

Tuesday, January 28, 2020, 3:00pm, Goodwin Forum (NHE 102)

Chair Stephanie Burkhalter called the meeting to order at 3:06pm on Tuesday, January 28, 2020, Goodwin Forum, Nelson Hall East, Room 102; a quorum was present.

Members Present

Alderson, Bacio, Burkhalter, Creadon, Dawes, Dunk, Gonzalez, Karadjova, Keever, Maguire, Malloy, Meriwether, Miller, Mola, Moyer, Pachmayer, Parker, Pawlowski, Reynoso, Rueda, Schnurer, Thobaben, Weinberg, Wilson, Woglom, Zerbe

Members Absent

Bond-Maupin, Byrd, Gradine, Jackson, Kerhoulas

Guests

Jessica Welch, Rosamel Benevides-Garb, George Wrenn, Dale Oliver, Rick Zechman, Jeanne Rynne, Steven Margell, Su Karl, Frank Whitlatch, Bethany Rizzardi, Tracy Taylor, Mira Friedman, Paula Arrowsmith-Jones, Sherie Gordon, Kumi Watanabe-Schock, Mary Oling-Sisay, Shawna Young, Holly Martell, two WittKeiffer representatives

Announcement of Proxies

Simone Aloisio for Bond-Maupin, Loren Cannon for Byrd, Bacio for Gradine, Dunk for Kerhoulas

Approval of and Adoption of Agenda

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

Motion carried unanimously

Approval of Minutes from the December 10, 2019 Meeting

M/S (Dunk/Woglom) to approve the Minutes of December 10, 2019

Motion carried unanimously

Reports, Announcements, and Communications of the Chair

- Written report

In addition to the written report, Chair Burkhalter announced the General Faculty Executive Committee is seeking nominations for a faculty member to serve the remainder of the current ICC Chair term (one year). Interested faculty should email the Senate Office before the nomination period ends on February 5.

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

Academic Policies:

- Written report attached

Constitution and Bylaws:

- Written report attached

Faculty Affairs:

- Written report attached

University Policies:

- Written report attached

Academic Senate (ASCSU):

- Written report attached

University Resources and Planning Committee:

Senator Woglom reported this semester the URPC will meet on Fridays in the Corbett Conference Room.

Associated Students:

Senator Weinberg reported AS has a new President, Lizbeth Cano Sanchez.

Senator Rueda reported with GI 2025 AS students will now get compensation for committee work. She reported AS is working with campus administration in collaboration with the Cultural Centers in response to all things from last semester, and that AS plans to create campus murals.

California Faculty Association (CFA):

- Written report attached

Enrollment Management:

- Written report

In addition to the written report, Vice President Meriwether encouraged interested and available faculty to accompany EM Office personnel on their trips to local K-12 schools for outreach; he thanked Senator Woglom for making such a trip recently. VP Meriwether encouraged anyone with questions about the numbers in his report to reach out to Josh Smith for clarification. In closing, VP Meriwether announced that Dr. Cornel West will be on campus on February 7 as part of Black History & Liberation Month; he noted tickets are selling fast, but there will be a screening of Dr. West's talk in the KBR for anyone who cannot buy a ticket.

Administrative Affairs:

- Written report attached

In addition to the written report, VP Dawes announced Dr. Eric Olsen from California Polytechnic State University, San Luis Obispo will be on campus February 6 and 7 to look at staff recruiting

processes as they relate to Kaizen.

University Advancement:

- Written report attached

In addition to the written report, Vice President Whitlatch reported his office has a good indication of community support and about 160k was raised via the Scholarship Investiture Dinner.

Senator Moyer requested an update on KHSU

VP Whitlatch explained that all records and CDs are in a safe storage facility at Samoa until music and library faculty are consulted on what to do with them. The University allocated 265K to fund the station in the past, in addition to the dollars raised for KHSU (500K raised in underwriting and donations) which all went to fund the station. He noted that Chief of Staff Gordon and others have been involved in planning a future path for the station, that Ed Supkus is doing some consulting from a distance, and that his office is working with potential partner to help manage the station and create a new version of KHSU going forward. VP Whitlatch shared doubt that the old model is going to be viable in the near future, but noted he has no idea how things could blow up over time. He concluded with the news that the Advancement office is near a letter of intent to negotiate, but they want to have good consultation with students and faculty to get clear feedback about what they'd like to see as far as teaching and learning at the station before that happens.

President's Office:

Chief Gordon reported on behalf of President Jackson, first welcoming the Senate back from break, and thanked all faculty and staff for their abilities and flexibility during the weather-related power outage. Chief Gordon reported that staff and faculty still pulled off the orientations and supported those families already in town; the President's Office has received great feedback and gratitude from students and parents. In addition, Chief Gordon announced the following:

- This spring President Jackson is hoping to carve out time set aside for more intimate meetings with faculty and students to share feedback, and requested folks look for further information related to that.
- Representatives from WittKeiffer, the search firm here for the new Provost, are on campus and in attendance at this meeting, in preparation for the open forum directly after the Senate adjourns--next the website will include a survey for folks to give feedback on what they'd like in a new Provost, and the firm is taking forum and website feedback very seriously.
- HSU is currently looking for Director of Lumberjack Athletics and Recreation; candidates will be announced next week, and rather than an open forum or formal presentation, faculty, staff and students will be invited to meet candidates in a more intimate setting.
- A few Senate Resolutions have yet to be approved by the President, but not because of

opposition; next week the Office hopes to send them to Senate ASC Mary Watson.

- Wenda Fong, from the Board of Trustees, is coming to campus on Monday, and Kay Libolt in the President's Office is working diligently to get the itinerary finalized.
- A charge from President Jackson for the Institutional and Strategic Planning Steering Committee is forthcoming.
- A report highlighting our work during the fall 2019 semester is forthcoming. The President's Office welcomes any feedback.

Senator Schnurer thanked Chief Gordon for the report, and in the hope the subject doesn't get left behind, stated the President's Cabinet still needs some faculty representation.

Consent Calendar from the Integrated Curriculum Committee

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

General Consent Calendar

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

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

It was noted no one signed up to speak during the Open Forum

Resolution to Revise the General Faculty Constitution (03-19/20-CBC – January 28, 2020 – Second Reading)

Parliamentarian Abell explained there are two documents before the Senate, one is the typical Resolution, and because the CBC thought it would be easier to comprehend, they developed a side-by-side version of proposed revisions. Unfortunately, it became clear about two minutes before Senate convened that some subsequent changes to the original Resolution didn't show up in the side-by-side version, so the documents are slightly different. Parliamentarian Abell noted the official document being voted upon is the Resolution, and sections 3.2 and 3.3, including 3.31 and 3.32 as well as 7.25-7.28 in the supplemental document do not match.

Senator Schnurer stated he'd shared the Resolution with some veteran Senators, who expressed appreciation for the attention to detail in the revisions.

Senate vote to approve the Resolution to Revise the General Faculty Constitution **passed without dissent.**

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

Nays: none

Abstentions: Byrd, Dawes, Gradine, Meriwether, Thobaben

Resolution to Remove Section 14.0 Interpretation of Senate Actions from the University Senate Bylaws and Rules of Procedure (04-19/20-CBC – January 28, 2020 – Second Reading)

Senate vote to approve the Resolution to Remove Section 14.0 Interpretation of Senate Actions from the University Senate Bylaws and Rules of Procedure **passed without dissent.**

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

Nays: none

Abstentions: Gradine

Resolution on The University Resource and Planning Committee's Balanced Budget Proposal for 2019-2022 (12-19/20-URPC – January 28, 2020 – First Reading)

M/S Woglom/Meriwether to move the Resolution

Motion carried unanimously

Senator Woglom introduced the Resolution and reminded Senate that this is to vote to approve the recommendations the URPC sent to Chair Burkhalter and President Jackson on December 23, 2019.

Discussion ensued and is summarized below:

Senator Zerbe asked whether the Senate, in approving specific percent recommendations in the context of a changing budget, locks the University into across the board cuts.

Senator Woglom responded that the percent recommendations are a means through which the URPC can receive communication from the campus community, whereas now the URPC uses historical allotments of funding to inform cuts based on what we feel we can no longer afford to fund. He noted a scalable model like this offers more strategy and to some extent functions as a stop-gap.

Senator Moyer suggested the second resolved clause could contain the language “maintained at a minimum” of their current percentage, which would give more flexibility for strategy around budget cuts to academics.

Senator Mola, as a member of the URPC, explained that in trying to maintain a roughly constant SFR using the projected reduction in head count, percentages for the FIRMS codes unfortunately coincide with an across-the-board cut of about 5%, which left the FIRMS codes at exactly the same point as now.

Senator Wilson requested clarification as to whether implementing this scalable model would result in across the board cuts when the budget fluctuates.

Senator Woglom negated, stating a scalable model allows strategic review of what we value in

our assets now, so we can develop an understanding about what we need more support for, and where we can live within our means,

Senator Dunk echoed concern regarding the across the board cuts, noting that last semester Senate was given a budget presentation and it turned out the year before saw 10 million dollars left over, about half of which was earmarked, and the other half went somewhere else unknown. He asked how that leftover 5 million dollars end up being spent, and what the recourse is for a similar situation (where HSU ends with more money than anticipated). Senator Dunk requested the reallocation process be articulated, and ideally, be proportional to the reduction areas.

VP Dawes explained the URPC works through a carry-over policy if there're funds left at the end of a year (usually from failed searches) and that there are guidelines for those leftovers.

Sense of the Senate Resolution on the URPC Balanced Budget Proposal for 2019-2022 (13-19/20-URPC – January 28, 2020)

M/S (Woglom/Parker) to move the Resolution

Motion carried unanimously

Senator Woglom explained the Sense of the Senate is to some extent, asking for the Senate's support of the idea of getting the process going and developing a scalable model. Such a recommendation would be in keeping with the WSCUC requests, so HSU could link this to the strategic plan.

Senator Zerbe queried which audience the Senate would attempt to convince with this Resolution.

In response, Senator Woglom supposed the campus community at large, since this is a sea-change to the way business is conducted.

Senator Wilson reiterated he has the same issue regarding "scalable," as "across the board cuts," noting it sounds as though the URPC and the Senate would be locking the campus into what has generally been agreed upon as the worst way; he stated he doesn't understand how "scalable," is different than agreeing to across the board approaches.

Senator Woglom responded with the thought that the idea of a scalable budget culture is such that we always are thinking about how we should be changing and adapting and being creative in an ongoing way regarding ongoing budget concerns.

Senator Mola echoed Senator Wilson's concerns, and noted the Senate needs to understand which parts of the budget are scalable and which parts must stay the exact same, and only then looking forward to how we can begin.

M/S (Moyer/Rueda) to merge Resolution 13-19/20-URPC with Resolution 12-19/20-URPC and refer it back to committee

Motion carried unanimously

Resolution on the Academic Integrity and Honesty Policy (11-19/20-APC – January 28, 2020 – First Reading)

Senator Malloy moved that the Senate consider this Resolution at the next meeting, on February 11, 2020.

Motion passed unanimously without a second.

TIME CERTAIN: 4:20-4:35 PM – Results of the HSI STEM Grant and Learning Center Partnership

Learning Center Director Su Karl and HSI STEM Lead Evaluator Steven Margell shared the attached presentation

TIME CERTAIN: 4:35-4:45 PM – Resolution to Formally Disband the Defunct International Programs Screening Committee (09-19/20-EX – January 28, 2020 – First Reading)

M/S (Malloy/Zerbe) to move the Resolution

Motion carried unanimously

Committee Chair Alison Holmes explained the Chancellor changed the rules around program screening, and that the committee has been defunct for at least two years.

M/S (Zerbe/Malloy) to waive the First Reading

Motion carried unanimously

Senate vote to approve the Resolution to Formally Disband the Defunct International Programs Screening Committee **passed without dissent.**

Ayes: Alderson, Bacio, Bond-Maupin, Burkhalter, Byrd, Creadon, Dunk, Gonzalez, Gradine, Karadjova, Keever, Kerhoulas, <aguire, Malloy, Miller, Mola, Moyer, Pachmayer, Parker, Reynoso, Schnurer, Thobaben, Weinberg, Wilson, Woglom, Zerbe

Nays: none

Abstentions: Dawes, Pawlowski

TIME CERTAIN: 4:35-4:45 PM – Resolution to Revise and Update the International Advisory Committee (10-19/20-EX – January 28, 2020 – First Reading)

M/S Dunk/Zerbe to move the Resolution

Motion passed unanimously

Committee Chair Holmes informed the Senate that the committee worked to revise its remit, since it hadn't been reviewed for more than five years.

Senator Moyer noted it looks well developed and queried the use of the term “remit,” and suggested it be changed to its synonym (“charge”) for clarity.

Senator Mola requested clarification on the committee’s duties, specifically whether the committee’s charge includes declaring the correct processes and procedures for international faculty to obtain green cards, work permits, H1B etc.

Committee Chair Holmes explained the committee is advisory in nature and the Center for International Programs has that legal responsibility; she also noted the Center for International Programs is represented on the committee for that reason.

Senator Mola noted the committee is quite large and includes a lot of MPP administrators and asked if a similar membership density was present in the prior iteration of the committee.

Committee Chair Holmes explained the committee’s density is a result of the need for those bodies to be aware of committee operations, what is going on, and what the membership is up to.

M/S (Malloy/Karadjova) to make a friendly amendment to the Resolution, and change “remit,” to “charge.”

Motion passed unanimously

M/S (Malloy/Moyer) to waive the First Reading

Parliamentarian Abell recommended the Senate wait to waive the First Reading until the committee establishes quorum requirements and membership and service eligibility, since the size of this committee warrants such consideration.

Senator Malloy motioned to withdrawn his previous motion to waive the Second Reading

Motion passed unanimously without a second

The Resolution will return for a Second Reading

TIME CERTAIN: 4:45-5:00 PM – Campus Advocate Team Presentation

Paula Arrowsmith Jones shared information and promotional materials about the Campus Advocate Team and their collaboration with the North Coast Rape Crisis Center. She shared ways faculty and staff can support students using the team as a resource.

M/S (Schnurer/Karadjova) motion to adjourn

Meeting adjourned at 5:01 pm

HUMBOLDT STATE UNIVERSITY

Senate Chair's Report

Senate Meeting, January 28, 2020

Welcome everyone to our first Senate meeting of 2020. In early January, Interim Provost Lisa Bond-Maupin took the helm of Office of Academic Affairs and she has already been active in her role on the Senate. Due to prior commitments she should not be present today. At her invitation, on Tuesday, January 14, I participated in an OAA budget retreat to learn more about the budget challenges facing the division and potential strategic investments and reductions. In my capacity as Chair this semester I will continue to participate in weekly OAA leadership meetings and I will be working with Provost Bond-Maupin and Chief of Staff Sherie Gordon to guide the institutional strategic planning process. This work will kick off very soon and many stakeholders and constituencies across campus, including Senate, will be a part of it. Because this work is likely to be fairly consuming (and I'm also teaching and trying to do research and meet service responsibilities), Senator Jen McGuire has been appointed to be acting co-chair of the Student Success Alliance (SSA) Committee. She has a depth of experience from serving multiple years on the committee and I'm grateful to her for accepting this role. The SSA's immediate work will be helping to guide the proposal process for AY20-21 one-time GI2025 funds, including providing initial scoring of proposals, and working with recipients on developing consistent assessment of outcomes.

By all accounts President Jackson's investiture ceremony on January 15 went well, even if the weather was a bit windy, wet and cold during the procession. I appreciate the HSU faculty, staff, and community members who showed up to support President Jackson, as well as many presidents of other CSU campuses, trustees and delegates, friends and family who braved the journey to Humboldt in challenging weather to show their support.

In addition to HSU, 13 CSU's are searching for a new provost. President Jackson has enlisted the help of an executive search firm, WittKieffer, to help HSU recruit and hire a permanent provost in this competitive environment. WittKieffer will hold open forums for the campus on Monday 1/27 and Tuesday 1/28 (scheduled in Goodwin Forum immediately after the Senate meeting concludes). The results of the general faculty election for faculty representatives to serve on the Provost search committee are John Meyer, Department of Politics, Amber Gaffney, Department of Psychology, David Greene, Department of Forestry and Wildland Resources and Brianne Hagan of the University Library. President Jackson has appointed two staff members, Cristiana Gomez Frye, ASC department of Psychology, and Edy Reynoso, Interim Executive Director of the Office of Diversity, Equity and Inclusion.

You can access the latest update on the CSU Chancellor Search [here](#). A brief digital survey questionnaire has been posted online to provide an opportunity for stakeholders who could not attend the open forums to provide feedback about the qualities, skills, and experience needed in the next Chancellor (you can find it [here](#)).

On January 23, I requested that the President's Office and VP for Advancement, Frank Whitlatch, provide an update to the Senate about KHSU, and I will continue to follow-up with them about the situation. I appreciate VP Whitlatch providing a written report for today's meeting about his division's activities and successes.

As of Friday, January 24, President Jackson has not response to Resolutions 01-19/20-UPC: Resolution on Minimum Qualifications for Student Office Holders, 05-19/20-UPC: Resolution on Student Club and Student Organization Travel Policy, and 06-19/20-UPC: Resolution on Humboldt State University Policy on the Use of Unmanned Aircraft Systems (UAS). It is my understanding from Chief of Staff Sherie Gordon that a response to each of these is in the works, and I am not aware of any objections from the

HUMBOLDT STATE UNIVERSITY

Senate Chair's Report

Senate Meeting, January 28, 2020

President's Office to them. 02-19/20-FAC - Resolution on Excess Enrollment Policy has been superseded by a CSU-CFA agreement on an excess enrollment policy that was reached on January 3, 2020, in response to grievances filed by HSU faculty (see attached document). The policy goes into effect immediately.

Thank you to Lisa Castellino, AVP for Institutional Effectiveness, for all of her hard work organizing and executing the January 24 Great Colleges to Work For survey presentation and discussion for faculty and to the two -dozen faculty who participated. As a reminder, the staff forum is scheduled for Tuesday, February 4, 9:30-11:30am in Goodwin Forum. The results of the forums will be reported to the president's administrative team (PAT).

It's clear from the faculty forum that there is quite a bit of work to be done to build trust between the faculty and the senior administration, but some faculty are hopeful meaningful change is possible with the transition in leadership (the survey was administered in Spring 2019). Participants suggested that faculty in general tend to be critical, and some suspected that the results of HSU's survey were not that much different than the results at other institutions. Others stated they are tired of contributing their thoughts and ideas at events that ask for their time and participation but do not seem to lead to much change. AVP Castellino will be providing a debrief to Provost Bond-Maupin regarding the specific recommendations included in each small group's report out. I came away from the event asking: What are the small things with big impact that we can implement right away that will help us to get to a positive place where we can constructively move the institution forward? Please let me know your specific thoughts and suggestions in response to this question. I would like to see us deploy the survey again; if there is support for this idea, the survey would likely be offered in Spring 2021. A follow-up to the Spring 2019 survey would help campus gauge impact of the leadership transition, and the survey process itself seemed to generate reflection about what practices and procedures are creating challenges on the campus, what faculty and staff see as interventions that would facilitate improvement in their working conditions, and how different constituencies can work together to improve processes and culture.

SETTLEMENT AGREEMENT

Humboldt State University Consolidated Grievances

In order to reach an amicable resolution of CSU Grievance No. R03-2018-112/CFA Grievance No. 2018-091 (Grievance), this Settlement Agreement and General Release (the "Agreement") is entered into by and between the Board of Trustees of the California State University ("CSU") through Humboldt State University ("HSU") (collectively "University") and the California Faculty Association ("CFA"), all of whom are designated collectively as the "Parties" to this Agreement.

The Parties mutually agree as follows:

- I. This settlement is the compromise of disputed claims, and shall not be construed as an admission by any Party to this Agreement of any wrongdoing or liability.
- II. This Agreement shall not create a precedent for any other complaint or grievance within the CSU system.
- III. The Parties agree to the following in full settlement of the Grievances:
 - A. Effective beginning Spring Semester, 2020, HSU retracts its directives to the College Deans that no WTU(s) would be granted for excess enrollments. The campus will allow assigned WTUs for excess enrollment based on the policy enacted in (B) below.
 - B. Effective Spring 2020, HSU shall enact the following Excess Enrollment Support Policy:
 1. For courses without concurrently enrolled laboratory sections with census date enrollment of 75 or more, Assigned Time WTU(s), an assistant (i.e., Graduate Assistant, Teaching Associate, or Instructional Student Assistant), or a combination of both shall be allocated. Whichever option is utilized is the decision of the Appropriate Administrator in consultation with the course instructor and/or Department Chair.
 2. For courses with concurrently enrolled laboratory sections with census date enrollment of 72 or more, Assigned Time WTU(s), an assistant (i.e., Graduate Assistant, Teaching Associate, or Instructional Student Assistant), or a combination of both shall be allocated. Whichever option is utilized is the decision of the Appropriate Administrator in consultation with the course instructor and/or Department Chair.
 3. If an assistant is not utilized, HSU shall provide the instructor with assigned time for excess enrollments, as follows:
 - If a course without concurrently enrolled laboratory sections has census date enrollment between 75 and 95 (inclusive)--- 1 WTU shall be assigned;

- If a course with concurrently enrolled laboratory sections has census date enrollment between 72 and 95 (inclusive)---1 WTU shall be assigned;
 - If a course has census date enrollment between 96 and 120 (inclusive)---2 WTU shall be assigned;
 - If a course has census date enrollment over 120 ---3 WTU shall be assigned
4. If an assistant is utilized without additional WTU allocation, the hours of the assistant shall be as follows:
 - If a course without concurrently enrolled laboratory sections has enrollment between 75 and 95 (inclusive) - a minimum of 4 hours/week;
 - If a course with concurrently enrolled laboratory sections has a census date enrollment between 72 and 95 (inclusive) --- - a minimum of 4 hours/week;
 - If a course has enrollment between 96 and 120 (inclusive) - a minimum of 8 hours/week;
 - If a course has enrollment over 120 - a minimum 12 hours/week shall be provided.
 5. When departments use a combination of WTUs and assistants, the number of WTUs assigned and the minimum hours/week assigned to the assistant shall be determined by the Appropriate Administrator in consultation with the course instructor and/or Department Chair. For purposes of this Agreement only, 1 WTU is the equivalent of 4 assistant hours. This formula is not precedent setting at any other CSU campus and only applies at HSU in relation to this Agreement.
 6. Nothing in this agreement shall limit the right of the President to grant assigned time for excess enrollment beyond the requirements in provision 2.
 7. Factors to be used in determining whether or not to use assistants shall include, but not be limited to:
 - The presence of a graduate program in the department.
 - The availability of qualified students to work.
 - The class structure, content, and assignments are such that there is sufficient work to be assigned to the assistant without resulting in an excessive or unreasonable workload for the faculty member.
 - Other discipline specific factors.
 - Operational considerations of the University.
 8. In the event that no assistant is assigned, the faculty member shall be assigned WTUs as provided in Section 3 above.

- IV. Upon execution of this Agreement, CFA agrees to withdraw with prejudice as fully settled and resolved the Grievance with each Party bearing its own costs and fees. CFA hereby fully releases and forever discharges the State of California, the Trustees of the California State University, HSU and each of their officers, agents and employees from any and all claims, causes of action and liabilities arising out of the specific facts and circumstances underlying the Grievance.
- V. This Agreement resolves any and all claims raised or that might have been raised in the grievance and satisfies any and all obligations of the University under the terms of the Collective Bargaining Agreement.
- VI. Any dispute regarding the enforceability or terms of this Agreement will be adjudicated in accordance with the grievance procedures contained in Article 10 of the current Collective Bargaining Agreement.
- VII. This Agreement constitutes the entire agreement between the Parties and supersedes any and all other agreements, understandings, negotiations, or discussions, either oral or in writing, expressed or implied, between the Parties with respect to the subject matters covered herein. No amendment of or modification to this Agreement shall be deemed valid unless in writing and signed by all Parties to this Agreement.
- VIII. This Agreement may be executed in several counterparts, and in facsimile or electronic form, and all such executed counterparts shall constitute a single agreement, binding on all of the Parties hereto, and their successors and assignees, notwithstanding that all of the Parties hereto are not signatories to the original or to the same counterpart.

By signing below, the Parties witness their agreement to all of the terms and conditions of this Settlement Agreement. The effective date of this Agreement shall be the date of the last signature of the parties.

For CFA:



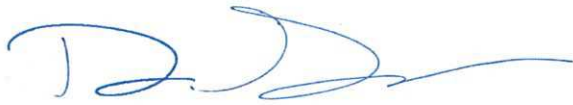
Jason Conwell
Representation Specialist

January 2, 2020

Date

For California State University:

On behalf of the Board of Trustees of the California State University:



Diva M. Sanchez Trevino
Manager, Systemwide Labor Relations

January 3, 2020

Date

On behalf of Humboldt State University:



Dr. Simone Aloisio
Associate Vice President of Faculty Affairs

January 3, 2020

Date

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, January 28, 2020

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

Committee Membership:

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

January 28, 2020

Academic Honesty and Integrity Policy is on the Senate agenda for a first reading. Committee will be taking up the Student Grievance Procedures.

December 3, 2019

Academic Honesty and Integrity Policy is being reviewed by Associated Students. Will come forward to the Senate in January. Committee has been asked to consider priority registration for students involved with Associated Students. Committee is moving forward with revisions to the Classroom Disruptive Behavior Policy. Will come forward to the Senate in February or March.

November 20, 2019

Committee did not meet due to lack of quorum.

November 6, 2019

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

October 23, 2019

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

October 9, 2019

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

September 25, 2019

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

September 11, 2019

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

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

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

August 28, 2019

Organizational meeting to set out work for the year.

Field Trip Policy – draft received from the summer working group. Will review and forward to SenEx. The committee had previously determined that due the complexities involved with risk management that forwarding the drafts to appropriate units on campus for review and recommendations was the prudent course of action. Academic Honesty Policy is undergoing further review to ensure that meets the requirements set out in the March 29, 2019 revisions to EO 1098. The revisions to EO 1098 may require a series of policies to be revised. Anticipate forwarding to SenEx at the end of September.

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

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

Constitution and Bylaws Committee:

Submitted by George Wrenn, Pro tem CBC Chair

Report of December 18, 2019 meeting

Agenda:

1. Call to Order
2. Attendance, proxies and quorum
3. Appoint a Chair pro tem
4. Finalize Appendix E/F revision and resolutions for 2nd reading
5. Develop Committees work plan
6. Motion to adjourn

Meeting Notes:

1. Call to Order

Meeting was called to order at 2:09 (Woglom/Abell).

2. Attendance, proxies & quorum

- a. Abell (Parliamentarian), Watson (Non-MPP Staff), Woglom (Faculty), Wrenn (Faculty) were present.
Absent: Post (Faculty)
- b. Quorum was met with 4 out of 5 members: 3 members from the faculty electorate; 1 from the staff electorate.
- c. Vacancies include 1 student representative.

3. Appoint a Chair pro tempore

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

4. Finalize Appendix E/F revisions and resolutions for 2nd reading

Watson shared a side-by-side version of revisions for 2nd reading. Abell agreed to help with formatting and alignment of current text, proposed revisions, and rationales. Adding a second GF-elected position was discussed. The group agreed to meet on the 29th and to finalize revisions by email. A first reading of Senate Constitution changes will need to be on the Senate agenda by February 25th. The complete GF Constitution, as revised, will be included as a whole below the side-by-side revisions.

5. Develop Committees work plan

Postponed to next meeting.

6. Motion to Adjourn

Meeting adjourned at 3:03 p.m.

Faculty Affairs Committee:

Submitted by Mark S. Wilson, FAC Chair

Our first meeting of the Spring 2020 semester will be Wednesday 1-29-20 at 1 pm in NHE 116. Our regular meeting times will be on Wednesdays at 1 pm in NHE116.

Agenda:

- 1) Discuss Excess Enrollment Settlement
 - 2) Discuss Resolution(s) regarding Lecturer Range Elevation MOU
 - 3) Discuss Early Retirement Policy/ Mtg with UFPC, RTP C&S, Provost (?)
 - 4) Discuss Periodic Evaluation of Tenured Faculty
 - 5) Prioritize work to take on for the coming semester.
-

University Policies Committee:

Submitted by Rob Keever, UPC Chair

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

UPC has their meetings scheduled for the Spring 2020 semester (see below). The meeting on January 27th was cancelled due to the power outage on campus. UPC has several upcoming policies up for review to be brought to Senate. Currently UPC is reviewing an update to the Field Trip Policy due to CSU EO 1062 presented by Kim Comet Director of Risk Management and Safety. This policy draft was previously reviewed by APC. Due to the cancelled meeting this policy review has been delayed.

A Key Policy from the USFAC will be reviewed by UPC on January, 31st. Student Financial Services Manager Sandra Wieckowski will also be presenting a policy at a future UPC meeting.

Senate still plans to gather information on other university and college level committees that may not be represented on the flow chart provided by the Provost's Office. UPC Chair and Senate Chair Stephanie Burkhalter plan to meet with the President's Office staff to discuss this and the current policy naming conventions to make them consistent and clear.

All meetings are located in SBS 345 unless noted

Date (all Fridays)	Time
January 17 th , 2020 (SBS 405)	11am – 12pm

January 31 st 2020	11am - 12pm
February 14 th 2020	11am - 12pm
February 28 th 2020	11am - 12pm
March 13 th 2020	11am - 12pm
March 27 th 2020	11am - 12pm
April 10 th 2020	11am - 12pm
April 24 th 2020	11am – 12pm
May 8 th 2020	11am – 12pm

California Faculty Association:

Submitted by Renée Byrd, CFA/HSU Chapter President

Hello fellow senators,

Loren Cannon, as CFA VP, will be attending in my stead today. Below is a letter sent to CFA members about the excess enrollment settlement on the agenda for today. Additionally, I thought I would include Howard Bunsis' report from the Spring of 2018 mentioned in it. We are in a time when important conversations need to be had about the perception that HSU spends too much on instruction. It needs to be recognized how the workloads of faculty and the staff who support us in department offices are bound up with student retention and success. If we are going to improve enrollment, we must be careful that students feel that there are robust course offerings and faculty who have time for them. I share this to that end. I'd also like to share our chapter statement from December in solidarity with the Wiyot regarding the wind project.

*Best,
Renée*

Dear CFA Members,

We have exciting news to announce! We have won a meaningful settlement regarding former- Provost Enyedi's problematic decision to cut assigned time for large classes. That decision significantly increased the workload of some of our most vulnerable faculty and we know that when administration increases faculty workload in these ways, we end up with less time for our students. The administration has reversed this change and we have negotiated a set of criteria to guide decisions about assigned time for large classes moving forward.

WHAT HAPPENED

Back in the Fall of 2017, Provost Enyedi made a unilateral decision to change the longstanding practice of assigning additional WTUs for large enrollment courses. He made this decision, by referring to a 40 year old memo, with no consultation with faculty and without conferring with CFA as he was legally bound to do. Our inboxes were filled with outreach from faculty members looking for relief. We rushed to call a membership meeting to discuss the implications of this change and it quickly became clear that this would have serious ramifications for faculty, students and staff. Basically, those faculty teaching large classes would suddenly have to do significantly more work for the same pay and lecturer faculty members would experience a decrease in teaching load, some losing their health insurance while doing the same work. We notified the administration that they were obligated to meet and confer with CFA and stopped them from implementing the change for the Spring 2018 semester. We did engage in the Meet and Confer process, but

administration was recalcitrant in their support of this change of practice. The implications for educational quality did not appear to matter. It was obvious even then that this would require tenacity and commitment and we were ready to bring it. Throughout the coming months we launched a campaign against cuts to instruction as the administration began restructuring around a budget deficit that was a fiction. See our forensic accountant's report attached or see reports on actual expenditures from the university itself. Creating a budget crisis is useful for restructuring (Milton Friedman 101), but it also sends morale plummeting and impacts student enrollment & retention. Over 25 faculty members stepped up to file grievances over this change in policy. Additionally, we filed a chapter grievance, contesting this for faculty as an entire class, so that all impacted faculty could find some remedy.

All grievances were denied at both the Level One and Level Two stages of the grievance process. Before going to arbitration though, the administration made it clear that they were willing to reverse the original decision rather than go to binding arbitration. We were there to confer with administration and our individual faculty grievants. With the help of the expertise of CFA representation specialists, we have settled on an enforceable policy for excess enrollment workloads. The administration has retracted its directives to the College Deans that no WTU(s) would be granted for excess enrollments. Compensating faculty with a student assistant will no longer be the default for large classes. The colleges will be guided by criteria in deciding whether a student assistant, assigned time or a combination of both will be offered, including: whether the department has a graduate program, whether qualified students are available for the work, as well as whether the class structure, content, and assignments are such that there is sufficient work to be assigned to the assistant without resulting in an excessive or unreasonable workload for the faculty member. If no assistant is hired for some reason, it is incumbent upon the Deans to give WTUs.

WHAT IT MEANS

Going forward, we will be watching this situation closely to make sure that our faculty members are no longer burdened with excessive workloads that result in contract violation. As always, we recognize that faculty working conditions are student learning conditions. Continually increasing the workload of faculty has real ramifications for student learning and we are committed to standing by our faculty and students to ensure the quality of education at Humboldt State University. As was evident in this record number of grievances over a single issue - we are most powerful when we act with solidarity. Faculty members involved recognized that while there are distinctions between tenure line faculty members and lecturers in this two tiered system, our interests are forever intertwined and interdependent. Our fates are bound up with one another. When faculty workloads are unsustainable, we do not have enough time for our students. When class sizes increase without suitable remedy or compensation, all faculty members teaching those classes become overworked and some lecturer faculty lose classes and sometimes important employment benefits. When the administration fails to fund new tenure line positions, the workload increases for tenure line faculty with regards to important service work to the department and university. When workload increases for one group of us, it inevitably worsens working conditions for all of us. We are in this together.

Solidarity will again be crucially important going forward. Narratives of austerity and restructuring continue under our new administration. Some higher education professionals believe that instruction should less than 40% of a university's budget. While enrollment has dropped and revenue fluctuates, faculty must be ready to assert that quality instruction will remain a top priority. The leadership of the entire CSU system will soon be changing, just as we are fighting for a new contract that will define our working lives and student learning conditions for the coming years. This is the time for solidarity, for being ready to organize against campus level cuts to instruction and in support of our students' right to a quality education in California.

In union,

CFA Humboldt



Attachments:

Forensic Accountant Report

Analysis of the Financial Situation of Humboldt State University
Howard Bunsis
May 2018

At HSU, the administration claims that there is a \$7 million budget shortfall for 2018-2019, and a \$9 million shortfall for 2019-2010. Therefore, the administration claims that budget cuts are needed, and that the proposed budget cuts will end years of “deficit spending.”

