

CAMPUS REENGINEERING COMMITTEE
May 9, 2008

MEMBERS PRESENT:

Larry Furukawa-Schlereth, Chair
Letitia Coate
Jenifer Crist
Christopher Dinno
Peter Flores
Ben Ford
Ian Hannah
Tyson Hill
Carol Ingerman
Kelley Kaslar
Rick Ludmerer
Kelly Estrada for Perry Marker
Neil Markley
Bill Poe for Catherine Nelson
Eduardo Ochoa
Janice Peterson
Robert Rosen
Sam Scalise
Tim Tiemens
Xiaodong Zhu

Ruth Burke
Dan Condron
Erik Dickson
Whitney Diver
Dolly Freidel
Bennett Hall
Sue Hayes
Bill Ingels
Nate Johnson
Matthew Lopez-Phillips
Laura Lupei
Rich Marker
Scott Miller
Peter Neville
Gloria Ogg
Anna Reynolds-Smith
Floyd Ross
Kathleen Spitzer
Tim Wandling

MEMBERS ABSENT:

Melinda Barnard
Lori Heffernon
Tristan Kelley
Paul Lange
Katie Pierce
Jason Wenrick

Timothy Dondero
Susan Kashack
Mike Kiraly
Elaine McDonald
Chuck Rhodes
Erica Wilcher

GUESTS PRESENT:

Dee Dee Brannan
Sally Miller

Nicolette Margi
Derek Pierce

AGENDA

- I. APPROVAL OF THE MINUTES
- II. VICE-PRESIDENT'S REPORT
- III. SERVICE DOG TRAINING
- IV. SERVICE TO STUDENTS: EVENINGS AND WEEKENDS
- V. INTERNATIONAL STUDENT HOUSE
- VI. ALCOHOL POLICY REVISIONS – SECOND READING
- VII. SOLAR ENERGY PROPOSAL
- VIII. UNIVERSITY CENTER SCHEMATIC DESIGN
- IX. STRATEGIC PLANNING
- X: BUDGET
- XI: ITEMS FOR THE GOOD OF THE ORDER

I. APPROVAL OF THE MINUTES

(Please refer to the May 9th, 2008 agenda packet for related documents)

Larry Furukawa-Schlereth called the meeting to order at 12:15 pm. Schlereth asked for a motion to approve the minutes from the March 21, 2008 meeting. Floyd Ross moved; Peter Flores seconded. The minutes were approved unanimously with abstentions from those who were not in attendance at the March meeting.

Schlereth announced several changes to the agenda. The Alcohol Policy Revisions will be discussed immediately following the Vice-President's Report.

Schlereth welcomed Derek Pierre, the new Associated Students President and Nicolette Margi, the new Associated Students Vice-President for Finance. Schlereth noted that this is the first time we have had a women in the position of the CFO for the Associated Students and welcomed both Pierre and Margi to the CRC.

II. VICE-PRESIDENT'S REPORT

Periodic Review – Update

Schlereth thanked the committee for the advice that was provided on this topic at the last meeting. The review committee advised that Schlereth meet with the Department Chairs in various schools and to interact in a different way with the Academic Senate.

Schlereth announced that he has met with two schools so far – Social Sciences and Science and Technology – and had a more intimate meeting with the Department of Economics. He has also been joining Eduardo Ochoa in his meetings with the Department Chairs. The discussions at those meetings have been very helpful and have assisted in gaining an understanding of the particular issues that the faculty face as well as the particular work they do for the University. Schlereth hopes to attend these meetings once a semester. However, this depends on whether the Deans and the Provost agree on this plan, since the Department Chairs are not in the CFO's direct purview. So far, the Department Chairs have been extremely gracious and have provided very helpful information. The hope is that, after meeting with these groups and the student government, Schlereth will be able to summarize what the key issues are. The Academic Senate has had a full agenda, so it has been difficult to find time to have a dialogue with the Executive Committee to begin work on a strategy to form a more

positive relationship. Schlereth welcomes any further suggestions from the committee on this topic.

