

Administrative Affairs

Newsletter | Spring 2019

Message from VP Doug Dawes



I continue to be impressed by the quantity and, more importantly, quality of work that is completed by members of the Administrative Affairs team. In the following pages you will see many accomplishments by the

different teams under the Administrative Affairs umbrella.

A significant success over the past semester is the rollout of the Integrated Assessment Planning and Budgeting process in two pilot areas: Allocation of Graduation Initiative (GI2025) funds spearheaded by the Student Success Alliance (SSA) and Allocation of Vacated Space due to the elimination of football spearheaded by the University Space and Facilities Advisory Committee (USFAC). Although not perfect, both pilots are steps in a

process that the entire University will engage in over the next several years. The process is inclusive, transparent, aligned with the University's mission and strategic plan, and data informed—all attributes which will assist in strategic budgeting of all the campuses' resources (funds, space, personnel, time, etc.) in the future.

This time of year is a time of celebration. I look forward to seeing the many graduates receive their diplomas. I, like all of you, find great satisfaction, knowing that I have played a role in these students' success. As I have met with many of you, it is evident that providing the best student experience, in your sphere of influence, is paramount. I applaud your passion and drive!

Thank You!

CONTRACTS, PROCUREMENT AND ACCOUNTS PAYABLE

- In collaboration with our sister campuses, Procurement now has a three-year strategic plan called the 23C Plan, which has five strategic directions:
- **Strategic Direction #1— People: Develop, retain and recognize our team**
 - ◊ Increase the number of procurement professionals across the CSU who possess a Professional Procurement Certification (i.e., CPSM, CPPB, CPPO)
 - ◊ Increase the number of procurement professionals across the CSU who have completed the five CSU procurement training modules within the last five years
 - ◊ Education committee to review and recommend training modules to keep pace with changing technology, regulatory requirements and best practices
 - ◊ Annual recognition of campuses and individuals
 - ◊ Education committee to establish a CSU CPO mentoring program
- **Strategic Direction #2—Technology: Leverage existing technology to align key business processes and implement new technology to address innovation gaps**
 - ◊ Analyze existing technology and develop a roadmap to implement technology upgrades, enhancements or new acquisitions
 - ◊ Expand Campus Marketplace and integrate with ERP system
 - ◊ Implement CalUsource
 - ◊ Implement travel and expense management
 - ◊ Implement sourcing project pipeline and saving tracking tools
- **Strategic Direction #3— Collaborate: Work as a system to ensure shared standards and maximum value for the CSU**
 - ◊ Establish an annual sourcing plan for Category Management across the CSU
 - ◊ Create centers of excellence to leverage collective knowledge
 - ◊ Establish consensus methodology for cost savings, setting cost savings, cost avoidance, or revenue generation targets for CSU system
 - ◊ Set CSU best practices and procurement standards
 - ◊ Communicate more effectively on procurements utilizing more focused collaboration tools
- **Strategic Direction #4— Marketing: Market procurement as a strategic function and trusted partner**
 - ◊ Establish the CSU Chief Procurement Officers Association 23C Plan
 - ◊ Develop a marketing and communication roadmap for the Chief Procurement Officers Association and 23C Plan
 - ◊ Promote and market our value to campus clients and senior leaders
 - ◊ Promote and market the CSU to our peers and industry, such as National Association of Educational Procurement, University of California, California Community Colleges and suppliers
- **Strategic Direction #5—Structure: Align the CSU and individual campus procurement structures to effectively impact campus objectives and align them with fellow campuses**
 - ◊ Establish customer relations' managers or client-based models, when possible
 - ◊ Chief Procurement Officers Association, Financial Officers Association, and Chief Business Officers Association interaction
 - ◊ Chief Procurement Officers Association committee governance and goal assignments
 - ◊ We have implemented a nationwide sourcing pipeline tool to assist in achieving cost savings for the campus
 - ◊ We have implemented an interim cost savings tool with the goal of saving 1% of total spend, or \$200,000 for fiscal year 2018-19. To date, for this fiscal year, we have achieved over \$1.9 million in cost savings for the campus.
- We have successfully implemented Campus Marketplace which is an online shopping portal that features suppliers with special CSU contract pricing. One of the suppliers in Campus Marketplace is Amazon Business which includes the Prime membership with free two-day shipping. Even non-ProCard holders can shop through Campus Marketplace, build a shopping cart and send it to their designated cardholder for purchase.

