

Albany State University / Darton State College Consolidation

Operational Working Groups: Leadership and Responsibilities *(Responsibilities are in Italics)*

This document lists:

- the 77 Operational Work Groups (OWG) where most of the work of consolidation will be accomplished, as well as the two co-chairs for each OWG, one each from DSC and ASU;
- the 22 functional areas into which the 77 OWGs are divided, as well as the functional area coordinators;
- the points of contact in the University System of Georgia's Central Office (USO) for the functional area coordinators; and
- the division of the over 700 responsibilities identified on the USG's Consolidation Tracker, to which more will undoubtedly be added by the OWGs as they pursue their work.

A. Overall University Structure- Coordinators: Art Dunning and Richard Carvajal, Presidents;
USO Contacts: Shelley Nickel (Shelley.Nickel@usg.edu) and Michael Crafton (Michael.Crafton@usg.edu),

1. Overall Structure-Consolidation Implementation Committee
Determine Campus-Wide Functional Units
2. College Structure-Consolidation Implementation Committee
Determine College Structure and Address Department Locations
3. Vision and Mission-Consolidation Implementation Committee
Develop New Vision and Mission Statements

B. Academic Degrees and Programs- Coordinator: Funke Fontenot,
Interim Provost and Vice President for Academic Affairs;
USO Contacts: Marti Venn (martha.venn@usg.edu), Linda Noble (linda.noble@usg.edu)

4. Business
ASU Cochair- Alicia Jackson, Dean, College of Business
DSC Cochair- Preston Sweet, Associate Professor of Computing Disciplines
Address Program and Curriculum Differences
Streamline Program Offerings
Combine Curriculums
5. Education
ASU Cochair- Thomas Thompson, Dean, College of Education
DSC Cochair- Wendy Kennedy, Chair, Social Sciences
Address Program and Curriculum Differences
Streamline Program Offerings

Combine Curriculums

6. Humanities (including fine arts and social sciences)

ASU Cochair- Florence Lyons, Associate Professor and
Coordinator of Speech & Theatre

DSC Cochair- Wendy Kennedy, Interim Dean of Humanities
& Social Science

Address Program and Curriculum Differences

Streamline Program Offerings

Combine Curriculums

Review funding structure for arts programs

7. Math

ASU Cochair – Zephyrinus Okonkwo, Professor of Math & Computer
Science

DSC Cochair – Anthony Smith, Chair of Math & Computing

Address Program and Curriculum Differences

Streamline Program Offerings

Combine Curriculums

8. Nursing, Health Sciences and Physical Education

ASU Cochair- Joyce Johnson, Dean, College of Sciences & Health
Professionals

DSC Cochair- Kerri Johnson, Dean, School of Health Professionals

Address Program and Curriculum Differences

Streamline Program Offerings

Combine Curriculums

9. Sciences

ASU Cochair- Ashok Jain, Professor of Biology

DSC Cochair- George Flowers, Dean, School of Science, Math &
Computing

Address Program and Curriculum Differences

Streamline Program Offerings

Combine Curriculums

C. Academic Affairs- Coordinator: Kimberly Holmes, Interim Associate Provost;
USO Contacts: Joyce Jones (joyce.jones@usg.edu), Linda Noble (linda.noble@usg.edu),
Marti Venn (martha.venn@usg.edu), Rob Anderson (Rob.anderson@usg.edu)

10. Unmet Regional Needs

ASU Cochair-Funke Fontenot, Interim Provost/VPAA

DSC Cochair- Kimberly Holmes, Interim Associate Provost

Assess Regional Workforce Needs Not Currently Being Met by

Either Institution

Develop Curriculums

11. Graduate Admissions

ASU Cochair: Carolyn Rollins, Associate Professor, College of
Education

DSC Cochair: Kerri Johnson, Dean, College of Health Professionals

- Establish Criteria and Procedures for Graduate Admissions and Graduation*
Graduate Recruitment
Develop graduate transfer, transient, and other policies and procedures
Identify and recommend potential new graduate programs
12. Inventory of Programs, Authorized Degrees, Delivery Modes, Assessment etc.
 ASU Cochair- Frank Archer, Director of Institutional Research & Chief Data Officer
 DSC Cochair- Victoria Smith-Butler, Chair of Humanities/Associate Professor of Communications
Develop Common Assessment Instruments and Cycles
Develop Institutional Curriculum Approval Processes
Develop a Uniform Course/Instructor Evaluation Instrument
Determine Syllabi Requirements
Coordinate with Program-Based Accreditation Entities
Review Student Surveys & Revise Admin Processes
Create Common Student Learning Outcomes Area F
13. Library
 ASU Cochair- LaVerne McLaughlin, Director of the Library
 DSC Cochair- Mary Washington, Director, Learning Resource Center
Merge Library Operations and Staffing
Revise Library and Learning Resources Section for SACSCOC Prospectus
Review, Reconcile, and Revise Library Policies
Submit Updated Job Descriptions for Classified Positions to HR
Review, Reconcile, and Revise Library Goals and Develop Joint Goals
Ensure Library Systems and Client Interfaces are a Priority in IT Pipeline
Complete Changes Associated with Specialty Depts. Print Media, e-Resources
Review, Revise, and Consolidate Library Websites
Keep Planning to Consolidate Print and e-Resources
Negotiate with Vendors
Choose Best Option to Sustain & Garner Funds for Scholarly Commons
Determine GALILEO database pricing models
14. Online Education
 ASU Cochair – LaQuata Sumter, Director of Academic Online Instruction
 DSC Cochair – Renita Luck, Director of Online Learning
Address Program and Curriculum Differences
Streamline Program Offerings

