

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, October 17, 2017

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

October 12, 2017

Members: Michael Goodman, Stephanie Burkhalter, Ramesh Adhikari, Heather Madar, Michael Le, Mary Glenn, Mary Virnoche, Clint Rebik, Kerri Malloy, (recruiting for student members).

Meeting Dates for Fall 2017:

Meeting time: 2PM-2:50 PM

Meeting Place: BSS 508

August: ~~30~~

September: ~~13~~ and ~~27~~

October: ~~11~~ and 25

November: 8

December 6

October 11:

- Committee reviewed the Course Numbering Policy via email and forwarded it on the ICC for reviews.
- Committee will be discussion revisions to:
 - Academic Honesty Policy proposed by the Dean of Students
 - Syllabus Policy as part of bringing the campus into compliance with the Accessible Technologies Initiative

September 27:

- Committee provided feedback and questions on the proposed Advising Policy.
- Committee will be sending forward revisions to the Course Numbering Policy to reflect the elimination of remedial course.

September 13:

- Committee completed the review and edited the Posthumous Degree Policy and will be sending it forward to the Senate for a first reading.
- Committee reviewed the draft of the Advising Policy. This item took up the bulk of the meeting and will be the main item at the September 17 meeting.

August 30:

- Committee reviewed and discussed the Posthumous Degree Policy

Inquiries:

Add/Drop Date Report:

The Committee is gathering the necessary information to prepare and send to the University Senate the first annual report on the impacts of the decoupling of the Add/Drop from the Census date.

Add/Drop Date

Inquiry on the Add/Drop date being on holiday. Internal discussion on the number of exceptional add/drops that may be a result of this, the date not always being on holiday, and that students have access to their Student Center 24/7. Registrar indicates there has not been an uptick since due to the Add/Drop date landing on holiday.

Discussion with the Academic Technology Faculty Contributors (formerly known as the Canvas Faculty Contributors) to have global messages to students posted on dashboards that indicate upcoming academic deadlines:

- Add/Drop
- Credit/No Credit
- Final Day to Withdraw

Students would see the notice when they log into Canvas and would be posted a week before the deadline.

Also, there was a discussion with Academic Technology Faculty Contributors on integrating the academic calendar into the Canvas calendar for students and faculty.

Appointments and Elections Committee:

Submitted by Katia Karadjova, AEC Chair

October 11, 2017

The vast majority of current committee vacancies are for students. There are only two unfilled for faculty: CPS Faculty on both the RTP C&S Committee and the International Advisory Committee. AEC will continue to solicit for nominations for any unfilled positions.

Please let me know should you have any questions.

Faculty Affairs Committee:

Submitted by George Wrenn, FAC Chair

October 16, 2017

Meetings are open to the campus community. The Committee currently meets every other Thursday at 2 p.m. in BSS 508.

The Faculty Affairs Committee addresses matters involving the individual or collective relationship of faculty to the University. The Committee can be reached through the Senate's Faculty Affairs web page: <https://www2.humboldt.edu/senate/faculty-affairs-committee>.

October 12 Agenda and Meeting Notes

Present: Renée Byrd, Monty Mola, Colleen Mullery, George Wrenn (chair)

Absent: Marissa O'Neill, Mark Wilson

Agenda:

1. Changes to Faculty Award lecture requirement (Review resolution for first reading)
 2. Providing assistance to international faculty in obtaining legal resident status (green card) (Mola)
 3. Tenure track density (Wilson)
 4. Review ongoing business:
 - o Advising Policy
 - o Faculty Presence on Campus
 - o Assigned Time
 5. Appendix J review/revision
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1. Resolution on Faculty Award lecture requirement (first reading)

This resolution provides alternatives to the lecture "opportunity" provided for in the Faculty Awards Resolution that passed in 2009 (#16-08/09-FA (Revised)). The 2009 resolution includes this resolve:

That the Academic Senate of Humboldt State University recommends that each of the faculty awards shall include a stipend of \$1000 for Outstanding Professor and \$500 for other awards, and an opportunity to present a lecture or performance open to the University and Community, thereby forming an awards lecture series free of charge to attendees. The Humboldt Medal will be conferred on all awardees

The Committee reviewed and approved the new resolution for first reading. If possible, a 2nd reading will be waived because this year's call for nominations is imminent.

