



Valdosta State University®
A Regional University of the University System of Georgia



FACULTY SENATE

Est. 1991

Chairman
Ronald M. Zaccari

Vice Chairman
Louis Levy

Executive Secretary
David Boyd

Parliamentarian
Mike Meacham

Minutes of March 20, 2003

The Valdosta State University Faculty Senate meeting convened at 3:34 p.m. in the Magnolia Room of the University Center. Members present were:

R.M. Zaccari, President
L. Levy, Vice President, Academic Affairs
D. Boyd, Executive Secretary
M. Meacham, Parliamentarian

Ex-Officio Senators:

J. Black
C. Harmon
S. Gravett (absent)
K. Stanley
E. Clark (proxy M. Laughlin)
G. Gaumond
M. Giddings (proxy M. Meacham)

K. Keppler (absent)
J. Gaston (proxy F. Barnas)
T. Reed (absent)
M.A. Reichenbach (proxy D. Weaver)
P. Allen (absent)
N. Argyle

College of the Arts:

F. Barnas
M. Savoie
M. Eaves
E. Nielsen

J. Hornsby (absent)
M. Schmidt
L. Indergaard
C. Brague

College Of Arts and Sciences:

T. Manning (proxy B. Adler)
C. Hand
E. Sheeley (absent)
T. Meyers (proxy C. Meyers)
J. LaPlant
C. Meyers

B. Bergstrom
M. Laughlin
V. Soady (proxy J. Whitehead)
D. Boyd
M. Stoltfus
E. Whiting

C. Barnbaum
M. Richard
J. Whitehead
S. Childs
B. Adler
J. Samaras

J. Elza
D. Robinson
K. Rumstay
J. Kinney
C. Johnson

College Of Business Administration:

M. Holland (proxy K. Rumstay)
R. Allen (proxy K. Stanley)

A. Reddy (proxy P. Fadil)
P. Fadil

F. Ware

College of Education:

L. Carter (absent)
L. Moore (absent)
M. Maina (proxy D. Judd)
D. Judd
K. McCurdy
I. Ellis

G. Langford
S. Andrews
J. Siegrist
T. Enloe (proxy E. Dodd)
S. Worth
E. Dodd

F. Smith (proxy B. Johnston)
A. Brovey
J. Siegrist
B. Johnston

K. Hinkle
R. Hull (proxy F. Ware)
D. Briihl
B. Johnston

College Of Nursing:

L. Floyd (proxy D. Shambley-Ebron)
D. Shambley-Ebron
D. Weaver

Division Of Social Work:

M. Meacham

Odum Library:

K. Smith

M. Puffer-Rothenberg

Student Senator (non-voting)

President of the SGA: C. Guined (absent)

Student appointed by SGA President:

Visitors:

Joe Mattachione, Housing and Residence Life

Jerry Wright, Registrar

Marsha Krotseng, Office of Planning

1. R. Zaccari informed the Faculty Senate of the passing of Regent John Hunt. He referred to Regent Hunt as a “champion of higher education”. Regent Hunt represented this section of the state of Georgia and also chaired the Board of Regents’ Facilities Committee. He was a person who had a very strong affinity for the vision of Valdosta State University.

R. Zaccari stated that VSU would not be required to return an additional 1% of the budget to the state. It appears that VSU will begin FY 2004 with a loss of \$4.1 million. In previous years the state has funded the Board of Regents for our health care. Last year that amounted to approximately \$17 million. The \$17 million was then decreased to \$4 million and it appears the Board of Regents may lose the additional \$4 million. VSU’s share of this loss would amount to \$550,000.00. If so, in addition to the \$4.1 million that we lost this year (and we will begin FY 2004 with that same loss), VSU will be required to fund all the health care benefits from our operating budget. The Board of Regents is also asking VSU to repay the hold harmless provision from previous years. R. Zaccari is pleased with the efficiency ideas received by the budget heads and thanks all who participated. VSU needs to look at numbers in terms of cost efficiencies. R. Zaccari stated that some positions on campus will not be filled. VSU must continue to find ways to save jobs and continue to move in a positive direction. On March 19th R. Zaccari reviewed the Faculty Workload project compiled by Michael Crowe (Director of Institutional Research and Policy Analysis), Ruth Salter (Assistant Director of Institutional Research and Policy Analysis) and Paul Fadil (Administrative Intern). He is encouraged by the methodology of this project and believes it could serve as a model for the rest of the country.