Post Award Grant Administration

Schlereth is hoping to finalize the distribution of indirect cost recovery revenue by the end of the semester. This has been the topic of ongoing dialogue with the Provost, Deans and the CFO. The principle investigators (PI), those professors that are actively engaged in research, have drafted a thoughtful memo on the topic. Schlereth hopes to reach a resolution close to what the PI's have recommended. It is an exercise in campus diplomacy and consultation to come together with a good agreement that everyone can feel good about. This issue needs to be resolved before we open the new fiscal year. The distribution of funds for 07/08 has occurred per discussions with the FSSP committee. The distribution was 8% to Administration and Finance and 5.3% to Academic Affairs. The 5.3% was higher than the original plan to distribute 4% because we did a little better than anticipated. How these funds are distributed within Academic Affairs is the purview of the Provost.

On Campus Presents

On Campus Presents is composed of a coalition of people from Associated Students, the Student Union, Residential Life, Sonoma State Enterprises, Office of Campus Life and the Center for Performing Arts focusing on taking full advantage of the Green Music Center when it opens in order to present a series of activities that would enrich the student experience. The group has been meeting every other Thursday. They are developing a very exciting program of activities that these entities are anxious to put forward. The group will work over the summer to put together some program planning. The enthusiasm, cooperation and energy in this group has been heartwarming. Schlereth will provide a more detailed report in the Fall.

Information Security Audit

The Information Security Audit begins next Monday. We provided about 400 documents for the Trustee's Auditors who will conduct the audit over the next six weeks. Schlereth noted that there will likely be findings and weaknesses that will require us to make certain investments or redirect resources in the area of information security.

FISMA Audit

The FISMA audit happens every other year in the area of internal controls. This audit relates to the Academic Senate's resolution about financial management concerns. The FISMA audit is the Trustees' attempt to find value in campus internal controls. We received the results of the latest FISMA audit. Schlereth summarized the six findings of the report – we do not have enough redundancy in our cashiering function and need to separate out the duties of our cashiers in order to have higher levels of security; the process of handling donations to Athletics needs to be streamlined and strengthened; the high turnover of faculty requires Faculty Affairs to handle a lot of employee separations and this process could be strengthened; the parking citations need to be shown as a receivable on the books; the CMS passwords should have more characters to make it more difficult for hackers; currently University equipment that is used at an employee's home requires the completion of a home use permit and the auditors believe we should require this permit for laptop computers even if the primary place of use is at the University.

State Controller's Office Audit

The State Controller's Office is still working on this audit and should be leaving in the next few weeks.

Degree Audit Functionality

The Graduation Initiative is an initiative throughout the CSU system, designed to help students graduate in a more timely manner. One component of this initiative is the possibility to use CMS to enhance the advising process and to allow students to run a degree audit check. In order to ensure report accuracy, all relevant information, such as concentrations and course substitutions, needs to be entered into PeopleSoft. This is an advising issue and CMS will assist and train faculty on this.

Faculty Transition Program

The Faculty Transition Program is based on an idea that emerged from the Faculty Staff Housing Committee. This program will provide resources to newly hired professors before the first paycheck which does not come until October. Schlereth is taking some ideas to Faculty Affairs and Academic Affairs for consideration.

Faculty Staff Housing Survey

Schlereth asked Sue Hayes to discuss the Faculty Staff Housing Survey. Hayes encouraged all associates to complete the survey because it is important for the committee to get a sense of what the campus community is thinking on this topic.

Alternate Transportation Committee Report

The Alternate Transportation Committee is a subcommittee of the CRC. Schlereth asked Johnson to give an update on the activities of the ATC. Johnson explained that the ATC had developed a mission statement. The ATC signed up with the AlterNet rides program. Participants can sign up online and schedule rides with someone else at the University. The url is linked from the Police Services website. This program is widely used by many campuses across the country. To combat bike thefts, the ATC initiated a bike registration program and distributed new bike locks to those who signed up. New bike racks were installed, creating space for an additional 150 bikes. The committee is in the process of considering installing an air compressor for inflating bike tires. Johnson also announced that May 15th is Ride Your Bike to Work Day. The ATC will be providing refreshments and the first fifteen people who register their bikes will receive a free bike lock.

Active Shooter Drill Update

Schlereth asked Johnson to provide an update on the campus Active Shooter Drill. Johnson thanked everyone who supported and participated in the drill. Johnson thanked Sally Miller and Tyson Hill. Overall, the drill was a positive experience and provided a good learning opportunity to understand things that work well and the areas that need improvement.

