Planning & Development Committee Meeting  
August 12, 2002

Present: Al Baumstark, Greg Brack, Kyle Bruner, Damon Camp, Tim Crimmins, Martin Fraser, Bonnie Fritz, Peggy Gallagher, Katherine Johnston, Marcia Pearl, George Rainbolt, Jeff Rupp, Hazel Scott, Phang Tai, Susan Walcott, Bill Waugh, Julia Young.


Others Attending: Joan Carson

The Agenda for the meeting was as follows:

1. Approval of the 6 18 02 Minutes
2. ASUR Committee
3. Subcommittee Updates
   a) Traffic Safety Task Force
   b) Instruction Faculty Offices
   c) Fire Safety Committee
4. Facility Updates

Phang Tai brought the meeting to order; no changes were made to the 4/16/02 minutes. The minutes were approved.

Tai moved on to item #2 on the agenda, the Administrative Support Unit Review Committee - (a.k.a., ASUR Committee - A committee that reviews the functions of offices/units that provide administrative-support to the University).

Tim Crimmins suggested, “Since ASUR is looking at administrative support areas I think it would be worth while to have a clear link between the representatives from the administrative areas and the Staff Council. If there are any members that are coming from the administrative areas that are also on staff council, they should be identified & given the responsibility of reporting to the staff council, the activities of ASUR. Since so much of what ASUR does effects staff, having an explicit link with the Staff Council is worth considering.”
The P&D meeting for 7/15/02 was cancelled, however, in mid July, the committee (by email) approved the selection of members that would make up the current year’s new ASUR committee. Nineteen members voted to approve the committee as is, three members voted to approve the committee with some minor changes, one member voted to disapprove the committee, & two members abstained from voting. With the majority of votes (19 being the ‘majority’) the final committee of members was constructed.

After a quick review of the new ASUR committee members, a motion was made to approve the last structural change on the ASUR committee (the addition of Melissa Bell Brennaman). The motion was seconded and approved.

Joan Carson, Sr. Faculty Associate to the Provost prepared a report that outlined an 8-year plan (the present year + 7 additional years) that would cover when each of the University’s several administrative-support offices/units would undergo a review. Each office/unit would provide a self-study which would go through the following committees for comments/approvals before that self-study was turned into an Action Plan for that particular office/unit: ASUR and P&D, VP and Assoc. Provost Offices, then finally to the Provost Office. The Provost issues the final action plan, which is then sent to the original office/unit, the VP’s office, and the Faculty Senate Committee Chairs of the Budget, Executive, FACP, & P&D committees. (See).

Joan Carson mentioned that the ASUR committee gave great concern to the order of priority that each office/unit was given when drafting the report. She mentioned one of the things they took into consideration was those offices/units that were impacted the most by the University’s transition to its new student system ‘BANNER’. Those offices/units would be moved back to a later year because of that significant impact Banner had on them.

Joan then briefly went over the main aspects of her report, and explained it more in depth. She also made note of the fact that she also involved the Deans of the colleges in the planning, because there were several non-administrative offices that dealt heavily with administrative functions. The functions that were going to be targeted for review were Admissions, PR, Development, Financial Aid, IS&T, Academic Advisement.

**She mentioned that it would be beneficial for P&D to make sure that the order of priority of ALL of the offices listed on the 7 year plan (excluding those offices/units listed in the current year which were already in progress) were where they needed to be before the plan got underway. This would cut down on any complicated changes in the future, because to change review schedules once they were set would be unfair, and cause problems, for those offices/units involved.**
George Rainbolt made a motion to approve the 8 year schedule for the current/in-progress year & the 2002/2003 year.

Tim Crimmins brought attention to the fact that the SAC committee had recommended that the Office of Institutional Research (OIR) be evaluated. OIR wasn’t scheduled for review (ASUR) until the 2005/2006 year, and Tim questioned whether P&D would be in compliance with that recommendation by allowing OIR’s review to not happen until 2005/2006. Joan Carson mentioned that she would check into the matter, but she thought that OIR had an upcoming internal audit would satisfy SAC’s request. The motion to approve the current/in-progress year & the 2002/2003 ASUR schedule was seconded & approved.

For new members joining the committee Phang Tai briefly gave an overview over what the committee was working on over the last couple of months, and announced that FACP approved $50,000 for immediate needs involving traffic safety. He then moved the meeting on to the next item on the agenda, the Subcommittee Updates.