P. Fadil will be sharing information with the Faculty Senate and the AAUP chapter regarding the study at a later date.

2. **Approval of the minutes of the February 20, 2003, meeting of the Faculty Senate – The minutes were approved.**

3. New business

- a. Report from the Academic Committee – Louis Levy – No report.
- b. Report from the Committee on Committees – Lyle Indergaard gave the report.

The Senate Committee Request Form has been prepared and sent out to all full-time VSU faculty via campus mail.

The Grievance Committee Ballot has been prepared and will be sent out to all full-time VSU faculty via campus mail.

- c. Report from the Institutional Planning Committee – Jerry Siegrist gave the report. (Attachment #1)
- d. Report from the Faculty Affairs Committee -- Shirley Andrews gave the report.

The last regularly scheduled meeting of the Faculty Affairs Committee for fall semester 2002 was held on November 8, 2002. The committee's by-laws have been developed and submitted to the Executive Secretary of the Faculty Senate and placed on reserve in Odum Library. The committee's charges and goals have also been developed and submitted to the Executive Secretary of the Faculty Senate.

The committee met on February 7, 2003 to set the schedule for committee meetings for spring semester 2003. Committee meetings were scheduled for March 14 and April 18. Called meetings will be conducted if needed.

The committee met on March 14 to continue work on a matter remanded by the Executive Committee during fall semester in regard to privacy issues related to the PPO plan. During this meeting the committee began work on an issue remanded by the Executive Committee during spring semester regarding merit raises. For both issues, the committee is waiting for additional information before proceeding any further.

- e. Report from the Faculty Grievance Committee – Carl Hand – No report.
- f. Report from the Senate Executive Secretary -- David Boyd
- i. Nominating Committee Report -

- **Election of the Executive Secretary:**

- (Committee members are F. Barnas, J. Samaras, and F. Smith.) F. Barnas informed the Faculty Senate that there was one nomination for Executive Secretary – D. Boyd. There was a call for nominations from the floor. V. Soady was nominated from the floor. The vote was by secret ballot. F. Barnas read the election results – D. Boyd received 40 votes – V. Soady received 19 votes.

- **Election of members of the Committee on Committees:**

- F. Barnas presented the committee's nominees: P. Fadil (College of Business Administration) and L. Floyd (College of Nursing) A motion was made to accept these nominations. The motion was seconded. P. Fadil and L. Floyd were elected by acclamation.

- ii. Jim Black reported on the following three items:

- Synchronization of campus clocks

- There are five master clock systems and several individual clocks that are battery operated across the campus. The five master clocks are located in the following locations:

- Nevins Hall (36 clocks connected – master clock replaced eight years ago)

- Education Center (18 clocks – master clock does not work)

- Pound Hall (18 clocks – master clock replaced in 1980)

- West Hall (16 clocks – master clock does not work)

Biology/Chemistry Building (2 clocks – new system)

Upon researching options it was discovered that VSU could purchase atomic clocks for approximately \$45.00 each. These clocks are automatically set using a radio wave. VSU has ordered one dozen atomic clocks for trial purposes that have digital read-outs that tell if there is a sufficient signal to maintain its proper setting.

- Per diem disbursements for students

There was a time in VSU's history when cash advances were given for certain kinds of travel. In 1994 an auditor noted that there was \$340,000.00 outstanding in travel advances. The original solution was to not issue travel advances of any kind.

However, this was not feasible for some areas such as Fine Arts in which band members would travel and the band members would be issued a per diem. The new process involves the issuance of a check made payable to an individual such as a professor. (A check must be issued so there can be an audit record.) The check can then be cashed at the Bursary. This eliminates the need for individuals to use their personal bank accounts for such instances.

- Wire transfers of funds to optional and supplemental retirement plans

There were several months during the year when employees were paid early in the month (i.e. December). Their contributions to TIAA-CREF and other funds would be transferred at the end of the month; therefore, individuals were losing several days of interest and other kinds of considerations. TIAA-CREF requires that VSU gives them open access to the account from which monies are to be taken. This should be in effect by April. VALIC is also working with VSU to develop some type of automatic system as well. Also, when the decision is made to render monthly salaries every effort will be made to insure that the tax shelter annuities are accounted for as well.

