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

- Special Capital Planning, Design & Construction Projects
- Entrepreneurial Activities
- Facilities Management
- Financial Services
- Human Resources
- Intercollegiate Athletics
- Risk Management and Safety Services
- Special Capital Projects
- Title IX
- University Budget and Planning Office
- University Police
Each area has been asked to provide how they see their area making contributions to the Strategic priorities.

Christopher Dinno, Chief Planning Officer  
Special Capital Planning, Design and Construction Projects

For specifics related to time lines, taskforce work and developing news, please visit the Administration & Finance website www.sonoma.edu/afd and the navigation fields Stevenson Hall Renovation Project (www.sonoma.edu/afd/stevenson.html) and Student Housing Task Force and Workforce Housing Task Force (http://web.sonoma.edu/afd/housing.html).

Student Success

- **Stevenson Hall Renovation Project** - The scope is to renovate in its entirety the existing Stevenson Hall building, and provide additional new space to support the needs of the Schools of Social Sciences, Education, Business and Economics and other areas. The project proposes to improve building performance and expand usable space in support of the Strategic Priorities. Core objectives in support of the Student Success and the student experience are:
  - Creating a welcoming environment.
  - Reduce resource utilization (energy and water – sustainability).
  - Improve building spatial efficiency, classroom utilization and support planned academic growth.
  - Improve campus educational spaces to better meet the needs of the associated disciplines and 21st century teaching programs, including improving utilization and learning outcomes.

- **Student Housing** - By studying new opportunities for student housing, we are looking to support a diverse student population, by proving multiple housing living options on campus.
  - Goal to have 50% of undergraduate students living on campus. (Higher percentage of lower-division students).

- **Workforce Housing** - Sonoma State University is exploring ways to improve our ability to hire and retain a diverse workforce by undertaking in a multi-pronged effort to create additional affordable housing opportunities for our employees.
  - The V.P. for Administration and Finance and other campus representatives, including the Chancellor’s Office, and outside consultants are working closely in a collaborative way with faculty and staff in all aspects of the due-diligence responsibilities required for the acquisition of the Petaluma Marina Apartments Project, an off campus property for Workforce Housing.
  - Partnered with The Housing Land Trust of Sonoma County to look at opportunities for our faculty and staff in making homeownership more affordable for SSU workforce.
Academic Excellence & Innovation

- Stevenson Hall Renovation Project - The project proposes to improve on the collaborative experience in a creative and dynamic academic environment. Core objectives in support of Academic Excellence and Innovation are:
  - Flexible classroom and lab spaces for 21st century innovative teaching programs that benefit all.

Leadership Cultivation

- Stevenson Hall Renovation Project - We are improving our leadership position both regionally and beyond by providing new high-quality, flexible, modern academic spaces in support of the needs of the academic programs and students.
- By engaging our students participation in the task forces related to the Stevenson Hall Renovation Project, Student Housing and Workforce Housing, we are providing an opportunity to take a leadership role and new ways of interacting with faculty and staff. These are also opportunities for our faculty and staff to build their own leadership skills while serving as mentors to the students serving as well as those with less experience serving in these capacities.

Transformative Impact

- Stevenson Hall Renovation Project - We are providing students with a transformative educational space in which to learn and succeed.

