

# CAMPUS REENGINEERING COMMITTEE

## MINUTES

October 30, 2009

### MEMBERS PRESENT:

Larry Furukawa-Schlereth, Chair  
Meghan Buckner  
Dan Condron  
Nick Curry  
Erik Dickson  
Christopher Dinno  
Bridgette Dusan  
Dolly Freidel  
Bill Fusco  
Ian Hannah  
Heather Hanson  
Sue Hayes  
Lori Heffernon  
Nate Johnson  
Mike Kiraly  
Paul Lange

Matthew Lopez-Phillips  
Rick Ludmerer  
Perry Marker  
Susan Moulton  
Catherine Nelson  
Eduardo Ochoa  
Gloria Ogg  
Janice Peterson  
Chuck Rhodes  
Robert Rosen  
Kathleen Spitzer  
Sam Scalise  
Tim Tiemens  
Jason Wenrick  
Richard Whitkus

### MEMBERS ABSENT:

Ruth Burke  
Letitia Coate  
Jenifer Crist  
Barbara Danelia (staff)  
Bill Ingels  
Susan Kashack

Neil Markley  
Elizabeth Martinez  
Scott Miller  
Peter Neville  
John Wingard

### GUESTS PRESENT:

None

## **AGENDA**

- I. APPROVAL OF THE MINUTES – August 28, 2009
- II. VICE-PRESIDENT’S REPORT
- III. CAMPUS FINANCIAL AFFAIRS
- IV. DIVISION BUDGET PLANNING
- V. ADVICE REGARDING UNAUTHORED BUDGET POSTINGS
- VI. COMPENSATION POLICY IN TIME OF POSITION CONSOLIDATION
- VII. TRAVEL POLICY – FIRST READING
- VIII. UNIVERSITY INITIATIVES SINCE 1992 – THE FIRST IN A SERIES
- IX. ITEMS FOR THE GOOD OF THE ORDER

## **OPENING COMMENTS**

Larry Furukawa-Schlereth called the meeting to order at 1:05 pm.

### **I: APPROVAL OF THE MINUTES**

August 28, 2009

The minutes from the August 28, 2009 meeting were approved unanimously.

### **II. VICE-PRESIDENT’S REPORT**

#### SETC and Furloughs

Schlereth noted that members of the SETC union voted not to furlough and thus the option of lay-offs is on the table. Schlereth held a meeting with all SETC employees and many of them expressed apprehension about layoffs. The decision has been made to eliminate four SETC positions that previously were vacated as a result of recent retirements and attrition. Schlereth added that SETC had three additional positions become vacant and these positions will also be eliminated to help meet the budget cuts.

#### Furloughs and Other Non-Faculty Groups

There is a concern of some staff on campus that it may not be possible to complete their work in less time due to the furloughs. This is sometimes due to unrealistic expectations of staff by management and faculty. The SSU Labor Council is to bring any staff reports of unfair supervisor demands directly to Schlereth’s attention.

President Armiñana is not requiring the closure of the Recreation Center during mandatory campus closure days during the Spring semester. It is possible that the Health Center will also be exempted from furloughs due to the H1N1 virus.

### Budget and Foundation Town Halls

Schlereth indicated that a Budget Town Hall and a Foundation Town Hall have been tentatively scheduled during November and December but the dates have not yet been confirmed.

Susan Moulton added that a Diversity Forum has been scheduled for November 12<sup>th</sup> in Schulz 3001.

### Conflict of Interest Study Group

Schlereth noted that he has yet to receive student or faculty interest in serving on a Conflict of Interest Study Group. This item was of great interest during the summer but wonders if there is still interest in pursuing this topic. He added that all four auxiliaries went under a recent CSU Auxiliary Audit and no findings were made related to Conflict of Interest (Education Code 89006). Moulton and Heather Hanson will be sending out word to students and faculty to see if any individuals are interested in joining the Study Group.

