

6-30-16 RECOMMENDATIONS (CONSENT AGENDA)

OWG 28: Ceremonies:

(reviewed and supported by Danette Saylor and Elizabeth Perkins):

1. Recommends hosting all commencement ceremonies at the Albany James H. Gray, Sr. Civic Center with the first combined ceremony scheduled Fall 2017:

Neither campus has a venue large enough to accommodate the projected number of graduates and guests attending commencement; however, the Albany James H. Gray, Sr. Civic Center has adequate space to accommodate the ceremony.

2. Recommends hosting two ceremonies for the Spring and Fall semesters; with ceremonies combined by colleges:

To ensure there is adequate space to accommodate graduates and attendees of the ceremony and to ensure the length of the ceremony is completed within a reasonable timeframe.

NOTE from EP– If I read this correctly, there would be a total of four ceremonies? Two in the fall and two in the spring? Can this be clarified?

3. Recommends adding a ceremony at the end of the summer semester should the University's enrollment significantly increase; thereby, increasing the number of graduates:

To ensure there is adequate space to accommodate graduates and attendees of the ceremony and to ensure the length of the ceremony is completed within a reasonable timeframe.

4. Recommends that the platform participants for each ceremony include the President, Provost, Deans, Registrar and Keynote Speaker:

To ensure consistency with the platform participants for each ceremony.

5. Recommends continuing Albany State University's tradition to include the ASU National Alumni Association Induction as a part of the commencement ceremony:

To engage graduates to become active supporters of the alumni association; thereby, ultimately becoming active supporters of the University with its goals and objectives.

6. Recommends using the standard guideline when determining GPAs for Honor Recognition: Cum Laude – 3.50 – 3.74; Magna Cum Laude – 3.75 – 3.89; Summa Cum Laude – 3.90 – 4.00:

Continue ASU and Darton’s tradition of established GPA guidelines for Latin Honors at graduation. These guidelines are representative of the standards required at other four year colleges and universities.

7. Recommends announcing academic honors (cum laude, magna cum laude, summa cum laude, etc.) for Undergraduates:

Both schools currently announce academic honors and the group feels that this is something that we should continue to do for the students.

8. Recommends keeping Albany State University’s tradition of allowing the Fine Arts department to provide live entertainment at each ceremony:

This is an excellent opportunity to showcase the talent of the University’s faculty and students. This is oftentimes the last opportunity some graduates will have to perform at an event hosted by the University.

NOTE FROM DS: the rationale does not support the recommendation. How likely is it that a graduate would be performing at commencement versus participating with other graduates?

9. Recommends keeping Albany State University’s tradition of allowing alumni celebrating their 50th anniversary to participate in the spring commencement ceremony:

This is a great honor for the alumni and they seem to enjoy it.

10. Recommends displaying banners with the names of the various colleges:

This is a practice currently used by ASU and something that DSC wanted to implement. It’s a great way to recognize the schools/colleges and is a common practice at college commencement exercises.

11. Recommends keeping Darton’s tradition of designating a space for photo ops at the Albany James H. Gray Sr. Civic Center:

This is an opportunity to allow graduates and their families to create lasting memories of this special day.

12. Recommends allocating funds to support expenses related to hosting the Honors Day Convocation:

To ensure the University plans a ceremony that is befitting to the students being honored, it is recommended the University allocates funds yearly to support this program.

OWG 31: Recruitment:

(reviewed and supported by Danette Saylor and Elizabeth Perkins):

Recommends that DSC and ASU maintain a singular recruitment and program presence during the Fall of 2016:

After further review of the original recommendation, it has been concluded that rather than maintain a separate, but collaborative presence for the fall 2016 semester, both DSC and ASU recruitment staff will recruit as a singular presence. This will represent both a symbolic and functional unification of staff as both campuses move forward in consolidation and towards official recognition as one university.

OWG 40: Economic Development:

(reviewed and supported by Cynthia Hoke and Cynthia George):

1. Recommends that ASU establish a Center for Economic Development (CED) with strategic initiatives that align with those of the USG. The CED will have a director or similar administrative head to guide its functions:

The OWG feels the community will be better served if there is a centrally located Center that can serve as a conduit to address all the economic development needs of the community that the university can satisfy. The Center will also serve as a source of reference for consultative, research, and grant/contract performance work with individuals, the community, governmental agencies, and corporate interests.

2. Recommends that the ASU Center for Economic Development initiatives include four focus areas of economic development: research, teaching, service, and increased attention to developing strategic alliances with public and private entities:

The four focus areas identified are in keeping with the initiatives of the USG system: “supporting business recruitment and retention, driving business creation, and spurring research and creativity.... through the efficient deployment of research, teaching, and service and increased attention to public and private partnerships” (USG Strategic Imperative 2).

3. Recommends that in order to address the research initiative of the Center for Economic Development (CED), the CED establish a Business Research Institute to pose and answer questions of economic interest to businesses of the region:

The OWG was tasked with developing a structure to address economic development initiatives that would maximize marriage making capabilities. The Business Research

Institute would address the research initiative of the CED, and house research related activities currently at the two institutions as well as other proposed initiatives.

