ADMINISTRATIVE COUNCIL
Minutes of
October 5, 2005


Minutes of September 7 were approved.

President’s remarks

Dr. Patton thanked all who had assisted in accommodating the students displaced by Hurricane Katrina. He announced the Board of Regents would recognize Mr. Mildner and Mr. Niccum for their contributions and as representatives of the overall effort at Georgia State.

Dr. Patton commented on on-going visits with state legislators to urge support for salary increases in FY2007 and construction funding for the science teaching laboratories building, which is #7 on the capital projects list.

Dr. Patton reminded that the State Charitable Contributions Program was starting up and requested the vice presidents, deans and other division heads to encourage their employees to respond right away and reduce the need for follow-up contacts.

Budget/enrollment update

Dr. Henry reported enrollment was approximately 300K credit hours and 25.7K students after the latest round of administrative drops for failure to pay. He added that while fall revenues were not finalized, it appeared the shortfall for the year would be in the range of $8-9 million.

Dr. Patton cited long-term concerns with new competition in Gwinnett County and the lack of scholarship funds. He pointed to quality issues and the next comprehensive fundraising campaign as crucial to answering the challenges. He noted far fewer parents were saving for college educations for their children.

Dr. Fritz pointed out that on the national level, a higher percentage of high school graduates were going to college, but a smaller percentage had savings for college, while at the same time federal financial aid funds were capped and tuition was rising. Ms. Hurt added that a recent New York Times article had addressed this situation as stratification of society.

Dr. Patton observed that many state legislators are expressing views similar to parents concerning the diminishing expectation that students pay their way through savings. He indicated legislators used this as an excuse not to fund higher education because they perceived higher education was not doing its job to provide scholarships and keep down costs to students. Mr. Lewis echoed this point.

Commencements

Ms. Erskine presented a hybrid proposal for future commencements based on the proposals discussed at the September meeting and subsequent discussions with the Student Government Association. She noted student support for a large university-wide ceremony at the Georgia Dome, elimination of the summer commencements, and an increase in the number of tickets per graduate for on-campus commencement ceremonies. She reported student input indicating students would attend both the large ceremony and the diploma ceremony.

Ms. Erskine outlined the proposal as follows: (1) elimination of all summer ceremonies; (2) in fall three diploma ceremonies in the Sports Arena for (a) Arts & Sciences undergraduates, (b) all other undergraduates, and (c) all graduate students, with students allowed 8 tickets; and (3) in spring a large university-wide ceremony with an internationally recognized speaker sandwiched between two diploma ceremonies for (a) Arts & Sciences, Andrew Young School of Policy Studies, and Health & Human Sciences and (b) Robinson College of Business and Education, all in the Georgia Dome with no tickets required, plus a separate Law hooding ceremony.
Dr. Kaminshine stated interest in testing reaction to a morning hooding ceremony on the day of the spring large university-wide ceremony rather than the evening before. He asked about availability of space in the Georgia Dome. Ms. Erskine responded that there would not be a second space available at the Georgia Dome with one of the two diploma ceremonies preceding the large university-wide ceremony. Dr. Kaminshine suggested the morning hooding ceremony could still be on campus with MARTA providing quick transportation to the Georgia Dome for the university-wide ceremony.

Dr. Kaminshine requested further consideration of religious issues in scheduling the commencement ceremonies on Saturdays; e.g., alternating Saturdays and Sundays. Dr. Patton commented that the all-day format would raise Sunday morning religious issues as well.

Dr. Adamson asked if the estimated number of participants for the spring diploma ceremonies included graduate students. Ms. Erskine replied that the numbers included undergraduates and graduate students, although hooding of PhDs might be incorporated into the university-wide ceremony. Dr. Patton cautioned that hooding 100 PhDs would take too much time. Ms. Erskine responded that the hooding procedure might be modified to keep the line moving across the stage.

Dr. Adamson observed that the proposal would allow the President to attend all of the ceremonies.

Ms. Erskine advised that scheduling all of the spring ceremonies in the Sports Arena would require at least five sessions.

Dr. Adamson asked about a target date for implementation. Ms. Erskine pointed out that summer 2006 commencement was already publicized, but implementation could start fall 2006 with the first large university-wide ceremony in spring 2007.

Dr. Patton thanked Ms. Erskine for her excellent work on the commencement proposal.

University Research Services & Administration

Dr. Morris presented a revised organizational chart for the Vice President for Research area with name changes for some offices and the division, University Research Services & Administration (URSA). He noted the titles of positions in the offices would be adjusted to match the new office names. Dr. Henry made a motion to approve the proposal as presented. Ms. Hurt seconded the motion. The motion passed.

Roles & Responsibilities of Employees Engaged in Sponsored Project Management & Oversight

Dr. Morris presented a document, “Roles and Responsibilities of Georgia State University Employees Engaged in Sponsored Project Management and Oversight”. He explained such a document was required by federal agencies, and that the Senate Research Committee had participated in updating the original developed by Dr. Louis. Dr. Morris asked for comments and then a vote at the next Administrative Council meeting.

Dr. Adamson asked for any particular items requiring attention. Dr. Morris responded that the document called for the same guidelines for federal and non-federal grants, as required, and that the PI section was very long in keeping with the responsibilities of the PI.

