, him): especially Monty's stupid chat comments!

00:25:37 _Jenn Capps (she/her): @ Stephanie- if there is time I am happy to share what I know thus far. There is still a great deal of planning happening.

00:27:59 _Steve St. Onge, Ph.D.: I vote to approve the motion

00:27:59 __Maxwell (he/his): I vote in favor / vote to approve.

00:28:00 __Cindy Moyer-Music (she/her): I vote to approve the motion.

00:28:00 __Noah Zerbe (he/him): I vote to approve

00:28:01 __Jeff Dunk - ESM (he, him): approve the motion

00:28:01 _Kailyn Doyle_Humboldt State (she/her): approve

00:28:01 __George Wrenn (he/him): Approve

00:28:01 __Ara Pachmayer (she, her): I vote to approve

00:28:02 Debbie Gonzalez (she, her): I vote to approve

00:28:03 __Jayne (she/her): I vote to approve the motion

00:28:03 _Loren (he): Vote to approve

00:28:04 Malluli Cuéllar (she, her, hers): aye I vote to approve

00:28:04 _Arlene Wynn (she/her): I vote to approve the motion

00:28:04 _Linda Parker (she/her): Approve

00:28:05 __Lucy Kerhoulas (she/her): Approve

00:28:05 __Monty Mola - Physics & Astronomy (he/him): I vote to approve!

00:28:06 __Tim Miller (he, him, his): I vote to approve the motion

00:28:06 _Chelsea: approve

00:28:06 __Lisa Tremain (she/they) - Humboldt: I vote to approve the motion

00:28:06 __Jill Anderson (she/her/hers): I vote to approve the motion

00:28:07 _David Lopez: Approve
00:28:11 __James Woglom (he, his): approve
00:28:12 __Stephanie Burkhalter (she/her): I vote to approve
00:28:15 Mary Virnoche (she/her): approve
00:34:59 __James Woglom (he, his): It'll make zoom meetings less awkward
00:35:45 Mary Watson: I SPEAK IN FAVOR OF THIS MOTION! :)
00:36:02 __James Woglom (he, his): ^
00:37:03 __Mark Wilson (he/him): Thank you
00:42:11 _Loren (he): https://titleix.humboldt.edu/
00:44:39 __Maxwell (he/his): The training is high-impact and well worth organizing for your shop/department! Really recommended!
00:45:00 _Loren (he): Thank you Maxwell
00:45:54 _Loren (he): Data Collection: What isn't collected goes unacknowledged and unrecognized
00:46:00 _Loren (he): So, Collect!
00:47:08 __James Woglom (he, his): Thank you all so much for this important work
00:47:11 _Linda Parker (she/her): Thank you Maddy, Mira and Loren!
00:48:32 Sulaina Banks (She/Her): Thank you for working on this! Especially with the containers. It's the little things that make a big difference.
00:48:45 __James Woglom (he, his): Thanks for that work, too
00:48:47 __James Woglom (he, his): Mira
00:50:00 _Loren (he): We really appreciate Jenn's support
00:50:02 __Maxwell (he/his): Thank you Mira!
00:53:09 _Loren (he): Yes, kudos to Mira and all the staff members making this happen and keeping us safe
00:53:31 Maddy Hobart: Thanks for having us!
01:06:10 _Malluli Cuéllar (she, her, hers): Hydration stations! :)
01:06:24 __James Woglom (he, his): Thanks for your work to affect that AS
01:07:21 _Loren (he): https://www.cfabargaining.org/proposals
01:10:06 __Maxwell (he/his): Thank you CFA and President Cannon
01:12:19 __Marshelle Thobaben: May we have a copy of the email slides?
01:15:25 Mary Watson: Marshelle--I'll make sure to include the slides in the minutes of this meeting!
01:21:35 Vicky Sama: Stephanie, would you suggest we provide alumni emails if we have them?
01:22:25 Stephanie Lane: Yes please! We can update them in the database so they can stay in contact with you and get updates on events like Dan Morain's talk.

01:25:21 Beth Eschenbach (She/They): https://docs.google.com/presentation/d/1Z-3OKMNemEjz6BmYTOoJ_Svp03A-713Slq3IHWM-L-4/edit?usp=sharing

01:32:07 Mary Watson: Thank you Bethany! Folks--the slides from the Email Policy is above^

01:32:38 __James Woglom (he, his): Thank you, Co-Chair Eschenbach!

01:33:30 Bethany Rizzardi - HSU (She/Her): Email Policy slides: https://docs.google.com/presentation/d/1yT6bQVzOOcBQay0mG7ADcbVrlCKlt5Il_43g3LWxGLk/edit?usp=sharing

01:40:44 __Monty Mola - Physics & Astronomy (he/him): Sci Fi?

01:40:53 __James Woglom (he, his): totally

01:41:18 _Sherie Gordon: Amber is a tough act to follow

01:41:31 __James Woglom (he, his): ^

01:41:45 Amber Blakeslee: I feel like I always have slides so I was trying to mix it up!

01:47:29 Lisa Bond-Maupin (She, Her) HSU: Thank you Amber and Frank for your leadership and presentations today.

01:47:48 Mary Watson: James Graham, Environmental Science & Management
Kimbery White, Chemistry
William Fisher, Economics
Ramona Bell, CRGS
Rouhollah Aghasaleh, School of Education

01:48:18 Mary Watson: And Kenneth Rainey for Staff!!

01:49:05 Mary Watson: Nominees for Senate Committee Chairs:
Chair, Faculty Affairs Committee, Senate 2nd Officer, and General Faculty Vice President: Mark Wilson, Biological Sciences
Chair, Academic Policies Committee, Senate 3rd Officer: Maxwell Schnurer, Communication
Chair, Constitutional and Bylaws Committee, Chelsea Teale, Geography
Chair, University Policies Committee: Jayne McGuire, Kinesiology and Recreation Administration
Chair, University Resources and Policy Committee, Jim Woglom, Art
Chair, Appointments and Elections Committee, Jennifer Eichstedt, Sociology

01:49:41 Mary Watson: https://docs.google.com/forms/d/1z8yROWNVSWTn99l5hlhVdnAutPY14hMB0C-2JpaLEiM/edit

01:50:12 __Debbie Gonzalez (she, her): It says I can not open the form

01:50:39 _Chelsea: Yes, I just was able to delete one of the voting options!

01:50:45 Mary Watson: https://forms.gle/7a1pfYzBx3C1GTot6

01:52:22 __Noah Zerbe (he/him): Congratulations Mark!

01:52:28 __Monty Mola - Physics & Astronomy (he/him): Great job Mary W. This is hard enough when we are face to face. You're awesome!

01:52:40 __James Woglom (he, his): agreed
01:52:48 Mary Watson: https://forms.gle/4aSN8Rj6rMB7aABZ7
01:53:24 __Noah Zerbe (he/him): Congratulations Maxwell!
01:53:25 _Malluli Cuéllar (she, her, hers): Congrats!
01:54:14 Mary Watson: https://forms.gle/XJofjvdUNY9inL1j9
01:54:30 __Maxwell (he/his): This is URPC
01:54:30 _Chelsea: Yes, vote for me after tampering with the vote!
01:54:52 __Monty Mola - Physics & Astronomy (he/him): ^^
01:54:53 __Noah Zerbe (he/him): Too funny Chelsea!
01:55:11 __Jeff Dunk - ESM (he, him): only if he jazzes up his Zoom backgrounds
01:55:12 __Noah Zerbe (he/him): Congrats Jim!
01:55:21 Mary Watson: https://forms.gle/8Bf9yAKhygM683vE6
01:55:31 Amber Blakeslee: Woohoo! Jim, super excited to have you co-chair URPC again!
01:55:54 __James Woglom (he, his): Thanks, Buddy!
01:56:06 __Noah Zerbe (he/him): Congratulations Chelsea!
01:56:34 __Noah Zerbe (he/him): I don't envy Mary's job. She's amazing keeping us running through this!
01:56:47 Mary Watson: https://forms.gle/Ldtmpp4Xzg82XDqe9
01:56:47 _Kailyn Doyle_Humboldt State (she/her): ^^^
01:57:26 __Noah Zerbe (he/him): Congratulations Jayne!
01:57:32 __Monty Mola - Physics & Astronomy (he/him): Breathe!
01:57:34 __James Woglom (he, his): Yay Jayne!
01:58:05 Mary Watson: https://forms.gle/2BLECWd7XGwH86z57
01:58:50 Mary Watson: https://forms.gle/S1jVFfQW4oP5pM5S9
01:59:17 __Maxwell (he/his): Welcome new senators and new leaders. Thanks for your service!
01:59:28 __Monty Mola - Physics & Astronomy (he/him): Thank you all new (and old) chairs! Thank you Mary W.!!!
01:59:44 _Linda Parker (she/her): You are great Mary W. Thank you for your skills!
01:59:47 Mary Watson: THANK YOU ALL ! ! !
02:00:52 Gabby Pelayo: Have a great day everyone!
02:01:04 Sulaina Banks (She/Her): Have a great night!
02:03:48 __Jeff Dunk - ESM (he, him): should this part be recorded, or not?

University Senate Chair Report
March 30, 2021

Submitted to the University Senate
by Mary Virnoche, General Faculty President & University Senate Chair

Denouncing Violence against Asian American Communities
The Senate Executive Committee on March 23, 2021 voted to sign on to the Atlanta Asian Americans Advancing Justice Statement, denouncing violence against Asian American Communities. Individuals may also sign on to that same statement. There is also a mechanism at the bottom of the signatory list for making donations "directly to support the victims and their families and to support crisis intervention across the AAPI community." The University Senate will likely vote on March 30, 2021 on signing onto that same statement. The SenEx requested updated information on an ADPIC cultural center at HSU.

Bookstore Move Downtown
The Senate Executive Committee discussed with AVP of Housing and Dining Steve St. Onge and VP Jason Meriwether the decision to move the bookstore downtown. They reported that students and staff have been engaged since 2019 in conversations about the need for additional space for students and strategies on accommodating those needs. AS President Finley confirmed a recent and formal student request for Student Union space currently occupied by the bookstore.

Students did not request the move of the bookstore off campus and were not consulted on that part of the decision to accommodate the ongoing request for consolidated student space. AVP St. Onge reported that the decision to move the bookstore downtown had a short window of opportunity. I take responsibility here for not connecting the dots earlier -- when the UC Board closure was announced and their operations were divided up -- I should have requested faculty engagement with a likely bookstore move that I understood was in the works.

Senate Executive shared concerns about consultation on the move to an off-campus location, the absence of faculty in the ongoing conversation, availability of materials and supplies on campus, and potential impact on Northtown, the independent bookstore. We also discussed the timing of the HSU and community news coverage and the ongoing need to get those communications right.

SenEx requested that moving forward AVP St. Onge facilitate proactive communication with faculty and students across disciplines, as we prepare for the move. In particular, we requested broad input on identifying materials and supplies to stock at campus outlets, as well as other

decisions that may support mitigating negative impacts and maximizing benefits of the in-community location.

The University Space and Facilities Advisory Committee (USFAC), a subcommittee of the Senate University Resources and Planning Committee (URPC), will be bringing their recommendations on space allocations to the University Senate on April 13, 2021. From my understanding, this report will include their recommendations on Student Union spaces.

Shared Governance Appointments and Elections

The Appointments and Elections Committee verified and released the results of the third round of elections for those who will take office starting AY 21-22. Thank you to everyone who engaged in nominations, and to all those who accepted nominations and appointments. AEC approved following appointments:

Professor Whitney Ogle: Disability, Access and Compliance Committee (DACC); University Sports Facilities Advisory Committee (USFAC)

Professor Tyler Stumpf: Intercollegiate Athletics Advisory Committee (IAAC)

Professor Diedre Pike: Instructionally Related Activities Committee (IRA)

University Senate Actions

There are no pending Senate resolutions. In cases where an administrative decision was required, those decisions were communicated and recorded.

HUMBOLDT STATE UNIVERSITY
University Senate Written Reports, MM DD, YYYY
Standing Committees, Statewide Senators and Ex-officio Members

---

Academic Policies Committee:

Submitted by Maxwell Schnurer, APC Chair

Chair: Maxwell Schnurer (mds65@humboldt.edu)

Membership: Clint Rebik, Kathy Thornhill, Kayla Begay, Matthew Derrick, Malluli Cuellar, Michael Goodman, Morgan Barker & Humnath Panta

Minutes:

1. Kudos on faculty resolution. Signed by provost and president. Good collaborative work.

2. Discussion of advising resolution from FAC and provost working group. We reviewed the resolution and justification text this week in Academic Policies. The committee has several questions and suggestions, but didn't pull the resolution into committee. We think that the core of the resolution (25 hours) is worth discussion. The committee did ask for clarification on several points:

- - clear definition of holistic advising (In a meeting with Kathy Thornhill, she referenced a good definition and I asked her to forward that to me.
- - clear definition of cultural taxation. We talked about the ways that advising assignments might be circumvented by students who want to connect with an advisor who shares a faculty / advisor ID.
- -The committee talked about the need for training for any expected requirement - that we might make clear that advisors would be trained & supported in any new request that comes from changing advising policy.
- - Because Maxwell & Kathy are on the APC we talked about the details that are in the handbook - we talked about how the details from the advising handbook could help make more clear what holistic advising is. But we also discussed that the detailed list would become a lightning rod for detailed debate about what an advisor should or shouldn't do.
- - Expectations that the work would be commensurate with the compensation.

2. Work on draft policy on certificates, minors and concentrations. Policy work centered on clarifying definitions, policies and procedures for academic sub-programs. Draft resolution has been created, but work needs to be done on some of the policy issues related to self-support and academic credentials. We also are also debating application, certification and recertification processes. Planning to have a draft to share with ICC, Sen Ex and Provost's office on March 30.

Next meeting is March 29 at noon. Please contact the chair for an invitation.

Charge of the committee: **Duties**: "Develops and maintains the academic policies of Humboldt State University. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), the University Senate, APC members and other university community members; works with the ICC to prioritize items; vets changes and proposals through the ICC with recommendations forwarded to the Senate" (Senate Bylaws, Section 11.2).

Appointments and Elections Committee:

Submitted by Mary Watson, On behalf of the AEC

Spring 2021 General Faculty Elections Results March 29, 2021

Cycle 1: February 1, 2021- February 8, 2021
Cycle 2: February 18, 2021 - March 4, 2021
Cycle 3: March 23, 2021 – March 29, 2021

Faculty Elected Positions:

The following candidates ran unopposed and received at least 50% of the vote required for election.

GENERAL FACULTY President / University Senate Chair, 2 year term

Monty Mola

UNIVERSITY SENATE

General Faculty Representative to the ASCSU (Statewide Senate) 3 year term

Stephanie Burkhalter

General Faculty Representative to the ASCSU (Statewide Senate) **1** year term

Ara Pachmayer

Lecturer Faculty Delegate (Colleges, Library, Counseling, Coaches), 3 year term

William Fisher

Tenure Line At-Large Faculty Delegate, 3 year term

Ramona Bell

Tenure Line **CAHSS** Instructional Faculty Delegate, 3 year term

Jim Woglom

Tenure Line **CNRS** Instructional Faculty Delegate, 3 year term

Jim Graham

Tenure Line **CPS** Instructional Faculty Delegate, **2** year term

Rouhollah Aghasaleh

Tenure Line **CNRS** Instructional Faculty Delegate, **2** year term

Kimberly White

INTEGRATED CURRICULUM COMMITTEE (ICC)

At-large Faculty Representative serving as Chair of the Integrated Curriculum Committee

Jill Anderson - Faculty Member (At-Large), 3 year term

At-large Faculty Representative serving as Chair of the GEAR Curriculum and Assessment Committee

Lisa Tremain - Faculty Member (At-Large), 3 year term

CPS Faculty Representative serving on the ICC's subcommittee on Course and Degree Changes

Eden Donahue - Faculty Member (CPS), 3 year term

PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (PCRSC)

- Faculty Member (CAHSS), 2 year term

Chelsea Teale

- Faculty Member (CPS), 2 year term

Meenal Rana

PROFESSIONAL LEAVE COMMITTEE

- Faculty Member (At-Large), 2 year term

Anne Paulet

- Faculty Member (At-Large), 2 year term

Laurie Richmond

- Faculty Member (At-Large), 2 year term

Joshua Smith

UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

- Faculty Member (At-Large), 2 year term

Ben Marschke

- Faculty Member (At-Large), 1 year term

Suzanne Pasztor

- Faculty Member (CAHSS), 2 year term

Nikola Hobbel

- Faculty Member (CNRS), Fall 2021 semester term

  Tyler Evans

- Faculty Member (CPS), Fall 2021 semester term

  Ethan Gahtan

TENURE AND PROMOTION COMMITTEE FOR THE COLLEGE OF PROFESSIONAL STUDIES

- Faculty Member (CPS), 2 year term

  Ronnie Swartz

The following candidates ran unopposed and did not receive at least 50% of the vote required for election. These seats remain open.

UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

- Faculty Member (CPS), 1 year term

  John Lee

Appointment and Elections Committee Appointed Positions:

APPOINTMENTS AND ELECTIONS COMMITTEE (AEC)

- Two Faculty Members, 1 year terms

  Jennifer Eichstedt
  Brandilynn Villarreal

CENTER FOR COMMUNITY BASED LEARNING (formerly CSLAI)

- Faculty Member, CAHSS 2 year term

  Armeda Reitzel

COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS
Candidates are appointed in consult with the membership of the UFPC.

- Tenured Faculty Member, CAHSS 3 year term

  Sondra Schwetman

DISABILITY, ACCESS, AND COMPLIANCE COMMITTEE

- Faculty Member, 2 year term

  Whitney Ogle

FACULTY AFFAIRS COMMITTEE

- Faculty Member, 3 year term

Jayne McGuire

GEAR (General Education and All-University Requirements) Subcommittee

- Faculty Member (CPS), 3 year term

Ramesh Adhikari

- Faculty Member (CAHSS), 3 year term

Cutcha Risling-Baldy

INSTRUCTIONALLY RELATED ACTIVITIES COMMITTEE (IRA)

Candidates are recommended by the Appointments and Elections Committee to the President for final appointment.

- Faculty Member, 1 year term

Stephen Nachtigal

- Faculty Member, 1 year term

Diedra Pike

INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC)

Candidates are recommended by the Appointments and Elections Committee in consult with the Senate Executive Committee to the President for final appointment.

- Faculty Member, 2 year term

Mark Rizzardi

- Faculty Member, 2 year term

Tyler Stumpf

INTERNATIONAL ADVISORY COMMITTEE

- Faculty Member from CPS, 3 year term

Meenal Rana

- Faculty Member (University Library), 3 year term

Katia Karadjova

- Faculty Member (CNRS), 3 year term

Tesfayohanes "Tesfa" Yacob

STUDENT GRIEVANCE COMMITTEE

- Faculty Member (CNRS), 3 year term

Mark Rizzardi

- Faculty Member (CPS), 3 year term

Christopher Walmsley

UNIVERSITY POLICIES COMMITTEE

- Faculty Member, 3 year term

Troy Lescher

UNIVERSITY RESOURCES AND PLANNING COMMITTEE

- Two Faculty Members, 2 year terms

Jim Graham
Rouhollah Aghasaleh

Constitution and Bylaws Committee:

Submitted by Jill Anderson, CBC Chair

Committee Members: Noah Zerbe (Faculty), George Wrenn (Faculty), Jim Woglom (faculty), Garrett Purchio (faculty), Larry Nichols (Staff), and Jill Anderson (Faculty; chair)

- Vacancies include 1 student representative.

Updates form committee meeting on 3/22/2021

Resolution on Updating Naming Conventions and Typographical Errors in Governing Documents (second senate reading 3/30)

The committee reviewed an updated version of this resolution that removed the second resolved that the changes would go into effect immediately. This change was made as the amendments to the constitution will need a ratification vote before it goes into effect. The changes to the Senate Bylaws will go into effect upon senate vote.

Resolution to Change Appointment and Elections Committee Membership and Terms (Second Senate Reading 3/30)

The committee reviewed an updated version of this resolution to add the General Faculty Handbook to the list of governing documents that can be edited to the wording for the constitution.

Resolution to Change to the Standing Rules and Procedures (First Reading Senate 3/30)

The committee reviewed the resolution proposed by Senator Zerbe to change the standing rules and procedures of the Senate so any resolution that is forwarded by a Committee of the University Senate would not need to be moved to the floor or seconded before being considered by the senate. The committee moved this resolution to the SenEx on 3/23.

Faculty Handbook

The committee discussed additional questions of elements to add or remove from the current handbook. With those discussion, consensus has been reached on content for each section and work has moved into formatting documents and compiling them into a resolution for introduction to SenEx on 4/3 ahead of a planned first reading in the senate on 4/13.
The next committee meeting is currently scheduled for Monday April 5th at 11am on zoom. Please contact committee chair, Jill Anderson (jp319@humboldt.edu), with any questions, comments, or a link to join the meeting.

Faculty Affairs Committee:

Submitted by Mark Wilson, FAC Chair

Our regular meeting time is Wednesdays at 3 pm.

Members: Mark Wilson (Chair), Simone Aloisio, Loren Canon, Jeremiah Finley, Kirby Moss, Elavie Ndura, Marissa O'Neill, Ara Pachmeyer, George Wrenn.

Emeritus Policy
Today there is a second reading of a revised Emeritus policy. The new policy includes lecturers and staff as eligible for Emeritus status, defines a merit-based process for attaining Emeritus status, describes a process for revoking and reinstating Emeritus status, and lists some of the amenities that Emeritus members may receive if resources are available.
Retired lecturers and staff make significant contributions to the HSU community and recognizing them with Emeritus status is a way to honor and foster those contributions, and to enrich our institution.
Numerous other campuses include lecturer faculty among those eligible for Emeritus status, for example, San Jose State, Long Beach, Chico, San Marcos and San Francisco State. Numerous other campuses also include staff among those eligible for Emeritus status, for example, Cal Poly Pomona, Cal Poly San Luis Obispo, Sacramento State, and CSU Monterey Bay.
Many campuses automatically confer Emeritus status upon retirement, while others have merit-based criteria for awarding Emeritus status. The Provost asked that we consider changing from an automatic conferral to a merit-based process, and ERFSA agreed that making this change was reasonable. ERFSA felt that if we make this change then there also needed to be a due process mechanism for challenging decisions.
Emeritus faculty and staff often continue to make professional contributions to HSU after their retirement, and the amenities that may be provided help to enable and foster these contributions. The list that is included in this policy is identical to the current practice at HSU, and is comparable to the amenities that are offered at almost all campuses.

New Appendix M of the Faculty Handbook

Appendix M is the Coaches equivalent of Appendix J for Instructional Faculty, and defines the evaluation procedures and policies for Coaches. The Athletic Director, Coaches, Academic Personnel Services, and the Associate Vice President for Faculty Affairs worked together to craft a new version of Appendix M, which is offered for a first reading at this meeting.

