CAMPUS REENGINEERING COMMITTEE
October 26, 2012

MEMBERS PRESENT:

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurence Furukawa-Schlereth</td>
<td>Daniel Malpica</td>
</tr>
<tr>
<td>Julie Barnes</td>
<td>Neil Markley</td>
</tr>
<tr>
<td>Letitia Coate</td>
<td>Sally Miller</td>
</tr>
<tr>
<td>Erik Dickson</td>
<td>Jack Ou</td>
</tr>
<tr>
<td>Bill Fusco</td>
<td>Robert Rosen</td>
</tr>
<tr>
<td>Adam Gourley</td>
<td>Frank Scalercio</td>
</tr>
<tr>
<td>Alicia Hodenfield</td>
<td>Richard Senghas</td>
</tr>
<tr>
<td>Mike Kiraly</td>
<td>Kathleen Spitzer</td>
</tr>
<tr>
<td></td>
<td>Jason Wenrick</td>
</tr>
</tbody>
</table>

MEMBERS ABSENT:

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theresa Alfaro-Velcamp</td>
<td>Matthew Lopez-Phillips</td>
</tr>
<tr>
<td>Matt Benney</td>
<td>Richard Ludmerer</td>
</tr>
<tr>
<td>Dan Condron</td>
<td>Laura Lupei</td>
</tr>
<tr>
<td>Christopher Dinno</td>
<td>Patrick Maloney</td>
</tr>
<tr>
<td>Ben Ford</td>
<td>Peter Neville</td>
</tr>
<tr>
<td>Ian Hannah</td>
<td>Karen Paniagua</td>
</tr>
<tr>
<td>Katie Havens</td>
<td>Margaret Purser</td>
</tr>
<tr>
<td>Lori Heffernon</td>
<td>Andrew Rogerson</td>
</tr>
<tr>
<td>Nicole Hendry</td>
<td>Mike Visser</td>
</tr>
<tr>
<td>Paula Lane</td>
<td>Brian Wilson</td>
</tr>
</tbody>
</table>

GUESTS PRESENT:

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Robinson</td>
</tr>
</tbody>
</table>

OPENING COMMENTS

I: APPROVAL OF THE MINUTES – May 4, 2012
Wenrick moved and Rosen seconded the motion to approve the minutes. There were no changes or discussion and the minutes were approved unanimously.

II: VICE-PRESIDENT’S REPORT
Schlereth welcomed the new members that were present at the meeting, Julie Barnes Administrative Manager from the School of Science and Technology, Jack Ou, faculty representing Science and Technology, Richard Senghas, Vice-Chair for Academic Senate.

Spanish Language Option
Last year the Academic Senate diversity committee requested analysis as to whether a Spanish language option would be possible on the main phone line. Schlereth met with staff from the Seawolf Service Center, Financial Aid and Admissions and Records and found we do have Spanish speaking capacity and staff in these offices. It was also determined there does not appear to be an issue at this time with the phone line and providing service to our Spanish speaking families.
Smoking Policy Revision
Associated Students passed a resolution last year for there to be no smoking inside Redwood Circle and at the Green Music Center. Smoking would be permitted outside Redwood Circle and in the Residential Community. This is an approved policy, and it is currently in the Meet and Confer process. The CSU notified the Unions and CSUEU has requested a meet and confer which will be on 10/30/12. Dependent on the nature of the issue being brought forward, implementation will follow contact of the Academic Senate Executive Committee. Andy Merrifield had expressed concerns that the CFA had not been offered the meet and confer. It was confirmed they were notified by the CSU through the Sacramento CFA office and there was no response from them. Implementation is expected 1/1/13.

Parking Policy Revision
Enforcement of 24 hour / 7 day a week parking requirements and the price increase from $2.50 to $5.00 per day are expected to take effect 1/1/2013. The Chancellor’s Office does not believe meet and confer offer is required as it is not part of the terms and conditions for employment. Event parking for events at GMC is already in effect and there is a $10 event charge for 2 external partners at GMC, Santa Rosa Symphony and San Francisco Symphony.

