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Faculty Senate Meeting
6 October 2003
3:00 - 4:30 p.m.
Cazier Science Technology Building Room 120

AGENDA PACKET

- | | | |
|------|--|-----------------------------|
| 3:00 | Call to order
Approval of Minutes - 8 September, 2003 | Kevin Kesler |
| 3:05 | Information Items
University Dashboard | Craig Petersen |
| | Consent Agenda
EPC Business
Faculty Evaluation Committee Report
Bookstore Committee Report
Libraries Advisory Council Report | |
| 3:10 | Key Issues and Action Items
Emergency Preparedness/GIS Project
Letter to Governor and Legislature regarding
budget proposals for 2004-2005 | Eric Hansen
Kevin Kesler |
| 3:45 | University Business | Provost Albrecht |
| 4:15 | New Business | |
| | Adjourn | |

Faculty Senate Meeting Minutes for September 8th, 2003

Call to Order

Kevin Kesler called the meeting to order at 3:00 pm. He welcomed the Faculty Senate to the new school year, and explained one minor change in the format of the agenda, which is to allow for discussion of items taken out of the consent agenda later on in the meeting.

Minutes

Stephanie Kukic made a motion to accept the minutes of the April 28th meeting. The motion, seconded by Carol Kochan, was passed.

Announcements

Joyce Kinkead gave a brief presentation on the incoming freshman class, including its high quality makeup, statistics, and a few short biographies of selected freshmen.

Tom Kent then presented the general makeup, statistics and goals of graduate enrollment in this year's graduate program.

Consent Agenda

Janis Boettinger moved to accept the Consent Agenda. The motion, seconded by Kathy Piercy, passed.

Key Issues and Action Items

Approval of Parliamentarian

Kevin Kesler proposed Jeff Walters to return as this year's Faculty Senate Parliamentarian.

Dallas Holmes moved to accept Jeff Walters as Parliamentarian. The motion, seconded by Jeff Banks, was passed.

Policy Changes for Faculty Senate

Janis Boettinger took a few moments to explain changes in the Policy Code regarding membership in PRPC. Janis Boettinger moved to send Policy Changes for Faculty Senate to PRPC. The motion, seconded by Stephen Bialkowski, was passed.

Honorary Degrees and Awards Nominations

Marv Halling described the need for a new member to the Honorary Degrees and Awards Screening Committee. Three nominations were previously made, who were Jennifer McAdam, Jan Roush, and Barbara White. It was opened to the senate to make any more nominations, which none were made. Janis Boettinger moved that nominations ceased, which was seconded by Kathy Piercy. The three nominations will then be sent to President Hall for final selection.

Proposed Changes to the Hiring Policy

Sue Guenter-Schlesinger presented the proposed changes to the Hiring Policy. Five forms have been modified, of which was the Request to Fill an Open Position form, the Request to Advertise form, and the Applicant Selection/Nonselection form. The Personnel Services office is doing their best to return these forms back as quickly as possible to expedite the process. Janis Boettinger moved to endorse the changes in the Hiring Policy allowing for the need of language changes if needed in the future. The motion, seconded by Ronda Callister was passed.

Senate Membership on the Banner Committee

Kevin Kesler described the Banner Committee, and it's need for Faculty Senate representation. He asked for volunteers, and Gilberto Urroz was the only volunteer. Kevin then explained that any more volunteers could contact him after the meeting.

University Business

Provost Stan Albrecht gave the University Business. He discussed the following topics: The Regents moratorium on new programs, Selective Investment, including student-faculty ratio, and bottleneck courses initiatives, and the university is working on increasing doctoral enrollment, and filling the 22 new faculty positions made available with Tier 2 tuition dollars. Administration is filling a Selective Investment Committee to review top priority items for funding from selective investment funds. Ronda Callister mentioned USU's winning a \$3 million/5 year NSF Advance Grant to improve the recruitment and retention of women faculty in Sciences and

Engineering. The Provost then presented USU's Budget, including the needs for compensation increase for faculty, unfunded students, operating costs, and the Animal Science renovation. He then talked about the proposed creation of department head terms, and discussed the implementation of a 5 year term with a 5 year possible extension.