Appendix M currently sets a timeline for evaluation of Coaches that is based on the academic calendar year rather than on the conclusion of their traditional season. The traditional academic year aligns poorly with the traditional schedule of some sports, and therefore the evaluation period is sometimes disconnected from a meaningful timeframe. The new Appendix M defines the evaluation period based on the conclusion of the competitive season.

The current Appendix M also lacks definition of terms, which the new Appendix M includes for clarity.

Advising Policy

We have been working with the Advising Working Group to help improve student advising, define the role of faculty advisors, identify training needs, and to create an Advising Policy. We have been seeking feedback on a Draft Advising Policy and Draft Resolution, and as part of that effort got feedback from department chairs of all the colleges, and solicited feedback from and via senators of the University Senate.

There is clearly a lot of concern that an advising policy will result in uncompensated increased workloads. Faculty in CAHSS, who are experiencing increased workload and decreased chair assigned time as part of involuntary, administration-imposed mandates, are particularly reluctant to currently support a policy that seems likely to increase workload.

We will continue to evaluate options for improving advising, and continue to work with the Advising Working Group to determine the best way to proceed.

CAHSS Department Consolidation and reduction of assigned time for Chair duties

The FAC has been approached by faculty that are concerned about shared governance as it relates to administration-mandated reorganization of CAHSS. Because the University Senate is seen as the body for shared governance, these faculty want the Senate to play a role in responding to the administration's attempts to unilaterally impose changes to the structure of the academic departments in CAHSS.

Shared governance in higher education is important for many of the same reasons that diversity, equity and inclusion are important. Universities that consult broadly with diverse constituencies and recognize multiple voices and perspectives in decision-making are better able to make just and workable policies than those that rely on top-down decision making. Empowered self-governance increases the motivation, commitment and accomplishments of faculty, staff and students, while top-down decision making stifles these attitudes and outcomes. Shared governance also protects the university and the students from decisions made in haste by administrators, and from administrators who might be more concerned with building their own careers than they are with the strength and stability of the University. Shared governance does not consist of broad participation in implementation of plans mandated by senior administrators; it requires broad participation in decision-making at all levels. Financial exigency may in some cases call for rapid decision-making, but financial exigency doesn't transform bad decisions into good decisions, it doesn't relieve the need for clear and transparent processes, and it doesn't justify subverting shared governance.

The American Association of University Professors, in the Report on Financial Exigency, Academic Governance, and Related Matters, writes:

Several assumptions about the faculty were common to [administrative attempts to eliminate a faculty role in decision-making] : that the involvement of the faculty would have delayed decisions that needed to be made quickly; that faculty members, immersed in their academic specialties, did not have the broad perspective essential to seeing the institution as a whole; and that the faculty was essentially conservative and would thus reject anything new.

These perceptions about the faculty have a long lineage and no doubt will persist in some quarters well into the future. To note their durability, however, is not to concede their general validity. It is simply not true that due deliberation by the faculty is inconsistent with reaching timely decisions concerning an institution's financial health. Nor is it true that faculty members, focused on their teaching and research, are incapable of understanding and dealing with the larger world around them or less inclined to favor innovation than are administrations and boards of trustees. Were these perceptions accurate, the exercise of strong faculty authority would in all likelihood be unusual. But the opposite is often the case, especially at those institutions commonly viewed as among the best colleges and universities in the United States.

Remarks made more than forty years ago by a leading authority on academic government are still to the point: "In the very best colleges, the faculties generally have much authority; in the very worst colleges, virtually none. That much authority becomes lodged in the hands of faculty members in the best colleges is no accident . . . , but is an intrinsic part of the [institution's] achieving and maintaining a pre-eminent position."

Financial concerns

Is the goal of Department Consolidation to save money?

What is the financial gain? How will this save money?

Is the financial gain accomplished by increasing faculty workload without compensation? For example, is an actual, demonstrable decrease in workload associated with the proposed reduction in assigned time for Chairs?

Academic concerns

What exactly is a University Department? Is it an academic group that is dedicated to a particular discipline? Do discipline-based Departments have traditions, practices and epistemologies that distinguish them from one another? Or are University Departments a structural grouping for administrative purposes that divides students and faculty into roughly equivalent size-based chunks?

With regard to University Departments, should only the strong survive? Or should a University support some Departments regardless of size, out of academic concerns or concerns about social welfare and justice? Should Humboldt State University keep, for example, Native American Studies as a separate Department? Critical Race, Gender and Sexuality Studies? Is nothing substantive lost if we combine these two Departments with the Department of History? What specifically is gained by combining these

Departments? Don't the principles that are made evident by the example of these two Departments apply to all Departments?

https://www.aaup.org/report/financial-exigency-academic-governance-and-related-matters

---

Diversity Equity and Inclusion Council:

Submitted by Dr. Elavie Ndura, Associate Vice President & Campus Diversity Officer

The DEIC meets every third Wednesday of the month at 3:00 pm

Last meeting held on March 17, 2021

Members present: Dr. Kayla Begay, Dr. Lisa Bond-Maupin, Dr. Jennifer Eichstedt, Dr. Nikola Hobbel, Dr. Katia Karadjoava, Kerri Malloy, Dr. Elavie Ndura, Nancy Olson, Linda Parker, Fernando Paz, Sasheen Raymond, Dr. Edelmira Reynoso, Sheila Rocker-Heppe, Dan Perez-Sornia, Roman Sotomayor, Kumi Watanabe-Schock, Kim Vincent-Layton, Dr. Kimberly White, Dr. Mark Wicklund. **Recorder:** Jeanne Riecke

Meeting Highlights:

Purpose: *Review and approve diversity, equity, and inclusion definitions and provide feedback on the Diversity Mapping Projec*t

1. Check-in

Objective: Convening & Connecting

1. A moment of silence: Standing in solidarity with the Asian, Asian American, and Pacific Islander American community
2. Proposed action that we can take collectively to demonstrate our commitment to the safety, well-being, and inclusion of our Asian Pacific Islander Desi American individuals & communities:
    a. Members suggested donating to the upcoming graduation celebrations for this population and other groups.
    b. Participate in the letter of support for the AAPID center to encourage further development of the center.
    c. Development of a program to escort students, faculty, and staff home.

2. Diversity, Equity, Inclusion (DEI) Definitions

Objective: Discuss & Affirm

2.1. Reviewed the DEI Definitions proposed by the Faculty and Staff Professional Development Subcommittee Working Group:

a. Diversity = no major changes suggested. The definition will stay as-is.
b. Equity = first sentence was reworded to affirm what we strive to achieve as a campus community.
c. Inclusion = proposed addition to include, "We recognize that conflict is inevitable, so we face disagreements by affirming people's experiences and worldviews and by seeking collaborative resolutions."

3. Diversity Mapping Project

Objective: Discuss & Affirm

3.1. Reviewed the Diversity Mapping Project: important takeaways:

a. Purpose: To produce a robust examination of the diversity, equity and inclusion efforts at Humboldt State University (HSU) that would showcase our great work to WSCUC.
b. Diversity Changing Order. Out of the four orders, HSU is at the 2nd order that shows the demonstrated commitment through action on DEI work. A question for us to answer is how do we get to the 4th order (Transformative and Deep Cultural Change
c. Create a unifying vision focused on the *2021-2026 Future Forward Strategic Plan*

4. Communication Plan

Objective: Gather Feedback

4.1. Sharing the DEI definitions and Diversity Mapping Project with the campus community. Whom? When? How?

a. Each subcommittee working group will review the DEI definitions and Diversity Mapping Project and provide final feedback
b. The goal is to embed the Diversity Mapping Project recommendations into the ongoing work of the subcommittees
c. April 5th is the deadline for responses by each subcommittee
d. Following the feedback, a communication plan will be crafted to share with the campus community

Prior Meetings:

February 17, 2021

Members present: Cedric Aaron, Dr. Kayla Begay, Dr. Jennifer Eichstedt, Dr. Nikola Hobbel, Dr. Tasha Howe, Dr. Katia Karadjova, Jenessa Lund, Kerri Malloy, Meridith Oram, Linda Parker, Fernando Paz, Sasheen Raymond, Dr. Edelmira Reynoso, Tracy Smith, Roman Sotomayor, Dr. Brandilynn Villarreal, Kumi Watanabe-Schock, Dr. Kimberly White. **Recorder:** Jeanne Riecke

Meeting Highlights:

Purpose: *Garner Support for ODEI's Pathways to Inclusive Excellence*

1. ODEI Vision, Purpose, and Inclusive Excellence Framework
Objective: Discuss & Affirm

a. Garner feedback on *Leading Pathways to Inclusive Excellence* document developed by the Office of Diversity, Equity and Inclusion
b. ODEI Purpose: DEIC members proposed changes to the language to reflect the Cultural Humility principles.
c. ODEI Vision: ODEI's vision is one of building bridges of caring, engaging critical social consciousness, and elevating all community members' sense of belonging, success, and well-being. All of this will be in service to dismantling oppressive structures in policy and practice (and developing equitable policy and practice).

2. Principles of Community for Inclusive Excellence
Objective: Discuss & Affirm

a. DEIC reviewed the Principles of Community Excellence. Revisions of these documents will be sent out, and included will be specific references to the Strategic Plan for Humboldt State University.

3. **Measures of Success & Communication Plan**
Objective: Gather Feedback

a. The Communication Plan needs to be reviewed to ensure the campus community knows about the Inclusive Excellence Framework.

January 20, 2021

Members present: Cedric Aaron, Dr. Kayla Begay, Dr. Lisa Bond-Maupin, Dr. Nikola Hobbel, Dr. Tasha Howe, Fernando Paz, Dr. Elavie Ndura, Meridith Oram, Linda Parker, Sasheen Raymond, Dr. Edelmira Reynoso, Sheila Rocker-Heppe, Roman Sotomayor, Janaee' Sykes, Dr. Brandilynn Villarreal, Kim Vincent-Layton, Kumi Watanabe-Schock, Dr. Kimberly White. **Recorder:** Jeanne Riecke

Meeting Highlights:

Purpose: *Begin exploration of DEIC possibilities*

1. Check-in

Objective: Convening & Reconnecting

a. Members introduced themselves to Dr. Elavie Ndura, new Associate Vice President and Campus Diversity Officer for ODEI

2. DEIC Accomplishments

Objective: Celebrate Achievements

2.1. What key initiatives has DEIC led and/or engaged in?

a. DEIC members had worked with the Strategic Planning Committee and the Working Groups on diversity issues.
b. The DEIC Purpose, Vision, and Values were included in the Strategic Planning process.
c. Streamlined opportunities for training through an improved relationship with Human Resources and Academic Personnel Services (APS), including scaffolding training to offer advanced diversity training.

2.2. Please share most impactful DEIC accomplishments.

a. A DEIC member shared that a definition for "Inclusive Teaching" was approved by a Faculty-approved committee. The Center for Teaching and Learning (CTL) had also established a partnership with the Diversity Equity Fellows.

2.3. What do you wish you had been able to do to elevate DEI work that you were not able to do? Why?

a. A DEIC member stated that it is difficult for DEIC or other groups to negotiate contract changes with the unions.
b. Members agree they would like to make training more streamlined and mandatory.

2.4. Summarize shared understanding: Please share 1-2 words describing what is coming up for you as we have this conversation.

a. Measuring the outcome of training needs to be done.
b. DEI work is underfunded on this campus. Funds are never permanent, and volunteers were putting in a lot of uncompensated hours.

3. DEIC: From Advisory to Implementation Group

Objective: Consider both/and role for DEIC

3.1. HSU Land Acknowledgement (why, who, when, where?)

a. The general process, guidelines for consistent campus deployment and use.
b. How we make sure, this remains meaningful and heard.
c. List of important, regular events and locations for the acknowledgment to be displayed, included, or read.
d. The Native American Advisory Council was asked for guidance on this subject. There was a suggestion to defer to the NAAC.

3.2. Summarize decisions made

a. The next step would be to operationalize the Land Acknowledgement. The guidelines need to be documented and sent to the HSU campus.
b. A draft with guidelines will be drafted for comments from DEIC members.

4. DEIC Membership & Meeting Schedule

Objective: Enhance & broaden DEIC impact

4.1. Volunteer membership: Pros & cons

a. Pros: Dedicated, organic grassroots with representation from across campus.
b. Cons: Staff and faculty pushed to their limits, difficulty dedicating time for the work, and cultural taxation.

4.2. If not volunteer membership, then what?

a. Initial discussion of possibilities

4.3. Extending meeting times to 90 minutes?

a. About half of the members agreed to extend the meeting by half-hour moving forward.

Integrated Curriculum Committee:

Submitted by Lisa Tremain, Interim ICC Chair

CSU-wide Ethnic Studies Requirement and Implementation

Members of the HSU Ethnic Studies Council (ESC) joined ICC on March 16 to discuss process and policy implementation of the Ethnic Studies requirement as part of GEAR at HSU. The HSU Ethnic Studies Council, the GEAR Committee, Office of Academic Affairs, Office of the Registrar, and the Integrated Curriculum Committee continue to work in close collaboration to ensure meaningful implementation of the Ethnic Studies (ES) requirement at Humboldt State.

The ESC will take the lead on policy and process drafting in collaboration with GEAR. ESC Co-chairs Perez and Risling-Baldy shared an implementation timeline and ICC engaged in discussion regarding programmatic changes, MAP revisions, and the process for curricular approvals for Area F in 2021-22. ICC members will offer program chairs with various supports for updating Major Academic Plans (MAPs) in the coming weeks.

ICC also discussed the distinction between DCG and Area F, and ESC members presented a history of DCG at HSU via this report and an argument that DCG should be neither reduced nor constricted. ICC engaged in discussion about the importance of maintaining DCG requirements in addition to Area F. in support of deep integration of racial equity and social justice frameworks for undergraduates.

ICC and Academic Program Review

ICC is engaged in faculty peer review of program self-studies as part of the program review process. Various faculty members of ICC are assigned as peer reviewers to self-study materials and peer review comments are compiled in a letter that is sent to program chairs in advance of external or other administrative reviews. This process is iterative and ICC is currently engaged in discussion to ensure that this process is meaningful and robust.

ICC Voting Action Calendar was approved for March 16, 2021 and forwarded to University Senate.

University Policies Committee:

Submitted by Jayne McGuire, UPC Chair

March 29, 2021

The UPC committee met on 3/324 to review theTime, Place and Manner policy. Roger Wang attended the meeting as guests to discuss the adjustments to the policy that was reviewed previously. The committee decided to review the next round of adjustments at our upcoming meeting on April 7th, with the goal of having the TPM policy ready to share with SenEx and then on to the full Senate before the end of the semester.

We also discussed final adjustments to the Email policy which is on the agenda as a first reading at the senate meeting on 3/30/21.

UPC Attendees 3/3/2021 Jayne McGuire, Troy Lescher, Deserie Donae, Michelle Anderson, Brian Post, and Roger Wang (Guest)

University Resources and Planning Committee:

Submitted by Jim Woglom, URPC Co-Chair

The URPC has met three times since our open forum on March 5th Open Forum. During that time we have focused on the development of our campus budget update/report for this academic year, projecting to have that document for the next Senate Meeting. Minutes are attached.

Further, the USFAC has completed its "Space Policy Process and Guideline" document (attached), and is working to apply that process to this year's space requests.

If you have questions or input regarding resource allocations, please e-mail me at jw2311@humboldt.edu.

February 19, 2021
1:00 PM – 2:30 PM

☒	Jenn Capps, Co-Chair (non-voting)	☐	Jeremiah Finley, Student (voting)
☒	James Woglom, Co-Chair (tie break vote)	☐	Vacant, Student (voting)
☒	Stephanie Burkhalter, Faculty (voting)	☒	Amber Blakeslee, Advisor (non-voting)
☒	Monty Mola, Faculty (voting)	☒	Kevin Furtado, Advisor (non-voting)

☒	Jill Anderson, Faculty (voting)	☒	Holly Martel, Advisor (non-voting)
☒	Anthony Baker, Staff (voting)	☐	Jamie Rich, Advisor (non-voting)
☒	Arlene Wynn, Staff (voting)	☒	Jenessa Lund, Advisor (non-voting)
☒	Shawna Young, Dean (voting)	☒	Gay Hylton, Advisor (non-voting)
☐	Sherie Gordon, VP (voting)	☒	Brigid Wall, Notes (non-voting)
☒	Jason Meriwether, VP (voting) Proxy: Kevin Furtado	☒	Patrick Orona, Notes (non-voting)
☐	Frank Whitlatch, VP (voting)	☐	Lisa Bond-Maupin, Advisor (non-voting)

Meeting Minutes:

1. Co-Chair's Comments
2. Review of Minutes/Agenda
    a. Minutes from 2/12: M/S (Anthony/Arlene) – Approved
3. Finalize Open Forum
    a. Committee discussion of open forum format and content.
        i. Action Items:
            1. Presentation Development
                a. Staff will review slides next week
                b. Faculty to review week after spring break
            2. Portal Announcement
            3. Save the Date audience outreach
4. Reports & Timeline
    a. Summary page for HSU operating fund report has been created based on last meeting's discussion to better illustrate spending continuing to outpace revenue and highlight original budget versus one time allocations
    b. Governor and State Legislator have reached agreement to restore the cuts that the CSU received in the current year budget ($299M) - HSU's portion was $5.5M. This restoration could be in addition to the new funding outlined in the Governor's January budget proposal. The 2021-22 State of California Budget will be finalized in June. Planning scenarios are being refined based on this information:
        i. Base Case: Full Restoration ($5.5M) + 3% GF increase ($2.2M estimate)
        ii. Reduction Restoration Only: Full Restoration ($5.5M), no new funding
        iii. No Restoration, +3% GF increase ($2.2M estimate)
        iv. Worst Case: Flat - $0 new funding
5. Questions and Concerns
    a. Committee discussion of current campus challenges surrounding the budget situation and narrative, reaching a variety of audiences, and engaging the campus community.

UNIVERSITY RESOURCES & PLANNING COMMITTEE
March 12, 2021
1:00 PM – 2:30 PM

☒	Jenn Capps, Co-Chair (non-voting)	☒	Jeremiah Finley, Student (voting)
☒	James Woglom, Co-Chair (tie break vote)	☐	Vacant, Student (voting)
☒	Stephanie Burkhalter, Faculty (voting)	☒	Amber Blakeslee, Advisor (non-voting)
☒	Monty Mola, Faculty (voting)	☒	Kevin Furtado, Advisor (non-voting)
☒	Jill Anderson, Faculty (voting)	☐	Jamie Rich, Advisor (non-voting)
☒	Anthony Baker, Staff (voting)	☒	Jenessa Lund, Advisor (non-voting)
☒	Arlene Wynn, Staff (voting)	☒	Gay Hylton, Advisor (non-voting)
☒	Shawna Young, Dean (voting)	☒	Brigid Wall, Notes (non-voting)
☒	Sherie Gordon, VP (voting)	☐	Patrick Orona, Notes (non-voting)
☒	Jason Meriwether, VP (voting) Proxy: Kevin Furtado	☐	Lisa Bond-Maupin, Advisor (non-voting)
☐	Frank Whitlatch, VP (voting)	☐	

Meeting Minutes:

6. Co-Chair's Comments
7. Review of Minutes/Agenda
    a. Minutes from 2/19: M/S (Kevin/Arlene) – Approved
8. Budget Forum Debrief
    a. Committee discussion of feedback received, audience in attendance, and continued outreach/education/engagement opportunities for the campus community.
9. Discuss Budget Planning Scenarios
    a. State Appropriation Scenarios
        i. Best Case: +$7.7M - Full Restoration ($5.5M) + 3% GF increase ($2.2M estimate)
        ii. Reduction Restoration Only: +$5.5M - Full Restoration ($5.5M), no new funding
        iii. No Restoration, +3% GF increase: +$2.2M (estimate) - As reflected in Governor's January Budget
        iv. Worst Case: Flat - $0 new funding - No restoration, no new funding
    b. HSU Budget Planning Scenarios

i. Assumes full achievement of $20M in reductions; does not factor in Res FTES vulnerability

State Approp Restoration & +3% *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	5,825,109	8,474,716	8,717,716	9,771,716	11,344,716
NEW Enrollment High	(8,981,772)	7,794,109	11,058,716	12,068,716	14,048,716	16,752,716
NEW Enrollment Low	(8,981,772)	3,807,109	6,112,716	5,829,716	6,126,716	6,805,716

State Approp Restoration only *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	3,595,109	6,244,716	6,487,716	7,541,716	9,114,716
NEW Enrollment High	(8,981,772)	5,564,109	8,828,716	9,838,716	11,818,716	14,522,716
NEW Enrollment Low	(8,981,772)	1,577,109	3,882,716	3,599,716	3,896,716	4,575,716

State Approp +3% *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	333,899	2,983,506	3,226,506	4,280,506	5,853,506

ii. With Res FTES funding vulnerability factored in

State Approp Restoration & +3% *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	(12,704,891)	(11,205,284)	(10,642,284)	(8,368,284)	(4,965,284)
NEW Enrollment High	(8,981,772)	(8,535,891)	(5,741,284)	(3,541,284)	698,716	6,492,716
NEW Enrollment Low	(8,981,772)	(16,822,891)	(16,067,284)	(16,610,284)	(15,943,284)	(14,434,284)

State Approp Restoration only *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	(14,934,891)	(13,435,284)	(12,872,284)	(10,598,284)	(7,195,284)
NEW Enrollment High	(8,981,772)	(10,765,891)	(7,971,284)	(5,771,284)	(1,531,284)	4,262,716
NEW Enrollment Low	(8,981,772)	(19,052,891)	(18,297,284)	(18,840,284)	(18,173,284)	(16,664,284)

State Approp +3% *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	(18,196,101)	(16,696,494)	(16,133,494)	(13,859,494)	(10,456,494)
NEW Enrollment High	(8,981,772)	(14,027,101)	(11,232,494)	(9,032,494)	(4,792,494)	1,001,506
NEW Enrollment Low	(8,981,772)	(22,314,101)	(21,558,494)	(22,101,494)	(21,434,494)	(19,925,494)

State Approp 0% *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	(20,426,101)	(18,926,494)	(18,363,494)	(16,089,494)	(12,686,494)
NEW Enrollment High	(8,981,772)	(16,257,101)	(13,462,494)	(11,262,494)	(7,022,494)	(1,228,494)
NEW Enrollment Low	(8,981,772)	(24,544,101)	(23,788,494)	(24,331,494)	(23,664,494)	(22,155,494)

Prior Year Scenarios	*2020-21 Projection*	*2021-22 Projection*	*2022-23 Projection*	*2023-24 Projection*	*2024-25 Projection*	*2024-25 Projection*
SP20 Pre-COVID Planning (-14%)	*(6,477,366)*	*(1,783,411)*	*(432,804)*	*(2,113,804)*	*(2,789,804)*	
SP20 Mid-COVID Planning (-20%)	*(8,981,772)*	*(3,804,817)*	*(2,754,210)*	*(4,726,210)*	*(5,603,210)*	

iii. If Restoration ($5.5M) reinvested state projections happen

State Approp Restoration & +3% *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	3,439,866	(1,246,122)	(1,503,999)	(1,841,324)	(268,324)
NEW Enrollment High	(8,981,772)	5,408,866	1,337,878	1,847,001	2,435,676	5,139,676
NEW Enrollment Low	(8,981,772)	1,421,866	(3,608,122)	(4,391,999)	(5,486,324)	(4,807,324)

State Approp Restoration only *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	1,209,866	(3,476,122)	(3,733,999)	(4,071,324)	(2,498,324)
NEW Enrollment High	(8,981,772)	3,178,866	(892,122)	(382,999)	205,676	2,909,676
NEW Enrollment Low	(8,981,772)	(808,134)	(5,838,122)	(6,621,999)	(7,716,324)	(7,037,324)

State Approp +3% *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	(2,051,344)	(6,737,332)	(6,995,209)	(7,332,534)	(5,759,534)
NEW Enrollment High	(8,981,772)	(82,344)	(4,153,332)	(3,644,209)	(3,055,534)	(351,534)
NEW Enrollment Low	(8,981,772)	(4,069,344)	(9,099,332)	(9,883,209)	(10,977,534)	(10,298,534)

State Approp 0% *Post $20M in Reductions*	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection	2024-25 Projection	2024-25 Projection
NEW Enrollment Baseline	(8,981,772)	(4,281,344)	(8,967,332)	(9,225,209)	(9,562,534)	(7,989,534)
NEW Enrollment High	(8,981,772)	(2,312,344)	(6,383,332)	(5,874,209)	(5,285,534)	(2,581,534)
NEW Enrollment Low	(8,981,772)	(6,299,344)	(11,329,332)	(12,113,209)	(13,207,534)	(12,528,534)

Prior Year Scenarios	*2020-21 Projection*	*2021-22 Projection*	*2022-23 Projection*	*2023-24 Projection*	*2024-25 Projection*	*2024-25 Projection*
SP20 Pre-COVID Planning (-14%)	*(6,477,366)*	*(1,783,411)*	*(432,804)*	*(2,113,804)*	*(2,789,804)*	
SP20 Mid-COVID Planning (-20%)	*(8,981,772)*	*(3,804,817)*	*(2,754,210)*	*(4,726,210)*	*(5,603,210)*	

and

iv. Committee discussion on Resident FTES vulnerability as some CSU campuses continued to be over enrolled, continued advocacy by the CSU for additional funding above the Governor's proposed amount, and the State of CA multi-year budget projection information.