More specifically, the HSU administration claims that the budget shortfall is due to:

- The changing educational landscape
- Salary and benefit increases that are going up faster than the state appropriation
- Higher spending than peer institutions
- Fluctuating enrollment
- Deficit spending

In terms of personnel, the HSU administration claims

- New tenure-track faculty have been added and will continue to be added
- Faculty layoffs have not been decided on yet
- Lecturers will lose their jobs, as even though enrollment is down, HSU hired more tenure-track faculty, reducing the need for sections taught by lecturers
- Some administrators have lost their jobs

In terms of spending, the HSU administration claims:

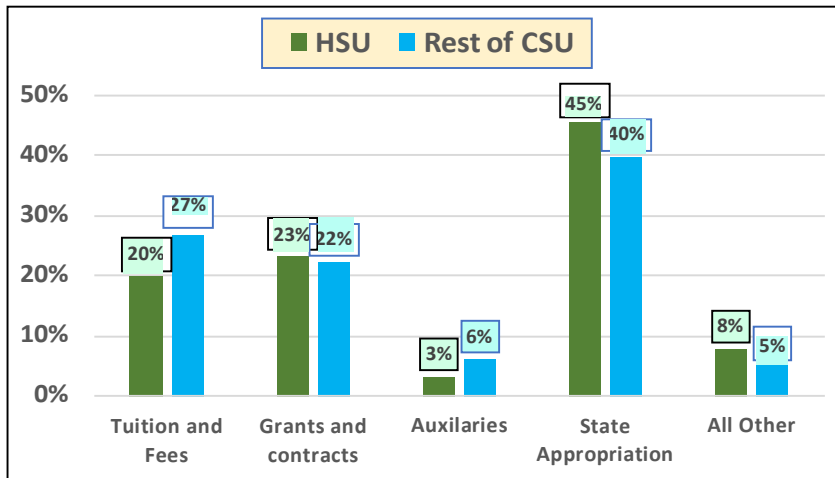
- HSU spends more on instruction than peers
- HSU spends less on administration than peers

This analysis is organized as follows:

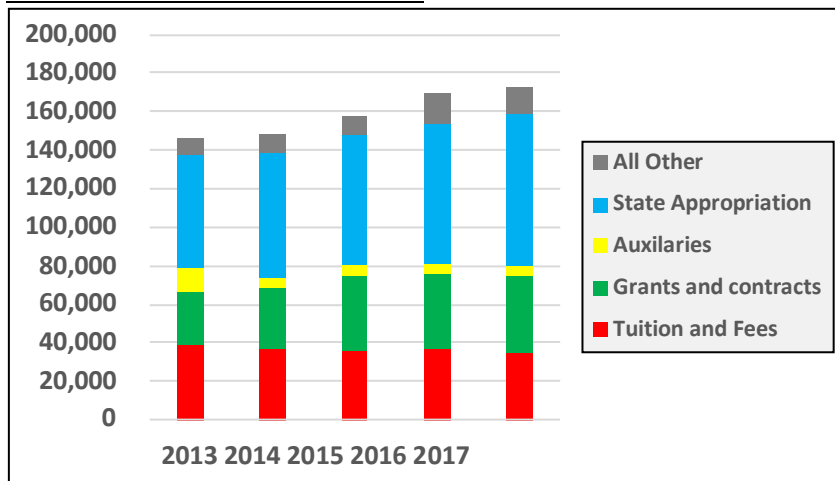
- HSU revenue distribution
- State appropriation for the CSU System and the appropriation to HSU
- Brief analysis of the financial situation of the CSU System and the State of California
- Analysis of the financial situation of HSU
- Analysis of Auxiliary Organizations of HSU
- Detailed Revenue Analysis of HSU
- Detailed Expense Analysis of HSU
 - Compare to peer institutions
 - Faculty and administrative salaries
- Other Issues: Class Size and Graduation and Pell Rates
- Conclusions

HSU Revenue Distribution

2017 in Thousands	Dollars	% of Total
Tuition and Fees	34,289	20%
Grants and contracts	40,102	23%
Auxilaries	5,499	3%
State Appropriation	78,319	45%
All Other	13,586	8%
Total Revenues	172,934	100%



HSU Revenues for 2013 to 2017



	2013	2014	2015	2016	2017
Tuition and Fees	38,972	36,435	36,071	36,889	34,289
Grants and contracts	27,827	31,884	38,801	39,462	40,102
Auxilaries	12,740	5,567	5,238	5,194	5,499
State Appropriation	58,365	64,168	67,974	71,402	78,319
All Other	7,860	10,553	9,687	16,346	14,725
Total Revenues	145,764	148,607	157,771	169,293	172,934

State appropriation for the CSU System and to HSU

Total appropriation to all of CSU:

All of CSU	In Millions of \$\$	% Change
2008	2,970.5	
2009	2,153.3	-27.5%
2010	2,349.4	9.1%
2011	2,576.7	9.7%
2012	2,274.0	-11.7%
2013	2,473.0	8.8%
2014	2,769.0	12.0%
2015	3,026.0	9.3%
2016	3,276.0	8.3%
2017	3,564.0	8.8%
2018	3,765.0	5.6%
2019	3,858.0	2.5%

- The 2018 and 2019 amounts come from *The 2018-19 Budget: Higher Education Analysis Legislative Analysts' Office (LAO) February 15, 2018*
- Below is the appropriation to HSU only

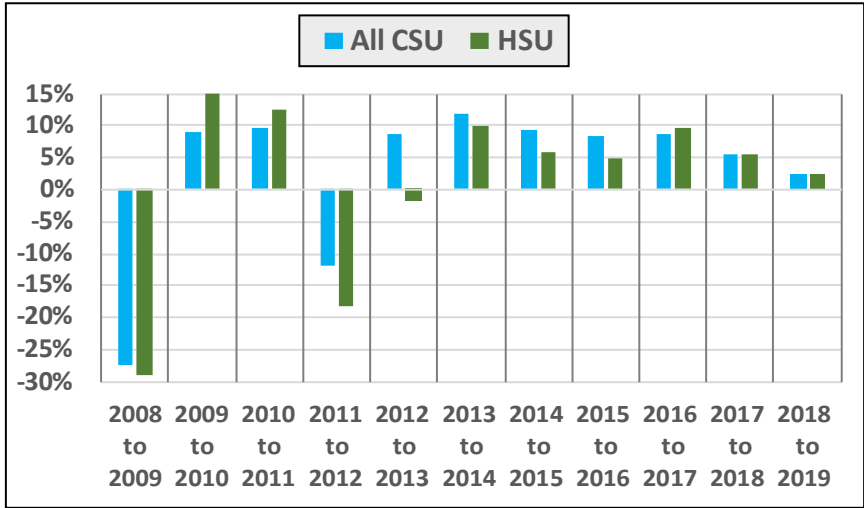
HSU	In Millions of \$\$	% Change
2008	77.1	
2009	54.8	-28.9%
2010	64.4	17.5%
2011	72.5	12.6%
2012	59.4	-18.1%
2013	58.4	-1.7%
2014	64.2	9.9%
2015	68.0	5.9%
2016	71.4	5.0%
2017	78.3	9.7%
2018	82.7	5.6%
2019	84.8	2.5%

For 2018 and 2019:

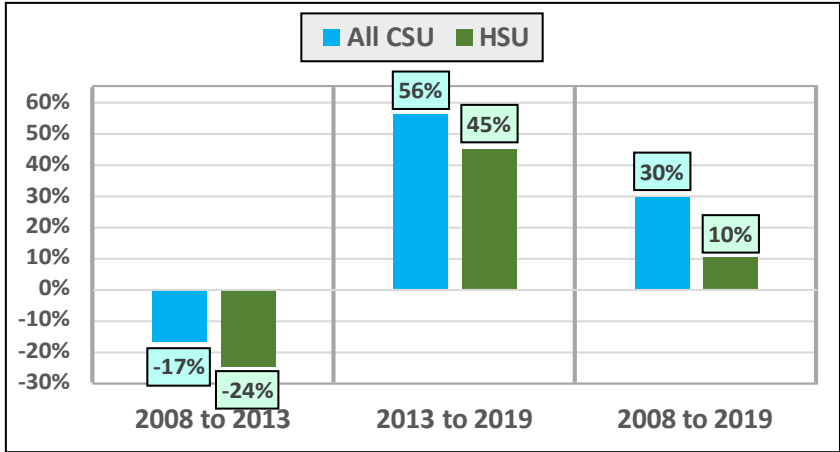
- Per the HSU budget, they report an increase of 3.569 million for 2018, and an increase for 3.295 for 2019
- However, those increases would lead to percentage increases of 6.1% for 2018 and 4.0% for 2019. Since the overall CSU increases are 5.6% and 2.5%, the lower percentage increases were reported.

Comparison of Percentage Changes to all of CSU vs. HSU

Annual Percentage Changes

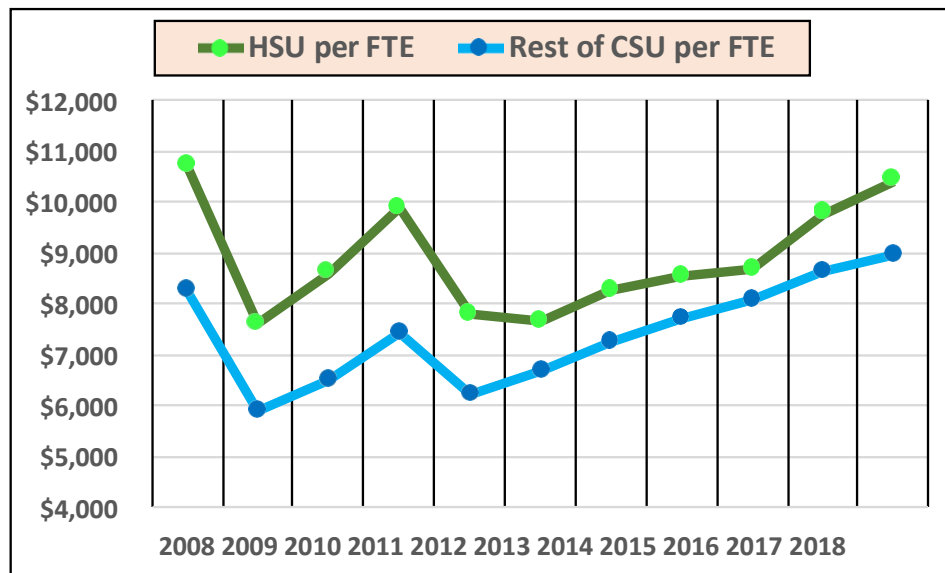


Long-term Percentage Changes:

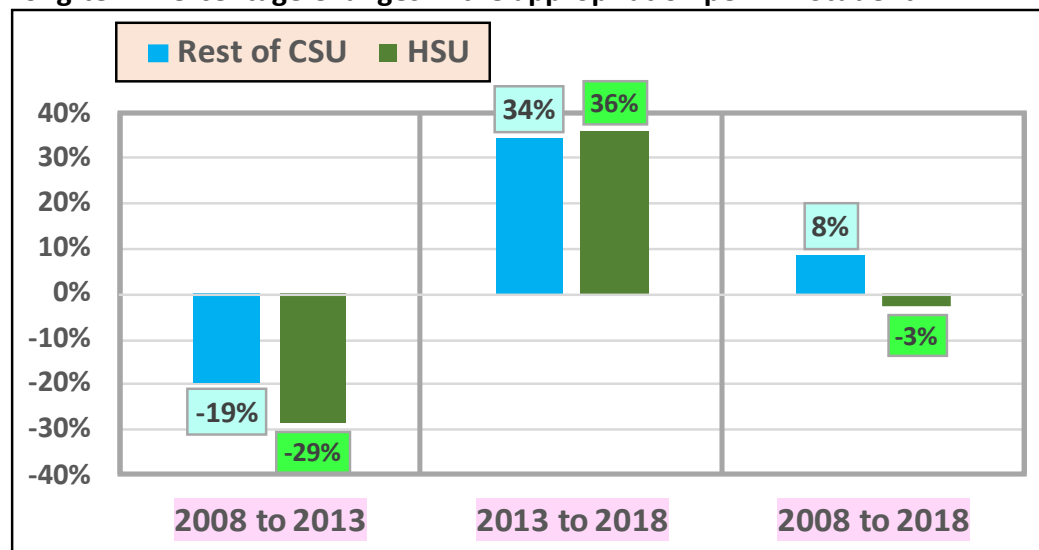


State Appropriation per FTE Student for CSU and HSU:

Year	Rest of CSU in \$\$	Rest of CSU FTE	Rest of CSU per FTE		HSU in \$\$	HSU FTE	HSU per FTE
2008	2,893.4	350,557	\$8,254		77.1	7,189	\$10,729
2009	2,098.5	355,997	\$5,895		54.8	7,223	\$7,591
2010	2,285.0	351,172	\$6,507		64.4	7,490	\$8,600
2011	2,504.2	336,978	\$7,431		72.5	7,348	\$9,873
2012	2,214.6	355,051	\$6,237		59.4	7,618	\$7,797
2013	2,414.6	362,411	\$6,663		58.4	7,620	\$7,659
2014	2,704.8	372,772	\$7,256		64.2	7,772	\$8,256
2015	2,958.0	384,791	\$7,687		68.0	7,960	\$8,539
2016	3,204.6	397,700	\$8,058		71.4	8,228	\$8,678
2017	3,485.7	402,738	\$8,655		78.3	8,020	\$9,765
2018	3,682.3	411,584	\$8,947		82.7	7,934	\$10,424



Long-term Percentage Changes in the appropriation per FTE Student



Discrepancy between what is reported in the HSU budgets, and what is reported in the audited financial statements:

	2016	2017	2018	2019	2020
Per 2016 Budget document	69.5	73.2	77.5	80.8	84.2
2017 budget document: Revenues are not reported at https://budget.humboldt.edu					
Per 2018 Budget document			78.7	82.2	85.5
Actual per audited statements	71.4	78.3			
Dollar under-estimation	(1.9)	(5.1)			
Percent under-estimation	-2.7%	-7.0%			

As is reported below, the state appropriation to HSU reported in the budgets is lower by a significant amount (1.9 million and 5.1 million) over what actually occurred

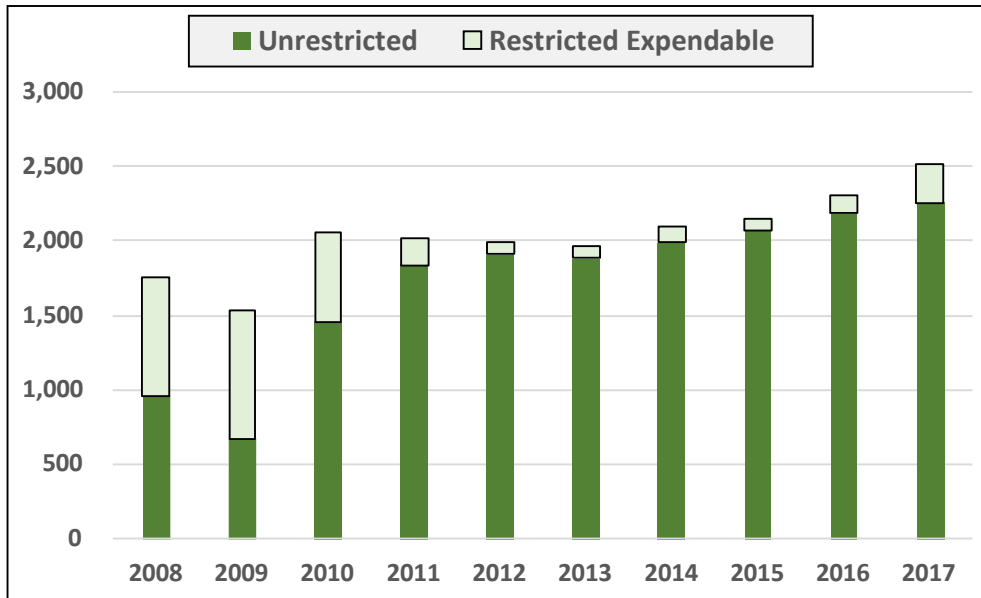
This is the problem with budgets:

- The administration gets to include and exclude whatever they like
- The admin will claim that the appropriation they report is the continuing appropriation, and that any “one-time” or “other” appropriation is irrelevant.
- The problem is that what is reported in the audited statements is real money, is reported in two different financial statements, and is reported by HSU to IPEDS (Integrated Postsecondary Education Data System of the U.S. Dept. of Education)

	2016	2017
Reported in HSU budget documents	69.5	73.2
Reported on the Statement of Revenues, Expenses, and Changes in Net Position	71.4	78.3
Reported in the Statement of Cash Flows	71.4	78.3
Reported by HSU to IPEDS (federal government)	71.4	

Brief analysis of the financial situation of the CSU System and the State of California

We start with a very brief examination of the Cal State System's overall financial situation. Below is a graph of the reserves of the CSU System as of June 30, 2017. The amounts below are in Millions, and come from the audited financial statements of the System



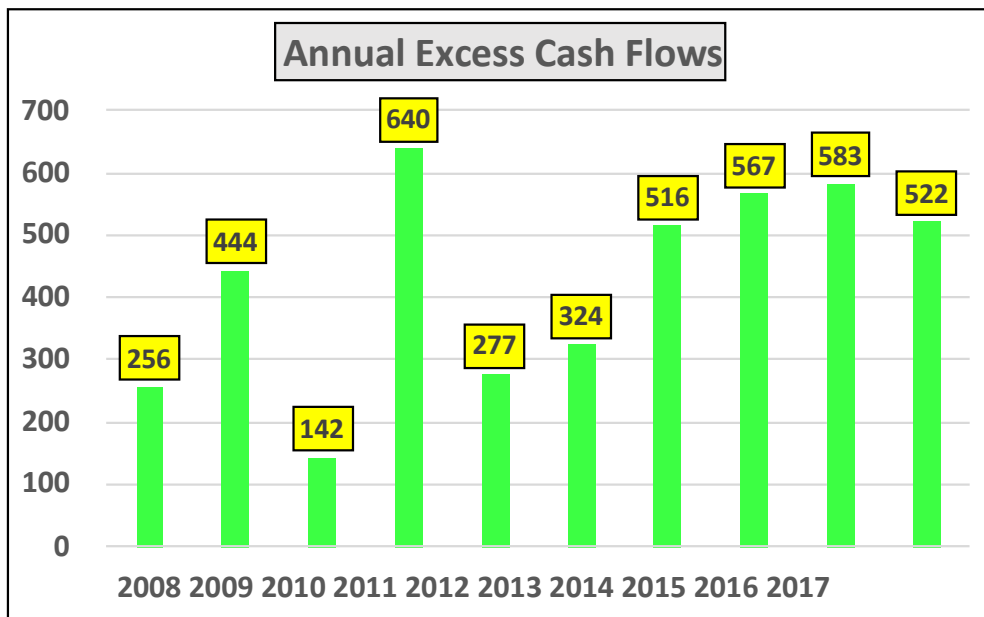
The CSU System had over \$2.5 BILLION of unrestricted reserves as of June 30, 2015. The bond rating will certify that this is a large level of reserves.

- The vast majority of the reserves are unrestricted, and despite administration claims that unrestricted is really spoken for, the key is that the external auditors put the amounts in the unrestricted category. If the reserves were truly spoken for and contractually committed, the amounts would not be in the restricted category
- Each of the campuses has reserves that comprise this amount, and we will soon look at HSU specifically.
- The amount of unrestricted is net of the pension liability, which is really the liability of the state. Note that the bond rating agencies have not changed any ratings since the pension liability (\$7.7 billion for CSU) went on the books in 2015; this is because the state, and not the CSU System, is the real obligor of these pensions. The amount of cash paid by CSU to the pension plans did not change based on the new accounting standard
- The \$2.5 billion omits the \$1.6 Billion of reserves that the auxiliaries have. Specifically, the auxiliaries that are accounted for separately from the universities have a total of \$2.5 billion of reserves, and conservatively, these are not included in the graph above. We will later discuss how the alleged fixed and impenetrable walls between the universities and the auxiliaries are bogus; these walls can be broken whenever the administration desires, and any restrictions are self-imposed

In 2017, the CSU System generated over \$500 million of excess cash flows. This represents:

- All cash in from tuition, the state, grants, and contracts (but not auxiliaries)
- Less: All cash out for employees, suppliers, utilities, interest

- Later, we will look at this specifically for HSU



The two main strengths of the system are reserves and cash flows, and this is why the System has such a high bond rating, and confirms the declaration that the CSU System is in very strong financial condition.

The bond rating is Aa2 with a stable outlook, which is the 3rd highest rating Moody's appoints out of 24 rating categories. The rating was given on February 3, 2017, and has not changed since that time.

https://www.moody.com/research/Moodys-Assigns-Aa2-to-California-State-Universities-Series-2017-SRBs--PR_903845896

Strengths per the bond rating:

- The nation's single largest four-year higher education system
- Exceptionally strong student demand,
- Solid unrestricted liquidity (reserves)
- Solid operations (revenues versus expenses and cash flows)
- Improved state funding from the state of California

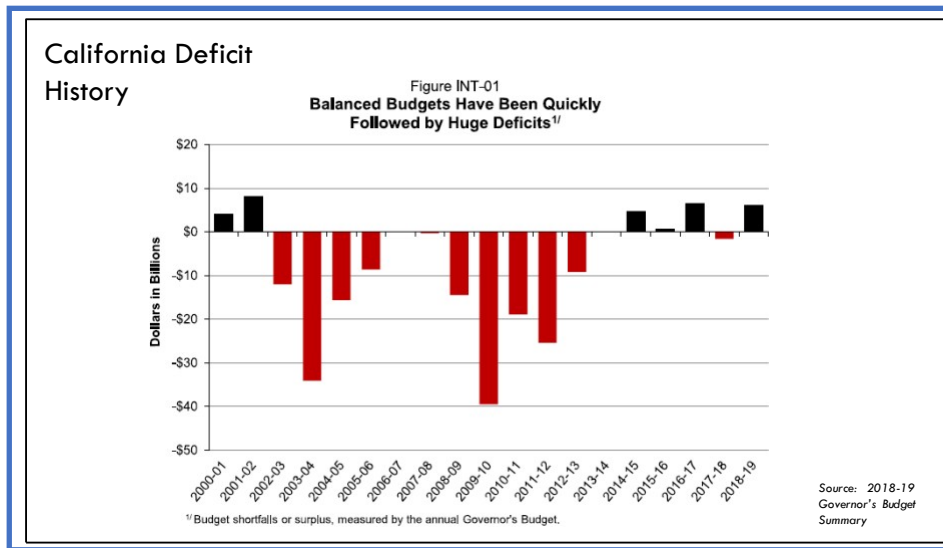
The main challenges are:

- Continued material reliance on appropriations from the State of California
- High leverage (debt)
- Substantial post retirement liabilities

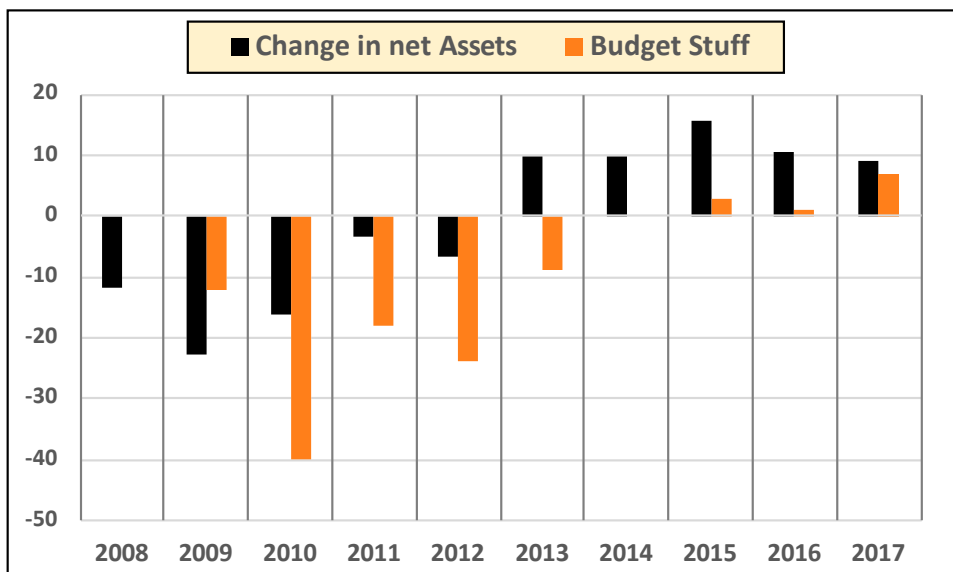
Stable outlook: "The stable outlook reflects expectations of continued exceptional student demand, well-managed operations producing at least stable cash flow and good debt service coverage, and maintenance of ample unrestricted liquidity."

In conclusion, the CSU is in very strong financial condition, supported by the high bond rating. We will next examine the reserves and cash flows for HSU

In the February 2, 2018 budget forum, the HSU administration reports a graph below, suggesting that the state is in trouble, or will soon be in trouble



Below is a chart of the ACTUAL change in net assets for the State of California (in black), which is total revenues less total expenses. The admin's chart is based on some budget construct; The change in net assets is REALITY, and reports what actually happened, per the State of California Comprehensive Annual Financial Report (<https://www.sco.ca.gov/Files-ARD/CAFR/cafr17web.pdf>)



Bond rating of the State of California:

Aa3 on April 2, 2018

"The Aa3 rating reflects California's stable financial position, high but declining debt metrics, adjusted net pension liability ratios that are close to the 50-state median, strong liquidity, and healthy employment growth."

The rating was A1 in 2016; A2 in 2014; Baa1 in 2009;

Analysis of the financial situation of HSU

According to the HSU Administration, HSU has base deficits, college shortfalls, budget gaps, a fixed cost deficit, and a budget deficit. There is a claim in the 2/2/2018 document of a 61M fixed cost deficit for the CSU System;

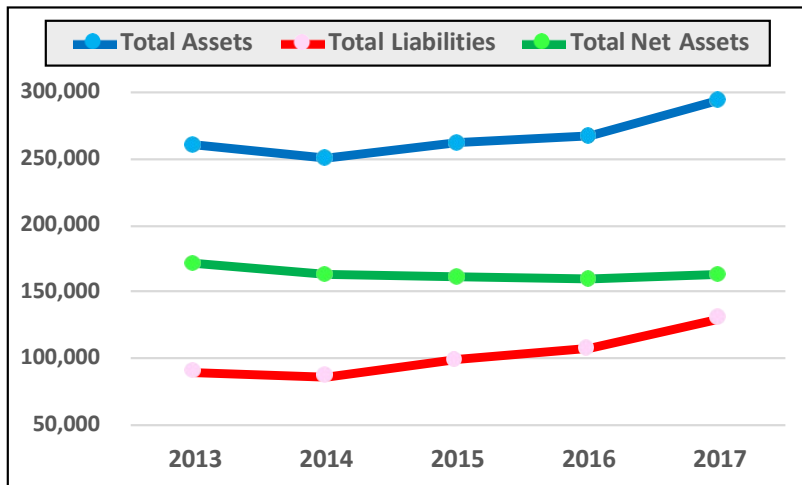
This is a made-up construct that has no basis in accounting or reality

Recall that at the end of 2017, the CSU System had \$2.5 BILLION of unrestricted reserves

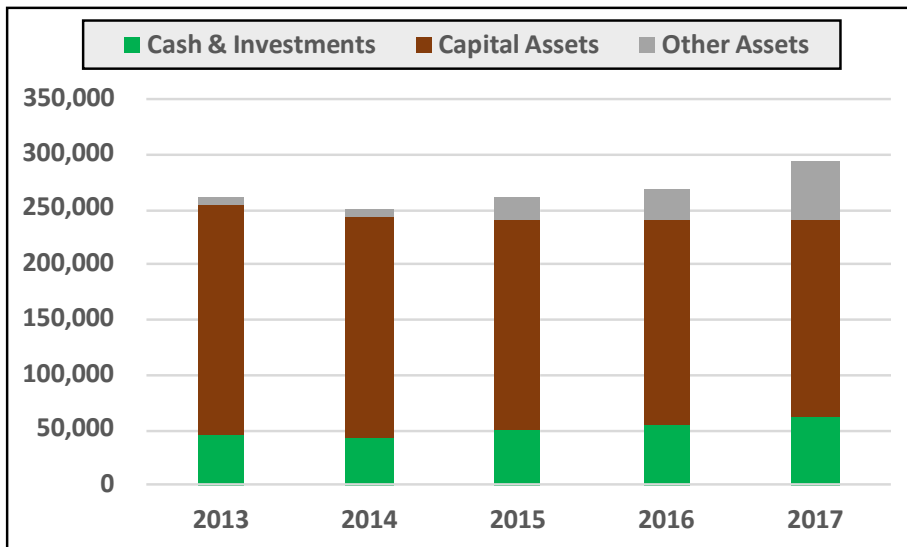
All of these constructs are self-created and not based on audited financial statements or what actually happened. Below is an analysis of what has actually happened to HSU, based on the audited financial statements of HSU

The statement of net position (balance sheet) for HSU for the last several years. The table below adjusts for the pension liability in 2015 to 2017 (as bond rating agencies do)

Amounts in thousands



Asset Breakdown over time:



One issue to consider is how much of the net assets of \$164 million are true reserves.

The net assets consist of 4 different components:

Components of Net Assets	2013	2014	2015	2016	2017
Invested in Capital	143,665	138,784	133,660	131,501	130,609
Restricted Nonexpendable	1,557	1,560	1,543	995	993
Restricted Expendable	3,515	3,016	3,101	9,434	11,859
Unrestricted	22,432	20,505	24,212	18,536	20,294
Total Net Assets	171,169	163,865	162,516	160,466	163,755

In the configuration of reserves, we include:

- Restricted expendable
- Unrestricted

We exclude:

- Invested in capital assets (amounts tied up in the buildings)
- Restricted non-expendable (people donate money and the principle can never be spent)

What will the administration say about the above configuration of reserves?

1. The admin will claim that restricted expendable should not count, as this money is spoken for. Specifically, the 2013 to 2017 audited statements report that the following commitments are made with regards to the restricted expendable reserves:

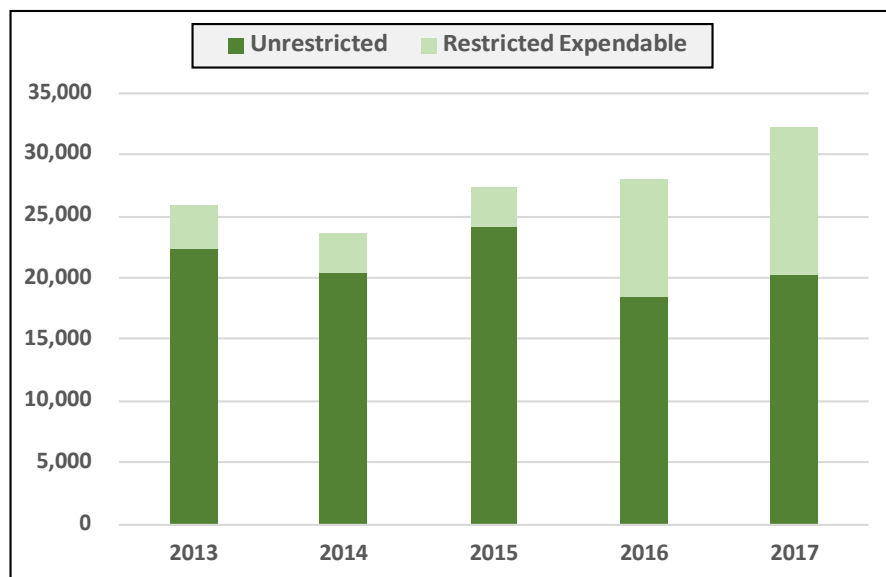
Restricted Expendable	2013	2014	2015	2016	2017
Scholarships	1,324	1,836	2,004	2,012	2,297
Research	0	0	0	0	0
Loans	875	882	884	788	820
Capital Projects	1,036	203	121	6,125	8,739
Debt Service	46	38	49	2	5
Other	234	57	43	507	0
Total Expendable	3,515	3,016	3,101	9,434	11,861

However, the bond rating agencies include restricted net assets in the computation of reserves, and for good reason. Let's say you have a mortgage on your house, and you have a fund with the following rule: the money in the fund can only be used to pay the principle and interest on your mortgage. Even if your child is sick, or if there are unexpected expenses, you cannot use the money in the fund for any other purpose.

Question: Are you better off having this fund, despite its restrictions? Absolutely! That is because you have a definitive funding source for an important need. The same logic applies to universities and the purposes in the table above.

2. The administration will also claim that Unrestricted net assets are already spoken for. However, the external auditors put it in the unrestricted category. If the reserves were truly spoken for and contractually committed, the amounts would not be in the unrestricted category

Graph of HSU Reserves:



- We see that reserves are generally growing, and are certainly not negative
- This does not mean that there is a pot of cash laying around; it does indicate that the HSU administration has some financial freedom and flexibility, which is in stark contrast to the gloom and doom being portrayed
- To put the size of these reserves in context, we calculate the primary reserve ratio:
 - Defined as Total Reserves / Total Expenses
 - It tells us how many months of expenses the institution has in reserves. Anything more than 2 months is ok; 6 months is outstanding

	2013	2014	2015	2016	2017
Unrestricted	22,432	20,505	24,212	18,536	20,294
Restricted Expendable	3,515	3,016	3,101	9,434	11,859
Total Reserves	25,947	23,521	27,313	27,970	32,153
Total Operating Expenses	154,946	152,815	151,732	159,498	168,272
Primary Reserve Ratio	17%	15%	18%	18%	19%

Performance Metric:

Cash Flow Ratio

- Numerator = Operating Cash Flows, which is all cash in less all cash out
- Denominator = Total Revenues

The cash flow ratio is the most robust metric of performance, and Moody's, in their new ratio framework for public universities, uses the cash flow ratio as the only annual operating metric to judge the financial health of public institutions.