Adjourn

Kevin Kesler then called for adjournment. The meeting adjourned at 4:30 pm.

**The University Dashboard can be better seen and printed
by linking directly to it's .pdf version [here](#).**



Introduction: Educational Policies Committee
Report for Faculty Senate 9/22/03

Joyce Kinkead-Chair, Stanley Allen-Agriculture, Duke DiStefano-ASUSU Pres., Todd Crowl-Natural Resources, Karla Petty,-ASUSU Acad VP, Richard Cutler-Science, Jan Roush-HASS, Stephanie Kukic-GSS, Scott Hunsaker-Education, David Olsen-Business, David Luthy-DEED chair, Weldon Sleight-Extension, Cheryl Walters-Library, Jeffrey Walters- ASC Chair, Paul Wheeler-Engineering

Meeting Dates:

September 8, 2003, October 2, 2003, November 6, 2003, December 4, 2003, January 8, 2004, February 5, 2004, March 4, 2003, April 1, 2004.

Facts & Discussion:

- [2004-2005 deadlines for Curriculum changes](#)

Curriculum Subcommittee

In September meetings, the Curriculum Subcommittee approved the following program changes:

- Proposal to combine two existing specializations within the Master's Degree in English was approved.

[Specialization 1](#) [Specialization 2](#)

Recommendations

EPC recommends approval of above changes by Faculty Senate.

Faculty Evaluation Committee

To: Faculty Senate Executive Committee
From: Ruth Struyk, Chair
Date: September 22, 2003
Re: FEC Annual Report

Committee Membership:

The committee shall consist of one faculty representative from each College, one faculty representative from Extension and the Library, two student officers from the ASUSU, and one student officer from the GSS.

Ruth Struyk, Chair, Education
Noel Carmack, Libraries
Gaylen Chandler, Business
Dan Drost, Agriculture
Peter Galderisi, HASS
Rick Heflebower, Extension
Stephanie Kukic, GSS
Jim Long, Natural Resources
Jennifer Minchey, ASUSU Education Senator
Justin Rees, ASUSU Business Senator
Steve Skinner, ASUSU Science Senator
Gary Stewardson, Engineering
Kathryn Turner, Science

Mission:

The FEC shall (1) assess methods for evaluating faculty performance; (2) recommend improvements in methods of evaluation; (3) recommend methods of faculty development; and (4) decide university awards for Teacher and Advisor of the Year.

Issues:

Faculty Course Evaluations

At the last meeting of the committee in April, the committee began undertaking the charge to evaluate the current evaluation form, discuss what other similar institutions use for faculty evaluations, how the evaluations are used, and exploring whether evaluations can be conducted on-line.

UTAH STATE UNIVERSITY BOOKSTORE COMPACT PLAN ANNUAL PROGRESS REPORT FY 2002-03

September 12, 2003

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- | | |
|---|---|
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| E. Continue to utilize technology to improve the Bookstore processes. | 9 |

I. VISION STATEMENT

Our vision is to be an active team member in contributing to the success of the academic, research, and community life of the University. We are committed to the highest level of benefit at the least cost. Our customers mean everything to us!

II. MISSION STATEMENT

The Bookstore's primary objective is to support students, faculty, staff, and visitors by providing high quality products and exemplary services.

The Bookstore Serves:

- STUDENTS by providing easy access to text, reference, trade books, and other educational materials.
- FACULTY by ensuring course materials are identified, ordered, and received on time.
- STAFF by providing supplies.
- VISITORS by providing Aggie-related merchandise.

