

# ASSOCIATED STUDENTS BOARD OF DIRECTORS

Humboldt State University

Friday, April 10, 2020 at 5:00 pm

Agenda #15

**Zoom Conference Call- <https://humboldtstate.zoom.us/j/244117722>**

**Meeting ID: 763 579 271**

Password: None

*This meeting is being facilitated through an online Zoom format, consistent with the CA Governor's Executive Order N25-20 which suspended certain open meeting law restrictions*

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- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #15 dated April 10, 2020 – **Action Item**
- IV. Approval of Minutes – **Action Item**
- V. Chair's Report
  - a. Welcome!
  - b. Zoom meeting reminders

## VI. Public Comments

As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306. Every A.S. Board of Directors agenda for regular meetings shall provide an opportunity for members of the public to directly address the A.S. Board of Directors on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda.

However, the Board of Directors may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The A.S. Board of Directors may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.

## VII. Reports

- a. Officers
  - i. President - Lizbeth Cano Sanchez
  - ii. Legislative Vice President – Jeremiah Finley
  - iii. Administrative Vice President – Daniel Gonzalez
  - iv. Student Affairs Vice President – Breannah Rueda
- b. Executive Director – Jenessa Lund
- c. Interim Dean of Students – Eboni Turnbow
- d. Standing Committee Reports

- i. A.S. Executive Committee – Lizbeth Cano Sanchez
- ii. A.S. Board of Finance – Daniel Gonzalez
- iii. A.S. Student Affairs Advisory Committee – Breannah Rueda
- iv. *ASPresents* Committee – Flow Lemus
- v. A.S. Lobby Corps – Paola Valdovinos
- vi. A.S. Earth Week Every Week Committee – Gabrielle Grace Smith
- vii. A.S. Public Relations Committee – Cassaundra Caudillo
- viii. A.S. Funded Programs Committee –Daniel Gonzalez & Breannah Rueda
- e. Priority Working Group Reports
  - i. Strengthening Committees – Breannah Rueda
  - ii. Guiding Documents Update – Jeremiah Finley
  - iii. Safer Spaces – Lizbeth Cano Sanchez
- f. Board Reports
 

For those who wish to verbally make a Board report, the Chair will call for a speakers list at the start of this item, Directors will “raise a hand” through Zoom” for computer-users and phone-users can verbally add their name. 10 minute limit each speaker, additional time at discretion of the Chair. Board members may follow- up with questions regarding reports after all reports have been made, during the General Discussion session.

## VIII. General Discussion

Anyone may follow-up with questions regarding reports. (Chair will call for a speakers list at the start of this item, Directors will “raise a hand” through Zoom” for computer-users and phone-users can verbally add their name.)

## IX. Old Business

- a. [2020-21 Recommended Budget](#)– **Action Item**

The A.S. Board of Directors will review the 2020-21 Recommended Budget and consider alterations. “If the A.S. Board of Directors is considering altering the Board of Finance recommendation, the program must be contacted and given the opportunity for a hearing before the A.S. Board of Directors.” (Sections 5.03 of the [A.S. Fiscal Code](#))

## X. New Business

- a. [Resolution to Ban Disposable Plastics on Campus \(2019-20-15\)](#) – **First Reading**

The Board will receive a presentation and consider a resolution urging campus to ban the use of disposables from campus. The resolution has points where campus should act to reduce use and change practices from Center Dining to Commencement ceremonies. This resolution was authored and sponsored by the A.S. Earth Week Every Week Committee and submitted by the Chair and Environmental Sustainability Officer, Gabrielle Grace Smith.
- b. Paycheck Protection Program [PPP] Loan Application – **Action Item**

In an effort to have a small financial safety net in times of great uncertainty, the A.S. Executive Director is recommending the organization apply for the Paycheck Protection Program [PPP] Loan and is looking for Board approval. While A.S. is currently prepared to cover payroll as budgeted for spring semester, Fall 2020 revenue is less certain as enrollment is projected to decline, likely at a higher rate than previously projected (See [Enrollment Management’s Report to University Senate 04-07-20.pdf](#)). This loan would allow A.S. some financial cushion to cover payroll expenses in the fall, if necessary. (See the [PPP fact sheet](#) for more details)
- c. [Legislation An Act to Prioritize Student Engagement \(2019-20-16\)](#) – **First Reading**

The Board will receive a presentation and consider legislation that would repeal the A.S.

resolution titled [Opposition to Priority or Specialized Registration for HSU Student-Athletes](#) and urges Board members to “attend the next University Senate Meeting...to show support” for the Board’s current request for priority registration to the University Senate’s Academic Policy Committee This resolution was co-authored by Vice President Finley and College of Natural Resources & Sciences Representative Weinberg.

XI. Announcements

XII. Adjournment

Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Casey Park, A.S. Board Coordinator, at [casey@humboldt.edu](mailto:casey@humboldt.edu) or call (707) 826-4221. Some accommodations may take up to several weeks to arrange.

# Humboldt State University Enrollment Management Report

April 7, 2020

Dr. Jason L. Meriwether, Vice President of Enrollment Management

Dr. Eboni Turnbow, Dean of Students

Peter Martinez, Director of Admissions

Clint Rebik, Registrar

Josh Smith, Director of EM Strategic Communications

Dan Savelliff, Executive Director, EOP

## **HSU's Pre-COVID-19 Budget Reality**

In March, Doug Dawes, Amber Blakeslee, Dr. Lisa Castellino, Clint Rebik, Peter Martinez, Holly Martel, Josh Smith and I met to review our Fall 2020 enrollment projections. We reviewed the grad numbers against the 14% negative projection for next year. There are 1629 students with an expected Spring 2020 graduation date, including 1374 undergraduate students. Accordingly, we were projecting a 14% headcount decline next year.

