

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, September 15, 2020

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Maxwell Schnurer, APC Chair

Chair: Maxwell Schnurer (mds65@humboldt.edu)

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

September 2, 2020

Introductory meeting to frame policy work for the committee for 2020-2021. Primary focus was on the disruptive student policy and beginning work for evaluation and review of the policies that guide this work. The committee met, identified research targets and will reconvene to review policy.

- Framing policy writing as a pathway for change.
- Our work is tied to the larger charge of justice inclusion and equity for the Senate
- Preview of potential work for the semester
 - Disruptive students policy
 - Syllabus and GE policy
 - Student grievance policy
 - Advising policy (work tied to several committees and initiatives)
 - Title IX changes
- Review of key documents for disruptive student policy (Barclay's, Dean of Students)
- Preview for September 16 meeting.

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

Next meeting: September 16, 10am.

Constitution and Bylaws Committee:

Submitted by Jill Anderson, CBC Chair

Agenda:

1. Call to Order
2. Attendance, proxies and quorum
3. Update on Resolution 03-20-21-CBC
4. 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), Woglam (faculty), and Anderson (Faculty) were present, Burkhalter (faculty), was not present.
- b. Quorum was not met with 4 of 5 members present.
- c. Vacancies include 1 student representative and 1 staff representative.

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

Committee reviewed language recommendation from SenEx on nomenclature for tenure line/non-tenure line instructional faculty and non-instructional faculty and incorporated suggestions into the final resolution. Resolution is set to go in form of the full faculty senate for a first reading on September 15th, 2020.

4 Updates to the Faculty Handbook

The group continued a discussion of the CBC's role in updating and maintaining the Faculty Handbook. Continuing on from work in spring of 2020, discussion of appendices and what to maintain as well as the overall goal of the faculty handbook were discussed. Conversation will continue with consultation with the senate executive committee.

6. Motion to adjourn

Meeting adjourned at 11:40 a.m.

Faculty Affairs Committee:

Submitted by Mark Wilson, FAC Chair

Members: Mark Wilson (Chair), Simone Aloisio, Loren Canon, Kirby Moss, Marissa O'Neill, Ara Pachmeyer, Edelmira Reynoso, George Wrenn.

The FAC has prioritized the following topics for the Fall 2020 semester:

Topics relate to RTP and Lecturer evaluation.

1. Developing guidelines for RTP and lecturer review during and following the global pandemic.

The global pandemic has disrupted many or most of the faculty teaching, service and creative/scholarly activities that were planned and in progress prior to the spread of the virus. The FAC, in conjunction with the UFPC, Department Chairs, Deans, the Provost and AVP for Academic Affairs, and others, will help to develop guidelines for evaluating RTP candidates that allows for fair and contextualized evaluations, that don't penalize candidates for the pandemic or delay RTP progress.

There were several concerns about evaluating the teaching of lecturer faculty even before the pandemic, including a lack of clear standards and criteria for evaluation, often limited collegial evaluations (which are supposed to be the primary means of evaluation), and an over-reliance on student evaluations. Almost all courses have been moved online even though many of these courses are poorly suited to online teaching, and online teaching has required faculty to acquire and master new technology and skills at a frantic pace. These pandemic-related changes exacerbate the need for policy guiding lecturer teaching evaluations that allows for fair and contextualized evaluation.

Probable final product: Sense of the Senate resolution.

2. Clarifying policy language related to Service and 'collateral duties'.

The Committee on Departmental Standards and Criteria for RTP requested that FAC clarify ambiguous issues related to tenure line faculty workloads. In particular, there is a request to define what falls within collateral duties, what is service to the University, and how some specific activities such as advising and mentoring of graduate students should be counted for RTP.

There are three primary documents that outline relevant policy: EP&R 76-36 Faculty Workload Policies and Procedures; The CBA; and Appendix J of the HSU Faculty Handbook. These documents contain a variety of contradictions and discrepancies related to service and collateral duties. For example, Article 20 of the CBA defines faculty workload, and section 20.1.b states that participating in campus and systemwide committees is not considered service but rather is an 'additional professional responsibility'. In section 20.1.d it states that mentoring colleagues is not considered a service activity. However, Appendix J states that both participating in committees is service (p.22, 3.1.b) and mentoring colleagues is service (3.1.c). Departmental standards typically consider work on University and especially systemwide committees to be Category I contributions.

In addition, each Department typically includes relevant language in its RTP Criteria and Standards. The following language is typical of what some departments are using: "Tenure track faculty are expected to carry out normal professional duties, such as regularly attending convocation, commencement, and department meetings, majors meetings, writing peer evaluations for colleagues and letters of reference for students, and working collaboratively with colleagues. These activities are not classified as "service

activities” but as part of faculty’s collateral responsibilities. Candidates who consistently fail to carry out these duties shall not receive a positive recommendation for tenure/promotion.” There are a variety of Departmental differences in how certain activities are categorized at HSU , for example, some CNRS departments include chairing Master’s theses as Category I scholarship while AHSS and CPS count this as service. There are a number of policy issues related to advising that need to be addressed, some of which relate to RTP.

Probable Product(s) : Senate Resolutions recommending policy, and possible Appendix J modifications.

3. Early Tenure Policy.

Early Tenure has become the norm on our campus rather than the exception. In 2017/18, 8 of the 9 campus tenure cases were early tenure. In 2019/20, 9 of the 12 campus tenure cases were early tenure. This development is an unintended consequence of each Department clearly defining criteria and standards for tenure, without corresponding attention to differentiating between early tenure and tenure in the normal timeframe. In 2018 and 2019, the University Faculty Personnel Committee (UFPC) and the Retention, Tenure and Promotion Standards and Criteria Committee (RTP C&S) asked the FAC to develop an early tenure policy. Twenty of the twenty-three CSU campuses have early tenure policies. These policies support the principles that early tenure should only be granted in exceptional cases, and that the criteria and standards for early tenure are higher than for tenure in the normal timeframe.

The FAC spent a considerable amount of time in 2019/2020 discussing potential aspects of an early tenure policy. We met with the UFPC and RTP C&S and the Deans of the three colleges, as well as most of the Department Chairs. We discussed early tenure issues and potential issues at several Senate meetings, and on multiple occasions submitted draft language to the General Faculty for input and comments. Faculty and administrators hold a wide variety of perspectives on early tenure. Based on this campuswide input, the FAC supports, and believes that the General Faculty will support, an early tenure policy which uses established Department RTP criteria and states that Early Tenure Candidates should have attained the standards for Excellent in all three areas of evaluation (Teaching, Service, and Scholarly and Creative Activities).

By ensuring that the probationary period is sufficient to fully evaluate all candidates’ performance in teaching, service, and research and scholarly activities, we will support student success, a productive faculty, and academic integrity. By having a clearly stated policy, we will help to alleviate anxiety and avoid acrimony caused by different review committees applying ambiguous standards when candidates apply for early tenure.

Although a six-year probationary period is the long-established, essentially universal academic standard, and although 20 of the 23 CSU campuses have similar policies emphasizing that early tenure is only to be awarded in exceptional cases, work still needs to be done to clarify the concerns and gain the trust and support of probationary faculty at HSU. We urge senior faculty to engage probationary faculty in discussions about this topic. We urge you to have these discussions now, at faculty meetings and any other venues that arise, and to bring any concerns or comments to the attention of the FAC.

The adoption of an early tenure policy has ramifications for other practices. For example, if there were identical requirements for early tenure and for tenure on the normal timeframe, then an incoming faculty member would gain no benefit from being granted service credit at the time of hiring. Because of this issue with regard to service credit, this policy should only apply to new faculty hires made after this policy has been approved, and the Provost should resume the practice of awarding up to 2 years of service credit at the time of hiring, when a candidate's background is appropriate.

Probable Product: Senate Resolution recommending Appendix J modification. It may make sense to time this with any Appendix J modifications related to Collateral Duties, so that there is one round of voting by the general faculty.

4. Appendix M. Appendix M of the Faculty Handbook relates to Personnel Policies and Procedures for Coaches. Current coaches think that Appendix M needs revision; the FAC will work with them to understand the issues and shepherd revisions as needed.

Topics not directly related to RTP and lecturer evaluation.

5. Lecturer Range Elevation.

The CSU and CFA developed a temporary (effective 1 year) memorandum of understanding (MOU) for lecturer faculty range elevation whereby time alone (5 years within Range) determines eligibility for promotion to the next Range. Senators Lucy Kerhoulas and Jeffrey Dunk are developing a resolution that urges the CSU and CFA to make this MOU permanent policy in the next CBA. This resolution would also urge HSU, and the CSU and the CFA, to establish an accompanying 6% minimum raise, as opposed to the 5% in the current MOU, to mirror analogous raises in the promotion of tenure line faculty. The FAC will consult with and assist in whatever ways we can with developing and passing this Sense of the Senate resolution.

6. Emeritus status for Lecturers.

Emeritus status is conferred upon retired tenured faculty members in good standing by the Provost and Vice President for Academic Affairs. Emeritus faculty have the same rights as active faculty members in the use of University facilities and attendance at University functions. These rights include: library borrowing privileges, access to the University computer system (including maintenance of an email account and web page), application to and through the HSU Sponsored Programs Foundation for grant support, and others as provided in Section 540 of the faculty handbook. Members of the Emeritus and Retired Faculty and Staff Association are developing a resolution to extend emeritus status eligibility to retired lecturer faculty. The FAC will consult with and assist in whatever ways we can with developing and passing Senate Resolution recommending policy.

7. Instructional Observation Checklist(s).

The Instructional Observation Checklist allows for standardized and comprehensive collegial evaluations of teaching. Last year the Inclusive Teaching Subcommittee of the Diversity, Equity and Inclusion Council developed a draft revision of the checklist that incorporated the recent changes to Appendix J related to

diversity and inclusion. The FAC is supportive of and thankful for the modifications; we want to work to try to make the document more concise to ensure that it is widely adopted. In addition, the widespread shift to online learning because of the global pandemic has emphasized the need for a similar checklist for the evaluation of online teaching; the FAC hopes to work with Ceneter for Teaching and Learning in developing such a form.

8. Collaborative work on an Advising Policy.

Elements of student advising occur throughout the University, and there are ongoing concerns about consistency and quality of that advising. If broad efforts at crafting a comprehensive advising policy materialize, the FAC would like to assist in developing policy on issues including faculty advising responsibilities, training, defining reasonable advising loads, and clarifying role of advising in 'collateral duties'. If broader efforts do not materialize, we will consider a less comprehensive policy recommendation related to the role of faculty in advising.

9. Supporting Scholarship at HSU.

This FAC effort will be focused on understanding concerns, limitations, issues and opportunities for supporting faculty scholarship at HSU. Ultimately we will develop recommendations for improving University support for faculty scholarship.

10. Starting an HSU Faculty Club. The shelter in place orders necessitated by the global pandemic have emphasized to all of us the importance of informal social interactions. The FAC will work to identify a campus space that can be used for informal meeting and socializing, which will foster deeper connections and collaborations across campus once the shelter in place orders have been lifted.

Integrated Curriculum Committee:

Submitted by Lisa Tremain, Interim ICC Chair

- ICC is working as a full committee to review and revise its by-laws so that they are in alignment with broader campus structural changes.
- Ethnic Studies legislation/ AB 1460: ICC awaits further guidance from the campus Ethnic Studies Council, which includes representation on the CSU-wide ES Task Force and Council. We also expect information to come via ASCSU and the Chancellor's Office regarding implementation. The timeline for expected implementation is remarkably brief. ICC will seek guidance and recommendations from HSU ES Council on what implementation at HSU might look like and what challenges we may need to address at the curricular level.
- AMP sub-committee
 - met with Provost Capps on September 8, 2020 to discuss the Academic Master Planning (roadmap/blueprint) document and process. The AMP sub-committee members will participate as part of the AMP Working Group in order to align processes and rhetorical work of HSU strategic planning.

- We have reviewed and revised the AMP timeline for Fall 2020 in order to draft the initial iteration of the formal HSU Academic Master Plan by the end of the Fall term.
- AMP sub-committee is working to create processes for soliciting feedback and shaping of the plan through campus stakeholder groups, including those present at the Senate meeting on 9-15-20.
- AMP conversations and the resulting recommendations to the AMP working group and AMP sub-committee will continue to be responsive to our HSI context and grounded through diversity, equity, and inclusion frameworks, including making explicit and meaningful connections to social justice, equity and anti-racism via the plan's academic vision and principles.
- GEAR sub-committee:
 - Continues to work via coordination with college Assessment Fellows on implementing program-wide assessment and development of student learning outcomes that respond to revised GEAR PLOs.
 - The sub-committee will also work to identify and support programs to make course changes as appropriate to revised GEAR PLOs. This includes developing a process for certification and recertification of GEAR courses once the SLOs and PLOs are set, as well as the Ethnic Studies Requirement that was just mandated.
 - WSCUC is coming back Spring 2021 to check up on the six "recommendations," (ie requirements) they gave HSU, which included a general charge to establish a university wide system of assessment wherein programs align their outcomes to the institutional outcomes; HSU needs to produce a report showing evidence of progress on all six of those recommendations, so he may ask ICC to help with writing that report.
- ICC and CDC (sub-committee on Course Degree Changes) continue to work through programmatic curricular shifts, particularly in response to E0 1071.
- Academic Policies Committee is working on clarifying the Disruptive Student Behavior policy, the Syllabus policy, which was almost finished last year, and noted the need for the committee to stay nimble in order to address changing needs this year.

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 and for the student representative. Since this process has still not been completed, UPC has started to schedule meetings to begin business and those dates and times will be posted on the UPC website.

UPC initial charge is 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. UPC will also support the efforts of policing reform by reviewing policies related to it that come from leadership and the police reform task force that is being created at HSU.

There are currently no specific policies that have been submitted for review to UPC and UPC will be contacting responsible offices about updating policies.

Academic Senate CSU (ASCSU):

Submitted by Noah Zerbe, ASCSU Representatives

The first meeting of the Academic Senate of the CSU is scheduled for Wednesday, September 16-Friday, September 18. The agenda for the plenary meeting and for the meetings of the various ASCSU committees are available on the ASCSU website (<https://www2.calstate.edu/csu-system/faculty-staff/academic-senate>). We'll provide a detailed report on the meetings in our next report to the HSU Senate.

Office of Equity, Diversity, and Inclusion:

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

The Diversity, Equity and Inclusion Council will be meeting on Wednesday, September 16, 2020 from 3:00 p.m. to 4:00 p.m.

- The HSI subcommittee is working on providing recommendations to President Jackson and his leadership team. The three main recommendations will revolve around:
 - Institutional commitment to HSI work
 - Culturally responsive teaching
 - Nurturing Latinx Cultural Intellectual Wealth
 - The Inclusive Teaching Strategies and Culturally Relevant Pedagogies (ITS/CRP) subcommittee will begin their meetings of the academic year starting Monday, September 21, 2020.
 - The Professional Learning Opportunities and Development for Staff and Faculty subcommittee meetings will reconvene in two weeks.
 - Hispanic Heritage Month starts on September 15 and ends on October 15, 2020. A panel featuring Doctora Voices will take place via Zoom on Friday, September 18, from 4:00 – 5:30 p.m. and will be facilitated by graduate student Celene Gonzalez, from El Centro. The zoom link is: <https://zoom.us/j/93529032301>
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University Resources and Planning Committee:

Submitted by Jim Woglom, URPC Co-Chair

Summary Introduction

The URPC met on Friday, September 4th from 1:00-2:30 PM. During that meeting we reviewed our Senate presentation and resultant questions regarding URPC role and processes (which I will expand on below), reviewed the 2019-20 Year-End Operating Fund of the University (presentation attached), and the status of reserves at the beginning of this academic year (presentation attached). It is important to note while reviewing these presentations that the CSU revised their reserve policy last year and it is now a minimum of 3 months (25%) and a max of 6 months (50%) for the reserve for economic uncertainty, so we are well below the threshold and will need to revise our own policy this cycle.

I have reattached the President's request to the URPC that I shared in my last report, as formatting shifted when I shared it for the last URPC Senate report, obfuscating the text. President Jackson shared these requests with the URPC prior to our presentation of them to the Senate so that we would have the opportunity to align the text with the committee's understanding of its purview and capabilities. The result of that revision is presented in its completed form.

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

Issues for Consideration

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:

1. To coordinate with the Cabinet working group on *New Revenue* in identifying and pursuing alternative sources of funds to support the HSU mission.
2. To coordinate with the Strategic Planning working group focused on resource stability and sustainability in alignment with the shared vision for HSU.
3. To remain available to advise the Senate, thePAT, 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).
4. 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.

The Duties of the URPC

In regards to the role of the URPC in general, its charge as defined by the Senate bylaws, and the processes relevant thereto, the CBC developed two separate documents during AY 19-20 that helped to simplify and clarify what the URPC is and what it does/can do:

(a) an interpretation in Fall of 2019 titled “CBC Guidance on Senate Ratification of URPC Recommendations” (attached), and

(b) an edit to the description of the duties of the URPC as outlined in the “Resolution to Amend the Bylaws of the University Senate to Align with Parallel Revisions to the General Faculty Constitution”, which was subsequently passed by the Senate in the Spring of 2020.

Looking at the edit to the URPC duties (11.34.i) first:

11.34. i. The Committee shall make recommendations to the Senate and advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy. All recommendations from the Committee to administrative officers shall be made in accordance with Section 10.77 of the Bylaws.

Briefly, this edited duty simply cut out a pesky clause that complicated who the URPC reported to and how, such that the committee makes recommendations to the Senate and advises the President and appropriate administrative officers in the manner outlined for all committees in Section 10.77, to wit:

10.77 All Standing and Ad hoc committees shall report to the Senate... The type of report will depend on the status of the committee or body and the nature of its task.

i. Committees may bring items to the Senate for discussion and recommendation. Any such document shall be provided to the Chair of the Senate and the Executive Committee by noon on Thursday prior to the next regularly scheduled Executive Committee meeting.

