

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, November 1, 2016

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Mary Virnoche, APC Chair

Members: <http://www2.humboldt.edu/senate/academic-policies-committee>

October 4, 2016: Present - Joice Chang, Paul Cummings, Brandon Dolfi, Mary Glenn, Michael Goodman, Zach Kihm, Michael Le, Heather Madar, Clint Rebik, Mary Virnoche (chair)

October 11, 2016: Present - Joice Chang, Paul Cummings, Brandon Dolfi, Mary Glenn, Michael Goodman, Zach Kihm, Michael Le, Heather Madar, Clint Rebik, Mary Virnoche (chair)

October 25, 2016: Present - Paul Cummings, Brandon Dolfi, Mary Glenn, Michael Goodman, Zach Kihm, Mary Virnoche (chair) **Absent** Joice Chang, Michael Le, Heather Madar, Clint Rebik

Discussion/Outcomes/Decisions

Two students, Brandon Dolfi and Zach Kihm joined APC beginning with the October 4, 2016 meeting. APC received formal notice of their appointments via a memo from AS President, Jonah Platt, dated October 5, 2016.

October 4, 2016: The APC oriented itself to the current context for E-learning policy. We began reviewing the latest draft of the E-Learning Quality Policy. Mary V. Communicated with Alex Hwu about our process. Alex confirmed that we are working with the latest version of the quality policy and also sent the committee the current “agreement that faculty members sign when they develop E-Learning classes.

October 11, 2016: The APC continued the E-Learning Quality Policy discussions.

October 25, 2016: The APC reviewed a new version of the E-Learning Quality Policy substantially revised by Mary Virnoche based on synthesis and integration of comments, concerns and suggestions raised during the last two meetings. The group noted a few fairly minor changes needed in Sections I-V. During the discussion of the new Section VI, Mary Glenn raised concerns that have implications for multiple sections including Section VI: All ELearning courses are run through “self-support” (revenue stream and expenses are managed and contained within the entity CEEE). Yet there are resource streams from state side into CEEE that are not yet articulated nor compensated: e.g. student services, as well as course, program and other analytic data. Mary Virnoche suggested that those resource issues could/should not be resolved through this policy. Mary Glenn noted that the decisions around resources have an impact on this policy. The APC adjourned while still in the midst of the discussion on the revised Section VII Right of First Refusal.

Meeting Agenda, November 1, 2016

eLearning Quality Assurance Policy
eLearning Course Development/Redesign Agreement

California Faculty Association:

Submitted by Michael Camann, HSU Chapter President

Members of the California Faculty Association phone banked on campus Tuesday and Wednesday, October 25-26, calling CFA members throughout the state to inform them about Proposition 55 and the potential negative impact on the CSU base budget if Prop. 55 fails to pass. To date, HSU faculty have donated nearly 50 hours of volunteer organizing in support of Prop. 55.

Constitution and Bylaws Committee:

Submitted by Jeffrey Abell, CBC Chair

- I. Report from Mon October 10, 2016 Meeting
 - A. Meeting called to order at 16:15 in NHE 116 with Abell (Chair), Chang, Guzman, and Shellhase. Watson was absent.
 - B. The University Policies Committee forwarded CBC a draft "Policy on Policies" with a request to review it for any apparent conflicts, discrepancies with the Senate Constitution and Bylaws.
 - C. CBC reviewed and discussed the document - noting sections which might not be consistent with the Senate Constitution and Bylaws and sections which might be considered redundant as they are already clearly stated in the Senate Constitution and Bylaws. The CBC Chair conveyed the notes of this discussion to the UPC Chair in a phone call later in the week.
 - D. Meeting adjourned at 16:45.

