## Summary – September 6, 2018

* Sept 6: Outstanding Service Award Lecture with Julie Alderson, 5-7 pm, KBR.
* Sept 7: Deadline to submit new/revised S’19 miscellaneous course fees to Provost’s Office for review and approval, attention Lupe Lovio. Some flexibility in the deadline, but please reach out to Lupe to let her know about the impending fee.
* Sept 10: Research, Scholarship, and Creative Activities (RSCA) applications due by 5 pm to SPF. [Click here](https://goo.gl/forms/yHZtxbxAE4tOda8z1) to apply.
* Sept 10: Open Enrollment Period opens for employees to modify health benefits. Enrollment period ends Oct 5.
* Sept 11: Departments begin entering S’19 class schedule into PeopleSoft.
* Sept 14: CNRS request for fall term travel grants due by 5 pm. To request funding, [click here](https://goo.gl/forms/u3DSFATSCWdQtq9N2).
* Sept 14: ODEI is hosting a Campus Climate Challenges webinar, 12-1 pm in the Library Fishbowl. Event is open to all.
* Sept 17: CENSUS
* A call for equipment requests paid for by MSF funding will be out within one week from today (9/6). A small group of CNRS students will be involved in the decision process.
* Dean will not forward final rankings to Chairs, Provost only.

## Start-up Funds Discussion

Dale thanked department chairs for their input on the start-up spending guidelines for faculty. Dale will share the new guidelines with appropriate faculty and those employees asked to purchase items on the faculty member’s behalf. Future tenure-track hires will receive the newly formed spending guidelines from SPF when they receive their K fund allotment. The purpose of the newly formed guidelines is to ensure research funding is used its intended purpose.

## Budget and its connection to scheduling – discussion

Spending prudently and budgeting within our means and building our fiscal reserves (10-15% reserve is required for capital projects) helps us move towards our goal of a new science building, which is estimated to cost up to 100M. Discussion continued regarding current and future capital projects, which include the University Library and future projects such as Jenkins Hall. For a full listing of active, planned minor and major capital projects, go to the Facilities Management website at <https://facilitymgmt.humboldt.edu/capital-projects>. Dale agreed to follow-up with new FM director, Jeanne Rynne, regarding the current action plan for Jenkins Hall.

## Marcus Winder, Student Affairs

Marcus Winder, Title IX Coordinator & Discrimination, Harassment and Retaliation Prevention Administrator, was invited to attend today’s chairs meeting to introduce himself and talk about his new and important role within Student Affairs. Marcus recommends that concerns regarding student conduct and other issues be routed through the department chair first so they are aware. Marcus shared his office location of SH 215 and his work mobile number with department chair for 24/7 contact. For more information on academic dishonesty, reporting students of concern, and information about student’ rights and responsibilities, please visit http://studentrights.humboldt.edu/ for the most current information and online forms.

## Scheduling Guidelines

In regards to course scheduling, Rick Zechman stated the University is working hard maximize space use, find efficiencies, and better anticipate course demand. In consultation with other administrative units (CPS, AHSS, OAA), scheduling guidelines have been developed to help with this effort and will be shared soon. For future scheduling, it will be important to have information (short justification) regarding zero enrolled courses in order to make budgetary predictions, as it helps us understand and defend the variation if asked. Chairs discussed the DARS degree planner and the continued need for improvement (dashboards and reporting) as some data appear incorrect. Rick agreed to request asked advanced training for department chairs for scheduling purposes with improvement considerations discussed today.

## Sabrina Zink, EH&S

Sabrina Zink from Environmental Health and Safety met with the group to discuss a cloud based software system used to properly inventory all chemicals used on campus. To achieve 100% OSHA and CO compliance and to prevent future citations, all chemicals will be entered into the inventory system, properly labeled and receive bar codes for proper tracking and regulatory agency reporting. Sabrina will visit each laboratory location, inventory all current chemical information, and monitor all future entries. New purchasing guidelines for chemicals have been developed, and it is preferred that purchase orders (via Procurement) are used for such purchases. If an employee purchases chemicals with a ProCard, employees will still be required to enter all chemical information into the new inventory system for tracking purposes. The most recent campus audits by OSHA was positive compared to some other CSU campuses. During the visit, OSHA inspected fume hood systems, talked to technicians, asked questions, with no glaring issues reported. All HSU employees assigned to order chemicals will have access to chemical inventory database, with access filters in place based levels of responsibility. Please email Sabrina to add users to the chemical database as needed. The Waste Water certification (fillable form) also required (involves sink discharge), will need department chair and dean signatures. If you are unsure if a substance can be disposed of into the sink, testing is available prior to disposal and permits issued for record keeping purposes. EH&S would like to have all forms by end of semester. Sabrina is working on developing an action plan to manage those that are out of compliance. In summary, EH&S audit findings reveal that our inventory system is in place and functioning, but a chemical hygiene plan needs to be updated, should be used as a living document. OSHA identifies components for each plan/each lab will need one, lab specific. Please contact Sabrina Zink directly if you have questions.

## Next Council of Chairs meeting, September 20.