Planning & Development Committee  
2005/2006 Organizational Meeting  
April 25, 2005


Absent: Cathy Brack, Greg Brack, Joan Carson, William (Bill) Fritz, Ron Henry, John Hicks, H. Richard Miller, Marcia Pearl, Hazel Scott, Bruce Seaman, Frank Whittington, Carol Winkler.

Others Attending: Elizabeth Jones

The Agenda for the meeting was as follows:
1. Approval of Minutes 3/21/05
2. Election of the Chair (2005-2006)
3. Subcommittee Organizations
4. ASUR Reports - USSC Report & others
5. Other Issues

Agenda Item #1 - Phang Tai called the meeting to order at apx. 1:03 pm. Committee members introduced themselves one by one. Tai mentioned corrections made to the 3/21/05 minutes before the meeting, and the minutes along with the changes were motioned in and approved.

Agenda Item #2 - The group then went through the election of the new Chair for the 2005/2006 term and re-elected Phang Tai as P&D Chair.

Agenda Item #3 - Phang Tai briefly explained the duties of P&D’s various subcommittees and passed out sign-up sheets for members to join if they desired. The results were as follows:


Faculty/Grad. Asst./Staff OFFICES Subcommittee: Michael Binford, Timothy Crimmins, Sandra Garber, Carol Winkler, & Maryann Wysor.

Fire Safety Subcommittee: Al Baumstark (pending), Greg Brack, Mary Jane Casto, & John Hicks.


University Closings Subcommittee: Cathy Brack, Mary Jane Casto, Vijay K. Vaishnavi, & William L. Waugh.
Agenda Item #4 - After passing out the Subcommittee sign-up sheets, Tai briefly made an announcement about new money coming in for the MRRV list and moved on the ASUR report of University Computing & Communication Services Unit (USSC).

Siva Nathan headed the discussion on the ASUR/USSC report. The report contained sections on the unit’s profile, an evaluation of the unit’s self study, key observations by ASUR, & action recommendations by ASUR. Siva went over the report in detail, then discussed the content with the committee.

Phang Tai explained to new members of the committee, that P&D could not change what was in the reports given to ASUR by the units or give directives to the units, but that they could only comment and/or make recommendations if needed.

Al Baumstark suggested that ASUR start including their numerical ratings showing measures of customer satisfaction and performance of the units in the reports.

Mary Jane Casto explained that each report contained "key indicators" that were associated to numerical measures discussed in ASUR’s website.

George Rainbolt mentioned that the issue was "more for ASUR" but that it was confusing if people couldn’t figure out how each unit compared to each other. He suggested that ASUR add to its template something to show where each unit sat in the University’s VP hierarchy. The committee agreed that George’s suggestion made for a proper comment to send back to ASUR.

Agenda Item #5 - Other Issues

Mary Jane Casto updated the group on the consolidation of the University’s web servers and the dissolution of the old Panther email system due to its security issues.

Robin Morris announced he would have updates to the ASUR/Research Office report (suggested at the 3/21/05 meeting) ready for presentation by P&D’s 1st Fall meeting.

Phang Tai mentioned the committee’s upcoming dates and asked whether the committee desired to stay with its current meeting schedule of alternating Mondays & Tuesdays; the committee agreed. He then adjourned the meeting at 1:35pm.

Respectfully Submitted,

Lydia K. Woltz, Admin. Coordinator