

**CAMPUS REENGINEERING COMMITTEE  
AUGUST 31, 2007**

**MEMBERS PRESENT:**

Larry Furukawa-Schlereth, Chair	Melinda Barnard
Ruth Burke	Jenifer Crist
Erik Dickson	Christopher Dinno
Whitney Diver	Peter Flores
Dolly Freidel	Bennett Hall
Sue Hayes	Carol Ingerman
Nate Johnson	Susan Kashack
Kelley Kaslar	Tristan Kelley
Mike Kiraly	Paul Lange
Rick Ludmerer	Laura Lupei
Perry Marker	Neil Markley
Brigitte Lahme for Elaine McDonald	Scott Miller
Catherine Nelson	Peter Neville
Eduardo Ochoa	Katie Pierce
Anna Reynolds	Chuck Rhodes
Floyd Ross	Sam Scalise
Kathleen Spitzer	Tim Tiemens
Tim Wandling	Jason Wenrick
Erica Wilcher	

**MEMBERS ABSENT:**

Letitia Coate	Dan Condron
Ian Hannah	Lori Heffernon
Tyson Hill	Bill Ingels
Matthew Lopez-Phillips	Rich Marker
Gloria Ogg	Tom Ormand
Janice Peterson	Xiaodong Zhu

**GUESTS PRESENT:**

Dee Dee Brannan	Craig Dawson
Nicolette Margi	

## AGENDA

- I. APPROVAL OF THE MINUTES**
- II. VICE-PRESIDENT'S REPORT**
- III. MAJOR ACCOMPLISHMENTS: 2006-2007**
- IV. STRATEGIC PLAN: 2007-2008**
- V. FLOBALIZATION STUDY GROUP**
- VI. DIVISION ASSESSMENT ACTIVITY**
- VII. SUSTAINABILITY – UTILITY INVESTMENTS**
- VIII. HOUSING ASSISTANCE PROGRAM**
- IX. CMS RE-TITLE AT SONOMA STATE UNIVERSITY**

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

(Please refer to the August 31, 2007 agenda packet for related documents)

Laurence Furukawa-Schlereth called the meeting to order at 12:40 pm. Schlereth welcomed the committee back for the Fall semester and asked each committee member to introduce themselves. Schlereth also reviewed the principles of consultation that were approved by the committee last year in response to the blue paper policy on consultation.

Schlereth asked for a motion to approve the minutes from the May 11, 2007 meeting. Jason Wenrick moved and 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 May meeting.

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

#### Quality of the Student Experience

Schlereth said that each year he reflects on what the main emphasis will be for the year. If there is one theme to drive everything that we do for this year, it is the Quality of the Student Experience. He, and the committee, should look at each initiative and see how it enhances or improves the student experience.

#### Move-In

Schlereth recognized the tremendous effort on move in weekend from the entire SSU community. This event is a collaborative effort that crosses all of the divisions and many departments to create a truly spectacular welcoming experience for our 2400 residential students and their families. Schlereth recognized Tim Tiemens and the Housing Office as well as the efforts of Residential Life, Facilities, IT, Dining Services and Police Services for their role in making move-in such a seamless event.

#### Management Development Academy

This is an informational item, but Schlereth would appreciate any feedback from the committee. Eduardo Ochoa and Schlereth determined that it would be a good idea to bring appropriate administrators from across campus together once a month to provide training and information on a variety of items. This has never been done at SSU.

Schlereth hired Nadir Vissanjy, former AS President, for the summer to put this program together. Each meeting will include a discussion of current issues and topics as well as discussion of a few designated blue paper policies. In addition, there will be a training/workshop session and lastly, an organizational unit will be highlighted. These sessions will have both academic and applied perspectives.

Catherine Nelson suggested including a topic regarding managing in an environment of shared governance. Dolly Freidel pointed out that there was nothing specifically referencing emergency preparedness. Schlereth responded that there is an entire initiative in the strategic plan on emergency preparedness that will be discussed when we get to the section on strategic planning. Erik Dickson suggested including a topic regarding how the managers affect student retention and the quality of the student experience. Schlereth responded that this was a great idea and he plans to discuss this topic with the administrators that deal directly with the student experience. Melinda Barnard expressed concerns regarding the meeting schedule and suggested that more time be allotted to the sections on the blue paper policies and current issues. Schlereth agreed that the intent is to allow for a considerable degree of interaction on many of these topics. He felt that two hours might not be long enough and perhaps three would be more practical. Dr. Armiñana has said that attendance to these sessions is mandatory. Nate Johnson noted that these scheduled times need to remain flexible from meeting to meeting and it should be left to the various presenters to determine what time slots work best for their topics. Ochoa added that the vision was to create a baseline experience with a common perspective across the campus. Sue Hayes believes that this is a good idea, but it will likely need fine tuning as it goes along. Hayes also disagreed that more time would be necessary. Schlereth noted that just getting people together and talking about these issues and subjects will be a huge positive step and that the details will be worked out along the way.

