Planning & Development Committee
October 15, 2007


Attending: Beth Jones, John McCullum, Connie Sampson, David (Mike) Raderstorf, II

The Agenda for the meeting was as follows:

1. Approval of the 8/20/07 P&D Minutes
2. Discussion & Approval of ASUR Reports - Mary Finn
   a) Accounting Services
   b) Office of Revenue and Receivable Services
   c) Budget & Planning
3. GSU 2008 Strategic Plan Round 1 - FYI
4. Emergency Responses - Connie Sampson
5. Subcommittee Reports
   a) IP-Phone (Al Baumstark)
   b) Faculty/Staff Offices
   c) Campus Safety
   d) MRRF

Phang Tai called the meeting to order at apx. 1pm. He introduced some of the guests attending the meeting. The motion was made to approve the last meeting's minutes was made & approved and the group moved on to the 2nd item on the agenda.
ASUR Reports

Mary Finn reported on the ASUR Reports mentioning that all 3 units fell under Finance & Administration. Before she began she mentioned that her and Julie Bannerman were currently looking over the 2006/2007 reports to see if they could report on any yearly issues of concern. She mentioned that she'd email the report to P.C. Tai once completed.

P.C. asked if ASUR had any type of action plan similar to an academic program review, and Mary replied that they did and went of the processes that it went through before continuing with her reports of the 3 units.

ACCOUNTING SERVICES - She explained that accounting services was a small unit whose mission was to provide financial support & information to the university community. She went over the report's recommendations and highlighted the groups exploration of a way to fund a single university credit card processing product and the technology & software needed to make it feasible. She explained that there was a person on campus currently using a similar product and that the suggestion was made that the two should confer.

Carol Winkler asked if the University had any plans to pull the use of its current P-Card system and Mary replied that the exploration was primarily in response to employees not being able to use their University credit cards to make direct purchases.

OFFICE OF REVENUES & RECEIVABLE SERVICES - Mary went over the group's primary responsibility of cashiering & accounting for the university community & some outside entities. She said that they were originally under the office of Student Accounts and was then split between Student Accounts (under the office of Student Affairs) and now Revenues and Receivables (under Finance & Administration).

The main discussion & recommendation for this unit was their physical location and reporting structure. Because of similarities in the various internal functions of this group there was a need to physically separate from it's present location.

BUDGET & PLANNING - Mary gave the overview of the unit. She mentioned that it functioned effectively and commended them on their high survey scores and high morale. The group had some issues regarding their mission statement and their self study and identifying who their customer base was. Mary mentioned that ASUR needed to talk about whether comparing peer data was necessary for this unit, and everyone agreed that their mission statement needed to be updated. Working on a budget plan for traveling was also to be considered so that the unit could attend relevant professional conferences.

After all the reports were finished the group motioned in and approved all 3 reports.
IP PHONE SYSTEM - J. L. Albert reported on the University's new phone system.

“July's total's were about $180,000 which were pretty much in line. We're currently in
negotiation with the vendor to upgrade the Directory System. The vendor is trying to charge
apx. $50,000 for a needed upgrade to the system that wasn't provided to us when the project was
first initiated.”

Phang Tai - “How is Long Distance?”

J.L. - “It hadn't been a big problem due to cell phones, but its dropped significantly (about
60%) in both rate and revenue.”

Tim Crimmins asked about the completion of the change-over, and J.L. replied that it was
“pretty much” completed. The group also discussed the analog phones still in existence, which
J.L. explained would remain for emergencies and some needed fax lines. He mentioned that
those (and some other) lines would remain to be serviced via Bellsouth/AT&T.

The group discussed the University's Emergency Response System used in response to a recent
chemical spill. It was noted that this use of the phone system did not fall under the
supervision/management of IS&T (in charge of implementing the actual IP phone system).

Robin Morris explained that the E.R.S. was currently in place for the research & lab areas only.
He explained that it was an on-line system that called the university, but that was prone to human
error: If the right options were not used, its response may not be as useful as it should be.

The group discussed some of the events they noticed during the recent spill: A professor having
class in the building didn't know if the class should stay or not; The Library sent home most of
its staff then was re-opened; Some people sent to Grady Hospital but names of those sent weren't
listed; closing times of 7pm, then 5pm were reported, but the incident was contained at around
4pm; etc.

At this point, Connie Sampson, GSU Police Chief, introduced the new Director of
Emergency Management, David Mike Raderstorf to the group.

Today was Mike's 1st day on the job.

Connie - “Shortly after Virginia Tech. we created this position and put it on the fast tract. At
some point in emergency management you're going to be inconvenienced. The overall goal is to
keep things at a minimum. The day of the incident, he called me from Texas and asked if there
was anything he could do.”
**D. Mike Raderstorf** - introduced himself to the group and gave them his background. He was Army Officer for 12 years, worked in Special Forces and Counter Terrorism, and the C.I.A. He also worked in the private industry for AIG Insurance in their Emergency Response & Preparedness Division. “*My job will be more of a facilitator for the university to make a collective response.*”

**Greg Brack** mentioned that the University's response to the Police response was not working. The committee agreed that the main issue the University was having at the moment was COMMUNICATION. Greg voiced that he wanted to make sure that the University would stand by giving Mike the authority to hold accountable those responsible within the hierarchy of reporting & responding to the emergencies that took place, and voiced his appreciation for Mike's coming on board. **Beth Jones** reminded the committee that with Mike on board this was a chance for the University to start an annual emergency test and learn from past issues. Mike mentioned that he would have a report on the incident of the spill ready in about a week.

**Faculty Staff Offices**

**Carol Winkler** updated the committee on the ongoing space issue, mentioning that the needed hiring of faculty had been done, but that there was no office space available for them.

**Cathy Brack** mentioned that the Counseling Center could not move out until July 1st due to contracting obligations. She explained, however, that the HVAC system had to be upgraded before it was reused, but that they would be able to leave their furniture for the next occupants.

**John McCullum** explained that some of the issues in relocating the Counseling Center was that a lot of their rooms required private secure rooms for testing which (in most cases) involved HVAC renovations.

**Campus Safety**

**Beth Jones** reported that the Lighting Up the Campus Project was going well and about 95% complete. She reported that the Citizen Trust areas was also now complete. She reported that the Escort service advertisement was going well and that they were considering posting posters about it around campus.

The group briefly discussed Crossings & Countdown Crossing Lights. **Beth Jones** mentioned that she would have her group check into the *countdowns* because they were not applicable to the visually impaired. **Sandra Garber** mentioned that the current squawk boxes used made 2 universally A.D.A. compliant sounds signaling East/West or North/South directions. Beth mentioned she would look into whether the *countdowns* could be used in conjunction with what was already in place.
MRRF & Other Issues

There was no major reports on MRRF for the day, but Phang Tai mentioned that some students asked him about dropoff/pickup locations from the University lofts especially during the evening hours.

Douglas Covey - explained that shuttles were currently routed to the new University Commons buildings and Aderhold because of their distance from the campus, but mentioned that if additional drop-off and pick-up sites were added that close to the campus location it would significantly slow down service. Beth Jones and others suggested that the Escort service might be better utilized for that particular area.

No other major issues were discussed, and Phang Tai introduced and welcomed the new Student Senator John Lloyd to the group. Afterwards, he adjourned the meeting at apx. 2:15pm.

Respectfully Submitted,
Lydia K. Woltz, Admin. Coordinator