2. Providing assistance to international faculty in obtaining legal resident status (green card) (Mola)

Mola discussed the importance of finding ways to assist international faculty who face uncertainties in immigration status and obtaining green cards. Options for legal counsel and payment of legal fees were discussed. Mullery noted that the CSU cannot provide legal fees. HSU does, however, pay all of the fee obligations it has as an employer, including expedited processing fees when they are necessary in hiring. HR maintains a list of attorneys who can be consulted regarding immigration issues.

The Committee discussed how legal fees might be picked up, including auxiliaries. It was noted that CFA, unlike the CSU, can pay legal fees. Mola and Byrd will continue to research options for assistance; advice will be sought from the California Teachers Association and Sponsored Programs. It was noted that the Center for International Programs now manages all visas.

3. Tenure track density (Wilson)

Wilson reported to the Committee via email:

“The lack of TT faculty is causing major problems in several ways. First, there are not enough TT faculty to take on the work associated with shared governance, and fewer TT faculty means fewer grants and student opportunities. Second, an increasingly large portion of TT faculty time is spent finding, hiring, training and evaluating lecturers. Third, the quality of our lecturer pools is usually very limited, and this has a significant effect on quality of our programs. Students can go through many degree programs with very little interaction with TT faculty.

“In 2001, the California State Legislature adopted ACR73 which urged the CSU to maintain the TT faculty density at a minimum of 75% tenured and tenure-track faculty. Nine months later, leaders of the CSU and the CFA signed a memo committing to achieve the goals of ACR 73. In 2007 the legislature passed AB1343 which again expressed the intent of the legislature that at least 75% of the FTEF faculty of each campus of the CSU and the CCC be tenured or tenure-track. In 2009/2010, the CSU stated that its goal was to "achieve a proportion of 75 percent full-time tenured and tenure-track faculty over eight years.”

The Committee reviewed and discussed data on tenure track density provided by Mullery. Byrd noted that a CFA working group and the CO plan to meet to address the issue of tenure track density. Wrenn requested data on TT density by department. Discussion and analysis of data will continue.

4. Review ongoing business:

Advising Policy

APC is revising policy and FAC will see again before it goes to chairs for feedback.

Faculty Presence on Campus

The issue of faculty presence was discussed and tabled at the September 21 Faculty Affairs meeting.

Assigned Time

Chair updated Committee on status of formal request to College Deans for SPA data on Assigned Time for Department Chairs and Program Leaders. This went out on September 27 with an October 17 deadline for submission; CPS data received September 29; CNRS data received October 12.

Mola reviewed issues with assignment of department chair WTUs, including whether they are being taken at an inordinately high level from collateral duties. He noted that FAC would need to review appointment letters to accurately determine how overload is occurring. Excess WTU data in the FAD (Faculty Assignments by Department) reports is difficult to interpret. Variability, inequities, and lack of transparency in chair assigned time need to be addressed.

Mola will research WTU formulas that might be adopted at HSU. The Committee will continue its review of department chair assigned time at future meetings.

5. Appendix J review/revision

Areas previously or prospectively identified for review:

RTP: early tenure; evaluation criteria (Boyer); advising evaluation; language of diversity and inclusion; addressing “achievement gap.” Other: personnel action calendar under Interfolio; outdated position titles

Due to time constraints, this topic was postponed until the next meeting.

