

ASU Planning, Budget and Facilities Senate Committee Minutes

November 14, 2016

3pm working session, 3:30 committee meeting

Science Center 2603, Chemistry and Physics Dept. Conference Room

Members Present: Catherine MacGowan (Chairperson), Patricia Holt, Caroline Hopkinson (Sec.), Debra Hagerty, Deborah Reese, Maliece Whatley, Greg Wimer (Senate liaison), Wendy Wolfe

Excused: Catherine Gilbert

Ex-Officio members present: Robert Smith, Chris Corrigan

Ex-Officio members absent: Yassie Saadatman, Georj Lewis and Janet Buckenmeyer

The working session began at 3pm. Agenda finalized. Dr. Wendy Wolfe asked committee to add question about who's doing what about part time salary data.

1. Dr. Catherine MacGowan called the meeting to order at 3:30. Minutes were approved by e-mail.

Old Business

2. Summer Profit Sharing update. The Committee formed to address this issue has met twice. Members Dr. Wolfe and Ms. Whatley summed up the meetings. The first reviewed the history of summer profit sharing and generated questions. At the second meeting the committee got some data: a list of every summer course, faculty member, # enrolled, funds from tuition, and faculty costs including salary and fringe benefits. But while working out a net profit/loss the committee realized that the data reported included irrelevant information such non-teaching pay, and study abroad courses. So, a new report is expected over weekend with more refined data. The committee will continue its analysis at next meeting planned for Wed 11/16/2016 at 1pm. Dr. Smith concurred with this update and thinks we'll have a plan by summer 2017.

3. Salary Committee update. Members of committee are determined but group has not met. Cliff Padgett is a member of the committee.

4. Armstrong Consulting Agreements FY 2016 (in Appendix 1.) Mr. Corrigan reviewed the document. Committee asked about McBee Consulting. Armstrong is in third year of hiring McBee and their contract is renewed annually after a review of cost/benefit by Armstrong's President and her Cabinet. McBee consulting is helpful in making connections, forming partnerships with U.S. government agencies, such as Dept. of Defense and National Guard. McBee also connected Armstrong with ORACLE Corporation for possible cybersecurity initiative. McBee's contract is renewed in October and costs about \$5,000 per month.

New Business

5. Committee's next meeting set for Monday Dec 5 2016; the whole committee will meet at 3pm. Plan is to invite Katie Twining to update us on the Master Plan.

6. Charge from Senate: Over load compensation (Appendix 2)

a. Is Armstrong within the BOR policy? Dr. Smith responded with two points: we're following long standing practice and we haven't made any recent changes to our practice/ policy. Dr. Smith thought Armstrong was in compliance.

b. After some discussion of the language/meaning of the BOR policy quoted in the charge, Dr. Patricia Holt agreed to investigate the BOR policies that address compensation and report back to Committee.

7. Student Success Center (formally ARC): Mr. Corrigan updated us on costs and progress of ARC, now the Student Success Center. Construction delays caused the ribbon cutting to be rescheduled for next semester, but project is under budget and were able to "add back" some upgrades using contingency funds.

8. Updated group about the campus, post hurricane Mathew: Mr. Corrigan and Dr. Smith

a. Damage & costs are estimated at 772,000, mostly for clean-up. Armstrong used Balfour, a state contractor we had under contract, to clean up debris/fallen trees on campus, which was expensive but worth it. Armstrong could not have reopened when we did without Balfour. Campus had 100 trees down. No substantial structural damage. Cost estimate includes transporting students and food loss. 80% of these costs should be covered by FEMA funds, application has been filed. The remaining costs are insured by Georgia's Dept. of Administrative Services, though it is unclear if exterior damage is covered by the insurance, so possible costs to University of \$150,000 or so. Sports complex costs will need to be covered by auxiliary funds.

b. Committee asked about entrance onto campus by faculty after the storm. Dr. Smith responded that we need to build faculty access to labs in order to deal with instruments, animals into the emergency plan.

9. Indirect Costs on Grants. What factors determine the percentage (49.5%) required for indirect costs on grant applications? Dr. Smith responded that it is a federally negotiated rate, Armstrong negotiates its percentage. "Indirect costs" are intend to compensate the institution for heat, power etc. Dr. Smith outlined how Armstrong divides up its indirect costs: 15% goes the grant's PI, 10% to the PI's Department, 40% to the PI's Dean, 10% to Sponsor Affairs (Grant Office) and 25% to Academic Affairs/Provost Office. The VPAA uses the funds to support research on campus generally, such as funding the student research symposium. Another example, last year the funds were pooled by several departments to help cover costs for the Aquaponics project.

