

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, October 13, 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.

September 16, 2020

Members in attendance: Michael Goodman, Clint Rebik, Kathy Thornhill, Matthew Derrick, Humnath Panta, & Maxwell Schnurer

Second meeting to frame next steps for work. Centered on the difficulties with disruptive student policies.

- Procedural check in and review
- Why focus on the disruptive student policy? Where are the breakdown points
- What is the best way to engage (Policy, culture change)?
- Shared expectations of what is acceptable / not acceptable and review of other models.
- Review of current policies (Barclays, class policies, Dean of Students documents)

- Discussion: most effective way to achieve change, Faculty affairs, Appendix J, potential threats in the grey area (hallways, social media, secondary reports), framing issue as student rights. Report back from the public forum.
- Understanding the scope of the problem - do we have data? Trends? OIE
- Report back on other models
 - CSU, evergreen,
- Report back on advising policy

Next meeting is September 30 at 10am.

September 30, 2020

Members in attendance: Michael Goodman, Kayla Begay, Kathy Thornhill, Matthew Derrick, Humnath Panta, Maxwell Schnurer. Guest: Roger Wang (Dean of Students)

Minutes:

1. Stakes of policy-making for this issue. Threading
2. Discussion with Roger Wang, Associate Dean of Students about disruptive students policy. Sticking points & paths forward

Q: How are the problems of school-to-prison pipeline understood at DOS?

Q: How is the problem of faculty security/safety understood at DOS?

Q: Are there understood changes that could be productive or helpful?

Q: Are there institutions that you think navigate these issues well. Other models or thinkers we could look to?

Discussion included an explanation of the student judicial process, connections to executive orders, discussion of culture of faculty, how to best share knowledge about practice, reporting, & student support.

3. Review of current policies that guide these processes. Locations for research and proposed changes.

Next meeting will be October 14, 2020 at 10am.

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).

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.

Our regular meeting time is Wednesdays at 3 pm.

1. We have been discussing the HSU Academic Freedom policy which is based on the AAUP's 1971 policy. It may be time to update the policy, given the invention of the internet, the role of social media in modern culture, and a widespread embrace of anti-intellectualism in American society.

2. We are continuing to revise the Instructional Observation Checklist, with the goal of incorporating as many as possible of the ideas of the DEIC Subcommittee on Inclusive Teaching Strategies and Culturally Relevant Pedagogies while still keeping the format of the checklist flexible and brief.

3. We are seeking feedback on a draft Sense of the Senate resolution on evaluation of the faculty in the context of the global pandemic which we hope to introduce at the next Senate meeting. Here is our current working draft:

DRAFT

Evaluation of faculty in the context of the global pandemic.

Brief summary

The global pandemic has and will disrupt academic and personal lives in myriad ways that were not anticipated when policies related to faculty evaluations and RTP procedures were developed. Each individual's work and life has been differentially disrupted.

This memorandum outlines how these disruptions should be considered in relation to RTP candidate evaluation and lecturer evaluation. Briefly, review committees should contextualize faculty achievements, maintain an empathetic understanding of life during the pandemic, and adjust expectations rather than simply apply criteria and standards that were developed for a pre-Covid-19 world.

Introduction

The COVID-19 pandemic may affect some or all of the teaching, service, and research/scholarship/creative activity work of a faculty member. Effects may result from the closing of campus, a mandated shift to online instruction, the closure of research sites and performance outlets, the suspension of laboratory and analysis facilities for scientific research, the inability to travel, the cancellation of conferences and performances, unanticipated childcare and home schooling commitments, new caregiver responsibilities, and so on.

To fairly evaluate a faculty member, it will be essential to consider the candidate's achievements prior to the COVID-19 pandemic, and specifically whether it is likely that the faculty member would have met the normal evaluation standards if a pandemic had not occurred. The effects of the pandemic will vary

for individuals. The concerns outlined below will need to be taken into consideration by review committees for several years to come.

A. Teaching Related Considerations

1. Collegial evaluations of teaching should be the primary indicator of teaching quality. Direct peer observations should contextualize classes shifted to online learning, and give credit to faculty who made significant changes in their teaching pedagogy. Different courses face different levels of challenges in online modes; laboratory and studio courses, courses with experiential components, and large enrollment classes all present different challenges to the faculty member (and students) suddenly required to shift online. Observers should consider the challenges of a particular course, and candidates should summarize the work undertaken to convert course pedagogies in their reports. The COVID-19 pandemic is a paramount contextual factor when evaluating teaching.

2. Carefully interpret student evaluations of teaching for courses forced online, and for all courses taught during the pandemic. Many faculty are teaching semester-long online courses for the first time. Some courses are extremely difficult to convert to an online modality and some students dislike online modalities. For some students, online learning is very difficult, and students may submit negative evaluations that have little to do with the quality of the instructor's efforts or the instructor's ability. Review committees must contextualize the differences that faculty may see in these student evaluations relative to other similar courses taught in different modalities.

Review committees should draw no negative inferences if faculty elect to exclude Spring 2020 Student Evaluations of Teaching. Faculty are allowed (by XXXX) to exclude the results of Student Evaluations conducted during Spring 2020 from their materials submitted for performance reviews such as WPAFs.

B. Research/ Scholarship/ Creative Activities (RSCA) Related Considerations

1) Evaluators should evaluate a candidate's RSCA potential during a future career at HSU. This will require consideration of what a candidate's RSCA accomplishments would/will be apart from the effects of the COVID-19 pandemic. This impact may differ depending on where in the evaluation cycle a faculty member is (e.g., a fifth-year faculty member putting together their RTP file for tenure and promotion vs. a second-year faculty member preparing a development plan).

