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**Consolidation Implementation Committee (CIC)
Minutes**

April 21, 2017

3:00 p.m.

Armstrong State University
Armstrong Center Ballroom A

I. Welcome and Opening Remarks – The meeting was called to order at 3:03 PM.

Dr. Linda Bleicken welcomed everyone to the meeting. She recognized Vice Chancellor John Fuchko and Randy Stuart's presence, noting that VC Fuchko had attended a series of meetings with various Armstrong constituents and OWG 3-1 earlier in the day.

Dr. Jaimie Hebert thanked everyone for their hard work on the mission statement, which was approved by the USG Board of Regents on April 19, 2017.

II. Consolidation Business

A. Update on Mission Statement (OWG A-2)

1. The following mission statement for the new Georgia Southern University was approved by the USG Board of Regents on April 19, 2017.

Georgia Southern University is a public comprehensive and Carnegie Doctoral/Research university offering associate, bachelors, masters, and doctoral degrees in nationally accredited programs in the liberal arts, sciences, and professional disciplines.

The University provides transformative learning opportunities to meet the needs of a diverse student population through its legacy of commitment to academic excellence and personal attention. Through the shared resources of its multiple locations, the University creates vibrant learning environments that foster an inclusive, student-centered culture of engagement designed to prepare students for lifelong service as scholars, leaders, and responsible stewards of their communities. The University enhances the quality of life and drives economic development in the Coastal Georgia region, the State of Georgia, and beyond by supporting collaborative efforts in technological innovation, scientific advancement, education, health services, artistic creativity, and cultural enrichment. Faculty, staff, and students embrace the values of integrity, civility, kindness, respect, sustainability, citizenship, and social responsibility in every facet of the University.

B. Update on Planning Documents

1. Dr. Hebert asked the committee to note the email dated April 21, 2017, from Tim Moody and Ron Stalnaker concerning a collaboration tool that will facilitate online meetings and conference calls, project management, and report submission. For reference, the website is teams.georgiasouthern.edu. For technical assistance, use the Support tab to contact IT services. For questions on process, please continue to contact Randy Stuart.
2. To improve efficiency and reduce confusion regarding document versions, please submit OWG recommendations directly to Randy Stuart, not an FA co-chair.

III. Review of OWG Recommendations:

Dr. Hebert noted that there were 14 OWG recommendations on the agenda and that he expects the volume of recommendations will likely increase to 40-60 for future CIC meetings. He asked that each CIC member prepare for the meetings by reading the consent agenda closely and preparing any questions in advance. During the CIC meetings, Dr. Hebert will announce the OWG recommendation by number and ask for discussion. He will then ask if there is consensus on the item. If there is consensus and no dissent, the item will be considered approved by the CIC and will be posted on the website. NOTE: This was the process used for the following OWG recommendations, all of which were approved by consensus of the CIC with no objections.

A. OWG 13: Human Resources – Co-chairs: Willette Stevens (ASU) and Rebecca Carroll (GSU)

The following recommendations were approved by consensus of the CIC with no objections.

1. **Recommends that the staff governance bodies of the two institutions become a single body to be known as the Georgia Southern University Staff Council. An amended set of by-laws and constitution will reflect this change and address the mechanism for the changes.**

The missions of the individual staff councils will be combined to create a new Georgia Southern University Staff Council Mission Statement to read:

“The Mission of the Council is to advance the exchange of information, provide a common voice for ideas and concerns, and maintain a communication link between staff members and University administration to promote a positive and collaborative work environment. Staff Council works to ensure that staff employees work in a respectful atmosphere, with opportunities for their own professional and personal growth and development, while supporting the mission of Georgia Southern University.”

- 2. Recommends updating the current Georgia Southern constitution and bylaws to reflect an expanded body of staff council members from 18 to 27, including 8 seats being at-large status. Voting section of bylaws will articulate the mechanism for making such changes:**

Georgia Southern has 18 staff council members (14 representing President/VP areas and 4 at-large) and Armstrong has 9 staff council members (5 representing President/VP areas and 4 at-large). Expansion of the staff council to 27 members, including 8 seats at-large, will allow Armstrong Campus, Liberty Campus, Herty Advanced Materials and Coastal Georgia Center to have representation and a vote on the council.

B. OWG 14-1: Budget – Co-chairs: Jessica Henderson (ASU) and Connie Clark (GSU)

The following recommendations were approved by consensus of the CIC with no objections.

- 1. Recommends utilizing Georgia Southern’s institutional developed Budget Amendment System for tracking current and permanent budget amendments throughout the fiscal year:**

Georgia Southern has an institutional budget amendment system that affords institutions the ability to track budget amendments by individual faculty/ staff member as well as permanent and current year travel, operating and equipment budgets. Armstrong does not currently have a system for budget amendments. This recommendation extends functionality to Armstrong not previously available.

- 2. Recommends utilizing Business Objects financial reporting system rather than iStrategy:**

Georgia Southern currently utilizes Business Objects financial reporting rather than iStrategy. Business Objects provides greater financial reporting capability and is easier to use for a wide variety of campus users.

C. OWG 15-1: Infrastructure – Co-chairs: Angel Howard (ASU) and Mike Fox (GSU)

The following recommendation was approved by consensus of the CIC with no objections.

- 1. Recommends establishing a dedicated network connection between the Statesboro and Armstrong (Savannah) campuses:**

The connection will facilitate communication between both campuses for all critical systems.