Dr. Henry noted the need to update the terminology to sync with the organizational changes approved earlier in the meeting. Dr. Morris replied that now those changes were approved, the document would be updated and resent.

Middle East Institute

Dr. Adamson presented the proposal to upgrade the existing Middle East Center to the Middle East Institute. She noted Title VI funding for the center since 1999 and the advantage of designating it as an institute for renewal of that funding.

Dr. Stewart pointed out that the center was the only one of its kind in the University System and the Southeast. She reported enrollment growth in Arabic language classes from 10 students to over 100 students and more than $1 million
in federal grants. Dr. Stewart indicated more than 20 faculty listed Middle East-related specialties.

Ms. Hurt asked if approval was being sought for establishment of the institute only, not a degree program. Dr. Henry confirmed, but stated establishing the institute would allow such program expansion later. Ms. Hurt asked if new funding was required for the institute. Dr. Stewart responded that the college had provided full funding. Dr. Adamson noted some grants would require matching funding.

Dr. Henry made a motion to approve the proposal as presented. Dr. Adamson seconded the motion. The motion passed.

**Disaster Recovery**

Dr. Patton commented that Hurricane Katrina had increased awareness of the need for disaster recovery plans to facilitate reasonable real-time decisions in situations such as web sites being unavailable, the 9/11 homeward traffic jam, and the Fulton County courthouse shootings.

Dr. Henry noted three aspects of disaster recovery which were being addressed: backup computing, an emergency notification system and building evacuation plans. He stated that backup computing services had been explored with Georgia Tech without success, and that Alpharetta might be a better alternative, but with considerable costs.

Dr. Morris explained that the new emergency notification system was web-based at an off-campus server and could dial 25K telephone numbers per minute. He noted the system had originally been considered for biological safety operations, but was expanded to include the whole campus. He pointed to maintenance of the calling tree as a major on-going task with Dr. Curry working with the colleges and vice presidential areas to ensure coverage.

Dr. Henry added that Dr. Pierce was working on evacuation plans for individual buildings, which would be organized with building coordinators and floor captains. Dr. Henry indicated there would be drills in the near future to go beyond the table top exercises to date.

Dr. Adamson raised the issue of who would have authority to decide if buildings were to be evacuated. She cited as an example, bomb threats. Dr. Patton replied that the police would continue to make such decisions and would communicate with the building coordinators.

Dr. Dabney asked about the possibility of piggybacking with the new Gwinnett institution to provide backup computing. Dr. Henry responded that there would be the same cost issues, and stated his preference to expend such funds at Alpharetta.

**Bias Incident Response**

Dr. Stout handed out materials on a bias incident response protocol. She reminded that there had been incidents of (reverse) swastikas being drawn in classrooms last spring. Dr. Stout stated that the committee formed to address such matters had used the Cornell University procedures as a model. She indicated that the Senate Cultural Diversity Committee had had an opportunity to review and comment on the draft being presented to the Administrative Council.

Dr. Bahl inquired as to who would have overall administrative responsibility for the procedures. Dr. Stout replied that Dr. Nelson was the administrator.

Dr. Kaminshine asked about who would referee overlapping jurisdictions as in the case of the fraternity incident last year. Dr. Stout responded that Dr. Nelson would be involved in any incident having a discriminatory element. Dr. Patton pointed out that bias incidents usually had unknown perpetrators as in the case of the swastikas. Dr. Stout added that when the perpetrators were identified students, the matter would be referred to the Dean of Students Office.

Dr. Adamson expressed concern about the timeliness of responses given the complexity of the protocol as outlined in the handout. She reported that there had been a long delay in removing the swastikas from the classrooms, and that her office eventually had to initiate the clean-up. Dr. Stout replied that the proposal called for a one business day process and Dr. Nelson would coordinate such clean-ups with facility services.

Dr. Adamson asked if the police should still be called directly. Dr. Stout answered affirmatively noting the police...
recorded such offenses as graffiti. Dr. Patton added that classification as graffiti allowed for prosecution as a crime.

Announcements

Dr. Morris requested assistance in responding to a “total impact study” survey from the Board of Regents.

Dr. Patton reported the City of Atlanta would be installing netting beneath the Courtland Street bridge to catch falling debris from the crumbling underside of the bridge. He added that negotiations were in progress to accelerate the schedule for replacement of the bridge, but that construction could still be several years away.

Dr. Kaminshine announced Dr. Robert Clark of Harvard University would be the speaker for the Henry J. Miller Distinguished Lecture series on October 20.

Dr. Kaminshine announced a College of Law alumna was a continuing contestant on the reality television program, The Law Firm.

Dr. Bahl announced a forthcoming report on homelessness, which would address the number and backgrounds of homeless people in Atlanta.

Mr. Lewis announced the annual legislative event would be January 10 at the Freight Depot and of particular importance because approximately 60% of the legislators were new since the last Freight Depot version.

Ms. McElroy reported 381 units of blood were collected at Georgia State during the one-day Colonial Athletic Association blood drive. She also urged purchases of basketball season tickets and promotion of the men’s game versus the University of Kentucky on December 6 at Phillips Arena.

Mr. Albert reported a successful WebCT forum for faculty and students with effective input to the representatives from the University System office and the vendor.