- iii. A request from several faculty that smoking areas be provided away from entrances to classroom buildings was remanded to the Environment Issues Committee
- iv. A request that an energy use policy be developed in order to control excess heating and cooling, and which encourages energy conservation was remanded to the Environmental Issues Committee
- v. At the last Senate meeting, Larry Moore asked if there was a policy regarding students cheating on final exams. There is a policy in the Student Handbook. There is a policy concerning Academic Irregularity on page 56 of the Faculty Handbook. The Educational Policies Committee has been asked to consider modifying or expanding the policy.
- vi. A request that a policy be developed for the Faculty Handbook regarding dealing with students who are disruptive in class was referred to the Educational Policies Committee.
- vii. *Ad hoc* committee on Commencement has been appointed from those who volunteered. The committee membership: Bob Hull (SPE/COMD), Chair; Alice Andrews (SPE/COMD), Jim Hornsby (ART), Bob Johnston (SPE/COMD), Jane Kinney (ENGL), Louis Levy (VPAA), Mike Meacham (MSW), Michael Noll (PAG), Deborah Robinson (CJ), Jane Whitehead (MCL), Gerald Wright (Registrar), Ron Zaccari (PRES)
- viii. Reports from Standing Committees
 - Academic Scheduling and Procedures – Ken Rumstay gave the report. (Attachment #2)

- a. **2004-2005 Academic Calendar.** The 2004-2005 Academic Calendar was approved. (Attachment #3)
- Academic Honors and Scholarship – Jane Kinney gave the report. (Attachment #4)
- Athletics – Deb Briihl – No report.
- Educational Policies – Steven Childs will report in the April Faculty Senate meeting.
- Environmental Issues – Deborah Robinson gave the report. (Attachment #5)

4. General Discussion

D. Boyd reported that Walter Peacock has stated that the Admissions Office will adhere to the deadline of July 18th for receiving applications for admission to Valdosta State University for Academic Year 2003-2004. W. Peacock also requested permission from the Faculty Senate to raise the minimum SAT scores required for admission from 430 to 440 (verbal) and from 400 to 410 (math). C. Barnbaum questioned the significance of such a small change in the SAT scores. L. Levy stated this is a manageable increase and that it is better to increase the scores in increments rather than a large increase at a later date. In reference to the deadline for applications, R. Zaccari stated that historically there has not been a cut off date at VSU. This would allow time to review the credentials of potential students. D. Boyd stated the issues would be turned over to the Educational Policies Committee for further review.

D. Boyd requested that all faculty complete the Administrative Evaluations and return them to the Institutional Research and Policy Analysis office for evaluation.

Cary Brague requested that one of the Faculty Senate committees review the titles of full-time, non-tenured track faculty. He noted that the title of Teaching Assistant is used for some full-time faculty and he recommends a change in title for these individuals. He also questioned as to whether the Faculty Senate could make recommendations to change a Board of Regents' mandate regarding workload hours for music teachers. For every one student they teach as an applied student they are given 2/3 load hour credit. For instance, next fall C. Brague will have fourteen hours of teaching for which he will receive 9-1/3 hours of credit. He would like to work in tandem with other Faculty Senates across the University System to make a recommendation to the Board of Regents for a change for all music teachers regarding load hours. Paul Fadil will be addressing this issue among others with the presentation of the Faculty Workload study.

R. Zaccari mentioned the presence of Public Safety on Patterson Street. He expressed his concern about the safety of the VSU students (approximately 1700) that cross Patterson Street each day. R. Zaccari, Jim Black (Interim Vice President for Business and Finance) and Scott Doner (Director of Public Safety) met and decided to place two Public Safety patrol cars at the entrance to Main Campus each morning in hopes that the presence of the officers would encourage motorists to reduce their speed when traveling near the University. R. Zaccari has met with Von Shipman, Valdosta City Engineer, to discuss the possibility of placing a traffic light at the entrance of Main Campus and redesigning the entrance into the campus.

Brad Bergstrom inquired where the Administrative Evaluation data is housed and if the information is published. D. Boyd stated the results of the evaluations are distributed to the

particular individuals that are evaluated. The issue of published results may be referred to the Faculty Affairs Committee for further review. Kerry Hinkle inquired whether the results of the Administrative Evaluation could be received sooner. He stated there is quite a length of time between when the evaluations are required to be submitted and when the results are distributed. This would also be true for the student evaluations of Faculty.