The aforementioned will be accomplished by:

- Merchandise being
 - high value.
 - available.
 - attractively displayed.
 - well organized.
- Associates who
 - are informed and well trained.
 - serve customers.
 - are recognized.
 - are treated with dignity.

The Bookstore operates at world-class status. We communicate, educate, set goals, and link rewards to specific performance accomplishments. We plan, align strategic initiatives with appropriate desired results, allocate resources to pre-established highest leverage opportunities, and establish clear, measurable milestones. We invite feedback to improve understanding and are committed to continued improvement.

III. DIRECTOR'S ANALYSIS

Stressful times

What do successful companies do during stressful economic times? They work harder to meet customer needs, manage costs, while continuing to invest in their business and their people for the future. They balance short-term challenges without deviating from long-term plans. Utah State University Bookstore made remarkable progress in all these areas during fiscal year 2002-03.

A summary of the economic environment impacting the store follows:

- A state and national recession. The retail industry struggled generally but bookstore industry sales declined in 2002. Christmas sales were disappointing and the highly advertised Harry Potter sales event and associated product sales failed to lift the industry out of its sales slump. Our store, being tied so tightly to the publishing industry, mirrored the industry sales trend.
- Institutional Budget Reductions. The university's budget has been reduced \$14.3 million¹. Two consecutive years have passed with no salary increases for university employees. Benefit costs continue their double-digit increases. These conditions severely reduced employees' disposable incomes and campus department expenditures at the store.
- The impacts of House Bill 331 effected USU particularly hard, reducing out-of-state freshman enrollments by 25% from 2001². Transfer student enrollments were down by 24%³. Freshman students typically spend more at our store than seniors or graduate students.
- Tuition costs at USU increased 30% over the past two years⁴.
- Closure of our south store for renovation and consolidating products and staff into the north store.

The net effect of these conditions resulted in sales being 7% lower than our projections but 1.3% higher than the prior year⁵. Achieving any sales increase under these tough operating conditions was possible only by staying focused on our strategic plan and values while altering short-term strategies.

Gross profit before operating expenses increased 10.6% over FY2002. This is a significant accomplishment given that sales increased only 1.3%. Exceptional inventory cost controls and reliance on improved margins through supply channel relationships held prices down while bolstering profits. The store incurred a one-time expense of \$100,000 due to the south store remodel; otherwise expenses were flat as compared to the prior year.

We moved forward with Phase II of our remodel which was renovation of the south store. There had been discussions in Administrative Services and the management of the Taggart Student Center about postponing phase II for another year out of sensitivity for the devastating impact budget reductions and no salary increase had for employees and campus departments.

However, given that the planning and funding were ready, President Hall asked that we move forward due to the improvements in student services the new facility would provide. The project began May 12, 2003 with completion expected July 31, 2003. As with the north store remodel the project was funded entirely from store profits.

Much of the year was spent improving operating procedures within the School and Office Supplies department with the consolidation of Central Stores. We also adjusted to the newly remodeled north store changing procedures to take advantage of the design features of the new facility.

Staying focused in 2003

While market and campus economic conditions may continue to work against us in the coming year, we plan to continue investing in our core business by increasing the products we have to sell, and selling them to more students.

We will be rebuilding our academic look in our general book (non-textbook) department, improve our visual merchandising, adding textbook reservations, and adjusting internal processes to take advantage of the design and productivity of our new stores.

We will continue our award winning faculty adoption program, our faculty and student surveys to guide our marketing efforts and work more closely with our supply channel partners to keep merchandise cost pressures low and pass savings on to our customers.

David Hansen
Director

IV. INITIATIVES SUPPORTING UNIVERSITY GOALS

A. Curriculum-related materials will be available at the lowest possible cost for use three weeks before the start of classes.



