

**CAMPUS REENGINEERING COMMITTEE MINUTES**  
**November 12, 2004**

**MEMBERS PRESENT:**

Larry Furukawa-Schlereth, Chair	Edna Nakamoto
Chris Fadeff	Eduardo Ochoa
Alan Murray	Floyd Ross
Rand Link	Neil Markley
Nate Johnson	Lori Heffernon
Richard Senghas	Perry Marker
Gloria Ogg	Janice Peterson
Rich Marker	Sue Hayes
Carol Ingerman	Jason Wenrick
Rick Luttmann for Catherine Nelson	Rick Ludmerer
Katie Pierce	Melinda Barnard
Jim Christmann	Lynn McIntyre
Letitia Coate	Mike Kiraly
Melanie Dreisbach	Susan Kashack
Nadir Vissanjy	Elizabeth Stanny
Sam Scalise	Brynn McCandless

**MEMBERS ABSENT:**

Tim Tiemens	Steve Wilson
Ruth Burke	Jason Spencer
Katharyn Crabbe	Bruce Walker
Jane Wright	Robert McNamara

**AGENDA**

- I: APPROVAL OF THE AGENDA**
- II: APPROVAL OF THE MINUTES: October 11, 2004**
- III: VICE-PRESIDENT'S REPORT**
- IV: UNIVERSITY STRATEGIC PLANNING**
- V: DIVISION ADMINISTRATIVE ASSESSMENT**
- VI: ONE CARD**
- VII: FACULTY AND STAFF HOUSING**
- VIII: CAMPUS FINANCIAL AFFAIRS**
- IX: COMMON MANAGEMENT SYSTEMS UPDATE**
- X: INFORMATION TECHNOLOGY ISSUES**
- XI: ITEMS FOR THE GOOD OF THE ORDER**

## **I: APPROVAL OF THE AGENDA**

Larry Schlereth brought the meeting to order at 12:13 PM. Schlereth asked for a motion to approve the agenda. Floyd Ross moved and Gloria Ogg seconded the motion. The Agenda was approved without objection.

## **II: APPROVAL OF THE MINUTES – October 11, 2004**

Schlereth asked for a motion to approve the minutes of October 11, 2004. Ogg moved and moved and Katie Pierce seconded the motion. The minutes were passed unanimously with abstentions from those not in attendance at the October 11, 2004 meeting.

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

(Please see the November 12, 2004 Agenda Packet for this document)

### Introductions – Carol Ingerman, Jason Wenrick

Schlereth welcomed new staff representatives Carol Ingerman and Jason Wenrick.

### Green Music Center Update

The Green Music Center project is still \$750,000 in deficit due to the loss of a donor. Further financial details will be presented at the December meeting. Schematics have been approved by the Campus Planning Committee and will proceed to the Board of Trustees in January.

### Grants and Contracts

Grants and Contracts generated \$35,000,000 in research and sponsored programs last year. The distribution for the 2003/2004 fiscal year has not yet been made. Given that the Grants and Contract program typically bills in arrears, it is becoming increasingly difficult to manage this cash situation without a large working capital fund in the program. Current accounts receivables equal \$10,500,000. A meeting has been convened for next week to discuss the matter.

### Management Searches

Two management searches are currently underway in the Division. Finalist candidates for the Senior Director for Entrepreneurial Activities will be on campus for interviews over the coming weeks. Schlereth encouraged Members to attend the open forums for the candidates. The Search Committee for the Associate Vice-President position will convene Monday to select semi-finalist candidates. Once the finalists are selected an interview itinerary will be set.

### Administration and Finance Financial Planning 2004-2005

Schlereth presented Division financial information indicating \$1,100,000 worth of new revenue streams are required to keep current services. Without new funds, these services may not be able to continue. Barnard feels Administration and Finance should educate the campus about reductions made in the Division and the likely impacts of such reductions. Schlereth is hoping the strategic planning group will help in this regard.

#### **IV: UNIVERSITY STRATEGIC PLANNING**

(Please see the November 12, 2004 Agenda Packet for this document)

##### Steering Committee

Dr. Armiñana has asked Schlereth and Ochoa to convene a strategic planning group in order to help in the completion of WASC recommendations. A steering committee comprised of many campus community members has been established and will meet to guide this process. Bill Cordeiro, the consultant who assisted with Academic Affairs' planning efforts, has been retained to help facilitate the process.

##### WASC Self Review Worksheet

The steering committee will use the WASC self-review worksheet as a guide.

##### Environmental Scan / Administration and Finance Workgroups

Schlereth has set up work groups to provide advice to the Campus Reengineering Committee in regards to strategic planning. Each cluster in Administration and Finance will have a workgroup. He asked Members who have an interest in serving on these workgroups to let him know. He would like much representation from the Campus Reengineering Committee. Discussion ensued and most felt this to be an important process.

