

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, September 1, 2020

Standing Committees, Statewide Senators and Ex-officio Members

Constitution and Bylaws Committee:

Submitted by Jill Anderson, CBC Chair

Report of August 31, 2020 meeting

Agenda:

1. Call to Order
2. Attendance, proxies and quorum
3. Review CBC Annual Report
4. Review draft Resolution on CBC duties related to maintenance of the Faculty Handbook
5. Motion to adjourn

Meeting Notes:

1. Call to Order

Meeting began at 2:03 p.m. (via Zoom)

2. Attendance, proxies & quorum

- a. Members present: Zerb (Faculty), Wrenn (Faculty), Burkhalter (faculty), Woglam (faculty), and Anderson (Faculty) were present.
- b. Quorum was not met with 5 of 5 members present.
- c. Vacancies include 1 student representative and 1 staff representative.

3. Review Resolution to Amend the Constitution of the University Senate of Humboldt State University to Reflect Parallel Revisions to the General Faculty Constitution

Committee reviewed resolution that was drafted AY 2019-2020 and came to consensus that the resolution, which aims to complete the revisions to the Handbook to bring it into alignment with the constitution and, update terminology, and clarify wording. Resolution to go forward to the SenEx Committee.

4. CBC duties related to maintenance of the Faculty Handbook

The group continued a discussion of the CBC's role in updating and maintaining the Faculty Handbook. With 3 WTUs allocated to the CBC chair for this year, this committee will begin the revision process for the Faculty Handbook to bring the content up to date. Nates were raised on having additional conversations on maintenance of the handbook after revisions are complete.

5. Additional Items

- Resolution to Revise General Faculty Constitution was passed through the senate Spring of 2020 but needs to go to vote from the general faculty.

- The group discussed adding virtual format for meetings to the standard operating procedures. Input will be sought from the SenEx.

6. Motion to adjourn

Meeting adjourned at 11:38 a.m.

Integrated Curriculum Committee:

Submitted by Lisa Tremain, Interim ICC Chair

The ICC has held two meetings during AY 20-21 as of 9/1/20. The committee's current work includes:

- Adjustments to Grading Policy for Fall 2020 in response to COVID-19. Working with the Registrar's guidance, this discussion includes:
 - Extending the date for the Add/Drop deadline (urgent).
 - Extending the date by which students must register for the CR/NC grading option (and determining that date; currently October 19).
 - Increasing (and determining) the number of courses that students may take CR/NC this semester.
 - Academic Master Planning (aka HSU Academic Road Map):
 - HSU began the process of university-wide strategic planning in the spring of 2020. AMP gathered feedback on academics at HSU from across campus constituents across a series of Zoom webinars in order to gather initial campus feedback on academics at HSU. The feedback from these webinars presents a vision for continued work for fall of 2020.
 - Our is to move the academic master planning conversation forward and into much greater depth in the fall semester, with a formal HSU Academic Master Plan established and in place by the end of the term. This conversation and the resulting recommendations from ICC will be actively and meaningfully connected to supporting social justice, equity and anti-racism via academics at HSU and actively and meaningfully responsive to our HSI context.
 - ICC and CDC (sub-committee on Course Degree Changes) continue to work through programmatic curricular shifts in response to E0 1071.
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University Policies Committee:

Submitted by Rob Keever, UPC Chair

Committee Membership: Eboni Turnbow, Sherie Gordon, Deserie Donae, Troy Lescher, J. Brian Post (sabbatical)

UPC is still in the process of filling vacant seats for a faculty representative, since J. Brian post is on sabbatical for the Fall 2020 semester, and for the student representative. AEC and AS are assisting in filling these positions. Additionally the Student Affairs representative for UPC will alternate between Dean of Students Eboni Turnbow and Associate Dean of Students Roger Wang during meetings. UPC will be planning their meeting schedule for the Fall once membership is full.

Based on the Black Lives Matter Statement University Senate created and the requests of student groups including Associated Students, UPC plans to review policy surrounding free speech, protests, and demonstrations on campus to ensure they represent the needs and safety of the black, indigenous and people of color community on campus. Senate has also agreed that reviewing policing on campus would be valuable for safety on campus and if there is policy surrounding it.

There are currently no specific policies that have been submitted for review to UPC at the time of this report.

University Resources and Planning Committee:

Submitted by Jim Woglom, URPC Co-Chair

I'd like to start my report by welcoming our new co-chair, Provost Capps. We look forward to working with you on the ongoing stewardship of the resources of our shared University.

The URPC had our first meeting on August 21st, 2020 from 1-2:30. During this meeting we discussed a broad outline of our budget for this AY based on a rich and detailed description of the same by Amber Blakeslee, who subsequently agreed to provide an encore of this outline to the Senate at our first convening on September 1st.

We also spent time considering a proposed four-item charge that President Jackson asked us to review and revise. The committee spent a week offering edits and commentary on this document, and the results of our collaborative revisions are included below.

Our next meeting will be Friday, September 4th, from 1-2:30 via Zoom. We will discuss feedback and commentary we are sure to have received from the Senate on September 1st, review our reserves, and begin to build a timeline for action items based on the President's Charge.