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

iii. Policy recommendations from Standing and Advisory Ad hoc committees shall be placed on the agenda of the Senate in accord with Section 2.5 of these Bylaws. Whenever such

recommendations are on the agenda of the Senate, a representative from the committee shall have the privilege of the floor. The Senate shall consider all such recommendations, as submitted, and shall, for each recommendation, either:

- a. approve the recommendation, with or without amendments, or*
- b. return the recommendation with suggestions for further consideration, or*
- c. reject the recommendation.*

iv. Any committee may forward time-sensitive recommendations for administrative review prior to bringing the recommendations to the Senate, provided the recommendations are brought to the first Senate meeting following the submission to the administration.

10.77.iv was edited such that it is clarified that any committee can make time-sensitive recommendations to administrators prior to the next Senate meeting as long as the Senate is apprised of those recommendations at the next Senate meeting, thereby replacing **Bylaws Section 11.35.iii (URPC Reports)**, which read: *All recommendations made to administrative officers without prior Senate approval shall be submitted to the next meeting of the Senate following the recommendation for the consideration of the Senate. The Committee shall inform faculty and students about resource issues by providing information reports to the Senate.*

To summarize, this simplification of the bylaws allows that all committees have the same ability to advise appropriate administrators, while also ensuring that all committees are required to report their advice to those administrators at the next possible Senate meeting.

Turning to the CBC interpretation, that guidance notes that:

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

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

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

It adds though, that:

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

Thus, the URPCs recommendations and reports to the President and other administrators are not adopted resolutions of the Senate as a whole until they are offered and passed as a resolution or set of resolutions by the Senate, while the reports of the committee exist as an inviolable record of our shared thinking regarding the matters we are asked to consider.

Coming Up

At our meeting on Friday, September 18th from 1-2:30PM, we will work to develop our schedule for the work we will do this year. We welcome any and all suggestions from the campus community regarding actions and communications that might improve our shared understanding of our budget and resources. Please e-mail suggestions to jw2311@humboldt.edu.

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Amend the *Bylaws of the University Senate* to Align with Parallel Revisions to the *General Faculty Constitution*

08-19/20-CBC – April 7, 2020 – First reading

RESOLVED: That the University Senate of Humboldt State University approves the attached amendments to the *Bylaws of the University Senate* to parallel changes to the *General Faculty Constitution*, to clarify processes related to Committee recommendations, and to make other minor changes.

RESOLVED: That implementation of these amendments shall be conditioned on passage of 03-19/20-CBC Resolution to Revise the *General Faculty Constitution*.

RATIONALE: *These amendments align the Bylaws with revisions to the General Faculty Constitution in Resolution 30-19/20-CBC, to be voted on by the general faculty in the February 2020 general faculty election. Changes are as follows:*

- Replace reference to “Sturgis” with Standard Code of Parliamentary Procedure (10.71).
- Amend Section 10.7 on Committee Operations to clarify procedures for committee recommendations and Senate consideration of recommendations (10.77 iii and iv).
- Update Section 11.36 on URPC Reports to align with amended section 10.7.
- Update reference to the GF President (11.52).
- Remove definitions of faculty and staff electorates (12.2) which are defined through the General Faculty Constitution (revised 2.5) and the Staff Council Bylaws, Article I, Section 3.A.
- Other minor changes.

Proposed Amendments with Track Changes

Bylaws and Rules of Procedure

In the rules and procedures prescribed by this document, “is” is informative, “shall” is mandatory, “may” is permissive, “should” is conditional, and “will” is intentional.

The University Senate is referred to as the Senate in these Bylaws.

1.0 DEFINITIONS:

- Tenure-line Faculty (Instructional Unit) – tenure-line, holding academic rank of assistant professor or above
- Tenure-line Faculty (Non-Instructional Unit) – tenure-line librarians
- Lecturer Faculty (Instructional and Non-Instructional Units) – non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time
- Non-MPP Staff – permanent or temporary staff in non-management positions
- Administrative Officers (Administrators with a position at the Associate Vice President level or above)
- Ex-Officio – members who serve by virtue of their position or office

2.0 MEETINGS

- 2.1 Meeting Time and Location:** The Senate shall meet for a regular meeting every two weeks through the academic year from 3:00-5:00 pm on Tuesdays in Goodwin Forum, Nelson Hall East 102. The Senate may meet for a special meeting at any time or location as long as proper notification has been provided in accordance with Section 6.21 of the *Constitution*.
- 2.2 Change of Meeting Place:** The Chair shall have the responsibility to change the place of a meeting when the regularly scheduled room cannot accommodate the expected number of attendees, including nonmembers.
- 2.3 Order of Business:** The order of business shall be as follows:
- Announcement of proxies
 - Approval and adoption of agenda and approval of minutes
 - Open Forum
 - Reports, announcements, and communications of the chair
 - Reports of standing committees, statewide Senators and Ex-officio members
 - Consent Calendar
 - Old Business
 - New Business
- 2.4 Modification of Order of Business:** The Executive Committee is authorized to modify the order of business when deemed advisable.
- 2.5 Agenda Items:** The Executive Committee shall establish the agenda for Senate meetings.
- 2.51 Any member of the Humboldt State University community may present items for the agenda to the Chair of the Senate.
- 2.52 Items to be placed on the agenda of a meeting must be sent to the Chair by noon of the Tuesday prior to the meeting.

2.53 Items received by the Chair shall normally be transmitted to the Executive Committee, which shall decide regarding placement on the agenda for the next regular or subsequent Senate meeting or refer them to a specific committee. Disposition of such items shall be indicated in the minutes of the Executive Committee and communicated to the individual presenting the item.

2.54 Should the Chair receive items after the Tuesday prior to meeting that are deemed by the Chair to be urgent, the Chair shall inform the Executive Committee as soon as possible and place the item on the agenda.

2.6 Documents Related to the Agenda: Documents related to action items on the agenda shall be furnished to the Senate office by noon at least three academic workdays before the meeting. Documents related to announcements, reports and discussion items shall be furnished to the Senate office by noon at least one academic workday prior to the meeting.

2.7 Voting:

2.71 Voting on motions to approve resolutions, sense of the senate items and other action items that do not require general consent will be taken by calling the roll of the Senate.

2.72 A roll call vote on any other motion not listed in 2.71 shall be taken if requested by a member of the Senate.

2.73 The terms “unanimous” or “without dissent” shall be used in the minutes when all votes are affirmative. Unanimous shall mean an affirmative vote without abstentions. Without dissent shall mean an affirmative vote with abstentions.

3.0 CONSENT CALENDAR

At the discretion of the Chair, proposals that are of a non-controversial nature may be placed on the agenda for adoption by consent subject to the following rules:

3.1 Any common consent proposal must be written out in full.

3.2 The proposal must be submitted to the Chair by noon of the Tuesday prior to the meeting for which it will be placed on the agenda.

3.3 When the question of general consent is put by the Chair, one objection shall remove the proposal from the general consent calendar.

3.4 Any proposal so removed shall be added to the end of the agenda.

4.0 PARLIAMENTARY PROCEDURE

4.1 The parliamentary authority for any procedure not covered by these Bylaws shall be the latest edition of the American Institute of Parliamentarians' *Standard Code of Parliamentary Procedure*.

4.2 The Parliamentarian shall be the source of advice to the presiding officer of the Senate during meetings on any question concerning parliamentary procedure.

5.0 POLICY REGARDING NONMEMBERS AT MEETINGS

5.1 Any member of the University community may attend a meeting of the Senate.

5.2 Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Senate or by being yielded the floor by a member of the Senate.

5.3 Guest speakers may be invited to address the Senate by action of the Executive Committee or by majority vote of the Senate.

6.0 PROXIES

6.1 The purpose of a proxy is to ensure that an absent Senator can be fully represented on all matters of business brought before the Senate. The term "proxy" may mean either the statement authorizing an individual to cast the vote of an absent Senator or the individual who casts the vote.

6.2 Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting.

6.3 Any Senator wishing to appoint a proxy should notify the Chair in writing prior to the meeting at which the proxy is to be exercised.

6.4 An elected or appointed Senator must select another Senator as a proxy. An ex-officio Senator may select another Senator or a designee to serve as proxy. The designee should be an individual who would normally fill the ex-officio Senator's duties of office in whole or in part during any absence.

6.5 No individual may be a proxy for more than one Senator at any single meeting.

7.0 EXECUTIVE SESSION

- 7.1 The Senate may resolve itself into executive session (a closed session only open to members of the Senate) upon two-thirds majority vote.
- 7.2 Persons not members of the Senate shall be required to leave the Senate meeting room during the period of executive session. Exception to this provision may be made with unanimous consent if the presence of a nonmember is necessary to the matters to be discussed.
- 7.3 During the period of executive session minutes shall not be recorded, motions may not be made, nor votes taken.
- 7.4 The Chair shall call the Senate into open session as soon as sufficient discussion has been had in executive session.

8.0 INFORMAL CONSIDERATION

- 8.1 A senator may make a motion to informally consider a particular matter or resolution before the Senate, e.g. when it is desirable for such discussion to precede the proposal of a motion or resolution so that some agreement may be reached on the type and wording of the motion that is needed.
- 8.2 In the absence of a formal motion, the Chair may declare a time for informal consideration for purposes of informal discussions between members on necessary language revision of drafts of proposals.
- 8.3 Informal Consideration is terminated upon a motion for action or when a member moves to terminate it.

9.0 PRESIDENTIAL NOTIFICATION OF SENATE ACTIONS

- 9.1 Resolutions and policy recommendations of the University Senate shall be transmitted to the University President by the Friday after the meeting in which they were approved.
- 9.2 The Senate, upon a two-thirds majority vote, may declare that an emergency exists and that an approved resolution or policy recommendation be transmitted to the President of the University by noon of the following business day.
- 9.3 The Chair of the Senate shall ensure that the President is notified of Senate approved resolutions and policy recommendations by the appropriate deadline. At each Senate meeting, the Chair of the Senate shall report the status of resolutions and policy recommendations that were transmitted to the President.

10.0 GENERAL RULES FOR COMMITTEES

10.1 Types of Committees: The Senate Office shall maintain a list of campus committees and Senate committees that outlines their functions, membership and other information as available.

- Standing Committees of the Senate are defined in these Bylaws.
- *Ad hoc* Committees or task forces may be appointed by the Senate as needed.
- Campus Committees may have elected members or members appointed by the Senate Appointments and Elections Committee.

10.2 Size of Committees: Committees shall consist of at least three members.

10.3 Appointments:

10.31 Members of Standing committees, *Ad hoc* Committees, and Campus Committees shall be elected or appointed as prescribed for each committee.

10.32 Each elected senator shall serve on a minimum of one Standing, *Ad hoc*, or Campus committee when committee positions are available.

10.33 Senate Standing and *Ad hoc* committees shall seek student and staff participation as required by these Bylaws or when a committee deems it desirable. The Associated Students shall be responsible for the process of selecting students. The Staff Council shall be responsible for the process of selecting staff.

10.34 Administrative officers of the University may be named as members of Standing or *Ad hoc* committees.

10.35 Questions concerning the composition of any Standing or *Ad hoc* committee shall be referred to the Constitution and Bylaws Committee, which shall make a recommendation to the Executive Committee.

10.4 Times of Nominations, Elections and Appointments

The Appointments and Elections Committee shall strive to ensure that elections and appointments to committees occur prior to the establishment of class schedules for the first semester in which the elected or appointed faculty and staff will serve.

10.5 Referrals

- 10.51 Items shall be referred to Standing or *Ad hoc* committees by the Senate Chair, by the Executive Committee, or by the Senate. An item referred to a committee by the Executive Committee shall be referred to another committee only through the Executive Committee.
- 10.52 Items shall be referred to existing committees whenever possible.
- 10.53 Any communication from the Chair of the Senate to a committee regarding referred items shall be reported at the next Executive Committee meeting.

10.6 Records and Reports

- 10.61 Each outgoing Standing or *Ad hoc* committee chair shall transmit records and pertinent information to the incoming chair.
- 10.62 Standing committees shall submit a summary report of the academic year's activities by June 1st to the incoming Senate Chair.

10.7 Committee Operation

- 10.71 Senate rules shall apply to the operation of all Standing and *Ad hoc* committees. *The American Institute of Parliamentarians' Standard Code of Parliamentary Procedure* Sturgis is used as the parliamentary authority for all meetings of all Senate committees.
- 10.72 The Senate shall establish procedures for selection of Standing and *Ad hoc* committee chairs. When a committee chair resigns or is removed from the committee or fails to serve, the committee shall elect a chair *pro tempore* and notify the Appointments and Elections Committee.
- 10.73 Committees may use subcommittees and may invite non-voting members to participate in its work.
- 10.74 Meetings shall be called by the chair, who shall preside over the meeting. Should the chair fail or decline to call meetings with sufficient frequency to accomplish committee objectives, two members may call a meeting, provided that all members, including the chair, are given sufficient notice.
- i. Unless otherwise specified, a quorum shall be a majority of committee members with at least one representative from the faculty and at least one representative from either staff or students. Vacancies shall not be counted when determining a majority for quorum.

- ii. One representative from either staff or students will not be necessary for quorum for the Faculty Affairs Committee or for any committee where all the staff and student positions are vacant.
- iii. Any committee member may appoint another committee member as proxy. Ex-officio committee members may appoint a designee instead of another committee member. A committee member may hold only one proxy at each meeting. Proxies will be counted toward quorum and as representative of their specific electorate.

10.75 A committee shall, where time permits, hear all testimony relevant to its assignment. All meetings shall be open to the university community unless called into executive session by the chair when the chair or committee determines that the presence of others might inhibit free expression or efficient proceedings. The chair's decision to call executive session shall be subject to challenge and may be overruled by a simple majority.

10.76 The chair of the committee shall keep records of all actions of the committee or shall ensure that they be kept by a committee secretary.

10.77 All Standing and *Ad hoc* committees shall report to the Senate. Campus committees that do not report directly to the Senate may be invited to the Senate to discuss or clarify their activities. The type of report will depend on the status of the committee or body and the nature of its task.

- i. Committees may bring items to the Senate for discussion and recommendation. Any such document shall be provided to the Chair of the Senate and the Executive Committee by noon on Thursday prior to the next regularly scheduled Executive Committee meeting.
- ii. When a committee forwards a policy recommendation or recommendation for action to the Senate, this recommendation shall be provided in the form of a resolution or accompanied by a resolution describing the recommended action(s).
- iii. Policy recommendations from Standing and Advisory Ad hoc committees shall be placed on the agenda of the Senate in accord with Section 2.5 of these Bylaws. Whenever such recommendations are on the agenda of the Senate, a representative from the committee shall have the privilege of the floor. The Senate shall consider all such recommendations, as submitted, and shall, for each recommendation, either:
 - a. approve the recommendation, with or without amendments, or
 - b. return the recommendation with suggestions for further consideration, or

c. reject the recommendation.

iv. Any committee may forward time-sensitive recommendations for administrative review prior to bringing the recommendations to the Senate, provided the recommendations are brought to the first Senate meeting following the submission to the administration.

10.78 Standing and *Ad hoc* committees shall be dissolved by Senate action. Unless specified otherwise by the Senate, *Ad hoc* committees shall be dissolved when they rise and report or at the end of the academic year in which they were appointed, whichever comes first.

10.8 Terms of Service on Standing and Ad hoc Committees

10.81 Terms are renewable unless otherwise specified.

10.82 Removal: The Appointments and Elections Committee may recommend the removal of a committee member. Accordingly, the committee member shall be told of the reasons for the proposed removal and shall be given at least two weeks in which to respond. If the Appointments and Elections Committee then determines that removal of the member is in the best interest of the affected committee and of the Senate, it shall recommend the name of a replacement member. Appointment of the new nominee shall constitute removal of the previous member.

10.83 Leave: As soon as a committee member is certain of being granted a one-semester or longer leave from duties at the university, that member shall in writing so inform the chair of that committee and the Senate Office. If the leave is longer than one semester, the Appointments and Elections Committee shall recommend a temporary or permanent replacement selected according to normal criteria and procedures.

11.0 STANDING COMMITTEES OF THE UNIVERSITY SENATE

The Standing Committees of the Senate shall be the:

- Academic Policies Committee
- Appointments and Elections Committee
- Constitution and Bylaws Committee
- Executive Committee
- Faculty Affairs Committee
- Integrated Curriculum Committee
- University Policies Committee
- University Resources and Planning Committee

11.1 Executive Committee

11.11 **Chair:** The chair of the Executive Committee shall be the Chair of the University Senate.

11.12 **Membership:** The members of the Executive Committee shall be as follows:

- Chair, Senate (who shall be the Chair of the Executive Committee)
- Vice Chair, Senate (who shall be the Chair of the Faculty Affairs Committee)
- Third Officer, Senate (who shall be the Chair of the Academic Policies Committee)
- Immediate Past Chair, Senate (for 1 year following term as chair)
- Chair, Integrated Curriculum Committee
- Faculty Co-Chair, University Resources and Planning Committee (URPC)
- Chair, University Policies Committee (UPC)
- One (1) General Faculty Representative to the ASCSU (usually the senior senator)
- Provost/Vice President for Academic Affairs (who shall be the Co-Chair of URPC)
- President (or designee), Associated Students
- One (1) Staff Senator (selected annually by and from the three current staff senators)
- President, HSU Chapter of the California Faculty Association (non-voting)
- Delegate, HSU Labor Council (non-voting)

11.13 **Duties:**

- i. The Committee may consider all matters within the purview of the Senate.
- ii. The Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or refer them to the appropriate committees.
- iii. The Committee shall be empowered to act for a Standing committee in lieu of referral on matters requiring immediate attention. Such action shall be reported at the next regular meeting of the Senate.
- iv. The Committee may act for the Senate on matters that call for immediate action or attention. Such action shall require an absolute two thirds

majority vote of the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.

