

**CAMPUS REENGINEERING COMMITTEE
MINUTES
April 2, 2010**

MEMBERS PRESENT:

Larry Furukawa-Schlereth, Chair
Matthew Benney
Dan Condron
Jenifer Crist
Nick Curry
Barbara Danelia
Erik Dickson
Bill Fusco
Ian Hannah
Heather Hanson
Sue Hayes
Lori Heffernon
Matthew Lopez-Phillips
Rick Ludmerer

Perry Marker
Neil Markley
Susan Moulton
Catherine Nelson
Peter Neville
Eduardo Ochoa
Gloria Ogg
Janice Peterson
Kathleen Spitzer
Tim Tiemens
Theresa Alfaro Velcamp
Jason Wenrick
Richard Whitkus
John Wingard

MEMBERS ABSENT:

Meghan Buckner
Ruth Burke
Letitia Coate
Christopher Dinno
Bridgette Dussan
Nate Johnson

Susan Kashack
Mike Kiraly
Paul Lange
Scott Miller
Elizabeth Martinez
Chuck Rhodes
Robert Rosen

GUESTS PRESENT:

Ian Arnold
Missy Brunetta
Aleena Conway
Xiomara Danse
Jenna Durney

Kia Kolderup-Lane
Brooke Lundy
Sally Miller
Birch Moonwomon
Alma Shaw

AGENDA

- I. APPROVAL OF THE MINUTES – February 12, 2010
- II. VICE-PRESIDENT’S REPORT
- III. CAMPUS FINANCIAL AFFAIRS
- IV. TELEPHONE/POSTAGE CHARGE-BACKS
- V. CSU INFORMATION TECHNOLOGY SYNERGY PROJECTS
- VI. NORTH CAMPUS ENTRANCE SAFETY ENHANCEMENT RECOMMENDATIONS
- VII. THE NAME “CUSTOMER SERVICES”
- VIII. ITEMS FOR THE GOOD OF THE ORDER

OPENING COMMENTS

Larry Furukawa-Schlereth called the meeting to order at 1:35 pm.

I: APPROVAL OF THE MINUTES

February 12, 2010

The minutes from the February 12, 2010 meeting were approved unanimously.

II. VICE-PRESIDENT’S REPORT

Introduction of Professor Theresa Alfaro Velcamp

Schlereth announced that Professor Theresa Alfaro Velcamp will be replacing Dolly Freidel. The School of Social Sciences will recommend a permanent replacement.

Position Appointments and Salaries: Acting Chief Information Officer, Interim Director of Payroll, Acting University Treasurer

(Please see the April 2, 2010 agenda packet for related documents)

Schlereth stated that some questions have been raised about acting positions and salaries. In the agenda packet there is a document provided outlining the savings due to the above acting position appointments and elimination of preciously held positions. Through the recent acting appointments the total savings to the campus is \$446,427. Schlereth will continue to bring senior position appointments to CRC for increased transparency.

Human Services/Employee Relations Integration

Schlereth stated that when the Senior Director of Human Resources left, the department separated in to two departments, Human Services and Employee Relations. It is now time to bring these two areas back together. From the campus perspective the transition will be seamless. The merge of these two areas will result in more cost savings to the campus.

Center of Gender, Culture and Sexuality

Matthew Lopez-Phillips and Schlereth are committed to the success of the Center of Gender, Culture and Sexuality. They are in the process of discussing ways to make the center whole. The May revision of the budget will help determine how they will proceed in obtaining this goal. This project is high priority before year end.

Common Financial Systems

Schlereth announced a milestone for the CSU; some 300 CSU personnel attended a training held in Los Angeles for Common Financial System. The training was highly successful and the common code offers new functionality. All CSU's will move to a single database. This project opens the doors for more possible synergies in the future.

Foundation Spending Policy

Schlereth stated that the Foundation had been considering a new spending policy for the Pooled Endowment. The new policy would be calculated based on a 4% payout of the five year rolling average of the endowment's market value. Using this method would result in just over a \$1M distribution for 2010/11 should the Foundation approve a distribution. Approximately 30% of the distribution goes to student scholarships and 70% supports campus programs.

Student Scholarships

Schlereth noted that the SSE Board of Directors has approved allocating \$550,000 to support student scholarships in 2010/11, allowing for scholarships to be fully funded next year.

Graduation Initiative

Dean Saeid Rahimi came to Administration and Finance to obtain input on how the division could assist with the graduation initiative. Schlereth said it was a very good conversation and that three key areas came out of the discussion.