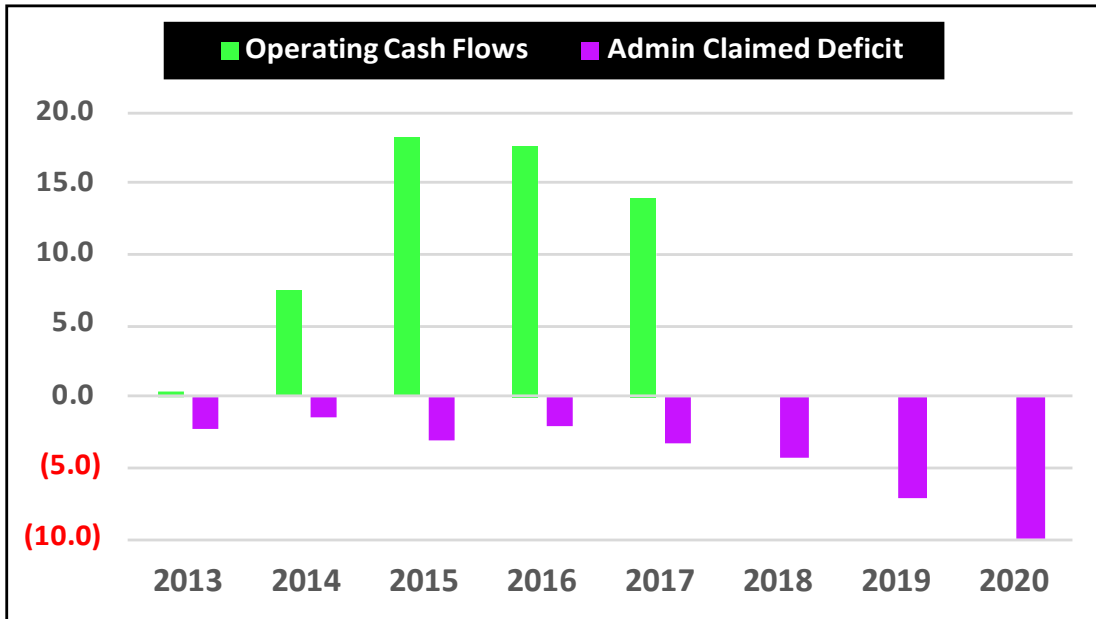
Cash flows from:	2013	2014	2015	2016	2017
State Appropriation	58,364	64,168	67,974	71,403	78,320
Student Tuition and Fees	38,640	36,099	36,389	36,973	34,274
Sales of Auxiliaries	12,673	6,446	5,451	5,370	5,498
Grants and Contracts	27,707	31,924	38,784	39,346	40,098
Payments to Employees	(98,437)	(101,988)	(106,511)	(110,649)	(118,641)
Payments to Suppliers	(25,619)	(27,668)	(24,690)	(24,577)	(24,524)
All Other inflows (outflows)	(12,980)	(1,436)	794	(312)	(1,030)
Operating Cash Flows	348	7,545	18,191	17,554	13,995
Total Revenues	145,764	148,607	157,771	169,293	172,934
Cash Flow Ratio	0.2%	5.1%	11.5%	10.4%	8.1%

- This is reporting all the cash in from operating activities, less all the cash out for operating activities
- The auxiliaries are only the ones that are part of the university financials; they do not include the component units that we will analyze later
- This is the key result to refute the administration's claims of deficits: EACH YEAR FOR THE LAST FIVE YEARS, HSU HAS GENERATED POSITIVE CASH FLOWS
- In 2017, HSU generated \$14 millions of excess cash flows. This is in stark contrast to the deficits claimed by the administration.

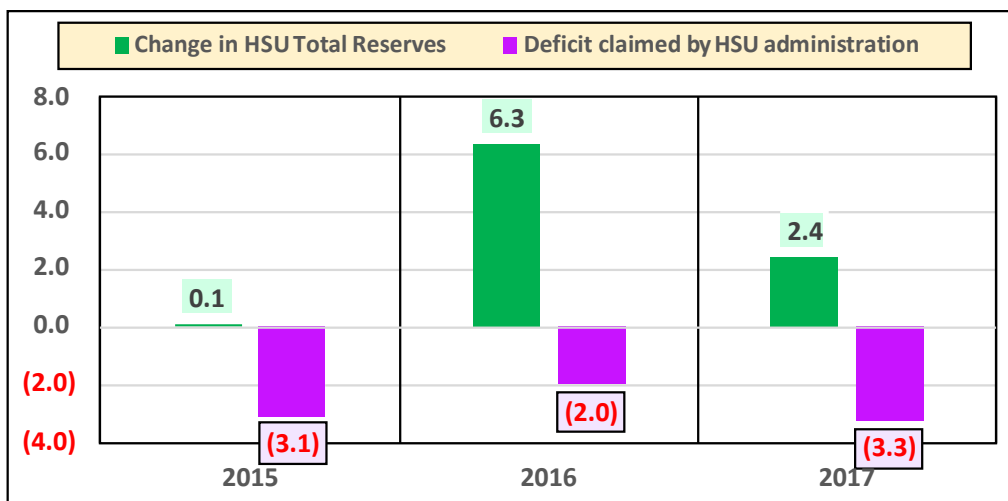
Below is a chart of the deficits reported by the HSU administration in the February 2, 2018 budget presentation. These do not coincide with the actual results in the audited financial statements.

HSU Admin:	2013	2014	2015	2016	2017	2018	2019	2020
Base Deficit	(2.0)	(0.8)	(2.5)	(0.7)	(0.5)	(1.6)	(1.6)	(1.6)
College Shortfall	(0.2)	(0.6)	(0.4)	(1.1)	(2.3)	(2.3)	(2.3)	(2.3)
Athletic Support	0.0	0.0	(0.2)	(0.2)	(0.5)	(0.5)	(0.5)	(0.5)
Unfunded Compensation	0.0	0.0	0.0	0.0	0.0	0.0	(1.0)	(2.0)
Tuition decrease	0.0	0.0	0.0	0.0	0.0	0.0	(1.8)	(2.7)
State appropriation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	(0.9)
Total Deficit	(2.2)	(1.4)	(3.1)	(2.0)	(3.3)	(4.4)	(7.2)	(10.0)
Per Audited Statements:	2013	2014	2015	2016	2017			
Operating Cash Flows	0.3	7.5	18.2	17.6	14.0			

- Given what has occurred, it is advisable to take any claims about 2018 to 2020 with a large grain of salt
- These projections of deficits never materialized in the last several years – in fact there were surpluses
- Below is a graph of the claimed deficits from 2013 to 2017 versus reality



- What we do know about 2018 and 2019 is that the State appropriation to HSU is going to increase by between \$3 million and \$4 million
- We will examine enrollment changes and other expense constructs to determine if it is even conceivable that there will be deficits as claimed by the HSU administration
- The fact that 2015, 2016, and 2017 reported ACTUAL cash surpluses, versus claimed deficits, is clear evidence that the administration's claims of deficits should be considered less than certain
- In addition, unrestricted reserves and total reserves have increased for the last three years. How could there be deficits if reserves are increasing?



Analysis of Auxiliary Organizations of HSU

There are four auxiliaries organizations associated with HSU:

- Sponsored Programs Foundation (HSU SPF)
- Advancement Foundation (HSUAF)
- University Center Board of Director
- Associated Students of HSU (AS)

The results for 2017 for the four organizations are as follows, and comes from the audited financial statements of each organization, at:

<http://auxiliary.calstate.edu/?cat=28&submit.x=37&submit.y=9>

2017	Sponsored Program Foundation	Advancement Foundation	Board of Directors	Associated Students (AS)	TOTALS
Total Assets	12,595,091	39,660,979	13,723,039	549,645	66,528,754
Total Liabilities	4,125,782	2,960,143	5,255,539	25,519	12,366,983
Total Net Assets	8,469,309	36,700,836	8,467,500	524,126	54,161,771
Unrestricted Net Assets	6,438,902	3,029,619	8,467,500	524,126	18,460,147
Total Revenues	25,212,227	7,637,244	14,620,835	980,919	48,451,225
Total Expenses	25,187,359	2,946,476	14,901,327	980,478	44,015,640
Change in Net Assets	24,868	4,690,768	(280,492)	441	4,435,585
Operating Cash Flows	27,209	437,988	475,065	(42,070)	898,192

What do we learn here?

- There are significant assets, and very few liabilities in these organizations
- There are over \$18 million of unrestricted reserves associated with these organizations at the end of 2017. This \$18 million can be considered as an addition to the \$20 million of campus unrestricted reserves
- Cash flows generated by the auxiliaries in 2017 were 898,192, and represents real money; the campus generated \$14 million in excess cash flows in 2017, so this amount takes that total to almost \$15 million

The claim that the auxiliary orgs are off limits is self-imposed. The administration has consistently claimed that none of these funds are available for anything. However, these funds are real money, and the surpluses just build up reserves for HSU

By ignoring these funds, tuition is higher than it should be, the commitment to the core academic mission is lower than it should be, and the quality of education delivered to students is below the level that the true financial situation of CSU supports. In addition, people are losing their jobs, and this should not be happening.

Several facts obliterate administrative claims that these organizations are off limits:

1. **The audited financial statements and websites of each organization reveal the control and discretion that HSU has over these organizations:**
 - a. **Sponsored Program Foundation (SPF)** *“HSU SPF administers virtually all externally-funded grants and contracts and submits proposals to external funding agencies on behalf of Humboldt State University. We help faculty and administrators build bridges between Humboldt State University, external funding agencies, and other institutions to advance the University's mission”*
 - b. **HSUAF**. *“The Foundation serves the University in several ways:*
 - Deploy Assets – ensure that contributed funds are efficiently distributed and productively used by the University
 - Raise New Assets – engage in the fundraising process in order to increase the amount and quality of charitable contributions to the University
 - Strategic Alignment – be familiar with the strategies and directions of the University and provide commentary and feedback to University leadership
 - Advocacy – serve as spokespersons and ambassadors for the University*”*
 - c. **University Center**: *“provides Humboldt State University’s students and the greater campus community with services, conveniences and amenities requisite to the daily life of the campus.” This organization covers the student union, dining facilities, the rec center, the Humboldt Bay Aquatic Center, and other buildings on campus*
 - d. **Associated Students (AS)**: *“advocates the student perspective in the University decision making process. The Associated Students Board of Directors is elected each spring and serves as the officially recognized voice of the student body. We actively seek institutional changes that serve to enhance the student environment. We fund and administer student initiated and led programs and services that are unique to Humboldt State University.”*
1. The strict walls were broken down in 2017. With ASI, there was a large change in mid-2017, as a large amount of the operations were transferred from ASI to the university.

Quoting from the 2017 AS audited statements: *“With the transition of Associated Students’ Business Services moving from University Center to Humboldt State Administrative Affairs mid-year, due to Student Board vote, caused an analysis of where funding activities were supposed to be accounted for. Once transitioned, Management made the executive decision to transfer Clubs and IRA activities to the Humboldt State University business unit. Doing this has made Associated Students accounting become clearer and more transparent.”*

This is further proof that there is no legal restrictions on these auxiliaries; the restrictions are all self-imposed!

2. The evidence that demonstrates there are no strict walls between the university and the auxiliary organizations is in the audited statements. For each of the last several years, below are the interactions between the main campus and the auxiliary orgs. There are allegedly strict walls between the two; the millions and millions of dollars going back and forth demonstrate

that these walls are not strict and that there is no legal limitation. However, tens of millions of dollars go back and forth between the campus and these auxiliary organizations each and every year. There are no strict walls – these four organizations are an integral part of HSU.

In Thousands	2015	2016	2017
Payments from discretely presented component units for salaries of personnel working on contracts, grants, and other programs	2,042	1,877	2,367
Payments from discretely presented component units for other than salaries	3,828	3,957	4,776
Payments to discretely presented component units for services, space, and programs	2,241	2,454	2,050
Gifts in kind from discretely presented component units	262	340	164
Gifts (cash or assets) from discretely presented component units	1,766	881	988
Accounts receivable from discretely presented component units	113	346	2,097
Accounts payable to discretely presented component units	(202)	(107)	(72)
Payments to the Office of the Chancellor for administrative activities	72	68	78
Payments to the Office of the Chancellor for state pro rata charges	379	248	288
Accounts receivable from the Office of the Chancellor	48	94	284
State lottery allocation received	862	848	909

- The “discretely presented component units” are the auxiliary organizations.
 - The amount of money going back and forth is significant
3. In 2012, when the CSU administration wanted to pay the presidents of the campuses additional compensation where did they allegedly get the money? From the allegedly off limits auxiliary organizations. The administration claims they received special dispensation from the legislature, but that was all political. There are guidelines, and the administration has great discretion in how these funds are spent. Consider this: let’s say the auxiliary organizations build huge surpluses over time; at some point, what is going to happen to these surpluses? This is the situation with the CSU System; the administration has charged more tuition than they should, and paid workers (not upper level administrators) less than they should.
 4. Every other public university includes the majority these types of organizations in their main financial statements; student unions, grants, and contracts are all part of the accounting systems of the main organizations of every system. These auxiliary organizations are separate legal and accounting entities, but they are simply part of the university, and should be analyzed as such.

Bottom line: when examining the financial health, freedom and flexibility of HSU, the auxiliary orgs must be considered. These auxiliaries generate huge cash surpluses each year, and right now, they just pad reserves.

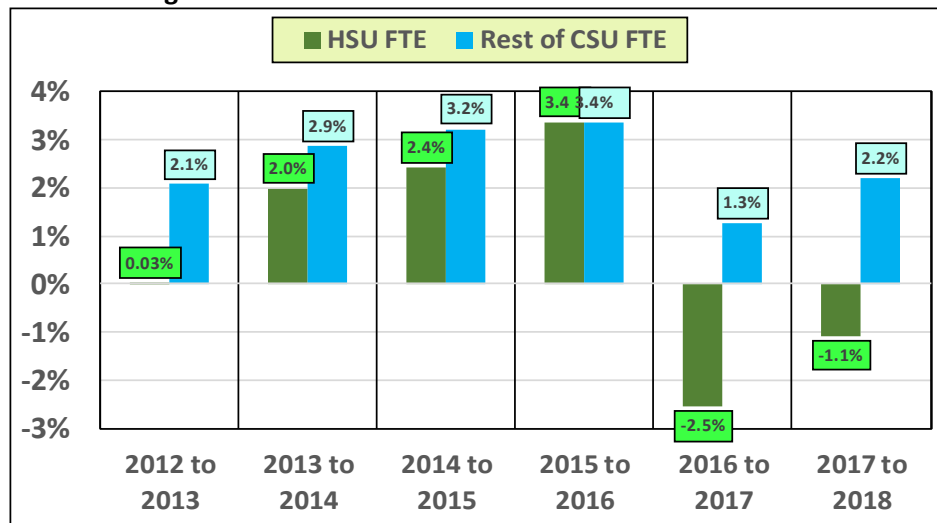
Detailed Revenue Analysis of HSU

	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
	2012	2013	2014	2015	2016	2017	2018
Headcount	8,046	8,116	8,293	8,485	8,790	8,503	8,349
FTE (full time equivalent)	7,618	7,620	7,772	7,960	8,228	8,020	7,934
Ratio of FTE to HC	0.947	0.939	0.937	0.938	0.936	0.943	0.950
Rest of CSU	355,051	362,411	372,772	384,791	397,700	402,738	411,584

Sources: http://www2.humboldt.edu/irp/Dashboards/HSU_Historical_HC-FTE.html and http://www.calstate.edu/as/stat_reports/2017-2018/f17_02.htm for Fall 2017

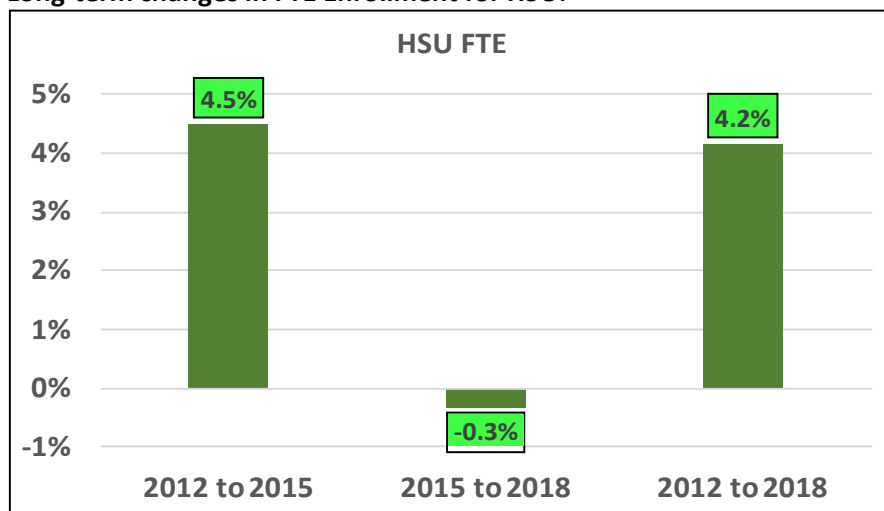
- The Fall 2015 enrollment was the largest enrollment since 1992, the earliest year data is available on the Humboldt dashboard
- Enrollment is down in the last two years, but the Fall 2017 enrollment is the 4th largest in history

Annual Changes in FTE Enrollment:



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Long-term changes in FTE Enrollment for HSU:



The news for new students and applications:

Fall 2017	Applicants	Admitted	Enrolled	% of Apps Admitted	% of Admitted Enrolled
First time fresh	11,453	9,372	1,210	82%	13%
Transfers	6,521	5,592	953	86%	17%
Post/bac	720	416	307	58%	74%
Transitory	35	34	24		
Total	18,729	15,414	2,494	82%	16%
Fall 2016	Applicants	Admitted	Enrolled	% of Apps Admitted	% of Admitted Enrolled
First time fresh	12,964	9,996	1,295	77%	13%
Transfers	4,487	3,680	857	82%	23%
Post/bac	665	402	280	60%	70%
Transitory	100	100	33		
Total	18,216	14,178	2,465	78%	17%

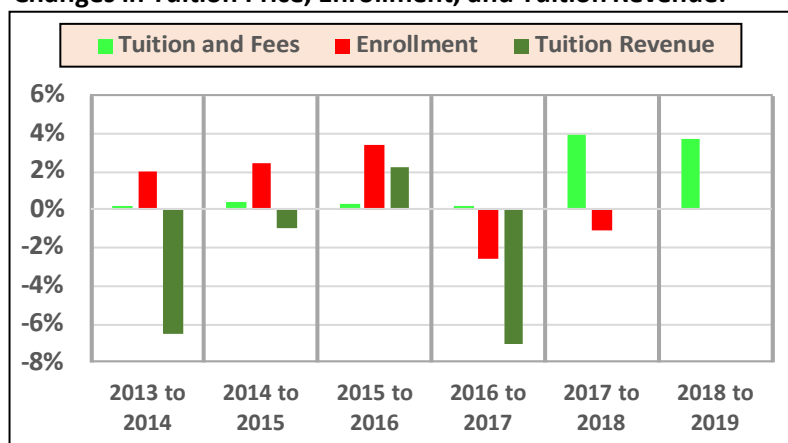
Tuition and Fees, Room and Board

Sources: IPEDS; US News and World Report and HSU website

	2013	2014	2015	2016	2017	2018	2019
Tuition and Fees	\$7,130	\$7,144	\$7,171	\$7,195	\$7,209	\$7,493	\$7,774
Room and Board	\$10,948	\$11,440	\$11,644	\$12,114	\$12,638	\$13,016	
Total	\$18,078	\$18,584	\$18,815	\$19,309	\$19,847	\$20,509	
	2013 to 2014	2014 to 2015	2015 to 2016	2016 to 2017	2017 to 2018	2018 to 2019	
Tuition and Fees	0.2%	0.4%	0.3%	0.2%	3.9%	3.8%	
Room and Board	4.5%	1.8%	4.0%	4.3%	3.0%		
Total	2.8%	1.2%	2.6%	2.8%	3.3%		

- CSU Average for 2017-18 for CSU is \$7,217
- HSU tuition and fees is \$276 higher than the average
- HSU tuition and fees is 3.8% above the average for all CSU institutions

Changes in Tuition Price, Enrollment, and Tuition Revenue:



- Given the increase in tuition price and the change in enrollment, the tuition change will not be as negative as for 2016-17
- In the HSU budget, there appears to be a 1% forecasted decline in gross tuition revenue (before discounts) for 2018, and a 3.5% decline for 2019, though it is unclear what they are budgeting (gross undergrad? Total? Discount?)
- Below are the discount rates over the last five years:

	2013	2014	2015	2016	2017
Tuition and fees, gross	63,108	64,891	66,363	68,548	63,262
Scholarship Allowances	24,136	28,456	30,292	31,659	28,973
Tuition and fees, net	38,972	36,435	36,071	36,889	34,289
Discount rate	38.2%	43.9%	45.6%	46.2%	45.8%

Detailed Expense Analysis of HSU

Operating expenses as reported in the audited financial statements:

In Thousands of dollars	2013	2014	2015	2016	2017
Instruction	47,155	49,276	50,409	53,250	59,398
Research	0	0	66	362	279
Public Service	493	525	467	508	519
Academic Support	16,110	17,069	16,152	17,810	18,802
Student Services	17,573	18,660	19,076	21,180	22,025
Institutional Support	17,966	18,014	18,152	17,451	17,491
Plant	16,392	17,613	14,864	15,119	17,685
Scholarships	19,446	11,168	12,156	13,090	12,921
Auxiliaries	8,284	9,206	9,112	8,953	8,145
Depreciation	11,527	11,284	11,278	11,775	11,007
Interest Expense	3,636	3,096	2,894	2,806	2,096
Total Expenses	158,582	155,911	154,626	162,304	170,368
As percent of total	2013	2014	2015	2016	2017
Instruction	29.7%	31.6%	32.6%	32.8%	34.9%
Research	0.0%	0.0%	0.0%	0.2%	0.2%
Public Service	0.3%	0.3%	0.3%	0.3%	0.3%
Academic Support	10.2%	10.9%	10.4%	11.0%	11.0%
Student Services	11.1%	12.0%	12.3%	13.0%	12.9%
Institutional Support	11.3%	11.6%	11.7%	10.8%	10.3%
Plant	10.3%	11.3%	9.6%	9.3%	10.4%
Scholarships	12.3%	7.2%	7.9%	8.1%	7.6%
Auxiliaries	5.2%	5.9%	5.9%	5.5%	4.8%
Depreciation	7.3%	7.2%	7.3%	7.3%	6.5%
Interest Expense	2.3%	2.0%	1.9%	1.7%	1.2%
Total Expenses	100.0%	100.0%	100.0%	100.0%	100.0%

Category definitions:

Instruction	Salaries of those who teach; academic admin's are but
Academic Support	Deans and Libraries; Advising
Auxiliaries	Housing, dining, bookstore, parking, athletics
Institutional Support	Upper level administration
Scholarships/Student Aid	Direct aid to students
Plant	Buildings and grounds
Student Services	Admissions; student orgs
Research	Includes external grants and internal spending
Depreciation	Estimated decline in value of buildings
Public Service	Conferences and institutes

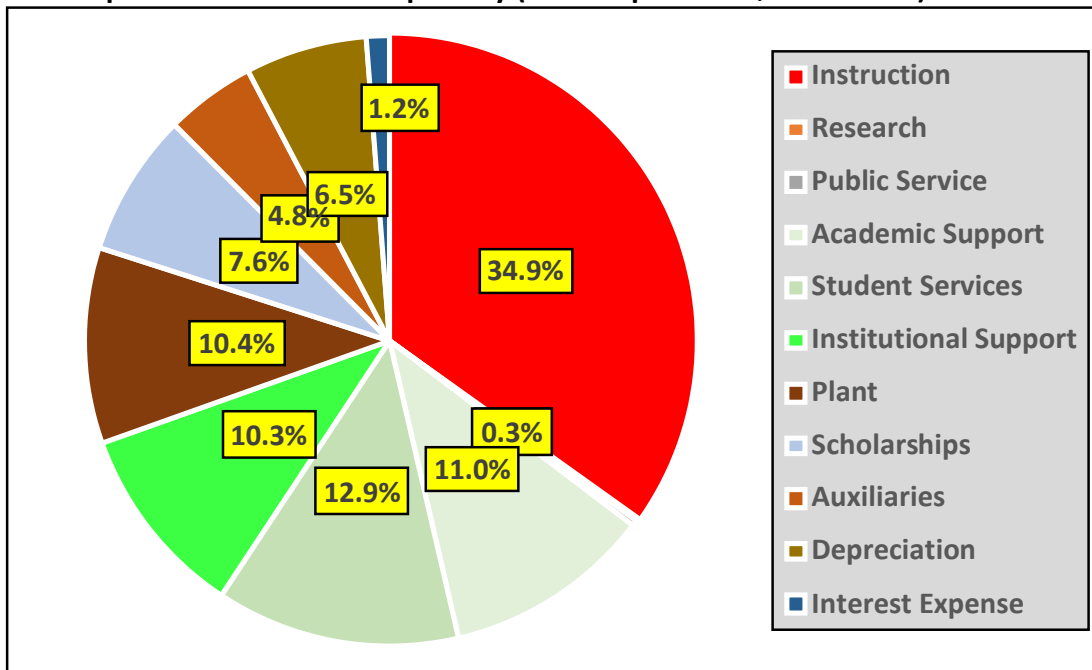
- Academic support and student services contain administrative and non-administrative components, including members of the CFA bargaining units
- Institutional support is 100% pure upper-level administration

For increase in instruction from 2016 to 2017:

Per cash flow analysis, total payments to employees increased from \$110.6 million to \$118.6 million or \$8 million, which is a 7.2 increase. Not all of these payments were for instruction, and note that

- Total instruction for HSU increased by 11.5% from 2016 to 2017
- **However, instruction expense for all other 22 CSU campuses increased 14.0% from 2016 to 2017**
- Cash payments to all employees increased by 7.2%
- It is possible that the non-compensation component of instruction led to some of the increase we see in the instruction category from 2016 to 2017. Note that the IPEDS breakdown of expenses for 2017 was submitted by the HSU administration in April of 2018, but that data was not provided as of this writing. This will not be on the IPEDS website until January of 2019
- Going forward, we will focus on the salary component of expenses (benefits are not reported separately in IPEDS as of 2016), but we only have data through 2016
- The HSU administration reports that instruction is 41% of total expenses; however, it is unclear what denominator they are using. As we compare these expenses, we will use the total expenses from the audited statements/IPEDS

2017 Expense Distribution Graphically (Total Expenses = \$170 million)



Instruction and institutional support compared to peers

Instruction Expense as a Percent of Total Expense, IPEDS 2016

Institution	Instruction Expense as a % of Total Expenses
Long Beach	47.9%
Fullerton	46.7%
San Luis Obispo	46.1%
SJSU	45.9%
Ponoma	44.0%
Stanislaus	43.7%
San Marcos	43.6%
Sacramento	43.3%
SFSU	42.8%
Chico	42.8%
Monterrey Bay	42.0%
CSUN	41.8%
LA	41.1%
CSUSB	41.0%
Humboldt	40.8%
Fresno	40.1%
DH	39.2%
Maritime	37.6%
SDSU	37.3%
Bakersfield	37.2%
East Bay	35.8%
SSU	33.9%
Channel	29.6%
HSU Rank (of 23)	15
Peer Average	41.1%
HSU vs. Peer Average	-0.24%
Additional Dollars to get HSU to Peer Average	\$390,662

- It is clear that HSU spends less on instruction than peer institutions
- In the budget analysis, the HSU administration cherry-picked some institutions within CSU to claim that HSU spends more on instruction. This is clearly not the case
- The HSU administration takes Maritime out as a peer in its submission to IPEDS:
 - Peer average goes up to 41.2%
 - Additional dollars to get HSU to peer average goes up to \$662,854

Instruction is more than just salaries

For example, in 2015, the last year we have data, Instruction was made up of:

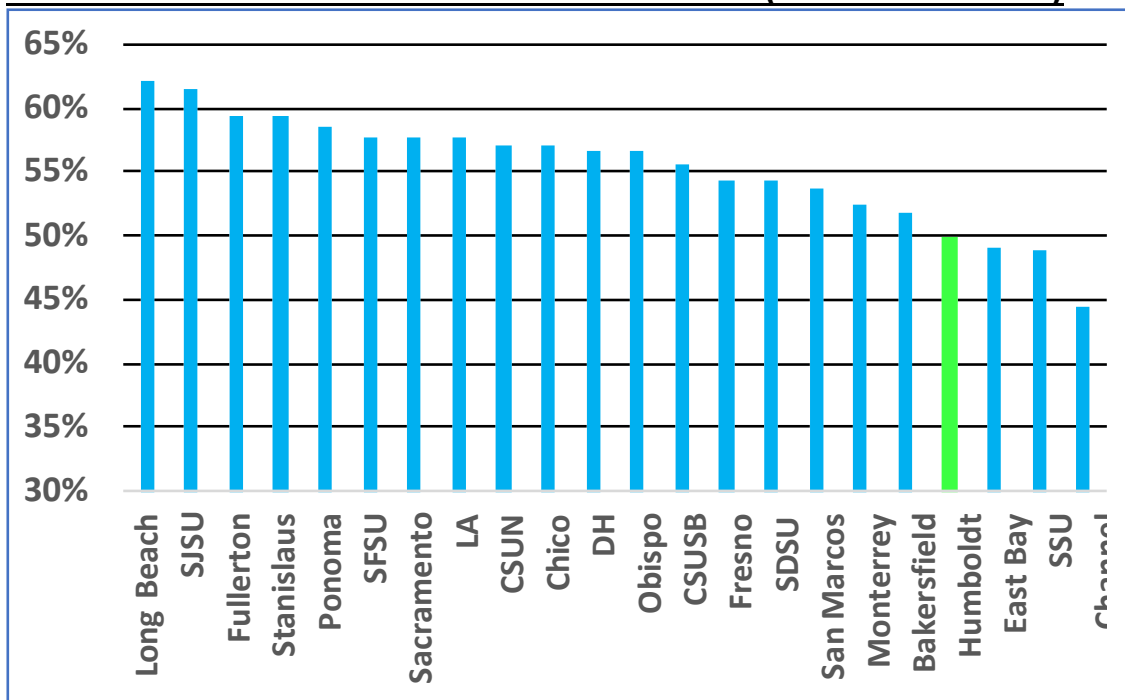
Salaries	32,693
Benefits	13,176
Other	4,540
Total Instruction Expense	50,409

Starting in 2016, IPEDS stopped reporting benefits

Note that some public universities report salaries and benefits by expense function in the audited financial statements (UO and OSU)

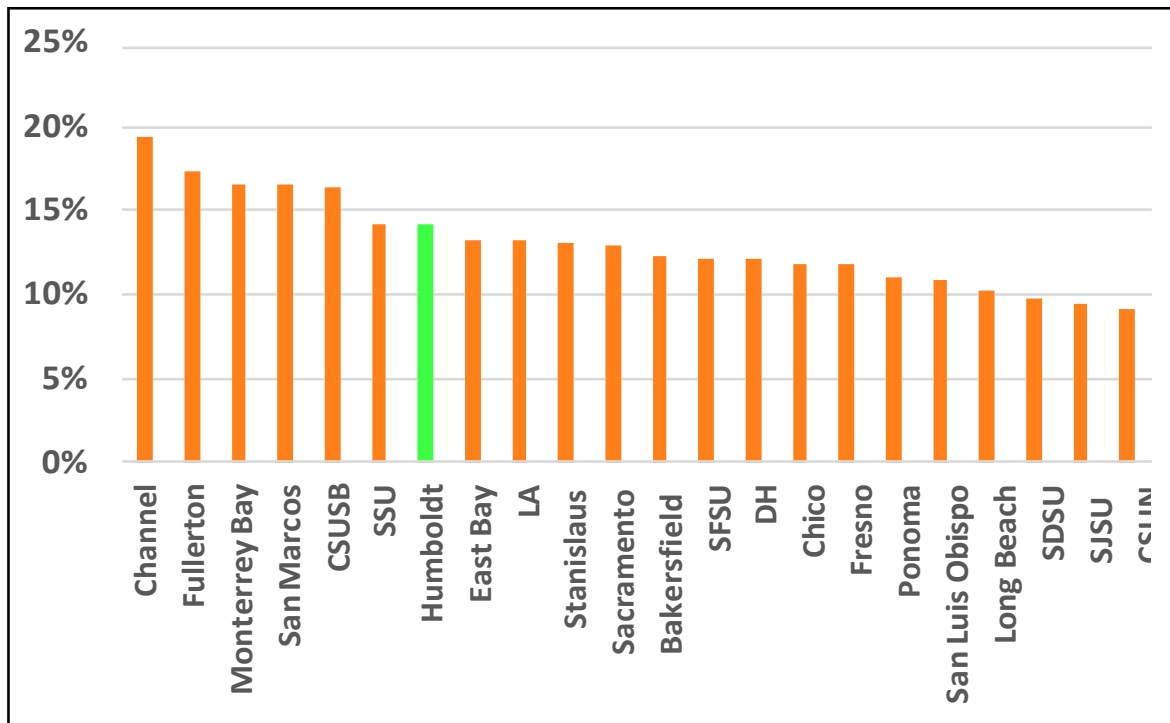
Due to this change and lack of data availability, we will isolate the salary component of the expense

Instruction Salaries as a Percent of Total Salaries (without Maritime)



- Humboldt is at 49.9%
- Peer average is 55.6%
- Humboldt is 19th out of 22
- **If Humboldt had spent the peer average, an additional 5.7% of total salaries or \$3.9 million would be spent on instructional salaries!**
- **Any claims by the HSU administration that they spend a similar percentage on instruction salaries as CSU peers is not supported by the empirical evidence**

Institutional Support Salaries as a Percent of Total Salaries



- Humboldt is at 14.1%
- Peer average is 13.0%
- HSU is 7th largest out of 22 (7th largest with institutional support expense)
- If HSU had spent the peer average, then \$745,661 less would be spent on administrative salaries

The results are clear:

- HSU spends less on instruction salaries than CSU peer institutions
- HSU spends more on institutional support (upper-level administration) than CSU peer institutions

