ADMINISTRATION AND FINANCE STRATEGIC PLAN


Infrastructure

Address infrastructure needs and prepare the physical plant for enrollment growth while meeting sustainability objectives.

- Construct Tuscany
  - Completed a demand study for the project
  - Obtained approval from the CSU HPRC to proceed
  - Hired a Construction Project Manager for the project
  - Appointed a design/build firm for the project
  - Obtained CSU Board approval for the schematic design of the project
  - Obtained CSU Board approval for the financing of the project
  - Finalized design and construction documents
  - Broke ground on the project
  - Managed and Completed Construction

- Construct the University Center
  - Identified an architect for the project
  - Completed schematic design for the project
  - Developed a financing concept for the project
  - Completed Design Development for the project

- Build the Green Music Center
  - Hired the Facilities Administrator
  - Purchased needed Facilities Services equipment
  - Identified remaining needed resources for Hospitality Center equipment and furnishings
  - Completed the R&S Construction Contract

- Construct Faculty/Staff Housing
  - Removed existing structures on the land

- Construct New Domestic Water Tank No. 3
  - Completed Design Development and Working Drawings

- Complete Schulz Information Center Boiler Project
  - Launched Construction of the Schulz Information Center Boiler Building Project

- Address Issues in Grants and Contracts
  - Assumed responsibility for CIHS
  - Developed a 5 year Business Plan for the California Institute on Human Services
  - Strengthened systems of internal control
  - Implemented an independent and centralized compliance monitoring activity responsible for reviewing and monitoring all SSU sponsored
project administration activities, regardless of academic location (CSU Audit recommendation)

- **Enhance Campus Internal Audit Function**
  - Hired Internal Audit position

- **Create Athletics Facility Plan**
  - Developed feasibility study for Athletics Administrative Offices

- **Enhance the Common Management System and Quality Assurance Program**
  - Upgraded the Human Resources/Student Application module to Version 8.9
  - Solidified support for CMS Student Administration
  - Implemented on-line Cashiering / Billing and Development Office online donation site
  - Upgraded to Finance 9.0
  - Implemented Absence Management module
  - Implemented Admissions Self-Service access for new applicants
  - Implemented Payroll Benefits Self-Service View

- **Address Campus Information Technology Needs**
  - Appointed an Information Security Officer
  - Increased central disk space
  - Phased in central server redundancy
  - Upgraded network electronics
  - Appointed position in I.T. to implement accessible technology procurement process
  - Insured that all A&F web pages are ATI compliant
  - Implemented Blackboard functionality on workstations
  - Renewed and upgraded academic software licenses
  - Replaced obsolete classroom technology equipment
  - Replaced and upgraded computers in Open Computer Labs
  - Replaced and upgraded computers in 24 Hour (Schulz) Computer Lab
  - Addressed recommendations of Information Security Audit (related to both Administrative & Instructional Technology)
  - Implemented Role Based Wireless Authentication
  - Fully participated in CSU ITAC Administrative Technology initiatives (Learning Management System & Operating System Power Reduction Systems)
  - Implemented pilot project to automate the capture of course lectures to video
  - Developed of CSU Sonoma YouTube channel, and advisory committee
  - Upgraded to High Availability Streaming
  - Implemented and launch Digital Storefront at KODA
  - Activated Network Computer Copies Functionality
Address Campus Deferred Maintenance

**GENERAL FUND**
- Renovated the following classrooms (* Indicates “Smart Technology” equipment upgrade also):
  - Stevenson Hall, Rooms: 2075, 2079, 2083, 2091, 3008*, 3038, 3046*
  - Art, Rooms: 102*, 108*
  - Stevenson Hall, Rooms: 1002*, 2001, 2065*, 3026*, 3040, 3042
  - Carson Hall, Rooms: 14, 68*, 44D
- Completed Nursing renovation on first floor Nichols Hall
- Repaired Schulz steps
- Upgraded Nichols restrooms to meet ADA standards
- Upgraded path lighting
- Modified campus drinking fountains to meet ADA standards

**HOUSING**
- Completed deferred maintenance projects outlined under Housing Deferred Maintenance Plan for 07/08 & 08/09

**ENTERPRISE**
- Replaced the Arbor tent
- Replaced Vintage Room carpet

**PARKING**
- Upgraded parking lot RH-4 lighting
- Upgraded street lighting
- Addressed pedestrian/vehicle traffic flow at south entrance
- Resurfaced and striped Zinfandel parking lot (Lot R3)
- Constructed lighted crosswalks (at Zinfandel, Sauvignon, Beaujolais, GMC)
- Upgraded cross walks to thermo-plastic system