- II. Report from Mon October 24, 2016 Meeting
 - A. Meeting called to order at 16:05 in NHE 116 with Abell (Chair), Chang, Guzman, and Shellhase. Watson was absent.
 - B. Committee approved minor edit to Resolution 05-16/17-CBC (Resolution to Amend Section 9.0 of the Constitution of the University Senate to Specify Time Limits for Electorates to Ratify Senate Constitution Amendments). This comes to Senate as a first reading at today's meeting.
 - C. Committee initiated formal discussion on whether the CBC is the appropriate body to interpret Senate actions or resolutions as they relate to the Constitution.
 1. Interpretations relating to the Senate bylaws fall squarely within the CBC's purview. The bylaws are under exclusive control of the Senate membership and

Bylaws section 14.0 clearly charges CBC to interpret Senate actions/resolutions for consistency with the bylaws.

2. There is currently no mechanism for the CBC to interpret Senate actions that relate to the Constitution. That is because the current “interpretational powers” are vested in the bylaws and therefore cannot be applied to the Constitution since the Constitution is a higher order document.
 3. CBC is likely the best option on campus for interpreting Senate actions that relate to the Constitution. The committee members get more experience with this document than members of any other campus committee. The two-year term of service allows new members to build their understanding of the Constitution. The CBC membership usually reflects a representation that is broader than the Senate (e.g. for the current committee only the Chair is a Senator and the remaining members are appointed from the three electorates).
 4. A potential conflict of interest arises if CBC is asked to make interpretations relating to the Senate Constitution. CBC is a standing committee of the Senate and must generally abide by Senate approved actions. On the other hand, the Constitution is not under exclusive control of Senate membership, but is amended by the electorates: General Faculty, Associated Students, Staff council.
 5. If this conflict of interest is not palatable, an alternative might be to fashion ad-hoc interpretation committees as needed. Such a committee could have Senate representation (via the CBC Chair and an officer of the Senate) and elected members from the three electorates. This could be viewed as an ideal option from the representation standpoint. But it would be difficult to implement on the short notice that would likely be required to resolve interpretations. Also the elected members may not have enough experience with the Constitution to effectively interpret it on such short notice.
 6. The CBC unanimously agreed to write a Constitutional amendment that would allow it to interpret Senate actions relating to the Constitution. This will give the electorates the opportunity to have a say in the matter and validate the argument that CBC is best positioned to offer objective interpretation.
- D. Committee initiated formal discussion on whether standing committees should be held to similar agenda and document posting deadlines as the current Senate.
1. Improving communication of committee business would improve the Senate’s ability to meet its mission.
 2. The primary mechanism of communicating committee business, meeting time and location is through Senate reports. This is likely not sufficient to keep campus aware of committee’s work or to encourage broader campus input at the committee level.
 3. Caution must be taken when stipulating notification or document deadlines that might overburden committee Chairs and inhibit the ability of committees to handle Senate business.
 4. CBC will continue this discussion and seek input from the Senate Office about what steps are currently being taken to notify the campus community about committee meeting times, locations and agendas.
- E. Meeting adjourned at 17:05.

III. Agenda for next meeting on Monday November 7, 2016 in NHE 116

- A. Draft Constitutional Amendment allowing CBC to interpret actions as they relate to Senate Constitution.
 - B. Continue discussion of whether committees should have agenda notification and document posting deadlines. Propose bylaws amendments if necessary.
 - C. Initiate discussion on whether posting of vote tallies with election results is mandated by our governing docs. Recommend appropriate practice to AEC or Senate Office or propose bylaws amendments if necessary.
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Faculty Affairs Committee:

Submitted by George Wrenn, FAC Chair

Faculty Affairs Committee Report – October 26, 2016

The Committee held its sixth meeting of 2016-17 on Wednesday, October 26.

Meetings this semester are scheduled for: November 2, 9, 30 and December 14. Meetings are open to the campus community. The Committee currently meets in Library 118 at 8 a.m.

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>.

Unless otherwise noted, all members were present.

