

Humboldt State University  
Task Force on Ensuring Resources to Fulfill the University's Mission  
February 16, 2015, 3:00 pm, BSS 508.

## Members present

Present: Co-chairs Rick Zechman and Hari Singh. Committee members Steve Hackett, Evan Johnson, Volga Koval, Amy Sprowles, Julie Tucker, Sarah West and Craig Wruck.

Absent: Alex Hwu

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

## Announcements

Special meetings with specific campus target groups have been arranged. All task force members are welcome to attend each as their schedules allow. Electronic invites will be sent as well. If meeting times or locations are adjusted, all task force members will be notified via email.

- February 19: Academic Policy Group, HGH 113, 1-2 pm.
- February 23: International Programs, Rebecca Brown, BSS 508, 3:05 pm.
- February 24: College Deans and Associate Deans, NR 203, 1:00-2:00 pm.
- February 24: Student Affairs and Enrollment Management Leadership Team, NHE 106, 2:00-3:00 pm.

The Strategic Planning Committee announced that final report deadline for all task force groups has been moved to March 6, 2015. A skeleton template broken down into three broad topics has been provided for the task group to complete. Task force members can contribute and add as they wish. As previously mentioned, the final report deadline has been moved to March 6, 2015. Rick encouraged each task force member to contribute to the section they're most knowledgeable about.

1. Narrative
2. Appendix (specific action item suggestions here)
3. Historical record/archive

Steve Hackett and Amy Sprowles shared the results of their document. The report did not reveal surprising facts; however, it is clear that in order to increase revenue streams to the University, a better and more streamlined infrastructure coupled with an improved collaborative working environment is needed. Amy agreed to provide more information to group.

Alex Hwu shared his document (via email) titled College of eLearning and Extended Education Opportunities and Constraints. The document can be found in the share drive for all to view.

## Community and Campus Forum Discussions

Task force members reported that the Community Forum held on February 11 was well attended and very informative. Some community members expressed interest in hosting a Community forum type event annually and also the need for a centralized location for community members for

information requests. The University must also continue building, developing better, stronger relationships with our community business partners and tribal communities.

Task force members stated that the February 13 morning workshops were very well attended and appreciate the amount and complexity of information received from various participants from across campus. All agreed that a final report must have a budgetary component with a review mechanism to help track fiscal resources, eliminate initiatives that are no longer working, include a project review cycle and discretionary funding for unexpected issues. Discussion followed on different budget models to consider. All agreed that any budget model selected will have inherent weaknesses to overcome.

### **Josh Smith: time certain 4:00 pm**

Josh Smith (ITS) attended today's meeting to discuss his involvement with the Event Planning Committee. Josh provided a handout listing thoughtful, detailed responses to a series of questions provided to him previously by the task force group. Josh reported that a consultant was hired last year to evaluate internal processes within the University. Many business and marketing opportunities do exist but the University must have a better internal, more streamlined process to manage said opportunities. A centralized location/point of contact for synchronized event scheduling and planning that includes campus resource support will be established in the future.

### **Reminders and next steps**

Anna Kircher will be invited to a future task force meeting.

To facilitate the final report writing process, Rick agreed to assign individual tasks to each member.

Amy agree to finalize faculty research data and insert document into share drive.

The next regularly scheduled task force meeting will be held on February 23, 3 pm, in BSS 508.