President's Request to URPC (AY 20-21) August 21, 2020

Issues for Consideration

1. As a standing committee of the Senate, the URPC advises and reports to both the Senate and the President. In addition to the regular duties of the URPC, President Jackson requests the assistance of the URPC with the following based on his identified issues for consideration in the coming academic year:
 2. To coordinate with the Cabinet working group on *New Revenue* in identifying and pursuing alternative sources of funds to support the HSU mission.
 3. To coordinate with the Strategic Planning working group focused on resource stability and sustainability in alignment with the shared vision for HSU.
 4. To remain available to advise the Senate, the PAT, and the President as the enrollment and state funding pictures unfold over the course of this year, especially supporting new leadership in two key divisions (Academic Affairs and Administrative Affairs).
 5. To support and advise the Senate, the PAT, and the President on the development of a resource allocation models for the university, framing this process in terms of short term goals (building stopgap budget plans for intervening development years), medium terms goals (the development and adoption of the desirable institutional model), and long term goals (the systemic implementation of the adopted model). Best efforts should be made to establish or recognize the resource requirements of each division but specifically to ensure that any model developed will recognize the size, complexity and structural organization of the Academic Affairs division.
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Office of Equity, Diversity, and Inclusion:

Submitted by Edy Reynoso, Interim Director, Office of Diversity, Equity, and Inclusion

The President's Diversity, Equity and Inclusion Council (DEIC) Report

Meeting held on Wednesday, August 20, 2020 at 3:00 PM, via Zoom

The President's DEI Council met on Wednesday, August 20 before the first week of classes. All but three members will be continuing their commitment to serve on the Council. The Council has representation from all three colleges (CAHSS, CPS, and CNRS) and the College of Extended Education and Global Engagement (CEEGE). There is also representation from staff and students (please see the attached report for the full list of members).

Meeting Highlights

Given the unprecedented times, we are all living in, the DEIC meeting started with an informal check-in of all those present.

The DEIC members had an opportunity to hear from Acting Deputy Chief of Staff and liaison to President Jackson, Dr. Lisa Bond-Maupin. Dr. Bond Maupin spoke to the President's charge to the council for the

2020-2021 academic year. President Jackson would like the DEI Council to work on an agreed-upon definition for diversity, equity and inclusion. The DEI definition will inform and be utilized throughout HSU's documents and included in the upcoming Strategic Plan. The President would like to see the subcommittee work to continue with periodic reports to the HSU University Senate and the President's Cabinet.

A new Associated Student Body Resolution 2020-21-05 passed this summer entitled Social Justice and Equity Committee. Roman Sotomayor of Associated Students (A.S.) spoke to the goals and collaboration between A.S. and DEIC. The committee will have representation from various student groups. They are recruiting for the Social Justice position. There are two subcommittees for the new Social Justice and Equity Committee (Professional Development and Enrichment and Inclusive and Diverse Education) with two task forces: Combatting Campus Anti-Blackness and Developing De-Colonized Institutions.

Enrollment Management:

Submitted by Jason Meriwether, Vice President of Enrollment Management

Our enrollment management team and faculty have partnered to sustain new yield from community colleges and high schools. Our staff and students have been supportive and collaborative as we have adapted to virtual recruitment, we significantly increased communication and opportunities for direct engagement with faculty during the summer. Our admissions & financial aid team collaborated to increase communication about awards and the admissions process while adapting to working from home. Our registrar office team has worked assiduously to process transfer transcripts and remain responsive to students in the admissions funnel. At this point in the cycle, enrollment is trending favorably compared to the projected negative impact of COVID-19.

Prior to COVID-19, we were projecting to be down 10%-14% in total headcount from Fall 2019 to Fall 2020. Once the COVID-19 pandemic hit, we revised our enrollment & budget planning estimates in April 2020. At that time, we shifted our budget projection to 20% down given the unprecedented nature of enrollment planning during a pandemic. This -20% estimate included a 30% decline in incoming freshmen and transfer students, leading to a scenario of 500 new freshmen and 500 new transfers.

A week into the beginning of classes, HSU's Fall 2020 enrollment is as follows:

- Total Headcount is 6,471
- Resident FTES is 5,639
- Total FTES is 6,026

With respect to these totals, please note the following salient points:

- At 6,471, total headcount is down only -7.53% compared to last year.
- At 1959, total headcount of new students is only down -2.83% compared to last year. Last year at census, the new student headcount was -15.72% compared to Fall 2018.

- 550 First-time freshmen are enrolled, ahead of our projection of 500 freshmen.
- 943 new transfers have enrolled at HSU. At **+14.4%**, this growth is our most successful transfer student outcome since 2017 and **+119** compared to this point in last year's cycle. ***☞ We may celebrate here ☞***
- First year retention is currently at 74.96%, with 611 of the 815 First-time Full-time Undergraduates who started in Fall 2019 registered for Fall 2020. *(Please note that Fall census will determine our final Fall to Fall retention trend and this number is very likely to change.)*
- 87% of Fall 2020 Eligible continuing undergraduate students have registered for courses in our virtual and hybrid course delivery. We will continue to monitor this trend until census. *Detailed reports are enclosed.*

HSU implemented a comprehensive strategy to impact recruitment and retention in the last year to achieve the metrics described above. A few key strategy levers include:

Targeted & Intensified Outreach: EOP & HSU Yield Comparisons

In partnership with the EM Communications Team, EOP has intensified targeted outreach to prospective students, specifically to include targeted phone-call campaigns to students in "high-potential" yield categories. An early campaign was targeted to FTF who had registered for orientation but had not enrolled in classes. As a result of early outreach and intervention, 87% of EOP first-year students who "confirmed" their interest to attend HSU subsequently registered for classes, a rate which is 10% higher than the university's overall trend for first-time, first-year students.

Returning Student Registration Campaign

By leveraging email, social media, print, and text/chatbot, we delivered personalized content to students regarding their registration dates, status, advisors, holds, and other information to assist with removing barriers to registration for the Spring 2020 Fall 2020 registration cycles. Outcomes include 90 separate email campaigns comprised of over 70,000 emails with a tremendously high open rate of 65%. We leveraged over 40 separate personalized communications via Humbot and Text messages, with over 11,000 reminders about holds, registration date, and meeting with academic advisors.

