GPC/GSU Consolidation Implementation Committee
Operational Working Groups: Leadership and Responsibilities
(Responsibilities are in Italics)

This document lists:

- the Committees (and sub-committees) where most of the work of consolidation will be accomplished, as well as the two co-chairs for each committee, one each from GSU and GPC;
- the 22 functional areas into which the committees 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;
- the division of the 900 plus responsibilities identified on the USG’s Consolidation Tracker (these are shown in italics), to which more will undoubtedly be added by the committees as they pursue their work.

A. Overall University Structure - Coordinators, Presidents Becker and Watts.

USO Contacts: Shelley Nickel (Shelley.Nickel@usg.edu) & Houston Davis (Houston.Davis@usg.edu)

COMMITTEE 1: University Structure

GSU Co-Chair- President Becker
GPC Co-Chair- President Watts

1-1. Overall Structure
   * Determine Campus-Wide Functional Units

1-2. College Structure
   * Determine College Structure and Address Department Locations

1-3. Vision and Mission
   * Develop New Vision and Mission Statement

1-4. Oversight of the Consolidation Process
   * Receive progress reports, information, and recommendations from the Coordinators with respect to the Operational Working Groups
B. **Academic Degrees and Programs** - Coordinator, Risa Palm GSU Provost/VPAA;

USO Contacts: Linda Noble ([Linda.Noble@usg.edu](mailto:Linda.Noble@usg.edu)) & Teresa Joyce ([Teresa.Joyce@usg.edu](mailto:Teresa.Joyce@usg.edu))

**COMMITTEE 2:** Business
   GSU Co-Chair- Rich Philips Dean of RCB (or nominee)
   GPC Co-Chair- Tina Philpot, Interim Dean of Business

*Streamline Program Offerings*

**COMMITTEE 3:** Arts & Sciences
   GSU Co-Chair- Carol Winkler, Associate Dean of Arts and Sciences
   GPC Co-Chair- Paulos Yohanes, Dean of Science

*Streamline Program Offerings*

**COMMITTEE 4:** Education
   GSU Co-Chair- Joyce Many, Associate Dean of the College of Education
   GPC Co-Chair - Susan Cody, Dean of Social Science

*Streamline Program Offerings*

**COMMITTEE 5:** Nursing and Health Professions
   GSU Co-Chair - Lynda Goodfellow, Associate Dean, School of Nursing and Health Professions
   GPC Co-Chair- Sheila Garland, Dean of Health Sciences

*Streamline Program Offerings*

**COMMITTEE 6:** Inventory of Programs, Authorized Degrees, Delivery Modes, Assessment etc.
   GSU Co-Chair- Michelle Brattain, Chair of Senate Committee on Academic Programs
   GPC Co-Chair- Marla Calico, Interim Dean of Humanities and Fine Arts

*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

COMMITTEE 7: General Education and Core Curriculum

GSU Co-Chair- John Medlock, Assistant Dean, College of Arts & Sciences
GPC Co-Chair- Stuart Noel, Dean of English

Combine Curricula where appropriate
Look at use of online system
Create Common Student Learning Outcomes for Gen Ed and Area F
Submit Any Changes to USG Council on General Education
Determine any Non-Core Requirements (Health, Phys. Ed., etc.)

C. Related Non-Degree Academic Responsibilities- Coordinator Tim Renick, Vice Provost, VP for Enrollment Management & Student Success

USO Contact(s): Linda Noble (Linda.Noble@usg.edu), Joyce Jones (Joyce.Jones@usg.edu) & Houston Davis (Houston.Davis@usg.edu)

COMMITTEE 8: Advising, Mentoring, Tutoring and First Year Programs

GSU Co-Chair- Allison Calhoun-Brown Assistant Vice President for Student Success
GPC Co-Chair- Nate Holmes, Director of Advising

Develop Common Advising Processes and Procedures
Ensure Academic Tutoring Services are Provided on Both Campuses
Consolidate First Year Programs into One Admin. & Operating Structure

COMMITTEE 9: On-Line Education (Academics)

GSU Co-Chair - Michael Galchinsky, Director of APR and Distance Ed.
GPC Co-Chair - Margaret Ehrlich, Dean of Mathematics and of the Online Campus

Develop structure, function and role of Distance Education (in consultation with Committee 17)

COMMITTEE 10: Honors Programs

GSU Co-Chair- Larry Berman, Dean Honors College
GPC Co-Chair- Jeff Portnoy, Director of the Honors Program

