



Consolidation Committee
Final Report



Committee Details

Date: September 28, 2016

Committee Name: OWG 51 General Auxiliary Services

Committee Co-Chairs: Martha Snow, Larry Wakefield and Lori Burnett

Functional Area: Auxiliary Services

Functional Area Coordinator: Shawn McGee and John Clemens

List the major tasks your committee will need to take to accomplish your deliverables. Please provide more details for the tasks leading up to the SACSCOC Prospectus development.

Major Tasks for Committee Tracker from Final Planning Document and Recommendations

Task: Integrate Campus Card/Badging

Recommendation and/or Action Taken: The committee recommends that dual ID card systems continue to be used through the end of summer term, 2017.

Task: Integrate Campus Card/Badging

Recommendation and/or Action Taken: The committee recommends that students/faculty and/or staff needing access to services on both campuses be issued two ID cards until Banner is consolidated and the new badging system is operational. OWG 51 is working with OWG 61 to be sure that information is shared as it relates to IT needs for auxiliary units.

Task: Integrate copy centers

Recommendation and/or Action Taken: The committee recommends that a print shop continue to be housed and staffed on the east campus to provide the bulk of the printing needs of both campuses.

Task: Integrate copy centers



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Recommendation and/or Action Taken: The committee recommends that a self-service copy center that is available for faculty and staff use be housed on the west campus.
Task: Consider Child Care Facility
Recommendation and/or Action Taken: The committee recommends that a consultant be employed to begin the process of determining the feasibility of expanding on the Early Learning Center currently on site at ASU as a short term goal with a long term goal being construction of another site on the Darton Campus.
Task: Integrate Food Services
Recommendation and/or Action Taken: The committee recommends that the dining contracts for both campuses of the new Albany State University be operated under one contract. The committee has worked closely with Marty Nance through the summer to prepare a timeline for termination of current dining contracts and for releasing the RFP for bidding dining services with an effective start date of July 1, 2017. Joint Access meal plan programs were designed and are functional for students living on one campus while attending campus or involved in organized activities on the opposite campus. The committee worked closely with IT professionals to make the happen.
Task: Integrate Food Services
Recommendation and/or Action Taken: Committee recommends that the dining contracts for both campuses of the new Albany State University be managed by one vendor. The committee has worked closely with Marty Nance through the summer to prepare a timeline for termination of current dining contracts and for releasing the RFP for bidding dining services with an effective start date of July 1, 2017.
Task: Address Point of Sale Systems-Food Service
Recommendation and/or Action Taken: The committee recommends that as of July 1, 2017 the food service vendor on both campuses operate and maintain the same point of sale system for all dining locations to include any satellite stores outlined in the RFP.
Task: Determine Food Service Policies



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Recommendation and/or Action Taken: The committee recommends that food service policies on both campuses adhere to the same rules and regulations and follow the best practices as set forth by the dining contract as it relates to operation and management to include interface with the Blackboard system.

Task: Address/Develop Shuttle/Parking Program

Recommendation and/or Action Taken: The committee recommends that transportation be available between both campuses of Albany State University on a regular basis. The committee has been meeting with representatives of the Albany Transit System to develop a shuttle bus program between campuses. Because of budget constraints and the time frame within which we were working, ATA was not able to provide a dedicated bus route to provide the services requested for Fall, 2016, Spring, 2017 and summer, 2017. The services for these time periods will be limited to the regular bus routes between the campuses. Monthly bus passes will be available for purchase on each campus for \$35. In the interim, students will be educated as to how this process will work. Further discussion will be held relative to having a dedicated route beginning fall, 2017. There will also be more detailed discussion as to whether or not offering shuttle service via college owned vehicles is feasible.

Task: Determine Bookstore Policies

Recommendation and/or Action Taken: The committee recommends that bookstore policies on both campuses adhere to the same rules and regulations and follow the best practices set forth by the bookstore contractor as it relates to operation and management to include interface with financial aid. The bookstore contracts on each campus will be terminated as of Jun 30, 2017. An RFP requesting bids for operation and management of the bookstore will be released with a start date of July 1, 2017.

Task: Address Bookstore Inventories

Recommendation: There is no recommendation as the operation and management of the bookstores on both campuses are contracted with a third party who is responsible for management of the store inventories.

Task: Integrate Bookstore Operations

Recommendation: The committee recommends that a bookstore should be operating and available to students on both campuses of the new Albany State University. This will also include operation of a bookstore at any satellite campus where it is deemed appropriate and outlined in the pending RFP.

Task: Integrate Bookstore Operations



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Recommendation and/or Action Taken: The committee 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.
Task: Address Point of Sale Systems-Bookstore
Recommendation and/or Action Taken: The committee recommends that as of July 1, 2017 the bookstore vendor on both campuses operate and maintain the same point of sale systems for all bookstores to include any satellite stores outlined in the RFP. IT staff will be included in the process as it relates to interfacing student financial data.
Task: Address Mail Services between Campuses
Recommendation and/or Action Taken: The committee concurs with the recommendation presented by OWG 55.....Campus postal services will be maintained on both the east and west campuses.
Task: Integrate Vending Operations & Determine Policies
Recommendation and/or Action Taken: The committee recommends that the operation and management of vending services on both campuses continue to be contracted with and operated by a single or multiple vendor(s) as determined as a result of the RFP process. The vending contracts on both campuses will be terminated as of June 30, 2017. An RFP will be released requesting bids for vending operation on both campuses with a start date of July 1, 2017.
Task: Integrate Vending Operation and Determine Policies
Recommendation and/or Action Taken: The committee recommends that vending operations include a variety of national brand snacks and beverages on both campuses.
Task: Address ATM Operations/Integrate
Recommendation and/or Action Taken: The committee recommends that ATM services be included as a component of the next RFP/bid process for banking services on campus.
Task: Address ATM Operations/Integrate



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Recommendation and/or Action Taken: The committee recommends that ATM services be located at strategic locations on both the east and west campuses.
Task: Address Events/Space Use/Utilization in Auxiliaries
Recommendation and/or Action Taken: The committee recommends that software such as R25 or equivalent be used to reserve space for all activities scheduled on both campuses to include use by on and off campus groups. OWG 51 met with OWG 61 to discuss scheduling software. A request has been made to the software vendor for cost and detailed information relative to the upgrade of R25 to a web based software program. IT is being included in all discussions relative to this software use.
Task: Events/Space Use/Utilization in Auxiliaries
Recommendation and/or Action Taken: The committee recommends that events offices be housed on both campuses to facilitate and coordinate use of facilities by on campus and off campus groups on each respective campus.
Task: Parking Programs
Recommendation and/or Action Taken: The committee recommends that the parking policies already in place at the east campus be the foundation for parking policies for both campuses but that they be amended to include policies for parking on an “open campus.”
Other/Final Comments (if any):
OWG 51 has worked diligently to research the tasks assigned and respond with appropriate recommendations as well as developing and implementing processes that are needed immediately in response to the needs of students from auxiliary units fall semester 2016, i.e., joint meal plans, joint housing, shuttle systems. The committee has communicated with other work groups when assignments have overlapped as well as with IT professionals to outline and work through the technology support needed by auxiliaries.