

Date: November 9, 2015

Location: Psychology Conference Room

Members Present: Cathy MacGowan, Debra Hagerty, Catherine Gilbert, Wendy Wolfe, Maliece Whatley, Greg Wimer, Patricia Holt

Members Absent: Deborah Reese

Ex Officio Members Present: , Georji Lewis , Yassaman Saadatmand

Ex Officio Members Absent: Bill Kelso, David Wheeler, Robert Smith, Chris Corrigan

Guest: Katie Twining, Tim Moody

Meeting was called to order by C. MacGowan at 3:02PM. Minutes approved for Oct. 12<sup>th</sup> meeting with a spelling correction of the word, Queue.

**Announcements:**

- December meeting will be first Monday at 3PM in the Psychology Conference Room.
- Discussion of delay of approval of minutes. Therefore, approval of the committee was obtained to email minutes out to members and obtain feedback/corrections so the minutes can be approved before the meeting. This was agreed.

**Old Business:**

- Key policy
  - Cathy MacGowan brought up the master key issue for building access. Katie Twining stated process to request a sub-master in writing, and with the Dean's approval; there should be no problem.
  - Catherine Gilbert brought up the key policy concerns and Katie assured her that as long as the Dean approves her having a building key she could request a Sub-master.
  - See Attachment A: Facility Service Project Update & Key Policy and Attachment B: Campus Access Control Policy.
- Dr. Smith's email: Dissemination listed as Attachment C in the minutes about CUPA adjustment. Further discussion with take place when Dr. Smith is present.
- Dr. Wolfe Salary study discussion. This committee has met once to receive their charge.
  - *Charge of the Salary committee:*
    1. Study using the newest data CUPA comparisons and concerns about CIP Faculty forum to take place. To encourage Deans and department heads to evaluate CIP code. Faculty Forum scheduled for Wed or Thursday next week.
    2. Recommendations for Faculty salary increases.
    3. CIP code issue to be looked at CUPA comparisons.
    4. First step is Faculty forum scheduled next week. Deans and department heads will have an opportunity to evaluate the CIP codes for accuracy. Goal is a February date for study recommendations. Greg pointed out that this is when the 2016 CUPA data come out and this will always be an issue. This will affect the next salary adjustment 98% in July for 2016-2017. Catherine raised the amount of money put aside 1.3 million. Budget 1.3 million 3%. Money needed is more than what was budgeted. Will defer for Chris to help answer this question.
    5. Noted for December meeting will discuss the amount in the budget and where it is to be secured from.

### **New Business:**

- Katie Twining gave an update on campus projects (see attachment 2) to the committee.
  
- **Liberty Center (fund source: Bonds & University)**
  - Ribbon cutting is December 10<sup>th</sup> at 10:30AM. Monies for this project came from Bonds and University.
  
- **Student Success Center (fund source: Bonds)**
  - Nine month project. Monies came from Bond money. Negotiated items to take out did not change the design and there is contingency money to put items back in. See Attachment A.
  
- **Health Professions Academic Center (fund source: bonds with \$2M advance from donors)**
  - Budget over 10 million. Monies came from Bond and 2 million advancement donors.
  - Project Manager chosen and is Hendessi & Associates and the Design Professional is SLAM Collaborative. SLAM specializes in Health Professional designs. Construction manager to be chosen. Parking and major access will not be impacted. See Attachment A.
  
- **Tennis Courts (fund source: auxiliary)**
  - In progress to be completed May of 2016. Phase 2 is a Club house which will be completed with fund raising dollars. Monies came from Auxiliary money. See Attachment a.
  
- **Athletic Field Lighting (fund source: auxiliary)**
  - Night games and opportunity to host conference matches will be possible. Auxiliary funds used to do this project.
  - Soccer will be the first with lights, 12-18 months all fields will be have lights.
  - Outside funds being raised for club house. See Attachment A.
  
- **Deferred Maintenance Date Collection and Capital Plan (fund source: last year MMR)**
  - *Major Repairs and Renovation monies* (MMR). Sightlines was hired to identify and plan. The cost of this is 40 million dollars. We will report this to the State. Final report to the President's Cabinet and the Master Planning Committee. See Attachment A.
  
- **The Master Plan (fund source: institutional)**
  - Plan has not been updated. Sasaki and Associates have been selected. A Master Plan Steering Committee has been selected comprised of faculty, staff and students (2). Soft start in December (informally meet). January hard start with everyone. Campus design, Parking and Traffic patterns focus. Campus entry to be evaluated. September 2016 year Final project completion. Institutional monies for this. See Attachment A.
  