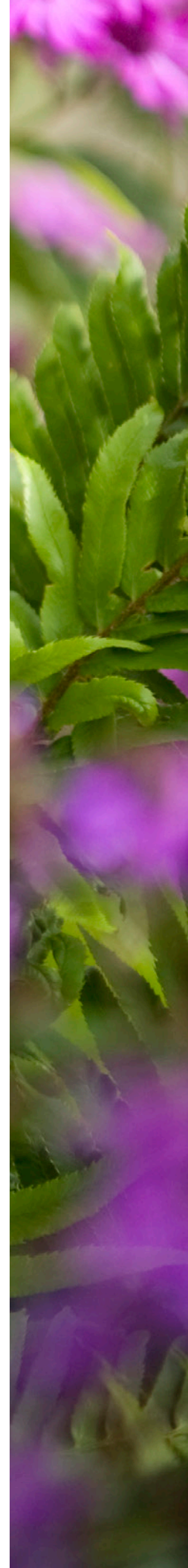
- We have successfully started the Concur Travel and Expense rollout and have issued over 200 state travel cards. This program includes the travel authorization, booking, expense report and reimbursement in one complete paperless workflow. Concur not only eliminates out of pocket expenditures, but also helps guide travelers to make in-policy travel decisions while delivering a simpler, better traveler experience.
- In collaboration with the HR Training team, a ProCard Reconciliation Training Guide was created to assist cardholders in reconciling their monthly ProCard statement.

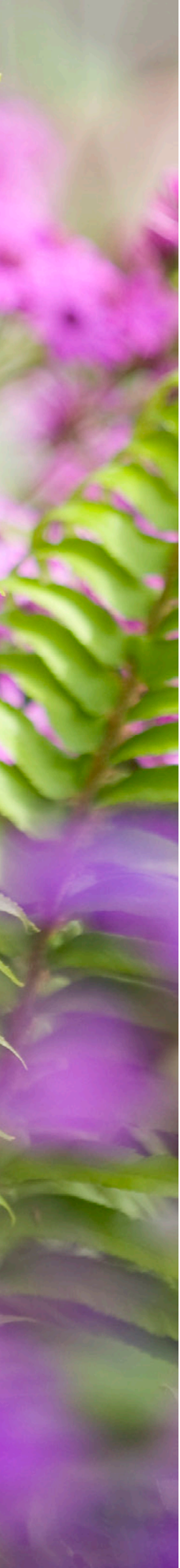
ACCOUNTING

- Audits - Cash Management audit completed and all findings resolved and accepted, Information Security audit completed and all findings resolved and accepted.
- All Year-End Audits and tax returns have been completed for 2017-18 for the Campus and Auxiliaries (SPF, ADV/REH, AS) and Ancillaries (KHSU and CC) and all are public with the exception of the Campus as it will be consolidated into the CSU financial statements that have not been released yet.

