

**CAMPUS REENGINEERING COMMITTEE**  
**APRIL 6, 2007**

MEMBERS PRESENT:

Larry Furukawa-Schlereth, Chair  
Ruth Burke  
Letitia Coate  
Katharyn Crabbe  
Erik Dickson  
Dolly Freidel  
Sue Hayes  
Bill Ingels  
Nate Johnson  
Kelley Kaslar  
Paul Lange  
Laura Lupei  
Neil Markley  
Robert McNamara  
Peter Neville  
Tom Ormond  
Katie Pierce  
Vincent Richman for Elizabeth Stanny  
Andrew Sloan  
Nadir Vissanjy  
Jason Wenrick

Melinda Barnard  
Tristan Kelley for Steven Campbell  
Dan Condron  
Jenifer Crist  
Peter Flores  
Ian Hannah  
Tyson Hill  
Carol Ingerman  
Susan Kashack  
Mike Kiraly  
Rick Ludmerer  
Rich Marker  
Elaine McDonald  
Charles Mikulik  
Eduardo Ochoa  
Janice Peterson  
Anna Reynolds  
Floyd Ross  
Tim Tiemens  
Tim Wandling  
Xiaodong Zhu

MEMBERS ABSENT:

Christopher Dinno  
Perry Marker  
Chuck Rhodes  
Erica Wilcher

Lori Heffernon  
Gloria Ogg  
Sam Scalise

GUESTS PRESENT:

Dee Dee Brannan  
Timothy Dondero  
Amanda McGowan

Roseann Richard  
Leo Alvillar  
Sophie Summers

## **AGENDA**

- I. APPROVAL OF THE MINUTES**
- II. VICE-PRESIDENT'S REPORT**
- III. HUMAN SERVICES ASSESSMENT**
- IV. FACILITIES SERVICES PLANNING**
- V. COMMON MANAGEMENT SYSTEMS**
- VI. CAMPUS FINANCIAL AFFAIRS**
- VII. STRATEGIC PLANNING**
- VIII. FACULTY STAFF HOUSING UPDATE**
- IX. ITEMS FOR THE GOOD OF THE ORDER**

### **I. APPROVAL OF THE MINUTES**

February 23, 2007

Laurence Furukawa-Schlereth called the meeting to order at 12:16 pm. Schlereth asked if the committee had any additional items for the agenda. Andrew Sloan noted that each member had received a transportation survey for the greenhouse gas report and he asked the committee to complete the survey and return it to him at the break. No other additions were heard. Schlereth asked for a motion to approve the minutes from the February 23, 2007 meeting. Jason Wenrick moved, Floyd Ross seconded. No objections or changes were heard. The minutes were approved unanimously with abstentions from those who were not in attendance at the February meeting. Schlereth introduced Tristan Kelley, the new Vice-President for Finance for the Associated Students. Roseann Richards from Police Services was present as a guest. She will be leaving SSU to become Chief of Police at the CSU Maritime Academy. Sloan introduced Timothy Dondero who will be replacing him as the Environmental Affairs Representative for Associated Students.

### **II. VICE-PRESIDENT'S REPORT**

#### Construction Project Manager Green Music Center

There was a recruitment underway for the GMC Construction Project Manager. However, rather than hiring a new person, the decision has been made to reassign these responsibilities to Ron Bartholomew. Bartholomew was recently hired as the GMC Facilities Manager, but until the facility is up and running, it seems logical to ask him to take on these duties instead of hiring a new position. Schlereth encouraged the committee to take a look at the GMC site as much progress has occurred. The project is on schedule and on budget for the construction portion. Any delay will be in completing the interior furnishings.

### Outsourcing Study Group

There has been a delay in creating this committee because it has emerged as a project that would take longer than one semester. So, rather than selecting student representatives from the outgoing student leadership, the decision was made to wait until the student elections took place in order to select student representatives from the incoming student leadership. Elections have occurred, so now this process can move forward. All of the faculty and staff representatives have been assigned. Schlereth will be co-chairing this committee with Art Warmoth.

### Cell Phone Policy

Schlereth reported that the campus Cell Phone Policy has been passed to the Faculty Standards and Affairs Committee. Sue Hayes replied that FSAC has reviewed the policy and will report back to the Senate leadership that there are no suggested changes on this policy.

### Guidelines: Use of State Resources

The Use of State Resources Guidelines were also reviewed by FSAC and the committee has no suggested changes.

### Tuscany

This project has gone out to bid and the bids received were quite high, in the range of about \$56 million. However, after reviewing the Housing proformas, it is believed that the project should be able to proceed. The project needs to be resubmitted to the Trustees. Discussion ensued regarding campus sewage capacity and conservation efforts.

