ADMINISTRATION & FINANCE

Report to the Academic Senate from the Senior Leadership of the Administration & Finance Division. To be presented three times an academic year (October, February, April). Department reports prepared for:

- Entrepreneurial Activities
- Facilities Management
- Financial Services
- Human Resources
- Intercollegiate Athletics
- Risk Management and Safety Services
- University Budget and Planning Office
- University Police

Fall, 2017
Entrepreneurial Activities
- University Culinary Services
- Conference and Event Services, Sales and Scheduling
- Entrepreneurial Activities and Campus Life Marketing
- Entrepreneurial Activities Business Applications
- Student Center Operations
- Box Office
- General Services
- Entrepreneurial Activities Administrative Services
- Green Music Center Hospitality

Impact on Student Service
In our opening week, we provided 25,263 meals to students in the Kitchens and 14,934 retail transactions in other venues.

Impact on Faculty Service
Committed to opening the Kitchens earlier in January to support a faculty retreat.

Worked with Faculty Affairs to ensure compliance with SB 1359 which will make textbook adoptions and free texts more transparent, thus reducing the costs to students.

Arts Integration (for performances at the Green Music Center) process has been streamlined, making it easier for Faculty to get tickets without having to manage anything more than a headcount and gets tickets into the hands of students in a timelier fashion

Impact on Student Success
Launched our Lobo’s/Student Club fundraisers, raising over $1,000 so far this academic year.

All areas combined employ about 600 students which provide income and experience to our students.

Began marketing engagement with Career Services designed to increase available job opportunities as well as increasing use of the area for students across all years of their SSU experience.

Updated student staff model in Student Center and launched new Student Supervisors creating advancement and professional opportunities for our students.

Impact on Support to Campus
Completed meetings with Deans and staff to ascertain how Administration and Finance can better serve the campus. These ideas are the foundation for our business process improvement program.
Completed the first business process improvement project in Charlie Brown’s Café. Once implemented, our improvements should shorten wait times for most popular items. The guest parking permit process improvement is underway and should wrap up at the end of the semester. The CES booking process improvement process has just been launched.

CES recently launched an online Request for Use of Facilities form which will make it easier and more sustainable to book rooms on campus. If all goes well, we would like to roll this out to the entire campus before the end of the academic year.

Sonoma State Enterprises is working on a report detailing its support to campus. Dr. Kirsten Ely, professor of accounting, will lead this effort on behalf of the Board of Directors.

Implemented a new food policy designed to increase choice for campus departments and student organizations.

Worked with the Green Music Center and off-campus entities to successfully execute two community events: Taste of Sonoma and Women in Conversation.

Retrained all Student Center info+tickets employees in the Student Center for better in-person ticketing support.

Launched the sale of donated wine for GMC concessions which assisted our Advancement fundraising efforts.

Reduced the operating budget of Sonoma State Enterprises by $1.8 million without negatively impacting hours or service venues.

Planning for two new culinary venues in the Student Center and Wine Spectator Learning Center.

Gifted $1.1 million from Sonoma State Enterprises to Sonoma State University for the completion of the Wine Spectator Learning Center.

Gifted $3.0 million in leasehold improvements from Sonoma State Enterprises to Sonoma State University related to Salazar Hall.

Held the first of many information meetings for campus event planners to brief them on the new food policy.

The summer conference program generated over $2.0 million in revenue for the campus.
Piloted, implemented and launched WebClock for student timekeeping in Culinary Services. This reduces the administrative work involved in processing payroll generating a surplus position.

**Staff Support or Professional Development**
Jenna Hennessy and Ashley Picote (Student Center) attended the Association of College Unions International Building Managers Seminar.
Carly Davis (Box Office) was awarded a scholarship to Intix based on her job responsibilities, involvement in the industry, professional accomplishments and her career goals and aspirations.

**Recognitions/Accolades**
Culinary Services is part of the team that helped the Green Music Center win the “Best Music Venue in Sonoma County”.
Ryan Ernst and Casey Kelley were both selected to serve on the National Association of College Auxiliary Services West Board of Directors.

**Important Statistics**
Culinary Services opened the Fall semester with 289 of their 1,154 student shifts vacant. Culinary continues to hire to fill these shifts.
Welcomed over 9,000 guests to campus during the summer conference season.

