## Summary – December 12, 2019

Announcements

* Dec 13: Science 100 Student Research Poster Symposium, 5-7 pm, University Library, 2nd Floor.
* Dec 13: Fall 2019 Graduation Reception, 4-6 pm, Great Hall. Info [link](https://forever.humboldt.edu/fall-graduation-reception).

Faculty are encouraged to attend to visit with graduates and their families.

* Dec 16: University Community Holiday Celebration, 4 pm, KBR
* Dec 16-20: Finals Week
* Dec 17: Classroom Management Workshop, 11 am-12 pm, Library Fishbowl, 2nd Floor.
* Dec 19: CNRS Taste of the Holidays event, 11:30 am-1:00 pm, UCBR.
* Dec 23: Grades are due and the Fall 2019 term ends.
* Dec 25-Jan 1: Winter Break – Campus Closed.
* Spring 2020 Start-Up

Jan 13: CNRS Council of Chairs retreat, 8:30-1:00 pm, MWCC.

Jan 15: Spring Term Begins

Jan 15: CNRS Spring Welcome, 10:30 am-12:00 pm, FH 118.

Jan 15: Presidential Investiture, 2:00 pm, JVD. Please RSVP [here](https://president.humboldt.edu/investiture).

Jan 16: Professional Development Day, 8:30-11:00, College Creek: Great Hall. All

Faculty and Staff are invited to participate. Please [RSVP](https://pdday.humboldt.edu/) for this event.

Jan 16: Department Chairs training offered by Academic Personnel Services,

1-5 pm, Mus A 130.

## Spring 2020 Enrollment

Dale Oliver will communicate directly with department chairs regarding enrollment and scheduling adjustments for spring 2020, but in general terms enrollment patterns are encouraging and reportedly better than this time last year. Although applications for first-time freshman (FTF) may be declining, transfer student applications are not. In preparation for increased numbers of transfer students, programs should be thinking about how this change will impact academic programs and with a clearer definition of a true transfer (*absence of remedial course work*). Department chairs agreed that they may need to be more involved with recruiting at the local junior college level (primarily CR). Lastly noted is the roughly 50% yield rate for programs supported by the PBLCs, with the greatest percentage in the CNRS.

## Illness, Injury and Prevention Program (IIPP)

At the college level, two original copies of each department’s IIPPs were distributed for signatures at today’s Council of Chairs meeting. One copy will remain in the department, the second copy is filed in the college. Additional trainings are referenced in the college IIPP as we do our best to be responsive and work towards providing safer working environments college-wide. Dale asked chairs to be mindful of appropriate training for each area. Anthony Baker is developing a general training course in Canvas that students can take once per term. Course can be shared with faculty to share with students when made available.

The Risk, Safety Solutions (RSS) assessment is complete, thank you. In association with the recent time sensitive nature of the campus audit, a separate HSU Injury and Illness Prevention Program questionnaire was emailed out on December 2 from the Department of Environmental Health & Safety. Please respond to this questionnaire as well.

## Budgeting for 2020/21

A budget and strategic planning discussion will take place at the January 13 Council of Chairs retreat. Departments have 58.3% of budgets remaining, which is positive news but may also be due to delayed expenditures expected in spring. Budget allocations will be distributed by email to department chairs for review and consideration. Chairs were asked to continue monitoring expenditures carefully using available tools (OBI, PS). As needs arise in departments, the college office will do its best to fund them.

It was discussed that broadly used software, i.e., Mathematica, should be a shared expense. Chancellor’s Office funding for ALEKS testing will no longer be available so grant funding is being explored to support this expense. With this in mind, it would be helpful for the college to have a complete inventory of software being used broadly. Dale Oliver shared that the college has been forced to use externally funded buyout to make the lecturer budget whole, which is not a sustainable budgeting model for the University. CERF monies will be returned to each department’s base budget in early spring. The college office is working with OAA to secure funding to make larger purchases. There was some discussion among the group about revisiting IDC calculation with SPF.

Dale shared that he is optimistic about the transitions on campus and will work to achieve campus goals while still putting student needs first. Any realized financial savings will be from retirements and the restructuring of existing personnel but not the release of personnel.

## Department Major Sheets

Dale Oliver shared that Cortney Koors is developing one-page program specific informational sheets for advertising use in MarCom. Information included on major sheets is from department websites.

## Next Council of Chairs meeting is January 13, 2020.