D. OWG 15-5: Banner – Co-chairs: Chris Yarborough (ASU) and Ted Williams (GSU)

The following recommendation was approved by consensus of the CIC with no objections.

- 1. Recommends that Georgia Southern University/Armstrong State University consolidate the Banner Student Information Systems with an A+B=A model (where A = Georgia Southern University and B = Armstrong State University):**

It was decided the A+B=A model would be the most efficient model to ensure the data integrity of Georgia Southern's Advancement data. In addition, due to the number of third party applications, this model will allow us to be more efficient in our implementation by allowing some third party applications to be enhanced without having to be reimplemented. Most importantly, this model will have the least impact on our student populations.

E. OWG 19: General Auxiliary Services – Co-Chairs: Greg Surette (ASU) and Eddie Mills (GSU)

The following recommendations were approved by consensus of the CIC with no objections.

- 1. Recommends merging two ID card systems into one:**

Card Services should be the only place to print cards for access control and all third party ID cards. Both institutions are using Blackboard, so this one is relatively simple.

- 2. Recommends that the Print Shops will maintain separate locations, but become one operation with shared common resources and will have one budget:**

Each campus will continue to need a physical location for a Print Shop, because of the distance between the campuses.

- 3. Recommends that the Postal Services will merge mail/package tracking systems (WTS/QTrak), merge all postage permits and accounts, continue with two physical locations, but have one budget:**

The proximity of the campuses will necessitate two postal facilities, but they can be operated as one entity and have one budget. Students will continue to need a physical location to retrieve and send packages.

F. OWG 20-1: Public Safety and Security – Co-chair: Laura McCullough (GSU)

The following recommendations were approved by consensus of the CIC with no objections.

1. Recommends moving parking functions out of the Armstrong Public Safety Department into the Parking & Transportation Department at Georgia Southern:

Parking at Armstrong is currently housed under the Public Safety Department. Georgia Southern has a Parking & Transportation Department that is better equipped to handle the functions required by parking such as sales of permits; payment of campus citations; a comprehensive database of all vehicles registered on campus; and management and maintenance of parking lots and traffic control devices, signage and equipment.

2. Recommends adopting Georgia Southern’s Public Safety policy manual for use as departmental policy for Public Safety department on all campus locations:

Current policy manual in use by Georgia Southern’s Public Safety is approved by Georgia Association of Chiefs of Police for State Accreditation. Adoption of this policy manual will insure that the same standards are being adhered to at all locations, therefore insuring that the standards requires for State Certification are being carried out throughout the expanded Georgia Southern Public Safety Department. Some modifications will need to be made to the existing Georgia Southern SOP.

3. Recommends replacing all existing signage and decals with Armstrong PD building with signage and decals matching current Georgia Southern Police Department:

To make the Public Safety building on Armstrong Campus identifiable as the Georgia Southern Public Safety office on Armstrong’s campus.

4. Recommends replacing existing decals on all Armstrong police vehicles with decals to match existing markings on Georgia Southern University Police vehicles:

To recognize all Georgia Southern University Police vehicles with the correct departmental markings. Decaling on Georgia Southern University Police vehicles is designed using a trademark logo specifically identifiable with the university.

- 5. Recommends purchasing for the Armstrong Campus radios that are compatible with the current Public Safety Network utilized in both Bulloch and Chatham Counties. This purchase should take place by April 30, 2017:**

This procurement will unify critical communications between all of the University's campuses and insure interoperability for all Public Safety departments in this geographical region. Chatham County has already switched to the encrypted P25 network on April 3rd of this year without giving notice to ASU. Armstrong is currently borrowing radios from another Public Safety entity in Chatham County as a temporary solution. This recommendation has been approved by Mike Fox and Angel Howard for compliance with OWG 15-1.

IV. Additional Discussion

- A.** Dr. Bleicken introduced a new member of the CIC, Nipuna Ambanpola. He is the incoming Armstrong Student Government Association president for 2017-2018. He will replace current SGA president Dustin Stewart at the end of the current academic year.
- B.** Teresa Flateby reported from the A-Team that Section 6 of the SACS prospectus regarding libraries was near completion.
- C.** VC Fuchko confirmed that the senior organizational chart was approved by Chancellor Wrigley and would not come to the CIC for approval.
- D.** Dr. Hebert will be interviewing for the senior VP positions during the week of April 24 and expects to make announcements with regard to those positions within a few weeks. He expects that additional personnel decisions will come in phases, with priority given to vetting internal candidates.

V. Future CIC Meetings –

- A.** After a brief discussion, it was determined that future CIC meetings should occur on Wednesdays, with the expectation that there would be two per month through August 2017. Trina Smith (Armstrong) and Leigh Price (Georgia Southern) were tasked with arranging future CIC meetings.
- B.** OWG co-chairs will be invited to the CIC meetings when their OWGs have recommendations on the agenda.

VI. Conclusion

- A.** Vice Chancellor Fuchko thanked Armstrong staff, students, and members of the Diversity Council, OWG 3-1, and Cybersecurity teams for their hospitality during his visit.



- B.** Randy Stuart thanked IT staff for their efficiency in uploading the live OWG sites to the project management site and thanked Gregg Sekscienski and his staff for uploading the live OWG sites to the consolidation website.

- C.** The meeting adjourned at 3:40 PM.

Respectfully submitted,
Trina R. Smith