Interim Positions
Due to resignations and retirements there were several interim positions and decisions needed to be made as to how to permanently fill them in these difficult budget times. Advice was received from an ad hoc committee comprised of faculty members and guidance as to what to do was received by Schlereth. Dr. Armíñana has authorized the following individuals be given permanent status for the following positions:
- Trisha Torgrimson, Director of Payroll, now reporting to AVP Administration & Finance
- Laura Lupei, Senior Director for Budget
- Ian Hannah, University Treasurer
- Nicole Hendry, Director of Housing
Currently in negotiations with:
- Jason Wenrick, CIO and Senior Director for University Business
- Neil Markley, Entrepreneurial Services and incorporating responsibilities of Chuck Rhodes
Each of these individuals understand the expectation for additional training and mentoring to become more fully established in their positions.

Chief of Police Search
When Nate Johnson left to take on the position of Chief Law Enforcement Officer at the Chancellor’s Office, Sally Miller stepped in to serve as Interim Chief of Police. The difference with this position is that Miller’s current position, Deputy Chief of Police, will continue to exist, where in the previous permanently made positions, the original positions were eliminated or merged into the new permanent position. Markley is chairing the search and is hopeful that at the end of the semester there will be a candidate recommendation.

Director of Seawolf Service Center Search
The Director of Financial Aid, Susan Gutierrez, is now a direct report of Schlereth’s. Elizabeth O’Brien has been serving as the Interim Director of Seawolf Service Center. The recruitment for this position is in process and the selected candidate will report to Wenrick. By the end of the semester a permanent candidate will be selected.
Guest Parking Policy Revisions
A change is to be instituted and it is hopeful it will meet with CRC approval regarding Guest parking. All Departments routinely have guests and most don’t want their guests to have to pay. In the past, each department has been charged to their operating accounts for the guest parking. The change and announcement is that guest parking will now be purchased each day and paid for centrally. If there is a guest, the same request process needs to be followed. There will be no billing to the departments. Kiraly thanked Schlereth for his leadership on this. The expectation is the departments will use this responsibly. Schlereth thanked Miller and Missy Brunetta for their contribution to this resolution. Schlereth also noted there are some guests who receive annual passes including generous donors, volunteers and those serving on advisory boards. Emeritus faculty also receive an annual pass.

Chief Information Officer – Maritime Academy
This is an unusual and new situation. To help save money and provide service, Maritime Academy’s VP for Administration & Finance asked if SSU would consider sharing a CIO. Wenrick is giving it a try for one year. Currently he is there 1 ½ days a week and more virtually. They have a long way to go to bring up their IT to par. They have virtually a new cabinet and are taking a broad view using limited funds on how to accomplish their IT goals.

Common Financial Systems – Shared Services Evaluation

General Items:
In response to concerns about “spikes” in the load on the CMS Student System during the first 30 minutes of the second “tier” or “pass” of class registration, campus provosts have been asked to have their IT and Admissions/Records staff closely monitor these enrollment patterns for winter and spring 2013 terms. Utilization spikes pose a real threat to system operations and could cause significant downtime and cost should the safety thresholds be breached. As class enrollment procedures are managed differently at each campus, a uniform solution is not being prescribed. Instead, campuses are requested to ensure that the natural spikes that begin with the second pass of registration are properly controlled by initiating one or more of a number of suggested solutions, such as allowing students to register for at least 12 credits during first pass registration or use of appointments for second pass registration.

In January 2012, the CFS Steering Committee was asked by Presidents Ruben Armiñana and Leroy Morishita to undertake an evaluation of shared services for the procure-to-pay (P2P) functions within the university. The committee was asked to determine if a shared services environment, leveraging the common finance system, could save money and provide better service than having 24 different entities perform the activities independently.

An appointed sub-committee, comprised of associate vice presidents with financial services responsibilities and Chancellor’s Office staff, delivered a report on the “current state” at the end of July 2012. The sub-committee noted substantial opportunities for improvement, including simplifying and standardizing processes across the system, implementing supporting technologies such as eProcurement, imaging and workflow, and optimizing the way procurements and payments are made.

On November 7, 2012, the sub-committee delivered in draft its second report, covering ‘future state’ design and a high level business case evaluation for transition to the future state. Utilizing external entities’ experiences and internal expertise to inform the design of the desired future state, the sub-committee proposed new, highly automated
processes that have the potential of eliminating most paper transactions in the P2P processes, drive strategic sourcing opportunities via catalog purchasing, and save time in department operations as well as in the central processing groups. The sub-committee estimated, on a conservative basis, savings opportunities in the tens of millions of dollars annually after full implementation of necessary automation and process restructuring – with the majority of savings generated by reduced costs of goods and services. The report highlighted that transformation of these processes will take several years, investment in technology and change management, adoption of common practices across the CSU and focused project management with firm executive leadership. A recommendation was made to proceed to the detailed planning phase for implementation of the proposed future state.