For example, some review committees might include statements similar to: "Although the candidate did not meet the specified requirements for Excellent in RSCA, we believe that they would have if the pandemic had not intervened, and therefore we are evaluating them as Excellent in RSCA."

2) Faculty should clearly explain the impact of COVID-19 on their RSCA activities to help review committees contextualize their work. The faculty narrative statement should also explain the research/scholarship/creative program prior to the COVID-19 pandemic, current activities and outline expectations for activities following a return to "normalcy."

3) While evaluators need to understand the impact of COVID-19 upon a candidate, they are NOT entitled to know all of the specific reasons for that impact, because such reasons could disclose sensitive personal and/or medical information.

C. Service Related Considerations

1) For some faculty, the COVID-19 pandemic created new and unexpected service loads, as they work(ed) to help the university, their departments and our students adjust. For other faculty, service opportunities may have been sharply curtailed and/or eliminated. For example, those faculty for whom face-to-face interaction in the community is an essential part of their service have been deeply affected. Such faculty must be given the same consideration as when contextualizing the impact of the COVID-19 pandemic on their professional lives. Faculty should describe their service activities prior to the COVID-19 pandemic, what happened to this work during the pandemic, and plans for the future.

Integrated Curriculum Committee:

Submitted by Lisa Tremain, Interim ICC Chair

The ICC meeting of October 6, 2020 included an extensive presentation from Bori Mazzag and Sonja Manor from the Department of Mathematics on the program's implementation of B4 curriculum in response to EO1110. The presentation included the program's revised B4 offerings to first year students in response to EO1110 (which eliminated remediation in first-year math and writing courses), descriptions of new support courses and integrated math tutoring, and analysis of data on D/F/W. Because we have received B4 proposals from departments outside of math, our next step as a committee is work toward consensus to clarify the ICC/curriculum view and/or understanding of the complexities of opening GE B4 to other programs.

On October 6, ICC also reviewed grading mode changes regarding 24-unit cap for CR/NC and the counting of CR courses in the major. This conversation resulted in the resolution regarding CR/NC grading changes for Fall 2020 in response to covid-19 conditions.

ICC continues to review and discuss proposals in the Curriculog queue as well as consent calendar items that had been previously reviewed by the CDC. We want to give special acknowledgement to our CDC committee who is working hard to move through existing proposals. Covid slowed the process and this committee is making a heroic effort to move both thoughtfully and expediently through proposals.

- AMP sub-committee
 - The AMP sub-committee members are part of the AMP Working group. We have closed the form for Phase 2/Round 1 feedback and are working on analyzing that data for a future report to Senate and various other constituency groups.

- The AMP Working Group is working to design the details of the second round of feedback for later in October.
 - We continue to revisit and revise 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 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.
 - AMP engaged in initial discussion about ICC By-laws language re: membership of the AMP Sub-Committee and full ICC in relation to Dean's office representation. Discussion on this point will continue.
 - GEAR sub-committee:
 - GEAR committee will work directly with HSU Ethnic Studies council on local implementation of AB 1460 as we receive information/mandates from the Chancellor's Office.
 - 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: Please see Senate report from Dr. Maxwell Schnurer.
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University Policies Committee:

Submitted by Rob Kever, UPC Chair

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

UPC met on 10/6/2020

UPC Attendees: Robert Keever, Troy Lescher, Rouhollah Aghasaleh, Roger Wang, Sherie Gordon, Deserie Donae, Eboni Turnbow, Michelle Anderson, Josh Callahan (Guest)

- 1) The UPC members gave introductions.
- 2) Robert Keever reviewed the Policy website and the Policy on Policies.
- 3) Quorum can be reached with 1 faculty member and 1 staff member.
- 4) UPC reviewed the Email Policy which was last approved in 2016. ITS Director Josh Callahan presented it. There are legal issues with people who are no longer staff or students using a Humboldt email account. There are currently 380,000 google accounts at HSU. UPC recommended the following changes.

The link needs to be updated "4. Sections 3 and 5 of the [CSU Responsible Use Policy](#) defines scenarios in which the campus may need to access data in individual accounts:"

Add the Academic Honesty Policy to D. PROHIBITED EMAIL ACCOUNT ACTIVITIES. Academic Honesty Policy III. b. iv. "purchasing or acquiring academic work from other students or third parties in person, online, or through an intermediary and submitting it as the student's own work;" There are some other definitions we might prohibit with HSU email activity, such as III. b. vi. unauthorized recording, dissemination or publication of academic work for commercial purpose." So we could just make it general addition, "using your HSU email account to violate academic honesty policy" or we could just prohibit any activity that would be a violation of the CSU Student Code of Conduct which would also include disruptive behavior, harassment, etc.

Rouhollah thought D 4 and 5 need to be more specific:

D4. Harassment, illegal activities, commercial business, or business.

D5. Harvesting directory information.

E1 uses the acronym of CMS; change it to PeopleSoft.

E6 gives a vague transition period. "6. Former students can retain email accounts for a transition period after leaving the campus" Add "as defined by the office of the Registrar." Example 1 year to 18 months. It was suggested to create a procedure giving a clear pathway to students.

E. Eligibility 3. Self-support and auxiliary employees as identified by each auxiliary organization (Sponsored Programs Foundation, Advancement Foundation, University Center, Associated Students, Inc.) are eligible for individual employee accounts. Remove the list of groups as it can change from year to year.

D1. Email "masquerading", which misrepresents an email user's account name or host name on a sent email. Remove the quotation marks.

F. EMAIL ACCOUNT NAMING CONVENTION. Last names can be changed for marriage, divorce, etc. Students can use alias names.

E5. Guests and other individuals may receive email accounts for a limited time by request of campus-defined sponsors by requesting [a contractor account](#). The link needs to be updated.