Combine Curriculum
Identify eMajor Role
Combine Online Course and Program Offerings
Identify eCore Role

15. Retention, Progression, and Graduation (RPG)

ASU Cochair- Cynthia Evers, Interim VP for Student Affairs & Success;

DSC Cochair- Kimberly Holmes, Interim Associate Provost

Develop Joint Complete College Georgia Submission

Address Textbook Policies across Campus

Revise Orientation Programs to be Appropriate for New University

Create professional development plan for faculty on retention, progression, and graduation

19. General Education and Core Curriculum

ASU Co-Chair- Victoria Eiland, Registrar

DSC Cochair- Frances Carr, Registrar

Combine Curriculum

Create Common Student Learning Outcomes for Gen Ed

Develop Common Area B Requirements

Submit Any Changes to USG Council on General Education

Determine any Non-Core Requirements (Health, Phys. Ed., etc.)

D. Student Success - Coordinator: Cynthia Evers, Interim VP for Student Affairs & Success;
USO Contact(s): Linda Noble (Linda.Noble@usg.edu), Joyce Jones (Joyce.Jones@usg.edu)
& Michael Crafton (Michael.Crafton@usg.edu), Rob Anderson (rob.anderson@usg.edu),
Marti Venn (Martha.venn@usg.edu)

16. Advising, Mentoring, and Tutoring

ASU Cochair- Ouida McAfee, Director of Academic Advising

DSC Cochair- Pat Ridgeway, Assistant Dean of Student Success

Develop Common Advising Processes and Procedures

Ensure Academic Tutoring Services are provided on Both Campuses

Ensure Mentoring Services/Opportunities are provided on Both Campuses

17. Assessment of Institutional Effectiveness

ASU Cochair- Frank Archer, Director of Institutional Research & Chief Data Officer

DSC Cochair- Jason Goodner, Interim Chair of Social Sciences;
Assistant Professor of Sociology

Develop Assessment Methods to be Used after Consolidation is Finalized

18. First Year Programs

ASU Cochair- Kevin Scott, Assoc Prof English & Modern Languages

DSC Cochair- Jeremiah Pitts, Assoc Prof of ESOL

Consolidate First Year Programs into One Admin. & Operating Structure

20. Honors Programs

ASU Cochair- Melvin Shelton, Honors Program Coordinator

DSC Cochair- Shani Clark, Honors Program Coordinator

Consolidate Honors Programs into One Admin. & Operational Structure

21. International Programs

ASU Cochair – Nneka N. Osakwe, Global Programs

DSC Cochair – Jeremiah Pitts, Assoc Prof of ESOL

Consolidate Intl. Programs into One Admin. & Operational Structure

Coordinate with Homeland Security

E. Faculty Affairs- Coordinator: Funke Fontenot, Interim Provost and Vice President for Academic Affairs; USO Contacts: Linda Noble (linda.noble@usg.edu), Marion Fedrick (Marion.Fedrick@usg.edu) & Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu), Marti Venn (martha.venn@usg.edu)

22. Faculty Credentials, Rosters, Workloads, Pay

ASU Cochair- Frank Archer, Director of Institutional Research & Chief Data Officer

DSC Cochair- Stacey Marshall, Dir of Dental Hygiene Program

Determine Processes and Procedures for Hiring Full and Part-time Faculty

Determine Need for Salary Adjustments

Merge Current Faculty Rosters

Transfer Faculty Files to One Location (near Consolidation Date)