Katherine Johnston gave updates on the university’s traffic safety programs. She stated that they received a lot of cooperation from the city in regards to traffic safety plans, however the one matter that they were not approved for was putting up “Students Crossing” signs with the university’s logo on the sign. She said that the city’s explanation behind the disapproval was that international visitors would be confused with the logo. She also announced the great progress of the security & police presence at the Peachtree & Marietta Street locations & the area around the Aderhold Building. She mentioned that a student had been hit within the last week that was crossing in the middle of the street (outside of the crosswalk) while she was talking on her cell phone. She emphasized that it was very important that the campus community realize how important it was to pay attention. She explained that safety pamphlets were being passed out to pedestrian violators, and officers were ticketing traffic violators.

Peggy Gallagher opened discussion on the parking deck rules & regulations and questioned who was allowed to park in the parking decks. She had recently witnessed a parking attendant allowing a non-GSU person to park. The committee discussed positive & negative aspects of allowing non GSU people to use the decks. George Rainbolt mentioned that John Lewis once was invited to speak and was turned down at one of our parking decks because the proper paper work had not reached the parking attendant. He said that he rather have the attendants let people pay to get in when it’s vital, rather than turning them away because of improper paper work. Al Baumstark mentioned that the parking attendants were very knowledgeable about when & when not to let visitors park, depending on the time of the season. Katherine Johnston let the committee know of updates in the parking system software that were upcoming in the future and mentioned that they were also making sure that perspective students who didn’t have parking permits were taken into consideration.

Phang Tai announced that two floors at 34 Peachtree Street had been approved to rent for faculty offices, and commented that Katherine Johnston’s staff in the Planning Office (headed by Ramesh Vakamudi) along with Mark Lawson, the University Real Estate Officer, did a great job in finding the location. Tai mentioned that he would entertain a motion to send the committee’s appreciation to all those staff who helped locate & obtain that rental space. The motion was made, seconded, and approved.
The **Subcommittee on University Closings** reported that they were waiting for feedback from the university. **Katherine Johnston** spoke briefly about the subcommittee she was over called the Mgt. of Extraordinary Events and gave a brief update on the progress of the committee’s website. **Kyle Bruner**, Staff Advisory Council, asked Katherine whether she’d be interested in receiving input from that organization, being that it represents all campus staff. She said yes and told him that he could contact Julie Bannerman who was coordinating the group.

**Greg Brack** gave a brief update on the progress of the committee on Fire Safety. He announced the current members on the group (some perspective members were still going through nominations), and mentioned that the group was currently working on their mission statement.

**Katherine Johnston** announced the upcoming arrival of the new Asst. VP for Auxiliary & Support Services - Mr. Wayne Reed. She also announced that the Office of Safety & its duties would be moving to his area because at the present time that office was responsible for evaluating the fire safety of facilities, but the head office that it was reporting to was the director of facilities management. That scenario created a conflict of interest between the two offices, and Katherine explained that the movement of that office would help alleviate the conflict. **Phang Tai** mentioned that Kerry Hayward, from Legal Affairs was also now of the Fire Safety Subcommittee.

**Tim Crimmins** questioned whether there was a second opinion to the Fire Marshall’s judgement that could be obtained if needed. **Al Baumstark** (former Fire Safety Chair) explained that the Office of Fire Marshall’s official position was that “Each approval is only as good as the next inspection.” **George Rainbolt** emphasized that it was frustrating when renovations were approved & completed and then a couple of years later that same renovation would be judged by the Fire Marshall’s Office as not in compliance.

**Katherine Johnston** moved on to the last item on the agenda, Facilities Updates. She explained that the Aderhold Bldg. would be opening within the week, renovations on the Library were now complete, and that the plans for the Wachovia building were moving ahead. She mentioned that the design & funding commitments had been made on the Wachovia building and contractors for the job were currently being pre-qualified before any bids were accepted.

**Marcia Pearl** questioned the progress of the bathroom renovations in Kell Hall. **Phang Tai & Al Baumstark** gave updates on that progress & explained some of the costs each of their (and other) departments (including Biology, Chemistry, & Psychology) were contributing to the renovation. Phang Tai explained that each floor had to have at least one bathroom that was reasonably accessible to the disabled. **Tim Crimmins** told the group of a fund that his department applied for once a year (through the Regents) that is to aid office in achieving ADA & Fire Safety compliance. Tim mentioned that P&D reviews the final list of items needed by the university before it is sent in to the Regents requesting funding. He emphasized that only 10% of the list was usually funded, so P&D needed to make sure that the list was carefully looked over to make sure that each compliance issue was carefully considered & prioritized. Tai mentioned one problem that P&D kept running into was receiving that list extremely close to its approval deadline, but he said that he would try to get a hold of the list earlier.

Tim Crimmins, Marty Fraser, & Phang Tai briefly spoke more about some facilities issues then the meeting adjourned at approximately 2:16pm.

Respectfully Submitted

Lydia K. Woltz
Administrative Coordinator