



## University Executive Committee Meeting Notes March 24, 2011

Peg Blak  
Anna Kircher  
John Lee  
Burt Nordstrom  
Dale Oliver (for Steve Smith)  
Wayne Perryman  
Steve Smith  
Bob Snyder  
Carol Terry  
Jay Verlinden  
Frank Whitlatch  
Patty Lindley, Staff Support

**Guests:**

Leo Canez  
Vincent Feliz  
Chag Lowry  
Sara Obenauer  
Marylyn Paik-Nicely  
Nina Surbaugh

Provost Snyder chaired the meeting in President Richmond's absence.

### Dean Search Update

Provost Snyder reported that the dean searches are progressing and they are in the process of extending an offer in the College of Arts, Humanities, and Social Sciences dean search; Library dean and College of Natural Resources and Sciences dean candidates are scheduled to visit campus. A search is also underway for a Dean of Research.

### Other Reports

***Provost Snyder reported:***

- President Richmond convened a second meeting of faculty, staff, and administrative representatives to discuss earthquake preparedness at HSU. This group intends to meet each semester and others are welcome to attend. Notes from the meeting will be forwarded to members of the University Executive Committee.
- HSU has received its estimated FY2011-12 budget allocation summary from the Chancellor's Office (a copy was distributed). He noted that the CSU didn't implement across-the-board



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reductions to the campuses, but took into consideration other factors impacting smaller campuses (such as the number of students needing financial aid) which improved HSU's financial situation. The budget information received is preliminary, with future modifications expected.

***Vice President Nordstrom reported:***

- The search to replace the University Police Chief vacancy is taking place, with applications being received until March 25.

***Associate Vice President Terry reported:***

- her office would appreciate receiving feedback about experiences using Connexus travel ([travel@humboldt.edu](mailto:travel@humboldt.edu)), <http://www.humboldt.edu/univtravel/>
- a cash management audit is taking place on campus beginning May 2 and will last approximately three weeks.

***Senate Chair Verlinden reported:***

- discussions of the proposed constitution and bylaws for the new University Senate are being finalized, to be followed by a vote of the faculty.

***CIO Kircher reported:***

- Staff surveys regarding the proposed IT consolidation are being processed, to be followed by the distribution of a draft organizational chart with a request for feedback.

***Vice President Whitlatch reported:***

- the latest edition of the Humboldt Magazine is available, <http://magazine.humboldt.edu/>
- an advertisement about HSU is now posted at the Arcata Airport
- KHSU has eight students taking part in their internship program; KHSU has been working with Congressman Thompson regarding proposed public broadcasting budget reductions.
- a direct-mail fundraising appeal for the College of Arts, Humanities, and Social Sciences is taking place this semester.
- a new Native American recruitment brochure is available

## **Sponsored Programs Foundation Status Update**

Provost Snyder reported that it appears the SPF operation is running smoothly at this time. Carol Terry noted that processes and procedures are being developed.

## **HSU Advancement Foundation Board meeting in San Francisco**

Vice President Whitlatch reported that a meeting of the HSU Advancement Foundation Board of Directors took place in San Francisco on March 18 and 19. The Board has welcomed eight new members during the past year, with two Board members creating endowments. HSU's endowment is doing well in terms of investments and the spending rate (funds available for programs) has been increased from 3% to 4% (approximately \$700,000). They are interested in

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participating in HSU's Centennial planning, which will be celebrated during Fall 2013 and Spring 2014.

## Digital Resources Employee Separation Checklist for Managers

Anna Kircher distributed a "Digital Resources Employee Separation Checklist for Managers" (<https://humboldt.edu/forms/node/325>) "to assist supervisors in identifying digital resources that require attention when an employee separates from their unit or the University, including leaves of absence." It's not a required form, but a useful tool in assisting employees who are leaving university service.

## Steps Being Taken for Business Continuity Planning

Carol Terry reported that steps are being taken to implement a Business Continuity Plan on campus in response to CSU Executive Order 1014, <http://www.calstate.edu/EO/EO-1014.html> which is a plan to recover business processes and continue campuswide operations after a major catastrophe. Steve Karp, who is assisting in developing this policy, will provide an update to the University Executive Committee at a later meeting. HSU plans to use a planning software program ("HSU Ready") which was provided to HSU and other CSU campuses by UC Berkeley.

## 2011 Big Time Event

Marylyn Paik-Nicely accompanied by others shared information and invited the University Executive Committee to attend the annual HSU California Big Time and Social Gathering on April 9 (Noon-9:00 PM, Lumberjack Arena in the Kinesiology & Athletics building), <http://now.humboldt.edu/events/ca-big-time-social-gathering1/>. This annual gathering is a worthwhile opportunity to learn about the Native culture. It also includes educational/recruiting components, such as the "Amazing Race" for children. Over 1,000 are expected to attend. Jay Verlinden asked that departments have an opportunity to participate in the future, with the possibility of offering special class credit to students who are involved.