Develop a Common Faculty Evaluation Process

Combine New Faculty Orientations and Fall Faculty Conferences

Determine Consolidation Impact on Faculty and Faculty Workloads

Update Faculty Contracts

Combine Faculty Grievance Processes

Establish Process and Procedures for Determining Faculty Seniority

Determine Faculty Membership on Regents Academic Advisory Committees

23. Faculty Honors and Awards

ASU Cochair- George Thomas, Prof of Criminal Justice & Fac Liaison

DSC Cochair- Victoria Smith-Butler, Chair of Humanities

Consolidate Faculty Honors and Awards Programs into a Single Program

24. Promotion, Tenure, and Faculty Development

ASU Cochair- Erica Decuir, Asst Prof in the College of Education
DSC Cochair- Kimberly Holmes, Interim Associate Provost
Combine Promotion and Tenure Policies and Procedures

- Address Faculty Development Opportunities and Requirements*
25. Research, Scholarship, Creative Activity, Grants, and Sponsored Operations
ASU Cochair- Louise Wrensford, Research & Dean of the Grad College
DSC Cochair- Ulf Kirchdorfer, Professor of English
Remain Aware of and Track Intellectual Property
Address Consolidation of and Requirements for Centers and Institutes
26. Technology Enhanced Education and Testing Center
ASU Cochair- Del Kimbrough, VP for IT
DSC Cochair- Renita Luck, Director of Online Learning
Consolidate Testing Center

F. Student Enrollment- Coordinator: Kimberly Holmes, Interim Associate Provost
USO Contacts: Joyce Jones (Joyce.Jones@usg.edu), Rich Loftus (rich.loftus@usg.edu), Tracy Ireland (tracy.ireland@usg.edu), Bobby Laurine (bobby.laurine@usg.edu), Doug Hyche (doug.hyche@usg.edu)

- 27A. Calendar and Schedule
ASU Cochair- Victoria Eiland, Registrar
DSC Cochair- Frances Carr, Registrar
Review and Revise Faculty/Staff Surveys, and Determine Schedules
Create Common Holiday Calendar
Create a Common Academic Calendar
Develop Common Class Schedule
Ensure a Unified Course Schedule is prepared by Upcoming Semester

- 27B. Registrar
Consolidate Admissions, Registrations, and Graduation (undergraduate and graduate) Policies & Procedures
Determine Grade Reporting Processes
Address Student Records Policies and Procedures
Develop Transcript Specifications
Consolidate FERPA Training
Address Security Issues- Records

28. Ceremonies
ASU Cochair- Gwen Hosley, University Events Coordinator
DSC Cochair- Frances Carr, Registrar
Determine Location and Frequency of Graduation Ceremonies
Combine Honors Day Activities
Determine Founder's Day Convocation Traditions
Determine Homecoming Convocation Traditions

29. Financial Aid

ASU Cochair- Stephanie Lawrence, Director of Financial Aid

DSC Cochair- Sybil Smith, Director of Financial Aid

Consolidate Financial Aid Functions and Coordinate with U.S. DOE

Begin Preparing the eAPP

Make decision on Perkins Portfolio Liquidation or Adoption

Reconcile Financial Aid ASAP

30. Preparation of Merged Catalogues

ASU Cochair- Victoria Eiland, Registrar

DSC Cochair- Nicole Horn, Assistant Registrar

Merge Catalogues

31. Recruitment

ASU Cochair- Dwana Trimble, University Admissions

DSC Cochair- Allan Case, Director of Admissions

Integrate Recruiting Practices and Materials

CRM data integration and adoption of current or new CRM

Campus Visit & Event program integration

College Fair participation in 2016-2017

Search integration and list integration

32. Undergraduate Admissions, Transfer, and Transient Policies

ASU Cochair- Detrenyona Chester, Enrollment Services Coordinator

DSC Cochair- Allan Case, Director of Admissions

Combine Articulation Agreements with TCSG, USG and Other Institutions

Determine SAT/ACT Requirements

Develop Common Transfer, Transient, and Other Policies

Review additional Admission Requirements

Streamline Application Process & Decision Making

G. Advancement, Development, and Alumni Affairs- Coordinator: Randae

Davis, DSC Director of Development;

USO Contacts: Charles Sutlive (Charles.sutlive@usg.edu), Kimberly Ballard-Washington

(Kimberly.Ballard-Washington@usg.edu)

33. Alumni Affairs

ASU Cochair- Sue Solomon, Director, Alumni Affairs

DSC Cochair- Jenny Collins, Communications Manager

Merge or Retain Separate Alumni Associations

34. Advancement Services, including Donor Relations

ASU Cochair- Clifford Porter, Director of Advancement Services

DSC Cochair- Randae Davis, Director of Development

Consolidate Advancement Services and Donor Relations

Consolidate or retain Vendor Contracts

Coordinate Funding Streams and Scholarship Funding

35. Fund-Raising

ASU Cochair- Andrew Floyd, Director of Development

DSC Cochair- Randae Davis, Director of Development

Consolidate Fund-Raising Efforts

- H. Athletics-** Coordinator: Lea Henry, DSC Interim Director of Athletics;
USO Contact: Michael Crafton (Michael.Crafton@usg.edu), & Athletic Review Committee