Prioritizing Recruitment of Local Students

- The Humboldt First Scholarship is guaranteed to students graduating from high school in Humboldt, Del Norte, Mendocino, and Trinity counties who enroll at HSU starting in Fall 2020. The scholarship is renewable for up to four years and was created with \$250,000 in donations from alumni and others.
- This academic cycle HSU produced nine Humboldt First promotion celebratory events at various high schools across Humboldt county providing On-the-Spot Admissions offers and certificates recognizing the student as a recipient of the Humboldt First Scholarship. We offered the \$4000 Humboldt First Scholarship to 900 of approximately 1400 area high school graduates who qualified for admission to HSU. **Over 200 have accepted scholarships and we are projecting a yield of 45 students.** Last year, HSU enrolled less than 30 local freshmen.

Expanding Presence and Saturation

- Admissions increased recruitment travel with a significant increase in visits to high schools and college fairs in Fall 2019.

	Fall 2018	Fall 2019	Increase Visits
High School Visits	99	153	+54
College Fair Visits	207	257	+50

- The admissions team collected over 2000 more interest cards this year than in the prior recruitment cycle.
- President Jackson visited local high schools to personally present scholarship awards to local students. President Jackson visited Eureka, Del Norte, McKinleyville, Ferndale, and Fortuna High Schools.
- Vice President Meriwether visited Eureka, Arcata, Del Norte, Hoopa, McKinleyville, Ferndale, Fortuna, and South Fork High Schools, as well as St. Bernard's Academy and the Northern United Charter School.

Data-based Decision-Making

- The Enrollment Management Communications Department, working with other EM departments, has developed engagement scores assisting enrollment managers to focus their attention on key audience groups based on given particular recruitment or yield projects.
- Admissions & TRIO programs have developed data-sharing reports which identifies local high school applicants to improve direct outreach and communications to prospective students.

Cultivating Future Students

- We have seen consistent subscription to the "I've Been Admitted to College" events by staff and local middle schools. Nearly 1000 8th grade students attend last fall and spring.
- The Admissions Office has increased its presence at various cultural events with campus partners that included American Indian College Motivational Day and Youth of Color Empowerment Day. The AICMD saw 48 different tribal nations represented with attendance ahead of prior years.

Leveraging Technology

The Office of Admissions and Enrollment Communications has purchased technology, contracted with various firms, or re-engineered existing technology to achieve enrollment management goals and objectives, which include the following:

- We offered support for 60+ academic departmental webinars during the summer as a yield strategy for new students in addition to support for call campaigns (list generation, pre-call text campaign, engagement scoring, post call follow-up).
- Automated over 150 separate campaigns, many with multiple touchpoints, to reduce time to inbox and to move communications to 7 days a week for critical items.
- HumBot has engaged in 4,400 interactions since launch in August. Prior to Covid-19, the successful answer rate was ~80-85%. In total, 84k messages have been sent from HumBot primarily to first year students.
- A new social media series entitled “Live with a Lumberjack” launched this spring semester with the series being taken over by our own current Lumberjacks moving into the summer and fall. This is an effort to connect our future students with our current students.
- An agreement with Mongoose allows for Enrollment Communication to send various text messages to prospective students through their produce entitled Cadence that communicates with our existing Customer Relationship Management platform.
- Full redesign of HSU mobile app including the expansion of its use to specific activities and events across campus. Fall 2019 screen views increased 258% (24.5k) from Prior Year. Spring 2020 screen views increased 45% (6k) from Prior Year. **Financial aid**
- The online HSU scholarship application was opened earlier this year (November 15) for students to apply for the upcoming aid year. It closed on January 31st, allowing the month of February for recipients to be selected and awarded. This meant that over 500 students had HSU scholarships as part of their initial financial aid package in early March.
- The Development Office increased fundraising efforts on several Basic Needs initiatives, including raising approximately \$100,000 in Student Adversity Funds to give to students who have emergency needs. This helped over 200 students stay in school over the course of the academic year.

Improving Affordability

- A new housing scholarship has been promoted this year for \$1,000 for the next four years, which totals \$4000. This award complements a price increase freeze for the next year, making living on-campus a more attractive part of the college selection process.
- Housing has funded 85 housing scholarships for student athletes.
- The parent orientation fee and \$200 housing deposit were removed in this admission cycle to support our families and make HSU that much more affordable.
- Humboldt First Local Scholarship for local students who receive \$4000 over four years.
- The Phillips Fortuna Scholarship was founded by alumnus Dan Phillips, specifically for graduates of Fortuna High who receive a \$4000 match to the Humboldt First Scholarship.

Supporting Academic Recruitment

We realigned existing scholarship dollars and partnered with the HSU Foundation to fund merit scholarships and faculty recruitment travel. Monitored and overseen by the academic deans, our investments are as follows:

- \$30,000 in UG scholarships, \$10,000 per school, and funded by Financial Aid for one year.
- \$108,000 in GR scholarships which is \$9,000 per school/per year, for the next four years. This money was funded by the HSU Foundation
- \$45,000 in UG recruitment funding for faculty to engage in recruitment travel. Funded by enrollment management one-time funds, this totals \$5,000 per school/per year, for the next three years.
- \$27,000 in GR recruitment funds for faculty to engage in recruitment travel. Funded by enrollment management one-time funds, this totals \$3000 per school/per year for the next three years.

Increased Funding for Cultural Center Programs

In Spring 2020, The Humboldt State University (HSU) Cultural Programming Fund was established, which is sponsored by the HSU Foundation. This \$150,000 will provide social, multicultural, and educational activities, which are sensitive to and serve the needs of the entire campus and surrounding community, with an emphasis on improving the retention and graduation of diverse student populations at HSU. The HSU Cultural Programming Fund provides \$50,000 annually for the next three years in order to provide fiscal and foundational support to our Cultural Centers, the Office of the Dean of Students, and diverse student organizations seeking to offer cultural programs within the HSU Community.