- **ARC Locker Room Renovations (fund source: MMR)**
  - MMR monies approved. Start of project: December 2015-March 2016) See attachment A.

- **SUB Fountain (fund source: institutional)**
  - Design problem. Simple design with lighting color changes to be present helpful to celebrate St Patrick's Day and Breast Cancer month. See Attachment A.
  
- **University Terrace Exterior Improvements (fund source: auxiliary)**
  - Armstrong Leases these properties
  - Improvements scheduled. Auxiliary monies used. Lease the property do not own. Need to spruce it up. New Landscaping and irrigation. Paving the parking area. See attachment A.
  
- **Burnett Courtyard (fund source: institutional)**
  - Renovation of Burnett courtyard for small gatherings. Institution Monies. Week of Thanksgiving start. Add benches and make appealing for small events. See attachment A.
  
- **Flagpole (auxiliary)**
  - Reinstatement of pole waiting on President Bleicken's approval for location. Perhaps by Student Union. See attachment A.
  
- **Custodial Contract and Issues**
  - Sodexo contract ended June 30<sup>th</sup> of 2015. Bidding on new vendors was as a *profit loss contract* (i.e. flat fee for the contract and they are paying the rest).
  - Grading system and RFP were the determining factors in being awarded the custodial contract. All submitted vendors for custodial graded well (similar). The deciding factor for selection was based on the financial portion (low bid).
  - Current contract vendor, GCA underbid. GCA pays less than Sodexo. They are aware they are paying low. Description of salary and benefits are on the attachments.
  - Custodial contract is for 5 years, with the first year being provisional.
    - Some difficulties. Currently, GCA on unofficial CURE notice (i.e. on notice that there needs to be improvement in services). GCA says they are trying to hire additional staff now and to improve service.
    - Ms. Twining did a campus walk through on November 2 with them to address concerns.
  - Ms. Twining encourages all departments to email her about custodial issues, work orders for maintenance issues and take pictures if desired. All complaints will be followed up on.
  - Do not want to have to rebid this contract because this is a process.
  - Other items discussed:
    - Vacuuming requirements.
    - Bathroom stalls in Hawes and Science center for Handicap are not working. Maintenance work orders is the process.
  - See attachment for further discussion of Lights Out and the repair schedule.
  - An updated Frequency Chart for cleaning from Ms. Twining will be sent to the committee for forwarding. See Attachment D

- **Campus signage.**
  - Several Armstrong Atlantic signs still remain posted throughout campus. Old signage will be replaced when funds become available (e.g. year end funds).
  - Dr. Gilbert discussed stop sign on Burnett drive (by front entrance of Burnett Hall) and asked whether it was necessary for it to remain. Katie stated that discussion were underway for its possible removal. Also the signage by Arts drive is blocking view hazard. Alternatives are being looking at.
- **Phone Service Add On: \$90,000 (one time line item in 2016-2017).**
  - Currently, there is no call routing system available on campus.
  - Reasons for needed add on service:
    - Advisement, Financial Aid, Admissions, Bursars. We need a system which has some intelligence and is able to route calls and not just bump out. Phone service for department. Money is charged per phone and the true cost is not evidenced.
- Department phone (monthly charges) \$30.00/per phone
  - Real cost is \$17 and the remainder of the \$30 charged place in fund staff salary. Dr. Chris Corrigan will be asked at the December meeting to explain why this is allowable.
- Delayed Items to the December 2015 meeting when Dr. Smith and/or Dr. Corrigan are in attendance
  - Profit sharing (summer).
  - Payment of the previous Armstrong Presidents and upper management as a consultants.

