ADMINISTRATION & FINANCE

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:

- 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

Spring, 2018
Entrepreneurial Activities - Neil Markley, Associate Vice President

Entrepreneurial Activities includes - Culinary Services; Retail Services; Marketing; Box Office; GMC Hospitality; Conference and Events Services; Student Center Operations; Mail, Shipping and Receiving; Campus Prints

Impact on Student Service
- Responding to feedback in the Housing SkyFactor satisfaction report, the SNACK program in between core meals at the Kitchens started on March 26th.
- Ticketed The Vagina Monologues (annual event). First year the 3-night event was held in the Ballroom. Two sell out shows, with 8,775 tickets distributed (revenue of $1,309). 2018 saw the most tickets distributed, and largest revenue, since we started ticketing the event in 2013.

Impact on Faculty Service
- Collected registration for the LIGO Collaboration Meeting, working with Dr. Lynn Cominsky. Largest attended LIGO event with 337 paid attendees.
- GMC Hospitality hosted the OLLI reception prior to the Ed Stolman Memorial Lecture, which was presenting: Rebuilding Sonoma County Six Months After the Fires.

Impact on Student Success
- Provided two special dinners with Campus Life to support diversity: Black History Month and MOCA.
- Culinary worked with Residence Life to host a sustainability reception with local vendors.
- Culinary Services and Hormel donated 500 cans of SPAM to Lobo’s Pantry. The product has been popular among students.
- Also ticketed Lip Jam (Alpha Gamma Delta) – largest AGD philanthropy event nationwide. Distributed 1393 tickets and helped collect $29,635.00
- Supported the Primativo student group by providing project work related to UCS sustainability
- In collaboration with Campus Life, finalized Faces of SSU 2018 project for seventh year- including overall video for project, which was a new addition this year.
- Marketed Career Fair with 625 students in attendance
- Assisted marketing students with preparation for Career Fair including resume design and language, portfolio recommendations and head shots

Impact on Support to Campus
- Three Culinary Services initiatives to support sustainability during Earth Week: – Kimchi Cooking Class with Cook Chris Boles, Pies with Professor Paul Draper and a meal in Kitchens featuring only local vendors.
- Supported the “Hunger Banquet” educating students about hunger in different parts of the world.
• Culinary Services provided a cooking class in conjunction with the Wellness Committee with 31 attendees.
• Culinary Services supported SSU Softball’s Blues and Brews fundraiser by providing service support at no cost.
• Implemented Student Takeovers on Seawolf Living Instagram. Takeover Tuesday is all about showcasing Sonoma State University student’s stories and giving current students, prospective students, and alumni a genuine view of what student life is like at SSU. Average views are: 1,700 per story.
• Implemented new video series format called NomaNow to promote campus wide events via LoboVision and Seawolf Living email and social media.
• Marketing supported the campus strategic planning efforts through graphic support and communications.
• We participated in the development of a CSU systemwide RFP for card services.

Staff Support or Professional Development
• Culinary Services attended a Food Insecurity Conference hosted by the CSU. Nancy Keller has joined the campus Basic Needs Initiative Committee.
• Culinary Services provided Food Safety Manager and Food Handler Training to staff.
• The Box Office Manager, Megan Christensen was introduced to NAATSO & CEFMA (National Association of Athletics Ticket Sales & Operations and Collegiate Event & Facility Management Association) and will be attending the annual conference in June.
• Two staff attended Association of Collegiate Conference and Events Directors - International

Recognitions/Accolades
• Our Box Office was contacted by Rochester Institute of Technology who requested an in-depth review of how we handle our basic office policies and procedures. We provided insight and documentation covering staff training, shift/financial reconciliation, event checklists, employee manual, “how to’s” for cancellations/reschedules, etc. RIT will use our information to better set up their box office as they continue to progress to a centralized campus box office that can provide ticketing and registration collection for numerous events on campus.
• CES has been designated a “One Stop Shop” by the Association of Collegiate Conference and Events Directors – International. This designation reflects our commitment to service by providing one stop for events needs. This designation has been awarded to a small but growing number of University event offices.