Entrepreneurial Activities - Neil Markley, Associate Vice President

Student Success

- Finals Week the Student Center was open 24hrs a day from Sunday, May 13th until Friday, May 18th. We served not only as a study destination but staff also helped host daily activities and games to break up the week.
- Organized the approved vendor fair: connecting campus leaders and planners to local businesses/approved vendors.
- Hired and trained over 60 students to help support our summer conference program. Promoted 10 students within our program to leadership positions for the summer.
- Box Office and Student Center Operations team successfully hired and trained over 30 students for the summer conference season. We were then able to pull from that pool of students and transition them into Info + Ticket desk employees.
- CES held Event Planning 101 for student groups
• Established CES office hours in the Student Involvement office to encourage students to meet and discuss their events.
• Participated in the new part time job fair
• Participated in the EOP job fair
• Event Operations and CES planned and supported dozens of graduation celebrations, fairs and symposiums.
• I+T Desk served as an additional graduation ticket pick up location for student convenience.
• Operated Summer Housing Program
• Planned and supported mission critical events from Summer Orientation to Summer Bridge to Move In Weekend
• A number of our GMC Hospitality students have begun careers in wine and hospitality after learning skills and making connections in Prelude.
• We’ve been working with Student Affairs to provide financing and logistics in support of new student housing.

Academic Excellence & Innovation
• In collaboration with the GMC, GMC Hospitality pitched an idea to allow music mentors to attend the GMC gala for free to further the connections with the local music community and our programs and students. This idea was supported and a number of mentors were in attendance.
• Presented at the CSU Event Planners Conference

Leadership Cultivation
• Created a new Box Office Coordinator position for a student employee. This student will assist with more complex office tasks including: returning consignment tickets, performing event closures, preparing weekly refund audit, prep for upcoming events, schedule student staff for events and call center shifts and serve as a mentor for other student employees.
• Marketing is working with Primativo (Student Organization) on marketing efforts around the Stomping Grounds opening.

Transformative Impact
• We have NCOA and CASS certification software which allows us to do bulk mail presort in Campus prints. This will vastly reduce postage cost for the University.
• UPS freight was trying to charge parking services the full rate for a shipment we received. Nick got UPS to reduce the bill by 68% by calling and negotiating it down. The bill went from around $5000.00 to around $1600.00. In the works with UPS Freight to get a better contract rate going.
• We are now offering EDDM (Every Door Direct Mailer) to all departments.
• As part of the Arts Integration program, 420 students attended Las Cafeteras. This event marks the Arts Integration program’s highest attendance performance since its inception.
• 61 summer conference groups amounting to 9,500 guests stayed on campus this summer through our Summer Conference program.
• Event Operations helped support over 1,000 events during this time.
• We’ve been supporting the employee housing effort by funding a grant to the Housing Land Trust of Sonoma County to allow our employees to participate in their affordable housing program.
• We’ve been supporting the University’s efforts to purchase an apartment building for University employees.
• Opened Stomping Grounds in the Wine Spectator Learning Center
• Added new equipment in Charlie Brown’s Café to speed up service.
• Removed straws and plastic bottles of water to further sustainability efforts.

Facilities Management - Dana Twedell, Associate Vice President

Student Success
• As a member of Sonoma State University, Facilities Management strives to provide and to maintain, a safe, clean, inviting, & engaging campus environment that supports academic student development.
• Supporting this priority by preserving our campus in a responsive/reactive, and preventative fashion, by maintaining sound methodical, sustainable practices, continually implemented and practiced over time and continually striving towards creating and maintaining a cleaner, healthier environment for our campus community, and to seek the improvement of our services in everything we do.

Academic Excellence & Innovation
• As a function of Sonoma State University, we strive to be recognized as one of the finest facility maintenance organizations in higher education. We strive to create, to foster, and to maintain a campus that supports academic excellence & innovation in everything we do.
• Our continued goal is to further our efforts, and to push our boundaries in customer service, excellence, and innovation.

Leadership Cultivation
• Within Facilities we continue to support growth in education, both from an academic stand point, as seen in our student workers, and to further our professional skills in fostering an environment that supports continued professional seminars, certifications, and conferences.
• In support of our campus academic mission, we provide leadership in project & construction management that honors time, schedule, and budget.
• In our day-to-day actions with staff, faculty, and students, we show sound leadership by conducting ourselves in a professional manner, with dignity and respect towards all.
Transformative Impact
- We’re a customer service based organization that provides maintenance support through a transparent and deliberate process.
- Our goals are to stay focused on the service of people, and to let our cleaning, maintenance, and projects be a reflection of that service; to seek the enjoyment in everything we do, by serving something greater than ourselves; and to see and understand that our work matters, that our legacies will be seen in everything we do.