The Steering Committee’s overall evaluation and recommendations on this project are targeted for delivery to Presidents Armiñana and Morishita by January 2013.

Common Human Resource System (CHRS)

The goal of CHRS is to transform California State University (CSU) Human Resources (HR) business processes and practices by consolidating all current individual campus HR database instances into a single, centrally managed Common Management System (CMS) HR database with separate business units for each campus. The consolidated CHRS environment will provide improved and expanded HR services and enable the application of standard business processes and standardized data across the CSU. The CHRS design approach is to incorporate CSU Fresno’s baseline application, 3rd party tools, self service and business processes into a common HR system for the CSU. CHRS will also provide improved and expanded services for Faculty Affairs as well as an HR Data Warehouse including reporting and analytics. Since there is little existing functionality within CMS for Faculty Affairs, the Design Team will analyze requirements and design solutions based on best practices.

An HR application code freeze went into effect May 1, 2012 and will remain in effect until all campuses are live on CHRS. Evaluation and design for the new system will continue through December 2012, with development conducted during 2012-13, and implementation occurring in 2013-14.

Current Activities and Status:

- The CHRS Design Team is on schedule to complete the business requirements for the HR staff module by December 18, 2012.
- The CHRS Faculty Survey ran from September 21, 2012 thru October 5, 2012. The information collected in the survey will be used to assist the team in developing business requirements for various faculty-related processes, system functionality, reports, and to recommend consistent and best business practices for the common human resources system.
- As of November 1st, Faculty module business requirements and Time & Labor are in progress, and the draft business requirements documents have been completed for:
  - Position Management Contracts
  - Workforce Administration Development
  - Benefits
  - Self Service
  - Labor Cost Distribution
  - Grants and Contracts
  - Learning and Development
  - Checklists
  - Reports (CABO)
The Design Team will analyze previously developed system-wide Business Requirement documents and/or functionality for Absence Management, Recruiting and Temporary Faculty for capability with other CHRS-recommended or cross-functional requirements, new PeopleSoft functionality and Collective Bargaining Agreement changes that have occurred since the documents were written.

- Open Forum Calls continue to generate high numbers of campus participants. Many of the questions posed in the Open Forum calls are included as updates to the CHRS Feedback and FAQs and presentations from each call are posted to the Open Forum Call web page. These calls will be scheduled throughout the life of the project and campuses are encouraged to participate.

- The Campus Liaison kickoff meeting was held on October 25th. The liaison role was established to assist with project change management activities, including dependent projects such as HR Standardization. The presentation focused on the liaison’s role and expectations, and highlighted how CHRS will deliver new, uniform functionality for all campuses – replacing campus modifications.

- Budget funding has been approved for the project.

Student Systems Steering Committee (3SC)
In June 2012, the Student System Steering Committee (3SC) was charged by Executive Vice Chancellors Quillian and Smith with developing a vision for the CSU Student System of 2016 – a system that would foster the academic success of CSU’s students and supports the goals of the Graduation Initiative. The 3SC is chaired by Provost Emily Cutrer, CSU San Marcos, with membership comprised of campus provosts, chief information officers, vice presidents of student affairs and finance/administration, and Chancellor’s Office staff. Over the last five months, the 3SC has been assessing the current CSU student systems environment, including a review of the features offered within Oracle/Peoplesoft, and started visioning the key elements and services that would be required for a world class student system. The Academic Technology Steering Committee’s Student System Visioning document, issued in October 2011, provided a launching pad for the requirements discussion. In early 2013, draft vision documents will be shared with a broad array of CSU constituencies to gather further input with the goal of finalizing the vision statement in spring 2013.

The assessment of the current environment highlighted the varied operational practices and application of technology features among campuses. The 3SC will be exploring the potential for near-term collaboration among campuses to make some processes more common where it makes sense and can reduce costs.

Enterprise Document Management System (EDMS) <<AKA Imaging>>
The need for a supportable document management product has been highlighted in both the CHRS and Procure-to-Pay projects. To explore the most cost-effective options, a sub-committee composed of campus appointees and volunteers issued a Request for Information (RFI) in October 2012. The goal of the RFI was to gather vendor information and pricing related to the following scenarios:
1. An Enterprise-Wide system supporting single-database instances of the Common Finance System and Common Human Resource System, as an extension of CMS for those modules. Campuses could use an alternate EDMS for non-Finance/HR applications (auxiliary systems outside of CMS remain outside of scope).
2. **An Enterprise-Wide contract that would be used across ALL aspects of the system.**
   A realistic timeframe for implementation would be developed to accommodate those campuses that have already made significant investments in a legacy product and would need to transition over to the new product.