Agenda for October 26:

Absent: Marissa O'Neill
Guest: John Steele (Biological Sciences)

- 1) Updates
- 2) Lab Evaluation Instrument
- 3) Sense of Senate Resolution on Confidential Evaluations

1) Updates

The Committee will have an extra meeting on November 2nd to:

- Finalize the Sense of Senate Resolution on Confidential Evaluations;
- Review draft Guidelines for Extraordinary Support (in preparation);
- Review of concerns related to class scheduling (time permitting)

2) Lab Evaluation Instrument

- a. A draft instrument submitted by Bob Zoellner was reviewed and discussed. John Steele and Mark Wilson have volunteered to work on the instrument and will bring a revised version to the November 9th meeting.

- 3) Sense of Senate Resolution on Confidential Evaluations
 - a. In our first review of the draft Resolution, we concluded that definitions of confidential and anonymous should be included and that language should be strengthened or clarified in places. The Committee plans to finalize the Resolution at the next meeting. The Resolution will be shared with AS for input before submission to the Senate for a first reading on November 15th.
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University Policies Committee:

Submitted by John Meyer, UPC Chair

10/21/16: committee meeting continued process of revision of proposed “Policy on Policies, Procedures, and Guidelines.” The committee voted unanimously to recommend the proposed policy, as revised, to the University Senate. Although the proposed policy has been revised to incorporate diverse feedback, the committee recognizes that challenges of incorporating all university policy into a single process remain.

10/31/16: committee is scheduled to meet with invited guests Professor Jim Graham, CIO Anna Kircher, and others to discuss the potential formation, structure, and charge of a new advisory committee on academic information technology.

University Resources and Planning Committee:

Submitted by Mark Rizzardi and Alex Enyedi, URPC Co-Chairs

The University Resources and Planning Committee (URPC) met on Friday, October 28. The URPC continued its discussion on defining strategic assets. This discussion was motivated by the President’s charge to continue “... implementation of strategic budgeting principles and defining strategic assets.” Strategic assets for the university are assets that are needed to allow HSU to continue achieving its goals. A wide range of assets fall under this umbrella including infrastructure, personnel, students, and curriculum. Crafting a common policy document will help guide the university’s strategic budgeting process. This discussion will continue in the URPC’s November 18 meeting.

Administrative Affairs:

Submitted by Vice President Joyce Lopes

ADMINISTRATIVE AFFAIRS DIVISION WIDE SENATE UPDATE

We have engaged in training with the Office of Institutional Effectiveness on assessment, planning, and goal setting. Each unit has begun to develop objectives and tasks tied to the strategic plan. Each task has a measurable outcome, timeline and individual assigned responsibility.

We have begun looking at the +/- 5% budget exercise by considering the following questions:

- List three potential ways you could re-imagine your service delivery (partner with others on campus, reorganize how service is delivered, change delivery schedule, reduce services provided, change where the service is provided)
- In your area, list three things to stop doing and/or services to stop providing (or streamline how they are provided)

ACCOUNTING

- Completed the year end process for the university as well as the four auxiliary organizations (AS, Advancement, Sponsored Programs, and the University Center)
- Completed the audit reports and financial statements for the four auxiliary organizations
- Reviewed and realigned staff assignments to improve customer service for the campus, self-support operations and auxiliary organizations
- The CSU three-year auxiliary audit has been completed. Corrective action has been submitted to the Chancellor's office.
- The office has prepared a response to the Associated Students request for proposal for business services. The presentation will be provided to Associated Students Council on November 14.

BUDGET OFFICE

The Budget Office is largely focusing on advancing Goal 4 Outcomes in the Strategic Plan.

The Budget Office has completed the initial implementation of Questica, a cloud-based enterprise budgeting system that will be used to advance campus budgeting and planning efforts. HSU is the first campus in the system to implement Questica, and several other campuses are beginning the implementation process as Questica recently won the system-wide budgeting system contract. Questica is being used actively by the Budget Office team for position management, posting original budgets, and budget transfers. We are working on developing a training schedule to introduce MBU analysts to Questica, with the goal of using Questica for spring budget development.

