

MINUTES OF THE MEETING: May 9, 2005

PRESENT: J. Benedict, W. Carrillo, S. Herrera, Y. Lee, D. Maurizio, S. Mims, D. Schaeffer, J. Woo

EXCUSED ABSENCE: S. Card, A. Muchlinski

ABSENT: M. Correia

D. Schaeffer, FiPC Chairperson, convened the meeting at 11:05 a.m.

1. Announcements

- 1.1 D. Schaeffer, Chairperson, reminded the Committee members that elections for Chair and Vice Chair for the 2005-2006 Academic Year will be conducted at our next meeting. Returning faculty include M. Correia, D. Maurizio, S. Mims, D. Schaeffer, and J. Woo.
- 1.2 J. Benedict will be performing with the Jazz Orchestra on Thursday, June 2, 2005, in the State Playhouse. Everyone is invited.
- 1.3 J. T. Anagnoson has been elected the Vice Chair for the 2005-06 Statewide Academic Senate.
- 1.4 D. Schaeffer reported that the Administrative Procedure 503 – Facilities Work Request Procedures final draft was signed off by the Executive Committee.

2. Intent to Raise Questions

D. Maurizio brought up a liability issue to the Committee. During baseball practices, there have been several incidents of the baseball team members hitting the ball over the safety net that protects Lot J. Luckily no persons have been injured, but cars have been damaged. D. Maurizio questioned why the team is hitting balls towards the Lot and the net rather than away from both. There is a potential for bodily injury. The Chair will take this to the Executive Committee to see to whom this should be addressed.

S. Mims requested more information regarding CSU insurance liability coverage for on and off-campus courses. Y. Lee will research and provide the Committee with more information at the next meeting. He stated that a CSU Executive Order governs this policy.

3. Liaison/Subcommittee Report

D. Schaeffer reported that the Executive Committee discussed the following:

- 3.1 The Senate has a full agenda for tomorrow, including proposed policy regarding student grievances, emeritus status for lecturers, and comprehensive exams.
- 3.2 H. Lujan, Provost and Vice President for Academic Affairs, will be revitalizing the Bookstore Advisory Committee.
- 3.3 Enrollment numbers for Spring 2005 for the Academic Year is at least 96%.
- 3.4 The Executive Committee is preparing a response to the Quality Service Work Team Interim Report.

4. Approval of the Agenda for May 9, 2005 (FiPC A 04-8)

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

5. Approval of the Minutes for April 11, 2005 (FiPC M 04-7)

It was m/s/p (J. Benedict) to approve the minutes as amended.

6. Facilities Chargebacks and Other Facilities Concerns

J. Ferris, Director of Facilities Services, responded to the FiPC request for more information regarding faculty and staff access to the online site for tracking Work Orders. He provided the URL to the website and offered to provide training on how to navigate the website. The Chair asked members to take a look at the site and report back any observations at the next meeting.

7. Minor-Cap Projects Process

A. Izadian, Director of Facilities Planning and Construction, reported that the Minor-Cap Project list is prepared by the Vice Presidents each year. The combined prioritized list is then reviewed by Campus Physical Planning Committee and forwarded to the President for approval.

Since the departments report to the Provost, D. Schaeffer has contacted E. Lipton, Assistant Vice President for Academic Affairs-Planning and Resources and Dean, Educational Support Services, to inquire on how the departments could submit a Minor-Cap project proposal. She hopes to have an answer for the next meeting.

8. PeopleSoft and GET

The Executive Committee encouraged campus administration to consider sending brief monthly email updates to the University Community regarding GET and PeopleSoft. This issue will stay on the FiPC's Agenda.

D. Schaeffer also reported that Admissions has implemented a new procedure to streamline handling incoming transcripts. The transcripts will be directly entered into GET as they are received. They will be matched with the application and forwarded to an evaluator.

9. New Business

D. Schaeffer opened a discussion on possible future agenda items for the Committee. Some of the suggested items/concerns included:

- 9.1 Faculty Travel
- 9.2 Endowed Scholarship Overhead Charges
- 9.3 Funding for Advisement
- 9.4 Student Events With Out a Student Union

10. Adjournment

It was m/s/p (D. Maurizio) to adjourn at 12:40 p.m.