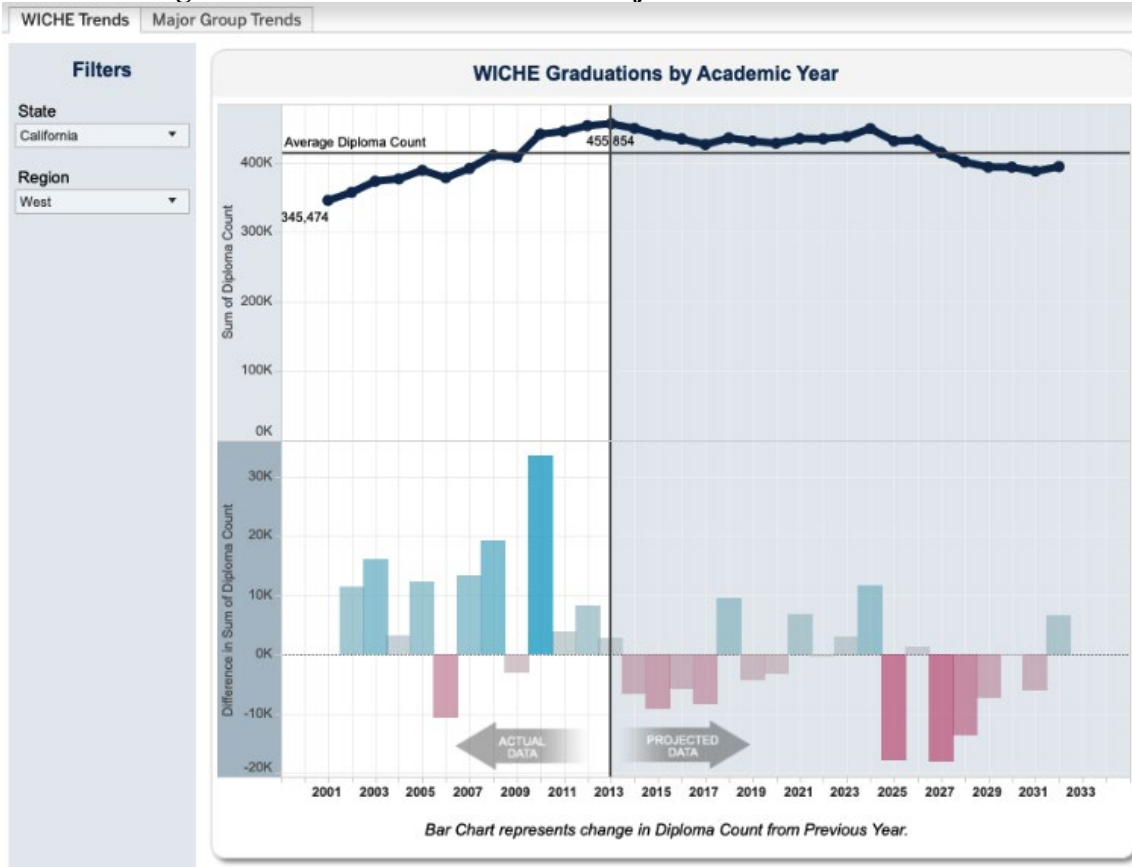
However, in a COVID-19 world, the rapid and unprecedented impact on our environment has caused us to revisit our projections. We have a few scenarios to consider that are historical, future-facing, and based on current realities. Please allow me to provide some context.

Locally, we have a renewed investment in our relationship with College of the Redwoods and with local schools in the region. Numerous local school leaders have expressed their appreciation that Humboldt State University (HSU) has genuinely engaged and recruited local students. Local students are shifting to see us as a bright spot and we must stay focused.

Historically, *data shows a long-standing fiscal imbalance*. Even at our peak enrollment years in 2015 and 2016 we were still losing \$2.4M annually. There were various scenarios where one-time funds, use of reserves, or steep cuts were used as tools to balance our budget. HSU has not experienced a year where actual revenues met or exceeded budgets since 2008. It appears that HSU has not fully corrected this institutional imbalance, which is going to force us to drastically evaluate services we deliver and the way that we work to recruit and retain students.

The next challenge we face is the *decline in state high school graduates* which combines with a relatively flat and modestly declining high school population in the north coast region. The chart below from National Research Center for College and University Admissions (NRCCUA) is based on Western Interstate Commission for Higher Education (WICHE) data which provides statewide data with respect to high school graduates from 2001 to present and includes projections for high school graduates until 2033. While there is modest flow and fluctuation of the number of annual graduates from state high schools, overall, the trend is negative and the overall projection for decline will remain consistent following a slight increase two years from now. This second chart below, designed by HSU's Office of Institutional Effectiveness, shows California high school graduation projections with focus on Northern California counties. In our region, we will experience a modest vacillation in high graduate populations, eventually settling into a small decline in graduates. Overall, the North Coast region's number of high school graduates will be relatively flat over the next few years.

# Statewide High School Graduate Trend & Projection



## Statewide High School Graduate Projections for Northern California



### CA High School Graduate Projections

State of California, Department of Finance, January 2020

~ Expertly Handcrafted ~  
Office of Institutional Effectiveness  
~ Freshness Date ~  
2/17/2020 5:01:50 PM [HS Grads Table  
(2019SeriesReportsV)]

#### CA High School Graduates

High school graduates are expected to increase slowly to a historical peak of 456,400 in 2023-24 after which they decline through the end of the projection period. Overall 38 counties will see an increase in the number of high school graduates by 2028-29.

[http://www.dof.ca.gov/Forecasting/Demographics/Projections/Public\\_K-12\\_Graded\\_Enrollment/](http://www.dof.ca.gov/Forecasting/Demographics/Projections/Public_K-12_Graded_Enrollment/)

#### California Actual and Projected High School Graduates

County	Actual 2017-18	Projected 2018-19	Projected 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Projected 2028-29
CALIFORNIA	438,739	438,063	435,714	441,640	442,854	446,459	456,381	442,895	438,504	421,836	430,456	430,837
Grand Total	438,739	438,063	435,714	441,640	442,854	446,459	456,381	442,895	438,504	421,836	430,456	430,837

#### Change in HS Graduates from Actual 2017-2018

County	Actual 2017-18	Projected 2018-19	Projected 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25
COLUSA	325	319	341	330	325	346	380	389
DEL NORTE	344	316	313	302	333	365	387	358
GLENN	390	451	429	417	419	470	508	424
HUMBOLDT	1,203	1,252	1,141	1,222	1,266	1,289	1,310	1,227
LAKE	611	597	617	637	607	667	644	625
MENDOCINO	912	884	895	890	875	1,000	918	917
NAPA	1,515	1,549	1,539	1,564	1,591	1,603	1,652	1,487
SHASTA	1,804	1,962	1,903	1,943	1,876	1,870	2,024	1,941
SISKIYOU	360	404	363	430	421	465	475	484
SONOMA	4,750	4,831	4,809	4,806	4,830	4,691	4,798	4,542
TEHAMA	680	640	710	704	721	755	785	713
TRINITY	129	117	104	128	120	150	116	118
Grand Total	13,023	13,322	13,164	13,373	13,384	13,671	13,997	13,225

#### Coastal Northern California Counties



## COVID-19 Enrollment Impact

Further, the *impact of COVID-19* causes a need to review and refine enrollment and budget projections. [Universities across the country are scrambling to understand the degree of the outbreak's impact](#) on enrollment and institutional finances. We believe that the pandemic will have a deleterious impact on our new student enrollment, and possibly, on our recently affirmative retention trends. In late March, Forbes published an interesting article about the [negative impact that COVID-19 may have on college and university enrollment](#). A recent Chronicle of Higher Education article discusses a study that notes [one out of every six college-bound students are likely not to attend college in Fall 2020](#). The [University of California \(UC\) system just eased standardized testing requirements](#) in response to concerns about enrollment. The California State University (CSU) system is also making determinations about enrollment as a system. Much like other universities, HSU must make prudent decisions about enrollment planning and consider the budget implications that are aligned with those potential impacts.

