

November 7, 2007

## Minutes of the Meeting of Executive Council

California State University San Marcos

Board Room

**Members Present:** Karen Haynes, President  
Emily Cutrer, Provost and Vice President, Academic Affairs  
Neal Hoss, CFO and Vice President, Finance and Administrative Services  
Pat Worden, Vice President, Student Affairs  
**Present:** Rick Keith, Vice President, University Advancement  
  
Not Present: Marti Gray, Executive Director, Foundation

---

President Karen Haynes called the meeting to order.

**Agenda item:** Consent Calendar **Presenter:** President Haynes

**Discussion:** The Executive Council approved the following consent calendar items:  
SA 0708.01 – Student Immunization Requirement Policy  
SA 0708.02 – Campus Oversight for University Health Services  
PRES 0708.01 – University Survey Policy

---

**Agenda item:** Space Allocation and Scheduling Policies **Presenter:** Neal Hoss

Executive Council reviewed changes to the Space Allocation and Scheduling Policies and Procedures. Both policies and procedures were approved by Executive Council.

**Discussion:** VP Hoss and Mr. Ceppi will develop a message to the Academic Senate, ASI that outlines the composition and charge of the new Space Committee and requests appointment of members. VP Hoss and Mr. Ceppi will develop a message to the campus community. Mr. Ceppi will prepare a memo appointing the new committee members.

---

**Agenda item:** Minor Capital Outlay Policies and Procedures **Presenter:** Neal Hoss

**Discussion:** Executive Council approved the Minor Capital Outlay Policies and Procedures.

---

**Agenda item:** Cabinet Meeting Agenda **Presenter:** Matt Ceppi

**Discussion:** Executive Council reviewed and approved the November 26, 2007 agenda for the meeting of President's Cabinet.

---

**Agenda item:** Budget Call Process **Presenter:** Emily Cutrer / Neal Hoss

**Discussion:** Vice Presidents were asked to review funding priority objectives by November 21<sup>st</sup>. Memo will go out the 25<sup>th</sup>.

---

**Agenda item:** Student Union Update

**Presenter:** Pat Worden / Neal Hoss

**Discussion:**

Vice President Worden presented an update on the Student Union. The Student Union Exploratory Committee issued a recommendation to begin a formal process for developing a student union. VP Worden will thank and sunset the committee. A Student Union Task Force will be formed to oversee the feasibility study (including an architectural program, siting, and massing study, construction cost estimates, and renderings of the facility; develop timelines for project phases; further develop and refine the financial analysis; and, prepare documents for any related student fee proposal. The task force will complete their work by spring 2008.

Vice President Worden will prepare a memo appointing the task force.

---

**Agenda item:** Wild Fire Debriefing

**Presenter:** Haynes

**Discussion:**

President Haynes thanked Provost Cutrer and Vice President Hoss for their leadership, quick decision making and communication to the campus during the wild fire emergency and thanked the whole EC for their teamwork and contributions to an effective and coordinated response from their respective divisions.

---

President Haynes adjourned the meeting.