

October 13, 2014
Minutes
Of The ASU Planning, Budget, and Facilities Senate Committee

Dates: October 13, 2014

Locations: Gamble 118

Members Present: Cathy MacGowan, Debra Hagerty, Erik Nordenhaug, Judith Garrison, Beth Childress, Wendy Wolfe, Greg Wimer, Jean Neils-Strunjas

Ex Officio Members Present: Rebecca Carroll, Bill Kelso, Georj Lewis, David Ward, David Wheeler

Guests: Katie Twining

Meeting was called to order by Erik Nordenhaug at 3:05pm

Agenda item 1: Minutes from September 8, 2014 PBF meeting were approved, with two minor wording changes.

Agenda item 2: Erik Nordenhaug provided an update on the vacant PBF seat, noting that a representative from the College of Liberal Arts is still needed. If one cannot be identified from outside of LLP, then he will pursue a LLP nomination for the committee.

Agenda item 3: Dr. David Ward presented an overview of past and current student enrollment and retention data (see attached presentation), and discussed overall trends and projections. Currently, fall enrollment stands (today) at 7095 students, as compared to 7101 in Fall, 2013. The budget for the present year was based on predicted enrollment of 7254 students for fall. General trends in enrollment that were discussed include: a leveling off of the decline in enrollment among undergraduates, increased enrollment (since 2011) among graduate students, and enrollment gains through the Liberty Center campus. Regarding retention, return of FTFT students from last fall to this fall stands at 70%, up from 65.4% in Fall, 2011 (among students overall, retention from last fall to this fall is at 77.8%, as compared to 61.9% in Fall, 2011). The likelihood of improved retention for the spring term secondary to changes in financial aid policy which now prevents students from "front loading" their financial aid in the fall also was discussed.

Agenda item 4: Rebecca Carroll presented information on FY 2015 consultant fees (those of \$25,000 or greater). See attached for list of fees. Ms. Carroll answered committee questions about the consultant contracts. She clarified that Rankin & Associates is currently conducting focus group meetings with students, faculty, and staff (Phase 1) in order to create a norm-referenced survey on the campus climate at

October 13, 2014

Minutes

Of The ASU Planning, Budget, and Facilities Senate Committee

Armstrong (Phase 2). Ms. Carroll and Mr. Bill Kelso also clarified that the contract with Stamats is a two year project to provide the substantive updates to our website required in order to support new technological advances and software in the future. Finally, committee members asked for clarification regarding the D2L Banner integration in terms of whether content on D2L will be required to be re-entered by faculty after the update/integration.

Agenda item 5: Ms. Carroll and Ms. Katie Twining addressed faculty requests for a break-down of the “over 1 million dollar” pool repair estimate cited by President Bleicken at a recent senate meeting. They provided clarification that this was a ballpark estimate based on a 2011 estimate of repair costs for the basic pool structure plus an estimated 8.7% increase in repair/renovation costs from 2011 to 2014, resulting in an estimated \$940,000 cost for repairing the pool. In addition, it was noted that Savannah State recently completed a similar renovation on their campus at a cost of 1.6 million dollars.

Agenda Item 6: Ms. Twining addressed several campus building cleaning and maintenance concerns raised by faculty. She reported that the leak in Science Center is fixed and a plan has been formulated for ongoing assessment of housekeeping services in Science Center and other campus buildings in order to improve compliance with APA level 2 standards. Ms. Twining also addressed concerns related to roofing maintenance, with particular focus on concerns raised about Annex 2/Student Rec. She reported that wider condensate lines have been ordered and will be installed such that they reach the scupper in order to better prevent future leaks. She also noted that Armstrong is in discussion with a local roofing company to complete a one-time inspection of the roofing on campus buildings, which may result in a contract for more regular inspection and roofing maintenance. Finally, Ms. Twining addressed concerns raised about mold/mildew issues in University Hall. She summarized the history of leaks and subsequent air quality inspections and noted that the most recent inspection (in August) did not reveal problematic levels of mold spores. However, she indicated that mold concerns should be addressed to her office, which will initiate first a visual site inspection, and a more targeted (air quality) inspection if needed.

Agenda Item 7: Ms. Twining provided an update on ARC renovation plans and design. She reported that a meeting was held last week with an architect and various constituents on campus to discuss their physical/functional needs for the building. Based on a delay reported by the architect, the renovations will likely be completed in early 2016. It also was clarified that the renovations are targeting the portion of the building from the side door entrance to the rear of the building and do not include the locker room area.