Mike Schmidt stated that he likes the new parking lot by the Fine Arts building; however, he would like to see more lighting and possibly another entrance. Jim Black informed the group that he and Von Shipman (Valdosta city engineer) recently met and are investigating the possibility of creating another entrance to the parking lot where Toombs Street ends at Brookwood Drive. Jim Black also stated that he is working with Brad Bergstrom, among others, to find optimal lights for the area near the Fine Arts building. J. Black informed the Faculty Senate that Von Shipman is working with R. Zaccari and others to create a right turn lane from Oak Street onto Baytree Road to alleviate some of the congestion on Oak Street. Von Shipman also suggested building an attractive wall at the location where the walkway from the Oak Street parking lot exits underneath the overpass. This wall would extend some distance down Oak Street and would hopefully encourage individuals to continue walking to the crosswalk located at Oak Street and Baytree Road rather than crossing Oak Street under the overpass. M. Schmidt also asked if there is any plan to eliminate paper copies of the class schedule. L. Levy stated there will be an attempt to improve the web based production of the schedule as well as placing other printed material such as bulletins, etc. on a cd for cost saving purposes.

P. Fadil inquired whether the vote in the February Senate meeting was to have the summer meeting of the Faculty Senate would be in May. D. Boyd stated that the vote in the February meeting simply indicated it would be appropriate to have the summer meeting of the Faculty Senate in May, but did not require it to be a May meeting.

Michael Stolfus mentioned that VSU buses could set an example for others by stopping at the crosswalks and allowing students to cross the street.

5. Adjournment – The meeting adjourned at 4:45 p.m.

(Attachment #1)

Institutional Planning Committee Report

The March, 2003 meeting of the Institutional Planning Committee was held on Wednesday, March 19th. The meeting was called to order by the chair at 3:05.

Present: Lynn Bell, Bruce Caster, Linda Bennett Elder, Kurt Keppler, Jim Marth, Blake Pearce, Susan Thomas, Jerry Siegrist, Tabitha Stair (Recorder)

Minutes from February 19 meeting were read, amended and approved.

The chair reported that the IPC website has been moved to a new server, and is now re-linked to VSU homepage.

The chair reported that COSA (Shannon McGee) had responded positively to a suggestion of representation on the Institutional Planning Committee. It was noted that COSA has representation on the University Planning Committee, and discussion centered on ways of providing the IPC a similar broad perspective when looking at new and complex issues. During this academic year Marsha Krotseng and SGA representative, Jim Marth, have been added as ex-officio members, and have both contributed to the committee's diversity. The committee felt that a representative from COSA will provide an additional perspective. Accordingly, the committee instructed the chair to proceed with an invitation to COSA to appoint an ex-officio member.

The chair reported on the Faculty Senate Executive Committee Meeting of March 6th. Committee members discussed the issue of campus time as it relates to shuttle bus routing, vehicular traffic flow, and transit time from one building to another.

Bylaws revisions made at the February 19 meeting were reviewed. The SGA and COSA representatives will be listed under "Membership" Article III d. The four components of Article II, the "Charge," were discussed and the consensus was to leave all four standing with emphasis on one or more as needed.

The chair reported on his letter to the Committee on Committees (Lyle Indergaard) requesting a one year extension of the chair's position. After some discussion the committee agreed to propose committee member Bruce Caster's Alternative Proposal Interpretation II (shown below) to the COC. The committee is indebted to B. Caster for a thoughtful analysis of this issue.

The issue of synchronization in the appointment of elected faculty was raised, and the chair was asked to pursue this with the COC.

Copies of the strategic goal reports made to UPAC since the February IPC meeting were distributed for review. It was noted that these reports are not static, but are living documents subject to prioritization and change. It was commented that one role of the IPC might be to note redundancies or gaps among the plans. The relationship of internal

(Attachment #2)

Academic Scheduling and Procedures Report

The Academic Scheduling and Procedures Committee of the Faculty Senate met on October 3rd, November 7th, and March 6th. Minutes of these meetings have been placed on file in the archives at Odum Library. Our final meeting of the year is scheduled for 4:00 pm on April 9th, in the Conference Room of the Dean of Arts and Sciences, and is open to all interested individuals.

During the 2002-2003 academic year, the Committee has addressed the following issues:

1) Committee Charge, Goals, and Bylaws

At its first meeting the Committee assessed its charge (as stated in the Faculty Senate bylaws), outlined its goals for the year, and reviewed the procedures under which it operates. Changes to the charge and procedures were approved at the November 7th meeting, and forwarded to Executive Secretary David Boyd. One change of note is that one committee member shall be designated to collaborate with city and county school systems to assist in synchronizing academic calendars; Robert Kellner is the current designated member.

