CAMPUS REENGINEERING COMMITTEE

MINUTES

February 12, 2010

MEMBERS PRESENT:

Larry Furukawa-Schlereth, Chair
Matthew Benney
Ruth Burke
Dan Condron
Jenifer Crist
Erik Dickson
Christopher Dinno
Bridgette Dusan
Bill Fusco
Ian Hannah
Heather Hanson
Sue Hayes
Lori Heffernon
Susan Kashack
Mike Kiraly
Nate Johnson
Paul Lange
Matthew Lopez-Phillips
Rick Ludmerer
Scott Miller
Susan Moulton
Catherine Nelson
Eduardo Ochoa
Gloria Ogg
Janice Peterson
Robert Rosen
Tim Tiemens
Jason Wenrick
Richard Whitkus
John Wingard

MEMBERS ABSENT:

Meghan Buckner
Letitia Coate
Nick Curry
Barbara Danelia
Dolly Freidel
Perry Marker
Neil Marley
Elizabeth Martinez
Peter Neville
Chuck Rhodes
Kathleen Spitzer
Sam Scalise

GUESTS PRESENT:

None

AGENDA

I. APPROVAL OF THE MINUTES – December 4, 2009
II. VICE-PRESIDENT'S REPORT
III. CAMPUS FINANCIAL AFFAIRS
IV. STUDENT SCHLORSHIPS: 2010-2011
V. DEGREE AUDIT FUNCTIONALITY
VI. FACILITIES ASSESSMENT
VII. DIVISION STRATEGIC PLANNING
VIII. ITEMS FOR THE GOOD OF THE ORDER

OPENING COMMENTS

Larry Furukawa-Schlereth called the meeting to order at 1:06 pm.

I: APPROVAL OF THE MINUTES

December 4, 2009

The minutes from the December 4, 2009 meeting were approved unanimously.

II. VICE-PRESIDENT'S REPORT

Hospitality Center Opening

Schlereth announced the opening of new facilities on campus, two rehearsal rooms within the GMC and the Hospitality Center at the GMC. The two rehearsal rooms are available and being used. The Hospitality Center is also open and now available for rent. Schlereth welcomes the University community to take advantage of this wonderful space.

University Treasurer Position

Bill Ingels has retired. This position will be handled by Ian Hannah and Larry Furukawa-Schlereth. Both Hannah and Schlereth will be absorbing the new duties along with their existing duties.

Director of Payroll Position

Deanna Wilson is retiring at the end of the month. Schlereth mentioned that he will want consultation with several different areas on campus including working closely with Janice Peterson on how SSU will manage the vacancy.

Chief Information Officer Position

Sam Scalise will also be retiring soon. CIO is an important strategic area and no announcement will be made about filling the position until the current employee has cleared campus.

Director of Computer Operations

Don Lopez is also leaving soon. All three vacancies will be tricky to fill. Again no announcement will be made until the current employee has left campus.

Conflict of Interest Study Group Update

First meeting is on February 16th. Schlereth will have an update at the next CRC meeting. Representatives on the study group include students, faculty and administrators.

Google E-Mail for Students Update

Schlereth confirmed that the implementation of Google E-Mail is on target for July 2010. The plan is to activate the new system for students through orientation. By Fall 2010, all students will be using the new E-Mail program.

Exchange E-Mail for Employees Update

Schlereth announced that we are looking at the same timeline for employees, Fall 2010.

Learning Management System Update

Schlereth asked Ochoa to speak to the topic. Ochoa conveyed that SSU will switch from our current LMS system, WebCT, to Moodle. WebCT has been purchased by Blackboard. Moodle is an open source community based tool for learning, which promises to be a powerful and inexpensive remedy for a LMS system. Some faculty members have been piloting Moodle. There will also be a workshop on February 26th at 11:00am in Schulz 3001. There is concern that it is difficult to transition current data to Moodle but SSU will consult with SFSU, who has already successfully transitioned.

Common Financial Systems Update

Schlereth noted that SSU will receive the common code for CFS in March 2010. In addition, some employees will be going to training. Twenty two campuses and the Chancellor's Office will be transitioning to CFS. San Diego State will not be making the transition. The campuses will go in phases over the 10/11 fiscal year. The CFS project should result in a cost savings. For our campus, it also means much better functionality then we currently have.

Foundation Spending Policy Proposal

Schlereth announced that the Foundation's Finance Committee will be considering a change to the Foundation's endowment spending policy on February 16th. Current practice is that the Foundation would distribute at least the same dollar amount as had been paid out the prior year. This practice was based on a prior suggestion of the Deans. After having further conversations with the Deans, the suggestion will be that payouts will now be based on 4% of a 5 year rolling average of the endowment market value. From a development perspective this will be much easier for donors to understand. If the Finance Committee approves the new methodology, a recommendation will be made to the Foundation Board for adoption.

Copeland Creek Bridge Name Status

Campus Planning Committee has accepted the recommendation to rename the bridge after Bruce Walker, former Senior Director for Capital, Planning, Design and Construction.