October 13, 2014

Minutes

Of The ASU Planning, Budget, and Facilities Senate Committee

Meeting ended 4:30 pm.

Respectfully Submitted by

Erik Nordenhaug & Wendy Wolfe, PBF Co-Chairs

October 13, 2014
Minutes
Of The ASU Planning, Budget, and Facilities Senate Committee

Armstrong Consulting Agreements FY 2015
As of October 13, 2014
\$25,000 or greater

DBA Consulting
Fall 2014
\$25,000

Justification: Armstrong's full time Data Base Administrator accepted another job. Upon his departure there was no one internally who had the expertise to fill this role. Working with DBA Consulting allows the existing workloads to be covered while a search for a full time replacement is conducted.

Ellucian Company L.P.
FY 2015
\$29,500

Justification: The platform for Banner must move from Solaris to Linux. The current Solaris platform is out of warranty, and we need to move to a supported platform. We do not have the expertise on the ITS staff to ensure a smooth and timely transition of this critical service. Working with Ellucian will provide the expertise to have Banner on a warranty/supported platform by the end of FY2015.

Ellucian Company L.P.
FY 2015 (in planning for summer 2015)
\$56,484

Justification: Currently, enrollment into D2L courses is run in a batch process. This means there can be a lag time for up to 48 hours from when students are enrolled in a class in Banner to when they can access course materials in D2L. This lag time is most prevalent during the drop/add period. Through D2L Banner integration, the wait time for access to D2L courses will be removed.

Psychiatric Consultants, PC
FY 2015
\$26,000

Justification: Treatment for students

October 13, 2014

Minutes

Of The ASU Planning, Budget, and Facilities Senate Committee

Rankin & Associates Consulting

FY 2015

\$25,000

Justification: In Spring 2015, Armstrong will launch 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

FY 2015

\$167,000

Justification: Since our last web site redesign in 2009, three areas of need have been identified:

- the number of visitors to our web site using mobile devices has grown from 61,000 in 2010 to 370,000 in 2014. Our current site is unable to support the services necessary to meet the new demands.
- we need to refine our analytics to utilize best practices that will provide meaningful information on how visitors use our site so that we can adapt our marketing strategies.
- we need to improve our search engine optimization to help Armstrong appear in web searches more frequently as our prospective students and their parents are searching for colleges.

Stamats will provide expertise that Armstrong needs to accomplish the following:

- develop a responsive design that will allow the website to function appropriately on any type of computer or mobile device. In the process refresh and update the look and feel of the site.
- update architecture, navigation and provide guidance on content improvement.
- implement a totally new instance of the content management system. Experts will be setting up the “back end” of the site so that it is in conformance with the latest best practice standards and efficient for ongoing maintenance and management.

October 13, 2014
Minutes
Of The ASU Planning, Budget, and Facilities Senate Committee

Shannon James, LLC

FY 2015

\$25,000

Justification: To ensure we meet the June 2015 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.

Overall Total: \$353,984

Summary of Facility Related Items from Katie Twining
ARC

*First round of Programming was completed 10/8 and 10/9. Included meetings with the Steering Committee, Working Group, and User Groups to ascertain what they would like to see in the space, including space types.

*Week of 10/20 - Round 2 of Programming will begin which entails the paring down of the space based on budget.

*New schedule from the architect puts the opening of the new renovation at April 2016 - much longer than we had expected. The group is working diligently to expedite the process so we can open as early in 2016 as possible, but it will not be before 2016.

*Availability of the pool after fall 2014 is in discussions - there are still issues with the pool that may prevent it from being open after this semester (on-going loss of water; pumps are beginning to fail; continued lack of dehumidification in the area)

*Original pool estimates from 2011 are attached - this was the only thing I could find in David Faircloth's files. Please note the handwriting at the bottom is mine - I've accounted for cost increases since 2014 to come to what today's estimate would be.

Science Center leaks and Cleaning

*The leak on the 2nd floor of Science Center that has been there for years has been fixed. We will be repairing the dry wall next week.

October 13, 2014

Minutes

Of The ASU Planning, Budget, and Facilities Senate Committee

*I have not had any recent reports of leaks in 2502 but if there are active leaks, please call us right away so we can get over there and attempt to trace the leak.

*Custodial has been noted in an issue in the Science Center as well as other buildings and the Custodial contractor has currently been put on notice for lack of services. The custodial cleaning schedule in that building is as follows: M-F 9pm - 5:30am is the bulk of the cleaning; M-F 7a-3p a porter goes through the building to attend to public area trash and restrooms. On the weekends, only the restrooms are cleaned.