- v. The Committee shall present issues of major interest for attention during the academic year at the first fall meeting of the Senate.
- vi. The Committee shall establish the agenda for each Senate meeting and instruct the Senate Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.
- vii. The Committee may work for the Senate during the summer as needed, and shall maintain communication and consult with Senators as need arises.
- viii. At the first Senate meeting of the academic year, the Chair of the Senate shall report to the Senate on any activity of the Executive committee occurring since the last meeting of the full Senate.

11.14 Meetings:

- i. The Executive Committee shall meet every two weeks, on the weeks that the full Senate does not meet. The Committee shall meet at other times as necessary at the call of the Chair of the Senate; at the request of the President of the university or at the request of an absolute majority of the Executive Committee.
- ii. The Executive Committee may meet with the President of the University, at the initiative of the Committee or the President, to consider problems or issues of the university.

11.15 Challenge and Censure:

- i. A senator may challenge an action taken by the Executive Committee on behalf of the Senate. The matter shall be submitted immediately to a vote. A simple majority of the Senate shall uphold the action of the Executive Committee.
- ii. The Executive Committee may be censured for its actions; such action shall require a simple two-thirds majority of the Senate present and voting.

11.2 Academic Policies Committee (APC)

11.21 **Chair:** The Chair of the Academic Policies Committee shall be a faculty senator, elected annually by the Senate as the Third Officer of the Senate, for a one-year term.

11.22 **Membership:** The membership of the Academic Policies Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Four (4) Faculty members, appointed by the Appointments and Elections Committee
- Two (2) Students, appointed by the Associated Students
- One (1) Staff Senator (if no Staff Senator is available, nominations for a non-MPP staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)
- Vice Provost (Ex-Officio)
- Registrar (or designee) (Ex-Officio)

11.23 **Terms:** The appointed and elected members of the Committee shall serve staggered three year terms. Student terms shall be one year.

11.24 **Duties:**

- i. Develops and maintains the academic policies of Humboldt State University.
- ii. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), University Senate, APC members and works with the ICC to prioritize items;
- iii. Vets curriculum policy changes and proposals through the ICC with recommendations forwarded to the Senate.

11.3 University Resources and Planning Committee (URPC)



11.31 **Co-chairs:** of the University Resources and Planning Committee shall be a faculty senator, elected by the University Senate for a 2-year term at the time of election of Senate officers, and the Provost and Vice President of Academic Affairs. They shall be non-voting except that in the case of a tie the faculty co-chair shall vote to break the tie.

11.32 **Membership:** The membership of the URPC shall be as follows:

- Three (3) Faculty members, appointed by the Appointments and Elections Committee, with preference given to faculty delegates currently serving on the University Senate
 - One (1) Academic Dean, appointed by the President
 - Vice President of Enrollment Management and Student Affairs (or designee)
 - Vice President of Administrative Affairs (or designee)
 - Administrative leader for University Advancement (or designee)
 - Two (2) Staff delegates, appointed by the Appointments and Elections Committee, with preference given to staff delegates currently on the University Senate
 - Two (2) Student delegates, appointed by the Associated Students.
- Advisors: The University Budget Director and a Budget Analyst from each Division shall participate in the committee as non-voting advisors.

11.33 **Terms:** Faculty and staff members shall be appointed for staggered, two-year terms. Students will be appointed for one-year terms.

11.34 **Duties:**

- i. The Committee shall make recommendations to the Senate and, advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy. All recommendations from the Committee to administrative officers shall be made in accordance with Section 10.77 of the Bylaws.
- ii. The Committee shall act as the deliberative body of the Senate on issues pertaining to university budgets, long term capital planning, and allocation of special funds.
- iii. The Committee shall question, review, and evaluate resource allocations based on current fiscal priorities and strategies in support of the University vision and Strategic Plan and evaluate consistency of resource allocations (both budgeted and un-budgeted funds including enrollment growth funds) with that vision and plan.
- iv. The Committee shall review and make recommendations concerning new budget allocations (augmentations and reductions), cross-divisional budget allocations and allocations to special funds, and advise administrators on the use of those funds. It is not the role of this committee to interfere with internal division processes, but rather to review and evaluate the consistency of resource allocations with agreed upon budget priorities and the University's vision and strategic plan. The function shall not be construed as to in anyway imply an authority with

regard to specific personnel decisions, and at all times is constrained by contractual agreements of the University.

- v. The Committee shall receive quarterly budget reports to review how budgeted and unbudgeted funds are spent relative to agreed budget categories and priorities, and make relevant recommendations.
- vi. The Committee shall review reports on budget and expenditure outcomes and impacts; it shall receive, review and advise on annual reports from division leaders concerning achievements relative to projected goals and objectives.
- vii. The Committee shall serve as the consultative body on long term fiscal planning, reviewing patterns of previous expenditures and proposing changes as they may affect student success consistent with the University mission, and making general policy recommendations regarding present and future resource decisions including consultation on the development of proposals for non-traditional funding.

11.35 Referral and work

- i. Issues for consideration may be referred to the Committee by the Senate, the Senate Executive Committee, the President and the committee members.
- ii. If concerns arise concerning fiscal and budgetary policies, such questions, disagreements or problems shall be referred to the Committee for analysis and recommendation.

11.36 Reports

- i. The Co-Chairs of the Committee shall concurrently send to the Senate Chair all written communications regarding policies or reports sent to or received from administrative officers.
- ii. One of the Co-Chairs will regularly report to the Senate on the work of the Committee.
- iii. The Committee shall inform the University about resource issues by providing information reports to the Senate.

11.4 Faculty Affairs Committee (FAC)

- 11.41 **Chair:** The Chair of the Faculty Affairs Committee shall be a faculty senator, elected annually by the Senate as the Vice Chair of the Senate, for a one-year term.
- 11.42 **Membership:** The membership of the Faculty Affairs Committee shall be as follows:
- Two (2) currently serving Faculty Senators, appointed by the Appointments and Elections Committee
 - Two (2) “at-large” Faculty members, appointed by the Appointments and Elections Committee
 - One (1) Student, appointed by the Associated Students
 - President, HSU Chapter, California Faculty Association
 - Associate Vice President for Faculty Affairs (or designee), non-voting
- 11.43 **Terms:** Faculty members shall be appointed for staggered, three-year terms. Students shall be appointed for one-year terms.
- 11.44 **Duties:** In conformance with the Unit 3 faculty Collective Bargaining Memorandum of Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university. Among its considerations shall be policies concerning the selection and evaluation of academic tenure, promotions, sabbaticals, academic privilege, and separation from the university. This committee parallels a like standing committee of the Academic Senate of the California State University. It considers matters being considered in the statewide Academic Senate. It shall formulate recommendations on current practice, shall propose revisions or new procedures, and shall report to the Senate.

11.5 Appointments and Elections Committee (AEC)

- 11.51 **Chair:** The Chair shall be a member of the Committee selected by the Committee.
- 11.52 **Membership:** The membership of the Appointments and Elections Committee shall be as follows:
- Chair, Senate/~~Presiding Officer~~~~President~~, General Faculty
 - Provost and Vice President of Academic Affairs
 - Two (2) Faculty members
 - One (1) Staff member, recommended by Staff Council
 - One (1) Student member, recommended by Associated Students
- 11.51 **Terms:** Elected and appointed members of the committee shall serve 1- year terms.

11.52 **Duties:**

- i. The Committee, through the Senate Office, shall determine vacancies on Standing, Ad hoc, and Campus committees and notify appropriate appointment bodies, each year by the end of January.
- ii. The Committee shall solicit nominations for members and chairs of Standing, *Ad hoc*, and Campus committees, and shall fill vacancies that may occur in committees during the academic year.
- iii. The faculty members of the Committee shall solicit nominations for General Faculty elections of officers and other faculty representatives as directed by the General Faculty Constitution, including nominating candidates for vacancies on the University Faculty Personnel Committee in accordance with Appendix J of the Faculty Handbook and other positions as identified in the Faculty Handbook.
- iv. The 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 the Senate.
- v. The Committee shall oversee and administer all elections within the Senate.
- vi. The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee.
- vii. Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.
- viii. 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.

11.6 **Constitution and Bylaws Committee (CBC)**

- 11.61 **Chair:** The Chair of the Constitution and Bylaws Committee shall be a senator, elected during the regular annual election within the Senate,

for a one-year term.

11.62 **Membership:** The membership of the Constitution and Bylaws Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Three (3) Faculty members, appointed by the Appointments and Elections Committee
- One (1) non-MPP Staff member, appointed by Staff Council
- One (1) Student member, appointed by Associated Students.

The Senate Parliamentarian, appointed annually by the Senate Executive Committee, shall also serve on the Committee. Any member of the Committee (listed above) may also serve as Senate Parliamentarian, or the Parliamentarian may be an additional member of the Committee.

11.63 **Terms:** Elected and appointed members shall serve two-year terms except the committee chair as stated above and the student member who, shall serve a one-year term

11.64 **Duties:**

- i. The Committee shall review periodically the Constitution and Bylaws of the Senate and related university policies with regard to shared governance and committee work, and it shall recommend to the Senate such changes as may be desirable. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.
- ii. Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee. Interpretations by the Committee shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate.
- iii. The Committee shall consider each year, as may be necessary, revision of the list of Standing and *Ad hoc* committees and of the membership and functions of each committee.

11.7 Integrated Curriculum Committee (ICC)

11.71 Chair, Membership and terms:

The chair, membership, and terms of the ICC shall be prescribed in the Integrated Curriculum Committee Constitution (Appendix G of the *Faculty Handbook*).

11.72 Duties: As stated in the Integrated Curriculum Committee Constitution, the ICC shall provide “careful consideration and deliberation of all academic planning and curriculum matters” and “work collaboratively and act in the best interest of the University wide community and in consideration of the HSU mission and strategic plan.”

11.73 Referral and work: Referral and work are outlined in the ICC Constitution (Appendix G of the *Faculty Handbook*).

11.74 Reports: The Committee shall report to the Senate.

11.8 University Policies Committee (UPC)

11.81 Chair: The Chair of the University Policies Committee shall be a senator, elected during the regular annual election within the Senate, for a one- year term.

11.82 Membership: The membership of the University Policies Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Two (2) faculty members, appointed by the Appointments and Elections Committee
- One (1) Staff Senator appointed by the Appointments and Elections Committee (if no Staff Senator is available, nominations for non-MPP staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)
- One (1) Student member, appointed by Associated Students.
- Vice-President for Enrollment Management and Student Affairs (non- voting)
- Vice-President for Administrative Affairs (non-voting)

11.83 Terms: The elected and appointed members shall serve staggered three- year terms except the committee chair who shall serve a one- year term and the student member who shall serve a one-year term.

11.84 Duties:

- i. The Committee shall review policy items addressing all university policies that do not fall under the purview or charge of the other Senate standing committees.
- ii. The Committee shall oversee the implementation of the University policy process and recommend to the Senate any changes that might be needed to ensure a transparent, efficient, and clear policy process rooted in principles of shared governance.

12.0 ELECTIONS

12.1 General Procedures

- 12.11 General operational procedures for elections conducted by the University Senate Office shall be outlined in a separate document, "Election Rules and Procedures," developed and maintained by the Appointments and Elections Committee and made available through the Senate Office.
- 12.12 The Senate Office shall maintain a record of each election it conducts. The results by numerical count of votes received by each candidate shall be available in the Senate office as soon as the count has been completed and verified. All ballots cast during an election shall be retained in the Senate office for 30 days. If the results are formally protested during that time, the ballots shall be retained until the protest is resolved. The numerical count of the votes shall be kept on file in the Senate office for three years.
- 12.13 The normal period of time for casting ballots shall be five working days with the deadline at noon on the last day. The poll closing time shall be clearly stated on the ballot. Only ballots received by the poll closing time shall be counted.

12.2 Electorate Groups for Senate Elections:



12.21 Faculty electorates (tenure-line and lecturer) and staff electorates are as defined in their respective constitutions or bylaws.

~~12.21 The "tenure line faculty electorate" shall comprise all tenure line faculty members in instructional and non instructional units and shall vote only for tenure line faculty senators.~~

~~12.22 The “lecturer faculty electorate” shall comprise all full time or part time non permanent faculty members in instructional and non instructional units and shall vote only for lecturer faculty senators.~~

~~12.23 The “staff electorate” shall comprise all non-MPP permanent and temporary staff members, including probationary staff members and shall vote only for staff senators.~~

12.3 Nomination, Recall, and Election Procedures:

12.31 The regular annual elections to the Senate normally shall occur during the spring. There shall be no elections to the Senate during the summer.

12.32 Whenever feasible, staggered terms shall be arranged so that only one third of the faculty and staff senators are elected to a three-year term in the spring. When the election involves terms of different lengths, the candidates who receive the greatest number of votes on the ballot resulting in their being elected shall receive the longest term available. Ties shall be broken by lot.

12.33 If no procedures for recall exist in a constituent body’s governing documents, a recall election is initiated by a petition of one-fourth of the electorate. A majority vote of those voting in the Senator’s electorate recalls that Senator.

12.4 Vacancies

12.41 The Senate seat of an elected member shall become vacant when the member:

- a) resigns from Senate
- b) becomes an ex officio member of the Senate
- c) fails to meet the eligibility requirements for membership in the Senate
- d) or falls under one of the following absence rules:
 - i. is absent without a proxy for three consecutive regular meetings
 - ii. is absent but represented by a proxy for five or more regular meetings a semester
 - iii. is on leave of absence, regardless of reason, for more than one semester.

12.42 The Senate Office staff shall report leaves and extended absences of senators to the Appointments and Elections Committee, which shall certify the existence of a vacancy and proceed to fill it as prescribed.

12.43 Any vacancy which may occur between regular elections among elected senators to the University Senate shall be filled by a special election. Any person so elected shall represent the appropriate academic unit and shall serve the remainder of the vacated term.

12.5 Temporary Vacancies

12.51 The Senate seat of an elected member shall become “temporarily vacant” when the member:

- a) takes a leave of absence for one semester or less
- b) serves as an Interim Ex-Officio member of the Senate for one semester or less

12.52 The Senate Office staff shall report temporary vacancies to the Appointments and Elections Committee, which shall certify the existence of a temporary vacancy.

12.53 Any temporary vacancy which may occur shall be filled by appointment in accordance with Senate *Constitution* Section 4.52.

12.6 Elections within the Senate

12.61 The annual election of Senate officers, Standing Committee chairs, and members of the Appointments and Elections Committee shall be conducted at a Senate meeting within one month after the election of new Senators.

- i. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.
- ii. Incoming and continuing Senators may vote in person or by proxy. Outgoing Senators may vote if the incoming Senator has not yet been determined or is absent from the meeting and has not delegated a proxy.

Elections shall be conducted in the following order:

- a. Vice Chair (Chair of Faculty Affairs Committee)
 - b. Third Officer (Chair of Academic Policies Committee)
 - c. Co-Chair of University Resources and Planning Committee
 - d. Chair of the Constitution and Bylaws Committee
 - e. Chair of the University Policies Committee
 - f. Members of the Appointments and Elections Committee.
- iii. Senate Officers and Appointments and Elections Committee members shall be elected for one-year terms.

- iv. All nominees for an office 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 the votes cast.
- v. The numerical results of all ballots shall be made available to senators.

12.62 Removal from Elected Positions in the Senate – Any accusations for proceedings that would result in removal from an elected position in the Senate shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. A resolution to remove a senator from an elected Senate position must pass by a two-thirds vote of the other members of the Executive Committee before being presented to the full Senate. The resolution must then pass the Senate by two-thirds of those voting after having presented the resolution at the previous meeting.

12.7 Censure of Senators

Any accusations for censure proceedings shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. The Senate may censure a Senator by a two-thirds vote of those voting, provided the resolution for the censure must be summarized in a resolution presented by the Senate Executive Committee and should only be used for issues of misconduct.

13.0 Nomination of CSU Faculty Trustee

13.1 Any tenured faculty meeting the eligibility requirements established by the Office of the Chancellor may stand as a candidate for the position of Faculty Trustee.

13.2 Nominations may be submitted by petition and shall require the signed concurrence of at least ten (10) percent of the tenure-line faculty, or 50 such faculty members, whichever is less.

13.3 At a regularly scheduled meeting, the Senate may nominate eligible candidates to serve as a Faculty Trustee. The nominees shall have previously agreed to serve and to submit all required materials. Nominations from the Senate floor shall require a simple three-fourths majority.

13.4 The Senate shall forward the names of all eligible nominees to the Academic Senate CSU by a date to be determined by the Academic Senate CSU.

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.

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.

Document History:

PASSED – Academic Senate, 4/12/11 (Resolution #28-10/11-FAC)

APPROVED – General Faculty Election, Oct. 17-20, 2011

Amendments:

6.0	Resolution 12-11/12-EX	03/06/12
2.9	Resolution 19-11/12-EX	02/21/12
16.0	Resolution 25-11/12-CBC	03/27/12
4.0	Resolution 27-11/12-CBC	03/27/12
2.3	Resolution 32-11/12-CBC	04/24/12
2.0	Resolution 33-11/12-CBC	04/24/12
2.4	Resolution 02-12/13-URPC	09/25/12
12.6	Resolution 24-13/14-CBC	02/11/14
12.5	Resolution 30-13/14-CBC	02/11/14
11.8	Resolution 36-13/14-EX	04/01/14
4.1	Resolution 15-14/15-CBC	02/24/15
6.1	Resolution 15-14/15-CBC	02/24/15
11.0	Resolution 15-14/15-CBC	02/24/15
11.1	Resolution 15-14/15-CBC	02/24/15
12.5	Resolution 15-14/15-CBC	02/24/15
12.3	Resolution 15-14/15-CBC	02/24/15
2.9	Resolution 16-14/15-CBC	02/24/15
6.0	Resolution 10-15/16-CBC	11/10/15
12.0	Resolution 21-15/16-CBC	03/08/15
10.7	Resolution 01-16/17-CBC	10/04/16
2.7	Resolution 15-16/17-CBC	03/07/17
9.0	Resolution 15-16/17-CBC	03/07/17
11.0	Resolution 21-16/17-EX	04/25/17
12.6	Resolution 02-17/18-CBC	10/03/17
14.0	Resolution 04-19/20-CBC	01/28/20

Revisions:

University Senate, 03/12/13 (Resolution #26-12/13-CBC)

ADDENDEM: Glossary

Administrative Officers—Administrators with a position at the Associate Vice President level or above.