Coordinate Honors Programs
COMMITTEE 11: International Programs
GSU Co-Chair- Jun Liu, GSU Associate Provost for International Initiatives

GPC Co-Chair-

Determine extent of incoming and outgoing international activity.
Review, reconcile and revise policies on international initiatives and services

COMMITTEE 12: Library
GSU Co-Chair- Tammy Sugarman, Interim Dean of Libraries
GPC Co-Chair- Julius Whitaker, Executive Director of Library Services

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
Obtain Status of Clarkston Library (“Jim Cherry Learning Resources Center”) – Naming Restrictions/Donation Restrictions
Review GPC Special Collections/Archives – Consolidate or Retain

COMMITTEE 13: Retention, Progression, and Graduation (RPG)
GSU Co-Chair-Allison Calhoun-Brown, Assistant Vice President for Student Success
GPC Co-Chair- Don Pearl, Associate Vice President of Academic Affairs for College Completion

Develop Joint Complete College Georgia Submission
Address Textbook Policies across Campus
COMMITTEE 14: Assessment of Institutional Effectiveness  
GSU Co-Chair- Peter Lyons, Associate Provost for Institutional Effectiveness  
GPC Co-Chair- Susan Finazzo, Dean of Institutional Effectiveness  

Develop Assessment Methods to be used after Consolidation is Finalized

D. Faculty Affairs- Coordinator: Risa Palm Provost/VPAA;

USO Contacts: Linda Noble (Linda.Noble@usg.edu), Marion Fedrick (Marion.Fedrick@usg.edu) & Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu)

COMMITTEE 15: Faculty Affairs  
GSU Co-Chair- Lynda Brown-Wright, Associate Provost for Faculty Affairs  
GPC Co-Chair - Pamela Moolenaar-Wirsiy, Director, Center for Teaching and Learning

15-1. Faculty Credentials, Rosters, Workloads, Pay  
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

15-2. Faculty Honors and Awards  
Consolidate Faculty Honors and Awards Programs into a Single Program

15-3. Promotion, Tenure, and Faculty Development  
Evaluate and determine appropriate levels of consistency in Promotion and Tenure Policies and Procedures
COMMITTEE 16: Research, Scholarship, Creative Activity, Grants, and Sponsored Operations
GSU Co-Chair- Jim Weyhenmeyer, VP for Research and Economic Development
GPC Co-Chair- Glenn Pfeifer, Director of Grants and Sponsored Programs

Remain Aware of and Track Intellectual Property
Address Consolidation of and Requirements for Centers and Institutes
Consolidate to a Standard Non-Disclosure Agreement, Research Agreement, Copyright Policy, Intellectual Property Policy, etc.
Protect Any Retained GPC Trademarks, Copyrights, Patents, etc.

Institutional Review Board Processes
Transfer GPC Sponsored Research to Georgia State University
Determine implications for IDC and establish appropriate positioning with respect to Federal negotiations.

COMMITTEE 17: Technology Enhanced Education and Testing Center (Technology for On-line Education)
GSU Co-Chair- Phil Ventimiglia, Chief Innovation Officer
GPC Co-Chair- Margaret Ehrlich, Dean of Mathematics and of the Online Campus

Combine Online Course and Program Offerings
Consolidate Testing

E. Student Enrollment- Coordinator: Tim Renick Vice Provost, VP for Enrollment Management & Student Success;
USO Contacts: Joyce Jones (Joyce.Jones@usg.edu) & Curt Carver (curt.carver@usg.edu)

COMMITTEE 18: Undergraduate Admissions, Transfer, Transient Policies and Recruitment
GSU Co-Chair- Scott Burke Assistant Vice President for Undergraduate Admissions
GPC Co-Chair - Danny Bellinger, Interim 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
Integrate Recruiting Practices and Materials
Learning support
Testing and placement

COMMITTEE 19: Financial Aid,
GSU Co-Chair- Louis Scott, Director of Financial Aid
GPC Co-Chair- Robin Winston, Director of Student Financial Services

Scholarships
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

COMMITTEE 20: Calendar and Schedule; Ceremonies; and Preparation of Merged Catalogues
GSU Co-Chair- Shari Schwartz, University Registrar
GPC Co-Chair- Tarrah Mirus, Registrar

20-1. Calendar and Schedule
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

20-2. Ceremonies
Determine Location and Frequency of Graduation
20-3. Preparation of Merged Catalogues

Merge Catalogues

20.4 Registration

Review and revise registration business practices, policies and procedures

F. Advancement, Development, and Alumni Affairs- Coordinator: Massey, GSU
Vice President for Development and Alumni Affairs/President of the Georgia State University Foundation

