

HUMBOLDT STATE UNIVERSITY

Office of the President

University Executive Committee Meeting Notes

May 24, 2012

Rollin Richmond
Ken Ayooob
Brooke Fiore
Teresa Grenot
Scott Hagg (for Peg Blake)
Anna Kircher
John Lee
Carol Lorentzen
Burt Nordstrom
Bob Snyder
Frank Whitlatch
Rhea Williamson
Patty Lindley, Staff Support

Guest:

Mary Kay Hartman

President's Report

President Richmond congratulated Staff Council for a well-attended staff appreciation event on May 23. He noted that there appears to be confusion by some employees (MPP's, VP's) if it is appropriate for them to attend.

He attended the May 16 Institute for Student Success at HSU which was very impressive.

He visited this week with a group from the university in Santiago, Chile, who were here to discuss the January 2014 *von Humboldt Conference*.

President Richmond and others from HSU attended a presentation regarding a proposed feasibility study of an alternative (eastern) rail route to connect Humboldt Bay to the existing Union Pacific main rail line just south of Red Bluff, CA. He plans to provide a letter of support on behalf of HSU.

Other Reports

CIO Kircher reported:

- Microsoft is ending support of Windows XP in April, 2014. IT will provide each divisional vice president a list of impacted computers so they can begin planning for this additional refresh expense. She reported that 168 new computers were recently purchased to upgrade labs (two large library labs and four classroom labs).

HUMBOLDT STATE UNIVERSITY

Office of the President

Dean Williamson reported:

- in Fall 2011 and Spring 2012, the Incentives Committee of the HSU Sponsored Programs Foundation initiated the Incentives Award Program. She distributed an update noting that the program has allocated \$66,074 in assigned time and \$5,500 in travel funds to 11 faculty members.
- Steve Karp has accepted the permanent position of Director of the Sponsored Programs Foundation.

Dean Lee reported:

- a new Associate Dean for the College of Professional Studies has been selected, Dr. Emiliano Ayala (coming from Sonoma State University).
- selection of the Business Chair is in process.

Director Hagg reported:

- three candidates for Associate Dean for Student Engagement and Leadership will be visiting campus on June 1, 4 and 5 (with Open Forums scheduled at 3:00 on each date).
- three other searches are in process: Admission Counselor, Registrar and Director of Financial Aid.

Associate Vice President Lorentzen reported:

- Dave Bugbee has been appointed the new Associate Vice President for Human Resources. Mike Burghart will serve as Interim Director of Contracts, Procurement, and Risk Management.

Vice President Nordstrom reported:

- he participated in a conference call on May 24 regarding budget. We will be receiving a notification from the Chancellor's Office of what our reduction will be, should the tax initiative not pass. It will be important to encourage people to vote, including CSU students.

Vice President Whitlatch reported:

- that following up on President Richmond's request for commencement attendees to send a text message to state legislators regarding the impacts of budget reductions on education, 220 people sent a total of 800 messages via HSU's advocacy site <http://capwiz.com/humboldt/home/>.

Dean Grenot reported:

- they are close to making an offer for the Instructional Services Librarian/Library Assessment Coordinator position.
- the 1st floor refresh project is progressing.

Staff Council President Fiore reported:

- that Staff Council appreciated the support of the Staff Appreciation event.

HUMBOLDT STATE UNIVERSITY

Office of the President

Software Purchase Guidelines

CIO Kircher distributed an ITS “Guide to Successful Software Acquisition” which is available on their website, <http://www.humboldt.edu/its/services/software-purchasing> (under “Location”). University Executive Committee members discussed the possible need to implement a campus policy addressing software purchases. Dean Williamson reminded members that proposals and grants sometimes include software acquisitions, which need to be taken into consideration as well. The vice presidents and deans will take steps to ensure that ITS consultation and review of the guidelines are a part of the software acquisition process in their areas.

Digital Resources of Exiting Employees

CIO Kircher distributed a “Manager’s Digital Resources Checklist for Separating Employees” which is available on the web, <http://www.humboldt.edu/forms/node/325> and addresses the categories of “Email,” “Network Folders,” “Personal Computer,” “CMS Access,” and “Websites and Mailing Lists.” It was agreed that this process needs to be implemented well in advance of the employee leaving employment (and much sooner than the usual Separating Employee Clearance form).

Start-up Packages for New Faculty

President Richmond and Provost Snyder discussed that in an effort to diversify HSU’s faculty, consideration is being given to allocating additional one-time funds to offer more attractive start-up packages to new faculty. The provost and deans will give this further thought, as well as other efforts to recruit minority candidates. A review of new faculty recruitments, to include Radha Webley, will be discussed by the University Executive Committee in October and March. It was suggested that the faculty exit survey be reviewed for possible modifications.

Report on C/R-HSU Liaison Meeting

President Richmond reported on some of the topics discussed at the May 17 Liaison meeting with College of the Redwoods which included: a draft Dual Admission Transfer Agreement which would provide C/R students with the opportunity to receive cross-enrollment opportunities at HSU for up to one course per term; continued availability of office space for an HSU Counselor on the C/R campus; selection of the Book of the Year in conjunction with HSU’s Centennial celebration; and sharing of Library and IT resources. It was agreed that Rhea Williamson will be invited to future C/R-HSU Liaison meetings.

Commencement Review

Mary Kay Hartman shared that approximately 1400 students participated in commencement this year. Some of the input from the members of the University Executive Committee included:

- name reading was slow to start in some cases
- audio issues – difficult to hear names being read (suggested that someone be employed to manage name readers, including the need to adjust the microphone)
- pacing of graduates on stage was an issue

HUMBOLDT STATE UNIVERSITY

Office of the President

- “housekeeping” issues such as turning off cell phones, availability of water, etc. may occur prior to the commencement ceremony to save time
- place umbrellas under platform party chairs for easy access
- “mixed” message when stating commencement is “bottle free” followed by water bottles being made available; adjust message as needed

Six-year Graduation Rates

President Richmond noted graduation rates are a concern not only at HSU, but system-wide and shared a recent HSU report, http://pine.humboldt.edu/anstud/cgi-bin/filter.pl?relevant=gradrateall_ft.out asking that this be discussed with department chairs. It was agreed that many aspects need to be considered such as course transformation vs. supplemental instruction, tools and training for advisors, a culture change to encourage students to pursue a timely degree, early notification by Financial Aid of units completed, ability to track student progress, professional advising in some cases, verifying students are enrolling in appropriate classes (block enrollment for freshmen), and early alert of at-risk students. Provost Snyder reported a new project next year will assign a coach/mentor to incoming freshmen students who will be living in the dorms.