The email policy will likely be approved at the October 27th UPC meeting. Then the policy will go to Senate Executive Committee.

5. Upcoming:

UPC will be reviewing the Chargeback Policy. There were findings on chargebacks in the 20-46 Audit Report. According to the Audit, the recommendations are supposed to be implemented by November 30, 2020. The existing policy is 20 years old. Specifically, UPC will be looking at chargebacks to Facilities to eliminate procedural barriers while highlighting the costs. Some chargebacks such as telecom have been eliminated. Michael Fisher and Elizabeth Whitchurch should be invited to the meeting when the chargeback policy is discussed.

UPC will be reviewing Time, Place and Manner and possible policy related to Policing on Campus including the formation of a “task force”.

University Resources and Planning Committee:

Submitted by Jim Woglom, URPC Co-Chair

The URPC met on Friday, October 2nd from 1-2:30pm. During that meeting Directors Blakeslee and Martell and Provost Capps appraised the committee of the status of C.A.R.E.S. funding distribution throughout the University in response to questions from the prior Senate meeting. We discussed and provided feedback for a resolution brought forward by the CBC that will make the USFAC a standing subcommittee of the URPC with regular reporting expectations and processes in relation to the Senate. This conversation expanded to include the context of general concern around adherence to apparatuses of shared governance and a desire to reaffirm and defend those mechanisms and the democratic values that inspire them.

Anthony Baker has been appointed as the chair of the URPCs model working group, which will begin the process of developing a new University Budget Model for HSU. This committee will include Monty Mola as faculty representative, Shawna Young as representative dean, Holly Martell and Amber Blakeslee as representative budget directors, and a student rep to be determined. This working group’s initial charge will be to collect and assess existing models and present findings to the URPC. In order to frame this first part of their charge, Amber and Holly led us through a detailed presentation regarding our current budget processes, such that we can begin to formulate “what we want” from a new budget model. Feedback from our work around this emerging model will be the focus of our first open forum, which will be coming later this fall.

URPC Meeting Minutes – September 18, 2020

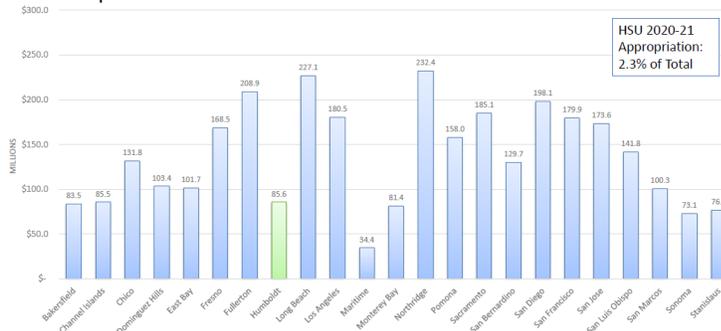
<input checked="" type="checkbox"/>	Jenn Capps, Co-Chair (non-voting)	<input checked="" type="checkbox"/>	Jeremiah Finley, Student (voting)
<input checked="" type="checkbox"/>	James Woglom, Co-Chair (tie break vote)	<input type="checkbox"/>	Vacant, Student (voting)
<input type="checkbox"/>	Stephanie Burkhalter, Faculty (voting)	<input checked="" type="checkbox"/>	Amber Blakeslee, Advisor (non-voting)
<input checked="" type="checkbox"/>	Monty Mola, Faculty (voting)	<input checked="" type="checkbox"/>	Kevin Furtado, Advisor (non-voting)
<input checked="" type="checkbox"/>	Jill Pawlowski, Faculty (voting)	<input checked="" type="checkbox"/>	Holly Martel, Advisor (non-voting)
<input checked="" type="checkbox"/>	Anthony Baker, Staff (voting)	<input type="checkbox"/>	Jamie Rich, Advisor (non-voting)
<input checked="" type="checkbox"/>	Arlene Wynn, Staff (voting)	<input checked="" type="checkbox"/>	Jenessa Lund, Advisor (non-voting)
<input checked="" type="checkbox"/>	Shawna Young, Dean (voting)	<input checked="" type="checkbox"/>	Michael Le, Advisor (non-voting)
<input type="checkbox"/>	Sherie Gordon, VP (voting)	<input checked="" type="checkbox"/>	Brigid Wall, Notes (non-voting)
<input checked="" type="checkbox"/>	Jason Meriwether, VP (voting) Proxy – Kevin Furtado	<input checked="" type="checkbox"/>	Patrick Orona, Notes (non-voting)
<input type="checkbox"/>	Frank Whitlatch, VP (voting)	<input type="checkbox"/>	

Additional Attendees: Clint Rebig and Peter Martinez

Meeting Minutes:

1. Co-chair's Comments
 - [Standing President's Charge Progress Update](#)
2. Approval of Meeting Minutes from September 4, 2020
 - a. M/S (Anthony/Monty) - Approved
3. Introduction and Brainstorming on Work Timeline
 - a. Review of [high level timeline](#) for state, CSU system and HSU budget planning processes.
 - i. Goal is to have the budget approved prior to the end of the academic year.
 - b. Review of [Draft URPC Planning Timeline](#)
 - i. Committee discussion on deliberate communication, engagement of the campus, and establishing working groups to accomplish tasks outlined – specifically budget model development
 1. Provost requested attendees interested in being on the model development working group to reach out to Provost or Jim.
4. [CSU Funding per Campus/Student](#)

