Planning & Development Committee Meeting
October 22, 2002

Present: Pam Barr, Al Baumstark, Greg Brack, Kyle Bruner, John DeCastro, Paula Eubanks, Martin Fraser, Peggy Gallagher, Christine Gallant, Mohamed Ghazi, Charles Louis, Marcia Pearl, Ted Poister, George Rainbolt, Patrice Royster, Jeff Rupp, Phang Tai, Susan Walcott, Bill Waugh, Carol Winkler, Joe Winter.


Others Attending: Joan Carson

The Agenda for the meeting was as follows:

1. Approval of the 9/17/02 meeting minutes
2. Discussion & Approval of ASUR schedules (04’ 09’)
3. Proposed Joint Subcommittee on MRR Priority (Budget Committee)
4. Subcommittee Updates
   a) Strategic Planning Action Plan
   b) Instruction of Faculty Offices
   c) Fire Safety Subcommittee
   d) Traffic Safety
   e) University Closings
5. Facility Updates
6. Other Issues

The meeting started at apx. 1:05pm. The following 3 changes were made to the 9/17/02 minutes:

Change 1 - The 3rd paragraph on page 2 was changed to the following:
Charles Louis - expressed that the Office of Research & Awards Administration’s (ORAA) review be moved from AY04/05 to AY03/04. Al Baumstark agreed and ‘motioned the change’. Joan Carson mentioned to the committee that ORAA was paired with the College of Grants & Project Mgt. Offices (listed above them on the schedule), and that moving ORAA meant moving that office also. Al Baumstark’s motion to move ORAA (resulting also in the move of Grants & Proj. Mgt.) to AY03/04 was seconded & approved.

Change 2 - The word ‘Science’ was added to . . . Computer Department . . . in the 2nd to the last sentence on pg2.

Change 3 - The 2nd sentence in the last paragraph of page 3 was changed to the following:
Greg Brack & Al Baumstark affirmed that the wording was not as intended and that the committee should re-word that particular paragraph so that it would not appear to overstate the authority of the subcommittee’s duties.
After the correction of the minutes, the meeting moved on to item #2 on the agenda: the discussion & approval of ASUR schedules (04’ 09’).

Joan Carson gave a brief update on the final changes in the ASUR Review schedule (which included the addition of 2 units that were previously omitted - Internal Auditing & Disability Services). She also mentioned that, in consultation with the head VPs, she re-distributed some of the Review Schedule, for a better balance. It was approved at the 9/17/02 P&D meeting that... 1 student representative from the Student Gov’t. Association (SGA), recommended by SGA & approved by P&D, should be appointed to ASUR by the Provost to serve a 1 year term. Joan mentioned that she had got in touch with Kimberly Smith, President of SGA, who recommended Joe Winter, 1 of the Student Representatives currently sitting on the Planning & Development Committee. Joe (currently in attendance at the meeting) accepted the appointment. Joan finished her report of ASUR's updates & the committee motioned & approved the ASUR schedule in its entirety from 2002 thru 2009.

The meeting then moved on to item #3 on the agenda: the Proposed Joint Subcommittee on MRR Priority (Budget Committee)

From: Astrid Lipp <alipp@gsu.edu>
To: H. Fenwick Huss
CC: Thomas Netzel
Date: Thursday October 3, 2002 2:32 PM
Subject: Re: MRR Budget Subcommittee

At 03:20 PM 9/12/2002 0400, you wrote:
As discussed at the last Senate Budget Committee meeting, Tom Netzel has agreed to lead a budget subcommittee on major renovations and repairs. A description of the role of the subcommittee is copied below. Would you be willing to serve on this subcommittee? Please let me know and copy Tom.
Thanks.
Fenwick

Role of the Major Renovations and Repairs (MRR) Subcommittee of the Senate Budget Committee.

The major focus of the MRR Subcommittee should be to see that the maintenance and repair needs of the university are being adequately addressed in the budget process. This is a major strategic concern because the long term health of the university is at stake. It is also important to make an explicit annual MRR assessment, because all of the ill effects of inadequate funding in this area are not likely to be understood until years have passed.

Particular concerns that the MRR subcommittee should address are the following:

1) What are the trends over the last five years of actual expenditures for preventive and emergency maintenance?
2) How do actual expenditures in these areas compare with amounts initially budgeted at the start of each of the past five years?
3) What is the state of the university's preventive maintenance program?
4) How does our preventive maintenance program compare to preventive maintenance programs at other research universities?
5) Is the process by which MRR jobs are identified and prioritized open, reasonable, and well known to departments and colleges within the university?
6) Does the MRR budgeting process adequately reflect the changing nature of the university as envisioned in the strategic plan as well as the changing composition of our physical plant over time?

Formation of the MRR Subcommittee
Phang Tai briefly discussed the formation of the MRR Subcommittee & mentioned that 3 members, plus a possible alternate member, from P&D should sit on the subcommittee to compliment the 3 members from the Budget committee. Al Baumstark, Jeff Rupp & Carol Winkler agreed to sit on the subcommittee. Bill Waugh and Martin Fraser will join as reps. for both committees.

The meeting then moved on to the 4th item on the agenda: Subcommittee Updates.