36. Sports, Scheduling, and Scholarships

ASU Cochair- Richard Williams, Director of Athletics

DSC Cochair- Lea Henry, Interim Director of Athletics

Combine Athletic Programs

- I. Diversity & Inclusion Programs/Activities-** Coordinator: Wendy Wilson, Executive Director for the Darton State College Cordele Center; USO Contacts: Felita Williams (Felita.Williams@usg.edu), Kimberly Ballard-Washington (kimberly.ballard-washington@usg.edu), Marti Venn (martha.venn@usg.edu)

37. Programs and Activities

ASU Cochair- Rowena Daniels, ASU Chief Legal Affairs Officer

DSC Cochair- Claudia Lyerly, Ethics & Compliance Coordinator

Consolidate Diversity and Inclusion Programs and Activities

- J. Economic Development and Community Relations-** Coordinator: Coordinator:
Cynthia George, Vice President for Institutional Advancement;
USO Contacts: Charles Sutlive (Charles.sutlive@usg.edu), Mark Lytle (Mark.Lytle@usg.edu), Sonja Roberts (Sonja.roberts@usg.edu)

38. Government and Community Relations

Chair- Cynthia George, Vice President for Institutional Advancement

Develop and Maintain Legislative Relationships and Support

39. Community Engagement

ASU Cochair- Wendy Wilson, Executive Director for the Darton State College Cordele Center

DSC Cochair- Cynthia George, Vice President for Institutional Advancement

Identify Community Engagement Undertakings at Both Institutions

Integrate Institutional Community Engagement Efforts

Develop Structure to Maximize and Publicize Community Engagement

40. Economic Development

ASU Cochair- Alicia Jackson, Dean, College of Business

DSC Cochair- Kimberly Holmes, Interim Associate Provost

Align Institutional Economic Development Efforts with USG Efforts

Identify Institutional Capabilities Most Likely to Aid Economic Development
Develop Structure to Maximize “Marriage Making” Capabilities

K. Media and Marketing- Coordinator: Cynthia George, Vice President for Institutional Advancement;USO Contact: Sonja Roberts (Sonja.roberts@usg.edu)

41. Marketing

ASU Cochair- Wendy Wilson, Executive Director for the Darton State College Cordele Center

DSC Cochair- Cynthia George, Vice President for Institutional AdvancementE

Develop Rebranding Initiatives

Create Integrated Public Relations Plan

42. Media Relations

ASU Cochair- Jianchuan "Henry" Zhou, Assoc Prof Mass Comm

DSC Cochair- Jenny Collins, Communications Manager

Coordinate Communications on Consolidation

Announcements

Coordinate Communications to Announce Regents’

Actions

Coordinate and Review News Releases on Consolidation

Create Communications Plan to get Messaging out Internally and Externally

Conduct Monthly Meetings with all PR Personnel to Assess Communications

Combine Speakers Bureaus List

Assessing needs and avenues of communication during consolidation

43. Publications and Collaterals

ASU Cochair- LaNedra Carroll, Director of Univ Communications

DSC Cochair- Jenny Collins, Communications Manager

Production of internal and external promotional materials

44. Social Media

ASU Cochair- Danyelle Gary, Univ Comm

DSC Cochair- Jenny Collins, Communications Manager

Consolidate and Invigorate Social Media Presence and Impact

45. University Website

ASU Cochair- LaQuata Sumter, Director of Academic Online Instruction

DSC Cochair- Jenny Collins, Communications

Manager

Create a new Website, Photo, and President’s Letter

Finalize Creation of Joint Website

Explore Content Management Systems (CMS)

Explore Policy Creations with regard to content management and content style

L. University / College Foundations- Coordinators: Art Dunning & Richard Carvajal, Presidents;
USO Contacts: Susan Ridley (Susan.Ridley@usg.edu) & Daryl Griswold (daryl.griswold@usg.edu)

46. University Foundations Operations and Integration

ASU Cochair- Art Dunning, President

DSC Cochair- Richard Carvajal,

Interim President

Merge or Retain Separate

Foundations

Address Endowment

Restrictions

Identify Cost/Funding Sources for Changes Foundation Must Make on PPVs

Consider Responsibility of 5 Year Facilities Condition Assessments

Analyze PPV Insurance Coverage to Ensure Adequate Continuous Coverage

Consider Opportunities for Economy of Scale on PPV Projects

Consider Refinancing to Lower Cost to Students

Discern any Change to Foundation Impact on Existing PPVs or Financing

Discern any Impact on Foundation Bylaws

Make Changes to Existing Bonds/Warranties

Identify Responsibilities for GO Bonds Asset Tracking and Records Retention

M. Legal Affairs Issues- Coordinator: Rowena Daniels, ASU Chief Legal Affairs Officer;
USO Contacts: Kimberly Ballard-Washington (Kimberly.Ballard-Washingtoni@usg.edu)

