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
- Title IX
- University Budget and Planning Office
- University Police
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
- Assisted GMC to implement $10 tickets to GMC hosted shows (seating restrictions apply)
- Improved the Lobovision reservation process
- Updated our POS in Campus Prints and made a new pricing guide for Students that come in and need quick turn-around or self-service jobs. In addition, Campus Prints Student Assistants have a greater breadth of knowledge on copier/printers to ensure fast service.
- Updated our self-service copier to a MPC6004, which has a greater range of capabilities for Students who want to print straight away.
- Implemented an online form for student group room scheduling including digital signatures.
- Menus now posted outside doors of the Kitchens.
- Administrators took part in a Thanksgiving meal with students.

Impact on Faculty Service
- Supported the Planning Commissioners Conference, hosted by the Geography, Environment and Planning department. This annual event was the largest it has been in the past four years with 112 attendees and bringing in $9,520.
- Dan O’Brien presented at a class related to beer education.

Impact on Student Success
- Supported three new events for student clubs:
  Xi Man, hosted by Alpha Xi Delta
  Formal, hosted by the Rowing Club
  Freaky Tales, hosted by Tau Kappa Epsilon
- Expanded Faces of SSU to include video
- Created a marketing support plan for Career Services
- Created a Campus Recreation video series to show how to use equipment and work out tips with the goal of promoting diverse participation of all ability levels. Over 6,500 views so far on social media platforms.
- Assisted Campus Life by coordinating a post-concert dessert reception for students after “A Night with Leonard Bernstein”.
- Two catering students received full-time jobs/internships from their GMC connections.
- First Culinary Cooking Class held in the Kitchens to provide developmental skills to our students.
• Hired our Student Sustainability Ambassador, Rose Snyder.

Impact on Support to Campus
• Continued work on the merger of the Box Office and Info + Tickets desk staff in order to provide a more dynamic learning experience for our student employees as well as better service for patrons and building visitors.
• Student Center remained opened during the fires to help support and serve our residents. In addition to fulltime staff more than a dozen student staff members volunteered to come in and work with us during the closure to help serve the campus.
• After the campus reopened from the fires, the Student Center hosted two large events related to recovery as well as many similar smaller events.
• Successfully updated and replaced Ricoh Copiers with new models throughout the campus.
• Rescheduled numerous campus and community events post fire.
• Beginning project to implement a mobile food ordering platform for the Fall of 2018.
• A number of EA areas supported the fire closure and our students during the crisis. For example, Culinary continued to support student meals and prepared for three days of off-site food distribution for our evacuees.
• EA managers participated in the EOC supporting our disaster management and recovery.
• Ryan Ernst is participating in a system-wide committee to produce RFP for one-card master service agreements.
• SSE participated in NOMACares fundraising by donating concession sales and accepting donations at POS.
• The University Store provided refunds or replacement books to students who lost these in the fires.
• Added a milkshake machine to Lobo’s.
• Supported the campus potluck on October 4th.
• Provided 50% discounts for veterans during Veteran’s Week. Also included a “Missing Soldier Display” in the Kitchens as an educational piece.
• Provided discounted meal to NRAP guests supporting Residence Life and Housing.

Staff Support or Professional Development
• Reviewed preliminary Intix 2018 schedule to identify sessions to attend, discussed networking goals for the event, submitted annual professional development plan for full time staff members.
• Many of our managers and staff attended the Leading Organizational Change/Learning About Organizational Change workshops.
• Placed staff on hiring committees, many for the first time, allowing for experience in this activity.
• CES, Culinary and Student Center staff received first aid and CPR training.
• Joined ILEA (International Live Events Association).
**Recognitions/Accolades**
- Carly was selected as part of the Intix Mentor program – she was assigned a Mentor as well as a fellow mentee.
- Ryan Ernst presented on innovative partnerships at the NACAS annual conference. The highlighted partnership was a video series highlighting merchandise in the University Store. This video also attracted the attention of Barnes and Noble national leadership.
- Ryan Ernst recognized by NACAS as Volunteer of the Year.
- Ryan serves on the NACAS Educational Foundation Board of Directors.
- Composting has been expanded to Charlie Brown’s Café.
- Neil Markley, Nancy Keller and Chris Romo have been selected to present at NACUFS (National Association of College and University Food Service) – Sonoma Wildfires 2017 – our experiences related to our work.