#### Parking Rates

The collective bargaining agreement for faculty calls for a relatively modest increase over time for faculty parking. This has caused the campus to change the regulation that prohibited faculty from parking in the North Parking Lots. At the time the North Parking Lots were constructed, the system was in a protracted dispute with the faculty representation which prevented the campus from using faculty parking permit fees for the construction of the lots.

#### Parking Inventory

Schlereth provided a sheet comparing all the CSU campuses based on enrollment and available parking. Schlereth pointed out that parking is an issue for many campuses but that our campus has many parking spots per FTE.

#### Classroom Renovations

Eight classrooms were renovated this year as part of the classroom renovation program which will continue every year. Schlereth asked Dinno to provide a presentation later in the semester to the committee on the renovated classrooms. It was noted that a faculty

committee provides Dinno with recommendations and input on the Campus Planning Committee.

#### University Center

The Associated Students, Student Union and SSE all continue working together on the University Center project. The project is moving forward on the programming phase and should be complete by Fall with schematic design beginning late 2007. This is a large project and will preoccupy a considerable amount of their time.

#### Faculty in Residence Program

Planning for the faculty in residence program is still moving forward. Schlereth asked the committee if there were any concerns about moving forward with this program and none were expressed. Chuck Rhodes is working with Tiemens, Freidel and Cindy Morozumi. It was suggested that this program should be presented to the Academic Planning Committee and to the Academic Senate Executive Committee.

#### Tuscany

Dinno and his team are working with Tiemens to finalize the design for Tuscany. This should be completed in the spring and construction is planned to begin in March or April. Schlereth and Dinno will provide a more detailed presentation later in the year.

#### Foundation Townhouse Rental Rates

Schlereth acknowledged the contribution of Mike Visser, a professor in our Economics Department. Visser worked with the Foundation Board of Directors and designed an economic analysis to convince the Board to reduce the rent on the ten townhomes that are owned by the Foundation. The Board agreed to lower the rent from \$1,500 a month to \$1,350 a month. Schlereth feels that this is an excellent example of collaboration.

#### Recruitment Statement

Schlereth asked the committee to consider the recruitment statement provided in the agenda packet. This is an example from another University, but Schlereth would like to use something similar for the non-faculty postings on our campus. This statement goes beyond the strict EEOC requirements and provides additional language that seems appropriate to the desired campus culture. Schlereth asked the committee to reflect on the recruitment statement and plans to bring it back in October for formal action.

#### Academic Affairs Financial Planning

The University struggled with the budget cuts in 03/04 and 04/05 and has managed to scrape by since then using one-time funding sources and other strategies. This year, Schlereth will work with Katie Pierce, Eduardo Ochoa and the Administrative Managers in the Schools in a collaborative fashion to shore up the academic budget and ensure that Academic Affairs is on solid financial ground. More on this effort will be reported at the PBAC and ABAC meetings.

### Food Policy

Last year the Department of Health shut down hot food sales by campus clubs as a violation of the county food policy. Craig Dawson has been working with the County Health Inspector and Schlereth asked him to provide an update on where we stand on this issue. Dawson replied that the campus food policy has been updated and it is now necessary to persuade the county to allow student group food sales to begin again. He anticipates that this should happen in the next few weeks. Once the decision has been made, ASI will be informed of the rules. Ludmerer recognized Dawson's effort on this project.

### Web Accessibility

The Accessible Technology Initiative (ATI) requires that the campus ensure that all electronic content be fully accessible to people with various disabilities. This is a major initiative that has larger effects in the academic arena than in the administrative area. In Administration and Finance, we have reassigned an employee from Human Services due to our HR assessment. This position has been assigned to the Web Services department in IT and is tasked with ensuring that all AFD web content is compliant with ATI. By the end of this academic year, we should be fully compliant with the various web regulations.