47. Division of Responsibilities and Faculty and Staff Policy Mergers and Handbooks

ASU Cochair- Rowena Daniels, Title IX & Interim Legal Counsel

DSC Cochair- Claudia Lyerly, Ethics & Compliance Coord

Merge Statutes/Bylaws

Review and Revise Institutional MOUs

Transition Legal Agreements

Identify all Reporting Requirements and Develop Plan to Ensure Compliance

Review Outstanding Contractual Obligations with Vendors and Others

Review Levels of Authority Granted to Senior Administrators

Get Info to Federal Agencies & Others re Cooperative Organizations, MOUs

Merge Faculty Handbooks
Merge Staff Handbooks

48. University Policy Mergers and Handbooks-**DELETE COMMITTEE**

N/A: DSC does not have a University Handbook.

ASU Cochair- Rowena Daniels, Title IX & Interim Legal Counsel

DSC Cochair- Kimberly Carter, Interim Director of HR

Merge University Handbooks

49. Faculty and Staff Policy Mergers and Handbooks-**DELETE COMMITTEE**

Now with OWG 47

50. Student Policy Mergers and Handbooks

ASU Cochair- Cynthia Evers, Interim VP for Student Affairs & Success

DSC Cochair- Rocco Cappello, Interim Assistant VP for Student Affairs

Merge Student Handbooks

N. Auxiliary Services- Coordinator: Shawn McGee ASU/DSC Senior Vice President for Administration; USO Contacts: Joyce Jones (Joyce.Jones@usg.edu) & Susan Ridley (susan.ridley@usg.edu)

51. General Auxiliary Services

ASU Cochair- Lori Burnett, Director of Business Services

DSC Cochair- Martha Snow, Events Coordinator

Determine Bookstore Policies

Consider Child Care Facility

Integrate Copy Centers

Develop Shuttle/Parking Program

Integrate Campus Card/Badging

Integrate Food Services

Address Mail Services between Campuses

Integrate Bookstore Operations

Address Point of Sale Systems

Determine Food Service Policies

Integrate Vending Operations & Determine Policies

Address ATM Operations/Integrate

Address Events/Space Use/Utilization in Auxiliaries

52. Health Services

ASU Cochair- Stephanie Harris-Jolly, Director of Counseling

DSC Cochair- Susan Askew, Nurse Practitioner

Combine Health Centers and Services

Determine Requirements to Participate in Student Health

Insurance Program

O. Business and Finance- Coordinator: Shawn McGee ASU/DSC Senior Vice President for Administration; USO Contacts: Shelley Nickel (shelley.nickel@usg.edu) Claire Arnold (claire.arnold@usg.edu), Debbie J. Lasher (debra.lasher@usg.edu), Tracey Cook (tracey.cook@usg.edu) Susan Ridley (susan.ridley@usg.edu), Julie Harris (jharris@ssc.usg.edu), Becky Prince (bprince@ssc.usg.edu)

53. Budget

ASU Cochair- Marion Ryant, Director, Office of Budget & Contracts
DSC Cochair- Stan Brown, Asst VP Business & Financial Services
Address Budget Preparation Process (PeopleSoft)
Determine whether a common or separate database will be used (PeopleSoft)
Consolidate iStrategy Systems (PeopleSoft)
Address Allocations

54. Business Operations and Contracts

ASU Cochair- John Clemens, Interim CBO, ASU/DSC
DSC Cochair- Stan Brown, Asst VP Business & Financial Services
Transfer Assets
Transfer Bank Accounts
Send Notice to MSRB and Others as Required for PPVs
Coordinate with Georgia Department of Audits and Accounts DOAA
Address FDMRs, full audits, consolidated reports, etc; set timeframes
SAO: Address State CAFR, reporting for SEFA, TIGA, CAP, et. al.
OST: Address Bank Accounts and Other Banking Matters
Federal: Coordinate with IRS, Grants, Foundations, DUNS, FEI, etc.
Coordinate with Georgia Department of Revenue
Coordinate with Rating and Lending Agencies
Address Insurance & Benefits Vendors (Communications & Standardization)
Determine Authorized Signatures
Create New Checks
Address Investment Accounts
Standardize Business Procedures and Processes
Develop Accounting Processes and Procedures
Merge Financial Systems (PeopleSoft)
Set Business Unit Number (Create New One? Keep Old One?) (PeopleSoft)
Determine Changes to Delivered Reports (PeopleSoft)
Ensure Integrity of Financial Information (PeopleSoft)
Determine Changes to PeopleSoft Trees (PeopleSoft)
Address Non-Standard Chartfields (Dept., Account, Project, etc.) (PeopleSoft)

