

Humboldt State University

Task Force on Ensuring Resources to Fulfill the University's Mission

Approved minutes from Friday, October 24, 2014, 9:00-10:00 am, Harry Griffith Hall, Room 113.

### **Members present:**

Co-chairs: Harry Singh and Rick Zechman. Committee members: Steve Hackett, Alex Hwu, Evan Johnson (student), Volga Koval, Amy Spowles, Julie Tucker (admin support), Sarah West (student) and Craig Wruck. Members absent: None

### **Introductions**

Rick Zechman called the meeting to order at 9 am in HGH 113. Rick thanked everyone for attending and began today's meeting with each member introducing themselves and identifying their campus affiliation.

### **Task Force Charge, Timeline**

Rick Zechman distributed the preliminary outline from the initial meeting of the steering committee and task force chairs on October 7 and reiterated the Task Force's purpose and primary duties as a part of the University's overall long-term strategic planning process plan. The Task Force on Ensuring Resources to Fulfill the University's Mission has been charged with submitting a 1-5 page report that fits within the framework of the University's Mission and Value statements. He understands there may be some overlap with ideas and implementation, but our focus is to identify resource streams that support the goals of the committee through the strategic planning process. Our final report should stress high level goals but not the implementation of those goals. All final Task Force reports must be sent to the Strategic Planning committee by February 27, 2015.

### **Consultation and Feedback**

Discussion ensued regarding suggested campus, community and student forums, how many and when each should be offered and whether a forum facilitator would be a good choice. All agreed that two open faculty forums, two open community forums and the addition of an open student forum would be beneficial. The idea of a professional forum facilitator was discussed with all agreeing that a neutral facilitator could better provide structured feedback to help the Task Force move forward. Alex Hwu cautioned the group on the importance of establishing a context for questions asked during each forum.

#### Action items:

Two sets of meeting minutes will be taken: 1. One for the committee's use only, 2. The other will be a meeting summary to be uploaded to the Task Force website by Kay Libolt for public viewing.

Suggested agenda items for next week's meeting were solicited and recorded.

Task Force meetings times were adjusted by 30 minutes and will now be held each Friday from 8:30-10:00 am in Harry Griffith Hall, Rm. 113.

The committee discussed the creation of a web-based survey. Julie was asked and agreed to locate the

contact person to assist with the survey.

### **Fact Finding and Scope of Work**

The Task Force discussed arranging meetings with the President's Advisory Council, UA Board members, faculty involved with research, Extended, University Advancement, Sponsored Programs Foundation,

The issue was raised of evaluating revenue streams outside of state funds, further noting that it is not just about raising money but doing things to create efficiencies with all divisions through establishing both short and long-term targets and developing a process with standards of accountability. For instance, developing summer programs to generate excess revenue but also with the understanding that new programs could potentially involve multiple campus entities (housing, plant operations, fiscal services, SPF, EE, college offices, etc.) to coordinate. It was decided that it might be best for this group to generate ideas at a conceptual level to create opportunities but not spend too much time on the details. All agreed that it would be great to have a clearer University budget model. Volga reported that it would be helpful for the University to establish a set methodology in funding new initiatives as there are other campuses that designate a certain funding source for new initiatives, and define a limited time for one-time funding, along with requirements for metrics, guidelines for what constitutes success, and paths for permanent funding if success is achieved, or termination if success is not achieved. This way innovation is not stifled, and fiscal controls are put in place. One recommendation of this group can be centered on this approach.

### **Calendar**

All future Task Force meetings will be held each Friday, 8:30-10:00 in Harry Griffith Hall, Room 113. Julie will send out an updated calendar invitation.