

CAMPUS REENGINEERING COMMITTEE MINUTES
September 16, 2005

MEMBERS PRESENT:

Larry Furukawa-Schlereth, Chair	Anna Reynolds-Smith
Bill Ingles	Sue Hayes
Rick Ludmerer	Erik Dickson
Peter Neville	Susan Kashack
Erica Wilcher	Mike Kiraly
Ruth Burke	Rich Marker
Tim Tiemens	Floyd Ross
Gloria Ogg	Richard Senghas
Sam Scalise	Dan Condron
Carol Ingerman	Bruce Walker
Elaine McDonald	Katie Pierce
Lori Heffernon	William Poe for Catherine Nelson
Letitia Coate	Janice Peterson
Jason Wenrick	Ian Hannah
Eduardo Ochoa	Katharyn Crabbe
Laura Lupei	Elizabeth Stanny
Steve Campell	

MEMBERS ABSENT:

Melinda Barnard	Nadir Vissanjy
Melanie Dreisbach	Tyson Hill
Brian Jersky	Nate Johnson
Perry Marker	Neil Markley
Edna Nakamoto	

GUESTS PRESENT:

Ryan Ernst	John Rauschkolb
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AGENDA

- I. INTRODUCTION AND CALL TO ORDER
- II. VICE-PRESIDENT'S REPORT
- III. FACULTY TERMS ON CRC
- IV. EVENT PARKING
- V. BACKGROUND AND REFERENCE CHECKING
- VI. INFORMATION TECHNOLOGY ISSUES
- VII. CITY OF ROHNERT PARK UNIVERSITY DISTRICT
- VIII. FACULTY/STAFF HOUSING
- IX. WASC PROPOSAL
- X. UNIVERSITY STRATEGIC PLANNING
- XI. CAMPUS FINANCIAL AFFIARS
- XII. THE CSU GRADUATION INITIATIVE
- XIII. SSE UPDATE
- XIV. SSU ACADEMIC FOUNDATION UPDATE
- XV. ITEMS FOR THE GOOD OF THE ORDER

I: INTRODUCTIONS AND CALL TO ORDER

Larry Schlereth brought the meeting to order at 12:17 pm. Schlereth welcomed new members Steven Campbell, Dan Condron, Ian Hannah, Tyson Hill, Laura Lupei, Elaine McDonald, Peter Neville, Anna Reynolds-Smith, Nadir Vissanjy and Erica Wilcher and provided introductions. One more student representative will be appointed by Associated Students.

II: VICE-PRESIDENT'S REPORT

(Please see the September 15, 2005 Agenda Packet for this document)

Management Training Program

Schlereth introduced the hiring committee for the Management Trainee program, provided an overview of the program and introduced the trainees that were selected. Ian Hannah will be working with Larry Schlereth and pursuing an MBA and be involved with the PBAC and Academic Foundation committees. Laura Lupei will be mentored by Letitia Coate, pursuing an MPA degree and her primary assignment will be in the area of assessment. Anna Reynolds will be working with Neil Markley on the planning for the Restaurant at the GMC. Carol Ingerman will also be working with Markley, focusing on the Faculty/Staff Housing project. Tyson Hill will be mentored by Nate Johnson in Police and Parking Services concentrating on Emergency Services and Safety, pursuing a degree in the MPA program.

Division Core Values

Schlereth is working in conjunction with Human Services to identify a set of corporate values for how the division wishes to conduct itself. Once identified, these core values will cascade to the rest of the cluster and ultimately to the CRC for adoption. This project is part of the A&F assessment process for WASC review.

Residential Community Fire

A warehouse in the Residential Community was destroyed by a fire that has been attributed to arson. It is estimated that there is about \$750,000 in damage to the building and the contents. Most of this damage is covered by insurance. We are fortunate that the fire did not spread. Schlereth recognized the Residential Life and Housing staff as well as Police Services for facilitating a smooth Move-In the next day despite the fire.

Emergency Preparedness

Both the Residential Community fire and Hurricane Katrina have underlined the need for developing this program. Dr. Armiñana has requested that the campus be prepared with adequate food and water supplies for the campus and our residential students. The campus also needs to review necessary medical supplies. Tyson Hill as a Management Trainee will be working on this project with Nate Johnson and George Ellington. Evaluation of needs and provision of training will begin in A&F and will then move to the rest of the campus areas.