Faculty Salaries per AAUP Compensation Survey

2017-2018	Full	Assoc	Asst	Lecturer
San Diego St U	\$115,500	\$94,900	\$90,300	\$66,500
Cal St U-Channel Islands	\$114,400	\$97,400	\$84,200	\$67,800
San Francisco St U	\$111,100	\$93,500	\$86,100	\$63,000
San Jose St U	\$110,400	\$94,300	\$85,200	\$65,800
Cal St U Maritime Academy	\$110,300	\$90,700	\$77,900	\$63,400
Cal St Polytechnic U-Pomona	\$110,200	\$93,100	\$82,900	\$65,500
Cal St U-San Marcos	\$109,200	\$90,400	\$83,300	\$61,100
Cal St U-Dominguez Hills	\$108,900	\$98,800	\$81,700	\$61,900
San Luis Obispo	\$108,200	\$92,700	\$83,100	\$68,500
Cal St U-Bakersfield	\$106,800	\$90,800	\$79,600	\$63,100
Cal St U-Long Beach	\$106,600	\$92,200	\$83,100	\$67,400
Cal St U-East Bay	\$106,200	\$94,300	\$80,600	\$62,100
Cal St U-Los Angeles	\$106,100	\$90,000	\$84,400	\$56,800
Cal St U-Monterey Bay	\$105,900	\$90,400	\$80,300	\$55,700
Cal St U-Fullerton	\$105,800	\$91,900	\$86,900	\$63,500
Cal St U-San Bernardino	\$105,800	\$86,600	\$75,400	\$60,100
Cal St U-Fresno	\$105,600	\$87,900	\$78,100	\$60,500
Cal St U-Northridge	\$102,900	\$87,500	\$80,700	\$61,700
Cal St U-Stanislaus	\$102,700	\$87,100	\$76,500	\$56,900
Humboldt St U	\$102,600	\$87,300	\$74,800	\$61,100
Cal St U-Chico	\$102,500	\$85,600	\$77,000	\$62,300
Cal St U-Sacramento	\$98,900	\$88,500	\$76,700	\$61,500
HSU Rank (out of 22)	20	19	22	16
Peer Average	\$107,333	\$91,362	\$81,619	\$62,624
HSU vs. Peer Average in \$	-\$4,733	-\$4,062	-\$6,819	-\$1,524
HSU vs. Peer Average in %	-4.4%	-4.4%	-8.4%	-2.4%

- It is clear that HSU faculty salaries are well below those at peer CSU institutions
- We will see below that these salaries are well below those of top HSU administrators

Administrative Salaries

Source: <http://www.sacbee.com/site-services/databases/state-pay>

Title	2016 Total Pay	2017 Total Pay	\$ Change
President	\$379,134	\$387,574	\$8,440
Provost	\$207,274	\$238,081	
VP Advancement	\$199,561	\$204,330	\$4,769
Dept Chair, MBA	\$190,701	\$189,009	(\$1,692)
CIO (now retired)	\$179,890	\$183,852	\$3,962
Dean, CNRS (now former dean)	\$61,813	\$177,219	
Sr Assoc VP HR	\$170,874	\$175,009	\$4,135
Assoc VP Distance Ed		\$169,748	
Dean, Library	\$162,643	\$166,236	\$3,593
VP Admin Affairs (former)	\$206,719	\$158,749	
AVP for Institutional Effectiveness	\$135,630	\$155,703	
Chair, Kinesiology	\$169,003	\$154,398	
Interm Vice Provost (former)	\$138,664	\$151,703	
Interim A.V.P. Extended Ed	\$144,270	\$151,661	\$7,391
Assoc VP	\$145,476	\$148,716	\$3,240
Construction Project Management (former)	\$145,386	\$144,587	
Police Chief	\$139,672	\$142,747	\$3,075
VP Enrollment Management	\$191,079	\$141,648	
Exec Director of Development (Advancement)		\$141,028	
Dean, Research & Sponsored Programs	\$132,871	\$139,698	\$6,827
Physician	\$129,451	\$138,526	\$9,075
Title IX Deputy Coordinator	\$135,107	\$138,088	\$2,981
Assoc Dean, CNRS	\$134,784	\$137,896	\$3,112
Director	\$135,282	\$136,687	\$1,405
Associate Director, Athletics	\$80,237	\$136,305	
Director	\$54,430	\$134,435	
Special Consultant	\$133,119	\$131,435	(\$1,684)
Budget Director	\$113,419	\$131,353	
Average	\$154,480	\$164,515	\$10,035
Median	\$141,971	\$150,189	\$8,218
Full Professor	\$92,866	\$99,356	\$6,490
Associate Professor	\$78,004	\$84,595	\$6,591
Assistant Professor	\$69,553	\$73,079	\$3,526
Lecturer	\$54,030	\$56,601	\$2,571

Number and Salaries of Non-Instructional Staff per IPEDS

	2013	2014	2015	2016	2017
Management	59	62	65	63	61
Healthcare	9	9	11	8	10
Computer Engineering and Science	60	63	63	62	68
Maintenance	45	40	42	42	46
Business and Financial Operations	76	79	74	86	87
Librarians Curators Archivists and Academic Affairs	35	38	35	38	34
Community Social Service Legal Arts Sports and Media	101	109	106	115	117
Transportation	11	12	11	11	12
Service	64	66	64	62	58
Office and Administrative Support	148	146	139	142	133
TOTAL Non-Instructional Staff	608	624	610	629	626
	2013	2014	2015	2016	2017
Management	\$120,110	\$118,595	\$121,001	\$124,519	\$125,718
Healthcare	\$80,996	\$81,721	\$78,528	\$90,557	\$94,716
Computer Engineering and Science	\$63,718	\$61,956	\$62,745	\$64,495	\$66,719
Maintenance	\$55,953	\$56,233	\$57,093	\$58,239	\$60,350
Business and Financial Operations	\$56,828	\$55,223	\$55,990	\$58,531	\$58,275
Librarians Curators Archivists and Academic Affairs	\$51,466	\$47,218	\$46,849	\$48,560	\$55,445
Community Social Service Legal Arts Sports and Media	\$47,730	\$47,946	\$48,627	\$50,438	\$51,959
Transportation	\$54,425	\$54,197	\$52,629	\$48,017	\$48,838
Service	\$36,495	\$37,367	\$37,743	\$40,791	\$41,690
Office and Administrative Support	\$37,468	\$37,323	\$38,034	\$39,470	\$40,562
TOTAL Non-Instructional Staff	\$55,225	\$54,791	\$56,227	\$57,798	\$59,684

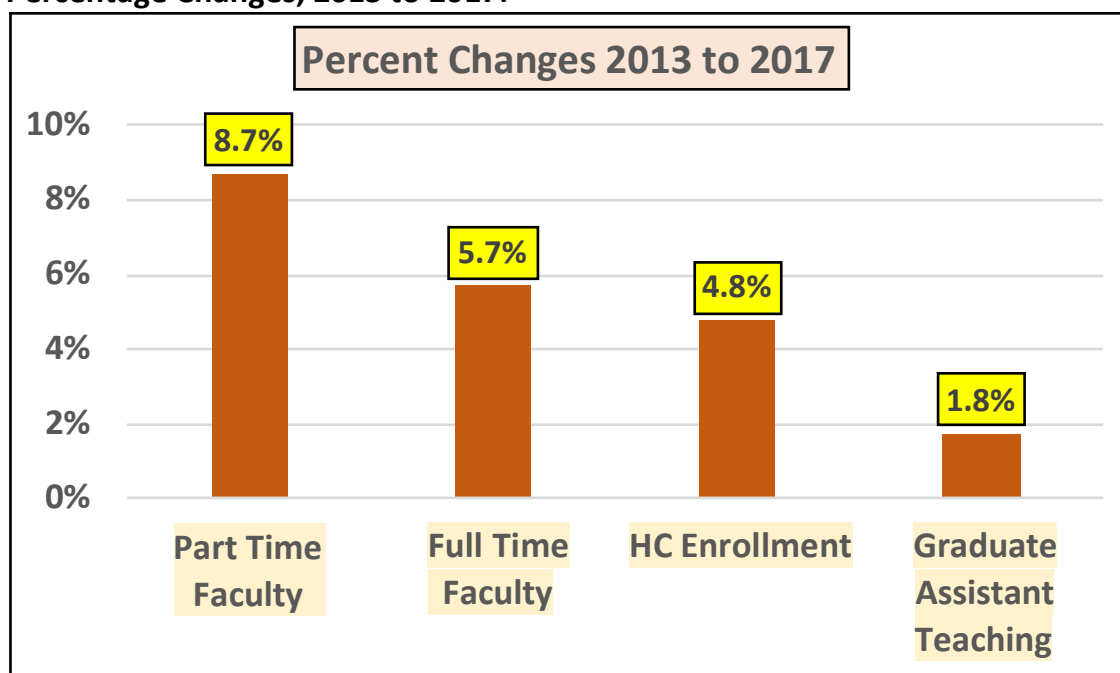
- **Data and Transparency Issue**
 - The 2017 data is reported to IPEDS as of November 1, 2016
 - The HSU administration submitted the Human Resources data to IPEDS in April of 2018, and it reports the data as of November 1, 2017
 - This data was not made available, as we will not see it on IPEDS until January of 2019
- The administration has claimed that there was a reduction in administrative employees; the data above suggests there are 2 fewer administrators for 2017, but this is 2 more than the amount in 2013; this does not represent a significant decline in administrative spending. If we had the November 1, 2017 data, perhaps the administration's claim could be verified

Number of faculty

Per Common Data Set and IPEDS for graduate assistants

	2013	2014	2015	2016	2017
Full Time	228	231	219	226	241
Part Time	310	322	351	340	337
Grad Teaching	57	58	54	47	58
HC Enrollment	8,116	8,293	8,485	8,790	8,503

Percentage Changes, 2013 to 2017:



Number of Faculty by Rank per Different Data Sources

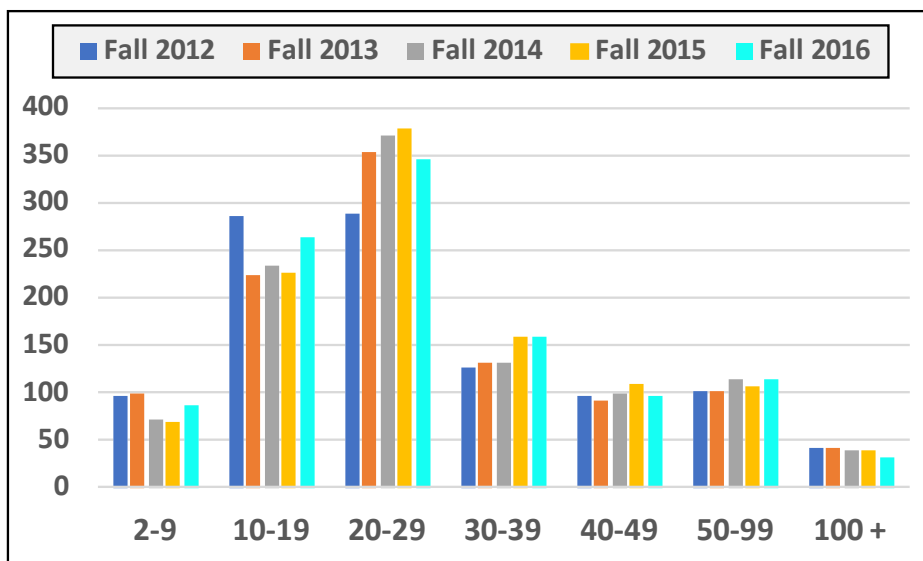
Per AAUP Survey	2013	2014	2015	2016	2017	2018
Full	120	120	113	115	116	119
Associate	62	57	49	46	44	51
Assistant	29	45	46	61	77	78
Lecturer	54	59	65	58	62	57
TOTAL	265	281	273	280	299	305
Per IPEDS	2013	2014	2015	2016	2017	2018
Full	120	118	113	115	116	N/A
Associate	62	57	49	46	44	N/A
Assistant	29	45	46	61	77	N/A
Lecturer	54	59	65	58	62	N/A
TOTAL	265	279	273	280	299	0
Per Fact Book	2013	2014	2015	2016	2017	2018
Full	N/A	126	N/A	N/A	116	N/A
Associate	N/A	59	N/A	N/A	44	N/A
Assistant	N/A	46	N/A	N/A	77	N/A
Lecturer	N/A	N/A	N/A	N/A	62	N/A
TOTAL					299	
Enrollment	8,116	8,293	8,485	8,790	8,503	8,349
% Changes 2013 to 2018						
Total FT Faculty	15%					
Enrollment	3%					

Class Size

Using the common data set, we can determine the number of sections that have a specified number of students. The data and graph below show that there has not been a significant shift in class size.

Caveat: The Fall 2017 common data set was not available, and this may reveal some changes

	2-9	10-19	20-29	30-39	40-49	50-99	100 +	Total
Fall 2012	96	285	289	127	96	101	42	1036
Fall 2013	99	223	352	132	92	102	43	1043
Fall 2014	71	234	371	131	98	113	39	1057
Fall 2015	69	226	378	158	108	107	40	1086
Fall 2016	86	264	345	159	97	113	31	1095



The common data set reports a student-faculty ratio, though this metric is not very reliable:

	2013	2014	2015	2016	2017
Student-Faculty Ratio	23	23	24	25	23

Overall, there has not been a significant shift in the sizes of class sections, though it not likely that classes have gotten smaller

Graduation and Pell Rates

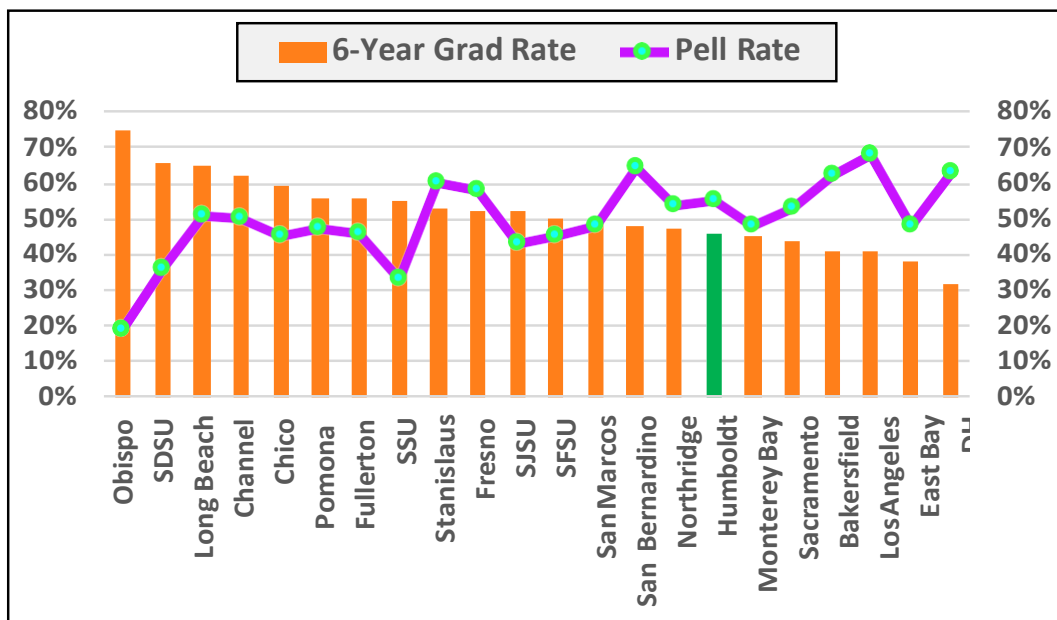
Source: <http://pine.humboldt.edu/~anstud/humis/reten.html>

First Semester	Graduate in 4 years	Graduate in 5 years	Graduate in 6 years	Graduate in 7 years	Graduate in 8 years	6-Year Grad Rate	8-Year Grad Rate
Fall 07	11%	19%	11%	3%	2%	41%	46%
Fall 08	13%	22%	10%	3%	1%	44%	48%
Fall 09	16%	22%	8%	3%	1%	46%	50%
Fall 10	15%	22%	9%	2%		46%	
Fall 11	14%	23%	9%			46%	
Fall 12	16%	27%					
Fall 13	17%						

1-Year Retention Rates

Fall 08 Back Fall 09	71%
Fall 09 Back Fall 10	73%
Fall 10 Back Fall 11	73%
Fall 11 Back Fall 12	72%
Fall 12 Back Fall 13	76%
Fall 13 Back Fall 14	73%
Fall 14 Back Fall 15	75%
Fall 15 Back Fall 16	70%
Fall 16 Back Fall 17	68%

Graduation and Pell Rates of Peer Institutions:



	6-Year Grad	Pell
HSU	46%	55%
Rest of CSU	52%	50%

Correlation between Graduation Rate and Pell Rate = -0.70

Conclusions

1. HSU and the CSU System are in solid financial condition, as both HSU and the System have solid reserves and positive cash flows each year
2. The HSU administration claims that there has been “deficit spending” is a claim that is not supported by the empirical evidence in the audited financial statements. The evidence in the audited statements reveals that there have been positive cash operational surpluses every year
3. The alleged strict walls between the four auxiliaries and HSU do not exist; these are self-imposed restrictions, and there was a significant change in 2017 in the relationship between HSU and one of these organizations; this change was simply voted in. In addition, the auxiliaries have significant reserves and solid cash flows that further enhances the financial freedom and flexibility of HSU
4. The priorities of the administration are not appropriate, as HSU spends less on instructional salaries than peer institutions, and HSU spends more on administrative salaries than peer institutions. There should be no layoffs of non-administrative personnel until HSU is spending at peer averages for administration
5. Despite higher tuition than peers, HSU faculty salaries are lower than peer institutions
6. Enrollment has declined for the last two years, but given the excess cash flows and solid reserves, the need for budget cuts and layoffs is not supported by the evidence
7. There has been hiring of new assistant professors in recent years
8. There is a need for more transparency. Specifically, the HSU administration should provide:
 - a. IPEDS finance for 2016-17 (this was submitted to the federal government in April of 2018)
 - b. IPEDS Human Resources for 2017-18; this was also submitted to the federal government in April of 2018)
 - c. The Common Data Set for 2017-18 is not publicly available, and has been completed



HUMBOLDT CHAPTER

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December 14, 2019

CFA Humboldt Statement Opposing Humboldt Wind Project

We stand with the Wiyot Tribe, the Yurok Tribe, the Rio Dell City Council, and the Town of Scotia and oppose the Humboldt Wind Project. While we recognize that we have a climate crisis and need to do something about it, we need a project that is based on the principles of climate justice – where we do not place the burdens of massively scaled alternative energy projects on indigenous peoples, rural communities, and a world-renowned site of rich biodiversity. As the Wiyot Tribe, the Yurok Tribe, the Rio Dell City Council, and the Town of Scotia have clearly stated, the proposed project is poorly sited and will cause irreversible and long-term impacts to critical cultural and environmental resources.

The CFA has always taken stands on social issues. Indigenous peoples are disproportionately affected by our global climate crisis. But more often than not, Indigenous people are excluded or ignored when we talk of climate change solutions. We saw this happen in North Dakota at Standing Rock over the Dakota Access Pipeline. This project is yet another example of the long history of ignoring the voices of Indigenous people in climate-change conversations. Our institutions of environmental power and decision makers have a moral responsibility to safeguard the rights of the most vulnerable people and cultures and to move forward alternative energy projects that address climate change and its impacts equitably and fairly. This project is not equitable and fair to the Wiyot.

Climate justice will never come from projects like this, that invite indigenous people to the table, but in the end, ignore their explicit wishes and move forward with desecrating what is left of their sacred places. The Wiyot have very clearly laid out the significant impact to their culture if this project is approved.

On Behalf of the Humboldt Chapter Executive Board,

A handwritten signature in black ink that reads 'Renée M. Byrd'.

Dr. Renée M. Byrd
President
California Faculty Association Humboldt

Academic Senate CSU (ASCSU):

Submitted by Mary Ann Creadon and Noah Zerbe, ASCSU Representatives

1. We began with reports from campuses on any developments of interest. ASCSU is considering making this an ongoing practice.
2. **Chair Nelson** referred us to her written report.
http://www.calstate.edu/AcadSen/Records/Chairs_Reports/
3. **Excerpts from Other Reports**
 - ☐ **Academic Affairs**
 - Had a lengthy agenda but spent all of their committee time dealing with the potential ethnic studies requirement. They tried to balance legislative interest, campus preferences, and student learning in perfecting their resolution for the plenary agenda.
 - ☐ **Academic Preparation and Education Programs**
 - Worked on the six first reading items on the agenda listed below.
 - ☐ **Faculty Affairs** have several resolutions in front of the body and discussed the following topics.
 - Communication about TT openings.
 - Development of achieving a more humane campus climate.
 - AAUP Statement on Knowledge in Higher Education.
 - Role of faculty in higher education, including non-TT faculty.
 - Potential dedicated seats for non-TT faculty on ASCSU.
 - Research and faculty workload.
 - Tracking research opportunities and outcomes.
 - Intersegmental curriculum development.
 - Diversity and inclusion of campus faculty.
 - ☐ **Fiscal and Governmental Affairs** discussed the following topics.
 - Have had many visits to local legislative offices and to the Capitol.
 - Governor's January budget proposal.
 - Bills currently on the legislative docket.
 - ☐ **GE Advisory Committee**
 - The CSUCO is currently engaged in the annual review of CCC course outlines of record submitted for evaluation to receive CSU GE credit.
 - The potential for a formal appeals process for CCC courses which were denied for inclusion on the approved GE course list. Such a process would probably involve an accelerated timeline for submission and review to allow for an appeals process within the same year.
 - Early Start: While required for some students in policy, students can avoid attending without penalty. Campuses have had success in providing students with supplemental coursework. In response to concerns about the messaging/communications regarding Early Start: students may not have sufficient information or support to make informed decisions regarding self-placement.
 - Several other items were discussed:
 - CLEP Spanish with writing is now posted on the credit by exam list (as recommended by GEAC in November).

- Ethnic Studies: the impact of the possible addition of an ethnic studies requirement to lower division GE on the community colleges was discussed. The impact will likely be a large one.
- Student preparation and support.
- Quantitative reasoning preparation: changes to the BOT item were discussed.
- AB705 (community college placement into courses and self-placement processes, guided pathways)
- Defining flexibility in GE: revision of EO 1100 FAQ about what types of variations are permissible on campuses.
- Discussion of how ADT/UC Pathways possible alignment may impact GE (IGETC or CSU GE is required within each ADT).



Council of Library Directors (COLD)

- o The Library of Congress has ruled that “illegal alien” is not an appropriate subject title. “Non-citizens” and “undocumented immigrants” will now be used.
- o The CSU is in negotiations with Elsevier Publishing for a more favorable contract.
- o CSU Sacramento has been awarded a workshop by the National Association of College and Research Libraries. It will be a valuable workshop on scholarly communications.
- o The system is getting all campuses their own ScholarWorks up and running. This software allows open access publishing. ScholarWorks is a suite of open- source systems for managing, preserving, and providing access to the unique digital collections of the CSU and includes:
 - electronic theses and dissertations
 - faculty research publications
 - open educational resources
 - digitized historical materials
 - tools to support scholarly publishing, including open access journals

4. Faculty Trustee Sabalius reported on the Governor’s budget proposal. It is disappointing given the positive fiscal status of California. The proposal is \$451m less than the Board’s proposal. The Governor appears to oppose any tuition increases, making this shortfall even more concerning. (Note: it would fund modest proposed compensation increases and mandatory cost increases but not enrollment growth, infrastructure, GI 2025, etc.) We all need to advocate for additional funding from our elected leaders. There is neither one- time money nor recurring money for deferred maintenance and new construction. The proposed education bond may generate \$2b for the system but would still fall short of our

\$4b need for deferred maintenance, much less new construction. The 4th year of quantitative reasoning admissions policy change will appear as an action item next week but it has been significantly altered—there will be a study conducted relative to its potential impact and a final vote will not be taken for over two years. Tuition increases adversely affect middle-income students the most. We dedicate 1/3 of tuition increases- generated funds to increase financial

aid for needy students. With all of the federal, state and system financial aid programs, most CSU students pay no tuition out-of-pocket.

http://www.calstate.edu/AcadSen/Records/Faculty_Trustee/index.shtml

5. The ASCSU passed the following second reading items. Copies of these and other resolutions can be found at <http://www.calstate.edu/AcadSen/Records/Resolutions/>.
 - a. **Notification of Tenure-Track Openings to Incumbent Contingent Faculty, Librarians, Coaches & Counselors** urges the establishment and publicity of a database of contingent faculty across the system that are interested in pursuing tenure-track positions within the CSU and to also publicize existing career resources to help these individuals pursue these employment opportunities.
 - b. **Creation of an Ad Hoc Committee to Advance Equity, Diversity and Inclusion Within the Academic Senate CSU** urges the creation of such a committee to examine many of our practices for potential adverse impacts on equity, diversity and inclusion with the expectation that there will be annual reports to the Executive Committee of their findings.
 - c. **Recommended Implementation of an Ethnic Studies System Requirement** recommends the adoption of a system-wide learning outcomes and curricular guidelines. In essence, it recommends adopting a 3-unit course or course overlay requirement in Ethnic Studies for all students in the lower-division and an upper-division reflection requirement that may be met with some flexibility by the campuses.
 - d. **Note: Creation of a Holistic and Humane Educational Environment in the California State University (CSU)** was referred back to committee for perfection of the rationale.
6. The ASCSU passed the following resolution after waiving a second reading. Normally first reading items are distributed to campuses for feedback. However, if the ASCSU deems an item to be urgent (e.g. the need to provide input before a policy or piece of legislation is being considered) it may waive the second reading. Copies of this and other resolutions can be found at <http://www.calstate.edu/AcadSen/Records/Resolutions/>.
 - a. **Appointment of Academic Senate CSU (ASCSU) Seats** reflects an annual process by which the largest seven campuses are allocated a third representative to the body.
7. We introduced the following resolutions that will be considered for adoption at our March plenary. Copies of these resolutions should be available shortly for campus review.
 - a. **Affirming the Role of the CSU Board of Trustees in Adopting Rules, Regulations and Policies Governing the University** is a response to ongoing governmental attempts to circumvent the Board in mandating policy for the CSU. It reminds readers that 21 of 25 members are either directly elected by the people of the state of California or nominated by the Governor and affirmed by the Senate. Three other members are appointed by the Governor. The resolution goes on to affirm support for the Board's policy-making role.
 - b. **Academic Senate CSU (ASCSU) Endorsement of the American Association of University Professors (AAUP) Statement "In Defense of Knowledge and Higher Education"** is self-explanatory. [*In Defense of Knowledge and Higher Education*](#)
 - c. **Opposition to AB 1930—CSU/UC Admission Policy** asserts that the restrictions contained in this bill would hamper the Board of Trustees' ability to set policy to meet the needs of our students.

- d. **Addition of Dedicated Contingent Faculty Senate Members** anticipates an amendment of the ASCSU constitution to add 3 full-time lecturer faculty to the body on a rotating basis from the campuses.
- e. **Advising High School Juniors Intending to Enroll in the California State University (CSU) to Enroll in a Mathematics-Reinforcing Course in Their Senior Year** complements the current proposed additional quantitative reasoning admissions requirement currently before the Board of Trustees. It calls for the development of learning outcomes appropriate for such a course and strong advice to students, parents and counselors that such a course be taken.
- f. **Resolution in Support of ORCID (Open Researcher and Contributor ID) for the California State University (CSU)** ORCID is a not-for-profit group which facilitates collaboration and research by providing accurate and self-modifiable information in an easy to access database.
- g. **CSU Transfer Model Curricula (TMC) and UC Transfer Pathway (UCTP) Alignment** encourages exploration of potential alignment of major transfer patterns by the discipline faculty groups constituted within the C-ID project.
- h. **Resources to Support California State University (CSU) Faculty Participation in the Course-Identification Numbering System (C-ID) Process** urges adequate support for staff and faculty to accomplish the important work of implementation and maintenance of transfer model curricular (which are the basis for the Associate Degrees for Transfer).
- i. **Endorsement of Criteria for Chemistry and Physics Model Curricula (MC) for Transfer to Receive the Same Admission Advantage as for Transfer Model Curricula (TMC)** It is likely more advisable for students in these majors to take these other sets of courses prior to transfer than to complete an Associate Degree for Transfer. The resolution endorses the principle that students who take a more appropriate pathway should be encouraged to do so by receiving the same admissions advantage to impacted programs that students completing an ADT receive.
- j. **Request for Review and Update of Intersegmental Curricular Processes** urges the Intersegmental Committee of Academic Senates (ICAS) to address some problems encountered in the operation of the C-ID (major transfer and articulation) and other intersegmental projects.

8. Kevin Wehr (CFA Vice-President) reported the following.

- We have collaborated with ASCSU committees.
- We are grateful for the additional funding in the Governor's budget but are still hopeful for much-needed additional funding. We will strongly advocate for increased funding.
- We will advocate for more TT and counselor hiring.
- CFA has reservations about the QR policy currently in front of the Board.
- As a result of the bargaining survey of faculty across the system, we will be focusing on
 - Restoring respect and support for higher education
 - Access, equity and social justice
 - Increased compensation for faculty
- Socially-conscious investing principles on the part of CAL-PERS (avoiding for-profit prisons) was implemented in no small part due to the efforts of CFA.

- An extensive conversation related to lecturer to TT conversion, clinical faculty classifications, and other issues related to faculty status was undertaken.
- There was also a conversation around AB 1460 (Weber—Ethnic Studies) and the respective roles of CFA and ASCSU in dealing with that legislation.
- There are ways to address significant systemic salary inequities on each campus under the current contract.

9. Loren Blanchard, EVC for Academic and Student Affairs thanked the Senate for our work on the Ethnic Studies requirement. The administration continues to oppose AB 1460 as unnecessary legislative intrusion and because its focus on only four ethnic areas seems overly narrow. We continue our work on the implementation of the doctorate in occupational therapy (CSUDH and SJSU are the first two campuses to implement). We will be making a report on research, scholarship and creative activity at the Board next week (due to the unexpectedly great amount of time spent on the QR proposal it has been postponed until next week). The QR item will be an action item but not a Title 5 (policy) change. We are suggesting a study with a 3rd party group to analyze potential impacts before recommending a change in admissions requirements two years' hence. We hope to work with more high schools and junior highs in developing summer programs to increase student readiness for college, particularly in QR. The Wang awards will be presented at the Board next week. We will have to focus on advocacy to try and secure a more favorable budget than the Governor's initial proposal. Issues like QR preparation and elements of the curriculum like Ethnic Studies remain responsibilities of the faculty, which then can be codified in Title 5 by the Board. We are concerned about legislative intrusion into our curricular/academic decisions. We are committed to working with school districts, community college colleges and other parties across the state as we go forward to address the QR preparation of our incoming students. We are supportive of the teacher/scholar model for our TT faculty. In our graduation initiatives we also have a focus on student wellness: food security, housing security and mental health. We will be hosting an intersegmental wellness conference to address these issues across the state and segments.

10. Trustee Jane W. Carney stressed the following priorities: 1) addressing food insecurity (CSU is taking a lead nationally), student affordable housing (the bond proposal, if passed, would explicitly direct us to address this), 2) GI 2025 (we are reviewing campus progress to get a better handle on effective strategies and associated costs—we hope to implement successful campus strategies more broadly), and 3) the Governor's proposed budget (falls far short of the Board request and does not reflect his stated desire to do multi-year budgets for state-funded agencies), In response to questions: We need to find ways for the Board and the faculty to interact more directly, effectively. Regardless of what happens on the current QR proposal in front of the Board, we need to emphasize outreach to those 800 or so HS seniors coming to the CSU who are currently not taking a fourth year of quantitative reasoning. We need to also address affordable housing for faculty. The San Diego project has faculty housing as a part of the development plan. On other public boards, we seemed to both have more time and more interaction during public comment. Public comment can be used for mutual learning and exchange of information.

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, January 28, 2020

Standing Committees, Statewide Senators and Ex-officio Members

11. Chancellor Tim White began by speaking about the budget. Even though our state appropriation is proposed to increase by 5%, it reflects only a 2 ½% CSU budget increase (Note: this is because the CSU has no plans, nor much support, for a tuition increase. Tuition and fees generate roughly half of our budget.) Dr. White has been asked to participate in an NCAA task force dealing with the recent phenomenon of allowing student athletes to receive monetary compensation for the use of their name, image and likeness. It is a complex issue that probably needs to be addressed at a national, rather than a state level. There appears to be no organized opposition to the education bond (Prop 13). In response to questions: The \$35m allocated for new TT hires over a couple of years should ultimately be spent on new TT hires but this is a lot of churn and fluctuation in positions on campuses so that in a given year the not all of the funds earmarked for that purpose may not be allocated. We are awaiting a final report from the campuses on T/TT numbers. We had extensive consultation on EO 1110 during its development. We need to balance the need for extensive consultation with the imperative to address the urgent needs of our students. In response to AB 1862 (tuition waiver for CCC transfers to the CSU): elected leaders in CA often see the higher education budget as unitary. In reality, there are four large “buckets” to receive funding—UC, CSU, CCC and financial aid. Unfortunately, many initiatives eventually translate into just moving money from one bucket to another rather than increasing support for public higher education overall. Also unfortunately, only ten percent of the state budget is “discretionary,” meaning not governed by legislation or other mandates. While reducing tuition is a worthwhile goal, tuition is the most stable and predictable source of funding given economic fluctuations. There may be some voting precincts located on our campuses. We will check. Students can vote by mail. It is important that our students vote in the November election. Money in college athletics poses complex challenges. If student athletes receive funds for competing, they might be classified as employees and lose some of the protections and status they enjoy as students. Coaches’ salaries seem out of control but attempts to control those salaries would likely run afoul of antitrust legislation, as they have in the past. We fear that changes that seem desirable, such as compensating student athletes, might ultimately severely adversely impact gender equity in college athletics.

12. Jacquelyn Acosta (CSSA Liaison) reported that at their November plenary they adjusted the officers delineated in the constitution—the ASCSU representative will not be a regular officer. They are preparing for CHESS (student leadership conference in Sacramento) and are focusing on student needs and lobbying for more funding for the CSU during the associated legislative visits. CSSA has questions about the Ethnic Studies resolution. The observed debate and discussion held at ASCSU regarding the Ethnic Studies resolution was very enlightening.

13. Sue Holl (ERFSA Liaison) ERFSA is focusing on increasing membership. They are working to affect CAL-PERS decision-making on behalf of all of us. The ERFSA website has many

valuable resources for retirees/those planning to retire. <http://csuerfa.org/>) The ERFSA newsletter can be found at <https://csuerfsa.org/images/pdfs/Reporter-Sep-2019.pdf>

Administrative Affairs:

Submitted by Doug Dawes, Vice President for Administrative Affairs

Kaizen Events:

- Dr. Robert Maurer presented principles of Kaizen on Thursday afternoon (January 23), which includes small steps to continuous improvement. The Key elements of Kaizen are quality, effort, involvement of all employees, willingness to change, and communication. Michelle Anderson from Administrative Affairs has been working with colleagues at SLO to obtain training and to pilot Kaizen in HSU's first event, which will delve into the Staff and MPP Recruiting process. Dr. Eric Olsen, Director of Central Coast Lean, from SLO will be providing another workshop on February 6 and assist in the first Kaizen event from February 6-7.

Accounts Payable:

- We celebrated the retirement of Jacquie Bartley late December; she will be missed by many people on campus...especially us. We are actively working on her replacement; until then please understand we are minimally staffed.
- Moving and Relocation is now being processed through Payroll instead of Accounts Payable. The relocating employee's reimbursement check will now be taxed immediately rather than receiving reimbursement in full and having associated taxes coming out of their wages at a later date, decreasing their pay warrant. Departments will now see these expenditures hitting in salaries accounts rather than the Employee Recruitment and Relocation account number.
- The requirement to obtain VP approval on expenditures of \$2,000 or more has been eliminated; however, it is still important to be good stewards of taxpayers' money and students' tuition and fees.