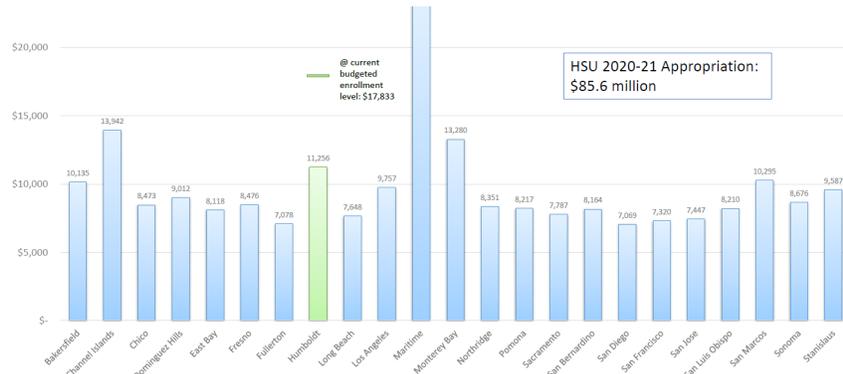
2020-21 CSU State Appropriation Funding by Campus



a.

2020-21 CSU State Appropriation Funding per CSU Target Resident FTES

(Source: 2020-21 CSU Budget Memo)



- b.
 - i. HSU is the 4th highest funded campus per student in the system
 - c. Committee discussion on communication and training strategies to best share this information with the campus community.
5. Enrollment Update
 - a. Clint and Peter provided an enrollment update and shared on-going recruitment activities underway.
 - i. Enrollment has not decreased as much as had been expected, transfer and graduate student numbers are up but we have seen a decrease in average unit load.
6. Reduction Progress and \$3.6 million Gap
 - a. Current year budget shortfall was \$16.3 million
 - i. \$7.3 million in ongoing reductions have been achieved in ongoing reductions
 - ii. \$5.4 million in roll forward from FY20/21 (one-time salary and benefit savings) was leveraged
 - iii. \$3.6 million gap remained
 1. \$1.8 million in additional tuition is being applied (one-time)
 2. \$1.8 million is being distributed at the division level (one-time)
 - a. Divisional amount was determined by the methodology developed to distribute the \$20 million reduction
 - b. Divisions will have the discretion on how to cover that remaining piece
 - c. Operating reserve is being sustained at \$6.3 million level
7. Budget Overview ([OpenBook](#))
 - a. Open Book demo was shared with the committee
 - b. [Campus Budget Communication](#)
8. Discuss Fall Open Forum Date and Content – Item was shifted to next meeting due to time
9. Time Certain: 1:50pm - USFAC Update – VP Gordon was unable to attend – it to be shifted to a future meeting
10. Next Steps
11. Adjourn

Office of Equity, Diversity, and Inclusion:

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

Updates of the Diversity, Equity and Inclusion Council (DEIC) Committee Work

Each of the DEIC subcommittees began to meet for the fall semester and are making progress towards their personal charge while also working on the President's charge. Below are a few highlights of their work thus far.

The Professional Development Subcommittee

The Professional Development Subcommittee will meet every two weeks. They are working on developing diversity, equity and inclusion definitions tailored to HSU's commitment. They are also continuing their work of thinking through the scaffolding of different programming/workshops for faculty and staff. They are reviewing all current programming to learn and understand what is missing and where development of additional programming is missing to fill the gaps.

The Subcommittee on Inclusive Teaching Strategies and Culturally Responsive Pedagogy

The Subcommittee on Inclusive Teaching Strategies and Culturally Responsive Pedagogy is continuing to work on developing an *HSU Inclusive Teaching Toolkit* to include collaborative and communicative efforts across units. The HSU Inclusive Teaching toolkit is being designed to include a variety of resources that have an equity lens:

- Guide to support faculty with Appendix J changes
- Guide for applying the recently modified Instructional Observation Checklist (face-to-face)
- Examples: observation checklist examples, observation letters, faculty self-narratives

Related to this toolkit, the subcommittee is currently investigating a number of tools/resources that could inform an Online Instructional Observation Checklist.

The HSI Subcommittee

Three actionable items the HSI subcommittee is working on are:

1. The HSI [Website](#)
2. Culturally Relevant/Sustaining Pedagogy
 - Knowledge produced by the community and not just about
 - Community-based engagement (including, research, activism, skill-building to affect change)
 - Applicability across disciplines
 - STEM engagement, given the grants coming in
 - Decolonizing the Student Experience
 - Spaces
 - Housing - La Comunidad

- Names, Streets, Buildings
 - “Neutral” means white
 - Do the students see themselves?
 - In the time COVID? What underlying cultural assumptions?
 - Spanish language representation, bilingualism
 - Process of Empowerment
 - Ongoing work with [Escala](#)
3. Nurturing Cultural Intellectual Wealth
- Creating spaces and activities:
 - Inviting elders - share cultural journey and legitimize ways of knowing that are culturally-specific (for example, community and folk healers)
 - Having an space at the library for faculty and students to access resources regarding Latinx epistemology, ways of knowing
 - Workshops and training
 - Access to experts in the area of Latinx ways if knowing that folks can access when they have specific questions
 - Ensuring that the knowledge we are collecting, disseminating and highlighting honors the diversity of our Latinx communities (different nations and subcultures)- prevent the monolithic approach
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Staff Council:

Submitted by Kailyn Doyle, Staff Senator

Staff council is being active as presenting as a place for advocacy as opposed to strictly social events. This year with the new virtual systems in place they have temporarily adjusted their structure to meet the unique needs at this time. A large topic has been the concern of workload in the virtual environment, which has been made evident with several members having to step down from their roles within staff council.