10. CARES Update
    a. A third round of CARES funding is now being signaled and specifics will be shared we have more definitive guidance.
    b. CARES Round Two:
        i. The open call for submissions related to CARES round two were received:
            1. Over 200 submissions with close to 400 unique ideas
        ii. PAT is considering the submissions, strategizing, and an announcement should go out to campus early next week.

11. Self-Study Business Plan Working Group Update
    a. The business plan group (co-lead by Amber and Anthony) are working on the financial Pro Forma and will have a concrete draft ready by April 1st.
12. Timeline for the Senate budget approval
    a. Discussed spring timeline for Senate review. Jim will reach out to Senate Chair Virnoche.

UNIVERSITY RESOURCES & PLANNING COMMITTEE
March 12, 2021
1:00 PM – 2:30 PM

Mee

☒	Jenn Capps, Co-Chair (non-voting)	☐	Jeremiah Finley, Student (voting)
☒	James Woglom, Co-Chair (tie break vote)	☐	Vacant, Student (voting)
☐	Stephanie Burkhalter, Faculty (voting)	☒	Amber Blakeslee, Advisor (non-voting)
☒	Monty Mola, Faculty (voting)	☒	Kevin Furtado, Advisor (non-voting)
☒	Jill Anderson, Faculty (voting)	☐	Jamie Rich, Advisor (non-voting)
☒	Anthony Baker, Staff (voting)	☒	Jenessa Lund, Advisor (non-voting)
☒	Arlene Wynn, Staff (voting)	☒	Gay Hylton, Advisor (non-voting)
☒	Shawna Young, Dean (voting)	☒	Brigid Wall, Notes (non-voting)
☐	Sherie Gordon, VP (voting)	☐	Patrick Orona, Notes (non-voting)
☒	Jason Meriwether, VP (voting) Proxy: Kevin Furtado	☐	Lisa Bond-Maupin, Advisor (non-voting)
☐	Frank Whitlatch, VP (voting)	☒	Jim Graham, Faculty (21-22 URPC Member)

1. Co-Chair's Comments
2. Review of Minutes/Agenda
    a. Minutes from 3/12: M/S (Arlene/Dean Young) – Approved
3. Budget proposal development
    a. Robust discussion on the proposal approved by Senate last year, the committee's charge, the content of the budget proposal/update to be provided to Senate, and associated timeline.
        i. URPC's Spring 2021 Progress Report - Outline was started and working group was established: Jim W., Amber, Anthony, Arlene, and Shawna
4. Membership and duties of members
    a. Membership
        i. Discussion of the committee's composition and the potential addition of the University Budget Director as an official member of URPC.
            1. Membership of the University Budget Director will be brought to SenEx for consideration.
    b. Duties of Members
        i. Discussion of member's duties – committee members are representatives from each respective area and are intentionally engaging in the two way flow of information/communication/feedback between areas and URPC.
5. State Budget Context
    a. As committee members have received some questions about the state budget projections shared at the URPC form, additional context has been pulled together from the Governor's Budget Proposal and is available here.
6. Upcoming Item
    a. USFAC space request forms and implementation documentation will be coming to URPC next week for review and shared at Senate the following week.

HUMBOLDT STATE UNIVERSITY

University Space & Facilities Advisory Committee

University Administrative Standard:
Space Policy Process and Guideline

Overview

Space is a central and critical University resource. It is our collective responsibility to manage and steward it well. The allocation and use of space shall be conducted in a consistent and transparent manner designed to optimize the use of this resource and advance the mission and strategic priorities of the University. To ensure such, the University has adopted P15-03 Space Management Policy. The procedures established herein are intended to guide the campus toward successfully implementing the Space Management Policy. This document uses various terms to describe the university's structure. Please reference the glossary of terms at the end of this document.

Jurisdiction & Authority

Oversight for development of P15-03 Space Management Policy and the process and guidelines established herein is provided by Facilities Management in collaboration with university division lead administrators and based upon the review and approval of the University Space & Facilities Advisory Committee (USFAC - formerly the Facilities Working Group) which serves as the space and facilities advisory body to the University Resource & Planning Committee (URPC). Divisions are responsible to comply with the overarching policy and procedure established herein, but may further develop internal divisional processes.

The President may exercise their authority to enact space changes outside of the Space Policy Process and Guideline. Such decisions may be informed by USFAC consultation and the requests compiled through the semi-annual space review process, and other space planning initiatives.

Divisions recognized within the campus include the President's Office, Academic Affairs, Administration & Finance, Enrollment Management, and Advancement.

Space Policy Process and Guidelines

1. Space Changes that DO NOT Require USFAC Approval

Space management within this category is intended to allow for department, operating unit and division flexibility in general operations.

1A. Assignment of Existing Space Allocations

Space is allocated for use by departments and operating units. Day-to-day responsibility for the assignment of spaces to specific occupants and uses within a department rests with the Director or Chair of that department with the

understanding all such assignments must be approved by the Dean of the College or lead administrator for the Major Budget Unit (MBU) in which the department is located. Space assignments will be updated by the Department Key Advisor by entering the appropriate changes in Facilities Link. Supporting work requests will be filed with TNS and Facilities Management for action by the department

Should space assignment conflicts exist which cannot be resolved within the department, the respective Dean or Lead Administrator for the MBU shall finalize the decisions associated with the assignment of space. Should the department or operating unit have a need to change a space type within their existing space allocation, refer to 2D. “Requests for Changes in Existing Space Type” below.

1B. Requests for Reallocation of Existing Division Space

All requests for reallocation of existing space within a Division may be initiated by the requesting Department or Division to the MBU lead administrator and Division lead administrator for approval. The lead administrators are encouraged to obtain a space utilization analysis and recommendation from Facilities Management to assist with ensuring all University space is used efficiently and optimally. **MBU and Division lead administrators may not reallocate space across divisions without USFAC review and approval.** Once space changes have been approved, the requesting department will file work requests as needed with TNS and Facilities for action. The Key Advisor for the approving MBU lead or Division Lead will make the appropriate changes in Facilities Link. Those changes will be finalized by the Facilities Link Administrator in Facilities Management. The reallocation of existing division space will be reported to the USFAC through staff reports.

1C. Temporary Space Reallocation Within the Division

Temporary space reallocation, within a division, beyond a duration of six months or which require space modifications will be managed at the division level and will require that the department Key Advisor make the appropriate changes in Facilities Link, those changes will be finalized by the Facilities Link Administrator in Facilities Management. Temporary space reallocation within the division will be reported to the USFAC through staff reports.

1D. Space Realignment

Should a department/s change its reporting lines or undergo a realignment within the business structure of the University, this “change” would be considered a “space realignment.” As long as the department maintains the same space requirement, the space remains "allocated" to the department/s, but the responsible division or MBU will be updated. Departments will report such

realignments to Facilities Management, who will then make the appropriate changes in Facilities Link. Space realignments will be reported to the USFAC through Staff reports. If the department/program's physical space needs do change with the realignment, departments will follow the appropriate processes outlined in section 2A or 2B - space requests or vacated space reporting, as appropriate.

2. Space Changes That Require USFAC Approval

Space management within this category is intended to be processed by the USFAC through a semi-annual space review process with the **exception** of 2C. "Temporary Space Reallocation Across Divisions", 2D "Requests for Changes in Existing Space Type, Square Footage, or Capacity", and 2B "Renovation and new construction" which will be evaluated through standing agenda items with USFAC.

The USFAC will notify the campus of the process and timeline once a semester. The process will require the requesting department to submit a space request form to the MBU lead. If approved, the MBU lead will submit the request to the division lead for final review. If approved, the division lead will submit the space request to the USFAC for consideration. USFAC recommendations and final approvals are intended to be issued during the requesting semester. Review and recommendation will be based on the following:

- Alignment with established department, MBU, division, and/or university planning outcomes and objectives.
    - University Strategic Plan - alignment with the approved strategic initiatives with the university's priorities.
    - University Physical Master Plan - spaces request shall be in accordance with the physical master plan.
    - University Academic Road Map - an understanding of the alignment of the request with the academic roadmap
    - Presidential Direction - space needs to support the goals of the university president.
- Importance of the request as demonstrated through a needs analysis
    - Academic & Student Support Program Planning - space needs resulting from curricular and program development as well as enrollment management plans and student support program development.
    - Personnel Recruitment Planning - space needs resulting from approved faculty and staff recruitments.
    - Administrative Planning - space needs to support the administrative functions of the university.
- Description of plans for financial sustainability

- University Budget Plan - requests alignment with the university's/division/department budget.
- Identified plan of sustainable funding if applicable.
- Division funding planning should be considered when prioritizing and identified when submitting final requests.

Possible outcomes of this review may be a cross divisional reallocation, reallocation of university held space, or no available space identified at this time. Space requests not immediately recommended for allocation will be held for review during the next review period. The requesting division will be contacted in subsequent review cycles to confirm it should be part of the new cycle. Final USFAC recommendations will be submitted to URPC and University Senate as general consent items and forwarded for final approval by the president or designee.

Appeal of USFAC recommendations are built into the semi-annual review process. Any request not recommended for allocation during the current review cycle will be carried forward to the next review cycle for reconsideration after the division has confirmed it should be part of the new cycle. Appeals cannot be accommodated within the current cycle, but feedback can be solicited and reviewed with the applicant when requested.

2A. Requests for Additional Division Space

All requests for additional space shall first follow the procedure outlined in the section titled "1B Request for Reallocation of Existing Division Space". Should the division be unable to meet department space needs, a request for additional space may be submitted to the USFAC by the division lead through the Key Advisor via the Space Request Webform. The USFAC will review such requests semi-annually.

Facilities Management consultation provides a space needs analysis and an action recommendation, when appropriate, to address whether the request is in compliance with University and California State University requirements. A recommended action will accompany the space needs analysis for the USFAC's review. A summary of space change requests/approvals will be provided to URPC annually, or upon request.

2B. Allocation of Vacant or Newly Constructed Space

As stated in the HSU Space Management Policy Section II. B, "Allocation of Vacated Space"

"*space vacated by a physical move, reduction in program size, reduction in workforce, program elimination, or made available due to renovation or new construction is allocated to the University for review and re-allocation by USFAC.*"

USFAC will confirm with MBU and division leadership that existing space **qualifies** for university re-allocation. Space eligible for university re-allocation, may not be reassigned or reallocated by the department, MBU, or any other university administrator except the president. Vacated space will be held as such in the university space database and shall be reallocated in accordance with other sections of this process and guideline.

If the existing space does **not qualify** as vacated space, the division leadership and MBU lead may re-assign and/or reallocate the existing space in accordance with the provisions of this process and guideline.

The following criteria are the most common scenarios that may qualify space as vacated space.

Renovations or new construction resulting in space not previously allocated will be allocated by the university. The development of a building and space program shall be part of the planning and feasibility process for renovation and construction projects and will be facilitated by Facilities Management. In collaboration with campus stakeholders, Facilities Management will submit recommended allocations to USFAC for recommendation to URPC and presidential approval.

A physical move is when a space occupant and/or function is moved to a different location and the existing space is no longer retained for the described purpose.

Reduction in program size is related to the program's review and required resources as a benchmark with further input by the respective division leadership. For programs not under the academic program review cycle, program size may be evaluated based on direction by division leadership and changes in budget allocations.

Reduction in workforce is the elimination of positions in the approved department position inventory which results in a reduction in physical space needs. Additionally, a workforce reduction may be the result of terminated contracts, student assistants, visiting faculty, or other individual's assigned space.

Program elimination is a division or university decision to no longer allocate resources to a given program. This deallocation of resources may include, but is not limited to, budget and space allocations.

2C. Temporary Space Reallocation Across Divisions
A temporary space reallocation across divisions beyond a duration of six months or which require space modifications may not proceed without USFAC review and approval.

2D. Requests for Changes in Existing Space Type, Square Footage, or Capacity
All requests for changes in space type, square footage, and/or capacity shall be endorsed and supported by the division lead administrator on the space services webform. Applicable changes in space include those associated with the primary function, assignable square footage, or seating capacity of a room. For instance, if a space type was initially a self-instruction computer lab, and a division wished to convert it to a teaching space for scheduled classes, the Space Services Webform would be used to request approval of such a space type change by the USFAC.

Facilities Management shall review space change requests and provide a space utilization analysis and associated recommended action to the USFAC, where appropriate. This analysis will highlight whether the space change request is in compliance with HSU and California State University space type and utilization standards. The USFAC shall consider all such requests and render a final decision. Should the request not be approved, the submitter may work with Facilities Management on understanding why approval was not granted and amend the request appropriately for resubmission.

3. University Space Guidelines

3A. Facility & Space Data
Facilities Management shall be responsible to maintain detailed records for all facilities including an inventory of all space utilized by the University. This includes maintaining an inventory of space assignments (AKA Occupancy), tracking changes in room function, physical alterations, and station count or capacity as well as conducting periodic space audits for all buildings owned or leased by the University to ensure accuracy of the data.

As the University's facility and space data reporting authority with the Chancellor's Office, Facilities Management shall be responsible to maintain the University's data in the California State University system-wide Space & Facilities Database. Facilities Management will coordinate with and work collaboratively with Academic Scheduling and the Office of Institutional Effectiveness so as to ensure space information aligns with academic scheduling programs and the Academic Planning Database.

3B. Effective Space Utilization

Per 15-03 Space Management Policy, all University space shall be managed to ensure effective and efficient utilization of space over time.

Facilities Management shall conduct space utilization analyses for the purpose of summarizing existing University space utilization in consideration of strategic and programmatic goals as well as operational needs. Such studies also include recommendations for improvements and/or changes ensure the most effective utilization of University space. Space utilization analyses shall be conducted in consultation and partnership with the associated Division, College, Department or Unit. Studies are generated in response to requests for new space, reallocation of existing space, alterations of space, and changes in space use.

Lecture and teaching laboratory space utilization is of utmost importance. As such, priority for assignment or allocation of existing or new space shall be made in a manner designed to ensure space utilization is maximized. Requests for allocation of existing or new space for lecture or teaching laboratories shall be prioritized where California State University space utilization standards are met.

Research space shall be assigned in a manner aligned with California State University space standards. Priority for use of research space shall be granted to those faculty currently conducting funded research. Requests for assignment or allocation of existing or new research space shall follow these guidelines

Administrative, office and other defined space types shall be assigned in a manner aligned with California State University space standards. As part of the consideration of space assignments for these space types, the preservation of departmental or operating unit integrity is a high priority and the nature of the occupant's work shall influence whether an individual is assigned a private office. The assignment of more than one office to a specific individual is highly discouraged and requires approval of the individual's Division lead administrator.

Part-time faculty, graduate teaching assistants, research assistants and support staff should expect to share space unless specific needs require otherwise.

References

- 15-03 Space Management Policy California State University Administrative Manual, Section V, Measurement Devices for Campus Physical Planning (9045- 9050)
- California State University Administrative Manual, Section VI, Standards for Campus Development Programs (9060- 9079)
- California State University Space Standards Chart, SUAM Appendix B

Glossary

Allocation: Designation of space to a particular department, organization, or program for use and stewardship

Assignment: Designation of occupancy within a space (i.e. faculty/staff/student assigned to occupy that space for University business)

Campus Space Analyst: Individual responsible for maintaining campus the space database. The database is used for reporting requirements to the Office of the Chancellor as well as in data-driven decision making both at the campus and system-wide levels. This analyst currently works in Facilities Management and uses FacilitiesLink (MetaBIM, Inc.) to track space use, allocation, and assignment at Humboldt State University. Individual will administer the Space Services Webform and produce Space Utilization Analyses & Recommendations.

Division: Business branches of Humboldt State University, including Academic Affairs, Administration & Finance, President's Office, Enrollment Management, Advancement

FM: Facilities Management and all of its individual departments.

Key Advisor: Contact person regarding department requests to campus service providers, including TNS, ITS, and FM. The Key Advisor is assigned to this role by the Lead Administrator of the Department, Organization, College, or MBU. This person has knowledge of department budgets or works closely with the department account manager for service cost approvals. This person will review billing information frequently enough to resolve any problems - if a budget analyst reviews the data, they must go through the KA for changes. This person is responsible for ordering services, budget approval, and passing on training information from TNS and FM. Potential service orders include: Occupancy updates for space, phone, and computer jack assignments; Directory updates; Phone services; Asset location updates for S-tagged equipment; Key and access requests; Moving support and boxes.

Lead Administrator: Individual possessing signature authority for the Organization, Department, MBU, or Division. Examples include: Directors; Department Chairpersons; Deans; VPs; President.

MBU: Major Budget Unit

Space Services Webform: Webform used by Key Advisors to request any change in space access, occupancy, assignment, allocation, type/use, capacity, or size. This webform should ultimately include fields necessary for FM, ITS, TNS, and Asset Management services associated with a key access, occupancy changes, space reallocations between departments, or any other space changes. It is administered by Campus Space Analyst. Implementation of this form will occur in phases as integrations between campus service-provider databases come online.

Space Capacity: The number of occupants that may occupy a space at one time. Space capacities are calculated using the square footage of the space and the Office of the Chancellor's standards for the associated space type or derived from California building code. Where conflicts exist, the more restrictive will be applied.

Space Utilization: A measure of use of a room or indoor space with respect to capacity standards specific to that room's assigned Space Type. Space Utilization is benchmarked against CSU standards.

Space Type: Functional category for a room or indoor space based on the design and use of that space. Space types are defined by the Office of the Chancellor of the California State University. Examples include: Lecture; Research; Conference room. All indoor University rooms/spaces are associated with a single space type by the Campus Space Analyst. Various space types are associated with different space capacity standards, also set by the Chancellor's Office.

Temporary Space Allocation: Designation of space to a department, organization, or program for a duration of no more than two years

TNS: Telecommunication & Network Services

URPC: University Resources & Planning Committee, standing committee of the University Senate and defined by the Senate Bylaws and Rules of Procedure

USFAC: University Space & Facilities Advisory Committee, subcommittee to the URPC

Academic Senate CSU (ASCSU):

Submitted by Stephanie Burkhalter and Noah Zerbe, ASCSU Representatives

The Academic Senate of the California State University (ASCSU) met March 18-19, 2021, and considered the items listed below. The complete text of all resolutions is available at the ASCSU website at https://www2.calstate.edu/csu-system/faculty-staff/academic-senate.

Second Reading Items

Endorsement and Adoption of General Education B4 Mathematics/Quantitative Reasoning Course Guidelines and Principles (AS-3457-21/APEP (Rev)). Establishes guidelines and principles for the approval of Area B4 (mathematics/quantitative reasoning) based on Math Council feedback. Approved.

Call for a Moratorium on Algorithmic Image Analyses Technologies in the CSU Outside of Academic Research (AS-3469-21/FA (Rev)). Calls for an immediate moratorium on the use of facial recognition software in the CSU due to concerns racist algorithms. Approved.

First Reading/Waiver Items

Faculty Emeritus/emerita Status, Revocation and Appeal (AS-3456-21/FA). Recommends campuses develop emeritus/emerita policies that include processes of privileges conferred, population covered, and granting, revocation, and appeals of such status. Passed.

In Memoriam: Deborah Hennessy, Academic Senate CSU Director, 1981 – 2003 (AS-3472-21/EX). Passed.

On the Use of Remote Proctoring Software for Assessment (AS-3474-21/AA) urges faculty to avoid the use of remote proctoring software due to concerns over data and privacy protection and the inequitable discrimination based on race and skin tone in the software. Passed.

Ensuring Safe Campus Repopulation (AS-3475-21/FA) requests systemwide guidance for campus repopulation plans collaboratively developed through shared governance processes and in consultation with CSU unions and other relevant stakeholders. Passed.

2021 Legislative Advocacy Positions of the Academic (AS-3476-21/FGA) outlines the ASCSU position and lobbying priorities on 26 bills currently under consideration by the California state legislature. Passed.

Addressing Burnout Within the CSU Community (AS-3477-21/FA) calls for continuation of mental health counseling, and requests that campuses maintain and expand basic needs resources and wellbeing programs intended to counter burnout of students, faculty, staff, and administrators in the CSU. Passed.

Solicitation for Membership in FDRG for Ethnic Studies (AS-3488-21-APEP) requests faculty membership for the Faculty Disciplinary Review Group membership to ensure the California State University has participation in the course articulation process. Approved.

First Reading Items

Due to time constraints, discussion of first reading items was limited and committees are accepting feedback for revisions on the first reading resolutions via email to the standing committee chairs.

Concerns About Common Transfer Pathways Across the CCC, CSU and UC (AS-3478-21/APEP) outlines reasons for opposition to legislative mandate requiring a common transfer pathway between the California Community Colleges, California State University, and University of California systems and requests support for existing initiatives to corporate curriculum between the three systems.