Address Detail Codes- Student Registration System (BANNER)
Address Data Feeds into Consolidated Financial System (BANNER)
Determine Use of ADP by Consolidated University
Address Issues Related to Historical & New Access and Retention (PeopleSoft)
Address Credit Card and Merchant Accounts
1099/1098T/1042 Reporting
Sales Tax Reporting
Record Retention Location Access
MRR, GSFIC Accounting
Agency Accounts
Travel
Coordinate with Veterans Services
Coordinate with Vocational Rehabilitation

55. Procurement

ASU Cochair- Loretta Harris, Business Services Lead Accountant
DSC Cochair- Joy Causey, Purchasing Director
Merge Purchasing Process and Procedures
Address Purchase Orders- Existing, New, and Encumbrances (PeopleSoft)
Address Vendor Codes (PeopleSoft)
Address State Approvals for RFPs- Purchasing Issue
Merge Common Purchasing Systems
DOAS: Address Insurance and Purchasing
Address all Out-Sourced Services and Make Them Coincide
Address Shipping & Receiving, including Inter-Campus Mail Courier Service

56. Tuition and Fees

ASU Cochair- Marion Ryant, Director, Office of Budget & Contracts
DSC Cochair- Pam Colston, Senior Accountant
Merge Student Fee Structure
Develop Tuition Structure
Determine Student Fee Charges between Institutions
Determine Student Cohorts that will be Charged Fees Related to PPVs
Determine Enrollment Projections Impact on PPV Pro Formas

P. Facilities and Physical Plant- Coordinator: Lee Howell, DSC Director of Plant Operations;
USO Contact: Alan Travis (alan.travis@usg.edu)

57. Campus Master Planning

ASU Cochair- Robert Lawson, Interim Dir of Facilities
DSC Cochair- Lee Howell, Director of Plant Operations
Review and Evaluate Current Campus Master Plans

58. Physical Plant

ASU Cochair- Robert Lawson, Interim Dir of Facilities

DSC Cochair- Lee Howell, Director of Plant Operations

Initiate Building Inventory Validation

Merge and Review Space Inventories

Work with GSFIC on Changes to Necessary Documentation (Letters)

Revise Active Contracts once Consolidation is Completed

Consider Cross Training for Smooth Transition & Higher Delegated Authority

Identify Restrictions on Real Property Deeds

Identify any Reversionary Language in Property Deeds

Understand What Real Property Campuses Own

Address Use Restrictions in Rental Agreements

Identify Restrictions on Donations for Naming

Consider and Implement Consolidation of Rental Space

Understand What Real Property Foundations Own

Consolidate & Restructure Maintenance Depts, including Salary & Reporting

Identify and Reconcile Differences in Handling M&O

Develop Naming Protocols for Buildings

Change Signs on and off Campuses

Address all Out-Sourced Services, and Make Them Coincide

Consolidate Preventive Maintenance Plans, including for PPVs

Identify Functional Duplication between Campuses (Supervisors, Tech., etc.)

Re-implement Mgmt. Systems (M&O Billing/Accounting, Tracking, etc.)

Reconcile Differences in How Depts. Handle M&O of PPV/GHEFA Space

Reassess Outsourced Functions for PPV/GHEFA (Mech., Elec., Fire, etc.)

Reconcile Replacement Reserves Accounts for PPV Capital Improvements

Address Maintenance Contracts for Plant Equipment, HVAC, Trash, etc.

Consolidate Preventive Maintenance Programs

Determine if 8038 Filings Need to Be Amended for PPVs

Understand How Debt Ratios get Calculated

Determine if Institutions Accept Pre-Funding Commitments to Begin Projects

Provide Required Notice on All PPVs to EMMA and Others

Decide Mgmt. and Reporting Structure for EHS, including Points of Contact

Identify Environmental Compliance and Occupational Safety Issues

Address & Consolidate Service/Consulting Contracts (Waste, Lab Hoods, etc.)
Amend USG/EPA Self-Audit Agreement with Consolidation Changes
Identify Environmental Mgmt. System Requirements for Multiple Campuses
Integrate Environmental & Occupational Safety Policies, Plans, etc.