2) Academic calendar for 2004-2005

At its November 7th meeting the Committee approved academic calendar for 2004-2005. That calendar has been sent to the Faculty Senate for approval. One modification is to be made: the spring 2005 semester break (listed as "TBA" in Attachment 1 of the Faculty Senate Agenda for 2003 March 20) has been set for March 28 to April 1 of 2005, to coincide with spring break at the local public schools.

3) Scheduling of semester breaks

Much of the Committee's activities during the year have centered on the possibility and desirability of altering our current policy regarding scheduling of semester breaks. Many individuals (faculty and students) have expressed the opinion that breaks occur too late in the semester. Given the rigidity of our semester start and end dates (set by the Georgia Board of Regents), the only feasible options are as follows:

- a) A week-long break is currently scheduled for Thanksgiving week. The only practical alternative would be to have a five-day weekend (Wednesday to Sunday) during that week, and a four-day weekend (Saturday to Tuesday) earlier in the semester.
- b) Similarly, the current week-long break during spring semester (scheduled to coincide with the local school systems' spring break) could be replaced by two long weekends.
- c) Alternatively, VSU could retain a week-long break during spring semester, and simply schedule it earlier in the semester.

Replacing our current week-long breaks with two shorter breaks may help to alleviate faculty and student "burnout", but would have some adverse effects. Joseph Mattachione, Director of Housing and Resident Life, has indicated that rescinding week-long semester breaks would necessitate leaving all dormitories open, and food service operating at normal capacity, for the entire semester. The resulting additional expense would eventually be passed on to the students. And of course

synchronizing our spring break with that of the Valdosta City and Lowndes County public school systems benefits those students enrolled in our College of Education, VSU faculty who have children enrolled in the public schools system, VSU non-traditional students who may similarly have children enrolled in the public schools, and those faculty of the public schools who may be enrolled in courses here at VSU.

The Committee has found much conflicting anecdotal evidence regarding student demand for change to the current break schedule. In view of this, the Committee has requested that the Student Government Association poll the entire student body at VSU, ensuring that students are aware of the various options and of the added costs to be incurred. The Committee plans to similarly poll the faculty and staff. After analyzing the results, the Committee will make its recommendation regarding scheduling of semester breaks to the Faculty Senate for consideration.

4) Breaks between classes

The Committee has discussed the possibility of increasing the time interval between class periods from the current ten minutes to possibly fifteen or twenty minutes. Several students have complained that ten minutes is not sufficient to change classes, especially between the Main and North Campuses. However, the rigidity of the current academic calendar means that such a change would necessarily result in a reduction in the number of course sections which could be offered; in light of our increasing enrollment this is not a viable option!

The current situation may be ameliorated by the following considerations:

- 1) The Administration is considering the possibility of adjusting the scheduling of North Campus classes, so that they begin on the half-hour. Main-Campus classes would retain their current scheduling.
- 2) If Patterson and Ashley Streets are converted to one-way thoroughfares as planned, traffic flow between the Main and North Campuses should be expedited.
- 3) Jim Black (Interim Vice President for Business and Finance) is investigating the possibility of synchronizing the clocks in the classrooms, so that all classes begin and end simultaneously.

(Attachment #3)

**Fall 2004
Academic Calendar**

| | |
|----------------------|-----------------------|
| Registration | Friday, August 13 |
| First Day of Classes | Monday, August 16 |
| Labor Day Holiday | Monday, September 6 |
| Midterm | Friday, October 8 |
| Thanksgiving Break | M-F, November 22-26 |
| Last Day of Classes | Monday, December 6 |
| Exam Preparation Day | Tuesday, December 7 |
| Final Exams | Wednesday, December 8 |
| Final Exams | Thursday, December 9 |
| Final Exams | Friday, December 10 |
| Commencement | Saturday, December 11 |

**Spring 2005
Academic Calendar**

| | |
|----------------------------|--------------------|
| Registration | Friday, January 7 |
| First Day of Classes | Monday, January 10 |
| Martin Luther King Holiday | Monday, January 17 |
| Midterm | Friday, March 4 |
| Spring Break | March 28 – April 1 |
| Last Day of Classes | Monday, May 2 |
| Exam Preparation Day | Tuesday, May 3 |
| Final Exams | Wednesday, May 4 |
| Final Exams | Thursday, May 5 |
| Final Exams | Friday, May 6 |
| Commencement | Saturday, May 7 |

**Summer 2005
Academic Calendar**

Summer I

| | |
|----------------------|-------------------|
| Registration | Wednesday, May 11 |
| First Day of Classes | Thursday, May 12 |
| Midterm | Tuesday, May 24 |
| Memorial Day Holiday | Monday, May 30 |
| Last Day of Class | Thursday, June 2 |
| Final Exams | Friday, June 3 |

