

CAMPUS REENGINEERING COMMITTEE

February 6, 2009

MEMBERS PRESENT:

Larry Furukawa-Schlereth, Chair	Perry Marker
Matthew Benney for Matthew Lopez-Phillips	Nicolette Margi
Courtney Buljan	Neil Markley
Ruth Burke	Elizabeth Martinez for Melinda Barnard
Letitia Coate	Robert McNamara
Jenifer Crist	Susan Moulton
Erik Dickson	Peter Neville
Christopher Dinno	Eduardo Ochoa
Joe Diver	Gloria Ogg
Peter Flores	Janice Peterson
Ben Ford	Chuck Rhodes
Bill Fusco	Robert Rosen
Ian Hannah	Floyd Ross
Sue Hayes	Sam Scalise
Lori Heffernon	Kathleen Spitzer
Bill Ingels	Tim Tiemens
Nate Johnson	Tim Wandling
Susan Kashack	Jason Wenrick
Paul Lange	

MEMBERS ABSENT:

Dan Condron	Rick Ludmerer
Dolly Freidel	Scott Miller
Kelley Kaslar	Derek Pierre
Mike Kiraly	Xiaodong Zhu

GUESTS PRESENT:

Brent Boyer	Barbara Danelia (staff to committee)
Bruce Carpe	

AGENDA

- I. APPROVAL OF THE MINUTES**
- II. VICE-PRESIDENT'S REPORT**
- III. FINANCE**
- IV. TRAVEL PROCEDURAL CHANGES**
- V. MANGEMENT TRAINING PROGRAM**
- VI. TUSCANY IN RESIDENCE**
INTERNATIONAL STUDENT HOUSE
SERVICE TO STUDENTS – EVENINGS AND WEEKENDS
- VII. ANIMALS ON CAMPUS POLICY**
- VIII. FACULTY STAFF HOUSING UPDATE**
- IX. SEAWOLF GYM TO "THE WOLVES DEN"**
- X. DIVISION STRATEGIC PLAN**
- XI. INFORMATION TECHNOLOGY ASSESSMENT**
- XII. CLASSROOM TECHNOLOGY**

I: APPROVAL OF THE MINUTES

December 5, 2008

Larry Furukawa-Schlereth called the meeting to order at 12:15 pm. The minutes from the December 5, 2008 meeting were approved unanimously with abstentions from those who were not in attendance at the December meeting.

II. VICE-PRESIDENT'S REPORT

Baseball Batting Cage Facility

Schlereth stated that the Baseball Batting Cage Facility holds a cost of approximately \$400,000 and is to be funded from an inter-fund loan and to be repaid from future donations.

Center for Culture, Gender, and Sexuality

Schlereth mentioned that an email was sent to SSU faculty in an attempt at finding an individual interested in taking release time in order to support Peter Neville in the oversight of CCGS. Neville mentioned that he received responses from seven members of the faculty. At this point, he is close to appointing one person in particular and an

announcement will be made soon. Schlereth reminded the committee that funding will no longer be provided for CCGS from the Student Union after the Spring. The PBAC and the two campus Diversity committees will be discussing allocating core funding for Diversity initiatives. Schlereth also indicated that a sub-committee of the President's Diversity Council is looking at building the proper infrastructure for Diversity. Neville mentioned that another area to be looked at is planning for the CCGS to be housed in the University Center and the tie into the physical planning discussion.

FISMA Audit

Schlereth noted that the FISMA audit, completed every two years, looks at financial integrity and internal controls. An entrance interview is forthcoming.

Common Financial System

Schlereth indicated that Letitia Coate will be joining with five other individuals from throughout the CSU system in order to combine 23 separate versions of Peoplesoft Finance under use into one. The objective is to develop a single Common Financial System (CFS) for the CSU. Coate's presence on campus will be greatly reduced for approximately the next six months but it also means that SSU will be represented at the table during this review. Susan Moulton asked if the University will be reimbursed for Coate's time on the project. Schlereth responded that travel expenses will be reimbursed but both he and Coate are considered volunteers otherwise. The CFS will look at ways of reducing overhead costs and should save on some staffing time in the CMS department.

