## Summary – September 19, 2019

Call to order

Announcements

* Sept 19: You’re invited to Celebrate HSU’s Jacoby Creek Forest event from 5-7 pm at the D Street Neighborhood Center, 1301 D Street, Arcata. Register [here](https://alumni.humboldt.edu/pages/forest-opening-2019).
* Sept 20: Call for Participants for the Faculty Learning Community on Inclusive Teaching, due to the [Center for Teaching and Learning](https://ctl.humboldt.edu/content/faculty-learning-community-flc-inclusive-teaching) by 9/20.
* Sept 25: Outstanding Professor and Distinguished Faculty Award event with Outstanding Professor, Dr. John Reiss (biology), 5-6:30 pm in the JVD.
* Sept 25: Staff Recognition Award nominations due by 5 pm using the online nomination [form](https://docs.google.com/forms/d/e/1FAIpQLSd037TqcYZ7Mjft_AbmPdpALbrk1F36Tv2s3Ir6cDZ4tzEtMg/viewform). Questions may be directed to Michelle Collins at [michelle.collins@humboldt.edu](mailto:michelle.collins@humboldt.edu) or by phone at 707 826-3311.
* Sept 30: [Fall 2019 Project Prioritization](https://pmc.humboldt.edu/portal/fall-2019-its-project-prioritization-cycle-opens-monday-sept-16) Cycle. Projects accepted through 9/16-30. Proposals that are required by the CO, legally mandated, contribute to student success or contribute to campus efficiencies will be considered.
* Oct 1: Faculty-led Study Abroad Proposals (FLSAP) for Summer 2020 are due to the Center for International Programs. Application and information is [here](https://humboldt-international.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=5FACBF82-A4BA-DB3E-035EF77045031DF0&Link_ID=5FB56EB5-A4BA-DB3E-035EC8B02BF1ED37).
* Oct 3: Kieval Lecture with guest speaker Dr. Zvezdelina Stankova, teaching professor at UC Berkeley, 7:30 pm in SciB 135. The title of her talk is, *Games and Clones and Checkers: Possible or Impossible?* Please join us.
* Oct 4: INRSEP/CNRS Undergraduate Research Symposium event, 12-4 pm, oral presentations from 2-4 pm, University Library, 2nd Floor.
* Oct 7: [Sabbatical](https://hraps.humboldt.edu/academic-personnel-leaves-absence) and Difference in Pay ([DIP](https://hraps.humboldt.edu/academic-personnel-leaves-absence)) Leave applications for 2020/21 are due by midnight via Interfolio. Please contact Julie Tucker in the Dean’s Office or APS for an Interfolio template.
* Oct 7: CSUPERB 2019 Fall Faculty and Student Travel Grant Programs to support travel between Jan 1-Dec 31, 2020. For submission instructions, go to <https://www2.calstate.edu/impact-of-the-csu/research/csuperb>.
* [Flu Vaccine Clinics](https://pmc.humboldt.edu/portal/flu-vaccine-clinic-1) to students, staff and faculty for $32 on site (cash or credit).
  + Wednesday, Oct 16, 2019 9-5 Quad (RWC if rain)
  + Tuesday, Oct 22, 2019 12-6 Quad 12-6 (RWC if rain)
  + Monday, Nov 18, 2019 12-6 Library 102

## Department highlights

* Eileen, ENGR: Present a Facebook post by an alumni working in Oakland, praising faculty for teaching quality spreadsheet analysis skills. #win
* Bori, MATH: The Math PBLC is going well.
* Jeff, OCN: Rising Tides students are doing well, breaking 90% average scores in lab by the third week of classes.
* Mark, GEOL: Melanie Michalak is conducting a review of the Little Salmon Fall trench with USGS today.
* Josh, CHEM: Matt Hurst is working with the City of Arcata on another grant he received for the marsh.
* Monty, PHYX: Lucky to work with great people and happy to come to work every day.
* Rick, WLDF: New roof on the Wildlife building that held strong in Wednesday’s flash flood.