Important Statistics
• The Box Office built numerous events for Athletics summer camps – including 29 performances, 2 packages and 45 price charts... and that doesn’t include Water Polo Swim Lessons or Softball camps!
Culinary Services is working with our Sustainability Ambassador to achieve purchasing at least 20% of our products from local vendors by 2020.

CES processed nearly 400 student event requests this quarter.

Facilities Management and Capital Planning, Design and Construction - Willem Van der Pol, Interim Associate Vice President

Vice President Joyce Lopes requested the Chancellor’s Office to conduct a review of the Facilities Management organization, to assess the quality of services provided by the department. The report of the findings was shared with Joyce Lopes, the Provost and the President recently and will be sent to the campus community. As a result of the review process and many discussions along the way, the Vice President for Administration & Finance and CFO decided, instead of waiting for a new Associate Vice President for Facilities Management & Planning to be hired, to immediately put measures in place to help the Facilities department increase and improve its services.

The Campus will receive funding for the refurbishment of Stevenson Hall and the sheer magnitude of this project requires full attention to be properly guided through its many facets. Simultaneously the off-campus housing project needs much work as well to help provide as many affordable units as possible for University employees. Christopher Dinno has been assigned to head up those efforts and we will hear much more in months and years to come. On the operational side, the Vice President hired Willem van der Pol to function as the Interim Associate Vice President for Facilities Management and Planning, while the campus continues its search for a permanent assignment.

Facilities Management has started a process of continuous improvement that is intended to gradually improve the level of services provided to the campus community, while increasing accessibility and enhancing transparency. There are several actions set in motion already:

- The preventive maintenance program has been given a boost through hiring additional resources and contracting with a company to develop a complete inventory of our equipment on campus. This inventory will then be used to develop an annual plan for maintenance of the this equipment including specific tasks and the frequencies of each task.
- Fresno State is helping the department to jumpstart our computerized maintenance management system which will allow for better tracking of services.
- The campus is focusing on Classroom Cleanliness as a very specific issue to address. Academic Affairs and Facilities Management are working on a document to help bring more attention to resources in the classroom. An Assistant Custodial Manager has been hired to guide the night crew, and help with assessing and fixing the most neglected areas.
• Internally the department is looking for ways to better engage our employees, and assessing what training and development opportunities need to be addressed.

• We are shifting the delegation of budget responsibilities to frontline managers resulting in enhanced performance and accountability.

The department is working with the campus Change Management initiative to help the Preventive Maintenance Task Force through some truly profound changes. The idea of turning the organization from a reactive group used to responding to failures, into a proactive team of technicians focused on staying ahead of the curve, avoiding costly break-downs, is not a small feat by any measure as it is a cultural change.

Additionally Facilities Management made great progress on the project management side by completing several important projects:

1. Wine Spectator Learning Center completed in February 2018. Building is 15,339 GSF and consists of three classrooms, shared and private offices, a conference room, the lobby serves as a student meeting space, there is a large open meeting space for collaboration, and a café. Total cost of the renovation $10M.

2. Domestic Water Tank Number 3 completed in January 2018. This 350,000 gallon water tank is located on the east side of campus adjacent Parking Lot H. This tank provides water for drinking, hand-washing, and showers. This tank is part of three-tank project to replace two 57 year old domestic water tanks that were in poor condition and were only 250,000 gallons each. The remaining two tanks are anticipated to be on line December 2018. All three tanks will provide ample domestic water to support the campus build out on the Master Plan and also provide redundancy in case of failure.

3. Phase II cleaning and repair of the remaining switchgear and transformers on campus was completed over the campus closure in December 2017. This electrical upgrade included installing switchgear at Ives Hall that will allow for isolated shut-down of the campus on the south side, installation of the transformer, a new transformer in the Corporation Yard, a water cross-connect testing and inspection of domestic water and reclaimed water line.