The Budget Office is also actively involved with several initiatives related to building out strategic budgeting and establishing a sustainable long-term budget, including:

- Supporting the URPC to develop a strategic asset policy and guidelines
- Leading reserve planning and policy development efforts. In the next few months, the URPC will work to finalize the Operating Fund reserve policy, which will include reserves for operations, maintenance and capital improvements. The Budget Office is also working with self-support entities on campus to establish reserve policies and to develop five-year reserve plans.
- Supporting the Office of Institutional Effectiveness with the development of an implementation plan for the integrated assessment, planning and budget process.
- Helping the President, Vice Presidents, URPC and the campus community work through the +/- 5% planning exercise to ultimately achieve a balanced budget and better position the University to advance Strategic Plan goals and achieve GI 2025 targets.

- Conducting a holistic review of our student fees to better understand trends and programmatic needs, with a focus on minimizing increases over time to maintain access and affordability for our students.
- Continuing to partner with the campus to develop consistent methodologies for reimbursements between our main operating fund and self-support entities and auxiliary organizations. Last year, we implemented a data-driven cost allocation model to reimburse the operating fund for services provided to self-supports and auxiliaries. This fall, we have worked to establish a consistent approach for how faculty costs are billed in self-support programs. Over the next year we will continue to build out the cost allocation model and will begin the process of evaluating our internal chargebacks to determine if efficiencies can be gained by changing how we charge for activities within our operating fund.

CASHIERS AND STUDENT FINANCIAL SERVICES

Student Financial Services has aligned the departmental goals with the University's Strategic Plan. We have identified Goal #1 *"Prepare students to be socially and environmentally responsible leaders in a diverse and globalized world"* to be our primary focus.

To achieve this goal, Student Financial Services staff will provide excellent customer service and accessibility to all students. Our objective is to utilize technology to provide self-service access to critical information, deadlines and forms.

We have been successful in implementing a new process for student installment payment plans using e-forms and electronic document storage.

Quick links have been added to the myHumboldt portal that provides the student with access to payment plan information and allows them to submit the form electronically.

We experienced;

- A 30% increase in usage for the Fall 2016 semester
- Time savings in processing the forms
- Easy access to documents for all staff
- Elimination of paper forms

CONTRACTS AND PROCUREMENT

1. With the creation of a Centralized Events Coordinator, Contracts and Procurement is in alignment with Strategic Plan Objective 1.1B.1 Co-locate similar and related campus resources and 4.2B.1 Ensure the effective, efficient, and equitable use of space as a university wide resource.
2. Other Quarterly Tasks:
 - Revised recurring agreements (LSA, Psychology, Kinesiology, Social Work, etc) to be fillable protected pdfs to eliminate multiple extra processing/routing steps
 - Implementing maximum per-person Hospitality rates for meals and light refreshments
 - Changed the Hospitality form to meeting ICSUAM standards
 - Implemented use of Disbursement Log for gift certificates
 - Implementing guidelines for ProCard
 - Collecting Certifications from MPPs and Dept Chairs as required as part of the campus delegation of authority
 - Updated the Travel Expense Claim form to include the form for privately used vehicles

- Working on streamlining the Accounts Payable correction process

RISK MANAGEMENT AND SAFETY SERVICES

Sub-outcome 1.2D - The campus environment is safe and inclusive.

Presently, RM&SS is either updating or creating programs that mitigate risk. Some recent examples are; updating the alcohol approval policy, updating the food safety policy, developing, releasing and overseeing the new chemical inventory program, assisting the campus with compliance of the CSU non-smoking policy, re-establishing the campus-wide safety committee, initiating a new emergency safety app. (RAVE Guardian), updating theater prop weapon procedures, creating fume hood procedures and hosting emergency management courses on campus (CSTI and FEMA).