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**Facilities Management and Capital Planning, Design and Construction - Christopher Dinno, Associate Vice President**

**Requested Five-Year State Funded Capital Major Outlay Program 2018/2019 through 2022/2023:**


2. Fund/Phase Types for Five-Year Major Capital Outlay Program (Abbreviations)
   a.  A = Acquisition
   b.  P = Preliminary Plans
   c.  W = Working Drawings
   d.  C = Construction
   e.  E = Equipment
   f.  S = Study

3. Fund Types for Five-Year Major Capital Outlay Program
   a.  State Funded Capital Outlay
      ➢  CSU System-wide Revenue Bonds (SRB) or Refinancing of existing Bonds
   b.  Self-Support Funded Capital Outlay
      ➢  Public Private Partnerships (P3)
      ➢  Donor Funded
- CSU System-wide Revenue Bonds (SRB) or Refinancing of existing Bonds
- Deferred Maintenance, Renewals and Improvements
- Cap and Trade
  - AB 32 proceeds to fund Greenhouse Gas Emissions and Water Conservation projects
- Energy Grants

Projects:

**Academic Projects Major Capital Outlay (Total $143,471,000):**

1. Stevenson Hall Renovation
   a. PWC funds - $93,233,000 (2018/19)

   Special Notes:
   i. Campus contribution $3,060,000
   ii. (E) Group – II Furniture funds - $3,098,000 (2021/22)

   - The Stevenson Hall Feasibility Study has been submitted to the Chancellor’s Office for funding consideration.

   - The Stevenson Hall Renovation Project has moved up on the Chancellor’s Office Major Capital Outlay Project Priority List from 18th to 7th for Funding priority.

2. Ives Hall Renovation
   a. PWCE funds - $47,140,000 (2019/20)

**Self-Support Major Capital Outlay (Total $75,814,000):**

1. Student Housing
   a. PWCE funds - $41,946,000 (2019/20)

2. Baseball Stadium Improvements
   a. PWC funds - $4,997,000 (2019/2020)

3. Aquatic Center Expansion
   a. PWCE funds - $28,871,000 (2020/2021)

**Deferred Maintenance, Renewal and Improvements (Total $13,435,000):**

1. Ives Hall HVAC and Ductwork
   a. PWC funds - $1,859,000 (2015/16)

2. Transformers and Switchgear
   a. PWC funds - $1,797,000 (2016/17)

3. Domestic CHW Line Replacement – Campus-wide
   a. PWC funds - $5,165,000 (2019/20)

4. Boiler Replacements – Central Plant
   a. PWC funds - $2,861,000 (2021/22)

5. Natural Gas Line Replacement – Campus-wide
   a. PWC funds - $1,753,000 (2022/23)

**Infrastructure Improvements Funded (Total $10,916,000):**

1. Domestic Water Tank No. 1, 2 and 3
   a. PWC funds - $4,159,000 (2014/15)

2. Central Plant Roof/Chiller No. 1/Controls
   a. PWC funds - $1,175,000 (2015/16)
3. Art Roof Repair  
   a. PWC funds - $625,000 (2015/16)

4. Energy Information System  
   a. PWC funds - $300,000 (2015/16)

5. Stevenson Hall Roof Replacement  
   a. PWC funds - $350,000 (2015/16)

6. Upgrade Central Plant Controls  
   a. PWC funds - $400,000 (2015/16)

7. Replace Transformer/ Central Plant Main Switchgear, Ph. - 1  
   a. PWC funds - $450,000 (2015/16)

8. Ives Hall HVAC Replacement  
   a. PWC funds - $1,859,000 (2015/16)

9. Central Plant 12KV Main Switchgear  
   a. PWC funds - $700,000 (2016/17)

10. In-ground Transformer Replacement (Ives Hall)  
    a. PWC funds - $169,000 (2016/17)

11. Replace Transformer/ Central Plant 12 KV Main Switchgear, Ph. - 2  
    a. PWC funds - $950,000 (2017/18)

**Cap and Trade (Total $4,588,320):**

1. Plumbing Fixtures at PE, Stevenson, Ives, Carson, Field House and Nichols  
   a. PWC funds - $88,320 (2018/19)

2. Building Metering at International Hall, Schulz, Person, PE, Salazar Hall and Residential Villages  
   a. PWC funds - $2,000,000 (2018/19)

3. Upgrade Pathway and Lot Lighting – Campus-wide  
   a. PWC funds - $1,000,000 (2018/19)

4. Water Management - Irrigation to Maxicom System  
   a. PWC funds - $1,500,000 (2018/19)

**Minor Capital Outlay (Total $2,000,000):**

1. Classroom Renovations, ADA projects, Deferred Maintenance  
   a. PWC funds = $2,000,000 (2018/19)

**TOTAL CAPITAL OUTLY PROJECTS $239,308,320**

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**Financial Services – David Crozier, Associate Vice President**

**Impact on Students**

The process financial services used to pay student-veterans or veteran dependents receiving VA benefits was modified so that students received payment before the fall semester started. This is at least 5 weeks earlier in the past.