Activities and Outcomes:

- Five Star Textbook promotion continued through the fourth quarter. Faculty were sent reminder notices with Skor candy bars via campus mail to faculty one week before Fall Semester 2003 adoptions were due (April 15 is the due date). The candy bars in the envelope get their attention, so they are more inclined to open them and read the accompanying reminder. We have received positive responses from faculty. This promotion continues our award winning adoption program recognized by CHEMA as a best practice for higher education.
- We began reporting Academic Publishing data along with textbook data. By aligning the adoption dates and work processes with Textbooks, faculty have one deadline to remember for course materials.

B. Improve the Bookstore's course materials market share by providing a satisfactory solution for every customer



Activities and Outcomes:

- Seven \$500 Textbooks Scholarship recipients for 2003 were selected from a stack of applicants-one scholarship is awarded to a student from each college. We have been invited to attend several of the award banquets that the colleges hold. The recipients have been very gracious and appreciative.
- Textbooks participated in the Open Houses for incoming freshman again this year. Bookstore bags and materials regarding purchasing and selling back textbooks were given to students as we visited with them and their parents. One, \$100 Textbook Scholarship was awarded to a student from each Open House.
- New local competition started business in April 2003. A private textbook company from Idaho setup for our Spring Term buyback. Their intent is to sell used and new textbooks for a three-week period during Fall Semester 2003 rush.
- Performed an SWOT analysis on the potential impact to inventories, market share and customer patronage with a new competitor in the local market. We choose not to make any changes to our textbook marketing strategy for Fall Term. This was confirmed with our college store consultant who is very familiar with our operation and the local market.
- Received more specific instructions from USU legal council on how to respond to freedom of information requests from competitors for textbook lists. As a result, we provide unworked copies of faculty adoptions for .10 per copy. This is a standard response followed by other leading college stores when competitors request textbook adoption information.

C. Be an informed source and an active influence to facilitate campus-wide understanding of copyright issues.

Activities and Outcomes:

- Faculty have increased their use of the library's digital reserve causing a decrease in sales and increasing the university's exposure due to requirements of The Digital Millennium Copyright Act. The provost responded to this concern by establishing a strategic copyright committee to address the larger issues of copyright for USU. The committee will review current copyright use practices on campus and make recommendations to the provost during the fall of 2003.
- Finished testing software purchased to automate the request, tracking, sales and royalties on copyrighted works used in the classroom. This system has replaced the many filing systems and cumbersome work processes associated with manual tracking of citation usage.
- The copyright manager terminated. We are in the process of seeking a replacement while maintaining services.
- The director and Course Materials Manager continued to meet with the Strategic Copyright Committee. This group is exploring options on how to better educate and serve faculty in light of The Digital Millennium Copyright Act and changes in technology. The committee's goal is to formulate a recommendation to the Provost.

D. Completely renovate the Bookstore facility by summer of 2003.

Activities and Outcomes:

- A 717,328.85 construction budget was approved March 13, 2003 for remodel of the south

store. Cooperation from Paul Sampson, the University Inn, Facilities Design and Construction, Taggart Student Center facility personnel, and Raymond Construction made planning and budgeting of this next phase possible. The project begins May 12, 2003 and will be completed August 3, 2003. The project includes contractor incentives for early completion.

- Remodel project highlights include gutting the south store, a six foot setback across the store's hallway frontage to widen the hallway, pouring new footings along the exterior south wall so it aligns with the buildings façade, replacing all interior furnishings, fixtures, lighting and upgrading the HVAC with current technology.
- The south store inventories and staff were consolidated into the north store. Employees arose to the challenge of working as a team to create a pleasant shopping environment for customers in half the normal retail space.

Phase I and II remodel projects serve our vision of sharing campus values to all who come to USU to visit or study by providing a modern, comfortable store for shopping. We believe our store facilities, products and customer service are a window to the Utah State University community through which first impressions are made. Academic themes were integrated into the design while reflecting the seasons of campus life and operational flexibility. Cross merchandising, improved visual merchandising, increased lighting and reduced offsite storage were retail principles emphasized by the new design.

