

Planning, Budget & Facilities Committee Annual Report: 2015-2016

Membership:

Judith Garrison (LIBR), Wendy Wolfe (CST; Senate Liaison PSYC), Patricia Holt (COE), Greg Wilmer(COE), Catherine Gilbert (CHP), Maliece Whatley(COLA), Debra Hagerty (CHP), Yassaman Saadatmand (COLA; Ex officio department head), David Wheeler (COLA; Ex officio deans), Georji Lewis (Ex officio; V.P. Student Affairs), Christopher Corrigan (Ex officio; V.P. Financial Affairs), Robert Smith (Ex officio; Provost & V.P. Faculty), William Kelso (Ex officio; V.P. Advancement) and Catherine MacGowan (CST: chair of PB&F committee).

Meeting Dates

1. Organizational & appointment of chair:
September 14, 2016.
2. PB&F meetings:
 - a. Fall Semester: 1st or 2nd Monday of the month at 3:00 pm (September 14th , October 12th , November 9th , 2015)
 - b. Spring Semester: 1st or 2nd Monday of the month at 3:00 pm (January 11th , February 8th , March 7th and April 11th , 2016)

Summary on Agenda Topics:

1. Fall 2015:
 - a. September: *Facilities*: Update on progress on Tennis Court: Liberty Center status; Health Professions building Design/Architect selection; Transfer of maintenance of Student Housing and rebid of Janitorial contract. *Budget*: Market Salary Adjustment update. *Planning*: Chiller replacement in Science Center. Other: *Admission Office* – discussion on turnover rates & installation of new phone system.
 - b. October: *Facilities* Building maintenance report by consulting firm *Sidelines*; Master key policy. *Budget*: Updates on Market Salary Adjustment study and discussion on CIP codes issues; Presentation by Mr. Christopher Corrigan on 2017 Fiscal Budget to BOR; discussion on article in Online Athens regarding state salary appropriations for 2015-2016. *Planning*: Update on 2016 – 2017 predicted enrollment; AACRAO consultants working with Registrar’s office on addressing problems.
 - c. November: *Facilities*: Update on campus master key policy; Overview on campus wide projects (e.g. Liberty Center, phone system update for admissions, signage; tennis courts, et.al); discussion and concerns on custodial contract. *Budget*: Discussion of CUPA and Salary study discussion
2. Spring 2016:
 - a. January: *Facilities*: Liberty Center update; Health Science Building update. *Budget*: Continued discussion on CUPA and update of Faculty Salary committee. Summer revenue plan discussion; Fringe and deduction update and discussion (i.e. part-time, full-time and summer time); laboratory/clinical discussion pay differences in summer salary; ASU use of consultants and their pay. Georgia senate/Governor budget update. Student fee committee informational update.
 - b. February: *Facilities*: Campus Master Plan update. *Budget*: Discussion of ramification of Health Science project funding; continual discussion on Summer Revenue Sharing plan; Discussion on fund availability for staff professional development. Laboratory

instructional pay differential discussion – forwarded to Faculty Welfare; end-of-year fund availability discussion on funds for possible (e.g. faculty mini grants, departmental purchases, et.al.) *Planning*: “Maymester” discussion.

- c. March: *Facilities*: Update on campus response to Master Plan survey; update on custodial contract; *Budget*: Update on Summer Revenue Sharing plan; update on Faculty salary committee progress; discussion on online and eCore finances. *Other*: discussion on ASU home page – specifically summer registration. Cyber program director position and funding of position; Policy for visitor’s (minors) policy.
- d. April: *Facilities*: update Campus Master plan – campus wide meeting; status update on Health Science Building; tennis court progress update. *Budget*: discussion and update on faculty salary; report on post tenure salary raises and budget ramifications; update on Summer Revenue plan; update on student fee committee meeting; discussion on BOR policy of auxiliary athletic funds and impact on ASU. *Other*: communication difficulties in registrar & financial aid office and students was discussed; update on registration numbers and advising issues for Fall 2016.

Recommendations & Future Issues for the PB &F Committee to Address:

1. Continue participation in the University’s Budget Process:
 - a. Maintain a working relationship between the committee & administration (President and CFO office) on University budget & finance issues.
2. Full time faculty & Staff: Recommend that a Faculty Salary study and Staff review of CUPA data be carried out every two years to make market-based adjustments to bring or maintain ASU faculty and staff in line with similar size and mission universities.
3. Part-time Faculty: Review the salary study data on part-time faculty and to make market-based adjustments to bring ASU part-time faculty in line with other (i.e. similar type) universities.
4. Establish and implement a Summer Revenue Sharing plan for Summer 2017 and beyond.
5. Continue to participate in the University’s Campus Master Plan.
6. Develop an overall campus maintenance plan/schedule of facilities.

Respectively Submitted,

Catherine E. MacGowan (Chair)