FACILITIES MANAGEMENT

- Climate Action Plan has been fully drafted and is nearly ready for campus feedback/discussion.
- Completed a full space audit for the primary campus (not including housing).
- Nearing completion of bar coding all doors for the primary campus (not including housing) to facilitate efficient processes for maintenance, operation, asset inventory and risk management.
- Completed AIM Phase 1 implementation. Preparing for AIM Phase 2
- Nearing completion of updated and fully audited facilities renewal and deferred maintenance reporting. We have coalesced all facility condition audit data to enable import into CSU reporting system; we have also executed contracts for third and final phase of condition audit to ensure University has a comprehensive understanding of its facility renewal needs and deferred maintenance backlog.
- We have updated numerous business processes associated with AIM as well as supporting the general campus and ensuring compliance with Collective Bargaining Agreements or regulations (i.e., campus furnishing placement, contracting out notification, work order processing and alignment between material requests and signature authority).
- Began efforts associated with develop project guidelines to include definitions, processes, prioritization and approvals.
- We have received 3,192 work orders since July 1st; of that, 2,119 have been fully processed. It should be noted that 21 were associated with an emergency status, 370 were associated with an urgent status and 144 were associated with campus event support (i.e., setup, service during the event, cleanup).
- We completed or are in a stage of closeout for the following projects:
 - § Natural History Museum Classroom; Founders Hall MBCx, Gist Hall MBCx, Science D/E MBCx, Campus Apartments Fiber Connection, NR203 GIS Lab, Redwood Sciences Lab Fiber Connection, Redwood Bowl Track Repairs, Green & Gold Room Phase 1 Improvements, Marine Lab Boiler Replacement, Classroom Furnishings Replacement, Bicycle Repair Center, Parking Lot & Roadway Paving Repairs, Parking Lot & Streetside Curb Painting
- We are in the bid or construction stages on the following projects:
 - § Siemens Hall Damper Replacement, Children's Center Improvements, SERC Building Expansion, Marine Lab Seawater Tank Replacement, University Center Exterior LED Lighting, University Center Flooring, Paint & Furnishings, Center for Teaching & Learning Phases 1 & 2.
- We are fully underway with the design effort for the following projects:

- § Phase 1/2 Fire Alarm Replacement, Phase 1/2 Building Controls System Replacement, Data Center Fire Suppression Replacement, Campus Switchgear & Transformer Replacement, Theatre Arts Seismic Renovation, Lumberjack Arena Lighting Replacement, Institutional Effectiveness Office Renovation
- We are pursuing a very large transportation grant due in the Spring which would improve south, central and north campus connections for public and alternate transportation services. The grant is anticipated to be in the \$6M+ range. We have our consultants on board and have discussed with our Parking & Transportation Committee as well as the local transportation agencies and city of Arcata.

UNIVERSITY POLICE DEPARTMENT

Members of the University Police Department were issued a number of challenges for the current calendar year. The first of these challenges was to limit time in the station and increasing visibility on campus. Individual officers have been assigned specific residence halls, student support offices and academic offices so they can get to know the individual staff, faculty and students and develop relationships with each. This will improve their commitment to community-based policing. The department has begun to take steps towards accreditation to ensure alignment with best practices. An additional challenge asked each office to consider the strategic plan each day and find ways to make incremental accomplishments towards the goals on a daily basis. Finally, officers were asked to consider a contribution to a legacy that will live on by adding to a University Police Department Scholarship Endowment started by Chief Peterson.

Student Affairs:

Submitted by Vice President Peg Blake

Report from Enrollment Management and Student Affairs

Enrollment Planning for Spring and Fall 2017. This year HSU has experienced an enrollment shortfall of about 307 FTE, primarily due to three factors: increased number of students graduating in 2015-16, slight decline in first-year retention rates, and slight decline in newly enrolled students. Addressing this requires short-term efforts related to retention and recruitment, and implementation of a new strategic enrollment plan for the long-term. It will take active participation from across the University.

