

**CAMPUS REENGINEERING COMMITTEE MINUTES**  
**October 17, 2003**

MEMBERS PRESENT:

Larry Furukawa-Schlereth, Chair

Letitia Coate

Sam Scalise

Nate Johnson

Richard Senghas for Andy Merrifield

Gloria Ogg

Floyd Ross

Perry Marker

Catherine Nelson

Katie Pierce

Jim Christmann

Lynn McIntyre

Melanie Dreisbach

Bruce Walker

Rich Marker

Jenn Wong

Rand Link

Neil Markley

Lori Heffernon

Steve Wilson

Jane Wright

Sue Hayes

Edna Nakamoto

Jason Spencer

Melinda Barnard

Susan Kashack

Mike Kiraly

Tim Tiemens

Janice Peterson

Rick Ludmerer

Brynn McCandless

MEMBERS ABSENT:

Alan Murray

Katharyn Crabbe

Eduardo Ochoa

Ruth Burke

**AGENDA**

- I: APPROVAL OF THE AGENDA**
- II: APPROVAL OF THE MINUTES: September 5, 2003**
- III: VICE-PRESIDENT'S REPORT**
- IV: GOALS AND OBJECTIVES: 2003-2004**
- V: CAMPUS FINANCIAL AFFAIRS**
- VI: ADMINISTRATION AND FINANCE GENERAL FUND MPP EMPLOYEES**
- VII: DARWIN REMODEL**
- VIII: FACULTY/STAFF HOUSING**
- IX: CAMPUS EXTERIOR LIGHTING**
- X: SAFEGUARDING PERSONAL INFORMATION**

**I: APPROVAL OF THE AGENDA**

Larry Schlereth brought the meeting to order at 12:16 PM. The Agenda was approved without objection. Schlereth desires to end the meeting at 3:00pm so Members may attend the Scholarship Luncheon.

## **II: APPROVAL OF THE MINUTES – September 5, 2003**

Schlereth asked for a motion to approve the minutes of September 5, 2003. Floyd Ross moved and Gloria Ogg seconded the motion. The minutes were passed unanimously with abstentions from those not in attendance at the September 5, 2003 meeting.

## **III: VICE-PRESIDENT'S REPORT**

Schlereth added the following items to his report: Dean's Representative, Pay Phones, Daily Reserved Permit, Solar Panels in Parking Lots, Legislative Analyst Visit, Energy Award.

### Mendocino Land – Due Diligence

A donor has proposed gifting 3500 acres of land in Mendocino County along with a \$1,000,000 endowment to be used by the School of Science and Technology for educational purposes. The University is interested in possibly accepting the gift, however a period of due diligence must take place to ensure the land is acceptable. The cost of due diligence will be \$80,000 and will be funded as follows: \$20,000 from the Provost's Office, \$20,000 from Science and Technology, \$20,000 from Administration and Finance, and \$20,000 from the donor.

### Student Email Addresses

Information Technology would like to ensure that every Sonoma State University student has an email address. This would allow correspondence from the University to be sent electronically to every student instead of the more costly postal mail. ESAS expects to transition most mailing to electronic format shortly. An additional cost for a new mail server is expected and Schlereth and Sam Scalise will explore funding options.

### Locking Classrooms

Schlereth is proposing locking all smart classrooms and those that open to exterior access. This will reduce the likelihood of theft in these high-risk rooms. All other traditional classrooms will remain unlocked during the day. This change will require more faculty and staff to carry keys for these newly locked rooms. While theft has not been a huge issue, Schlereth feels that properly securing the rooms is the right thing to do. Perry Marker suggested only locking all the doors at night if this is currently not a big issue. Jim Christmann suggested installation of card locks in future renovations. No objections to the proposal were heard.

### Fee Payment Due Dates

Schlereth explained that many students enroll for classes and do not need to pay until a later date in the summer. Many students do not pay on the due date causing large amounts of follow-up work by staff and class availability issues for students waiting to add classes. Many campuses require the payment of fees before registering for classes. He is proposing enforcing the disenrollment of students who do not pay by the due date. No objections were heard.

### Potential Housing Grants

Schlereth presented the idea of a housing grant to the Committee. This idea had been proposed to him by a member of the faculty. This grant would be awarded to a student(s) in residence who did not qualify for financial aid but still had a need for housing assistance. Schlereth is currently examining the feasibility of such a plan.

### Tuscany – Schematic Design

The Associated Students and Residential Student Association will be given an opportunity for input into the design of the Tuscany meeting rooms. A working group is currently being formed.

