The mission of Staff Council is to provide staff with an effective process of selection for participation in campus governance, and to facilitate communication and cooperation across the campus on issues of interest and concern to staff.

Staff Council Meeting Minutes 2/22/18
Date: Thursday, February 22, 2018 from 1pm – 2:30pm
Location: CTL Classroom - Library 3rd Floor (LIB 317)

Present: Terri Georgopoulous, Pamela Kirschner, Marguerite Powers, Alex Gradine, Rob Keever, Liz Deck, Tina Georganas, Michele Miyamoto, Grant Scott-Goforth, Vickie Thornburgh, Erika Wright
Guest: Rock Braithwaite, Mike Le, Joy Finney, Sara Green, Melea Smith

<table>
<thead>
<tr>
<th>Action Items, Decisions, and Significant Issues</th>
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<tr>
<td>• Change of by-laws proposal</td>
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<td>• Discuss Staff Appreciation Event</td>
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<td>• Discuss Elections</td>
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I. Call to Order/Welcome (5 minutes)
1.1 Check for Quorum (11 members) - put off check for quorum until Rock make presentation

II. Announcements - Overview (15 minutes)
2.1 Rock Braithwaite ALO (Accreditation Liaison Officer) - Interim Vice Provost of Academic Affairs
   - WSCUC update- Team will be here March 21-23
   - 4 lines of inquiry
     - Serving students & assessing learning outcomes
     - Evidence based decision making
     - Completion of campus initiatives
     - Sustainability
   - What can you do? Visit website, review reports, recommendations, schedules:
     http://www2.humboldt.edu/pmc/portal/wscuc-accreditation-reaffirmation-team-visit-hsu
     - If you are interview, refer to the handout of talking points if needed.
     - Attend open forum
     - Communicate on confidential email (not an HSU email). Refer to link above.
   - WSCUC Accreditation team knows where to look and who to ask. Budget expert is part of team; digging deep into spending
   - WSCUC Accreditation team will speak to students.
   - Confident that we will not lose accreditation. The question is how long before additional review required:
2.2 University Senate Report (Mike Le) Staff Senator
The way he sees the budget with handouts, Budget cuts is an inappropriate term; we are not saving any money because overspent money can’t be saved. The way Mike looks at budget (see attached handouts):
- Chart 1- Spending per FTE, 15 units is FTE, our FTE is always less than headcount, 12 is full time for Financial Aide. HSU spends more per student.
- Chart 2- So where are we overspending? Instruction, 20K unused seats, more sections and seats, many classes not at capacity.
- Chart 3- Overspent, dipped into reserves and had increase in enrollment. 2016-predictions off
- Chart 4-Deficit-tuition decrease because less FTEs, projected through next year to overspend 8mill and 6 mil in reserves
- Chart 5- Strategic data workbook, models kept saying more students but they didn’t show up. Goal is to stabilize enrollment.
- Chart 6- Growth line doesn’t match applications to enroll
- Chart 7- Retention, how many make it past winter break? 1 year? Retention issue=recruit more, retain more. Annual Program Review
- Chart 8-2nd part of trifecta, Graduation=less students
- Chart 9/10- Transfer students, not retaining for 2 years because transfers graduate
  o Overspending/Trifecta
  o Less students enrolling
  o Retention-steadily dropping
  o Graduation-get out in 4 years or less
  o Solutions-recruitment and retention committees, Place based learning etc…

III. Staff Council Officer Reports (10 Minutes) - Overview
3.1 President – Terri
- Inquired about staff innovation started in 2015, low participate so discontinued
3.2 Vice-President - Pam
3.3 Secretary – Marguerite-minutes approved
3.4 Treasurer – Samantha, absent

IV. Staff Council Standing Committee Reports (15 Minutes)
4.1 Fundraising Committee (Mona & Alma)
- Reflection on Friendship Day - Lumberjack Duckies(Terri report)
  Amazing results, feedback positive, sustainably issues-maybe think of something else for next time
● Staff Appreciation Event-
   ○ reach out to Mona and Alma to help with this huge event,
   ○ Were there too many prizes last year? Perhaps fewer prizes but more substantial.
   ○ Committee and subcommittee suggested by Pam; asking deans and vp
   ○ Le gave history, Deans etc giving money out from departments for years, now President transfers to Adv fund. Now it is personal donation. Have template letters, donors should know history.
   ○ Length of time to draw winners—maybe draw winners and post on board. Opinion not reduce number of prizes. People stayed longer because of length of drawing.
   ○ Prize for all?

4.2 Governance Committee (Alex)
   ● By-Law Change Proposals
      2b-service projects—need to include objective, goals, principle behind it, leave out specific language, don’t have to be so literal, reword it. Grant and Alex will collaborate on language with Service Comm. Share on email, all review and send suggestions
      1.1-members breakdown, can’t match proportions will put forth amendment for next meeting

4.3 Service Projects Committee (Suzan & Vickie)
   ● Spring Potluck-KBR
      ○ Clothing Donation—bring professional clothes,
      ○ Spring break, use revenue from fundraiser for some of the food?
      ○ ACAC

4.4 The Recruitment Committee (Rob)
   ● Recruitment efforts—Welcome Bags, staff spotlight, meeting next week to recruit

V. Discussion/Action Items (25 Minutes)

5.1 Staff Appreciation Event
5.2 Spring Potluck

VI. Adjournment

6.1 Motion from the floor to adjourn meeting (Pam)
   ● Tina Georganas moved to adjourn the meeting. Alex Gradine seconded the motion.