*I have spoken to the Custodial contractor about the upcoming Science Bowl on 10/23 and we will ensure the building is ready for that event.

*Further custodial issues should be brought to my attention via email as soon as possible.

University Hall Air Quality and Cleaning

*Since 2006 there have been 3 IAQ investigations done in this building as a result of leaks. All three investigations should normal IAQ results, but in 2008 the investigation showed higher than normal levels of Stachybotris (though per the IAQ the overall air was considered safe compared to outside air. Some remediation work was done in the building at the suggestion of the IAQ investigator and a re-testing one month later showed all normal results. Please note that Stachybotris can negatively affect those that are extremely sensitive to allergens, regardless of the quantity found in the air. It is impossible for us to keep the area completely contaminant free - this is why the IAQ results are based on a comparison to outside air.

*There are a number of other leaks throughout the building that we have currently been fixing as we find them - they are generally hot water union leaks due to failing unions. We have on our list to replace all of the unions over Christmas break (it takes several weeks to accomplish, which is why we need to wait for an extended break).

*Custodial - same comments as in Science Center. The custodial contractor and I recently walked this building and there are a number of issues that were brought to his attention and there is a POA in place to attend to these issues. As far as what the listed cleaning schedule is: M-F 9pm - 5:30am is standard cleaning for all but the 1st floor east end of the building, which is currently cleaned M-F 6a-3:30pm (this is not an appropriate schedule and I have communicated this with the contractor); policing several times during the day M-F 7a-3:30pm.

Annex 2/SRC

*Response was sent to Dr. Coates on 9/15 per an email he addressed to me regarding the leaks over the Mechanical Engineering lab (response is attached).

*Since that email, the roof and gutters have been cleaned (the entire campus had a roof/gutter cleaning performed over a 3 month period - Annex 2 and SRC were the last

October 13, 2014
Minutes
Of The ASU Planning, Budget, and Facilities Senate Committee

buildings to be cleaned and had not been completed at the time of the September email).

*Broken condensate lines have been repaired, however when I went up on the roof on Saturday 10/11 I noted another condensate line was broken and requested a repair.

*I have requested that condensate lines be enlarged to avoid clogs in the future (these lines are extremely small in diameter, so a bee or wasp lodged in that line can cause a clog which then backs up into the air handling unit. I have also requested that these lines be extended an additional foot so they sit into the roof scuppers rather than ending just short of them.

*I have attached a few photos that show the condensate lines, along with photos of the mechanical engineering lab. In the photos of the lab, you will note that a very expensive 3D printer sits under a blue tarp directly under an air handling unit. While that unit is PM'd every two months and the roof has been cleaned, I still strongly encourage moving that printer to another vacant wall in the area as an extra added precaution. My department is willing to pay to relocate any electrical outlets and/or IT ports necessary to accomplish this.

*The SRC issue related to trees growing out of the gutters - as referenced above the SRC roof and gutters have been cleaned. We are also getting ready to complete a full roofing inspection of all buildings on campus, complete with a report on current roof age, existing conditions, and any problems the roofer sees down the road. Once this initial inspection is complete, we will be entering into a Roof Guard agreement which will include semi-annual roof inspections, semi-annual roof and gutter cleanings, and an agreement on maintenance costs for repairs. Prior to my arrival in January, I do not believe that an emphasis was necessarily placed on preventive maintenance for roofs - most likely due to a number of factors - but given the age of our buildings and our roofing systems, along with the number of flat roofs we have on campus and the large amount of trees that are in the near vicinity of almost all of our buildings, having a roofing PM plan in place is both necessary and good business sense.

Work Orders

*I want to again encourage everyone to use our work order system - if you see something that doesn't seem right, please put in a work order. We are a relatively small department, and while we complete building Rounds & Routines daily, we value the extra eyes and ears out there on campus to ensure we don't miss something.

Step 1:

Work order placed for issue (if it's an emergency - flood, no air/heat, for example - please call us right away rather than placing an online request)

Step 2:

October 13, 2014

Minutes

Of The ASU Planning, Budget, and Facilities Senate Committee

Monitor the status of your work order (if you put a work order in on line, you have the ability to go back into the system to see the progress on your work order. You will also get emails updating you when your work order status has changed).

Step 3:

If something hasn't happened or something has happened, but not to your liking, please call us. You may call the front desk at 4-2545 or you may call or email me directly. We want to be able to address any issues, but can't do so if we don't know one exists.