Melinda Barnard noted that having an IT position available only to A&F to handle this initiative is frustrating to faculty. With the challenges of the Academic Affairs budget, it is difficult to hire a full position. There should be more collegial thinking regarding this initiative. Sam Scalise replied that he strongly endorses the centralization of managing accessible webpages since it requires a significant amount of training. However, the volume of web pages is enormous and this is going to be a challenge. Schlereth agreed that the campus is going to need to recognize that the University will need to devote some resources. All the options have not been explored yet, but this position is the first addition to a team that will assist the campus. Tim Wandling added that the campus should focus on which websites students need to access the most since we are focusing on the quality of the student experience. Schlereth replied that this issue needs to go back to the Cabinet. There are no additional resources for this mandate, so the University will need to redirect resources. He thanked the committee for their feedback and plans to take this issue to the Cabinet.

### CMS: Business Process Manager

An additional staff position has been added in CMS. Last year, a self-study team discussed strategies for facilitating student graduation. One of the observations was that the University faculty were not fully knowledgeable or skilled on how to use the PeopleSoft product. It was noted that proper training was never provided. Therefore, part of the duties of this new position is to be a resource to the Deans and faculty to assist them in more fully understanding how the PeopleSoft system can be used to help facilitate student graduation. Mike Ogg has been hired into this position. Schlereth asked the committee members to provide feedback on areas where more training is necessary. Discussion ensued regarding additional PeopleSoft functionality. Sue Hayes noted that the faculty center feature is very useful. Barnard added that providing email lists for classes was also appreciated.

### The Best 366 Colleges

Schlereth announced that Sonoma State was acknowledged as one of the 366 Best Colleges.

Schlereth also announced the creation of a new ad hoc task force to address issues raised due to the tragedy at Virginia Tech. There is a desire on the part of the CSU system to create a notification system for employees and students. This system may be an automated text or email or PA system. The President has asked the campus to explore the options. Nate Johnson, Sam Scalise and Rich Marker will co-chair this committee. Many student and academic issues will come into play and this issue requires careful consideration. Schlereth asked any committee member interested in participating on this committee to notify one of the co-chairs. Dinno has already volunteered. Johnson added that he would really like students and faculty to be involved and requested a representative from Residential Life as well. Scott Miller added that someone from the Counseling department should be involved. Scalise and Johnson agreed to contact this department for a volunteer.

### Fridays at Four

Schlereth announced that the first Fridays at Four of the semester will be taking place immediately after the meeting and invited all the committee members to attend.

### **III. MAJOR ACCOMPLISHMENTS: 2006-2007**

(Please see August 31, 2007 Agenda Packet for related documents)

Schlereth reviewed the list of Major Achievements/Activities for the 2006-2007 year. The GMC is currently under construction and is ahead of schedule. He acknowledged the hard work of Dinno and Ross. He reminded the committee that tours of the site are given on Tuesday afternoons at 4 pm and to contact Susan Kashack to sign up. Schlereth encouraged members to tour the facility.

The Professional Schools Building is on the list for capital outlay. It is not clear whether this project will be high enough on the priority list to be funded. The Contributor Relations module for PeopleSoft is not going to be implemented; however, the implementation of CashNet will proceed. This system will eventually allow for the purchase of parking permits online which is a service that will greatly benefit the students. The One Card can now be used at vending machines, laundry rooms, the Bookstore and all Dining venues. Also, the additional purchase of WolfBucks was very high on Move-In Weekend.

The campus has received the draft audit report on CIHS from the Office of the University Auditor and the campus is in the process of responding to the recommendations. Next, the report will go to the Chancellor and then it will be made public. Schlereth anticipates that the audit report will be public by the middle of September. A preliminary financial briefing based on the report will be provided in PBAC next Thursday.

#### **IV. STRATEGIC PLAN: 2007-2008**

(Please see August 31, 2007 Agenda Packet for related documents)

The draft of the University Strategic Plan is posted on the web and an updated version should be released for campus comment soon. Hopefully this version will get broad feedback from the campus and then a plan can be prepared that will be formally adopted by the campus.

The University Strategic plan has ten goal areas and Administration and Finance focuses on three of those goal areas in the Division Strategic Plan. In the area of Infrastructure, major objectives are: the construction of Tusculum, which is in the design phase; the construction of the University Center; Faculty/Staff Housing which has a number of issues to address. Additionally Grants and Contracts is in the process of developing a business plan focusing on strengthening internal controls. Creating a second internal auditor position to assist in this area is being considered. However, the funds are not currently available for this position. Another need that has been recognized is providing the schools that have grants and contracts appropriate resources to practice oversight. Possible funding for this is to designate 4% of grant volume to the schools for administrative support.