Contracts & Procurement:

- Please welcome our new Procurement Specialist, Cisco Haggerty, who comes to us with over 20 years of experience. We are excited to have his expertise, and he's been a great addition to our team.
- HSU Procurement is the recipient of the 20th Annual State Recognition Award from the Department of General Services for our outstanding achievements in Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) contracting and advocacy.
- So far this fiscal year, the Procurement team has achieved \$452,846 in cost savings. With five months left in the fiscal year, we've already exceeded our set benefit target of \$260,000. The Procurement team works hard to reduce costs and find alternate revenue streams in the form of rebates.

Human Resources

- Payroll went live with Kronos, a new payroll system for Sponsored Programs Foundation. This is a self-service payroll system so no more paper timesheets and no more dual entry into two payroll systems. This system eliminated some redundant payroll processes. Payroll will no longer create payroll files for Sponsored Programs Foundation employees. All hire documents are scanned into Nolij by SPF staff to create an electronic employee file. Human Resources, Payroll and Sponsored Programs Foundation staff are able to access documents in Nolij.
- Starting in August 2019, payroll is scanning new hire payroll documents into Nolij, an electronic file cabinet. Payroll will no longer file paper documents for new hires into a payroll folder. Everything related to the employee will be in our electronic file system. This system is shared with Human Resources.
- New Critical Illness & Accident Insurance available through The Standard. Special Enrollment period Feb 1 - 29. We are hosting a Standard representative on campus for 2 info sessions on Feb 10th in Goodwin Forum.
- We have coordinated with Optum Rx to present on campus on March 10th in Goodwin Forum. They will present on hypertension, cholesterol, glucose (with glucose testing available for employees at no charge)
- OSHA reports will be posted around campus by Feb 1st for 2019 Workers' Compensation information.
- We will conduct another Leaves training in March.
- Affordable Care Act Reporting, which requires maintaining 96%, was successful for 2019.
- We continue to reconcile open enrollment changes with the actual State Controller's Office deductions.
- Rhonda Stockwell has joined the HR team as Office Manager. Rhonda brings many years of experience in human resources, as well as experience in marketing and communications. She previously worked in HR as APS Assistant in the front office and as the Faculty Recruitment Coordinator. We are happy to have her back. Lisa Wienenga also joined our team as an emergency hire for the position of HR Assistant for the front office. Lisa recently relocated from Southern California and brings several years of experience as an executive assistant, as well as experience in finance and marketing. We are excited to have a full team in HR!
- On the Technical Training Development side, we finished developing the first stage of the online New Employee Orientation with four modules: Benefits, Payroll, Policies and Professional Development. We are currently in the testing stage and the plan is to launch this within the next two weeks.
- We have several e-learning and micro-learning courses scheduled to be developed in the first part of the year.
- We are working on transforming several forms into APEX versions to make them more efficient. Also, we are in the pre-pilot stage of transforming many forms to AdobeSign forms.
- Working jointly with Environmental Health and Safety Services, in the next few weeks we will be assigning OSHA CSU Learn courses to employees based on the type of operations/activities they

engage in during their workday. This assignment will be based on the Survey that was sent last December.

- Human Resources has created a Staff Compensation & Classification Request form that will be rolled out this coming week along with a series of informational sessions to explain how the form should be used and to address any questions or concerns. The single form will help to facilitate all of the various compensation & classification related requests ranging from position description updates to in-range progressions. All staff employees are able to sign up for the informational sessions on the Training and Professional Development website.
- The HR Training and Professional Development team has announced a calendar of over 40 upcoming workshops taking place during spring semester. These workshops are open to all HSU staff, administrators and faculty. They focus on topics such as leadership, effective supervision, having difficult conversations, compensation and classification requests, process improvement, change management, and much more. The training calendar can be found at Training.Humboldt.edu.

Facilities

- **Campus Emergency Generation**, Facilities has been working with our partners in the Schatz Energy Research Center to examine the scope and cost of introducing a microgrid to support campus energy resilience. Facilities has engaged the engineering services of Salas O'Brien to aid in the engineering of a central generator to power a large part of campus and critical service back up generation. Generation will be in place before the next fire season.
- **The Theater Arts and Library Seismic Retrofit**, Major Construction at the Library is scheduled to be completed in early April. Projects continue to make good progress. The Library building still has quite a bit of work remaining and centered on the basement level and north side of the building. Impacted programs include the testing center, student disability resources center, VETS, Youth Educational Services or YES and Academic and Career Advising Center, as well as the Library. Associated work to be accomplished this semester include the improvement of accessible parking along Laurel Street north of Gist Hall. The improvement of accessible parking at the library lot near the bus circle and concrete pathway improvements for accessibility along campus paths to the east of the library toward the Theater Arts Building.
- **The Campus Events Field**, the last of the modulars will be pulled off site beginning in April and/or May. Field rehabilitation efforts will be underway starting summer 2020.
- **Jenkins Hall Renovation**, the Project is currently active and in the design stage. We have been working with project steering committee and have engaged the services of an architecture and engineering team. Our current schedule will have the building in construction starting in the summer of 2020 and completed by summer of 2021 for a fall 2021 opening. The building will

house all school lecture rooms on the second floor, and new “maker spaces” on the first floor level.

- **Lactation Spaces,** A number of spaces on campus have been identified as possible locations to provide private and appropriate lactation spaces across campus. This effort is in response to recent legislation and campus conversations. The USFAC (University Space and Facilities Advisory Committee) has been tasked with developing the spaces and ultimate allocation of the space to serve this purpose. Funding for the project is still in development. Currently, Facilities has established a permanent location within SBS 253 and we have permitted plans for Library 205B and C as a component of the Seismic Retrofit.
- **The 2020/2025 year Capital Outlay program** has been reviewed by the CSU Board of Trustees and approved in the November BOT Meeting. Final publication of the plan can be found here: http://www.calstate.edu/cpdc/Facilities_Planning/majorcapoutlayprogram.shtml The Capital Outlay program has undergone some major revisions as the CSU system is poised to take advantage of one time state funds and future bond sales. This includes a very robust, \$50 million dollar deferred maintenance and renewal program, three major academic projects totaling over \$145 million dollars which includes a new science building at the campus events field, a new art building south of Jenkins Hall and the renovation of Science A. All of these projects are in alignment with our 2004 master plan and are even more relevant today given our current needs.
 - The two academic projects are in the planning stages and are contingent on the availability of future funding from the State and CSU. This process could take as long as 3-5 years until we are awarded funds and can begin construction. The projects are described are as follows:
 - A new 48,000 gsf, three story building located at the east end of the campus events field that will initially house science programs that will be temporarily relocated from Science A. Science A building will then be completely renovated to meet contemporary need. The new building at the campus events field will then be repurposed for academic programs.
 - A new 30,000 gsf, 2-3 story building located between Jenkins Hall and Science D along B Street that will house the ceramics and sculpture labs currently located at the North West corner of parking lot G11. These programs will be relocated and the former facility demolished and parking expansion of G11 to be constructed.
 - The Student Housing, Health Center, and Dining Project is currently on hold pending the outcome of future enrollment and the impact on the affected student services.
- **Vacated Space and Support of the Campus Space Policy.** Facilities working on behalf of the University Space and Facilities Advisory Committee (USFAC) has worked hard to create and vet strategies of space reallocation to better support the mission of the University and be

responsive to the space proposals submitted to the USFAC through the Space Management Process.

- **Campus Project Portfolio**, Not accounting for the projects included with the 2020/21 Capital Outlay program, Facilities Management is currently managing an active project load totaling \$85 million dollars spread over 75+ projects with the Seismic Project and Jenkins Hall Projects being the largest. a selection of some of the larger projects are as follows:
 - Facilities has identified funding and project scope for an additional 8 buildings that will convert Heating, Ventilation and Air Conditioning controls from pneumatic ones to digital ones. This controls project is part of the campus wide sustainability and energy management program that will allow real time monitoring and adjustment of energy usage.
 - We have an ongoing sub-metering project that is targeting utility usage in 5 buildings across campus. This sub metering will allow our sustainability staff to monitor natural gas, domestic water and electricity usage by building in real time.
 - Design is complete for remodeling seven Campus Apartments this summer (2020) for ADA use and for a new Laundry complex along with better ADA ramp access.
 - We have compiled a contractor's bid package for three electrical substations for the campus
 - New Fire Alarm systems were installed in Natural Resources, Forestry, Creekview (Fern and Willow), and Redwood Hall.
 - The Student Health Center had two of its three rooftop Air Handling units replaced with new energy efficient units this summer.
- **Gender Inclusive Restroom (GIRR) Task Force**, The GIRR Task Force will be launching its educational campaign over the next few weeks to solicit feedback from the campus community on its proposed recommendations to install more gender inclusive restroom facilities on campus over a period of four years, depending on funding availability. Be on the lookout for a portal announcement with more information.
- **Major Work Completed Over the winter break**
 - Science A 377 asbestos abatement and new flooring
 - Library 205 A and B Asbestos abatement in preparation for lactation space.
 - Science D 31 common are renovation included new paint and furniture using loyalty funds.
 - Renovated shower stalls in three restrooms in Campus apartments
 - Demo existing Fume Hood in Science B 230 in preparation for the new fume hood to be installed early this semester.
 - Patched and repaired the asphalt potholes at the intersection of Sunset and LK Wood
 - Repaired the breezeway ceiling in Science from Flood Damage.
 - Made improvements to the Balabanis House (Multicultural Center) including painting, flooring and electrical outlets.
 - Successfully relocated SBDC from Little Apartments
 - Event Support for the Globetrotters.

- Theater Arts Room 114 Improvements included window shades, chair rail and painting.
-

University Advancement:

Submitted by Frank Whitlatch, Vice President for University Advancement

Recent projects and successes

- During the 2018-19 year, more than 5,000 donors committed \$7 million in support of HSU students and programs. Find out more, and learn how to become a donor, on the [HSU Foundation's new website](#).
- The recent Investiture activities were a strong success, and served as a celebration of HSU. For the ceremony, the campus community was joined by 11 other CSU Presidents, the CSU Chancellor, and others from across the CSU system, as well as local community leaders. That evening, donors gave more than \$160,000 for scholarships at the Investiture Dinner, which was held at the Ingomar Club. Many individuals from Advancement played key roles in organizing the events, and the HSU Foundation covered the costs of the activities and the dinner. Photos, the video that was shown at the event, and more are on [the Investiture website](#).
- The HSU community came together to provide holiday gifts to 134 local children this year as part of the annual Winter Wishes campaign, coordinated by the Office of Alumni & Engagement. The children were identified with the help of seven local nonprofits. Gifts were donated by student clubs, athletic teams, faculty, staff, and alumni.
- Donors have met the challenge of a matching grant from HSU. Over the last six months, they gave more than \$50,000 to the Student Adversity Fund, which provides mini-grants to help students overcome unexpected challenges so they can stay in school. Even though the challenge has been met, the need is great and [donations are still being accepted](#).
- The HSU Foundation has increased the endowment investments in socially and environmentally responsible mutual funds to 26 percent. That is well beyond the initial goal of 10 percent established by the Foundation's Board five years ago. The overall endowment is now worth more than \$32 million.
- We hope you enjoy your 2020 HSU calendar, created by the team in Marketing & Communications and featuring photos by Kellie Brown. It was distributed to nearly 70,000 alumni, students, families, faculty, and staff. If you did not receive one, extra copies are available by contacting Marcom at 826-3321.

Organization and planning

- The division is working to further develop and refine plans for a campus-wide fundraising campaign, which is currently in the quiet phase. This will be HSU's first comprehensive campaign. A feasibility study will be completed by an outside firm by this fall, and that study will provide greater clarity about donor interest and the possible scope of the campaign.
- The Office of Development is re-focusing its efforts on major gift cultivation, and has re-allocated resources from support areas to be able to hire new gift officers. A search is currently

underway to fill up to two of these roles. According to the most recent CSU data, Humboldt is among the three campuses with the fewest professional fundraisers (along with Cal Maritime and Stanislaus).

- The HSU Foundation is supporting efforts to enhance community outreach. It is providing funding for the University to have representatives or sponsor tables at as many as 30 community events during 2019-20. The Foundation also allocated funding to support advocacy for this year's school bond measure.

Provost's Office:

Submitted by Lisa Bond-Maupin, Interim Provost and Vice President for Academic Affairs

Note: Toward the goal of increasing communication with and across the Division of Academic Affairs, I will be sharing senate reports through email channels across the colleges and other units within the division. Reports will be written with all Academic Affairs stakeholders in mind.

Academic Affairs Bright Spot

North Coast Otters

Note: I will begin each Provost/VPAA report with a spotlight feature on a bright spot example of the work happening across the Division of Academic Affairs.

North Coast Otters is a public art and conservation brain child of HSU Wildlife Professor Jeff Black who serves as the Project Director. The website (otterart.humboldt.edu) describes this program as “an ambitious collaboration between of art and science, encouraging imagination and observation from our region’s rich creative community”.

According to Professor Black, “the initiative arose from a desire to share what we are learning about wild river otters with the community. Since 1999, HSU students have been collecting otter records from citizen volunteers as a means of tracking the quality of North Coast habitats. River otters, seen at all times of day in our area, have captured the attention of thousands. This public arts initiative provides an accessible opportunity to explore our connection with nature through engagement with this charismatic critter.”

“In partnership with The Ink People, the project is commissioning 100 unique pieces of Otter Art to be displayed at shops, galleries, schools, and other North Coast locations. Participating artists will decorate three-foot-tall otter sculptures for a summer 2020 educational art trail throughout Humboldt, Del Norte, and neighboring counties. A Junior Otter Ranger program will be crafted to inspire the young and young at heart. At the end of the summer, Otter Art sculptures will be auctioned to provide valuable funds for otter studies and student internships with community-based watershed projects.”

Thank you and congratulations to Professor Black, to the contributing science and art faculty and students, to participating local artists, and to community partners for this excellent example of cross-disciplinary collaboration and community engagement. Look for otters arriving later this year in host locations (including the Office of the Provost, hopefully).

For more information, contact

Jeff Black, Project Director
HSU Department of Wildlife
otterart.humboldt.edu

WSCUC Update

Note: I will include in each Provost/VPAA report an update on preparation for our upcoming accreditation mid-cycle visit from a team representing WSCUC, our accrediting body. This will include ways in which the campus community may continue to contribute to the collective effort to address WSCUC recommendations.

Vice Provost Mary Oling-Sisay is our Accreditation Liaison Officer with WSCUC. As you know, the 2018 reaffirmation of our accreditation included 6 recommendations (see attachment). A team from WSCUC will return in a year from now to full assess our progress with their recommendations.

The Vice Provost is preparing an update for WSCUC on our progress as a university body toward their recommendations. This document will be shared in my next report to senate. The update was required by our accreditors as an addendum to our application to WSCUC to approve our new nursing program which is being submitted to WSCUC this week.

The Vice Provost is also working in the next few weeks to form a WSCUC Steering Committee to help guide and support her in the preparations for the next visit. More information will be forthcoming about the approach to convening this group. Please contact Dr. Oling-Sisay with inquiries or interest.

Thank you to Dr. Oling-Sisay and every member of our university community committed to the equity and inclusion, assessment, enrollment, and financial work that will insure a strong HSU and a successful mid-term visit from WSCUC.

Progress Report on Division Priorities

Note: I will include an update on progress toward these 2019-20 major division goals in each Provost/VPAA report.

Strategic and Academic Master Planning

In anticipation of the upcoming President's charge to the campus related to planning, we are preparing across Academic Affairs to a) contribute to the strategic vision, direction and goals for HSU from an inclusive and broad academic perspective, and b) co-create with our faculty, students and staff a divisional operational plan based on the strategic vision that informs our objectives and desired

outcomes (and assessment approach) in Academic Affairs. The combined vision and operational plan will form our Academic Master Plan to be completed by December, 2020. We will collaborate with the ICC and AMP Subcommittee to represent the senate in Academic Master Planning. More information is forthcoming following the President's communication to the campus.

GI 2025

On December 10, 2019, Stephanie Burkhalter and I, as Student Success Alliance (SSA) Co-Chairs, released on behalf of President Jackson, the call to campus for proposals for funding through the GI 2025 initiative. (See: [Request for Proposals \(RFP\)](#)) Based on lessons learned from last year's process, this year's call expanded the timeframe for creation of proposals, identified colleges and MBUs as the initiating units, and provided for continuation funding of one-time funded projects from last year. Representatives of SSA also held two technical assistance sessions in January to support applicants. The first deadline for proposals is February 7 with final decisions anticipated at the end of the academic year following review using the Integrated Assessment, Budget and Planning framework.

We spent time during our last OAA meeting sharing information across the division about plans for proposals. I am grateful to our faculty and staff leadership for their creative ideas based on promising practices to advance the pillars of GI 2025 and strengthen HSU as a Hispanic and Minority Serving Institution. Over the last two years, HSU has also deployed GI 2025 funds toward strengthening and diversifying the faculty. Although we do not yet know whether such funding will be allocated and available next year, I am working with our AVP for Faculty Affairs, Dr. Simone Aloisio on a call for limited proposals for tenure track faculty positions from each of the colleges and the library. It is important that we are prepared if funding becomes available.

Realignment of Spending with Reduced Revenue

On January 14, Holly Martel, Director of Academic Resources and I co-facilitated a budget retreat with leadership across the division, including the President of the Faculty. We examined the structure and state of the division budget in the context of the university budget and explored the implications of the URPC recommendations to President Jackson for our division. We shared best practices for continued spending reduction in academic and administrative units and shared our preliminary thinking for 2020-21 budget planning. We discussed multiple strategies for engaging stakeholders as we plan and prepare our budget for next year.

On January 28, Cyril Oberlander will be facilitating a follow-up session with OAA leaders focused on URPC and other guiding principles to guide our budget planning. I will share the results of this session in my next report. All deans, directors and other leaders will also be sharing information and seeking input related to reducing our spending while protecting and preserving our priorities. Our Division is large and complex and I will be relying heavily on our leadership to seek input and share out, especially given our relatively tight time frame for decision making. Please note that our division approach to budget planning will be guided by the general budget principles outlined by the URPC, putting students and their education first.

Diversity, Equity and Inclusion

Our HSU Equity Fellows are working with faculty and in partnership with the Center for Teaching and Learning on strategies for employing data and reducing equity/opportunity gaps in student success. I am grateful for their leadership in best pedagogical practice and for the determination of faculty members to co-create class experiences marked by equity in opportunity to thrive. Our Interim Director of ODEI, Edelmira Reynoso continues to support implementation of our commitment to Equity Advocate service on every search committee. I greatly appreciate our colleagues' service toward equitable and inclusive search processes.

Communication

I am prioritizing increasing and improving communication across and within the Division of Academic Affairs. Toward this end I have so far surveyed all division leaders and department chairs and held individual meetings with all division leaders. I will be meeting regularly with the AS President and University Senate Chair. I will share regular written reports with the University Senate and division stakeholders. I will also schedule a regular office hour, most likely to be held at the Multicultural Center for anyone who would like to connect informally. I welcome invitations to experience and learn about your work and all thoughts on other strategies for improving communication and building relationships of mutual trust.

Academic Affairs Announcements

From SPF: "We hope you can join us for the Ribbon Cutting Ceremony & Open House on Wednesday, February 5th at 5:00pm for Humboldt State University's new headquarters of the Northern California Small Business Development Center (located in the previous 3rd Street Gallery building in Old Town Eureka). President Tom Jackson and representatives from the Small Business Administration (SBA) and the California Governor's Office will give brief remarks around 5:45pm."

January 28, 2020
Humboldt State University Enrollment Management Report
 Dr. Jason L. Meriwether, Vice President of Enrollment Management
 Dr. Eboni Turnbow, Dean of Students
 Peter Martinez, Director of Admissions
 Clint Rebik, Registrar
 Josh Smith, Director of EM Strategic Communications

Admissions

Over the past six months, incoming students have received increased communications as we refine processes to increase efficiency, make new students feel unique amongst the crowd, and improve our yield campaign.

- Spring has shown to be inconsistent, but over the past 3-years of decline, the gap in upper-division students has continually decreased. A silver-lining of the decrease is the outlook that we may start seeing an upward direction in this area with the reactivation of dedicated community college efforts.
- Twenty-nine students were reinstated by Committee, after academic disqualification, for Spring 20 (85% of those who petitioned for reinstatement). We continue to see high retention and graduation rates for reinstated students as a result of dedicated staff in the Advising and Career Center (approximately 90%)
- Spring term students have received around 10%-15% more communications (streaming from text messages, emails, and other communications touchpoints) than the prior year.

Applicants

REDIRECT Not Redirect

	Spring 2020		Spring 2019		Spring 2018		Spring 2017		Spring 2016	
	HC		HC		HC		HC		HC	
First-time UG	83	-26.55%	113	-44.63%	204	71.43%	119	19.00%	100	
Lower-div xfer	104	-18.11%	127	0.79%	126	32.63%	95	75.93%	54	
Masters	56	-24.32%	74	1.37%	73	-20.65%	92	-13.21%	106	
Returning UG	82	-12.77%	94	-9.62%	104	-22.39%	134	30.10%	103	
Second Bachelor	20	66.67%	12	-7.69%	13	-18.75%	16	100.00%	8	
Transitory	17	21.43%	14	-33.33%	21	50.00%	14	0.00%	14	
Upper-div xfer	793	3.39%	767	-16.08%	914	-14.34%	1,067	37.68%	775	
Unclassified PB	0	#NULL!	0	#NULL!	1		0	#NULL!	0	
Credential	1	0.00%	1		0	#NULL!	4	300.00%	1	
Grand Total	1,156	-3.83%	1,202	-17.45%	1,456	-5.52%	1,541	32.73%	1,161	

Admits

REDIRECT Not Redirect

	Spring 2020		Spring 2019		Spring 2018		Spring 2017		Spring 2016	
	HC		HC		HC		HC		HC	
First-time UG	21	-38.24%	34	-37.04%	54	22.73%	44	-13.73%	51	
Lower-div xfer	46	21.05%	38	-2.56%	39	69.57%	23	27.78%	18	
Masters	37	-28.85%	52	0.00%	52	-5.45%	55	-8.33%	60	
Returning UG	62	-17.33%	75	-12.79%	86	6.17%	81	9.46%	74	
Second Bachelor	11	37.50%	8	33.33%	6	-45.45%	11	37.50%	8	
Transitory	15	7.14%	14	-33.33%	21	50.00%	14	0.00%	14	
Upper-div xfer	458	3.15%	444	-21.69%	567	-18.65%	697	35.34%	515	
Unclassified PB	0	#NULL!	0	#NULL!	0		0	#NULL!	0	
Credential	0	-100.00%	1		0	#NULL!	0	-100.00%	1	
Grand Total	650	-2.40%	666	-19.27%	825	-10.81%	925	24.83%	741	

Confirmed

REDIRECT Not Redirect

	Spring 2020		Spring 2019		Spring 2018		Spring 2017		Spring 2016	
	HC		HC		HC		HC		HC	
First-time UG	14	0.00%	14	-56.25%	32	18.52%	27	-3.57%	28	
Lower-div xfer	40	33.33%	30	-16.67%	36	89.47%	19	18.75%	16	
Masters	34	-20.93%	43	0.00%	43	-18.87%	53	10.42%	48	
Returning UG	48	-22.58%	62	-15.07%	73	19.67%	61	19.61%	51	
Second Bachelor	6	20.00%	5	25.00%	4	-50.00%	8	33.33%	6	
Transitory	10	42.86%	7	-36.36%	11	10.00%	10	25.00%	8	
Upper-div xfer	269	1.51%	265	-17.96%	323	-29.17%	456	47.10%	310	
Unclassified PB	0	#NULL!	0	#NULL!	0		0	#NULL!	0	
Credential	0	-100.00%	1		0	#NULL!	0	-100.00%	1	
Grand Total	421	-1.41%	427	-18.20%	522	-17.67%	634	35.47%	468	

Registered

REDIRECT Not Redirect

	Spring 2020		Spring 2019		Spring 2018		Spring 2017		Spring 2016	
	HC		HC		HC		HC		HC	
First-time UG	11	0.00%	11	-47.62%	21	5.00%	20	-9.09%	22	
Lower-div xfer	32	23.08%	26	-16.13%	31	106.67%	15	36.36%	11	
Masters	31	-27.91%	43	0.00%	43	-18.87%	53	39.47%	38	
Returning UG	39	-31.58%	57	-8.06%	62	8.77%	57	23.91%	46	
Second Bachelor	5	0.00%	5	25.00%	4	-42.86%	7	75.00%	4	
Transitory	10	42.86%	7	-36.36%	11	10.00%	10	25.00%	8	
Upper-div xfer	204	-10.92%	229	-13.58%	265	-29.71%	377	53.88%	245	
Unclassified PB	0	#NULL!	0	#NULL!	0		0	#NULL!	0	
Credential	0	-100.00%	1		0	#NULL!	0	-100.00%	1	
Grand Total	332	-12.40%	379	-13.27%	437	-18.92%	539	43.73%	375	

EM Communications

- For the continuing students' registration campaigns to date we have sent ~50k emails, average open rate of 65%, unique open rate ~91% (eg opened any of the emails), average click through 4.5%. ~7k text messages via HumBot, 4 mobile app push campaigns with ~3,500 correlated screen views.
- Next up will be welcome back messaging (VP EM) and add/drop messaging (HumBot, Push, and Email).
- We have also promoted scholarships to current students (though not directly tied to reg now campaigns - worth noting). 4 deployments so far with another coming this week. 23k emails, open rate at 63%, click through at ~6%.

Registration Update

Below is a table from the start of January showing registration numbers at certain milestone dates:

Once all appointments were live						
The Monday after finals week						
Just before grades were posted						
One week after grades were posted (activity over the closure)						
First Day of Class						
Start of week 2 (Today)						
College	All Appts. Live	Plus Four Weeks	Pre-Grades Post	Over-Closure	first day of classes	Start of week 2
	Nov. 25, 2019	Dec. 23, 2019	Dec. 26, 2019	Jan. 3, 2020	1/21/2020	1/27/2020
CAHSS	76%	84%	85%	86%	88%	89%
CNRS	84%	89%	89%	90%	91%	92%
CPS	79%	88%	88%	88%	90%	91%
UNDEC	60%	74%	75%	76%	76%	78%
Total Reg	4893 (79%)	5450 (86%)	5464 (87%)	5490 (87%)	5584 (89%)	5,635 (90%)
	Var	557	14	26	94	49

Without baseline measure it is difficult to know how this compares to prior years, however, the continuing positive movement even as we have to unenroll some folks for various reasons is positive. All colleges are working with students on individual cases, which should be applauded. A couple more metrics to consider. For those with admit term of Fall 2019, 95% of FTUG and 97% of both LD and UD transfers have registered. It will be interesting to watch these numbers as we go through the add/drop deadline as well as their relationship to what is ultimately a factor in both retention and persistence. Last year retention for Fall to Spring was 91.8%, 93.1% and 95.4% for FTUG, LDT, and UDT respectively.

Fall to Spring Recapture % Comparison 2020 to 2019

	Spring 20 (Fall 19 admits)	Spring 19 (Fall 18 admits)
FT UG	95%	91.8%
LD Transfer	97%	93.1%
UD Transfer	97%	95.4%

Undergraduate Enrollment

CAREER Undergraduate

	Spring 2020		Spring 2019		Spring 2018		Spring 2017		Spring 2016	
	HC		HC		HC		HC		HC	
Continuing UGrd	5,556	-10.16%	6,184	-8.28%	6,742	-3.26%	6,969	-4.18%	7,273	
Returning UGrd	39	-33.90%	59	-9.23%	65	6.56%	61	22.00%	50	
Transitory	13	44.44%	9	-43.75%	16	23.08%	13	-27.78%	18	
Transfer UGrd	224	-5.49%	237	-17.13%	286	-23.73%	375	45.35%	258	
First-time UGrd	12	20.00%	10	-56.52%	23	9.52%	21	0.00%	21	
Grand Total	5,844	-10.08%	6,499	-8.88%	7,132	-4.13%	7,439	-2.38%	7,620	

All Enrollment

CAREER (All)

	Spring 2020		Spring 2019		Spring 2018		Spring 2017		Spring 2016	
	HC		HC		HC		HC		HC	
Cont/Ret PBac	466	-7.72%	505	3.06%	490	6.06%	462	3.82%	445	
Continuing UGrd	5,556	-10.16%	6,184	-8.28%	6,742	-3.26%	6,969	-4.18%	7,273	
New PBac	17	-34.62%	26	-27.78%	36	-2.70%	37	-17.78%	45	
Returning UGrd	39	-33.90%	59	-9.23%	65	6.56%	61	22.00%	50	
Transitory	25	8.70%	23	-23.33%	30	7.14%	28	7.69%	26	
Transfer UGrd	224	-5.49%	237	-17.13%	286	-23.73%	375	45.35%	258	
First-time UGrd	12	20.00%	10	-56.52%	23	9.52%	21	0.00%	21	
Grand Total	6,339	-10.01%	7,044	-8.19%	7,672	-3.53%	7,953	-2.03%	8,118	

Undergraduate FTE

CAREER Undergraduate

	Spring 2020		Spring 2019		Spring 2018		Spring 2017		Spring 2016	
	FTEs		FTEs		FTEs		FTEs		FTEs	
Continuing UGrd	5,318.53	-10.48%	5,940.93	-7.79%	6,442.80	-2.93%	6,637.27	-4.00%	6,913.53	
Returning UGrd	28.93	-36.96%	45.90	-0.22%	46.00	-1.85%	46.87	22.47%	38.27	
Transitory	7.13	-10.83%	8.00	-32.20%	11.80	12.03%	10.53	-15.96%	12.53	
Transfer UGrd	201.33	-7.22%	217.00	-14.45%	253.67	-23.63%	332.13	45.23%	228.70	
First-time UGrd	12.47	26.35%	9.87	-53.16%	21.07	9.72%	19.20	1.41%	18.93	
Grand Total	5,568.40	-10.50%	6,221.70	-8.17%	6,775.33	-3.84%	7,046.00	-2.30%	7,211.97	

All FTE

CAREER (All)

	Spring 2020		Spring 2019		Spring 2018		Spring 2017		Spring 2016	
	FTEs		FTEs		FTEs		FTEs		FTEs	
Cont/Ret PBac	448.15	-5.77%	475.59	5.53%	450.68	6.91%	421.55	0.78%	418.28	
Continuing UGrd	5,318.53	-10.48%	5,940.93	-7.79%	6,442.80	-2.93%	6,637.27	-4.00%	6,913.53	
New PBac	13.90	-39.74%	23.07	-30.63%	33.25	-3.27%	34.38	-21.26%	43.66	
Returning UGrd	28.93	-36.96%	45.90	-0.22%	46.00	-1.85%	46.87	22.47%	38.27	
Transitory	8.53	-18.99%	10.53	-32.19%	15.53	13.66%	13.67	-6.82%	14.67	
Transfer UGrd	201.33	-7.22%	217.00	-14.45%	253.67	-23.63%	332.13	45.23%	228.70	
First-time UGrd	12.47	26.35%	9.87	-53.16%	21.07	9.72%	19.20	1.41%	18.93	
Grand Total	6,031.85	-10.28%	6,722.89	-7.44%	7,263.00	-3.23%	7,505.06	-2.23%	7,676.04	

Reverend Dr. Martin Luther King, Jr., Day of Service

115 People have registered for 4 service sites, which were:

- Oh Snap! Food Pantry, HSU Campus
Sorted food and cleaned and organized the pantry to prepare for the first day of school!
- Jefferson Community Center Project
Volunteers worked outside on site beautification projects.
- Northcoast Regional Land Trust (NRLT) Project
Work outside to assist with invasive plant removal to enhance wetland restoration projects.
- Manila community Park, Arcata CA
Volunteers served by leading outdoor clean-up and beautification projects.





Custom Dashboard for Enrollment Management

About These Data

Data in the Strategic Data Repository (SDR) is a combination of a snapshot of the previous day's data and data captured at various points of the semester. This dashboard also captures live data extracted from Peoplesoft. The date and time shown in the freshness stamp above shows the exact extraction time for all three types of data (Census, 1 day ago, and live). Due to the use of these three sources of data, these data may not match other reports produced by OIE. Starting on 12/12/2019 this data will be refresh automatically twice daily (7-8am and 12-1pm).