Management Training Program

Schlereth announced that it has been three years since we began the first class of trainees: Laura Lupei, Anna Reynolds-Smith, Ian Hannah, Carol Ingerman and Tyson Hill. All of these trainees should be graduating this year and Schlereth would like to take this opportunity to acknowledge their academic and managerial achievements in those three years.

Reynolds-Smith has worked with Neil Markley in the area of Entrepreneurial Activities and has been involved in some of the most controversial issues. She was closely involved in the Barnes and Noble debate and handled that issue with tremendous grace and style. For the last year, she has been working very closely with the student experience coalition on the On Campus Presents group and the University Center. She has developed rich experiences in the last three years and has done a terrific job. These experiences, along with her Master's degree, will serve her very well.

Ingerman was assigned to the Faculty Staff Housing project and has handled all of the stops and starts of that project. She has stepped up to the plate in campus planning when Christopher Dinno took over as Senior Director for CPDC. She combines this experience with the completion of her second Master's degree.

Hill was responsible for assisting in the development of a Pandemic Flue Business Continuity Plan and has been working alongside Johnson, Miller and the whole police team on the Emergency Operations Center and the Campus Emergency Plan. With these experiences and the completion of his Master's degree, he should be well prepared for the future.

Lupei originally worked with Letitia on an assessment of the Financial Services area using the Balanced Scorecard methodology. When Tandy Whitikar retired, Lupei took over the budget management for the Administration and Finance Division. She works closely Janice Peterson and has done an excellent job in making sure that the complicated budget for this area is under control. She worked closely on the 2007-2008 Expenditure Plan which is currently being distributed.

Hannah worked on a variety of topics in Administration and Finance over the last three years. He performed an analysis in the controversial area of SFR and examined factors contributing to why our school varies from the average. He assisted in preparing documentation for the WASC review. More recently, he has been taking on a pivotal role in the operations of the SSUAF, including assets of some \$80 million, while completing his MBA.

Schlereth added that he will be working on permanent assignments for the trainees in the next few weeks and thanked them all for their exceptional service over the past few years. There are also four trainees in the second year of the program and their permanent placements will be discussed next year.

III. SERVICE DOG TRAINING

(Please refer to the May 9th, 2008 agenda packet for related documents)

Schlereth explained that the Service Dog Training committee was formed in order to address the question of whether or not SSU employees should be allowed to bring a Service Dog in Training to work with them. Schlereth asked Kathleen Spitzer to provide information on the Service Dogs Committee. Spitzer explained that the committee has met with three service dog organizations and conducted web research. The committee still has a number of questions and concerns about the potential impact such a program may have on our campus and the committee recommends that we consider proceeding slowly and with caution. Concerns are focused on issues of disruption and distraction and liability and administration. The committee also recommends further research be

conducted before providing a preliminary recommendation, both with the Office of General Council and inquiries to other firms or universities that have adopted such a practice. Schlereth asked if any other CSU campuses allow service dogs in training and Spitzer replied that no CSU campuses currently allow employees to bring service dogs in training to work. Spitzer emphasized that these are puppies in training, not fully trained service dogs. She also noted that the system-wide Human Resources office advised that if SSU were to agree to such a practice, it would also need to be reviewed with all of the bargaining units prior to implementation. Johnson added, that service and guide dogs are currently allowed on campus and that the question is only for those animals that are in training. Schlereth thanked the Service Dogs Committee and Spitzer for their work on this issue.

IV. SERVICE TO STUDENTS: EVENINGS AND WEEKENDS

(Please refer to the May 9th, 2008 agenda packet for related documents)

Schlereth explained that the Ad Hoc Committee on Evening and Weekend Services was created in response to discussions on the SenateTalk listserv to determine whether the hours of operation of student service areas on campus were sufficient to meet students' needs. Schlereth asked Miller to discuss the committee's progress. Miller thanked all of the departments who responded to her with information on their hours of operation and she emphasized that it is amazing how much service we do provide. Miller introduced a loose timeframe for the committee's work, including the design and administration of a student survey and focus group sessions as well as meeting with the various areas that provide student services with the goal of providing a report to CRC in December 2008. Schlereth asked Miller to provide him with this timeline in electronic format so he could forward it to SenateTalk. Schlereth thanked Miller and the committee for their help.