**Next Meeting December 7, 2015 at 3PM in Psychology conference Room.**

Respectfully submitted,

Debra Hagerty

Appendix A  
Facility Services Project Updates  
Planning, Budget & Facilities – Faculty Senate  
November 9, 2015

**Liberty Center (\$5.786M - \$4.75M in GO Bonds; \$1.036M Institutional)**

- Fire Marshal Recommendation for a Certificate of Occupancy received 10/29
- Furniture delivery began 11/2 and will run through 11/17
- AV and Video Surveillance installation begins 11/9 and should take one week
- Owner Training is 11/10
- Landscaping is complete
- Ribbon Cutting is December 10<sup>th</sup>
- Liberty Center staff move 12/15 and 12/16

**Student Success Center (\$2.7M in GO Bonds)**

- Original bids for construction came in over the SCL
- Negotiated with contractor and BOR to come in under an adjusted SCL
- BOR sent LOI and contract to contractor 10/27
- Once fully executed, work can begin
- Anticipated schedule is mid-November 2015 – September 2016
- Renovation of existing 7,000gsf pool area and a 1,200gsf addition
- 2 student success rooms, common area lounge, study rooms, offices for advising and academic coaching

**Health Professions Academic Center (\$29.1M - \$27.1M in GO Bonds; \$2M from Institution)**

- Program Manager (Hendessi & Associates), and Design Professional (SLAM Collaborative) have been chosen
- Design work will begin once SLAM is under contract
- Contractor will be selected 11/12 and will begin working with the design team.
- Construction money for this project has not been approved yet – June 2016
- Location will be west of Ashmore in the wooded area furthest away from University Hall
- Anticipated Schedule is August 2016 – August 2018
- 75,000gsf new construction with renovation of Ashmore Hall

**Tennis Courts (\$1.5M in Auxiliary funds)**

- In progress – contractor is currently grading the site and will begin work on the court systems in the next few weeks
- Anticipated completion is May 2016
- Phase 2 is the Tennis Clubhouse (currently in fundraising and conceptual development)

**Athletic Field Lighting (\$500K estimate – Auxiliary funds)**

- Lighting systems are currently under design
- Bidding of the projects will be by individual fields as funds become available
  - Soccer first, followed by Softball and then Baseball

#### **Deferred Maintenance Data Collection and Capital Plan (\$64K – MRR funds)**

- Sightlines was hired to complete a deferred maintenance deep dive and capital plan to address needs
- \$40M in identified deferred maintenance needs over the next 10 years
  - \$15M in immediate and/or backlogged needs
- Deliverable will be a living document with a scoring mechanism built in to determine priority of projects
- Will become the basis of a portion of the new Master Plan

#### **The Master Plan (\$250K – Institutional)**

- Firm has been selected to lead the master plan (Sasaki & Associates)
- Master Plan Steering Committee has been selected
  - Comprised of Faculty, Staff, and Students
- Plan will focus on
  - Space Utilization and maintenance/renovation of current building inventory
    - Guided by the up and coming Academic Strategic Plan that Dr. Smith is working on
  - Parking
  - Traffic and Vehicular Patterns
  - Overall campus design

#### **ARC Locker Room Renovations (\$290K – MRR funds)**

- MRR money was approved for renovations to the locker room areas
- Currently hiring a Design Professional
- Anticipated schedule is December 2015 – March 2016

#### **SUB Fountain (\$65K – Institutional)**

- Fountain has been redesigned to a simpler plan
- Work began 11/2 (delayed one week due to rain)
  - Delayed this week a bit due to continued bad weather
- Should be completed in several weeks

#### **University Terrace Exterior Improvements (\$18K – Auxiliary)**

- Exterior landscaping will be removed around all Terrace units, new irrigation installed, and new landscaping installed over the Winter Break.
- Currently designing the repaving of the Terrace parking areas – actual work will be dependent on available auxiliary funding

#### **Burnett Courtyard (\$20K – Institutional)**

- Southwest courtyard to undergo renovation over Thanksgiving Break
- Removal of existing concrete and brick planters, installation of new concrete and benches and tables matching campus exteriors

### **Flagpole (\$10K – Institutional)**

- Facilities and Student Veterans of America met to discuss an appropriate location for the reinstallation of the campus flagpole
  - Previous flagpole was removed as part of the Gateway Signage project and was meant to be re-installed during Phase 2 of that project, but Phase 2 did not materialize.
- Once location is approved by President, a new pole and flag will be installed, along with lighting in order to fly the flag 24 hours
  - Suggested location was in the green space at the end of Science Drive, right outside of SUB

### **Custodial Contract (See attachment)**

- GCA was selected custodial provider following a RFP process
- Began contract on July 1<sup>st</sup>
  - One year contract with four 1 year renewal options
- Transition has not been without some difficulties
  - GCA is currently on “unofficial notice” regarding performance and staffing issues
  - Official Audits take place every 30 days and are conducted by Katie Twining, Dave Roberts, the GCA on-site manager, and the GCA Regional Manager (unofficial audits are done daily as we walk the campus)
    - If improvements are shown, GCA continues on “unofficial notice”
    - If improvements are NOT shown, we will move to an official “cure notice”
- Goal is to NOT have to re-bid this contract
- All complaints that are received by my office are tracked
  - Encourage everyone you speak with to call the Facilities office or email/call me directly with any concerns

