

4:00pm – 5:00pm

SBS 345

## 1) SHARING OF SUCCESSES

- I. Student Financial Services – Sandy Wieckowski
  - A. Production of **Student Authorization Form** on Student Center to so that HSU employees may speak with a designee. The same on-line form will be used by Admissions, Financial Aid, Registrar, Housing and Student Financial Services. The student can choose anyone to be their designee and the student can change the designee at any time. A numeric code is issued when the designee is identified and all departments can verify the correct designee by verifying the numeric code.
  - B. **Student Activity Guide** will be in place by November 1<sup>st</sup>. Students will not be able to register until they have completed the Student Activity Guide.
    - Agree to pay
    - Current address
    - Emergency Contact
    - Designee(Add cell phone in later version)
- II. Facilities Management – Traci Ferdolage
  - A. Closer to \$23 million Augment Funding for Library and Van Duzer Theater. Dependent on Bond sale. Estimated funding in Summer of 2018.
  - B. Track Project in final stages. Striping this week.
- III. University Center – Dave Nakamura
  - A. Pushed Spring and Summer Arts and Activities to Fall to benefit students. Planning and programming that is student centered. For example, big show Thursday, August 17. AS Presents shows and a “Discover Humboldt” that takes students into the redwoods and into Old Town Eureka.

## 2) UPDATES

- I. Controller – Sylvia Shively
  - A. 3<sup>rd</sup> party Audit on Auxiliaries. SPF has been reviewed. Advancement and AS in progress.
  - B. Legal is closed
  - C. In the middle of GAAP
  - D. Extended Ed Audit coming week of August 21
  - E. Close to a job offer for Assistant Controller
  - F. After GAAP closes, Accounting will be reviewing and revamping its processes.

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- II. Student Financial Services – Sandy Wieckowski
  - A. Cancelled 96 students for non-payment. Sandy personally called 42 Seniors and extended their payment deadline by a week.
  - B. Next cancellation on Monday, August 21
  
- III. Contracts and Procurement – Tawny Fleming
  - A. Enterprise moved off campus
  - B. Concur in the works
  - C. Number of transactions is too large. Vouchers paid against Purchase Orders is over 26,000 per year. In comparison, other CSUs are averaging 12,000 transactions per year. Tawny stated that HSU is not using ProCards enough. Doug pointed out with the increased use of ProCards the University would benefit from a larger rebate. HSU's current rebate for using ProCards is \$65,000. Currently, HSU is doing all travel on Purchase Orders; however, that will go away with the implementation of Concur.
  - D. Tawny proposed centralizing the blanket purchase order for Western Business Concepts ( Our copier vendor). There is concern that if this cost was centralized it would alter the cost of instruction in the Colleges.
  
- IV. Risk Management – Kim Comet
  - A. No Smoking Policy goes into effect September 1. Kim is working on signs that will refer to a website.
  - B. Week of October 16 is Safety Week. Trainings include CPR and First Aid.
  - C. Kim Comet and Donn Peterson are participating in the Parent Orientation FAQs.
  
- V. Payroll – Patty Ambrosini
  - A. Finalize GAAP
  - B. Loaded salary increases
  - C. Mass termination of students in the system
  - D. HSU hires between 1,200 – 1,500 students per academic year
  - E. Student and HR Split on Wednesday, August 16
  
- VI. Facilities Management – Traci Ferdolage
  - A. Projects:
    - Track
    - Fulkerson Recital Hall Floor
    - Campus Apartments paint and flooring
    - Marine Lab Sea Water Tank
    - Schatz Building construction
    - Fire Alarms in Music A and B
    - Data Suppression pending
    - Switchgear-Michael Fisher working with Departments for least amount of disturbance with power outages.
    - Toilet room accessories – in progress.
  
- VII. University Budget – Amber Blakeslee
  - A. President approved the budget
  - B. Processing the General Salary Increase (GSI)

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- C. Health rate increase is minimal
  - D. Soon will have public facing dashboards with multiple years (5 full years)
  - E. Questica will roll out soon
- VIII. University Police – Donn Peterson
- A. Continuing work on Lawson homicide. Vigil on Tuesday, August 15 at 6pm on the plaza.
  - B. Donn had a lot of take-ways from the July 12 HSU/City Racial Equity Workshop
  - C. Donn is recommending a Chief's Advisory Panel. Donn has placed this on the next AS agenda. Constituents will be 4 students, 1 staff and 1 faculty.
  - D. Donn is working on a contract with Arcata Fire Department that would potentially bring in \$250,000 in revenue over the course of the term of the contract.
  - E. On Thursday, August 17, Donn is participating in a social media "Ask Me Anything" between 10am and 1pm. Donn is working with MarCom.
- IX. University Center – Dave Nakamura
- A. Getting LED lights
  - B. The financial audit is being conducted
  - C. A lot of new staff in Dining
- X. Doug asked the leadership team to review the goals set by the President for him. Be prepared to discuss ways of supporting these goals at the one-on-one meetings.

### **In attendance:**

Amber Blakeslee  
Dave Nakamura  
Donn Peterson  
Douglas Dawes  
Kim Comet  
Michelle Anderson  
Patricia Ambrosini  
Sandy Wieckowski  
Sylvia Shively  
TallChief Comet  
Tawny Fleming  
Traci Ferdolage