Carol Winkler gave the Strategic Planning Action Plan update. She mentioned that few changes were made at their last meeting due to budget concerns. "We didn't make too many changes in the document from the previous meeting, basically because there wasn't much money left after the new monies were allocated to get rid of short-falls. We did take out the sentence saying... because we didn't want to commit ourselves to those particular numbers." She also mentioned that the committee would be making an effort to try to appeal more to outside audiences through including information like GSU's rankings, diversity, and the overall GSU story in their reports.

John DeCastro cautioned the committee against not being aggressive enough in its budget planning. "At this point, I think it's probably not a good idea to assume we're not going to have any money. Wrapping the Action Plan around those sort of suppositions are not a good idea. It's always been the case in the past that budgets always look worse in the Fall, and as the year progresses they get better & better, then before we know it, we have this big surplus in the end. So I think we probably should be a little more aggressive in these Action Plans in terms of expressing budgetary expenditures."

George Rainbolt - "Also along the same lines, we should plan our priorities out. We can then say if we have money, here's what we're gonna do, OR if we don't, here's what we'll do."

Carol Winkler ended the discussion by mentioning that she didn't want to leave the wrong impression with the committee, and that there were a lot of priorities already in the Action Plan, but there were still a few more items the group wanted to put in place before they got underway.

The meeting then moved on to item #4b on the agenda, the Instruction of Faculty Offices.

Carol Winkler also gave the report on that issue. She mentioned that the issue entitled "Instruction of Faculty Offices" was now completed and should probably be re-titled to what the group was currently working on; 'Administrative Staff Office Needs'. She explained that to split the University's Administrative areas into groups, the group would copy and use the groups created by ASUR committee. In terms of space, she explained that she was going to meet with Ramesh Vakamudi to discuss additional staff offices that hadn't been accounted for by CBSAC, then after she obtained a corrected inventory of offices, the subcommittee could meet again (this being its 2nd phase). She mentioned the 3rd phase of this issue would focus on GLAs and GRAs.

Phang Tai asked if anyone could give an update on 34 Peachtree Ctr. Avenue. Carol Winkler & Marty Fraser explained the contract was still in negotiations, but it was rumored that work on the building was still on schedule to start in the 1st week of December.

Tai temporarily skipped over item #4c on the agenda and Christine Gallant - briefly gave an update on the Traffic Safety Subcommittee (item #4d) praising the efforts of all those involved in the success of the university's safety programs. She mentioned that President Patton wanted to wait on approaching the city about safety assistance due to a larger planning project between the university & the city.
Joe Winter & Susan Walcott - asked about the issue of building a concrete path through Woodruff Park. 
Christine Gallant & Phang Tai explained that a lot of money was spent on the wall surrounding the park that was built to help protect the park, and that the committee did not want to feel pushed by the city to now, build a path through it. Marty Fraser explained that, "A path is already there, it's either 'gonna' be dirt path or a concrete path!"

Peggy Gallagher expressed that she thought more attention should be brought to Bonnie Fritz' motion from the 9/17/02 meeting. Members of the committee agreed.

Motion from Bonnie Fritz - Made via email, presented at the 9/17/02 meeting:
"In light of the many expressions of appreciation from across the campus, the P&D recommends a formal recognition of appreciation to the University Security Force for its excellent service in implementing Traffic Safety measures in the Woodruff Park area. The university is especially grateful because of the traffic pressures of the newly expanded campus and the unprecedented fall enrollment."

**The motion was unanimously approved at the 9/17/02 meeting.**

A motion was made & passed at this current 10/22/02 meeting to either send Bonnie's motion to the Senate as a formal resolution or to make sure it was read aloud at the next Senate meeting.

Martin Fraser gave the update on the progress of the University Closing Subcommittee. He said that Katherine Johnston had currently formed working groups that were there to review/research/gather inventory templates to use, and that one of the main templates they were currently looking into was from the Federal Emergency Management Agency. He mentioned that the committee would convene again, once the group was finished with this process.

Greg Brack & Al Baumstark reported on the progress of the Fire Safety Subcommittee (item #4c). Some of the main points discussed were as follows:
- The $500,000 bio-safety citation for unsealed drill-holes resulting from the re-wiring of computer cabling for information technology purposes.
- Needed storage facilities for hazardous materials.
- The exhaust stacks on the Natural Science Building.
- A recent visit by the Fire Marshall's Office: P&D discussed GSU safety practices (as a result of a staff member who made a complaint to a GSU Fire Marshall).
See "Kell Hall Storage" at the end of these minutes.

John DeCastro questioned whether the Fire Safety Subcommittee had looked into what to do in the event of a fire? Greg Brack said that they hadn't talked about it yet. Phang Tai reminded the group of the recent issue of fire doors in hallways being improperly propped open, & told Greg that the group may want to look into that issue also. Carol Winkler asked that an update on the plans for air quality improvements to 1 Park Place be requested to discuss at the next P&D meeting. Because 1 Park Place was foundation owned, it wasn't included on the MRR list, and she wanted to make sure that those plans hadn't been abandoned. Tai asked her to email her request to him so he could follow up on it.

The meeting then adjourned at apx. 2:05pm.

Respectfully Submitted,

Lydia K. Woltz
Administrative Coordinator