#### **V: DIVISION ADMINISTRATIVE ASSESSMENT**

(Please see the November 12, 2004 Agenda Packet for this document)

WASC suggested the University engage in better assessment programs. Schlereth proposed Administration and Finance engage in assessment over three-year rolling cycles beginning with Financial Services; Capital Planning, Design and Construction; and Entrepreneurial Activities. He believes the focus of the assessment should be on financial management and customer interaction. Schlereth noted that this undertaking would be time consuming for those involved. Schlereth asked Members if this was an important priority and, if so, for feedback on this plan. Discussion ensued and Members agreed that assessment is an important priority. Some Members feel a pilot group would be a better strategy. Members were conflicted as to whether a consultant is needed.

Schlereth likes the pilot idea and asked Members to further reflect upon the assessment topic for next months meeting.

#### **VI: ONE CARD**

(Please see the November 12, 2004 Agenda Packet for this document)

The One Card concept is not new to the University, however funding has never been a priority. Pressure from students prompted SSE to launch a card for dining venues. Now that the base card is here, it may make sense to add other functionalities to the card. Schlereth has asked Ogg to convene a group to discuss adding functionality to the card. Current uses could include: employee/student ID, library card and key card (in the future). Ogg is also exploring using a centralized office to manage and issue cards. Schlereth noted that this concept will come back in the Fall to determine if this is a priority.

## **VII: FACULTY STAFF HOUSING**

(Please see the November 12, 2004 Agenda Packet for this document)

### Land Acquisition / Due Diligence Status

Sue Hayes updated Members on the status of the land acquisition. The parcel will continue in escrow until we complete extended tiger salamander studies. One parcel will require additional testing for potential hazardous material.

### Master Planning Status

The Faculty and Staff Housing Committee has agreed to hold on the master planning process until the Spring at the earliest.

### Faculty Staff Housing Funding Requirements 2004-2005

Schlereth presented the costs projected for the faculty and staff housing initiative in 2004-2005. While these costs will likely be recovered at project completion, it does represent an expenditure for this year. Schlereth asked Members if this initiative is still a priority. Discussion ensued. Most felt the project to be a priority, however funding remains an issue in this tough budget time. Elizabeth Stanny would hate to see this project fail due to budget issues. She would like to see creative way to fund this.

## **VIII: CAMPUS FINANCIAL AFFAIRS**

(Please see the November 12, 2004 Agenda Packet for this document)

### Darwin Hall Interim Plan Update

Schlereth informed Members that the Darwin Interim Plan required additional funding of approximately \$500,000. The additional costs were driven by additional costs within Science and Technology and a higher than expected bid for moving costs. \$60,000 will be repaid when Group II money is sent to the campus. These costs will be split between Academic Affairs and Administration and Finance 2/3 and 1/3 respectively. He reiterated other expenses, such as landscaping, that have still not been addressed.

### Employee Workstation Refresh

The employee workstation program was eliminated during budget reductions two years ago. Ochoa and Schlereth have been receiving complaints about the age and functionality of older workstations. Schlereth presented preliminary costs associated with restarting the program. These costs do not include self-support organizations. Schlereth feels each Division needs to determine if they can afford the program. The Senior Director group has recommended that this initiative proceed in Administration and Finance, as computers are integral to the way we work today.

### Faculty Staff Housing Funding Requirements 2004-2005

Covered in Faculty and Staff Housing.

### New CSU 2005-2006 Mandatory Costs: Oracle and Cisco Licenses \$170,000

Schlereth informed Members of two additional mandatory costs totaling \$170,000 likely to be assessed to the campus for software licenses.

### CSU Trustees 2005-2006 Budget Request

Schlereth presented the Trustees Budget Request for 2005-2006. Schlereth noted that we would likely not receive reductions in the upcoming year, however we will not receive additional funding either. Discussion ensued regarding the merits of the budget proposal.

**IX: COMMON MANAGEMENT SYSTEMS UPDATE**

(Please see the November 12, 2004 Agenda Packet for this document)

Deferred to the next meeting due to time constraints.

Finance 8.4 Upgrade

Degree Audit Capability

Benefits Administration Pilot

21<sup>st</sup> Century Project – State Controller’s Office

CMS Roadmap – Upgrades and Enhancements

Project Director

**X: INFORMATION TECHNOLOGY ISSUES**

(Please see the November 12, 2004 Agenda Packet for this document)

Information Security

Sam Scalise presented the growing and significant risk to information security. Many methods are employed by evildoers to steal information. He believes an information security officer is needed to combat this risk.

Desk Top Refresh

This was discussed in Campus Financial Affairs

Increased Use of and Demands for the Web

Scalise presented the need for additional resources in the area of web support. The University currently employs one person to take care of this area, however the backlog of projects has recently grown by 250%. Increasing use of the web along with additional legal requirements have created this backlog.

Department Specific Technology Support

Many of the services Information Technology provides are centralized. Department specific needs have become an increasing need across the board. IT would like to address this need, however no resources currently exist. One idea IT would like to try is to embed IT workers in departments to align the person with departmental needs.

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

Schlereth encouraged Members to join Administration and Finance Workgroups.

Meeting was adjourned at 2:58pm.

Minutes prepared by Neil Markley