MEMBERS PRESENT:
Larry Furukawa-Schlereth, Chair  Matthew Lopez-Phillips
Matthew Benney  Richard Ludmerer
Amanda Burke  Daniel Malpica
Ruth Burke  Neil Markley
Dan Condron  Sally Miller
Jenifer Crist  Peter Neville
Barbara Danelia  Gloria Ogg
Erik Dickson  Janice Peterson
Christopher Dinno  William Poe
Bridgette Dussan  Saied Rahimi
Ben Ford  Chuck Rhodes
Bill Fusco  Katie Robinson
Ian Hannah  Robert Rosen
Sue Hayes  Tim Tiemens
Lori Heffernon  Jason Wenrick
Mike Kiraly  Richard Whitkus
Paul Lange  John Wingard

MEMBERS ABSENT:
Letitia Coate  Kathleen Spitzer
Susan Kashack  Theresa Alfaro-Velcamp
Perry Marker  Brian Wilson
Susan Moulton  Leslie Witter

GUESTS PRESENT:
Kelly Estrada  Elizabeth O'Brien
Ruth McDonnell  Gregory Roberts
Mark Merickel  Lynne Trainor
Cyndie Morozumi
AGENDA

I. APPROVAL OF THE MINUTES – September 17, 2010
II. VICE-PRESIDENT’S REPORT
III. FINANCIAL ISSUES
IV. INFORMATION TECHNOLOGY ISSUES
V. FACILITIES ISSUES
VI. PROCUREMENT OPPORTUNITY
VII. FACULTY IN RESIDENCE PROGRAM
VIII. DIVISION CHARGEBACKS
IX. PARKING ISSUES
X. ITEMS FOR THE GOOD OF THE ORDER

OPENING COMMENTS

Larry Furukawa-Schlereth called the meeting to order at 1:08pm.

I: APPROVAL OF THE MINUTES – September 17, 2010

Peter Neville suggested a slight change to the University Center Design Update. The minutes from the September 17, 2010 meeting were approved unanimously.

II. VICE-PRESIDENT’S REPORT

Progress with Division Goals 2010-2011
(See October 22, 2010 packet for details)

Schlereth began his report by reviewing the division goals for 2010-2011. Under the system-wide section, the implementation of a revised CMS governance structure has been completed. The next section on the goals sheet had the following completed goals: reduce the division budget by $700,000 to $1,000,000, reassess the investment advisor for the Galbreath endowment, and resolve the outstanding issues with the Osher Foundation. As the year continues this goal list will continue to be updated as items are completed.

Athletics Ranking

The Division II top 100 rankings have been released and Sonoma State is number fifteen. There are two other California schools ranked in the top 100, UC San Diego and CSU Chico. The ranking is based on a combination of academic and athletic achievements. Schlereth would like to acknowledge the hard work of the coaches and the athletes.
Senior Director: University Business Services

After 37 years of service, Gloria Ogg, Senior Director of University Business Services is retiring in December 2010. Elizabeth O’Brien has been named as Interim Director of Seawolf Services Center.

Resident Satisfaction Survey
(See October 22, 2010 packet for details)

Each year Sonoma State Housing Services participates in a national intercollegiate campus resident satisfaction survey. The survey included topics such as: Residential Life, Facilities, IT, Dining and Faculty in Residence. Schlereth was very pleased with the feedback on the survey and commented that Sonoma State has made the successful transition to a residential school.

Green Music Center Update

Schlereth provided a Green Music Center update. The project is making slow but steady progress. Currently operations are relying on existing personnel. Jeff Langley is the Artist Director and Larry Schlereth is the Executive Director. Two main areas of operations have been identified. The first area is guest services and Neil Markley along with his team has been identified as the area responsible for this function. The other area is production and the Facilities department, under Christopher Dinno’s leadership, will be overseeing this operational need.

Events seem to be scheduled every other day at Prelude. One of the events scheduled in November is the Faculty Emeritus Dinner.

The Provost and Schlereth are planning on conducting a presentation regarding the Green Music Center in February.

III. FINANCIAL ISSUES

Budget Plan 2010-2011
(See October 22, 2010 packet for details)

Schlereth stated that the state of California has a budget. The budget will go to the President’s Budget Advisory Committee on Thursday. The budget assumes that a second fee increase will be coming but it is not yet clear if the Trustees will propose a fee increase or not. The system should have a clear answer regarding a fee increase by next Friday. There will be no reductions in Academic Affairs and no layoffs of permanent employees.
The permanent budget reduction is $2.7 million. The one-time Federal stimulus is $1.3 million; this money is to help mitigate the base budget. Schlereth cautioned that this money could go away if the fee is not increased. Schlereth reiterated that the budget reductions are permanent and that the budget plan includes no rehiring for those positions that were eliminated. Keeping that in mind he is proposing that the one-time funding should go to one-time needs. For example signage, a work management system for Facilities, IT needs and/or Athletic needs. Schlereth will be bringing back ideas to CRC for further discussion.

Along with the budget Sonoma State has a new target enrollment of 7474 FTES. The Provost and Vice President of Student Affairs are confident that SSU can get to 7266 FTES without a problem, but will be working diligently to achieve the new target. All majors were opened for new students.

Allocations to the Schools and Library

Schlereth commented that in response to the Senate Resolution on Wednesday that Administration and Finance is actively working on this.

