

Planning, Budget and Facilities Meeting
September 14, 2015

In Attendance: C. MacGowan, D. Wheeler, D. Hagerty, R. Smith, C. Corrigan, W. Wolfe, P. Holt, C. Gilbert, G. Wimer, S. Yassaman, M. Whatley

Absent: Georj Lewis, Judith Garrison, Deborah Reese, Bill Kelso

Meeting came to order at 3PM. First order of business was to elect a new chair and secretary.

The chair elected in Catherine MacGowan and the secretary is Debra Hagerty.

Items of Business discussed:

Presentation by Chris Corrigan:

Projects: 1) Tennis Courts in process -1 million required, BOR approval required. Sale of bonds 520,000 April completion tentative.

Handover Residence to Education Properties Foundations. Funding source rationale..

2) Student success Center: 9 bids, No budget overage. That6 is we are obligated to stick to the budget developed as no other funding is possible. Low bid set Deductive alternatives. BOR approved negotiation with low bid. September construction. Date of completion Fall 2016. Delay due to a sewer line and Fire Marshall approval slow.

3) Liberty Center nearing completion with furniture to move in October and Ribbon cutting on Dec 10. Spring 16 Students to enter.

4) Health Professions building Design/Architect chosen on Wed 9/16. Construction RFP.

Must choose a Manager at Risk to partner with design process. Tentative opening Fall 2017.Ashmore renovation Spring 18.

Market Salary Adjustments

Requesting tables and calculations of adjustments given. All fulltime salaries have been Market adjusted to 93% of CUPA data. Data used was one year old 2014.

Staff salaries adjusted based on consultant recommendation of Phillip Blunt and Associates Pay bands used.

This year faculty to be moved to 97% of CUPA and above min for Pay band. Merit should be considered as a point of discussion when the salary study and adjustment committee is reformed..

Data will be refreshed that is old by consultants, 2016 fresh data and schedule this evaluation every other year. Raises were .5% for faculty and Vice Presidents. Tables and adjustment have been requested for everyone, Dr. Smith to check on this. Newly promoted faculty may not have received raise- discussion regarding this and part-time faculty salaries being very low. New hire faculty not included.

Reconvene the salary adjustment committee. Mike Toma recommended as participant.

Other:

Dr. Smith discussed the Admission process discussed. Dr. Smith outlined a variety of problem solving tactics with recognition of multiple issues. Committee discussion of the short employment period/turnover for several employees.

Committee shared specific examples of phones not being answered as well as service at the window poor and unprofessional.

AACRAO-In process Retreat 10 days ago. Payment issues i.e., VA pays but slowly. Admission stumbling blocks related to immunizations present but not recognized. Consultant fees addressing some issues.

Important maintenance issues identified. Chiller in Science is example of upcoming replacements.

Janitorial contract: Sodexo 5 year. Re-bid every 5 years. The 3 highest graded were the low bidders for this contract. GCA low bidder. All came in below budget significantly. Committee discussed the low salary that many took as a result of this transition in order to keep a job. Most started the new position at \$8.50/Hr. Salary was not a part of the bidding. Employees with special skills negotiated a higher salary than the \$8.50. Total of 27 took the jobs as this was not re-hire process but new hire. One employee did not pass the new hire criteria.

Next meeting Monday October 12, 2015

Respectfully submitted,

Debra Hagerty

**Armstrong Consulting Agreements FY 2016
As of September 14, 2015
\$25,000 or greater**

Ellucian Company L.P.

Total Contract: \$45,371.00

Amount Paid in FY15: \$41,350.50

Justification:

As the vendor of the Banner product suite, we use Ellucian consulting services routinely for Banner and associated software consultation. While we are moving our Banner environment to the hosted services at the USG this year, we will use Ellucian services engagements for Banner Document Management System (BDMS) consultation and training as well as for some portal support as we most likely transition away from their Luminis portal offering.

Psychiatric Consultants, PC

Total Contract: \$27,750

Amount Paid in FY15: \$27,750

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.

Rankin & Associates Consulting

Total Contract: \$40,841.82

Amount Paid in FY15: \$40,841.82

Justification:

In spring 2015, Armstrong launched its first campus climate survey. In reviewing efforts by other universities, the administration of a survey relating to a very sensitive subject like campus climate is likely to yield higher response rates and provide more credible finding if lead by an independent, outside agency. Rankin & Associates, Consulting was chosen due to their extensive experience working within higher education.

Stamats

Total Contract: \$167,000.00

Amount Paid in FY15: \$94,480.00

Justification:

Stamats has served as a consultant for the design and development of the new Armstrong website, which will go live on September 19th. Stamats created a flexible new website with responsive design that will adjust to smart phones, tablets and other devices (a first for Armstrong). The company developed customized templates for the new site, including department pages, college landing pages, degree search functions and web news. The new site will help attract prospective students and will offer a more streamlined and more user-friendly experience for web content managers on campus.

Shannon James, LLC

Total Contract: \$63,331.25

Amount Paid in FY15: \$40,237.50

Justification:

To ensure we meet the launch date of the new website, we are in need of a project manager with expertise on the latest trends and best practices among higher education institutions. Marketing does not have a project manager to manage this large implementation and web redesign.

AACRAO

Total Contract: \$69,300.00

Amount Paid in FY15: \$53,935.00

Justification:

Admissions assistance / Strategic Enrollment Management Planning

Sightlines, LLC

Total Contract: \$65,000.00

Amount Paid in FY15: \$17,750.00

Justification:

Deferred Facilities Maintenance Data Collection

Edward Docu MD, LLC

Total Contract: \$34,999.92

Amount Paid in FY15: \$34,999.92

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

The GI Group

Total Contract: \$25,000.00

Amount Paid in FY15: \$25,000.00

Justification:

They performed consulting services for Banner but will not be needed for future services.

Onix Networking

Total Contract: \$58,876

Amount Paid in FY15: \$ -0-

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.

McBee Strategic Consulting, LLC

Total Contract: \$35,000.00

Amount Paid in FY15: \$30,000.00

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.

Collegiate Enterprise Solutions, LLC

Total Contract: \$39,325.00

Amount Paid in FY15: \$39,325.00

Justification:

Assistance in filling the role of the Interim Dean for the College of Education