**Albany State University / Darton State College Consolidation**

**Operational Working** **Groups: Leadership and Responsibilities**

***(Responsibilities are in Italics)***

This document lists:

* the 79 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 79 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.

1. **Overall University Structure-** Coordinators: Art Dunning and Richard Carvajal, Presidents;

USO Contacts: Shelley Nickel ([Shelley.Nickel@usg.edu](mailto:Shelley.Nickel@usg.edu)) and Houston Davis (Houston.Davis@usg.edu)

1. Overall Structure-Expanded Consolidation Implementation Committee

*Determine Campus-Wide Functional Units*

2. College Structure-Expanded Consolidation Implementation Committee

*Determine College Structure and Address Department Locations*

3. Vision and Mission- Expanded Consolidation Implementation Committee

*Develop New Vision and Mission Statements*

1. **Academic Degrees and Programs-** Coordinator: Abiodun Ojemakinde, ASU Provost/Vice President for Academic Affairs; USO Contacts: ?

4. Business

ASU Cochair- Alicia Jackson, Dean, College of Business

DSC Cochair- Elizabeth Perkins, Dean, Humanities & Social Sciences

Administration

*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

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

DSC Cochair- Elizabeth Perkins, Dean, Humanities & Social Sciences

*Address Program and Curriculum Differences*

*Streamline Program Offerings*

*Combine Curriculums*

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

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

ASU Cochair- George Flowers, Dean, School of Science, Math &

Computing

*Address Program and Curriculum Differences*

*Streamline Program Offerings*

*Combine Curriculums*

1. **Academic Affairs-** Coordinator: Tom Ormond, DSC Interim Provost/Vice President for Academic & Student Affairs;

USO Contacts: ?

10. Unmet Regional Needs

ASU Cochair- Abiodun Ojemakinde, Provost/VPAA

DSC Cochair- Tom Ormond, Interim Provost/VPASA

*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*

12. Inventory of Programs, Authorized Degrees, Delivery Modes, Assessment etc.

ASU Cochair- Kellei Samuels, Assistant VP for Institutional

Research/Effectiveness

DSC Cochair- Amy Foster, Director of Inst Effectiveness

*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*

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*

*Choose Best Option to Sustain & Garner Funds for Scholarly Commons*

*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*

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 Curriculums*

15. Retention, Progression, and Graduation (RPG)

ASU Cochair- Paul Bryant, Asst VP for Enrollment Management

DSC Cochair- Frank Malinowski, Interim Assoc VP for Enroll Mgmt

*Develop Joint Complete College Georgia Submission*

*Address Textbook Policies across Campus*

*Revise Orientation Programs to be Appropriate for New University*

1. **Student Success -** Coordinator: Paul Bryant, ASU Assistant VP for Enrollment Management; USO Contact(s): Linda Noble ([Linda.Noble@usg.edu](mailto:Linda.Noble@usg.edu)), Joyce Jones ([Joyce.Jones@usg.edu](mailto:Joyce.Jones@usg.edu)) & Houston Davis ([Houston.Davis@usg.edu](mailto:Houston.Davis@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*

17. Assessment of Institutional Effectiveness

ASU Cochair- Kellei Samuels, Asst VP for Inst Research/Effectiveness

DSC Cochair- Amy Foster, Director, Institutional Effectiveness

*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- Elizabeth Perkins, Dean, Humanities & Social Sciences

*Consolidate First Year Programs into One Admin. & Operating Structure*

19. General Education and Core Curriculum

ASU Co-Chair- Victoria Eiland, Registrar

DSC Cochair- Frances Carr, Registrar

*Combine Curriculums*

*Create Common Student Learning Outcomes for Gen Ed and Area F*

*Develop Common Area B Requirements*

*Submit Any Changes to USG Council on General Education*

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

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*

1. **Faculty Affairs-** Coordinator: Abiodun Ojemakinde, ASU Provost/VPAA; USO Contacts: Linda Noble ([Linda.Noble@usg.edu](mailto:Linda.Noble@usg.edu)), Marion Fedrick ([Marion.Fedrick@usg.edu](mailto:Marion.Fedrick@usg.edu)) & Kimberly Ballard-Washington ([Kimberly.Ballard-Washington@usg.edu](mailto:Kimberly.Ballard-Washington@usg.edu))

22. Faculty Credentials, Rosters, Workloads, Pay

ASU Cochair- Kellei Samuels, Asst VP for Inst Research/Effectiveness

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- Michael Keifer, Asst VP for Academic Affairs

