Planning & Development Committee
August 25th, 2008


Absent: Cathy Brack, Marsha Clarkson, Michael Eriksen, Christine Gallant, Terry Grissom, Carol Hansen, Ron Henry, Richard Miller, Robin Morris, D. Mike Raderstorf, Bruce Seaman, Nancy Seamans, Mary Shoffner, Roy Sobelson, Andrew Sumner, Carol Winkler, Maryann Wy sor.

Others Attending: Beth Jones

The Agenda for the meeting was as follows:

1. Approval of the 4/21/08 P&D Minutes

2. ASUR REPORTS (Mary Finn)
   a. Office of Civic Engagement
   b. Disability Services
   c. Auxiliary & Support Services
   d. External Relations (DRAFT)

3. FYI ONLY
   COMMITTEE ON ACADEMIC PROGRAMS (CAP) REPORTS: Educational Psychology & Special Education, History, Instructional Technology, International Studies, Kinesiology & Health, College of Law, Physics & Astronomy

4. SUBCOMMITTEE REPORTS & OTHER BUSINESS

   Agenda Item #1
   Phang Tai called the meeting to order at apx. 1:05pm. After a quick introduction of the committee members, the motion was made and seconded to approve the April 21st minutes.

   Agenda Item #2
   Mary Finn headed the discussions on each of the ASUR reports. She started by giving the committee a brief description of the ASUR Committee (a subcommittee of P&D) and its mission, then went over each of the reports individually. She noted that there was no current Chair for the committee & that one (a P&D member) was needed, if there were any volunteers.
ASUR - Office of Civic Engagement - A small unit consisting of 2 staff members (a Director & an Administrative Coordinator) and several grad & undergrad students.

Recommendations for the Unit: Community Services was directly linked to the mission, so one of the main recommendations was to try to build a collaboration with the Office of Community Service and individual units that may have an interest in (or be directly engaged in) the elements of advancing community servicing with the students; specifically, to perhaps have a committee of representatives from the different academic departments that may be able to provide information for the office and create a link between the office & the students.

Al Baumstark - “I’m Not against it, but is a new committee really needed (a committee to advise the office on what they should do)? Are we trying to gauge the outside or fix the inside?” Mary explained they were trying to create a bridge between that office and what was going on in other offices; looking at the number of, and types of ways, those offices engaged the students: internships, community engagement, etc. (There seemed to be some overlap within certain areas.)

P&D Member - “Looks like there’s overspending in the budget due to travel & other supplies.”

Douglas Covey - “This budget comes largely from student activity fee revenues. We’re actually very conservative on fees. We assume a number smaller than what’s normal, then as enrollment comes in, the departments make an operating budget based on that conservative number. We actually collect more than we build into the original budget. The overage is then released to the departments and they’re able to spend it. Interestingly enough, the expenditures show a more accurate reflection of account activities, but they’re not running in the red.”

After those comments were finished up, the report was accepted & motioned in.

ASUR - Disability Services - Mary Finn gave a brief overview of the unit. She mentioned they had about 6 support staff and their customer base included students, faculty, & staff. She mentioned that this would be another unit where the group would notice an expended amount that was more than the budgeted amount.

Douglas Covey explained that this budget varied directly with the student enrollment & the services it required each semester. “The beginning budget in the fiscal year carries us into the anticipated summer obligations and gets us started in the Fall. It’s known in the beginning that the starting budget will be insufficient for the annual services.”

To cure the appearance of the report George Rainbolt suggested/commented that for the future reports a line for “original budget, amended budget, and extended budget” be added in for every office following this process. Mary affirmed, “This should be able to be added into the ASUR template for clarification to the units.”
Tim Crimmins asked whether there was a monetary base that was used as a common starting point. Douglas Covey explained that if the budget began with an average base amount, the amount could change drastically with an addition of even just a few individuals with special needs, and the current method enabled them to use resources more efficiently.

Elizabeth Beck suggested splitting the budget into a certain percentage as “fixed” and a certain percentage as “additional revenue as-needed”. Covey replied that this was a good idea.

Mary mentioned that the last 2 issues with this unit was 1) possibly narrowing their customer base to students only and shifting the faculty/staff base over to human resources and 2) the conflict of interest in the office acting somewhat as both an ADA compliance office & an ADA service office. Some discussion had been made of moving the compliance side of the unit's duties to (perhaps) the office of Risk Management & Occupational Safety.

