
Chaired by Ron Henry.

I. Minutes of March 27 were approved without modifications

II. Policy and Procedures for Residual Funds
Charles Louis presented a proposed policy and procedural format codifying the use of residual funds by the colleges/schools as recommended by the university auditors. This policy was approved unanimously. A separate policy will be codified for the GSU R Foundation. Roy Bahl added that he objects to the policy as it has been presented and would like to see the results of the audit that referred to.

III. Overview of Banner System
Bill Fritz introduced the basic format of the Banner system. Winnie Tsang-Kosma and Cherise Peters displayed the differences between pages accessed by students, by faculty, and by professional administrative staff. They displayed several examples of pages that students and faculty will encounter.

Fenwick Huss asked if the perpetual calendar for the university could be programmed into the scheduling module. Ron Henry suggested this function might be functional in the future. The deans were familiarized with the hold function and information available to students about the holds that are placed on their records. Bill Fritz suggested fewer holds are being placed on student records. Ahmed Abdelal indicated concern that those with proper authority only place holds and that students be given a contact that can be contacted readily pointed out Banner is live for Financial Aid purposes and that the conversion is going well for staff.

Ron Henry asked about prerequisite checking functions. Currently, SCT cannot provide this function; this function will probably be available for Spring Semester 2003. Bill Fritz indicated that currently students are part of a Banner mock registration. The payment gateway is not currently in place, but will be up soon and will also allow students to make partial payments if needed. Bill Fritz also announced Advanced Registration for Fall 2002 will take place May 28-30. Ron Colarusso asked if the BOR must approve the location for a course. Bill Fritz clarified that they want to verify the code used to designate the location of the course.

IV. Graduate Assistant Employment Guidelines
Ron Henry asked if the policy was acceptable to the group. Ahmed Abdelal asked if they could be given a few more days to supply input. Ron Henry agreed.

V. Budget Update Discussion
Ron Henry indicated he did not have any further information to add to previous discussions, as this is nearly the end of the legislative session. Raises will probably average of 3.25% and there will be no dollar limit on raises given. FACP will conduct discussion this afternoon relative to guidelines for raises, as well as for minimums, maximums and midpoint for staff pay plans. Ron Henry suggested a cap of 3% for raises with an equity pool of 0.25% allowed to the deans.

Janice Griffith asked if a larger equity pool might be available. Ron Henry answered to accomplish this goal, a lower average merit would have to be instituted. Ahmed Abdelal indicated an additional amount of money might be available from unfilled positions. He indicated these monies might be added to other areas such as to GAs funds. Roy Bahl indicated he was not in favor of creating from the unfilled positions. He stated taxes sometimes take a large amount of time and that over time; funds available for these need to continue to rise. He also suggested these funds should also not be allocated to other units. Ron Henry indicated that 3.25% available for filled positions as of 04/01. Ahmed Abdelal pointed out units could use pools to allow for equity or for other employ other areas such as PTIs etc. Ron Henry pointed out this procedure would not allow for university increases in areas such as GA pay.

Ron Henry also indicated BOR guidelines will set the minimum raise level at 0% and the highest (without written justification) at 7%. Susan Kelley spoke to allowing the greatest flexibility to individual units for the use of pooled funds. Ron Henry clarified that although raises are allocated on a percentage basis, raises can be allocated through a different method.

Ron Henry indicated that to correct for the practice of hiring many staff members at the minimum staff salary level an increase of 2% minimum level might be set for the university to be competitive with other institutions. Roy Bahl asked if an arbitrary level can be set to which to set raises. He also suggested that merit rewards might not be taken into account as much with this method of allocating (as compared to faculty methods currently in practice.) The group indicated to Ron Henry that they were in favor of a 0% minimum.
for staff. Ron Henry also reminded the group that state of Georgia raises are above those of many other state universities. Charlene suggested HR might want to publicize these comparative facts.

Ron Henry also indicated FACP will hear information pertaining to details regarding other specific budgets for projects such as the Wachovia building, GSUNET, and the Aderhold Learning Center. The university may expect the detailed budget from the BOR by Thursday, April 18.

VI. Instructional Technology Effectiveness Questions
Ron Henry explained that to provide increased aid to faculty concerning technology, services will now be coordinated through CTL provided jointly by UETS, DDL and the Center for Teaching and Learning. Faculty should first contact Harry Dangle for direction. Student services for instructional technology will be provided through UETS.

VII. Ahmed Abdelal suggested the meeting times for Deans’ Group be adjusted to 9:30 to 11:30 for the future. Ron Henry agreed the schedule could be adjusted in this way.

Next meeting: Wednesday, April 24, 9:00 to 11:00 am, Golden Key Board Room, Room 200 Student Center.

Submitted 04/17/02 by Lisa Beck