

Humboldt State University
Task Force on Ensuring Resources to Fulfill the University's Mission
Monday, February 2, 2015, 3:00-5:00 pm, BSSB 508.

Members present

Present: Co-chairs Hari Singh and Rick Zechman and committee members Alex Hwu, Evan Johnson, Volga Koval, Amy Spowles, Julie Tucker, Sarah West and Craig Wruck.

Absent: Carlos Diaz, Steve Hackett and Jasmine Servin.

Rick Zechman called the meeting to order at 3:00 p.m.

Updates on Survey

Rick informed committee members that the student survey will be going live today, Feb. 2. Rick sent Lisa Castellino, IR, the committee's draft list of staff and faculty questions for review and consideration. Lisa must have the final list of questions by end of day Feb. 4. Rick agreed to resend the question list to the task force committee for final review and last minute edits. Discussion followed with the committee closely evaluating the context, specificities and overall effectiveness of questions provided. All suggested changes should be sent to Rick by end of day Feb. 3 to be included in the task force committee's final staff and faculty survey.

Updates on Forums

- Feb 11: Business Community Forum, 5:30-7:30 pm, Great Hall. Invitations have been sent.
- Feb 13: Strategic Plan - Campus Community Workshops beginning at 8:80 am, KBR. Rick encouraged all to attend pre-workshop training.

Please review 2014/15 Strategic Planning [website](#) for workshop details. Rick encouraged all committee to attend each event as well as the pre-workshop training session.

Update on Future Meetings/Schedule.

Rick announced that the Feb. 9 task force meeting is canceled due to provost candidate open forum opportunity for staff and faculty. The group will meet instead on Friday, Feb. 6 in NR 203 beginning at 8:30 am.

Rebecca Brown, International Programs, and Josh Smith, ITS, have been invited to our Feb. 16 meeting to share their thoughts and opinions on utilizing current and securing future resources to the university.

Questions for future meetings

- Rick referred to previous questions, 1-6, regarding enhancing resources, increasing efficiencies, decreasing costs, budget, space and IT support and internet connectivity. Volga noted that a new University level space policy being vetted to Deans and other administrative units for consideration. When referencing computer resources, perhaps we

can consider a faculty lease program but must gather perspective from an IT person. Is the University looking at cloud based technology? What constraints are there?

Rick provided a reporting template to be shared with all committee members through the Google share drive. Task force members are encouraged to begin inserting information to begin compiling the final report.

Task assignments

- Alex Hwu agreed to develop a one-page list of resource opportunities and constraints that exist within the College of E-Learning and Extended Education.
- Craig Wruck agreed to develop a one-page list of resource opportunities and constraints within the Office of University Advancement.
- Volga Koval agreed to develop a one-page list of resource opportunities and constraints that exist within the Office of Academic Resources.
- On Feb 16, Rebecca Brown will share ideas of how International Programs can bring more resources to HSU and perceived constraints that interfere in achieving said goals.
- As a member of the Campus Events and Planning Group, Josh Smith will visit the task force on Feb 16 to discuss resource opportunities and perceive constraints in achieving goals.
- The Academic Policy group will be invited to a future task force meeting. The primary questions for this discussion will surround budgetary and space utilization issues.
- Deans and Associate Deans will be invited to a future task force meeting to discuss resource opportunities and the constraints in achieving stated goals.

All final documents will be placed on the Google Doc share drive within one week for review.

Best practices at other campuses

Rick reiterated that best practices at other campuses should be considered and infused at every discussion and in each section of the report.