4. Chiller No. 1 bid has been awarded and construction is anticipated to start in May 2018 and complete in September 2018. This project is to replace an existing chiller that has not been working for over 10 years and to replace with a new chiller that provides cooling to the campus. The model is sufficiently sized for the campus and is more energy efficient to help reduce Green House Gas (GHG) emissions.
5. Space Inventory of the campus completed in January 2018. The inventory provided space use updates, square footage verifications from remodeled spaces, and space allocations across campus and photographs of the space. The data collected has been uploaded into a new database that will allow for space updates to be captured and submitted to the Chancellor’s Office, provide detailed reports including specific space types across campus and within each building, and updated floor plans with occupancy loads.

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

**Impacts on Student Service**
- Financial aid processed a first batch of financial aid award offers to 4,565 UGRD new admits on 3/5/18. Since then, we have completed 1,579 more.
- Seawolf Services and the Financial Aid staff worked on Seawolf Decision Day. We assisted prospective students and their parents with understanding their financial aid award offers, completing estimates of the award offer for students with incomplete files, took in documents from 10am to 2:30pm, and accepted student enrollment deposits. Susan Gutierrez presented “Financing Your SSU Education,” attended by about 75 families.
- Eduardo Vasquez, Information Specialist, participated in the tabling at the Latino Family Summit on 3/21/18.

**Impacts on Support to Campus**
- Disbursed payroll checks to employees on Cesar Chavez day campus closure.
- Prepped teams and systems for WUE implementation including new fee structure and communication points.
- Continuing work with insurance and FEMA to recover costs incurred due to the fire.
- The financial services team successfully tested the Common Financial System (CFS) MP3.0 upgrade. Go live scheduled for April 30, 2018.
- Published guidance on the Financial Services website for Sonoma State University Fund Overview Effective Fiscal Year 2018/19.

**Staff Support or Professional Development**
- Susan Gutierrez attended the CSU Financial Aid Directors annual meeting at the Chancellor’s Office in Long Beach on 4/10/18
- Seven members of the financial services team attended the 2018 CSU Business Conference. Sonoma gave presentations on EOC and Disaster Cost Recovery, Workplace Success, and CalUSource.
• Accounts Payable (A/P) and Procurement 101 has trained 40 staff since February.
• Attended Prosci Change Management training and certification.

Human Resources - Tammy Kenber, Associate Vice President

Impacts on Student Service
• W-2s went on in a timely manner - this is good for student employees who need their refund!
• Student employment is very high this semester - students who want to work on campus can!

Impacts on Faculty Service
• All W-2s went on in a timely manner.
• Open Enrollment changes all went through without any problems.
• All contractually obligated increases have been processed timely, including adjustments.

Impacts on Student Success
Human Resources is doing its part to support GI2025 by partnering with Student Affairs, hiring a record number of SSPs for the University. These new employees will work everywhere from the Hub to General Advising to the Career Center.

Impacts on Support to Campus
Human Resources is working on numerous process improvement projects - everything from Digital Signature to updating our Relocation Policy to Improving the Performance Evaluation process for management and confidential employees. We are also conducting a review of all non-faculty salaries, using a third-party compensation consultant. We hope all of these will result in better indirect support to students and have a positive impact on the campus.

Staff Support or Professional Development
Human Resources has sponsored a series of trainings this year to help the campus understand and manage organizational change. They are open to all - faculty, staff and management - if you haven’t already attended one, we hope you’ll consider doing so. The information is invaluable in helping workers lead and adapt through periods of great change. The instructor, Gary Hochman, is dynamic, knowledgeable, and engaging. Oh, and he’s a former SSU Professor!

Recognitions/Accolades
• The Service Awards Ceremony last fall was a huge success. This is a joint effort from Human Resources and Faculty Affairs that recognizes faculty, management and staff employees for their dedication and years of
service to the University. Thank you to everyone who attended and participated in the ceremony!