1. A&F has been committed to improving the quality of the student experience and will continue in these efforts.

2. A&F can assist in the basic student services, like financial aid being dispensed on time and services being available to students.
3. A&F can help within the area of technology. There are lots of opportunities for CMS to aid in graduation success.

Labor Council

12 of the 23 CSU campuses will be announcing lay-offs. SSU is not one of them. Schlereth wants to reassure everyone that there are no lay-offs here at SSU of full-time employees. SSU has maintained a good relationship with the labor council throughout the year.

Memorials – The Death of an Active Employee

Schlereth announced a long term employee, Marie Lovell, passed away. The death of an active employee has sparked some discussion about whether the University should fund memorials held on campus for people who pass away during their time as an active employee. Sonoma State does not currently have a policy that provides direction on this issue. Schlereth met with President Armiñana and the Cabinet to try to set up something similar to the retirement reception funding program that is currently in place. Discussion ensued. Schlereth asked Kathleen Spitzer and Joyce Suzuki to look into this topic and draft guidelines to bring back to a future CRC meeting. Lopez-Phillips will identify someone from Student Affairs and Enrollment Management to assist Spitzer and Suzuki.

Exchange/Google E-Mail

Jason Wenrick provided an update: the University will be transitioning from the locally hosted service to Google Email (Gmail) for students on the 2nd of June. Google Email will look identical to Gmail. Exchange Email for staff will be implemented later in the year. The current version of Exchange doesn't work well with Macintosh computers. Microsoft has agreed to allow Sonoma State to be a beta site for Exchange 2010, to ensure the compatibility with Macintosh. Wenrick will provide another update later in the year to CRC.

Faculty Workstations

Schlereth stated that in the area of Faculty Workstations, SSU has not been able to make as much progress as anticipated. President Armiñana is interested in building a comprehensive program around Faculty Workstations. Schlereth asked Wenrick to consider the issue of Faculty Workstations and to obtain input from to the Faculty Technology Committee.

Faculty Associates – Information Technology

Some brainstorming with Hilary Baker, CIO at Northridge has occurred in regards to the transition to Moodle. One item of interest was that Northridge has reassignment time for faculty members to assist other faculty members in the use of Moodle.

Information Technology Security Awareness Training

Wenrick informed the committee that the Chancellor's Office is mandating Information Technology Security Awareness Training. This training will now be done on-line through Workplace Answers. SSU is anticipating about 70 slides in this training and it will be conducted on an annual basis. For faculty the training will cover grades and proper disposal of personal information.

Tuscany/Beaujolais Meeting Room Names

Beaujolais – Domaine (Wine Producing Property)

Tuscany – Castentino (Grape Growing Region in Tuscany)

The original names brought forward to the Campus Planning Committee were rejected. The new names above have been identified and will be added to the Campus Planning Committee agenda.

WASC Reaccreditation

The University has been fully re-accredited for an additional 10 years. Schlereth expressed that this is great news for the campus and offered his congratulations to the Faculty, Staff, Students, President Armiñana, Provost Ochoa and Elaine Sundberg.

III. CAMPUS FINANCIAL AFFAIRS

(Please see the April 2, 2010 agenda packet for related documents)

55% Rule

Schlereth shared with CRC a proposal that came from Tim Wandling. The suggestion is that SSU would allocate 55% of the campus operating budget to the five schools and the library. President Armiñana asked for the Provost and CFO to implement a study group to explore this idea and the specific percentage being proposed. Schlereth asked the CRC members if they felt PBAC is the appropriate group or if a new group should be created. Members generally agreed that the PBAC was best committee to address this item. Schlereth also expressed that it would be appropriate for Tim Wandling to be involved in this process in some way.

Overtime to Date: 2009-2010

There has been a request through PBAC to see the level of overtime by department. Schlereth confirmed there has been some overtime and will have the information available at the May meeting.

Stand Alone Financial Statements

Within the CSU, each campus has a choice if they want their financial statements audited every year. The law is each campus must have their financial statements audited every three years at a minimum. Sonoma State has chosen to have the financials audited annually since the law passed. However, for the 10/11 year it will cost \$80,000+ to create a standalone financial statement. Schlereth posed the question, should we continue this or should we follow the minimal requirement in the law and do this every three years? This topic will also be discussed at PBAC. Discussion ensued. Issues rose related to transparency, reduced impact on workload, and effect on gifts and grants to the University. Schlereth did clarify that that stand alone financial statements must be completed by the CSU.

