Planning & Development Committee Meeting  
January 21, 2003


Others Attending: Mike Moore

The Agenda for the meeting was as follows:

1. Approval of the 12/17/02 meeting minutes
3. Comments of the SLAC Resolution
4. Subcommittee Reports
   a. MRR Joint Subcommittee
   b. Fire Safety
   c. Traffic Safety
   d. University Closings
   e. FACP/CBSAC
   f. Offices
5. Facilities Updates
6. Other Issues

The meeting started at apx. 1:05pm. The minutes from 12/17/02 were approved.

RON HENRY DISCUSSED QUESTIONS & CONCERNS IN REGARDS TO ITEM# 2 ON THE AGENDA THE UPDATED 2003 ACTION PLAN.

He mentioned that one change that was made was on page 3 of the document. He mentioned that the information on page 3, paragraph 2 was going to be merged into the section of "Undergraduate Indicators" on page 4, and also into what would become Table 18; (resulting in the re-numbering of all the tables by 1).

Carol Winkler suggested that, contingent upon the completed Table 11 figures (soon to come), the information discussed on pg15, section 3.23 should be changed. She suggested that the phrase "and reverse the decline in Research Initiation funds" be added to the end of the last sentence of paragraph 2 if the figures from Research Initiation reflected a decline. Ron Henry expressed that such a change should come from the Research Committee since the information had not been updated yet. Carol agreed but wanted to note and make sure that the table accurately reflected the "direction" that research initiations were heading in. Al Baumstark agreed to inform the Research Committee.

Ron Henry finished up the discussion on the Action Plan and the committee voted all in favor to accept the 2003 Action Plan Version 9.
Senate Library Advisory Committee
Resolution

Whereas during the past five years (FY98 to FY02) Pullen Library's budget has increased 4.7% while the rate of inflation has totaled 49.81% for serials and 3.80% for books;

Whereas the rapid expansion of journals available in electronic format has made more information accessible, requiring libraries to subscribe to it at additional cost in order to keep research programs at GSU competitive;

Whereas at the same time the university has increased the size, quality, and diversity of its student body, attracted more faculty members who are actively engaged in research and publication, and has added programs, including seven PhD degrees;

Whereas the library has responded through a series of strategies, including cooperative purchase of some online databases (Dow Jones, Science Direct, Web of Science, and Wiley Interscience), transfer of paper subscriptions to electronic, reduction of book budgets, and cancellation of serials through a comprehensive serials review process;

Whereas it will require an increase of $327,000 in the Library's Materials budget in FY2004 just to maintain the current list of subscriptions, without which the library will have to initiate another round of cuts, thereby seriously damaging its capacity to provide the scholarly information faculty and students need for learning and research;

And whereas the Senate Library Advisory Committee believes that increased and more reliable funding for the library is essential if the university is to achieve its strategic goals of being a major research university that attracts and retains the best students and faculty;

And whereas the Senate Library Advisory Committee recommends that the library become a member of the Association of Research Libraries, which requires a level and continuity of funding not currently in place;

Be it resolved that the Senate Library Advisory Committee strongly supports increased funding for collections and services of the University's libraries, with the goal of achieving membership for Pullen Library in the Association of Research Libraries. Funding for library services needs to keep pace with inflation and the increased demands associated with the growth of academic programs and the large growth in undergraduate and graduate students and faculty.

THE FOLLOWING RESOLUTION WAS SENT TO P&D WITHIN THE SPACE OF ITS LAST MEETING ON 12/17/02.

Except for concerns being discussed by members at the present meeting; Phang Tai mentioned that the expressed general consensus he received via email in regards to the resolution was positive.

Tim Crimmins expressed problems that could arise from allowing individual committees to send forth resolutions to the full Senate & warned that doing so could open the flood-gates to inviting several units to submit resolutions, thereby lessening their importance. He mentioned that he had to take a similar resolution from the Research committee & work it into the Action Plan. He expressed that this resolution (and those like it) was not good, and that it took the individual unit's institutional needs & treated them in isolation.
Charlene Hurt mentioned that the major purpose behind the resolution was to "make sure that it got on the agenda" and "express needed support for the committee." She mentioned that the committee was greatly concerned that they would have to cut "serials" if they did not receive an increase, and thought it was of great importance that the issue be addressed by the full Senate.

The committee finished the discussion of the resolution & others like it, and in general, they seemed supportive to what the Senate Library Committee was trying to accomplish, but ultimately, they agreed with the concerns of Tim Crimmins.

Tim Crimmins did however feel that parts of the resolution could be added into the Action Plan (where relevant) because the Action Plan was where those issues should be dealt with. He made the following motion:

"We recommend to the Executive Committee that this resolution not be sent to the Full Senate, because it has already been dealt with in the Action Plan. Additionally, paragraph 4 of this same proposed resolution should be added to the 2nd to the last paragraph on page 6 in the Action Plan, after the words Table 17."

His motion was seconded and passed.

THE GROUP THEN MOVED ON TO THE 4TH ITEM ON THE AGENDA SUBCOMMITTEE REPORTS.

Al Baumstark gave the 1st subcommittee report, which was on the MRR Joint Subcommittee. He mentioned that the group was still trying to figure out a process of action, and they would know more after their upcoming meeting on Friday.

