Planning & Development Committee
August 20, 2007

Present: Pam Barr, Al Baumstark, Elizabeth Beck, Douglas Covey, Mary Finn, Christine Gallant, Sandra Garber, Carol Hansen, Casey Long, Kathryn McClymond, Richard Miller, Jerry Rackliffe, Jeffrey C. Rupp, Phang C. Tai, Frank Whittington.


Attending: Beth Jones

The Agenda for the meeting was as follows:

1. Approval of the 4/23/07 P&D Minutes
2. Approval of the ASUR Committee
3. Discussion & Approval of ASUR Reports (Mary Finn)
   a) I.S.S.S
   b) Office of International Affairs
   c) Spectrum
   d) Rialto
4. Academic Program Review (FYI)
   a) Marketing Department
   b) Political Science Dept
5. Subcommittee Reports
   a) IP Phone (Al Baumstark)
   b) Campus Safety (Beth Jones)
   c) Other Reports
6. Other Business

Before the meeting began, Phang Tai, P&D Chair welcomed both old and new members, and asked everyone to introduce themselves. After introductions the meeting began

AGENDA ITEM #1 - MINUTES

Phang Tai called the meeting to order at apx. 1:05pm. Before the meeting, Mary Finn’s name was added to the list of those present on at the 4/23/07 meeting and the acronym MRRV was changed to MRRF throughout the report. The motion to approve the minutes was made and approved, then the group moved on to item #2.
AGENDA ITEM #2 - APPROVAL OF THE ASUR COMMITTEE

Mary Finn, ASUR Chair, went over the composition of the committee and explained that it’s representation by each member was staggered in 1, 2, & 3 year terms due to the broad array of units that ASUR had to review. After the brief overview, the group motioned in and approved the composition of the ASUR Committee.

AGENDA ITEM #3 - DISCUSSION & APPROVAL OF ASUR REPORTS
International Student & Scholar Svcs, Off. Of International Affairs, Spectrum, Rialto

The group went over the ASUR reports for the 4 units listed above. Mary Finn headed each discussion and after giving a quick overview of the unit went over the recommendations for that group.

International Student & Scholar Services - Mary mentioned that ISSS’ report was actually completed on April 9th, 2007 and had already been sent over to the action committee. There were no Q&A in regards to this report.

Office of International Affairs - Mary mentioned that this report was approved back in February 2007 and was already going through the action plan stage. Phang Tai noted that it hadn’t made it to CBSAC just yet.

Office of Spectrum Systems - This report was completed on May 21st, 2007. After Mary’s brief review, Phang Tai mentioned that they may want to move the name of the unit they fall under up to the front of the report to stay consistent to the way the other reports were written.

Al Baumstark questioned item #3 on the recommendation list and asked the importance of the position. Beth Jones & Jerry Rackcliffe mentioned it was the vacant position left by Bob Boatwright and mentioned that there were specific demands & skills related to the position to warrant its mention, and Beth also noted the small size of that support staff.

Rialto Center for the Arts - This report was approved by ASUR on July 9, 2007. From the list of recommendations, the group focused on item #4 [The University should consider allowing the Rialto to generate revenue by charging university departments & organizations as do other Department’s on campus such as the Student University Center.]

Frank Whittington, Phang Tai, and Al Baumstark expressed some concern over this. Frank cautioned against any type of “billing creep” unless there was some sort of corresponding commitment to increase the supply budgets of departments to help pay for some of it. Phang Tai mentioned that the Asian Studies Dept. was quoted $500 for using audiovisual equipment in the Student Services Center and that due to those costs the group was going to have to investigate whether they could bring their own equipment. Al Baumstark cautioned that all of the subsidizing and charging for every little thing could make the use of the facility very unattractive to current/potential users.

THIS ENDED THE DISCUSSION ON THE FOUR REPORTS, AND THE GROUP MOTIONED
IN AND ACCEPTED THE REPORTS WITH THE COMMENTS & CONCERNS DISCUSSED & NOTED.