Nelson asked if Schlereth would be providing a formal response to the reports put out regarding grants and contracts. Schlereth replied that he has chosen to wait until the report from the internal auditors is publicized. The campus has been notified by the Chancellor's Office that there would be a second audit on grants and contracts that the system will be performing on eleven campuses. Many of the comments that were raised over the summer will most likely be addressed in this second audit. Additionally, the A-133 audit is about to take place. Between all of these external audit reports, many of the issues and questions will be addressed. However, there will still be unanswered questions. Some issues, such as the decision to place grants in the University instead of the Foundation will need to be addressed since they are University decisions rather than audit issues. This decision has resulted in the lack of a governing board for grants, and this is a situation that needs to be remedied. It is possible to use the Faculty Subcommittee on Sponsored Programs. Schlereth asked the committee to provide advice and guidance on this difficult issue.

Nelson suggested that the Academic Senate chair could act in an advisory role regarding this issue. Wandling asked if the auditors were provided with the report referred to as the "Chronicles" which frames the issue from the faculty perspective. Schlereth responded that the University Auditor did receive a copy of that report. Wandling added that a town hall type of meeting to inform the campus on these issues would be a good idea. Schlereth agreed, but added that the timing is tricky because there are so many pieces in play.

There are several other objectives that are part of the strategic plan. One objective is the Foundation staffing needs. The Foundation continues to grow and has no dedicated staff. This is a constant concern and the resolution is not clear. GMC construction continues

and objectives related to this project focus on the needs for the hospitality center and restaurant. The CMS constant upgrade and cashiering concerns are under control. There are a number of initiatives in Information Technology. We have a Information Security Officer (ISO) with a number of tasks to complete this year. The central disk space increase is a campus wide item being funded from A&F salary savings from last year. Another initiative is support for Procurement compliance with ATI. Any item purchased by the University must now meet accessibility standards. An FTE in Procurement is needed to evaluate all the purchase orders that come through that are technological in nature. There is no funding for this need, but the deadline from the Chancellor's Office is imminent, so either funds need to be identified or a position needs to be reassigned. Reassignments are often not a comfortable thing, but we must be disciplined about making these hard decisions to deal with the new realities.

Instructional Technology has a variety of initiatives. The costs for these are clear, but the funding sources have not been identified. Deferred maintenance also has a number of tasks. The Academic Senate has raised the issue of pathway lighting, so that will be moved forward. However, the Division will probably not make any headway on fixing the structural deficits this year.

Under the Faculty and Staff Development goal area, one initiative is to work on closing the salary gap. Schlereth asked Johnson to discuss some of the initiatives regarding Emergency Preparedness and Safety. Johnson explained that there is a new executive order addressing emergency management. Public Safety has worked with various departments, especially Residential Life and IT, to put together plans for the recent audit. Johnson would like to discuss safety response and procedures with the entire campus community and hold disaster drills in the Spring. Hundreds of employees have already been trained in the SEMS and NIMS requirements and all new employees continue to get this training. It was noted that fire safety is an area where we could improve on this campus. Therefore, we are working with the Rancho Cotati Fire Department to improve fire services to the campus. Johnson also outlined some of the recent and upcoming improvements to campus, such as the new crosswalk at Sequoia, which he thanked Facilities for installing, the upcoming examination of ways to handle the foot traffic between Lots E and F, and making the Bodway entrance safer.

## **V. GLOBALIZATION STUDY GROUP**

(Please see August 31, 2007 Agenda Packet for related documents)

The Globalization Study Group schedule of activities is provided in the agenda packet. This is a joint committee of the CRC and Academic Senate with Art Warmouth and Schlereth acting as co-chairs. The schedule anticipates that a final report will be created by the end of the fall semester. Action may take a little longer than is projected on the schedule, but this provides a starting point.

## **VI. DIVISION ASSESSMENT ACTIVITY**

(Please see August 31, 2007 Agenda Packet for related documents)

### Human Services

Schlereth reported that Employee Services has acted upon one of the major findings of the Human Services assessment which was to streamline and improve the student employment process. An assessment of the effectiveness of the new process will be carried out. Schlereth asked Kathleen Spitzer to explain the changes to the process. Spitzer said that student assistants are a major workforce on our campus, thus the goal of the process improvement was to make the process easier for both students and our staff. The guidelines for student hiring and employment are now available online, student wages have been improved, the Student Employment Form has been reduced to one page, a student evaluation form has been introduced and the employment application form and guide have been streamlined. This has also decreased the questions coming into Employee Services about student hiring process. Spitzer added that she welcomes any comments and feedback. Finally, Spitzer indicated that minimum wage will be increasing to \$8 an hour in January 2008. Several members of the committee expressed their appreciation of the new, streamlined student employment process.

