

MINUTES OF THE MEETING: May 23, 2005

PRESENT: S. Card, Y. Lee, A. Muchlinski, D. Schaeffer, J. Woo

EXCUSED ABSENCE: J. Benedict, W. Carrillo, S. Herrera, D. Maurizio, S. Mims

ABSENT: M. Correia

D. Schaeffer, FiPC Chairperson, convened the meeting at 11:15 a.m.

1. Announcements

- 1.1 D. Schaeffer, Chairperson, announced that J. Benedict, W. Carrillo, D. Maurizio and S. Mims would not be attending today's meeting.
- 1.2 She also reminded the Committee that FiPC will not be meeting during the Summer Quarter 2005.
- 1.3 D. Schaeffer announced that P. Higuchi, Director of Administrative Technology and Support Services, shared updated information in regards to Risograph machines. Risograph equipment that is currently not functional will be replaced first. A replacement schedule for all Risograph machines is currently in the works and should be ready by the end of 2004-05.
- 1.4 The liability issue brought up by D. Maurizio in regards to the baseball practices incidents (FiPC M 04-08) has been referred to K. Brady, Risk Management/ Environmental Health and Services Director. There have been several incidents of the baseball team members hitting the ball over the safety net that protects Lot J. There is a potential for bodily injury. K. Brady will share this item with C. M. Dunn, Intercollegiate Athletics Director, in order to find a safe solution to this issue.
- 1.5 At the May 9, 2005 FiPC (FiPC M 04-08) meeting, S. Mims requested more information regarding CSU insurance liability coverage for on and off- campus courses. Y. Lee provided the Committee with a copy of Executive Order 849. S. Mims did not attend today's meeting, thus this item will be agendaized for the next FiPC meeting.

2. Elections of 2005-2006 Chairperson and Vice Chairperson

The FiPC election was postponed since key members of the Committee were not present. The Committee's first meeting in October will be convened by R. Garcia, Academic Senate Chair. Returning faculty eligible for election include M. Correia, D. Maurizio, S. Mims, D. Schaeffer, and J. Woo.

3. Intent to Raise Questions

There were none.

4. Liaison/Subcommittee Report

D. Schaeffer reported that the Executive Committee discussed the following:
The Senate continues to review and debate several proposed policy documents including student grievances and emeritus status for lecturers.

5. Approval of the Agenda for May 23, 2005 (FiPC A 04-9)

It was m/s/p (S. Card) to approve the agenda as submitted.

6. Approval of the Minutes for May 9, 2005 (FiPC M 04-8)
It was m/s/p (A. Muchlinski) to approve the minutes as submitted.

7. Facilities Chargebacks and Other Facilities Concerns
D. Schaeffer invited the FiPC members to visit the Facilities' website that tracks work orders and to report back any observations at the next meeting.

D. Schaeffer expressed the Committee's gratitude to J. Ferris, Director of Facilities Services, for sharing helpful information and his willingness to provide training for the FiPC members.

8. Minor-Cap Projects Process
Dr. E. Lipton, Assistant Vice President for Academic Affairs-Planning and Resources and Dean, Educational Support Services, clarified the procedure on how to propose minor-cap projects to the Campus Physical Planning Committee (CPPC). The Minor-Cap Project must be endorsed by the College Dean in order for it to be forward to the CPPC for funding consideration.

S. Singh, Project Manager – Facilities Planning and Construction, provided a 2003-04 Minor-Cap list with the proposed projects and those that were funded. D. Schaeffer will follow up on the 2004-05 list. Item will be agendized for next meeting.

9. PeopleSoft and GET
A PeopleSoft/GET users group has been meeting and sought faculty and advisors input regarding ways to improve some of the PeopleSoft screens so they will be more intuitive.

D. Schaeffer was asked to contact P. Quan, Vice President of Information Technology Services and Chief Technology Officer, about the slowness of the system at the end of the quarter. This is probably due to many faculty inputting grades at that time.

10. New Endowed Scholarship Overhead
D. Schaeffer will contact K. Button, Vice President of Institutional Advancement/Foundation, before the next meeting to obtain a copy of a Foundation Quarterly Report.

11. Student Events With Out a Student Union
D. Schaeffer reported that ASI President, R. Gaw met recently with President Rosser about the lack of rooms available for the ASI's events. President Rosser is committed to working with ASI to find a solution to their concern.

12. New Business
D. Schaeffer invited the FiPC members to present other fiscal items they are concern about and introduce them at our next FiPC meeting.

D. Schaeffer thanked Y. Lee for his expertise and advice during the year. She also gave a special thank you to L. Valdivia for her support as recording secretary.

13. Adjournment
It was m/s/p (S. Card) to adjourn at 11:50 a.m.