Job Application Requirements

It is now required that job applications be collected from every candidate that accepts a job at the university. We currently do this for all staff but this will have a larger impact on our processes for faculty and students. All hiring for grants and contracts is included. This is going to be a large task for our Human Services and Faculty Affairs departments. Senghas asked if this is to be applied retroactively and Schlereth responded that it applies from this point forward.

Faculty Relocation

A task force has been set up to streamline and improve this process.

Employee Workstations

The division is working on identifying \$100,000 to \$120,000 of revenue from salary savings and other areas to refresh workstations beginning in Customer Services, Financial Aid and then Payroll, Financial Services and Procurement.

Student Satisfaction Work Group

A work group has been created to analyze ways that we can increase student satisfaction. The group will look at such student services as Move-In Weekend, ID cards and other division interactions with students. Schlereth noted that seats were still available on this task group and asked members to contact Hannah if interested.

The Eagles

SSU recently successfully hosted the largest event in the history of Sonoma County. Schlereth recognized the efforts of all involved noting over 149 employees volunteered to work the concert, that Police and Parking Services cleared lots in less than 30 minutes and that Dining generated \$94,000 in sales. Schlereth notes that the Eagles concert showed that the campus has the ability to handle a crowd of that size.

Fridays at Four

Today is the first Fridays at Four of the semester. Schlereth attributed the idea to Melanie Dreisbach, Catherine Nelson and Katherine Crabbe. Schlereth encourages all to come and enjoy the conversation and meet members of the campus community. Complimentary food is offered and alcohol is available for purchase.

University Center Task Force

The previous University Center Task Force that was chaired by Schlereth and Link created a set of plans for the University Center that were partially realized with the completion of the Rec Center. Now, due to the efforts mainly of Markley and Neville, a new version of the UCTF has been put together. It will be chaired by Crabbe and Schlereth and will work on completing a plan for the University Center.

Employee Retirements

The President has revised this blue paper policy. The dollar limit has been removed from the policy.

Bookstore Proposals

Schlereth reported that Barnes and Noble and Follet have approached the university about contracting out the Bookstore. Schlereth emphasizes that no decisions have been made but that there is a responsibility to review the proposals. A sub-committee of the SSE Board will analyze these proposals. Since this is a controversial issue, Schlereth invites members who are interested in this issue to get involved. Please contact Hannah to be added to the subcommittee. Schlereth emphasizes that this is just an exploratory concept, he is against outsourcing per se, but the claim of the proposals is that the return for the university could be large. The review of the proposals will take an entire year. The employees of the Bookstore have been notified that this process is beginning and they will be kept informed throughout the review process.

Parking Scooter Shed

Because the area near the boiler plant is under construction, the parking scooter shed is being relocated to Parking Lot A. This requires a modification of the campus master plan and will be paid for by the Parking program. Burke asked what the timeline for completion is and Marker responded that it should be completed in the next month and a half.

Rohnert Park City Council Sub-Committee

The Rohnert Park City Council has created an SSU sub-committee that includes Vicki Vidak-Martinez, Vice-Mayor and Tim Smith, Councilman. Dan Condron is the lead from SSU, Schlereth and Walker also sit on the committee. The goal is to maintain good relations between the community and the university.

Understanding SFR Differences

Analysis is underway to understand why student faculty ratios vary across the CSU. Senghas mentioned that Steve Orlick is doing a similar gathering of information on the Academic side. Senghas suggested that Hannah contact Dr. Orlick to create a joint analysis. Ochoa suggested including the AVP for Institutional Research in the analysis.

Division Assessment Activities

The first formal assessment is currently underway in Administration and Finance, focusing first on Financial Services and CPDC. The projected completion date for this first phase is the end of the fall semester.

Division Achievements: 2004-2005

Schlereth expressed gratitude to all members of the division and the CRC. There were some incredible achievements last year. Schlereth also noted that manager's evaluations are derived from this list.