*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

*Combine Online Course and Program Offerings*

*Consolidate Testing Center*

*Identify eCore Role*

1. **Student Enrollment-** Coordinator: Frank Malinowski, Interim Assoc VP for Student Affairs

USO Contacts: Joyce Jones ([Joyce.Jones@usg.edu](mailto:Joyce.Jones@usg.edu)) & Curt Carver ([cac@usg.edu](mailto:cac@usg.edu))

27. 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*

*Consolidate Admissions, Registrations, and Graduation 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*

29. Financial Aid

ASU Cochair- Stephanie Lawarence, 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*

*Coordinate Funding Streams and Scholarship Funding*

*Coordinate with Homeland Security*

*Coordinate with Veterans Services*

*Coordinate with Vocational Rehabilitation*

30. Preparation of Merged Catalogues

ASU Cochair- Victoria Eiland, Registrar

DSC Cochair- Nicole Horn, Assistant Registrar

*Merge Catalogues*

31. Recruitment

ASU Cochair- Melody Pierce, University Admissions

DSC Cochair- Allan Case, Director of Admissions

*Integrate Recruiting Practices and Materials*

32. Undergraduate Admissions, Transfer, and Transient Policies

ASU Cochair- Melody Pierce, University Admissions

DSC Cochair- Allan Case, Director of Admissions

*Combine Articulation Agreements with TCSG, USG and Other Institutions*

*Protect and Preserve “Adopt-a-School” Relationships*

*Determine SAT/ACT Requirements*

*Develop Common Transfer, Transient, and Other Policies*

1. **Advancement, Development, and Alumni Affairs-** Coordinator: Randae Davis, DSC Director of Development; USO Contacts: Tom Daniel ([Tom.Daniel@usg.edu](mailto:Tom.Daniel@usg.edu)) & Kimberly Ballard-Washington ([Kimberly.Ballard-Washington@usg.edu](mailto: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*

35. Fund-Raising

ASU Cochair- Andrew Floyd, Director of Development

DSC Cochair- Randae Davis, Director of Development

*Consolidate Fund-Raising Efforts*

1. **Athletics-** Coordinator: Lea Henry, DSC Interim Director of Athletics; USO Contact: Houston Davis ([Houston.Davis@usg.edu](mailto:Houston.Davis@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*

1. **Diversity & Inclusion Programs/Activities-** Coordinator: Wendi Wilson, ASU Special Assistant to the President;

USO Contacts: Teresa Joyce ([Teresa.Joyce@usg.edu](mailto:Teresa.Joyce@usg.edu)) & Felita Williams

([Felita.Williams@usg.edu](mailto:Felita.Williams@usg.edu))

37. Programs and Activities

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

DSC Cochair- Claudia Lyerly, Ethics & Compliance Coordinator

*Consolidate Diversity and Inclusion Programs and Activities*

**J. Economic Development and Community Relations-** Coordinator: Coordinator: Cynthia George, DSC Chief Advancement Officer;; USO Contacts: Tom Daniel ([Tom.Daniel@usg.edu](mailto:Tom.Daniel@usg.edu)), Mark Lytle ([Mark.Lytle@usg.edu](mailto:Mark.Lytle@usg.edu)), Amanda Seals ([/Amanda.Seals@usg.edu](mailto:/Amanda.Seals@usg.edu)) & John Millsaps III ([John.Millsaps@usg.edu](mailto:John.Millsaps@usg.edu))

38. Government and Community Relations

Chair- Cynthia George, Chief Advancement Officer

*Develop and Maintain Legislative Relationships and Support*

39. Community Engagement

ASU Cochair- Wendi Wilson, Special Assistant to the President

DSC Cochair- Cynthia George, Chief Advancement Officer

*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- Caroline Fielding, Dean, Cordele Center

*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: Coordinator: Cynthia George, DSC Interim Chief Advancement Officer;

USO Contact: John Millsaps III ([John.Millsaps@usg.edu](mailto:John.Millsaps@usg.edu))

41. Marketing

ASU Cochair- Wendi Wilson, Special Asst to the President

DSC Cochair- Cynthia George, DSC Interim Chief Advancement Officer;

