

## University Council Minutes January 24, 2006- Magnolia Room-UC

R. Zaccari called the meeting to order at 3:10 p.m.

### President's Update

- **Projects- North Campus**
  - Finalized 15 different architectural firms that applied for the preplanning of N. Campus Health Sciences & Business Administration Center, firms have been narrowed down to four, and interviews begin in about 3 ½ weeks.
  - USG asking to embark on a new sector plan study. We have funding for the study. Now in the process of moving forward.
- **Pedestrian Mall**
  - Moving along quite well.
  - We are trying to enhance the green space on campus. Soon trees will line the Pedestrian Mall.
  - Spoke with Jeremy Baker, SGA Vice President, pertaining to student bicycles chained to the new lights, and we are moving quickly with the help of SGA to select new bicycle racks. We have narrowed down to four or five finalists for the design of the racks.
  - Change in pedestrian patterns. Now students are walking through the Nevins Hall parking lot.
  - Plant Operations is going to design a sidewalk that will connect to the Pedestrian Mall.
- **Traffic Light**
  - Discussion with the City of Valdosta Mayor yesterday (1/23/06).
  - DOT concerned the front entrance is not aligned with Brookwood Place. In order for the traffic light to go up, asking us to align the two streets for the pedestrian crosswalk.
  - Preliminary discussion to redesign the configuration to save the University a lot of reconstruction.
  - Could move as quickly as four weeks.

### Agenda (C. Coons Yates)

- **Policy Procedure & Review Process**
  - This document is specifically designed for when we review policies or procedures that may affect the whole campus.
  - It is my responsibility that Council is prepared at least two weeks in advance for discussion. My commitment to you is that you will have those documents, so you will know what to review and have time to review.
  - It is the expectation of the presenters to provide an executive summary, presentation, be available for questions, and respond to us for revisions.
  - The Council Member's responsibilities are to read the documents thoroughly and have list of questions/edits.
- **First Look**
  - Council Members will receive a packet at least two weeks before it is to be discussed. Packet includes the edited document, executive summary of key issues including the reason for the document review, author's discussion of the guidelines and additional information within this specific area.
  - The document will appear two weeks later on the agenda for the First Look discussion.
  - C. Coons Yates will prepare a memo and it will be sent to the authors and to the President. It will be our way of documenting what we have talked about, concerns, suggestions and revisions. The authors then have the opportunity to revise the document and resubmit for final review.
  - The President will request SGA, Faculty Senate and COSA to look at the document as well. The groups receive a copy of the memo and a revised copy of the document. Then they will be given a specific amount of time to review and respond. There is a signature line for them to sign stating they have reviewed the document. All that information comes back to UnCo for Final Review.
- **Final Review**
  - Same pattern as the First Look
  - Council Members are given two weeks notice of when it will be on the agenda. Members will review the most revised copy of the document and additional information regarding these changes.
  - Discussion- It is our last chance to fine tune, make recommendations and create a memo that will go out with my signature that will go to the President with UnCo endorsement.
  - Then it is in the President's hand for approval or not.
  - All of the documents that have been built through this process will also be sent to the President.

## Questions

- Would it be inappropriate after the First Look that we contact the author or ask questions to you or do we wait until the next meeting? (T. Martin) Either way would be appropriate. (C. Coons Yates) “You are a member of UnCo, if you have questions after the first time you have read the document, you should not only feel free but obligated to ask for clarification. The authors know you are a member of UnCo and a question may be pertinent to their presentation. It would be helpful if you let Kate or Christy know that you made a telephone call to the authors. So that there is an awareness that a discussion is going on. It may come out that several Council Members have similar question. It would help guide us with revisions.” (R. Zaccari) “From my point of view, a question to the author would be very helpful. In time it would save UnCo time in propelling the document to be more acceptable.” (J. Black) All of this discussion came out of our first presentation. It is a very comprehensive document. Every Council Member has a charge of reading the document, attending the meeting well prepared to discuss the issues. Everything that the UnCo does has a solid view and the constituents know what is happening, we get the feedback and all the assigned documents going into file with all of the appropriate signatures. (R. Zaccari)

## Space Management Policy (C. Coons Yates)

- **Executive Summary**

- First part is a summary right out of the Space Management Policy. This gives us a template of what we will do with future documents.
- Middle section is the revisions made since you last saw the document
- Council Members will receive another Executive Summary when we get to the Final Review. There will be revisions from the first look.
- The Space Management Policy has been streamlined. It is not as long as it was. Several sections have been collapsed or removed. Definitions of terms have been clarified. Terms have been made consistent.
- Council Members job in preparing for the First Look is making sure terms are consistent.
- Content, location, and format of the flow chart were changed. It now appears in the appendix. Clarification of the Space Management Council responsibilities. Clarified the relationship between what happens in the planning database, what does the Space Management Council do, what does the Advisory Council do, and what does UnCo do?
- Facilities Planning Advisory Council is now know as Space Management Council.
- Summarized the Discussion Checklist.
- February 7<sup>th</sup> will be the First Look discussion of the Space Management Policy.
- What comes out of the February 7<sup>th</sup> meeting will then be circulated to the other campus constituencies.
- As soon as we get their information, it will appear on the UnCo agenda.