- Human Resources is accepting nominations for staff excellence and team impact awards later this month. Please watch for the nomination forms—we sincerely appreciate input from faculty members on these nominations!

**Important Statistics**
- Sonoma State enjoys a very low turnover rate at less than 3%
- SSU currently has over 65 Open Administrator and Staff Openings, and we have consistently had over 50 open positions for the last year. We appreciate your referrals and service on search committees!

**Other**
Unsure as to what are we responsible for in Human Resources? We oversee employment services (recruiting, classification, compensation, student employment, training, recognition, etc.) and labor/employee relations (union contract interpretation, grievances, performance management, etc.) for all staff and management employees. We oversee payroll, benefits, workers’ compensation, wellness and unemployment for all university employees. We are happy to serve you whenever you need us!

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

**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**
Seven faculty members serve on the Athletic Advisory Committee, which meets twice a month, to provide advice on the administration of the Dept. of Intercollegiate Athletics and student-athlete success on and off the field.

**Impact on Student Success**
So far, during the 2017-18 academic year the department student-athlete grade point average is 2.98. 68 student-athletes currently are in position to earn CCAA All-Academic status by achieving a 3.40 grade point average or higher (freshman not included).

**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. Last February 1,277 fans, illustrating this fact, gathered to support the Men’s and Women’s Basketball teams on their annual “Pack the Den” night in The Wolves’ Den.

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

Recognitions/Accolades
- Women’s Soccer – Qualified for the NCAA Division II Championship Tournament for the third straight year, and for the fifth time in the last six years.
- Women’s Volleyball – Qualified for the NCAA Division II Championship Tournament for the ninth time in the last 10 years.
- Women’s Basketball – Qualified for the CCAA Championship Tournament for their second-straight season.
- Jasmine Casillas – Earned CCAA Cross Country Championship Scholar Award for highest GPA out of the 112 runners in the Championship event.
- Riley West – Became the first SSU women’s soccer student-athlete not listed as a senior since 1999 to earn All-America honors.
- Joshua Lenney – Twice named CCAA Player of the Week and took home his first All-West Region Player of the Week nomination.
- Madison Burroughs – Became only the fifth player in SSU Women’s Basketball history to score 1000 career points.
- Jensyn Warren – Became highest ranked women’s singles tennis player in Sonoma State history.

Important Statistics for 2017-18
- 20 – CCAA All-Academic Selections for the fall sports (men’s/women’s soccer, women’s volleyball)
- 16 – All-Conference Selections for the fall and winter sports (men’s/women’s soccer, women’s volleyball, men’s/women’s basketball).
- 11 – CCAA All-Academic Selections for the winter sports (men’s/women’s basketball), tied for the most in the conference.
- 6 – All-Region Selections
- 1 – All-America Selection

Risk Management and Safety Services - Tyson Hill, Senior Director
Risk Management and Safety Services includes the following units: Risk Management, Emergency Services, Business Continuity, Environmental Health
Initiatives

- Emergency Services completion of EOC staffing assignments
- EOC “Go Book” (completion of the EOC emergency response guide)
- Applied for fire mitigation grants from FEMA for $1 million
- Continued refinement of Risk/Safety budgets, separation from University Police and Facility Services
- Continued supporting the transition of dispatch communications to the City of Cotati
- Record gathering for Clery Annual Security Report
- Completion of the Cal OSHA investigation
- Near completion of the State of California Environmental Health and Safety Audit
- Handled multiple California Public Records Act Requests
- Handled numerous claims against the university
- Continued supporting the CSU with assistance for ongoing litigation
- Business Process Improvement (BPI) of guest parking is concluding
- Procuring PMBR parking software system to replace T2
- E Lot parking light enhancement and parking lot redesign
- Chairing the Chief of Police search
- Executive Emergency Training with Cabinet
- Walk-Through for Asphalt Repairs & Overlay Project for Juniper Lane
- Assisting Facility Services with P2S Engineering Services Proposal – EOC generator
- Deployment of new emergency backpack kits to departments
- Completed Building Marshal Training
- Hosted First Aid/CPR/AED class for designated Building Marshals
- Working with Financial Services, Alliant, and CSURMA for insurance claims for SSU

