

## **University Council Minutes**

### **December 13, 2005- Executive Meeting Room, UC**

R. Zaccari called the meeting to order at 3:05 p.m.

#### **President's Update**

- Informed University Council (UnCo) of last week's visit with Vice Chancellor Linda Daniels.
- RFP went out to three architectural firms to help VSU look at historic preservation and parking.
  - Met last Tuesday, (12-6-05), with three firms.
  - Following the presentations, open discussions were held with VSU and community groups.
  - Allowed email reaction from everyone in the group until last Friday (12-9-05).
  - All information has been transmitted to the USGA. Expect a call Monday or Tuesday with a final decision.
  - "I believe we have the community working with us. Everyone is satisfied and we have taken major steps. You will be hearing from the consultants, UnCo, as they present and the council will be the first to know which way the study is moving." (R. Zaccari)
  - Historic preservation and the parking experts will team up to do a joint project.
  - Should we do our parking differently? Parking facilities that we currently own, would it be of value to rezone, move to zone parking, restructure parking shuttles, build a new deck? This study will lead us to the answers.
  - First of January will be the initiation of the study, completed within six months.
- City Council looking at residential parking concerns.
  - Historic Neighborhoods met with City Council.
  - Issues with students and parking on the street: blocking driveways, pinning other cars, increased trash.
  - City Council wants to begin discussion of limiting parking, in the surrounding neighborhoods, from 9 a.m. to 11 a.m. hoping to force students to find other parking.
  - Everything has been put on hold until the VSU study is complete.
- Privatization of Dining Services
  - Sodexo was chosen and we are in the process of negotiating the contract.
  - Looking at resumes of managers to make sure we have a very strong transition team.
  - Looking at this summer renovating Palms Dining Hall (cost \$3 million).
  - GHP and summer camps use Palms Dining Hall during the summer. How will we transition?
- Health Science/Business Administration Facility (North Campus)
  - RFP, opened this week, how are we going to spend the first \$400,000 from the federal government.
  - Architect will be selected very soon.
- Athletic Facilities
  - Refers to football stadium, soccer stadium, moving tennis courts, & practice facilities among other projects.
  - Recommendation from the USGA is the stadium should be a multipurpose stadium.
  - Movement of the tennis courts- south of the cemetery a possibility.
  - Given the go ahead by the USGA to start extensive fundraising on the project to correlate with student fees which been approved already.
  - Student fees are projected to bring in over \$6 ½ million.
  - Entire project cost is close to \$13 million.
- University Union
  - Good news-money has started coming in this past fall with the student fees approved last year.
  - Given the go ahead to hire a project manager, who will start the Proforma, business plan, develop the design elements, and write a time-line for construction.
  - With the correlation between the student union building and football operations there is a domino effect. Once we start construction football operations will be displaced.
- New Student Housing (North Campus)
  - Given go ahead to start working with a project manager on a fast time-line for approximate 600 bed facility.
  - USGA wants us to break ground in October 2006. That will start the first phase of construction.
  - Start talking with Sodexo about how we will serve food on North Campus.

- Renovation of Existing Housing
  - There are four remaining resident halls needing renovation.
  - Start developing the RFP.
- This gives you an update of everything that was discussed last week. We are at the point this is not only information but this is part of the master planning. What we will be doing here in the next 4-5 months is giving you a lot of data. Next you will have to make some tough decisions about which way we want to go. (R. Zaccari)

#### **Minutes from 11-29-05 (C. Coons Yates)**

- To be posted on the webpage. In effort to have a quicker turn-around, I would like to suggest we post them as soon as Kate can get them done. Can the minutes be emailed to the council a day before posting in an attachment? (T. Martin) Yes, we will proceed that way. (C. Coons Yates)
- Currently, the meeting times and agenda are on the website.
- Last meeting minutes are for your records.

#### **Discussion of Checklist for Reducing Potential Flashpoints (C. Coons Yates)**

- When Dr. Zaccari and I were originally discussing what we wanted UnCo to do, we talked about the council going over ideas, proposals or planning issues.
- We really wanted to use UnCo to reduce potential problems, think through issues.
- Coons Yates developed a list of questions that we might ask. If we ask all these questions hopefully we can reduce potential flashpoints. As we work and use this we can add questions, rephrase or remove.
- The questions have been chunked into categories: who, legal, costs, potential problems, and communication.
- We will use this list continuously in our discussions.