Financial Services - David Crozier, Associate Vice President

Student Success
- Financial Services is helping the Health Center eliminate all cash/check/credit card transactions and implement a “bill-to account” system for payments.

Leadership Cultivation
- Held strategic planning sessions in late summer to identify the division wide themes:
  - Employee Development
  - Process Improvement
  - Positive Learning Environment
  - Technology Improvements
  - Sustainability
  - Student Support
  - Planful Thinking
  - Establish Standards
  - Community Engagement
  - Inclusive Communications
- David Crozier was selected board chair of the Sonoma County Public Safety Consortium

Transformative Impact
- As a result of the travel reimbursement business process improvement project, we’ve made changes that should shave a substantial amount of time off of the reimbursement process.
- Modified the reimbursement levels for employee owned wireless devices to provide the campus with more options and greater flexibility.
- Recently established a taskforce to review the university’s hospitality policy.
- Concluding the Chancellor’s office audits of Student Organizations, IT Security, and IT Disaster Recovery audits.
- Sonoma was the second quickest CSU campus to complete the fiscal year end close.
Human Resources - Tammy Kenber, Associate Vice President

Student Success -
- Student employment – Assuring students do not exceed the maximum number of hours allowed per the CSU Guidelines by monitoring that they do not exceed 20 hours per week.
- In the last six months, over 20 new employees have been hired, all dedicated to the GI 2025.
- Providing accommodations to student employees to allow for continued work within their university position.
- Currently doing extensive outreach to deepen and diversify hiring pools with two recruiters attending diversity job fairs this fall and one who attends Vet-Connect Meetings quarterly. HR has joined forces with Faculty Affairs to expand SSU’s job advertising efforts.
- Supporting employees and faculty by continuously providing Retirement and Tax Sheltered Savings Workshops with CalPERS, Social Security, Fidelity and Savings Plus on campus.
- Working with the Disability, Sustainability and Community Engagement Core Values Committee to embed our core values into our strategic plan efforts and SSU culture.

Academic Excellence & Innovation
- HR developed a new Position Description template for all staff and management positions, incorporating SSU’s Core Values, Seawolf Commitment and Strategic Plan. [http://web.sonoma.edu/hr/forms/](http://web.sonoma.edu/hr/forms/)
- HR is in the process of upgrading the current learning management system for employees, to a more robust program, CSULearn.
- We continue to advance the number of areas on campus utilizing self-service for time and labor entry, allowing all employees and their managers to view time worked in real time vs using a paper reporting process. Moving from paper to online also supports sustainability and continuous process improvement!

Leadership Cultivation
- The new MPP Evaluation was launched in October 2018 and will transition from the current traditional ratings type of evaluation to a leadership competency-based model.
- HR sponsored several trainings for leaders over the last six months – Giving Fair and Constructive Performance Feedback, Introduction to Supervision, Unconscious Bias and How to Manage, Leading Through Organizational Change, Workers Compensation Process, Leave Processing, CalPERS, Social Security and individual/department training for Payroll and Benefits
related needs. Effectively Managing Employees' Reported Time training is slated for early 2019.

- Providing support to managers through the interactive process in order to navigate reasonable accommodations made by employees on campus.

**Transformative Impact**

- Diversity Speaker, Rev/Dr. Jamie Washington will be on campus mid-November. All campus community members encouraged to attend
- Non-Faculty Employee Compensation Study - SSU is using third-party compensation experts, Gallagher, to review and analyze non-faculty salaries and make recommendations regarding compensation strategy as it relates to market data
- Staff Council is currently recruiting leadership members
- Wellness Program - SSU was once again awarded the North Bay Business Journal’s North Bay’s Healthiest Employers award. The Wellness Program sponsored Flu Shots on campus in October and administered 85 shots employees!
- HR transitioned to online forms using electronic signature for many paper forms, is continuing to bring departments up on Self Service when possible and has made Benefit Orientation available in an online training format.
- Enhanced communication via email and website to inform employees about tools and benefits available for both personal and work-related needs.
- Representation on many CHRS modules to ensure our campus' needs are adequately supported and our mission will continue to be met with system-wide changes.

