

Date: February 8, 2016

Location: Science Center Conference Room 2603

Members Present: Cathy MacGowan, Debra Hagerty, Wendy Wolfe, Maliece Whatley, Chris Corrigan (ex-officio), Robert Smith (ex-officio), Yassaman Saadatmand (ex-Officio), Greg Wimer, Patricia Holt, and Judith Garrison

Members Absent: Georji Lewis (ex-officio), Bill Kelso (ex-officio), Catherine Gilbert, David Wheeler

The meeting opened up at 3:05 by Cathy MacGowan.

- It was noted that the minutes for January meeting were approved by the group via email.
- Dr. Cathy MacGowan asked Dr. Wendy Wolfe to check with the Senate about whether or not an end year report on the committee's activities is required.

Old Business:

- **3% for Laboratory pay issue update:**
 - Dr. Smith commented that this impacts summer revenue as well as faculty pay. A blanket change on increasing %pay would have an impact on summer revenue. A broader look is required.
 - This issue impacts all laboratory type course offerings at ASU (e.g. biology, chemistry, physics, clinical, etc.)
 - There was a discussion about checking how other universities in the Georgia system handle summer laboratory pay. Dr. Smith stated that pay could be by contact hour or credit hour; again the issue is broader than just summer pay issue.
 - Dr. Smith and Dr. Corrigan will be looking at this. It is on the list for Dr. Corrigan.
 - PBF should keep this on the list for future meetings. How can revenue sharing work as an Incentive program for summer course offerings?
 - Dr. Smith stated this requires a comprehensive analysis looking at class sizes, revenue sharing and pay for laboratory courses as it is all tied together. Armstrong depends on the summer revenue for the budget.

New Business

- **Maymester**
 - Dr. Cathy MacGowan brought up the subject of offering course during a "Maymester" that would help generate summer revenue for the college.
 - Intense 2 or 3 weeks. Topic courses, lecture courses.
 - Dr. Smith is familiar with these as possible and popular. He noted that it could impact the academic semester calendar.
 - Dr. MacGowan noted that one of the reasons for the long (month) long break between Spring and Summer semesters in the current academic to accommodate a Maymester.
 - May 2017 was discussed as a possible start goal for a Maymester to be offer. Discussion would have to begin soon because of course scheduling. Question to address: Does it push the Summer and/or Fall semester start date to be later.

- Dr. Smith from his experience noted that introductory courses are good draws. Students look at finishing a course in a short period of time and still having a long summer break.
- **Heath Science construction project:**
 - 22.6 million dollars for the health professions building was not included in the Governor's budget proposal for the next fiscal year.
 - Intense Lobbying going on by President Bleicken and Pete Hoffman who are currently in Atlanta talking to the legislators.
 - Dr. Smith and Dr. Corrigan noted that the Governor doesn't give planning/design money to a project unless it is expected that it will be funded in the near future.
 - Dr. Corrigan stated that several projects by the BOR requested capital funds, (i.e. 7 of 9 were taken off. There is a tradeoff between what gets put back on the project funding list. Good precedent as projects do not get designed and not funded.
 - It was also stated that the delegation from our region is all in favor of this project.
- **Funds for Professional Development for Staff**
 - There was a discussion of who would be included in professional staff category, i.e., counselors. Professional development is required for faculty (tenure track) APAR. Is there money available for non-tenure track and staff personnel?
 - Dr. Chris Corrigan stated there is no money available centrally. It is not unusual that departments have some money, but may be used for something else. Centralized system requires competition for those fund. The new Director of HR will probably work on this and may decide on central funds.
 - Travel funds for lecture, assistant professor may come out of the department funds however there is not a specific designated funds at the university level.
 - Discussion of the use of foundation money as a possible source. Dr. Smith states unrestricted foundation dollars can be used. If there is a person who has given to a department foundation then there is a set up foundation for use for this.
- **Mini Grants**
 - Dr. Cathy MacGowan brought up the topic of mini faculty grants for this coming summer (i.e. similar offering that was given to faculty in Summer of 2014. Grants were worth 2500.00 which came out of end of the year budget).
 - Dr. Smith will look into this matter.

- **End of year Funds Availability**
 - Dr. Corrigan did note that some of the year-end money (~\$1.2 million) will be used to repair the chillers in the Science Center this year.
 - Dr. Y. Saadatmand asked who makes the decision about the year-end requests for funding because a classroom funding requested to increase capacity did not get funded.
 - Process as follows:
 - Deans council ranks and then President's Cabinet decides requests that get funded. Projects for the first round of end-of-year funding had to be at a threshold, \$5000.00 and be spent by January 31, 2016.
 - Reason for not funding classroom expansion request: IT thought they could fund or the project could be later funded.
 - Office spaces funding projects were denied. Discussion: facilities issues must be analyzed by Katie Twining so that electrical, HVAC, IT implications, construction etc., can be evaluated.
 - Deans were sent a second request for projects to be funded by year in money.
 - It was also noted that June 30, 2016 money needs to be spent or it goes back to Atlanta.
- Universities are able to hold back 3% of unspent funds. Administration are lobbying the legislators to increase the percentage that can be held back by universities. Master Plan Armstrong by Sasaki
 - Dr. Cathy MacGowan who is the senate's representative was unable to attend the meeting on February 8th due to the meeting with Sasaki needing to be rescheduled due to a flight change for participants.
 - Master Plan Kickoff- Engagement of process. Late November started gathering data. What is on our campus and how we use it? Met with students, faculty, facilities group, 10 different focus groups during their visits. What were the high level goals of Armstrong? Where do we see the programs, as an academic enterprise? Launch an interactive campus tools evaluating campus travel, where people spend time and information gathering. In April this company, Sasaki, will give a plan to give feedback. Collaborative conversation expected. This Master Plan is very valuable.
 - It was noted that a June work session was on the Sasaki schedule during Summer semester. It was questioned whether this was prudent because of possible lack of faculty input (Timeframe for faculty participation).
 - Clearly we need the right people here for the final plan review. All of the Master Plan committee members will disseminate information to the broader group to ensure communication of planning information.

Respectfully submitted,

Debra Hagerty