Staffing Changes

This is the first meeting for Barbara Danelia, who will be serving as staff to the CRC. Danelia has replaced Dee Dee Brannan as Schlereth's assistant as well as becoming the Office Manager for the Administration and Finance suite. Alicia Hodenfield, previously at the SRJC, has also joined the A&F VP Office under a one-year temporary appointment to support Danelia. Mike Ogg has been re-assigned from CMS to Budget in order to provide budget oversight, primarily for management of the Intercollegiate Athletics program. Carlos Peña, former SSU student body president, has been hired under a one-year temporary appointment in CMS. Schlereth acknowledged Peña as leading the passage of the IRA fee to support Athletics during his time as student president.

Facilities Management Assessment

The assessment of Facilities Management will be fully underway on Monday when the external consultant, Pappas Consulting Group, visits the campus to perform a number of individual and focus group interviews.

III. FINANCE

(Please see the February 6, 2009 agenda packet for related documents)

Schlereth discussed various items related to the financial status of the campus.

Pending Financial Concerns: 2008-2009

The next anticipated budget reduction, of approximately \$1,471,000, is anticipated to occur sometime in the Spring. This cut is to be distributed proportionately to the various Divisions based on their percent of the campus Operating Budget. Bill Ingels is looking into calculating the expected excess student fee revenue due to FTES over-enrollment. These monies will be used to cover Academic Affairs' reduction as well as the \$450,000 in funding allocated at the beginning of the semester to mount additional course sections. The other Division cuts are to be funded through attrition and associated salary savings.

Schlereth discussed a number of pending financial concerns which remain for 2008/09. The most significant concerns discussed include the following:

- Related to financial aid, the University is being reimbursed from the state for the distribution of \$1,050,000 for State University Grants (Cal Grant A). Schlereth expressed his desire to make a \$400,000 distribution for stipends (Cal Grant B) in the near future but wished to receive feedback from the CRC first since there is a chance the campus would have to absorb this cost if the State does not provide reimbursement. Gloria Ogg reminded everyone that these funds have already been awarded to students as part of their aid package and are thus already promised. The committee was in general support of moving forward with the distribution, recognizing that controversy may occur if these funds are not reimbursed.
- The Chancellor and the President have made a commitment to funding payroll, though it may need to be funded from campus funds in light of a temporary shortfall in State appropriation funding. The funding source will be Fall 09 student fee revenue that the legislature now allows the CSU to maintain ownership and invest in high quality investments to receive interest earnings. The CSU campuses will be also working together as a system to meet payroll needs.
- Three capital projects which had their funding frozen by the State (Chiller #2, Energy Controls, and GMC equipment) are being funded internally and construction is continuing. The GMC equipment will probably be funded by donor funds but it is likely that the other two projects will be paid back by the State. If these projects do not get reimbursed, the campus will have an additional liability of approximately \$600,000.
- Some donors who have made pledged gifts to the University have run into challenges meeting their pledges due to the recent market downturn. Earnings on GMC funds have helped to offset these issues.

- The cost associated with implementing the various recommendations identified in the recent Information Security Audit will be funded by a campus risk pool dividend of \$390,000 that came as a result of effective risk mitigation efforts.
- An attempt is being made to identify \$200,000 in annual base funding for the Faculty Development initiative in 08/09 due to the commitment made by President Armiñana. However, funding for the Repairing the Base initiative is less probable for 08/09.
- Rising energy prices are resulting in unfunded mandatory costs in the campus utility budget.
- Due to substantial negative earnings on the endowment, the Foundation is confronting a liquidity issue which will make it unlikely that an endowment distribution will be made in 09/10. Therefore, the campus will need to find approximately \$1.2M in alternate funding to provide an allocation to the programs which rely on these funds.
- Extended Education is anticipating operating deficits in 08/09 and 09/10, is not in compliance with debt service requirements, and is not currently in a position to make a distribution to the schools. The campus will need to address these shortfalls.
- Due to NCAA requirements and existing commitments, the Athletics program has not received enough in donations to cover the level of funds needed for annual Athletics scholarships.

2009-2010 Budget Planning

It is currently estimated that the overall 09/10 budget reduction to the campus will be \$1M-\$2M due to imposed cuts and campus priorities. There are still a number of factors that will affect this figure. It is anticipated that the BOT will vote on an increased State University Fee for students. This increase will likely be offset by the Governor's planned Special Session Reduction. Unfunded mandatory costs include rising health care, energy costs, and the second year of PPI for faculty salaries. Other potential reductions could come as a result from collective bargaining or the State budget deal, as well as funding to focus on diversity, primarily through the CCGS.