There has been an additional effort to include Labor Relations as well as union representation to hear and guide staff on the matters, though many union related questions are being directed to the union as staff council has been requested not to Intervene on union matters. President Jackson has offered to work with Staff Council on a regular basis of attendance to hear suggestions and concerns, but the structure is still in development. Staff Council will be offering opportunities to connect and serve with the event on Oct. 24 partnering with Humboldt Trails Restoration Group in a socially distant environment. They just wrapped up Homecoming with the repurposed item contest. Staff will continue to be featured via social media to engage staff with one another. They are looking into the best ways in a virtual environment to welcome and connect new staff members.

Next meeting will take place Wednesday, October 21 @ 3:30-5:00.

Administrative Affairs:

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

Retirement Recognition

We want to recognize our employees within the Division of Administrative Affairs who retired on or before September 30th. HSU and our division is stronger because of their commitment to HSU. We wish everyone well during their retirement.

Reorganization

The Division is still undergoing reorganization in a number of MBU's due to budget reductions and losing a significant number of employees to the Early Exit Program (EEP). As we make progress, we will provide updates to the division, university senate and campus.

Facilities Management has undergone significant reorganization to-date. We are restoring the Associate Vice President (AVP) for Facilities Management. Michael Fisher has been appointed as Interim AVP for Facilities Management. As a part of ongoing reorganization, the Director of Facilities Planning duties expanded to include Sustainability as result of the retirement of Tall Chief "TC" Comet. Michael will provide direct leadership of planning, design, construction and sustainability during this interim appointment coupled with the AVP duties. We will conduct a recruitment to fill the position permanently. When a timeline is finalized, we will notify the campus community.

Elizabeth "Liz" Whitchurch will serve as the Director of Facilities Operation. Liz oversees Facilities Support Services Unit, Grounds & Recycling Unit, Custodial Unit and Distribution & the Mail Unit.

Travis Fleming will serve as Interim Director of Facilities Maintenance. Travis oversees the Building Maintenance Unit and the AutoShop & Fleet Services Unit.

Reorganization Continued

I would like to thank Mike, Liz, Travis and TC for their collective leadership. In addition, I would like to thank the Facilities Management team for their sacrifice, leadership and commitment during this pandemic.

Chief of Police Search

After much review of feedback and reflection, I did not select either candidate for the Chief of Police vacancy. I shared with the committee during my transition into this role that the appointment was critical for the department, division and campus. I do not feel the candidates reflect the leadership needed at this critical juncture. I want to thank the

committee for their time and commitment to this process.

Chief VanScoy will continue to provide interim leadership with a focus on immediate priorities to include engaging in discussions on policing reform.

Administrative Affairs Budget

The division continues to work toward identifying additional budget reductions totaling \$1.37M for 2021-22. This is an active topic at divisional leadership team meetings and individual meetings are also being held between the Budget Director and each MBU to brainstorm ideas and continue forward progress.

University Budget

The first quarter (July - Sept) closes this week. MBUs across campus will begin working on first quarter projections later this week and we should have initial 2020-21 year-end projections completed by early November.

Cares Funding

The [CARES Funding Process](#) has been revised to incorporate updated spending timelines and new federal reporting requirements. Process revisions are reflected in blue font.

Overview of major changes:

For areas with CARES budget allocations, the main change is an increased urgency to spend sooner, with the goal of having a majority of CARES funding spent by December 31. In addition, we now have clarity that all CARES funding must be spent by May 3, 2021. At an institutional level, we will be evaluating and redistributing remaining divisional balances after the close of the February 2021 accounting period (in mid-March) to ensure all funds are spent prior to the deadline. Note: each division may have earlier internal review and reallocation deadlines to ensure funding is spent within each division prior to the institution level redistribution deadline.

There is a new federal reporting requirement to publicly post quarterly spending reports. The first report is due October 30 for spending activity through September 30.

Emergency Operation

EOC Financial Tracking: FEMA has greatly reduced (if not completely ceased) federal reimbursements for HSU's COVID related costs. As a result, EOC financial tracking processes have been updated.

- Personnel tracking via 204 forms is no longer required, except for a small amount of activity in the Finance and Logistics sections

- Lost revenue activity will no longer need to be submitted
- Almost all COVID related spending will transition to CARES funding

University Police Department (UPD)

Chief VanScoy has completed his assessment of the department and initiated the development of a reorganization plan as requested by the administration. From the assessment, performance expectations were established and issued during an all-staff meeting on October 7th. These expectations were presented as leadership principles which address areas for improvement within the department, helping drive a culture shift which includes added accountability. An assessment of the budget, training, and operational needs remain a focus, as well as working on measured approaches in meeting systemwide university police 21st Century Policing Initiatives.

Human Resources (HR)

There are several important deadlines and initiatives that the campus community needs to be aware of:

- Open Enrollment in full swing - Open enrollment closes 5:00 PM October 16, 2020.
- Required trainings, including Sexual Harassment Avoidance and Conflict of Interest Training, need to be completed before the end of the year. Vice Presidents have a complete list of their staff and faculty required to complete these courses. Please keep your eye out for any future notifications regarding outstanding required trainings.
- HR has finalized the professional development and training Fall calendar. This includes a four-part series to support campus reorganization, including onboarding reassigned employees; reassignment process overview including union contracts; process and best practices for off-boarding employees; and retention of institutional knowledge when employees leave. *Please check out our Training Calendar available at [Training.humboldt.edu](https://training.humboldt.edu).*
- As part of our initiative to create efficiencies in our processes, we are nearing completion of an on-line search committee briefing training video. Once complete, search committee members can access the committee training materials at their convenience instead of coordinating an in-person briefing.

President's Office and President's Administrative Team:

Submitted by Lisa Bond-Maupin, Acting Deputy Chief of Staff/Special Assistant to the President

President's Administrative Team Report to University Senate - October 13, 2020

Note: The President is working with members of the President's Administrative Team (PAT) on an integrated report to the Senate focused on strategic priorities. This is our first coordinated report. Supplemental reports will be submitted directly by Vice Presidents periodically on things like enrollment and budget. PAT members will also provide information verbally as needed during Senate meetings.