Enhanced Student Advising Services During Implementation of the Ethnic Studies Requirement (AS-3479-21/AA) reaffirms ASCUS support for the ethnic studies requirement and stresses the importance of updated advising pathways for students around the new requirement.

Recognizing the Disparate Impact of the COVID-19 Pandemic on Women in the CSU (AS-3480-21/FA) outlines the differential impact of COVID-19 on women in the California State University and requests campuses develop and report on efforts to address these differential impacts.

Concerns About Dual Admission Legislation (AS-3481-21/APEP) expresses ASCSU concerns over legislative intrusion into admissions programs under draft legislation and argues that the Associates Degree for Transfer program already addresses these concerns.

On Transgression of Academic Integrity, Faculty and Administrative Response (AS-3482-21/AA) encourages faculty to adopt pedagogical approaches that minimize opportunities for transgression of academic integrity and requests support for the development of campus policies responding to such incidents.

Remuneration for COVID-Related Work-at-Home Expenses (AS-3483-21/FA) requests the Chancellor's Office provide funding to pay for work-at-home expenses incurred by faculty and staff during the COVID pandemic.

CSU Support for Expanded Early-Start Summer Experiences (AS-3484-21/APEP) expresses the ASCSU's support for Expanded Early Start programs.

Support for Actions Taken to Reduce Climate Change and to Protect the Environment (AS-3485-21/FGA) expresses the ASCSU's support for legislative efforts to address climate change, and urges the California Public Employees' Retirement System (CalPERS) to work towards divestment from fossil fuel investments.

Concern Regarding Ethnic Studies and IGETC Implementation (AS-3486-21/APEP) supports alignment of the Intersegmental General Education Transfer Curriculum (IGETC) to incorporate the General Education Area F (Ethnic Studies) requirement.

ASCUS Ad Hoc Committee to Advance Equity, Diversity, and Inclusion (AEDI) Recommendations(AS-3487-21-AEDI) recommends training around AEDI for the Statewide Senate and request support from the Chancellor's Office for training, calls for expanded lecturer representation in the ASCUS, and calls for expanded reporting and a regular (five year) personnel census on diversity among staff and faculty in the CSU.

Staff Council:

Submitted by Senator Kailyn Doyle

University Senate Report, staff delegate: HSU Staff – March 29, 2021

Staff Council recruitment for AY 2021-2022 will begin middle of April.

Staff Appreciation End of Year event; May 20 @ 3-4:30pm. This will be held virtually.

Staff recognition awards were celebrated last week. The recipients are as follows:

- Yvonne Doble, Social Work
- Marlette Grant-Jackson, NACAE/ITEPP
- Michele Miyamoto, Learning Center
- Amie Rodriguez, Testing Center, VETS, and SDRC
- Karen Selin, Health Center
- Michael Serrano, Housing
- Melea Smith, OSL: YES
- Annette Troxel, Professional Studies
- Corrina Wells, School of Education
- Sabrina Zink, Risk Management & Safety

Discussions around more staff representation on committees continues and will be addressed in the next AY.

Centered around at-home composting; April 1 @ 2-3pm.

Next Staff Council meeting will take place Wed. April 21 @ 3:30pm.

March 30, 2021
President and President's Administrative Team Report to University Senate

Tom Jackson, Jr., President
Sherie Cornish Gordon, CFO/VP Administration and Finance and Chief of Staff
Jason Meriwether, VP Enrollment Management
Jenn Capps, Provost and VPAA
Jane Teixeira, Director of Athletics and Recreational Sports
Frank Whitlatch, VP Advancement
Lisa Bond-Maupin, Acting Deputy Chief of Staff, Editor

People

Former HSU women's soccer standout Katelin Talbert signs a professional contract: https://hsujacks.com/news/2021/3/23/womens-soccer-former-humboldt-state-womens-soccer-standout-katelin-talbert-signs-professional-contract-with-fhingar.aspx

Pride

Men's Soccer team went 2-0 in their first two games this season. For recaps of the two games, go to https://hsujacks.com/sports/mens-soccer/schedule.

Track/field teams have participated in four meets. They still have three more meets left in late April/early May. For recaps of their meets, go to https://hsujacks.com/sports/mens-track-and-field/schedule.

Softball is ready to start their season, https://hsujacks.com/news/2021/3/22/humboldt-states-softball-ready-to-begin-2021.aspx

Community

Humboldt State's Student-Athlete Advisory Committee raised $700 in the virtual food drive March 8-14….https://hsujacks.com/news/2021/3/16/general-humboldt-state-student-athlete-advisory-committee-raises-700-in-food-drive.aspx

Campus Culture and Operations

The Trinity Children's Center and Child Development Lab has cleared a major hurdle relative to the California Environmental Protection Act (CEQA) process. As a component of any major development CEQA action must be considered and the building was determined to be an historical resource. Through the creative visioning of our design team and consultants we have worked to restore the original building to a degree that allows us to claim little to no impact to the historical resource. This is a big win for the project in timeline and for the intent of historical preservation.

Phases 2 and 3 of strategic planning have launched. Amy Moffat and Lisa Bond-Maupin are meeting with representatives of each division for orientation to the division-led next phases of planning which includes division-level outcomes and programmatic priorities that map back to the goals of the phase 1 plan. They are also forming an Integrated Assessment and Planning Working Group of staff and faculty to support university-wide operational and co-curricular assessment. Additional information is forthcoming to campus and available at strategicplan.humboldt.edu.

Tribal Outreach

President Jackson is meeting one-on-one with the Chairperson of each local tribe to discuss how the CR-HSU partnership and polytechnic self-study can be structured to be most responsive to the higher education needs of local tribal members.

Sustainability

With the recent allocation of relief funding towards a resilient campus through a microgrid. The University continues to make solid progress in delivering a reliable energy system that will provide protection from demand charges and uninterrupted power saving the campus time and money.

Inclusive Student Experience

The Office of Human Resources, in partnership with the Payroll Department and the Retention through Academic Mentoring Program (RAMP), successfully onboarded approximately 100 new student employees as peer mentors. Half of the new student employees are first year mentors, and the remainder are major-based mentors. The heart of RAMP serves to provide 1:1 peer mentoring for all first time, first generation freshmen attending Humboldt State University, as well as junior and senior, major-based mentoring.

See attached the *Enrollment Management Division Annual Report for 2019-2020*

Bookstore Relocation

Starting in October of 2019, during a dinner meeting with President Jackson, Vice President Meriwether, and Dean Turnbow Associated Student leadership presented a request to have the Bookstore moved from the Student Union space to provide additional space for students, and to envision a true University Union for students. In ongoing conversations with Associated Students Presidents Cruz ('18-'19) and Sanchez ('19-'20) this conversation expanded into potential use of the Nelson Hall space in addition to the University Center space to truly create a Student Union on campus. Support was expressed by President Sanchez and incoming President Finley ('20-'21) and those letters of support are included in this summary.

In response to student requests for the Bookstore to be vacated from its space in the University Center, Vice President Meriwether directed AVP St. Onge via a March 7, 2020 email to lead a team to discuss potential spaces to move. This request included Dave Nakamura (former University Center Executive Director), Mike Fisher (Director of Planning and Design), Dr. Eboni Turnbow (Dean of Students), Lizbeth Cano Sanchez (AS President) and Breannah Rueda (AS Vice President) to investigate alternative spaces to house the Campus Bookstore. Associated Student Executive Director Jenessa Lund was included in this workgroup, whose final meeting on May 1, 2020 ended with mutual agreement that the Bookstore needed to be moved, with AS Executive Director Lund promised $50,000 towards relocating the Bookstore. Spaces considered (College Creek Great Hall and Jolly Giant Commons Recreation Room) were considered logistically difficult, and that Nelson Hall East was perhaps the best space for the Bookstore (temporarily) but that space was preferred for student use.

Given the lack of a suitable option for an on-campus solution, and the COVID – 19 global pandemic, movement on relocating the Bookstore stalled.

Vice President Gordon was contacted by Arcata City Manager Karen Diemer on February 18, 2021 about Arcata Pacific Outfitters owners wanting to engage HSU on their interest in the newly vacant space. The owners wanted a decision within the week as others had indicated interest in that space. VP Gordon led a team of cross divisional administrators to tour the location on February 20, 2021. After the site visit, the vacancy information was shared with PAT and it was decided it was a great opportunity to proceed with securing the space. The university engaged in conversations with Follett to see if there was interest and viability for this to be a retail location. Given the location, size, parking spaces and student needs. HSU and Follett agreed this would be a viable retail location. HSU entered into a Letter of Intent (LOI) for the space.

Moving the Bookstore not only allows us the opportunity to create a true Student Union space on campus, but also to improve Bookstore operations to better serve students. Currently we have one space on campus with a secondary space under development at the College Creek Marketplace. This move allows us to create a downtown "Spirit Store" which will focus on providing HSU clothing and materials, and to develop partnerships with local high schools and the College of the Redwoods to sell some of their spirit items as well. In

addition, in our downtown Spirit Store we will be able to offer, for students, faculty and staff and community members, the opportunity to purchase tickets to on campus events and shows, including athletic events. Our vision is to have a place where students, faculty and staff and community members come together to celebrate all things HSU. We have heard concerns that the current space is not accessible for students with mobility issues, and there is no parking available near the Student Union space. Our downtown location offers 16 dedicated parking spots on our ground floor storefront. Along with our expanded hours, we hope to have solved the ongoing concerns with access and accessibility that we have heard for years.

Expanded hours

The store plans to be open 7 days a week for ease of access, with tentative hours of 10am to 6pm M-F, and 10am to 4pm on Saturdays and Sundays.

Responding to current student concerns

College Creek Marketplace:
The CCMP will expand its current bookstore merchandise to also include Scantron forms, test booklets, and basic school supplies like pencils and small calculators and other convenience items. These items are currently being stocked on those shelves.

Student Center Bookstore Warehouse:
The university will provide access on the top floor of the UC building for students to access the bookstore warehouse via a bookstore clerk at a counter in front of the warehouse doors. The current bookstore warehouse space will carry textbook inventory for students that drop ship their orders to the warehouse and for in person text book purchases. We will highly encourage students to order books online this summer to ship to their homes, their on-campus address, or drop ship to the campus bookstore warehouse.

Off Campus Downtown HSU Spirit Store:
The new downtown bookstore location will focus heavily on merchandise for the community, visitors, families and students. We will not stock textbook inventory there as they will be housed on campus in the current warehouse space.

Moving Forward

Similar to the now functioning student led Dining Advisory Committee, we plan on implementing a student led Bookstore Advisory Committee to facilitate dialogue between campus and Follett leadership and students as to how to design how our Bookstore will best serve student needs.

HUMBOLDT STATE UNIVERSITY

2019-2020

Division of Enrollment Management Report

Goals & Outcomes

About Us

Located in the rural college town of Arcata

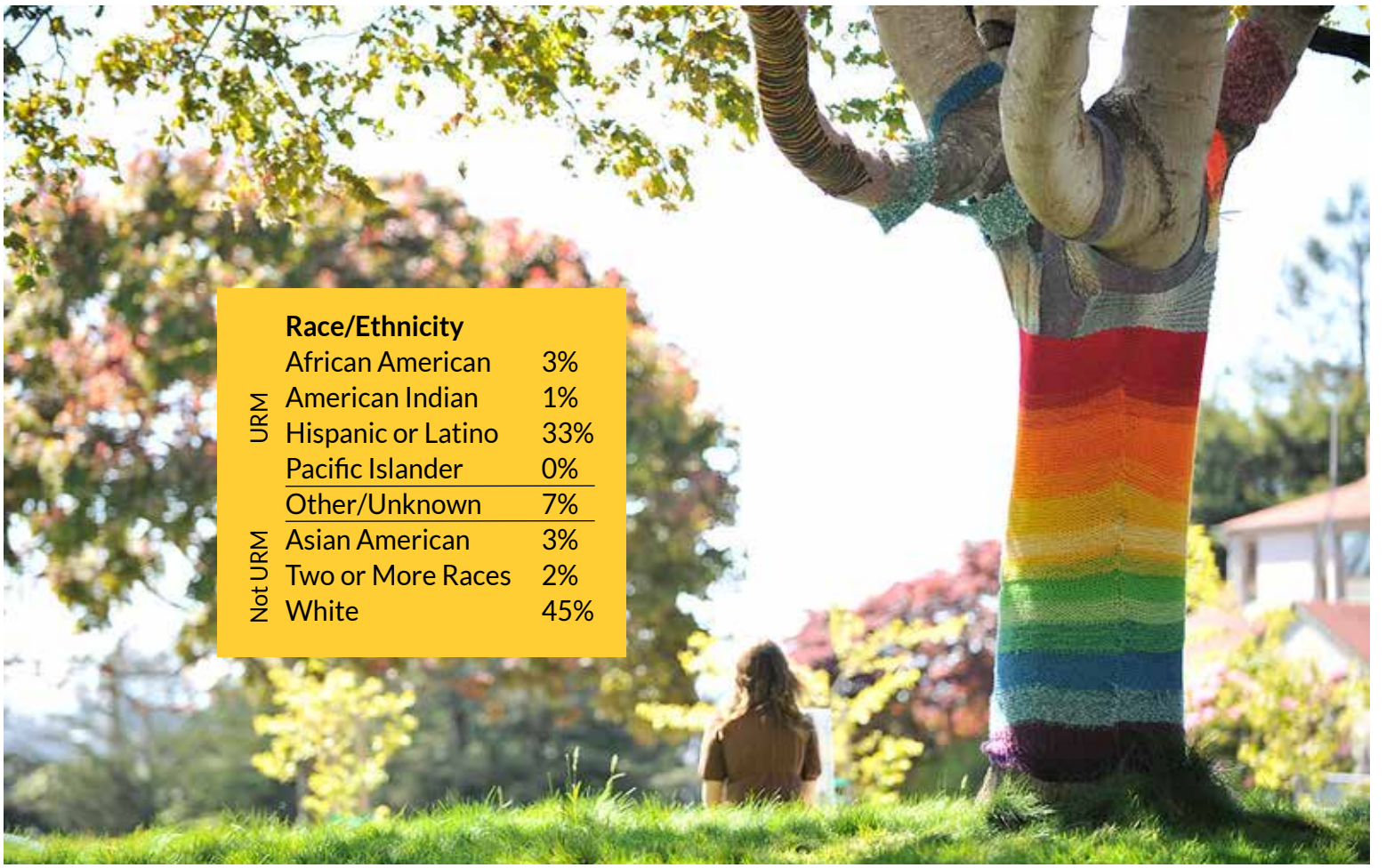
6,431 FALL 2020 ENROLLMENT

19:1 STUDENT TO FACULTY

51 MAJORS **85** MINORS

1/23 CALIFORNIA STATE UNIVERSITY CAMPUSES

FIRST GENERATION **50%**



	Race/Ethnicity	
URM	African American	3%
URM	American Indian	1%
URM	Hispanic or Latino	33%
URM	Pacific Islander	0%
URM	Other/Unknown	7%
Not URM	Asian American	3%
Not URM	Two or More Races	2%
Not URM	White	45%

Greetings!

Thank you for taking a moment to review the Annual Report for the Humboldt State University (HSU) Division of Enrollment Management. Within this document, students, staff, and faculty will find outcomes achieved through our first year of diligent effort to enhance the student experience and improve enrollment at HSU. You'll find that our priorities for 2019–2020 served as the blueprint for our strategies, which began with recruitment of new students, orientation, transition into the first year, and strengthening the pathway toward student success and completion.

Whether students are visiting one of our cultural centers, volunteering, cheering for the Lumberjacks at an athletic event, attending or leading student programs, playing on a club or varsity team, being active in a sorority or fraternity, enjoying PC-gaming, or participating as a member of one of over 100 student organizations, HSU has something to enhance their academic experience. If you're a student, as you review this document, you'll also see why HSU is a place you'll be proud to BE A PART OF and to call your ALMA MATER when you graduate.

Just as HSU's faculty are invested in student success and learning, the Enrollment Management team at HSU is invested in the success of every student as an individual who is free to learn. We honor and respect that we are located on tribal land. We embrace students of all identities and traditions, all backgrounds, nations, faiths, and ethnicities. We recognize and believe that each student as a person and their identities add value to life on campus. We embrace and commit to working for social justice in classrooms, residence halls, on the quad, and in all spaces of our community.

Our enrollment management team has worked diligently and partnered with key stakeholders to achieve a few important first-year outcomes:

- Enrolling 550 first-time freshmen, ahead of our projection of 500 freshmen;
- Enrolling 943 new transfers, which at 14.4% growth, is our most successful transfer student outcome since 2017 and +119 compared to the prior year;
- Recruiting at over 100 more high schools and college fairs than the prior year;
- Investing over $138,000 in scholarships for academic departments and $72,000 for faculty recruitment;
- Creating the $4,000 Humboldt First Scholarship, which was awarded to 900 of approximately 1,400 area high school graduates who qualified for admission to HSU. Over 200 students accepted the scholarship, and HSU enrolled 46 students compared to fewer than 30 local freshmen the prior year;
- Partnering with the HSU Foundation to secure $150,000 to fund programming in the HSU Cultural Centers;
- Creating the student-run HSU Student Marketing Center;
- Launching HSU's annual Reverend Dr. Martin Luther King, Jr. Day of Service.

This report provides many more measurable outcomes and achievements made by our team. I'm proud to share it with you as a Vice President who leads an incredible team that is dedicated to access, retention, and completion, which are all key indicators of student success. We are here to ensure that HSU is invested in each of YOU!

Sincerely Yours,
Dr. Jason L. Meriwether
Vice President of Enrollment Management
Humboldt State University
@hsuvpem

Contents

04 Enrollment Management Organizational Chart

05 Enrollment Management Plan Year-One Priorities

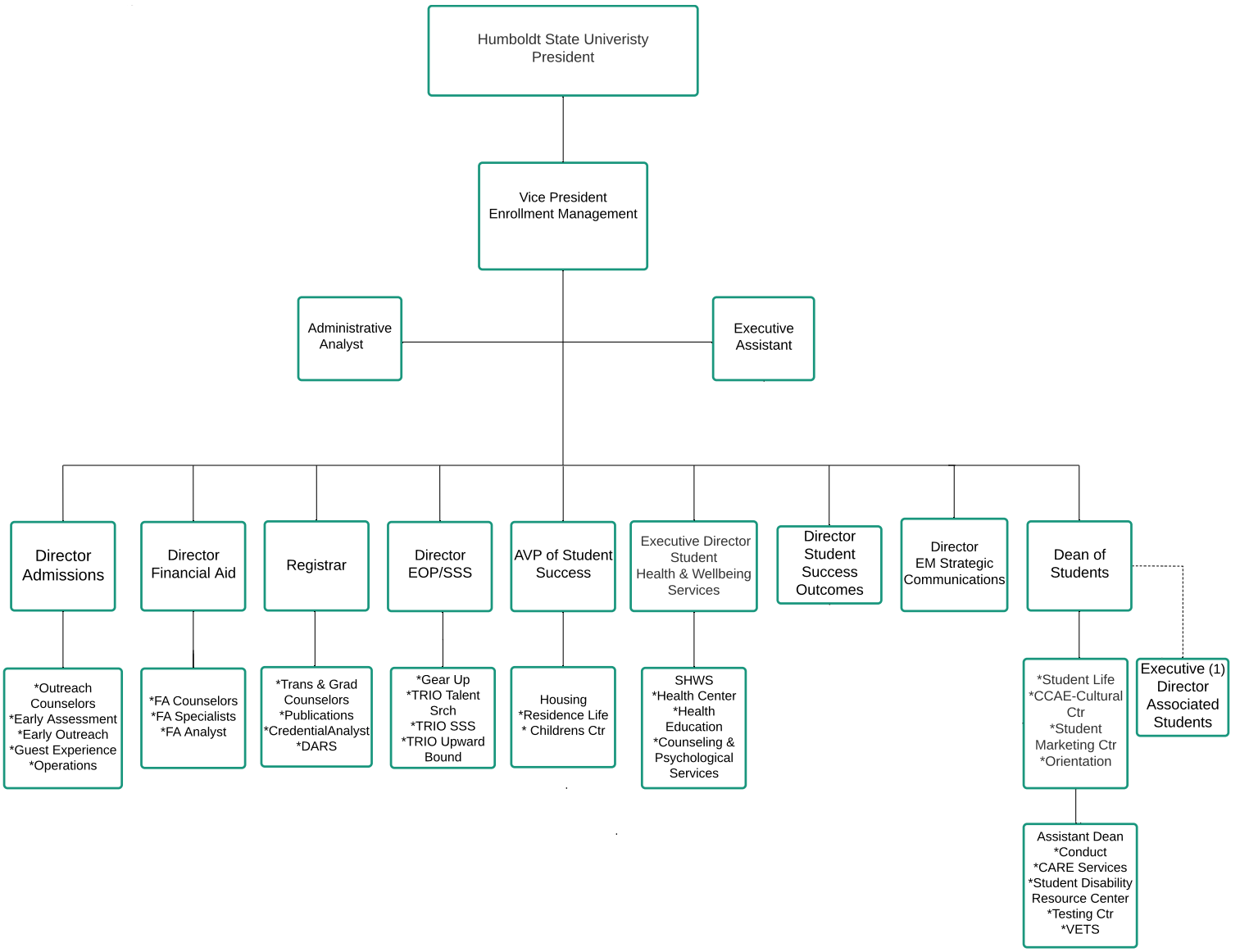
07 Acronyms

08 Year-End Outcomes

23 Appendix

30 Enrollment Management Plan Year-Two Priorities

Humboldt State University Division of Enrollment Management



(1) Dean of Students is Liaison

HSU Strategic Enrollment Management Plan Year One Priorities (2019-2020)

Goal 1: Increase Recruitment of Targeted Populations

a. Identify and analyze potential feeder community colleges, increase frequency of visits to them, and partner with academic affairs to increase 2+2 transfer agreements and transfer MOUs.
b. Utilize data and analysis to focus recruitment of prospective freshmen from impactful and strategic schools throughout CA.
c. Refine and improve the campus visit and Preview Plus experience.
d. Eliminate fees and barriers that prevent students' families from visiting campus.
e. Partner with Academic Affairs to design, implement, and expand the HSU Learning Community infrastructure.
f. Develop & sustain athletic recruitment partnerships.
g. Strengthen pathways to support recruitment and admission of transfers from College of the Redwoods, including establishing a scholarship incentive for CR students.
h. Invest in academic program-based recruitment.
i. Leverage high school performance and ACT/SAT data to increase yield.
j. Focus on recruitment of tribal community students and introduction of HSU to youth.
k. Individualize marketing of new and current academic programs.
l. Expand academic program scholarship development and measure its impact.