UNIVERSITY POLICE

- In an ongoing effort to promote trust, transparency, and community engagement, the University Police Department continues to partner with the Arcata Police Department on dialogs and events. In the past year, we have collaborated on National Night Out, a recent pizza event co-sponsored with Housing, several other informal student/police collaborative discussions, as well as a lunch event sponsored by the Office of the Dean of Students. Topics discussed include student safety, equity, race, and social justice.
- UPD is proud to be serving in a campus and community leadership role by having the distinct honor of chairing one of the Equity Arcata working groups. The initiatives coming from these discussions have been described here, and will continue to guide the way policing is practiced at Humboldt State University.
- UPD Officer Louis Altic was recognized for heroism with the prestigious Medal of Valor at the first annual CSU Systemwide Awards Ceremony, held at the Chancellor's Office in Long Beach earlier this year.
- So far in 2019, UPD staff has interceded in two separate incidents to save the lives of despondent citizens. There is no doubt that those dedicated, selfless, life-saving actions stopped acts of self-harm, and helped direct persons to needed resources.
- UPD continues to make efficiency and longevity a priority in its vehicle fleet. We recently retired our oldest patrol vehicle, which had been in-service for well over a decade and 150,000 miles. Taxpayers definitely got their money's worth from Unit 218! Before the annual maintenance expenses exceeded the value of the vehicle, we replaced it by transitioning an unmarked unit into our marked vehicle fleet. This stop-gap measure provides savings, better fuel efficiency, and allows us to extend the service life of the vehicles in our fleet.
- UPD is a proud partner in the University's strategic budgeting efforts. We have successfully transitioned our budget to one that features strategic savings for projected capital replacements, such as the replacement of vehicles, as mentioned above.
- By May, UPD will have completed the replacement of its communication center dispatch consoles. As with our vehicle fleet, we were able to extend the service life of our legacy consoles for many years past their anticipated service life, resulting in savings and efficiencies.
- UPD has hosted several active-shooter training sessions across campus, providing this important and potentially life-saving training to several hundred staff and faculty members.
- UPD has partnered with California Highway Patrol to serve as a regional host for specialized accident investigations training.
- In its second year, the Chief's Advisory Panel, born from the Equity Arcata initiative, continues to provide necessary and important opportunities for student/police interaction and dialogue. Those conversations occur monthly, and inform some of the other dialogues mentioned here.
- UPD is proud to host student interns! What started as an experiment with the Department of Social Work, has grown this year into an opportunity for two student interns, both of whom will graduate with this upcoming commencement. It has been an incredible experience to bring student interns into our team dynamic, and we have no doubt learned more from them, than they have from us!



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- Speaking of commencement, UPD student employees took the lead in developing a stole that graduating seniors could wear on their special day in May. Our dedicated student employees wanted to commemorate their service with UPD while they studied at HSU, and we were very proud to work with other campus stakeholders to get their concept approved (see attached). Watch out for the exclusive UPD graduation stole being worn by six awesome UPD graduating seniors this year at commencement.
 - UPD has completed an update to our officer body-worn camera program. After extensive field-testing of a number of different designs, UPD replaced all of its old (and worn out) body-worn cameras. Each officer now has an individually issued camera, which is available to record all police/public interactions in high-resolution video and audio.
 - UPD recently applied for a grant through the State of California Department of Alcoholic Beverage Control. UPD has been awarded this grant in the past, and we're optimistic that we'll be successful in securing this funding again. Working in conjunction with other community and campus stakeholders, this funding helps to address underage drinking through education and enforcement.
 - It is important to emphasize that when we talk about crime and student safety, we are not talking about crime alone, but also the perceptions of crime, as well as the things that adversely impact perceptions of student safety. At UPD, we do not simply look at crime statistics, which can be sterile and uninformed. We also look closely at the concerns that are being expressed by our students, then leverage the collaborative systems we have in place to determine how best to address those concerns.
 - UPD has participated in several "Ask Me Anything" events on Reddit, including our most recent on April 18, as well as a number of more traditional outreach "coffee with a cop" events.
 - UPD continues to proudly partner with Housing in the "Adopt a Res-Hall Program," where officers are assigned to a specific residential facility on campus and are expected to maintain regular contact with student residents and professional Housing staff.
 - Showcased by our referrals to Housing staff and/or the Office of the Dean of Students, UPD maintains a robust restorative justice practice on campus, designed to ensure that student behavior does not become the focus of the criminal justice system.
 - UPD is very proud of a collaborative initiative born out of our Equity Arcata work, not to mention our dedicated University Leadership Team and their efforts to understand and respond to the needs of our students. Students frequently talked during dialogues about not feeling safe on campus, but also that they would likely not call UPD to take advantage of its existing safety escort service. We heard those concerns and acted upon them, applying for GI2025 funding to form the Student Safety Escort Program. Based upon several of the GI2025 pillars, UPD has hired 19 part-time student employees to work with UPD to provide after-hours' safety escorts, assist with building perimeter security, walk-through of the library, and to assist with initiatives such as blue light station function checks. They work Monday through Friday from 5:00 p.m. to 1:00 a.m. and have distinctive uniforms that enhance safety, visibility, and program branding. The feedback we have received thus far has been nothing short of remarkable. Not only do the student employees enjoy the work and the partnership with UPD, but the comments we are getting from the campus community have been positive as well.
 - All members of the department have participated in training to learn about whiteness and microaggressions. These are important conversations happening on campus daily, and the fact that UPD is dedicated to the understanding brought about by this training is vital to the manner in which we serve the campus community.
 - Funded by UPD team members, who give monthly from their own paychecks, we proudly continue to support the UPD Scholarship to advance student success on its path toward endowment.
 - UPD has hosted several Women's Self-Defense classes in the past year. The popularity of - and demand for - this training has been incredible, and the feedback we get from participants has motivated us to find ways to more frequently make this training available. We are very proud of our dedicated volunteers, who make the class possible, and we are excited to be involved in this worthy cause! Stay tuned for more details on upcoming classes and get signed up early before they fill up!
 - We conclude by expressing that the entire UPD Team is very excited about the start of another academic year at beautiful Humboldt State University, and we are absolutely honored to serve the best campus community in the California State University system!

