CAMPUS REENGINEERING COMMITTEE
MINUTES
September 17, 2010

MEMBERS PRESENT:
Larry Furukawa-Schlereth, Chair          Daniel Malpica
Matthew Benney                           Perry Marker
Amanda Burke                             Neil Markley
Ruth Burke                               Sally Miller
Letitia Coate                            Susan Moulton
Dan Condron                              Peter Neville
Jenifer Crist                            Gloria Ogg
Barbara Danelia                          Janice Peterson
Erik Dickson                             Saied Rahimi
Bridgette Dussan                         Chuck Rhodes
Ben Ford                                 Katie Robinson
Bill Fusco                               Robert Rosen
Ian Hannah                               Tim Tiemens
Sue Hayes                                Richard Whitkus
Lori Heffernon                           Brian Wilson
Susan Kashack                            John Wingard
Paul Lange                               Leslie Witter
Matthew Lopez-Phillips

MEMBERS ABSENT:
Christopher Dinno                       Kathleen Spitzer
Mike Kiraly                              Theresa Alfaro-Velcamp
Richard Ludmerer                         Jason Wenrick

GUESTS PRESENT:
Bill Poe
AGENDA

I. APPROVAL OF THE MINUTES – May 14, 2010
II. VICE-PRESIDENT’S REPORT
III. 2010-2011 BUDGET
IV. INFORMATION TECHNOLOGY
V. FACILITIES ISSUES
VI. DIVISION CHARGEBACKS
VII. PARKING ISSUES
VIII. ITEMS FOR THE GOOD OF THE ORDER

OPENING COMMENTS

Larry Furukawa-Schlereth called the meeting to order at 1:13pm. Schlereth welcomed the new members of CRC, which included Saeid Rahimi, Sally Miller, Ben Ford, Daniel Malpica, Brian Wilson, Leslie Witter and Amanda Burke.

I: APPROVAL OF THE MINUTES – May 14, 2010

The minutes from the May 14, 2010 meeting were approved unanimously.

II. VICE-PRESIDENT’S REPORT

Memorials

At the May CRC meeting there was a long discussion regarding whether or not Sonoma State should have a policy regarding memorials for employees on campus. After discussions with various groups, including the Cabinet and with the President, it has been determined that there will not be a policy for such an event. Instead, if the family of the deceased employee wanted to use the facilities on campus for a memorial the fees for the facility would be waived. Other fees would still apply.

Telephone/Postage Charges

This 10/11 fiscal year billing for telephone and postage will not be billed back to individual departments. Instead it will be a central utility cost and the budgets in each area will be adjusted accordingly, based on an average of the previous two years costs.

Bruce Walker Memorial
(See September 17, 2010 packet for details)
The official naming of the bridge is tentatively scheduled for 11/3/10 pending the availability of Bruce Walkers’ family. An announcement regarding the naming of the north bridge after Bruce Walker will come from Susan Kashack soon.

Status of E-Recruitment

E-Recruitment is fully up and running for all non-academic appointments. Kathleen Spitzer was hopeful that a position could be eliminated due to the new functionality in PeopleSoft. Human Resources was able to meet this goal and Jaime Russell was reassigned to another area on campus.

Fulbright in the Residential Community

Through the cooperative collaboration of the Academic Affairs, Student Affairs and Administration and Finance, Sonoma State has a Fulbright living in the residential community. A diplomatic reception was held welcoming the Fulbright from Germany and an International Scholar from France. Among those in attendance included consulates from Germany, France and Switzerland. Schlereth thanked Chuck Rhodes, Tim Tiemens and Neil Markley for helping to make the project successful.

Campus Dialogues

Schlereth and the Provost are exploring a possible dialogue series on campus for the following four general topics of interest: financial status, the financial plan for the next five years, the Academic Foundation and GMC. The two will be meeting with Bridgette Dussan, President of Associated Students and John Wingard, Faculty Senate Chair for input and guidance with conducting these campus dialogues.