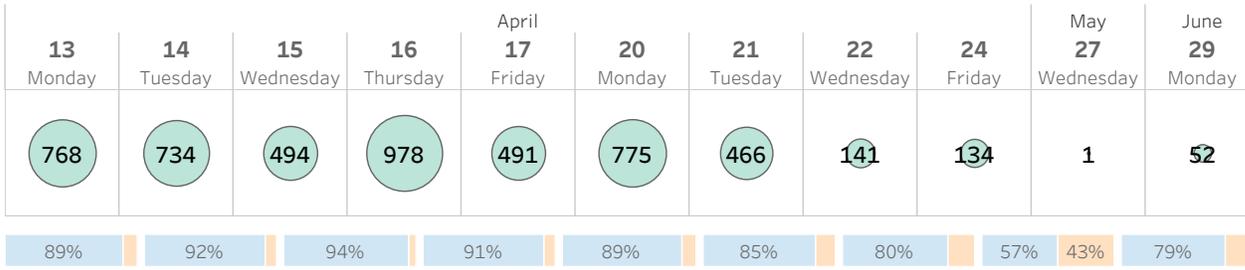


HSU Registration Campaign (Fall 2020)

Custom Dashboard for Enrollment Management

~ Expertly Handcrafted ~
 Office of Institutional Effectiveness
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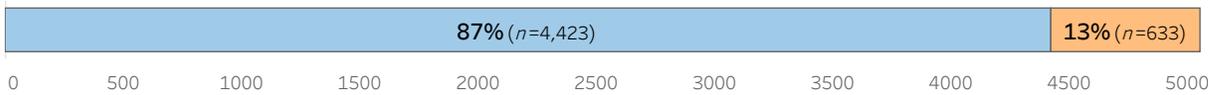
Eligible Students by Registration Day



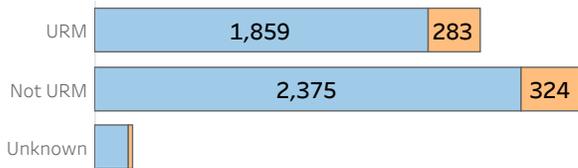
Dashboard Filter(s)

- 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

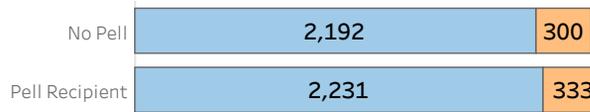
Total Count of Students Registered / Not Registered



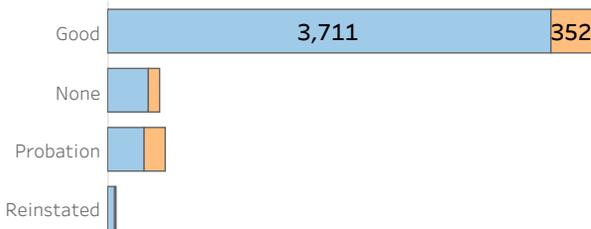
URM Students Registered / Not Registered



Pell Students Registered / Not Registered



Academic Standing Registered / Not Registered



Grade Level Registered / Not Registered



Data Glossary

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



HSU Registration Campaign (Fall 2020)

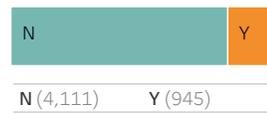
Custom Dashboard for Enrollment Management

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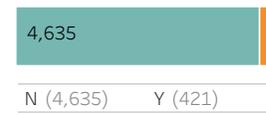
Academic Standing

Class Level	Good	None	Probation	Reinstated	Grand Total
Freshmen	189	33	173	2	397
Junior	980	208	124	12	1,324
Senior	2,249	155	77	49	2,530
Sophomore	645	40	107	13	805
Grand Total	4,063	436	481	76	5,056

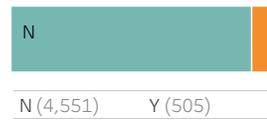
Any Hold



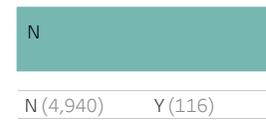
Advising Hold



Financial Hold



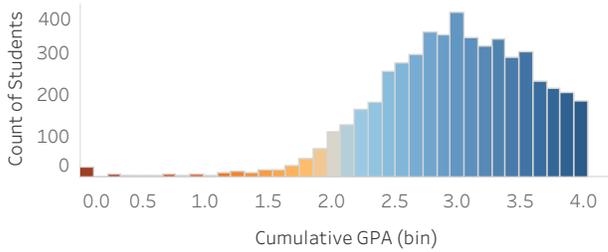
Vaccination Hold



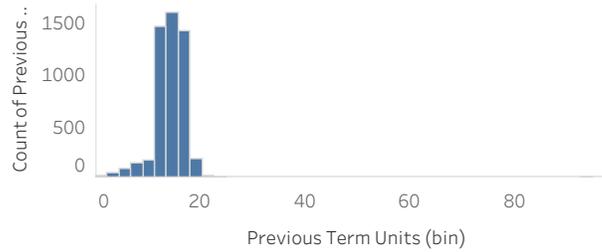
Dashboard Filter(s)

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- Admit Term: All
- Admit Type: All
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- Housing: All
- Last Enrolled Term: All
- Class Level: Multiple values
- Dropped: Not Dropped
- Withdrawn: Not Withdrawn
- Any Hold: All