AEC—the common acronym for the Senate Appointments and Elections Committee. For details please see Senate Bylaws section 11.5.

APC—the common acronym for the Senate Academic Policies Committee. For details please see Senate Bylaws section 11.2.

CBC—the common acronym for the Senate Constitution and Bylaws Committee. For details please see Senate Bylaws section 11.6.

Committees

Committee, Campus—University-level committees that have elected members or members appointed by the Senate Appointments and Elections Committee.

Committee, Senate ad hoc—a temporary committee or task force established by the Senate and charged to address a particular issue as needed.

Committee, Senate—one of the Standing Committees of the Senate as defined in the Senate Bylaws.

FAC—the common acronym for the Senate Faculty Affairs Committee. For details please see Senate Bylaws section 11.4.

General Faculty—the campus organization formed as an association of tenure-line and lecturer faculty. Membership is defined in the Constitution of the General Faculty (*HSU Faculty Handbook*, Appendix E).

ICC—the common acronym for the Integrated Curriculum Committee. For details, see Appendix G of the *HSU Faculty Handbook*.

Immediate Past Chair—the individual who most recently served as Chair of the University Senate and remains in residence at the University.

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

Majority, See under Vote

Non-MPP Staff—Permanent or temporary staff in non-management positions.

Senate Members

Senate Members, Elected—Members of the Senate who were directly elected to serve on the current Senate.

Senate Members, Ex Officio—those who became Senators by virtue of their election or appointment to a position outside the University Senate.

SenEx—an abbreviation of “Senate Executive Committee”, a Standing Committee of the Senate. For details please see Senate Bylaws section 11.1.

Standing Rules—Procedural guidelines approved by the Senate and not covered in the Senate Bylaws. Standing Rules may be amended or approved by a simple majority and do not require a first and second reading.

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

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

URPC—the common acronym for the Senate University Resources Planning Committee. For details please see Senate Bylaws section 11.3.

Vote

Vote, 2/3 Majority—a voting burden that requires at least two-thirds of those voting to vote in favor of a motion for it to be approved. Abstentions are not counted as votes.

Vote, Absolute majority—a voting burden that requires that over 50% of the *entire membership who are eligible to vote* must vote in the affirmative for a motion to be approved.

Vote, Majority or Simple Majority—a voting burden that requires more than half of the votes cast to be in favor of a motion for it to be approved e.g. 50%+1. Those who abstain from voting are not counted in the determination of the majority.

Vote, Unanimous—a vote without any dissenting vote and with no abstentions.

Vote, without dissent—a vote without any dissenting vote but with abstentions.

UNIVERSITY OPERATING FUND YEAR-END FINANCIAL OVERVIEW

HSU's Operating Fund ended 2019-20 with its largest balance remaining in at least 10 years, if not ever, at \$15 million. A key factor in this balance is the initial impacts of the pandemic on University operations between March and June, with spending largely halted except for a minimal number of essential purchases. This is a momentary positive in a longer term pandemic picture that is causing significant financial strain across the University. Areas such as Housing and Dining for example, which are not part of the Operating Fund, experienced immediate large scale losses due to the pandemic and the reverberations continue to be felt. As the University navigates these unprecedented times, this one-time funding allows HSU to maintain continuity of operations, provide bridge funding for the 2020-21 budget shortfall, invest in student success and retention initiatives, and preserve the Operating Reserve (Rainy Day Fund) at its current level of \$6.3 million.

The following overview highlights key aspects of the more detailed 2019-20 University Operating Fund Revenue and Expenses Reports that are available via links within this document and on the Budget website. In light of the current circumstances, it should be noted that the Operating Fund Roll Forward Guidelines were changed for 2019-20 year-end, so instead of Roll Forward being distributed as outlined in the guidelines, 100% of unspent Operating Expenses rolled back to divisions (\$2.56 million), with the remaining uncommitted balance applied toward the budget deficit (\$5.35 million).

2019-20 Operating Fund Budget Balance Remaining (Roll Forward)	
Revenue	879,160
Expenditures	14,172,200
Total Balance Remaining	15,051,360
2019-20 Roll Forward Distributions	
Reduction Bridge Funding	5,350,776
Restricted Programs and Projects	2,991,821
Strategic Earmarks and Commitments	2,167,314
GI 2025	1,048,297
Risk Pool Set Aside	300,000
Financial Aid	636,501
Roll Forward Allocations back to Divisions	2,556,651

2019-20 Operating Fund Revenue Summary

2019-20 revenue exceeded the budget, resulting in \$879k in one-time funding available to the campus - a positive shift from ending 2018-19 approximately \$835k under budget. The positive position is due to HSU's actual enrollment exceeding the budgeted level by 2.7%, resulting in additional tuition revenue above budget of just over \$1 million (Tuition +\$909k, Non-Resident Tuition +\$112k). This was partially offset by application revenue ending lower than budgeted by \$121k.

HSU's Original Revenue Budget is comprised of the State Appropriation allocation from the State/CSU, projected tuition and fees based on HSU's budgeted enrollment level, and other financial sources that we consistently generate year over year and expect to continue to do so for the foreseeable future. The Revised Budget and Actuals are expected to be higher each year than the Original Budget because these also include one-time sources of funding. As one-time funding is received, department budgets are

increased, authorizing spending to occur. In 2019-20, the Revised Budget was \$5.7 million higher than the Original Budget. Highlights by category include:

- Transfers in From Other Funds/Appropriations (+\$3 million): Reflects funding received from the Chancellor's Office. If the Chancellor's Office provides funding for an activity every year, such as the Math and Science Teaching Initiative, we incorporate the activity into the Original Budget. However, the vast majority of additional funding from the Chancellor's Office is allocated on a one-time basis for a variety of different initiatives and activities that change from year to year and therefore are not part of our ongoing budget plan. Highlights of funding received included:
 - \$1 million for recruitment initiatives – Our Enrollment Management team is leveraging this funding to advance a robust recruitment plan that is yielding exciting results
 - \$604,000 one-time support for Graduation Initiative 2025
 - \$650,000 Basic Needs Partnerships (awarded via CO proposal process from one-time State funding earmarked for this activity)
 - \$350,000 to support launching a CSU Basic Needs Research Center
 - \$150,000 Mental Health Partnerships (awarded via CO proposal process from one-time State funding earmarked for this activity)
 - *Note: several of these activities will be spent over multiple years and are one reason why our Restricted Programs/Strategic Earmarks and Commitments Roll Forward categories are higher this year*
- Other Fees, Revenue & Cost Recovery (+\$1.6m): Similar to the Transfers in from other Funds/Appropriations category, these revenue sources are budgeted as part of Original Budget if we consistently generate them every year and expect to continue to do so (e.g. cost allocation model cost recovery, telecom/network reimbursements, application fees). Given the one-time nature of many of these revenue sources, the Revised Budget and Actuals are always significantly higher in this category. The majority of this activity is Cost Recovery Revenue (+\$1M), which is allocated directly back to the department/area that generates it. The two largest additional revenue activities reflect reimbursements and faculty release time from SPF grants (\$567k) and Facilities Management cost recovery primarily from projects (~\$300k).
- State Appropriation (+\$1 million): The State of California always allocates funding for retirement rate increases during the year, reflected in the Revised Budget and Actuals in the current year; the retirement funding then becomes part of the Original Budget the following year. *Note: For 2020-21, retirement rate is actually decreasing (this is unusual), so it is anticipated that the Revised Budget and Actuals will be lower than the Original Budget in the coming year.*

2019-20 Operating Fund Expenditure Summary

In 2019-20, HSU's Operating Fund ended the year with \$14.2 million in available one-time funding, spending 91% of the budget, compared to a balance of \$11.2 million in 2018-19 and 92.7% spent. The higher balance is due to the pandemic halting much of the March – June spending, and also the result of continuing pro-active spending reductions underway to address multi-year budget shortfalls.

As reflected on the *Operating Fund Expenses by Object Group* report, Salaries savings of \$2.8 million and Benefits savings of \$2.8 million are higher than in recent years, reflective of a combination of workforce reduction efforts underway and the hiring chill that went into effect at the onset of the pandemic. Similarly, Operating Expenses savings of \$7.9 million are significantly higher than in previous years

largely due to the pandemic, through a combination of curtailing spending to essential purchases only, allocations from the system with spending spanning multiple years, and strategic deferment of some high priority activities (see page 9 *Strategic Earmarks*). In addition, as referenced in the opening summary, University Operating Fund Roll Forward Guidelines were changed for 2019-20, allowing any unspent unrestricted Operating Expenses balances to roll back to the divisions to encourage saving to build flexibility and improve our collective ability to navigate the uncertainty of 2020-21.

The *Operating Fund Revenue and Expenses by Division* report, which provides a breakdown of Revenue and Expenses balances by Division, reflects that all divisions ended the year in a positive position. Likewise, the *Operating Fund Expenses by MBU* report reflects all MBUs ending in a positive position. The two exceptions were within Enrollment Management and were due to timing/immaterial: Associated Students was negative due to an expense posting in error and will be corrected in the coming year and the Children's Center was a small amount due to benefit costs.

To provide detail regarding specific roll forward allocations to restricted programs, projects, and strategic earmarks and commitments as highlighted in the roll forward summary, new reports have been added providing detail in each of the categories.

Reports

2019-20 Operating Fund Year-End Reports

- Page 1: HSU Operating Fund 2019-2020 Year-End Financial Review
- Page 2: Operating Fund Revenue Report
- Page 3: Operating Fund Expenses by Object Group Report
- Page 4: Operating Fund Revenue and Expenses by Division Report
- Page 5: Operating Fund Expenses by MBU Report
- Page 6-7: Restricted Programs
- Page 8: Projects
- Page 9: Strategic Earmarks & Commitments

Constitution and Bylaws Committee

CBC Guidance on Senate Ratification of URPC Recommendations

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

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

The following Bylaws establish appropriate procedure:

Bylaws Section 11.35.iii (URPC Reports):

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

Bylaws Section 10.77.ii (Committee Operations):

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

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

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

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

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

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

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

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

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

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

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

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

HSU Operating Fund 2019-2020 Year-End Financial Review

Date: September 4th, 2020

	<u>Balance</u>
Year-End Revenue Balance	879,160
Year-End Expenditure Balance	14,172,200
Total Year-End Balance	15,051,360
 <i>Less Restricted/Earmarked Activity</i>	
<i>Restricted Programs</i>	(2,896,773)
<i>Projects</i>	(95,048)
<i>Strategic Earmarks and Commitments</i>	(2,167,314)
<i>GI2025</i>	(1,048,297)
<i>Risk Pool Set Aside</i>	(300,000)
<i>Financial Aid</i>	(636,501)
Total Restricted/Earmarked Balances	(7,143,933)
 Year-End Unrestricted Balance	 7,907,427
 Unrestricted RF to Offset Budget Shortfall	 5,350,776
Divisional OE RF Return	2,556,651
<i>President</i>	156,877
<i>University Advancement</i>	276,771
<i>Academic Affairs</i>	1,566,189
<i>Administrative Affairs</i>	366,063
<i>Enrollment Management</i>	190,751

Operating Fund Revenue Report

Budget Year 2019 - 2020
 Business Unit HMCMP - Humboldt State Funds
 Fund HM500 - OPERATING FUND
 Division (CSU Custom Division) All
 MBU All
 Department All
 Program All

As Of Date June 30, 2020

	Orig Base	Final Bud	Actual	Encumb	YTD Total	YTD Bal	YTD %
Revenues							
Revenues	140,299,259	146,034,379	146,913,539	-	146,913,539	879,160	100.6%
501 - Higher Education Fees	40,990,803	41,064,390	41,958,605	-	41,958,605	894,215	102.2%
501001 - Tuition Fee	36,431,000	36,431,000	37,339,534	-	37,339,534	908,534	102.5%
501002 - Non-Resident Tuition Fee	1,035,000	1,035,000	1,147,426	-	1,147,426	112,426	110.9%
501004 - Application Fee	530,000	530,000	409,113	-	409,113	(120,887)	77.2%
501110 - Category 3 Course Fees (Use only in CSU Fund 485)	25,000	28,467	28,466	-	28,466	(1)	100.0%
501111 - Category 2 Fees (Use only in CSU Fund 485)	2,311,500	2,388,936	2,388,937	-	2,388,937	1	100.0%
501112 - Category 4 Fees (Use only in CSU Fund 485)	473,303	421,067	415,208	-	415,208	(5,859)	98.6%
501201 - Professional Program Fee	185,000	229,920	229,920	-	229,920	-	100.0%
503 - Gifts Grants and Contracts	25,000	59,461	59,461	-	59,461	-	100.0%
506 - Transfers In From Other Funds/Appropriations	75,000	3,070,542	3,070,542	-	3,070,542	-	100.0%
580 - Other Financial Sources	8,488,546	10,118,076	10,103,021	-	10,103,021	(15,055)	99.9%
690R - State Appropriations	90,719,910	91,721,910	91,721,910	-	91,721,910	-	100.0%
Total Revenues	140,299,259	146,034,379	146,913,539	-	146,913,539	879,160	100.6%

Totals may differ due to rounding.
 Operating Fund Revenue Report

Operating Fund Expenses by Object Group Report

Budget Year 2019 - 2020
 Business Unit HMCMP - Humboldt State Funds
 Fund HM500 - OPERATING FUND
 Division (CSU Custom Division) All
 MBU All
 Department All
 Program All

As Of Date June 30, 2020

	Orig Base	Final Bud	Actual	Encumb	YTD Total	YTD Bal	YTD %
Expenses							
Salaries	73,988,245	74,814,006	72,011,251	-	72,011,251	2,802,755	96.3%
601 - Regular Salaries and Wages	73,929,374	74,726,659	71,893,915	-	71,893,915	2,832,744	96.2%
602 - Work Study	58,871	87,347	117,336	-	117,336	(29,989)	134.3%
Benefits	40,227,728	41,355,781	38,518,943	-	38,518,943	2,836,838	93.1%
603 - Benefits Group	40,227,728	41,355,781	38,518,943	-	38,518,943	2,836,838	93.1%
Operating Expenses	15,659,356	27,922,822	19,176,277	853,538	20,029,815	7,893,007	71.7%
604 - Communications	211,243	220,334	124,523	-	124,523	95,811	56.5%
605 - Utilities Group	2,479,000	2,571,025	2,276,056	40,475	2,316,531	254,494	90.1%
606 - Travel	891,620	1,051,259	637,076	-	637,076	414,183	60.6%
608 - Library Acquisitions	21,094	79,400	59,265	2,000	61,265	18,135	77.2%
613 - Contractual Services Group	443,035	1,515,226	1,347,092	281,736	1,628,827	(113,601)	107.5%
616 - Information Technology Costs	1,929,623	2,888,750	2,174,242	251,809	2,426,051	462,699	84.0%
617 - Services from Other Funds/Agencies Group	25,500	271,989	297,853	-	297,853	(25,864)	109.5%
619 - Equipment Group	358,876	936,424	636,709	45,241	681,949	254,475	72.8%
660 - Misc. Operating Expenses	8,187,374	13,703,557	6,874,708	232,278	7,106,986	6,596,571	51.9%
680 - Operating Transfers Out	1,111,991	4,684,858	4,748,754	-	4,748,754	(63,896)	101.4%
Financial Aid	13,348,930	13,325,940	12,686,339	-	12,686,339	639,601	95.2%
609 - Financial Aid	13,348,930	13,325,940	12,686,339	-	12,686,339	639,601	95.2%
Total Expenses	143,224,259	157,418,549	142,392,811	853,538	143,246,349	14,172,200	91.0%

Totals may differ due to rounding.

Operating Fund Revenue and Expenses by Division Report

Budget Year 2019 - 2020
 Business Unit HMCMP - Humboldt State Funds
 Fund HM500 - OPERATING FUND
 Division (CSU Custom Division) All
 MBU All
 Department All
 Program All

As Of Date June 30, 2020

	Orig Base	Final Bud	Actual	Encumb	YTD Total	YTD Bal	YTD %
Revenues							
01 - PRESIDENT	12,000	9,245	9,245	-	9,245	-	100.0%
02 - UNIVERSITY ADVANCEMENT	481,000	425,784	425,784	-	425,784	()	100.0%
03 - ACADEMIC AFFAIRS	4,037,475	5,798,147	5,798,152	-	5,798,152	5	100.0%
04 - ADMINISTRATIVE AFFAIRS	4,006,960	4,275,370	4,275,372	-	4,275,372	2	100.0%
05 - ENROLLMENT MANAGEMENT	260,200	2,037,683	2,037,685	-	2,037,685	2	100.0%
09 - UNIVERSITY WIDE	131,501,624	133,488,150	134,367,302	-	134,367,302	879,152	100.7%
Total Revenues	140,299,259	146,034,379	146,913,539	-	146,913,539	879,160	100.6%
Expenses							
01 - PRESIDENT	2,421,793	2,781,982	2,527,466	83,680	2,611,146	170,836	93.9%
02 - UNIVERSITY ADVANCEMENT	4,009,816	4,482,991	3,745,334	35,772	3,781,106	701,885	84.3%
03 - ACADEMIC AFFAIRS	80,504,286	89,472,398	81,467,818	231,770	81,699,588	7,772,810	91.3%
04 - ADMINISTRATIVE AFFAIRS	22,763,989	24,634,362	22,188,164	376,848	22,565,012	2,069,350	91.6%
05 - ENROLLMENT MANAGEMENT	10,426,610	13,905,864	11,435,774	84,993	11,520,768	2,385,096	82.8%
09 - UNIVERSITY WIDE	23,097,765	22,140,952	21,028,254	40,475	21,068,730	1,072,222	95.2%
Total Expenses	143,224,259	157,418,549	142,392,811	853,538	143,246,349	14,172,200	91.0%
Report Total	(2,925,000)	(11,384,170)	4,520,728	(853,538)	3,667,190	15,051,360	(32.2)%

Totals may differ due to rounding.