Seawolf Service Center

Schlereth reported that the transformation from Customer Services to Seawolf Service Center is complete. There is some old stationary that will be used until the stock is depleted.

Ryan Hammes Chapter – Teaching Lifetime Outdoor Pursuits

Schlereth acknowledged the work of Ryan Hammes a Student Union Rec Center employee who authored a chapter in a book titled, *Teaching Lifetime Outdoor Pursuits*. Ryan’s chapter is titled: “Rock Climbing.”

Seawolf Pride Association
The Athletics Department is attempting to identify independent funding sources in order to raise additional funds for their programs. After speaking to President Armiñana, the idea came about to create a “Booster Club” fundraising organization. Cal State Long Beach has a similar model. The details are in the process of being developed and will come back to CRC when more information is available. The purpose of the organization will not only be financial fundraising, but also building pride in the community.

**Green Music Center**
- Restaurant Name
- Conference Room Name

Schlereth stated that the proposed name for the restaurant at the Green Music Center is Prelude. This name will be recommended to the Campus Planning Committee for approval. The Conference Room at the Green Music Center, currently referred to as the Executive Retreat Room, also needs to be named. Any recommendations for this room can be submitted for consideration. President Armiñana has asked Provost Rahimi to look at how the Green Music Center can become a focal point for Academic connections. The Provost stated that the Green Music Center is a reality and he is working closely with the Deans, Chairs, Instructors and the Academic Senate. In addition, the President asked Schlereth to look at administrative, facility, and debt issues associated with Green. The debt service question needs to be addressed and information on this will be brought back to CRC. Currently conversations are underway addressing operating costs. The target opening date for the GMC is October 2012. In order to complete the Concert Hall an additional $6 million is needed. The chairs for the concert hall are in the process of being built and the bathrooms are in the process of being completed. The lobby and dressing rooms still need to be constructed, and funding for this cannot come from the University’s operating fund.

**On Campus Presents**

The On-Campus Presents group is excited to announce the first performance at the Green Music Center. A performance by Step Afrika is scheduled for 10/6. There will be one event each month, during this pilot season. Volunteers will be asked to staff the event. The first wine/food pairing is scheduled in Prelude with B.R. Cohn Winery. And the second food/wine event will combine SRJC culinary and wine programs.

**Common Financial Systems Go-Live Date**
Sonoma State is scheduled to go-live with the Common Financial System in January of 2011.
Common Human Resources System Study Group
Since the Common Financial System is well underway a study group is now being tasked to look at a Common Human Resource System.

Division Achievements: 2009-2010
(See September 17, 2010 packet for details)

Administration and Finance made many achievements in the 2009-2010 fiscal year. Among the achievements include: reduced the division budget by $1,190,000, completed the working drawings for the University Center, and provided financial support to the Center for Culture, Gender and Sexuality.

Division Goals 2010-2011
(See September 17, 2010 packet for details)

Administration and Finance has many goals for 2010-2011. Some key goals include: develop a strategic plan for Athletics, move to a single CMS database for finance, and implement a marketing plan for the GMC Hospitality Center.

III. 2010-2011 BUDGET
(See September 17, 2010 packet for details)

There is currently no state budget. The Board of Trustees will vote for another student fee increase in November. Some of the Federal stimulus money being allocated is not tied to growth and can be used to mitigate reductions. This is good opportunity for one time equipment needs as opposed to hires.

The Revenue Management Program allows for interest earnings on fees that have already been collected. There has been enough interest earned to honor what normally would have been distributed from the endowment to campus programs in 10/11. The Foundation will not be making a distribution in 10/11 due to the performance of the financial markets.

The distribution to the schools from Extended Education will be honored.

Student Union is balanced.

Associated Students is balanced.

Sonoma State Enterprises had a good year. Addressing the University Center is a goal in 10/11 fiscal year.
Former ASI President, Heather Hanson indicated during her term that student scholarships should be a priority. Sonoma State Enterprises responded by assisting with fully funding scholarships for 10/11.

The dorms are averaging about 90% capacity this year.