Goal 2: Demonstrate Commitment to a Culture of Student Completion

a. Deliver evidence-based pre-matriculation through graduation support at pivotal points in students' educational experience for current and incoming students (transfer and FTF).
b. Provide effective, supportive onboarding that integrates and prepares new freshman and transfer students for success at HSU.
c. Provide consistent quality academic advising experiences for all students based on national best practices.
d. Honor the inherent value of all students by being available and accessible, developing meaningful relationships with students, and acting ethically with a caring, individualized approach that integrates academic, personal, and professional growth.
e. Foster shared expectations with training and support to advising practitioners.
f. Create efficiencies that help deliver student services in order to create a positive, meaningful, educational experience for students.
g. Engage in a continuous improvement cycle with ongoing campus-wide assessment.
h. Develop a transfer mentoring hub (physical and virtual) to support the onboarding and retention of new transfer students.

Goal 3: Invest in Humboldt County

a. Acquire prospective student information, work with early outreach, invest in local events, and partner with local high schools, colleges, and communities to increase the proportion of local students who choose to attend HSU.
b. Develop and sustain Humboldt County-focused scholarship for local students through partnership with county schools.
c. Expand and sustain Humboldt County exclusive search & digital targeting campaigns.
d. Increase community presence and targeted recruitment outreach.

Goal 4: Establish Student Communication Life Cycle

a. Transition to 100% CRM/Automated EM Communications.
b. Increase digital admissions presence and social media campaigns for applicants.
c. Implement social media Geo-fence campaign for returning students.
d. Launch & leverage multi-channel digital communications to increase student engagement.
e. Develop a robust recruitment and yield campaign for transfer students.

Goal 5: Enhance Student Experience

a. Design and implement basic needs campaign linking to existing campus and community resources, staff, and online skills modules.
b. Increase opportunities for student employment and build awareness of internships, fellowships, and graduate school pathways.
c. Implement Housing scholarship for all on-campus students.
d. Expand early alert support to all first-year students and first semester transfer students with protocol designs informed by best practices in intervention for low-income, first generation, underrepresented students, and/or those underprepared for college.
e. Expand weekend & community-focused programming model.

Downtown HSU, Arcata Plaza (Fall 2019)

We've been called **'America's Most Scenic Rural County'** by the U.S. Department of Agriculture.

Lonely Planet named **our Redwood Coast its #1 place to visit in the U.S. in 2018**, and *National Geographic Adventure* magazine called **our hometown of Arcata one of its "50 next great adventure towns."**

Just behind campus is the **2,350-acre Arcata Community Forest**, which features trails and a disc golf course.

Campus Forest (Fall 2019)

Recent Rankings

- ★ U.S. News & World Report—"A Top Western University"
- ★ Princeton Review—"Best in the West" college
- ★ Princeton Review "Green College"
- ★ President's Higher Education Community Service Honor Roll
- ★ G.I. Jobs magazine—Military Friendly School
- ★ PETA—A Top Vegan-Friendly School
- ★ Campus Pride—A Top LGBT-Friendly School

Acronyms for HSU Division of Enrollment Managementt

AACAE	African American Center for Academic Excellence
ACAC	Academic and Career Advising Center
CAHSS	College of Arts Humanities and Social Sciences
CARE	Campus Assistance, Response, & Engagement
CC	Community College
CCAE	Cultural Centers for Academic Excellence
CIVAS	Collegiate Information & Vistor Services Association
CNRS	College of Natural Resources & Sciences
CPS	College of Professional Studies
DoS	Dean of Students
El Centro	El Centro Académico Cultural
EM	Enrollment Management
EOP	Educational Opportunity Program
FTF	First Time, Full Time Freshmen
HSI	Hispanic Serving Institution
HOP	Humboldt Orientation Program
ITEPP	Indian Tribal & Educational Personnel Program (Native American Center)
MBPM	Major Based Peer Mentoring
MOU	Memorandum of Understanding
MPP	Management Personnel Plan
NRCCUA	National Research Center for College and University Admissions
OIE	Office of Institutional Effectiveness
OSL	Office of Student Life
PBLC	Placed Based Learning Communities
RAMP	Retention through Academic Mentoring Program
SDRC	Student Disability Resource Center
SJEIC	Social Justice, Equity & Inclusion Center
SMC	Student Marketing Center
SoB	School of Business
STEM	Science, Technology, Engineering, or Mathematics
UC	University Center

Enrollment Management Year One Priorities - Year End Outcomes

Goal 1 – Identify Recruitment of Targeted Populations

a. Identify and analyze potential feeder community colleges, increase frequency of visits to them, and partner with academic affairs to increase 2+2 transfer agreements and transfer MOUs. *(completed)*

- Created Feeder CC Report via Office of Institutional Effectiveness (OIE), and met with Academic Deans & Department Chairs to begin partnerships.
- Created Tableau reports to pull historical data to inform decisions of the Academic Department in supportive Enrollment Management recruitment initiatives.

Lidia Grande-Ruiz with Lucky Logger at a recruitment event at Citrus College, Glendora, CA, after admitted to HSU for Fall 2020. (January 2020)

b. Utilize data and analysis to focus recruitment of prospective freshmen from impactful and strategic schools throughout CA. *(completed)*

- Created Feeder High School Report via OIE. Met with Academic Deans & Department Chairs to begin partnerships for target.
- Integrated the National Research Center for College and University Admissions (NRCCUA) Predictive Enrollment Score into the NRCCUA Datalab, which allows HSU to locate new leads for future recruitment cycles using various filters, from GPA to major. Predictive model score target search model has .8 to 1.0 scored students as the high target leads to purchase based on the machine learning model. See *Appendix 1* for sample view of Datalab utilizing enrollment score to narrow down leads by Business student in California by county for 2021.
- Proven the NRCCUA Predictive Enrollment Model to be accurate based on analysis of the Fall 2020 Admissions Funnel. This data is encouraging and enforces that future prospect lists will be targets to highest-yield leads to focus on initiatives. See *Appendix 1.1*.

c. Refine and improve the campus visit and Preview Plus experience.

- Revised professional staff position to increase focus, and invested $50,000 for additional student ambassador hires. *(completed)*
- Launched an Admissions Call Center and made Spring 2021 welcome calls to all applicants. By September 11, 2020, 211 calls had been attempted, with a 38% rate of reaching students to hold a helpful discussion. *(completed)*
- Revised our campus tour process and have been continuing to refine its model by improving the visit experience through partnerships with campus academics and resources. *(completed)*
- Since May 2020, Admissions has conducted 822 phone or Zoom appointments with students. Admissions Counselors and Transfer Specialists have averaged ~200 appointments per month over the past 4 months. Also, counselors have been responding to students via email at a rate of ~330 emails per month over the past four months. *(completed)*
- Kicked off Platform Q - Conduit to improve the Virtual Visit Experience for individual visits to large-scale yield events, in September 2020, then quickly pivoted to respond to the COVID environment to provide updated services. The first event to be launched with Platform Q - Conduit will be Fall Preview. *(completed)*
- Purchased and initially set up the Visit Days Registration web platform; a schedule soft launch of the finished configuration is set for April 1, 2021. Once complete, the platform will allow families to build their agenda for the day from tour, department visit, to counselor appointments, which are emailed to them as an individual visit agenda. *(completed & ongoing)*
- Pushed back the launch of Visit Days to August 2020 due to contract complications. *(completed & ongoing)*
- Began furniture upgrades and a small remodel of the Student Business Services lobby with the purchase of new furniture and wall unit in February 2020. See *Appendix 2* for draft view of new furniture.
- 90% of Furniture was installed with a small cosmetic portion remaining to complete remodel as of September 2020. Updated photos provided in *Appendix 2.1 (completed & ongoing)*

- Completed Student and Staff Development Phase 1, with 4 student employees and a Visit Coordinator attending the CIVSA.org Conference in New Mexico. *(completed)*

d. Eliminate fees and barriers that prevent students' families from visiting campus.

- Eliminated the Open House, Preview Day, and Parent Orientation fees, as well as the Enrollment Deposit. *(completed)*

e. Partner with Academic Affairs to design, implement, and expand the HSU Learning Community infrastructure.

- Created and maintained an information warehouse identifying each Learning Community (LC). This shared Google Doc details the collaborating Academic Departments, targeted student populations, enrollment processes, LC contact person, and courses. This information warehouse is used for orientation and registration advising by professional advisors to support departmental efforts. *(completed & ongoing)*

Proud to be First! (November 2019)

- Created the EOP/Biology Fall Bridge in Fall 2019, with supplemental adjunct instructors providing new EOP FTF students with developmental learning strategies specific to the sciences. Highlights of this effort included:
  - integrated students fully within the Placed Based Learning Communities (PBLC), "Among Giants";
  - linked enrollment in the EOP Botany adjunct course (Biol 180/A) and Dr. Tomescu's Botany 105 course;
  - improved grades by 1/2 letter grade were suggested by outcomes among EOP participants when compared with Dr. Tomescu's other Botany 105 course (where students did not receive EOP support);
  - provided additional tutorial support to a majority of EOP Fall Bridge students through a single section of Math 101i; and
  - increased pass rate of students to 80%, a significant improvement over the previous year. *(completed & ongoing)*
- Partnered with the Registrar's Office to create improvements in block-enrollment, allowing students to self-register in LC courses. This was successfully piloted during Spring pre-registration in Fall 2019, and full implementation occurred during new-student registration in June. *(completed & ongoing)*

f. Develop and sustain athletic recruitment partnerships.

- Offered 75 athletic scholarships for housing at an estimated amount of $500,000 dollars through the Housing and Residence Life department.
- Sent emails to applicants that promoted the opportunity to join HSU Rowing through a collaboration between Admissions and EM Communications. Also, Admissions is supporting HSU Men's Rugby recruitment events on campus. *(completed)*
- Developed new virtual marketing videos, a collaboration between Admissions and Athletics to assist in recruitment efforts. Effective project started September 2020 and is scheduled to be complete by October 2021.

g. Strengthen pathways to support recruitment and admission of transfers from College of the Redwoods (CR), including establishing a scholarship incentive for CR students. (See Admissions Events for 2019–20, p. 11)

- Supported an MOU at the university level and have been seeking funding to permanently place the CR-assigned recruiter. A scholarship award is in progress. *(in progress)*

Foresty 250—survey lab behind campus in the Arcata Community Forest (October 2020)

Legacy of Excellence in Lumberjack Softball: 2x NCAA DII National Champion, 2x NCAA DII National Champion Runner-Up, and 8x NCAA DII West Region Champion (2020)

- Collaborated with CR to promote a speakers series with Kick-Off Speaker Dan Philips (an HSU Distinguished Alum) on October 10, 2020. *(completed & ongoing)*
- Led a leadership summit in partnership with CR on October 7, 2020 to discuss ways to partner and develop current efforts further between campus services. *(completed)*
- Hired thorugh Admissions an HSU student to support the CR recruiter with on-campus events and promotion to CR student body. The student's soft start was on February 17, 2020. *(completed)*
- Updated CR MOU was completed by President Jackson and President Flamer in November 2019. *(completed)*

h. Invest in academic program-based recruitment.

- Funded $30,000 for undergraduate program scholarships and $24,000 for graduate program scholarships annually for three years each. Funded $5,000 annually (undergrad) and $3,000 (grad) in faculty travel for recruitment for next 3 years. *(completed)*

Freshman Latufeauo Kolopeaua, 8 Man, scores a try at the Pacific Coast Playoffs, Western Oregon University. (2019)

Admissions Events for 2019–20

Humboldt County Fair Aug. 24

CR Resource Tabling Fair Aug. 28

CR Transfer Fair Sept. 10

CR TRiO Workshop presentation Sept. 10

Career & College Expo Sept. 10

CR Transfer Talk Sept. 12

School of Education Pathways Fair Sept. 18

Academy of the Redwoods presentation Sept. 27

Local Counselor Conference and Showcase Oct. 1

Business Administration Showcase at CR Oct. 2

HSU Info Session
Oct. 7, Nov. 4, Dec. 2

HSU Leadership Summit Oct. 7

Cal State Apply CR Advisor & Counselor Training Oct. 8

Klamath-Trinity Advising Sept. 5, Oct. 3, Nov. 7, Dec. 5, Feb. 6, Mar. 5

Del Norte Advising Sept. 11, Sept. 24, Oct. 9, Oct. 22, Nov. 13, Dec. 11, Feb. 12, Feb. 25, Mar. 11

HSU Business Administration Guest Lecturer Oct. 15

Day in the HSU Life Oct. 23 (Art, English, Sociology)

CR Tailgate Oct. 5, Oct. 26, Nov. 16

HSU Showcase: Communications Nov. 4

So You Want to Teach? Nov. 7

Day in the HSU Life Nov. 20 (Environmental Resources Engineering, Environmental Science Management, Forestry)

CSU Apply Workshop Nov. 21

HSU Housing Scholarship Feature Dec. 12

CR Orientation Jan. 14–15

Eureka High Entrepreneur Conference Feb. 7

Cal State Apply Workshop Series Feb. 24–Feb 27

CR/Humboldt First Basketball Game Feb. 27

Guidance Studies College Pathway presentation @ Del Norte Mar. 11

Spring Preview Apr. 10

Local Preview May 1

i. Leverage High School performance and ACT/SAT data to increase yield. (See CAPPEX Update, p. 12.)
   - Current CAPPEX lead generation and funnel performance as of January 28, 2020. *(in progress)*
   - NRCCUA has continued to provide ACT test scores since February 2020 Data Lab. *(completed & ongoing)*
   - NRCCUA Data Lab has resulted in obtaining ~170,000 names, with an enrollment predicator score of .8 to 1.0. *(completed & in progress)*
   - NRCCUA FTF Funnel Performance for 2019 vs. 2018 data currently illustrates an increase of 2.3 to prior year of getting admits to confirmed. The data also indicates where FTF 18.3% drop in from prior year during the critical COVID window of FTF struggling to move from Confirmed to Enrolled. See *Appendix 3.*

j. Focus on recruitment of tribal community students and introduction of HSU to youth.
   - Held American Indian College Motivation Day on November 8, 2019, which had attendance of 322 students and 58 Tribal/School Leaders from 44 different tribal affiliations. *(completed)*
   - Spanned in-state recruitment across the Northern part of the state (Humboldt, Mendocino, Shasta, Lake, and Butte counties). Other areas of California include Sacramento, Porterville, and Los Angeles for college fairs and tribal relations meetings. *(completed)*
   - Traveled to Alaska and Oregon and are scheduled to travel to Montana, Arizona, and Washington on a tribal college fair circuit. *(completed)*
   - Collected ~9,000 new prospects to date within the Enrollment Predicator from key WUE states and California to bolster our recruitment efforts of Native Students. *(completed)*
   - Paid for an advertisement in *Native in STEM*. An upcoming issue will highlight an HSU student. *(completed)*
   - Have been working with the Council of American Indian Faculty and Staff (CAIFS) to develop a visit experience focused on and highlighting our native history at Humboldt State. *(in progress)*

CAPPEX Update

	Fall 2020	HSU Overall
TOTAL	2,450	
Applied	439	10,559
Admitted	386	8,221
Confirmed	32	542
APPLIED/TOTAL	18%	
Admit Rate	88%	78%
Confirm Rate (of admitted)	8%	7%

k. Individualize marketing of new and current academic programs.

- Partnered with EM Communications and Admissions to design a yield campaign by major/department. *(in progress)*
- Collaborated with 100% of academic departments to establish yield campaign by major/program.
- Started to work with pilot departments as well as PBLC's (all science majors) and Learning Communities in the College of Arts, Humanities, and Social Sciences (CAHSS) to develop multiple-part communication plans focused on highlighting academic and social advantages with departments and programs.
- Held meetings between the Admissions Director and departments to review origin of applicants and yield rates to develop targeted recruitment plans around an individual major or area. *(completed & ongoing)*

Native Graduation (2019)

l. Expand academic program scholarship development & measure impact.
   - This objective is in a developmental state as the campus continues to identify additional funds to use toward academic efforts. *(in progress)*

Goal 2: Demonstrate Commitment to a Culture of Student Completion

a. Deliver evidence-based, pre-matriculation through graduation support at pivotal points in students' educational experience for current and incoming students (transfer and FTF).
   - Launched social media and marketing campaign to foster excitement and preparation for Spring pre-registration. *(in progress)*
   - Monitored spring pre-registration enrollment and conducted targeted outreach to eligible students who had not pre-registered for Spring classes.
   - Admissions, EOP, TRIO, Academic and Career Advising Center (ACAC), and Communications team partnered on call campaigns to prospective students for Fall 2020:
     - Local Student Campaign: 257 local FTF were identified, called, and assisted. At the end of the campaign, intent to enroll increased from 27 students to 52 students (+92%), with a majority of students signing up for orientation (from 11 to 40, +263%). 42 of the students included in this campaign subsequently enrolled.
     - July Call Campaign—Class Registration: In early July, ACAC and EOP identified 183 FTF students who had registered for HOP but had not subsequently enrolled in classes, then called and assisted them. 116 of these students registered and are currently attending, representing an increase of 26% in FTF enrollment since the start of the campaign.

Humboldt Orientation Program (HOP) Leaders (Fall 2019)

- In August, ACAC contacted 138 students not affiliated with any program (i.e., EOP, PBLC, ACAC) to help incoming FTF feel important to HSU and feel more comfortable/excited about coming to HSU, get prepared for the fall semester, and gain awareness of HSU resources and technology support. They analyzed yield trends among FTF who were enrolled Fall 2020, identified benchmarks for improving student action in moving from Confirmation of Intent to Enroll to HOP Sign-Up to Class Registration, and developed an action-based communication plan to prompt students through the "Steps to Enrollment" process.

- Expanded EOP mentoring to include all Upper Division EOP students based on gains made with the Lower Division EOP student mentoring program. *(in progress)*
- Established a new collaboration between EOP and ACAC to support increased EOP student engagement in experiential opportunities related to their major. *(in progress)*

b. Provide effective, supportive onboarding that integrates and prepares new freshman and transfer students for success at HSU.
   - Moved Orientation to responsibility of Dean of Students. *(completed)*
   - Removed commitment of staff funds for new student orientation so that all dollars support the programmatic element of orientation.
   - Used institutional data to identify gaps in new student enrollment yields, persistence, and graduation and targeted supplemental services and activities to close those gaps. Identified and developed services appropriate to the common developmental stages students experience (pre-matriculation through graduation) where identified gaps in outcomes exist.
   - Continued early outreach practices that assist new students for successful transition. This included "viability" assessment and assistance in securing housing, financial aid, and individualized registration advising. Outcomes resulted in an 87% enrollment rate among EOP FTF students who indicated an interest in attending HSU, which is 10% higher than the overall university average. *(completed & ongoing)*
   - Traditional EOP onboarding includes intensive assessment of "college readiness" as part of class registration advising. Support services are prescribed, and whole-student advising is provided throughout the first-year. EOP one-year persistence rates have exceeded the one-year persistence rates of HSU FTF overall for 8 of the past 9 years, and preliminary assessment suggests this will be the outcome for EOP students entering Fall 2019, with current enrollment at 78.9%. See *Appendix 4. (completed & ongoing)*

c. Provide consistent quality co-curricular experiences for all students based on national best practices.
   - Developed learning objectives associated with CAS standards. *(in progress)*
   - Provided support to students enrooled in their second and third years at HSU through EOP Peer Coaching. Preliminary enrollment analysis for Fall 2020 has indicated a steady pattern in retention among second-year EOP students (now in their third year) at 61.3% and among 3rd year EOP students (now in their 4th year) at 58.9%, an increase of 6% over the previous year. See *Appendix 4. (completed & ongoing)*
   - Continued conducting progress-to-degree monitoring, advising, and interventions, with continued improvements in four-year, five-year, and -year graduation rates among EOP students during the past 10 years. *See Appendix 4.*

Wildlife Biology Major
(February 2020)

Hip Hop Dance Team (2019)

d. Honor the inherent value of all students by being available and accessible, developing meaningful relationships with students, and acting ethically with a caring, individualized approach that integrates academic, personal, and professional growth.

- Expanded staffing and capacity in the Student Disability Resource Services (SDRC) office by adding a new staff person to meet student needs and service demands.
- Managed over 1000 cases of students overcoming extenuating circumstances, including homelessness, mental health concerns, emergencies, and other basic needs access, during AY 19-20 through Campus Assistance, Response, and Engagement (CARE) Services. CARE Services continued to develop strong medical relationships with relevant on and off campus partners to provide meaningful services to students in support of their success. Additionally, in collaboration with the Basic Needs Task Force and HSU Housing and Residence Life, CARE Services successfully implemented and funded a Temporary Emergency Housing program at HSU and provided a total of 523 nights of on-campus stay to students facing homelessness or housing insecurity.
- Accessed the power of peer-to-peer connection, which is supported by professional staff guidance and structure.
- Utilized a personalized approach and targeted outreach to encourage students to return to HSU, learn to be successful, and pursue academic goals and graduation through the Reinstatement Advisor in ACAC (funded by the HSI STEM grant). The position is ending in May 2021.
  - Analyzed 254 total reinstated students (since taking over this service in 2017): 164 (64.5%) returned to good standing as of June 2020; 65 are URG (40%); 63 are non-URG (38%); and 26 are unknown (22%).
  - 105 students have graduated as of June 2020, which is 41% of the 254 students analyzed: 41 are URG (39%); 37 are non-URG (35%); and 27 are unknown (26%).

e. Foster shared expectations with training and support to advising practitioners.
   - Advising Roundtable, a cross-divisional collaboration co-chaired by EOP and ACAC, worked to align and update professional advising practices among offices and departments that employ professional advisors. This allows for consistency in student advising when changes in campus policies or practices occur. Current-year efforts have focused on changes in Financial Aid Satisfactory Progress Interventions. *(established & ongoing)*
   - Admissions, ACAC, and the Registrar's Office collaborated to train faculty advisors about transfer students (May and October). *(established & ongoing)*

f. Create efficiencies that help deliver student services in order to create a positive, meaningful, educational experience for students. *(in progress & ongoing)*

   Note from VP Meriwether: "We have shifted our funding in order to align with our priority of recruiting and retaining students. The Director of Student Access Services, the AVP for Enrollment Management, and the Confidential Office Support positions were not filled after natural staff attrition, thus being held in abeyance while I observed the organization and learned more about the need to support student services areas within my division. These positions totaled $431,185 in base funding allocations ($274,860 in salary and $156,325 in benefits). We have eliminated the positions and re-allocated the dollars to impact recruitment and retention among four new positions: an Enrollment Management Communications Specialist, a Financial Aid Systems Analyst, a Retention Specialist, an HSI STEM Counselor (which is funded 50% by our area and 50% by the Dean of CNRS). As the table on page 17 indicates, the source funding for the new positions aligns perfectly with the vacated positions, with consideration given to salary ranges for applicable roles and union assignments. We will also experience approximately $31,000 in cost savings as a result of this reallocation plan, while aligning our resources to improve our students' paths toward completion."

   - Created the Student Marketing Center (SMC) in Fall 2019 to expand student employment, partner with the School of Business, and fill a for-student-by-students communication gap. In 2019-20, $18,000 was invested in this initiative, and three student assistants were hired. For 2020, the number of student assistants working in the SMC has increased to six, all of whom are gaining valuable job skills and experience in marketing while supporting the campus community.