4. Recommends that in order to address the teaching initiative of the Center for Economic Development (CED), the CED establish a Continuing Education Division for Professional and Personal Development:

The OWG was tasked with developing a structure to address economic development initiatives that would maximize marriage making capabilities. The Continuing Education Division would address the teaching initiative of the center, and house teaching related activities currently at the two institutions as well as other proposed initiatives.

5. Recommends that in order to address the service initiative of the Center for Economic Development (CED), the CED establish a Business Resource Center that would warehouse information and knowledge of resources available to businesses and individuals in the region (external to the university):

The OWG was tasked with developing a structure to address economic development initiatives that would maximize marriage making capabilities. The Business Resource Center would address the service initiative of the CED, by maintaining information of resources that exist in the region that would be useful to the development, maintenance, and growth of businesses.

6. Recommends that in order to address the partnership initiative of the Center for Economic Development (CED), the CED establish a Business Development Corporation to create public and/or private partnerships with regional entities to engage in activities that would both enhance the economic development of the region and generate funding for future ASU initiatives:

The OWG was tasked with developing a structure to address economic development initiatives that would maximize marriage making capabilities. The Business Development Corporation would address the partnership initiative of the CED, by participating in the development and growth of regional entities, encouraging entrepreneurial activities that fit within the mission of the institution.

7. Recommends that the Center for Economic Development (CED) establish the ASU Atlanta Center to focus on developing corporate, government, educational and foundational economic partnerships as a result of Atlanta based opportunities:

Atlanta is the economic and governmental center for the state of Georgia. The OWG was tasked with developing a structure to address economic development initiatives that would maximize marriage making capabilities. The Atlanta Center would establish relationships with key governmental, corporate, and alumni interests in Atlanta with the intent of identifying resources, developments, and information that could be vital for identifying opportunities for the Southwestern Georgia region.

OWG 42: Media Relations:
(reviewed and supported by Wendy Wilson and Cynthia George):

1. Recommends coordinating communications during the consolidation between Albany State University and Darton State College:

Coordinating communication efforts during the consolidation timeframe will create a cohesive appearance for announcements, news releases, graphic elements and all internal and external shared messages.

2. Recommends coordinating communications with the University System of Georgia Board of Regents to announce USG actions:

Coordinating communications from the University of Georgia Board of Regents' actions will continue to support the collaboration between the existing institutions and the Board of Regents. The coordination helps to facilitate the transition into the new university collaborating with the Board of Regents'.

3. Recommends that the current communication offices at each institution coordinates and reviews news releases regarding consolidation:

Coordinating and reviewing news releases on consolidation will communicate a shared message from Albany State University and Darton State College during the consolidation process. It will also provide opportunities for current staff and each institution to be familiar with the messaging moving forward for the new university.

4. Recommends creating a communications plan to get messaging out internally and externally:

The committee recommends that a concise communication outline be developed and outlined for announcements. A format has been provided by the University System of Georgia Board of Regents which has been added to as needed by the current communication staff at the institution. Information on the outline includes timeframe, announcement timeframe, distribution of information and more.

5. Recommends that the Media Relations Operational Working Group conduct monthly meetings with all PR Personnel to assess communications:

Monthly meetings would allow PR Personnel an opportunity to assess the communication outline distribution system. This meeting could also serve as a chance for staff to brainstorm on new innovative ways to communicate the message of the new university.

6. Recommends combining Speakers Bureaus List:

As the new university, it is the recommendation that the PR department develops a Speakers Bureau list that may be used as a reference guide when media and/or

community groups call to inquire on a specific topic. Having a reference of which positions are recommended to discuss topics would facilitate the process greatly.

7. Recommends that the current communication staff at each institution assess needs and avenues of communication during consolidation:

Assessing the needs and avenues of communication during the consolidation process will lead to a smoother transition into using all communication avenues at the new university.

[OWG 44: Social Media:](#)

[\(reviewed and supported by Wendy Wilson and Cynthia George\):](#)

1. Recommends that a social media marketing strategy be developed to publicize the consolidated and/or new official university accounts:

A social media marketing strategy will help introduce audiences to the mission, principles, and brand of the consolidated university. In addition, it will serve as a guide for invigorating social media's impact. Ultimately, the social media marketing strategy will help to introduce the university to new "followers" and navigate current "followers" to the merged accounts.

2. Recommends that a social media policy and social media policy committee be developed:

A social media policy will help to guide students and employees on the use of social media in an educational environment. It will also ensure that employees are aware of their responsibilities when using social media and the impact social media has on the reputation of the university. The social media policy committee should include legal counsel and a human resources representative, among others.

3. Recommends requiring social media strategic training for everyone who manages official university accounts:

Social media strategic training will help to ensure designated employees understand how social media corresponds with the university's overall strategies and objectives. Training will also help to maximize the university's interaction with potential stakeholders

[OWG 51: General Auxiliary Services:](#)

[\(reviewed and supported by Shawn McGee and John Clemens\):](#)

1. Recommends that a bookstore should be operating and available to students on both campuses of the new Albany State University:

Courses and offerings may differ on each campus. In order to serve the needs of the students and faculty on each campus, a bookstore with inventory of textbooks, supplies,

sundry items needed for students to succeed in their chosen field of study should be available on the respective campuses.