Across the board nationally, as high school students opt out of leaving home to attend college, or not to enroll at all, data suggests this trend could be even more detrimental for the CSU campuses. In particular, HSU faces additional challenges. Like other colleges, what if HSU is also negatively impacted by the COVID-19 outbreak and the resulting inability to host tours and recruitment events on campus? What if such a challenge took us from -30% to -40% for new students, or worse? What if retention is impacted by -1.5% or -3%, or worse, by -10%? Whereas there is no real benchmark for comparison, our current admissions yield activities (described later in this document) will help us as we try to project adequately. HSU has realized significant revenue losses. As of April 6, we have provided over \$2.5 million in refunds to students for housing, meal plans, and parking. We anticipate this amount to increase considerably between now and the end of the semester. Accordingly, below, you will find a series of scenarios that our team has created for consideration.

## COVID-19 Enrollment Planning Scenarios

Enrollment and Budget Planning Scenarios					
Date: April 6, 2020					
		2020-21 Planning Scenarios - IE Model			
	2019-20 Actuals	Prelim Budget Planning (-14%)	4/6 Budget Planning (-20%)	-25%	-30%
Incoming Fall Headcount					
<b>% Change Incoming</b>		<b>-27%/-20%</b>	<b>-39%/-32%</b>	<b>-40%</b>	<b>-50%</b>
new FTUG	823	601	500	494	412
new LD xfer	91	73		55	46
new UD transfer	720	576	549*	432	360
new Postbac	260	208	205	156	130
<b>Total Fall Headcount</b>	<b>6,983</b>	<b>6,005</b>	<b>5,587</b>	<b>5,261</b>	<b>4,893</b>
			*incl. LD xfer		
FTF Freshmen Retention	75%	75%	72%	59%	55%
<b>% Change Retention</b>		<b>0%</b>	<b>-3%</b>	<b>-21%</b>	<b>-26%</b>
<b>Annual Resident FTES</b>	<b>6,003</b>	<b>5,168</b>	<b>4,799</b>	<b>4,523</b>	<b>4,208</b>
Delta to 7,603 target	(1,600)	(2,435)	(2,804)	(3,080)	(3,395)
<b>% from target</b>	<b>-21%</b>	<b>-32%</b>	<b>-37%</b>	<b>-41%</b>	<b>-45%</b>
Tuition Chg from 2019-20		(3,832,000)	(7,400,000)	(9,150,000)	(11,100,000)
Tuition Chg from 20-21 to 21-22		(3,507,000)	(3,210,000)	(3,890,000)	(4,340,000)
<b>2 Yr Tuition Chg</b>		<b>(7,339,000)</b>	<b>(10,610,000)</b>	<b>(13,040,000)</b>	<b>(15,440,000)</b>

## The Path to Higher Enrollment

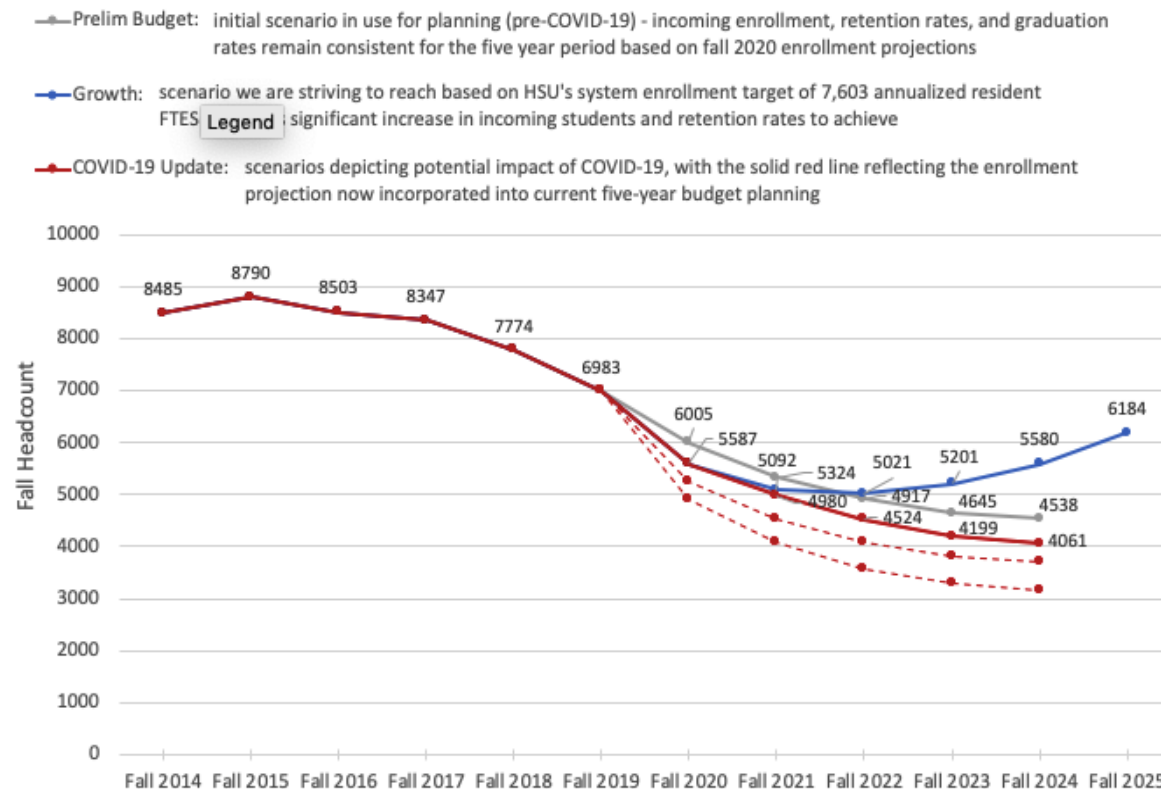
Concurrently, we have to work our plan to reach an FTE of 7603. The impact of COVID-19 likely takes us from a four-year to an eight-year path to attain this critical enrollment marker. This projection will be refined as Academic Affairs and Enrollment Management partner to align enrollment strategies with academic program priorities. In a viable university environment, the functions of Enrollment Management serve as levers to supplement the Academic Master Plan.

### 8-year Enrollment Projection to achieve FTE of 7603

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
FR	1,386	1,420	1,295	1,210	1,051	823	500	525	551	579	608	638	670	704	739
CC	971	1035	857	953	895	810	549	637	739	858	996	1156	1341	1556	1805
Returning	5,585	5,755	5,790	5,595	5,230	4,789	4300	3666	3440	3442	3618	3993	4429	4999	5709
Grad	512	540	528	565	563	527	205	230	258	289	324	363	407	456	511
Ret %	75%	70%	68%	71%	74%	75%	72%	74%	76%	77%	78%	80%	80%	81%	82%
Grad %	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%
Transitory	31	40	33	24	35	34	33	34	33	33	34	34	34	34	34
Total Fall HC	8,485	8,790	8,503	8,347	7,774	6,983	5,587	5,092	5,021	5,201	5,580	6,184	6,881	7,749	8,798
Total Spring HC	7,977	8,081	7,959	7,675	7,039	6,345	5,147	4,691	4,626	4,792	5,141	5,698	6,340	7,139	8,106
Annualized HC	8,231	8,436	8,231	8,011	7,407	6,664	5,367	4,892	4,824	4,996	5,360	5,941	6,610	7,444	8,452
Total RFTes (actual)	7,208	7,417	7,308	7,195	6,630	6,010									
Total RFTes (max)							4,888	4,455	4,393	4,550	4,881	5,410	6,020	6,779	7,697
Total RFTes (min)							4,661	4,248	4,189	4,339	4,655	5,159	5,741	6,465	7,340
Legend	Actuals	Expected	Simulated												

The chart below, which was created by our budget office, helps us summarize the big picture of our enrollment scenarios with respect to the competing challenges described above.

