

**Office of the President  
California State University, Chico**



**Executive Memorandum 18-012**

**May 30, 2018**

**From:** Gayle E. Hutchinson, President

**Subject:** Northstate Planning and Development Collective

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve a reorganization within the College of Behavioral and Social Sciences. The Geographic Information Center and the Center for Economic Development will be merged to create the Northstate Planning and Development Collective, effectively immediately.

<b>Policy Title:</b>	EM 18-012 Northstate Planning and Development Collective
<b>Contact:</b>	College of Behavioral and Social Sciences
<b>Supersedes:</b>	
<b>Revision:</b>	
<b>Enabling Legislation or Executive Order:</b>	

# New Center or Institute Signature Form

Print form and attach it to the front of the proposal

<b>Proposed Center/Institute Name:</b> Northstate Planning & Development Collective	
<b>Department + ZIP:</b> College of BSS; ZIP 0450	<b>College + ZIP:</b> College of BSS; ZIP 0450
<b>Primary Contact:</b> Eddie Vela	
<b>Phone #:</b> x-4919	<b>E-mail:</b> evela@csuchico.edu
<p><b>All signatures on this page attest to:</b></p> <p style="margin-left: 40px;"><b>1. Support for the goals and structure of the proposed Center or Institute</b></p> <p style="margin-left: 40px;"><b>2. Appropriate consultation within signatory's area of responsibility</b></p>	
<u>PROPOSAL STEPS:</u>	<u>COMPLETED:</u>
<input type="checkbox"/> signature required if checked	<p>1. Proposal developed (consult with Curriculum Services for signatures required)      Date: _____</p>
<input type="checkbox"/> signature required if checked	<p>2. Proposal reviewed and approved by Department Curriculum Committee      Date: _____</p> <p>_____</p> <p>Chair, Department Curriculum Committee signature</p>
<input type="checkbox"/> signature required if checked	<p>3. Proposal reviewed and approved by Department Chair      Date: _____</p> <p>_____</p> <p>Department Chair signature</p>
<input type="checkbox"/> signature required if checked	<p>4. Proposal reviewed and approved by College Curriculum Committee      Date: _____</p> <p>_____</p> <p>Chair, College Curriculum Committee Signature</p>
<input checked="" type="checkbox"/> signature required if checked	<p>5. Proposal reviewed and approved by College Dean      Date: _____</p> <p style="text-align: center;"><i>Eddie Vela</i></p> <p>_____</p> <p>College Dean Signature</p>
<input checked="" type="checkbox"/> signature(s) required if checked	<p>6. Other signature(s) required (as determined by Curriculum Services)</p> <p style="text-align: center;"><i>[Signature]</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Send completed proposal to: Undergraduate Education/Curriculum Services, SSC 460, Campus ZIP 128</p>	

**Proposed Reorganization of the College of Behavioral and Social Sciences Geographic Information Center (GIC) and the Center for Economic Development (CED)  
February 23, 2018**

In collaboration with center directors, the Provost, and the President, the College of Behavioral and Social Sciences proposes an organizational alliance and coordination between the Geographic Information Center (GIC) and the Center for Economic Development (CED), under the auspices of a common umbrella, tentatively referred to as “Northstate Planning & Development Collective”.

The dean of the College of Behavioral and Social Sciences serves as the primary oversight and direct report for both the CED and GIC. Pursuant to EM 02-007 and in accordance with EO 751 (see attached) the proposed coordination will maintain the title and mission of each center, but proposes to bring both together to form the proposed *Northstate Planning & Development Collective* (see attached proposed organizational structure).

The creation of this new alliance will allow each existing center to continue with their current missions and activities, but more importantly foster new grant and contract possibilities.

The descriptions of each existing center below are taken from their respective web sites.

[Geographic Information Center](#)

Located at 35 Main Street, Suite 132, the Geographical Information Center (GIC) at California State University, Chico, was established in 1988 to introduce geographic information systems (GIS) technology to Northern California. The Center’s mission is both academic and service oriented. While nurturing current, as well as developing new partnerships, the Center promotes valuable opportunities for students through the provision of innovative geospatial solutions to its service region.

[Center for Economic Development](#)

Located at 35 Main Street, Suite 203, in Chico California, the Center for Economic Development (CED) was founded in September 1986. The Center for Economic Development (CED) at CSU, Chico is committed to helping communities prepare and plan for future growth by helping communities and businesses in planning, community development, employment generation, natural resource management, workforce development, alternative energy advancement, and leadership training. With these goals in mind, it is the philosophy of the CED to:

- Provide the highest quality economic development assistance to the communities of Northern California.
- Promote the transfer of information and knowledge from the university and other sources to economic development and planning practitioners, and the general public.
- Establish and foster partnerships between workforce development entities, community and

vocational colleges, policy makers, communities, and all organizations that are in support of assisting growth in Northern California.