People

Retirements. At the close of last month, many of our long-time colleagues retired from Humboldt State University as part of the Early Exit Program. Others will follow at the end of the semester. We want to recognize these colleagues for their service to our university and for the many ways they impacted HSU while they were here. The President's Administrative Team said adieu to Kay Libolt, the President's Aide last week and celebrated her contributions with a video featuring well wishes from many of you. Thank you for helping us to honor Kay and all of our retiring colleagues. Thank you and congratulations to all retiring employees.

Update on Search for Associate Vice President and Campus Diversity Officer, Office of Diversity, Equity and Inclusion. The review of applicants begins on October 16, 2020 and goal of campus interviews commencing sometime the week of November 16th. Nominations for the position are encouraged and instructions for nominations can be found in the leadership profile link here: [Job #20-11: Associate Vice President and Campus Diversity Officer, Office of Diversity, Equity, and Inclusion](#). If anyone has questions about the opportunity, please reach out to the co-chairs of the search committee: Cyril.Oberlander@Humboldt.edu or Rosamel.Benavides-Garb@humboldt.edu

Pride

Update on Humboldt State University's Sponsored Programs Foundation (HSU SPF). HSU SPF is distributing **\$656,822** to faculty, staff, and departments this year, based on their grant activity. These funds are intended to stimulate and incentivize externally sponsored research. The HSU SPF Board of Directors approved the funding at the September 29th meeting. HSU SPF is a non-profit auxiliary of the University, and it exists to administer externally funded grants and submit proposals to funding agencies on behalf of Humboldt State University. It receives revenue by collecting indirect costs in each proposal that is submitted through HSU SPF. Each year after operating costs are met, previously unallocated indirect revenue is available to be distributed back to the campus research community.

The purpose is to provide funding that can be applied to further research and student success at HSU. These funds can be used by faculty and staff researchers to expand opportunities for

students to participate in undergraduate research, help identify and pursue potential sources of research grants, engage in scholarly and creative activity, or develop their research facilities.

These funds help to support the research goals outlined in [HSU's strategic plan](#), which include developing a campus-wide focus on externally funded research and to foster supportive collaborations for grant writing and research. Past distributions were made in prior years, and in total HSU SPF has distributed \$5.6 Million back to Humboldt State University since 2011.

Inclusive Student Success

College of the Redwoods Partnership. A small team from HSU and the College of the Redwoods is exploring opportunities for a joint tribal advisory group to help inform our continued collaboration on behalf of Native students in the region. This group will help inform ongoing academic program development to serve Native transfer students based on the educational priorities of local tribes and nations.

We are also launching this month the HSU/CR Strategic Partnership Working Group. This group includes faculty representation from each academic college and staff representation from all divisions. This group will focus on manifesting continuing opportunities for partnership in the areas of admissions, athletics, housing safety, student engagement community engagement, academic programs/transfer ease, and student career development support.

WSCUC Update. There are six areas that we will be addressing in our upcoming WASC/WSCUC accreditation visit in April 2021. As we prepare for the visit it is important that our campus community remain aware and engaged in what the six areas are and some of the actions being taken to improve our campus community. One of the six areas is:

· Implement and sustain appropriate responses to the increased diversity of HSU's students. The evaluation of HSU's academic and student support services, including tutoring, housing, students with disabilities programs, financial aid counseling, career counseling and placement, and multicultural centers, and the adaptation of services based on evaluation results will better meet the needs of different students. Evidence-based decisions would ensure that curricular and co-curricular programs are aligned, and are sufficiently funded and staffed by qualified faculty and staff. (CFR 1.4, 2.13)

- o Two actions taken in the past week to address the above area are:

§ **Formation of the Trans and Gender Non-Conforming Task Force-** Corresponding to CSU action in support of trans and gender non-conforming students: [Notice from the Chancellor](#), a cross-divisional team is forming at HSU. The goal of the first task force meeting is to discuss campus climate with respect to trans and gender non-conforming issues and how a task force could address inequalities, harm, and deficiencies that exist

on campus and also highlight folks and areas that are doing good work. If you are interested in joining the task force please contact Mira.Friedman@humboldt.edu

§ A “Deep Dive” on the topic of advising has been set up Wednesday October 21, 2020 from 2pm-3:30pm. A brief collaborative kick-off presentation will be provided by Kathy Thornhill (Academic and Career Advising Center), Roger Wang (Residence Life Coordinator), and Maria Iturbide (Faculty- Department of Psychology) The intention of the meeting is to provide information about the “state of advising” at HSU and work to develop an integrated advising model. If you are interested in attending the meeting, please reach out to Lauren.Lynch@Humboldt.edu

Update on Financial Aid at HSU: Making Degree Pursuit Affordable One Student at a Time.