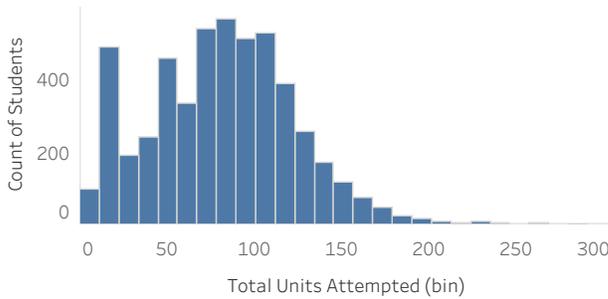
Cumulative GPA



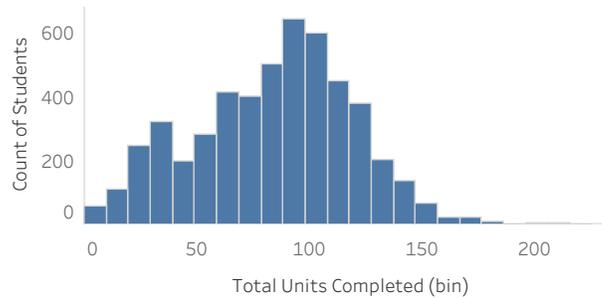
Term Units Enrolled



Total Units Attempted



Total Units Completed



Data Glossary

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



HSU Registration Campaign (Fall 2020)

Custom Dashboard for Enrollment Management

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

Arts, Hum & Soc Sci Registered / Not Registered



	Not Self-registered	Self-registered
INTL	3% (n=1)	97% (n=31)
HIST	14% (n=11)	86% (n=66)
COMM	13% (n=10)	87% (n=67)
CRGS	18% (n=6)	82% (n=28)
JMC	13% (n=7)	87% (n=45)
ENST	12% (n=14)	88% (n=103)
ANTH	14% (n=12)	86% (n=76)
ENGL	13% (n=17)	87% (n=111)
ART	16% (n=26)	84% (n=141)
SOC	14% (n=33)	86% (n=208)
POLI	13% (n=10)	87% (n=65)
PHIL	4% (n=1)	96% (n=22)
THEA	13% (n=13)	87% (n=90)
MUS	29% (n=15)	71% (n=37)
GEOG	8% (n=3)	92% (n=36)
WLC	19% (n=3)	81% (n=13)
NAS	31% (n=4)	69% (n=9)
RS	17% (n=1)	83% (n=5)

General Studies Registered / Not Registered



	Not Self-registered	Self-registered
UNDA	27% (n=57)	73% (n=151)

Natural Resources & Sci Registered / Not Registered



	Not Self-registered	Self-registered
WLDF	9% (n=25)	91% (n=254)
OCN	17% (n=8)	83% (n=39)
BIOL	12% (n=74)	88% (n=548)
ENGR	6% (n=12)	94% (n=177)
CHEM	14% (n=14)	86% (n=85)
PHYX	12% (n=6)	88% (n=45)
MATH	19% (n=11)	81% (n=46)
FWM	13% (n=28)	87% (n=195)
ESM	9% (n=29)	91% (n=307)
CS	14% (n=15)	86% (n=95)
FISH	10% (n=5)	90% (n=46)
GEOG	16% (n=9)	84% (n=47)
NS		100% (n=1)

Professional Studies Registered / Not Registered



	Not Self-registered	Self-registered
KRA	13% (n=38)	87% (n=254)
CD	9% (n=7)	91% (n=74)
EDUC	9% (n=8)	91% (n=83)
BUS	11% (n=37)	89% (n=314)
PSYC	12% (n=47)	88% (n=339)
SW	8% (n=10)	92% (n=118)
ECON	15% (n=4)	85% (n=22)



HSU Registration Campaign (Fall 2020)

Custom Dashboard for Enrollment Management

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

Arts, Hum & Soc Sci Registered / Not Registered



	Not Self-registered	Self-registered
ARTF	17% (n=2)	83% (n=10)
ISDS	9% (n=1)	91% (n=10)
FREN	38% (n=3)	63% (n=5)
PHIL	4% (n=1)	96% (n=22)
GEOG	8% (n=3)	92% (n=36)
INTL	3% (n=1)	97% (n=31)
SOC	8% (n=6)	92% (n=66)
EST	12% (n=14)	88% (n=103)
THEA	13% (n=4)	87% (n=26)
FILM	13% (n=8)	87% (n=54)
HIST	14% (n=11)	86% (n=66)
ENGL	13% (n=17)	87% (n=111)
COMM	12% (n=9)	88% (n=67)
ANTH	14% (n=12)	86% (n=76)
ART	15% (n=24)	85% (n=131)
PSCI	13% (n=10)	87% (n=65)
JN	13% (n=7)	87% (n=45)
SPAN		100% (n=8)
CJS	16% (n=27)	84% (n=142)
NAS	31% (n=4)	69% (n=9)
RS	17% (n=1)	83% (n=5)
RGSS	18% (n=6)	82% (n=27)
MUS	29% (n=15)	71% (n=37)
CRGS		100% (n=1)
SC	100% (n=1)	

General Studies Registered / Not Registered



	Not Self-registered	Self-registered
UNDE	27% (n=57)	73% (n=151)

Natural Resources & Sci Registered / Not Registered



	Not Self-registered	Self-registered
GEOG	16% (n=9)	84% (n=47)
OCN	17% (n=8)	83% (n=39)
ERE	6% (n=12)	94% (n=177)
ESM	8% (n=26)	92% (n=303)
BIOL	14% (n=52)	86% (n=325)
ZOOL	10% (n=16)	90% (n=148)
WLDF	9% (n=25)	91% (n=254)
BOT	7% (n=6)	93% (n=75)
FISH	10% (n=5)	90% (n=46)
PHYX	12% (n=6)	88% (n=44)
FOR	13% (n=24)	87% (n=166)
CSCI	14% (n=15)	86% (n=95)
RRS	12% (n=4)	88% (n=29)
MATH	20% (n=11)	80% (n=45)
CHEM	14% (n=14)	86% (n=85)
ENS	33% (n=1)	67% (n=2)
EMP	50% (n=2)	50% (n=2)
ESMM		100% (n=1)
NRPG		100% (n=1)
PHSC		100% (n=1)