Operating Fund Expenses by MBU Report

Budget Year	2019 - 2020		As Of Date June 30, 2020				
	Orig Base	Final Bud	Actual	Encumb	YTD Total	YTD Bal	YTD %
Expenses							
01 - PRESIDENT	2,421,793	2,781,982	2,527,466	83,680	2,611,146	170,836	93.9%
110 - PRESIDENT'S OFFICE	1,491,214	1,754,635	1,524,783	83,680	1,608,464	146,171	91.7%
160 - ATHLETICS AND REC SPORTS	930,579	1,027,347	1,002,682	-	1,002,682	24,665	97.6%
02 - UNIVERSITY ADVANCEMENT	4,009,816	4,482,991	3,745,334	35,772	3,781,106	701,885	84.3%
210 - UNIV ADVANCEMENT	1,252,980	1,266,539	1,157,221	2,000	1,159,221	107,318	91.5%
220 - MARKETING AND COMMUNICATIONS	1,710,339	1,986,006	1,620,078	30,322	1,650,400	335,606	83.1%
230 - PHILANTHROPY	1,046,497	955,852	693,441	3,450	696,891	258,961	72.9%
240 - KHSU - FM PUBLIC RADIO	-	274,594	274,594	-	274,594	-	100.0%
03 - ACADEMIC AFFAIRS	80,504,286	89,472,398	81,467,818	231,770	81,699,588	7,772,810	91.3%
310 - ACADEMIC AFFAIRS - VP	3,859,710	4,117,484	3,694,428	29,892	3,724,320	393,164	90.5%
330 - CENTRALLY MANAGED COMMITMENTS	783,193	452,545	34,708	-	34,708	417,837	7.7%
335 - ACADEMIC PROGRAMS	4,058,701	4,611,073	4,266,211	-	4,266,211	344,862	92.5%
340 - UNIVERSITY LIBRARY	3,118,148	3,514,108	3,292,523	7,495	3,300,017	214,091	93.9%
365 - COLLEGE OF ARTS, HUM, - SS	21,760,437	23,988,501	22,123,699	31,670	22,155,370	1,833,131	92.4%
370 - COLLEGE OF NAT RES. - SCIENCES	23,431,308	25,868,041	23,836,489	21,857	23,858,345	2,009,696	92.2%
375 - COLLEGE OF PROF STUDIES	14,455,612	16,601,068	15,261,966	8,891	15,270,856	1,330,212	92.0%
380 - INFORMATION TECH SVCS	8,780,517	10,134,919	8,788,943	131,966	8,920,909	1,214,010	88.0%
385 - COLLEGE OF EXT ED GLOBAL ENGAG	256,660	184,659	168,851	-	168,851	15,808	91.4%
04 - ADMINISTRATIVE AFFAIRS	22,763,989	24,634,362	22,188,164	376,848	22,565,012	2,069,350	91.6%
410 - ADMINISTRATIVE AFFAIRS - VP	1,170,902	1,321,765	1,068,069	30,549	1,098,618	223,147	83.1%
415 - HUMAN RESOURCES	1,333,404	1,401,149	1,311,488	29,690	1,341,178	59,971	95.7%
425 - BUSINESS SERVICES	4,481,251	4,645,436	4,268,287	50,935	4,319,221	326,215	93.0%
450 - FACILITIES MANAGEMENT	12,853,745	13,994,683	12,345,664	218,515	12,564,179	1,430,504	89.8%
470 - UNIVERSITY POLICE	2,924,687	3,187,831	3,127,828	47,159	3,174,988	12,843	99.6%
480 - UNIV CTR-STU UNION-CTR ARTS	-	83,498	66,828	-	66,828	16,670	80.0%
05 - ENROLLMENT MANAGEMENT	10,426,610	13,905,864	11,435,774	84,993	11,520,768	2,385,096	82.8%
510 - ENROLLMENT MANAGEMENT - VP	495,610	786,700	688,093	33,730	721,823	64,877	91.8%
515 - ASSOCIATED STUDENTS	-	-	2,733	-	2,733	(2,733)	(100.0)%
525 - CHILDREN'S CENTER	248,458	258,266	258,948	-	258,948	(682)	100.3%
535 - STUDENT HEALTH - WELLBEING SVC	1,218,149	2,266,653	1,590,196	-	1,590,196	676,457	70.2%
540 - ENROLLMENT MANAGEMENT	4,566,389	6,227,171	5,135,277	42,313	5,177,590	1,049,581	83.1%
550 - DEAN OF STUDENTS	749,631	803,409	660,048	-	660,048	143,361	82.2%
555 - STUDENT LIFE	653,049	765,973	690,141	8,950	699,091	66,882	91.3%
560 - STUDENT ACCESS SERVICES	946,197	1,105,972	1,005,258	-	1,005,258	100,714	90.9%
575 - EOP AND TRIO PROGRAMS	616,563	764,516	611,959	-	611,959	152,557	80.0%
580 - CULTURAL CENTERS OF ACADEMIC EXCELLENCE	932,564	927,204	793,121	-	793,121	134,083	85.5%
09 - UNIVERSITY WIDE	23,097,765	22,140,952	21,028,254	40,475	21,068,730	1,072,222	95.2%
900 - GENERAL UNIVERSITY OBLIGATIONS	23,097,765	22,140,952	21,028,254	40,475	21,068,730	1,072,222	95.2%
Total Expenses	143,224,259	157,418,549	142,392,811	853,538	143,246,349	14,172,200	91.0%

Totals may differ due to rounding.
Operating Fund Expenses by MBU Report

Restricted Programs (Including CO Program Allocations)

Division Name	MBU Name	Department Name	Program Code	Program Name	Sum of Year 1 Annual
ACADEMIC AFFAIRS	ACADEMIC PROGRAMS	ADVISING CENTER	RS566	NATL STUDENT EXCH	(25)
ACADEMIC AFFAIRS	ACADEMIC PROGRAMS	CENTER FOR TEACHING - LEARNING	S0007	QUALITY ASSURANCE AWARDS	3,358
ACADEMIC AFFAIRS	ACADEMIC PROGRAMS	CTR COMMUNITY BASED LEARNING	S0007	QUALITY ASSURANCE AWARDS	500
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	ANTHROPOLOGY	P0311	START-UP COSTS	6,911
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	ART	P0311	START-UP COSTS	3,877
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	ART	P0358	PAY FOR PRINT	(1,513)
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	CAH+SS COLLEGE WIDE	P0311	START-UP COSTS	59,407
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	CAH+SS COLLEGE WIDE	P0358	PAY FOR PRINT	1,112
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	CAH+SS COLLEGE WIDE	RS064	COLLEGE MSF FEE	452,560
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	CRITICAL RACE GENDER SEXUALITY	P0311	START-UP COSTS	3,000
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	ENGLISH	P0311	START-UP COSTS	13,298
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	ENGLISH	P0358	PAY FOR PRINT	(10)
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	ENGLISH	RS002	GRAD WRITING EXAM	(14,976)
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	ENVIRONMENT AND COMMUNITY MA	RS078	EC630-SOCIOCULTURALDIMENSIONS	(859)
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	ENVIRONMENTAL STUDIES	P0311	START-UP COSTS	4,392
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	GEOG.,ENVI & SPATIAL ANALYSIS	P0358	PAY FOR PRINT	2,911
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	JOURNALISM - MASS COMM	P0311	START-UP COSTS	3,000
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	MUSIC	P0358	PAY FOR PRINT	913
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	MUSIC	RS530	MUSIC INSTRUMENT EQUIPMENT	19,293
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	NATIVE AMERICAN STUDIES	P0311	START-UP COSTS	13,265
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	POLITICS	P0311	START-UP COSTS	9,091
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	SOCIOLOGY	RS522	HUMBOLDT JOURNAL SOC REL	8,472
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	THEATRE, FILM AND DANCE	P0311	START-UP COSTS	1,445
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	THEATRE, FILM AND DANCE	RS537	THEATRE ARTS EQ RENTAL	37,431
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	WORLD LANGUAGES - CULTURES	P0311	START-UP COSTS	497
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	WORLD LANGUAGES - CULTURES	P0358	PAY FOR PRINT	5,122
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	BIOLOGICAL SCIENCES	P0311	START-UP COSTS	1,007
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	BIOLOGICAL SCIENCES	RS008	BIOLOGY FINES	219
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	CHEMISTRY	RS004	CHEMISTRY-FINES	1,074
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	CNR+S COLLEGE WIDE	P0311	START-UP COSTS	14,930
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	CNR+S COLLEGE WIDE	P0358	PAY FOR PRINT	8,223
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	CNR+S COLLEGE WIDE	RS064	COLLEGE MSF FEE	70,105
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	ENGINEERING	P0311	START-UP COSTS	6,482
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	ENGINEERING	RS071	ENGINEERING 445 FIELD TRIP	(44)
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	ENVIRONMENTAL SCIENCE - MGMT	P0311	START-UP COSTS	275
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	ENVIRONMENTAL SCIENCE - MGMT	RS014	EMP 460 FIELD TRIP FEE	672
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	ENVIRONMENTAL SCIENCE - MGMT	S0007	QUALITY ASSURANCE AWARDS	500
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS013	GEOLOGY 435 FIELD TRIP FEE	92
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS016	GEOLOGY 472 FIELD CAMP	11,926
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS019	GEOLOGY 554 - FIELD TRIP	(1,613)
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS027	GEOLOGY 531	53
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS035	GEOLOGY 555	50
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS037	GEOL 553-QUATERNARY STRATIGRAPH	65
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS038	GEOL 300L FIELD TRIP FEE	263
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS039	GEOL 312 FIELD TRIP FEE	523
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS046	GEOL 335 FIELD TRIP FEE	24
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS047	GEOL 314 FIELD TRIP FEE	377
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS048	GEOLOGY 110 FIELD TRIPS	237
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	GEOLOGY	RS519	GEOLOGY VEHICLE TRUST	9,085
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	IND NAT RES, SCI-ENG PR	P0358	PAY FOR PRINT	460
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	MARINE FACILITIES	R0024	BOATING SAFETY	8,749
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	MARINE FACILITIES	RS528	MARINE LAB EQUIPMENT REPLACMNT	8,923
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	MARINE VESSEL	RS535	RESEARCH VESSEL RENTALS	123,431
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	MATHEMATICS	P0311	START-UP COSTS	4,518
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	NATURAL HISTORY MUSEUM	P0263	MATH & SCIENCE INITIATIVE PROG	(4,030)
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	NATURAL RES - SCI - DEAN	P0263	MATH & SCIENCE INITIATIVE PROG	151,278
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	BUSINESS	P0311	START-UP COSTS	3,000
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	BUSINESS	RS006	GRADUATE BUSINESS PROFESS FEE	61,989
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	CHILD DEVELOPMENT	RS590	CHILD DEVELOPMENT LAB	(7,668)
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	CPS COLLEGE WIDE	RS064	COLLEGE MSF FEE	45,976
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	EDUCATION	P0311	START-UP COSTS	446

Restricted Programs (Including CO Program Allocations)

ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	P0262	CSU CONCUSSION PROGRAM	39,266
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	P0311	START-UP COSTS	8,678
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	P0402	HSU STUDENT CONCUSSION PROGRAM	2,843
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	R0022	DROP-IN RECREATION	(4,280)
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	R0029	H.PE & R-LSE FAC-STA	4,213
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	RS023	MSF-SCUBA GEAR RENTL	7,344
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	RS049	PE362/471/472 CTLNA FIELD TRIP	(999)
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	RS068	KRA CONCUSSION TESTING PROGRAM	7,471
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	RS069	KRA BIOMECHANICS TESTING	1,471
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	RS518	AQUATICS PROGRAM	30,689
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	RS521	INSTITUTION WELLNESS/FITNESS	13,945
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	RS567	LOCK + LOCKER FEE-PE	(9,192)
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	RS589	ADAPTIVE PHYSICAL EDUCATION	(68)
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	S0007	QUALITY ASSURANCE AWARDS	500
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	NURSING	P0311	START-UP COSTS	10,000
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	NURSING	P0315	NURSING EXPANSION FUNDS	32,020
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	PSYCHOLOGY	P0311	START-UP COSTS	5,264
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	PSYCHOLOGY	RS081	SDRC PSYCHO-EDUCATIONAL EVAL	475
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	SOCIAL WORK	P0311	START-UP COSTS	2,251
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	SOCIAL WORK	S0002	CSU FOOD & HOUSING SECURITY	383
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	SOCIAL WORK	S0005	CSU FACULTY INNOV/LDRSHP AWARD	475
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	SOCIAL WORK	S0006	CSU BASIC NEEDS RESEARCH CNTR	308,240
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	SOCIAL WORK	S0008	BASIC NEEDS PARTNERSHIPS	80,000
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	CPS COLLEGE WIDE	(blank)	(blank)	(4,206)
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	EDUCATION	(blank)	(blank)	(2)
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	KINESIOLOGY - RECREATION ADMIN	(blank)	(blank)	(120)
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	SOCIAL WORK	(blank)	(blank)	(200)
ACADEMIC AFFAIRS	INFORMATION TECH SVCS	ENTERPRISE - CLIENT TECHNOLOGY	P0358	PAY FOR PRINT	148,695
ACADEMIC AFFAIRS	INFORMATION TECH SVCS	USERSUPPORTSERVICES	RS529	MEDIA SERVICES TRUST	504
ACADEMIC AFFAIRS	UNIVERSITY LIBRARY	CIRCULATION SERVICES	RS001	LIBRARY FINES	30,227
ACADEMIC AFFAIRS	UNIVERSITY LIBRARY	CIRCULATION SERVICES	RS036	ID CARD FEE	16,174
ACADEMIC AFFAIRS	UNIVERSITY LIBRARY	CIRCULATION SERVICES	RS524	LIBRARY COMM BORROW ACCT	4,361
ACADEMIC AFFAIRS	UNIVERSITY LIBRARY	LIBRARY DEAN	RS525	LIBRARY NETWORK PRINTING	9,875
ACADEMIC AFFAIRS	UNIVERSITY LIBRARY	LIBRARY INFORMATION RESOURCES	RS001	LIBRARY FINES	18,511
ACADEMIC AFFAIRS	UNIVERSITY LIBRARY	LIBRARY INFORMATION RESOURCES	RS036	ID CARD FEE	-
ACADEMIC AFFAIRS	UNIVERSITY LIBRARY	LIBRARY INSTR - RESEARCH SRVCS	P0358	PAY FOR PRINT	4,387
ADMINISTRATIVE AFFAIRS	UNIVERSITY POLICE	UPD-LIVE SCAN	RS527	LIVE SCAN FINGERPRINTING	1,233
ADMINISTRATIVE AFFAIRS	UNIVERSITY POLICE	UPD-LIVE SCAN	RS560	LIVE SCAN PROCESSING	(15,286)
ENROLLMENT MANAGEMENT	CULTURAL CENTERS OF ACADEMIC EXCELLENCE	INDIAN TEACHER - ED PERS PR	S0001	NATIVE INITIATIVE	1,082
ENROLLMENT MANAGEMENT	DEAN OF STUDENTS	DEAN OF STUDENTS	RS007	HUMBOLDT ORIENTATION	(6)
ENROLLMENT MANAGEMENT	DEAN OF STUDENTS	ORIENTATION	RS007	HUMBOLDT ORIENTATION	71,800
ENROLLMENT MANAGEMENT	DEAN OF STUDENTS	ORIENTATION	RS059	HOP GUEST/PARENT FEES	6,986
ENROLLMENT MANAGEMENT	ENROLLMENT MANAGEMENT	ADMISSIONS	S0003	CSU COUNSELOR CONFERENCE	5,114
ENROLLMENT MANAGEMENT	ENROLLMENT MANAGEMENT	ENROLLMNT MGT AVP OFFICE	P0374	EADVISING U.A, U.D, TRANSFLGY	71,644
ENROLLMENT MANAGEMENT	ENROLLMENT MANAGEMENT	FINANCIAL AID OFFICE	RS515	FINANCIAL AID CWS ADMIN REIMB	6,561
ENROLLMENT MANAGEMENT	ENROLLMENT MANAGEMENT	REGISTRAR	RS010	DIPLOMA FEES	35,153
ENROLLMENT MANAGEMENT	ENROLLMENT MANAGEMENT	REGISTRAR	RS504	REG EXPEDITE SVC	24,069
ENROLLMENT MANAGEMENT	STUDENT ACCESS SERVICES	TESTING CENTER	RS002	GRAD WRITING EXAM	2,831
ENROLLMENT MANAGEMENT	STUDENT ACCESS SERVICES	TESTING CENTER	RS003	TESTING SVC	10,429
ENROLLMENT MANAGEMENT	STUDENT ACCESS SERVICES	VET SERVICES	RS569	VETERANS REPORTING FEES	3,201
ENROLLMENT MANAGEMENT	STUDENT HEALTH - WELLBEING SVC	COUNSELING - PSYCH SVCS	S0009	MENTAL HEALTH PARTNERSHIPS	139,345
ENROLLMENT MANAGEMENT	STUDENT HEALTH - WELLBEING SVC	HEALTH EDUCATION	P0201	OH SNAP THRIFT STORE	(1,428)
ENROLLMENT MANAGEMENT	STUDENT HEALTH - WELLBEING SVC	HEALTH EDUCATION	P0311	START-UP COSTS	(816)
ENROLLMENT MANAGEMENT	STUDENT HEALTH - WELLBEING SVC	HEALTH EDUCATION	P0398	CAMPUS FOOD SECURITY PROGRAM	29,740
ENROLLMENT MANAGEMENT	STUDENT HEALTH - WELLBEING SVC	HEALTH EDUCATION	S0008	BASIC NEEDS PARTNERSHIPS	473,255
ENROLLMENT MANAGEMENT	STUDENT HEALTH - WELLBEING SVC	HEALTH EDUCATION	S0009	MENTAL HEALTH PARTNERSHIPS	(280)
PRESIDENT	ATHLETICS AND REC SPORTS	RECREATIONAL SPORTS	R0022	DROP-IN RECREATION	(676)
PRESIDENT	ATHLETICS AND REC SPORTS	RECREATIONAL SPORTS	RS030	SPORTS CLUB INSURANCE	(7,825)
UNIVERSITY ADVANCEMENT	MARKETING AND COMMUNICATIONS	AVP-MARKETING - COMMUNICATIONS	P0317	PARENT INSTITUTE QUALITY EDUC	88,947
UNIVERSITY ADVANCEMENT	MARKETING AND COMMUNICATIONS	AVP-MARKETING - COMMUNICATIONS	RS011	COMMENCEMENT FEES	67,157
UNIVERSITY WIDE	GENERAL UNIVERSITY OBLIGATIONS	FIN AID - TUITION DISCOUNT	RS006	GRADUATE BUSINESS PROFESS FEE	2,789
UNIVERSITY WIDE	GENERAL UNIVERSITY OBLIGATIONS	RISK POOL	RS057	STUDENT PROFESSIONAL LIAB.INS.	8,898
UNIVERSITY WIDE	GENERAL UNIVERSITY OBLIGATIONS	RISK POOL	RS535	RESEARCH VESSEL RENTALS	(50,408)