### Fall Headcount Scenarios





Accordingly, here are some additional specific scenarios and varying five-year projections for losses at different levels based on the impact of COVID-19.

		Total Headcount		Annual HC	Annual Res FTE	Annual Tuition Change	Cumulative Tuition Change
% drop		Fall	Spring				
-20%	2020-21	5,587	5,152	5,369	4,799	(\$7,397,692)	(\$7,397,692)
-11%	2021-22	4,980	4,594	4,787	4,274	(\$3,214,316)	(\$10,612,008)
-9%	2022-23	4,524	4,177	4,350	3,880	(\$2,409,994)	(\$13,022,001)
-7%	2023-24	4,199	3,880	4,040	3,597	(\$1,715,188)	(\$14,737,189)
-3%	2024-25	4,061	3,756	3,908	3,477	(\$725,269)	(\$15,462,458)
		Total Headcount		Annual HC	Annual Res FTE	Annual Tuition Change	Cumulative Tuition Change
% drop		Fall	Spring				
-25%	2020-21	5,261	4,844	5,052	4,523	(\$9,145,665)	(\$9,145,665)
-14%	2021-22	4,525	4,171	4,348	3,886	(\$3,887,864)	(\$13,033,528)
-10%	2022-23	4,072	3,757	3,915	3,493	(\$2,393,390)	(\$15,426,918)
-7%	2023-24	3,807	3,515	3,661	3,263	(\$1,401,166)	(\$16,828,084)
-3%	2024-25	3,708	3,426	3,567	3,178	(\$517,929)	(\$17,346,013)
		Total Headcount		Annual HC	Annual Res FTE	Annual Tuition Change	Cumulative Tuition Change
% drop		Fall	Spring				
-30%	2020-21	4,893	4,504	4,699	4,208	(\$11,097,681)	(\$11,097,681)
-17%	2021-22	4,073	3,753	3,913	3,497	(\$4,338,000)	(\$15,435,681)
-12%	2022-23	3,567	3,290	3,429	3,059	(\$2,675,731)	(\$18,111,412)
-8%	2023-24	3,279	3,028	3,153	2,809	(\$1,520,869)	(\$19,632,281)
-3%	2024-25	3,169	2,928	3,049	2,714	(\$576,704)	(\$20,208,985)



The implications described above make our work to yield students even more critical, although it has always been important. Here is our Fall 2020 admissions trend to-date:

Applicants									
REDIRECT    Not Redirect									
	Fall 2020		Fall 2019		Fall 2018		Fall 2017		Fall 2016
	HC		HC		HC		HC		
Credential	116	2.65%	113	-9.60%	125	-26.04%	169	-2.87%	174
First-time UG	7,637	-25.52%	10,254	-6.18%	10,929	-4.46%	11,439	-11.62%	12,943
Lower-div xfer	342	-20.83%	432	-13.94%	502	141.35%	208	85.71%	112
Masters	403	-2.89%	415	-7.37%	448	-10.76%	502	15.14%	436
Returning UG	105	-19.23%	130	-6.47%	139	-29.44%	197	3.68%	190
Second Bachelor	50	-7.41%	54	20.00%	45	181.25%	16	33.33%	12
Unclassified PB	5	150.00%	2	-66.67%	6	100.00%	3	-66.67%	9
Upper-div xfer	3,024	-10.66%	3,385	-9.01%	3,720	-0.72%	3,747	2.46%	3,657
Transitory	1	-90.91%	11	83.33%	6	-53.85%	13	18.18%	11
<b>Grand Total</b>	<b>11,683</b>	<b>-21.04%</b>	<b>14,796</b>	<b>-7.06%</b>	<b>15,920</b>	<b>-2.30%</b>	<b>16,294</b>	<b>-7.12%</b>	<b>17,544</b>

Admits									
REDIRECT    Not Redirect									
	Fall 2020		Fall 2019		Fall 2018		Fall 2017		Fall 2016
	HC		HC		HC		HC		
Credential	1	#DIV/0!	0	#DIV/0!	0	-100.00%	4	#DIV/0!	0
First-time UG	6,199	-28.85%	8,712	7.90%	8,074	-12.56%	9,234	-6.27%	9,852
Lower-div xfer	147	-33.18%	220	22.91%	179	120.99%	81	376.47%	17
Masters	136	-9.93%	151	-0.66%	152	-18.28%	186	-7.46%	201
Returning UG	52	13.04%	46	-13.21%	53	20.45%	44	-13.73%	51
Second Bachelor	33	73.68%	19	-13.64%	22	144.44%	9	50.00%	6
Unclassified PB	1	0.00%	1	-50.00%	2	-33.33%	3	0.00%	3
Upper-div xfer	2,425	-15.03%	2,854	-6.79%	3,062	-0.55%	3,079	6.25%	2,898
Transitory	1	-87.50%	8	33.33%	6	-45.45%	11	0.00%	11
<b>Grand Total</b>	<b>8,995</b>	<b>-25.11%</b>	<b>12,011</b>	<b>3.99%</b>	<b>11,550</b>	<b>-8.70%</b>	<b>12,651</b>	<b>-2.98%</b>	<b>13,039</b>

Confirmed									
REDIRECT    Not Redirect									
	Fall 2020		Fall 2019		Fall 2018		Fall 2017		Fall 2016
	HC		HC		HC		HC		
Credential	0	#DIV/0!	0	#DIV/0!	0	-100.00%	2	#DIV/0!	0
First-time UG	408	4.08%	392	-47.31%	744	-25.23%	995	23.14%	808
Lower-div xfer	55	10.00%	50	-25.37%	67	157.69%	26	225.00%	8
Masters	57	0.00%	57	-1.72%	58	-34.09%	88	17.33%	75
Returning UG	23	35.29%	17	-29.17%	24	26.32%	19	-5.00%	20
Second Bachelor	10	100.00%	5	-37.50%	8	166.67%	3	0.00%	3
Unclassified PB	0	#DIV/0!	0	-100.00%	1	#DIV/0!	0	#DIV/0!	0
Upper-div xfer	525	20.69%	435	-35.46%	674	-18.00%	822	33.23%	617
Transitory	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
<b>Grand Total</b>	<b>1078</b>	<b>12.76%</b>	<b>956</b>	<b>-39.34%</b>	<b>1576</b>	<b>-19.39%</b>	<b>1955</b>	<b>27.69%</b>	<b>1531</b>

HSU is presently experiencing affirmative gains in new student enrollment confirmations for Fall 2020 (+12.76%) as compared to the prior year. We are seeing the result of modified behavior due to our aggressive campaigns to recruit and yield students. The impact of COVID-19 has forced us to engage students who have committed with a focus on ensuring we retain them, while seeking to yield new students.