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**Intercollegiate Athletics - Gail Barksdale, Senior Director**

**STUDENT SUCCESS 2018-2019 (As of October 1st)**

- Appx. 258 student-athletes on 14 teams.
- Supported the hire of a full-time academic advisor for student-athletes and a full-time strength and conditioning coach (in the past these positions have been part-time)

**ACADEMIC EXCELLENCE AND INNOVATION 2017-2018**

- 3.122 Overall GPA for All Student-Athletes (weighted by number of units completed by all student-athletes)
- 122 of 274 student-athletes (44.53%) received All-Academic Awards
- 89% made significant progress toward their Degree (minimum of 24 Degree Applicable Units) during the Academic Year with 94% made significant progress toward their Degree with Summer Session courses.
LEADERSHIP CULTIVATION
Student Athletic Advisory Committee
- Food Drive of 3,620 items lead the Conference in this conference-wide activity
- Raised $2,223 for the Make-a-Wish Foundation a NCAA DII fundraising initiative (3rd in Conference)

Teams
- Basketball Men’s put on a CYO Petaluma Practice with a Seawolf. Participated in the Autism Awareness and Walk a Mile in Her Shoes (sexual assault awareness) walks.
- Cross Country / Track and Field Women’s volunteers once per month at the Redwood Food Bank.
- Golf Men’s & Women’s volunteered at Light the Night Lymphoma and Leukemia, YMCA Golf Fundraiser, and Legal Aid of Sonoma County Golf Fundraiser.
- Softball volunteered as helpers at Trunk or Treat Event for Santa Rosa middle/elementary school, for the Penngrove Elementary School Jog-a-Thon and donated boxes to the University of Houston for Hurricane Relief. They also conducted a Free Sonoma County Youth Softball Clinic.

TRANSFORMATIVE IMPACT
Teams
- Basketball Women’s - Qualified for CCAA Championship Tournament
- Golf, Men’s Tied for 20th at the NCAA West/South Central Super Regionals.
- Golf, Women’s Finished 12th at the NCAA West/South Central Super Regionals.
- Soccer Women’s - Qualified for NCAA DII Championship Tournament (3rd straight year and 5th time in last 6 years)
- Tennis Men’s had their best season since 1987 under 1st year Head Coach Jose Hilla
- Volleyball Women’s - Qualified for NCAA DII Championship Tournament (9th time in 10 years)
- Water Polo, Women’s placed 3rd in the Conference their highest finish ever.

