

## Executive Committee Minutes

August 23, 2007

3:00 – 5:00, Sue Jameson Room

**Present:** Tim Wandling, Susan Moulton, Elaine McDonald-Newman, Edith Mendez, Thaine Stearns, Karen Thompson, Larry Furukawa-Schlereth, Ruben Armiñana, Robert McNamara, Scott Miller, Eduardo Ochoa

**Guest:** Steve Wilson

**Approval of Agenda – Approved.**

**Approval of Minutes of 5/3/07 and 5/17/07 – Approved.**

The Chair welcomed everyone and asked the committee Chairs to communicate well between each other and their subcommittees to streamline Senate business.

### President Report – R. Armiñana

The President reported that the budget was passed by the legislature and still needs to be signed by the Governor. The Governor is scheduled to blue pencil out \$700 million, none of which, as far as is known, affects the CSU. The President discussed some money that may come out of the UC budget. He thought that by mid-year it might be that the budget could be a few billion dollars in the red based on assumptions the State is making on the economy. The assumptions include a very strong real estate market. The President noted that the real estate market in Sonoma County has slowed considerably. He thought the State's assumptions were overly optimistic. He said the '08 –'09 budget already has a \$5 billion dollar structural deficit in it. He noted that the campus decided to fund the CalGrants even though the budget has not been signed and technically money cannot be spent. He noted as well that the compensation increases will not come through until the budget is signed. He discussed the fact that any represented employee that is hired by July 1 will get the pay raise because the Controller's office does mass pay increases and does not differentiate.

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### Provost Report – E. Ochoa

The Provost noted that the compensation problem was due to the fact that the CSU hires before a budget is signed. He reported on the progress of the Access to Excellence initiative in the CSU. They are now soliciting input from external stakeholders. He reported that given all the challenges for the budget, they are looking very carefully at the Academic Affairs budget so as not to go over budget this year. They are \$600,000 in the black starting out, but most of that is already allocated.

### Questions for the Provost

A member asked for the Provost's understanding about the campus policy on retreat rights for administrators. The Provost said the campus policy is that it is possible to

give retreat rights to administrators and normally these rights are given to academic administrators, such as Deans. He described the normal procedure – the candidate meets with the department; the department provides a recommendation about whether the candidate should get retreat rights. The member noted that the normal procedure was not followed recently with the School of Business Dean and asked the Provost what could be done to help the School work through the issue, since the past practice was not followed. The Provost noted that, indeed, there was no record of the Department's recommendation, however, he stated that during the hiring process it was understood that whoever was brought to campus for the Dean position would have retreat rights. He stated he thought that in substance the policy was followed, if not by the letter. He said it was unfortunate and he would work to ensure that it doesn't happen again. Retreat rights have been granted by the President to the candidate we are discussing. The member asked about how administrators who have retreat rights are paid and how salaries are determined for retreating administrators. The Provost said typically the retreat rights are given with a rank and for a Dean that would be full professor. Since a Dean's salary is higher than faculty, the retreat salary is usually set at the highest level for a full professor. The member asked who pays the salary. The Provost said the case under discussion would be paid from mixed sources. It was noted that retreat rights would also come with tenure and the member argued that since the department did not have a chance to give a recommendation, that calls into question the fact that the administrator has not gone through the same RTP process as all the other faculty in the department. The Provost said the CV of the candidate was reviewed before the Dean was hired, and he did not see any substantive issue. No issues regarding tenure were raised in the hiring committee or in the hiring process. He did note that the ideal would be for a written recommendation from the department.

The Chair said he had been approached by four people regarding this issue, and an administrator in his School wanted to retreat and no one knew anything about it. He recommended that the Provost go back and get the recommendation from the department anyway. He noted there was real concern in that School regarding this appointment.

The President noted that there is a letter of appointment, a contract that cannot be undone. He was not sure what the Chair's suggestion would resolve.