Q. Human Resources- Coordinator: Kimberly Carter, DSC Interim Director of HR;
USO Contact: Marion Fedrick (Marion.Fedrick@usg.edu) Kimberly Ballard-Washington (kimberly.ballard-washington@usg.edu)

59. HR, including Position Descriptions and Salary Bands
ASU Cochair- Cassandra Alexander, Interim Director of HR
DSC Cochair- Kimberly Carter, Interim Director of Human Resources
Establish Process and Procedures for Hiring and RIFs
Combine Org Charts
Create New Position Descriptions
Establish Workweek Schedule for 12 Month Faculty and Staff
Determine Need for Salary Adjustments
Ensure Effective Implementation of Controls (Flowcharts, Segregated Duties)
Establish Process and Procedures for Determining Staff Seniority

R. Information Technology- Coordinator: Del Kimbrough, ASU Interim Vice President for Information Technology; USO Contacts: Bobby Laurine (bobby.laurine@usg.edu), Alan Travis (alan.travis@usg.edu), Becky Prince (bprince@ssc.usg.edu), Julie Harris (jharris@ssc.usg.edu), Claire Arnold (claire.arnold@usg.edu), Debbie J. Lasher (debra.lasher@usg.edu)

60. IT: Back-End Systems (Networking, Wireless, Telecom, Hardware, Servers, etc.)
ASU Co-chair- ASU Co-Chair - Jordan Beard, Network Administrator I
DSC Co-Chair – Gay Tate, IT Systems Support Professional
61. IT: Business Services (Financial and Personnel Systems)
ASU Chair- Cathy Tinney-Easley, System Analyst I
DSC Co-Chair - Gabrielle Roberts, Applications Support Specialist
62. IT: General Support (Website, Drupal, File Services, Training, Service Desk, etc.)
ASU Cochair- Noore Ghunaym, Infrastructure Services Manager
DSC Cochair- Jodie Kretzer, Instructional Tech Specialist
63. IT: Research Computing
ASU Cochair- Noore Ghunaym, Infrastructure Services Manager
DSC Cochair- Darryn Ostrander, Project Manager
64A. IT: Student/Faculty Services (Authentication, E-Mail, Banner,

D2L, AV, etc.)

ASU Cochair- Noore Ghunaym, Infrastructure Services Manager

DSC Cochair- Isaac J. Dixon, II IT Systems Support Professional

64B. IT: Student/Faculty Services (Banner, DegreeWorks)

ASU Cochair- Sekar Ponnar - System Analyst III

DSC Cochair- Darryn Ostrander, Project Manager

S. Risk, Audits, Safety, and Security- Coordinator: Katherine Laster, ASU Director of Internal Audits;

USO Contacts: John Fuchko III (John.Fuchko@usg.edu), Mike Foxman

(michael.foxman@usg.edu), Bruce Holmes (Bruce.Holmes@usg.edu)

65. Public Safety and Security

Chair – John Fields, ASU Chief of Police

Consolidate Campus Security and Police Policy/Procedure Manual

Contact DOE to Address Clery Act Reporting Requirements

Coordinate Meeting with All Chiefs to Discuss Best Practices

Discuss Public Safety Responsibilities & Authorities for Combined Operations

Identify new FTE Requirements for Dispatch, Patrol, and Investigation

Make Decisions on Campus Police Management Structures

Plan Transition Training and Workshops to Assist Key Supervisors

Integrate Vehicle Fleet

Consolidate Campus Safety Plans and Train Where Required

Coordinate with DOAS to Revise Compensation Claims Goals

Coordinate with POST Agency Name Changes and/or Close Outs

Identify Radio & Phone Communications Operations for GCIC/NCIC Access

Crisis Communication

Review Mutual Aid Agreements with President; Present to BOR for Approval

Consolidate all IDs: Employee, Student, Parking, etc.

66. Risk Management, Audits, and Occupational Safety/Compliance

Chair – Katherine Laster, ASU Director of Internal Audits

Ensure Adequate Internal Audit Coverage

Evaluate Open Audit Issues for Completion

Consolidate Risk Management Operations

Notify Institutions about Consolidated Ethics Hotline

Determine a new Hotline URL

Determine Costs of Consolidating Hotline and How to Budget it

Determine Conversion Process for Existing Hotline Complaints, Triage, etc.

Select Which Hotline Telephone Number to Use

Identify a Hotline Administrator

Select Individuals to make up Triage Committee and who Receives Case Reports
Select Escalation Contacts to be called in Case of Critical Report
Update User Names and Contact Info on Hotline Portal
Create New Hotline Awareness Materials
Develop Timeline for Distribution of New Awareness Material
Convert Old Hotline Cases to New Hotline Vendor

T. Shared Governance- Coordinator: Kevin Scott, ASU Assistant Professor in English & Modern Languages;
USO Contacts: Marti Venn (martha.venn@usg.edu), Kimberly Ballard-Washington (Kimberly.ballard-washington@usg.edu), Marion Fedrick (Marion.Fedrick@usg.edu)