Item #4 Academic Program Review (FYI) - Marketing Department and Political Science was for informational purposes only; no comments were made.

ITEM #5 SUBCOMMITTEE REPORTS

VOIP Telephones - Al Baumstark is the overall chair for the 3 committees (P&D, Budget, & Senate IS&T) on this matter. The following was distributed to the P&D Committee for review.

Date: June 29, 2007
To: J.L. Albert of IS&T; Hugh Hudson, Chair of Budget Committee; George Pullman, Chair of IS&T Committee; P.C. Tai, Chair of P&D Committee
From: A.L. Baumstark for Joint IPT Subcommittee
Re: Initial Recommendation

The joint VOIP (Telephone) subcommittee is currently continuing to review the records provided. The recommendation shown below has been unanimously approved by the subcommittee; others may be forthcoming.
To avoid making unexpected requests, the subcommittee is distributing this initial recommendation as follows:

That IS&T provide the Senate IS&T, Budget, and Planning & Development committees with the following information about the operation of the VOIP system on a regular basis (monthly statements) beginning July 1, 2007.

1. Profit and loss statements by month for revenue and expenses of the system.
2. Revised profit/loss projections when projections are revised.
3. Changes in the schedule of user costs.

The purpose of sharing this information with Senate committees is to afford the opportunity for oversight of VOIP use on a continuing basis. We recommend monthly reporting to the committees on the premise that the information would likely be available as part of IS&T’s management of VOP use.

cc: entire subcommittee, Paul Alberto

Al mentioned that the committee didn’t want to ask IS&T for reports all of the sudden without any notice, and came to the agreement of this first recommendation. The telephone committee’s next meeting would be to discuss new information recently received from IS&T and to discuss future budgetary issues & concerns and how responsive the system could be in the event of any mishaps.

Richard Miller mentioned that he’d like a little more transparence & flow of information about the services in the future. Phang Tai mentioned that he’d seen some of the new information just reported by IS&T and would like to discuss expenses involved. Elizabeth Beck suggested upgrades to the systems phone directory, and mentioned that finding offices (as opposed to individuals) was not easily accomplished. Beth Jones that that particular issue was currently being addressed.

Campus Safety - Beth Jones reported that the “Lighting up the Campus” project was going well.
Phang Tai asked about the “Walking Escort” initiative. Beth mentioned that there was still no good response. Carol Hansen explained that enthusiasm to such escort programs were lost due to the wait/response times involved. Douglas Covey mentioned that he’d try to have his offices bring it up as a subject at INCEPT.

Elizabeth Beck - “While we’re advertising the walking escort program, it would be interesting to survey whether its being turned down due to time or inconvenience.

Sandra Garber discussed VOIP phone usage during emergencies. She said she took an informal survey, and in the case of an emergency, no one knew where to call. Jerry Rackcliffe informed the group that the emergency extension was still the same but that the pre-digit before it was now 3-3333 vs. 1-3333. The group agreed that re-advertising the number with the new extension may be helpful.

Christine Gallant - ADA Compliance & Campus Access to the Disabled
She discussed the difficulty in maneuvering on the sidewalks: cracks, unevenness, etc. She mentioned that one of the major problems was the issue of who would pay for the corrections; GSU or the City. She mentioned that her group met with the City and they inspected the areas of concern, but that the report would be back within the next week.

ITEM #6 OTHER ISSUES

It was announced that the Decatur Street corridor remodeling would begin in Fall. Beth Jones announced the acquisition of the Citizens Trust Building and mentioned that IS&T (and possibly the Counseling Center) would move into the building, and that there would also be an eatery located within it. It wasn’t known as of yet, whether the building was up to date with its ADA compliancy. She mentioned the SunTrust Building was still a work in progress. After those, and some other brief comments in regards to some of the ongoing & completed renovations going on around the campus, Phang Tai praised Beth Jones & those on the Campus Safety Committee for their good work and Phang Tai adjourned the meeting at apx. 2:07pm.