Grand Total

2,896,773

Projects

Division Name	MBU Name	Department Name	Project Code	Project Name	Sum of Year 1 Annual
ACADEMIC AFFAIRS	ACADEMIC AFFAIRS - VP	INSTITUTIONAL EFFECTIVENESS	STU001	CSU DATA FOR STUDENT SUCCESS	9,030
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	CNR+S COLLEGE WIDE	T08034	KLAMATH CASH MATCH TRUST	69,866
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	ENVIRONMENTAL SCIENCE - MGMT	STU003	LIVING LAB GRANT AWARD	1,794
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	WILDLIFE MANAGEMENT	STU003	LIVING LAB GRANT AWARD	860
ACADEMIC AFFAIRS	INFORMATION TECH SVCS	INSTRUCT FACILITIES TECHNOLOGY	XPL228	2019 CLASSROOM RENOVATION	8,973
ACADEMIC AFFAIRS	INFORMATION TECH SVCS	INSTRUCT FACILITIES TECHNOLOGY	XPL233	CALSTATE TEACH HGH 117 RENO	(10,790)
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - ADMINISTRATION	STU003	LIVING LAB GRANT AWARD	5,722
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - COST RECOVERY	F03015	ML FACILITY UPGRADE	(12,000)
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - ENGINEERS	XPL245	SCI B 230 FUME HOOD	(950)
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - PROJECTS	XPL149	FOUNDERS MONITOR COMMISSIONING	20,650
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - PROJECTS	XPL175	CAMPUS SECURITY CAMERAS	2,455
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - PROJECTS	XPL190	THARTS SEISMIC IMPROVEMENT	(3,381)
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - PROJECTS	XPL191	CHILDREN'S CENTER IMPROVEMENTS	(579)
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - PROJECTS	XPL215	LEARNING CENTER IMPROVEMENTS	(14,249)
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - PROJECTS	XPL225	NHE 113 AFTER HOURS STUDY AREA	9,133
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - SUSTAINABILITY	STU003	LIVING LAB GRANT AWARD	11,247
ENROLLMENT MANAGEMENT	ASSOCIATED STUDENTS	ASSOCIATED STUDENTS HSU	XAS100	ASB GEN TRAVEL	(2,733)
Grand Total					95,048

Strategic Earmarks Commitments

Division Name	MBU Name	Department Name	Program Code	Program Name	Sum of Year 1 Annual
ACADEMIC AFFAIRS	ACADEMIC AFFAIRS - VP	ACADEMIC PERSONNEL SERVICES	P0341	STRATEGIC EARMARK	28,000
ACADEMIC AFFAIRS	ACADEMIC AFFAIRS - VP	DIVERSITY EQUITY - INCLUSION	P0341	STRATEGIC EARMARK	43,000
ACADEMIC AFFAIRS	ACADEMIC AFFAIRS - VP	UNIVERSITY SENATE	(blank)	(blank)	3,178
ACADEMIC AFFAIRS	ACADEMIC PROGRAMS	CENTER FOR TEACHING - LEARNING	P0341	STRATEGIC EARMARK	93,040
ACADEMIC AFFAIRS	ACADEMIC PROGRAMS	CTR COMMUNITY BASED LEARNING	P0341	STRATEGIC EARMARK	750
ACADEMIC AFFAIRS	ACADEMIC PROGRAMS	LEARNING CENTER	RR001	REPLACE & RENEWAL PLANNING	11,000
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	CAH+SS COLLEGE WIDE	P0341	STRATEGIC EARMARK	110,242
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	CAH+SS COLLEGE WIDE	RR001	REPLACE & RENEWAL PLANNING	15,000
ACADEMIC AFFAIRS	COLLEGE OF ARTS, HUM, - SS	CAH+SS COLLEGE WIDE	RR002	RENEWAL INSTRUCTIONAL SPACES	33,000
ACADEMIC AFFAIRS	COLLEGE OF EXT ED GLOBAL ENGAG	INTERNATIONAL STUDENTS	RR001	REPLACE & RENEWAL PLANNING	600
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	BIOLOGICAL SCIENCES	RR002	RENEWAL INSTRUCTIONAL SPACES	80,000
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	CNR+S COLLEGE WIDE	P0341	STRATEGIC EARMARK	115,000
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	CNR+S COLLEGE WIDE	RR001	REPLACE & RENEWAL PLANNING	61,750
ACADEMIC AFFAIRS	COLLEGE OF NAT RES. - SCIENCES	ENGINEERING	RR002	RENEWAL INSTRUCTIONAL SPACES	5,500
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	CPS COLLEGE WIDE	RR001	REPLACE & RENEWAL PLANNING	40,000
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	CPS COLLEGE WIDE	RR002	RENEWAL INSTRUCTIONAL SPACES	110,000
ACADEMIC AFFAIRS	COLLEGE OF PROF STUDIES	NURSING	(blank)	(blank)	100,000
ACADEMIC AFFAIRS	INFORMATION TECH SVCS	CENTRAL COMPUTING SUPPORT	RR001	REPLACE & RENEWAL PLANNING	30,700
ACADEMIC AFFAIRS	INFORMATION TECH SVCS	INSTRUCT FACILITIES TECHNOLOGY	RR002	RENEWAL INSTRUCTIONAL SPACES	67,676
ACADEMIC AFFAIRS	INFORMATION TECH SVCS	NETWORK SERVICES	P0341	STRATEGIC EARMARK	46,853
ACADEMIC AFFAIRS	INFORMATION TECH SVCS	SYSTEM ADMINISTRATION	RR001	REPLACE & RENEWAL PLANNING	190,000
ACADEMIC AFFAIRS	UNIVERSITY LIBRARY	LIBRARY DEAN	RR001	REPLACE & RENEWAL PLANNING	21,000
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - ADMINISTRATION	P0341	STRATEGIC EARMARK	16,800
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - GROUNDS REFUSE RECYC	P0341	STRATEGIC EARMARK	36,097
ADMINISTRATIVE AFFAIRS	FACILITIES MANAGEMENT	FAC MGT - TRADES	P0341	STRATEGIC EARMARK	110,229
ADMINISTRATIVE AFFAIRS	HUMAN RESOURCES	HUMAN RESOURCES	(blank)	(blank)	(1,452)
ADMINISTRATIVE AFFAIRS	UNIVERSITY POLICE	UNIVERSITY POLICE	RR001	REPLACE & RENEWAL PLANNING	48,196
ENROLLMENT MANAGEMENT	CULTURAL CENTERS OF ACADEMIC EXCELLENCE	INDIAN TEACHER - ED PERS PR	P0341	STRATEGIC EARMARK	752
ENROLLMENT MANAGEMENT	ENROLLMENT MANAGEMENT	ENROLLMNT MGT AVP OFFICE	P0341	STRATEGIC EARMARK	557,795
ENROLLMENT MANAGEMENT	ENROLLMENT MANAGEMENT - VP	ENROLLMNT MGT DIVISION-WIDE	RR001	REPLACE & RENEWAL PLANNING	21,000
ENROLLMENT MANAGEMENT	STUDENT LIFE	OFFICE OF STUDENT LIFE	P0341	STRATEGIC EARMARK	7,610
ENROLLMENT MANAGEMENT	STUDENT LIFE	YOUTH EDUCATIONAL SERVICES	P0341	STRATEGIC EARMARK	3,852
UNIVERSITY ADVANCEMENT	MARKETING AND COMMUNICATIONS	AVP-MARKETING - COMMUNICATIONS	RR001	REPLACE & RENEWAL PLANNING	41,366
UNIVERSITY ADVANCEMENT	MARKETING AND COMMUNICATIONS	CREATIVE SERVICES	(blank)	(blank)	6,520
UNIVERSITY ADVANCEMENT	MARKETING AND COMMUNICATIONS	PRINT SERVICES	(blank)	(blank)	1,010
UNIVERSITY ADVANCEMENT	UNIV ADVANCEMENT	UNIV ADVANCEMENT- VICE PRES	RR001	REPLACE & RENEWAL PLANNING	5,520
UNIVERSITY WIDE	GENERAL UNIVERSITY OBLIGATIONS	STRATEGIC INITIATIVES	(blank)	(blank)	100,000
UNIVERSITY WIDE	GENERAL UNIVERSITY OBLIGATIONS	UNIVERSITY WIDE EXPENDITURES	(blank)	(blank)	5,730
Grand Total					2,167,314

Overview of Campus Fund Balance and Reserves

University Resources & Planning Committee

Amber Blakeslee

September 4, 2020

Agenda

- Reserve Policy and Planning Context
- Review of Campus Fund Balances and Reserves
- CSU Transparency Portal Demo

Note: This presentation does not include auxiliary organization information

Fund Balance and Reserves Key Concepts

- Reserves represent a balance at a single point in time → July 1st
- Not all Reserve balances are free and clear - many are already committed, while some are truly one-time savings
- Policies, best practices, and planning targets guide campus reserve planning efforts
- The same spending rules apply to Reserves (ex - Housing reserves must be spent on the housing program)
- Reserves are a one-time source of funding - once they are spent, they are gone and as such, should not be used to cover ongoing costs

Examples of Activity in “Reserves”

- In 2019-20, the CO gave HSU \$8.6M to for the Trinity Annex Children’s Center project; however, spending will largely not occur until future years -> July 1, 2020 reserve balance: \$8M (*not available*)
- Operating Fund has an Operating Reserve “savings account”/Rainy Day Fund of \$6.3M (*available to support Operating Fund*)
- A department orders \$10k worth of equipment that hasn’t arrived or been paid for, reflected at year-end as an Encumbrance (*not available*)
 - Encumbrances across Operating Fund and self-support funds at the end of 2019-20 totaled \$4.8M
- Across the campus we have significant 2020-21 budget shortfalls totaling \$16.9M – Reserves will bridge many of these shortfalls in the coming year and have been planned for via “Designated for Outstanding Commitments”
 - Example: Housing has earmarked \$6 million to cover their 2020-21 budget shortfall; therefore, their balance at the end of 2020-21 is anticipated to be \$6 million lower than it currently is

HSU Reserve Planning Process

- CSU Policy requires HSU to annually submit reserve entries detailing campus plans for existing reserves
- Fund structure separates reserves into Operating, Maintenance, & Capital activity
- Each May/June, Budget Office works with each area to document how they intend to use the money in the future
 - There are several accounts to choose from
 - Entries must balance to the penny
- Budget Office reviews planned reserve entries with President and CFO
- Reserve entries are posted in the financial system as part of year-end close – the last thing that happens each year!

Operating Fund Reserve Planning

- Reserve planning guided by [University Operating Fund Reserve Policy](#) – developed by URPC, formally approved 12/2017

- In this context, a Reserve is like a savings account

- Excerpts from policy:

Reserve: An accumulation of unrestricted funds set aside for economic uncertainties, unexpected expenses, losses, cash flow shortages, large repair or renovation projects, the acquisition and development of new facilities, and/or for future planning purposes. Reserves are a one-time source of funding. Once they are spent, they are gone, unless replenished from an alternate funding source.

- At a minimum, reserves in the following three areas need to be addressed:
 - Operating Reserve
 - Maintenance Reserve
 - Capital Reserve (Capital Improvement Fund)

Operating Fund Reserve Policy Principles

- It is the policy of Humboldt State University to maintain financial reserves adequate to **ensure responsible fiscal management, advance University priorities, and mitigate current and future risk.**
- Building reserves is an **important component of long-term, strategic planning** to meet the University's objectives; failing to plan to adequately maintain our buildings and infrastructure is unsustainable and poses an unacceptable risk to the University.
- Reserves used to make up for unexpected revenue shortfalls or unforeseen costs should be accompanied by a near-term plan to increase revenue or reduce expenditures to replenish the reserve.
- While it is appropriate to use reserves to resolve timing problems, **reserves should be used only to provide a bridge to a solution rather than as a means to delay addressing a structural issue.**

Operating Fund Reserve Policy Targets

Guided by [University Operating Fund Reserve Policy](#) – developed by URPC, formally approved 12/2017

Reserve Funds	Target %	~ Target (\$M)
Operating Reserve	10% of Budget	\$13.8
Maintenance Reserve	.5% of CRV*	\$4.4
	10% of CP**	\$5.8
Capital Reserve	10% of CP**	\$16.3
	.5% of CRV*	\$4.4
Total Targeted Savings		\$44.7

Represent our
“savings accounts”

*CRV = Current Replacement Value – HSU’s CRV is \$880M based on recently completed facility condition audits

**CP = CSU Five-Year Capital Plan - HSU's total projects in 2020-21 plan: Capital = \$163M, Maintenance = \$37M

HSU's Operating Fund "Savings Accounts"

(as of 7/1/20)

Guided by [University Operating Fund Reserve Policy](#) – developed by URPC, formally approved 12/2017

Reserve Funds	Target %	~ Target (\$M)	Current %	Current (\$M)	% of Target
Operating Reserve	10% of Budget	\$13.8	4.6%	\$6.3	46%
Maintenance Reserve	.5% of CRV*	\$4.4		\$2.0	45%
	10% of CP**	\$5.8		\$0.7	12%
Capital Reserve	10% of CP**	\$16.3		\$3.4	21%
	.5% of CRV*	\$4.4		\$0.0	0%
Total Reserves		\$44.7		\$12.4	32%

*CRV = Current Replacement Value – HSU's CRV is \$880M based on recently completed facility condition audits

**CP = CSU Five-Year Capital Plan - HSU's total projects in 2020-21 plan: Capital = \$163M, Maintenance = \$37M

Non-Operating Fund Reserves Planning

Some areas, such as Housing, have separate policies that guide their reserve planning

For areas without separate policies, the general planning principles/targets are as follows:

- Reserve for Economic Uncertainty: Target ~3 months (25% of budget)
- For self-support funds with building debt, reserve one year of debt service payments
- Encumbrances must be reserved as is
- Other reserve designations are specific to the fund/area

2019-20 HSU Fund Balances & Reserves Overview

Note: Balances do not include auxiliary organizations

BREAKDOWN BY ACCOUNT

	2018-19	2019-20	Change	Notes
Designated for Future Debt Service	3,730,252	3,736,802	6,550	
Designated for Encumbrances	4,210,571	4,823,368	612,797	reflects purchases in progress at year-end
Designated for Financial Aid	-	1,892,832	1,892,832	SUG, Off-Campus Housing Grant, Student Adversity Grant, Scholarships
Designated for Outstanding Commitments	13,803,500	25,696,025	11,892,525	balance will be leveraged toward 2020-21 budget shortfalls (-\$16.9M)
Designated for Program Development	350,000	273,692	(76,308)	
Designated for PaCE Campus Partners	93,143	-	(93,143)	<i>designation obsolete for 2019-20</i>
Total Short Term Obligations	22,187,466	36,422,719	14,235,253	
Designated for Capital Improvement/Construction	19,699,958	23,559,343	3,859,385	includes \$8M for Trinity Annex Project
Designated for Equipment Acquisition	290,000	130,000	(160,000)	
Designated for Facilities Maintenance and Repairs	11,111,887	8,627,142	(2,484,745)	
Capital	31,101,845	32,316,485	1,214,640	
Designated for Catastrophic Events	-	-	-	
Reserve for Economic Uncertainty	14,718,951	12,454,186	(2,264,765)	reflects rainy day/savings (see breakout for detail)
Total Fund Balances & Reserves	68,008,262	81,193,390	13,185,128	

[Source: CSU Transparency Portal \(OpenGov\)](#)