Professional Studies Registered / Not Registered



	Not Self-registered	Self-registered
LSCE		100% (n=11)
SW	8% (n=10)	92% (n=118)
ECON	15% (n=4)	85% (n=22)
BA	11% (n=37)	89% (n=314)
LSEE	9% (n=8)	91% (n=81)
KIUG	11% (n=26)	89% (n=206)
PSYC	12% (n=47)	88% (n=339)
RADM	20% (n=12)	80% (n=48)
LSCD	10% (n=7)	90% (n=63)
CRPE		100% (n=1)
LSEI		100% (n=1)

Administrative Affairs:

Submitted by Sherie Cornish Gordon, Chief of Staff and Interim Vice President of Administration and Finance

I am excited to lead in this interim capacity alongside the incredible staff and administrators in the Division of Administrative Affairs. Since my appointment on July 21st, I have been focused on connecting with direct reports and other key areas within the division in an effort to familiarize myself with the leadership team and gain a better understanding of immediate priorities and needs.

The Administrative Affairs leadership team is working collectively on developing our vision, refining our mission, establishing our core values and setting the division's priorities for the 2020-21 academic year. This collective work is vital in establishing clear expectations, direction and will serve as our guide in all we do as a division. We look forward to sharing this very soon. Although, we are working collectively on divisional priorities for the academic year, below are areas of high priority for myself during this interim appointment:

- Campus Preparedness
- Human Resources
- Reorganization
- Division and University Budget
- University Police Department

I look forward to engaging with the University Senate as we strive to make transformational change. The Division of Administrative Affairs will enhance our communication efforts by providing monthly budget updates from the University Budget Office coupled with our senate report which will be used to provide updates and progress on divisional priorities and highlight the work of our committed group of administrators and staff.

Sincerely,



Sherie Cornish Gordon

Divisional Highlight: Office of Sustainability

Humboldt State University has earned a STARS Gold rating in recognition of its sustainability achievements from the Association for the Advancement of Sustainability in Higher Education (AASHE). STARS, the Sustainability Tracking, Assessment & Rating System, measures and encourages sustainability in all aspects of higher education.

This year marks HSU's third STARS honor. The University earned a Silver Rating in 2013 and a Gold Rating in 2017. Over the last seven years the university has improved its overall sustainability in all of the four areas which AASHE uses to award the STARS ratings: Academics, Engagement, Operations, and Planning & Administration. These improvements demonstrate that HSU remains a premier institution for teaching and practicing sustainability concepts and values.

Kudos to the Office of Sustainability team for their leadership and for the collective work and commitment from the campus community. If you want to read more about the recognition, please go to <http://now.humboldt.edu/news/humboldt-state-receives-stars-gold-rating-for-sustainability-achievements/>

Reorganization

As a result of workforce reductions due to position eliminations, attrition and the Early Exit Program (EEP), the division has lost over 22 employees. The division is undergoing significant reorganization. As we work collectively to finalize reorganization, we want to sustain a high level of service while achieving necessary ongoing budget reductions.

Campus Preparedness

HSU's Emergency Operations Center (EOC) has been working since March on plans and strategies to respond to the COVID-19 pandemic. The EOC centralizes planning and response efforts by bringing together employees from across divisions. This ensures coordination and efficiency as the team works on strategies and recommendations for university leadership to consider. In an effort to enhance planning efforts, the below groups were developed:

Advanced Planning: This team is responsible for developing operations plans, policies, and strategies for work across campus. It also serves to coordinate related work occurring across campus, and for identifying important gaps or inconsistencies.

Fall Instructional Transition Team (FITT): This team is focused on both in-person and virtual needs related to instruction in the upcoming semester. It is working to support the teaching and learning aspects of this, the necessary staffing support, as well as the space and other related operational needs.

Athletics COVID-19 Taskforce: This team is focused on needs related to athletics in the upcoming semester. It is working to support all aspects of permitted activity for coaches and student-athletes.

Due to the collective work of the EOC, we have established Campus Ready to be an ongoing resource for campus to learn about planning and important information regarding campus operations during the pandemic. This website is not static, it is updated often with important information. Last but not least, I want to acknowledge all members of EOC and our essential employees who have been working non-stop since the onset of the pandemic in March. We are grateful for their service and commitment to HSU.

Human Resources (HR)

The Office of Human Resource is focused on process improvement, enhancing service provided to the campus and providing support for managers and employees during the pandemic. While I will be working with HR leadership on the aforementioned, I have requested an advisory audit to assess all

operations of Human Resources. The advisory audit will serve as an external resource for HR leadership and myself as we continue to undertake immediate efforts to serve campus at a high level of efficiency.

Training and Professional Development: Since the onset of the pandemic, Human Resources has maintained its commitment to professional development by hosting numerous training and professional development sessions. The team has been working hard on finalizing the fall 2020 calendar of learning opportunities. Please keep a look out for the forthcoming campus announcement regarding our Fall 2020 calendar of classes. It will include classes and series on topics such as leadership, resilience, conflict management, meditation, change management and more.

Benefits/Leave/Early Exit Program (EEP): HR is working diligently on educating employees and managers on policies and other matters related to benefits, leave and the Early Exit Program (EEP). HR hosted COVID-19 informational sessions and hosted one-on-one meetings with over 50% of EEP applicants.

COVID-19 Accommodations: A reminder that essential employees working on campus that may need reasonable accommodations should contact Dr. Scott Kasper at scott.kasper@humboldt.edu for additional information.

HR Fall Sign-ups: Fall sign-ups are in full swing! We have digitized the process and the sign-up packets, as well as the I-9 forms are completed and signed electronically. We have students excited to have remote employment available! The HR office is closed to walk-in business, however, the HR team is available Monday - Friday, 8-5, and we will meet in person by appointment, if business cannot be handled virtually.