## **Admissions Yield Activities**

Our plan for yielding local students has become even more critical. Over the last three years, we have averaged 32 local students per year. We set the goal of tripling our local student numbers in the next three to four years. Among the nearly 800 students who have been offered the new Humboldt First Scholarship, 208 students have been admitted and accepted the Humboldt First Scholarship. It is truly critical that we work to yield as many of these students as possible, while also making direct outreach to undecided students.

- We are making direct outreaches to students who have not yet cleared their admissions status. Potential Educational Opportunity Program students who have been accepted and received a scholarship offer but have not confirmed, will receive additional outreach.
- The TRIO team is also reaching out to each student in the service area to ensure they are aware of all of their higher education options and how they compare. As you know, TRIO programs don't recruit for a specific college. Still, they are working to assure that students are as informed as possible.
- Based on all the local applicants, the Admissions team will work to schedule meetings with students & their families one-on-one who haven't committed to helping them remove barriers to choosing HSU. If they have confirmed, a follow-up conversation will occur to assure nothing has changed or if something has come up that jeopardizes them attending HSU.
- Local students will receive an email to confirm they made the right choice and receive a print publication with a special note from the Vice President of Enrollment Management.
- We will also host a Zoom panel to students that haven't accepted their offer of admissions to chat with students and staff that can answer questions about the advantages of staying local.
- In mid-April, a personalized print greeting card will be mailed to each student.
- We are conducting a geo-marketing social media campaign for the month of April that will target local high school and community college students.

The Office of Admissions continues to prepare for a Spring Preview online on April 10, 2020, with a high-yield effort to immediately follow-up the effort. Admissions is promoting virtual Admissions Counseling appointments with families to respond to any additional questions and lower the stress of selecting HSU as their campus of choice.

## **Financial Aid Packaging**

We began packaging aid for 2020-21 on Thursday 3/12/20. It took about a week to send notifications to students, but all have now been notified they have been awarded. Packaging will continue on a weekly basis (Fridays) as FAFSAs come in and verifications are completed.

Here are the numbers as of last Friday's packaging run:

- 6,943 students packaged, including
- 3108 prospective first-time freshman and
- 1090 prospective incoming transfers
- 208 incoming local freshmen were packaged with the Humboldt First scholarship

## **Student Retention & Registration Campaign**

We are leveraging an email campaign as we did in the previous semester, to encourage students to register for Fall 20 courses. The mail campaign is as follows:

- 3/27 reminder that course schedule is now live
- 3/30 reminder about advising and clearing holds
- 4/10 reminder about registration appointments going "live"

In addition to the emails, communications and website updates provided through the Provost's Office and the Center for Teaching and Learning (CTL) regarding registration, we have launched targeted and personalized campaigns through HumBot, along with social media content and Mobile App Push messaging. Whereas many students are "home" in the sense that they are not in Humboldt, we have shifted from "geo-fencing" to "geo-targeting" so that there is still a digital footprint. We are partnering with Academic Affairs to align services in order to maximize direct interventions to support students based on academic connection, affinity, and student supports such as academic advising, ramp, and direct advising.

Fall 2020 holds were placed on students accounts the week of March 23 and the mandatory advising period began on March 30th. The first registration appointments begin on April 13. As of April 6, 27.7% of the 4,914 undergraduates eligible to enroll for Fall 2020 have cleared their holds. The details by College are provided in the table below:

	<b>Total</b>	<b>No Holds</b>	<b>%</b>
CAHSS	1,309	276	21.1%
CNRS	2,080	637	30.6%
CPS	1,286	462	35.9%
Undeclared	202	38	18.8%

## **Housing and Basic Needs**

As of April 7, we have 303 students still living in campus housing.

If CARE or Off Campus Housing is referred a student who is either facing homelessness, living in their vehicle, or otherwise housing insecure below are the action steps we would take. Keep in mind these are abbreviated and we would tailor these services to the student's individual circumstances for how we make referrals.

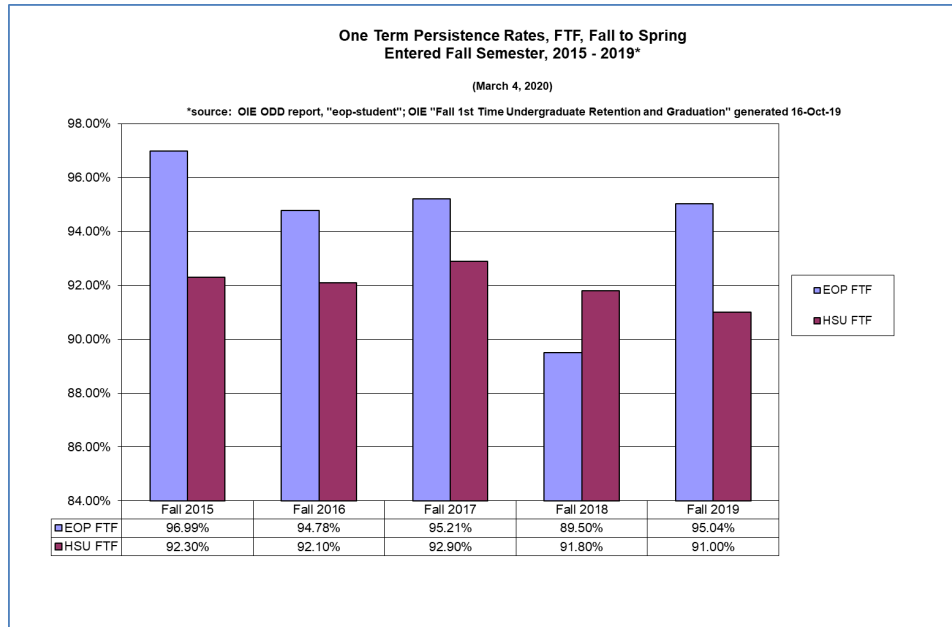
1. We meet with the student to get a sense of their situation and understand the resources that they have available to them.
2. We address any of their unmet basic needs (food access, mental health services, medical services) and make appropriate referrals.
3. We refer students for on campus resources and off campus services as appropriate.
  - a. For food access on campus we have Oh SNAP! services (adding J-Points, Food Pantry, and Cal-Fresh Applications)
  - b. For mental health services on campus a tailored referral to Counseling & Psychological Services (CAPS) and for on campus medical a tailored referral to the Student Health Center
4. If the student is in need of immediate housing, they are assigned to our Temporary Emergency Housing for up to 21 days.
  - a. During that time, they get access to either Off-Campus Housing or CARE for case management and making sure they are working towards permanent housing
  - b. Students are referred to Financial Aid to see what funds may be available to the student (including the adversity funds)
  - c. All students in the temporary housing immediately get \$60 in J-Points courtesy of Oh SNAP!.
5. Students who are living in their vehicles voluntarily and prefer to continue to do that we still review their basic needs and financial barriers
  - a. Off-Campus housing has created a structured access to shower spaces that can be reserved through her for these students and she has toiletries available
6. If courses are affected, CARE will work with professors to set necessary accommodations.