2019-20 HSU Fund Balances & Reserves Overview

Note: Balances do not include auxiliary organizations

TOTAL BREAKDOWN BY FUNDING SOURCE

	2018-19	2019-20	Change	Notes
Operations	24,719,944	29,627,650	4,907,706	
Operating Fund	11,378,458	15,899,170	4,520,712	See year-end review; will help cover 2020-21 -\$9M budget shortfall
Operating Reserve	6,300,000	6,300,000		- 4.6% of budget, HSU target 10%, CSU min 25% - will need to revise policy
Student Health & Wellbeing	2,127,928	2,538,194	410,266	balance will be leveraged toward 2020-21 -\$1.3M budget shortfall
Other Operating	4,826,192	4,890,285	64,093	
Housing	19,049,332	16,806,928	(2,242,404)	balance will be leveraged toward 2020-21 -\$6.0M budget shortfall
Parking	4,260,550	4,296,090	35,540	balance will be leveraged toward 2020-21 -\$176k budget shortfall
Professional & Continuing Education	2,387,458	2,258,519	(128,939)	balance will be leveraged toward 2020-21 -\$264k budget shortfall
Student Body Center Programs	1,612,693	1,040,059	(572,634)	
Health Facilities	442,426	435,577	(6,849)	
Lottery	404,526	416,108	11,582	
Local Trust Funds (including IRA)	2,298,599	2,927,282	628,683	balance will be leveraged toward 2020-21 -\$473k budget shortfall
Capital & Special Projects	12,832,734	23,385,177	10,552,443	increases include: \$8M Trinity Annex; \$1.2M Jenkins Hall, \$446k emergency regeneration; \$339k building entry and security
Total Fund Balances & Reserves	68,008,262	81,193,390	13,185,128	

[Source: CSU Transparency Portal \(OpenGov\)](#)

2019-20 HSU Fund Balances & Reserves Overview

Note: Balances do not include auxiliary organizations

RESERVE FOR ECONOMIC UNCERTAINTY BY FUNDING SOURCE

	2018-19	2019-20	Change
Operations	7,382,338	7,168,188	(214,150)
Operating Reserve	6,300,000	6,300,000	- 4.6% of budget, HSU target 10%, CSU min 25%
Student Health & Wellbeing	1,082,338	868,188	(214,150)
Housing	3,080,777	1,108,660	(1,972,117)
Parking	174,845	218,004	43,159
Professional & Continuing Education	1,886,066	1,742,839	(143,227)
Student Body Center Programs	261,549	291,573	30,024
Health Facilities	26,257	24,256	(2,001)
Lottery	146,288	123,021	(23,267)
Local Trust Funds (including IRA)	1,760,831	1,777,645	16,814
Capital & Special Projects	-	-	-
Total Fund Balances & Reserves	14,718,951	12,454,186	(2,264,765)

[Source: CSU Transparency Portal \(OpenGov\)](#)

July 1, 2020 Reserve Summary

- HSU's Reserve levels increased in 2019-20, totaling \$81.2M
 - Significant project activity and deficit spending likely to reduce balances a year from now
- The Reserve levels we have now are allowing us to maintain operations during the pandemic with less disruption
- Reserve levels are being actively evaluated against plans and needs to determine whether to reinvest or save
 - Example: Last year, Housing reserves were invested into student housing scholarships in light of change in plans related to new facility
- Reserve levels by area are a mix – some are lower than they should be, some are just right, and a few provide the opportunity to invest back in the organization

Thank you!

Questions?

HUMBOLDT STATE UNIVERSITY

University Advancement

September 15, 2020

University Advancement – Senate Report

Submitted by Frank Whitlatch, VP for University Advancement

Recent Activities and Successes

- Over the past year, thousands of donors gave more than \$6 million through the HSU Foundation and charitable grants in support of HSU students and programs. This included gifts from 3,170 donors, including 1,730 alumni. More than \$1.4 million was given to various types of student support programs. [Find out more about giving to students and programs at HSU](#)
- The HSU Foundation endowment grew to nearly \$33 million over the last year, and distributed more than \$1.3 million in earnings for scholarships and programs. When combined with gifts that were given for current use, that meant that 370 students received support through scholarships and awards.
- Over the last year, donors to the HSU Foundation gave \$158,000 to provide emergency support to students. This included more than \$50,000 to the Student Adversity Fund in response to a matching challenge by the University. [Find out more about how you can support students during the pandemic](#)
- Staff from Marketing & Communications continue to serve as PIOs and other support in HSU's Emergency Operations Center during the pandemic. They developed the [Campus Ready website](#), designed and printed the campus signage, write messages, create videos, post frequently on social media, respond to media inquiries, send a regular e-newsletter highlighting important updates, and more.
- Marketing & Communications led efforts to present a highly successful virtual Commencement ceremony in May. [The commencement website has the video and more](#). The team also provided support in developing the [virtual Fall Welcome](#) as well as the [President's First-Year in Review](#).
- The Alumni & Engagement Office has hosted two virtual talks by recent recipients of the Distinguished Alumni Award. Each was well-attended, with the first, by Abby Abinanti '70, attracting nearly 100 attendees and the second, by Carin Kaltschmidt '90, with over 50 attendees. Abinanti earned a degree in

Journalism from HSU and is the Chief Judge for the Yurok Tribe. Kaltschmidt earned a degree in Computer Information Science from HSU and is an executive with Ernst & Young. [More about all the recent HSU Distinguished Alumni Award recipients](#)

- Alumni & Engagement hosted orientation sessions for hundreds of parents and families of incoming students. They were invited to take part in “Forever Humboldt Families 101” – an online class that is offered each year and is focused on helping families support their student. Families that complete the course receive an HSU sweatshirt for their student.
- The Phone Jacks student callers are continuing with thank-you calls to donors, and will soon begin soliciting gifts for the annual fund. They are utilizing new software that allows text outreach and follow-up. The students usually work together in a call room, but are now working virtually in a model that was tested and refined over the summer. HSU’s student calling program is one of the few in the CSU that has continued to operate during the pandemic, and the response has been positive.

Organization and Planning

- The consultants working with University Advancement and the HSU Foundation have completed a feasibility study for a possible campus-wide fundraising campaign. This study explored donor interest and capacity, potential priorities, and organizational readiness. The highlights of the study are now being shared with various campus constituencies. In preparation for a campaign, a series of workshops on the fundamentals of campaigns will be presented over the next few months. These will be recorded for future use.
- Negotiations are continuing on a partnership agreement to help manage KHSU Public Radio. Based on consultation with representatives from Academic Affairs, and on focus group data, the priority related to curriculum is ensuring students have access to internship experiences like reporting, story-telling, business operations, marketing, and similar. The priority related to community service is providing access to quality public radio programming including state and national news.
- All gift processing and initial data entry into the donor/alumni database is now handled in Administrative Affairs, as part of an efficiency partnership between the two divisions. The process previously involved both areas carrying out similar responsibilities. As part of the change, University Advancement eliminated 1 FTE staff position and reassigned 1 FTE staff position to Administrative Affairs.
- University Advancement is continuing a significant reorganization in order to re-focus on major gifts as well as to establish systems and infrastructure for a comprehensive campaign. At the same time, the division has made the majority of its 18.3% budget reduction as part of campus-wide reductions.



Enrollment Management Fall Yield Report

Tableau Online Dashboard

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[Data Glossary..](#)

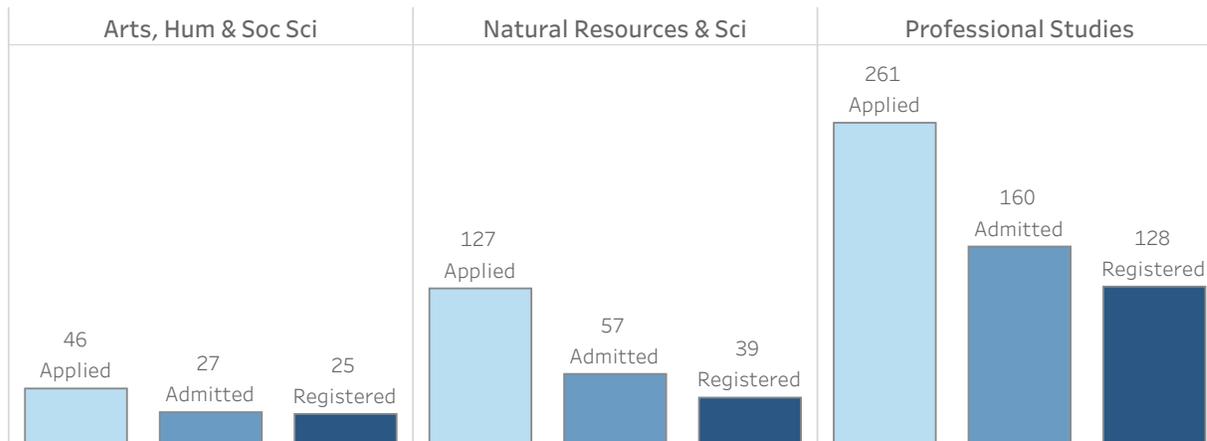
Select a term name to filter only this dashboard.
The filters located on the far right are global filters that affect all dashboards in this workbook.

Term Name
Fall 2020

Application Type
Masters

Redirected App.
Not Redirected

Count of Applications, Admits, and Enrolled by All College(s): Masters, Not Redirected



College
All

Department
All

Major Program
All

Region of Origin
All

Key Metrics of Applicants, Admitted, and Registered by Department

Dept. Code	Applied	Admitted	Admit Rate	% of all that Applied	% of all that Were Admitt..	% of all that Registered	Registered	Registered/ Admit (Yield)
BIOL	35	17	49%	8.1%	7.0%	7.3%	14	82%
PSYC	107	47	44%	24.7%	19.3%	22.4%	43	91%
ESM	18	5	28%	4.1%	2.0%	1.0%	2	40%
BUS	49	40	82%	11.3%	16.4%	15.6%	30	75%
KRA	27	25	93%	6.2%	10.2%	9.9%	19	76%
SOC	14	9	64%	3.2%	3.7%	4.2%	8	89%
SW	77	47	61%	17.7%	19.3%	18.8%	36	77%
ENGL	11	6	55%	2.5%	2.5%	3.1%	6	100%
ENGR	18	15	83%	4.1%	6.1%	3.1%	6	40%
ANTH	1	1	100%	0.2%	0.4%	0.5%	1	100%
EDUC	1	1	100%	0.2%	0.4%	0.0%	0	0%
GEOL	4	2	50%	0.9%	0.8%	1.0%	2	100%
EC	20	11	55%	4.6%	4.5%	5.2%	10	91%
NS	52	18	35%	12.0%	7.4%	7.8%	15	83%
Grand..	434	244	56%	100.0%	100.0%	100.0%	192	79%

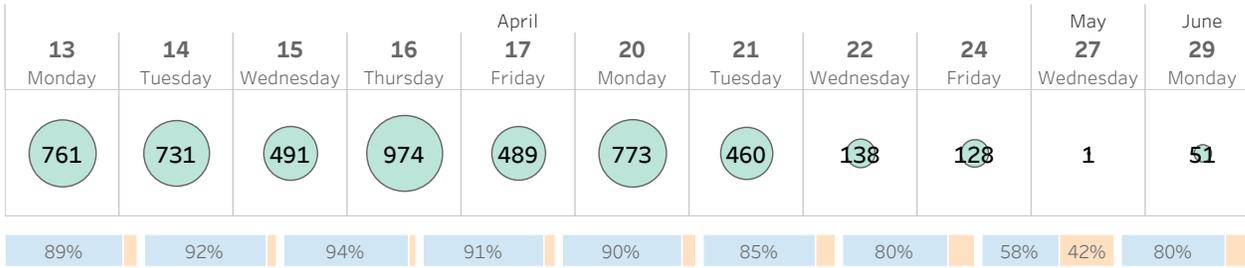


HSU Registration Campaign (Fall 2020)

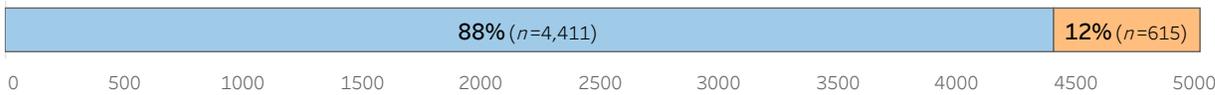
Custom Dashboard for Enrollment Management

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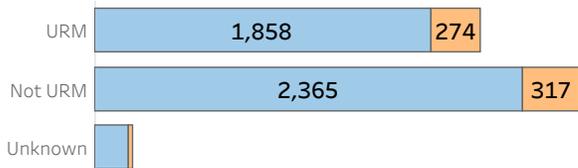
Eligible Students by Registration Day



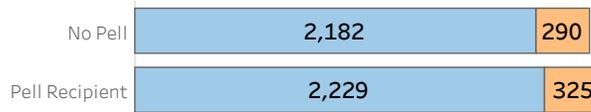
Total Count of Students Registered / Not Registered



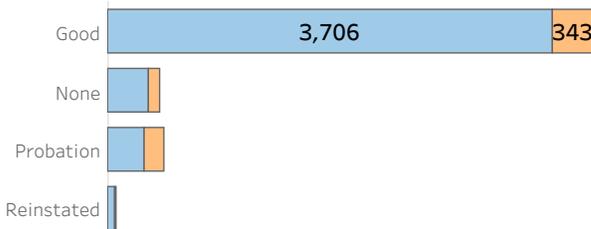
URM Students Registered / Not Registered



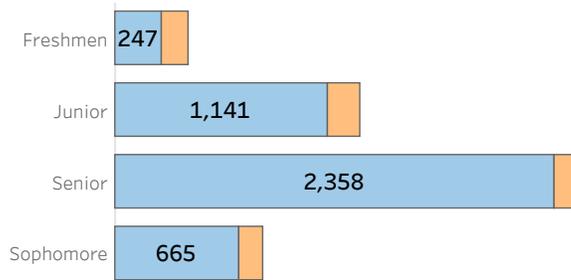
Pell Students Registered / Not Registered



Academic Standing Registered / Not Registered



Grade Level Registered / Not Registered



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>



HSU Registration Campaign (Fall 2020)

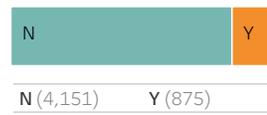
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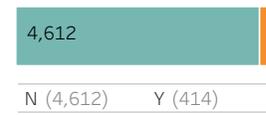
Academic Standing

Class Level	Good	None	Probation	Reinstated	Grand Total
Freshmen	188	32	170	2	392
Junior	977	207	123	11	1,318
Senior	2,246	150	77	48	2,521
Sophomore	638	40	104	13	795
Grand Total	4,049	429	474	74	5,026

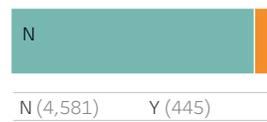
Any Hold



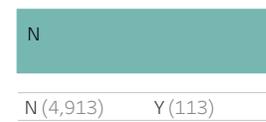
Advising Hold



Financial Hold



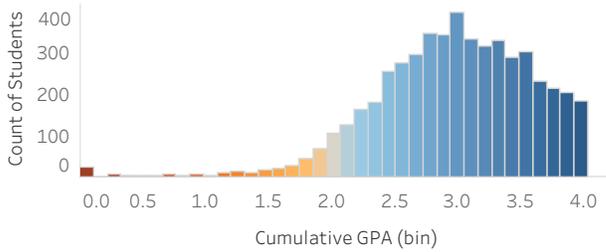
Vaccination Hold



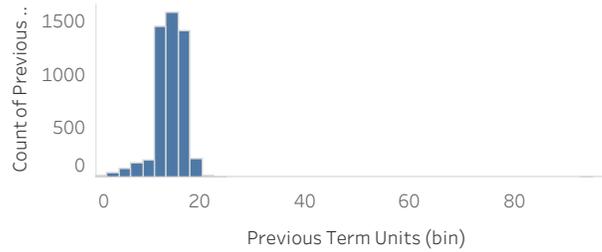
Dashboard Filter(s)

- 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

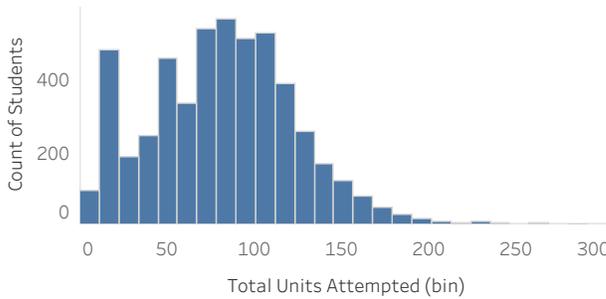
Cumulative GPA



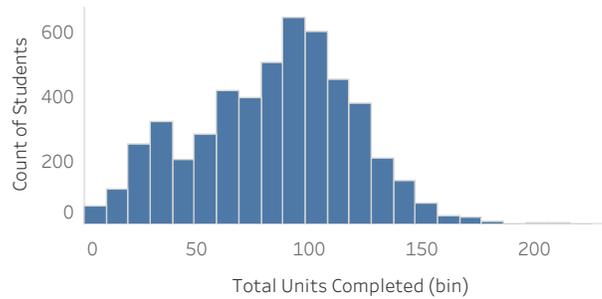
Term Units Enrolled



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=65)
COMM	12% (n=9)	88% (n=65)
CRGS	18% (n=6)	82% (n=28)
JMC	13% (n=7)	87% (n=45)
ENST	12% (n=14)	88% (n=103)
ANTH	13% (n=12)	87% (n=77)
ENGL	13% (n=16)	87% (n=111)
ART	15% (n=25)	85% (n=142)
SOC	13% (n=32)	87% (n=211)
POLI	13% (n=10)	87% (n=65)
PHIL	4% (n=1)	96% (n=22)
THEA	12% (n=12)	88% (n=88)
MUS	27% (n=14)	73% (n=38)
GEOG	8% (n=3)	92% (n=35)
WLC	20% (n=3)	80% (n=12)
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	28% (n=56)	72% (n=147)

Natural Resources & Sci Registered / Not Registered



	Not Self-registered	Self-registered
WLDF	9% (n=24)	91% (n=253)
OCN	17% (n=8)	83% (n=38)
BIOL	12% (n=74)	88% (n=548)
ENGR	6% (n=12)	94% (n=177)
CHEM	14% (n=14)	86% (n=84)
PHYX	10% (n=5)	90% (n=45)
MATH	18% (n=10)	82% (n=46)
FWM	12% (n=27)	88% (n=192)
ESM	9% (n=29)	91% (n=304)
CS	13% (n=14)	87% (n=95)
FISH	10% (n=5)	90% (n=47)
GEOG	16% (n=9)	84% (n=47)
NS		100% (n=1)