### Dean's Representative

The School Deans would like to have a representative on the Campus Reengineering Committee. No objections were heard.

### Pay Phones

The popularity of cellular phones has caused a significant decline in the usage of campus pay phones. Schlereth noted that some of the phones are only producing revenue of \$10 per year. The pay phone provider will be removing all pay phone location except for two. Many of these locations will be converted into emergency phone locations.

### Daily Reserved Permit

A one-day reserved parking permit will be available for purchase for \$5.00 at the parking information booth. This permit will be sold based on availability in the reserved lots.

### Solar Panels in Parking Lots

Schlereth explained that a recommendation is being developed to conduct a feasibility study to locate solar panels in campus parking lots. More information will come at future meetings.

### Legislative Analyst's Visit

The Legislative Analyst will be visiting the Campus to survey the PeopleSoft system.

### Energy Award

Keith Marchando will be receiving an award for the energy efficient design of Salazar Hall. Salazar Hall was named the most energy efficient educational building in the United States.

## **IV: GOALS AND OBJECTIVES**

(Please see the October 17, 2003 Agenda Packet for this document)

Schlereth presented and reviewed the Administration and Finance Goals and Objectives for 2003-2004. Schlereth noted a number of the projects on the list were underway or complete. The completed projects have been crossed out. This list will be updated for the next CRC meeting.

## **V: CAMPUS FINANCIAL AFFAIRS**

(Please see the October 17, 2003 Agenda Packet for this document)

### 2003-2004 Final Budget Update

Schlereth presented the final 2003-2004 campus budget. The final budget contains two changes from previous drafts. Indirect Cost Recovery revenue has a surplus of \$350,000 that will be applied to mitigate the impact of the reductions to Academic Affairs. Actual faculty salary increases are lower than forecasted. This will also be applied to mitigate the impact of the reductions to Academic Affairs.

Melinda Barnard expressed concern that Student Affairs is taking the largest reduction as a percent of their total budget. She feels this is coming at a time when Student Affairs is experiencing greater demand caused by increased student housing. Rand Link shares her concern and would be open to discussions about additional revenue. Jason Spencer suggested supplementing ESAS and Student Affairs with additional funds from the Dormitory Revenue Fund. He added that certain function in Student Affairs and ESAS could be examined for

potential cost savings. Schlereth agrees that certain functions should be examined for cost savings and consolidation. Schlereth asked Members to keep in mind that the housing program is highly leveraged and in need of the funds it generates. He informed Members that due to the enrollment freeze for the Spring, the DRF will lose \$1,000,000 in revenue.

#### 2003-2005 Budget Planning

Schlereth expects a mid-year budget reduction that could further impact this year's budget. While most expect further reductions for next year, the CSU is requesting an additional \$543,000,000 from the state for 2004-2005. Schlereth reviewed the CSU budget request.

#### **VI: ADMINISTRATION AND FINANCE GENERAL FUND MPP EMPLOYEES** (Please see the October 17, 2003 Agenda Packet for this document)

Schlereth again presented the Administration and Finance General Fund MPP Employees. Schlereth asked Members for comments on proposed reductions.

#### **VII: DARWIN REMODEL** (Please see the October 17, 2003 Agenda Packet for this document)

Schlereth presented the preliminary Darwin Interim Plan and associated costs. The campus will attempt to use all existing facilities to minimize the cost of temporary facilities. Temporary labs and storage space will be required as the campus lacks this space currently. The project cost of 1.3-1.5 million will be internally financed over three years to minimize the impact on any one fiscal year. Jim Christmann noted the ripple effect this event will have on all campus departments. Discussion ensued.

#### **VIII: FACULTY AND STAFF HOUSING**

Schlereth announced that land had been identified for potential use for Faculty and Staff Housing. The campus would like to engage the sellers and purchase the land. While some of the project will be subsidized by the Chancellor's Office, costs will still accrue to the campus. This project will be huge and involve opportunity costs going forward. Many comments ensued regarding the timing of the project. It will certainly be difficult to purchase land as campus budgets are shrinking. This project, however, is important to the long-term plans of the University. No opposition to the land purchase was heard.

#### **ITEMS FOR THE GOOD OF THE ORDER**

Jim Christmann asked if Schlereth had any additional information on the potential new faculty office building to be possibly included in the upcoming bond measure. Schlereth noted that plans were progressing and a preliminary plan is in the works.

Meeting was adjourned at 3:13pm.

Minutes prepared by Neil Markley