HR

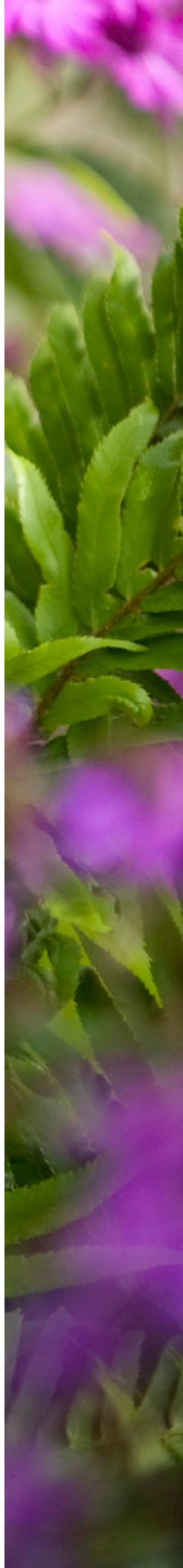
- CSU Learn, the replacement for Skillport, is operational and available to all employees. CSU Learn offers a superior interface and better control for managers to delegate trainings and monitor progress. There are over 100 different professional development certification trainings live on CSU Learn.
 - There are an additional 126 new student employee appointments due to increased funding from GI2025.
 - Despite recent budgetary shortfalls, recruiting continues at a very high pace. HR is currently on pace for 140 active staff recruitments in 2019, up from roughly 90 recruitments in 2018.
 - Appointment letters are now digitized, making the onboarding process smoother and more efficient.
 - Work continues on different measures to create efficiencies and embrace the University's sustainability mission. One such project is the potential collaboration with Inverify, a third party agency that conducts employment and salary verification at no cost to the University or employees. Work is underway to utilize these services, but HR estimates that utilizing Inverify will cut the verification processing time in half.
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FACILITIES

- This Spring, HSU Facilities Support Services SUCCESES are very much about our Student Assistants.
 - Starting with Facilities Support Services and the 'Fabulous Facilities Five:' Sami, who is pursuing a degree in Business Management; Taylor, our Outdoor and Wildlife specialist; Raechel, who is focused in Zoology; Kaila is our resident English expert with a focus on teaching English to non-native English Speakers; and Madison is studying Mycology pursuing a degree in Botany. All of them are contributing in tangible ways to the daily operations of Facilities Management and we are very excited to work with them and support them as they pursue their academic success.
 - In Distribution, Shipping/Receiving and Mail Services we have the 'Trifecta of Inter-Campus Mail;' Congratulations to Dean, who graduates in May with a degree in English and will be moving on to Graduate School; Bowie, who will be returning in the fall and studying Communications; and Christina, an Environmental Studies major with a focus in Media Production and a minor in Journalism. She and Bowie are staying for the summer to keep inter-campus mail on track as they traverse the campus to deliver and pick up your vital mail and documents keeping the physical flow of information happening.
 - Our Auto Shop continues to service our fleet and keep things running - all with the help of our student assistant, Alex, a Chemistry Major, who is an absolute one-man bus cleaning machine!
 - The Warehouse is running on time and keeping our trades supplied with items they need and with the help of John, our Graduating 'Captain of the High Seas' and Biology expert, who is focusing on Rain Science and Minor in Oceanography. John works as a student assistant with our Warehouseman making sure inventory is issued out to the tradesmen so they can get their work done.
 - Each of these students adds so much to our work environment and it is a privilege to work alongside them and share with their successes as they move forward in their lives and chosen vocations at Humboldt and beyond.
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PLANNING DESIGN & CONSTRUCTION SECTION:

- Library and Theatre Arts Seismic Retrofit is the largest project on campus. The project has experienced several major issues that the HSU team and Thompson Builders were able to navigate and continue to commit to deliver the Theater Arts Building on schedule, allowing the academic programs to be back in the building prior to the start of the Fall 2019 semester. The Library basement area has been delayed into the Fall semester and will be totally complete in late fall.
- Facilities Management has worked diligently with campus partners to completely overhaul our Capital Project Outlay Request to the Chancellor's office. This includes major revisions to the deferred maintenance and academic project requests. This is in good alignment with the CSU system and possible available funding for next fiscal year.
- Jenkins Hall renovation is currently under design with amazing work being produced from our Steering Committee, who is responsible for, among other things, building program re-verification. We are engaged





with a design team, AEPC Group. that brings multidiscipline experience under their umbrella of consulting firms to the project. We are on schedule to begin construction spring 2020.

- We have successfully delivered over \$15 million in small projects over the past year with almost \$20 million planned for the summer and fall semesters. This is only possible with the amazing collaboration within Facilities Management and our campus partners. As our project portfolio continues to grow, so will our team - expect some new faces on campus in the future!
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SUSTAINABILITY

- Sustainability and Grounds are gearing up for the major recycling and waste removal effort associated with move-out and commencement.
 - The Office of Sustainability will be presenting at the upcoming UC/CSU/CCC California Higher Education Sustainability Conference.
 - Conference in July on our STARS implementation methodology.
 - The Association for the Advancement of Sustainability in Higher Education has recognized HSU for its efforts to promote sustainability curriculum by publishing course indicators for sustainability focused/ related classes in the print and online course catalogs.
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PARKING

- Facilities Management and Parking are gearing up to complete more parking lot repair projects this summer.
 - Facilities will be replacing the electronic vehicle (EV) charging station at SERC. Energy for charging vehicles at the SERC station will be provided from the recently installed photovoltaic roof panels. A new EOV charging station will be installed in the proximity of the decommissioned hydrogen cell fueling station. Users will be able to pay for recharging their vehicle via credit or debit card at the EV station.
 - Parking and Commuter Services has been exploring offsite parking options.
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MAINTENANCE

- Maintenance fabricated new gasketed PVC downspouts to replace the original galvanized downspouts that had rusted away at the Student Recreation and Wellness Center. This was a more cost-effective, more watertight approach with a longer life expectancy than replacing with new galvanized downspouts - in short, "skookum."
 - Shops are gearing up to complete a substantial portion of the 40 classroom upgrades this summer funded by 2018-19 GI2025 funds.
 - Will be replacing failed galvanized plumbing at restrooms on three floors of the JGC in the next few months.
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RISK MANAGEMENT AND SAFETY SERVICES