**Important Statistics**
- We had a record number of cancelled events in the last quarter - 46 were cancelled and three had date changes (most due to the fires)
- Switched our standard paper in Campus Prints to FSC certified stocks that have a much lower carbon footprint.

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**Facilities Management and Capital Planning, Design and Construction - Christopher Dinno, Chief Planning Officer**

**Requested Five-Year State Funded Capital Major Outlay Program 2018/2019 through 2022/2023:**
   b. **Major Capital Outlay Program:** 2018/2019 Preliminary Capital Outlay Program Book
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
   c. Deferred Maintenance, Renewals and Improvements
d. Cap and Trade
   ➢ AB 32 proceeds to fund Greenhouse Gas Emissions and Water Conservation projects
e. 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)

   ➢ Funding for the Ives Hall Feasibility Study has not been identified. A Feasibility Study is required to be submitted to the Chancellor’s Office for project funding consideration.

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)  
($656,000 maximum project funding)

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

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

**Impacts on Student Service**
- Issued thousands of refunds to students for housing/meals while campus was closed due to fires.
- Implemented Flywire, an online payment system that offers international students an added benefit to pay tuition and fees in their home country’s currency.
- Expanded the optional meal plan program by allowing students the ability to purchase meal plans online as well as in person in the Seawolf Service Center.
- Worked with campus partners, the Housing Office and Admissions and Records, to create and implement a Deposit Hardship process for newly admitted Fall 2018 students.

**Impacts on Student Success**
- Completed internship placement agreements and community engagement agreements which assist students in their degree progress.

**Impacts on Support to Campus**
- Completed in a timely manner 2017 tax returns to individuals, vendors and 2017 tax filings.
- Supported the Art Department in its annual Art for the Heart auction by working with IT, Art, and the Cashier’s Office to process credit cards at the
event in the Art Building using credit card terminals instead of manually collecting the credit card info.

- Helped sort and organize payroll checks, and then distributed checks to employees who needed to come to campus and pickup check on payday during the holiday closure.
- Working with insurance and FEMA to recover costs incurred due to the fire

**Staff Support or Professional Development**

- Offered trainings including ProCard Training and Data Warehouse Training.
- Accounts Payable (A/P) and Procurement will launch an A/P and Procurement 101 Training later this month (February 2018).

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**Human Resources - Tammy Kenber, Associate Vice President**

**Impacts on Student Service**
All W-2s went on in a timely manner - good for student employees.

**Impacts on Faculty Service**
1. All W-2s went on in a timely manner.
2. Open Enrollment changes all went through without any problems, effective 01/01/2018.

**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 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. Plus the instructor, Gary Hochman, is dynamic, knowledgeable, and engaging. Oh, and he’s a former SSU Professor!
**Recognitions/Accolades**

1. 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!

2. Human Resources will begin 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**

1. Sonoma State enjoys very low turnover at less than 3%
2. We currently have 65 open administrator and staff positions for which we are recruiting.

**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 between $600,000 and $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 a 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
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.
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.

