Planning & Development Committee  
August 24, 2009

Present:  Davis (Greg) Abt (Student Senator), J. L. Albert, Pam Barr, Elizabeth Beck, Jennifer Chiovaro, Douglas Covey, Dabney Dixon, Mary Finn, Christine Gallant, Robert Harrison, Chris Henrich, Casey Long, George Pierce, D. Mike Raderstorf, Timothy Renick, Mary Shoffner, Andrew Sumner, Phang C. Tai, Carol Winkler, Yi Zhao.

Absent:  Al Baumstark, Cathy Brack, Marsha Clarkson, Lacey Enyart (Student Senator), Michael Eriksen, Paul Gallimore, Sandra Garber, T.J. Hausauer (Student Senator), Richard Miller, Robin Morris, William Nichols, Jerry Rackliffe, George Rainbolt, Lesley Reid, Jeffrey C. Rupp, Bruce Seaman, Nancy Seamans, Roy Sobelson, Ruth Stanford, Vijay K. Vaishnavi, Shelly-Ann Williams, Maryann Wysor.

Others Attending: Beth Jones

The Agenda was for the meeting was as follows:

1. P&D Minutes 4/20/09
2. ASUR Reports  
   a) Welcome Center  
   b) Student Health Promotions  
   c) New ASUR Process (Mary Finn)  
3. MRRF  
4. Subcommittee Reports  
5. Other Issues

AGENDA ITEM #1 - APPROVAL OF THE MINUTES

Phang Tai called the meeting to order at apx. 1:04pm. Because of the length in time since the last meeting, the members went through a brief re-introduction of themselves. Tai reminded the members that current meetings for P&D were held on the 3rd alternating Monday then Tuesday of each month, and that meetings scheduled for more than 3 months out were tentative only, due to the need of the meeting space by President Becker. Afterwards, the motion was made & approved to accept the 4/20/09 minutes.

AGENDA ITEM #2 - ASUR REPORTS, CHRIS HENRICH, CHAIR

ASUR - Welcome Center

Chris Henrich began by giving a brief overview of the Welcome Center (WC). The WC is located on the 1st floor of the Alumni Hall Building. It has 2 full time employees and hires a number of tour guides. They have an annual budget of around 200K/yr. They're small but very busy being the 1st point of contact for visitors. They have an estimated 40K visitors/yr come through the center and crowding within their current area was a noted concern.
Major Observations & Recommendations

- Even though they're effective in customer satisfaction, ASUR wanted more specific numbers on what was being done to reach out to different visitors. ASUR recommended doing housing tours so visitors can see new dorms.

- The WC is currently in charge of scheduling meetings/events for Alumni Hall's Veteran Memorial Hall; being that that function has nothing to do with welcoming visitors, ASUR recommended moving that task to another unit. Carol Winkler noted that if this task is moved, to make sure that the new scheduler would also be responsible for the services that went along with the event planning of the room (maintenance, cleanup, etc).

- The unit stated that it was impossible to make budget comparisons to peer institutions, so committee recommended more information on that area.

- The WC is now part of Undergraduate Admissions; they used to be headed by External Affairs about 2 yrs ago. Currently all of the group's report was focused on incoming & transfer students, so the committee asked them to also focus on perspective graduate students & coordination with graduate programs.

Phang Tai questioned moving the unit to the Citizens Trust Bldg. Tim Renick answered that because a more centralized space would hopefully/potentially become available for the group in the SunTrust Building, and also because of some budgetary concerns, the group would not move to Citizens Trust. Mary Shoffner mentioned that she had traveled to many various institution, and of all the Ivy League schools, Clemson University had (by far) the best Welcome Center for welcoming groups of 50+ students. She noted that it may be a good idea to use Clemson as a model. After the groups comments & suggestions, the motion was made & approved to accept the ASUR - Welcome Center Report.

ASUR - Student Health Promotions

Phang Tai began by noting that the improvement made from it's last report of making a clearer identification of what area the unit was headed by. Chris Henrich began by explaining that the group mainly did outreach to the GSU community by promoting responsibility in sexual health, alcohol use, good nutrition, etc. He mentioned that they were involved in a lot of various areas, but when they evaluated themselves they focused on their alcohol segment in GSU's 1010 freshman learning course (http://www.gsu.edu/success/gsu1010.html) and on a sexual health video that they promoted.