Employee Assistance Program (EAP): This is a challenging time for everyone. Remember that employees have a limited number of free counseling sessions available through HSU's EAP program. You may contact Ariel Aaron at ariel.aaron@humboldt.edu or contact the Humboldt Family Service Center directly at (707) 443-7358 for additional information.

Contracts, Procurement and Travel

Travel: We have successfully transitioned two Auxiliaries into Concur travel: Associated Students and the HSU Foundation travel. We look forward to working with Sponsored Programs on mapping out their transition over the next fiscal year. **Important Note:** Enterprise Rent-A-Car direct billing will be going away for all state-side travel, except for students traveling without a staff or faculty member. All other Enterprise travel will need to be paid with a Concur (or personal for SPF travel) credit card. There is no change for Auxiliary-funded travel.

Contracts & Procurement: The Procurement team set a goal to save \$260,000 last fiscal year, and for the second year in a row they greatly exceeded their target by achieving \$1.02 million in savings for HSU. These savings are achieved through nationwide benchmarking, negotiating pricing, competitive bids, etc. The team strategically works to research and negotiate everyday so each dollar is purposefully spent allowing more funds to be directed to support student success. The Procurement team continues

to work with the EOC, Chancellor's Office, CalOES, and the 22 other campuses to leverage best pricing and inventory supply on PPE for the fall semester.

University Police Department (UPD)

Since the conclusion of the Spring 2020 semester, the University Police Department (UPD) has undergone leadership changes. Christinia Lofthouse is serving as Interim Chief of Police and John Rodriquez is serving as Interim Lieutenant. The university is at a pivotal point as we undergo a national search to recruit an experienced leader who can work with our students and other stakeholders to continue to improve our approach to campus safety and be a model for equitable and trauma-informed campus policing. The committee will host finalist interviews the week of September 21st.

As we embark on a pivotal moment in our country, state, community and campus, HSU UPD is committed to working in a collaborative and transparent manner to implement recommendations from President Obama's 21st Century Police Task Force. The recommendations are designed to help communities and law enforcement agencies build trust and collaboration, while continuing to reduce crime. The recommendations are organized around six key pillars: Building Trust and Legitimacy, Policy and Oversight, Technology and Social Media, Officer Wellness and Safety, Community Policing and Crime Reduction, and Training and Education. Chief Lofthouse has created a proposal for an HSU Campus Police Council which was shared with Associated Students (AS) on August 6th. We look forward to gathering AS's feedback and partnering with student leadership, faculty, staff and Arcata Police Department (APD) on being a model for equitable and trauma-informed campus policing.

Facilities Management (FM)

Fall 2020 Facilities Services Updates: Building access will be transitioning from Summer to Fall Open Schedule on 9/8/20. The Building open hours can be found on the [campus ready website](#). The Building cleaning schedule for open buildings is also posted there. Please note that more day-custodians will be on campus and visible than have been before. If you have cleaning needs beyond current practices, please direct your requests to Facilities Management by putting in a work request.

Keys and Keycards: Keys and keycards can be picked up via the parking kiosk until September 8. Starting 9/8/20, keys will be made available from the FM front desk. When keys are ready, the future key holder will get an email with the most up-to-date instructions on how to pick up keys.

FM Front Office: FM front office will be open starting Sept 8, M-R 10am-2pm. F, 12:30-4:30. We have installed a walk-up window to the outside from the FM front-desk. Please use this if possible instead of coming into the building. Work control is currently answering phones and responding to work requests online 8am-4:30pm M-F and will continue through the semester.

Mail Services: Mail will not be delivered to department mail stops during Fall semester. Instead, departments and MBUs should continue to pick bundles but now these bundles will be made available through the walk-up window at the front desk during open hours. Freight however, will continue to be delivered to departments even if there is no one working in the office. We take pictures with our mail tracking system and can answer questions emailed or phoned in to distribution.

Sanitization & Engineering Request: If there is a need for hand sanitizer or sanitizing wipes, please put in a work request to Facilities Management and we will deploy custodians or distribution crew to respond within 24 hours to meet this need. Any requests for engineering controls related to COVID-19 mitigation (like plexiglass shield installation) must be confirmed with EH&S and then submitted to FM as a work request. Be sure to note if your request has a deadline when you submit it.

Building Security Project: Facilities Management is currently installing a campus wide exterior door locking system that will improve the security and monitoring of exterior doors on 27 campus buildings. The capabilities of the system include: 24/7 door monitoring of forced entry and propped doors; remote building lockdown; touchless electronic key card access; keypad access for temporary users; and auditing of all transactions. Installation is at 30% complete and we are beginning to issue new key cards to on campus service personnel. All issued keys will continue to work as normal with no disruption in already approved and issued access.

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 micro grid to support campus energy resilience. Facilities have 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. Separately, we are moving forward independent designs for generation for Housing, Facilities and the Student Health Center. Currently we have final engineering and are going through review. We will be out to bid on this project near mid-September.

The Theater Arts and Library Seismic Retrofit: Construction is complete. The contractor is still on site finishing final issues and minor scope related to base contract work. Given the closure of the Library amid COVID we have a unique opportunity to complete the last part of Seismic associated work on this building which includes the installation of a building wide fire alarm system and fire sprinkler installation. We are negotiating contracts now and planning on deploying this work within September. Our partners in the Library will be pleased to have this required work completed during this shutdown and conclude the long disruption this project has brought.

The Campus Events Field: the last of the modular buildings have been removed. Field rehabilitation efforts will be underway starting summer 2021

Jenkins Hall Renovation: The Project is currently in design and is in final review and will be out to bid in September. We expect to begin construction in the Fall. Construction on the project is likely to be completed by December 2021

Trinity Annex Children's Center and Child Development Lab: The Project has been awarded to a design build firm. We are currently in the process of contracting the firm for Phase I services which include programming verification, and design development. Project is scheduled for completion December 2022

The 2021/2022 year Capital Outlay program: The program has been compiled and is in review with the Office of the Chancellor. The capital program will remain largely intact and in alignment with what was approved with the 2020/2021 Capital Outlay Program.