### Use of Commons and Student Union

A task force is meeting regarding the future use of the Commons and Student Union buildings and has developed some initial ideas. A recommendation for the use of the Student Union building should be presented at the next CRC. Any members interested in sitting in on the task force are more than welcome and just need to inform Christopher Dinno that they are interested. The task force does not have any authority to make changes, but Schlereth thought it was important that the campus begin discussions on these upcoming changes.

### Faculty in Residence Program

The first meeting of the task force discussing the Faculty in Residence program is coming up and a report will be provided at the May CRC meeting.

### Management Trainee Reassignments

Another one of the trainees has been reassigned. At the last meeting, Schlereth announced the reassignment of Carol Ingerman from Entrepreneurial Activities to CPDC. Now, Laura Lupei has been reassigned from Letitia Coate to Janice Peterson. She will be learning Tandy Whitaker's job as a Budget Manager.

### Entrepreneurial Services Assessment

The contract for the Entrepreneurial Services Assessment is being drawn up by Procurement and the assessment will begin very soon.

#### Information Technology Assessment

The division is currently in the planning stages for the upcoming assessment for the Information Technology department.

#### Fundraising Support – Green Music Center

There is no information to report on this item.

#### Food Policy Revisions

This issue has created a bit of controversy. Recently, a student club was having a hot food sale in the quad when the health inspector was on campus. The health inspector declared that these kinds of hot food sales are not allowed and, after a review of the campus food policy, determined that we should not allow much of the food sale activity that occurs on campus. We are currently in a frozen period and are not allowing any food sales except for those through our campus Dining Services. Craig Dawson and Rick Ludmerer are working with the health department to resolve this issue. Ludmerer stated that we are attempting to reach an accommodation that is more suitable for the University. Melinda Barnard added that the sort of activity that we were cited for happens on most other high school and college campuses. It should be considered a common practice. Ludmerer replied that this is the argument that they are using with the health department.

#### Grants and Contracts Update

The University is developing strategies for paying for the administration costs for the grants and contracts program. Schlereth and Ochoa met with the faculty committee that is responsible for overseeing sponsored programs. An outline of criteria for requirement for types of grants and amount of required IDC was created, which is a good start, and meetings will continue with the committee. Ochoa added that the faculty who were present were reassured that these criteria would be transparent and acceptable. However, it must be made clear that the role of research as related to our mission will not be hampered by these protocols. Schlereth added that no grants are being held up by this process and additionally, most are moving faster than the three week time limit requires. Dolly Freidel asked if exceptions could be made for grants for field work which do not require any campus costs. Schlereth responded that instances such as this and grants for equipment are pretty straightforward. The committee will work to clarify these rules. Robert McNamara noted that there is some concern system-wide that this issue will have system-wide implications.

Schlereth announced that external auditors, KPMG are assisting with the internal review of CIHS. KPMG will issue an interim report in the next week. There will then be a special meeting of the PBAC. There is a second review by the Office of the Auditor and it will be several months before we receive their report.

### **III. HUMAN SERVICES ASSESSMENT**

(Please refer to the April 6, 2007 agenda packet for related documents)

Schlereth has considered the suggested changes for the Human Services department over the past few weeks and thanked the committee for their input. He has made some decisions and provided a presentation of how he would like to proceed.

First, he would like to accept the recommendation from Pappas to reorganize the Employee Services department. This will involve reclassifying staff in EES to be a designated contact for customer groupings. There will be three MPP positions, one for Academic Affairs, filled by Terrie Delorm, and one each for the Executive Office/Administration and Finance and Student Affairs. These positions will be filled by recruitments.

Second, Schlereth would like to accept the Pappas Consulting Group recommendation to redesign business processes. The probationary employee evaluation reminders would no longer be done by hand, but would be done through PeopleSoft. The recruitment process for all non-faculty appointments would also enhance use of available technology. This should take about a year and a half and will be headed by Kathleen Spitzer, working in conjunction with Faculty Affairs to ensure that all possible perspectives are covered. Deanna Wilson in Payroll will be responsible for providing additional access to benefit plan information and payroll forms. This should help to cut down on the large number of requests for this type of information. This recommendation also advises establishing electronic accessibility to various forms and business processes such as W-2 forms, direct deposit information, position descriptions and recruitment materials. The student employment process will also be overhauled, improving student sign-ups and providing self-service input of student timesheets. The consultants also recommend the creation of a Manager Training Program which would be a monthly seminar for all SSU managers to review important information.

The third recommendation is regarding the organizational changes to the department. Schlereth also accepts these recommendations. Thus, ERC will move to Risk Management, Employee Services to the VP for Administration and Finance, EH&S to Facilities Services, Payroll to University Budget and an HRMS lead will be designated within EES and Payroll/Benefits.