## **Student Internet**

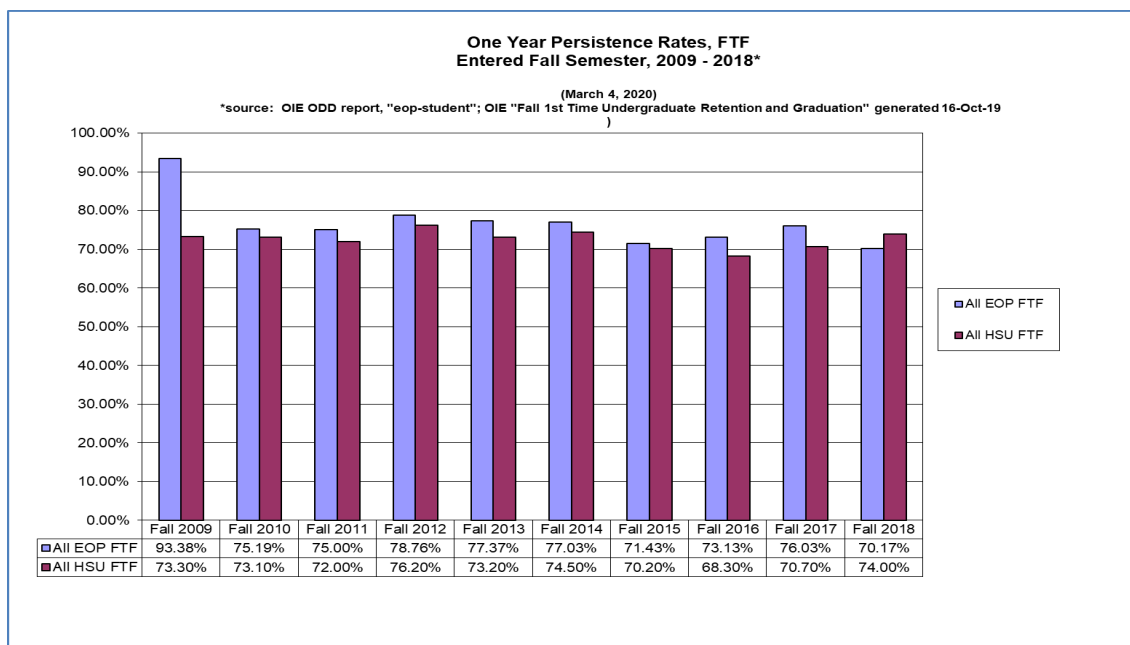
Information Technology has been providing hotspots to students with internet needs. Financial Aid has about \$70k in Adversity funds, which we are leveraging to assist students who have no internet by providing a grant of \$150 each. This amount covers either 3 months of a Suddenlink-type internet, or the purchase of a hotspot on Amazon.

## Educational Opportunity Program (EOP) Persistence Summary

Throughout the years, EOP first-term and first-year persistence rates have surpassed that of all HSU first-time students. During the 2018-19 academic year, however, EOP 1-term persistence rates (Fall to Spring) fell below the 1-term persistence rate of HSU students overall (First Time Undergraduates). This drop in the EOP 1-term persistence rate has proven to be an anomaly, with a strong return in the 1-term persistence rate for the current year (95%), Fall 2019 to Spring 2020, as detailed in the graph below.



Based on prior year trends, the 1<sup>st</sup>-term persistence suggests that our 1-Year retention rate for the 2019 cohort should return to our prior year trends, ranging above 73% (Fall 2016) to 76% (Fall 2017). To ensure this, EOP advisors are actively conducting outreach to all EOP students, with pre-registration advising as a focal point for first-year and second-year students.



## REFERENCES

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- Newton, D. Forbes. (2020, March 23). Five ways COVID-19 will impact fall college enrollments. *Forbes*. Retrieved from <https://www.forbes.com/sites/dereknewton/2020/03/30/five-ways-covid-19-will-impact-fall-college-enrollments/#1e8f1f456114>

**RESOLUTION No. 2019-20-15**

**AUTHORED BY:** Gabrielle Grace Smith, A.S. Environmental Sustainability Officer

**SPONSORED BY:** Earth Week Every Week Committee; Zero Waste Humboldt

**REFERRED TO:** A.S. Board of Directors

**FIRST READING:** April 10, 2020

**SUBJECT:** An Act to Eliminate Humboldt State University's Purchase and Consumption of Single-Use Disposable Plastic Products

**WHEREAS**, the Associated Students (A.S.) Board of Directors of Humboldt State University (HSU) is the single recognized voice for over 6,500 students; and,

**WHEREAS**, the mission of the Associated Students of Humboldt State University serves to "assist in the protection of rights and interests of the individual student and the student body," and to "stimulate the educational, social, physical, and cultural well-being of the University community"; and,

**WHEREAS**, the educational, social, physical, and cultural well-being of the future of the student body requires a reduction in the use and harms of fossil fuel production and unfit disposal of plastics; and,

**WHEREAS**, CSU has effectively passed a policy, as of December 2018, which eliminates the use of single-use plastic straws, single-use plastic carryout bags, single use polystyrene food service items to thus replace single-use plastics items with reusable, locally compostable, and/or recyclable tools; and,

**WHEREAS**, HSU must begin to think and act on what it looks like to disengage with plastic consumption due to a plethora of environmental and social destruction of entities such as: the Pacific Garbage Patch, fish and bird consumption and their inability to digest, plastic littered beaches in the Global South, and negative health impacts in communities where plastics are produced. Single use plastics increase landfills, causing toxic runoff, thus polluting water and environments, and negatively affecting wildlife habitat. Therefore HSU's leadership in the banning of single-use plastic consumption would mitigate negative impacts to the intersection of social, economic, and environmental systems; and,

**WHEREAS**, HSU has complied with these standards by eliminating single-use plastic water bottles, plastic straws, plastic carryout bags and polystyrene food service items. There are areas



where Dining Services has succeeded in providing compostable to go dishware at dining locations. However, campus events, dining locations and fundraising snack tables continue to distribute single use plastics and styrofoam as well as the Polylactic Acid (PLA) bioplastic compostable silverware provided by Dining Services - which are not compostable on a local level; and,

**WHEREAS**, recycling materials is merely an elongated path into landfills, and therefore we must realize that compostable products are the only known method of practicing a renewable waste system that gives back to the Earth rather than damages.