### **Key Policy**

- Approved by President’s Cabinet and made effective 8/17/2015
- Outlines key holder responsibilities, key request process, and Master and Submaster Keys
- Common practice to limit the distribution of Master Keys to Police and Facilities
  - Sub-master system allows us to provide “master keys” at the building level only
    - For example, Gamble Hall would have a sub-master key that opened every room in Gamble – it wouldn’t work anywhere else.
  - Sub-master keys are only provided when appropriate approvals and proper justification for the use has been given
    - They are assigned to a person and cannot and should not be left for just anyone to sign out.
- Goal of the policy is safety and security
- Currently in the process of moving the entire academic/administrative side of campus to one core (housing remains on another core)
  - Following this process, a key audit will be completed by Facility Services to ensure exactly who has what key.
- Key Process in a Nutshell
  - Submit a work order for the keys you need

- We send you a key request form that you will need to have signed
- You bring us the signed key request form and we give you your keys (turnaround time is usually 24 hours)
- When you leave the institution, keys are given to HR (NEVER HAND YOUR KEYS OFF TO SOMEONE OTHER THAN HR)

### Lights Out

- A lights out inventory was completed by both UPD and Facilities the evening of 11/2.
  - Currently have 31 lights out on campus – 19 are Facilities responsibility, 12 are GA Power's (we have around 500 or so poles on campus – some with multiple light heads)
    - Of the 19 Armstrong lights, 3 are underground wiring issues that we are attempting to trace. The other 16 are currently in the que to be repaired – most are bad ballasts.
    - GA Power has been notified concerning their lights.
- A Night Walk is scheduled between Facilities and SGA on Monday, November 16<sup>th</sup> at 7pm
  - Open invitation to students to walk with us – students should contact Matthias if they plan on attending.
  - Focus of the walk is to look at areas of concern on campus that students may have
- GA Power will be changing all parking lot lights to LED bulbs over the next few months – currently waiting on the materials to be delivered.
- Facilities is working on a cost estimate to convert all interior pole lights from a yellow bulb to and LED and/or white bulb for greater lighting footprint



Job Title	Job Status	FT/PT	Std Hrs	Shift	Emp Type	Reg/Temp	Currency	Pay	USD Annual Rate
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.25	17160.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	35	3:00 PM- 10:00PM	H	R	USD	8.00	16640.00
Administrative Assistant	Active	F	30	8:00 AM- 2:30 PM	H	R	USD	12.00	24960.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	2:00 PM- 10:00 PM	H	R	USD	8.25	17160.00
Hourly - Janitorial	Active	F	40	7:00 AM- 3:30 PM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	P	40	AS NEEDED	H	R	USD	8.00	16640.00
Hourly Lead - Janitorial	Active	F	40	5:45 AM- 2:15 PM	H	R	USD	11.50	23920.00
Hourly - Janitorial	Active	F	40	7:45 AM- 4:15 PM	H	R	USD	8.75	18200.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	6:00 AM- 2:30 PM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	14.00	29120.00
Hourly Lead - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	7:00 AM- 3:30 PM	H	R	USD	8.75	18200.00
Hourly - Janitorial	Active	F	40	7:00 AM- 3:30 PM	H	R	USD	8.25	17160.00
Hourly - Janitorial	Active	P	25	5:00 PM- 10:00 PM	H	R	USD	9.00	18720.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	10.00	20800.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	P	25	5:00 PM- 10:00 PM	H	R	USD	8.00	16640.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.25	17160.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	9.00	18720.00
Hourly - Janitorial	Active	P	40	AS NEEDED	H	R	USD	8.00	16640.00
Hourly - Floor Tech	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	10.00	20800.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.25	17160.00
Hourly - Janitorial	Active	F	40	10:00 PM- 6:30 AM	H	R	USD	8.00	16640.00

