PLANNING & DEVELOPMENT COMMITTEE
Minutes
February 29, 2000


The meeting was called to order at 1:05 p.m. by the chair, Lauren Adamson.

The first item of business was the approval of the January 25, 2000 minutes. The minutes were approved with no changes.

Dr. Adamson provided an update on the Strategic Plan and discussed the revised schedule for review of the Strategic Plan. The revised schedule included cancellation of the March 21 and April 28 P & D meetings. The next P & D meeting is scheduled for March 27, 2000. Julie Hotchkiss asked a question about the scheduling of the meetings and their overlapping with Senate meetings. Dr. Adamson stated that the schedule has been revised several times with the intent to have the plan ready before the April 17th meeting of the Senate, but discussion has been more extended than expected. The other option was to wait until the Fall before submitting the plan. Dr. Crimmins noted that the names of the new Senate members are available now, and he will check with Mary Nell Stone for a distribution list.

ASUR Subcommittee

Dr. Adamson discussed the history of the ASUR subcommittee, its role, and the progression of the ASUAC Report. The committee reviewed a memorandum from John deCastro on ASUAC review of Human Resources. A motion was put forward to consider the memo for discussion. Kurt Keppler talked briefly about the review process of Human Resources. Barbara Carroll, Assistant VP of Human Resources, provided an overall of the review process of her unit. Carol Winkler asked about the unit’s response to recommendations of the committee. Barbara Carroll answered the question by stating the need for the human resources function to focus on its core process and to make sure that these processes were stable and had adequate resources to provide high quality output. The review has already influenced the payroll, benefits, and employment functions. Barbara Carroll also discussed different changes throughout Human Resources and the actions of the Human Resources Advisory Group.

Carol Winkler suggested that the subcommittee report should include a summary of the ASURC recommendations. Lauren Adamson suggested that the committee ask John deCastro to add to his memo a summary of main recommendations that are in the report of the subcommittee which was approved by ASUAC. Joe Rabianski suggested an executive summary that would cover most of the recommendations issues. Tim Crimmins stated that the ASUR subcommittee would write an executive summary and then give it to John deCastro. The motion was then tabled.

Capital Project Requests

Mac Bibb discussed the major and minor capital project requests that were approved by CBSAC. Basically there were no major changes from last year. With the major capital projects, concern was voiced over classroom space. Joe Rabianski and Robert Sattelmeyer talked about current classroom availability versus availability in future classroom buildings. The committee also discussed the need for smaller classrooms. Discussion also centered on the Teaching Laboratory and Humanities Buildings. The committee approved the major project requests.

Discussion centered on the improved classroom technology and moving renovation for high technology classrooms up on the minor capital request list. Kurt Keppler reported that the Legal Learning Support Center and Student Services Renovation project was already approved for funding. A motion was put forth to approved the list but flip the order of the list to make Renovation for High Technology the number one priority and Facilities Support Warehouse Acquisition second priority. The motion was approved. Julie Hotchkiss voiced concern about flipping the order of capital requests and making acquisition of the facilities warehouse a number two priority due to the fact that it does not directly impact academics or is readily visible. Dr. Adamson continued by noting for the record that the committee suggests that Facilities and Planning begin planning for technological upgrade of the General Classroom Building and that the
committee does not forget the facilities support unit as the list moves on.

**Regular MRRF List**

Dr. Adamson discussed the list that was sent forward by CBSAC. Julie Hotchkiss asked about the Wachovia building and its inclusion on the MRRF list. Mac Bibb stated that the Wachovia Building is on the Renovations list. Carol Winkler asked a question about Kell Hall maintenance. Mac Bibb stated that Kell Hall will continue to need cooling and electrical upgrades. The list was approved.

**Regulatory MRRF List**

The regulatory MRRF list approved by CBSAC was discussed briefly. It was approved by the committee.

**Classroom Facilities Council**

Classroom Facilities Council reported that the money we normally get for minor technology upgrades will probably be unavailable due to the insurance shortfall. Tim Crimmins discussed the possibility of using IS&T space in Classroom South as instructional space and getting the seminar rooms in the second floor of Urban Life programmed for evening classes.

**Marketing Subcommittee**

Dr. Adamson gave a brief report from the Marketing Committee that Chip Barksdale attended on her behalf. The committee will conduct interviews and focus groups. Dr. Adamson will give an update at next meeting.

Mac Bibb distributed the Design and Construction Services Biweekly Project Status Report.

There being no further business, the meeting was adjourned at 2:34 p.m.

Gary Longstreet
Committee Assistant