Impact on Student Service

- Emergency Services completed a review of EOC staffing levels and has determined from the After Action Report that our staffing levels within the EOC needs to be expanded to three persons for every National Incident Management System position identified within the Incident Command System. Staffing these positions with three people deep allows us to plan better for times when our EOC may need to be staffed for more extended periods of time. This initiative helps to safeguard our community better when emergencies occur.
- An EOC “Go Book” was designed and completed by our Director of Emergency Services to provide a quick guide to EOC Chiefs to assist them with a quick yet robust guide for reference for most emergency situations.
The “Go Book” helps to streamline efficiencies of emergency management and serves as a training tool for new EOC Section Chiefs.

- **Our Director of Emergency Services** applied for two FEMA fire mitigation grants that total $1 million if awarded. One of the grants is for a generator to provide 24/7 power to our EOC in the case that power is out on campus and the second grant is to remove the old eucalyptus trees around the perimeter of campus. Both these projects will assist our community in providing heightened emergency preparedness. The generator allows us to plan and house a larger EOC to accommodate our new staffing model. The removal of the trees helps to safeguard our residential community from the future risks of a fire.

- **Risk Management and Safety Services** are continuing to assist University Police with the transition of the dispatch communications center moving to Cotati Police Department. This initiative creates efficiency gains for SSU and will allow officers to have MDC’s in each car, and the center will strengthen SSU’s emergency communications center with better interoperable and redundancy capabilities enhancing student safety.

- In preparation for the Annual Security Report, we are currently collecting data and information required from crime statistics. We are reviewing the accuracy of the data and the relevant Clery Act geography. Our Annual Security Report is due in the late summer, and we are getting a head start in the hopes of being able to release our report to the community earlier than the mandated date.

- **Student Ambassadors** are still engaged in various community and campus events this semester. They are assisting with crowd control at sporting events, campus candidate tours, security at dances and are helping Associated Students in various capacities.

**Impact on Faculty Service**

- Enhanced activities within our emergency services area have strengthened our preparedness initiatives both within our Building Marshal program and in our Emergency Operations Center. These increased emergency initiatives help to mitigate emergencies through our response and training protocols.

- The parking lot and software improvements will assist in the parking program and end-user quality and ease of functionality. The lighting enhancement scheduled to take place in E Lot will help in the safety of all our campus constituents, especially professors and students who leave class after dusk.

**Impact on Support to Campus**

- The fires had a significant impact on the campus. The opening of our EOC gave many SSU employees an opportunity to test their past emergency
training. We have assisted Financial Services with filing the claim with our insurance provider, and we will soon learn the reimbursable outcomes for SSU and our losses during the fire. We will also file any residual losses not covered by our insurance with FEMA. These efforts involve a significant amount of accounting, documentation, and proof that is being provided for consideration to state and federal agencies. We will be able to update the campus by the fall semester with our findings.

- The guest parking BPI project is concluding. We will present the recommendations to the university. These proposals will increase efficiency and service to all departments who use guest parking on campus and will complement the efforts of the T2 software replacement as well as physical improvements in the lots. Parking operations are moving forward with the procurement of a new parking PMBR software system.

- Completed campus-wide Emergency Marshals training and hosted a first aid, CPR, AED training. Emergency Marshals assist during evacuations and for various emergency activities to support the campus. Emergency kits were deployed to these areas as well.

Staff Support or Professional Development

- Michael Kopaigorodsky, EHS Specialist, attended specific training related to EHS.
- Missy Brunetta, Craig Dawson, and Tyson Hill will be representing SSU in our various disciplines at the CSU Fitting the Pieces Together Conference in April. While at the conference, we will present on lessons learned from the fires in Sonoma County.