Summer II

| | |
|--------------------------|--------------------|
| Registration | Tuesday, June 7 |
| Registration | Wednesday, June 8 |
| First Day of Classes | Wednesday, June 8 |
| Independence Day Holiday | Monday, July 4 |
| Midterm | Wednesday, July 6 |
| Last Day of Classes | Tuesday, July 26 |
| Final Exams | Wednesday, July 27 |
| Final Exams | Thursday, July 28 |
| Final Exams | Friday, July 29 |
| Commencement | Saturday, July 30 |

Summer III

| | |
|----------------------|--------------------|
| Registration | Tuesday, June 7 |
| First Day of Classes | Wednesday, June 8 |
| Midterm | Friday, June 17 |
| Last Day of Classes | Wednesday, June 29 |
| Final Exams | Thursday, June 30 |
| Commencement | Saturday, July 30 |

Summer IV

| | |
|----------------------|--------------------|
| Registration | Tuesday, June 7 |
| First Day of Classes | Tuesday, July 5 |
| Midterm | Friday, July 15 |
| Last Day of Classes | Tuesday, July 26 |
| Final Exams | Wednesday, July 27 |
| Commencement | Saturday, July 30 |

(Attachment #4)

Academic Honors and Scholarship Report

The Academic Honors and Scholarships Committee has met four times during the 2002-2003 academic year (September 17, October 26, February 10, March 10).

Accomplishments for the year:

1. Reception and ceremony recognizing the First Year and President's First Year Scholars was held in November.
2. The Georgia Legislature Academic Recognition Day honoree was selected (Christia Williams).
3. The 2003 recipient of the Annie Powe Hopper Award was selected.
4. Committee bylaws were located and revised to reflect current practices and calendar.
5. The University Special Events coordinator was added as an ex-officio member of the committee.
6. At the request of the President, the University Honors Day was evaluated and revised. Following a two-year plan, the 2003 University Honors Day will be changed to put more focus on the student recipients of major awards, to minimize disruptions, and to keep to time limits. The individual colleges were reminded of the Faculty Senate's directive that they begin hosting honors ceremonies for college and department awards. The 2004 University Honors Day will be changed to a banquet for university-wide award winners and the faculty and administrators concerned.

(Attachment #5)

Environmental Issues Committee Report

The Environmental Issues Committee has four subcommittees, all of which have been very active this past year.

The Campus Beautification and Stewardship Subcommittee:

1. Implementation and oversight of the cooling tower native landscape and outdoor teaching area in front of the Biology/Chemistry building.
2. Consulted with the President and the VP Black on numerous projects and plans potentially affecting campus trees, as prescribed by the VSU Tree Policy (emphasizing avoidance, minimization, and mitigation).
3. Worked in collaboration with the Grounds Division on preventive maintenance of campus trees.
4. Initiated the One-Mile Branch restoration project; current status: a campus visit and initial assessment by a consultant was completed, the formation of a project steering committee was completed, and a preliminary discussion of planned engineering feasibility study was completed.

The Facilities Issues Subcommittee has discussed energy saving measures on campus, lighting issues (especially with regard to new parking lots) and reduction of paper towel waste in campus restrooms. Energy saving measures are as simple as turning off lights in vacant classrooms. Properly shielded, no-glare lights, with little upward directed (wasted) light, as outlined in the VSU Lighting Policy, should be considered for new parking lots. Alternatives to paper towel in restrooms will be studied. A meeting of the Subcommittee is planned for April.

The Traffic and Parking Planning Subcommittee has been working with VP Black to evaluate campus parking. As a result, two new faculty parking areas have been created, one in front of Nevins Hall and the creation of parking on the basketball area behind the Fine Arts building. With these new spaces, faculty spaces in Oak Street were returned to the students. The Subcommittee is continuing to address student parking issues.

The Recycling Subcommittee has met to discuss placing recycling bins on campus. It was agreed that the big white recycling barrels will be placed in all the concession areas and that 9 recycling barrels will be placed in the dorms. It was also agreed that the recycling barrels will be placed outside on a designated day and recycling will be picked up then. Presently, Coke has started to place barrels around campus -- these barrels being donated free by Coke. The Recycling Subcommittee is also working towards placing recycling barrels in the dining halls. The Subcommittee wants to promote education about recycling through appropriate signs for the bins, newspaper articles, and email announcements.