### Sewer Management Plan

Schlereth turned to Christopher Dinno, who noted as an informational item that the campus has completed and submitted a report following request by the Northern California Water Quality Control Board for certification of a sewer management plan. The certification is to be completed by May and all other municipalities are to do the same. The report will be housed in the Facilities Management office along with other campus master plans.

### Google and Exchange Email

President Armiñana has requested that the campus look into alternative email solutions. It is the plan to move to Google email (Gmail) for students during the Spring semester. The Exchange platform for both email and calendar functions have long been requested by many staff and faculty. Costs of the Exchange system have dropped dramatically and now can either be managed by Microsoft or the CSU Chancellor's Office. Moving to this new system may have an effect on employees in the IT department responsible for managing the current system. This would require re-direction of current IT employees and may require a meet and confer with the union.

### Bike Racks

Schlereth noted that some folks have expressed a need for additional bike racks on the campus. Nate Johnson, Dinno, and Hanson conducted a walk through and assessed the need for additional racks. Any new racks would be approved by the Transportation Committee and funded from Parking Fines and Forfeitures revenues. It was determined that the only area needing additional bike racks was at Tuscany. Sue Hayes made a request that the Transportation Committee look into in-class storage of skateboards, particularly in large classrooms to improve both safety and convenience. Johnson responded that he would bring this item to the committee for review.

### Priority Project

Schlereth referenced a book by Robert Dickeson titled Prioritizing Academic Programs and Services – Reallocating Resources to Achieve Strategic Balance. Conversations have taken place in terms of using this book in the re-prioritization of needs on the campus, particularly on the Academic side. Moulton noted that a sub-committee of the APC is already reviewing the book with the intention to provide feedback to the Provost.

### **III. CAMPUS FINANCIAL AFFAIRS**

(Please see the October 30, 2009 agenda packet for related documents)

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

#### September PBAC Meeting

Schlereth mentioned that during the September President's Budget Advisory Committee meeting (PBAC) it was discussed how each division is spending its 08/09 year end balances. In A&F, \$200,000 is being used to offset an Athletics scholarship issue. There was \$485,000 remaining in the university wide category at the end of 08/09, mainly generated from employee benefits (due to a Risk Pool premium and vacant positions generating savings). Most of these funds, approximately \$340,000, are being allocated to Academic Affairs to be distributed to the schools in lieu of a distribution from Extended Education. \$65,000 is being used to support scholarships not funded from an endowment distribution and \$76,000 is being used to cover a utilities shortfall due to not having campus closure days in the Fall.

#### Resources for Additional Spring Course Sections

Schlereth announced that \$600,000 in new funding would be coming to the campus from the CSU related to stimulus funds. President Armiñana recommended to the CSU Board of Trustees that all of these funds should be used for course sections in the Spring semester. This will be the course of action at SSU. Schlereth noted that additional stimulus funds are currently being held at the Chancellor's Office in anticipation of a potential mid-year cut and the lawsuit related to student fees.

#### Pending Items in 2009-10

- Estimated furlough savings are about \$400,000 short of what had been expected. This is being partially offset as a result of a notice recently received from CalPERS, which provided that PPO benefit costs have resulted in a one time savings in the current year. This savings is estimated to be \$190,000 for SSU.
- The Endowment Earnings Replacement of \$650,000 is not yet resolved and is the last main budget issue to be resolved for 09/10.
- An Athletics Operating Shortfall of \$650,000 is being funded from one time A&F salary savings that had been accruing in 09/10 in anticipation of additional cuts in 10/11.

#### Planning for 2010-2011

Schlereth commented that the money being saved by the furloughs will need to be made up in 10/11 since furloughs will not be occurring next year. The total anticipated cut to the campus in 10/11, net of furloughs, is approximately \$4M, which will be distributed to each division and is in addition to the 09/10 cut.

#### **IV. DIVISION BUDGET PLANNING**

(Please see the October 30, 2009 agenda packet for related documents)

Schlereth noted that the \$1.2M cut to A&F in 09/10 is being met primarily by eliminating positions. A total of \$2.6M needs to be identified in the division for the combined 09/10 and 10/11 cut.