2. Recommends that the operation and management of the bookstore on both campuses of the new Albany State University should be contracted with and operated by one vendor:

The contract for operation and management of the bookstore on the Albany campus expires June 30, 2017. The contract for operation and management of the bookstore on the Darton campus expires June 30, 2018. It is recommended that the contract binding the west campus bookstore be terminated as of June 30, 2017 to coincide with the end date of the west campus store contract. An RFP outlining the services required by both campuses of Albany State University should be drawn and released prior to December 31, 2016. The start date for the new bookstore contract is recommended to be July 1, 2017.

3. Recommends that the dining contracts for both campuses of the new Albany State University should be managed by one vendor:

By combining the dining services on both campuses under one umbrella, there will be an increased number of residential students thus the potential for a larger number of meal plans. With this increase there is greater potential to attract dining contractors who will provide additional services to the students, faculty, staff, and general public.

4. Recommends that the dining contracts for both campuses of the new Albany State University should be operated under one contract:

The dining contract with the current contractor on the Albany campus terminated June 30, 2016. It is recommended that the east campus contract be extended for one additional year with a termination date of June 30, 2017. The dining contract on the Darton campus is active and operating in the first year of a new contract. Notice to terminate the Darton campus dining contract as of June 30, 2017 should be given as appropriate to the changes being made, i.e., upon release of the RFP. By following a set time frame discussed by OWG 51, the bidders and institution will have sufficient time to plan and work through negotiations for a start date of July 1, 2017.

5. Recommends that transportation be available between both campuses of Albany State University on a regular schedule:

The potential exists for students to live and or take classes on both campuses of the new Albany State University. In order to facilitate easy access and movement from one campus to another for classes, athletics and various other events, it is recommended that a shuttle service be provided between campuses that runs hourly at a minimum.

OWG 52: Health Services:
(reviewed and supported by Shawn McGee and John Clemens):

1. Recommends obtaining and implementing the same electronic health record system at both campus sites:

Currently, ASU health center utilizes PyraMed EHR and Darton uses paper charting. For continuity of care, we recommend initiating EHR at Darton so that there will be congruent access to medical record should student be seen at either campus.

2. Recommends implementing congruent health service fees at both campus sites if services are going to be congruent:

Currently, ASU student health fees are more than double Darton per semester. We believe that if services are expected to be the same at both campus sites, fees should be the same. (Darton \$20/semester currently and ASU \$56/semester if 6 hours).

3. Recommends implementing pharmacy services utilized by ASU at Darton clinic:

Currently, ASU offers pre-packaged pharmacy services for prescription medication. Darton phones in prescriptions. For continuity of care, we recommend implementing pharmacy services at both campus health center sites.

OWG 55: Procurement:
(reviewed and supported by Shawn McGee and John Clemens):

1. Recommends for RFPs affecting the new Albany State University that they be bid through the Office of Procurement on the Darton State campus with Joy Causey, Director of Purchasing:

Ms. Causey has authority to procure RFPs up to \$1,000,000 where the Albany State campus must submit RFPs to DOAS for bidding.

2. Recommends merging ASU and DSC PeopleSoft Financials and Bank of America Works (P-Cards):

The Board of Regents determined in May we will merge PeopleSoft Financials and create one new school unit to be known as Unit 22000. The consolidation of one unit in Bank of America Works cannot be completed until the new accounting codes and department IDs are determined by the Board of Regents and the comptrollers of each school.

OWG 72: Preserving Traditions & History:
(reviewed and supported by Danette Saylor and Rocco Cappello):

1. Recommends that the history of the ASU Alma Mater and artifacts pertaining to its history be preserved in the archives of the new ASU:

Darton does not have an Alma Mater to preserve documentation. Therefore, ASU will preserve the ASU document and artifacts.

2. Recommends that the archives be centralized on the ASU campus to maintain service levels and increase access to students through redirecting the workflow of the ASU/DSC libraries:

Since Darton does not have a formal archives, historical information about Darton will be maintained, consolidated and integrated into the new ASU Archives and the Ram Scholar Repository. Projects to consider to consolidate documentation will include: A Time Capsule for the new ASU, Pictorial History of the new ASU and capture Moments in Time to include students, faculty, staff, graduates and community in the new ASU.

3. Recommends that the building history and new buildings projects be established to identify and promote key issues and items important in the ASU & DSC history:

This effort will allow continuity in preserving the history of both units and play a vital role in the creation of the new ASU history.

4. Recommends that a digital/video presentations be created as an alternative link to making history come alive in the new ASU on the library's website regarding the consolidation of the two units:

This effort will provide current and historical information on the success of the consolidation of the two units.

5. Recommends that the history of special events be documented and preserved in the new ASU archives:

This effort will provide continuous linking to Albany and surrounding community to stay involved in the events of the new ASU such as cultural events, Homecoming Celebrations, International Education Festivals, Honors Day and others events that are common to both units.