V. INITIATIVES ARISING FROM UNIT PERFORMANCE ASPIRATIONS

A. Continue to improve customer service.



Activities and Outcomes:

- The Bookstore continues to be viewed as a friendly and informative place to browse and shop whether in-store or online.
- During the fourth quarter, we completed a SWOT analysis of our General Book department. This included researching pricing strategies of local bookstores for general books and arranging for a mentor for our new General Book manager. Industry sales of General Books continue to decline. However, we believe there are sales opportunities to be gleaned from campus customers.
- Reorganization of the Marketing Communications department had a detrimental impact on the store's marketing efforts this past year. We executed fewer projects to inform students about the value of our products and services. In the absence of these programs, students' dissatisfaction with prices increased. We expect to be more vigilant during 2003-04 in executing marketing plans that reach students and educate them regarding the value of our products and services.
- Initiated our annual student focus group survey. Three distinct groups of 20 students each will be interviewed by an independent moderator. Results indicate students' reactions to textbook prices have increased this past year as well as their use of the internet as an alternative source for textbooks. Freshman spend the most at the store; seniors and graduate students the least. Many students mentioned the improved facilities of the north store increased their shopping/browsing. All students said the improvement in reducing

wait times for checkout as being a significant "noticeable" improvement in store services.

- Customer wait times averaged 6.5 minutes; an improvement over the 16 minute average last year. We used a full-time line monitor which improved our customer through-put.
- More efficient line queuing kept waiting customers out of the merchandise isles so other customers can shop. There were noticeably more customers shopping in the School Supply department than last year.
- Adjusted backpack racks outside the store to improve entrance-exit customer traffic flow. We do not have an effective solution to manage backpacks dropped outside the store. Presently uniformed USU Police officers monitor the drop station shelves during the first week of school (our busy time.) We plan on adding 24 X 7 video surveillance for our backpack service for the fall of 2003.
- Employees greet customers as they enter the store. Cashiers have been trained to ask if customers found what they needed and are thanked as the transaction is completed.
- Improved visual merchandising and window displays of high margin product. This kept sales from declining during the current economic slump.
- Continued the use of a separate checkout for campus departments so these customers can get in and out during rush period.
- Our "Delivery on the Hour" service for campus departments was amended to use the delivery services of USU Central Distribution. The objective of this new codicil is to reduce the number of vehicles on campus and consolidate duplicate delivery efforts. This arrangement continued to work very effectively during the fourth quarter.
- Hired a concessions intern to handle all outside sales events. This greatly improved sales and product selection. The student intern was given the latitude over discount decisions, product display and setup. This increased sales over last year and improved our look, and established clear accountability concession sales performance. This program was so successful we will repeat it next year and add a merchandising intern once the south store reopens. Student interns provide a hands-on learning experience which supports the academic mission of the university.
- A compact for the Bookstore to assume the graduation regalia and distribution process was proposed to Assistant Provost Sydney Peterson. The codicil has been accepted and the store will be responsible for distributing graduation gowns in 2004.
- Our "Little Aggies" activities met our objective of attracting parents and children into the store on Saturdays. We will continue this project when school begins in the fall.

B. Achieve a minimum annual contribution of 13% of annual sales.



Activities and Outcomes:

- During our consultant meeting in March, gross margin variances in Gifts and Clothing were identified as being too low. A plan has been developed to re-educate staff on the correct recording of markdowns, discounts and write-offs. The plan will be implemented during the first quarter of 2003-2004.
- Shipping and Receiving tracked through-put of inbound freight. The objective is to monitor and correct for any problems that delay getting merchandise to the selling floor. Data indicates Shipping and Receiving staff are able to move 96% of all inbound freight through the receiving process and onto the sales floor the same day it arrives.
- Cashiers continued a program of monitoring and reporting cash over/shorts. The program displays the over/shorts by cashier for every business day in the month. Incentives are offered for those cashiers with no over/shorts for a month. This has substantially reduced

losses associated with cash management.