University Policies Committee:

Submitted by Justus Ortega, UPC Chair

October 12, 2017

Oct. 3rd Meeting

UPC Attendees: Justus Ortega, John Meyer, Troy Lescher, Douglas Dawes, Randi Darnall Burke, Kay Libolt, Michelle Anderson (Vacancy for staff member and student representative)

- 1) Discussed results of University Sports Facilities Scheduling Advisory Committee (USFSAC) discussion
 - a. USFSAC will develop prioritization policy for indoor and outdoor physical activity spaces
 - b. USFSAC will identify all physical activity spaces to be included in their charge
 - c. USFSAC will revise “USFSAC Committee document” to more clearly indicate charge, facilities under/subject to that charge, and appropriate and balanced membership
 - i. Will be vetted and by USFAC and URPC before bringing it to University senate floor.
 - d. Discussed whether USFSAC should be a committee or a working group that gives recommendations to the University Space and Facilities Committee.
- 2) Review and Discuss Draft Animal Policy – appears to be same as the original Animal policy approved by Senate but split into two separate animal policies- one for employee and one for non-employees. Some small changes were recommended and further recommend that it be pulled from the Senate agenda for Oct. 3, 2017. Returned to Risk management for revision.
- 3) Review and Discuss Draft Food Policy –it was noted that more definitions were added. There was a lengthy discussion about the fact that students cannot sell foods that they have prepared outside of a commercial kitchen. The risk and liability associated with food prepared outside of a commercial kitchen was discussed. Committee member

cited cottage food operation as a possible solution. “The California Homemade Food Act (AB 1616) created a new category of food enterprise in California called a cottage food operation, which is the only type of food business that can use a home kitchen for *processing* food for sale to the public in California. The types of foods that a cottage food operation can sell are limited to “non-potentially hazardous foods,” which are foods that are unlikely to grow harmful bacteria or other toxic microorganisms at room temperature.” –Sustainable Economies Law Center

http://www.theselc.org/cottage_food_law_summary. It was suggested that the Food policy be congruent with animal policy...for example food policy prohibits animals around food preparation, yet it appears that service dogs would be allowed according to animal policy.

Review and discuss Draft Flag Policy – the President of the United States determines when a flag can be at half-mast. Discussed how Flag policy may be redundant with federal law, thus may just need a procedure stating HSU complies with federal law. Discussed goal of keeping procedures separate from policy.

University Resources and Planning Committee:

Submitted by Mark Rizzardi, URPC Co-Chair

October 16, 2017

On Thursday, October 5, the URPC hosted an Open Forum to give a recap on the budget and provide a planned timeline for discussion of the upcoming Phase 2 budget reduction proposals. The slides are available via the budget planning link (<http://www2.humboldt.edu/budget/budgetplanning>) found on the Budget Office's website. The interactive Questica budget exploratory tool (<http://hsu.openbook.questica.com/>) was also demonstrated during the forum. Phase 2 proposals will be delivered to the URPC by October 31 and made available to the University community shortly after. There will be iterative rounds of discussions to evaluate the proposals. Three more dates have been reserved for Open Forums on the budget: December 8, February 2, and April 13.

Budget planning feedback and suggestions can be sent, anonymously or named, to the Budget Office and the URPC via <https://www2.humboldt.edu/budget/node/65>.

Academic Senate CSU (ASCSU):

Submitted by Mary Ann Creadon, ASCSU Representative

October 16, 2017

- Interim meetings of ASCSU committees were held on Friday, October 13. The next plenary session will be held on November 2 and 3.
- ASCSU last spring nominated two senators to fill the position of faculty trustee when the term of the current trustee, Professor Steven Stepanek, ends. We nominated Professor Steven Filling of CSU Stanislaus and Professor Romey Sabalius of San Jose State University. Governor Brown announced his appointment of Professor Sabalius as faculty trustee.
- EVC Blanchard distributed two memos on October 12, one to campus presidents and one to the Chancellor's General Education Advisory Committee (GEAC), modifying the possibilities for extending the timeline for implementation of EO 1100 Revised and EO 1110. Those memos are attached. At this time twelve campuses, including Humboldt, have passed resolutions about the executive orders, concerned both with shared governance and the implementation timeline. Nine more campuses have resolutions under consideration.
- The Chancellor's Office provided responses to the resolutions passed by the Academic Senate at the September plenary. That memo is also attached to this report.