67. Faculty Governance

ASU Cochair- Judith Rosenbaum, Chair, Faculty Senate

DSC Cochair- CarolAnn, Ham, Chair, Faculty Senate

Determine Structure

Determine Membership on Regents Administrative Advisory Committees

Hold Elections

Determine Constitution and Bylaws

68. Staff Governance

ASU Cochair- Geraldine Winns, President, Staff Council

DSC Cochair- Shalonda Heard, President, Staff Council

Determine Structure and Policies

Hold Elections

U. Student Organizations and Student Life- Coordinator: Cynthia Evers, Interim VP for Student Affairs & Success; USO Contact: Joyce Jones (Joyce.Jones@usg.edu)

69. Competition Teams (Non-Sports)-**NOW PART OF OWG 73 RSO**

ASU Cochair- Cynthia Evers, Interim VP for Student Affairs & Success

DSC Cochair- Rocco Cappello, Interim Asst VP for Student Affairs

70. Club Sports, Intramurals, and Recreational Sports

ASU Cochair- Cynthia Evers, Interim VP for Student Affairs & Success

DSC Cochair- Gill Moura, Interim Dir of Campus Life

Consolidate and Integrate

71. Greek Life

Chair- Cynthia Evers, Interim VP for Student Affairs & Success

Consolidate and Integrate

72. Preserving Traditions and History

ASU Cochair- LaVerne McLaughlin, Library Services

DSC Cochair- Mary Washington, Director of Learning Resource Center

Maintain, Consolidate, and Integrate

Identify and Promote Key Issues and Items in ASU and DSC History

73. Registered Student Organizations

ASU Cochair- Leslie Charles, Interim Director of Student Activities

DSC Cochair- Gill Moura, Interim Dir of Campus Life

*Determine Faculty Leadership of Student Organizations
and Clubs*

Develop and/or Integrate

Process for Establishing

Registered Student

Organizations

Develop & Define Categories of Registered Student

Organizations:

*(Competitive Teams- Non Sport, Service, Academic, Honor
Society, Cultural/Religious, etc.)*

*Develop Policies for Clubs & Organizations to Maintain Active
Status*

Develop Code of Conduct for Clubs and Organizations

Develop Advisor Guidelines and Best Practices

Integrate OrgSync System for both campuses

74. Student Government Association

ASU Cochair- Maya Palmer, President, SGA

DSC Cochair- Chantal Johnson, President SGA

Combine SGA and Other Student Activities

Revise SGA and Student Fee Committee Bylaws

V. Student Services- Coordinator: Rocco Cappello, DSC Interim Ass't VP for Student Affairs;

75. Career Services

ASU Cochair- Florence Lyons, Assoc Prof & Coord of Speech & Theatre

DSC Cochair- Pat Ridgeway, Asst Dean Stu Success/Dir of Career Svcs

*Combine Career Services, including Interest Assessment and
Placement*

76. Counseling Services

ASU Cochair- Stephanie Harris-Jolly, Director of Counseling

DSC Cochair- Ryan Tindell, Counseling Coordinator

Combine Counseling Centers

77. Disability Services

ASU Cochair- Stephanie Harris-Jolly, Director of Counseling

DSC Cochair- Santee D. W. Archer Student Success Advisor

Combine Disability Services and Resources

78. Housing

ASU Cochair- Julia Hawkins, Acting Associate Director of Housing

DSC Cochair- Rocco Cappello, Interim Asst VP for Student Affairs

Address Housing Policies and Eligibility

*Determine How Operation and Mgmt. of Housing Will Be
Conducted*

Determine Residency Requirements for Student Housing

Ramp up Marketing Strategies for Housing
Combine/Procure Software and Information Systems with regard to Housing
Rezoning of Housing Districts/Facility Designation
Renaming of Residence Halls

79. Student Conduct and Academic Integrity

ASU Cochair- Angelnique Jordan, Student Ethics & Integrity Coordinator
DSC Cochair- Rocco Cappello, Interim Asst VP for Student Affairs
Combine Student Disciplinary Report Databases
Revise Judiciary Processes

OTHER RESPONSIBLE GROUPS/INDIVIDUALS

Board of Regents

BOR Approval for Consolidation Prior to Submission of Prospectus to SACS

BOR Approval to Consolidate Post-Submission of Prospectus

Provide Letter on BOR Letterhead to New Institution to submit to SACS with Prospectus
Select University Name, Mascot, and Colors

Coordinate Communications on Final Name Changes

BOR and Using Agency are Additional Insured for All Consultants

Consolidation Implementation Committee

Determine Campus-Wide Functional Units

Determine College Structure and Address Department Locations

Develop New Vision and Mission Statements

Art Dunning/Richard Carvajal

Consider Inter-Institutional Transfer of Personnel Prior to Consolidation

Remain Aware of and Track Conflicts of Interest

Review Capital Projects for Alignment with New Institution

Randy Stuart

Consultant on Coordination and Oversight of Consolidation Process

Ed Rugg

Coordinate with SACS

Address SACS Requirements for Faculty Governance