V: INTERNATIONAL STUDENT HOUSE

(Please refer to the May 9th, 2008 agenda packet for related documents)

The International Student House concept came out of discussions in the subcommittee putting together the Faculty in Residence program. Schlereth asked Tim Tiemens to discuss this new initiative in more detail. Tiemens explained that the committee is scheduled to approach the topic more in earnest this summer. The committee was still finalizing the Faculty in Residence program which was delayed by the FYE decision process. The goal is to put a proposal together for Fall 2009 which is when Tuscany is scheduled to open. Tuscany will provide more opportunity for older students to remain on campus if they wish too. According to the research the committee has done, it appears that the most successful international living programs tend to be comprised of students who have obtained sophomore level or above, so that concept will work well in the new Tuscany complex. The research has also revealed that the probability of the success of these types of programs increases if they can be tied to an academic program or faculty members who take an interest in tying in with the international theme. Schlereth thanked Tiemens and the committee for their work on this topic.

VI: ALCOHOL POLICY REVISIONS – SECOND READING

(Please refer to the May 9th, 2008 agenda packet for related documents)

Schlereth asked Markley to provide an overview Alcohol Policy Revisions. Markley said that he has consulted with the Alcohol Drug Advisory Committee (ADAC) and received

their feedback. He thanked Matthew Lopez-Phillips and the SAEM staff as well as Jessica Way and Jenifer Crist for their work on this.

Markley then reviewed the proposed changes to the Alcohol Policy. In section two, an area was added to delineate the difference between the sale and the service of alcoholic beverages. Section number three contains a number of revisions that emerged from the consultation with SAEM. These include stipulations that all laws and regulations be followed in a responsible and appropriate manner, within specific timeframes and no alcohol consumed in public without the appropriate approvals. In section five, there were some clarifications made regarding which forms are needed. The main change is the addition of spirits to be served at the GMC site only. Markley noted that there will be an ongoing dialogue and that interaction with local law enforcement and the community is an important part of this process.

Discussion incurred regarding the time limitations on special events and it was suggested to update the language to read “appropriate time” rather than setting a one-hour prior to the end of the event for the cut-off for serving alcohol. Other suggested changes to the language include changing the policy to note that the Founder’s Room “is” exempt since that is the current state even though it may change in the future and adding a stipulation that servers must have the appropriate training prior to service.

Schlereth asked for a motion to approve the revisions to the alcohol policy. Ross moved; Bill Poe seconded. The committee unanimously agreed to recommend the resolution to President Armiñana. Schlereth thanked Markley, Lopez-Phillips and Johnson for their assistance on this project.

VII: SOLAR ENERGY PROPOSAL

(Please refer to the May 9th, 2008 agenda packet for related documents)

Schlereth announced that the campus has an opportunity to embark on a new sustainability project. This project would be separate from the \$2.5 million bundled energy sustainability project that the committee approved last year. Schlereth would like to discuss this idea for an up to a one megawatt PV (photovoltaic) project proposed for the North Property Parking Lots as carport covering at Parking Lots L, M and N. Schlereth asked Dinno to provide a presentation on this proposal. Dinno explained that this new project has been presented to us through the Chancellor’s Office and would involve working with the Department of General Services who would contract with a 3rd party solar provider through an RFP process. Each campus would choose whether or not to participate in the program. Each campus involved would work with the 3rd party provider to meet a specified quota and the responsibility of the 3rd party vendor would be to work with the campus to fully finance, construct and operate the solar array. The power generated would then be sold back to the campus at a fixed rate over time with an escalation factor over twenty years. After five years, the campus would have the opportunity to evaluate the contract and elect to opt out. At the end of the twenty years, the campus has the option to purchase the panels from the 3rd party vendor and take control of the program. This program would produce clean power for the campus, lower campus electricity costs and lower our carbon footprint.