**WHEREAS**, Synthetic polymers used to create plastic are a byproduct of Petroleum. The use of fossil fuel is unsustainable and would not benefit HSU in long term planning due to increasing carbon emissions during production. The HSU 2016 Climate Action Plan<sup>1</sup> outlines strategies for reducing emissions from purchasing and food, specifically: “Convene Zero Waste Purchasing Group, work to minimize packaging waste of purchases across all State and non-State entities on campus.”; and,

**WHEREAS**, Numerous programs on campus such as and not limited to: HACS, HEIF, WRRAP, CCAT, and the Office of Sustainability, have facilitated actions of climate resiliency and represent themselves as leaders of transformative justice<sup>2</sup>; the A.S. programs known as WRRAP and CCAT, who are dedicated to sustainability, would be advised to help Associated Students ensure regulation of this resolution, in conjunction with executive and administrative offices to ensure elimination of single use plastics in all regards, and therefore, be it:

**RESOLVED**, Dining services must stop distributing bioplastic compostable silverware. In addition, encompassing all campus events, including but not limited to: student events, concerts, campus speakers and hosts, conferences, committees- therefore the supplies (food, props, etc.) purchased for these events must serve in the interest of intergenerational and interspecies values that relies on the halt of disposable plastic production and consumption; and,

**RESOLVED**, Dining services must sell reusable utensils in dining locations; we propose offering a reusable utensil rental program similar to OZZI; and sell reusable water bottles that can be used for hot and cold products in all dining locations; and

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<sup>1</sup> HSU Office of Sustainability. “Climate Action Plan.” Humboldt State University. December 12<sup>th</sup>, 2016.

<sup>2</sup>“Transformative justice is a liberatory approach to violence...which seeks safety and accountability without relying on alienation, punishment, or State or systemic violence, including incarceration or policing.” (transformativejustice.eu)

**RESOLVED,** The sale of bulk foods with reusable bags and glass containers for sale. It would be appropriate to provide free sustainable paper bags for students who are not able to buy reusables. This will change the culture on campus getting students used to taking their own containers around and reusing them.

**RESOLVED,** HSU must ban the use of confetti and helium balloons at Commencement ceremonies; and, clubs and organizations such as CCAT, can provide sustainable alternatives and will offer workshops on making biodegradable confetti for graduation.

**RESOLVED,** We demand the ban the sale of all plastic bottled beverages all around campus. This is how we can slowly drop our use of plastic realistically. Eventually the sale of all plastic wrapped foods on campus will be banned.

**RESOLVED,** That the purchasing of dining products be monitored and thus minimized to eliminate plastic and polystyrene shipping and packing materials. Further, we ask that campus purchases entail with all entities affiliated themselves within and off campus to work with vendors to ensure these materials (plastic, bubble wrap, styrofoam, etc.) are not included in boxes and packages to our best efforts.

**RESOLVED,** That copies of this resolution be sent to, but not limited to people, Associated Students Funded Programs, The University Center Executive Director Dave Nakamura, The University Center Board of Directors, Housing and Dining Services, The Humboldt State University Senate, and to the office of Humboldt State University President, Tom Jackson Jr, as well as the Humboldt State University Vice President(s) and Office(s) thereof.

### References

<https://dining.humboldt.edu/sustainability> "Steps to Save the Planet "

Submitted by:

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Gabrielle Smith, Author  
Chair of the Earth Week Every Week Committee  
A.S. Environmental Sustainability Officer

## **PAYCHECK PROTECTION PROGRAM (PPP) INFORMATION SHEET:**

### **BORROWERS**

The Paycheck Protection Program (“PPP”) authorizes up to \$349 billion in forgivable loans to small businesses to pay their employees during the COVID-19 crisis. *All loan terms will be the same for everyone.*

The loan amounts will be forgiven as long as:

- The loan proceeds are used to cover payroll costs, and most mortgage interest, rent, and utility costs over the 8 week period after the loan is made; and
- Employee and compensation levels are maintained.

Payroll costs are capped at \$100,000 on an annualized basis for each employee. Due to likely high subscription, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs.

Loan payments will be deferred for 6 months.

#### **When can I apply?**

- Starting April 3, 2020, small businesses and sole proprietorships can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders.
- Starting April 10, 2020, independent contractors and self-employed individuals can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders.
- Other regulated lenders will be available to make these loans as soon as they are approved and enrolled in the program.

**Where can I apply?** You can apply through any existing SBA lender or through any federally insured depository institution, federally insured credit union, and Farm Credit System institution that is participating. Other regulated lenders will be available to make these loans once they are approved and enrolled in the program. You should consult with your local lender as to whether it is participating. Visit [www.sba.gov](http://www.sba.gov) for a list of SBA lenders.

**Who can apply?** All businesses – including nonprofits, veterans organizations, Tribal business concerns, sole proprietorships, self-employed individuals, and independent contractors – with 500 or fewer employees can apply. Businesses in certain industries can have more than 500 employees if they meet applicable SBA employee-based size standards for those industries (click [HERE](#) for additional detail).

For this program, the SBA’s affiliation standards are waived for small businesses (1) in the hotel and food services industries (click [HERE](#) for NAICS code 72 to confirm); or (2) that are franchises in the SBA’s Franchise Directory (click [HERE](#) to check); or (3) that receive financial assistance from small business investment companies licensed by the SBA. Additional guidance may be released as appropriate.

**What do I need to apply?** You will need to complete the Paycheck Protection Program loan application and submit the application with the required documentation to an approved lender that is available to process your application by June 30, 2020. Click [HERE](#) for the application.

**What other documents will I need to include in my application?** You will need to provide your lender with payroll documentation.

**Do I need to first look for other funds before applying to this program?** No. We are waiving the usual SBA requirement that you try to obtain some or all of the loan funds from other sources (i.e., we are waiving the Credit Elsewhere requirement).

**How long will this program last?** Although the program is open until June 30, 2020, we encourage you to apply as quickly as you can because there is a funding cap and lenders need time to process your loan.

**How many loans can I take out under this program?** Only one.

**What can I use these loans for?** You should use the proceeds from these loans on your:

- Payroll costs, including benefits;
- Interest on mortgage obligations, incurred before February 15, 2020;
- Rent, under lease agreements in force before February 15, 2020; and
- Utilities, for which service began before February 15, 2020.

**What counts as payroll costs?** Payroll costs include:

- Salary, wages, commissions, or tips (capped at \$100,000 on an annualized basis for each employee);
- Employee benefits including costs for vacation, parental, family, medical, or sick leave; allowance for separation or dismissal; payments required for the provisions of group health care benefits including insurance premiums; and payment of any retirement benefit;
- State and local taxes assessed on compensation; and
- For a sole proprietor or independent contractor: wages, commissions, income, or net earnings from self-employment, capped at \$100,000 on an annualized basis for each employee.

**Does the PPP cover paid sick leave?**

Yes, the PPP covers payroll costs, which include employee benefits such as costs for parental, family, medical, or sick leave. However, it is worth noting that the CARES Act expressly excludes qualified sick and family leave wages for which a credit is allowed under sections 7001 and 7003 of the Families First Coronavirus Response Act (FFCRA) (Public Law 116–127). Learn more about the FFCRA’s Paid Sick Leave Refundable Credit [online](#).