Recognitions/Accolades

- We'd like to congratulate Megan Varnadore for her completion of the first year within SSU's Masters of Business Administration program. It is no small feat to work full time while also balancing work, life, and education. One down and one more to go, we support your educational endeavors!
- I would like to thank Armani Nicolis and Matthew Alston for their help as student leads within our Student Ambassador program. They have shown great initiative and enthusiasm, and they are infusing our program with the great student perspective we needed in this first year. Their hard work is applause worthy.

Special Capital Projects - Christopher Dinno, Chief Planning Officer

Stevenson Hall Renovation Project:
• Anticipate Chancellor's Office funding allocation July 2018, funding approved by the BOT November, 2017.

• Surge space planning efforts are underway, moving 29 classrooms, 150 faculty offices, deans suites, and administration offices during renovation.

• Summer 2018 - Request for Qualifications and Request for Proposal (RFQ/RFP) to be released to engage architect firm and engineering firm.

• Legislative Analyst Office personnel and Chancellor’s Office personnel visited the campus in April 2018 to tour the building and review the Feasibility Study and scope of work in anticipation of funding allocation in July 2018.

• Stevenson Hall Task Force Group established, meets monthly. Stevenson Hall Task Force Group:
  Christopher Dinno - Chair, Elias Lopez - Faculty Affairs, Carlos Ayala - Dean School of Education, Tom Jacobson - Faculty, Carol Ingeman - Capital Planning, Willem Van Der Pol - Interim AVP for Facilities Management, Ian Hannah - Advancement, Stacy Heldman-Holguin - Student Affairs, Tumer Masland - Schulz Library, Rick Garcia - Information Technology, Natalie Williams-Munger - Business and Economics, Stephanie Thibault - SST (Biology Tech)

Key schedule milestone dates for the project:
• Construction start, (approximate) Fall 2020.
• Construction complete, (approximate) Summer 2022.
• Stevenson Hall open fall semester 2022.

Workforce Housing:
• Workforce Housing Task Force Focus Group established:
  Joyce Lopes - Chair, Christopher Dinno - Chief Planning Officer, Greg Sawyer - VP Student Affairs, Stacy Heldman-Holguin - Student Affairs, Neil Markley - Entrepreneurial Activities, Erik Dickson - Associated Students, Christina Gamboa - Student, Bob Linscheid - Linscheid Enterprises Consultant, James Birkey - JLL Consultant, Ellen Conley - MGTC Consultant
• Attended Sonoma Developmental Center Community Advisory Committee meeting and Glen Ellen Forum Sonoma Developmental Center/Eldridge Committee community workshop.
• Met with local and state representatives to discuss SSU workforce housing needs including State Senator Mike McGuire, Sonoma County Supervisor Susan Gorin, Assistant City of Santa Rosa Manager David Guhin, City of Rohnert Park City Manager and City Planner, Willowglen Homes, Brookfield Home and Rebuild Northbay.
• Our Consultant JLL is working on a demand study, focus groups, and possible options for development and/or purchase of Workforce Housing.
• Partnering with the Housing Land Trust of Sonoma County, City of Rohnert Park, and Willowglen Homes to provide moderate income housing options to SSU employees.
• Updated the Chancellor’s regarding the Housing Land Trust of Sonoma County model.

Student Housing
• Student Housing Task Force Focus Group established:
  Joyce Lopes – Chair, Christopher Dinno – Chief Planning Officer, Greg Sawyer – VP Student Affairs, Stacy Heldman-Holguin – Student Affairs, Neil Markley - Entrepreneurial Activities, Erik Dickson – Associated Students, Christina Gamboa – Student, Bob Linscheid – Linscheid Enterprises Consultant, James Birkey – JLL Consultant, Ellen Conley – MGT Consultant
• Our Consultant JLL is working on a Student Housing demand study, possible options for development of future Student Housing.
• Students invited to participate in Housing Focus Group Meetings scheduled for April 20, 2018.
• Met with Coleraine Capital Group regarding possible future development options for Student Housing.

