Planning & Development Committee  
October 25, 2005


The Agenda for the meeting was as follows:

1. Approval of Minutes 9/12/05

2. ASUR Review
   a) Facilities Planning
   b) University Auditing & Advisory Services

3. Subcommittee Reports

4. Other Issues

Agenda Item #1 - Approval of the 9/12/05 minutes - Phang Tai called the meeting to order at apx. 1:05pm. In the last paragraph on the page 3 of the minutes, the bolded word faculty was removed. The minutes were then motioned in and approved.

Agenda Item #2A - ASUR Facilities Planning - MaryJane Casto gave the update for ASUR Facilities Planning Review. She explained that they were a small unit of 3 (Director, Real Estate Officer, & Facilities Planner) who reported to Jerry Rackliffe’s area. She mentioned that the unit was over the Campus Master Plan and also coordinated with the Bd. of Regents when the university leased space. She praised the group on their ability to gain additional funding for the Main Street & Decatur Street projects. She mentioned the group’s desire to add it to their unit and said that ASUR wasn’t against that idea but recommended that the unit show a need for a project manager based on their existing projects. Other recommendations mentioned were as follows:
   • narrow down and pinpoint their university customer base (ex: President’s Office, P&D, ADA committee, etc).
   • work with P&D & Classroom Facilities Council (CFC) on long term planning for academic facilities/classrooms/labs, etc. (MaryJane noted that CFC already handled the short term planning for this area.)
   • fine tune their key indicators to better match up with those from the institutional effectiveness plan.
   • add their responsibility to university ADA compliance to their mission statement.

After MaryJane’s report the committed motioned in and accepted the review.
Phang Tai introduced the newest member to the P&D committee, **Ms. Sara Baska** representing the Student Senate.

**At this time, corrected copies of the ASUR/UAAS documents were being made by Lydia Woltz. While this was happening, the group briefly discussed the composition of the P&D Committee. Christine Gallant strongly urged support for the addition of an at-large member(s) to represent the smaller colleges/units more proportionately. The group decided to send comments via email and finalize the discussion of the subject at the next P&D meeting**

The group then moved on to item#2 on the agenda.

**Agenda Item #2B - ASUR University Auditing & Advisory Services - Siva Nathan** introduced the unit as a smaller unit of 4 individuals who reported directly to the President’s Office and whose customer base was the Bd. of Regents. He mentioned that additions/corrections would be made to the report and resent out soon. The areas highlighted by Siva (other than minor clerical errors) were as follows:

- The website needed to be updated and done so consistently (preferably via the hiring of a graduate assistant).
- The budget remained consistent with exception to regular increases in salary.
- Key indicators were consistent and in line with the university institutional effectiveness guidelines.
- The unit’s self-study needed clarification in the areas of: the appraisal of the university’s financial operations, communication of the unit’s mission, and progress towards goals & objectives.

Under the section of Advisory Services, ASUR mentioned a highly possible conflict of interest in regards to the unit being both an Advisor and an Auditor to the same area. It was mentioned and discussed that the group should work on correcting this problem.

**Siva Nathan** - mentioned that an outside source may solve the conflict of interest problem, and mentioned that the Appendix 2 recommendation implied making the 2 groups independent.

**Frank Whittington** - "I agree, but as someone who has never benefitted from them, this strikes me as a beneficial service that may help with future audits. It’s the equivalent of preventative medicine. Both Audit & Advisement are important, but I think Advisement is the more important of the two. I just want to make sure the tone of the discussion is not to get rid of the advisory services."

ASUR’s final recommendations to the unit, particularly highlighted by Siva, were for the unit to hire an IT Auditor and to request a budget to hire at least 1 more staff member. Under the recommendation’s section of Unmet Needs, the question of which (if any) unit was responsible for the "safeguarding of university assets" was answered; Jerry Rackliffe’s area was already handling this function and the recommendation was made to express this clearly within mission statement.
Al Baumstark mentioned the several various units used to check-up on research compliance. In regards to the auditing of sponsored research needed to meet compliance requirements, George Rainbolt commented that the relationship between the advisory role of Auditing & Advisory Services and the advisory role of the V.P. for Research should be reviewed to make sure that there were no unnecessary duplication; the committee agreed and the motioned to accept the review with George’s comment.

Agenda Items 3 & 4 - Subcommittee Reports & Other

Al Baumstark mentioned that MRRV had a revised list that would be available on November 11th.

Jerry Rackcliffe mentioned private financing was being sought after for the new dormitories, and they were still trying to sell the GSU Village.

MaryJane Casto mentioned that the Fire Safety Subcommittee was still going over outstanding fire violations within the university, but that the list was "dwindling down very well."

There were no other updates from subcommittee groups, and the meeting adjourned at apx. 1:58pm.

Respectfully Submitted,

Lydia K. Woltz, Admin. Coordinator