A reminder that effective January 1, 2018, the Seawolf Service Center will no longer accept credit or debit cards for payments. We are evaluating other payment acceptance options for in-person transactions at the Seawolf Service Center.
Impact on Support to Campus

The annual trust fund review process converted from a paper based process to an all-electronic process. We’ve received positive feedback from the AM’s.

We just completed a payment acceptance audit by the Chancellor’s office. If any of you or your departments collected payments of any type, please be sure the proper paperwork is submitted to financial services. There is a new requirement for mandatory training for those accepting payments.

The GAAP audits for the three auxiliary organizations are complete with clean reports from our independent auditors Aldrich. The university GAAP audit performed by KPMG is nearing completion with the final reports to be included in the systemwide issued financial statement in January.

The SSE board approved $1.1M payment to help to support the completion of the Wine Spectator Business Institute.

Important Statistics

$38.5M of financial aid was processed through student accounts for the Fall 2017 semester. This includes $25.9M of federal grants/loans, $12.0M of state grants, and $0.6M of scholarships. All of this financial aid went to pay on campus fees or was returned to the students for living expenses.

Human Resources

Impact on Support to Campus

Recruiting new talent to SSU – currently 52 open positions
Processed all Faculty SSI and MPP merits in September pay cycle
Wrapping Up Benefits Open Enrollment
Student/HR PeopleSoft Split in October
Implementation of Mandated Reporter Executive Order in October
Chairing a Task Force for Relocation Policy
Reviewing SSU Recruiting Process and Establishing Consistencies with Faculty Affairs pertaining to bias training and committee protocol
Preparing for the implementation of Workflow
Currently Updating Affirmative Action Plan for 2018/19
Preparing to update wall-to-wall employee salary data – planning to use a third-party vendor

Staff Support or Professional Development

Sponsoring Change Management Training throughout 2017/18
Sponsoring Communications Training in October and again in the Spring
Recognitions/Accolades

Service Awards Ceremony upcoming on November 2nd – this ceremony recognizes managers, faculty and staff for their years of service
Xiaodong, Trisha, Meryl and Tammy (also Deb Roberts) serving on CHRS Committees – CHRS is a large-scale project that will standardize CSU employment practices and combine 23 instances of the PeopleSoft employee database into 1 for the system – this will assist with submitting pay data to the SCO (State Controller’s Office) and to CalPERS

Intercollegiate Athletics

Impact on Student Service
Intercollegiate athletics serves 300 student-athletes participating on 14 teams. In 2017-18 approximately $600,000 to $700,000 in athletic scholarships will be awarded to 200 student athletes. The department supports the student-athletes through various types of services including coaching, sports medicine, academic advising, eligibility certification, strength and conditioning and career services.

Impact on Faculty Service
Dr. Steven Winter serves Intercollegiate Athletics as the NCAA Faculty Athletics Representative (FAR). The FAR is responsible, among other duties to certify the eligibility of each student-athlete every semester. The FAR reports to the President of the university to insure Intercollegiate Athletics is in compliance with all NCAA regulations. Eight faculty members serve on the Athletic Advisory Council that meets bi-weekly providing oversight of the Intercollegiate Athletics program.

Impact on Student Success
For 2016-17, the department average student-athlete grade point average was 3.00. 84 student-athletes earned All Academic status by achieving a 3.40 grade point average or higher in 2016-17.

Impact on Support to Campus
As the “front porch” of the university, Intercollegiate Athletics brings the campus together as source of pride and spirit on campus. This was illustrated last February as 2,100 fans gathered to support the grand re-opening of The Wolves’ Den and celebrate a Men’s Basketball victory over nationally-ranked Chico State.

Staff Support or Professional Development
Coaches and administrative staff had the opportunity to attend professional development conferences.

Recognitions/Accolades
Chelsea Hennan, Head Coach Women’s Water Polo, 2017 Western Water Polo Association Coach of the Year.

Jensyn Warren – Won the Fall ITA Women’s Tennis West Region Tennis Championship and was nationally-ranked 16th in singles competition.

