GASOU/ARM Consolidation Implementation Committee Operational Working Groups: Leadership and Responsibilities

(Responsibilities are in Italics)

This document lists:

- the 93 Operational Working Groups (OWGs)where most of the work of consolidation will be accomplished, as well as the two co-chairs for each OWG, one each from GASOU and ARM;
- the 26 functional areas into which the OWGs are divided, as well as the functional area co-chairs;
- the points of contact in the University System of Georgia's Central Office (USO) for the functional area leaders; and
- the division of the responsibilities identified on the USG's Consolidation Tracker (*shown in italics*), to which more will undoubtedly be added by the OWGs as they pursue their work.

OWG Functional Areas

A	**Overall University Structure**
B	**Academic Degrees and Programs**
C	**Related Non-Degree Academic Responsibilities**
D	**Faculty Affairs**
E	**Student Success**
F	**Grants & Sponsored Programs**
G	**Enrollment Services**
H	**Advancement, Development, and Alumni Affairs**
I	**Athletics**
J	**University Foundations**
K	**Media and Marketing**
L	**Human Resources**
M	**Business and Finance**
N	**Information Technology**
O	**Student Services**
P	**Student Organizations and Student Life**
Q	**Facilities and Physical Plant**
R	**Auxiliary Services**
S	**Public Safety and Security**
T	**Risk Management, Occupational Safety and Compliance**
U	**Legal Affairs Issues**
V	**Audit**
W	**Economic Development, Government Relations and Community Engagement**
X	**Housing**
Y	**Library**
Z	**Diversity & Inclusion Programs/Activities**

A. Overall University Structure

USO Contacts: John Fuchko III (John.Fuchko@usg.edu), Tricia Chastain (Tricia.Chastain@usg.edu), Linda Noble(linda.noble@usg.edu) Rob Anderson (rob.anderson@usg.edu)

Overall University Structure

GASOU Co-Chair-Dr. Hebert, President
ARM Co-Chair-Dr. Bleicken, President

1. Overall Structure-Consolidation Implementation Committee
   Determine Campus-Wide Functional Units
2. Mission-Consolidation Implementation Committee
   Develop New Mission Statement

B. Academic Degrees and Programs

USO Contacts: Rob Anderson (rob.anderson@usg.edu), Joyce Jones ((Joyce.Jones@usg.edu) Marti Venn (martha.venn@usg.edu), Linda Noble (linda.noble@usg.edu)

3. Academic Degrees and Programs

GASOU Co-Chair-Diana Cone, Interim Provost and VPAA
ARM Co-Chair-Chris Curtis, Interim Provost and VPAA

3-1. Organization and Structure

GASOU Co-Chair-Christine Ludowise, Associate Dean Academics
ARM Co-Chair-Chris Curtis, Interim Provost and VPAA

Identify eCore Participation
Address Dept./Division/College Structure to Include Placement Programs/Departments in Colleges
Include Representation from SACS/IE Team
Consider Duplication, Complementing And Opportunities To Collaborate With Savannah State University Offerings
Program Offerings at Each Campus Including Associate Degrees
Determine Membership on Regents Administrative Advisory Committees
Address Consolidation of and Requirements for Centers and Institutes
Consolidation of and Requirements for Centers and Institutes
Examine Possible Structures and Leadership to Support Interdisciplinary Studies

Combine Articulation Agreements with TCSG, USG and Other Institutions

3-2. Science

GASOU Co-Chair-Martha Abell, Dean, College of Science and Mathematics

ARM Co-Chair-Delana Gajdosik-Nivens, Dean, College of Science and Technology

Duplicative Programs/Plan for Merging

Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs

Program and Curriculum Differences, Including Area F

Delivery Mode/Online Education

Address Co-Remediation (Learning Support Courses)

3-3. Computer Sciences

GASOU Co-Chair-Mohammad Davoud, Dean, College of Engineering and Information Technology

ARM Co-Chair-Delana Gajdosik-Nivens, Dean, College of Science and Technology

Duplicative Programs/Plan for Merging

Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs

Program and Curriculum Differences, Including Propose SLOs Area F

Delivery Mode/Online Education

3-4. Engineering

GASOU Co-Chair-Mohammad Davoud, Dean, College of Engineering and Information Technology

ARM Co-Chair-Cameron Coates, Head, Engineering Studies Program

Duplicative Programs/Plan for Merging

Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs

Program and Curriculum Differences, Including Area F

Delivery Mode/Online Education

3-5. Business and Economics

GASOU Co-Chair-Allen Amason, Dean, College of Business Administration

ARM Co-Chair-Yassaman Saadatmand, Department Head/Professor

Duplicative Programs/Plan for Merging

Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs

Program and Curriculum Differences, Including Area F

Delivery Mode/Online Education

3-6. Liberal Arts

GASOU Co-Chair-Curtis Ricker, Dean, College of Liberal Arts and Social Sciences

ARM Co-Chair-Teresa Winterhalter, Associate Dean, College of Liberal Arts

Duplicative Programs/Plan for Merging
Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs
Program and Curriculum Differences, Including Area F
Delivery Mode/Online Education
Address Co-Remediation (Learning Support Courses)