Registration Dates and Time by Registration Group

Day of the Week	Reg Group	Start Date	Start Time
Thur	PBAC Priority Groups	11/14/2019	8:15 AM
Thur	UGRD Priority Groups	11/14/2019	8:45 AM
Fri	2BA Students	11/15/2019	8:15 AM
Fri	PBAC Continuing Students	11/15/2019	8:45 AM
Fri	Continuing Senior	11/15/2019	12:15 PM
WEEKEND			
Mon	Continuing Senior	11/18/2019	8:15 AM
Tue	Continuing Junior	11/19/2019	8:15 AM
Wed	Continuing Junior	11/20/2019	8:15 AM
Thur	Continuing Sophomore	11/21/2019	8:15 AM
Fri	Continuing Freshmen	11/22/2019	8:15 AM

Dropped and Withdrawn

Dropped	Not Withdrawn	Withdrawn	Grand Total
Dropped	9	62	71
Not Dropped	6,283	33	6,316
Grand Total	6,292	95	6,387

Total Not Dropped and Withdrawn

Dropped	Withdrawn	
Not Dropped	Not Withdrawn	6,283

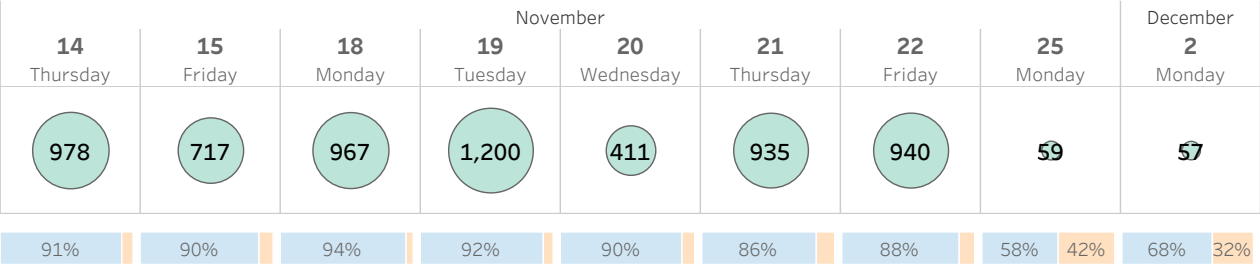
Registration Status by Registration Date

				Null	November								December
				Null	14	15	18	19	20	21	22	25	2
Block Enr..	Self-registered	Dropped	Withdrawn	Null	Thursday	Friday	Monday	Tuesday	Wednesd..	Thursday	Friday	Monday	Monday
Block Enrolled	Not Self-registered	Not Dropped	Not Withdrawn	8	7	6	10	7	3	7	4	1	1
			Withdrawn		5	4	5	4		7	8		
	Not Self-registered	Not Dropped	Not Withdrawn	4	81	69	44	85	39	125	111	24	17
Not Block Enrolled	Self-registered	Dropped	Not Withdrawn				2			1	3	1	2
			Withdrawn		16	4	7	13	2	8	9	1	2
		Not Dropped	Not Withdrawn	7	890	642	913	1,108	369	803	825	34	39

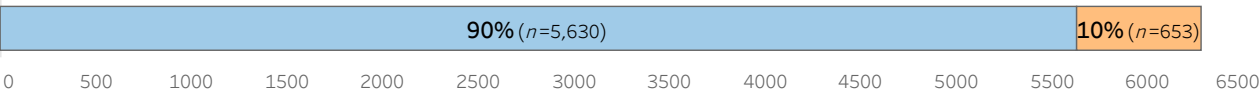


Custom Dashboard for Enrollment Management

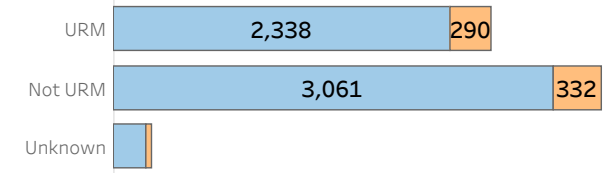
Eligible Students by Registration Day



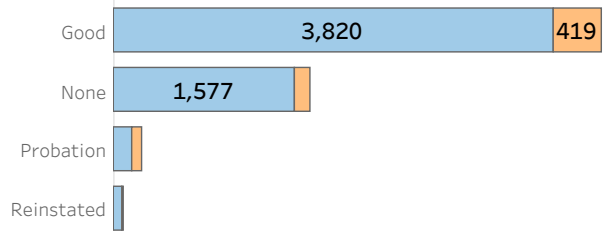
Total Count of Students Registered /Not Registered



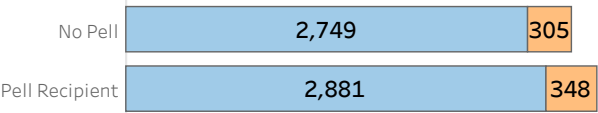
URM Students Registered /Not Registered



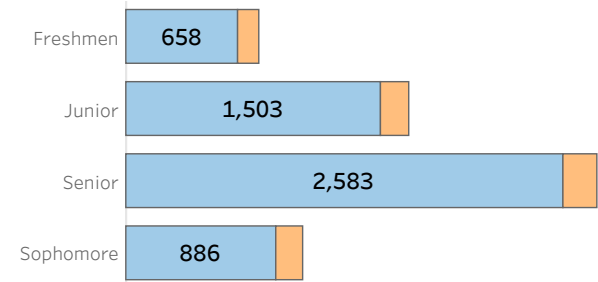
Academic Standing Registered /Not Registered



Pell Students Registered /Not Registered



Grade Level Registered /Not Registered



Dashboard Filter(s)

- Admit Year
All
- Admit Term
All
- Admit Type
All
- College
All
- Department
All
- Current Athlete
All
- Housing
All
- Last Enrolled Term
All
- Class Level
Multiple values
- Dropped
Not Dropped
- Withdrawn
Not Withdrawn
- Any Hold
All

Data Glossary
<https://ie.humboldt.edu/data-glossary>

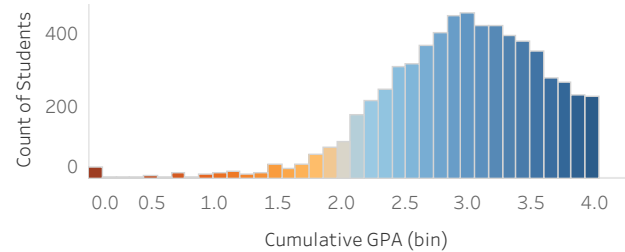


Custom Dashboard for Enrollment Management

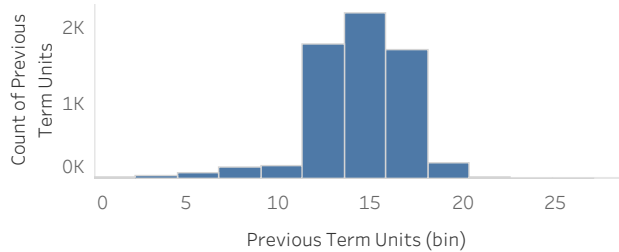
Academic Standing

Class Level	Good	None	Probation	Reinstated	Grand Total
Freshmen	58	671	49	9	787
Junior	932	648	61	27	1,668
Senior	2,490	203	53	38	2,784
Sophomore	759	183	85	17	1,044
Grand Total	4,239	1,705	248	91	6,283

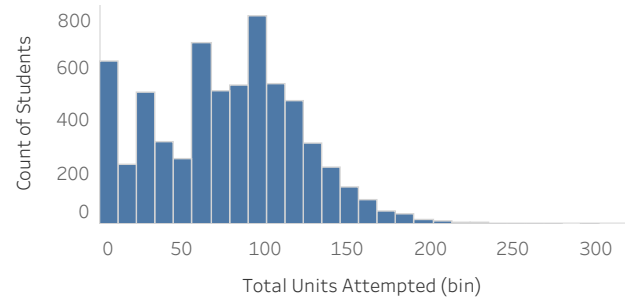
Cumulative GPA



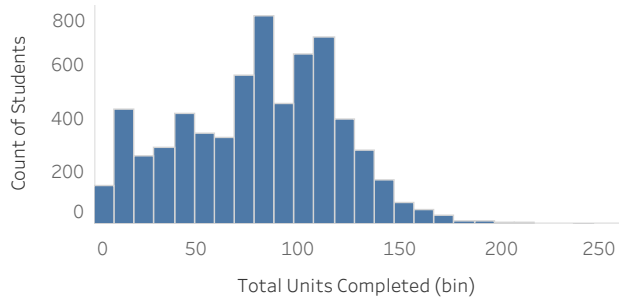
Term Units Enrolled



Total Units Attempted



Total Units Completed



Dashboard Filter(s)

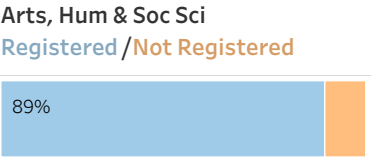
- Admit Year
All
- Admit Term
All
- Admit Type
All
- College
All
- Department
All
- Current Athlete
All
- Housing
All
- Last Enrolled Term
All
- Class Level
Multiple values
- Dropped
Not Dropped
- Withdrawn
Not Withdrawn
- Any Hold
All

Data Glossary
<https://ie.humboldt.edu/data-glossary>

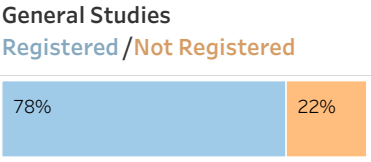


Custom Dashboard for Enrollment Management

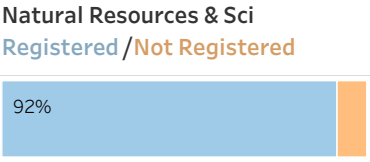
Percent of Students Registered / Not Registered by Primary College and Department



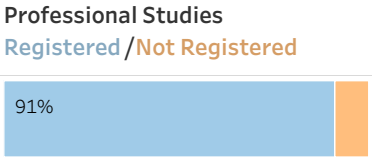
	Not Self-registered	Self-registered
PHIL	4% (n=1)	96% (n=23)
GEOG	3% (n=1)	97% (n=35)
INTL	8% (n=3)	92% (n=33)
THEA	8% (n=11)	92% (n=119)
WLC	9% (n=2)	91% (n=21)
ENST	9% (n=13)	91% (n=130)
HIST	8% (n=9)	92% (n=97)
ENGL	10% (n=16)	90% (n=141)
COMM	10% (n=11)	90% (n=95)
ART	11% (n=23)	89% (n=185)
ANTH	12% (n=12)	88% (n=92)
SOC	12% (n=38)	88% (n=271)
POLI	14% (n=14)	86% (n=89)
JMC	13% (n=9)	87% (n=59)
NAS	14% (n=2)	86% (n=12)
RS	15% (n=2)	85% (n=11)
CRGS	18% (n=5)	82% (n=23)
MUS	24% (n=17)	76% (n=55)



	Not Self-registered	Self-registered
UNDA	22% (n=62)	78% (n=217)



	Not Self-registered	Self-registered
GEOL		100% (n=68)
OCN	5% (n=3)	95% (n=62)
ENGR	5% (n=13)	95% (n=229)
BIOL	7% (n=52)	93% (n=687)
ESM	7% (n=29)	93% (n=358)
WLDF	8% (n=26)	92% (n=292)
FISH	9% (n=6)	91% (n=60)
PHYX	10% (n=6)	90% (n=55)
FWM	11% (n=32)	89% (n=251)
CS	11% (n=15)	89% (n=118)
MATH	16% (n=10)	84% (n=53)
CHEM	16% (n=19)	84% (n=102)



	Not Self-registered	Self-registered
SW	6% (n=10)	94% (n=157)
ECON	6% (n=2)	94% (n=29)
BUS	7% (n=29)	93% (n=385)
EDUC	9% (n=10)	91% (n=105)
KRA	10% (n=38)	90% (n=338)
PSYC	11% (n=59)	89% (n=461)
CD	12% (n=14)	88% (n=103)



Custom Dashboard for Enrollment Management

Percent of Students Registered / Not Registered by Primary College and Major Program

Arts, Hum & Soc Sci Registered / Not Registered			General Studies Registered / Not Registered			Natural Resources & Sci Registered / Not Registered			Professional Studies Registered / Not Registered		
89%			78%			92%			91%		
Not Self-registered		Self-registered	Not Self-registered		Self-registered	Not Self-registered		Self-registered	Not Self-registered		Self-registered
ARTF		100% (n=22)	UNDE		78% (n=217)	GEOL		100% (n=68)	PSYG		100% (n=1)
ISDS		100% (n=12)				OCN		5% (n=3)	LSRA		100% (n=2)
FREN		100% (n=8)				ERE		5% (n=13)	LSCE		6% (n=1)
PHIL		4% (n=1)				ESM		7% (n=26)	SW		6% (n=10)
GEOG		3% (n=1)				BIOL		7% (n=31)	ECON		6% (n=2)
INTL		6% (n=2)				ZOOL		7% (n=13)	BA		7% (n=29)
SOC		8% (n=8)				WLDF		8% (n=26)	LSEE		9% (n=10)
EST		9% (n=13)				BOT		9% (n=8)	KIUG		10% (n=29)
THEA		9% (n=3)				FISH		9% (n=6)	PSYC		11% (n=59)
FILM		9% (n=8)				PHYX		10% (n=6)	RADM		12% (n=9)
HIST		8% (n=9)				FOR		11% (n=27)	LSCD		13% (n=13)
ENGL		10% (n=16)				CSCI		11% (n=15)			
COMM		10% (n=11)				RRS		15% (n=5)			
ANTH		12% (n=12)				MATH		16% (n=10)			
ART		12% (n=23)				CHEM		16% (n=19)			
PSCI		14% (n=14)				ENS		50% (n=2)			
JN		13% (n=9)				EMP		50% (n=1)			
SPAN		13% (n=2)									
CJS		14% (n=30)									
NAS		14% (n=2)									
RS		15% (n=2)									
RGSS		18% (n=5)									
MUS		24% (n=17)									
ISIS		50% (n=1)									

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Revise the *General Faculty Constitution*

03-19/20-CBC – January 28, 2020 – Second Reading

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

RESOLVED: That implementation of these amendments shall be conditioned on passage of #07-19/20-CBC-February 11, 2020 Resolution to Amend the *Constitution of the University Senate of Humboldt State University* to Reflect Parallel Amendments to the *General Faculty Constitution*.

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

The rationale for each of these changes is as follows:

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

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

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

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

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

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

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

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

3.1 Original:

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

3.1 Revised:

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

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

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

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

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

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

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

- (2) To define the electorate and clarify election procedures.

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

respective Constitutions or Bylaws. Additionally, **Section 8 Elections (revision Section 7 Nominations and Elections)** is revised to clarify the role of the Senate Appointments and Elections Committee.

(3) To eliminate GF Secretary/Treasurer duties that occur through the Senate and designate the position as Treasurer, which is filled, ex officio, by the faculty co-chair of the University Resources and Planning Committee.

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

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

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

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

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

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

(6) To update the statement on shared governance.

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

Proposed Revisions with Track Changes:

PREAMBLE: SHARED GOVERNANCE

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

1.0 NAME AND PURPOSE

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

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

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

functions of the institution, as articulated in 1985 by the Board of Trustees of the California State University.¹

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

2.0 MEMBERSHIP

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

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

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

2.13 FERP faculty.

2.14 Administrators with academic retreat rights.

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

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

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

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

2.51 Tenure-line faculty includes tenured faculty, probationary faculty, FERP faculty and administrators with retreat rights.

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

2.52 Lecturer faculty includes non-permanent lecturers, librarians, and counselors, part-time coaches and rehired annuitants.

2.53 Instructional-unit faculty includes members of the tenure-line faculty or lecturer faculty who teach in one or more of the three instructional units (a.k.a. colleges)

2.54 Non-instructional faculty includes members of the tenure-line faculty or lecturer faculty who work within non-instructional units.

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

3.0 POWERS AND STRUCTURE

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

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

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

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

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

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

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

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

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

4.0 OFFICERS ~~AND ELECTED REPRESENTATIVES~~ OF THE GENERAL FACULTY

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

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

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

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

4.134 – The Senate office ASC shall serve as the The faculty Co-Chair of the University Resources and Planning Committee, who shall serve ex-officio as the A-Treasurer of the General Faculty.

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

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

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

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

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

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

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

4.26 Duties of Officers

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

~~4.2162 The Presiding Officer of the General Faculty President shall (1) shall preside over meetings of the General Faculty; (2) shall be ex-officio Chair of the University Senate and shall preside over the meetings of the University Senate as provided in the Constitution of the University Senate and the Bylaws and Rules of Procedure of the University Senate; (23) shall carry out the directions of the General Faculty; (4) shall supervise General Faculty elections; and (35) shall perform the duties customarily performed by presiding officers, including making all arrangements for meetings of the General Faculty.~~

~~4.2263 The Second Officer Vice Chair of the University Senate who is ex-officio Vice President of the General Faculty shall exercise the powers and duties of the Presiding Officer in the absence or at the request of the Presiding Officer.ent in his or her absence or at his or her request.~~

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

~~4.2344 The General Faculty Secretary/Treasurer shall (1) keep see that records are kept minutes of General Faculty meetings; (2) Such minutes shall be distributed minutes to the General Faculty as soon as practicable following each meeting and shall be available from the Senate Office. The Secretary/Treasurer shall certify the eligibility of faculty University Senators as defined in the University Senate Constitution and University Senate Bylaws and other General Faculty representatives as described in the Faculty Handbook. (13) The~~

~~Secretary/Treasurer shall also have responsibility for the oversight and management of any funds received or disbursed by the General Faculty; and (24).~~ The Secretary/Treasurer shall submit an annual financial report to the University Senate General Faculty for approval by a faculty session. The accounts of the Treasurer shall be audited annually.

~~4.7 Vacancies~~

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

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

5.0 MEETINGS OF THE GENERAL FACULTY

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

5.11 Request of the Presiding Officer.

5.12 Request of the University President.

5.13 Request of the University Senate.

5.14 Request of a Faculty Session of the University Senate.

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

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

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

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

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

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

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

5.44 Proxies will count toward the determination of quorum.

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

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

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

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

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

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

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

6.0 RELATIONSHIP TO THE UNIVERSITY SENATE

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

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

67.0 FINANCES

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

~~67.21~~ Monetary Contribution – The General Faculty may accept monetary contributions and disburse them for general purposes or specific projects.

78.0 NOMINATIONS AND ELECTIONS

78.1 Election Dates – Elections for General Faculty Officers, General Faculty representatives to councils, boards or committees, faculty senators-at-large and Lecturer senators shall be held and completed during “green” days. ~~conducted so as to be completed before teaching schedules for the fall semester are determined.~~ Special elections shall be held as needed.

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

7.21 The Appointment and Elections Committee, in conjunction with the Senate Office, shall solicit all nominations for faculty representatives on the University Senate, university committees, campus auxiliary governing boards, and state organizations. Nomination shall be forwarded to a faculty session of the University Senate for approval.

7.22 Nominations shall be solicited in accordance with the rules established in: 1) the General Faculty Constitution, 2) the University Senate Constitution and Bylaws, and 3) the document defining the faculty representative’s membership on the University committee, campus auxiliary governing board or state organization. In the event of conflicts between the rules, the priority listed here will be followed.

7.234 The Appointment and Elections Committee shall recommend nominees for appointment of faculty representatives on university committees, campus auxiliary governing boards, and state organizations. Recommendations~~Appointments~~ shall be forwarded to a faculty session of the University Senate for approval.

7.243 Any University committee or auxiliary governing board that requires faculty representation shall specify whether faculty representatives on the committees are to be

appointed or elected. If election is required, the specific electorate that will select the faculty representative must be specified. The terminology defined in 2.5 shall be used.

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

~~78.22 — The General Faculty shall nominate and elect Faculty senators at large.~~

7.25 The Appointment and Elections Committee shall develop procedures for and administer elections of faculty members to the Senate and of representatives of the General Faculty. All such procedures are subject to the approval of a faculty session of the University Senate.

7.26 The Committee shall oversee and administer all elections within the Senate.

7.27 The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee.

7.28 Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.

7.29 The Committee shall verify that the eligibility of all candidates has been certified by Senate office staff and, in cases of doubt, shall decide eligibility for election or membership in the electorate.

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

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

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

~~78.24 — All ballots shall list nominees in alphabetical order.~~

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

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

78.32 With multiple positions to fill — In elections where multiple positions are to be filled, those whose votes when added together constitute 66.7% or more of the votes cast will be

electd. If there are more candidates retained than required for multiple positions, a run-off election will be held of those candidates.

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

7.38.4 Special Elections -The Presiding Officer President of the General Faculty may call special elections consistent with the provisions in this section.

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

8.0 Interpretation

9.0 Amendments

Revision 1: Preamble and Section 1

Current Wording	Proposed Amendment	Rationale
<p>PREAMBLE: SHARED GOVERNANCE</p> <p>The faculty members of Humboldt State University affirm the principles of shared governance as set out in Article I of the Higher Education Employer-Employee Relations Act (HEERA) and affirm the responsibilities of faculty to participate in governance as articulated in the American Association of University Professors “Statement on Governance of Colleges and Universities” (SGCU) (1990) for the sake of the betterment of the University. The Constitution of the General Faculty defines membership in the General Faculty and provides a vehicle for the faculty to fulfill those responsibilities. Both HEERA and SGCU call on faculty and administration to contribute with good will toward shared and harmonious decision making in those areas in which faculty have interests and expertise. Since the faculty are among the members of the University community who most tend to accumulate long experience with relevant issues facing the university, and since faculty also clearly contribute in major ways both in their commitments and their duties to the educational and fiscal health of the university, it is to be expected that, for example, major planning, faculty personnel policies and decisions, and decisions regarding the curriculum and the means of its delivery will involve communication with and guidance of the faculty. In accordance with HEERA, the faculty also engages in collective bargaining with the California State University through the agency of the California Faculty Association, and therefore the resulting bargaining agreements and HEERA constrain and guide this constitution. HEERA also provides for the existence of Senates at the campus and system levels through which faculty are able to participate in university governance.</p> <p>1.0 NAME AND PURPOSE</p> <p>1.1 Name – The name of this organization is the General Faculty of Humboldt State University, hereafter referred to as the General Faculty.</p> <p>1.2 Purpose – The purpose of the General Faculty is to assure that the collective knowledge, experience, and judgment possessed by the members shall be as fully utilized as possible in providing students with educational opportunities, in developing university policies and procedures, and in fostering a spirit of unity and cooperation among its members.</p>	<p>1.0 NAME AND PURPOSE</p> <p>1.1 Name – The name of this organization is the General Faculty of Humboldt State University, hereafter referred to as the General Faculty.</p> <p>1.2 Purpose – The purpose of the General Faculty is to assure that the collective knowledge, experience, and judgment possessed by the members shall be fully utilized in providing students with educational opportunities, in developing university policies and procedures, and in fostering a spirit of unity and cooperation among its members. The faculty have accumulated considerable experience with relevant issues facing the University, and in their commitments and their duties, contribute significantly to the educational and fiscal health of the University. The General Faculty expect that major planning, including faculty personnel policies and decisions, and decisions regarding the curriculum and its delivery, will involve communication with and guidance from faculty. In fulfilling its shared governance responsibilities, the faculty of Humboldt State University affirm the principles articulated in: 1) Article I of the Higher Education Employer-Employee Relations Act (HEERA), and 2) The American Association of University Professors’ “Statement on Government of Colleges and Universities” (SGCU). Both HEERA and SGCU call on faculty and administration to contribute with good will toward shared and harmonious decision making in those areas in which faculty have interests and expertise. The faculty also recognize and affirm their primary responsibility for the educational functions of the institution, as articulated in 1985 by the Board of Trustees of the California State University.¹</p> <p>This Constitution defines membership in the General Faculty and facilitates the effective exercise of the rights and responsibilities of members to participate in shared governance. In accordance with HEERA, the faculty also engage in collective bargaining with the California State University through the agency of the California Faculty Association, and therefore the resulting bargaining agreements and HEERA constrain and guide this Constitution.</p>	<p>This statement was revised primarily to include reference to a 1985 statement endorsed by the CSU Board of Trustees that recognizes the faculty’s responsibility for the educational functions of the University. The CSU statement complements the other referenced statements from the Higher Education Employer-Employee Relations Act, and the AAUP Statement on Government. The shared governance principles articulated in the Preamble are revised slightly and moved to Section 1. Name and Purpose.</p>

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

Revision 2: Section 2: Membership

Current Wording	Proposed Amendment	Rationale
<p>2.0 MEMBERSHIP</p> <p>2.1 The voting membership of the General Faculty shall consist of:</p> <p>2.11 Full-time faculty unit employees (including tenured faculty, probationary faculty, lecturers, librarians, counselors and coaches)</p> <p>2.12 Part-time faculty unit employees (including lecturers, librarians, counselors, coaches, and rehired annuitants) holding at least a one-year appointment with a time base averaging at least .40 of full time</p> <p>2.13 FERP faculty</p> <p>2.14 Administrators with academic retreat rights</p> <p>2.2 The non-voting membership of the General Faculty shall consist of:</p> <p>2.21 Professors emeriti who are neither rehired annuitants fitting the conditions of section 2.12 nor FERP faculty</p> <p>2.3 The term “in residence” shall be defined as a faculty unit employee with a current assignment. Faculty members on sabbatical or other type of leave are not considered “in residence.”</p> <p>2.4 Other individuals may be admitted into membership upon recommendation by a faculty session of the University Senate and ratification by a two-thirds majority of General Faculty votes cast in an election of the General Faculty.</p>	<p>2.0 MEMBERSHIP</p> <p>2.1 The voting membership of the General Faculty shall consist of:</p> <p>2.11 Full-time faculty unit employees (including tenured faculty, probationary faculty, lecturers, librarians, counselors and coaches).</p> <p>2.12 Part-time faculty unit employees (including lecturers, librarians, counselors, coaches, and rehired annuitants) holding at least a one-year appointment with a time base averaging at least .40 of full time.</p> <p>2.13 FERP faculty.</p> <p>2.14 Administrators with academic retreat rights.</p> <p>2.2 The non-voting membership of the General Faculty shall consist of: Professors emeriti who are neither rehired annuitants (fitting the conditions of section 2.12) nor FERP faculty.</p> <p>2.3 The term “in residence” shall be defined as a faculty unit employee with a current assignment. Faculty members on sabbatical or other type of leave are not considered “in residence.”</p> <p>2.4 Other individuals may be admitted into membership upon recommendation by a faculty session of the University Senate and ratification by a two-thirds majority of General Faculty votes cast in an election of the General Faculty.</p> <p>2.5 The electorates of the General Faculty are defined as follows. A member of the General Faculty may be included in more than one electorate.</p> <p>2.51 Tenure-line faculty includes tenured faculty, probationary faculty, FERP faculty and administrators with retreat rights.</p> <p>2.52 Lecturer faculty includes non-permanent lecturers, librarians, and counselors, part-time coaches and rehired annuitants.</p> <p>2.53 Instructional-unit faculty includes members of the tenure-line faculty or lecturer faculty who teach in one or more of the three instructional units (a.k.a. colleges)</p> <p>2.54 Non-instructional faculty includes members of the tenure-line faculty or lecturer faculty who work within non-instructional units.</p> <p>2.55 At-large faculty includes all members of the General Faculty.</p>	<p>Section 2.5 defines the General Faculty electorate. Currently, faculty and staff electorates are defined in the Senate Bylaws (Section 12.21, 12.22, 12.23). This revision makes the General Faculty Constitution the authority for defining the General Faculty electorate. The Senate Constitution will be amended to state that electorates (faculty and staff) are defined in their respective Constitutions or Bylaws. Additionally, Section 8 Elections (revision Section 7 Nominations and Elections) is revised to clarify the role of the Senate Appointments and Elections Committee.</p>

Revision 3: Section 3: Powers and Structure

Current Wording	Proposed Amendment	Rationale
<p>3.0 POWERS AND STRUCTURE</p> <p>3.1 Functions – The function of the General Faculty shall be to formulate and recommend to the University President policies for the University affecting matters of common concern to the general faculty; to implement authority assigned to it by the University President; to assist in the selection of future presidents of the university and future administrators of high rank; to administer elections wherein the General Faculty vote; to help the University gather and express the views of the faculty regarding issues of governance; and to act for the faculty in other matters within its jurisdiction.</p> <p>3.2 Representation to Other Organizations – The General Faculty shall elect those persons who represent it to appropriate university committees, campus auxiliary governing boards, and state organizations. In cases of appointment of representatives, names of appropriate appointees shall be put forward by the University Senate Appointments and Elections Committee’s Faculty Subcommittee to be confirmed by the Executive Committee of the General Faculty. The General Faculty may authorize these representatives to use such funds as are available for such purpose.</p> <p>3.3 Exercise of Powers – All powers of the General Faculty shall reside in the General Faculty except that certain functions, including policy recommendations, may be exercised through the University Senate as herein provided in Section 6.0.</p>	<p>3.0 POWERS AND STRUCTURE</p> <p>3.1 The function of the General Faculty shall be:</p> <p>3.11 To formulate, review, and recommend University policies to the President and other appropriate agents.</p> <p>3.12 To help the University gather and express the views of the faculty regarding issues of governance.</p> <p>3.13 To nominate and appoint or elect those persons who represent the General Faculty on the University Senate, university committees, campus auxiliary governing boards, and state organizations.</p> <p>3.14 To authorize the collection and use of funds to support the purposes of the General Faculty.</p>	<p>The functions of the General Faculty (3.1) are revised to:</p> <p>(a) Remove functions that occur through the Senate (“to assist in the selection of future presidents of the university and future administrators of high rank”; “to administer elections wherein the General Faculty vote”);</p> <p>(b) Broaden the statement on policy recommendation (currently: “policies ... of common concern to the general faculty”);</p> <p>(c) Clarify the General Faculty’s role in election administration (“to administer elections wherein the General Faculty vote”), and</p> <p>(d) Remove ambiguous functions (“to implement authority assigned to it by the University President”; “to act for the faculty in other matters within its jurisdiction”).</p>

Revision 4: **Section 4: OFFICERS AND ELECTED REPRESENTATIVES OF THE GENERAL FACULTY**

Current Wording	Proposed Amendment	Rationale
<p>4.0 OFFICERS AND ELECTED REPRESENTATIVES OF THE GENERAL FACULTY</p> <p>4.1 Officers – The elected officers of the General Faculty shall be a President who shall also be the Chair of the University Senate, and a Secretary/Treasurer.</p> <p>4.11 – The General Faculty President and the Secretary/Treasurer shall be elected by a majority of General Faculty votes cast in an election of the General Faculty.</p> <p>4.12 – The Vice President of the General Faculty shall be the Vice Chair of the University Senate and shall serve as a voting ex-officio member.</p> <p>4.2 Members Eligible to Hold Office – Any member of the General Faculty is eligible to serve as President if they have completed three years of employment by the University prior to taking office and they will be “in-residence” during the term of office. Any member of the General Faculty is eligible to serve as Secretary/Treasurer if they have completed one year of employment by the University prior to taking office and they will be “in-residence” during the term of office.</p> <p>4.3 Term of Office – The General Faculty President shall serve a two year term of office from the 1st of June following his or her election. The Secretary/Treasurer shall serve a two year term of office from the 1st of June following his or her election. The terms of the General Faculty President and the Secretary/Treasurer shall be staggered.</p> <p>4.31 Other Terms of Office for elected General Faculty representatives shall be as defined in the HSU Faculty Handbook, Section 800. Terms of office for elected Faculty senators-at-large and Lecturer senators shall be as defined in the University Senate Constitution and Bylaws.</p> <p>4.4 Consecutive Terms – The President of the General Faculty and other elected representatives of the General Faculty included under section 3.2 shall not be eligible to serve more than two consecutive full terms in the same position.</p> <p>4.5 Representatives of the ASCSU (Statewide Senate) shall be elected by the General Faculty.</p> <p>4.51 Any full-time tenure-line member of the General Faculty is eligible to serve as the HSU General Faculty Representative to the ASCSU.</p> <p>4.52 Term limits for other officers and elected representatives of the General Faculty shall not apply to HSU General Faculty Representatives to the ASCSU (Statewide Senate).</p> <p>4.6 Duties of Officers</p> <p>4.61 The elected officers of the General Faculty, together with the Vice Chair of the University Senate shall serve as the Executive Committee of the General Faculty and shall perform its administrative functions</p>	<p>4.0 OFFICERS OF THE GENERAL FACULTY</p> <p>4.1– The officers of the General Faculty shall be:</p> <p>4.11 – The Chair of the University Senate, who shall serve ex-officio as the Presiding Officer of the General Faculty.</p> <p>4.12 – The Vice-Chair of the University Senate, who shall serve ex-officio as the Second Officer of the General Faculty.</p> <p>4.13 – The faculty Co-Chair of the University Resources and Planning Committee, who shall serve ex-officio as the Treasurer of the General Faculty.</p> <p>4.2 Duties of Officers</p> <p>4.21 The Presiding Officer of the General Faculty shall</p> <p>(1) preside over meetings of the General Faculty;</p> <p>(2) carry out the directions of the General Faculty; and</p>	<p>Section 2.5 defines the General Faculty electorate. Currently, faculty and staff electorates are defined in the Senate Bylaws (Section 12.21, 12.22, 12.23). This revision makes the General Faculty Constitution the authority for defining the General Faculty electorate. The Senate Constitution will be amended to state that electorates (faculty and staff) are defined in their respective Constitutions or Bylaws. Additionally, Section 8 Elections (revision Section 7 Nominations and Elections) is revised to clarify the role of the Senate Appointments and Elections Committee.</p> <p>Eliminated GF Secretary/Treasurer duties that occur through the Senate and designated the position as Treasurer, which is filled, ex officio, by the faculty co-chair of the University Resources and Planning Committee.</p> <p>The Senate Appointments and Elections Committee, working together with the Senate Office, certifies the eligibility of candidates and oversees appointments and elections.</p> <p>The primary duty of the General Faculty member elected as GF President is to serve as ex officio chair of the Senate. This revision recognizes the primacy of the Senate role by electing to that position and making ex officio the role of General Faculty Presiding Officer.</p> <p>Eligibility requirements for this position do not change, nor does the electorate. The duties of the Presiding Officer (revision 4.21) remain the same as those of the GF President (original 4.62), except that supervision of General Faculty elections occurs through the Senate Office and the AEC.</p> <p>Removed or revised information on eligibility, terms of office, term limits, and vacancies that is covered in the Senate Constitution or Bylaws.</p> <p>References to eligibility, terms of office, term limits, and vacancies for the office of the General Faculty President are</p>

<p>4.62 The General Faculty President (1) shall preside over meetings of the General Faculty; (2) shall be ex-officio Chair of the University Senate and shall preside over the meetings of the University Senate as provided in the Constitution of the University Senate and the Bylaws and Rules of Procedure of the University Senate; (3) shall carry out the directions of the General Faculty; (4) shall supervise General Faculty elections; and (5) shall perform the duties customarily performed by presiding officers, including making all arrangements for meetings of the General Faculty.</p> <p>4.63 The Vice Chair of the University Senate who is ex-officio Vice President of the General Faculty shall exercise the powers and duties of the President in his or her absence or at his or her request.</p> <p>4.64 The General Faculty Secretary/Treasurer shall see that records are kept of General Faculty meetings. Such minutes shall be distributed to the General Faculty as soon as practicable following each meeting and shall be available from the Senate Office. The Secretary/Treasurer shall certify the eligibility of faculty University Senators as defined in the University Senate Constitution and University Senate Bylaws and other General Faculty representatives as described in the Faculty Handbook. The Secretary/Treasurer shall also have responsibility for the oversight and management of any funds received or disbursed by the General Faculty. The Secretary/Treasurer shall submit an annual financial report to the General Faculty. The accounts of the Treasurer shall be audited annually.</p> <p>4.7 Vacancies</p> <p>4.71 The position of an elected officer or representative of the General Faculty (as defined in 3.2 of the General Faculty Constitution) shall become vacant when he or she (a) resigns from the position, (b) fails to meet the eligibility requirements for membership in the General Faculty; or (c) goes on leave, for more than one semester.</p> <p>4.72 The Secretary/Treasurer of the General Faculty shall report circumstances constituting a vacancy as defined in 4.61 to the University Senate Appointments and Elections Committee, which shall certify the existence of a vacancy. The General Faculty Executive committee shall recommend appointments to serve until the next regular election. The President of the General Faculty/Chair of the Senate shall convene a meeting of the Faculty Senators (Faculty Session) to confirm by vote the recommended appointments. Any portion of the term remaining at the time of the next general election shall be filled by vote during that election as prescribed in 8.0.</p>	<p>(3) perform the duties customarily performed by presiding officers, including making arrangements for meetings of the General Faculty.</p> <p>4.22 The Second Officer of the General Faculty shall exercise the powers and duties of the Presiding Officer in the absence or at the request of the Presiding Officer.</p> <p>4.23 The General Faculty Treasurer shall (1) oversee and manage funds received or disbursed by the General Faculty; and (2) submit an annual financial report to the University Senate for approval by a faculty session. The accounts of the Treasurer shall be audited annually.</p>	<p>removed from sections 4.2, 4.3, and 4.4 (revisions to Senate Constitution Section 5.0, Officers and Parliamentarian, will define eligibility, etc. of the Senate Chair). General Faculty Constitution section 4.0 on Officers and Elected Representatives is revised to focus on Officers only. Information on representatives that is covered elsewhere in the Faculty Handbook, or in the Senate Constitution, is removed.</p>
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Revision 5: **Section 5: GENERAL FACULTY**