USO Contacts: Tom Daniel (Tom.Daniel@usg.edu) & Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu)

COMMITTEE 21: Alumni Affairs; Advancement Services, including Donor Relations; and Fund-Raising

GSU Co-Chair- Christina Million, Associate Vice President for Development
GPC Co-Chair- Jeff Tarnowski, Vice President of Advancement

21-1. Alumni Affairs

Merge or Retain Separate Alumni Associations
Associations (Review 501(c) filings, 990 Returns, Cooperative MOUs, etc.)
Consolidate or Retain Membership Perks
Consolidate or Retain Membership Special Interest Categories (e.g., Life Insurance, Car Insurance, Financial Services, Class Rings, etc.)
Consolidate or Retain Vendor Contracts

21-2. Advancement Services, including Donor Relations

Consolidate Advancement Services and Donor Relations
Consolidate or Retain Separate Annual Funds
Consolidate or Retain Georgia Perimeter College Retiree Association (Obtain Status/Legal Structure of GPC Retiree Association)
Consolidate or Retain Separate Vendor Agreements (e.g. RuffaloCody, Razor’s Edge, etc.)

21-3. Fund-Raising

Consolidate Fund-Raising Efforts

G. Athletics- Coordinator: Charlie Cobb GSU Director of Athletics;
USO Contact: Houston Davis (Houston.Davis@usg.edu) & John Fuchko (john.fuchko@usg.edu) Athletic Review Committee

COMMITTEE 22: Sports, Scheduling, and Scholarships
GSU Co-Chair- Charlie Cobb, Athletics Director
GPC Co-Chair-
Determine future state and configuration of Athletic Programs
Review any GPC Athletics’ Employment Contracts
Review any GPC Athletics’ Game Contracts
Review GPC Athletics’ Facilities
Review GPC Athletics’ Major Vendors (e.g., CLC, IMG, Apparel Rights, Sponsorships Agreements, etc.)
NCAA/Conference Obligations

H. Diversity & Inclusion Programs/Activities- Coordinator: Linda Nelson
USO Contacts: Teresa Joyce (Teresa.Joyce@usg.edu) & Felita Williams (Felita.Williams@usg.edu)

COMMITTEE 23: Programs and Activities
GSU Co-Chair- Linda Nelson, Assistant Vice President Human Resources
GPC Co-Chair- Amanda Reddick, Director of Human Resources for Affirmative Action/EEOC and Compliance Officer
Consolidate Diversity and Inclusion Programs and Activities

I. Economic Development and Community Relations- Coordinator: Robin Morris
USO Contacts: Tom Daniel (Tom.Daniel@usg.edu), Mark Lytle (Mark.Lytle@usg.edu), Amanda Seals (Amanda.Seals@usg.edu) & Charlie Sutlive (Charles.sutlive@usg.edu)

COMMITTEE 24: Government and Community Relations; Community Engagement and Economic Development
GSU Co-Chair- Julie Kerlin, Director of Government and Community Affairs
GPC Co-Chair- Clelia Keen, Director of Government Relations
Review, revise and reconcile government and community relations systems, structure and processes.

24-1. Government and Community Relations
Develop and Maintain Legislative Relationships and
Support Merge or Retain Legislative Contracts (Federal/State/Local)
Review Lobbying Disclosures with any Governmental Entities for last 3 Years

24-2. Community Engagement
   Identify Community Engagement Undertakings at Both Institutions
   Integrate Institutional Community Engagement Efforts
   Develop Structure to Maximize and Publicize Community Engagement

24-3. Economic Development
   Align Institutional Economic Development Efforts with USG Efforts
   Identify Institutional Capabilities Most Likely to Aid Economic Development
   Develop Structure to Maximize “Marriage Making” Capabilities

J. Media and Marketing- Coordinator: Don Hale, GSU Vice President Public Relations and Marketing Communications;
USO Contact: Charles Sutlive (Charles.sutlive@usg.edu)

COMMITTEE 25: Marketing focusing on Promotion
GSU Co-Chair- Don Hale, GSU Vice President Public Relations and Marketing Communications
GPC Co-Chair- Barbara Obrentz, Chief Public Information Officer and Director of Marketing

25-1. Marketing
   Develop Rebranding Initiatives and Revised College Seal
   Create Integrated Public Relations Plan

25-2. Media Relations-
   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

25-3. Publications and Collaterals-

Print Campus Maps and Promotional Materials

25-4. Social Media

Consolidate and Invigorate Social Media Presence and Impact

25-5. University Website

Create a new Website, Photo, and President’s Letter
Finalize Creation of Joint Website

K. Research and Service Foundations- Coordinator: Jim Weyhenmeyer, GSU Vice President for Research and Economic Development.