Campus Project Portfolio: Not accounting for the projects included with the 2020/21 or the draft 2021/22 Capital Outlay program, Facilities Management is currently managing an active project load totaling \$80 million dollars spread over 70+ projects with the Seismic Project and Jenkins Hall, Trinity

Annex Children's Center and Child Development Lab Projects being the largest. A selection of some of the larger projects that are currently underway this summer are as follows:

- Modernization of 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.
- Installation of building metering that is targeting utility usage in 5 buildings across campus. The metering will allow our sustainability staff to monitor natural gas, domestic water and electricity usage by building in real time.
- Replacement of Science B, Facilities Management, Forestry, Siemens Hall, and Library electrical substations.
- Replacement of Fire Alarm systems in Natural Resources, Forestry, Music A, Theater Arts, Canyon Housing Complex.

Parking: Parking enforcement suspension has been extended through Fall Semester. and is expected to resume for Spring Semester 2021. City of Arcata parking enforcement resumed July 1, 2020.

Provost's Office:

Submitted by Jenn Capps, Provost and Vice President for Academic Affairs

1. **Thank you** to all of the faculty and staff who have worked tirelessly to launch our Fall 2020 semester. Your immeasurable commitment to our students is one of the many reasons I chose to come to HSU. A special thank you to the Fall Instructional Transition team ([FITT](#)). FITT worked tirelessly to plan for safe Fall 2020 instruction in virtual and limited face to face platforms. The committee was Co-Chaired by Vice Provost, Mary Oling-Sisay and Director of Planning & Design, Mike Fisher.
2. **Faculty Hiring, Fall 2020** - This Fall, HSU welcomed seven new T/TT faculty to campus. They are:
 - Mr. David Jannetta, Assistant Professor, Theatre, Film and Dance, Film
 - Dr. Oscar M. Vargas- Hernandez, Assistant Professor, Biological Sciences, Plant Systematics
 - Dr. Tesfayohanes, Assistant Professor, Environmental Resources Engineering, Environmental Engineering
 - Dr. Ho Yi Wan, Assistant Professor, Wildlife Management, Wildfire Spatial Ecology
 - Dr. Rouhollah Aghasaleh, Assistant Professor, School of Education, Curriculum and Instruction for Teacher Preparation in Elementary, Secondary or Special Education
 - Dr. David Lankford, Associate Professor, Kinesiology & Recreation Administration, Clinical Exercise Physiology
 - Dr. Eden Donahue, Assistant Professor and Associate Director of Nursing, Kinesiology and Recreation Administration (Nursing)
3. **Faculty Innovation and Leadership Award** - Congratulations are in order for Biological Sciences Professor **Dr. Amy Sprowles** and Wildlife Professor **Dr. Matthew Johnson** who have received the prestigious [Faculty Innovation and Leadership Award from the California State University](#) for their transformative work in Place-Based Learning Communities at Humboldt State University.
4. **Hails and Farewells**
 - **Dr. Lisa Castellino**, left HSU's Associate Vice President for the Office of Institutional Effectiveness (OIE), role in July to assume a new position at West Virginia University (WVU). To maintain operational continuity following Dr. Castellino's departure, **Michael Le** graciously agreed to serve as the Interim Director of Institutional Research and Effectiveness. Michael's vast experience and expertise will not only help to maintain operations, but his leadership will minimize disruption for the OIE team. Michael's willingness to step up in support of Academic Affairs and the University is very much appreciated.
 - **Dr. Lisa Bond-Maupin**, Dean of College of Arts, Humanities, and Social Sciences (CAHSS) and former Interim Provost has taken on the Interim position of Acting Deputy Chief of Staff/ Special Assistant to the President. We appreciate Lisa's flexibility and tireless dedication to HSU.
 - **Dr. Rosamel Benavides-Garb** will continue in his role as Interim Dean of CAHSS. With his Associate Dean role vacant, **Dr. Maxwell Schnurer**, Chair of Communication, will continue to

serve as an Associate Dean Fellow for Fall 2020. In addition, **Dr. Heather Madar**, Chair of Art, will join the team as a new Associate Dean Fellow for Fall 2020. Dr. Schnurer will be responsible for all aspects of student services and initiatives including, but not limited to, Student Learning Communities, Student Leadership Associates (Bridge Builders), student grievances and petitions. Dr. Madar will be responsible for all curricular matters including, but not limited to, curricular processes related to ICC and Curriculog, course planning and enrollment management. In addition, Dr. Madar will facilitate program innovation initiatives and program review processes. She will continue to serve in the FITT Committee.

5. [AB 1460 - The Ethic Studies Bill](#) has passed and was signed by Governor Newsom. AB 1460 requires the California State University system to implement ethnic studies courses at every campus by the 2021-22 school year. It also requires students to complete a three ethnic studies course in order to graduate, a requirement that will be applicable to students graduating in the 2024-25 academic year. We are currently working with the Chancellor's office and our Integrated Curriculum Committee to plan for this requirement.
6. We have just launched the search for an Associate Vice President and Chief Diversity Officer to lead the Office of Diversity Equity and Inclusion. In partnership with the search firm Wittkieffer, the search is being co-chaired by **Cyril Oberlander** and **Rosamel Benavides-Garb**. We hope to have someone in the position by the start of Spring 2021.
7. The academic master planning process will be back in full swing this semester with hopes of a solid plan completed by the end of the fall semester 2020. With the university also engaging in the strategic planning process in AY 2020-2021, the timing is excellent to have cohesiveness between the processes.