Important Statistics for 2016-17

338 – Total number of games / events for SSU athletic teams. 122 at home.
13 – Teams qualified for their respective conference championships.
7 – Teams that qualified for their respective NCAA Championship event.
3 – All-Americans – Rachel Andrews, Women’s Volleyball, Nicole Groat, Women’s Water Polo, Jensyn Warren, Women’s Tennis.
8 – All-West Region selections.
38 – All-Conference selections
.618% - Winning percentage among all SSU athletic teams.

Risk Management and Safety Services

Initiative – 1
Completed the Annual Security Report (ASR)/Clery Report

Impact on Student Service
Condenses information on safety programs, policies, and crimes statistics available in one easy to understand report. The report assists our students, faculty, and staff in providing information that can inform them of issues surrounding crime and personal safety in the community and also can assist new students in the determination of choosing Sonoma State University to be their new home. The ASR/Clery report helps the University focus its safety initiatives on services that will lessen the adverse effects of crimes and reported offenses against students.

Impact on Faculty Service
Provides information on safety and security for faculty to be aware of crime trends and safety programs in the community. The ASR/Clery report can also inform them in deciding on choosing to apply or accept positions here at Sonoma State University bases upon crime and safety statistics.

Impact on Student Success
The ASR/Clery Report provides vital information on reportable crimes at and around our campus. This report allows the university to take a proactive approach in identifying risk and targeting these items with progressive initiatives. These initiatives include educational opportunities, police crime prevention, student support groups and a host of other items. Producing a comprehensive ASR/Clery Report allows the university to target areas of issues to ensure that our students will be successful and graduate to be better learned and critically thinking individuals.
Impact on Support to Campus
The ASR/Clery Report directly supports the campus in identifying the risk that operational areas can concentrate on lessening the anomaly of the targeted issues or areas.

Recognitions/Accolades
Missy Brunetta and David Dougherty are to be thanked for their amazing efforts and hard work in ensuring SSU’s ASR/Clery Report was completed promptly and was submitted to the CO on time per the Executive Order.

Initiative - 2
Conducted a comprehensive Risk Assessment on the implementation of Vox VoIP phones and systems for Information Technology/Academic Affairs

Impact on Student Service
The VoIP system will assist our staff, faculty, and students with having a more reliable system of phones and helps to create a standard phone system for the university. The system enhances student services by creating a stable system that is interoperable with existing University infrastructure for staff to utilize when providing direct services to students.

Impact on Faculty Service
The implementation of the new VoIP phone system ensures that interoperable communications are redundant.

Impact on Support to Campus
The VoIP program supports the campus in continued operations. It is vital that our community can communicate.

Initiative - 3
Hired 18 new Seawolf Ambassadors deploying them into the SSU community enhancing our implementation of this student operated program

Impact on Student Service
Student Ambassadors will engage in various community and campus events to represent and advocate for the university through their interaction with all campus constituents and visitors. The ambassadors can provide support in the area of student events and programming. They provide ushering and assisting with crowd control at University events, work cooperatively with campus organizations presenting events, and they greet and direct visitors. They can serve in low-level security for events like dances, comedy shows, Greek events, student club activities, SSU athletic events, Big Nite and a whole host of other events.

Impact on Faculty Service
The Ambassadors will be continuing to assess opportunities to support the academic mission through their program.
Impact on Student Success

The Seawolf Ambassador program is designed to serve students and to bridge a connection with them. Our ambassadors will act as the conduit to ensure that students are supported in the programs and areas that they choose, run and operate. This program strives to provide a comprehensive work experience amongst raising stars within the student ranks. These students (Seawolf “Wolfpack” Ambassadors) are here to engage their student base to participate in student activities, to embrace diversity, to value social justice, to enhance sustainability initiatives and to be leaders and pillars of our Seawolf Commitment.

Impact on Support to Campus

The Seawolf Ambassadors are here to support all the great things that are done at this university. Ambassadors are merely here to compliment the wonderful work of our students, the great mentoring and guidance provided by wonderful staff members, and the superb professing and teaching of our great faculty. The Seawolf Ambassadors want to be a part of the binding element that assists with pulling this university together as one great university.

Matthew Alston and Armani Nicolis should be greatly thanked for their work with becoming leads within the student-operated Seawolf Ambassador program.