#### **Space Management Plan (J. Black and B. Bell)**

- Overview
  - This includes the use of new resources, re-use of existing resources and reassignments. (J. Black)
  - The Space Management Policy was written because in the past there lacked clear guidelines. (B. Bell)
  - This shows the hierarchy and the many ways this change can be done. In one way the Space Management Policy was procedural and in another way informational. “The Space Management Policy outlines many facets of the facilities usage and gives specific guidelines about how to request space.” (B. Bell)
  - March 1, the FAC has to have recommendations to the BOR. In the past, most of the projects have been suggestions made by Plant Operations based on needs that were submitted or that we were aware of. Then we would submit the list to the President. That was why the FAC was created to look at all the needs in the strategic plan, and use initiatives as a formal process to track requests. (B. Bell)
  - Facilities Planning Advising Council (FAC) was formed to evaluate and make recommendations to the President and now to UnCo. This is a dynamic work-in-progress. Some of the references were written before UnCo. The FAC serves as an entity that will look at facility initiatives and try to prioritize and make recommendations. (B. Bell)
  - One of the goals of FAC is to pick the top 20 projects (not cast in stone,) and if we have the money we do the projects. (B. Bell)
  - Having a system in place, like this, is very critical as we move into an active period of growth. (J. Black)
- Flow Chart Discussion and Suggestions
  - Could the flow chart be refined? (R. Zaccari)
  - This could be reconfigured to represent a more visually comprehensible decision tree. (J. Black)
  - How difficult would it be to put this chart on the web? So and individual could ask a question and get a response. To make it more user friendly. (J. Black)
  - We could integrate a visual chart (J. Newton)
- Consistency of Terminology:
  - On page 4, there are definitions of terms and the terminology has been built in the diagram. It would be helpful in the database to have the definitions. (R. Allen)
  - Throughout the plan, the definition of MRR changes. It needs to be consistent. (H. Coppage)
- Questions on process, particularly regarding how to handle what is prioritized but not able to be funded:
  - There is a timing issue for facilities. We may have to get those started earlier in future years, to work through MRR and projects that require earlier turnaround through the BoR. (T. Martin) Tomorrow (12/14/2005) I am pulling from the database the top facilities request from cabinet and will forward it to the FAC. So they will have a working list since they have been waiting to prioritize projects based on the VP level rankings which were just completed. (C. Coons Yates)

- Key questions-lets say there are four to five initiatives going to the FAC and as a group we decide to move the project forward. Do we approve the request before we know the total cost will be? Whose going to do that study? Example- Scott Sikes relocation. Whether it is temporary or permanent it is going to cost the University (a large sum of money). Does the money come from MRR, are we going to charge it back to you, do we charge it back to the Foundation? This is what we are trying to get a handle on. We are starting to go through very serious sequential steps. For the first time, you will be involved in understanding the difference between these processes (which is about \$1.6 million a year.) (R. Zaccari)
- Say we go through the flow chart and the projects have been approved but we have run out of MRR. What do we do with the project, do we make a priority list for next year so as soon as the new fiscal year budget comes in we fund the project. Or do we put the project back in with all the new initiatives? (R. Zaccari)
- Important somewhere in the process to have a defined set of questions we ask ourselves. (T. Martin)
- When individuals go into the database they would put in the information that is required. Then all they have to do is wait for a response. This document is primarily to show people what to do to request space or changes to space, not a detailed working document for the Facilities Advisory Committee (B. Bell). The campus could learn a lot if those details were there. I agree that all someone should need to do is enter data in the planning database and get a response, so communication is the key. Kate and I will make sure that feed back to the authors happen on facilities issues, as we plan to with all initiatives. (C. Coons Yates)
- Other than the concerns for structure of the flow chart, and what happens if a project is approved but cannot be funded? Are there any other issues we would like facilities to take a look at? (C. Coons Yates)
- Storage as a Facility Concern:
  - What about storage? This seems to be a common problem. So many of us are working in houses and we are running out of space. (C. Harmon and T. Martin) If there are several initiatives for storage, FAC may decide we need a storage place. (B. Bell)
  - If storage is something people had entered in the database, it would have been seen by facilities and we would have clear pattern that something is going on. We would have heard about it long before having it come out in a discussion like this. (C. Coons Yates)
- UnCo's Next Steps:
  - Because we are looking at this per the President's request, we can look at this in two different ways. We either say, we endorse the proposal with the changes the recommendation that these changes be made. Or we can ask them to revise, then take another look in January. That is if you (President) would like us to look at it again? (C. Coons Yates) Lets leave it up to the council. (R. Zaccari)
  - Council agreed to look at the Space Management Policy on January 24, 2006. I will make sure that our comments are summarized and forwarded to Bob Bell. (C. Coons Yates)
- President's Closing Remarks:
 

You are beginning to see the goal of the council. My hope that is that each one of you will become very aware of procedures that you have not been involved in before. This is just the first procedure that you will have to deal with. The next plan is the Emergency Contingency Plan. I want University Council to be very knowledgeable about the budget, where the money goes? What is the difference between Auxiliary and the state budget? What about student fees? We need to make sure that when students put their money into fees, we can tell them every step of the way how each dollar was spent. (R. Zaccari)

**Questions:**

- Who has approval authority over what is considered here, especially in regards to policy? (W. Huang) UnCo recommends but the President ultimately approves just as Faculty Senate recommends approval. My hope is that if you feel like part of a plan is wrong and your committee would not endorse it; I would hope you would say it here. Then we could work through that. (C. Coons Yates) The point is we plan to be in harmony with all groups. (R. Zaccari)

Meeting adjourned 4:50 p.m.

Next meeting January 10, 2006, 3:00 p.m-5:00 p.m. in the Cypress Room (UC)

**Attended:**

Dr. Ronald Zaccari  
Christy Coons Yates  
Ralph Allen  
Bob Bell  
Jim Black  
Denise Bogart  
Honey Coppage  
Keith Flemming  
Laverne Gaskins  
Charles Harmon  
Wilson Huang  
Kurt Keppler  
Marsha Krotseng  
Louis Levy  
Traycee Martin  
Russ Mast  
Mike Meacham  
Joe Newton  
Walter Peacock  
Scott Sikes  
Tim Yorkey

**Not Attending:**

Brad Bergstrom  
Herb Reinhard  
Maggie Viverette

**Guests:**

Rob Kellner (Auxiliary Services)  
Sementa Matthews (University Relations)  
Becky Murphy (Employee & Organizational Development)

**Recorder:** Kate Gurley