Total PT 4

Avg PT Rate 8.25

Total FT 28

Avg FT Rate 8.76

Benefit Category	Participants Enrolled	Participants Waived	Participants Enrolled %	Participants Waived %	Total (Waived+Enrolled)
Medical Other	7	27	20.59%	79.41%	34
Dental	6	27	18.18%	81.82%	33
Vision	6	28	17.65%	82.35%	34
Insurance	3	33	8.33%	91.67%	36

## Appendix B

### Memorandum

**To:** Dr. Jane Wong, Interim Dean, College of Science and Technology  
**From:** Dr. Will Lynch, Head, Department of Chemistry and Physics  
**Date:** Oct. 28, 2015  
**Re:** Budget Request for FY 15 EOY support

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#### Department of Chemistry and Physics End of Year Instrument Requests

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**Priority X: Cary 100 UV-Vis Bundle.** Budget impact: \$16,035.75 (have quote)

Type: One Time.  
Criteria Met:

**Mission:**

- Armstrong Atlantic State University is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

**Values:**

- We value education that is student-focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** The Cary 100 UV-vis is a versatile instrument that provides reliable publication quality data. In addition to routine operations, this system, when coupled with a peltier (already procured), can yield kinetic and thermodynamic data necessary for structure and stability analysis of macromolecule complexes. Our department is requesting the purchase of this instrument to increase our general UV-vis capabilities while enhancing our ability to probe more complex systems.

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**Priority X: Spinsolve NMR.** Budget impact: \$94,890. (have quote)

Type: One Time. Criteria Met:

**Mission:**

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**Values:**

- We value education that is student–focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** Rationale: High throughput, cryogen free NMR for the organic chemistry sequence.

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**Priority X: Chemidoc System.** Budget impact: \$24,520. (have quote)

Type: One Time. Criteria Met:

**Mission:**

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**Values:**

- We value education that is student–focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** Rationale: Advancing the biochemistry laboratories for the BS Biochemistry program.

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**Priority X: 400 MHz High Field NMR.** Budget impact: \$341,998. (have quote)

Type: One Time. Criteria Met:

**Mission:**

- Armstrong Atlantic State University is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

**Values:**

- We value education that is student–focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** Rationale: Access to high field NMR is required by the American Chemical Society Committee on Professional Training. One 300 MHz NMRs is over 10 years old while the magnet on the second 300 MHz NMR is also over 10 years old. It is time to begin to investigate replacement. NSF MRI grants will be submitted starting in 2016.

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**Priority X: Laptop upgrade in organic sequence.** Budget impact: \$9,000.

Type: One Time. Criteria Met:

**Mission:**

- Armstrong Atlantic State University is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

**Values:**

- We value education that is student-focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** Rationale: Organic 2101L and 2102L are taught in studio format and rely heavily on computers for students to analyze data and work through chemical problems. The computers we are presently using in these two labs are to be used in pairs, this will allow for individual students to use their one computer and improve student learning.

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**Priority X: Rotovaps and Vacuum Pumps for Organic Chemistry.** Budget impact: \$15,000 (2 @ \$7500).

Type: One Time. Criteria Met:

**Mission:**

- Armstrong Atlantic State University is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

**Values:**

- We value education that is student-focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** Rationale: Organic 2101L and 2102L are central to the biology and chemistry programs as well as all students interested in pre-medical fields. The roto-evaporators are a central tool to use in instruction and organic laboratories. The laboratory requires two evaporators which are both in need of replacement.

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**Priority X: Direct Injection Probe for GC-MS.** Budget impact: \$10,000

Type: One Time. Criteria Met:

**Mission:**

- Armstrong Atlantic State University is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

**Values:**

- We value education that is student-focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** Direct Injection probe for the new GCMS is the preferred method to collect batch GC-MS data on a pure compound. The injector will facilitate sample collection in our upper division courses allowing for less wait time for students and a more efficient learning experience. It will also be heavily used in undergraduate research.

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**Priority X: TGA/DSC Combination Instrument.** Budget impact: \$39,404.47. Have quote.

Type: One Time. Criteria Met:

**Mission:**

- Armstrong Atlantic State University is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

**Values:**

- We value education that is student-focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** *Appendix 2 (Quote TGAQuote2014).* Our Thermogravimetric Analysis System / Differential Scanning Calorimetry instrument is used in a number of courses and undergraduate research. The TGA is no longer functional and was purchased in 2002 with the move into the new Science Center. The DSC is still functional, however is also 12 years old. Replacement of these instruments is a priority for our program and would stabilize this instrumentation for the foreseeable future.