**How large can my loan be?** Loans can be for up to two months of your average monthly payroll costs from the last year plus an additional 25% of that amount. That amount is subject to a \$10 million cap. If you are a seasonal or new business, you will use different applicable time

periods for your calculation. Payroll costs will be capped at \$100,000 annualized for each employee.

**How much of my loan will be forgiven?** You will owe money when your loan is due if you use the loan amount for anything other than payroll costs, mortgage interest, rent, and utilities payments over the 8 weeks after getting the loan. Due to likely high subscription, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs.

You will also owe money if you do not maintain your staff and payroll.

- Number of Staff: Your loan forgiveness will be reduced if you decrease your full-time employee headcount.
- Level of Payroll: Your loan forgiveness will also be reduced if you decrease salaries and wages by more than 25% for any employee that made less than \$100,000 annualized in 2019.
- Re-Hiring: You have until June 30, 2020 to restore your full-time employment and salary levels for any changes made between February 15, 2020 and April 26, 2020.

**How can I request loan forgiveness?** You can submit a request to the lender that is servicing the loan. The request will include documents that verify the number of full-time equivalent employees and pay rates, as well as the payments on eligible mortgage, lease, and utility obligations. You must certify that the documents are true and that you used the forgiveness amount to keep employees and make eligible mortgage interest, rent, and utility payments. The lender must make a decision on the forgiveness within 60 days.

**What is my interest rate?** 1.00% fixed rate.

**When do I need to start paying interest on my loan?** All payments are deferred for 6 months; however, interest will continue to accrue over this period.

**When is my loan due?** In 2 years.

**Can I pay my loan earlier than 2 years?** Yes. There are no prepayment penalties or fees.

**Do I need to pledge any collateral for these loans?** No. No collateral is required.

**Do I need to personally guarantee this loan?** No. There is no personal guarantee requirement. \*\*\*However, if the proceeds are used for fraudulent purposes, the U.S. government will pursue criminal charges against you.\*\*\*

**What do I need to certify?** As part of your application, you need to certify in good faith that:

- Current economic uncertainty makes the loan necessary to support your ongoing operations.
- The funds will be used to retain workers and maintain payroll or to make mortgage, lease, and utility payments.
- You have not and will not receive another loan under this program.
- You will provide to the lender documentation that verifies the number of full-time equivalent employees on payroll and the dollar amounts of payroll costs, covered

mortgage interest payments, covered rent payments, and covered utilities for the eight weeks after getting this loan.

- Loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities. Due to likely high subscription, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs.
- All the information you provided in your application and in all supporting documents and forms is true and accurate. Knowingly making a false statement to get a loan under this program is punishable by law.
- You acknowledge that the lender will calculate the eligible loan amount using the tax documents you submitted. You affirm that the tax documents are identical to those you submitted to the IRS. And you also understand, acknowledge, and agree that the lender can share the tax information with the SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

**RESOLUTION No. 2019-20-16**

**CO-AUTHORED BY:**       **Jeremiah Finley, Legislative Vice President**  
                                     **William Weinberg, College of Natural Resources & Sciences**  
                                     **Representative**

**REFERRED TO:**           **A.S. Board of Directors**  
**FIRST READING:**       **April 10, 2020**

**SUBJECT:**               **An Act to Prioritize Student Engagement**

**WHEREAS**, the Associated Students (A.S.) Board of Directors of Humboldt State University (HSU) is the single recognized voice for over 6,300 students; and,

**WHEREAS**, the Mission of the Associated Students of Humboldt State University serves to "assist in the protection of rights and interests of the individual student and the student body," and to "stimulate the educational, social, physical, and cultural well-being of the University community"; and,

**WHEREAS**, the Associated Students are then also tasked with the responsibility to engage students to understand and help interpret their voices so that they can use their power in the most efficient and effective way; and,

**WHEREAS**, the engagement of students comes in various forms such as participation in campus clubs, attendance of club events, participation in sports, attendance in sports, participation in the shared governance process of Humboldt State University, and attending all committees of said shared governance process; and,

**WHEREAS**, the Associated Students Board of Directors like the Student-Athlete Advisory Committee are deliberating bodies that are essential to the shared governance process; and,

**WHEREAS**, the Student-Athlete Advisory Committee is comprised of student-athletes that have priority registration, as was granted to them, since, they meet the criteria under “Category B” of the Registration Policy and Procedure for Students that Humboldt State University has in place; and,

**WHEREAS**, this allows for the Student-Athlete Advisory Committee to have priority registration, which grants each individual student with the benefits of planning accordingly for their individual sporting events; and,



**WHEREAS**, the Associated Students of Humboldt State University is an essential part of the University's shared governance process and it then requires all students advocates involved in the Board of Directors to attend various University Senate committees where it is critical for the student voice to be placed in each committee; and,

**WHEREAS**, the student advocate voice being present is dependent upon the class schedule of the individual person; and,

**WHEREAS**, the Registration Policy and Procedure for Students that Humboldt State University has in place states in Category C "Students who would not otherwise achieve their academic goals within a reasonable period of time because they participate in an ongoing, university-sanctioned activity that significantly benefits the university. (See Procedures, Section A.3. for general eligibility criteria.) The coordinator of the activity must apply to the Academic Policies Committee (APC) on behalf of the students, for possible inclusion in Category C."

**WHEREAS**, the Associated Student Board Coordinator has submitted a request for priority registration for the A.S. Board of Directors; and,

**WHEREAS**, if the Associated Students Board of Directors of Humboldt State University begins receiving priority registration this "would help the student Directors better maintain their ex-officio and appointed committee memberships. As one of the main vehicles for the shared governance structure this campus strives for, your action towards priority registration would help secure schedules that would allow Directors to uphold their responsibilities and commitments. Additionally, campus would look forward to increased and more consistent student participation in campus decision-making processes."; therefore, be it,

**RESOLVED**, that the Associated Students of Humboldt State University move to officially support the priority registration of all student-athletes and **repeal** the A.S. resolution titled **Opposition to Priority or Specialized Registration for HSU Student-Athletes**; furthermore, be it,

**RESOLVED**, that the Associated Students of Humboldt State University Board of Directors attend the next University Senate Meeting full attendance, to show support for our fellow student advocates and demonstrate through public comment what priority registration can do for the entire Board of Directors; furthermore, be it,

**RESOLVED**, that copies of this resolution are sent to the but not limited to the Student-Athlete Advisory Committee, to the office of the President PH.D. Tom Jackson, to the office of the Vice President of Enrollment Management Ph.D. Jason Merriweather, and to the office of the Dean of Students PH.D. Eboni Turnbow.

References: <https://associatedstudents.humboldt.edu/content/opposition-priority-or-specialized-registration-hsu-student-athletes>  
<https://policy.humboldt.edu/p15-02-student-registration-policy-and-procedure>

Submitted by:

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Jeremiah Finley, Co-Author,  
Legislative Vice President

William Weinberg,  
College of Natural Resources & Sciences  
Representative