Our short-term plan to improve retention includes building upon existing efforts while implementing targeted new approaches. Current programs for retention include early advising and support, orientation programs, cultural support centers, Housing activities, and many others. These will continue to be assessed, and then expanded or reduced as appropriate. For 2017, a number of new activities are planned, including: a communication campaign in November to first-year students and their parents/families, implementation of full-year registration, revision of official communications with students, streamlining of first-year curriculum for all majors, continued revision of our academic advising model, training for new faculty and staff, modification of new student orientation programs, and expansion of career-curriculum courses. We are also exploring new summer session courses for Summer 2017. In addition, if we receive anticipated one-time funding from the Chancellor's Office, we will add mentoring and additional support for new students who show a need and establish a

parent/family program to help families support their students. Efforts beyond 2017 will be tied to a new strategic enrollment plan, which is currently being developed.


Similarly, existing efforts related to recruitment of freshmen and transfer students will be assessed, with those showing the most promise expanded. For the short term, meaning Spring and Fall 2017, the goal is to achieve the targets set by the Chancellor's Office. New activities for Spring 2017 include: phone outreach to transfers and freshmen, weekly visits by Admissions Counselors to the College of the Redwoods, batch transcript processing through College of the Redwoods, and targeted outreach to other community colleges. New activities for Fall 2017 will include: enhancements to outreach programs like Fall Admissions Day and Spring Preview, letters from department chairs to newly-admitted students from selected majors with the goal of expanding to all majors in future years, phone calls about important deadlines to admitted students, increased visits to community colleges within four hours of campus, and collaboration with efforts related to the new HSI STEM grant. Efforts beyond 2017 will be tied to a new strategic enrollment plan, which is currently being developed.

ASCSU Statewide Senate:

Please see attached CSU Travel Restrictions – Assembly Bill 1887 Memo provided by ASCSU representative, Mary Ann Creadon. Please note that the link in the body of the memo only goes to a general site, and not to a list of the restricted places. Restrictions will be effective January 1, 2017.

DATE: October 18, 2016

TO: CSU Presidents
Chief Administrators and Business Officers

FROM: Steve Relyea 
Executive Vice Chancellor and
Chief Financial Officer

SUBJECT: CSU Travel Restrictions – Assembly Bill 1887

Assembly Bill 1887 approved by the Governor Jerry Brown and filed with the Secretary of State on September 27, 2016, added Section 11139.8 to the Government Code relating to discrimination. As a result of this new law, as of January 1, 2017, the CSU will be restricted from requiring employees to travel to certain states. Additionally, CSU is prohibited from approving state-funded or state-sponsored travel to those states. A current example of a state subject to these travel prohibitions is North Carolina, which in 2016 passed a law which prevents local governments from passing anti-discrimination rules to grant protections to gay and transgender people. The complete list of affected states will be maintained on the California State Attorney General's website, [State of California Department of Justice](#), and travelers and approvers are required to check the website for the current list when planning out-of-state travel.

Exceptions to the new travel prohibitions may be granted for the following purposes:

- 1) Enforcement of California law, including auditing and revenue collection.
- 2) Litigation.
- 3) To meet contractual obligations incurred before January 1, 2017.
- 4) To comply with requests by the federal government to appear before committees.
- 5) To participate in meetings or training required by a grant or required to maintain grant funding.

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- 6) To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected.
- 7) For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies.

Travelers are required to document any exceptions on their travel authorization and/or travel expense documentation. The CSU Travel Policy has been updated to reflect this new law.

The text of the new law is shown below.

The California State University and other state agencies are prohibited from doing either of the following:

- 1) *Requiring employees to travel to any state that after June 26, 2015, has enacted a law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression, or has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, including any law that creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.*
- 2) *Approving a request for state-funded or state-sponsored travel to a state that, after June 26, 2015, has taken the same actions as described in subsection 1) above.*

Should you have any questions please contact Assistant Vice Chancellor / Controller Mary Ek at mek@calstate.edu or (562) 951-4610.

SR:dt

c: Chancellor Timothy White
Fram Virjee, Executive Vice Chancellor and General Counsel
Loren Blanchard, Executive Vice Chancellor, Academic and Student Affairs
Larry Mandel, Vice Chancellor and Chief Audit Officer
Garrett Ashley, Vice Chancellor, University Relations and Advancement
Andrew Jones, Interim Vice Chancellor, Human Resources