MAJOR OBSERVATIONS & RECOMMENDATIONS

- They're a small unit, they have 1 ft staff + a couple of pt staff, some peer health educators & a number of volunteers. Their budget has changed within that last several of years; in 2008 their source of funding switched over to the student health fee & went up, and they've been successful at getting grants externally to help w/their program. Compared to peer institutions, their budget is small; for example, UGA's budget has a budget that's twice as large. ASUR noted that it was great that they successful with grant funds, but warned that grants could not be relied on year to year.
• They moved to the Citizens Trust Bldg. last year & they've seen a drop in the number of students coming to see them. ASUR suggests they look into this & think about opening a satellite locations somewhere on campus.

• Most of their outcome indicators were based just on part of the 1010 course & central health training. ASUR recommended they be more broad in terms of trying to survey the larger GSU community, and try to focus on measuring the impact on student behavior as well as just student knowledge.

• Mary Finn (former ASUR Chair) also noted that ASUR recommended the for alcohol, drug abuse issues the unit take advantage of the faculty on campus that researched those areas, to help keep up with cutting edge information.

Q&A and Comments

Mary Shoffner noted, “student life was not all about sex & drugs,” and with the recent outbreaks of the H1-N1 Swine Flu, questioned the emphasis on additional areas, covering when coughing & washing hands signs, etc. Mike Raderstorff noted that his area would eventually put more signs around campus, and that a new website in regards to those issues was about to launch within the next 48 hours.

Jennifer Chiovaro mentioned she was not aware of the program and questioned what the unit did to reach students. Mary Finn mentioned that in addition to the GSU 1010 program they worked with the Counseling & Psychological Services Office. She added that it was hard to gauge what part of the student community was actually effected by the services because part of their mission was to change behavior. Douglas Covey explained that they would more of a program outreach office . . . “They promote programs such as National Collegiate Alcohol Awareness Week, pedestrian safety programs, etc, and that they put a relatively small amount of effort into getting students to physically come into the office.” Elizabeth Beck suggested they post fact sheets around campus to help advertise who/what they were.

Rob Harrison asked whether the unit used any residential benchmarks. Chris answered University of North Florida, University of Miami, and University of Illinois, Chicago. He mentioned that UNF & UIC were most comparable because of the amount of students who did not stay in dormitories.

Phang Tai asked whether ASUR was suggesting an increase in staff size when it suggested extension offices on campus, Mary Finn answered they that they were suggesting more of a presence during peak times like in common areas such as the student center.

After the groups comments & suggestions, the motion was made & approved to accept the ASUR - Student Health Promotion Report.
**ASUR's New Process**

**Phang Tai** asked Mary Finn (former ASUR Chair) to explain the changes made to the ASUR's Action Plan. [Academic Review vs. Administrative Review] Mary explained that when action plans were formulated for academic units it often came from the departments with specific goals and requests for new resources. On the administrative side, most of the times the action plans did not come with requests for new resources. She noted that there was definitely a different philosophy about the process & the purposes between the 2 sides. The action plans were updated to address some of those concerns and were now updated and available on ASUR's website.

**Phang Tai** asked any of the VPs present if they could comment on the philosophy behind the different responses to the 2 sides. **Douglas Covey** responded that (on a case by case basis) the responses really depended on the mission of the units involved. Using the ASUR-Student Health Promotion's unit (just covered) he mentioned in the case of this unit, the number of students reached and positively effected was more important than the number of students physically present in the offices, so in the case of this unit, failure of the group to meet or receive a response to recommendation(s) didn't necessarily mean the failure of the mission.

**Douglas Covey** “I think we should be sensitive to ASUR reports & suggestions, but it's not necessarily a failure if each of them are not embraced and propagated. It's good food for thought, and if we choose not to pursue a suggestion we should say why, but that in itself is a response, but a lot of times it does come down to resources available.

**Mary** then went over the newest ASUR Plan/Template/Model that each unit under review would use to when giving their reports. She mentioned that there was an optional choice of two reporting processes: 1) being an annual online review that went to the VPs of the unit with the ASUR review every six-seven years and 2) being a the six-seven year reporting cycle where there would be a checkpoint around the 3-5 year point where ASUR could review the goals/objectives to make sure the unit was on track. She gave a detailed overview of ASUR's reasoning behind the changes made, and explained that their mission was to move away from the historical self-study document to something that was much more focused on looking at mission, goals, objectives, outcomes, measures, and impact.