October 12, 2017

Dr. Christine Miller, Chair
Academic Senate, CSU
The California State University
401 Golden Shore
Long Beach, California 90802-4210

RE: September 14-15, 2017, Senate Resolutions

Dear Dr. Miller:

Thank you for forwarding the packet of resolutions adopted by the Academic Senate of the California State University at its September 14-15, 2017 meeting. We are pleased to provide the responses below.

1) AS-3303-17/FGA: In Support of the Preservation and Extension of the Deferred Action for Childhood Arrivals (DACA) Program

Chancellor White continues to express his support of this group of students and we are pleased to see continuing support from ASCSU. His most recent statement is included on our website.

<https://www2.calstate.edu/csu-system/news/pages/chancellor-white's-message-to-csu-community-on-daca.aspx>.

It is critical that while we acknowledge, address and comfort the concerns of those most impacted by these federal steps, that we also re-enforce what has not changed – AB540 nonresident tuition waivers, access to Cal Grants, State University Grants, and Dream loans, and the support our campuses provide through Dream Centers and similar support networks.

2) **AS-3304-17/FGA/AA/APEP: On the Development and Implementation of Executive Orders 1100 (revised) and 1110**

Developmental Education

From our own CSU institutional research, we have observed that 31 percent of students taking developmental math courses at the CSU did not pass. We also know that developmental mathematics requirements disproportionately (65%) affect students from historically underserved communities. While that failure rate represents a systemwide average, there are campuses where a much higher percentage of students do not pass. We know that this affects their opportunities for academic progress and degree completion.

When we look at the experience of other institutions and systems, we see that several states have transitioned to alternative instructional approaches in mathematics. Fairmont State University in West Virginia, a public comprehensive university of 4,000 students of which half receive Pell grants, the number of students completing entry-level math courses increased from 28 percent to 82 percent after the university moved to providing co-requisite based courses. Similarly, pass rates in English courses at West Liberty University, also in West Virginia, moved from 46 percent to 91 percent. The City University of New York (CUNY) also adopted co-requisite approaches to developmental mathematics. The CUNY experience is the basis for the article “Should Students Assessed as Needing Remedial Mathematics Take College-Level Quantitative Courses Instead? A Randomized Controlled Trial” in the September 2016 issue of the journal *Educational Evaluation and Policy Analysis* (<http://journals.sagepub.com/doi/pdf/10.3102/0162373716649056>). Additional information publications are available at the Graduation Initiative 2025 website (<https://www2.calstate.edu/csu-system/why-the-csu-matters/graduation-initiative-2025/academic-preparation/Pages/resources.aspx>).

The Chancellor’s Office recognizes that this commitment to supporting student academic achievement has costs. To help with this, each campus was given a funding allocation, described in [Coded Memo B 2017-04](#) to assist with the expenses related to the transition. In addition, we will be providing support and ongoing professional development opportunities related to these efforts.

Quantitative Reasoning

As indicated in the Executive Vice Chancellor’s letter of October 6, 2017 to Chair Miller, the *Quantitative Reasoning Task Force Report* “recommended ‘foundational’ and ‘baccalaureate’ quantitative reasoning definitions were not adopted because they are not appropriate for GE policy.” He further clarified that “Student proficiencies upon high school

graduation are addressed in CSU admission policy, not in GE policy. Similarly, GE policy does not address college graduation-level proficiencies.”

Ethnic Studies

The CSU is the most diverse four-year university in the nation. Diversity is a part of our academic mission, which includes preparing students to live in a multicultural, global society. All but one of our campuses have cultural diversity course requirements and EO 1100-Revised does not prohibit those requirements.

This revision of EO 1100 was intended to provide clarity, increase equity, and facilitate academic progress and did not consider expanding GE distribution areas. The revision does not prohibit or limit cultural diversity course requirements. Regarding cultural diversity courses, campuses may employ curricular design strategies such as double counting cultural diversity courses with other requirements, designation as a campus graduation requirement, or requiring cultural diversity courses as an Area A – E requirement.