Individuals
- Anudokem, Ugochi was selected to the 2017-18 CCAA Women's Basketball All-Conference Second Team.
- Burroughs, Madison – 1,000 Career points for Women’s Basketball (only 5th player) and was selected to the 2017-18 CCAA Women's Basketball All-Conference Second Team
- Brooks, Taylor Women’s Water Polo was named 2018 WWPA All-Conference Honorable Mention
- Brooner, Carolyn Women’s Tennis was selected Second Team All-PacWest in doubles play
- Brown, Taylor Women’s Water Polo was named 2018 WWPA All-Conference Honorable Mention
- Casillas, Jasmine – Earned the CCAA Cross country Championship Scholar Athlete Award for highest GPA of the 112 runners in the event
- Carlon, Lily Women’s Water Polo was selected to the 2018 WWPA All-Conference 1st Team
- Clapp, Spencer Men’s Golf was named to the CCAA All-Conference team
- Gregg, Devin Men’s Golf was named to the CCAA All-Conference team
- Lenney, Joshua – Baseball was selected All-West Player of Week and twice CCAA Player of Week
- Macadangdang, Karly was selected to the 2018 CCAA Softball All-Conference Team
- Mundt, Cassidy was selected to the 2018 Association of Collegiate Water Polo Coaches (ACWPC) Women’s Water Polo Division II All-America Second Team
- Nicolis, Armani was selected to the 2017-18 CCAA Men’s Basketball All-Conference Team as an Honorable Mention
- Renteria, Alyssa placed in the top ten finishers in one of their events at the 2018 CCAA Track & Field Championships
- Ruiz, Brigid was selected to the 2018 CCAA Softball All-Conference Team
- Serrano, Claudia placed in the top ten finishers in one of their events at the 2018 CCAA Track & Field Championships
- Simonds, Dexter Men’s Golf was named to the CCAA All-Conference team, named the CCAA Newcomer of the Year and was selected to the 2018 Division II PING All-West Region Team
- Virtusio, Sabrina was selected to the 2018 Women’s Golf Coaches Association (WGCA) Division II All-West Region Team
- Warren, Jensyn – Highest Ranked Women’s Singles Tennis Player in SSU History was selected to the 2018 Intercollegiate Tennis Association (ITA) Division II Women’s Tennis All-America Team for singles play. This marks Warren’s second career All-America honors after being named an All-American in 2017. She also earned First Team All-PacWest honors in singles play and Second Team All-PacWest doubles play.
- West, Riley – was selected All-American for Women’s Soccer. (1st non-senior since 1999)
- Zuidema, Amanda Women’s Tennis was selected to the singles All-PacWest Third Team.
Risk Management and Safety Services (RMSS) - Tyson Hill, Senior Director

Student Success

- EH&S identified a new student representative from Associated Students to serve on the Campus Safety Committee.
- Currently working on enhanced improvements to crosswalks at key crossing locations around campus, providing a more redundant presence for safe crossing areas.
- RMSS implemented the new Club Liability Insurance Program for Sonoma State University participants.
- Teamed up with Student Affairs to relaunch a boosted Sports Club Concussion Protocol. This protocol focused on the baseline training program, return to play campus collaborations, and information sharing and protocol collaborations.
- Emergency Services conducted campus evacuation drills for campus buildings as well as residential halls to ensure compliance and safety of our emergency procedures.
- Initiated the new online guest parking process and was awarded by the California Higher Education Collaborative for the Guest Parking Process Improvement project.
- Construction of Parking Lot E was completed with enhanced, sustainable LED lighting fixtures and a more user friendly and safer parking lot design.

Academic Excellence & Innovation

- Implemented the new Risk and Safety Solutions (RSS) Software with a focus on laboratory safety.

Leadership Cultivation

- RMSS management attended the California Higher Education Collaborative (CHEC) conference, focused on business process improvement, efficiency, innovation, leveraging technology and organizational resiliency. Cross-divisional team members included: Mike Ogg, Office of the Provost, Missy Brunetta, Risk and Safety Services, Megan Vamadore, Transportation and Parking Services, Karen Leitsch, School of Social Sciences, and Kendall Newman, University Budget and Planning. This project is one of fifteen recognized across California.
- Currently recruiting for the Director of Environmental Health and Safety.
- Missy Brunetta and Tyson Hill attended the 2018 Annual California Campus Safety & Clery Compliance Summit. The summit brought campus teams together with national and state leaders in compliance/training to discuss statutory requirements, strategies, trends, and resources available to...
strengthen institutional success in Federal Clery and CA statute compliance.

