

University Council Minutes

April 25th, 2006

3:00 p.m.- 5:00 p.m. UC Cypress Room

Meeting began at 3:10 p.m.

- **President's Update** (President Zaccari)
 - Pedestrian Mall and Hugh C. Bailey Science Center Dedication Ceremonies were yesterday (April 10th). It shows how the institution comes together.
 - Historic Preservation -the parking study begins soon.

- **Information Item: Revision of VSU Statutes** (Christy Coons Yates)
 - Dr. Krotseng is reviewing the VSU Statutes. It was initiated because we formed University Council. We informed BOR that we would integrate it into the Statutes after discussion and review at a year point, which will be next fall. At the same time, we decided it would be best if we reviewed all the Statutes. If you have a part in the Statutes, Dr. Krotseng asks if you have your comments to her by May 5th, 2006.

- **Review of the Emergency Contingency Plan** (guest presenters B. DeLong & M. Lancaster)

Three additional elements not previously reviewed.

 - I am going to overview the process, what we will do today, and give you the timeline we are working on. First, the discussion that was held previously about the Emergency Contingency Plan, those comments have been incorporated into the revision of the plan. You will not be asked to review the entire document. We will review selected pieces. The binder will be used by first responders and the administrative team that is asked to take responsibility during an actual emergency. The binder will not be used by the majority of departments. There is a quick reference guide which will be published as a desk reference. There are future opportunities for improvements, changes, and additions to the plan. If after the review, we decide to add more detailed information, my understanding, is that the document is a living breathing document. It will evolve over the course of time. We have been requested by the BOR to submit the plan by May 12th, 2006. We can do our first look today, give you the two weeks to review the new materials, and we will do our final discussion at our next meeting on April 25th. The three pieces for review are: the Executive Summary and the second is the Emergency Preparedness Checklist. Bob and Meredith are in the process of developing a list of key business practices. In a crisis these are the areas we would have to keep open. Because that takes extensive coordination, we do not have that document to review today. It is our hope that at the beginning of next week, you will have it. (C. Coons Yates)
 - "This book contains the Emergency Contingency Plan Executive Summary, Emergency Preparedness Checklist, Quick Reference Guide, and all of the necessary documents that we are required to have in place to be in compliance with the Labor Laws and BOR standards. What we tried to do with the first contingency plan was to take all of the Councils suggestions and recommendations and this will be used by the first responders and the administrators during an emergency. The Checklist allows us to follow certain procedures in an emergency. Anyone can take this document and go down the list to make sure we are prepared, after President Zaccari meets with Cabinet.
 - "Once University Council approves the plan, how many binders will be given out? I would hope we would have workshops to prepare along with trials and walk-throughs?" (R. Zaccari) "The committee, all of Cabinet, and the response team will have binders. The quick reference guide will be available to everyone on campus. It is mandatory that we have annual table-top and mock drills. Table-top refers to the committee and first responders would sit down and do table top scenarios. We would go step by step through that scenario using our plan to make sure we meet all the necessary requirements. A mock drill is where we actually have a scenario and

the entire campus as well as the community come together. This is a living document. It will be reviewed annually, after every drill, table-top discussion, it will continue to expand. After every drill, there will be a report critiquing the drill written by myself, Greg Gordon, Scott Doner. Then it is shown to Dr. Zaccari. From that point any recommendation can be made.” (B. DeLong) “We also have to include the city as well as the one with the county.” (L. Gaskins)

- If any department is interested in Bob or Meredith working with their department to prepare for an emergency, please notify them. They would be happy to arrange a workshop. (C. Coons Yates)
 - Information Technology was pleased to be a part of the Emergency Contingency Plan. (J. Newton)
 - “Was University Police involved in this process?” (L. Gaskins) “University Police was on the committee for this plan as well as the entire campus had the opportunity to participate.” (B. DeLong)
 - “Is it presumed that the Checklist sub-sections will be going on at the same time?” (C. Coons Yates) “In an emergency, there is no set pattern. There is no way to predict what is going to happen.” (B. DeLong) “Would it be helpful to figure out which action steps are necessary or in order?” (R. Zaccari) “We need to have either a quasi ranked order or each department needs to be aware of their responsibilities. It will depend on the emergency itself.” (L. Gaskins) “That is where the workshops and the training will provide.” (H. Coppage) “What is the purpose of the checklist?” (J. Newton) “The checklist is for the emergency responders. I have tried to provide Dr. Zaccari a means of knowing that I have taking care of everything we needed to do and we are ready and prepared. First responders include: myself, University Police, fire department, Valdosta Police Department, Emergency EMT’s. “We need to restrict the plan to a select group of people. We really need to define who has access to the plan just for control purposes.” (L. Gaskins) “I will not be looking at the document frequently but if I need to it will be there.” (R. Zaccari) “If there is an emergency, the President will coordinate with Cabinet members. Then Cabinet members will coordinate with each of their departments.” (H. Coppage) In the plan, there is a chain of command. The Chief of Police will be in charge of the emergency situation. There is a list of responders posted in the command center with President Zaccari. This provides the President all the up-to-date information that is taking place on campus. If we do not have phone service, we will have runners. We will make sure that President Zaccari has all the information he needs to correspond with other people.” (B. DeLong) “Would it be helpful if the checklist was in alphabetical order? Then the departments could call and say I completed my tasks then it could be easily checked off.” (M. Meacham) “I think that is a great idea.” (B. DeLong)
 - We are going to come back on April 25th with any additional thoughts. Preferably, you should contact B. DeLong before April 25th with any comments or suggestions. Then we will send this on to the BOR.
- **Endorsement Discussion for the Student Success Center** (Dr. Coons Yates & Dr. Levy)
 - Originated from several initiatives from different areas (Academic Affairs, Student Affairs and Enrollment Management.) Several colleges already have an advising center (COBA and Education). Primary goal- enhance Retention, Progression and Graduation rates. The BOR became interested and wanted an integrated effort. We plan to take the services we already have and integrate them into one residence hall (Langdale Mezzanine) It is an attempt to get all the students successful not just the student that need help. It will be the job of the center’s to determine why students leave VSU. Focus groups will be used to find this out. This is to promote a living-learning community. (L. Levy)
 - If University Council endorses the Student Success, what happens next? (T. Martin) “Currently it is with the BOR for a possibility of special funding. Our endorsement would be campus-wide. If we endorse today, I have prepared a memorandum to present to President Zaccari that states we are endorsing the concept, but we realize the structure