Lucky with Marching Lumberjack (November 2019)

g. Engage in a continuous improvement cycle with ongoing campus-wide assessment.
   - Revised an existing position to create an MPP Director for Student Affairs Assessment. *(completed)*
   - Established an ongoing, systematic, and sustained assessment of student services and evaluation essential to supporting long-term strategic and academic master planning at HSU. *(in progress)*
   - Collaborated closely with the OIE to create an assessment plan and reporting template. *(in progress)*
   - Created an assessment calendar, which will assist with keeping directors on track throughout the year.
   - Offered professional development workshop for EM.
   - Initiated a robust and comprehensive assessment plan for student services. Major objectives for assessment included collaboration/communication, building sustained capacity for the division, professional development for the director and professional staff, and reporting/organizing measurable divisional outcomes.

h. Develop a transfer mentoring hub (physical and virtual) to support the onboarding and retention of new transfer students. *(in progress)*
   - Major-Based Peer Mentoring is exploring support for new transfer students within the 17 departments participating in its programming.

HSU Enrollment Management Campus Effectiveness Initiatives 19-20		
Reallocated Positions	**Job Class**	**Total Funding (salary & benefits)**
#21023 - Director, Student Access Services	ADM I (3318)	144,142
#21319 - AVP, Enrollment Management	ADM II (3306)	116,360
#21078 - Confidential Office Support	Con. Off. 11-12 (1170)	101,902
	Total	362,404
New Funded Positions	**Job Class**	**Total Cost**
Admissions Counselor - HIS STEM Recruiter @ 50%	SSP II - (3082-A)	46,440
Enrollment Management Comm Specialist - web/email designer	AA/S II-E (1038-3)	99,624
Financial Aid Systems Analyst	AA/S II-E (1038-3)	99,624
Registrar Retention Analyst	AA/S I-E (1038-3)	85,728
	Position Costs	331,416
	Funding	362,404
	Position Costs	331,416
	Division Savings	30,988

- A committee (Diamond Plan) is developing a transfer student support strategic plan that will transform the HSU culture to support transfer students from pre-matriculation through graduation (and beyond). A subcommittee of this group is developing programming for National Transfer Student Week (October19th–23rd). Activities will celebrate transfer students and educate the campus community about how to best support them. Included in this work is creating a website for transfer students.
- ACAC is working to secure physical space in the Library Lower Level for a Transfer Center. RAMP has been relocated to this space.

HSU's World Famous Marching Lumberjacks at the Arcata Plaza (Fall 2019)

Goal 3: Invest in Humboldt County

a. Acquire prospective student information, work with early outreach, invest in local events, and partner with local high schools, colleges, and communities to increase the proportion of local students who choose to attend HSU. *(completed)*
   - Collaborated with local high school counselors and leaders to offer the Humboldt First Award.
   - Increased HSU's presence in service area high schools and expanded our communications to include monthly outreach to local students.
   - Hosted Humboldt First presentations at all public and private high schools in our service area.
   - Conducted 16 "Cash for College" workshops at local high schools between September 2019 and February 2020.
   - Provided access and training for TRIO staff to use the HSU student information system to monitor HSU admissions processing and enhance advising for TRIO participants applying to HSU.
   - Developed an at-a-glance report for monitoring the progress of TRIO participants through the HSU "steps to enrollment".

Art History Major (February 2020)

b. Develop and sustain a Humboldt County-focused scholarship for local students through partnership with county schools.
   - Secured $250,000 from the HSU Foundation to initiate and sustain the Humboldt First Scholarship. *(completed)*

c. Expand and sustain Humboldt County exclusive search and digital targeting campaigns.
   - NRCUAA (Begin in Fall 21 cycle). *(in progress)*

d. Increase community presence and targeted recruitment outreach.
   - Vice President and Director have been meeting with all local counselors, principals, and superintendents. *(in progress)*
   - President will be meeting with all local superintendents and principals to enhance and strengthen partnerships and relationships.

- GEAR UP partnered with Del Norte High School and Eureka High School to create a College & Career Center on each respective campus. Through the use of GEAR UP funding, these Centers were fully resourced with computers and furniture. Office space has been provided at each site for GEAR UP staff to use for meeting with students on college-ready and college-going activities. *(completed)*
- GEAR UP, TRIO Talent Search, and TRIO Upward Bound also provided academic support services and advising to more than 1,000 students in our local middle schools and high schools.

Goal 4: Establish the Student Communication Life Cycle

a. Transition to 100% CRM/automated EM communications. *(in progress)*
   - Automated 100% of email communications for transactional messaging where appropriate, reducing time from action to communication.
   - Introduced multiple channels to the communication planning, including1:1 text messaging, mobile application push messaging (e.g., Fall Preview), and HumBot for new students.
   - Sent approximately 2.1 million emails in past year (across all segments and student types).
   - Sent 102K HumBot messages and 20-30k text messages.
   - Redesigned the campus mobile app and messaging. Fully transitioned to use of a platform for a mobile-first myhumboldt experience by October 2020. Enhanced the student and applicant experience while reducing technical support time.
   - Partnered with academic and support departments to communicate via multiple channels through 60+ online webinar events starting in April 2020.

- Launched avcommunication campaign for continuing students, encouraging registration for the next term with personalized information provided on hold clearing, advisors, and appointment times.

b. Increase digital admissions presence and social media campaigns for applicants. *(in progress)*

c. Implement social media Geo-fence campaign for returning students. *(complete)*
   - Started and will sustain a digital campaign using geo-fence and geo-targets for Spring 2020 registration with messaging for course selection, advising, scholarships, and re-enrollment.

d. Launch and leverage multi-channel digital communications to increase student engagement. *(ongoing)*
   - Implemented text, mobile, portal, and email messaging; all channels are now available.

e. Develop a robust recruitment and yield campaign for transfer students. *(in progress)*
   - Admissions progressing with the launch of HSU Transfer+, the complement to the HSU Diamond Plan, which is centered on transfer transition success. HSU Transfer+ focuses on early identification of community college students, early transfer advisement, and pre-matriculation transition success programming. The effort also includes a specific transfer set of communications via multiple channels to develop a strong relationship that leverages automation to keep staff available for maximum student engagement.

Around town—students taking a stroll to downtown Arcata enjoying the local night life (September 2018)

HSU Downtown (September 2019)

Goal 5: Establish Student Experience

a. Design and implement a basic needs campaign, linking to existing campus and community resources, staff, and online skills modules. *(ongoing)*
   - Most of this project has been completed through Housing, Children's Center, and Health and Wellbeing Services and has been guided by the Basic Needs Committee on campus. The campaign continues to be developed and shared.

b. Increase opportunities for student employment and build awareness of internships, fellowships, and graduate school pathways.
   - GI 2025 funding for 2020-2021 allowed for the expansion of major-based peer mentoring to all three colleges. *(in progress)*
   - Held Internship Week (October 19-23, 2020), ACAC's annual event designed to educate students about internships and help them get connected. *(in progress)*
   - Held the Annual Graduate and Professional School Fair (September 23, 2020) and Graduate School preparation Skillshops, as well as appointments. *(ongoing)*
   - ACAC also hosts the Part-Time Job Fair, the Educator Fair, and the Career and Volunteer Expo each year, as well as on-campus recruiting events throughout the year. *(ongoing)*

c. Implement housing scholarship for all on-campus students. *(complete)*
   - Created Humboldt $1,000 Housing Scholarship for all 2,058 residential students.
   - Leveraged Reserve Funds to realign with the priority of student needs for the next four new student cohorts.

d. Expand early alert support to all first-year students and first-semester transfer students, with protocol designs informed by best practices in intervention for low-income, first-generation, underrepresented students, and/or those underprepared for college. *(complete & ongoing)*
   - Implemented the 2019 Fall Step-Up survey in partnership with OIE, EOP, ACAC, and RAMP during the third week of classes for all first-year students (FTF). Results guided immediate intervention from professional advisors. The Spring Step-Up survey was also deployed, and interventions followed; four faculty volunteered to provide interventions based on survey results. The 2020 Fall Step Up survey was deployed Monday, September 7 and ran through September 18. Plans are underway to expand the survey to second-year and new transfer students (Fall 2021).
   - Launched a comprehensive system and model for tracking registration for the upcoming semester on November 19 in partnership with OIE.

Saturday night. **It's basketball!** (February 2020)

   - Monitored and leveraged data through the enrollment management operation team.
   - Launched a communication and registration campaign by leveraging automated communication and direct interventions for targeted student populations.
   - Combined with academic advising, the inaugural campaign yielded greater Fall-to-Spring persistence trends for first-time students (from 91.8% to 95%); lower-division transfers (from 93.1% to 97%); and upper-division transfers (from 95.4% to 97%).
   - Conducted the HSU Cares Call campaign—monthly outreach to FTF.

e. Expand the weekend and community-focused programming model. *(in progress & ongoing)*
   - Secured a $150,000 foundation gift ($50,000 annually for three years) for Cultural Center Programming.
   - Appointed the Dean of Students to lead a taskforce to create a comprehensive and sustainable programming model.
   - Created Thursday Nights at the Depot.
   - Created the Annual Student Concert Series.
   - Relaunched and sustained Homecoming with a base budget funding source.

Fisheries Biology—Redwood National Park surveying the fish community in sandy beach zone habitat (August 2020)

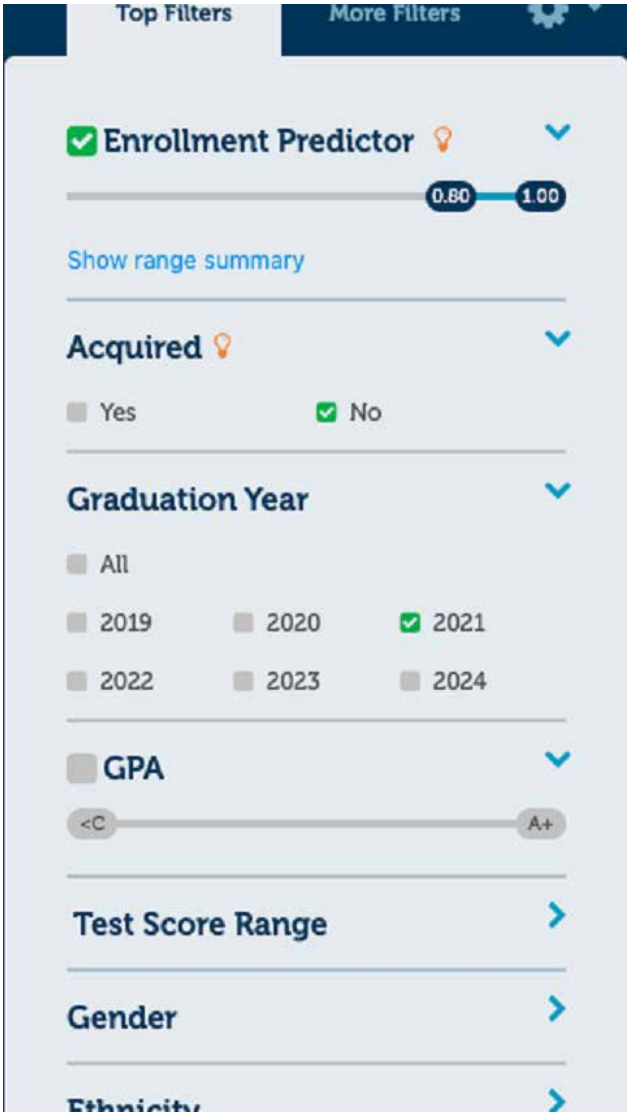
- Relaunched and sustained Lumberjack Days.
- Aligned athletics and intramural sports with the student experience for a deeper integration of the athletic experience with the overall HSU community.
- Created a campus Gamers' Hub.

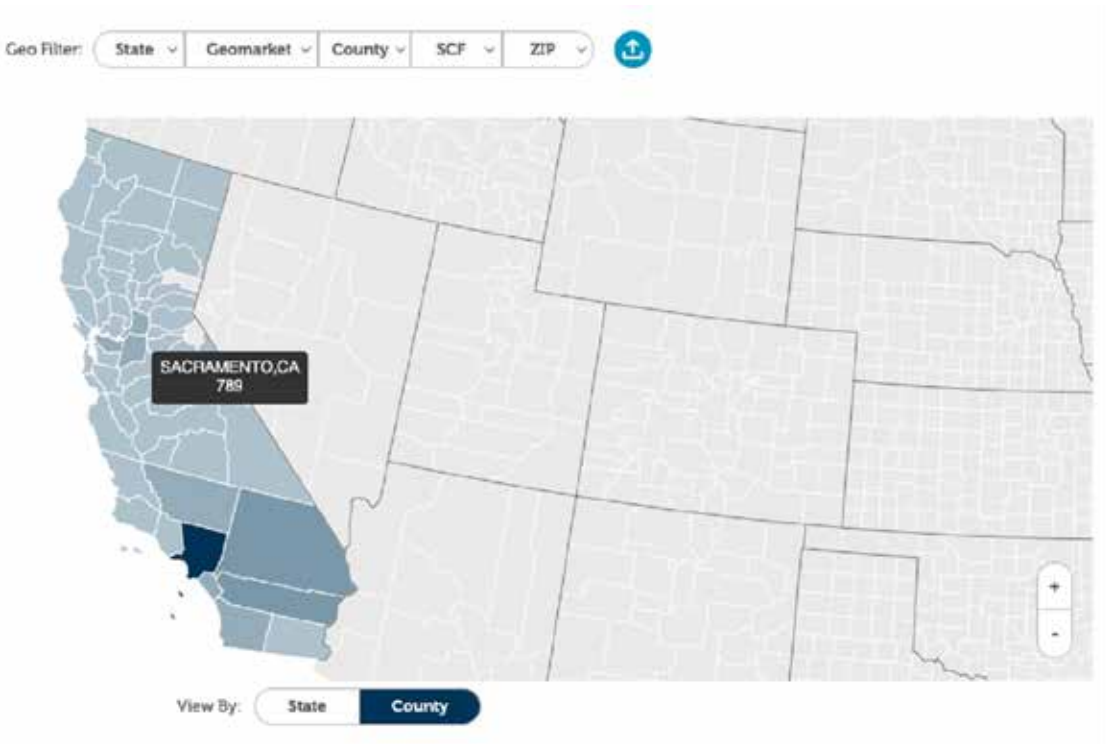
Housing tours (2019)

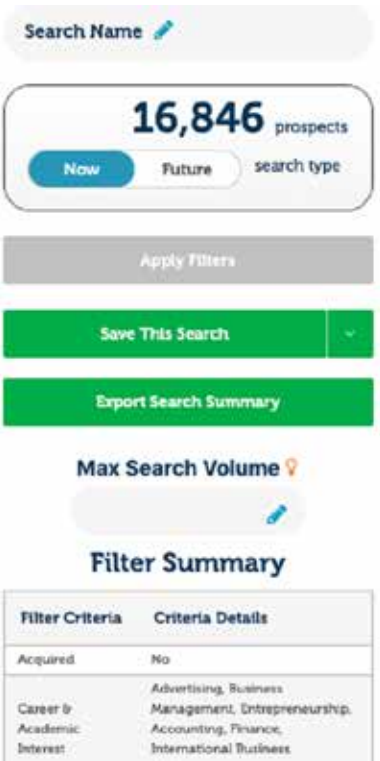
Move in (2019)

The quad at noon (2015)

Appendix 1 - Sample of Business Lead search within California only with a model score .8 to 1.0. Total view of California leads to a total of 16,846 across all counties. Demonstration of tools is available and enrollment lens.







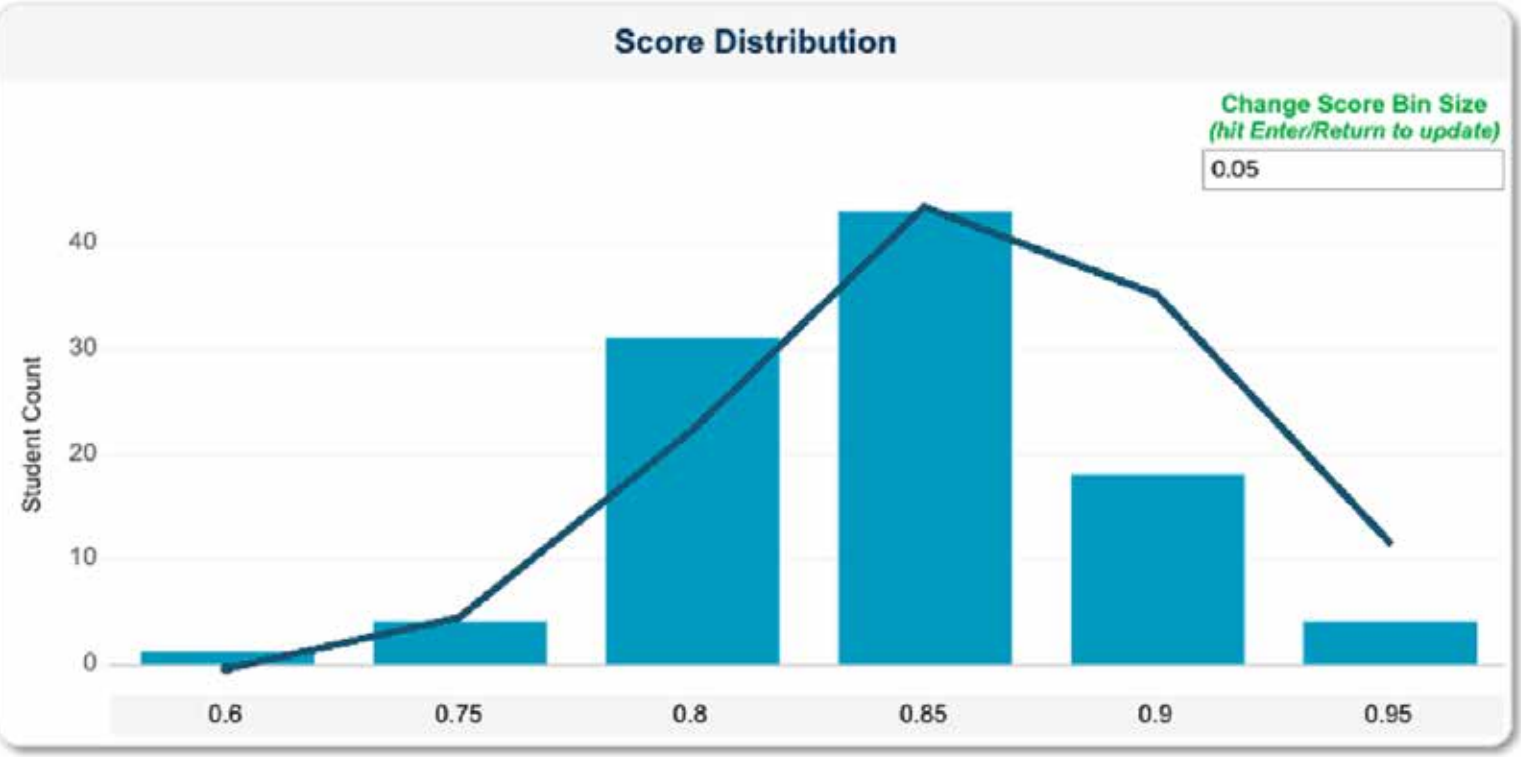
Appendix 1.1 - Illustrates that of the First-Time Freshmen who applied to HSU for Fall 2020, the highest yield is shown to be with students who were connected to a SMART+ Enrollment Predictor score within the .80 - 1.0 categories.

SMART + Score Distribution By Funnel Point

Click on a funnel point to filter the Score Distribution visualization by the desired funnel point.

Score Range	Inquiries	Applicants	Completed Applicants	Accepts/ Admits	Deposits/ Confirms	Enrolled	Inq to App Rate	Inq to Admit Rate	Inq to Enroll Rate
0.10-0.19	1						0.00%	0.00%	0.00%
0.20-0.29	8	5	4	4	1	1	62.50%	50.00%	12.50%
0.30-0.39	9	5	2	2			55.56%	22.22%	0.00%
0.40-0.49	19	7	4	4			36.84%	21.05%	0.00%
0.50-0.59	40	16	12	9			40.00%	22.50%	0.00%
0.60-0.69	85	29	27	22	6	4	34.12%	25.88%	4.71%
0.70-0.79	1,027	185	161	152	19	13	18.01%	14.80%	1.27%
0.80-0.89	7,886	1,775	1,588	1,547	178	110	22.51%	19.62%	1.39%
0.90-1.00	3,032	1,218	1,113	1,089	149	105	40.17%	35.92%	3.46%