Important Statistics for 2016-17
20 - CCAA All-Academic Selections for the fall sports (men’s/women’s soccer, women’s volleyball)
14 - All-Conference Selections for the fall sports (men’s/women’s soccer, women’s volleyball)
6 - All-Region Selections
1 -- All-America Selection

Risk Management and Safety Services - Tyson Hill, Senior Director
Department units include:
Risk Management
Emergency Services
Business Continuity
Environmental Health and Safety
Parking and Transportation Services
Seawolf Student Ambassadors
California Public Records Act Requests
Clery Annual Security Reporting
University Claims and Insurance
**Initiatives**

- Supported the Emergency Operations Center during the Sonoma Complex Fires October 2017 (Emergency Response, Incident Command)
- After Action Report (FEMA and California Office of Emergency Services)
- Refinement of Risk/Safety budgets, separation from University Police and Facility Services
- Supporting the transition of dispatch communications to the City of Cotati
- Formulation of a new University Clery Compliance Team (CCT)
- Cal OSHA investigations
- 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
- Exploration of a new parking software system

**Impact on Student Service**

- Emergency Services completed the After Action Report on Sonoma State University's response to the Sonoma County fires. The AAR helps to identify strengths and areas for improvement. All groups were consulted, and the report will be made available to the public and university at large. There will be strengthened communications to students working with Student Affairs that will assist our students better with emergencies in the future.
- Risk Management and Safety Services are assisting University Police with the transition of the dispatch communications center moving to Cotati Police Department. This initiative will create 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 interoperable and redundant technology capabilities enhancing student safety.
- The formulation of a new cross-departmental Clery Compliance Team (CCT) will assist the Clery Director in the collection of information and required crime statistics, assisting in developing, writing, reviewing, and ensuring the accuracy of the Annual Security Report (ASR), assist in the proper identification of relevant Clery Act geography, assist in programming, developing and providing training and outreach efforts on the campus for compliance, and assist in overall compliance with the Clery Act and state student safety laws.
- Student Ambassadors engaged in various community and campus events this past semester. They were given high-fives at sporting events, helped manage crowds at midnight bowling, assisted as security at dances and welcomed new students at Big Nite with great big smiles on their faces.

**Impact on Faculty Service**

- Fires threatened Sonoma State University and the Incident Command team was forced with the decision to close the campus. The faculty was impacted,
and classes were interrupted. Departments did a great job of supporting our entire community upon reopening, and their efforts are applauded for being the faces that greeted many of our students back to some normalcy.
- The After Action Plan will help assist our emergency responder’s better plan for emergencies of the future. Our goal is to minimize the impact felt by professors and students and help to get them back professing and students learning as quickly as possible.

**Impact on Support to Campus**

- The fires had a significant impact on the campus. The university is in the process of filing claims with our insurance provider and also with FEMA. These efforts involve a significant amount of accounting, documentation, and proof that is being provided for consideration to state and federal agencies.
- 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.
- The guest parking BPI project is coming to an end and recommendations will be brought forward to the campus. These proposals will increase efficiency and service to all departments who use guest parking on campus.
- Parking operations are exploring the viability of a new parking software system. Our current contract is coming to an end, and we will need to procure a system.

**Staff Support or Professional Development**

- Michael Kopaigorodsky, EHS Specialist, and Craig Dawson, Director of EHS attended specific training related to EHS.
- Megan Varnadore, Parking Operations Manager, attended the California Public Parking Association Conference in SLO and the Leading Organizational Change workshop here at SSU.

**Recognitions/Accolades**

- Missy Brunetta, Megan Varnadore, and Craig Dawson are to be thanked for their incredible efforts and hard work during the October fires. As safety professionals, they worked diligently during the fires to ensure the safety of our students, staff, and faculty.
- A big shout out goes to the Seawolf Student Ambassadors who represented SSU with pride at a whole host of events on and off campus. Thank you all!

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**Title IX Office**

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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
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<tbody>
<tr>
<td>Sexual Misconduct</td>
<td>37 of 72 respondents were students</td>
</tr>
<tr>
<td></td>
<td>6 of 72 respondents were employees</td>
</tr>
<tr>
<td></td>
<td>17 of 72 respondents were third parties (e.g., visitors to campus)</td>
</tr>
<tr>
<td></td>
<td>12 of 72 respondents were unknown/unidentified</td>
</tr>
</tbody>
</table>

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.

