

May 14, 2007

## Ee Minutes of the Meeting of Executive Council

California State University San Marcos

Board Room

**Members** Karen Haynes, President  
Emily Cutrer, Provost and Vice President, Academic Affairs  
Neal Hoss, CFO and Vice President, Finance and Administrative Services  
**Present:** Pat Worden, Vice President, Student Affairs  
Rick Keith, Vice President, University Advancement  
Marti Gray, Executive Director, Foundation

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President Karen Haynes called the meeting to order.

**Agenda item:** Employees of the Month **Presenter:** Karen Haynes

Ms. Lucy Higuera, Language Assessment Coordinator and Ms. Marcia Woolf, Coordinator, Academic Senate were recognized as the May Employees of the Month

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

EC approved the following consent calendar items:

**Action:** FAS 0607.03 Allocation of Costs to Auxiliaries Policies & Procedures (Approved 5/14/2007)

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**Agenda item:** Convocation Themes **Presenter:** Carol Bonomo, Guest

**Discussion:** Discussion focused on themes of good to great, WASC, and Carnegie. The "theme" will be developed in the next month.

Follow-up	Person responsible	Deadline
✓ Provide a draft list of 06-07 accomplishments to EC for decisions on what they cover at convocation	Carol Bonomo	June
✓ Distribute timeline to EC for Honor Roll of Achievements and their remarks / agreement on what they will be speaking about	Carol Bonomo	July
✓ Provide Honor Roll of Achievements to Carol Bonomo for each area	EC	August 1

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**Agenda item:** Multi-year Resource Planning **Presenter:** Emily Cutrer, Neal Hoss

**Discussion:** Provost Cutrer and Vice President Hoss provided an overview of UBC discussions about multi-year budget planning, assumptions and next steps. The UBC focus has shifted over time from reviewing allocations to strategic funding allocations. The EC will review the charge of the UBC, clarify roles and review a plan and templates for identifying base resource allocations and benchmarks.

The EC discussed the budget outlook for 2007-08 (and beyond). There is great uncertainty relative to:

- Legislative approval of the budget and the potential for a buy-out of planned student fee increases
- FTES for the CSU and ultimately our campus
- Year end balances in the divisions
- Impact of health care cost increases
- Impact of funding the salary lag increases

**Discussion  
(continued):**

While some projections for the out years look challenging, our confidence in the estimates is not great and is exponentially less certain the farther out we project.

The AVP Resource Management and the Director of the Budget Office will provide analysis of base resource allocation and utilization in each of the divisions for EC review (Academic Affairs has done some work in this regard already). The President asked that staff provide Executive Council with examples of models used within the CSU for allocating resources. Over the summer, the AVP Resource Management and the Director of the Budget Office will work to provide Executive Council with examples of models used within the CSU for allocating new monies. Executive Council will agree upon various funding and budgeting principles and assumptions and develop a plan to revise campus budget practices and processes, including the multi-year budget model.

In the fall, Executive Council will provide UBC with a revised charge, funding principles, multi-year model, and operating guidelines.

For 2008-09 faculty recruitments, the campus will proceed with the allocation of the \$4.0 million for instructional growth allocation.

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**Agenda item:** Space Policy and Procedures **Presenter:** Neal Hoss

The EC reviewed and discussed the Space Management Policy and the accompanying Space Allocation and Space Scheduling (Non-Academic) procedures, along with the inventory of non-academic space.

After considerable discussion, Executive Council agreed on the following:

- May 17, 2007 will be the last meeting of the Space Committee in its present form
- The role and charge of the Space Committee will be reviewed
- The policy and procedures for space allocation and scheduling will be modified to support the revised role and charge
- The policies and procedures will include the committee composition and appointment process

The review and approval process will likely include some of the following elements:

- Clear delineation of authority for decision making
- Clear delineation of how decisions will be reported back to appropriate audiences
- Space requests will be reviewed and approved by the appropriate vice president in writing prior to being forwarded to the Space Committee
- Space Committee will do the analysis of proposals and prepare a recommendation for Executive Council approval
- Recommendations will include the pros and cons of various options, consensus opinion if reached, and the majority and minority opinions regarding the allocation of space
- To facilitate timely decision making, proposals will essentially have a "first and second reading" after which a recommendation will be prepared for Executive Council decision, i.e., the Space Committee will have two meetings to consider a proposal and make a recommendation

**Discussion:**

Discussions regarding classroom utilization, class schedule, prioritization of various campus entities for receiving space allocations, etc. will take place at Executive Council.

The outcome from the May 17, 2007 Space Committee meeting must include a recommendation regarding space for ASI for consideration by Executive Council at its June 11, 2007 meeting. Other time sensitive recommendations may come forth to Executive Council at the June 11, 2007 meeting.

The EC requested that Vice President Hoss express their thanks to all of the members of the Space Committee for their dedicated service and willingness to engage in conversations that will no doubt shape the role and process for allocating an admittedly scarce resource in the best interests of the university for years to come.

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**Agenda item:** Institute for Social Justice and Equity **Presenter:** Emily Cutrer

**Discussion:** Provost Cutrer reviewed the Academic Senate recommendation and issues identified relative to the Institute for Social Justice and Equity.

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**Agenda item:** Arts & Lectures **Presenter:** Emily Cutrer

**Discussion:** Provost Cutrer provided an overview of the current support structure for the Arts & Lectures program. There was discussion on how the university can best support the program. Provost Cutrer will move forward with the recommendations of the EC.

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**Agenda item:** Campus response to death of a campus community member **Presenter:** Pat Worden

**Discussion:** Vice President Worden recommended a task force to be led by Marion Reid, Special Assistant to the President for Campus Climate. The task force will review system and state policies and develop protocol for responding to the death of a campus community member. The task force will consist of Marion Reid, Mary Elizabeth Stivers, Carol Bonomo, Kaine Thompson and representatives of student affairs, human resources, and university police. The task force will report back to EC by fall 2007.

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**Agenda item:** Public Relations policy – appropriate expenditures **Presenter:** Marti Gray

**Information:** Ms. Gray provided information on changes to the Foundation Public Relations policy addressing appropriate expenditures. Vice President Hoss recommended that the Foundation work with AVP Finance to ensure consistency with the University policy on hospitality.

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**Agenda item:** Library Archives Feasibility Study **Presenter:** Emily Cutrer

**Information:** Recommendations of the Library Feasibility Study will be discussed as part of the Academic Affairs strategic planning process and any adopted recommendations will be proposed as strategic funding requests for future budget cycles. This item was removed from the June Cabinet agenda.

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**Agenda item:** Staff Appreciation Picnic Prizes **Presenter:** Rick Keith

**Discussion:** Vice President Keith asked the EC to supply prizes for the Staff Appreciation Picnic.

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President Haynes adjourned the meeting.