

**CAMPUS REENGINEERING COMMITTEE MINUTES**  
**November 14, 2003**

MEMBERS PRESENT:

Larry Furukawa-Schlereth, Chair  
Alan Murray  
Sam Scalise  
Nate Johnson  
Richard Senghas for Andy Merrifield  
Gloria Ogg  
Floyd Ross  
Katharyn Crabbe  
Catherine Nelson  
Katie Pierce  
Jim Christmann  
Lynn McIntyre  
Melanie Dreisbach  
Rich Marker

Eduardo Ochoa  
Saied Rahimi for Ruth Burke  
Neil Markley  
Lori Heffernon  
Steve Wilson  
Jane Wright  
Sue Hayes  
Edna Nakamoto  
Jason Spencer  
Melinda Barnard  
Jenn Wong  
Mike Kiraly  
Brynn McCandless  
Janice Peterson

MEMBERS ABSENT:

Letitia Coate  
Perry Marker  
Susan Kashack  
Rick Ludmerer

Rand Link  
Bruce Walker  
Tim Tiemens

**AGENDA**

- I: APPROVAL OF THE AGENDA**
- II: APPROVAL OF THE MINUTES: October 17, 2003**
- III: VICE-PRESIDENT'S REPORT**
- IV: GOALS AND OBJECTIVES: 2003-2004**
- V: CAMPUS FINANCIAL AFFAIRS**
- VI: MENDOCINO LAND VIDEO**
- VII: FACULTY/STAFF HOUSING**
- VIII: CAMPUS EXTERIOR LIGHTING**
- IX: SAFEGUARDING PERSONAL INFORMATION**
- X: ITEMS FOR THE GOOD OF THE ORDER**

**I: APPROVAL OF THE AGENDA**

Larry Schlereth brought the meeting to order at 12:15 PM. The Agenda was approved without objection.

## **II: APPROVAL OF THE MINUTES – October 17, 2003**

Schlereth asked for a motion to approve the minutes of October 17, 2003. The minutes were passed unanimously with abstentions from those not in attendance at the October 17, 2003 meeting.

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

Schlereth added the following items to his report: Energy Conservation Award.

### Energy Conservation Award

Keith Marchando and Sonoma State University were awarded the Best Educational Building Design for Energy Conservation at a recent competition. This award is a step forward in the CSU's move toward more energy efficient buildings.

### Status of the Darwin Remodel Project

A committee is working on Darwin relocation plans to present to Eduardo Ochoa. The plans are progressing and Schlereth is hopeful they will be approved before the end of the year. Schlereth noted that should Proposition 55 pass in March, the University would receive \$3,000,000 for equipment for use in Darwin Hall.

### Status of the Multi-Discipline Academic Building

Ochoa is working with a group to define the plans for a new multi-discipline academic building the University hopes will be included in Proposition 55. Catherine Nelson feels it is important to engage the users of the building in the design process. Jim Christmann stated that remodels and new buildings often drive enrollment growth areas. He feels it is important that an academic plan be completed before the architects arrive.

### Green Music Center Update

A final presentation will be reviewed with the Academic Senate on Thursday, December 18<sup>th</sup>. Schlereth will present the financial plan and Floyd Ross will present the building schematics.

### LAO Visit - CMS

Monday, November 17<sup>th</sup>, the Legislative Analyst will arrive on campus to review the PeopleSoft product in action.

## **IV: GOALS AND OBJECTIVES**

(Please see the November 14, 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 and objective sixteen has been removed completely.

## **V: CAMPUS FINANCIAL AFFAIRS**

### 2004-2005 Budget Planning

Schlereth noted that nothing has changed since the last presented budget. He asked Members for ideas on how to reengineer to reduce costs within the Division of Administration and Finance. Melinda Barnard suggested moving employees from the General Fund to an auxiliary. Schlereth said this could be done, however these position would still have to be reimbursed. Ochoa

suggested the outsourcing of services. Barnard suggested streamlining the management team. Richard Senghas suggested taking waste such as used vegetable oil and converting it fuel for vehicles. Edna Nakamoto said the most common request of Human Services is an altered work schedule to save salary dollars. Mike Kiraly suggested using volunteers when possible. Jane Wright suggested use of other risk management services as opposed to full-time employees. Ochoa suggested a cost-benefit analysis of the consultative process. These costs need to be weighed against the real benefits. Melanie Dreisbach would like to see the benefits of CMS and reductions in duplicate services. Schlereth would like to explore the effects on student services should the enrollment decline. He would also like to examine the use of students in more work functions. Schlereth thanked Members for their comments and will reflect upon them.

#### **VI: MENDOCINO LAND VIDEO**

Saied Rahimi presented a video tour of the Mendocino land proposed to be gifted to Sonoma State University. He explained the tremendous educational opportunity and benefits to such a gift. Discussion ensued.

#### **VII: FACULTY AND STAFF HOUSING**

Sue Hayes explained that we are actively attempting to acquire roughly 90 acres of land within the acceptable range of the campus as defined by the Faculty and Staff Housing Committee. She cannot comment more on the location of the land until the possible deals are complete. Schlereth explained that the project will be costly and he would like to minimize the impact on the General Fund. In a preliminary plan, Schlereth proposes using special funds such as parking, DRF and SSE to absorb much of the purchase as each area would have a role in the land use. Schlereth asked if Members felt this project was worthy of pursuing. Discussion ensued. Most members agree that this is a worthy long-term project however, impact to the general fund should be minimal.

#### **VIII: CAMPUS EXTERIOR LIGHTING**

Parking lots G,H,L,M,N,O and most Residential Community have been replaced with our new light fixture. These lights are being replaced after a review by our consultant found our lighting to be not in compliance with standard, thus posing a potential safety issue. An additional cost will be incurred to complete the project in other campus locations. Given the safety concerns, most Members feel this to be a high priority item. Nate Johnson will bring a cost estimate to the next Campus Reengineering Committee meeting.

#### **IX: SAFEGUARDING PERSONAL INFORMATION**

(Please see the November 14, 2003 Agenda Packet for this document)

Schlereth feels that with new laws and regulations protecting personal information, this is a high campus priority. The campus has implemented new rules, however lacks resources to ensure compliance. He suggested that this might require the services of an additional employee. Discussion ensued. Katie Pierce reported that Academic Affairs management personnel have made good progress in developing protocols and revising processes to improve confidential handling of personal information. She commented that those working on the issue feel it would be a good idea for the University to adopt a formal policy regarding adherence and interpretation of legal requirements. Such a policy would support consistent campus-wide implementation. Most Members felt enforcement is needed, however not worthy of retaining an additional employee at this time. Most felt that the appropriate administrator should be charged with enforcement.

**X: ITEMS FOR THE GOOD OF THE ORDER**

Schlereth noted that the December meeting has been cancelled.

Meeting was adjourned at 4:07pm.

Minutes prepared by Neil Markley