The campus would be responsible for the various up front costs which would be about \$100,000. These costs would then be reimbursed. There is no obligation to purchase the system and the campus may elect to discontinue hosting the system at the end of

the twenty year agreement. Dinno explained that three approaches to this project were considered to meet the solar power output requirements. First, we could install solar panels on various buildings on the campus and piecemeal them all together. However, this would require a lot of structural upgrades. Secondly, the possibility of using the Corpyard was analyzed. However, this type of location was not in the core competencies of many of the 3rd party vendors and would require too many customizations. Third, is the concept of a car-port type cover in the parking lots. Dinno requested feedback from the committee on this third concept, basing the carports in lots M and N on the North property. If the campus does elect to participate, we would be part of phase three of the system-wide implementation in 09/10. Dinno noted that the hope is to achieve a 10 to 20 percent savings on our utilities costs.

Schlereth added that the long standing tradition at the University is to camouflage the parking lots with vegetation, but this project would make the lots very visible since it would require the elimination of the trees.

Discussion ensued with most committee members supporting the idea of emphasizing sustainability and providing shaded parking options. Dolly Friedel worried that, in twenty years, solar technology will be much different and more efficient, would the campus have the opportunity to upgrade? Dinno responded that it is a question that needs to be explored as part of the contract. Wandling asked if it would be a better option for the campus to attempt to do this on our own, without the DGS program. Dinno responded that DGS is able to negotiate a bundled rate at a discount and, if the campus did it on our own, we would not be able to make the payback. Friedel asked what the estimates for realized savings to the campus might be. Dinno replied that it is an estimated 16 million kilowatt hours a year, which would be dollar savings of about \$30,000 to \$40,000 a year. Scott Miller asked what the company gets out of the deal. Dinno replied that they make some money of the power generated and Dan Condron added that the company also receives a tax credit. Wandling added that he would report this proposal to the Senate. Wandling then asked if we should look into doing this project with a local company. Dinno replied that the DGS and the CO are managing the RFP, not the campus. Schlereth noted that the 3rd party vendor would be subject to all normal terms and conditions and would be expected to comply with our non-discrimination practices. We would also need to examine the cultural, economic and social impact – the triple bottom line, which we have a commitment to look at any time we outsource.

Overall, the committee was strongly in support of further exploring this program. Schlereth asked if there were any objections to proceeding with the exploration of this idea and no objections were heard. Schlereth asked the Associated Student and Academic Senate representatives to notify their constituent bodies that this is being explored. Schlereth added that a formal recommendation will come back to the committee following the feasibility study.

VIII: UNIVERSITY CENTER SCHEMATIC DESIGN

(Please refer to the May 9th, 2008 agenda packet for related documents)

Schlereth asked Markley to provide a presentation on the University Center Schematic Design. Markley provided an overview of the University Center partners and the proposed functions and programming. He outlined the site diagram and floor plans. The building is projected to open in Fall 2010. The proposal will be going to the Board of Trustees next week. The SSE, ASI and Student Union boards have all issued

resolutions supporting the project. Approval from the BOT will allow the project to proceed with the design and will then need to receive final approval from the BOT in a year. The financing and proformas still need to be finalized. Dinno added that the University Center will be about the same square footage as Salazar.

Wandling noted that he is excited about this project and its effects on the campus community. Freidel questioned the use of the meeting space during the summer and Markley replied that we anticipate having high usage for summer conferences. Ben Ford asked what will be done with the spaces that are being vacated by the groups moving to the University Center and Schlereth replied that those decisions will be part of the strategic planning process. Ford added that the current state budget is an issue and he is worried about the political ramifications of building a high profile, costly new building at this time. Wandling feels that it illustrates how students are figuring out ways to make improvements despite the lack of funding and are taking on the financial burden through the increase of student fees. Ford replied that the perception may be that, if students can pay for a building, then they can pay higher tuition costs.

Schlereth noted that this project has been on the docket for many years and it has taken a great deal of creativity to get to the point where we can afford it. He thanked the leadership for the student body for their involvement and noted that he has been very impressed with the collaboration between the partners. He added that President Armiñana first conceived of the possibility of bringing all of these diverse groups, who, at the time were very siloed, to see if we could create a synergy to make this building a reality. Schlereth believes that the President should be complimented for his imagination on this project. Schlereth also thanked Markley and Dinno for their contributions.