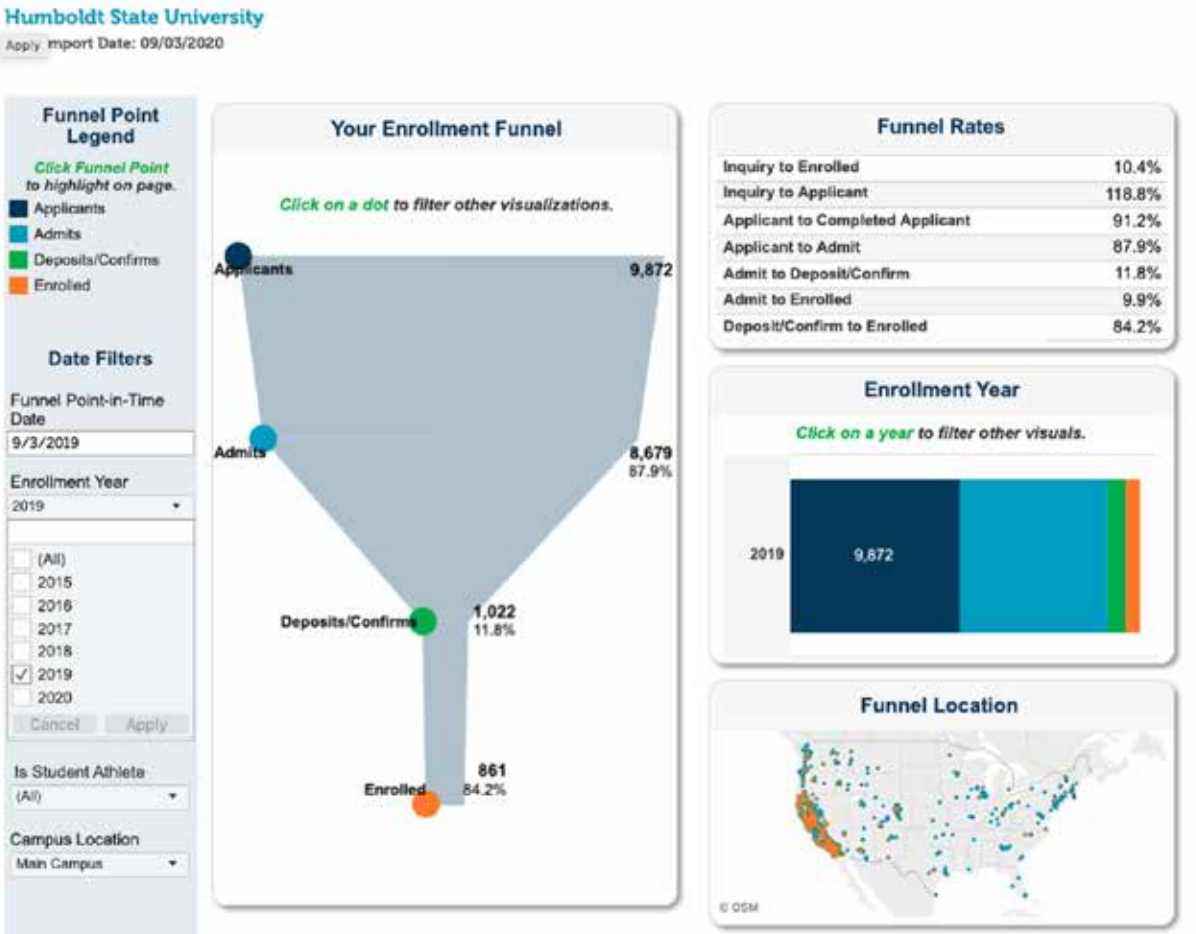
Score Distribution

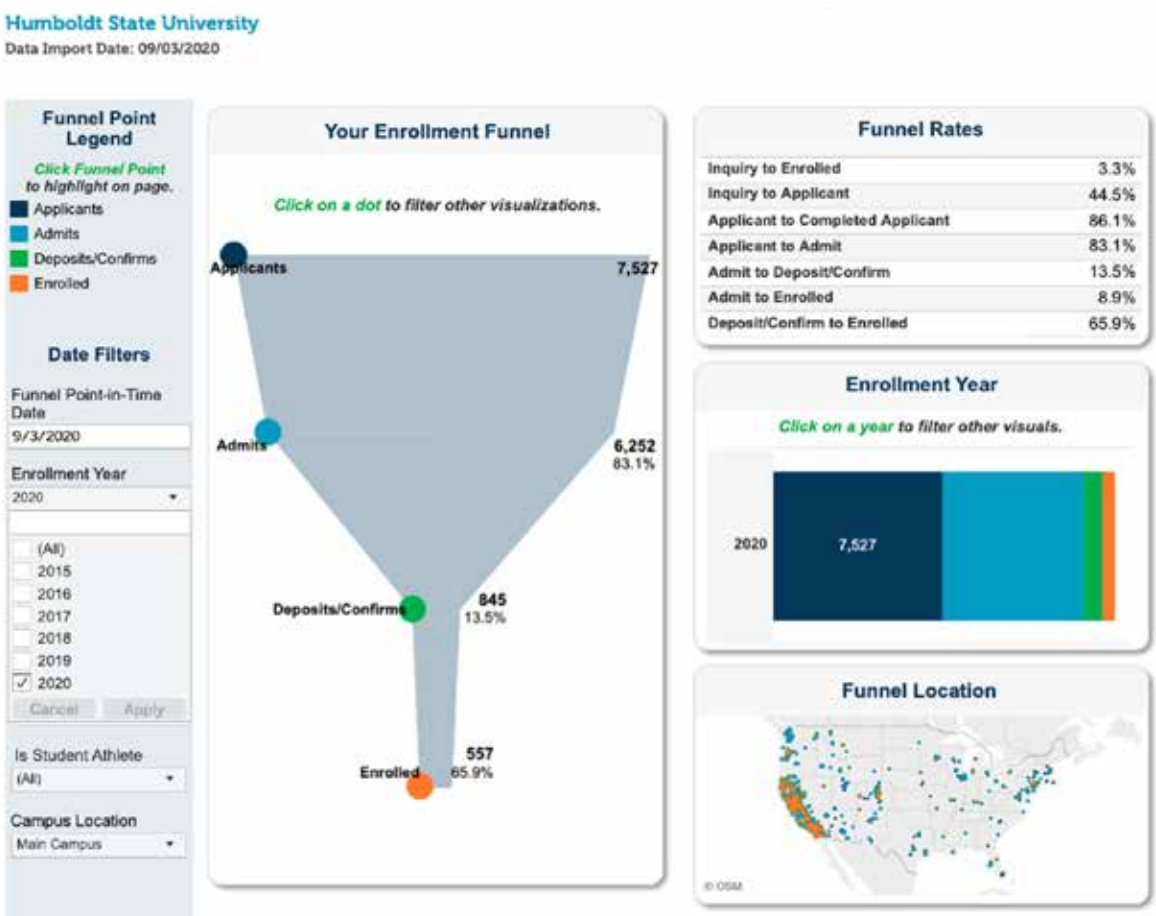


Appendix 2 - Rendering of lobby furniture and remodeled space. Note the furniture color was not finalized in this model.

Appendix 2.1 - Updated lobby photos.

Appendix 3 - View of NRCCUA First-Time Freshmen Funnels Rates: View of Humboldt State University as of 8/9/2020; data is provided for enrollment year 2019 vs. 2020 for comparison.





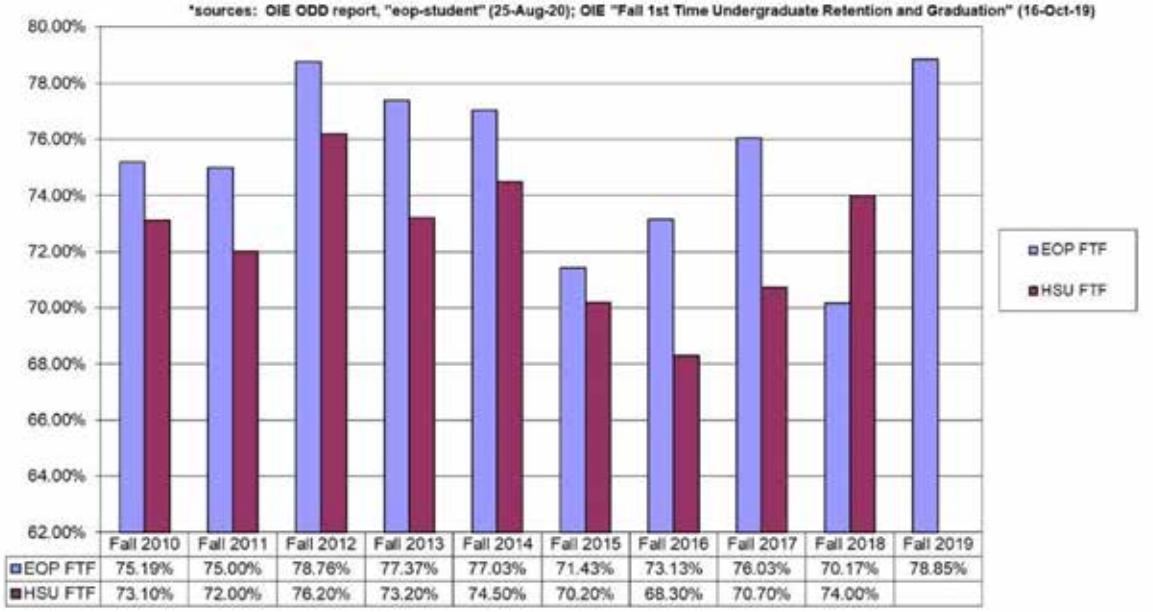
Appendix 4 - EOP Persistence & Graduation Rates (preliminary for Fall 2020 enrollement, pre-census snapshot)

Preliminary Report - EOP Student Retention and Graduation Summary
Pre-Census Fall 2020
August 26, 2020

One Year Persistence Rates, FTF, Fall to Spring
Entered Fall Semester, 2010 - 2019*

(August 26, 2020)

*sources: OIE ODD report, "eop-student" (25-Aug-20); OIE "Fall 1st Time Undergraduate Retention and Graduation" (16-Oct-19)

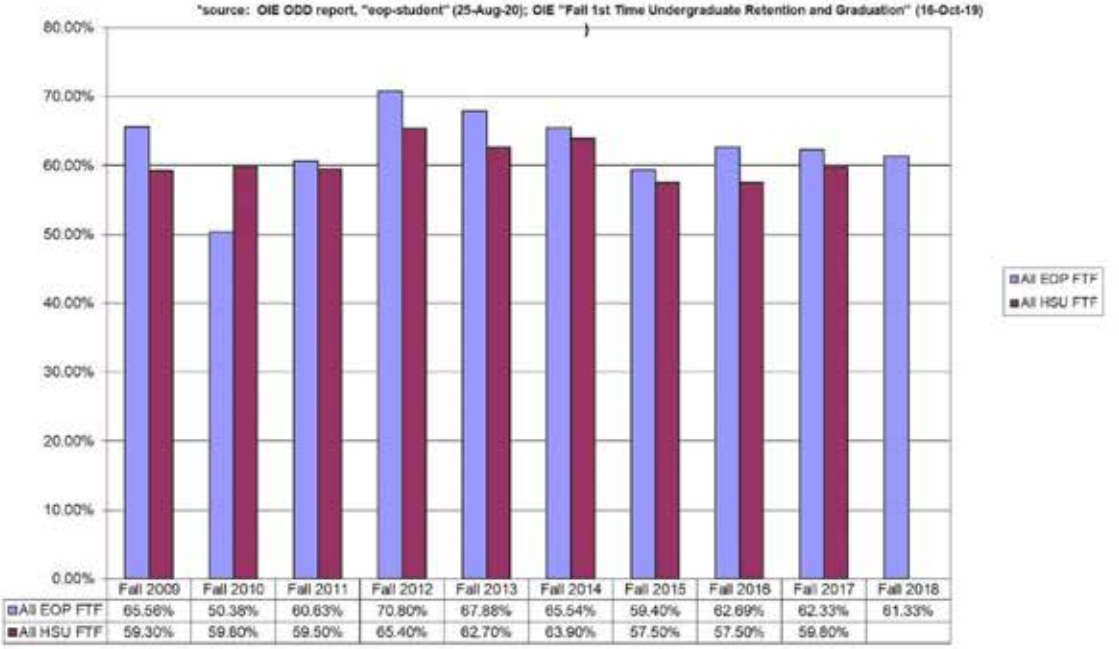


	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
EOP FTF	75.19%	75.00%	78.76%	77.37%	77.03%	71.43%	73.13%	76.03%	70.17%	78.85%
HSU FTF	73.10%	72.00%	76.20%	73.20%	74.50%	70.20%	68.30%	70.70%	74.00%	

Two Year Persistence Rates, FTF
Entered Fall Semester, 2009 - 2018*

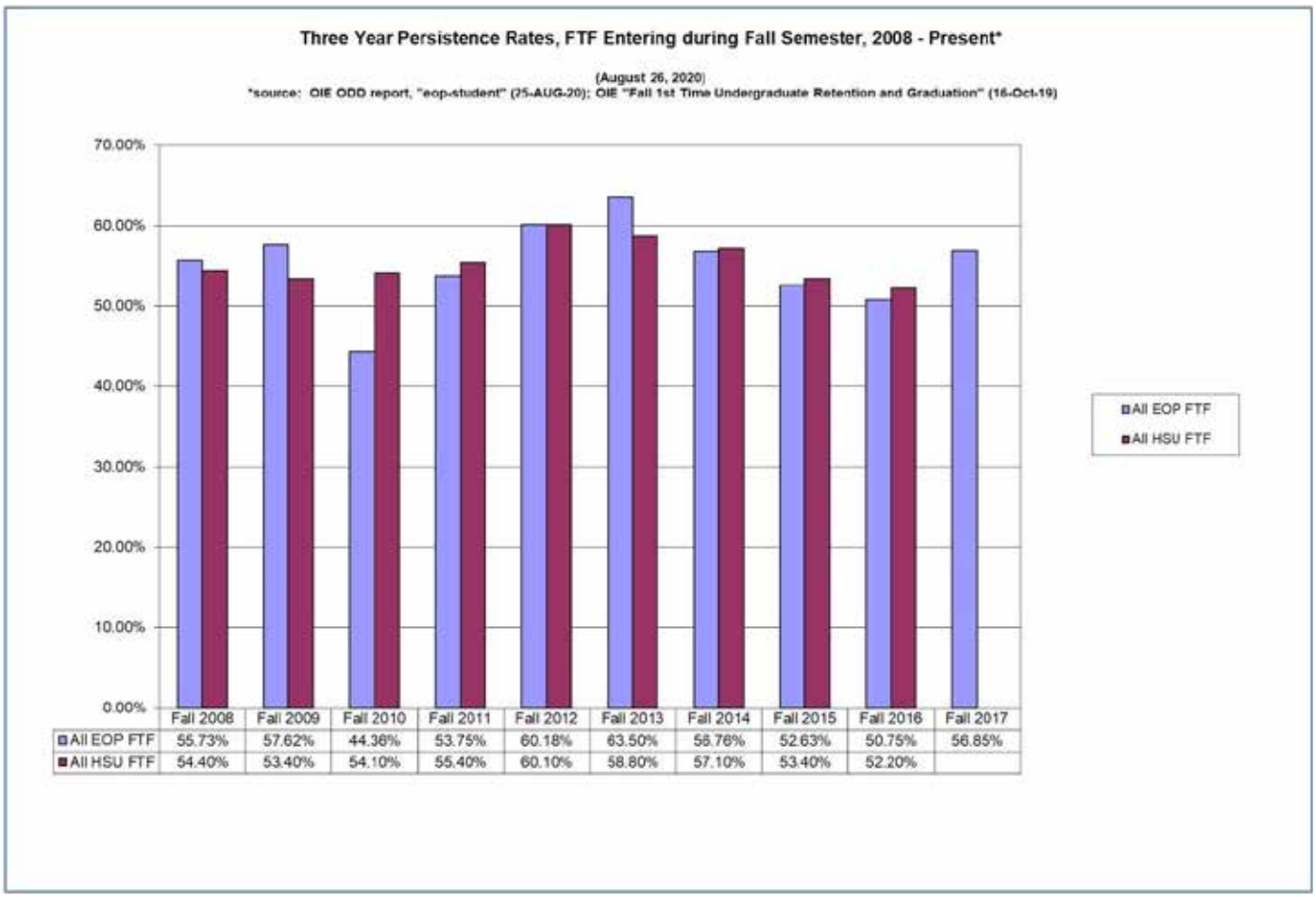
(August 26, 2020)

*source: OIE ODD report, "eop-student" (25-Aug-20); OIE "Fall 1st Time Undergraduate Retention and Graduation" (16-Oct-19)

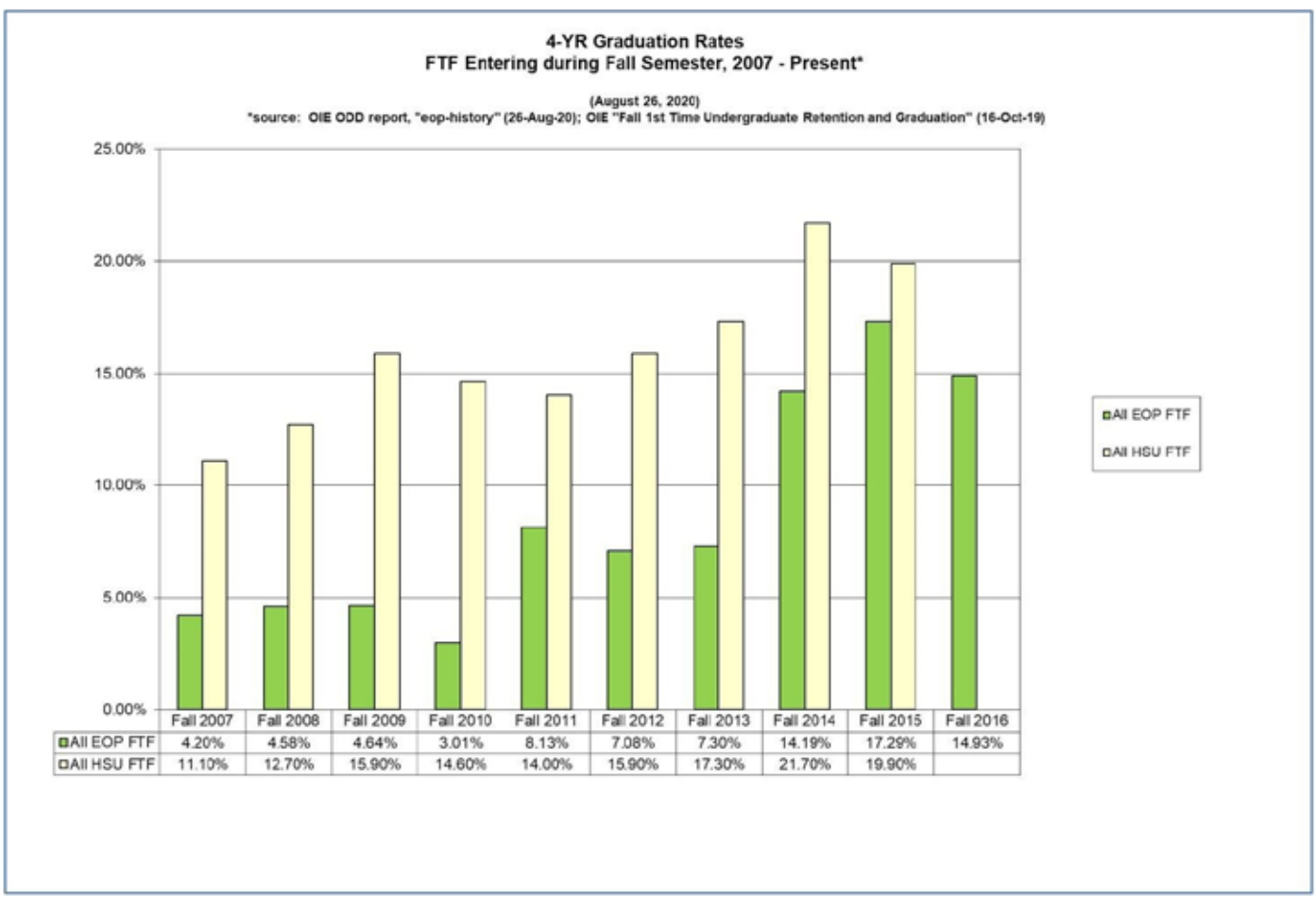


	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
All EOP FTF	65.56%	50.38%	60.63%	70.80%	67.88%	65.54%	59.40%	62.69%	62.33%	61.33%
All HSU FTF	59.30%	59.80%	59.50%	65.40%	62.70%	63.90%	57.50%	57.50%	59.80%	

Appendix 4 - Continued



	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
All EOP FTF	55.73%	57.62%	44.36%	53.75%	60.18%	63.50%	56.76%	52.63%	50.75%	56.85%
All HSU FTF	54.40%	53.40%	54.10%	55.40%	60.10%	58.80%	57.10%	53.40%	52.20%	

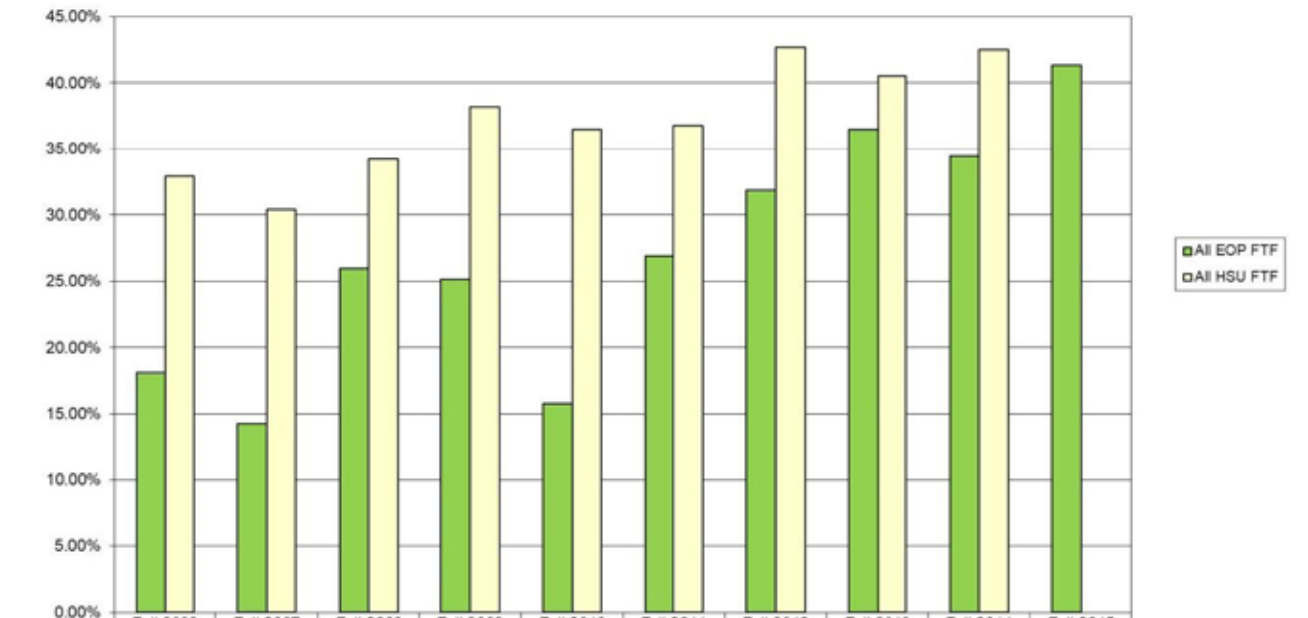


	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016
All EOP FTF	4.20%	4.58%	4.64%	3.01%	8.13%	7.08%	7.30%	14.19%	17.29%	14.93%
All HSU FTF	11.10%	12.70%	15.90%	14.60%	14.00%	15.90%	17.30%	21.70%	19.90%	

