Members Present: Lauren Adamson, Chip Barksdale, Mac Bibb, John de Castro, Tim Crimmins, Julie Hotchkiss, Charlene Hurt, Kurt Kepler, Kimberly Malham, Joe Rabianski, Jeff Rupp, Robert Sattelemeyer, Bill Waugh, Carol Whitcomb, Harry Wyatt.


The meeting was called to order with the announcement that the next meeting of P&D would be November 30th at 1:00 p.m. rather than November 18th.

The first order of business was the discussion and approval of the minutes from the September 23rd meeting. There was a motion to approve, a second, and all were in favor.

Lauren Adamson began the meeting with a recap of P&D's role in the Administrative and Support Unit Review process. She noted that an updated version of ASUR is available on the web and pointed out that it still does not address the role of P&D. The new document describes the review and gives the functional responsibility for each unit involved. Dr. Adamson distributed a document that describes the functional responsibilities of P&D in the process and indicates how the insertion of these functions would change the current ASUR document. Tim Crimmins moved for the adoption of the changes as described. The motion was seconded and a discussion followed. Dr. deCastro asked for an amendment to IIA to read, "ASUAC will also include two members, one appointed from the Planning and Development Committee and one member appointed from the Budget Committee." Dr. Adamson suggested that rather than amend the amendment, the suggestion should be forwarded to the Provost. Dr. Crimmins suggested that P&D form a subcommittee including representatives from appropriate committees to review the documents that come forward. Julie Hotchkiss said she thought the logistics should be worked out before members were added to the Committee. Dr. deCastro noted that adding a P&D person already requires the committee composition to change. Jeff Rupp asked if a member from the Budget Committee is not added to ASUAC now, at what point would budget input occur? Dr. Adamson responded that there are two members from financial affairs on the Committee, and the faculty input could have to come, at least for the first review, on the subcommittee reviewing the report. In addition, the process will be reviewed again after one completed report. Dr. Crimmins noted that this process is not about budget or resource allocation. The purpose of the assessment is to make sure that the units have mission and goals. The units take customer feedback and address the concerns raised. Generally there are questions regarding resources, but the process is not aimed at resource allocation. Kurt Kepler noted that the study addresses effectiveness and climate. Dr. Adamson added that the action plan that will come out of P&D is likely to bring the budget issues to the fore. Robert Sattelemeyer added that the Budget Committee should be asked to review the report rather than assigning a member to the Committee. Dr. Crimmins agreed suggesting that the final action plans be given to the Budget Committee for review, so they are aware of what is going on.

Dr. Adamson suggested that P&D ask for a description of the Budget Committee's role in the process. Dr. deCastro responded that the faculty would need to be involved in the process throughout in order to understand the non-academic functions of the support units. The question was called regarding the amendment to add a member of the Budget Committee to ASUAC. The amendment did not pass.

Dr. Adamson returned to the original proposal (as attached) to amend the ASUR process by adding the functions of P&D. The question was called. The motion was passed.

The next item was a discussion of the schedule of reviews presented by Dr. Crimmins. He is recommending a demonstration review of the RCB Dean's Office. Dr. Harris has agreed that Student Services and the Graduate Office will undergo the review process. For Student Services, the process will involve three units: International Student Services, Student Center, and Career and Job Search Services. In Finance and Administration, under Planning and Facilities, will be a review of Planning and Facilities, Information Support Services, Planning and Space Analysis, Real Estate and Space Management, Design and Construction Services, Safety and Risk Management, and Physical Plant. He suggested that the ASUR process would be used to assess how these units work together. Mac Bibb responded that his concern was the potential for a change of leadership in the middle of the process. Dr. Crimmins suggested that we go ahead and schedule Finance & Administration for review, and stage it to begin after the VP position has been filled, perhaps in late March. Dr. Bibb agreed.

Dr. Adamson noted that in terms of P&D, it is important to have a specific schedule of reviews. Dr. Crimmins agreed.
and suggested that the list should be overhauled. Dr. Adamson asked if P&D could have a more complete list at the next meeting to review for approval. P&D needs to know what is actually being reviewed and which units under a larger unit have not yet been reviewed. She asked that Committee members contact Dr. Crimmins with any concerns or issues regarding the list. Dr. Adamson asked that the updated list be sent to her so she could circulate it to the Committee prior to the November 30th meeting.

Dr. Adamson reported that the composition of the Fire Safety Committee has changed to include a faculty member as chair, Al Baumstark, Chair of Chemistry. She suggested that P&D wait to establish a subcommittee on this issue and let this newly chaired committee do its work.