*Develop Rebranding Initiatives and Revised College Seal*

*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*

43. Publications and Collaterals

ASU Cochair- LaNedra Carroll, Director of Univ Communications

DSC Cochair- Jenny Collins, Communications Manager

*Print Campus Maps and 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*

**L. University / College Foundations-** Coordinators: Art Dunning & Richard Carvajal, Presidents; USO Contacts: Kimberly Ballard-Washington ([Kimberly.Ballard-Washington@usg.edu](mailto:Kimberly.Ballard-Washington@usg.edu)), Susan Ridley ([Susan.Ridley@usg.edu](mailto:Susan.Ridley@usg.edu)) & Sandra Neuse ([Sandra.Neuse@usg.edu](mailto:Sandra.Neuse@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*

*Consider Essentiality of Each PPV Project*

*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*

**M. Legal Affairs Issues-** Coordinator: Rowena Daniels, ASU Title IX Compliance & Interim Legal Counsel; USO Contacts: Burns Newsome ([Burns.Newsome@usg.edu](mailto:Burns.Newsome@usg.edu)) and Kimberly Ballard-Washington ([Kimberly.Ballard-Washingtoni@usg.edu](mailto:Kimberly.Ballard-Washingtoni@usg.edu))

47. Division of Responsibilities

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*

48. University Policy Mergers and Handbooks

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

ASU Cochair- Linda Grimsely, Asst VP for Academic Affairs

DSC Cochair- Preston Sweet, Assoc Prof of Computing Disciplines

*Merge Faculty Handbooks*

*Merge Staff Handbooks*

50. Student Policy Mergers and Handbooks

ASU Cochair- Danette Saylor, VP for Student Affairs & Success

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

*Merge Student Handbooks*

**N. Auxiliary Services-** Coordinator: Larry Wakefield; USO Contacts: Joyce Jones ([Joyce.Jones@usg.edu](mailto:Joyce.Jones@usg.edu)) & Vikki Williamson ([Vikki.Williamson@usg.edu](mailto:Vikki.Williamson@usg.edu))

51. General Auxiliary Services

ASU Cochair- Larry Wakefield, VP for Fiscal Affairs

DSC Cochair- Martha Snow, Events Coordinator

*Address Bookstore Inventories*

*Determine Bookstore Policies*

*Transfer Bookstore Inventory to One Campus*

*Consider Child Care Facility*

*Integrate Copy Centers*

*Develop Shuttle/Parking Program*

*Integrate Campus Card/Badging*

*Integrate Food Services*

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:** John Clemens, DSC Interim VP for Fiscal Affairs, USO Contacts: John Brown ([John.Brown@usg.edu](mailto:John.Brown@usg.edu)), Vikki Williamson ([Vikki.Williamson@usg.edu](mailto:Vikki.Williamson@usg.edu)), Julie Harris ([jharris@ssc.usg.edu](mailto:jharris@ssc.usg.edu)) & Becky Prince ([bprince@ssc.usg.edu](mailto: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- Larry Wakefield, VP for Fiscal Affairs  
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)*

*Insure 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*

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*

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: Jim James ([Jim.James@usg.edu](mailto:Jim.James@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*

*Make Changes to Existing Bonds/Warranties*

*Identify Responsibilities for GO Bonds Asset Tracking and Records Retention*

*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*

*Address Shipping & Receiving, including Inter-Campus Mail Courier Service*

*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*

**Q. Human Resources-** Coordinator: Kimberly Carter, DSC Interim Director of HR;

USO Contact: Marion Fedrick ([Marion.Fedrick@usg.edu](mailto:Marion.Fedrick@usg.edu))

59. HR, including Position Descriptions and Salary Bands

ASU Cochair- Cassandra Alexander, Interim Director of HR

DSC Cochair- Kimberly Clark, 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)*

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

*Establish Process and Procedures for Determining Staff Seniority*

**R. Information Technology-** Coordinator: Del Kimbrough, ASU Vice President for Information Technology; USO Contacts: Curt Carver, Jr. ([cac@usg.edu](mailto:cac@usg.edu)), Jim James ([Jim.James@usg.edu](mailto:Jim.James@usg.edu)), Becky Prince ([bprince@ssc.usg.edu](mailto:bprince@ssc.usg.edu)), Julie Harris ([jharris@ssc.usg.edu](mailto:jharris@ssc.usg.edu)) & Vikki Williamson ([Vikki.Williamson@usg.edu](mailto:Vikki.Williamson@usg.edu))

