Planning & Development Committee Meeting
November 18, 2002

Present: Al Baumstark, Greg Brack, Kyle Bruner, Damon Camp, Tim Crimmins, John DeCastro, Paula Eubanks, Martin Fraser, Bonnie Fritz, Peggy Gallagher, Charlene Hurt, Katherine Johnston, Steven Kaminshine, Ed Palmer, Marcia Pearl, George Rainbolt, Hazel Scott, Phang Tai, Vijay K. Vaishnavi, Susan Walcott, Bill Waugh, Carol Winkler, Joe Winter, Julia Young.


The Agenda for the meeting was as follows:

1. Approval of the 10/22/02 meeting minutes
2. Action Plan
3. November 14th, 2002 Budget Warning
4. Subcommittee Reports
   a) Traffic Safety Task Force
   b) Offices
   c) Fire Safety
   d) University Closing
   e) Joint Subcommittee for MRR Priority
5. Facility Updates
6. Other Issues

The meeting started at apx. 1:07pm.

The following changes were made to the 10/22/02 minutes, the 1st item on the agenda.

The meeting then moved to item#2 on the agenda, the Action Plan.

The items discussed from the plan were as follows:

- Carol Winkler - gave an update of the last 'action plan meeting' saying that no major changes were made to the draft. Phang Tai mentioned there would be another meeting in December, then the final draft would be ready.

- The following sections of the draft were questioned/discussed by the following members: Tim Crimmins pg10 - Facilities, pg 13 - 3.2.3 Graduate Experience & Research, George Rainbolt pg12 - 3.2.1 Recruitment & Retention of Students, Joe Winter pg13 - Plus/minus grading:

Phang Tai asked that all questions/concerns in regards to the draft be sent to him by email for further discussion at the next P&D meeting.
The meeting then moved to **item#3 on the agenda, the Nov. 14th, 2002 Budget Warning.**

The Budget Warning stated the following:

> The budget watch issued earlier on October 2 has turned into a budget warning. While we don't know the extent of the damage from yesterday's announcement of further budget cuts this fiscal year, I'm advising you to be prepared for a 2.5-3.0% giveback of your currently authorized FC 10 allocation. While we were able to weather the announced 3% budget cut on the state portion of our non-instructional budget, we had no projected unallocated contingency funds to absorb further cuts. The latest announcement extends the 3% cut to the previously protected state portion of our instructional budget and adds a 2% cut to all the state portion of our budget. The net effect is a cut of $8.3 million now compared with $2.1 million earlier. You are advised to work with your leadership teams to develop later once there is additional clarification and written notice is received of our target from the Regents.

A brief group discussion took place about the warning and what areas an actual cut would effect. **Katherine Johnston** - "There's no doubt about it, we're gonna get a cut, but until we get something in writing, we should take this warning as a worse case scenario."

**Carol Winkler** - talked briefly about implementing a basic Conservation Plan; following the lead of Harvard & Emory University: "Practicing simple things like turning off lights & computers saved them a ridiculous amount of money!"

**Phang Tai** asked Carol to get him a copy of a plan to look over.

The meeting then moved to **item#4 on the agenda, the Subcommittee Reports.**

**TRAFFIC SAFETY** - Katherine Johnston again reported good news on this issue, saying that because of the efforts made in the beginning of the semester, there was a noticeable difference in vehicle/pedestrian behavior. She said that the committee could now focus on other problem areas such as Decatur Street and Piedmont Avenue. **Joe Winter** mentioned that in the feedback section of the GSU Newspaper the Signal, a number of people defended the traffic safety program after 1 or 2 people complained about the ticketing of vehicular & pedestrian violations in the beginning of the semester.

**OFFICES** - Carol Winkler reported on the Administrative Staff's Office Needs. She had recently met with Ramesh Vakamudi & others from Facilities Planning. She pinpointed the main problems from the two committees (the Subcommittee on Offices & Facilities Planning) working on the office space for administrative staff issue. She explained the following:

**Side 1 of 2**

The Subcommittee was "working from the standpoint of . . .

> How many people were hired & how many spaces are there to put them in?

The problem with that approach was . . .

> There were open spaces that were not called/titled offices that staff populated as offices.

**Side 2 of 2**

On the other hand, facilities planning had been working from a square footage model which doesn't work because if your offices are larger than the square footage allotted by the university you end up with shortages you don't know about.