### Entrepreneurial Services

The Entrepreneurial Activities assessment is underway and a report should be released in the next six weeks.

### Information Technology

An RFP for the Information Technology assessment should go out soon.

## **VII. SUSTAINABILITY – UTILITY INVESTMENTS**

(Please see August 31, 2007 Agenda Packet for related documents)

This item is a first reading and it may be somewhat controversial. Executive Order No. 987 requires that campuses reduce energy consumption by 15% by the end of 09/10. This is quite hard for SSU considering all of the sustainability improvements that have already been made. Keith Marchando, Harvey DeLorm, Dinno and Marker have put together a project which they believe will allow us to meet our goals. The total cost of the projects would be \$2.4 million offset by about \$600,000 in rebates from PG&E. We can finance the remainder of these projects with an external party with a \$300,000 annual payment. Theoretically, we would save that much money per year in the Utilities budget, so these projects have zero cost to the campus. This strategy does place the University at some risk, if, for example, the engineers are wrong about energy savings or if energy consumption does go down but the energy bill continues to rise due to cost increases. Schlereth asked the committee to provide their feedback on whether or not this is a chance the campus should be willing to take.

Dinno provided additional information on each of the proposed sustainability projects. The Chiller 2 Upgrade in the boiler plant has been on the list for capital outlay and

funding for this project was received. The Lighting Retrofit is for seven buildings on campus to change out all the lights for higher efficiency lights. The IT Veridium Server regulates computers that are down at night to save energy. The Solar Thermal Pool would involve putting thermal cells on the roof of the P.E. building which would warm the pool entirely with solar energy. The campus HVAC system is very old so the HVAC Retrofit would involve installing new economizers in Nichols and Stevenson to change the cycles on the existing air handlers to equalize air flow. Dinno stressed that this project is a bundled package and we can't do it piece by piece.

Wandling thinks this is a no brainer. He feels that SSU is lucky to have Dinno be such a visionary and thanked Schlereth for his leadership on this. Overall, he is very pleased to hear about the work being done on this.

Ochoa asked what the source would be for the financing. Schlereth responded that it would be through CSU commercial paper or financing through third parties via the CSU system, based on the most competitive interest rate. The design team factored in the cost of the capitalized interest on the debt.

Melinda Barnard expressed reservations about committing to a project that could potentially cost the general fund \$3 million dollars. Sue Hayes argued that we are currently facing a voluntary executive order, but these requirements could eventually become mandatory. Right now, it is at least partially funded by PG&E. Also, if we aren't conserving energy and utility rates increase substantially, the general fund will still need to cover those costs.

### **VIII. HOUSING ASSISTANT PROGRAM**

The State University Fee is comparatively modest, even taking into account the recent fee increases. However, the cost of attendance can be made more costly because of the high cost of housing. This is a substantial consideration which could potentially limit ability to attend SSU. Schlereth presented an idea for a Housing Assistant Program in which a student would participate in some sort of work experience and would have their housing costs paid for, similar to the situation of our CSAs. The concept would be to expand the program. Students would do work for the Housing program that would be administrative or connected with the physical plant. The program would provide opportunities for more students who may not otherwise have the opportunity to attend a residential campus. This idea has a lot of implications, but Schlereth asked the committee to provide feedback on whether or not this is an idea that should be pursued. Discussion ensued amongst the committee members, with the consensus being that this idea is worth researching further. Schlereth asked Tiemens to coordinate and facilitate a study and encouraged any interested committee members to contact Tiemens.

### **IX. CMS RE-TITLE AT SONOMA STATE UNIVERSITY**

CMS to eWolf

Many campuses have re-named their CMS Peoplesoft programs on campus to be more approachable for the campus community. The recommendation of our CMS group is to

rename CMS on this campus to eWolf. Committee members expressed reservations about renaming CMS at all. Others did not like this particular name, but did approve of the idea of attempting to build the culture around the Seawolf. Schlereth asked the committee to consider alternatives and bring back suggestions to the next meeting.

Schlereth adjourned the meeting at 3:57 pm.