C. Continue to improve inventory management



Activities and Outcomes:

- The year ended with a giant jump in total used books sold. This year ended with 39%. Our goal is 40%. Last fiscal year ended with 33%. This has been a five year effort to increase the numbers of used books to meet student demand.
- The economic situation of the state and nation along with campus budget restrictions resulted in flat sales and higher inventories. Although sales increased just 1.7% over last year, our gross margin on sales increased 10.6% over FY2002. Much of this increase is directly attributed to more sales of used books which carry a higher initial margin. But it also includes improved sales of school and office supplies which benefited from the remodel by being better displayed and easier to shop during rush.
- Computer Solutions finalized the liquidation of inventory for the I.T. department. Through this effort, we were able reduce the loss I.T. had invested in inventories during the time Computer Solutions reported to them. Kim Marshall was pleased with the result.
- Continued to manage textbooks overstock. Reports are reviewed monthly to manage inventory for potential write-off to preserve margin dollars. A textbook clerk was hired this past year to focus exclusively on reducing costs associated with inbound freight damages as well as expediting returns to publishers.
- Gifts and Clothing was the only store department to exceed their sales budget. Aggressively pursuing outside sales, renewing codicils with campus departments and a mindset of Lori Cano to build sales made this accomplishment possible.

D. Reduce the labor ratio to 11% or less of gross sales by 2003.



Activities and Outcomes:

- Improvements were made to our labor rate over last year through tighter controls on hourly employee schedules, better employee training and weekly labor reports managers use to adjust labor to actual sales.
- Along with our consultants, we will review the labor impacts created by consolidating Computer Solutions and Central Stores into the Bookstore. Adjustments, if any to the labor goal, will occur in the first quarter of 2003-04.
- Employee cross-training was utilized so cashiering duties during class breaks were shared between Textbooks and School Supplies eliminating two cashier positions.
- A full-time contract position was eliminated in School Supplies when an employee was transferred to fill a vacant position in General Books. A delivery person was also dropped when a compact was established with Central Distribution to do campus deliveries.
- Student Leads received leadership training to provide them with new skills based upon principle-based leadership concepts. Student leads provide departmental management when the manager is not onsite or attending meetings.
- Senior staff participated in three onsite training sessions on team building and conflict management. The objective of these sessions has been to improve communication and

organizational culture development.

E. Continue to utilize technology to improve the Bookstore processes.

Activities and Outcomes:

- A new Internet bankcard authorization program was installed this year. It reduced bankcard authorization wait times from 16 seconds to less than two seconds. This further reduced wait times for the most popular payment method chosen by our students. It replaced a telephone dial-up line that was very slow.
- A codicil for the Bookstore to develop and maintain the Extension Service Bulletin room was accepted by Vice President Jack Payne. The end objective will result in the Bookstore owning the inventory and providing document/product delivery to customers. Project completion: October 2003.

Staff Accomplishments

We continue to stress the importance of staff education and industry participation. It is important to our vision, mission and values that our employees mirror the educational values of USU by providing industry-specific educational opportunities and promote excellence in retailing.

- Lori Cano, Gifts and Clothing manager, participated on the marketing committee of the National Association of College Stores to rewrite the association's college store marking kit used by over 5,000 industry members.
- Trish Blair, Computer Solutions manager, attended CCRA conference in Anaheim, CA. Held at the Disneyland Hotel. She is a committee member of "Vendors in Partnership".
- David Rhodes, School and Office Supplies manager, attended the Independent College Bookstore Association (ICBA) and vendor produced electronics show. Recognized by ICBA for three years service on association Supply Evaluation Team.
- Susan Miller, Curriculum Materials Manager,
- Kevin Kerr, Associate Director, attended the annual Large (college) Stores Group meeting where he presented our "Little Aggies" Saturday program with participants. This event was subsequently featured by the National Association of College Stores as a creative promotional event.
- Moved the Student Book Exchange web site to ASUSU after existing server failed.

