

## Planning, Budget, and Facilities

Date: October 12, 2015

Location: Psychology Conference Room,

Members Present: Cathy MacGowan, Debra Hagerty, Wendy Wolfe, Catherine Gilbert, Judith Garrison, M. Whatley, D. Wheeler, Chris Corrigan, Robert Smith

Members Absent: Georji Lewis, Deborah Reese, Bill Kelso, Patricia Holt, Greg Wimer

Ex Officio Members Present: Yassaman Saadatmand,

Catherine MacGowan opened meeting at 3PM and called the meeting to order. Catherine requested approval of minutes from September meeting. Minutes approved unanimously.

### **Old Business:**

Dr. Smith asked for an update on availability of the data tables for the 93% CUPA salary adjustments. Dr. Smith agreed they could be provided.

Wendy asked Dr. Smith if she could forward this information to PBF group. Dr. Smith agreed, but asked the group distribute the information with discretion.

Process: Anyone below 93% CUPA got bumped up (CIP only discipline not rank). Dr. Tomas original spreadsheet.

Need salary adjustment committee to have this original data. Information is available in the library, public info.

PB&F asked that the administration to reexamine those individuals who were recently promoted but, and may not being currently at the 93% CUPA level (i.e. pay raise received was based on rank prior to promotion which would have resulted in a handful of individuals at the 86% of CUPA. Dr. Smith and Dr. Corrigan said that they will look into this matter and inform the committee of their findings at the next meeting. Dr. Smith agreed to I review the current 93% CUPA spreadsheet for errors related to that impact faculty who received promotions and may not have received the increase to 93% CUPA. Dr. Smith will report at next meeting his findings.

PB&F members did not suggest everyone be moved up. Recommendation was that the adjustments are based on CUPA averages. Administration raised faculty pay to 85, 90, and 93 % of CUPA, which resulted in salary compression. Faculty that were already above the CUPA averages did not get an increase in salary. Merit raises may be the answer to alleviating the issue for salary compression.

### **Faculty Salary Adjustment Committee**

Dr. Smith spoke about meeting with Dr. Mike Toma about chairing the next Faculty Salary Adjustment committee (2015-2016) and to begin work imminently. The goal is to have the study completed by February 2016. CIPS may have to be looked at because per Dr. Smith, some faculty do not fit into any CIP code.

## **CIP codes**

CIP codes comparatives are needed.

At the September senate meeting, Bob LeFavi addressed the members on his concern with CIP codes and the hiring of new faculty, particularly when competing with other state institutions and salary offerings. . Dr. Smith said that this issue is being looked at.

It was clarified that CIP code and rank are used but CIP code identifies Department. It was explained to the committee that CIPs never were intended to be used as a tool for classifying faculty positions.

## **New Business**

*Presentation Dr. Chris Corrigan.*

November 20<sup>th</sup> Chris Corrigan will be in Atlanta for 2107 Fiscal Year Budget hearings with BOR.

Overview of topics addressed in Budget Narrative to BOR:

1. Management Enrollment Strategies (e.g. Start Strong, Start Now, Grades First, Degree Works, Centralized Advising, Out of State Waivers, Banner waitlists, Educational Advisory Board Student Success Collaborative)

2. New Academic Program Proposals (e.g. BS in Computer Science with Cyber Security option and Doctor of Nursing Practice Collaborative Online Program with Valdosta State & University of Northern Georgia).

3. New funds requests ~\$1.6 M (budget priorities) (e.g. Faculty & Staff salary 3% increase, counselor position), Professional Academic Advisor position with operating funds, student service position at Liberty Center, Phone upgrade)

4. New funds requests ~\$4.8 M (facilities requests) (e.g. Science Center chill water replacement (\$1.5M), Memorial College Center renovation (\$2 M), University Hall renovation (\$800,000), Science Center renovation (laboratory space & furnishings (\$500,000)).

Chancellor has indicated no extra money; funding to be similar to last fiscal year. Short list for appropriation has been determined.