- and the functions that will go into the plan are going to evolve.” (C. Coons Yates) “Keep in mind that we plan to access this in a multiple of measures.” (L. Levy)
- “Before the end of the semester, we need to speak with SGA, Faculty Senate, and COSA regarding the Student Success Concept.” (R. Zaccari) “ I think it sets up a good precedent that we endorse the concept to discuss with the other groups because it allows us to raise our own issues. There maybe something as a group we decide that an idea is really pressing and people should be talking about it. Then we could bring those issues to the other groups in the future.
 - “With the developments that are happening on North Campus maybe we want to consider suggesting a satellite Success Center office at some future point to serve North Campus?” (R. Allen) “That is an excellent idea.” (R. Zaccari)
 - “Just to be clear, we are endorsing the discussion of the Student Success Concept?” (R. Mast) “Yes.” “I will prepare the memorandum that will go to SGA, COSA, and Faculty Senate. As I am forwarding it, I will also copy the University Council group, so you are aware of the wording.” (C. Coons Yates)
- **Continuation of Strategic Plan Emphasis Areas** (C. Coons Yates)
 - New Grid Chart was handed out
 - We have condensed the notes from last week into the grid. This serves as a summary of where we are at now.
 - The best way to keep campus informed as well as Faculty Senate, SGA, and COSA is to hold another planning retreat. It will be similar to the previous one that began the plan and we use what we come up with at University Council as a starting place. We use the emphasis areas and action steps, and then we engage larger constituents on campus in the discussion. We have a little more work to do on our sections before we are ready for the next step. The plan is to have the retreat in July.
 - What we need Mike Meacham, Tim Yorkey, and Jeremy Baker to do is select five members to participate in the planning retreat. The only criteria for selecting people is that they must be in Valdosta during July. University Council will participate as a body along with a few additional community people as well.
 - The goal of this retreat is to refine the ideas we develop to gain support and momentum. The reason July is so important, I really want a continuous planning process. If we do not hold this retreat in July, we will have to wait until fall. Asking departments to create goals, strategies, and initiatives in the database at the same time as the retreat, the departments will not have enough time to think about the emphasis areas are and build them into the plan.
 - This summer, Kate and I will be going to all the Dean’s, Department Heads and Director’s talking to them about the planning process. What the steps are, how BAC is involved, what the budgeting process looks like, how we are refining the initiative process and how those decisions are made. There is a natural progression that if we have done the educational pieces all summer long, then people are ready to attend the retreat and discuss what we are going to work on out of the plan, ready to think about what each department will respond. When fall comes around they will be ready to put forth their initiatives and goals.
 - “It has been almost four years since we have come together for a campus-wide planning retreat. We have accomplished in the past four years. Now it is time to step back and come together again and say University Council recommends a revision and update on the strategic planning process which would take us into the next five years. We want to take a look at our accomplishments, where we are now, what we should still be working on, and where do we want to go in five years? That is crucial for this campus. C. Coons Yates will be apart of the University Council. So we are looking into finding a facilitator. So please set aside a full day and a half.” (R. Zaccari) “We are not going to start over. We are taking what we did before and what we are working on now during the retreat. Because we now serve as the planning council, we are going to use our emphasis areas as a starting point. Before we get to that point, we need to take a look at what we have developed so far. We still need to work on performance indicators. What we would like to see come out of the retreat is a specific list of items we want to do as a campus in two

to three years. Then let our departments come up with ideas of how they want to accomplish these ideas. We are still going to stick to our two-three year benchmarks. Then we will do it again to reach five year goals.” (C. Coons Yates) “We also want to reinforce and celebrate how far the University has come in the past four years.” (R. Zaccari)

- Between now and the next meeting, review the Emergency Contingency Plan, look over the grid, and see if there are any questions or suggestions. Feel free to look at all the areas. There are a few members that will turn over their seats to new members. Christine James has been elected as the new Executive Secretary for Faculty Senate. Please invite new members to the meetings. This also applies to COSA and SGA. (C. Coons Yates)

Meeting adjourned at 4:30 p.m.

Meeting adjourned at 4:45 p.m.

Next meeting April 25th, 2006, 3:00-5:00 p.m. in the UC Magnolia Room #1

Attended:

Dr. Zaccari,	Christy Coons Yates	Ralph Allen
Jeremy Baker	Honey Coppage	Laverne Gaskins
Greg Gordon	Charles Harmon	Wilson Huang
Kurt Keppler	Marsha Krotseng	Louis Levy
Traycee Martin	Russ Mast	Mike Meacham
Joe Newton	Walter Peacock	Scott Sikes
T. Yorkey		

Not Attending: Brad Bergstrom, Denise Bogart, Jim Black, Herb Reinhart, Maggie Viverette

Guests: B. DeLong (Environment & Occupational Safety)
M. Lancaster (Environmental & Occupational Safety)
R. Kellner (Auxiliary Services)
J. Mattachione (Auxiliary Services)

Recorder: Kate Gurley