**IV. INFORMATION TECHNOLOGY**

*Computer Batteries Etc.*

With Jason Wenrick out of the office, Schlereth covered the area of Information Technology. The IT Help Desk will now replace batteries in laptops and computer mouse’s as needed.

*Charge-backs*

Efforts are underway to eliminate all charge-backs in IT to the campus.

*Help Desk*

The IT Help Desk hours Monday through Thursday were extended to 8pm to accommodate evening classes.

*Faculty Workstations*

Wenrick is working on the plan to address faculty workstations. There is $440,000 needed to replace or upgrade 280 stations. The plan is to borrow these funds and pay back over a four year period and then start the process over again. Wenrick will work with the schools to determine technology needs. Old machines will either be deemed junk or recycled to adjunct faculty if possible. Academic Affairs and Student Affairs are working on a plan to upgrade staff work stations as well.

*Instructional Designer*

Funds have been identified to fund the Instructional Designer position. Waiting on a retirement and the budget to be passed before the position goes out for posting.

*Wait List Functionality*

The pilot for wait list functionality in PeopleSoft will occur in spring 2011.
Google Email

Student Google Email has been successful implemented.

Exchange Email

Staff/Faculty Exchange Email is still on target to be rolled out in the Spring Semester.

Academic Technology Strategic Directions

Faculty retreats may be focusing on this topic to help provide Wenrick with a strategic vision for the Academic Technology Strategic Direction.

V. FACILITIES ISSUES

Ives Classroom Writing Boards

The Math Department is using classrooms in Ives and some boards have music lines on them so facilities inspected the rooms at purchases two mobile reversible whiteboards and they have been installed.

North Campus Safety Improvements

The safety recommendations to improve the North Campus entrance have been accepted by the city of Rohnert Park and in the process of being implemented.

Green Music Center Construction Update

The concert chairs contract is underway and the bathroom construction is soon to begin.

University Center Design Update

The University Center designs are nearly complete. The plan is for the Sonoma Student Union Corp. Board of Directors to forward a request this to the Fee Advisory Committee to conduct a student referendum in the spring semester. The plan calls for breaking ground in summer of 2011.
Cotati Avenue, Petaluma Hill Road Signage

Schlereth stated that the light house tower and signage at the North Campus Entrance has been well received by the campus community and feedback indicates that the campus would like a similar styled look on the corner of East Coati Avenue and Petaluma Hill Road, where the landscape is currently simple in design. Schlereth is hesitant to move forward on this project due to the controversy over the North Campus signage. The cost to construct a similar sign is approximately $10,000, using on-campus resources to construct. Associated Student President, Bridgette Dussan stated that this is a student concern and encouraged Schlereth that from the student’s perspective the signage should be constructed at this location. Schlereth noted that he was obtaining general support and no major objections from the committee to construct the signage.

Security Committee Issues

Schlereth stated that a notice had gone out regarding the prohibited use of extension cords in offices and it caused some concern. Christopher Dinno will be sending a clarification notice out through Susan Kashack. The notice will be clear on what you can and cannot do in regards to extension cords. John Wingard suggested a pre-inspection by Environmental Health and Safety and Facilities Management.

VI. DIVISION CHARGEBACKS

Facilities – Space Modification, Office Remodels

Schlereth stated that a strategic goal has been to eliminate charge-backs within Administration and Finance. Christopher Dinno is working with his team in eliminating all charge-backs except the following three: Space Modifications-Office Remodels, Carpet Purchase/Installation and Moving Services.

Facilities – Carpet Purchase and Installation

The originating department would still be responsible for paying for this.

Facilities – Moving Services

The originating department would still be responsible for paying for this. Re-keying charges will continue and the topic of charges for lost keys will come back to another meeting at CRC.
VII. PARKING ISSUES

Daily Fees
Item deferred.

24/7 Enforcement
Item deferred.

Guest Parking Passes
Item deferred.

VIII. ITEMS FOR THE GOOD OF THE ORDER

Schlereth adjourned the meeting at 2:57
Minutes prepared by Jenifer Crist.