Athletics Budget Presentation

Bill Fusco, Mike Ogg and the Athletic Coaches are putting together a presentation, which is anticipated to be presented at the April 29th Academic Senate and at the May 14th CRC meeting.

Division Financial Planning (Operating Expense Details)

(Please see the April 2, 2010 agenda packet for related documents)

Schlereth was pleased to announce that the 10/11 year is looking better than anticipated, assuming that the assumptions in the packet hold true. President Armiñana is hopeful that we will get some portion of the \$305,000,000 back as a system. The 2009/10 Expenditure Plan (black book) will be released soon. Schlereth asked Janice Peterson to look into making the black book available on-line. A request has been made to provide detail of operating expense; Schlereth said the information would be available soon.

IV. TELEPHONE/POSTAGE CHARGE-BACKS

(Please see the April 2, 2010 agenda packet for related documents)

Schlereth acknowledged that this topic might be another potential controversy. Currently lots of work goes into paying our telephone and postage bills every month. The new process for paying these monthly bills would include taking the average of the last three years of payment to calculate the amount due by a department. Please see

agenda packet for details. Discussion ensued. Schlereth concluded that after not hearing opposition to the business process change that Janice Peterson should begin working on the new process for the 10/11 year. Similar proposals will be coming to CRC in the future, such as IT chargebacks.

V. CSU INFORMATION TECHNOLOGY SYNERGY PROJECTS

Virtual Information Security Center
Virtual Computer Labs
Virtual Network Operations Center
Regional Data Centers
Learning Management System Hosting Opportunities
IT Procurement Saving via Synergy
Synergistic Help Desk Support Services

Schlereth announced that the CSU system CIO, Amir Dabirian has the above synergy projects outlined for research and implementation. Sonoma State is participating in all of the initiatives. These synergy projects could help lower our administrative costs overall. There was some discussion in regards to Virtual Computer Labs. Wenrick clarified that the model of having actual computer labs is outdated and Virtual Computer Labs can be accessed anywhere, anytime. Schlereth continued by saying there are not a lot of specific details available yet but that the Academic Technology Advisory Committee will be essential in moving forward on these projects.

VI. NORTH CAMPUS ENTERANCE SAFETY ENHANCEMENT RECOMMENDATIONS

1. Intersection striping should be modified to include a double-yellow center line for 200 feet in each direction from the intersection and a solid white edge-line along the southern (eastbound) lane. \$1,300-1,500
2. Installation of intersection warning signs along with intersections name/SSU entrance signs are recommended for both the eastbound and westbound Rohnert Park Expressway approaches. \$500-\$750.
3. Installation of radar feedback speed signs may help reduce occurrences of drivers traveling in excess of the posted speed limit. \$8,000-\$10,000

There is concern about safety regarding the North Campus Entrance. About a year ago we had three wrecks and one death occur in this location. The city of Rohnert Park conducted a traffic study and the location does not warrant a traffic light. Christopher Dinno and Nate Johnson have put together and recommended the above three items for implementation. The funding sources would come from Facilities Management and Police and Parking budgets. Schlereth asked the CRC committee if SSU should implement the suggested items. There was no opposition to the three suggested items and Schlereth indicated that they would likely be implemented over the summer.

VII. THE NAME “CUSTOMER SERVICES”

On March 4th, 2010, a statewide campaign to support the public university system and education in general took place. Sonoma State had several students participate in the demonstration. The demonstration was to increase awareness of how important it is to the state to restore the \$305,000,000, in funding to the CSU system. President Armiñana was in Washington D.C. on that day lobbying for education. Schlereth met with students and participated in thoughtful conversations. One issue the students brought to Schlereth’s attention was the name, “Customer Services”. The students felt that “customer” was the wrong word to describe them. Since that day dialogue has ensued over what the name should be. Some suggestions include: Student Services, University Services and Seawolf Services.

Students for Quality Education representatives were present at CRC. They provided a background as to why this was important to them and also supplied the committee with a handout providing results of an informal survey they had conducted of possible name choices.

Gloria Ogg also handed out a statement to the committee from the Customer Services staff indicating their concerns with a name change and suggested naming alternatives.

There was lots of discussion regarding this issue and Schlereth thanked everyone for their input. He will take it all under advisement and consult with President Armiñana before making a final decision as to a new name for the Customer Services department.

VIII. ITEMS FOR THE GOOD OF THE ORDER

The next CRC will be held on May 14th, 2010 from 1-3pm in the Commons.

Schlereth adjourned the meeting at 3:54 pm.
Minutes prepared by Jenifer Crist.