Title IX Office - Bill Kidder, Interim AVP Strategic

Title IX prohibits discrimination on the basis of sex at federally funded educational institutions. Sonoma State’s Title IX office ensures non-discrimination and compliance with CSU Executive Orders 1095-97 by providing service to our faculty, students and staff in the following areas:

Data on Title IX reports and case outcomes are reported annually (rather than quarterly). In the 2016-17 academic year, Sonoma State received:
• 72 total reports of sexual misconduct, dating or domestic violence, and stalking;
  o 37 of 72 respondents were students
  o 6 of 72 respondents were employees
  o 17 of 72 respondents were third parties (e.g., visitors to campus)
12 of 72 respondents were unknown/unidentified

Because sexual misconduct and sexual harassment have many well-documented negative impacts on mental health and on educational and workplace opportunities, the Title IX Office provides a vital service to the campus by responding to complaints/reports of Title IX violations and in training our students, faculty and staff to prevent future harm. While most allegations that come to the SSU Title IX office involve student peer-to-peer conduct, it is important to raise awareness about other situations where faculty can be targets of abuse. I have been working this semester with the Academic Senate and individual SSU faculty on the issue of “contra-power harassment” where students harass faculty, often aided by anonymity. One context where this arose is with a sexually harassing Student Evaluation of Teaching Effectiveness (SETE). A second recent example involved a non-SSU website depicting (drawing) our faculty in sexually offensive and racially/culturally offensive ways (with some luck, in that case I was able to help the professor obtain a favorable outcome).

The research suggests that women faculty (both tenure-track professors and lecturers) tend to disproportionately encounter the more serious types of cases and negative effects of contra-power harassment. For SSU faculty who would like additional resources about this important issue, below are two recent articles from Inside Higher Education (I am quoted) and the Chronicle of Higher Education, followed by a few academic articles.

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<th>When Students Harass Professors</th>
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<td>By Colleen Flaherty, March 5, 2018</td>
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<th>‘I Was in Danger’: What Happens When Students Harass Professors</th>
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<td>By Bianca Quilantan, March 30, 2018</td>
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<th>Additional academic articles for interested faculty:</th>
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University Budget and Planning Office - Laura Lupei, Senior Director

Impact on Student Service
N/A

Impact on Faculty Service
N/A

Impact on Student Success
N/A

Impact on Support to Campus

- Prepared campus budget projections and analysis for 2018-2019 budget planning based on Governor’s Preliminary Budget Plan released in January.
- Prepared tuition and student fee revenue projections for next fiscal year utilizing available enrollment management information. Katie Robinson worked to re-structure UBPO’s tuition revenue model to reduce the margin of error. This will allow for maximization of resource utilization.
- Assisted the President’s Budget Advisory Committee with hosting the Spring 2018 Campus Budget Forum with presentations on the current year’s budgets and the preliminary 2018-2019 budget. The topic of Strategic Budgeting was introduced and VPAF, Joyce Lopes, discussed how to link resources to our Strategic Plan once it is finalized. The Provost also shared how Academic Affairs is exploring ways to improve budget management. Roundtable discussions after the presentations provided attendees an opportunity to give ideas, feedback and suggestions.
- Provided ongoing information on 2018-2019 Budget Planning to various campus groups and constituencies including Cabinet, the President’s Budget Advisory Committee, Academic Senate and the Associated Student Senate, APARC, the University Advancement Division and the leadership teams in Administration and Finance.
- Drafted a University Reserve Policy that was brought to the President’s Budget Advisory Committee for a first reading.
- Continued the implementation of the Questica Budget Software. Hosted a two day on-site implementation and training workshop with Questica project manager and partner campus, Chico. Also finished the historical data load of financial data into Questica and completed the HR data load and validation.
- Worked collaboratively with Accounting and Financial Reporting to implement changes to the fund management of the operating fund and
cost recovery funds. Hayley Ross attended the Schools' Administrative Manager meeting to communicate the future changes and to hear any concerns and feedback for the proposed implementation.