IX: STRATEGIC PLANNING

(Please refer to the May 9th, 2008 agenda packet for related documents)

University

The campus wide strategic plan draft is still open for campus discussion and debate. The Academic Planning committee extended the discussion and consideration time through the Fall semester. Schlereth encouraged the committee to provide feedback on the campus strategic plan.

Division

While the dialogue on the campus strategic plan goes on, the division must continue to move forward. The division strategic planning is based on the campus wide strategic plan and its goal areas. The bulk of the initiatives are in the area of infrastructure. One rule for the division strategic plan is that any initiative must have an identified funding source. Schlereth then reviewed the major initiatives listed in the division strategic plan. He asked the committee to reflect on these initiatives in the context of the WASC theme of educating the whole student.

X: BUDGET

(Please refer to the May 9th, 2008 agenda packet for related documents)

2007-2008 Expenditure Plan

This item was discussed as a part of the Vice-President's Report.

Senate Resolution

This item was discussed as a part of the Vice-President's Report.

Third Quarter Financial Assessment

Schlereth announced that all divisions are projected to finish the year in a balanced position and will have money to roll forward. However, he noted that the campus will need to use this money next year to shield ourselves from the likely budget cuts.

Repairing the Base Initiative

The repairing the base initiative still addresses an underlying structural issue despite the challenges of looming budget cuts. These issues are leftover from the prior budget cuts, which were never restored. These issues are major and still need to be addressed, which is even more difficult to do in bad budget times.

2008-2009 Budget Planning - University

Schlereth discussed the advocacy effort for the compact budget. The effort calls for no student fee increase, no general reduction, funding for mandatory employee compensation, utilities and new space, funds to close the salary gap, academic and student support and enrollment growth. This would be an increase to SSU of \$11.6 M. The current proposed budget would be a cut of \$3.4 M. He added that the Governor's net reduction will become clearer next week when the May Revise is released.

Miller noted that the gap between the proposed budget and the compact budget is \$15M and Schlereth agreed. Schlereth emphasized how important it is for the campus to work together on the advocacy effort.

2008-2009 Budget Planning - Division

Administration and Finance's share of the cut according to the Governor's budget proposal would be \$928,065 plus the probable mandated internal auditor position at \$140,000 for salary and benefits, plus the pre-existing commitment to on-line cashiering for a total cut of \$1,133,065. Currently funds identified from vacant positions total \$440,048 which leaves \$693,017 plus the \$835,000 in the Information Technology structural deficit. This is a major challenge. All of the divisions on campus are feeling this same pressure, which makes the advocacy effort even more important.

XI: ITEMS FOR THE GOOD OF THE ORDER

Schlereth noted that Katie Pierce was not in attendance today, but he wanted to recognize her retirement. Pierce has been a member of the CRC practically since its inception and Schlereth expressed a deep sense of appreciation to Pierce and the Provost's Office for their participation in the CRC. Pierce provided many years of service to SSU, first as the general manager of the Foundation, then in Accounting, to ORSP and finally, as the Academic Affairs Budget Officer. She has been a dedicated member of the SSU staff and has years of distinguished service and will be deeply missed.

Schlereth also noted that Rich Marker will be retiring next month. Marker has served as the Senior Director of Facilities for many years and has made many extraordinary contributions to the campus in his thirty plus years of service to this institution. The physical plant throughout the campus reflects Marker's impact on the University.

Schlereth noted that the committee is also losing two students. Bennett Hall has been the chair of the Student Union Board for the last year and has been a wonderful partner to work with in the CRC and as part of the University Center and Campus Programming planning groups. He has demonstrated distinguished leadership throughout his time as Chair of the Student Union Board. Hall will remain a student at the University but will no longer serve as Student Union Chair. Whitney Diver is graduating in two weeks and Schlereth said that it has been a delight to work with her on this board and other committees. She has demonstrated outstanding and gracious leadership during her time as Associated Student President and will be greatly missed. Schlereth thanked all of the departing members for their contributions to the CRC.

Schlereth thanked the committee for another great year of input, advice and council and wished everyone a wonderful summer. Peter Neville acknowledged Schlereth's outstanding leadership during the year.

Schlereth adjourned the meeting at 3:32 pm.

Minutes prepared by Laura Lupei.