### Summary – May 28, 2020

## Check-in and updates

Dale thanked all in attendance at today’s optional meeting of the CNRS Council of Chairs. Announcements include discussions regarding retirement incentives for CalPers eligible employees (at least 50 w/5 years of service credit), the details of which are being discussed. Humboldt State University has 300 campus employees eligible to retire (66 faculty, 234 staff). More information is expected in the coming weeks so stay tuned.

The college has a list of employees eligible for a computer refresh. The University asks that employees consider a laptop with a docking station as the preferred option instead of a desktop computer. Discussion continued with a request to use older but still functioning University owned computers for home use.

## Budget, and strategic priorities exercise

Dale reminded department chairs to continue preparing their department level strategic request lists in preparation for conversations with the Provost. The comprehensive list should be detailed, tailored to the specific needs of each program and aimed towards improving virtual instruction. Item costs are not required as part of this exercise. The added benefit of developing such a list is if one-time funds are received, the college office can fund requests based on strategic priorities. The extended deadline for the strategic priority list is July 1, 2020. It was also noted that some GI 2025 money (specific for student employment) may be available in 2020/21. Discussion continued with questions regarding items purchased using MSF funds, when items from the list may be ordered, how science lab kits should be appropriately managed, and the importance of having more time to resolve issues and plan effectively for fall instruction.

## Fall 2020 planning updates

In collaboration with HSU’s Emergency Operations Center (EOC), Facilities Management (FM) and the Office of Environmental Health and Safety (EH&S), the phased-in guidelines provided by the Chancellor’s Office (CO) will be used as the primary source in determining appropriate plan before returning to campus. The campus is looking at a max capacity of roughly 30% for fall that must be carefully planned and methodically implemented for maximum safety to students and employees. With the help of the CO document, the university may begin staging phase II activities and research. The college office will coordinate with biology technical staff to identify and disinfect (pre and post) the laboratory environment and enforce appropriate social distancing guidelines. For high use areas such as the Science Core, a scheduling system will likely be used to advanced project planning purposes. It is expected that EH&S will help with the implementation measures of returning to campus in a safe manner. Dale will continue to provide updates as they become available. Additional discussion regarding the appropriate density of people on campus and the cleaning frequency of work areas.

## Further reducing face-2-face proposal

Dale Oliver requested a proposed list of courses to be removed from the schedule. The reduced list prepared by department chairs is due to Provost Lisa Bond-Maupin on Monday, June 1. Discussion followed regarding the addition of clarifying notes, optional field trips for students living locally, virtual field trip opportunities for those who do not live locally, managing lab instruction overloads, and questions regarding master’s level research.

## Next Council of Chairs optional check-in meeting, June 11, 9-10:30 AM.

## Next required meeting, Chair retreat, August 13, 9 AM - 4 PM

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