**NOTE REGARDING AREA R, OWGs 60-64: THE MASTER TRACKER DOCUMENT LISTS 273**

**SEPARATE INFORMATION TECHNOLOGY REQUIREMENTS THAT BEGIN ON PAGE 7 OF**

**THE DOCUMENT AND CONTINUE TO PAGE 15. THESE ENTRIES ARE NOT LISTED HERE, BUT ARE ON THE MASTER TRACKER.**

**ADDITIONAL NOTE REGARDING AREA R, OWGs 60-64: THE MASTER TRACKER DOCUMENT LISTS 65 SEPARATE REQUIREMENTS REGARDING THE SHARED SERVICES CENTER THAT BEGIN ON PAGE 20 OF THE DOCUMENT AND CONTINUE ONTO PAGE 22. THESE ENTRIES ARE NOT LISTED HERE, BUT ARE ON THE MASTER TRACKER.**

60. IT: Back-End Systems (Networking, Wireless, Telecom, Hardware, Servers, etc.)

ASU Cochair- Del Kimbrough, VP for IT

DSC Cochair- Scott Dunn, Interim CIO

61. IT: Business Services (Financial and Personnel Systems)

ASU Cochair- Del Kimbrough, VP for IT

DSC Cochair- Scott Dunn, Interim CIO

62. IT: General Support (Website, Drupal, File Services, Training, Service Desk, etc.)

ASU Cochair- LaQuanta Sumter, Director, Online Academic Instruction

DSC Cochair- Jodie Kretzer, Instructional Tech Specialist

63. IT: Research Computing

ASU Cochair- Amitabh Singh, Director of Application Services

DSC Cochair- Darryn Ostrander, Project Manager

64. IT: Student/Faculty Services (Authentication, E-Mail, Banner, D2L, AV,etc.)

ASU Cochair- Eric Tabor, IT Client Support Professional

DSC Cochair- Doreen Allen, Banner Database Administrator

**S. Risk, Audits, Safety, and Security-** Coordinator: Katherine Lasiter, ASU Director of Internal Audits; USO Contacts: John Fuchko III ([John.Fuchko@usg.edu](mailto:John.Fuchko@usg.edu)), Sandra Neuse ([Sandra.Neuse@usg.edu](mailto:Sandra.Neuse@usg.edu)) & Bruce Holmes ([Bruce.Holmes@usg.edu](mailto: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*

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

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*

*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.*

**T. Shared Governance-** Coordinator: Kevin Scott, ASU Assistant Professor in English & Modern Languages; USO Contacts: Linda Noble ([Linda.Noble@usg.edu](mailto:Linda.Noble@usg.edu)) & Marion Fedrick ([Marion.Fedrick@usg.edu](mailto:Marion.Fedrick@usg.edu))

67. Faculty Governance

ASU Cochair- Walter Bowers, Chair, Faculty Senate

DSC Cochair- Jeremiah Pitts, Chair, Faculty Senate

*Determine Structure*

*Determine Membership on Regents Administrative Advisory Committees*

*Hold Elections*

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: Danette Saylor, ASU VP for Student Affairs & Success; USO Contact: Joyce Jones ([Joyce.Jones@usg.edu](mailto:Joyce.Jones@usg.edu))

69. Competition Teams (Non-Sports)

ASU Cochair- Danette Saylor, VP for Student Affairs & Success

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

***TBD***

70. Club Sports, Intramurals, and Recreational Sports

ASU Cochair- Danette Saylor, VP for Student Affairs & Success

DSC Cochair- Gill Moura, Interim Dir of Campus Life

*Consolidate and Integrate*

71. Greek Life

Chair- Danette Saylor, ASU 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- Danette Saylor, VP for Student Affairs & Success

DSC Cochair- Gill Moura, Interim Dir of Campus Life

*Determine Faculty Leadership of Student Organizations and Clubs*

74. Student Government Association

ASU Cochair- Laurentiis Gaines, President, SGA

DSC Cochair- Gerryson Engelhardt, VPAA, SGA

*Combine SGA and Other Student Activities*

*Revise SGA and Student Fee Committee Bylaws*

**V. Student Services-** Coordinator: Rocco Cappello, DSC Interim Asst VP for Student Affairs;

USO Contacts: Joyce Jones ([Joyce.Jones@usg.edu](mailto:Joyce.Jones@usg.edu))

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- Lisa Etheridge, Disability Services Coordinator

*Combine Disability Services and Resources*

78. Housing

ASU Cochair- Danette Saylor, VP for Student Affairs & Success

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*

79. Student Conduct and Academic Integrity

ASU Cochair- Danette Saylor, VP for Student Affairs & Success

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*