The Federal Economic Stimulus Plan has passed the House and is currently in the Senate. This plan could provide funding for the CSU and campus capital projects but details will not be known until the final version of the bill is signed.

Schlereth mentioned that the campus will continue to hold Town Hall meetings on the budget and ads will soon be placed in the SSU STAR to entice student participation.

The committee then reviewed and discussed some of the items generated by the Town Hall meeting that included a brainstorming session on suggestions for reducing costs or increasing revenues in order to counteract the budget cuts. Continuing to achieve salary savings through attrition was the most supported proposal of the items discussed.

IV. TRAVEL PROCEDURAL CHANGES

(Please see the February 6, 2009 agenda packet for related documents)

Schlereth stated that new procedures in travel are intended to simplify regulations for travel approvals and reimbursements. Ogg thanked the committee that helped develop this new system and mentioned that the CSU has a system-wide committee looking at travel policy changes but implementation has been slow. Per CSU Executive Order, campus employees are required to have prior approval of travel but it does not stipulate how the approval process is administered.

Ogg referenced three major changes to the preexisting travel procedures:

- 1) Pre-approval travel methods are now to be determined by each Division/Department separately depending on their specific structure or needs. The Employee Travel Expense Claim form has been revised accordingly. The changes included adding an additional optional signer by a supervisor, department chair or PI, for added oversight. A final signature is still required by the approving officer. The phrase “this travel was approved prior to the trip” was also inserted on the form.
- 2) A new form titled Certification of Employee Responsibility with Regard to University-related Travel, is to be signed during the new employee orientation process. This form is to be signed once by each employee and is valid for the length of employment, replacing the need for a travel approval form to be completed by an employee prior to each individual travel related absence.
- 3) A Request for Travel Advance form will not allow for advances under \$100 due to the labor cost associated with processing a check.

Perry Marker asked if a written policy is needed for prior approval of travel. Ogg responded that no written policy is needed but a procedure needs to be established for each area. Schlereth said that for A&F, he requires an emailed response of supervisor approval prior to travel. He added that it will be the responsibility of each Vice President to determine a proper procedure for their area. Eduardo Ochoa commented that he would speak with the Deans to develop a uniform procedure/policy for pre-approval of travel for Academic Affairs.

The committee suggested minor changes to the forms and there were no major concerns regarding the policy changes. The campus will soon move forward with the new travel procedures and notice of the changes will be provided to all employees.

V. MANAGEMENT TRAINING PROGRAM

(Please see the February 6, 2009 agenda packet for related documents)

Kathleen Spitzer provided a review of the Management Training Program and an assessment of the program to date. Below is a summary of the areas of the program discussed:

Background:

- Objective of program: to provide SSU with succession planning for administrators
- Requirements of program and candidates:
 - o Masters Degree (MBA, MPA, MEd) pursued and awarded
 - o Mentoring by senior manager
 - o Full time regular staff employee (non-management, non-faculty)
 - o Demonstrated commitment to higher education and SSU
- Three to four year program, with full time employment and completion of Masters degree (outside of full time position)
- Responsibilities included: various projects/areas of focus with impact on division activities

Current Status:

- First class of five graduated and moved to final positions in Summer 2008
- A combined list of projects completed and committee staffing by first class during work assignments was provided
- Second class of four anticipated graduation date: Summer 2009/2010

Conclusions/Recommendations:

- Program structure changes were made to meet coursework requirements and academic timeline requirements
- Mentoring relationship requires large amount of involvement and time commitment; consider limiting to one trainee per mentor in future
- Value of program:
 - o Provided knowledgeable, loyal, committed managers
 - o Provides opportunities for advancement for existing staff
 - o Trainees gained invaluable experience
 - o Focus on work/projects that previously had no ownership
 - o High level of flexibility to move trainees based on abilities and areas of need
 - o High level of interest by staff in future programs
- Recommendations for 2009 and future:
 - o Weigh current budget situation and management needs against 2009 program
 - o First two classes highly successful; continue in the future as the needs arise
 - o Keep program flexible; redefine as needed with the campus' growth and change

Schlereth stated that it is unlikely a class will be hired in 2009 because of an attempt to reduce management positions due to the budget cuts. However, for future years, due to retirements and attrition, this program creates an opportunity for current staff to achieve upward movement. These positions could either be filled using a traditional recruitment or the campus could choose to give preference to existing staff. Schlereth added that the possibility of allowing faculty to participate may be reviewed.