In his July 13, 2016 letter to the CSU community regarding the recommendations of the Ethnic Studies Task Force Report, Chancellor White asked “that campuses implement, as appropriate, specific recommendations to strengthen the institution in the context of the mission, priorities and campus culture.” Further, he counseled, “the ethnic studies report should not constrain the regular academic planning process of each campus, rather it should be one factor that informs the planning.” There is no aspect of EO 1100 that prohibits a campus from requiring ethnic studies or cultural diversity courses within the policy parameters for GE programs or as a campus requirement.

Meeting Students’ Needs

In his meeting with the Executive Committee of the ASCSU, Chancellor White acknowledged that as some campuses engaged in these discussions, particular elements have emerged as challenging. At the same time, we do not want to undercut the work that has already been done or interrupt the progress that has already been made by imposing a delay. A delay also assumes that there is no cost to the status quo and as indicated above, we believe there is a very real cost to students if we delay.

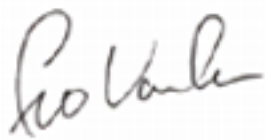
Following on these discussions, in his message to Presidents on October 12, 2017, Executive Vice Chancellor Loren Blanchard recognizes “the distinctive academic environments of each CSU campus. As such, there may be situations that warrant consideration of a narrowly defined request for extension of the implementation date of a specific element of EO 1100.” He continues that, “A request to delay implementation for a particular element of EO 1100-Revised may be submitted by the provost on behalf of the faculty and campus community, with endorsement by the president.”

Dr. Christine Miller
October 12, 2017
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3) **AS-3306-17/APEP/FGA: Support for AB-19 (2017) Community Colleges: California College Promise**

The CSU is committed to encouraging student success in their pursuit of higher education. This support for success at community colleges is welcome.

Sincerely,



Leo Van Cleve
Assistant Vice Chancellor
International, Off-Campus Programs, and Liaison to the ASCSU

- c: Dr. Timothy P. White, Chancellor
Dr. Loren J. Blanchard, Executive Vice Chancellor, Academic and Student Affairs
Mr. Steve Relyea, Executive Vice Chancellor & Chief Financial Officer
Mr. Garrett P. Ashley, Vice Chancellor, University Relations and Advancement
Ms. Melissa Bard, Vice Chancellor, Human Resources

October 12, 2017

If applicable, respond no
later than
November 15, 2017

MEMORANDUM

TO: CSU Presidents

FROM: Loren J. Blanchard, Ph.D.
Executive Vice Chancellor



SUBJECT: Implementation Timelines for Executive Orders 1100-Revised and 1110

The Chancellor's Office has received questions regarding implementation of recently issued Executive Order 1100-Revised, [General Education Breadth Requirements](#) and Executive Order 1110, [Assessment of Academic Preparation and Placement in First-Year General Education Written Communication and Mathematics/Quantitative Reasoning Courses](#).

As a reminder, Executive Order 1100-Revised updates the existing CSU general education (GE) framework, clarifying requirements, affording equity in the application of general education policy and facilitating more efficient graduation.

The intent of Executive Order 1110 is to expand the use of multiple measures of assessment for readiness in English and mathematics for new students, strengthen the Early Start Program by focusing on baccalaureate credit-bearing experiences and provide the opportunity for faculty innovation in general education courses with appropriate academic and student support.

We understand that faculty on most campuses have already begun work on the curricular updates necessary under these policies. As they have engaged in this work, some have expressed concern regarding the ability to achieve a particular element of the updated policy by fall 2018, based upon unique campus constraints.

We recognize the distinctive academic environments of each CSU campus. As such, there may be situations that warrant consideration of a narrowly defined request for extension of the implementation date of a specific element of EO 1100. In these cases, the CSU Office of the Chancellor will consider extension requests. No extensions will be considered regarding

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Executive Order 1110 or elements of Executive Order 1100-Revised that align with EO 1110, such as updates to GE Subarea B4, Mathematics/Quantitative Reasoning.

A request to delay implementation for a particular element of EO 1100-Revised may be submitted by the provost on behalf of the faculty and campus community, with endorsement by the president. Requests shall include:

- The specific, narrowly defined request for delay, identifying the policy section affected and explaining why more time is needed;
- A clear and compelling rationale to support the request for the benefit of students;
- A timeline detailing the work to be accomplished by specific dates;
- The term and year by which specific policy areas will achieve compliance with the EO; and
- Confirmation that efforts to address all other elements of the EO are continuing.