- Hayley Ross worked in conjunction with Nikki Anderson from Accounting and Financial Reporting to provide two trainings on an Introduction to the Data Warehouse and assisted end users in setting up reports for different types of funds.
- Refined the monthly labor cost distribution process to eliminate a large printed monthly payroll report and convert to an electronic only report.
- Collaborated with Human Resources to create a plan to fund 2017-2018 staff IRP requests.
- Hayley Ross attended the Fee Advisory Committee (FAC) as the budgetary resource and to provide financial reporting as requested. She also worked with the FAC subcommittee created to draft guidelines for auditing course fees.
- Mike Ogg continues to lead the Business Process Improvement Task-Force and has had several mile-stones with the project teams. Mike created a high-level process map for the individual travel reimbursement process for use in analyzing the length of time required to process a travel claim. In addition, data was collected from the Seawolf Service Center to document the number and type of errors on travel claim forms. The Guest Parking project team created a new process for requesting daily guest parking. The new process is currently in being tested in pilot in April 2018.
- Katie Robinson prepared an analysis on the financial impact of the fires on the GMC which resulted in a $150k unrestricted grant to the Green Music Center from the Hewlett Foundation.
- Kendall Newman supported Financial Services in building a detailed insurance claim related to the October 2017 fire.
- Katie Robinson transitioned the Student Health Center (SHC) to an all funds budgeting model to allow SHC administrators to understand and utilize all of the resources available.
- Katie Robinson performed an analysis of the Athletics budget, resulting in reallocation of funds to provide sufficient funding for additional 1.5 FTE.
- Natalie Sanchez completed mid-year budget reviews of all of the A&F units including meeting with all of the unit senior administrators and the VPAF to discuss mid-year budget status and necessary steps for preparation for third quarter review and planning for the 2018-2019 year.
- Natalie Sanchez worked with the VPAF to allocate A&F base funding to ongoing unfunded expenditure lines in the A&F Division, including items such as budgeting software, EOC supply needs and Employee Appreciation Day.

**Staff Support or Professional Development**
• Laura Lupei attended the quarterly meeting of the CSU Budget Officer’s Association in February.
• Mike Ogg attended the ProSci Change Management certification training at Fresno State.
• Hayley Ross completed her second semester in the MPA program at CSUSB with a 4.0 GPA!

Recognitions/Accolades
N/A

Important Statistics
N/A

Other
N/A

University Police, David Dougherty, Interim Chief of Police

Positive Impact on Student Service
• Educated students on the services UPD provides the student population. Enabled students to meet the people behind the badge who work 24/7 to support their academic endeavors.

Positive Impact on Faculty Service
• Provided faculty with an opportunity to meet with UPD team and learn how campus law enforcement works to serve the students and support faculty and the educational process.

Impact on Student Success
• Enhanced police/student relations. Facilitated dialogue between the police and students in a friendly conversational setting. Extended an opportunity for students to explore the University Police profession as a possible career option after graduation. Promoted the student internship opportunities within UPD.

Impact on Support to Campus
• Enhanced police, student and staff relations. Provided the community with the opportunity to visit the UPD staff inside the police department and see the “inner workings” of a law enforcement agency.

Staff Support or Professional Development
N/A
Recognitions/Accolades

- New Police Officer Wilde successfully completed 4 months of field training under the direct oversight of a training officer and is now serving the community on the graveyard shift.
- Police Officer Hinton successfully completed the comprehensive Peace Officer Standards and Training (POST) Field Training Officer program which certifies him to train new Police Officers.

Important Statistics
N/A