Dr. Bibb presented a brief descriptive list of major building projects. The first is the Learning Center. The bids for demolition and abatement open on 10/26. He noted that all the dates are approximate as GSFIC controls the process. The Wachovia building rent is 1/3 of what is paid for all the other rental spaces we hold. It is expected that construction will begin within 14 months of the bids. Dr. Adamson asked a question about the cost of the project, and Dr. Bibb responded that he anticipated a price the University could cover.

The Recreation Center ground breaking will be on 11/18. Dr. Rupp noted that there are many issues to address including security once the recreation department moves out of the current building. He added that the Senate should be involved in the discussion. Dr. Rupp moved that a Transitional Planning Group be established through the Provost office.

Dr. Bibb continued by saying that we hope to move in to the Alpharetta Center in time for the Maymester.

Joe Rabianski reported that a final decision about the closing of North Metro must be made prior to the end of this calendar year. They are reluctant to close it because it raises revenue, but they may have to close it because of the budget constraints that require movement of money from the leasing of North Metro to the operation of the Alpharetta Center. The Provost is looking in to ways to keep the North Metro Center open if possible. It will probably close. Dr. Bibb noted that the lease ends in June, but we can go on that by a month to month basis if needed. The BOR does not encourage long term leasing. Dr. Rabianski noted that the facility nets $1 million per year in tuition. Ms. Hurt added that the Alpharetta Planning Group is working with Institutional Research on a questionnaire for the North Metro students to find out who will move to the Alpharetta Center. The goals are to determine if there is still a market for the North Metro Center and to justify the continuance of a short term lease while we establish the Alpharetta program. Kennesaw is interested in moving in to the area. Dr. Adamson asked what, if any, is the role of P&D in regard to these events? Dr. Crimmins believed that the final decision would rest with CBSAC.

Ms. Hurt asked about the old prison site. Dr. Bibb responded that there are still issues to be resolved, but we are moving ahead with the underground utilities as if we are going to build on the property.

Dr. Bibb then turned to maintenance issues. The 4th Annual Facilities Meeting was held with the BOR. The Regents hired a consultant to look at the Major Repair and Renovation Process. 60% of the 2700 buildings in the University System are over 20 years old. 350 are over 50 years old, and a 150 are over 75 years old. Twenty-five years is the standard life for most systems, so over 60% of our buildings are facing problems. The BOR realizes that it must put more money in to maintenance. BOR is beginning to ask how we can assure that the money is being spent on maintenance. The following questions will be asked: “How is the appropriate funding level for annual routine maintenance determined in your organization?” “Are campuses allocated sufficient funds for annual routine maintenance?” “Physical plant maintenance appears to be a good candidate for benchmarking.” “Are we looking at outsourcing certain aspects of maintenance as a way to do it more economically?” The University has to respond to these questions by December 1st. Georgia State University has not done a good job in ongoing maintenance. There is $30-50 million in deferred maintenance. Dr. Bibb’s group is looking at each building to see how each building’s issues should be handled. He noted the importance of adding more money to the budget for these ongoing maintenance issues and called it a significant problem.

Dr. Bibb noted that the University will take over the maintenance of Woodruff Park including the policing of the park.

The next item of business was subcommittee reports. The Classroom Committee met and recommended non-attached seating for the new classroom building. As of October 24th, the brainstorming discussions between the adhoc committees on the strategic report: collegial, administrative, and academic, have met for the 3rd and final time. The product of these meetings is on the web. Dr. Adamson encouraged the Committee to look at the suggestions on the web. Dr. Crimmins noted that, in terms of the strategic plan, what we will be voting on in December is the action plan for the retired strategic plan. The shape of the action plan will reflect the budgetary challenges for the coming year. The December document will be of critical importance.

CBSAC met on September 29th. The main item was presented by Dick Welke. CBSAC agreed to renovate the 4th floor
of RCB to create an e-commerce center. The space is available, and the money is in line. There were also a series of consent items regarding Kell Hall. The renovations discussed are possible because of the support of GRA. CBSAC will keep track of the money coming in from other sources such as GRA.

Budget Priorities and Budget Principles has met. The Budget Principles Committees has put a one-page draft of principles in the hands of Fenwick Huss that will be presented to the Budget Committee. Dr. Adamson asked that Dr. Rabianski bring these principles forward at the next meeting of P&D.

The meeting was adjourned.

Prepared by Shelle Bryant.