**Carol Winkler** asked for a more detailed explanation of the difference between the 3year & the yearly reporting methods. **Mary** replied that the annual reports didn't come through ASUR, they just went to the VPs of the units, and that the 3yr reporting would have 1 summary of the 3year process and that the ASUR committee would have a chance to look at measures & outcomes section of the unit's report in case feedback was needed. She mentioned that the VP in charge would choose which option the units would use. **Carol** suggested that maybe a section be added at the end of the annual report that covered questions/feedback that may arise at the 3yr checkpoint to cut down on the tediousness of the review process and/or then turn in those 3 annual reports at the end of 3 years. **Rob Harrison** agreed with Carol mentioning that sometimes there was not enough manpower available to respond to the reports.
After more detailed discussion in regards to this matter by various group members, a motion was made and approved to accept the ASUR's new process along with Carol's suggestion to revisit looking into whether some sort of modification was needed in regards to the 3-5 year reporting section. Mary Finn mentioned that she welcomed all suggestions and would take the suggestions up with the VPs for discussion.

AGENDA ITEM #3 - MRRF

Phang Tai reported that on the some ADA issues that were moved up on the MRR funding list and gave the group some background on the committee.

Joint Subcommittee on MRR (if MRRF (F = Facilities)) - Joint Subcommittee on MRR Priority
- This committee was proposed during the 10/22/02 P&D meeting. The major focus of the Joint Major Renovations & Repairs Subcommittee would be to see that the maintenance and repair needs of the university were being adequately addressed in the budget process.

A list of projects entitled “Scope of Work: ADA FY 2009 Projects ($500,000 via BoR MRR Funding) was reviewed by the P&D members.

AGENDA ITEM #4&5 - SUBCOMMITTEE REPORTS & OTHER ITEMS

TRAFFIC SAFETY

Beth Jones reported that she researched the following options for the P&D committee to consider in regards to some of the traffic safety concerns:

- Addition of 2 Traffic Officers $83,000
- Lighted Crosswalks $25,000
- Installation of Red Light Cameras $12,000
- Speed Alert Signs that could track speeding averages $5,000

She also mentioned she was looking into adding some of the “Stop for Pedestrians Crossing” signs and looking into having more “Georgia State University”medallion signs posted around campus. Rob Harrison, asked about speed bumps, but Beth explained that the City wouldn't allow them. She explained to the committee that the City would not help purchase items needed, but that they would try to assist the university in installing items that were obtained.

There were several more suggestions discussed, but the group agreed that the Speed alert signs for $5000 might be the best option to pursue at the time. In closing, Beth mentioned that if anyone saw any lights or crossing signs that were not working correctly that they could call the Ambassadors Services at 404-215-9600 and they would assist in having the lights serviced within 48 hours.
Mike Raderstorf announced that his office was about to assist in a new campaign targeting J-Walkers, and that pedestrians would get 3 warnings before being served a $100 fine.

Jennifer Chiovaro praised Beth and all the Traffic Safety Subcommittee members for their great service. She mentioned that since her 19 years at GSU she knew of 3 traffic deaths (one being a student from her area) and she reiterated how important the matter was.

DIC - DISABILITY INITIATIVES COMMITTEE

Christine Gallant announced that this group would combine & be the new name of the Subcommittee on Campus Access for the Disabled (formerly ADA-504); Susan Easterbrooks, Chair. She announced that President Becker agreed to a task force to create a centralized university policy on accommodating the disabled and she thought that Becker would soon announce the details.

The meeting was adjourned at apx. 2:20pm.

Current/Updated Results of Subcommittee “Sign-ups” Listed Below

Campus & Traffic Safety, Beth Jones (2 Groups Now Combined)
Pam Barr, Elizabeth Beck, Marsha Clarkson, Lacey Enyart (Student Senator), Michael Ericksen, Beth Jones, Phillip Mitchem (attending), George Pierce, Mike Raderstorf, Lesley Reid, Bruce Seaman, Roy Sobelson, Shelly-Ann Williams.

DIC - Disability Initiatives Committee, Susan Easterbrooks (Combined W/campus Access / Ada 504)
[P&D Reps only] Al Baumstark, Christine Gallant, Sandra Garber, Casey Long, Mike Raderstorf, Maryann Wysor

GREEN SUBCOMMITTEE, Sandra Garber
J. L. Albert, Jennifer Chiovaro, Dabney Dixon, Sandra Garber, Rob Harrison

JOINT SUBCOMMITTEE ON MRR, Sandra Garber
J. L. Albert, Al Baumstark, Sandra Garber, Casey Long, George Pierce, George Rainbolt, Jeffrey Rupp, Ruth Stanford

Additional “Sign-ups” or removals may be emailed to lwoltz@gsu.edu