USO Contact: Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu)

COMMITTEE 26: Research and Service Foundations Operations and Integration
GSU Co-Chair - Jim Weyhenmeyer, GSU Vice President for Research and Economic Development.
GPC Co-Chair – N/A

Merge or Retain Separate Foundations

L. University Foundations- Coordinators: Presidents Becker and Watts;

USO Contacts: Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu) & Susan Ridley (Susan.Ridley@usg.edu)

COMMITTEE 27: University Foundations Operations and Integration
GSU Co-Chair- President Becker
GPC Co-Chair- President Watts

Merge or Retain Separate Foundations (501(c)(3) Status Changes; 990 Returns; Audit Reports; etc.)
Address Endowment Restrictions (Temporarily Restricted and Permanently Restricted)
& Tax-Exempt Bond Liabilities
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 of PPV Insurance Coverage to Insure
  Adequate
  Continuous Coverage
Consider Opportunities for Economy of Scale on
  PPV
Projects
Consider ReAing to Lower Cost to Students
Discern any Change to Foundation Impact on
  Existing
  PPVs or Financing
Discern any Impact on Foundation Bylaws
Consolidate or Retain Vendor Contracts (e.g.,
  Razor’s Edge, Investment Manager Agreements,
  etc.)
Consolidate or Retain Bank Accounts (Approval
  Account Signatory Approvals)
Consolidate or Retain Corporate Card Accounts
Review Minute Books for Directors’ Meetings and
  Committee Meetings and Actions by Written
  Consent for past 3 years

M. Legal Affairs Issues- Coordinator: Kerry Heyward, GSU University Attorney;

USO Contacts: Burns Newsome Nels Peterson (nels.petersen@usg.edu) &
Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu)

COMMITTEE 28: Legal Affairs and Handbooks
  GSU Co-Chair- Kerry Heyward, GSU University Attorney
  GPC Co-Chair- Leslie Ann Dunn, J.D., Assistant Professor of Business

28-1. Division of Responsibilities
  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
Obtain a list of any prior, pending, or threatened (a) unfair labor practice charges or complaints against GPC before the EEOC or any other federal, state, or local labor relations board; (b) faculty or staff grievances against GPC; (c) arbitrations or mediations proceeding against GPC; or (d) litigation against GPC
Obtain copies of all internal, external, or USG Audit Reports concerning GPC over past 3 years (including any Management Responses)
Obtain a description by project of all work performed by outside counsel for GPC over past 3 years (including copies of all bills)
Obtain a description of all GPC Hotline calls over past 3 years
Review any consent decrees, judgments, or other decrees or orders, settlement agreements, and other agreements to which GPC is a party or by which it is bound requiring or prohibiting future activities.
Obtain a schedule of all material licenses, permits, registrations, governmental approvals and clearances obtained, pending or otherwise, required for the conduct of business of GPC (and its affiliated organizations)
Obtain a complete list of loss and claims experience over the past 3 years
Review GPC Clery Act Annual Reports for past 3 years
Review GPC Georgia Open Records Act policies and procedures

28-2. University Policy Mergers and Handbooks
   Merge University Handbooks

28-3. Faculty and Staff Policy Mergers and Handbooks
   Merge Faculty Handbooks
   Merge Staff Handbooks

28-4. Student Policy Mergers and Handbooks
   Merge Student Handbooks

N. Auxiliary Services- Coordinator: Jerry Rackliffe GSU Senior VP for Finance and Administration;
   USO Contacts: Joyce Jones (Joyce.Jones@usg.edu) & Vikki Williamson (Vikki.Williamson@usg.edu)
COMMITTEE 29: General Auxiliary Services
GSU Co-Chair - Beth Jones, Associate Vice President Finance and Administration
GPC Co-Chair - Derrick Turner, Director of Auxiliary Services

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
ATMs
Waste Management
Staff “Perks” (MARTA, Movies, etc.)
Vending
Pouring Rights
ID Cards (w/ Financial Services Ties)

COMMITTEE 30: Business and Finance
Coordinator: Jerry Rackliffe GSU Senior VP for Finance and Administration;
USO Contacts: John Brown (John.Brown@usg.edu), Vikki Williamson (Vikki.Williamson@usg.edu), Julie Harris (jharris@ssc.usg.edu) & Becky Prince (bprince@ssc.usg.edu)