**HEALTH CENTER**
- Modified Health Center fire water flow switch
- Modified Health Center doors to meet ADA standards
- Painted Health Center exterior

**Address CSU mandates in Financial Services General Fund**
- Hired the second GAAP CPA for the General Fund
- Successfully implemented the Revenue Management Program

**Faculty/Staff Development**
*Enhance a supportive environment that will attract and retain faculty and staff and contribute to their professional growth and their ability to support the University’s mission.*

- **Emergency Preparedness and Safety**
  - Trained campus personnel to meet mandated new SEMS/NIMS compliance standards
Completed a campus wide disaster drill (Active Shooter Drill on 4/30/08)
Executed annual department specific Training in Emergency Preparedness
Implemented campus Emergency Notification System

Management Training
Developed the parameters and launched the Manager’s Development Academy (MDA)
Purchased access to CSU e-learning program for all SSU staff

Quality of the Student Experience

Provide SSU students with a quality co-curricular experience and a residential environment that leads to enhanced learning and personal growth.

Implement the One Card program
Launched the Employee ID Component of One Card
Implemented Card Readers in the Bookstore
Implemented Card Readers in Vending and Laundry
Launched Phase I and II of Keyless locks in the Residential Community (Cab, Zin, Verdot, Sauvignon)
Developed a marketing campaign to maximize Card and value use
Explored wireless reader technology
Developed a Plan using One Card to address overcapacity in the Zinfandel Dining Room
Developed Web-Based Self-Service
Expanded Card Population
Launched Construction of Phase II Installation – electronic locks and key cards (Beaujolais Village)
Implemented department Seawolf Cards
Implemented second ordering kiosk
Provided One Card access control at the Recreation Center
Implemented pilot program for wireless access control in residential community meeting rooms

Utilize the Green Music Center to Enhance Student Life
Completed the feasibility study for the North Campus Quadrangle

Improve Financial Aid Processing
Restructured the financial aid awarding process to package and award new admits and continuing students after document verification

Enhance Student Residence Experience
Implemented Faculty in Residence Program in partnership with Student Affairs
Implemented online housing application through RMS

Enhance Wireless Internet Access
Achieved wireless network access throughout the Residential Community
Areas completed: Beaujolais Village, half of Sauvignon Village
Achieved wireless network access throughout the campus buildings

Updated 4-29-09
Diversity

*Increase student, faculty, staff, and administration diversity and incorporate cultural diversity awareness and competence in all aspects of University operations.*

- **Division Diversity Programs and Initiatives**
  - Constructed a quiet/family room for employees use (Salazar 2nd floor)
  - Pledged for Division to financially support student ethnic and diversity club graduations
  - Financially support club participation in local Pride events and actively promote division employee participation in same
  - Incorporated Diversity training topics into various MDA classes
  - Engaged outside consultants to conduct a management workshop

- **Improve the Diversity of the Staff and Administration Work-force**
  - Designed and implement creative strategies to attract broad and diverse staff recruitment pools (membership in community business associations, recruiting brochures, improved job website, etc.)

- **Dining Initiatives to promote Diversity**
  - Developed our current culinary team’s skills in producing authentic cultural foods by sending them to workshops and working with SSU clubs to enhance cultural menu offerings

Sustainability

*Establish sustainability as a key element of Sonoma State University’s identity on campus and in the region.*

- **Sustainable Infrastructure Five Year Plan (2007/08 thru 2011/12)**
  - Implemented mini bin trash recycling program, in order to divert 50% - 75% of its solid waste from the landfills.
  - Installation of High Efficiency Chiller No. 2 which produces chilled water for the campus
  - Installed a 50kWdc solar photo-voltaic system on the roof of the Student Recreation Center, (large gym area) which is providing approximately 20% of the building’s electrical energy
  - Replaced of Chiller No. 2 and ancillary equipment
  - Installed Bundled Energy Infrastructure Improvement Projects
    - Projects:
      - Lighting Retrofit
      - Solar Thermal Pool
      - HVAC Retrofit Nichols/Stevenson
      - Central Plant – Campus-wide Chilled Water Distribution Retrofits
- For meetings such as CRC, CPC, and PBAC – minutes no longer provided in printed form; only electronic versions provided to the committee members
- Increased number of motorcycle permit spaces
- Developed and execute a marketing campaign featuring Dining’s use of local and sustainable products
- Implemented plan to educate and reduce food waste in the Zinfandel Dining Room