Other

The Seawolf Ambassadors goals are to promote students, their activities, their university involvement, and to support the university in a variety of programs, services, clubs, and organizations. I hope to enhance our ambassador’s practical job skills in the area of leadership, community service, social interaction and the development of individual positive attitudes and values. Our ambassadors strive to be kind, good listeners, team players, and gain real-world experience with working with their peers, leading by example and becoming enhanced critical thinkers from our beautiful community. I dream that this program will be a stepping stone for these students to rocket into greatness when they depart Sonoma State University with their degrees. This team of students will go on to tackle many of the world’s issues, and they will be influential in their communities.

Initiative - 4

Completed campus-wide designation of Emergency Marshals, provided building specific training; campus-wide training to occur 10/27

Impact on Student Service

Emergency marshals, located in each building on campus, provide guidance and leadership to our students during an emergency by providing communication and evacuation supervision. Marshals also serve as additional “eyes and ears” for safety related matters that can be reported to Risk, Facilities, or EH&S.

Impact on Faculty Service
Emergency marshals serve as the first point of contact for faculty who need advice on building emergency plans.

**Impact on Student Success**
Students need safe buildings for academic classes and academic and social activities.

**Impact on Support to Campus**
Marshals provide 80 additional trained employees who will assist campus first responders, faculty, staff, and students after an emergency and report safety concerns to the appropriate departments.

**Initiative - 5**
*In the process of BPI for the guest parking permit distribution and requests*

**Impact on Faculty Service**
Faculty are the most frequent users of guest parking. Increasing the ease of use and efficiency of the guest parking program will help facilitate guest lectures and meetings with faculty to support, research and other vital aspects of our educational mission.

**Impact on Student Success**
The faculty's ability to bring outside guests to campus to enhance curriculum enhances student's educational experience and opportunities.

**Impact on Support to Campus**
Guest parking is used by departments campus-wide to conduct the business of the campus. Increased efficiency and service would impact most departments on campus.

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**University Budget and Planning Office**

**Impact on Student Service**
Mike Ogg led the project team on shortening the wait times at Charlie Brown’s Café. The project was completed in September 2017. The recommendations provided will have a positive impact, potentially reducing total wait times by 20% or more.

**Impact on Support to Campus**
Launched the Questica Budget Software implementation to shift the focus of the Budget Office from managing current year budgets to planning future year budgets.

Provided weekly “Budget Lecture Series” presentations to onboard new Cabinet members over the Summer to familiarize them with SSU’s budget, related committees, timelines and processes.
Reviewed strategic budget planning with the new Cabinet members, updating the Cabinet on the efforts that were made last year and setting goals for the rest of the 2017 year.

Mike Ogg is leading BPI project team to evaluate and redesign the guest parking permit request process with a report expected in December 2017.

Provided the 2017-2018 Budget Briefing presentation to various campus constituencies and shared governance groups to enhance budget transparency and literacy throughout campus.

Posted original budgets for most campus Divisions by September month end in response to requests from campus constituents.

**Staff Support or Professional Development**

Laura Lupei and Katie Robinson attended the NACUBO Budget and Planning Forum in San Diego.

Mike Ogg attended the National Meeting for the Network for Change and Continuous Innovation (NCCI) in Minneapolis.

**Other**

Submitted annual FIRMS Budget Report to Chancellor’s Office

Submitted annual Student Fee Report to Chancellor’s Office

Submitted annual Campus Reserve Designations as part of year end close process

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**University Police, David Dougherty, Interim Chief of Police**

**Implementation of Bicycle Patrol Team**

**Positive Impact on Student Service**

Provides students with the opportunity to interact with police officers face to face in a more approachable mode, which will enhance student/police relations and provide an avenue for a two-way exchange of information.

**Positive Impact on Faculty Service**

Provides faculty with the opportunity to interact with police officers face to face in a more approachable mode, which will enhance faculty/police relations and provide an avenue for a two-way exchange of information.

**Impact on Student Success**

Enhanced police/student relations, provide a visible police presence in areas not accessible via police vehicle resulting in enhanced security.

**Impact on Support to Campus**
Enhanced police/student/faculty relations, provide a visible police presence in areas not accessible via police vehicle resulting in enhanced security. Plus, the use of bicycles to patrol campus supports sustainability efforts.

Implementation of Community Outreach Coordinator Role
Corporal Adam Peters has agreed to serve as the University Police outreach coordinator to provide a coordinated approach to fulfilling community member requests to have a police officer conduct crime prevention presentations. Corporal Peters may be contacted via email at: adam.peters@sonoma.edu