The Chair responded that it concerns voting rights in departments and budgetary issues in departments. He argued that the faculty should invite the person to join their department, not be told they have to accept someone. He thought it was important for all parties to feel involved. The Provost said he is meeting with a small group from the School of Business to talk about this.

Another member asked about the policy about hiring faculty with tenure. The Provost noted that the contract allows for hiring with tenure. The member asked who decides whether they get tenure. The Provost said that hiring with tenure would come through the normal process of recommendation by the department. He noted an interesting issue that has been brought up by the URTP committee. If a department recommends hiring with tenure, it by-passes the URTP committee. The Provost offered an example about how another campus handled that. The President

discussed rare instances where someone comes in with tenure already, especially from another CSU.

A member suggested that the understanding of retreat rights be made explicit in some sort of statement. She also asked if a department, in the hiring process, decides that no, they don't want that person, is that a block to hiring? The Provost said in a strict sense of the contracts, it says there will be consultation. The President takes a department's recommendation into consideration and makes the decision. He then gave his experience as a Dean at Pomona regarding retreat rights. He said conceivably, a person could retreat to a department that was not hospitable, but that is not common practice.

Another member echoed that the retreat rights be made explicit. The Chair noted that the practice is explicit in the Faculty Handbook, it was just not followed. (<http://www.sonoma.edu/aa/fa/handbook/Section2.htm#Retreat>). The member asked if an administrator in administration and finance could do a lateral transfer to a Deanship. The President said there would have to be a search. Someone could be appointed interim until the search was complete. The President reviewed who hires who in the CSU system and a discussion ensued about hiring practices.

A member asked if the \$600,000 remaining was just in Academic Affairs or in the University as a whole. The Provost answered in Academic Affairs.

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#### **Statewide Senator – R. McNamara**

No report as the Statewide Senate had not met yet.

#### **Chair-Elect report – S. Miller**

S. Miller noted he was on a steep learning curve. He said he was interested in pursuing the idea of looking into how we name committees on campus. He noted important faculty representation recommendations in the works. He asked for guidance on the issue about SAC lacking a Chair. The SAC rep at the committee said she was acting chair for the day. The Chair-Elect said there was "will" that SAC name a chair. He offered to chat with the rep about it. The President asked about the Periodic Review of Administrators policy for two Deans and he asked that S&F work on getting faculty for those committees. The Chair noted that the Executive Committee does not allow proxies, so SAC will have to elect an acting Chair.

#### **Vice President for Administration and Finance – L. Furukawa-Schlereth**

L. Furukawa-Schlereth reported on the residential move in over the past weekend. They moved in over 2400 people and he thought the body should be proud of the staff of Student Affairs and Administration and Finance for doing such a smooth job. He noted a positive news story in the media about the importance of the residential life on campus. They have a waiting list for housing on campus. Over the summer, A & F closed the books in the black and it is common for the year-end balances to be so, as divisions roll money over to the next year. Audits are going on. He reported on the Globalization Study Group, which will look at outsourcing and globalization

issues affecting campus. They have their members and a schedule. He also reported that the University has received all the approvals in the CSU and the necessary financing for a new 700 bed housing complex. They will be more like townhouses. He thought construction would begin in March. He talked about the need to integrate the residential community more into the academic life of the university and how important that has become. The President noted that the new project was essentially the same as Beaujolais Village, but will cost \$60,000 more and that is with the University owning the land and having the infrastructure.

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A member asked if there was an organization chart for human services for staff and for faculty. L. Furukawa-Schlereth thought they were online. He noted that for staff hiring, Kathleen Spitzer is still the contact, and Joyce Suzuki for labor relations. The member also asked about SSI's for faculty. He has been hearing a lot of questions. He asked for Faculty Affairs to send out a letter clarifying it. The Provost noted his request.

Another member asked if more parking would be built for the new residence halls. L. Furukawa-Schlereth said yes, some more would be built. He noted the new faculty contract allows the faculty to park anywhere, except, of course reserved lots and that was applicable now.

