

Humboldt State University

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

Approved minutes from Friday, October 31, 2014, 8:30-10:00 am, Harry Griffith Hall, Room 113.

Members present

Co-chairs: Harry Singh and Rick Zechman. Committee members: Steve Hackett, Carl Hansen (attending for Alex Hwu), Evan Johnson (student), Volga Koval, Julie Tucker (admin support), Sarah West (student) and Craig Wruck. Members absent: Amy Sprowles and Alex Hwu.

Rick Zechman called the meeting to order at 8:30 am.

October 24 meeting minutes were approved with one correction; change Amy West to *Sarah West*.

Forum Dates

The committee deliberated regarding proposed dates and times for future campus and community forums. The proposed *Campus Forum* date of Wednesday, December 3 from 3-5 p.m. in the Native American Forum (BSS 162) was agreed upon, but the proposed *Community Forum* of Tuesday, December 9 presented multiple conflicts. Julie agreed to explore additional availability for the December Community Forum and the possible use of the Great Hall and will report back to the committee.

Identifying Professional Facilitators

The committee was asked if they had knowledge of experienced, local event facilitators to assist with the forums. It was reported that an excellent facilitator was part of recent event hosted by Green Diamond. Harry recommends locating two different facilitators for diversity purposes and prefers someone who is familiar with the structure of academia. Rick Zechman will explore facilitator options and report back to the committee.

Feedback template overview

The task force discussed utilizing two types of forum structures depending on the audience. The Community Forum should be arranged with a structured, yet broad range of questions, which would allow for varied viewpoints and opinions from community members at large. To frame conversations, the audience would be provided with a list of University constraints.

University constraint examples include:

1. How we use external funding/resources
2. Gaining efficiencies within current system
3. Process for new investments
 - a. Capital budgeting and new Initiatives
4. Implementation /accountability and evaluating resources
 - a. Develop and keep a long-term joint planning committee in place

A specific question list for the Community Forum was developed with an overarching partnership and collaborative theme. All agreed that the process must be a collaborative and shared information gathering experience, provide a perceived value for all involved, and focused on the desired end result.

1. Educational services?
 - a. Develop partnerships, not competition - public vs. private
2. Ways to utilize/improve existing resources?
 - a. Consider all academic opportunities (tourism)
 - b. Campus events - only have Center Activities currently
 - c. Identify impediments/obstacles
3. Evaluate current infrastructure?
 - a. Offering of lab and analytical services?
 - b. Develop facility use/fee structure?
 - c. Transparency and ease of getting information?
4. Commercialize innovations?

The committee was reminded that our task is not for implementation but only to generate ideas or a guide for future processes. Historically speaking, the University struggles with limited resources and we look to find resources to provide core functions.

In regards to the Campus Forum, a possible list of questions were discussed and developed.

1. Academic Efficiencies?
 - a. Ask questions surrounding summer programs/patents/fee structures/capital equipment/course offerings, etc.
2. Faculty and external grants?
 - a. Discuss budget process implementation for new investments.
3. Students: Ask questions specific to their concerns?
 - a. Repeat policies/course reductions/money saving ideas/freshman seminar.
 - b. Transparency and connecting/helping students find the resources they need.
 - c. What are the problems students see and the metrics to your success?

Draft letters of invitations for forums – content and feedback prompts

In order to make the Community Forum most successful, the task force discussed the importance of including a list of key community members that may already be engaged in these types of conversations.

1. Chamber(s) of Commerce (few);
2. Humboldt County Board of Supervisors,
3. Various business leaders;
4. Humboldt County economic development agencies (few);
5. Northcoast Prosperity group;
6. Humboldt Area Foundation;
7. University entities: Sponsored Programs Foundation (Rhea Williamson), Extended Education (Carl Hansen), and University Advancement (Craig Wruck) for business contact list;

The committee discussed and agreed that a letter of invitation authored by both President Rossbacher and an influential community member is best but a final decision has yet to be made. All agreed that a community member connection will garner attention to this important information gathering event. The Community Forum invitation list includes faculty, staff and students.

Data form IR- what specific data sets to request.

The task force agreed that institutional data will be needed at some future point and can be provided by various offices depending on type of data needed. It was noted that reliable student data from the Office of Institutional Research will be available in early spring, keeping in mind that some nuances must be considered when evaluating all data received.

Joint meeting with URPC: to hear current issues, meeting on December 12 – Hari will inquire. Specifically, what do we want to learn from URPC?

Hari reported that he will be attending the University Resource Planning Committee (URPC) meeting on December 12 (1 p.m.) and encouraged other task force members to attend. Hari will ask to be added to the December 12 agenda, specifically asking: 1. What is working? 2. What must be fixed? 3. How does it fit into the larger budgeting framework? Please contact Hari Singh if you are interested in attending.

Reporting template/outline

The task force discussed the importance of developing a reporting template early that will eventually be completed utilizing information gathered from open forums and meetings.

Next steps and additional agenda items

1. Change date, time and location of Community Forum
 - a. Julie will investigate alternative location, date and time.
2. Identify exact Community Forum participant list and develop an invitation as soon as possible
 - a. Hari and Rick to discuss.
3. Identify community partner to include in the letter of invitation from President Rossbacher
 - a. Hari and Rick to discuss.
4. Identify facilitators and cost of each.
 - a. Rick, Steve and Julie to gather information.
5. Attend University Resource Planning Committee meeting on December 12
 - a. Hari, Rick and two others from the committee will attend.
6. Updates provided at next meeting scheduled for Friday, November 7.