Two campuses, CSU Monterey Bay and Sonoma State University, have already been granted extensions until fall 2019, allowing delay of the minimum/maximum 3-unit general education course format requirement. Nearly all general education courses at these two campuses will require conversion from four units to three units. Based on informal inquiries received, it is anticipated that the number of additional extensions granted will be limited.

Requests

Requests addressing the above elements may be submitted to my attention by the campus provost no later than November 15, 2017. Requests will be carefully considered and will receive an expedited response.

c: Timothy P. White, Chancellor
Christine Miller, Chair, Academic Senate of the California State University
Provosts and Vice Presidents of Academic Affairs
Vice Presidents of Student Affairs

October 13, 2017

MEMORANDUM

TO: Dr. Kevin Baaske
Chair, Chancellor's General Education Advisory Committee

FROM: Loren J. Blanchard, Ph.D. 
Executive Vice Chancellor

SUBJECT: Implementation of Executive Orders 1100 and 1110

Chancellor White has asked me to respond to your September 18, 2017 letter that requested a delay in implementing Executive Orders (EOs) 1100 and 1110. To address stated concerns about the policies from the committee and other constituents, we hosted a live, two-hour "Policy Q&A Webcast" on September 29, 2017. Campus community members raised questions during the webcast, with my staff providing responses in real time. The webcast is posted online and can be viewed at any time at: <http://www.calstate.edu/app/policywebcast/index.shtml>. Also featured on that Web page are EOs 1100 and 1110 FAQ documents containing information shared during the webcast. You will also find posted a summary of campus feedback to our systemwide March 2017 EO 1100 revision survey, a summary of the EO 1100 revision consultation timeline and links to scholarship on co-requisite course models.

To support faculty engaged in the work of revising courses, we began offering faculty development opportunities this past summer and held a mathematics faculty-development focus group event, during which participating faculty offered guidance about the professional development programming needed in order for CSU faculty to respond to the EOs. Based on the advice given, events are being planned and are listed on the Math/QR Faculty Development Calendar at: <https://www2.calstate.edu/csu-system/why-the-csu-matters/graduation-initiative-2025/academic-preparation/professional-development>. Following the August Co-Requisite Mathematics Summit, the University of Austin, Texas Dana Center will return in November to facilitate a two-day Mathematics/Quantitative Reasoning Course Development Workshop, and CSU faculty-led "how-to" workshops are in development. Additionally, the CSU Math & Quantitative Reasoning website features teaching resources, information on outcomes assessment, and a CSU campus-by-campus list of currently offered mathematics/quantitative reasoning GE courses. That website is available at: <http://www.calstate.edu/app/mathqr/>. For

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Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

October 13, 2017
Implementation of Executive Orders 1100 and 1110
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faculty interested in learning more about other state and national developmental education efforts, various articles appear on this Web page:

<https://www2.calstate.edu/csu-system/why-the-csu-matters/graduation-initiative-2025/academic-preparation/Pages/resources.aspx>.

Regarding your concern about our community college partners, please note that the EO 1110 elimination of stand-alone pre-baccalaureate courses applies only to the California State University (CSU) and does not extend to the courses offered at California Community College (CCC) campuses.

In recognition of varying campus circumstances across the system, I have issued the enclosed memorandum to presidents, allowing submission of a “narrowly defined request for extension of the implementation date for a specific element of EO 1100.” With support of the campus president, a provost—on behalf of the faculty and campus community—may submit such a request to my office. There will be no exceptions considered for EO 1110, including general education (GE) mathematics/quantitative reasoning or written composition courses, which are also addressed in EO 1100.

We understand that the CSU is moving at an accelerated pace to do what is right for students. In fall 2018, we will welcome 25,000 freshmen into courses offering the support they need to succeed in baccalaureate-level GE courses that count toward their degrees. While most courses will not change, we are relying on the entire CSU community to continue to collaborate and work together to create an empowering university education for our students.