COMMITTEE 31: Budget
GSU Co-Chair - Denise Floyd, Manager Budget and Planning
GPC Co-Chair - Amy Jurgens, Assistant Vice President of Financial and Administrative Affairs

Address Budget Preparation Process (PeopleSoft)
Determine whether a common or separate database will be used (PeopleSoft)
Consolidate iStrategy Systems (PeopleSoft)
Address Allocations

COMMITTEE 31: Business Operations and Contracts
GSU Co-Chair - Bruce Spratt, Associate Vice President and Comptroller
GPC Co-Chair - Diane Hickey, Interim Executive Vice President of Financial and Administrative Affairs

Transfer Assets
Transfer Bank Accounts (Approve Bank Signatory Approvals)
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, etc. al.
OST: Address Bank Accounts and Other Banking Matters (Approve Bank Signatory Approvals)
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 Chart fields (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
COMMITTEE 32: Procurement
GSU Co-Chair- Bruce Spratt, Associate Vice President and Comptroller
GPC Co-Chair- Jim Barnaby, Director of Logistical Services

- Merge Purchasing Process and Procedures
  (including Contract Review Process and E-Verify Compliance Process)
- 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

COMMITTEE 33: Tuition and Fees
GSU Co-Chair- Jerry Rackliffe, Senior VP for Finance and Administration
GPC Co-Chair- Jamie Fernandes, Associate Vice President of Financial and Administrative Affairs

- 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 ProForma

P. Facilities and Physical Plant- Coordinator: Jerry Rackliffe, GSU Senior VP for Finance and Administration;

USO Contact: Alan S. Travis (alan.travis@usg.edu)

COMMITTEE 34: Campus Master Planning and Physical Plant
GSU Co-Chair- Ramesh Vakamudi, Associate Vice President for Facilities.
GPC Co-Chair- Lewis Godwin, Director of Campus Planning

34-1. Campus Master Planning
- Review and Evaluate Current Campus Master Plans

34-2. Physical Plant
- Initiate Building Inventory Validation (Addresses and description of each GPC Building, whether owned or leased; obtain copies of all
agreements/leases and related documentation, including, title papers, title insurance policies, appraisals, surveys, etc.)
Specifically, obtain details regarding GPC’s Newton Campus, which involves a donation of land from the Arnold Fund, and which is owned by the GPC Foundation. One building is leased with E & G funds and another (including baseball/softball facilities) is leased with student fees.
Specifically, obtain details regarding GPC’s lease of its Lakeside Center (1975 Lakeside Parkway, Tucker, Georgia 30084

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
Obtain Copies of all Certificates of Occupancy.

Q. **Human Resources**- Coordinator: Jerry Rackliffe, GSU Senior VP for Finance and Administration;
USO Contact: Marion Fedrick (Marion.Fedrick@usg.edu), Becky Prince (bprince@ssc.usg.edu) & Julie Harris (jharris@ssc.usg.edu)

**COMMITTEE 35:** HR, including Position Descriptions and Salary Bands
GSU Co-Chair- Linda Nelson
GPC Co-Chair- Jim Rasmus, Executive Director of Human Resources and Payroll Services

*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*
*Consolidate or Retain Staff Grievance Processes*
R. **Information Technology**- Coordinator: Phil Ventimiglia, GSU Chief Innovation Officer;

USO Contacts: Curt Carver, ([curt.carver@usg.edu](mailto:curt.carver@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)) & Rich Loftus ([Rich.Loftus@usg.edu](mailto:Rich.Loftus@usg.edu))

NOTE REGARDING AREA R, COMMITTEES 37 (INCLUDING 37—1 THROUGH 37-4) 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, COMMITTEE 37 (INCLUDING 37-1 THROUGH 37-4) : 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.

**COMMITTEE 36: IT**

GSU Co-Chair- Phil Ventimiglia, GSU Chief Innovation Officer;
GPC Co-Chair- Mark Hoeting, Assistant Vice President/CIO

36-1. IT: Back-End Systems (Networking, Wireless, Telecom, Hardware, Servers, etc.)
36-2. IT: Business Services (Financial and Personnel Systems)
36-3. IT: General Support (Website, Drupal, File Services, Training, Service Desk, etc.)
36-4. IT: Research Computing
36-5. IT: Student/Faculty Services (Authentication, E-Mail, Banner, D2L, AV, etc.)