A letter has been provided from the CSU system to CSU employees, notifying them of the possibility of layoffs in the coming months.

Moulton asked if the move to CFS would provide savings in the IT department. Schlereth noted that the move to CFS should allow for robust functionality, consolidation, and the ability for further reduced staff over time. Moulton asked about how the need in Academic Technology is going to be addressed, such as the move from WebCT to Blackboard or Noodle. Schlereth noted that the IT department has an \$800,000 structural problem. The Pappas consulting group recommended that 3 to 4 instructional designers should be added to support the Academic side. All of these issues cannot be accomplished in 09/10 or 10/11. The most immediate concern at this point is to meet the budget cut.

Perry Marker asked about the possibility of a CalPERS retirement incentive or “golden handshake” program. Schlereth responded that SSU does not have the authority to enter into negotiations regarding such a program. This would have to be a CSU systemwide discussion and decision.

#### **V. ADVICE REGARDING UNAUTHORED BUDGET POSTINGS**

(Please see the October 30, 2009 agenda packet for related documents)

Schlereth noted that there have been multiple postings around campus relating to the campus budget and salaries. One of the “Public Record” postings stated that the budget in the A&F VP office grew by 124% between 07/08 and 08/09. Schlereth explained that after netting out the transfer of a staff member from financial services and correctly representing the change between the two years, the actual total increase from the prior year is 3%. Schlereth requested advice from the committee on the proper response to these postings. The committee generally expressed that a response was not warranted to such postings and would not prove beneficial, particularly since the postings were anonymous. Discussions then ensued regarding the need for an approval process for posting documents by an anonymous author. The Student Union currently approves

documents for posting. Dan Condrón noted that the policy which outlines postings on campus bulletin boards is actually currently under review.

## **VI. COMPENSATION POLICY IN TIME OF POSITION CONSOLIDATION**

Schlereth explained that the campus does not have a good policy for changing salaries of employees who are assigned new duties or a greater scope of work as a result of re-assignments of positions, position consolidation or a new job. Schlereth noted that in a staff job, an in range progression is considered a raise. Professors also receive a pay increase when being promoted to the next level. These types of salary moves are easy to explain in good budget times but more difficult in bad budget times. Schlereth asked if a committee should be developed to review circumstances involving salary increases or even if such increases should be frozen altogether in a budget crisis. Moulton asked how the current process works. Schlereth stated that if the CSU system wishes to raise the salary of VP positions or above, the Chancellor's approval is required but if the position is below a VP then the approval is delegated to the campus president. In terms of a salary increase, it is made to maintain equity among similar positions across the campus in terms of duties and responsibilities as well as among classifications. Also reviewed are both market equity and equity within the CSU system at other campuses.

Members were generally supportive of continuing the current process in determining salary increases and that developing a committee to review such items is not necessary and less efficient. Some members expressed that this item should be communicated to the campus in light of the current budget environment, student fee increases, and furloughs. Also discussed was that increased work load and increased scope of work should be viewed differently. Salary increases should only be commensurate with a larger scope and responsibility since it is the case that many employees are experiencing increased work load in the current environment.

## **VII. TRAVEL POLICY – FIRST READING**

(Please see the October 30, 2009 agenda packet for related documents)

Schlereth introduced Gloria Ogg to discuss the travel policy. Ogg noted that the CSU travel policy has been indefinitely deferred and thus the recommended actions for change have not yet been adopted. The campus therefore will continue to work under the current travel policy. The SSU document received some fine tuning to provide better clarification and ease. Schlereth added that President Armiñana directed that only one form be used by all departments on campus. Marker suggested that having a place for contact information added to the form would be beneficial. This document will be brought back for a second reading and approval after being passed along to constituents for additional input.

**VII. UNIVERSITY INITIATIVES SINCE 1992 – THE FIRST IN A SERIES**

(Please see the October 30, 2009 agenda packet for related documents)

Item deferred.

**VII. ITEMS FOR THE GOOD OF THE ORDER**

None.

Schlereth adjourned the meeting at 3:05 pm.

Minutes prepared by Ian Hannah.