A member asked about issues of sewage and that he has heard of storage tanks and had a lot questions about the tanks, etc. L. Furukawa-Schlereth explained that the purpose of the holding tanks was to help the campus not exceed its sewage limit in a given day. There was further discussion on this subject regarding the new Residential Hall and the University Center, as well as issues with the City of Rohnert Park.

#### EPC Report – T. Stearns

T. Stearns reported that EPC will be looking at the Chico resolution regarding the Collegiate Learning Assessment. This summer he worked with E. Sundberg and L. Holmström on the SSU Curriculum Guide that has not been revised since 1985. Updating it will be an on-going process. He thought it would be useful to hear from the Executive Committee what kinds of updates to the Guide might go to the Senate for approval. EPC is going to vet the Napa Liberal Studies Program that is apparently an off-shoot of the Ukiah program and came as a surprise to some. They also have a backlog of Program Reviews.

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The Provost noted that the Napa program was an existing program. T. Stearns said that according to the Curriculum Guide that kind of program needs to be reviewed by the Department, at least. He has spoken to the Coordinator of the Ukiah Program and the Dean of Extended Education. Both agreed that EPC should take a look at the Napa program. It was also asked if WASC was aware of the program and issues of off campus programs and WASC concerns were articulated.

T. Stearns also said he thought EPC would look at GE revision and converting from 3-4 units.

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### **FSAC Report – T. Wandling for M. Hess**

T. Wandling noted that the Chair of FSAC could not be at the meeting and made an announcement for her. The RTP revision document is online and available through WEBCT for tenured and tenure-track faculty. Faculty are encouraged to review the document and make comments. In the near future, the document will be open to wider comment from the campus community.

### **SAC Report – K. Thompson**

K. Thompson said the committee has not met and they have a list from last year's committee which will be their starting point.

### **Faculty Eligible for Emeritus Status – T. Wandling**

Approved to go forward to the Senate.

### **Academic Calendar**

| T. Wandling reviewed the circumstances for bringing the calendar forward. The Provost urged the body to approve it. A member asked that the number of instruction days be included with the calendar and how many of each day there is in a semester, such as X number of Mondays, Tuesdays, etc. T. Wandling clarified that '08 – '09 was all that needed to be approved. It was asked if the Calendar guidelines were ranked. T. Wandling asked EPC to consider the calendar guidelines as well. There was general discussion about the difficulty of putting together academic calendars.

**Motion to refer the calendar guidelines to EPC for discussion on appropriateness and prioritizing the guidelines. Second. Approved.**

There was more general discussion about what drives the academic calendar and scheduling.

| **Motion to approved 2008-2009 calendar, acknowledging its imperfection. Second. Approved.**

### **By-Laws Revision: Duties of the Chairs – S. Miller**

S. Miller introduced the item and noted that it has been before the body before and **moved that it go forward to the Senate. Second. Approved.**

### **Senate Agenda**

#### **AGENDA**

Report of the Chair of the Senate - Tim Wandling  
Correspondences

Consent Items:

Approval of the Agenda  
Approval of Minutes  
Faculty Eligible for Emeritus Status – attachment  
End of Year Reports: SAC, FSSP, Senate, PDS - attachments

- ☛ On-going report: Update on WASC

**Information Item:** 2008-2009 Academic Calendar

**Special Report:** SSU Foundation – L. Furukawa-Schlereth & E. Ochoa T. C. 4:15

**BUSINESS**

1. Crash Course in Robert's Rules – presentation and attachment
2. Election of Senate members to Executive Committee and member for AS – S. Miller
3. From S&F: By-laws revision, Duties of the Chairs – First Reading – attachment – S. Miller
4. Survey of School Representatives – L. Holmström
5. Group Photo T. C. 4:50

Adjourned

*Respectfully submitted by Laurel Holmström*