Appendix 4 - Continued

5-YR Graduation Rates, FTF
FTF Entererd Fall Semester, 2006 - 2015*

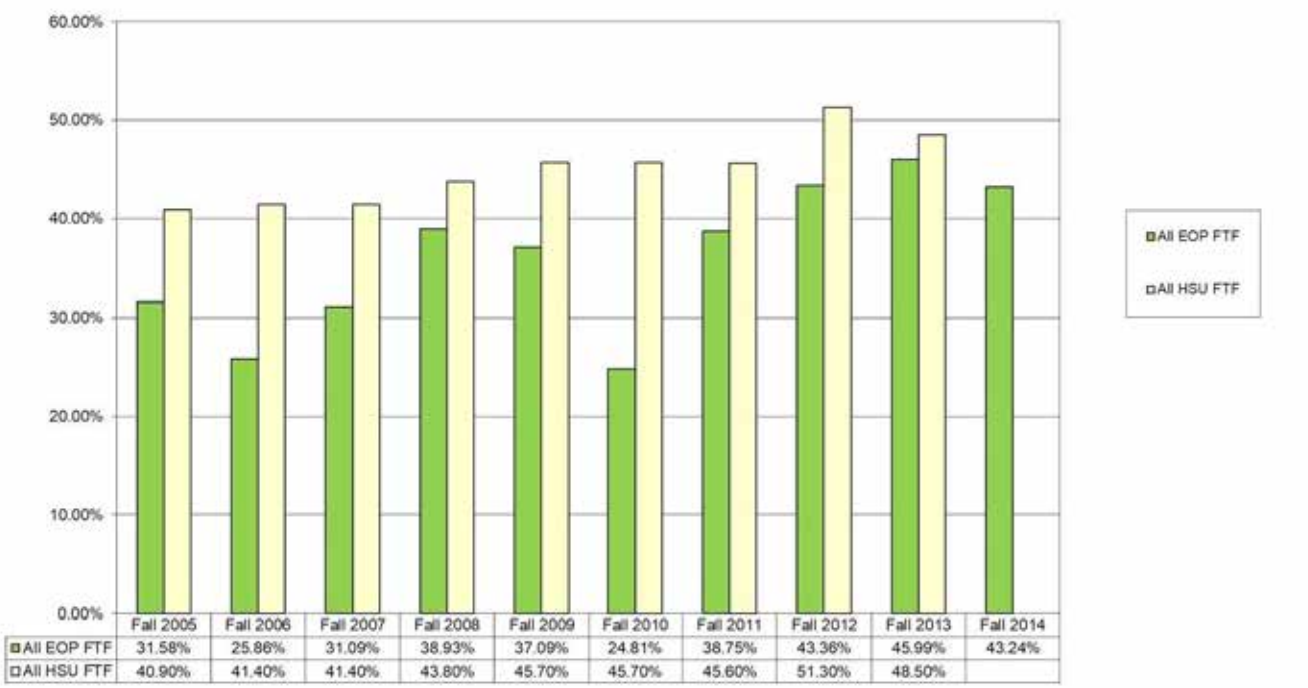
(August 26, 2020)
*source: OIE ODD report, "eop-history"(26-Aug-20); OIE "Fall 1st Time Undergraduate Retention and Graduation" generated 16-Oct-19



	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
All EOP FTF	18.10%	14.29%	25.95%	25.17%	15.79%	26.88%	31.86%	36.50%	34.46%	41.35%
All HSU FTF	32.90%	30.40%	34.20%	38.20%	36.50%	36.80%	42.70%	40.50%	42.50%	

6-YR Graduation Rates
FTF Entering during Fall Semester, 2005 - 2014*

(August 26, 2020)
*source: OIE ODD report, "eop-history" (26-Aug-20); OIE "Fall 1st Time Undergraduate Retention and Graduation" (16-Oct-19)



	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014
All EOP FTF	31.58%	25.86%	31.09%	38.93%	37.09%	24.81%	38.75%	43.36%	45.99%	43.24%
All HSU FTF	40.90%	41.40%	41.40%	43.80%	45.70%	45.70%	45.60%	51.30%	48.50%	

HSU Strategic Enrollment Management Plan Year-Two Priorities (2020-2021)

Goal 1: Increase Recruitment of Targeted Populations

a. Take analyzed feeder community colleges, increase frequency of visits, and partner with academic affairs to increase 2+2 transfer agreements and transfer MOUs.
b. Share data and analysis and focused recruitment of prospective freshmen and transfer students from impactful and strategic schools throughout CA with campus partners.
c. Adapt campus visit and Preview Plus experience based on budget and pandemic conditions.
d. Focus on implementing new best practices to remove challenges facing students' families that prevent them from visiting campus virtually or in-person.
e. Partner with Academic Affairs to design, implement, and expand the HSU Learning Community infrastructure both at an incoming class and retention level.
f. Develop and sustain athletic recruitment partnerships.
g. Strengthen pathways to support recruitment and admission of transfers from College of the Redwoods, including establishing a scholarship incentive for CR students.
h. Invest in academic program-based recruitment.
i. Assess leveraged high school performance and ACT/SAT data, and adapt yield strategies accordingly.
j. Focus on recruitment of tribal community students and introduction of HSU to youth.
k. Individualize marketing of new and current academic programs.
l. Expand academic program scholarship development, and measure its impact.
m. Investigate providing electronic books for incoming students. (Note: CSU campuses doing this have seen increased enrollment in AY 20-21.)

Goal 2: Demonstrate Commitment to a Culture of Student Completion

a. Deliver evidence-based pre-matriculation through graduation support at pivotal points in students' educational experience for current and incoming students (transfer and FTF).
b. Provide effective, supportive onboarding that integrates and prepares new freshman and transfer students for success at HSU.
c. Provide consistent quality academic advising experiences for all students based on national best practices.
d. Honor the inherent value of all students by being available and accessible, developing meaningful relationships with students, and acting ethically with a caring, individualized approach that integrates academic, personal, and professional growth.
e. Foster shared expectations with training and support to advising practitioners.
f. Deliver career services & advising that help students articulate educational experiences and develop professional skills.
g. Engage in a continuous improvement cycle with ongoing campus-wide assessment.
h. Develop a transfer mentoring hub (physical and virtual) to support the onboarding and retention of new transfer students.
i. Explore upper-class learning communities.

Goal 3: Invest in Humboldt County

a. Acquire prospective student information, work with early outreach, invest in local events, and partner with local high schools, colleges, and communities to increase the proportion of local students who choose to attend HSU.
b. Sustain a Humboldt County-focused scholarship for local students through partnership with county schools.
c. Expand and sustain Humboldt County exclusive search and digital targeting campaigns.
d. Increase community presence and targeted recruitment outreach.

Goal 4: Establish the Student Communication Life Cycle

a. Continue to build on 100% CRM/automated EM communications across channels.
b. Increase digital admissions presence and social media campaigns for applicants.
c. Implement a social media geo-fence campaign for returning students.
d. Continue to leverage multi-channel digital communications to increase student engagement.
e. Develop a robust recruitment and yield campaign for transfer students.
f. Include and sustain the presence of HSI status in print, collateral, and digital items.
g. Evaluate and refine platforms and reduce the resources necessary to execute them.

Goal 5: Enhance the Student Experience

a. Design and implement a basic needs campaign that links to the existing campus and community.
b. Increase opportunities for student employment and build awareness of internships, fellowships, and graduate school pathways.
c. Continue housing scholarships for 20/21 on-campus students.
d. Expand early alert support to all first-year students and first-semester transfer students with protocol designs informed by best practices in intervention for low-income, first-generation, students of color, and other underrepresented populations.
e. Expand weekend and community-focused programming model.

HSU Ambassadors (2019–2020)

HSU on social media

Humboldt State University
One Harpst Street
Arcata, CA 95521-8299
vpem@humboldt.edu
@humboldtstate

Bookstore Relocation

Starting in October of 2019, during a dinner meeting with President Jackson, Vice President Meriwether, and Dean Turnbow Associated Student leadership presented a request to have the Bookstore moved from the Student Union space to provide additional space for students, and to envision a true University Union for students. In ongoing conversations with Associated Students Presidents Cruz ('18-'19) and Sanchez ('19-'20) this conversation expanded into potential use of the Nelson Hall space in addition to the University Center space to truly create a Student Union on campus. Support was expressed by President Sanchez and incoming President Finley ('20-'21) and those letters of support are included in this summary.

In response to student requests for the Bookstore to be vacated from its space in the University Center, Vice President Meriwether directed AVP St. Onge via a March 7, 2020 email to lead a team to discuss potential spaces to move. This request included Dave Nakamura (former University Center Executive Director), Mike Fisher (Director of Planning and Design), Dr. Eboni Turnbow (Dean of Students), Lizbeth Cano Sanchez (AS President) and Breannah Rueda (AS Vice President) to investigate alternative spaces to house the Campus Bookstore. Associated Student Executive Director Jenessa Lund was included in this workgroup, whose final meeting on May 1, 2020 ended with mutual agreement that the Bookstore needed to be moved, with AS Executive Director Lund promised $50,000 towards relocating the Bookstore. Spaces considered (College Creek Great Hall and Jolly Giant Commons Recreation Room) were considered logistically difficult, and that Nelson Hall East was perhaps the best space for the Bookstore (temporarily) but that space was preferred for student use.

Given the lack of a suitable option for an on-campus solution, and the COVID – 19 global pandemic, movement on relocating the Bookstore stalled.

Vice President Gordon was contacted by Arcata City Manager Karen Diemer on February 18, 2021 about Arcata Pacific Outfitters owners wanting to engage HSU on their interest in the newly vacant space. The owners wanted a decision within the week as others had indicated interest in that space. VP Gordon led a team of cross divisional administrators to tour the location on February 20, 2021. After the site visit, the vacancy information was shared with PAT and it was decided it was a great opportunity to proceed with securing the space. The university engaged in conversations with Follett to see if there was interest and viability for this to be a retail location. Given the location, size, parking spaces and student needs. HSU and Follett agreed this would be a viable retail location. HSU entered into a Letter of Intent (LOI) for the space.

Moving the Bookstore not only allows us the opportunity to create a true Student Union space on campus, but also to improve Bookstore operations to better serve students. Currently we have one space on campus with a secondary space under development at the College Creek Marketplace. This move allows us to create a downtown "Spirit Store" which will focus on providing HSU clothing and materials, and to develop partnerships with local high schools and the College of the Redwoods to sell some of their spirit items as well. In

addition, in our downtown Spirit Store we will be able to offer, for students, faculty and staff and community members, the opportunity to purchase tickets to on campus events and shows, including athletic events. Our vision is to have a place where students, faculty and staff and community members come together to celebrate all things HSU. We have heard concerns that the current space is not accessible for students with mobility issues, and there is no parking available near the Student Union space. Our downtown location offers 16 dedicated parking spots on our ground floor storefront. Along with our expanded hours, we hope to have solved the ongoing concerns with access and accessibility that we have heard for years.

Expanded hours

The store plans to be open 7 days a week for ease of access, with tentative hours of 10am to 6pm M-F, and 10am to 4pm on Saturdays and Sundays.

Responding to current student concerns

College Creek Marketplace:
The CCMP will expand its current bookstore merchandise to also include Scantron forms, test booklets, and basic school supplies like pencils and small calculators and other convenience items. These items are currently being stocked on those shelves.

Student Center Bookstore Warehouse:
The university will provide access on the top floor of the UC building for students to access the bookstore warehouse via a bookstore clerk at a counter in front of the warehouse doors. The current bookstore warehouse space will carry textbook inventory for students that drop ship their orders to the warehouse and for in person text book purchases. We will highly encourage students to order books online this summer to ship to their homes, their on-campus address, or drop ship to the campus bookstore warehouse.

Off Campus Downtown HSU Spirit Store:
The new downtown bookstore location will focus heavily on merchandise for the community, visitors, families and students. We will not stock textbook inventory there as they will be housed on campus in the current warehouse space.

Moving Forward

Similar to the now functioning student led Dining Advisory Committee, we plan on implementing a student led Bookstore Advisory Committee to facilitate dialogue between campus and Follett leadership and students as to how to design how our Bookstore will best serve student needs.

Associated Students

HUMBOLDT STATE UNIVERSITY

Vice President of Enrollment Management Dr. Jason Meriweather,

I am Lizbeth Cano-Sanchez. As a student of this institution, I noticed the need for student space and became an advocate on behalf of the students to lead the current conversation regarding space. The 2019-20 student Board of Directors focused on reimagining a grander student union to improve communication, collaboration, and inclusivity between AS and its funded programs. In time, with the semester, the AS vision grew to include a centralized hub for the funded programs and other student life needs. This can begin to be attained with the use of the first floor, Nelson Hall East.

The current and future student body deserves to return to some positive changes around our campus like a centralized space for activities and services that encourage student life. This would improve the bond of student relations and communication as well as increase participation on campus. This action will uplift students from daily struggles and promote unity and inclusivity through space and direct action. This is a step to expand into providing opportunities for student-led resources and services. Furthermore, it is for a true student focus campus that I request the conversation for space and relocation of the student store into a space the student body utilizes to continue. Humboldt State Students deserve a campus that serves them.

Thank you to the faculty and administration for this opportunity and their time throughout my semester serving as the AS President, it was truly an honor; For always granting me a meeting and being advocates alongside the Associated Students in our effort to attain space for students. To all those who devoted their time and efforts to provide students with more spaces for them, I ask that you continue these conversations with future leaders. Together we constructed a foundation for student life expansion and unison of the student body.

It was my pleasure leading this piece of advocacy; and I have faith in the progression of student advocacy like this, in the Student Center era that we're entering. I also have great faith that we will grow stronger from the times we are facing and in turn further provide our students with a campus that truly represents them.

Sincerely,
Lizbeth Cano-Sanchez 2019-2020 Associated Students President

Associated Students

HUMBOLDT STATE UNIVERSITY

Vice President of Enrollment Management Jason Meriwether,

My name is Jeremiah Finley. I am a third-year at Humboldt State, a Political Science Undergraduate, and President of the Associated Students. This past year under my predecessor, Lizbeth Cano-Sanchez, it was one of her and the 2019-2020 Board of Director's priorities to create a more robust student-union. In that priority, she and her administration identified a need to bring together students in central spaces physically. Among those spaces, one that stood out and would be extremely beneficial to the student body in aiding this mission would be where the University Bookstore currently sits.

The University Center was built through a student fee referendum in 1966 with over ⅔ rd of the enrolled student population voting to create and finance the construction of the then HSU College Union, the College Union then changed its name to the University Center. However, in reality, this building was created to serve as a student center and central place where student activity could take place. This need is currently not being attended to with the current structure and space allocation in the University Center. It will be met if we shift to prioritize student engagement and free up the space held in the third floor of the University Center and allow the student body to bring together student organizations in this space.

Additionally, I have drafted a resolution that will be going to the Board of Directors, the student government body, where we will take an official stance on this item. Students deserve a space for them to feel apart of the university. Often the students that are the most involved on campus are those who treated inequitably when it comes to holding club meetings, fundraising events, club events, workshops, chapter meetings, board meetings, and student-centered programming.

The Bookstore move would open up a massive amount of space for the student body to be able to bring more recognized student organizations into the student center. And offer an incentive for involved club leaders to continue to invest in HSU by returning to Humboldt State in the fall, and in the semesters to come; this helps in the overall goal and mission of Humboldt State University in ensuring that we continue to build the lumberjack family.

Furthermore, this move would allow the bookstore to boost visibility and sales by being located in a more campus and community-based location. In that vein, during campus orientations and housing touring, one of the prime locations is the College-Creek dormitories. If this move were to happen, there would be more families in the vicinity of the bookstore during those times and would lead to the purchasing of HSU Bookstore products. To that end, the majority of the upper-class populations are in this location. It would allow those students to be able to purchase classroom materials they need to succeed in the classroom and aid in their progression towards degree completion.

It is for the reasons mentioned above I, as the official student representative of the HSU student voice, am in support of the move of the bookstore to a more campus and community-based location. We must be staying true to this historic promise of creating a space for students to have a more robust experience here at Humboldt State University.

From these few examples, I would hope that you see the benefits of this move and how it would steer all students towards success here at Humboldt State University. I would then ask that you support the student body in this is aiding with the move of the bookstore.

I appreciate your time, and thank you for reading this letter; my email is jaf144@humboldt.edu. I look forward to your response.

With Gratitude,
Jeremiah Finley, President of Associated Students

University Space and Facilities Advisory Committee (USFAC) Report on Decision Making Processes to the University Senate

Tuesday, March 30 2021

Beth Eschenbach, Ph.D.
USFAC Co-Chair (Spring 2021)
&
Environmental Resources Engineering Interim Chair

Presentation Goals

1. Familiarize audience with USFAC decision process and provide an opportunity for questions

2. Communicate that USFAC is an awesome committee

USFAC Purpose and Charge

- HSU campus space policy P15-03
- Charge: Act as an advisory body regarding the development and management of the physical environment of the campus
- The USFAC reviews prioritized requests and provides recommendations for vacated/new space allocation
- Space Policy Implementation Plan explains process for implementing policy.

Space Request Review Process

1. **MBU** submits and comments on requests from various departments
2. **Division Head** comments on all proposals submitted
3. **Associated Students** ranks and comments on all proposals submitted - having access to all information from steps 1 and 2
4. **USFAC** reviews considering information from 1-3 and provides recommendations
    a. Recommend a certain space
    b. Not recommended at this time - recommend further consultation with PDC
    c. Reserve vacated space for further planning with no allocation of space at this time
5. **URPC** reviews recommendations
6. **Senate** reviews as part of consent calendar
7. **President** reviews and confirms around May 10.

Space Request Review Process - USFAC

1. 15 members were split into three groups
2. Each group was given a subset of the 14 proposals, with each proposal reviewed by two groups.
3. Members utilized the rubric to score the proposals individually
4. Each group met to discuss individual scores, with a focus on scores that had a larger standard deviation between members. A group average was sent forward.
5. USFAC met and reviewed scores and ranked the proposals
6. USFAC met to consider recommended actions from Planning Design and Construction and voted on recommendations.

Space Request Review Rubric

	Funding Details	Needs Analysis	Plan Alignment
	10%	40%	50%
	Description of plans for funding and financial sustainability	Importance of the request as demonstrated through a needs analysis	Alignment with established Department, MBU, Division, and/or University planning outcomes and objectives.
Initial - 1	It is not clear what funding plan exists to support this effort long term.	It is not clear what the need is nor is there communicated plans for data collection to support request.	Does not clearly align with established plans.
Emerging - 2	Short-term funding plan exists but long-term plan does not.	Analysis of need is hypothesized and plans to collect direct or indirect data are noted.	Indirectly aligns with established plans.
Developed - 3	Short term funding plan exists and long term funding plan is proposed.	Analysis of need is demonstrated and is backed one year of direct or indirect data as evidence of need.	Begins to align with established plans.
Highly Developed - 4	Funding exists for this program and is already budgeted within the organization.	Analysis of need is clearly demonstrated and is backed by multiple years of direct or indirect data as evidence of need.	Directly aligns with established plans.

Beth’s USFAC Impressions

- Onboarding process is very helpful
- Committee is focused on process improvement and open communication
- Support folks are impressive
- Enjoyable and productive process!

USFAC Links

- Membership
- USFAC Page
- Agenda and Meeting Minutes
- Questions or Comments? Contact space@humboldt.edu

Link to Request Form

Deadlines for Current Space Requests

1. **11/10/20** Call for AY2020/2021 (extension of suspended Spring 2020 call)
2. **02/19/21** MBU submissions due for Division review
3. **03/05/21** Division responses/approvals due
4. **03/13/21** AS review due to USFAC
5. **03/26/21** USFAC finalizes recommendations to be sent to URPC for review
6. **04/09/21** URPC finalizes review of recommendations
7. **04/30/21** Recommendations are reported to Senate
8. **05/10/21** Space allocation confirmed, and an announcement is released from President's Office

Link to Request Form

HSU Email Policy

HSU Email Policy

- Feedback from senate
- Legal counsel directive
- Policy changes
- Risks to individuals
- Costs to university
- Who’s using these accounts?
- How to stay connected

Feedback from Senate

- Concern about retiring staff feeling cut-off and disconnected (and Emeritus status)
- Concern about keeping in touch with students

Legal Counsel Directive

- Close accounts of those no longer working for/attending HSU.
  - (Emeritus faculty have same rights as active faculty, Emeritus staff would too)
- Risk:
  - Unused accounts leave us open to account becoming unknowingly compromised and is a security vulnerability.
  - A person could represent themself as an agent of the university

Policy Changes

- Clarify the process for students
- Remove ambiguity around staff accounts
- Separate process from policy

Risks of using state issued accounts for personal use

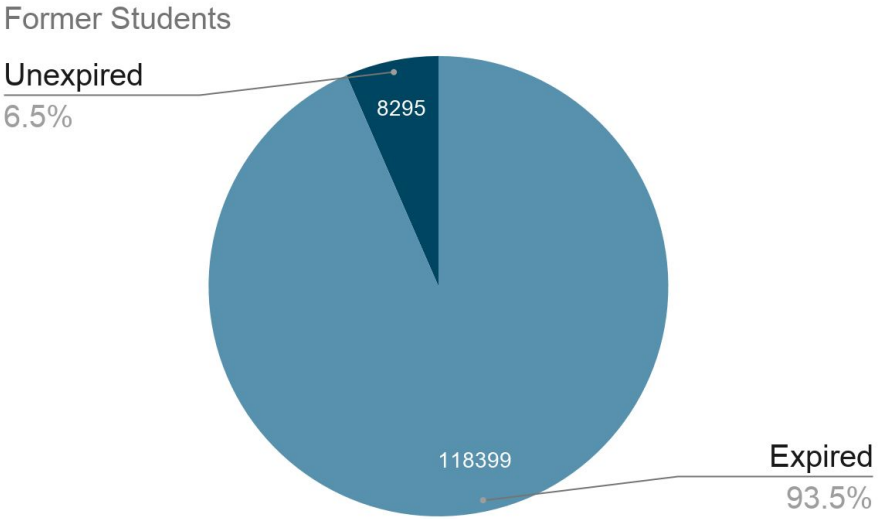
“HSU recognizes email systems as tools for conducting official university business.”

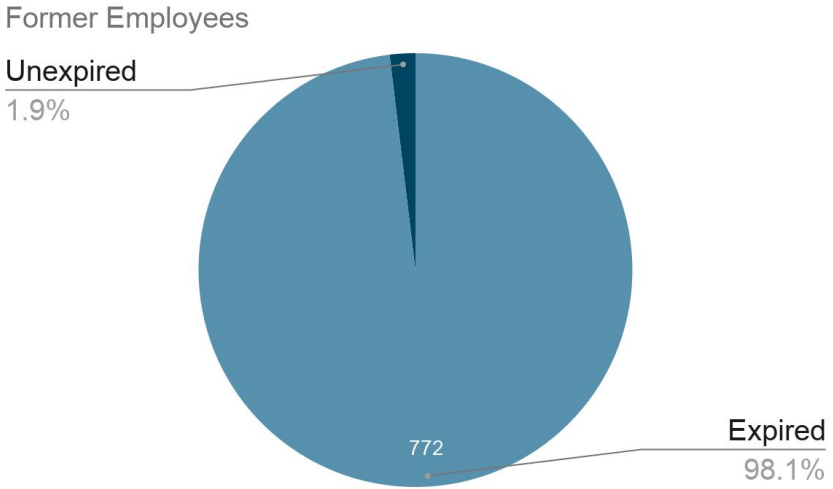
- ➢ Subject to Public Records Access (PRA) requests and litigation holds
  - Mail *could* viewed by campus investigators, CSU legal counsel, and potentially the media
- ➢ Accounts can be locked for:
  - policy violations
  - during investigations
  - separations from the university.
  - If this happens to someone who has their utility bills and personal correspondence coming to their HSU account, that can be a real hassle.
- ➢ Maintain a personal account separate from your work/school account.
  - Start working to transition

Costs to the campus for maintaining old accounts

- License Costs
  - Many based off active email accounts (we get priced out)
  - Example: DUO: Now required for all active accounts
- Storage Costs
- Name collisions/misdirected emails
- Systems/Staffing

Who’s using these accounts?





Leaving HSU and Staying Connected

- You CAN take some of it with you (old emails, contacts, and documents)
- Communication Plan:
  - Advanced notice & reminders of account closing
  - Transition tools
  - Collecting actively-used personal email address
  - Reminder to get unofficial transcripts
- Forever Humboldt