Exterior Lighting Committee

Schlereth would like to form a subcommittee to address this controversial issue. Facilities has installed a pilot of exterior floodlight scheme in response to student feedback to Dr. Armiñana. This pilot is part of the attempt to find a more tasteful, less garish spotlight and has been installed on North side of Stevenson, towards the Art Gallery. Student leadership is interested in pushing this project, so Schlereth would like to receive a recommendation from the sub-committee, bring the recommendation back to the CRC and make a determination. Mike Kiraly, Steve Campbell, Rick Ludmerer, Floyd Ross and Bill Poe volunteered to make up the subcommittee. Marker will contact them to schedule a meeting time.

Discussion ensued regarding necessity and cost of the project. Members agreed to defer to sub-committee's recommendation and pass to CPC for ultimate approval.

III: FACULTY TERMS ON CRC

Historically, faculty appointment to the CRC has included one faculty member per school and the chair, past chair and chair-elect of the Academic Senate as well as one at-large member. The Executive Committee appoints the faculty representatives and there have been no term limitations. McDonald introduced the Academic Senate's proposed policy revision. The Senate's first recommendation is that the faculty members be elected from the schools and serve staggered three year terms. This will allow broader participation from all faculty and more diverse points of view for CRC. The second recommendation is to increase the number of representative faculty from 5 to 7 to include representation from the Library and the SSPs. Schlereth would like to modify the language to clarify that other members are appointed by him.

Schlereth also mentioned that the CRC Charge should be modified to reflect that the committee has purview over the Administration and Finance Division, SSE and SSUAF. Discussion ensued and members decided to move on the membership item and review the charge separately.

Schlereth asked for action on the membership change. Senghas moved, Ross seconded. No abstentions. Discussion of the charge will be added to next month's agenda.

IV: EVENT PARKING

For events of major proportion there is a question of what price should be charged for parking. This fee will not apply to students or employees who already have a parking permit. This would be considered a convenience fee so it doesn't need to be approved by student referendum, it should be discussed by CRC and forwarded to the Fee Advisory Committee for approval. Schlereth would like to take action in October to move to FAC in November. Discussion ensued

regarding clarification of the definition of an "event" and members wanted to confirm that on-campus groups would not be affected. Schlereth clarified that anything sponsored by the university will be subject only to regular daily parking fees and only very large events such as the scale of the Eagles concert will use this special event parking charge. Ogg suggested \$10 for general parking and \$20 for premium parking. Schlereth asked the committee to reflect on this issue and be prepared to discuss it further at the October meeting.

V: BACKGROUND AND REFERENCE CHECKING

(Please see the September 15, 2005 Agenda Packet for this document)

The CSU has issued a directive requiring campus presidents to establish a policy on background checks for new employees. Schlereth noted that this does not apply to general teaching faculty employees unless they are coaches for minors or faculty whose grant or contract work places them in contact with children or minors. This will only affect those positions defined as sensitive, as determined by Human Services, the Chief Information Officer or the Associate Vice Provost. This will include positions that have access to large sums of money, complete access to databases, and positions in contact with children or minors. The background check would focus on different aspects for different positions. Schlereth noted that most of this is already being done except for the financial services aspect and our role will be more of a matter of formalizing the policy. Schlereth asks the members to review the policy for approval at the next meeting. Schlereth also recommended that the document should go to the Faculty Standards and Affairs Committee.

VI: INFORMATION TECHNOLOGY ISSUES

(Please see the September 15, 2005 Agenda Packet for this document)

Sam Scalise asked the committee to review and provide feedback on new blue paper policies related to Information Technology.

Information Security

Scalise presented the growing and significant risk to information security. He noted that this is a relatively new problem due to the proliferation of personal computers and internet access. Information Security policies are dictated by state laws which require that if personal information is violated, individuals that may be affected must be notified. This notification process could cost up to \$250,000 per incident of information violation. IT is in the process of recruiting an Information Security Officer; in the meantime, Scalise is operating in that capacity. Scalise presented information on the contents of the two new policies. Discussion ensued regarding the impact on the academic departments due to outdated systems which present a higher security risk. Schlereth suggested that the policies be reviewed by the Academic Senate. Schlereth would like to make an action item in October to approve. Katie Pierce questioned the provision of the Computer and Network Usage policy regarding the Department with Budgetary Responsibility and the impact this would have on department budgets. Schlereth responded that we have not provided adequate support and there will be a budget impact. Pierce would prefer rewording and discussion regarding the budget issue. Stanny questioned the method of tracking and reporting. Schlereth responded that this system would need to be audited in order to be functional. Schlereth notes that there is a substantial resource implication for this policy. Many systems are not supported by IT and have no funding to upgrade. Schlereth suggests a campus-wide audit to get a sense of what the situation is.