LJB

Enclosure

c: Dr. Timothy P. White, Chancellor
Dr. Christine Miller, Chair, Academic Senate, CSU

Administrative Affairs:

Submitted by Doug Dawes, Interim Vice President of Administrative Affairs

October 16, 2017

Facilities:

- Library and Theatre Arts seismic projects received the additional \$23 million in funding to make the projects viable after the revised scope of design was estimated for final costs of \$36.66 million. Full design and relocation plans are underway; more information in mid-Spring 2018.
- Jenkins Hall is undergoing the same seismic design reevaluation that the Library and Theatre Arts projects did and will likely need additional funding and scope of work as a result.
- Switchgear replacement project is progressing, but the next planned electrical outages previously scheduled for Fall and early winter break are delayed due to equipment arrival.
- A custodial level of services assessment is currently underway, which is a key component of the Facilities Management budget reductions in custodial positions. The assessment should be completed by the end of the year at which time the campus will hear what changes may be forthcoming in services provided to the campus, given the number of custodial positions currently authorized.
- A parking operations and demand analysis study is currently underway to establish data on physical parking resources and user behavior and demands. This study will be completed by early February, 2018 and will contain recommendations for meeting demand and lessening impacts to the campus community.
- On 10/18 at BSS 162, there will be a presentation on the results of the 2017 Sustainability Tracking, Assessment and Rating System results. This will include constant improvement recommendations and the results for this year.

Payroll:

- Involved with the Human Resources/Campus Solutions split which is scheduled to go live in March. Testing will begin in a couple of weeks.
- Currently involved with the new Common Human Resource System (CHRS) for the CSU. The first review session in early December. It will be rolled out in phases beginning in July 2020. All campuses will be on the new system by December 2022.
- The news CHRS and its lack of initial support for auxiliaries will adversely affect how we process Sponsored Programs Foundation payroll, which may require an upgrade to a new system.

Procurement:

- ProCards will soon be allowed to be used to pay for services.
- ProCard training will be ready shortly for all cardholders and approvers.
- Concur travel and expense reimbursement implementation, which will allow for online authorization and reimbursement is moving forward and an implementation timeframe should be known in early Spring.

- In conjunction with IT, building ATI review/regulations into the IT (electronic hardware and software) procurement process.

Budget:

- Working with URPC on Campus budget reduction planning (Phase 2)
 - New CSU budget policy will require regular reports and projections for areas
 - A portion of the new budgeting and reporting tool, Questica, is available at <http://hsu.openbook.questica.com/>
-

President's Office:

Submitted by Lisa Rossbacher, President, Humboldt State University

October 16, 2017

Dear colleagues –

HSU had a contingent of people who attended the Graduation Initiative 2025 Summit last week, which was also held in Long Beach. The CSU has issued a Preliminary Progress report for each campus, to help the institutions understand their progress toward the 2025 goals. HSU is identified as making good progress in every category except eliminating the gap between the percentage of Pell-eligible and Non-Pell students who graduate within 6 years, which is noted as only moderate progress. This report is available on-line at calstate.edu/dashboard.

Important progress is being made with the Common Human Resources System for the CSU, on which a number of HSU staff have been working. The implementation time is lengthy, but HSU will benefit from have a standardized system that is compatible with the PeopleSoft database.

HSU's interest in a revised intellectual property policy was noted at last week's Council of Presidents' meeting in Long Beach. As has been shared with the University Senate Executive Committee, the new CFA agreement links the development of a system-wide policy on intellectual property with one on academic freedom. Thus, a campus-based policy on intellectual property would be in violation of the collective bargaining agreement.

I also want to acknowledge the many activities associated with Indigenous Peoples' Week (last week and continuing this week). The speakers, films, discussions, radio programs, gatherings, and guest lectures have offered powerful perspectives on the indigenous experience, and they weave together both historical and contemporary perspectives. The many people who planned these events have the appreciation of the entire HSU community.

I am always available to answer any questions.