Professional Studies Registered / Not Registered



	Not Self-registered	Self-registered
KRA	13% (n=37)	87% (n=254)
CD	9% (n=7)	91% (n=74)
EDUC	9% (n=8)	91% (n=83)
BUS	10% (n=35)	90% (n=316)
PSYC	12% (n=45)	88% (n=338)
SW	7% (n=9)	93% (n=119)
ECON	16% (n=4)	84% (n=21)



HSU Registration Campaign (Fall 2020)

Custom Dashboard for Enrollment Management

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 Office of Institutional Effectiveness
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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	43% (n=3)	57% (n=4)
PHIL	4% (n=1)	96% (n=22)
GEOG	8% (n=3)	92% (n=35)
INTL	3% (n=1)	97% (n=31)
SOC	8% (n=6)	92% (n=67)
EST	12% (n=14)	88% (n=103)
THEA	10% (n=3)	90% (n=26)
FILM	13% (n=8)	87% (n=52)
HIST	14% (n=11)	86% (n=65)
ENGL	13% (n=16)	87% (n=111)
COMM	12% (n=9)	88% (n=65)
ANTH	13% (n=12)	87% (n=77)
ART	15% (n=23)	85% (n=132)
PSCI	13% (n=10)	87% (n=65)
JN	13% (n=7)	87% (n=45)
SPAN		100% (n=8)
CJS	15% (n=26)	85% (n=144)
NAS	31% (n=4)	69% (n=9)
RS	17% (n=1)	83% (n=5)
RGSS	18% (n=6)	82% (n=27)
MUS	27% (n=14)	73% (n=38)
CRGS		100% (n=1)

General Studies Registered / Not Registered



	Not Self-registered	Self-registered
UNDE	28% (n=56)	72% (n=147)

Natural Resources & Sci Registered / Not Registered



	Not Self-registered	Self-registered
GEOG	16% (n=9)	84% (n=47)
OCN	17% (n=8)	83% (n=38)
ERE	6% (n=12)	94% (n=177)
ESM	8% (n=26)	92% (n=300)
BIOL	14% (n=52)	86% (n=324)
ZOOL	10% (n=16)	90% (n=149)
WLDF	9% (n=24)	91% (n=253)
BOT	7% (n=6)	93% (n=75)
FISH	10% (n=5)	90% (n=47)
PHYX	10% (n=5)	90% (n=44)
FOR	13% (n=24)	87% (n=162)
CSCI	13% (n=14)	87% (n=95)
RRS	9% (n=3)	91% (n=30)
MATH	18% (n=10)	82% (n=45)
CHEM	14% (n=14)	86% (n=84)
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	7% (n=9)	93% (n=119)
ECON	16% (n=4)	84% (n=21)
BA	10% (n=35)	90% (n=316)
LSEE	9% (n=8)	91% (n=81)
KIUG	11% (n=25)	89% (n=205)
PSYC	12% (n=45)	88% (n=338)
RADM	20% (n=12)	80% (n=49)
LSCD	10% (n=7)	90% (n=63)
CRPE		100% (n=1)
LSEI		100% (n=1)

Administration and Finance:

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

Office of the Interim Vice President for Administration and Finance

In my first senate report, I shared insight on my priorities and indicated our division was actively working on establishing our mission, vision, values and priorities for the academic year. I am excited to share that our leadership team committed to working collectively to get this accomplished. A copy is shared in the last page of this report and it will be on our website soon.

Gratitude and Continued Thoughts

Last month, Douglas Edgmon, Assistant University Controller was in a very serious automobile accident. I want to thank everyone for their outpouring of support to his family. I ask that everyone continue to keep Doug and his family in your thoughts.

Divisional Highlight: University Budget Office

I want to take a moment and publicly acknowledge our University Budget Director and team for their incredible work. The team has been working hard to ensure we can sustain and evolve transparency related to our university resources. In OpenBook, the team has established a new dashboard highlighting [Budgeted Surpluses and Deficits by Entity](#) to bring greater visibility to the financial position of each of our various budgeted activities on campus.

Financial Services

Effective, Monday, September 14th, Lynne Sandstrom, University Controller, will be on leave and return on October 20th. During Lynne's absence, Amber Blakeslee will serve as Acting University Controller and University Budget Director. I am confident Amber will provide great leadership during this interim period.

While Douglas Edgmon is on leave, Sarah Long will provide administrative oversight of his unit. I want to extend my gratitude to Amber and Sarah for providing leadership. In addition, I want to extend my gratitude to Lynne and all staff in Financial Services for their continued commitment and hard work.

Campus Preparedness

California has entered a horrific fire season, which is impacting the county and institution in unprecedented ways. The Emergency Operations Center (EOC) revised objectives to include the public safety power shutoffs (PSPS) and wildfires. Last week, we outlined parameters for air quality levels

which will guide decisions related to campus operations and instruction. The information can be found at <https://www.humboldt.edu/emergency>.

In addition, Chancellor White announced the system's decision on Spring instruction. Each campus is waiting follow-up from the Chancellor on the below:

"A subsequent communication will come to campus presidents from the Chancellor's Office outlining a streamlined path forward. Our plans will comply with all state, federal and local public health directives".

When received, we will review and determine pathways forward to ensure compliance with CO guidelines. Again, I want to thank and acknowledge the emergency operations team and essential workers for their continued commitment and resilience.

University Budget

The 2020-21 Budget has been finalized and detailed information, both about the University's Operating Fund and also all budgeted funds, is available via the Budget website on [OpenBook](#) (HSU's public facing budget dashboards).

We encourage everyone to check out the OpenBook dashboards to learn more about our Budget – it is a great resource! For reference, this [OpenBook Overview](#) document provides an overview of OpenBook and available views by dashboard.

Human Resources (HR)

The Office of Human Resource wants to remind everyone about open enrollment. Open enrollment will be September 21, 200 through October 16, 2020. Information is available on our [website](#).

In our last report, we highlighted the many training opportunities for the fall which is forthcoming. In addition, we wanted to take the opportunity to update everyone on the Moving Beyond Bias, a CSU-UC systemwide anti-bias training initiative. The anti-bias training initiative is re-launching virtually. HSU employees from departments across the campus will be trained to deliver this curriculum in November, and who are also participating in determining how this training will be rolled out to staff, faculty and students. This is being coordinated by Nancy Olson, in collaboration with ODEI and the DEIC.

The Office of Human Resource has been made aware of concerns from staff in regards to workload. Here are some important steps for you to be aware of:

- The processes for salary increases due to changes in an employee's position are outlined in the collective bargaining agreements. There are several options with the most common being an In-Range Progressions (IRPs) and Classification Reviews. An In- Range Progression is an increase in salary within an employee's current salary range but is not a movement to a higher skill level. A Classification Review may result in a progression to a higher skill level which would necessitate a salary increase. Human Resources will guide the employee and/or the appropriate administrator through the Compensation & Classification Review process to ensure the correct information is included with the submission.

- The staff compensation and classification form may be found at the following link: [Staff Compensation and Classification Request Form](#).
- We encourage department managers to reach out to Human Resources to assist with any reorganizations. HR can identify potential IRPs and Classification Reviews in advance. Also, HR may assist with making recommendations on effectively utilizing personnel to improve efficiency.

We will follow-up with a campus communication this week.

Last but not least, we have a new face at our virtual front desk, Libby Treu.

University Police Department (UPD)

Last week, Chief Lofthouse and I shared insight into HSU policing, CSU initiatives and UPD resources. Since our last meeting, I have spent a significant amount of time with professionals regarding police reform and have identified support to assist HSU with reform efforts.

The search for a new police chief is still underway. A campus announcement will go out this week with additional updates to the campus community.

Chief Lofthouse and her team are redesigning and updating the UPD website to make it more user friendly and accessible for live scan. Live scan services are now open Thursdays and Fridays 10-2pm by appointment only. Scheduling is available online on a completely redesigned webpage.

Vision

Administrative Affairs aspires to exceed expectations in supporting student success through **excellent** University **services** and conscientious **stewardship**. We strive to inspire an engaged team through growth, establish strong partnerships, and perform our efforts with integrity.

Mission

Administrative Affairs **supports** the responsible use of our human and physical resources to enhance the student educational **experience**. We achieve **excellence** in service by maintaining a safe and welcoming campus community, embracing diversity, modeling equity, and respecting the environment.

Core Values

- **Integrity:** honestly and ethically conducting our work with fairness and professionalism.
- **Adaptability:** actively responding to the needs of the University in this rapidly changing landscape of higher education.
- **Collaboration:** frequent and respectful interactions with every aspect of our diverse campus community.
- **Service:** delivering excellent customer-oriented support through campus operations and quality infrastructure to meet the educational mission.
- **Respect:** valuing all points of views and treating people with dignity and equality.

- **Accountability:** reliability and personal responsibility, holding us to high standards of professionalism.
- **Teamwork:** celebrating and supporting each other to reach common goals.

Administrative Affairs Priorities

- Promote the **health, safety and wellbeing** of students, faculty, staff and the community.
 - Support the University's mission and operations by delivering **quality services** through meaningful, positive interactions with stakeholders and effective, efficient operations
 - Lead the **strategic investment** and management of all resources, in alignment with university planning and in the context of resource sustainability
 - Provide effective **leadership** through attentive collaboration, that is adaptable and supports employee engagement, growth, and resilience.
 - Deliver clear **communication** to campus and within the Division.
-

University Advancement:

Submitted by Frank Whitlatch, Vice President for University Advancement

Recent Activities and Successes

- Over the past year, thousands of donors gave more than \$6 million through the HSU Foundation and charitable grants in support of HSU students and programs. This included gifts from 3,170 donors, including 1,730 alumni. More than \$1.4 million was given to various types of student support programs. [Find out more about giving to students and programs at HSU](#)
- The HSU Foundation endowment grew to nearly \$33 million over the last year, and distributed more than \$1.3 million in earnings for scholarships and programs. When combined with gifts that were given for current use, that meant that 370 students received support through scholarships and awards.
- Over the last year, donors to the HSU Foundation gave \$158,000 to provide emergency support to students. This included more than \$50,000 to the Student Adversity Fund in response to a matching challenge by the University. [Find out more about how you can support students during the pandemic](#)
- Staff from Marketing & Communications continue to serve as PIOs and other support in HSU's Emergency Operations Center during the pandemic. They developed the [Campus Ready website](#), designed and printed the campus signage, write messages, create videos, post frequently on social media, respond to media inquiries, send a regular e-newsletter highlighting important updates, and more.
- Marketing & Communications led efforts to present a highly successful virtual Commencement ceremony in May. [The commencement website has the video and more.](#) The team also provided support in developing the [virtual Fall Welcome](#) as well as the [President's First-Year in Review](#).

The Alumni & Engagement Office has hosted two virtual talks by recent recipients of the Distinguished Alumni Award. Each was well-attended, with the first, by Abby Abinanti '70, attracting nearly 100 attendees and the second, by Carin Kaltschmidt '90, with over 50 attendees. Abinanti earned a degree in Journalism from HSU and is the Chief Judge for the Yurok Tribe. Kaltschmidt earned a degree in Computer Information Science from HSU and is an executive with Ernst & Young. [More about all the recent HSU Distinguished Alumni Award recipients](#)

- Alumni & Engagement hosted orientation sessions for hundreds of parents and families of incoming students. They were invited to take part in “Forever Humboldt Families 101” – an online class that is offered each year and is focused on helping families support their student. Families that complete the course receive an HSU sweatshirt for their student.
- The Phone Jacks student callers are continuing with thank-you calls to donors, and will soon begin soliciting gifts for the annual fund. They are utilizing new software that allows text outreach and follow-up. The students usually work together in a call room, but are now working virtually in a model that was tested and refined over the summer. HSU’s student calling program is one of the few in the CSU that has continued to operate during the pandemic, and the response has been positive.

Organization and Planning

- The consultants working with University Advancement and the HSU Foundation have completed a feasibility study for a possible campus-wide fundraising campaign. This study explored donor interest and capacity, potential priorities, and organizational readiness. The highlights of the study are now being shared with various campus constituencies. In preparation for a campaign, a series of workshops on the fundamentals of campaigns will be presented over the next few months. These will be recorded for future use.
- Negotiations are continuing on a partnership agreement to help manage KHSU Public Radio. Based on consultation with representatives from Academic Affairs, and on focus group data, the priority related to curriculum is ensuring students have access to internship experiences like reporting, story-telling, business operations, marketing, and similar. The priority related to community service is providing access to quality public radio programming including state and national news.
- All gift processing and initial data entry into the donor/alumni database is now handled in Administrative Affairs, as part of an efficiency partnership between the two divisions. The process previously involved both areas carrying out similar responsibilities. As part of the change, University Advancement eliminated 1 FTE staff position and reassigned 1 FTE staff position to Administrative Affairs.
- University Advancement is continuing a significant reorganization in order to re- focus on major gifts as well as to establish systems and infrastructure for a comprehensive campaign. At the same time, the division has made the majority of its 18.3% budget reduction as part of campus-wide reductions.

Provost’s Office:

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

Great Job!

A collaboration between the Department of Biological Sciences, Environmental Health and Safety Studies, Risk Management, and Facilities contributed to a multi-agency partnership to bring a new testing lab (for COVID and related work) to serve our regional needs. HSU was in possession of a biosafety hood that we could not use; it turned out to be one of the key pieces needed to get the new lab at United Indian Health Services off the ground. A new Biosafety Cabinet costs over \$100,000. Thank you all for your effort!

Fall Face to Face Instruction

F2F instruction got underway on Tuesday but was unfortunately halted on Thursday and Friday not due to COVID but rather due to unprecedented challenges to our air quality given the wildfires across California and the Western United States. As a reminder, decisions about campus closure as it relates to air quality are assessed daily and our current guiding principles are that when the air quality is between 100-150 we cease outdoor campus activities and when the rating reaches 151 or above we close campus to all non-essential, on-campus activities for the day including F2F instruction. You can [learn more about Air Quality Index here](#).

I recognize this is causing additional challenges for planned F2F instruction and field trips and I appreciate faculty and staff efforts each day to serve our students. The Center for Teaching and Learning, led by Enoch Hale and Vice Provost Mary Oling-Sisay, is working to provide additional resources to support faculty during these challenging times.

Spring 2021 Course Planning

By now most of you have seen the Chancellor's Office guidance regarding the [CSU's plan for Spring 2021 instruction](#) which states that we will continue with primarily virtual instruction with some limited allowances for F2F instruction. You can view Chancellor White's technical letter addressed to all CSU Faculty, Staff and Students [here](#).

As you can imagine, we will need to start our course planning for Spring 2021 now. I am hopeful things will feel better during this round of planning now that we have some experience under our belt. We may try to reduce even further, the number of F2F courses offered in Spring and can lean on our colleagues at some of the other CSUs for strategies to execute additional coursework virtually. Below is the course planning timeline for Spring 2021 and actions required:

- 1. September 25, 2020**

Deadline for **Chairs** to provide **Deans** their F2F requests

- 2. September 28, 2020**

Work session between **Deans**, **Provost** and **Vice Provost** to collectively reduce F2F requests

- 3. September 30, 2020**

All F2F requests due to the **Vice Provost**

- 4. October 1, 2020**

F2F requests submitted to the **CO** for approval

- 5. October 16, 2020**

Synchronous/Asynchronous virtual instruction course submission deadline

6. **October 23, 2020**

Spring 2021 schedule goes live for students to see

Guidance for Considering F2F Courses for Spring 2021

For all disciplines- independent study, lecture, and seminar courses are assumed to be able to be taught successfully in a virtual format. We are in the process of creating a list of courses as possible exceptions to virtual instruction. However, based on the guidelines from the CO, courses listed as an exception must be courses which absolutely cannot be offered virtually or postponed to a later semester. This means:

- the achievement of course learning objectives depends on specialized location and/or equipment that cannot be replicated in a virtual format;
- the course must be offered in the Spring to maintain timely progress to degree and there is no substitution.

Health and safety protocols require that a faculty or professional staff member be present during any F2F instructional experience to ensure compliance. Courses that do not include direct faculty or professional staff supervision of the activity at the learning site may not be included on the list and will need a virtual option.

Each approved exception must have a faculty member assigned who is able to safely work F2F and willing to do so. And for each approved exception, a major program must offer an alternative course or approach for students who cannot safely work F2F or return to the area for F2F instruction. Additionally, all sections must be able to “pivot” to virtual instruction if required due to health and safety.

All other programs should plan to offer Spring 2021 courses using alternative modalities. Field trips, practicum, internships, and student teaching courses, in all programs, should be taught using alternative modalities to F2F unless exceptions are approved through the CO or based on specialty accreditation requirements.

Enrollment and High Amount of Transfer Students

I wanted to take a moment to thank the Enrollment Management Team for their excellent work on attracting more students than we expected this fall, particularly transfer students. I would also like to thank all of the faculty and staff who helped with this effort. While we still have a long way to go in order to achieve our overall enrollment targets, these gains demonstrate positive momentum forward. I would like to acknowledge some concern expressed by faculty that they did not have enough seats in courses to accommodate students in their courses this fall due to the unexpected increase in our transfer students. I am hopeful that the following resource developed by the Office of Institutional Effectiveness will assist department and colleges in planning more effectively: [Spring 2021 course seat demand](#). I also wanted to extend my gratitude to faculty who were able and willing to open up their courses to accommodate additional students.

Staffing

Lastly, I wanted to assure everyone that I am hearing the concerns regarding workload and gaps in our workforce due to EEP. Please note that I am aware of these concerns and will be reaching out to faculty and staff soon to solicit more detailed information regarding specific areas of concern and will

communicate a plan for re-staffing in key areas. I appreciate your patience as I work to ensure that OAA makes the most strategic decisions possible.