Common Management Systems

Scalise explained that CMS upgrades and project management will be an ongoing process. There will be implications from the Graduation Initiative, an 8.9 upgrade for HRSA and Finance in the next year and a half and the 21st century project to link CMS to the state payroll system. Additionally, Schlereth noted that SFSU has requested permission to implement PeopleSoft's

Grants and Contracts module and have been told by the CSU that they may proceed if they can partner with another campus. As we are the only other campus that does internal Grants and Contracts, they would like us to partner with them to pilot the functionality of this module.

Institutional Technology

CSU has decided that there will be no fee for technology. Schlereth notes that technology as a whole is a major issue for the university over the next five years. It is a major consideration for the Strategic Planning Committee.

VII: CITY OF ROHNERT PARK UNIVERSITY DISTRICT

(Please see the September 15, 2005 Agenda Packet for this document)

Walker presented information on the proposed City of Rohnert Park University District which is the area of Rohnert Park development that is closest to the university and has the most current timeline. Rohnert Park proposes building 1600 homes and apartments for a population of 4,400 people, with 250,000 sq. ft. of commercial and hotel space with a 2007-2013 construction time line. The plan only provides for the 15% affordable housing requirement which will not benefit our staff, faculty and student populations. Dr. Armiñana has addressed the issues in a letter to the Planning Committee members expressing disappointment with the plan not working with the university and it's culture. The Planning Committee will review feedback and will release another plan in 60 days, present to the Planning Commission in November and December and then move to the City Council in January. Walker encourages members to provide feedback to the City Council. Schlereth expresses disappointment that the concept of the university has been left out of the University District.

VIII: FACULTY/STAFF HOUSING

Sue Hayes and Ryan Ernst presented a Faculty and Staff Housing overview video and PowerPoint presentation. SSU will present to the Board of Trustees in May. Hayes asked for any suggested improvements to the presentation. Ochoa suggested adding budget analysis for starting faculty members in relation to how much they could spend on a mortgage. Schlereth acknowledged Ernst's contribution to the quality of the presentation. He also noted Markley's contribution to the Faculty/Staff Housing project.

Schlereth added that the Environmental Impact Master Plan effort will not be financed by SSE because lost revenue due to lower FTE. This project could potentially be financed by Faculty/Staff Housing. This is a \$250,000 to 300,000 cost that needs to be absorbed either from some area of the division or university-wide.

IX: WASC PROPOSAL

(Please see the September 15, 2005 Agenda Packet for this document)

Schlereth asked the committee members to review and provide feedback on the Institutional Proposal.

X: UNIVERSITY STRATEGIC PLANNING

(Please see the September 15, 2005 Agenda Packet for this document)

Deferred

XI: CAMPUS FINANCIAL AFFAIRS

(Please see the September 15, 2005 Agenda Packet for this document)

Deferred

XII: THE CSU GRADUATION INITIATIVE

(Please see the September 15, 2005 Agenda Packet for this document)

Schlereth urges members to review the initiative. Of particular note are the issues relating to CMS projects which are sections 9, 10, 14, 16, 17 and 18.

XIII: SSE UPDATE

(Please see the September 15, 2005 Agenda Packet for this document)

Deferred

XIV: SSU ACADEMIC FOUNDATION UPDATE

(Please see the September 15, 2005 Agenda Packet for this document)

Deferred

XV: ITEMS FOR THE GOOD OF THE ORDER

Ernst provided a PowerPoint illustrating the Bookstore's textbook and reader pricing in comparison with the national average.

Meeting was adjourned at 3:54 pm.

Minutes prepared by Laura Lupei