### Other notes related to BOR budget presentation:

- Salary funds requested for 3% raise. Retention and turnover data requested by Board.
  - Staff is turnover 18% (High). Applied money and not effect on staff. Hourly did improve Market adjustment did impact.
  - Faculty worse for faculty 6%, 8% 9% turnover
    - These numbers are that are not considering retirement, so need to look at real attrition or below 6% is low. Turnover is low.
- Requesting one technical piece with a phone upgrade which tells them their position in queue and also allow a message to be left so a call can be returned.
- Facilities request *Sidelines* (consulting group).
  - They did a deferred maintenance report and found what needs to be repaired and cost 40 million, now or next 10 years.
  - Top on list is the chill unit in the Science building. There are numerous pieces of equipment immense cost that will be impacted when the HVAC goes down.
  - PB&F suggested that the activity space for students to have social time was discussed. Game room suggested.
    - IDEA: use current book store space for game room and move bookstore to Armstrong Center.
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  - University Hall technology needs to be updated. Collaborative spaces. These are the suggestions for the BOR.

### Enrollment Update:

As of Saturday October 10, 2015 7076 students were enrolled at Armstrong. Expected enrollment for Fall 2015 (including mini sessions) to be ~7100 which is flat 7095.

Expected to grow for next academic year to be ½ of 1%. Next year projected at 7129 with the following academic year to be ~7164.

Registration (Victor Hall):

One week each month, consultants (AACRAO) in admissions are working on problems in the Registrar's office. Dr. Smith indicated that we are ahead of last year in application processing – which is a positive move forward.

**Other New items discussed:**

- Article on *Online Athens* was discussed regarding salary increases state appropriated. Chris indicated all UGA institutes received 0.5% despite article describing UGA received 2%.
- List of consultants will be distributed to PB&F with prior to next meeting (i.e. to be sent out with minutes & November agenda).
- Extra master keys for newly keyed Science Center was discussed.
  - PBF asked why an extra master key could not be issued to each department.
  - PB&F learned that a campus wide key policy did not exist.
  - A new policy on Master Keys was put together over the summer months (2015) to address the issue of master keys and security.
  - Policy will be published when Web refreshed.
  - This discussion to continue at next meeting.

**Next Meeting Items:**

- Next meeting Katie Twining will be present to discuss janitorial issues and master key policy.
- November 16, 2015 next meeting at 3:00 pm in SC Psychology Department Conference room.

ARMSTRONG STATE UNIVERSITY  
PBF COMMITTEE MEETING  
12 October 2015

Update on Budget Narrative for Board of Regents Budget Hearing

Enrollment Projections:

Enrollment projections for Fall 2016 and Fall 2017 are based on recommendations from the campus Enrollment Management Council (EMC). Specifically, these projections have been made by considering past enrollment trends, projected population changes locally and statewide, and activities of the EMC that have been recommended in the Strategic Enrollment Management Plan. Fall 2016 and Fall 2017 projections are 7129 and 7164 respectively, reflecting an expected 0.5% growth rate.

Enrollment Management Strategies:

- (1) Start Strong, Start Now,
- (2) Move on When Ready,
- (3) Grades First,
- (4) Degree Works,
- (5) Out of State Waivers,
- (6) Centralized advising,
- (7) Implementing Banner waitlists,
- (8) EAB Student Success Collaborative.

Proposals for New Academic Programs:

- (1) BS Computer Science with option in Cyber Security,
- (2) Collaborative Online DNP program.

Budget Priorities (new funds request):

- (1) Faculty and Staff Salary increase (3%),
- (2) Student Services position at Liberty Center (testing and advising),
- (3) Counselor position,
- (4) Professional Academic Advisor position and associated operating funds,
- (5) Upgrade to current phone system to allow callback and queue management features.

total: \$1,577,681

Facilities Requests (new funds request):

- (1) Science Center chill water plant replacement - \$1,500,000,
  - (2) Memorial College Center renovation - \$2,000,000,
  - (3) University Hall Renovation – \$800,000,
  - (4) Science Center renovation (lab spaces & furnishings) - \$500,000.
- total: \$4,800,000