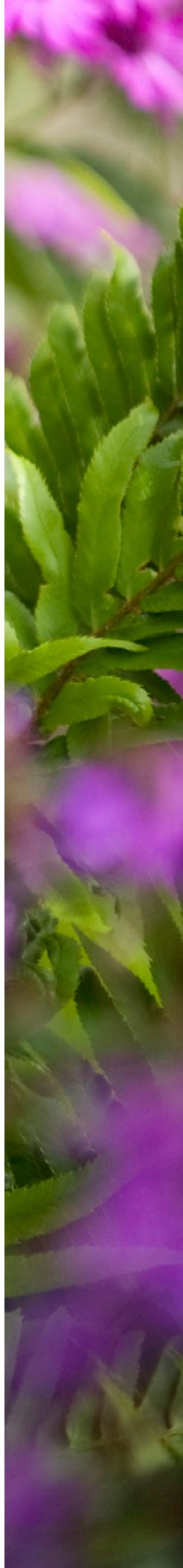
- The vacant Safety Coordinator position closed April 26, 2019.
- The Chancellor's office is presently on campus conducting a Health and Safety audit. All CSU campuses are receiving this audit in 2019.
- The required annual building evacuation drills will be conducted by mid-May.
- On April 4, 2019 we had an Emergency Operations Center drill that was very successful. All pre-identified objectives were met.

UNIVERSITY BUDGET

- HSU's [Budget Oversight Policy \(Policy #19-02\)](#) has been approved and is available on the Budget website and the Policy website. Beginning in 2019-20, all campus departments will perform quarterly financial reviews that include revenue and expenditure projections. Financial reviews will be consolidated at the Major Budget Unit (MBU) level (e.g., College of Natural Resources & Sciences, Facilities Management, Marketing & Communications) for evaluation, reporting, and to address any financial concerns that may arise during the review process. Utilizing Questica (HSU's enterprise budget planning system), the University Budget Office has developed automated projection reports to support the campus with this process. Several MBUs are currently piloting the process and sample projection reports will be shared with all MBUs in the coming days to help build awareness. This new policy and process will improve campus financial management and support more strategic, proactive planning through the identification of available resources for possible investment and/or to address anticipated shortfalls before they occur.
 - HSU's [Operating Fund Roll Forward Guidelines](#) has been approved and is available on the Budget website - The guidelines formalize how unspent budget balances (Roll Forward) at the end of each fiscal year will be allocated. Highlights of the guidelines include:
 - Invests in strategic Investments: Earmarks funding for a strategic initiatives pool, deferred maintenance, and reserves.
 - Increases transparency: defines how Roll Forward budgets will be redistributed and establishes annual reporting.
 - Enhances accountability: if departments overspend their budget – the entire negative balance will roll forward within the department.
 - Provides flexibility at each Level: Departments keep 40% and MBUs keep 40% of unspent Operating Expenses (non-personnel) budgets; Divisions are allocated 20% of overall unrestricted balances.
 - HSU continues forward momentum with implementing the Integrated Assessment, Planning and Budget (IAPB) process and the GI2025 resource request process piloted the framework this spring. Additional pilot areas have been identified for the coming year and more information will be forthcoming in the months ahead.
 - The URPC submitted their [2019-20 Budget Recommendation](#) to the President on April 24th. The recommendation, along with the [Cabinet Budget Proposal](#) and other URPC activity, are available on the URPC webpage.
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UNIVERSITY CENTER

- Ron Rudebock, HSU Dining Services Director, was chosen as this year's HSU Staff Sustainability Champion. This third annual Sustainability Champion Awards honors individuals whose practices have deepened a culture of sustainability on campus, have furthered the integration of sustainability into academics or student life, and/or reduced HSU's environmental footprint.
- The J Point donation program is helping to address Basic Needs at HSU. So far this semester 183 students have received emergency food assistance with the dollar amount disbursed nearing \$10,000.
- CenterArts is nearing the end of a successful run of over 50 performances, 9 AS Presents shows, and more than 40 events supported with event management and ticketing services.
- Center Activities is again nearing 100,000 individual client visits for the fitness centers at the Student Recreation Center.
- The University Center received a favorable student vote on an adjustment to the Student Union Fee. This adjustment will enable the UC to continue to support student success through its services, programs, and campus support.



Featuring University Police Department



Chief Peterson and Officer Andy Martin



Student Athlete and Sergeant Chance Carpenter



Jennifer Gomes, Chief Peterson, Zan Mendonca and Lisa Morrison



Chief Peterson and Officer Justin Winkle



Student Safety Escorts



Student Safety Escorts



Administrative Affairs

HUMBOLDT STATE UNIVERSITY