## Questions

- When you look at the Space Management Process Flow Chart, you will see a significant change. I asked how this could be simplified. Minor Capital Projects is capped at \$5M. (R. Zaccari)
- Ideally, you should be able to read the document and understand how to submit a space request. The Flow Chart should be a quick reference guide. And if you get to the flow chart and cannot understand the Flow Chart, then there is something wrong. Then we need to decide if it is wrong in the document or wrong in the Flow Chart. (C. Coons Yates)
- We tried to introduce the reader to what the guidelines are about. We felt the definitions of terms should come forward. Not only are you looking at this document from your own point of view, but you are looking at through your constituents and then as master planners. (R. Zaccari)
- “It is very likely that a number of documents that this Council will be considering will come from the division Finance & Administration. From the point of view from this officer and this division, we are grateful to have your eyes, knowledge and your point of view. We much prefer to have a question or a suggestion done in this venue than to have the document without. I really appreciate this learning opportunity. You can be assured that when a document from our division is reviewed in the future, it will be in a form we consider our very best effort. Then we would go forward with the Council suggestions. I know at the end of the process, it will be far better than any single person could do.” (J. Black)
- “I like the changes in (A) Changes in Room Occupancy. Sometimes we find out after the fact that a classroom has become something else. Then we are short a classroom. Then we have to reclaim other space transform it to a classroom. On the chart, I am assuming you are going to make consistent with Major Repair & Renovation is less than \$1M, Minor is \$1-5M, and Major is of \$5M?” (L. Levy)

- The third bullet in the Introduction, talks about a Space Management Database. Do we have a database with all our facilities and keep it up-to-date on a regular basis? (W. Peacock) Currently, we do not have one database for which everything is can be ran through. (C. Coons Yates) There maybe cases when things are shifted around and those changes are not made in the database. So we do not have that information. (M. Krotseng) It is my understanding that we do not have a comprehensive database to write the needs of space management. What we have is recordkeeping in Banner. B. Bell has discussed this in the past and there is a need for it. There are products on the market or it can be done internally. (J. Newton) What we have now is a separate issue to a maintenance scheduling database. It is a modern application in Plant. I would like to us follow that more accurately. At least we have the beginnings of it. What we are talking about here would be separate from that. (J. Black) What ever J. Newton designs, it needs to be compatible with Marsha, Jim and what we are doing here with Space Management. (R. Zaccari) Who is looking at the how the spaces are being used? Maybe there is a better idea. That is the key theme having the Space Management Council look at request for room usage change. We are going to assume that the departments know what they need and that they will be routine. There could be cases where someone wants to switch a storage room for an office. The Space Management Council may come up with several alternatives to finding space. That is why we need that group. (C. Coons Yates.) A concern for me is that we will have another database. That someone will have to maintain. If we are going to use Banner, it needs to be our starting point and let Banner feed the other systems we need. (T. Martin) We will have to study what the needs are, what we already have, and leverage our existing databases. Whatever we get will have to address the needs adequately and integrate with our existing databases. (J. Newton)
- “I am on the Space Management Council and looking at the Flow Chart the third item under Major Capital Projects. My understanding is that the Space Management Council is there to look at where places might go, what they need and how much it might cost, not override rankings.” (K. Keppler) They review rankings out of the planning database. The Space Management Council is going to look how high the ranking is. They will take into account the ranking that everyone has assigned on campus. The Space Management Council has yet to go through this process. It is a new council and their intention and what they have requested from me and the planning database is a list of the top 20 ranked initiatives. (C. Coons Yates) The Space Management Council associated that concept because it was looking for ways to manage a scarce resource. (J. Black)
- Be ready to discuss the Space Management Policy on February 7<sup>th</sup>. If there are any questions, please forward to J. Black or to myself. (C. Coons Yates)

Meeting adjourned 4:00 p.m.

Next meeting February 7th, 2006, 3:00 p.m-5:00 p.m. in the Magnolia Room # 1 (UC)

**Attended:**

Dr. Ronald Zaccari  
Christy Coons Yates  
Ralph Allen  
Jeremy Baker  
Jim Black  
Denise Bogart  
Honey Coppage  
Laverne Gaskins  
Charles Harmon  
Wilson Huang  
Kurt Keppler  
Marsha Krotseng  
Louis Levy  
Traycee Martin  
Russ Mast  
Mike Meacham  
Joe Newton  
Walter Peacock  
Maggie Viverette  
Tim Yorkey

**Not Attending:**

Bob Bell  
Brad Bergstrom  
Herb Reinhard  
Scott Sikes

**Guests:**

Rob Kellner (Auxiliary Services)  
Joe Mattachione (Auxiliary Services)  
Sementha Matthews (University Relations)  
Jeanne Severns (Internal Audits)

**Recorder:** Kate Gurley