Current Wording	Proposed Amendment	Rationale
<p>5.0 GENERAL FACULTY</p> <p>5.1 – All meetings of the General Faculty shall be open to all members. The General Faculty shall meet as often as necessary to transact its business.</p> <p>5.2 – The General Faculty President shall have the power to call a meeting of the General Faculty either upon his or her own initiative, upon the request of the University President, when directed to do so by a majority vote of the University Senate or a majority vote of a Faculty Session of the University Senate, or upon petition of at least ten (10) percent of the General Faculty in residence— provided that each faculty member shall be notified at least three working days prior of such meeting together with the agenda of business to be transacted.</p> <p>5.3 Authority/Jurisdiction – The General Faculty shall have the authority to initiate, consider, and implement action related to the functions and procedures within its jurisdiction.</p> <p>5.4 Policy Matters, voting – The General Faculty shall consider such policy matters as are brought before it by the University Senate. The final vote on any matter referred by the University Senate shall be taken by secret ballot with provisions for proxy voting by the General Faculty. Such voting does not require the calling of a meeting.</p> <p>5.5 Parliamentary Procedure – Meetings shall be conducted in accordance with parliamentary procedures articulated in Sturgis.</p> <p>5.6 Quorum – One third of the total membership of the General Faculty in residence as herein defined shall constitute a quorum.</p> <p>5.7 Proxies for voting at a meeting - A faculty member may appoint a member of the General Faculty as proxy to vote for him or her at a meeting, but before that proxy may attend the meeting and</p>	<p>5.0 MEETINGS OF THE GENERAL FACULTY</p> <p>5.1 –The General Faculty may meet as often as necessary to transact its business. Meetings shall be called upon:</p> <p style="padding-left: 40px;">5.11 Request of the Presiding Officer.</p> <p style="padding-left: 40px;">5.12 Request of the University President.</p> <p style="padding-left: 40px;">5.13 Request of the University Senate.</p> <p style="padding-left: 40px;">5.14 Request of a Faculty Session of the University Senate.</p> <p style="padding-left: 40px;">5.15 Petition of at least ten (10) percent of the General Faculty.</p> <p>5.2 – The Presiding Officer shall (1) determine the time and location of the meeting and (2) provide the General Faculty with notification and an agenda at least three working days prior to the meeting.</p> <p>5.3 Quorum – One third of the General Faculty membership shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum.</p> <p>5.4 Proxies – A faculty member may appoint another member of the General Faculty to act as a proxy at a meeting.</p> <p style="padding-left: 40px;">5.41 Voting by proxy means that a particular member is authorized to cast the vote of an absent member at a meeting</p> <p style="padding-left: 40px;">5.42 Any member wishing to appoint a proxy shall notify the Secretary of the General Faculty in writing prior to the meeting at which the proxy is to be exercised.</p>	<p>Consolidation is achieved by removing text on jurisdiction and policy matters from Section 5. The General Faculty and incorporating it into Section 3. Powers and Structure.</p> <p>Section 5 is then renamed to better reflect its content: Meetings of the General Faculty.</p>

<p>vote, the appointing faculty member shall in writing notify the Secretary/Treasurer of the General Faculty of the proxy designee and whether the proxy is general or specific.</p> <p>5.71 No faculty member may be a proxy for more than one other faculty member at any single meeting.</p> <p>5.8 The General Faculty shall adopt such Bylaws as are necessary to carry out the provisions of this Constitution.</p>	<p>5.43 No member may be a proxy for more than one other member at any single meeting.</p> <p>5.44 Proxies will count toward the determination of quorum.</p> <p>5.5 Parliamentary Procedure – Meetings shall be conducted in accordance with parliamentary procedures articulated in the latest edition of <i>The American Institute of Parliamentarians Standard Code of Parliamentary Procedure</i>.</p> <p>5.6 The General Faculty may adopt such Bylaws as are necessary to carry out the provisions of this Constitution.</p>	
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Revision 6: Section 6: RELATIONSHIP TO THE UNIVERSITY SENATE

Current Wording	Proposed Amendment	Rationale
<p>6.0 RELATIONSHIP TO THE UNIVERSITY SENATE</p> <p>6.1 The General Faculty exercises its responsibilities to formulate, review, and recommend academic policies for the university to the President and other appropriate agents through its elected delegates to the University Senate.</p> <p>6.2 The General Faculty may, by majority vote – a quorum being present – require the University Senate to report progress on any matter before it or refer any such matter to the general faculty for consideration.</p>	<p>Section 6 Removed</p>	<p>Section 6. Relationship to the University Senate is eliminated; the text is revised and incorporated into Section 3. Powers and Structure.</p>

Revision 7: Section 7: FINANCES

Current Wording	Proposed Amendment	Rationale
<p>7.0 FINANCES</p> <p>The General Faculty may vote to authorize the collection of funds from members which may be disbursed for social or other purposes.</p> <p>7.1 Monetary Contribution – The General Faculty may accept monetary contributions and disburse them for general purposes or specific projects.</p>	<p>6.0 FINANCES</p> <p>6.1 The General Faculty may vote to authorize the collection of funds from members which may be disbursed for social or other purposes.</p> <p>6.2 Monetary Contribution – The General Faculty may accept monetary contributions and disburse them for general purposes or specific projects.</p>	<p>Section 7 becomes Section 6.</p>

Revision 8: Section 8: ELECTIONS

Current Wording	Proposed Amendment	Rationale
<p>8.0 ELECTIONS</p> <p>8.1 Election Dates – Elections for General Faculty Officers, General Faculty representatives to councils, boards or committees, faculty senators-at-large and Lecturer senators shall be conducted so as to be completed before teaching schedules for the fall semester are determined.</p> <p>8.2 Nominating and Elections – The University Senate’s Appointments and Elections Committee shall serve as the Elections Committee of the General Faculty. Nominations for General Faculty Officers and other General Faculty Representatives shall be made by the Committee in accordance with the provisions of the General Faculty Constitution, the Faculty Handbook and University Senate Constitution and Bylaws. The Committee shall conduct all elections of the General Faculty in accordance with the following provisions.</p> <p>8.21 – Lecturers holding one-year or longer appointments with a time base averaging at least .40 of full time shall nominate and elect the Lecturer senators.</p> <p>8.22 – The General Faculty shall nominate and elect Faculty senators-at-large.</p> <p>8.23 – If a single candidate appears on the ballot, provision shall be made for a “write-in” candidate.</p> <p>8.231 – If a single candidate appears on the ballot, that person must receive a simple majority (51%) of the votes cast in order to be considered elected.</p> <p>8.24 – All ballots shall list nominees in alphabetical order.</p> <p>8.3 Election Process – The General Faculty Officers and other General Faculty representatives selected through an election process shall be elected by a majority vote of those voting consistent</p>	<p>7.0 NOMINATIONS AND ELECTIONS</p> <p>7.1 Election Dates – Elections for General Faculty Officers, General Faculty representatives to councils, boards or committees, faculty senators-at-large and Lecturer senators shall be held and completed during “green” days. Special elections shall be held as needed.</p> <p>7.2 The University Senate’s Appointments and Elections Committee shall serve as the Nominations and Elections Committee of the General Faculty.</p> <p>7.21 The Appointment and Elections Committee, in conjunction with the Senate Office, shall solicit all nominations for faculty representatives on the University Senate, university committees, campus auxiliary governing boards, and state organizations.</p> <p>7.22 Nominations shall be solicited in accordance with the rules established in: 1) the General Faculty Constitution, 2) the University Senate Constitution and Bylaws, and 3) the document defining the faculty representative’s membership on the University committee, campus auxiliary governing board or state organization. In the event of conflicts between the rules, the priority listed here will be followed.</p> <p>7.23 The Appointment and Elections Committee shall recommend nominees for appointment of faculty representatives on university committees, campus auxiliary governing boards, and state organizations. Recommendations shall be forwarded to a faculty session of the University Senate for approval.</p> <p>7.24 Any University committee or auxiliary governing board that requires faculty</p>	<p>Section 8 Elections (revised Section 7 Nominations and Elections) is revised to clarify the role of the Senate Appointments and Elections Committee. Faculty and staff electorates are defined in the Senate Bylaws (Section 12.21, 12.22, 12.23). This revision makes the General Faculty Constitution the authority for defining the General Faculty electorate. The Senate Constitution will be amended to state that electorates (faculty and staff) are defined in their respective Constitutions or Bylaws. See Section 2.5 defines the General Faculty electorate.</p> <p>Eliminates GF Secretary/Treasurer duties that occur through the Senate and designate the position as Treasurer, which is filled, ex officio, by the faculty co-chair of the University Resources and Planning Committee.</p> <p>The Senate Appointments and Elections Committee, working together with the Senate Office, certifies the eligibility of candidates and oversees appointments and elections.</p> <p>Eligibility requirements for this position do not change, nor does the electorate. The duties of the Presiding Officer (revision 4.21) remain the same as those of the GF President (original 4.62), except that supervision of General Faculty elections occurs through the Senate Office and the AEC.</p> <p>(5) To remove or revise information on eligibility, terms of office, term limits, and vacancies that is covered in the Senate Constitution or Bylaws.</p> <p>References to eligibility, terms of office, term limits, and vacancies for the office of the General Faculty President are removed from sections 4.2, 4.3, and 4.4 (revisions to Senate Constitution Section 5.0, Officers and Parliamentarian, will define eligibility, etc. of the Senate Chair). General Faculty Constitution section 4.0 on Officers and Elected Representatives is revised to focus on Officers only. Information on representatives that is covered elsewhere in the Faculty Handbook, or in the Senate Constitution, is removed.</p>

<p>with the following provisions:</p> <p>8.31 <u>With one position to fill</u> – All nominees shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together, constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of votes cast.</p> <p>8.32 <u>With multiple positions to fill</u> – In elections where multiple positions are to be filled, those whose votes when added together constitute 66.7% or more of the votes cast will be elected. If there are more candidates retained than required for multiple positions, a run-off election will be held of those candidates.</p> <p>8.33 <u>Unexpired terms</u> – If unexpired terms are being filled by the election process, the candidate with the highest vote count shall select the term of office to serve, if more than one term length exists.</p> <p>8.4 Special Elections -The President of the General Faculty may call special elections consistent with the provisions above (8.3).</p> <p>8.5 Secret Ballot and Voting – All elections shall be conducted by secret ballot with provision for proxy voting by the General Faculty.</p>	<p>representation shall specify whether faculty representatives on the committees are to be appointed or elected. If election is required, the specific electorate that will select the faculty representative must be specified using the terminology defined in 2.5.</p> <p>7.25 The Appointment and Elections Committee shall develop procedures for elections. All such procedures are subject to the approval of a faculty session of the University Senate.</p> <p>7.26 The Appointment and Elections Committee, in conjunction with the Senate Office, shall administer elections of faculty representatives on the University Senate, university committees, campus auxiliary governing boards, and state organizations.</p> <p>7.27 The Senate Office, in conjunction with the Senate Chair, shall verify the eligibility of all candidates and electorate membership. In cases of doubt, the faculty of the Appointment and elections Committee shall be consulted and a recommendation shall be forwarded to a faculty session of the Senate.</p> <p>7.3 Vacancies</p> <p>7.30 The position of any faculty representative of the General Faculty (as defined in 3.2 of the General Faculty Constitution) shall become vacant when he or she (a) resigns from the position, (b) fails to meet the eligibility requirements for membership in the General Faculty; or (c) goes on leave, for more than one semester.</p> <p>7.31 The Senate Office shall report circumstances constituting a vacancy to the University Senate Appointments and Elections Committee, which shall certify the existence of a vacancy. The General Faculty Executive committee shall recommend appointments to serve until the next regular</p>	
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	<p>election. The President of the General Faculty/Chair of the Senate shall convene a meeting of the Faculty Senators (Faculty Session) to confirm by vote the recommended appointments. Any portion of the term remaining at the time of the next general election shall be filled by vote during that election as prescribed in 8.0.</p>	
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HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Remove *Section 14.0 Interpretation of Senate Actions* from the *University Senate Bylaws and Rules of Procedure*

04-19/20-CBC – January 28, 2020 – Second Reading

RESOLVED: That the University Senate approves the attached amendment to the *University Senate Bylaws and Rules of Procedure* in order to bring the *Bylaws* into alignment with the *University Senate Constitution*.

RATIONALE: *The power to interpret Senate actions and Senate approved documents was vested in Section 14.0 of the Senate Bylaws before the approval of 16-16/17-CBC – Resolution to Add Section 10.0 Interpretation to the Constitution of the University Senate. In this section, the Constitution and Bylaws Committee (CBC) is delegated the authority to develop interpretations and forward it to the Senate for consideration. This amendment would delete the redundant and conflicting interpretation language from the Senate Bylaws.*

Proposed Revisions with Tracked Changes:

~~14.0~~ — Interpretation of Senate Actions

~~Requests for interpretations of Senate actions or Senate approved documents shall be forwarded to the Constitution and Bylaws Committee. The Committee's rulings shall be reported in writing to the Senate and shall be considered binding unless rejected by a two-thirds majority of the Senate.~~

~~15~~14.0 Availability of Documents

Senate documents shall be available on the Senate Website and may be requested from the Senate Office. The agendas of Senate meetings shall be available to any member of the university community upon request. The agendas of the Senate Executive Committee shall likewise be available, but the attachments to the meetings of the Committee shall be available only to members of the Committee.

~~16~~15.0 Amendments

Amendments to these Bylaws may be adopted at a regular business meeting of the Senate by a simple majority, provided the amendments have been presented at the previous regular meeting.

HUMBOLDT STATE UNIVERSITY
University Senate

**Resolution on The University Resource and Planning Committee's Balanced Budget Proposal
for 2019-2022**

12-19/20-URPC — January 28, 2020 — First Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the President that we allocate expected revenue to each Division during the 2020-2022 budgeting cycles guided by functional program categories called FIRMS Codes, specifically recommend university-wide budgeting based on the five FIRMS Codes categories that have flexibility for modification (*Instruction, Academic Support, Students Services, Institutional Support, Operation & Maintenance of Plant*); and be it further,

RESOLVED: that the allocations for Instruction and Academic Support are maintained at their current percent proportion of the budget (46.3% and 13.3%, respectively); and be it further,

RESOLVED: an allocation adjustment to distribution percentages to protect our investment in Student Services while reducing investment in Institutional Support The allocation adjustment reflects a change of 0.1% between the two FIRMS codes; and be it further,

RESOLVED: that we maintain the *Operation & Maintenance of Plant* category at its current percentage level (12%).

RATIONALE:

On August 29, 2019, Douglas V. Dawes, Humboldt State University's Vice President for Administration and Finance, conveyed [HSU President Thomas Jackson's Charge](#) to the 2019-20 University Resources and Planning Committee (URPC). The President's 4-part charge began with a request to "*lead the campus effort to develop a balanced three-year budget through 2021- 22 which will include \$5.4 million in reductions...[to] submit the URPC's recommended three- year budget plan to the President for consideration by December 2019...[and to] ensure broad campus communication and participation are included in the development of this plan.*" The URPC subsequently developed a long-term plan proffered through the Sense of the Senate Resolution on the URPC Balanced Budget Proposal for 2019-2022 (13-19/20-URPC – January 28, 2020), as well as an interim strategy for distributing resources between AY 2019-2022, detailed above.

For the URPC's complete report, please see attached.

Date: December 23, 2019
TO: Dr. Thomas Jackson, Jr., President
Dr. Stephanie Burkhalter, Chair of the University Senate
FROM: University Resources and Planning Committee (URPC)
RE: URPC Balanced Budget Proposal for 2019-2022

Executive Summary

The [University Resources and Planning Committee](#) recommends the following to President Thomas Jackson, Jr. and the HSU University Senate:

1) That Humboldt State University begin the collaborative process of developing a *scalable budget model* that places student success as our highest priority, and that reflects the observations/recommendations of the Spring 2018 [WSCUC accreditation report](#), [our Strategic Plan](#), and the shared values of Humboldt State University.

As this new budget model will take time to develop, we further recommend that...

2) ...we allocate expected revenue to each Division during the 2020-2022 budgeting cycles guided by functional program categories called [FIRMS Codes](#). We specifically recommend university-wide budgeting based on the five FIRMS Codes categories that have flexibility for modification (*Instruction, Academic Support, Students Services, Institutional Support, Operation & Maintenance of Plant*).

This second recommendation reflects the projected \$5.4 million reduction in spending necessitated by the decrease in tuition-based revenue due to our ongoing enrollment decline. This short-term approach to addressing the revenue shortfall projected for the next 3 fiscal years will ensure HSU only distributes and expends available revenue, and will further provide needed time to design a robust, strategic and scalable resource allocation model.

The recommended revenue/resource distribution in each FIRMS Code category is listed in the table below. Rationale for these revenue/resource distribution decisions and a narrative regarding how the URPC arrived at this distribution is described in detail in the Breakdown of Proposed Distributions for 2020-2022 section below and in the [Methodology](#) narrative.

Each Division will be tasked with providing a clear, transparent, and rationalized summary to the URPC regarding progress towards identifying and adopting strategies to achieve the specified reductions in alignment with our [Guiding Measures and Principles](#). These summaries will be submitted quarterly, beginning March 31, 2020. Though there is some necessary flexibility in actual amounts related to the percentage decreases described below, each Division and their

constituents should immediately begin to plan their budget allocations for 2020-21 based on these projections.

Proposed Distribution

FIRMS Codes (Functional Classification)	Current Amount	Current Distribution	% Adjustment	Allocation % Adjustment	Proposed Distribution	Proposed Distribution	Proposed Change	Percent Change
Instruction	56,560,000	46.3%	stay the same	0.0%	46.3%	54,060,000	(2,500,000)	-4.4%
Academic Support	16,280,000	13.3%	stay the same	0.0%	13.3%	15,560,000	(720,000)	-4.4%
Student Services	12,030,000	9.9%	increase	0.1%	10.0%	11,610,000	(420,000)	-3.5%
Institutional Support	21,620,000	17.7%	decrease	-0.1%	17.6%	20,550,000	(1,070,000)	-4.9%
Op & Maint of Plant	15,590,000	12.8%	stay the same	0.0%	12.8%	14,900,000	(690,000)	-4.4%
	122,080,000	100.0%		0.0%	100.0%	116,680,000	(5,400,000)	-4.4%

Division	Divisional Change by 2021-22	2020-21	Additional by 2021-22	2-Year Breakdown by FIRMS Code	2020-21	Additional by 2021-22
President's Office	(91,519)	(64,402)	(27,117)	Instruction	(1,759,259)	(740,741)
University Advancement	(198,427)	(139,634)	(58,793)	Academic Support	(506,667)	(213,333)
Academic Affairs	(3,618,164)	(2,546,115)	(1,072,049)	Student Services	(295,556)	(124,444)
Admin & Finance	(908,179)	(639,089)	(269,090)	Institutional Support	(752,963)	(317,037)
Enrollment Management	(374,503)	(263,539)	(110,964)	Op & Maint of Plant	(485,556)	(204,444)
University Wide	(209,208)	(147,220)	(61,988)		(3,800,000)	(1,600,000)
Total	(5,400,000)	(3,800,000)	(1,600,000)			

Breakdown of Proposed Distributions for 2020-2022

After excluding *Financial Aid*, *Provisions for Allocation*, and *Housing Facilities Activity* from the 2019-20 base budget of \$143.22 million, as these categories are not fungible, the baseline starting point for evaluating budget allocations is \$122.08 million. The \$5.4 million reduction mentioned above represents a reduction of 4.4% from 2019-20, to be achieved over the next two years. In alignment with our [Guiding Measures and Principles](#) and continuing efforts to prioritize areas that most directly serve students, we recommend the following allocations:

- We propose that the allocations for *Instruction* and *Academic Support* are maintained at their current percent proportion of the budget (46.3% and 13.3%, respectively). *Instruction* and *Academic Support* are core to maintaining a quality educational experience for our students, and the URPC has made a conscious decision to protect instruction and assure students have access to classes necessary for graduation. As such, we recommend maintaining an unchanged allocation percentage in these two FIRMS categories, with the expectation that expenditures scale up/down as needed with changes in enrollment. Though the percentage of the overall budget committed to these areas will remain constant, we project that the resulting proportional reduction of dollar amount allocation will result in a 4.4% decrease in funding to *Instruction* and *Academic Support* as compared to fiscal year 2019-20 (i.e., \$2.5M and \$720,000, respectively).
- In keeping with URPC's priority to maintain and enhance student success, and align with our current focus to recruit and retain additional students, we recommend an allocation

adjustment to distribution percentages to protect our investment in *Student Services* while reducing investment in *Institutional Support*. The allocation adjustment reflects a change of 0.1% between the two FIRMS codes. This change will result in an increase in the proportion of the allocation to Student Services from 9.9% to 10%, and a decrease in the proportion of the allocation to Institutional Support from 17.7% to 17.6%. These changes will result in an effective reduction of only 3.4% in *Student Services*. However, *Institutional Support* will experience a 4.9% reduction.

- *Operation & Maintenance of Plant* directly supports students, maintaining a safe and welcoming campus environment, which plays an important role in student success by ensuring we have space and infrastructure in place to meet students' needs. As such, we recommend maintaining this category at its current percentage level (12%). Although the percentage of the overall budget committed to this area will remain constant, the resulting proportional reduction of dollar amount allocation will result in a 4.4% decrease in funding in comparison to 2019-20 (i.e. \$690,000 reduction).

HUMBOLDT STATE UNIVERSITY
University Senate

Sense of the Senate Resolution on the URPC Balanced Budget Proposal for 2019-2022

13-19/20-URPC – January 28, 2020

RESOLVED: That the University Senate of Humboldt State University believes that Humboldt State University should begin the collaborative process of developing a scalable budget model that places student success as our highest priority, and that reflects the observations/recommendations of the Spring 2018 WSCUC accreditation report, our Strategic Plan, and the shared values of Humboldt State University.

RATIONALE: On August 29, 2019, Douglas V. Dawes, Humboldt State University's Vice President for Administration and Finance, conveyed [HSU President Thomas Jackson's Charge](#) to the 2019-20 University Resources and Planning Committee (URPC). The President's 4-part charge began with a request to *"lead the campus effort to develop a balanced three-year budget through 2021- 22 which will include \$5.4 million in reductions...[to] submit the URPC's recommended three- year budget plan to the President for consideration by December 2019...[and to] ensure broad campus communication and participation are included in the development of this plan."* The URPC subsequently developed an interim strategy for distributing resources between AY 2019-2022, addressed by the Senate in (xx), and long-term plan, described above.

For the URPC's complete report, please see attached.

Date: December 23, 2019
TO: Dr. Thomas Jackson, Jr., President
Dr. Stephanie Burkhalter, Chair of the University Senate
FROM: University Resources and Planning Committee (URPC)
RE: URPC Balanced Budget Proposal for 2019-2022

Executive Summary

The [University Resources and Planning Committee](#) recommends the following to President Thomas Jackson, Jr. and the HSU University Senate:

1) That Humboldt State University begin the collaborative process of developing a *scalable budget model* that places student success as our highest priority, and that reflects the observations/recommendations of the Spring 2018 [WSCUC accreditation report](#), [our Strategic Plan](#), and the shared values of Humboldt State University.

As this new budget model will take time to develop, we further recommend that...

2) ...we allocate expected revenue to each Division during the 2020-2022 budgeting cycles guided by functional program categories called [FIRMS Codes](#). We specifically recommend university-wide budgeting based on the five FIRMS Codes categories that have flexibility for modification (*Instruction, Academic Support, Students Services, Institutional Support, Operation & Maintenance of Plant*).

This second recommendation reflects the projected \$5.4 million reduction in spending necessitated by the decrease in tuition-based revenue due to our ongoing enrollment decline. This short-term approach to addressing the revenue shortfall projected for the next 3 fiscal years will ensure HSU only distributes and expends available revenue, and will further provide needed time to design a robust, strategic and scalable resource allocation model.

The recommended revenue/resource distribution in each FIRMS Code category is listed in the table below. Rationale for these revenue/resource distribution decisions and a narrative regarding how the URPC arrived at this distribution is described in detail in the Breakdown of Proposed Distributions for 2020-2022 section below and in the [Methodology](#) narrative.

Each Division will be tasked with providing a clear, transparent, and rationalized summary to the URPC regarding progress towards identifying and adopting strategies to achieve the specified reductions in alignment with our [Guiding Measures and Principles](#). These summaries will be submitted quarterly, beginning March 31, 2020. Though there is some necessary flexibility in actual amounts related to the percentage decreases described below, each Division and their

constituents should immediately begin to plan their budget allocations for 2020-21 based on these projections.

Proposed Distribution

FIRMS Codes (Functional Classification)	Current Amount	Current Distribution	% Adjustment	Allocation % Adjustment	Proposed Distribution	Proposed Distribution	Proposed Change	Percent Change
Instruction	56,560,000	46.3%	stay the same	0.0%	46.3%	54,060,000	(2,500,000)	-4.4%
Academic Support	16,280,000	13.3%	stay the same	0.0%	13.3%	15,560,000	(720,000)	-4.4%
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Division	Divisional Change by 2021-22	2020-21	Additional by 2021-22	2-Year Breakdown by FIRMS Code	2020-21	Additional by 2021-22
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Enrollment Management	(374,503)	(263,539)	(110,964)	Op & Maint of Plant	(485,556)	(204,444)
University Wide	(209,208)	(147,220)	(61,988)		(3,800,000)	(1,600,000)
Total	(5,400,000)	(3,800,000)	(1,600,000)			

Breakdown of Proposed Distributions for 2020-2022

After excluding *Financial Aid*, *Provisions for Allocation*, and *Housing Facilities Activity* from the 2019-20 base budget of \$143.22 million, as these categories are not fungible, the baseline starting point for evaluating budget allocations is \$122.08 million. The \$5.4 million reduction mentioned above represents a reduction of 4.4% from 2019-20, to be achieved over the next two years. In alignment with our [Guiding Measures and Principles](#) and continuing efforts to prioritize areas that most directly serve students, we recommend the following allocations:

- We propose that the allocations for *Instruction* and *Academic Support* are maintained at their current percent proportion of the budget (46.3% and 13.3%, respectively). *Instruction* and *Academic Support* are core to maintaining a quality educational experience for our students, and the URPC has made a conscious decision to protect instruction and assure students have access to classes necessary for graduation. As such, we recommend maintaining an unchanged allocation percentage in these two FIRMS categories, with the expectation that expenditures scale up/down as needed with changes in enrollment. Though the percentage of the overall budget committed to these areas will remain constant, we project that the resulting proportional reduction of dollar amount allocation will result in a 4.4% decrease in funding to *Instruction* and *Academic Support* as compared to fiscal year 2019-20 (i.e., \$2.5M and \$720,000, respectively).
- In keeping with URPC's priority to maintain and enhance student success, and align with our current focus to recruit and retain additional students, we recommend an allocation

adjustment to distribution percentages to protect our investment in *Student Services* while reducing investment in *Institutional Support*. The allocation adjustment reflects a change of 0.1% between the two FIRMS codes. This change will result in an increase in the proportion of the allocation to Student Services from 9.9% to 10%, and a decrease in the proportion of the allocation to Institutional Support from 17.7% to 17.6%. These changes will result in an effective reduction of only 3.4% in *Student Services*. However, *Institutional Support* will experience a 4.9% reduction.

- *Operation & Maintenance of Plant* directly supports students, maintaining a safe and welcoming campus environment, which plays an important role in student success by ensuring we have space and infrastructure in place to meet students' needs. As such, we recommend maintaining this category at its current percentage level (12%). Although the percentage of the overall budget committed to this area will remain constant, the resulting proportional reduction of dollar amount allocation will result in a 4.4% decrease in funding in comparison to 2019-20 (i.e. \$690,000 reduction).

**HUMBOLDT STATE UNIVERSITY
University Senate**

Resolution on Academic Honesty and Integrity

11-19/20-APC – February 11, 2020 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the President that the attached revisions to the Academic Honesty and Integrity Policy be adopted.

RATIONALE: *The Academic Honesty and Integrity Policy was last revised in 2016. The existing language does not include revisions to the Executive Order 1098 Student Disciplinary Procedures for the California State University System, which have been incorporated here. Additionally, clarifications requested by the Office of Student Rights and Responsibilities to assist students and faculty in avoiding and addressing issues of academic dishonesty to provide for a more consistent application of the policy across the university.*

Academic Integrity and Honesty Policy P16-05

Student Rights and Responsibilities

Applies to: Faculty, staff, and students

Humboldt State University must maintain high standards that reflect the nature of an institution of higher learning. Students need to be aware of the academic standards that are expected throughout their college career.

Purpose of the Policy

The purpose of this policy is to establish that academic integrity is an essential component of the Humboldt State University learning community and shall be upheld by all members of the University community.

This policy is intended to reflect the University's commitment to the principles, goals, and ideals described in the Humboldt State University Vision Statement and to its core values.

Policy Details

I. The University Community

- a. Humboldt State University is a community of learners bonded together by the search for knowledge; the pursuit of personal, social, cultural, physical, and intellectual development; and the desire for the liberating effects of advanced education. Humboldt State University has an academic culture shared with other universities and colleges across the nation. Integral to that culture is a set of values such as academic freedom, dedication to teaching and learning, diversity, civility toward others, and academic integrity.
- b. Academic integrity is of central importance in the University community and involves upholding the values, the principles, and the code of behavior held to be central in our community. Integrity concerns honesty and implies being truthful, fair, and free from lies, fraud, and deceit. Inherent to the Humboldt State University community are the values of honesty, trust, fairness, respect, and responsibility.

II. Scholastic Honesty

- a. The core of this University's integrity is its scholastic honesty. Honesty is valued across all cultures and is a fundamental value in the academic culture. There are, however, cultural differences with regard to the ownership of ideas and the importance of individual efforts. Nonetheless, the University expects all students and other campus members to document the intellectual contributions of others and to ensure that the work they submit is their own.

III. Academic Dishonesty

- a. Academic dishonesty is willful and intentional fraud and deception to improve a grade or obtain course credit. It includes all student behavior intended to gain unearned academic advantage by fraudulent and/or deceptive means.
- b. Academic Dishonesty includes but is not limited to:
 - i. cheating, which includes possessing unauthorized sources of information during examinations, copying the work of others, permitting others to copy their work, submitting work done by others, completing assignments for others;
 - ii. plagiarism, which includes taking the words, ideas, or substance of another and either copying or paraphrasing the work without giving credit to the source through appropriate use of footnotes, quotation marks, or reference citations;
 - iii. providing materials to another with the knowledge they will be improperly used;
 - iv. purchasing or acquiring academic work from other students or third parties in person, online, or through an intermediary and submitting it as the student's own work;
 - v. possessing another's work without permission;
 - vi. unauthorized recording, dissemination, or publication of academic work (including handwritten notes) for a commercial purpose (EDC § 66450, CSU Executive Order AA-2004-06);
 - vii. altering the work of another with the intent of deceiving;
 - viii. knowingly furnishing false or incomplete academic information;

- ix. altering documents that make up part of the student record;
- x. forging signatures or falsifying information on any official academic document;
- xi. altering work after grading and subsequently submitting it for re-grading without the instructor's permission;
- xii. submitting the same work for two or more classes without the permission of all the instructors involved;
- xiii. retaining materials that the student has been instructed to return to the instructor; inventing, dishonest adjusting, omitting, or otherwise misrepresenting data or falsifying an account of the method through which data were generated; and
- xiv. lying to an instructor or to a University official to improve a grade.

IV. Responsibilities of the Faculty

- a. Faculty will take measures to discourage dishonesty, adjust grades appropriately if dishonesty is discovered, and recommend that additional administrative sanctions be considered. Grading policies are the exclusive prerogative of the faculty.
- b. Plagiarism is considered a form of academic dishonesty and therefore must require-notification of the Office of Student Rights and Responsibilities and possible disciplinary action. However, as there may be plagiarism as a result of poor learning or inattention to format, and there may be no intent to deceive, instructor discretion on the penalty in the classroom work is appropriate. Under such circumstances, the instructor may elect to work with the student to correct the problem at an informal level, which will not be considered a penalty.
- c. In any case of potential intentional violation that any penalty is applied, the student must be informed by the instructor of the event for which they are being penalized and the penalty within one week of discovery of the event.
- d. When a faculty member discovers a potential intentional violation of the University's policy of academic integrity, the faculty member is required to notify the Office of Student Rights and Responsibilities, in accordance with Executive Order 1098, and the student(s) involved to ensure that repeated violations do not go undetected if they occur in separate departments or with different faculty.

- i. Faculty shall submit an Academic Dishonesty Referral to the Office of Students Rights and Responsibilities within one week of notifying the student of the discovery of the event for which they are being penalized and the penalty
- e. At faculty discretion, a grade of “F” may be given for the assignment or examination, or another grade penalty may be applied at the discretion of the instructor.
 - i. In the event that the academic dishonesty results in the failure of the course, the instructor will report a grade of “FD” to the Registrar’s Office.
 - ii. Additional disciplinary sanctions maybe determined by the Dean of Students should the student have documented prior incidents of academic dishonesty that have been reported to the Office of Students Rights and Responsibilities.
 - iii. If a student is successful in their appeal through EO 1098, they may then contest the underlying charge of academic dishonesty through the “Student Grievance Policy.”

V. Responsibilities of the Students

- a. Students are responsible for the integrity of their actions and must be willing to accept the consequences of these actions.
- b. Students have the responsibility to be familiar with the University policies and to seek clarification with faculty if they are unclear about expectations for any assignment.
- c. Students are also encouraged to report academic dishonesty.
- d. In the sense that a university is a community, students should understand their own roles in the creation of a culture that encourages honesty and discourages academic dishonesty.
- e. Students need not tolerate any action on the part of another that diminishes their own integrity or that of the University.

VI. Responsibilities of the University

- a. The Office of Student Rights and Responsibilities shall notify the student if a report is received within ten (10) working days of receiving the report.