Common Financial Systems Data Warehouse

Schlereth announced that Sonoma State is part of the second wave of campuses who are implementing the Common Financial System in January 2011. The CFS initiative is to have all 23 campuses in a single database by July 2011. A data warehouse will replace our current database. Letitia Coate will report on the project at a future CRC meeting.

The Common Financial System has been deemed a success so the next step is to try and do a similar project when it comes to Human Resources. Schlereth is currently meeting every other Friday with the Executive CMS committee in Long Beach, to explore the possibility. If the discussions are successful, design of the common HR system will begin in Fall 2011 and implementation is scheduled for 2013.

IV. INFORMATION TECHNOLOGY ISSUES

Faculty Workstation Program

Schlereth asked Interim CIO, Jason Wenrick to update CRC on Information Technology issues. According to Wenrick the faculty workstation program is underway. IT has been in contact with all tenured faculty on the list. The roll-out of the stations will begin in spring. The leftover systems will be evaluated and three possible things will happen with the machines, the first would be to reissue the machine to adjunct faculty, the second would be for use in labs and lastly, if the machines are deemed not useable, they
will be recycled. By August 2011 all faculty workstations will be updates. The Provost is currently identifying funds to begin the refresh process for staff workstations.

**Charge-backs**

Wenrick confirmed that beginning in October all IT charge-backs have been eliminated. New purchases and new jacks will still be charged to the originating department. Schlereth commented that he is very pleased with Wenrick and Dinno on their willingness and quick response in eliminating charge-backs.

Wenrick went on to give an update on the Moodle implementation. February 1, 2011 Web CT will officially go away and the campus will make the full transition to Moodle. Wenrick is currently working on a position for a full time Instructional Designer to help assist faculty with technology in the classroom. The position is expected to go out for recruitment in November.

**V. FACILITIES ISSUES**

**Sustainability Update**

Schlereth asked Senior Director for Facilities Management, Christopher Dinno to update CRC on sustainability initiatives. Dinno outlines the $560,000 received from the Chancellor’s Office for one time sustainable projects for the University. The sustainability projects that were approved for funding are:

- Redo motor drives in well number three, to make them more energy efficient.
- Change the motor controls to variable frequency drives at the main pool.
- Install electrical metering on as many buildings as possible, beginning with the state funded side first.

Dinno then updated CRC on the Phase III Solar Photovoltaic Project. This project includes installing a one megawatt photovoltaic array on canopy tops, covering approximately 700 parking stalls in lots L, M, N, and O. The installation costs will be absorbed by a third party vendor that will operate and maintain the photovoltaic array, as part of an agreement with SSU. The one megawatt photovoltaic array is expected to reduce the campus electrical load by approximately 10%. Facilities Management is waiting for the CSU system wide RFP to be awarded.

**VI. PROCUREMENT OPPORTUNITY**

**Sustainability and Disabled Veterans**
Schlereth introduced Ruth McDonnell, Director of Contracts and Procurement to CRC. McDonnell presented a short power point to the committee outlining a opportunity for Sonoma State to join other CSUs in supporting the purchase of recycled products from a disabled veteran owned business. Under our current Office Max system wide contract the University has the ability to implement auto-subbing of KTEK toner and ink cartridges. Essentially what this means is that anytime a toner or ink cartridge is ordered form OfficeMax the equivalent KTEK cartridge will be automatically subbed for that purchase. KTEK offers SSU three achievements, the first being that it is a cost saving as KTEK prices are 47%-70% less than HP or other supplier equivalents. Next, KTEK supports the University’s mission to purchase recycled products when available and all KTEK products include recycled materials. Finally, using KTEK also increases utilization of disabled veteran’s business enterprise and small business enterprises, which, as a state agency we are committed to utilize. Currently, there are 10 CSU campuses and the Chancellor’s Office auto-subbing. After a brief discussion, the consensus was to turn the auto-subbing on for a trial period to last through the academic year.

VII. FACULTY IN RESIDENCE PROGRAM

FYE Update

Schlereth welcomed Cyndie Morozumi, Director of Residential Life and Kelly Estrada, the current Faculty in Residence to CRC to provide a Freshmen Year Experience Update. Morozumi stated that SSU is in its third year of the Faculty in Residence program. This program consists of a faculty member living on campus with the students. The curriculum includes a film once a month that coincides with the topic, dinner with the faculty, and field trips. There are also numerous informal contacts with students in a variety of ways. The result of the program increases the visibility of the faculty member and allows the Faculty in Residence to share the experience with other faculty members.

Program Expansion Proposal

Schlereth welcomed Gregory Roberts, a Professor from the Art Department. Roberts presented an expansion proposal of the Freshmen Year Experience centered on various categories of art. Due to time constraints the committee was not able to comment on the proposal and the idea will be discussed at the next scheduled CRC meeting.

VIII. DIVISION CHARGEBACKS

Lost Keys
Item deferred.
VIII. PARKING ISSUES

Daily Fees
Item deferred.

24/7 Enforcement
Item deferred.

Guest Parking Passes
Item deferred.

Alternate Transportation
Item deferred.

X. ITEMS FOR THE GOOD OF THE ORDER

Schlereth adjourned the meeting at 3:02pm.
Minutes prepared by Jenifer Crist.