### Proposed Administrative Merger

See attached the current organizational structure for GIC and CED. The proposed administrative merger simply puts them under a common umbrella, tentatively referred to as “Northstate Planning & Development Collective” (see attached proposed organizational structure). The mission of the proposed collective is to continue the respective missions of each center, and in addition to seek out new grant, contract, and partnership opportunities that the merger may afford.

### Background

The proposal to create a formal relationship between the GIC and CED was precipitated by recent changes in accreditation status of the NEC SBDC program housed within CED. The CED has been the lead center coordinating and overseeing a large Small Business Administration (SBA) grant since 2003. The grant funded the salaries of both the CED director and co-director, and funded the CED to serve as Lead Center with oversight over six sub-centers that comprise the Northeastern California SBDC (Small Business Development Center) network. In a letter dated July 28, 2017 the U.S. SBA informed the university of their intent to deny reaccreditation of the NEC SBDC. In addition, the SBA informed the university that SBA will not renew the SBDC cooperative agreement with CSU Chico, effective December 31, 2017. While the CED acquires and oversees other grants and contracts, with those contracts providing for some infrastructure support, the loss of the SBA grant resulted in collapse of the NEC SBDC regional network and funding for the CED director and co-director.

In consultation with the Provost, RESP, and each of the center directors, the idea of bringing the CED and GIC together under one overarching collective was seen as a positive outcome of events. The director of GIC indicated that the center had capacity to incorporate administrative oversight necessary to ensure success of the CED remaining contracts, and agreed that the proposed relationship between the CED and GIC holds the promise of creating new synergies and grant/contract opportunities.

The proposed reorganization does not change the essential functions of either the GIC or CED, but rather places both under the auspices of the proposed *Northstate Planning & Development Collective*, thus establishing a formal relationship between the GIC and CED. It is further proposed that the director of the GIC serve as the coordinator for the collective, providing oversight and infrastructure support for each center.

Following the CSU, Chico guidelines for proposals for new centers or institutes that have no direct curricular implications, the following is provided for consideration:

1. **Name of the Proposed Center/Institute:**  
*Northstate Planning & Development Collective*

2. **Names**

a. Name of the unit overseeing the Center/Institute:

*College of Behavioral & Social Sciences*

b. Name, title, and rank of the individual(s) primarily responsible for drafting the proposal:

*Eddie Vela, Dean, College of Behavioral and Social Sciences*

3. **Description of Center/Institute:**

*The proposed collective will provide administrative and mission coordination between the CED and GIC. No new facility space is required. The director of GIC will serve as institute coordinator, having oversight responsibility for both the CED and GIC. Project directors within CED and GIC will continue to function as they have.*

4. **Expected impact on curriculum development/delivery and professional development opportunities.**

*The mission and of the GIC and CED will continue as it is currently instantiated; there are no curricular implications or expected impact. However, formal cooperation and integration of the centers in an overarching "institute/center" is expected to create more grant and contract opportunities for faculty, staff, and students.*

5. **Place in Strategic Plan of unit having authority over center or institute and expected impact on resources, curriculum development and professional development.**

*The College of Behavioral and Social Sciences will continue to be the academic unit under which the respective centers operate. The expected impact of the proposed alliance between GIC and CED is that the relationship will foster more grant and contract activity, as a consequence provide more opportunities for faculty and students to conduct funded research. The portion of indirect funds generated by grants and contracts that goes back to the college and PI's will therefore increase, and in doing so increase capacity for the faculty PI, the PI's respective department, and the college.*

6. **Funding:**

a. How much funding will be necessary?

*No funding from the college is required.*

b. How will funding be obtained and sustained?

*GIC has capacity to ensure analyst and grant/contract oversight. It also has the capacity to hire*

*needed additional staff support personnel. It is expected that grant and contract activity generated by continuing CED grants/contracts, and those generated as a consequence of the proposed collaboration, will provide the necessary funding to sustain necessary administrative support functions.*

c. How will funding serve to provide equipment, supplies, staff, library needs?

*N/A. The GIC and CED are self-sufficient via their grant and contract activities.*

7. **List all other university entities that cover any significant part of the goals and objectives of the planned institute. If there is any duplication, explain why it is necessary. Include statements from areas of duplication.**

*N/A. The proposed relationship between GIC and CED does not change the core mission of either, but rather provides for administrative support to ensure that CED is able to continue their mission, and fosters grant and contract activity that forwards the mission of both CED and GIC. It is anticipated new grant and contract opportunities will be fostered by bringing CED and GIC under one umbrella.*

8. **Explain how the new Center/Institute meets the CSU Executive Order 751 definition of a center, institute, or similar entity. If it does not meet the definition, then state why the new Center/Institute does not need to be reported to the Chancellor's Office.**

*It is not clear how the proposed administrative housing of the CED and GIC would require Chancellor's Office notification. A new Center per se is not being proposed, and it is unclear how an "institute" is different in any meaningful way to "center".*