The fourth recommendation is to improve the interface of personnel functions between Academic Affairs and Human Services to realize more synergies. Barnard expressed concern regarding the clash of the academic culture with the business culture. Ochoa clarified that this interface will take advantage of opportunities that arise regarding the redundancies of tasks, and the movement of tasks to A&F when they make more sense to be handled centrally.

The fifth recommendation is to implement the strategy to reduce the cost of overhead. This would include eliminating the Senior Director and the Assistant to Senior Director positions, the student employment and document imaging positions, the three vacant

positions in ERC and moving HRIS to CMS. There will be no layoffs of any employees but there will be reassignment and retraining.

Pappas has formed a detailed implementation plan and this will be used as a measure of how well we are proceeding. The plan requires assignment of task responsibility and due dates. The managers in HR are aware of the plan and the division is moving forward in the next week or so.

#### **IV: FACILITIES SERVICES PLANNING**

The first step in the Facilities Services planning was to integrate CPDC with Facilities Services and that has been done. Rich Marker is currently responsible for both departments. The Director for Campus Planning position has been eliminated. The responsibility for this position has been assigned to Dinno through the reassignment of Carol Ingerman. EH&S has been integrated into Facilities, reporting to the Director of Engineering, a position which has now changed to the Associate Director for Facilities Services.

Recruitments will be launched for management trainee positions within Facilities Services which will report to the Trades Coordinator who will be reclassified to the Director of Operations and Engineering. The management trainee positions will be within Housing Facilities, Operations Management and Engineering Management. This is part of the succession plan to deal with the growth of the campus and anticipated retirements within Facilities Services. These trainees will take classes that will prepare them for the Facilities positions specifically. These positions are internal recruitments only.

#### **V. COMMON MANAGEMENT SYSTEMS**

The CMS software is constantly improving through the release of software upgrades and additional functionality. We need an appropriate level of staffing to handle these perpetual upgrades. New positions need to be added in Academic Affairs, SAEM and A&F. The Faculty Affairs and student Affairs positions will be paid out of those departmental budgets.

Schlereth introduced members of the CMS team to present on the added functionality of the CSU Degree Audit. Sophie Summers is the Student Administration Manager, Leo Alvillar is the Admissions Function Lead and Amanda McGowan is the Campus Community Function Lead. This project is the culmination of six years of work on this campus working in collaboration with CMS Central and other CSU campuses in response to the Trustee Graduation Facilitation Initiative. The response to this initiative was undertaken system-wide rather than having each campus create individual solutions. The CMS team provided a presentation on the CSU Degree Audit.

Schlereth thanked the CMS team for all of their hard work on this project.

#### **VI. CAMPUS FINANCIAL AFFAIRS**

A tentative agreement has been reached between the CFA and the CSU. It is not entirely clear what the financial implications will be but we will get a better sense of this in the next few weeks. The best possible outcome would be no implications or that the Governor will fund them. Otherwise, the funding may fall to the campuses. The second issue coming up is the financial implications of the CIHS issues. Schlereth added that the Black Book has not yet been published because Budget is waiting for the tentative CFA agreement to be ratified so that the salaries reflected in the budget will be correct.

## **VII. STRATEGIC PLANNING**

Draft 2007-2008 Division Plan

(Please refer to the April 6, 2007 agenda packet for related documents)

Schlereth presented the draft Division Strategic Plan for 2007/2008. Schlereth discussed the major themes listed in the plan as well as the objectives and initiatives. One of the major concerns is the lack of staff to manage the Foundation. Additionally, structural deficits will not be remedied by state funds so we need to cover these needs ourselves through reengineering activities.

Eduardo Ochoa asked why classroom renovations were not listed in the strategic plan and Schlereth responded the classroom renovations are not fully funded in 07/08. Discussion ensued regarding the importance of classroom renovations. Schlereth responded that we could prioritize the 65 classrooms one at a time and make this discussion an agenda topic at the May meeting.

## **VIII. FACULTY STAFF HOUSING UPDATE**

Schlereth clarified that this project has not been stopped or cancelled; it has only been delayed because the construction costs have increased. Melinda Barnard emphasized the point that if we delay too long, the project may not be helpful for our new young faculty and our hiring trends may change.

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

Fridays at Four

Schlereth reminded the committee that Fridays at Four would be taking place in the University Club right after the meeting. Schlereth also expressed appreciation to Richards for her service to the campus and wished her good luck at the Maritime Academy. Schlereth acknowledged Nadir Vissanjy's leadership as the AS President. He has been a great President and a wonderful student leader for the CSSA. He will be missed.

Schlereth adjourned the meeting at 3:37 pm.

Minutes prepared by Laura Lupei.