VII. Committees Meet/Plan (20 Minutes)

7.1 Announcements - what is on deck? Staff Council Event Calendar
A delegation from the WSCUC Galaxy will visit our peaceful forest world, HSU. We urge all lifeforms to welcome our visitors and help reaffirm accreditation for the planet. May the Force be with us.

- Open Forums for students, staff, and faculty
- Feedback through WSCUC confidential e-mail
- Schedules & e-mail address coming February 28

HUMBOLDT STATE UNIVERSITY - Creating Change for Equity

WASC REVIEW
Coming to a campus near you March 21-23

ACCREDITATION REAFFIRMATION
Areas of Interest Condensed Version

The WASC Senior College and University Commission (WSCUC / wascsenior.org) accredits Humboldt State University. During the Review Team’s accreditation reaffirmation visit, the visitors will be asking members of the university community about these areas of interest. How would you respond? Here are some examples of what HSU has been doing, our successes, and our challenges.

1: Impact on effectiveness of senior-level administration changes
- Institutional foundations such as the Strategic Plan and 2025 Graduation Initiative continue
- Strategic reviews of all vacancies are occurring
- Student Success Alliance and Retention and Graduation Councils created

2: Improving student learning with assessment
- Academic Assessment Coordinator hired
- Core Competency & Graduate Program annual and five-year assessments started
- Academic Program Review revised as part of our continuous improvement efforts

3: Meeting retention and graduation goals with data-driven decision making
- Office of Institutional Effectiveness provides data, analysis, and assessment
- Reimagining Freshman-Year Experience initiative transformed into the Student Success Alliance
- Course Scheduling based on students’ plans and space needs
- Resource request, review, and approval processes being evaluated

4: Sustaining and completing our initiatives
- Professional advising expanded to first two years
- Cohort block scheduling expanding to all freshmen
- Retention through Academic Mentoring Program (RAMP) expanded
- Center for Teaching and Learning professional development assessment

5: Need for sustainable budget process
- University Resource and Planning Committee formed
- Integrated Assessment, Planning, and Budgeting working group created
- Strategic Enrollment Management Plan coming in May 2018

We encourage each individual and university group to reflect on these challenges and their impacts on student success. The institutional report that HSU submitted to WSCUC in July 2017 and an expanded version of this one-pager are on wasc.humboldt.edu and provide additional information.
Humboldt State University's Financial Health
Prepared by Staff Senator Michael Le for Staff Council (2/22/2018)

Budget Open Forum - February 2 2018 (1-3 pm in Goodwin Forum)
PowerPoint Presentation

2016-17 Spending per FTES (7,000 – 10,500 FTES CSU Campuses)

- Bakersfield: $15,752
- Humboldt: $16,882
- San Marcos: $14,759
- Sonoma: $14,379
- Stanislaus: $15,526

Source: CSU Budget Website

2016-17 Spending (Cost) per Full-Time Equivalent Student (FTES) - 7,000-10,500 FTES Campuses*

- Bakersfield: $15,752
- Humboldt: $16,882
- San Marcos: $14,759
- Sonoma: $14,379
- Stanislaus: $15,526

HSU's 2017-18 Budgeted Spending per FTES: $17,904

Source: CSU Budget Website
Humboldt State University's Financial Health
Prepared by Staff Senator Michael Le for Staff Council (2/22/2018)

2017-2018 Strategic Data Workbook: Applicant to Enrollment Workbook
Version: Beta 00.06.01 (Last updated 2/22/2018)

Sum of Applicants for each TermName. Color shows details about Application Type. The marks are labeled by sum of Applicants. The data is filtered on Action (Depcode) and Semster Type. The Action (Depcode) filter keeps 45 members. The Semster Type filter keeps Fall. The view is filtered on Application Type and Term Name. The Application Type filter keeps 9 of 9 members. The Term Name filter keeps 21 of 21 members.

Sum of Registered for each TermName. Color shows details about Application Type. The marks are labeled by sum of Registered. The data is filtered on Action (Depcode) and Semster Type. The Action (Depcode) filter keeps 45 members. The Semster Type filter keeps Fall. The view is filtered on Application Type and Term Name. The Application Type filter keeps 9 of 9 members. The Term Name filter keeps 20 of 21 members.
Humboldt State University’s Financial Health
Prepared by Staff Senator Michael Le for Staff Council (2/22/2018)

2017-2018 APR Diversity-Enrollment-Student Success V.01.01.03

Retention Rates for FITUG Students
- Retained for 1 term
- Retained for 2 years
- Retained for 1 year
- Retained for 3 years

Graduation Rates for FITUG Students
- Graduated in 6 years
- Graduated in 4 years
- Graduated in 5 years
- Graduated in 3 years

Retention Rates for Upper Division Transfer Students
- Retained for 1 term
- Retained for 2 years
- Retained for 1 year
- Retained for 3 years

Graduation Rates for Upper Division Transfer Students
- Graduated in 4 years
- Graduated in 2 years
- Graduated in 3 years
- Graduated in 1 year