- b. The University is responsible for providing faculty with resources and training to deter and identify academic dishonesty.
- c. The University is responsible for providing faculty with best practice guidelines for addressing academic dishonesty.
- d. The University is responsible for providing students with resources and training opportunities to avoid committing academic dishonesty.
- e. The University is responsible for providing students with clear and consistent guidance regarding their rights when charged with academic dishonesty.
- f. The University may impose additional disciplinary sanctions maybe determined by the Dean of Students should the student have documented prior incidents of academic dishonesty that have been reported to the Office of Students Rights and Responsibilities.

VII. Disciplinary Sanctions

Disciplinary sanctions will be imposed by the Office of Student Rights and Responsibilities.

- a. Disciplinary sanctions may include, but not be limited to, the following:
 - i. a warning,
 - ii. having the assignment or course grade adjusted to an “F”,
 - 1. If the course grade is adjusted, it is not subject to Grade Forgiveness at the discretion of the instructor.
 - iii. disciplinary probation,
 - iv. suspension,
- b. permanent expulsion from the University and from the California State University system, Disciplinary probation shall be noted on the student’s formal academic record only for the duration of the probationary period. Disciplinary suspension of more than one academic year and expulsion are a part of the student’s permanent record.

VIII. The California State University Disciplinary Procedures

- a. Student enrollment is a voluntary entrance into the academic community of learners. By such entrance, the student voluntarily assumes, and is expected to assume, obligations of performance and behavior that are imposed by the University relevant to its lawful missions, processes, and functions. Humboldt State University reserves the right to discipline students to
- b. Students who engage in academic dishonesty shall be charged with violating Title 5, California Administrative Code, §41301, under the Student Disciplinary Procedures for the California State University established by Executive Order EO 1098 by the Chancellor. A copy of these procedures may be obtained from the Office of Student Rights and Responsibilities and is available at www.calstate.edu/eo/EO-1098.html.

Expiration Date *(if any; optional)*

History *(required)*

All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section:

Issued: MM/DD/YYYY
Revised: MM/DD/YYYY
Edited: MM/DD/YYYY
Reviewed: MM/DD/YYYY

Student Services That Work:

The Effects of Supplemental Instruction and Drop-In Tutoring on Undergraduate Course Grades

Three Academic Years (2016-'17, 2017-'18, and 2018-'19) were used in this analysis and "Course Grade" is Letter Grade converted to 4.0 scale.

Supplemental Instruction

- 30% of appropriate* students enroll (regardless of URM, Firstgen, or PELL Recipient status)

- Serves key STEM courses (Biology, Botany, Chemistry, Math, Physics, Statistics, Zoology) and Philosophy

- Serves 800 students per year on average

- Predicted effect of increasing Course Grade by **+0.4 GPA** units!!!!

•Drop-In Tutoring

- 13% of **ALL** students visit Drop-In Tutoring per year (regardless of URM, Firstgen, or PELL Recipient status)

- 9,000+ hours of tutoring served per year

- Predicted effect of increasing Course Grade by **+0.01 to +0.02 GPA** units *per hour*!!!!

*An appropriate student is enrolled in a course where Supplemental Instruction is offered



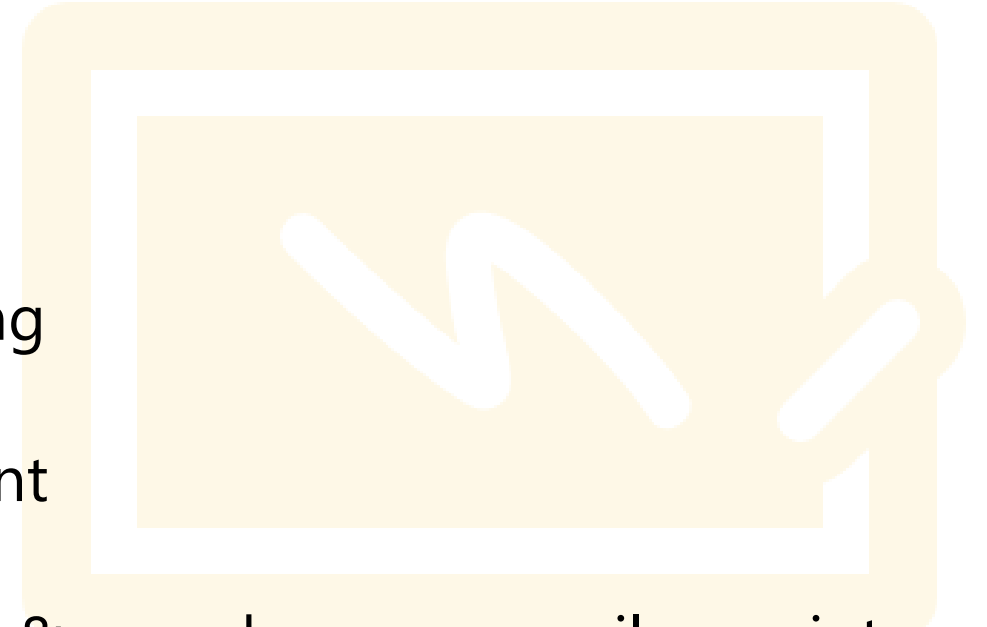
Learning Center:

Peer-to-Peer Tutoring and Supplemental Instruction to Support Student Learning and Success



Learning Center Programs

- **Math Tutoring Lab** – drop-in tutoring
- **Science Tutoring Lab** – drop-in tutoring
- **General Tutoring Lab** – by appointment
- **Writing Studio** – appointment, drop-in, & asynchronous email appointments
- **Supplemental Instruction** – classroom-based, peer-led review and practice of course content

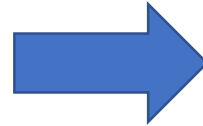




HSI STEM Grant Funded Services

Pre-HSI STEM Grant (prior to 2016)

- Free tutoring limited to group tutoring and a few evenings of drop-in science tutoring.
- Tutoring services were hidden in various, tucked-away areas of the Library.
- Facilities were very small and crowded
- Little-to-no tutor training



HSI STEM Funded (2016 and beyond)

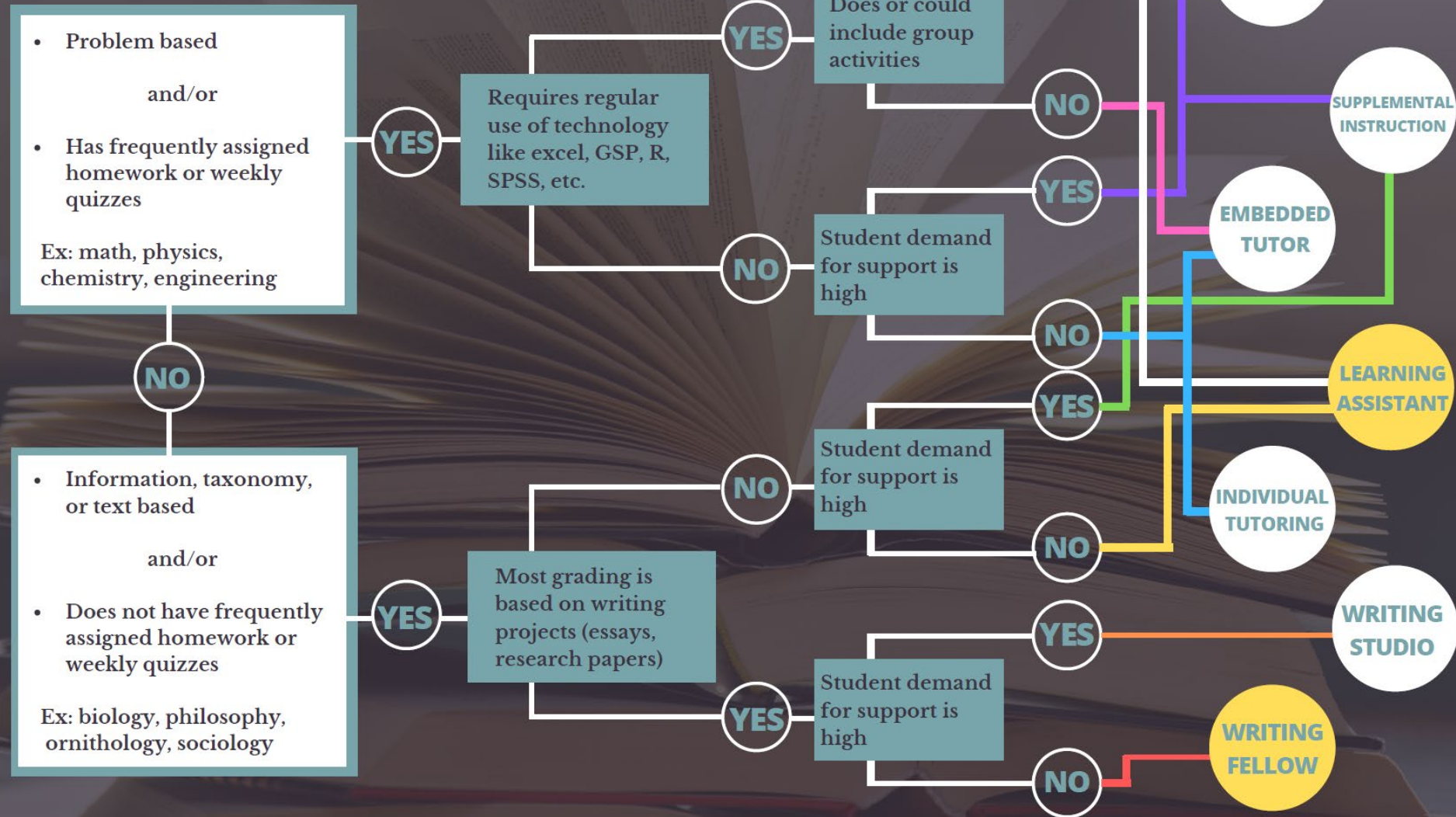
- Expanded tutoring for additional science courses with low success rates
- Increased science tutoring hours
- New Facilities – Centralized & co-located in Library
- Comprehensive tutor training:
 - Pedagogy and tutor observations/feedback
 - Retrieval-based study methods backed by research
 - Equitable tutoring practices based on ESCALA's teaching rubric



Courses Served

- **General Tutoring Lab:** 50+ courses
- **Writing Studio:** Across the curriculum
- **Math Tutoring Lab:** Mostly Math & Statistics courses, but can support courses with quantitative aspects
- **Science Tutoring Lab:** Many lower-division that serve multiple majors and GE. Few select upper division classes.
- **Supplemental Instruction:** Emphasis on science courses. Expansion to intro math, statistics, and Phil 100 courses.

My class is . . .



What type of support is best for your class?

Contact the Learning Center about getting appropriate support for your students

Yellow programs are in development; contact us if you are interested in collaborating



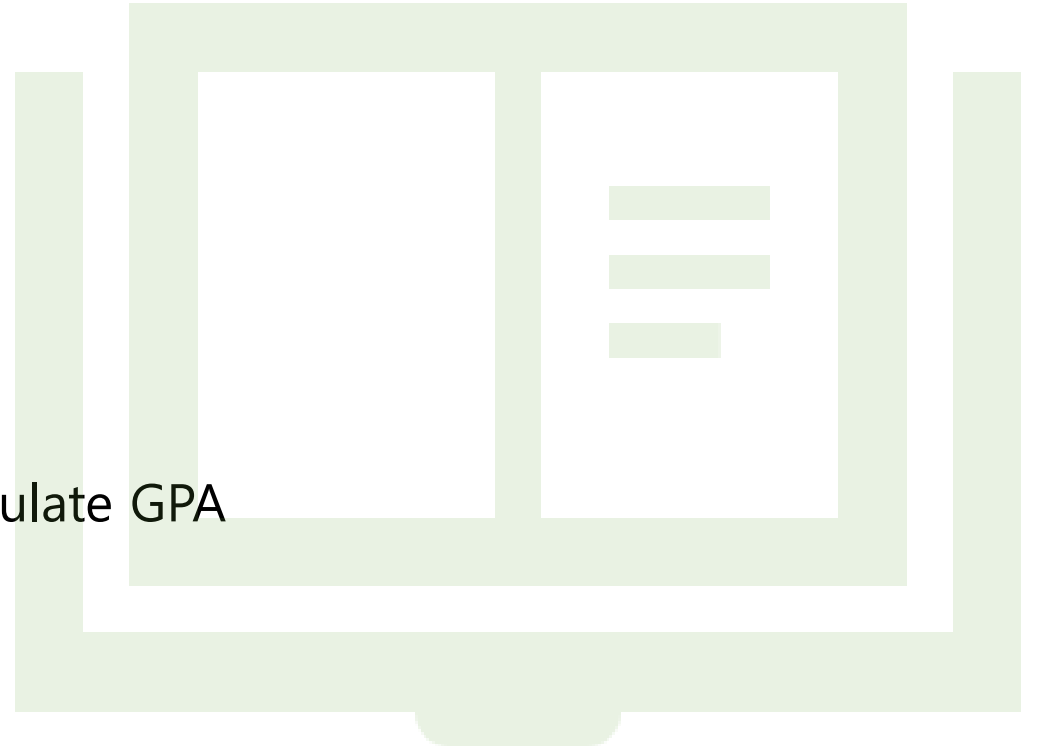
Learning Center Analysis

The Effects of Supplemental Instruction and
Drop-In Tutoring on Undergraduate Course Grades



Context

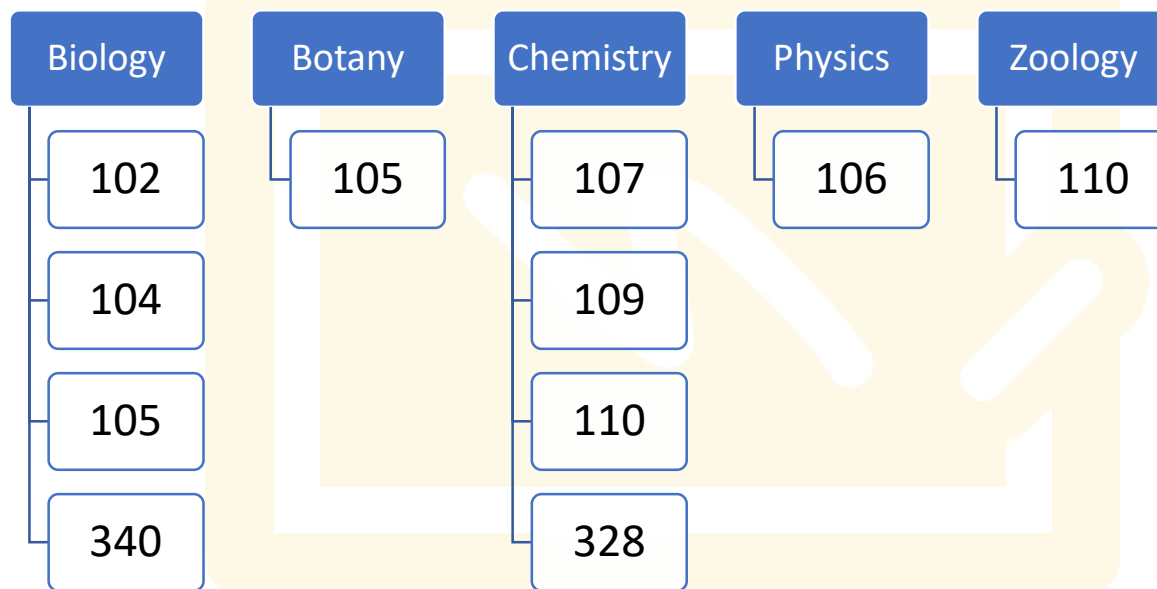
- Enrollment data and “Swipe” data
- 3 Academic Years: 2016-17, 2017-18, and 2018-19
- Students who received a Letter Grade used to calculate GPA
- Course GPA (Letter Grade converted to 4.0 scale)





Supplemental Instruction

- 30% of Undergrads in these courses enroll in Supplemental Instruction
 - 30% of PELL recipients enroll
 - 33% of URM students enroll
 - 30% of Firstgen students enroll

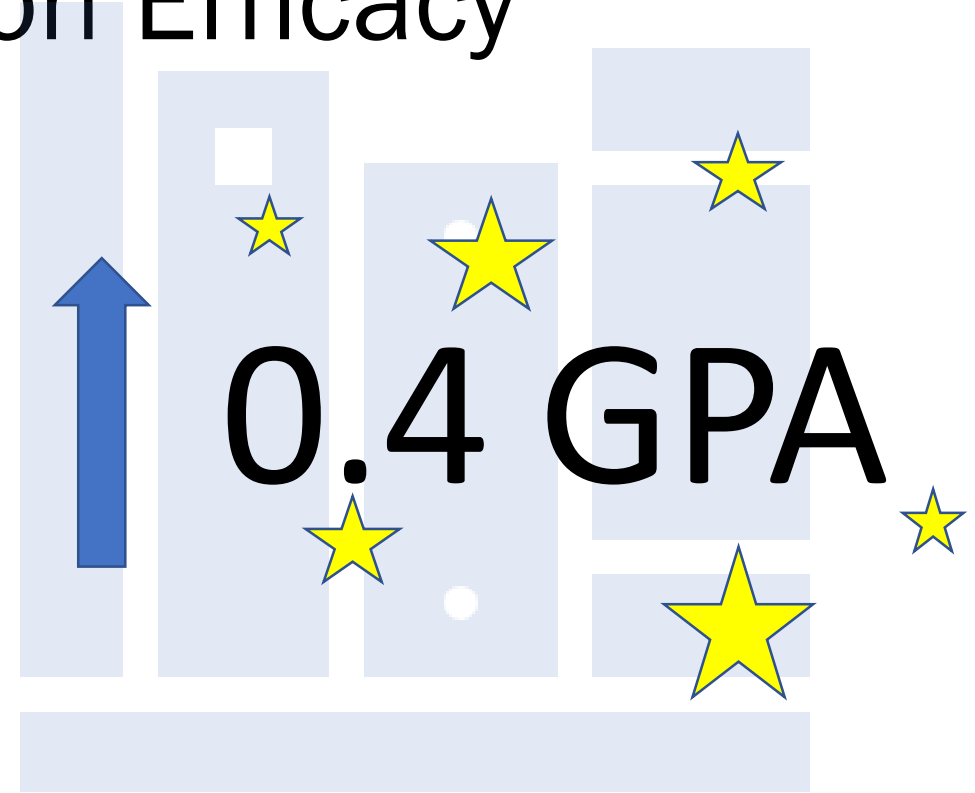


Supplemental Instruction meets twice per week and students must attend 20 or more sessions for credit.



Supplemental Instruction Efficacy

- Predictors of course GPA:
 - High School GPA
 - AP Units earned in High School
 - Firstgen status
 - PBLC Participation
 - Remedial Level (Math, English, Both, or None)
 - URM status
 - PELL Recipient status
 - Credits Enrolled at HSU



Results modeled using a Linear Mixed-Effects Regression with Term and Course as a random effect (AY and Instructor effect)



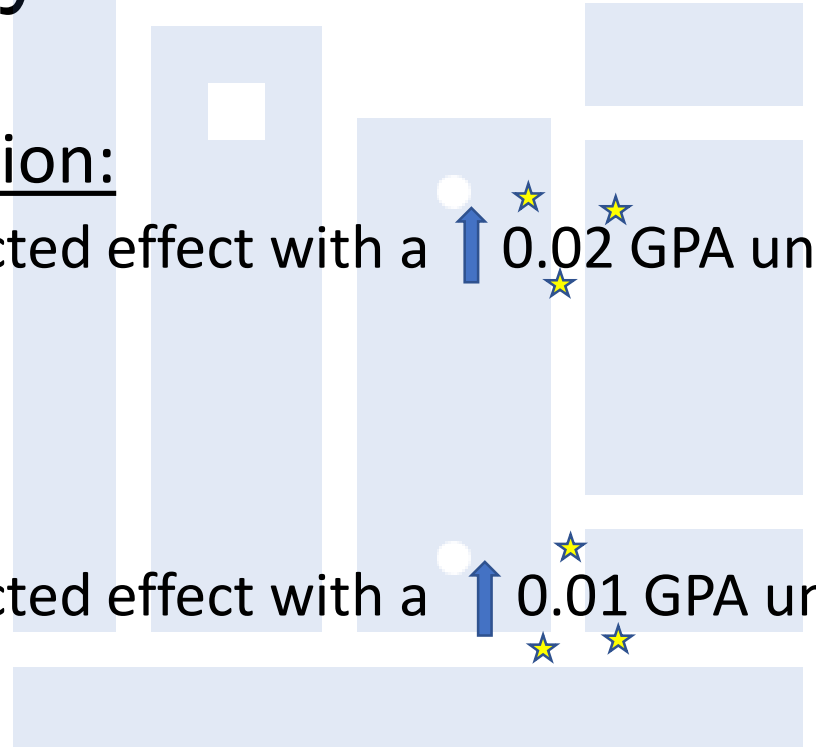
Drop-In Tutoring Efficacy

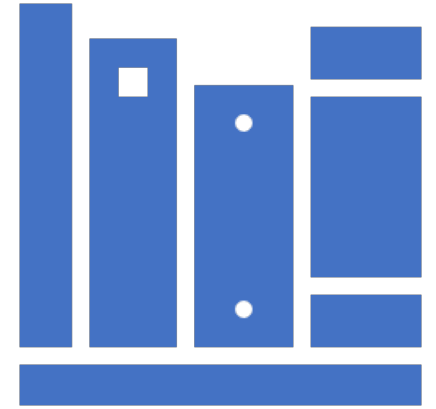
For courses served by Supplemental Instruction:

- Drop-In Tutoring has a highly significant predicted effect with a $\uparrow 0.02$ GPA unit increase *for each hour of tutoring!*

For all other courses:

- Drop-In Tutoring has a highly significant predicted effect with a $\uparrow 0.01$ GPA unit increase *for each hour of tutoring!*





Supplemental Instruction and Tutoring

Both have a very significant predicted effect on student course grades!



Thank You!

Please see the handout materials!



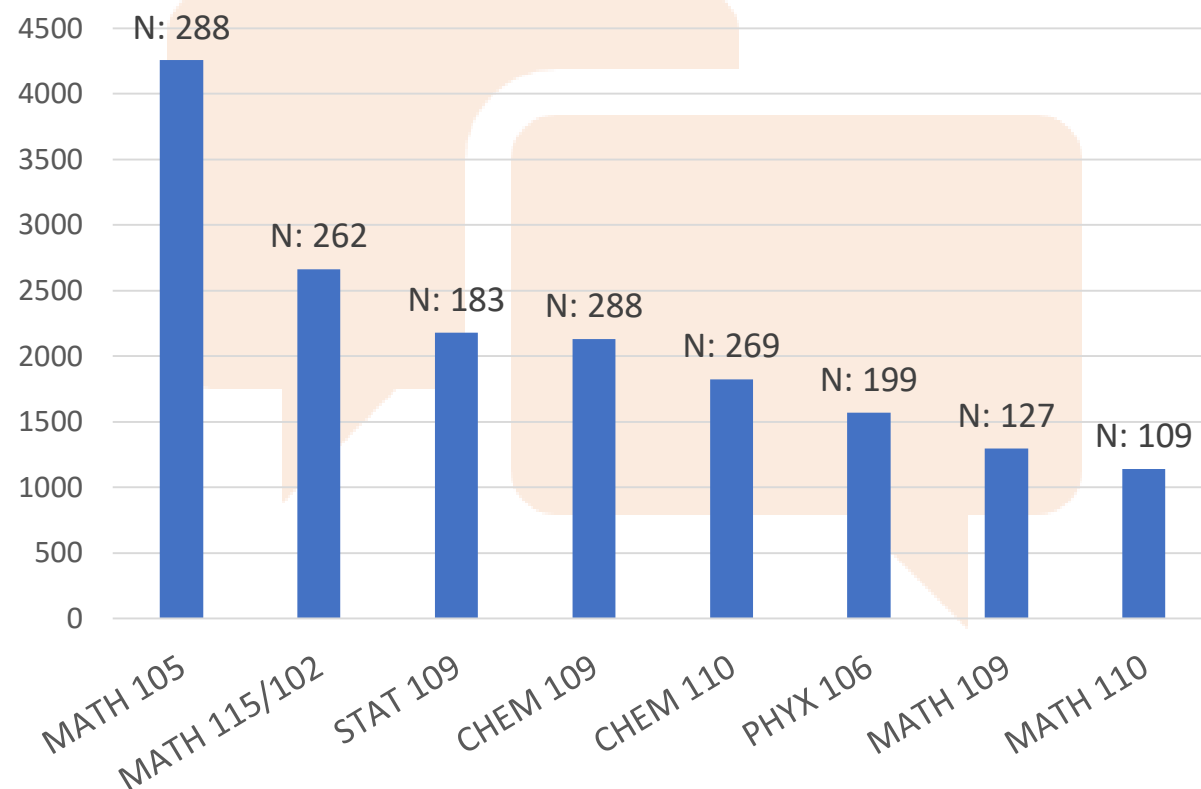
Drop-In Tutoring

- Average 9,000 hours of tutoring per year
- For these top courses, on average students spend **10** hours per semester in tutoring
- Handout of courses served for each College available after the presentation

This excludes students who did not receive a letter grade

Drop-In Tutoring: Hours per Course

"N" is number of unique students that visited for the course





Total Usage Stats:

Supplemental Instruction

- AY '16-'17 – 850 students enrolled in SI
- AY '17-'18 – 766 students enrolled in SI
- AY '18-'19 – 781 students enrolled in SI

Drop-In Tutoring

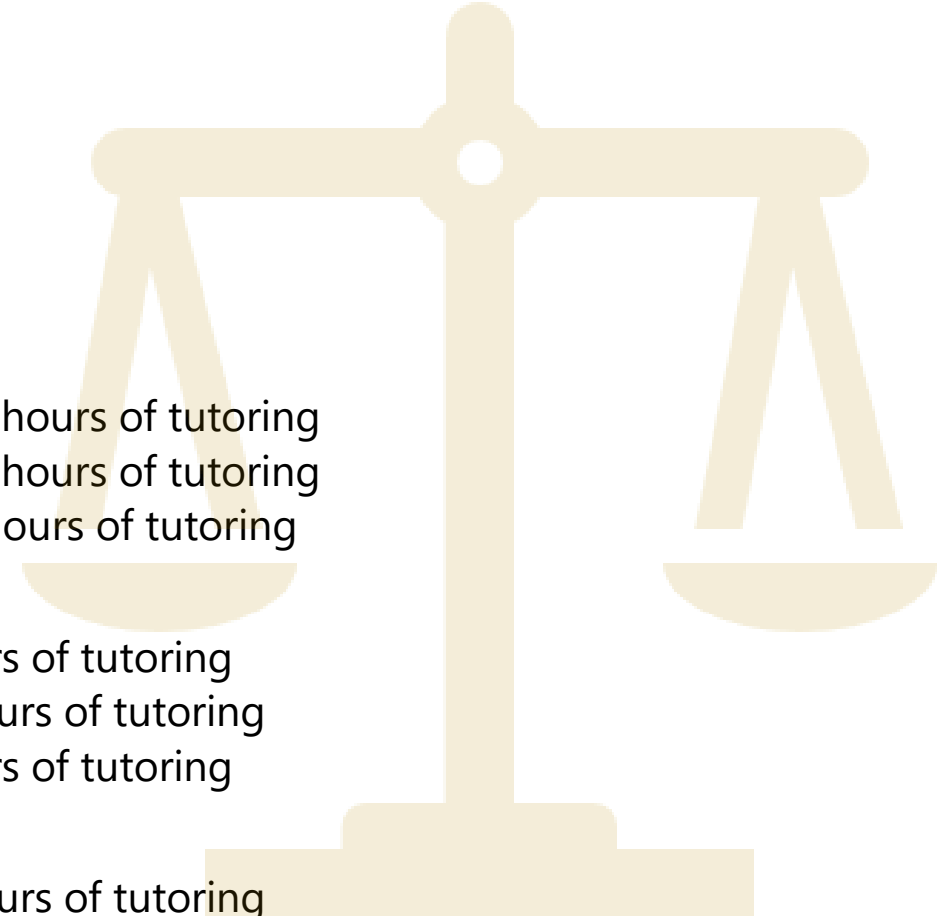
- AY '16-'17 – 1,150 students dropped in for a total of 11,481 hours of tutoring
- AY '17-'18 – 1,341 students dropped in for a total of 13,465 hours of tutoring
- AY '18-'19 – 1,067 students dropped in for a total of 7,532 hours of tutoring

Writing Center

- AY '16-'17 – 723 students dropped in for a total of 859 hours of tutoring
- AY '17-'18 – 821 students dropped in for a total of 1,074 hours of tutoring
- AY '18-'19 – 684 students dropped in for a total of 965 hours of tutoring

General Lab (includes ERE)

- AY '16-'17 – 715 students dropped in for a total of 4,463 hours of tutoring
- AY '17-'18 – 888 students dropped in for a total of 3,813 hours of tutoring
- AY '18-'19 – 756 students dropped in for a total of 2,893 hours of tutoring





Usage by College:

CAHSS

- 1539 hours of drop-in tutoring
- **Top Five Courses Served:**
 - ENGL 104, ENGL 103, ENGL 200, ENGL 102

CNRS

- 31,917 hours of drop-in tutoring
- **Top Five Courses Served:**
 - MATH 105, MATH 115, STAT 109, CHEM 109, CHEM 110

CPS

- 805 hours of drop-in tutoring
- **Top Five Courses Served:**
 - KINS 492, PSYC 241, PSYC 300, SED 737, PSYC 242



Model Results:

**Learning Center Hours- Drop-In Tutoring and Supplemental Instruction
Predicted Effect**

	<i>Dependent variable:</i>	
	GradePoint	
	Aggregate Tutoring Supplemental Instruction (1)	(2)
High School GPA	0.513*** (0.036)	0.557*** (0.035)
AP Units Earned	0.011*** (0.002)	0.015*** (0.002)
Firstgen (Yes)	-0.026 (0.037)	-0.083** (0.036)
PBLC Participant (Yes)	0.070 (0.049)	0.195*** (0.042)
Remedial Level-English + Math	-0.425*** (0.048)	-0.342*** (0.051)
Remedial Level-English	-0.089 (0.062)	-0.099 (0.062)
Remedial Level-Math	-0.358*** (0.045)	-0.251*** (0.046)
URM (Yes)	-0.192*** (0.035)	-0.175*** (0.035)
PELL Recipient (Yes)	0.016*** (0.005)	0.010** (0.005)
Credits Enrolled at HSU	-0.035 (0.035)	-0.043 (0.034)
Supp Inst-Fail		-0.297*** (0.071)
Supp Inst-Pass		0.401*** (0.038)
LC Hours per Course	0.010*** (0.003)	0.022*** (0.004)
Observations	5,006	4,205
Log Likelihood	-7,390.298	-5,924.545

Note:

* p<0.1; ** p<0.05; *** p<0.01

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Formally Disband the Defunct International Programs Screening Committee

09-19/20-EX — January 28, 2020 — First Reading

RESOLVED: That the University Senate of Humboldt State University recommends that the International Programs Screening Committee be disbanded as a University Committee; and be it further

RESOLVED: That the committee be removed from the Faculty Handbook; and be it further

RESOLVED: That any residual, necessary duties be assumed by the International Advisory Committee.

RATIONALE: *The International Programs Screening Committee was effectively dissolved over a year ago when the Chancellor's Office determined this step was no longer a requirement.*

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Revise and Update the Duties of the International Advisory Committee

10-19/20-EX — January 28, 2020 — First Reading

RESOLVED: That the University Senate of Humboldt State University approves the attached revision to the duties of the International Advisory Committee, as approved by the current International Advisory Committee.

RATIONALE: *The International Advisory Committee (IAC) last submitted their duties and remit to the Senate in 2011. The language of the remit does not accurately reflect the current structures on campus e.g. the Center for International Programs is now based in the College of Extended Education and Global Engagement (CEEGE) and offices such as the Centers for Academic Excellence (CAEs) have been created, while the International Admissions Advisory Committee has been defunct for some time. These edits bring the duties and the membership of the committee into alignment with the university's current structures as well as the committee's work and projected goals.*

Proposed revision with tracked changes:

Duties: To support the University's mission of global citizenship and provide strategic and practical advice on programs and initiatives to the University. In addition to being a center of expertise on campus for our global engagement, the three specific goals of the committee are to:

1) Promote programs and initiatives that foster international student recruitment and create an inclusive environment for international students and faculty with appropriate infrastructure and support for retention at every level;

2) Promote study abroad by acting as a consulting body to campus on processes relating to students (financial and academic advising), staff and faculty (program creation, approval and sustainability), and;

3) Globalize HSU as part of our mission to meet the challenges of the 21st century through the internationalization of the campus including programming and professional development designed to support diversity through intercultural exchange.

The Chair of the IAC will facilitate the committee's work to support the Dean of CEEGE and the Vice Provost in the production of an annual report to the Provost on these three areas of activity.

Subcommittees to include:

-International Education Week (IEW)

-The International Program Review Committee (IPRC)

~~Provides advisory support for, and promotes programs and initiatives that foster international educational opportunities for the campus community, including (1) maintenance of the HSU International Center, (2) recruitment of international students and faculty, (3) the establishment and maintenance of faculty-led international programs, international student and faculty exchanges and international bilateral programs, and~~

~~(4) the development of on-campus educational opportunities related to international education. Advises the campus community regarding international programs and international educational opportunities. Subcommittees are the International Education Week Committee, the International Programs Review Committee, and the International Admissions Advisory Committee.* The Director of the HSU International Center (a committee member) reports committee business to the Provost and Vice President of Academic Affairs. [Revised by Committee, Spring 2011]~~

Chair: Elected from membership for a two-year term

Type: Administrative

Meetings: Monthly (first Monday of every month [during the academic year](#) from 12:00-1:00 pm)

Membership:

- Dean, Extended Education and Global Engagement
- Vice Provost (*or designee*)
- Dean, HSU library (*or designee*)
- Academic Council for International Programs, CSU Representative
- Chair, Department of World Languages and Cultures
- Program Leader, International Studies
- Two faculty representatives from each college (AHSS, CNRS, & CPS)
- Faculty Coordinators of International Education Week (IEW) (*non-voting members*)
- Director, Financial Aid (*or designee*)
- ~~-Dean of Students (*or designee*)~~ ~~Director, Marketing communications~~
- ~~-Director, Multicultural Center (*or designee*)~~
- University Registrar (*or designee*)
- Study Abroad Coordinator, Center for International Programs
- Representative, Academic and Career Advising Center
- Director, Risk Management and Safety Services (*or designee*)
- Director, Housing and Dining (*or designee*)
- Director, Admissions (*or designee*)
- Student Representative, Undergraduate

Additional faculty and staff depending on interests, welcome on application to the Chair (nonvoting members).