Below is a snapshot of financial aid at HSU. Our students continue to depend on Financial Aid to defray the cost of education. This is true among students across all demographics. Our colleagues in financial aid spends considerable time helping individual students navigate a pathway to receive and maximize aid based on their eligibility. A few important notes regarding students who receive financial aid include:

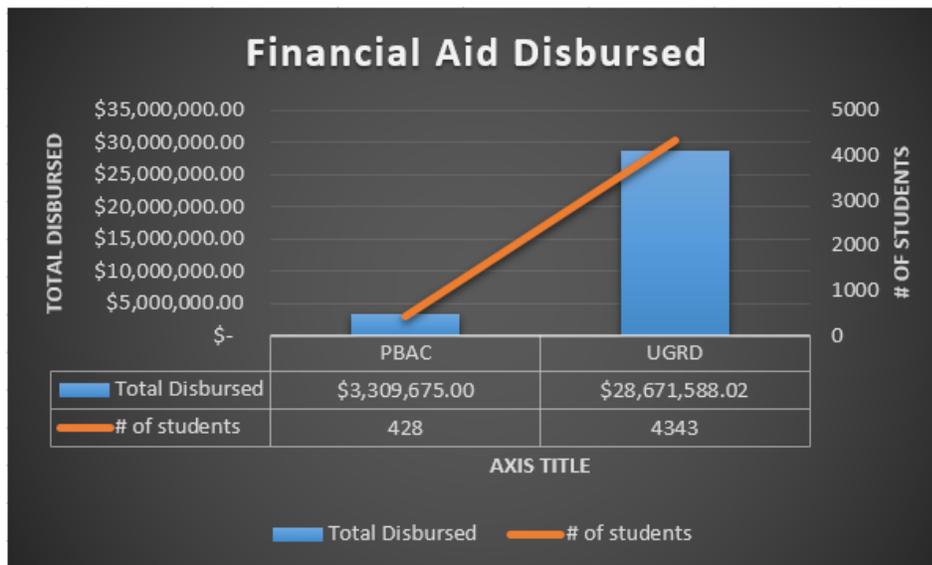
- In 2019-20, 4,299 students received tuition coverage through State University Grant or CalGrant. That’s around 62% of all students.
- We currently have 54 enrolled students who filed a California Dream Act. This number has ranged roughly from 50-70 students in the last few years.
- Average GPA of a Financial Aid student (Spring 2020) was 3.119. Average GPA of all students in Spring 2020 was 3.035

Total Aid disbursed in 2019-20 was \$79,097,804. The highest subscribed awards include:

Student Direct Loans	\$ 25,831,887.00
Pell Grant	\$ 17,836,546.00
State University Grant	\$ 12,320,559.00
CalGrant (all types)	\$ 10,429,024.00
Parent Direct Loans	\$ 2,439,993.00
Private Loans	\$ 2,011,767.00
Middle Class Scholarship	\$ 903,556.00

FSEOG	\$ 402,360.00
EOP Grant	\$ 238,750.00

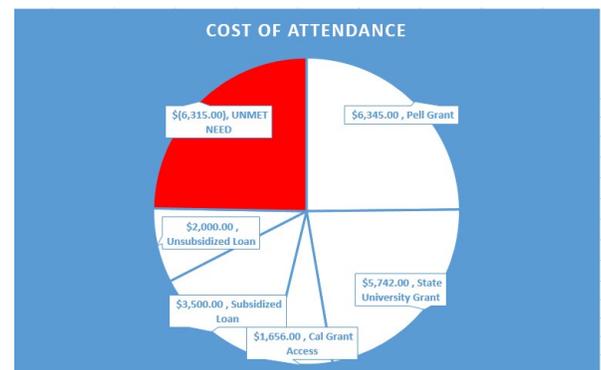
Aid disbursed so far in 2020-21 aid year:



Packaging: The Fallacy of the Full Ride

Funding does not allow HSU to give a the fabled “full ride” to our students. Instead, HSU students fund education through a combination of awards. Although our price point is lower than many competing institutions, our students still experience unmet need, even if they compile enough awards to cover the cost of tuition and fees. In summary, the totality of Aid Available does not cover the full cost of attendance.

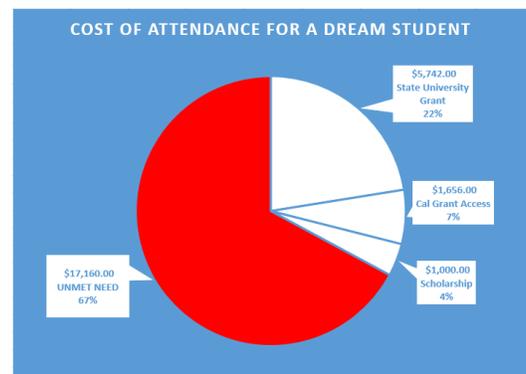
2020-21 Full package, Freshman, EFC = 0	
Pell Grant	\$ 6,345.00
State University Grant	\$ 5,742.00
Cal Grant Access	\$ 1,656.00
Subsidized Loan	\$ 3,500.00



Unsubsidized Loan	\$ 2,000.00
TOTAL AID	\$ 19,243.00
COST of Attendance	\$ 25,558.00
UNMET NEED	\$ 6,315.00

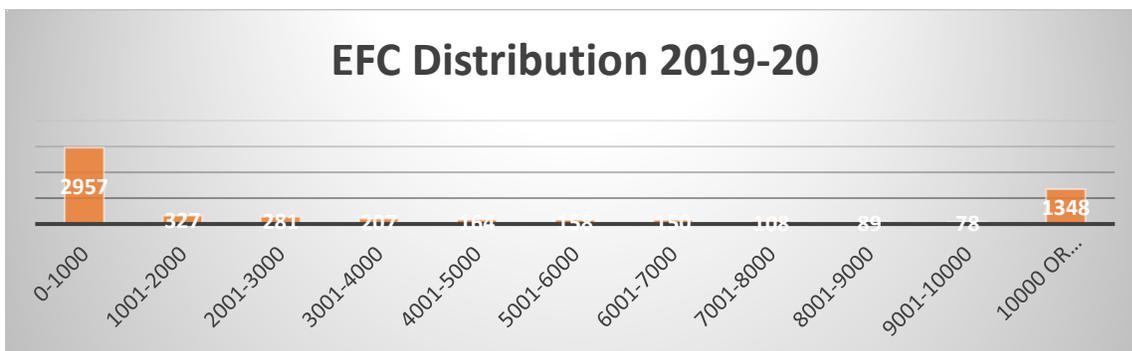
Dreamers only get state aid:

2020-21 Full package, Dreamer EFC = 0	
State University Grant	\$ 5,742.00
Cal Grant Access	\$ 1,656.00
Scholarship	\$ 1,000.00
TOTAL AID	\$ 8,398.00
COST of Attendance	\$ 25,558.00
UNMET NEED	\$ 17,160.00

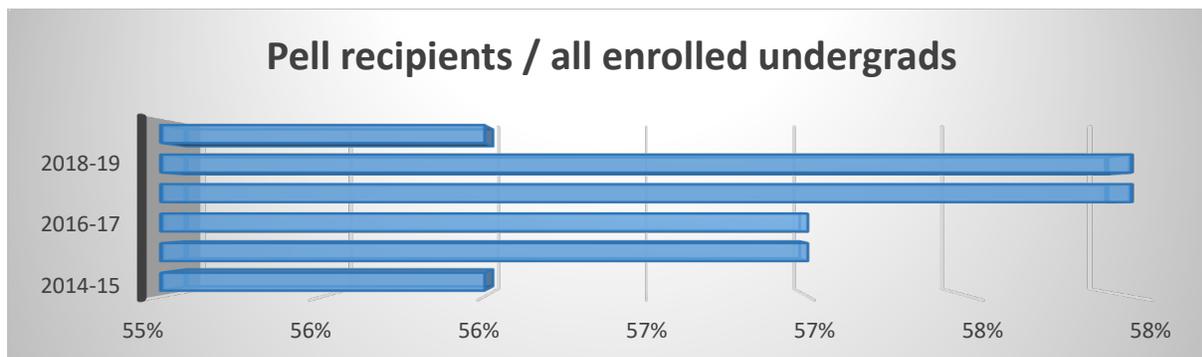


Expected Family Contribution and Student Need at HSU

The lower the EFC, the higher the need. Our students are mostly very high need as the charts below demonstrate. Due to our historical and current dependence on aid to support student need based on EFC, we have limited funds to support students who could also benefit from academic merit funding. We are faced with the challenge of seeking more funds to support students in all categories of need.



Trends in Pell recipients - Ranges between 56% and 58% over last several years



Campus Culture and Operations

Budget Update. The office of Academic Affairs will begin work to target budget reductions for academic year 2020-2021. The budget reductions process will engage the URPC (as outlined by Senate bylaws and the president’s committee charge), engagement of OAA leadership, and PAT. Faculty, staff, and student input is broadly sought. Anyone with a suggested budget action can email me at the Provost’s idea catcher site at: <https://aavp.humboldt.edu/idea-catcher>. A special thanks to Kim Berry and Loren Cannon for our discussion and associated document about creative budget suggestions.

SJSU Update. As the San José State University football team continues to live and practice on campus, there have been concerns raised by the campus community about health, safety, and Redwood Bowl access. SJSU’s team--players, coaches, and staff--were all tested 48 hours prior to arriving at HSU, and again within 72 hours of arriving. Another round of testing has been completed and there have been no positive tests.

SJSU continues to test their student-athletes at a level that is above and beyond requirements and what many other Division 1 programs are doing. The Mountain West conference will be requiring more weekly testing as the teams get closer to games. Testing will continue weekly as long as SJSU remains on campus. The extent of the stay is unknown at this time and SJSU is working with their County Public Health on a plan to return home.

The SJSU coaching staff has worked closely with HSU to address any issues that have come up related to student-athletes, and continues to reinforce the safety of the entire campus community, including SJSU football. An infection in the team could jeopardize their season, and they are committed to safety protocols.

There has been confusion about SJSU’s “bubble.” Here’s how that bubble is defined:

- Since July, the entire team has been quarantining together and limiting contact with anyone not involved with the team. The team is allowed to walk on campus between

the facilities they use following the campus [Social Responsibility Commitment](#). The team also enacted a curfew.

- SJSU's team of approximately 135 players, coaches, and staff are staying in HSU residence halls that have previously been unused this semester. The halls are separate from those where HSU students are currently living.
- Dining will continue to be provided to the team in the residence hall to further limit team interaction with students, faculty, and staff.
- As was the case even before the pandemic, Redwood Bowl will remain closed during intercollegiate athletics practices but, at this time, students, faculty, and staff may use the track at Redwood Bowl from 6 p.m. until 9 p.m. Monday - Friday, and 1 p.m. - 6 p.m. on the weekends beginning Monday, Oct. 12. Redwood Bowl and the rest of campus are currently closed to the general public.
- The football team has been accessing the Student Recreation Center outside its current open hours, so HSU student access to the SRC has not been limited. SRC is sanitized between SJSU and HSU student access, and students who visit the SRC will get tags to leave on the equipment they use which will be disinfected by staff after use.
- In addition, the team may visit the Campus Marketplace to buy items they need during their stay on campus. They are expected to wear face coverings and follow social distancing rules. Otherwise, no SJSU student-athletes are allowed to leave campus unsupervised.

If you see concerning behavior by any student--HSU or SJSU--please report it to the Dean of Students Office as soon, and with as much information, as possible: dos@humboldt.edu or 707-826-3504. Please remember that the SJSU team members are our guests and fellow students and employees within the CSU system. It's everyone's responsibility to engage in safe practices during the pandemic, as well as our responsibility to welcome our peers with kindness and respect.

Sustainability

On October 19th, Schatz Energy Research Center is hosting its final [webinar workshop](#) on the feasibility of offshore wind energy development on California's north coast.

The Office of Sustainability is celebrating the CSU Sustainability month. We are encouraging HSU to join the live panelist discussion on October 14th. More information and registration can be found [here](#).