Greg Brack gave the Fire Safety update. He said they met on Jan. 7, 2003 and continued discussions of the Gas Cylinder issue (see P&D notes 11/18/02). "It looks like we'll be able to find a suitable room for cylinder storage on the 1st floor of Kell Hall that will satisfy fire safety requirements; we'll be looking into that further at the next meeting. We also began to look at the State Marshall's fire violations list." He mentioned that at their next meeting they were going to look into a breakdown of behavioral fire violations (such as storing items in the wrong area) vs. technological violations. Lastly, he mentioned that Legal Affairs was going to give the committee an update of some of the violations that may have occurred as a result of contractor error and whether GSU had any recourse to those types of situations.

Bonnie Fritz briefly reported for the Traffic Safety Committee. She reported that there were no new updates, but that the group did affirm that some of the troubled streets they were working with (i.e., Courtland & Piedmont) were run by the City instead of the State and therefore involvement with those City streets would take place much quicker because they weren't tied up in so much of the red tape that surrounded State roads.

Joe Winter updated the situation of the pathway through Woodruff Park. He had found out that some of the causes of the mud-trail problem in the park were due to grass seeds not being planted early enough in the season to meet the growth of students coming in for the Fall season. He mentioned that currently the committee to rebuild the park was looking into making sure that the pathway built conformed to ADA compliance rules which would probably involve taking out a portion of the wall & making it accessible to the disabled.
Katherine Johnston mentioned that the Task Force in its transition had recently added on members to the group that would help compliment what the force was trying to accomplish: Dene Herbert Sheheane from External Affairs, who connected with City & State officials; Kim Bowers, with the GSU Sign Shop; & Ramesh Vakamudi from Facilities Planning who connected with Central Atlanta Progress and the Atlanta Regional Commission.

Marty Fraser briefly reported for the University Closings Committee. He said that they had met with Katherine Johnston's ad hoc committee called the Mgt. of Extraordinary Events and said that they would soon have a report based on some of the that committee's recommendations.

Ron Henry gave updates for FACP & CBSAC. His overall report in regards to budget concerns appeared positive. He mentioned that FACP put together their budget requests for 2004 to present to the Regents. He explained the committee's plans in regards to enrollment projections, highlighted budget concerns within each group, and announced the upcoming appointment of the Student Technology Fee Committee and their purpose. He also mentioned that the Deans & VPs had been required to put in their budget requests for next year & said FACP would start meeting with them within the next couple of months to discuss those requests.

Carol Winkler reported for the Committee on University Offices. She expressed the committee was currently focusing on office space for staff. She said the group had met and attempted to use a previous report from 1998 that based the need of faculty offices on the number of faculty employed, but because working areas for staff employees were designed based more on square footage than on the number of offices needed, they had to "start from scratch". She said they would either modify their 1998 table or use the categories used by ASUR [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).] She said that the committee hadn't planned for the office spaces of Graduate Teaching and Research Assistants yet, but they would do so before the end of the year. Katherine Johnston noted that the original date of completion for the 34 Peachtree Street Offices had been "targeted" for Spring Break, however a slow down in construction happened because the lease was held up by the Attorney General's Office. She said that the group would try its best to meet the Spring Break time line, and that Mark Lawson, the University's Real Estate Officer, was working closely with the landlord trying to keep things on track.

Carol Winkler brought and discussed the Administrative Support Unit Review of the Department of Housing Division of Student Services. The review was broken up into 4 sections: Unit Profile, Evaluation of Program Review, Key Observations, & Action Recommendations. She emphasized that the report itself was completed, and that it wasn't being presented for changes, but that it was being presented to P&D & the Staff Advisory Council for comments. Tim Crimmins questioned the procedural purpose of the report, then affirmed that the report should be reviewed by P&D and then forwarded to the Provost with any other comments that P&D felt appropriate. Phang Tai asked that any comments about the report be sent to him by email for discussion at the next P&D meeting.
Katherine Johnston spoke on the **Facilities Updates**. She highlighted the following:

- The NSC Recommission of HVAC went well, the main part of the project is complete.
- The University Center/Law Library project is moving slow because of the recent fire that took place in that area, but **Temporary Occupancy** has been given to both the top and 3rd floors of that building.
- The new signs for the Andrew Young School are up. **Winter Construction** (contractors for the Aderhold Building) will be performing the work on the Andrew Young School and their bid for the job came in under, but within the budget.

Peggy Gallagher asked about the Piedmont/Decatur project. Katherine mentioned that the update she received from Tom Lewis implied that "we were basically going to have to start over." Jeff Rupp asked about the College of Education elevators. Katherine replied that the bids for the elevators came in in January and that all 3 elevators should be replaced by Summer. Tim Crimmins questioned whether there was going to be a problem of the university running into a systemic conflict with the Fire Marshall changing rules/guidelines in regards to the renovation of the University Center after all the designs were already planned. **Katherine Johnston** - "There was a problem that existed, and we're going to change the procedure. In the past all of the facilities' projects had essentially been evaluated at the end of the project & not at the beginning of the project. So starting at the 1st of January, we revised the procedure. Now, all of the projects have to be signed off by the Fire Marshall before the project begins, and all the costs have to be incorporated into the project."

The meeting ended with Phang Tai asking about the former Beaudry Ford location (the Ford automotive plant recently shut down in 2002). Ron Henry answered that the University had purchased the location and that it would take years to develop it, but that eventually they would like to put up about 1,500 to 2,000 student units.

After all the subcommittee representatives gave their reports, the meeting ended at apx. 2:45pm.

Respectfully Submitted

Lydia K. Woltz
Administrative Coordinator