Naming of the Beaujolais and Tuscany Meeting Rooms Update

Campus Planning Committee frowned on both name suggestions: Palazzo and Mairie. Tim Tiemens will be asking the RSA's for suggestions. CRC will be updated on any progress of naming the rooms.

Green Music Center Update (handout)

Schlereth urges everyone to go see and experience the GMC. It is the plan for one of the Fall CRC meetings to be held in the Hospitality Center, which is opening in February 2010. A formal reception with the Santa Rosa Symphony is scheduled to be hosted at the GMC in mid February.
Neville complimented the look of the North Campus Entrance, which is near completion.

Modern Languages

The department of Modern Languages & Literatures is interested in making a grant application for a native speaking person to assist students. SSU would provide free

room and board plus a small stipend. $15,000 is the cost and is to be funded $5000 from Administration and Finance, $5000 from Student Administration and $5000 from Academic Affairs. In addition, there is also a modest cost to the housing program. Schlereth was hopeful that this will begin the seed of international student housing.

Postage and Telephone Billing

The campus receives one telephone bill and then time is spent analyzing the bill for departmental usage. The same process is in place for postage billing. These processes are time consuming. Schlereth raised the idea to do away with the analyzing and have an average set up based on previous bills in order to increase efficiencies and save time on processing. Discussion ensued and it was decided to have Lori Heffernon meet with the AM's for further thought and discussion.

III. CAMPUS FINANCIAL AFFAIRS

(Please see the February 12, 2010 agenda packet for related documents)

Schlereth discussed budget planning for 10/11. The Cabinet is attempting to keep the Academic Affairs budget as whole as possible. Administration and Finance will eliminate 4-5 MPP and 3-4 non-MPP positions via attrition. The retirement of Bill Ingels has allowed for the first MPP position to be eliminated and other MPP positions will follow. The 3-4 non-MPP positions have already been obtained through SETC positions.

Self Support Funds:

ASI and the Health Center are reducing expenses to offset enrollment reductions.

Extended Education's budget is now balanced. Summer school has returned to that department and they are making their debt service payments.

Housing/Parking – Enrollment reductions have resulted in approximately 450 vacancies in housing. This presents some challenges for Housing and Parking. These programs are working to be sure debt service coverage ratios remain adequate.

The GIS Laboratory has been integrated with IT.

IV. STUDENT SCHLORSHIPS: 2010-2011

Schlereth stated that SSU awards approximately $1 million in scholarships across a variety of places. For 10/11, about $520,000 is needed in order to provide the same level of awards as the prior year. Normally the majority of this money would come from

a distribution from the endowment. The endowment has improved with the market but still has a way to go. The decision needs to be made in March as to whether we are going to commit the $520,000 so the awarding process can begin. President Armiñana is committed to attempting to find the necessary funds. Schlereth intends to speak with the student leadership and the auxiliaries and then go to PBAC with a proposal for a funding source. Schlereth pointed out that we cannot use state money for scholarships.

Moulton hopes we can achieve this as the scholarships are tied to diversity. Hansen is also in support of the scholarships and pointed out that the fee increases make scholarships even more important.

V. DEGREE AUDIT FUNCTIONALTY

Schlereth asked Jason Wenrick to provide an update. Wenrick has been working very closely with Elaine Leeder. The degree audit committee has been meeting for approximately one year; in that time most issues have been addressed. The main item that is still an issue is exceptions, substitutions and waivers. The group is now working on addressing this issue. President Armiñana did run some degree audits and is very happy with what he has seen. Another tool was rolled out during this year which is a transfer credit report which will aid in advising transfer students with more ease. CMS is working with departments to formalize a plan and offer training.

Wenrick also pointed out that Deans want to know what class substitutions are being granted. After running a random sample it looks like approximately 70% of students had some sort of substitution.

VI. FACILITIES ASSESSMENT

(Please see the February 12, 2010 agenda packet for related documents)

Christopher Dinno discussed the main findings in the report. Per request, Jenifer Crist will send the report to the CRC members.

VII. PROGRESS WITH DIVISION STRATEGIC PLAN

Item Deferred.

VIII. ITEMS FOR THE GOOD OF THE ORDER

Schlereth wanted to let the committee know that he had lunch with Richard West, former CSU Chief Financial Officer, who is currently teaching in the Economics department at SSU this year. West had many compliments about being here at SSU. He had the highest compliments for the School of Business and Economics and the office of Academic Affairs. He also commented on the ease of signing up and going through the PeopleSoft training, how cheap parking is and his like of the University Club. Overall he is very happy with how well the campus is maintained.

Nate Johnson commented on a shooting at a university in Alabama. The shooter was a female and was taken into custody. Schlereth asked Wenrick and Susan Kashack to put a memo out to the campus asking staff and faculty to update their information in PeopleSoft.

Scott Miller asked for a status update on the University Center. Erik Dickson commented that they are currently reviewing plans, working on building planning, and financial planning. Moulton asked if the city of Rohnert Park was being consulted. Dan Condron confirmed that he has met with the Mayor and Vice Mayor to keep them updated on SSU activities.

Schlereth adjourned the meeting at 3:01 pm.
Minutes prepared by Jenifer Crist.