VI. TUSCANY IN RESIDENCE

INTERNATIONAL STUDENT HOUSE

SERVICE TO STUDENTS – EVENINGS AND WEEKENDS

Chuck Rhodes was unable to attend but had the following comments prepared:

Diversity House

Members of the staff from Residential Life, Housing Services, and EOP have met several times and have created an exciting learning community called Mosaic House. Mosaic, Making Our Space an Inclusive Community, will house fifty freshmen residents in Zinfandel. The second year, it will relocate to Sauvignon and will house a mixture of continuing and new residents. There will be an academic component as a part of the living-learning community.

International House

The committee is continuing to meet and during the next year will develop plans for collaboration between the various international programs and services on campus. It is the feeling that this is essential prior to creating a residential program.

Service for Students – Evenings and Weekends

A group is working in partnership with a sub-committee of the Student Affairs Committee of the Faculty Senate. A survey will be administered on the quality of the student experience in February. This will be followed by several focus groups in March. Conversations with several departments and programs such as Admissions and Records, Dining Services, and Health Services will occur in April and a report will be ready for the final CRC meeting in Spring 09.

VII. ANIMALS ON CAMPUS POLICY

(Please see the February 6, 2009 agenda packet for related documents)

Schlereth indicated that this revised policy incorporates suggested changes from CSU General Counsel following a request made from a student. Brent Boyer from Disabled Student Services (DSS) attended as a guest to highlight the changes to the policy. Boyer mentioned that the changes resulted from a request made by a student for use of a service dog. The policy addresses the use of all animals on campus, not just service animals. The changes emphasize the use of service animals allowed in the classroom. Sue Hayes asked what the outcome is if one student requires a service animal but another student in class has allergies. Boyer responded that it is a case by case review to meet competing needs. Robert McNamera asked for clarification on whether a dog is required to be registered as a service dog in order to be in the classroom. The policy states that “enrolled students ... shall request authorization from the DSS office.” Nate Johnson requested that the policy state reference to Sonoma County in particular, not simply “county regulations”. Johnson also requested that EH&S be the only contact office for this policy to avoid confusion.

Schlereth noted that this policy should also be brought to the Academic Senate and the ASI Senate for review and feedback prior to adoption of a final version by the Cabinet.

VIII. FACULTY STAFF HOUSING UPDATE

Hayes mentioned that the committee has been looking into the Brookfield parcel, west of the GMC site and within the Urban Growth Boundary, to discuss a possible purchase arrangement due to the drop in property values. Dan Condrón added that Brookfield seems open to discussion but the City of Rohnert Park has also allowed Brookfield to develop on this land. Hayes stated that in reviewing the current 88 acre parcel for Faculty/Staff Housing land, it is too costly to convert to agricultural use and is also not a good time to sell. Schlereth added that the recent drop in value of the Brookfield parcel may provide an opportunity to purchase this land as a strategic purchase decision for the future and square off the campus. However, due to the current budget situation and campus climate, President Armiñana is not in support of this option. Dinno added that this is a 32 acre parcel, of which about 25 acres are useable to build on.

IX. SEAWOLF GYM TO “THE WOLVES DEN”

(Please see the February 6, 2009 agenda packet for related documents)

Bill Fusco provided a copy of a letter to the Campus Planning Committee, requesting approval for the designation of Seawolf Gym as "The Wolves Den". Moulton asked where the funds would come from to pay for the costs of signage. Fusco stated that one major source could be sponsor funding from banners placed in the gym. It is not planned for the monies to be taken out of the current operating budget. Nicolette Margi added that signatures from over 500 students have already been collected in support of the name change. The committee unanimously voted in support of "The Wolves Den" designation.

X. DIVISION STRATEGIC PLAN

(Please see the February 6, 2009 agenda packet for related documents)

Item deferred.

XI. INFORMATION TECHNOLOGY ASSESSMENT

(Please see the February 6, 2009 agenda packet for related documents)

Schlereth reviewed the various recommendations outlined in the Information Technology Assessment. The recommendations were ranked in terms of priority level. Schlereth asked the committee to consider the recommendations as they will be brought back for further discussion.

The Information Security Audit recommendations were also provided in the packet.

XI. CLASSROOM TECHNOLOGY

Item deferred.

Schlereth adjourned the meeting at 3:55 pm.
Minutes prepared by Ian Hannah.