¹ *Update March 17, 2003*, President's Budget Update web page.

² *Impacts of HB 331 on Utah State University*, President's Budget Update web page.

³ Ibid

⁴ *Budget Hearings On Campus*, a report from President Hall to PEA and CEA employees, President's Web Page.

⁵ *June 2003 Auxiliary Variance Report*, p1.

⁶ Average of actual timed measurements averaged over Fall and Spring Terms.

⁷ Calculated from Auxiliary Variance Report, June 2003 final.

⁸ RMSA report, dated June 30, 2003.

⁹ Calculated from Auxiliary Variance Report, June 2003 final.

Library Advisory Council

FY 02/03 Annual Report

October 6, 2003

The University Libraries Advisory Council advises the Vice-Provost for University Libraries and Instructional Support in (1) meeting the learning, instruction, and research needs of students, faculty and staff; (2) formulating library policies in relation to circulation, services, and the collection development of resources for instruction and research; and (3) interpreting the needs and policies of the libraries to the University. The Council membership will consist of nine faculty members, one from each College and Extension with one undergraduate and graduate student appointed by the Provost. Faculty members will serve three-year terms and are renewable once. The Vice-Provost for University Libraries and Instructional Support serves as an ex-officio, non-voting member. The chair will be elected from the Council membership on an annual basis.

Members:

Doran Baker, Engineering (03)

Lisa Berreau, Science (04)

Carl Cheney, Education (05)

Rich Etchberger, Extension (04)

Robert Franckowiak, ASUSU GSS

Jeffrey Leek, ASUSU

Ed Stafford, Business (05)

Gary Straquadine, Agriculture (04)

Nancy Warren, HASS (03)

Natural Resources - vacant

Linda Wolcott, ex-officio

The Council was constituted in January 2003 and held its first meeting on February 24, 2003. The Council met monthly through April. At its initial meeting, the Council was oriented to its membership, charge, and role to the development of the University Libraries. The subsequent meetings addressed various issues facing the Libraries, such as: Merrill Library Replacement Project, Performance Dashboard, Compact Plan, and potential budget shortfalls.

2002/03 Action Items:

1. Circulation grace period being removed and extending the undergraduate check out period to three weeks instead of current two week. Council approved change with the new policy going into effect Fall semester 2003.

2. Email notices for overdue library materials. Council members discussed this issue as a means to expedite material return. The Library reported that the current release of it's automated system did not allow for email notices. This item was tabled until FY 03/04 because email notification was to be an enhancement for the new release of the automated system that was expected in summer 2003.

2003/04 Agenda Items:

1. Elect a chair for the Library Advisory Council.

2. Fill vacant Council positions which are: HASS, Natural Resources and student representatives.

3. Address email notification for Library overdue materials.
4. Fund raising and endowments.
5. 2003/04 Compact Plan
6. Marketing plan and resources.
7. Information literacy and instruction

Proposal to support Emergency Preparedness/Geographical Information Systems Project

Introduction

It is important to keep USU faculty, students and staff safe while at the university, be it in classrooms, labs, offices or housing units. To ensure personal safety, it is critical that preparations for emergencies are made. The Environmental Health & Safety Office (EH&S) began working in the early 1990's to assimilate information specific to each building to provide for better emergency response. Information gathered included building floor plans, building personnel contacts, utility shutoffs and specific hazardous chemical, biological and radiological materials classes found in each room. This massive amount of data has been compiled in binders entitled "Emergency Response Information" (ERI books). It is critical for Logan City Fire Department, USU Police Department, Facilities personnel, the EH&S office and other responders to be able to access this information quickly during an emergency for the safety of everyone involved.