3. **A Master Enabling Agreement pricing schedule** from a vendor for campuses to “buy-in” if/when they were ready to do so, without mandatory implementation.

Eleven vendor responses to the RFI were received and are currently being analyzed. Results of the analysis are expected to be delivered in a report to the CMS Executive Committee at the end of November 2012.

### III: BUDGET PLANNING STRATEGY: 2012-2013

The $5,438,000 campus structural deficit is being addressed through a number of approaches: net revenue from the most recent State University Fee increase, savings from the Utility Sustainability Program, and reorganization within all the divisions. Schlereth continued, $500,000 remains to be identified, in addition to $820,000 in bridge funding, which will smooth the transition over the next year as the reorganizations take place. Letitia Coate, who is spearheading the shared services project, invited any CRC member to join the meetings, as their input would be valuable.

If Prop 30 does NOT pass in the November election, the University will see an additional trigger reduction of $4,924,250. In addition to a Spring 2013 tuition increase, SSU will rely on one-time funding sources from a number of areas, primarily consisting of the University-wide 2011-2012 year-end balances. The deficit and potential trigger will also require one-time funding from the School of Extended Education’s reserves, Administration & Finance’s year-end balance, the University reserves, and the 2012-2013 net tuition from enrolling at 103% of Target. The $200,000 that was originally set aside from Administration & Finance’s year-end balance to recruit non-resident students is now being used to mount necessary spring courses.

### IV: GREEN MUSIC CENTER TACTICAL PLAN: 2012-2013

A handout was provided. After 16 years, the Green Music Center is open and operating. Schlereth commended the entire University community campus effort and the last 12 months the tireless efforts of Dinno and Markley. The opening was flawless. Prelude is now open for dinner on performance nights. Reservations can be made on Open Table. The season is selling well and the 2013-14 season will prove to be even more extraordinary. The summer season will include San Francisco Symphony and Santa Rosa Symphony and popular music. There is an academic collaboration initiative with an annual budget of $100,000. More thought is going into how to facilitate academic activities and events at Weill Hall. Senghas stated the faculty is excited about these possibilities. Schlereth continued reminding CRC of the large quantities of people that the events will bring to campus and the opportunity to highlight the school's great liberal arts programs and science and technology programs. Funds have been set aside for developing video presentations which will highlight the programs, student activities, physical beauty of the campus. University Affairs and Academic Affairs are working together to create 10 – 10 minute spots that will be played while people are standing around in the lobby and other places. There is also an intention to bring and involve the K-12 education system and bring them to hear music. Schlereth invited the CRC to an evening with Stephanie Blythe on Nov. 10, 2012 and a reception before the show.
V: CROSS WALKS AND STOP SIGNS – REDWOOD CIRCLE
Schlereth reported that at the end of the first business day this semester, a student on a bicycle was struck by a car. The question arises, should STOP signs be installed at all cross walks on Redwood Circle, ideally motorist/cyclist should be stopping at crosswalks. Miller noted that most of the problems that occur are not due to the fault of the motorist, but are the fault of the pedestrian or the bicyclist. In the past the Bicycle Club and Student Government have promoted a campaign for bicycle safety including the Arrive Alive campaign. An on campus bike safety program could be required annually. Senghas recommended the Transportation Alternatives Committee might be a good place to refer this item to. Schlereth asked Miller to continue outreach and dialogue between AS (Associated Students or Academic Senate??) and transportation committee.

VI: HOSPITALITY POLICY REVISIONS
Schlereth reported that there have once again been changes to the Hospitality Policy related to food, beverages, treats, etc. It is still prohibited if the people are all part of the same area/worksite, however, if outside guests, it is permitted. Coate reported that the CSU has stated we are allowed when the event is infrequent and reasonable and meets the mission of the University. Operating or General fund use is prohibited from paying for these; must put caps on amounts which will be reviewed by the CFO on an annual basis. SSU policy can always be more restrictive than CSU general policy. Schlereth and Coate will write up a new policy to present at the next meeting. Senghas added that there is a potential to help morale.

VII: ITEMS FOR THE GOOD OF THE ORDER

The meeting was adjourned at 2:39pm