**Carol Winkler:** "My assessment is that the truth lies somewhere between the two sides. We almost have a chart planned that would explain the 2nd half of our plan and we're basing it on Fall Numbers (basically, the number of people hired at the beginning of the Fall Semester)."
FIRE SAFETY - Greg Brack reported and said the committee was currently focusing on the issue of the storage of Compressed Gas Cylinders; he spoke briefly on the following complications with its storage:

- Transportation
- Safe delivery of cylinders
- Usage
- Retrieval of empty cylinders
- The new Homeland Security policies

Phang Tai & Al Baumstark ended the discussion with a reminder about a situation in Kell Hall. A storage area was built for cylinder storage but was not able to be used, because the only way to reach it was via steep rampways, nearby food/recreation areas, high loading docks, etc. Its route of delivery was too dangerous.

UNIVERSITY CLOSINGS - Bill Waugh briefly reported for the committee saying that their group now had a draft of inventory & recommendations that would be ready soon, and that overall, things were moving well.

JOINT SUBCOMMITTEE FOR MRR PRIORITY - This committee was proposed during the 10/22/02 P&D meeting. The major focus of the Joint Major Renovations & Repairs Subcommittee would be to see that the maintenance and repair needs of the university were being adequately addressed in the budget process.

Carol Winkler spoke on this subcommittee 1st. "The 1st meeting was fairly organizational. We didn't want to be involved in the actual decisions being made, we wanted to look at the processing of the criteria & the implementation of those criteria to others. When it's time to put the proposals forward . . . who's involved? . . . and more importantly . . . who's not involved? . . . and how could we get each unit level's input into the process?"

Katherine Johnston explained to the group that a subcommittee of CBSAC was created last year to help prepare submissions made to the Regents. She mentioned that it was a good idea if P&D had a subcommittee that partnered with the Budget committee, but she warned that too many subcommittees operating independently could be cause for concern.

Tim Crimmins explained that the MRR fund was a designated amount of money & that there was little control over how much money the Regents would set aside; and what P&D had done over the years was to approve a list of MRR projects. He explained that from the standpoint of the Budget committee, there would not be an issue to question, unless there were too many projects approved without enough money to cover them. Tim questioned the charge of the subcommittee, being that their list of projects came from P&D.

John DeCastro mentioned that the problem evolved around the odd structure of CBSAC, which was created to report to P&D, but no longer did so. "CBSAC is almost an entity in itself and will continue as such as long as the structure stays the same." Charlene Hurt mentioned that CBSAC was organized more like FACP than a subcommittee.

The group stayed on the subject of those particular subcommittees for several more minutes coming to the conclusion that more communication between the head & sub committees needed to be established.
The next item on the agenda discussed was **item#5, Facilities Updates.** The facilities discussed were as follows:

- **The Old Jail Property**
- **34 Peachtree Street** - CBSAC reported the estimated date of completion sometime in January.
- **The Wachovia Building** - **Katherine Johnston** reported things were going well with that project. She mentioned the bids for the project were opened: Hogan Construction had the lowest bid, but their sub-contractor was unapproved, she wasn't sure if that could be changed, and said it was still being worked on. The estimated completion time of the Wachovia project is April 2004.
- **Aderhold** - Katherine Johnston also reported on Aderhold. She mentioned the Aderhold projects were almost complete; the other vendors within the building (Landmark Diner, Smoothie King, & other possible vendors) were also "moving along" well.
- **Library Facilities** - **Charlene Hurt** gave a quick update about Library North & South updating the group about projects involving new shelving & new study rooms.

**Tim Crimmins** briefed the committee on the *Classrooms' Facilities Council*. He's currently the P&D representative in the group (which is chaired by Edward Torbert). He explained that the Council has been coming up with a definition of what the standard "Classroom" should consist of. He mentioned that IS&T had come up with a set of minimal technology standards for classrooms and thought it was something worth discussing in P&D.

The meeting then moved on to the last item on the agenda: **item #6 OTHER ISSUES.**

**Joe Winter** - spoke briefly on the ongoing issue of the pathway forming through Woodruff Park. He heard from a member on a committee working on that problem that eventually a walkway would be built through the park to fix the mud-trail already forming. **Tim Crimmins** reminded it was also a good idea to make sure that whatever pathway was built remained aesthetically pleasing, keeping in line with what was already there. **Phang Tai** asked Joe to see if he could keep the committee updated on the issue, Joe agreed.

After the discussion about the pathway, the meeting adjourned at apx. 2:21pm

Respectfully Submitted

Lydia K. Woltz
Administrative Coordinator