S. **Risk, Audits, Safety, and Security**- Coordinator: Jerry Rackliffe Senior VP for Finance and Administration

USO Contacts: John Fuchko III ([John.Fuchko@usg.edu](mailto:John.Fuchko@usg.edu)) & Alan S. Travis ([Alan.Travis@usg.edu](mailto:Alan.Travis@usg.edu)) [Bruce Holmes ([Bruce.Holmes@usg.edu](mailto:Bruce.Holmes@usg.edu))]

**COMMITTEE 37:** Public Safety and Security and Emergency Planning and Communication

GSU Co-Chair- Connie Sampson, Chief of Police
37-1. Public Safety and Security

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
Review GPC Clery Act Reports for past 3 years
Identify GPC Campus Security Authorities
Review GPC Timely Notice Policies and Procedures
Consolidate into Panther Alert System

37-2. Emergency Planning and Communication

Combine Emergency/Behavioral Response Teams and Notification Systems
Review Existing Mass Communication Systems and Contracts
Maintain Existing Emergency Operations, and Put New Plans in Place

COMMITTEE 38: Risk Management, Audits, and Occupational Safety/Compliance
GSU Co-Chair - Sterling Roth
GPC Co-Chair - Kwabena Boakye, Director of Internal Audit

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 (including reviewing all environmental studies and surveys, including any Phase I and Phase II reports; obtaining copies of all environmental permits and permit applications of GPC; obtaining copies of any notices, complaints, suits, or similar documents sent to, received by, or served upon GPC)
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: Robin Morris, GSU Associate Provost for Strategic Initiatives;
USO Contacts: Linda Noble (Linda.Noble@usg.edu) & Marion Fedrick (Marion.Fedrick@usg.edu)

COMMITTEE 39: Administrators Governance
GSU Co-Chair- Edgar Torbert,
GPC Co-Chair-

Determine Structure
Determine Membership on Regents Administrative Advisory Committees

COMMITTEE 40: Faculty Governance
GSU Co-Chair - Laura Fredrick, Chair, Senate Executive Committee
GPC Co-Chair- Debra Denzer, Chair of the GPC Faculty Senate

Determine Structure
Determine Membership
Hold Elections

COMMITTEE 41: Staff Governance-
GSU Co-Chair - Charles Gilbreath, Chair, GSU Staff Council
GPC Co-Chair - Kara Kennebrew, Chair of the GPC Staff Senate

Determine Structure and Policies
Hold Elections

U. Student Organizations and Student Life- Coordinator: Doug Covey, Vice President for Student Affairs;
USO Contact: Joyce Jones (Joyce.Jones@usg.edu)

COMMITTEE 42: Student Organizations and Student Life
GSU Co-Chair - Becca Stout, Associate Vice President Student Affairs
GPC Co-Chair - Matthew Robison, Dean of Students, Clarkston

42-1. Competition Teams (Non-Sports)
Consolidate and Integrate

42-3. Greek Life
Consolidate and Integrate

42-4. Preserving Traditions and History
Communications & Media Arts
Maintain, Consolidate, and Integrate
Identify and Promote Key Issues and Items in GSU and GPC History

42-5. Registered Student Organizations
Determine Faculty Leadership of Student Organizations and Clubs
Consolidate or Retain GPC’s The Chronicle Newspaper

42-6. Student Government Association
Combine SGA and Other Student Activities
Revise SGA and Student Fee Committee Bylaws

42.7. Health
Combine Health Centers and Services
Determine Requirements to Participate in Student Health

Insurance Program

42-8 Counseling
Combine Counseling Centers

V. Student Services - Coordinator: Doug Covey, GSU Vice President for Student Affairs;

USO Contacts: Joyce Jones (Joyce.Jones@usg.edu)

COMMITTEE 43: Student Services
GSU Co-Chair - Darryl Holloman, Dean of Students
GPC Co-Chair - Coletta Carter, Assistant Vice President of Student Affairs

43-1. Career Services
Combine Career Services, including Interest Assessment and Placement

43-2. Disability Services and Testing
Combine Disability Services and Resources

43.3. Housing
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

43.4. Student Conduct and Academic Integrity
Combine Student Disciplinary Report Databases
Revise Judiciary Processes
43.5. Club Sports, Intramurals, and Recreational Sports

*Consolidate and Integrate*

**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

**Mark Becker/Rob Watts**
- Consider Inter-Institutional Transfer of Personnel Prior to Merger
- 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
- Consult on SACS documentation, site visit preparation and submissions.