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**Priority X: Physics Laboratory Upgrades** Budget impact: \$13,400. Type: One Time. Criteria Met:

**Mission:**

- Armstrong Atlantic State University is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

**Values:**

- We value education that is student-focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** Rationale: Classic physics experiments that allows students to investigate fundamental experiments that shaped modern physics. This would support student learning outcomes in physics as well as chemistry.

- |                                |           |
|--------------------------------|-----------|
| 1. Franck-Hertz Setup for Neon | \$3100.00 |
| 2. Photoelectric Effect System | \$2300.00 |
| 3. Complete Zeeman Apparatus   | \$8000.00 |

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**Priority X: X-ray EDX-7000, Fluorescence Instrument (XRF).** Budget impact: \$71,626.  
(Have quote)

Type: One Time. Criteria Met:

**Mission:**

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**Values:**

- We value education that is student-focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** Our department is requesting a new XRF to help meet our instrumentation requirements. XRF is used throughout our program and presently our XRF is antiquated. This request would replace that piece and help support our instruction and program.

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**Priority X: X-ray Tracer Spectrometer (XRF).** Budget impact: \$48,100. (Have quote)

Type: One Time. Criteria Met:

**Mission:**

- Armstrong Atlantic State University is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

**Values:**

- We value education that is student-focused, transformative, experiential, and rigorous, leading to student success.
- We value teaching, mentoring, and scholarship.

**Justification:** Our department is requesting a new portable XRF for site analysis.

## Appendix C

### ATTACHMENT 1

From: Dr. Smith's email of 10/30/2015

About: CUPA adjustment

All,

Based on the question raised at the last PBF Committee meeting, we went back and reviewed those faculty who were simultaneously due a salary adjustment and who were promoted last year. We found that we did indeed give faculty their CUPA adjustment first (based on their old salary) and then gave a promotion adjustment. We then compared what would happen to those same faculty if we first gave them their promotion dollars and then made an adjustment based on their new rank. In each case, the way that we had made the adjustments were actually better for the faculty (by anywhere between a few hundred dollars to about \$1100) than if we had promoted them first and then gave them a CUPA adjustment. The way to think about this is that their salaries at their previous ranks were more out of whack than their unadjusted salaries would have been at the new rank. Since the process we used actually favored each faculty member affected, there is no need for a further adjustment. I would be happy to share with ny of the affected faculty the calculations, to show them how this worked out. Please let me know if you have any questions.

Bob

Robert T. Smith, Ph.D.  
Provost and Vice President for Academic Affairs  
Professor of Mathematics  
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High Speed Buff Hard Wood Floors				M	M	M	M	M	M	M	M
Light Carpet Extraction			SA	SA	SA	SA	SA	SA	SA	SA	SA
Oil Wood Paneling				A	A	A	A	A	A	A	A
Polish/burnish Stone Floors				SA	SA	SA	SA	SA	SA	SA	SA
Recycle Paper Collected	W	W	W	W	W	W	W	W	W	W	W
Remove Scum Showers/Tubs	D	D	D								
Replace lights <12' high	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N
Replenish Supplies	D	D	D								
Scrub and Recoat Hard Surface Floors			SA	SA	SA	SA	SA	SA	SA	SA	SA
Scrub/Pressure Wash	½ W	½ W	½ W	Q							Q
Shampoo upholstered chairs and seats			A	A	A	A	A	A	A	A	A
Spot Clean Carpet/Pile Brush			AS/N	AS/N	AS/N	AS/N	AS/N	AS/N	AS/N	AS/N	AS/N
Strip and Finish Hard Wood Floors				A	A	A	A	A	A	A	A
Strip and Refinish Hard Surface Floor			A	A	A	A	A	A	A	A	A
Supply & Replace Air Freshener Cartridges & Batteries (if applicable)	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N
Supply and replace urinal screens (if applicable)	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N	As/N
Sweep Exterior Entrances				D							D
Vacuum Complete			W	W	W	W	W	W	W	W	W
Vacuum or wipe down HVAC Vents <12' High				M	M	M	M	M	M	M	M
Vacuum Traffic Areas			D	D	D	D	D	D	D	D	D
Wet Mop/Damp Mop	D	D	D	D	D	D	D	D	D	D	D

KEY

- D = Daily
- W = Weekly
- M = Monthly
- Q = Quarterly
- SA = Semi-Annually
- A = Annually
- As/N = As Needed