Jeff Rupp also reminded the group that whichever office was chosen as the compliance office should be consulted in regards to how relevant regulatory money was prioritized.

Tim Crimmins suggested that the conflict of interest issue should indeed be a key recommendation for the group. Douglas Covey in response, mentioned that Provost Henry was in the process of dealing with this issue, but was not sure if the Provost had discussed it with some of the people/departments who would ultimately be involved.

After those comments were finished up, the report was accepted & motioned in.

ASUR - Auxiliary Services - Mary Finn explained this group contained a large number of units. Included in this report was ATM Banking, Graduation & Photography Svcs., Mail Services, PantherCard, PantherDining, Parking & Transportation, Rialto, Safety & Risk Mgt., Travel Services, the Univ. Bookstore, the Univ. Printing & Copy Svcs, & Vending.

Mary - “Their customer base touches everyone, and their budget is pretty complex. A number of these units generate revenues to cover their costs so you’ll see graphs for the budget amount, the amount of revenues for that year & the expenditures.”

Phang Tai - “Is there always a net in the budget?” Jerry Rackliffe, explained that the budgets for these units pretty much evened out over the long run, but that depending on when you looked at the budget, they would appear either extremely in the net or over expended. “It looks like net income until capital repairs come in. These units are not really making a lot of money or losing a lot of money, some services (like food services) will always look like there’s a loss. There’s lots of cross subsidies going back/forth, but if you look at them all together it will make more sense. Jerry briefly explained some of the accounting involved in such units to the group.
Additional Auxiliary Items

Jerry Rackliffe - “The 'PANTHER DEN' our new sports den has opened up and is doing well! We’re getting our last dinner rush around 9:30pm so we’re talking about extending their hours.” He explained they were testing out a late night option on Tuesdays . . . “TUESDAYS TIL 2”. He also went over the implementation of more meal plans for the students to give them more options: room w/kitchen or room w/o kitchen w/all you can eat optional plans. Lastly, Jerry went over plans to expand parking for students at the Braves Stadium. Mary mentioned that the mystery shopper program was doing well and providing good feedback and would probably be expanded.

After those comments were finished up, the report was accepted & motioned in.

ASUR - External Relations (DRAFT) - was postponed for the final approved copy & the next P&D meeting.

Agenda Item #3 CAP Reports (FYI Item)
Tim Crimmins commented that in terms of the role of P&D, it may be helpful to go over the report in case of any potential space issues. Mary Finn responded that space issues wouldn’t be prioritized until later on when into the Action Planning stage when the committee would typically put together a 3-5 year plan for any resources & space issues needed. Phang Tai reminded that office space issues were usually discussed within the CBSAC committee and that the report was sent to P&D for informational purposes only.

Agenda Item #4 Subcommittee Reports & Other Business
MRRF (Major Renovations & Repairs Fund) Subcommittee - Sandra Garber (who will be the Chair of MRRF for the next two years) headed the discussion & started with a brief overview of the group, its make up, and its mission. She noted that one change taking place was that the usual pull of money coming from separate regulatory & non-regulatory lists would now come from one combined list of those items. She mentioned the issue was currently in discussion and would be worked out by the 1st week of October 2008.

Phang Tai reminded the group that these funds were the major source of repairs for all the facilities, and usually accounted for about 5 million of the total 17 million needed in repairs.

Campus Safety/Lighting Up the Campus - Beth Jones reported that there were no major updates since the last fiscal year. Tai praised the new addition of the new count-down cross lights around campus and asked if any more could be added. Beth said she’d put together a proposal to see if there were any money in the budget for them.
**Escort Services:** Beth mentioned that there were new Police Services at the Commons Bldg., but she didn’t have current numbers on the overall usage of escorts, and that she would get them for the next P&D meeting.

**Science Park** - Jerry Rackliffe: “By end of the year, the exterior should be enclosed and we’ll start on the interior. About 14-15 months after that, it should open. Decatur/Main Street bids will go out by the end of the year.”

**Athletics** - Jeff Rupp asked whether any property had been found for the athletics dept. Jerry replied that there was a contract in place (acquired through the Foundation) for 4 acres next to the Corey Building to be used for the new football practice area.

No other major issues were discussed and the meeting was adjourned at apx. 2:02pm.