**Transformative Impact**
- Launched the Clery Compliance Team (CCT) and began the process of reviewing/identifying all appropriate Campus Security Authorities and training needs.
- Served on the Utilities Working Group Team to better define EO1000 cost allocations/plan methodology for auxiliaries and self-supports.
- Emergency Services rolled out a new emergency procedures desktop and mobile apps which outlines the response procedures for over a dozen emergencies.
- Transportation and Parking is committed to using electric vehicles to be more sustainable in our field operations.
- The new Parking Management Bureau (PMB) software has been implemented for enhanced university parking services and leveraging parking technology, serving all students, faculty and staff.
- Transportation and Parking Services issued new parking hang tags to all employees to uniform all parking permits.
- Missy Brunetta and Tyson Hill served as Emergency Operation Center (EOC) evaluators for CSU Stanislaus State’s full-scale exercise.
- Missy Brunetta attended and presented on the 2017 fire response at the statewide California Emergency Services Association conference.

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**Title IX Office – Jesse Andrews, Interim Title IX Director**

**Student Success**
- Successful launch of online educational training to all students in September
- Providing in-person training to all Greek organizations, beginning in October
- Support students who have experienced a traumatic event.
  - Request flexibility from faculty for students
  - Connect students to counseling/advocacy services, if desired
  - Support students in their decision to initiate an administrative process or not related to their experience
- Met with TRiO staff and Psychology faculty in September and October, respectively, on how they can support their students who might disclose an incident.

**Academic Excellence & Innovation**
• Attended Psychology faculty meeting to discuss Title IX and importance/necessity of working with students’ approved accommodations.
• Ongoing support to students needing to withdraw from a course after a traumatic experience or receive assistance or flexibility in coursework.

Leadership Cultivation
• Supporting four student interns in the Title IX office who gain the following skills:
  o Presentation facilitation and public speaking
  o Knowledge of Title IX and administrative processes
  o Awareness of how federal and state government impact higher education
• Educational programs provided to student, teach topics that will help them be an agent of change in our society:
  o Consent
  o Healthy relationships
  o Bystander intervention

Transformative Impact
• Title IX education, both online and in-person to students involves gaining an understanding of the experiences of individuals and communities within different genders

University Budget and Planning Office - Laura Lupei, Senior Director
Student Success
• Launched the Cost Allocation Methodology Task Force and Working Group in order to build streamlined, up-to-date business practices. The Task Force will recommend an updated methodology for the annual Cost Allocation Plan and other cost recovery activities.
  o All Working Groups met, and are well into drafting proposed methodologies.
  o Created several transaction-based models for the Task Force to compare.
  o The Working Group presented a new transactional based methodology for Seawolf Services, Accounts Payable and Contracts and Procurement. All three have been approved by the Task Force.
**Academic Excellence & Innovation**
- Continued to promote the implementation of Strategic Budgeting on campus.
  - Updated the budget timeline and drafted a budget template.
  - Outlined a multi-phase plan to introduce campus Strategic Budgeting, and created materials for presenting concepts.
- Launched the functional implementation phase for Questica Budgeting Software in an effort to maximize utilization of assets for the benefit of the entire University.
  - Conducted weekly meetings to begin integrating Questica into current business processes.
  - Began formalizing business process documentation for Questica Budgeting.
  - Established a timeline for implementation to campus end users.

**Leadership Cultivation**
- Katie Robinson attended the annual Network for Change and Continuous Innovation Conference, where she collaborated with other campuses to share insights and solutions regarding continuous improvement in higher education.

**Transformative Impact**
- Participated in a summer Student Course Fee Audit working directly with students in a collaborative effort to analyze course fee balances.

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

**Student Success**
- Recruiting to fill open police officer positions to enhance campus safety and support student success.
- Assigned several officers to advanced officer training to enhance skills and service to the campus and student community in support of student success.
- Purchased one electric motorcycle for police patrol use to enhance connectivity with the campus and student community due to its easy approachability and unique design. The motorcycle will enhance the patrol capabilities so officers can patrol hard to reach areas of campus, which will ultimately enhance safety in support of student success.

**Leadership Cultivation**
- Working to expand the UPD student internship program to include students from majors other than criminal justice. The internship program
provides students with real-life experience in the areas of leadership, decision making, community relations, judgement and team-work.