Here are some important statistics to consider regarding SSU undergraduates (ACHA-NCHA-II survey, 2016):

- Were you sexually touched without your consent?
  - "YES" Female = 10% Male = 3%

- Was sexual penetration attempted (vaginal, anal, oral) without your consent?
  - "YES" Female = 5% Male = 1%

- Were you a victim of stalking (e.g., waiting for you outside your classroom, residence hall, or office; repeated emails/phone calls)?
  - "YES" Female = 6% Male = 1%
University Budget and Planning Office - Laura Lupei, Senior Director

Impact on Student & Faculty Service, Student Success & Support to Campus

University Budget and Planning Team (UBPO) provided significant support during the fires, working in many roles in the EOC, including leading the Cost Unit, Logistics Chief, Planning Unit and Finance Chief. UBPO tracked and compiled the expenses occurring during the emergency, creating the original cost projections for FEMA and the insurance companies in the days immediately following the emergency closures. After the emergency, the team continue to support Financial Services with fire cost recovery documentation process and submission(s).

Mike Ogg launched the Business Process Improvement Campus-wide Taskforce with the purpose of creating a cross-divisional group to evaluate priorities in reviewing our campus business processes to improve experiences for the campus community. A number of project teams were formed, reviewing areas such as the daily guest parking permit, digital signatures and travel reimbursement processes.

Mike Ogg joined the cross-divisional ASPIRE team that focuses on institutionalizing and formalizing assessment in all areas of campus as the A&F representative for non-academic unit assessment.

Continued the implementation of the Questica Budget Software, loading five years of historical data for all financial and HR data and performing data validation.

The entire budget team met with senior leadership and budget managers in each Division, School and unit to provide in-depth reviews of their budgets in preparation for effective budget monitoring in 17/18 and planning for 18/19.

Hayley Ross met regularly with the Academic Affairs budget team to increase communication and provide support during the transition to a new budget allocation model.

Natalie Sanchez attended the CHRS Design review workshop to ensure that the Budget Office is prepared for a smooth transition for the Labor Cost Distribution process in the new HR system.

Hayley Ross provided one on one training with employees across campus for Data Warehouse reporting with the goal of increasing reporting similarity and efficiency.
Katie Robinson revised the GMC rental policy and rates to increase external rental revenue and wrote a GMC comp ticket policy to clarify and expedite the process for granting and tracking comp tickets.

**Staff Support or Professional Development**
Kendall Newman attended CSU 101 Training provided by the Chancellor's Office.

Laura Lupei and Mike Ogg attended the Leading Organizational Change Workshop and Kendall Newman attended the Organizational Change Workshop for staff.

Laura Lupei and Katie Robinson attended the quarterly meeting of the CSU Budget Officer's Association in November.

Hayley Ross completed her first semester in the MPA program at CSUB.

**Other**
Prepared and Submitted the Equity in Athletics Disclosure Act Report to the Department of Education.

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

**Internal Recruitment for UPD Student Internship Program Officer**

**Positive Impact on Student Service**
Maintaining a police officer coordinated student internship program at UPD provides students with the opportunity to work alongside and interact with police officers. Interns not only earn college credit but also develop skills for future use but also develop an understanding of the components of a law enforcement career, especially in a college environment.

**Positive Impact on Faculty Service**
Provides Criminal Justice faculty with the opportunity to work with UPD to provide their students with valuable experience (and college credit) working in a police department.

**Impact on Student Success**
Enhanced police/student relations, provides students with real transferrable skills that can be used later in a law enforcement career. The internship program also provides impressive material for future employment resumes as interns often go onto have successful careers in the law enforcement field.

**Impact on Support to Campus**
Enhanced police/student/faculty relations, and provides a visible presence on campus as the student interns wear special apparel while participating in the
program which includes the interns performing walking foot patrols of campus areas.