Facts & Discussion

USU depends on the Logan City Fire Department for emergency response, particularly for fires and hazardous materials incidents. Logan has recognized a need internally for emergency planning and has responded by collecting city-related information and placing it in a geographic information systems database, using ArcGIS software. This program provides quick retrieval of needed information and easy updating when changes to building space occur. To keep the Fire Department responding to USU emergencies, we must provide the information they need to respond quickly and safely.

Due to the continual changes in personnel and building functions, a significant ongoing effort is required to compile and keep the emergency response information current. The resources necessary to complete and maintain all the ERI books have not been available, some information is not current and incorrect. Additionally, the format is antiquated. Electronic means are now available to access the data much more quickly.

Solution

To provide accurate, easily accessible information to emergency responders, the EH&S Office has recommended that a person be hired full-time to develop an ArcGIS database and compile the needed accurate information into that database for the university. The need for this position is also a direct result of OSHA, EPA and National Fire Protection regulations relating to

emergency response. EH&S currently has a part-time temporary employee working on this project who has experience with GIS. If extended to a full time position, it is anticipated this individual will be able to structure a database compatible with Logan City so they can utilize the system in preparing for and responding to emergencies at USU.

This is a large project requiring on-going commitment to be successful. Up to 12 years may be required to complete and maintain current information for just each USU building on or near campus (over 200 buildings). Taking such a long time to cover every building is not ideal, but is realistic if given the amount of resources being requested.

Recommendation

The project benefits everyone associated with the university. However, in the past, the costs have been borne strictly by the Vice President for Research office through the activities of EH&S. Because of its broad scope, support from the Faculty Senate, Provosts office, Facilities and others whom the project benefits, is sought. A letter of support for this project is requested.



Budget Request 2004-2005

	<u>ONGOING</u>	<u>ONE-TIME</u>
A. <u>COMPENSATION</u>		
1. Salary Increases	\$4,200,000	
2. Medical and Dental Insurance	\$2,200,000	
B. <u>ACCESS (UNFUNDED GROWTH)</u>		TBD
C. <u>UNFUNDED OPERATING BUDGETS</u>	\$1,000,000	
D. <u>STANDARD MANDATED COSTS</u>		
1. Fuel and Power	\$1,921,200	\$5,139,100*
2. Facilities Operations and Maintenance (Unfunded from 2003-2004)		
a. Engineering Classroom Building	\$314,100	
b. Edith Bowen Laboratory School Phase 1	\$152,300	
c. Natural Resources Annex	\$18,200	
d. Lab Animal Research Center Addition	\$6,000	
e. Brigham City Center	\$69,200	
3. Solid Waste	\$29,500	\$183,400*
4. Liability and Property Insurance	TBD	
5. SEVIS (Federal Mandate)	\$86,200	
6. Student Financial Aid - Federal Match	TBD	
E. <u>POSSIBLE STATEWIDE INITIATIVES</u>		
1. Salary Equity (Year 1 of 5)	\$360,000	
2. Student Financial Aid	TBD	
3. Libraries	\$1,150,000	
4. Engineering Initiative	TBD	

5. Utah State University/Weber State Nursing Partnership	\$250,000
F. <u>INSTITUTIONAL PRIORITIES</u>	
1. Utah Climate Center	\$120,000
2. Classroom Technical Support	\$800,000
3. Extension PLant Pest Dioagnostics Laboratory	\$150,000
4. Cooperative Extension Bankruptcy Education Program (Year 1 of 3)	\$150,000
5. Genomics and Bioinformatics	\$1,000,000
6. Multi-Disciplinary Water Initiative	\$1,000,000
7. K-12 Teacher Preparation	\$500,000
G. <u>CAPITAL DEVELOPMENT</u>	
1. State Funded Projects	
a. Animal Science Renovation	\$4,500,000
b. Biology/Natural Resources Renovation and Addition	\$25,000,000
2. Non-State Funded Project	
a. West Housing/Parking Complex	\$35,500,000

* FY04 Supplemental Request

Date: 2 September 2003