## Risk and Safety Solutions (RRS)

Earlier this morning, Dale sent a health and safety audit response with action items related to the safety audit. The Chancellor’s Office provided the Dean, who is the responsible party, with a tool to respond to the audit, which is one of the reasons Anthony has played a critical role in this initiative. As can be read in the email, Anthony shared the following about the progress in meeting the audit:

Developed a standard naming structure for laboratories and groupings associated with the laboratories (more information to come). *The naming structure does not include the room number, but Anthony will send a crosswalk spreadsheet so you can easily match the room name and number.*

Assigned roles for all CNRS individuals responsible for research and instructional laboratory spaces.

Pre-loaded all preliminary laboratory assignments, laboratory (group) names, spaces, and individual roles for primary and delegated responsibility into the RSS tool.

Purchased Samsung tablets for use during assessments and inspections

Created a new Dean’s office email [cnrs-safety@humboldt.edu](mailto:cnrs-safety@humboldt.edu) to collect input on the RRS tool and to report safety or compliance concerns from within the college.

Identified funding to support the initial purchase of appropriate PPE as identified.

Faculty logged in to the new CSU Safety system to see their groups and assignments. Anthony has not sent the link out yet, but will soon. If you do log in, do not change the room names.

Chairs requested they be delegates to research labs, Anthony will enable this. If you have any change requests/suggestions, email [cnrs-safety@humboldt.edu](mailto:cnrs-safety@humboldt.edu).

## College refrigerator policy

Julie is revising the Administrative Policy and needs feedback on the existing policy, which was initially created to address abandonment.

Dale informed the chairs that IST I & II are not on call 24/7, but Department Chairs are exempt employees and should be available in case of an emergency outside regular business hours. If you don’t send information before your one-on-one meeting, we will discuss then. Andrew Kinziger brought up the IACUC restrictions on what we can store. For example, fish food cannot be stored in the same freezer as a shark. Rick will check on what you can store with fish food.

Jeff Abell asked about storing cores long term and whether there should be a waiver for these.

No department has an up to date log of what is stored in the fridge/freezer. Rick will look into a central database. Rick will check on the IACUC restrictions what can be stored together in a freezer. Rick will look into a central database of refrigerator storage. Dale will fix and propose a modification.

## Budget

The URPC and the Budget Office have distributed the AY budget. The first five minutes of one-on-one department meetings will be used to discuss priorities and reallocations. Most of the 25% withheld will go back to department, but there will always be adjustments based on cost of goods or items that are no longer necessary. There is some money available to update instructional equipment and spaces. Dale passed around a list created last year and asked chairs to cross off line items no longer needed and highlight critical needs. There will be a $5.4 million budget reduction over the span of three years. The campus will be involved in decisions on how this reduction will be met, likely through a webpage and forms. Bori asked how to be better informed so chairs can make sound arguments.

## Dean/Faculty/Chairs Office hours

The CNRS policy states a full-time faculty should have five office hours per week, spread over four days. Dale would like us to provide students access to faculty fairly and equitably, and will create revised guidelines for review. Dale has an open-door policy and welcome students, staff, and faculty to come by any time if needed.

## Academic Master Plan

The new Academic Master Plan will be driven by several committees on campus, including the CNRS Strategic Plan Committee. The AMP will drive where the university aligns resources. This committee is made up of Eileen Cashman, Bori Mazzag, David Greene, and Amy Sprowles. They will be meeting next week. It was clarified that the URPC does not contribute to academic change suggestions to the Academic Master Plan.

## Business Continuity Plan & recap of President’s message

Emergency Management is asking to update the Business Continuity Plan. Rick will send an email to chairs asking that it is consistent with critical needs for your functions. Several chairs wished to discuss comments made by the President at last week’s Council of Chairs with the Provost. There was concern that he doesn’t understand our programs and will not advocate for them. The message the President gave about HSU being overfunded doesn’t reflect the high number of science programs offered. Jeff Abell suggested inviting the President on a tour that highlights the connection between the university and the community. For example, he will invite the President to the oyster farm in Eureka, with which he is currently collaborating. Dale and Rick supported this idea and suggested other chairs offer similar tours. Rick asked chairs, in the context of the CSU system, is what we have done in the past sustainable?

## Next Council of Chairs meeting is October 3, 2019.