10. Has a new department been formed in the College of Education? The announcement of a new department is the result of a reorganization of COE into one department devoted to teacher certification programs and another for non-certification programs. The reorganization addresses operational needs but won't impact costs.

11. Fair Labor Standards Act. Mr. Corrigan reviewed implementation of this federally mandated change at Armstrong which went live on Nov 1st. Transition required lots of preparation but seems to be going smoothly.

12. Presidential Search: The committee asked about process/progress of Armstrong's presidential search in light of Dr. Bleicken's announcement of her retirement. Since our Board of Regents and USG Chancellor have this responsibility we'll need to follow their lead. Dr. Smith reviewed similar situations at other USG campuses, just for context, and added that in his view Armstrong was in a good position make this transition.

Meeting adjourned at 5 p.m.

Minutes submitted by Caroline Hopkinson, Secretary.

Appendix 1

Armstrong Consulting Agreements FY 2016 As of September 22, 2016 \$25,000 or greater

1. Dr. Kevin Winders (Psychiatric Consultants)

Total Contract: \$31,005

Amount Paid in FY16: \$24,000

Justification:

The psychiatric service offered by the consultant in the Counseling Center addresses the treatment needs of students who are experiencing mental health issues which require medication. Providing the service on campus decreases barriers with access and cost for many students.

2. AACRAO

Total Contract: \$239,140

Amount Paid in FY16: \$150,400

Justification:

Admissions assistance / Strategic Enrollment Management Planning

3. Edward Docu MD, LLC

Total Contract: \$34,999.92

Amount Paid in FY16: \$ -0-

Justification:

Provides medical oversight to meet state of Georgia legal requirements; immediate consultation by phone or electronic means as needed to Armstrong CFNPs and faculty NP volunteers Monday through Friday; quarterly onsite observation and reviews 10% of clinical medical records of Armstrong CFNPs and faculty NP volunteers; will use, as needed, remote access to the electronic medical record for co-management of complicated cases with Armstrong CFNPs and faculty NP volunteers.

4. Onix Networking

Total Contract: \$58,876

Amount Paid in FY16: \$45,670

Justification:

ITS uses this firm for services and consultation with our Google Gmail platform for email. There will be a limited need for additional work with them for this fiscal year.

Appendix 1 (continued)

Armstrong Consulting Agreements FY 2016 As of September 22, 2016 \$25,000 or greater

5. McBee Strategic Consulting, LLC

Total Contract: \$60,318.03

Amount Paid in FY16: \$60,318.03

Amount Paid in FY 17: \$35,000

Justification:

McBee Strategic delivers consultancy focused on developing and leveraging Armstrong champions within federal agencies, including the Departments of Defense, Homeland Security, and the Intelligence Community, and supports building partnerships with major industries. McBee engages policymakers, giving Armstrong unique access and valuable insight into the political process. McBee supports Armstrong's efforts to capture new, federal educational development opportunities, including potential mission alignment with the Department of the Army and U.S. Army Cyber Command. This support is critical given the impending move of U.S. Army Cyber Command Headquarters to Georgia and the current emphasis on cyber at the state, federal, and international levels.

Appendix 2

Charge from Armstrong Faculty Senate:

Please have the PBF committee look into how other schools handle over-load compensation, A faculty member at Clayton State University informed one of our faculty that the way Armstrong handles over-load compensation was a violation of BOR policy (8.3.12.4 below). We use the part-time temp rate, where the policy states “When extra compensation is paid, it shall be in line with compensation paid for performance of the employee’s normal duties.”

According to the USG Human Resources policy that would be 21% of the FTE per 3-hour class for that semester. For someone with a \$60,000 per year salary that equates to \$6,300 per course. We give about \$2,500. (Human Resources Administrative Practice Manual: Classification, Compensation and Payroll)

Thanks,

Cliff Padgett

Faculty Senate Presidents

8.3.12.4 Research, Saturday Classes, and Off-Campus Continuing Education

Research and Saturday classes will ordinarily be carried by USG personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.

Extra compensation may be paid, however, when all four of the following conditions exist:

1. The work is carried in addition to a normal full load.
2. No qualified person is available to carry the work as part of his/her normal load.
3. The work produces sufficient income to be self-supporting.
4. The additional duties are not so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation paid for performance of the employee’s normal duties.

When off-campus services conducted through a continuing education center can be included in the normal work load of an individual, no additional compensation shall be paid. Extra compensation shall be paid when the off-campus service meets the four conditions stated above (BOR Minutes, 1951-52, pp. 96-97).