3-7. Interdisciplinary Studies

GASOU Co-Chair-Chris Ludowise, Associate Dean, College of Liberal Arts and Social Sciences

ARM Co-Chair-Teresa Winterhalter, Associate Dean, College of Liberal Arts

Reconcile Bachelor of Interdisciplinary Studies (GSU) and Bachelor of Liberal Studies (ASU) programs
Examine and Reconcile Africana Studies Minors (GSU & ASU)
Examine Women's & Gender Studies - Major (ASU) and Minor (GSU)
For each interdisciplinary area listed above:
Duplicative Programs/Plan for Merging
Low Producing Programs—Verify If There Will Be Any AfterMerging Duplicative Programs
Delivery Mode/Online Education
Review of Interdisciplinary Minors, Especially Overlapping Courses to Optimize Rotation and Scheduling
Evaluate Opportunities to Merge IDs Minors Under IDs Department Structure

3-8. Social Sciences

GASOU Co-Chair-Curtis Ricker, Dean, College of Liberal Arts and Social Sciences

ARM Co-Chair-Teresa Winterhalter, Associate Dean, College of Liberal Arts

Duplicative Programs/Plan for Merging
Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs
Program and Curriculum Differences, Including Area F
Delivery Mode/Online Education

3-9. Health Sciences

GASOU Co-Chair-Barry Joyner, Dean, College of Health and Human Sciences

ARM Co-Chair-Anne Thompson, Interim Dean College of Health Professions

Duplicative Programs/Plan for Merging
Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs

Program and Curriculum Differences, Including Area F
Delivery Mode/Online Education

3-10. Public Health
GASOU Co-Chair-Greg Evans, Dean, Jing Ping Hsu College of Public Health
ARM Co-Chair-Anne Thompson, Interim Dean College of Health Professions
Duplicative Programs/Plan for Merging
Program and Curriculum Differences, Including Area F

3-11. Nursing
GASOU Co-Chair-Sharon Radzyminski, Chair, School of Nursing
ARM Co-Chair- Catherine Gilbert, Director, School of Nursing
Duplicative Programs/Plan for Merging
Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs
Program and Curriculum Differences, Including Area F
Delivery Mode/Online Education

3-11-a. Undergraduate BSN Program
Duplicative Programs/Plan for Merging
Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs
Program and Curriculum Differences, Including Area F
Delivery Mode/Online Education

3-11-b. Graduate MSN Program
Duplicative Programs/Plan for Merging
Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs
Program and Curriculum Differences, Including Area F
Delivery Mode/Online Education

3-11-c. Doctor of Nursing Practice Program
Duplicative Programs/Plan for Merging
Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs
Program and Curriculum Differences, Including Area F
Delivery Mode/Online Education

3-12. Education
GASOU Co-Chair-Thomas Koballa, Dean, College of Education
ARM Co-Chair- Donna Brooks, Associate Provost
Duplicative Programs/Plan for Merging
Low Producing Programs—Verify If There Will Be Any After Merging Duplicative Programs
Program and Curriculum Differences, Including Area F
Delivery Mode/Online Education
Protect and Preserve "Adopt-a-School" Relationships
Consider Child Care Facility
Investigate Field/Internship Placement Processes and

Initiate Plans for Merging the Processes
Investigate Initial and Advanced Certification Processes and Initiate Plans For Merging The Processes
Investigate Seminars Structures Associated with Field/Internship Placements (E.G., Edtpa, Ethics, Etc.) and Initiate Plans for Merging the Processes
Review Assessment Plans and Procedures, Key Assessments, and Current Schedule for Program Review and Accreditation; Initiate Plans for Merging Assessment and Accreditation Efforts

C. Related Non-Degree Academic Responsibilities

USO Contacts: Rob Anderson (rob.anderson@usg.edu), Joyce Jones((Joyce.Jones@usg.edu) Marti Venn (martha.venn@usg.edu), Linda Noble (linda.noble@usg.edu)

4. General Education and Core Curriculum
GASOU Co-Chair-Diana Cone, Interim Provost and VPAA
ARM Co-Chair-Chris Curtis, Provost and VPAA

4-1. Core Curriculum
GASOU Co-Chair-Curtis Ricker, Dean, College of Liberal Arts and Social Sciences
ARM Co-Chair- Delana Gajdosik-Nivens, Dean, College of Science and Technology
Merge Areas A
Merge Areas C, D, & E
Propose Area B for consolidated institution
Create Common Student Learning Outcomes for Gen Ed and Area F
Submit Any Changes to USG Council on General Education

4-2. Non-Core Requirements
GASOU Co-Chair-Chris Caplinger, Director of First Year Experience
ARM Co-Chair-Greg Anderson, Director First Year Experience
Determine any Non-Core Requirements (Health, Phys. Ed., etc.)
Continuing Education-Address Continuing Education Functions

D. Faculty Affairs

USO Contacts: Linda Noble(linda.noble@usg.edu), Marion Fedrick (Marion.Fedrick@usg.edu), Marti Venn (martha.venn@usg.edu) Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu)

5. Faculty Affairs
GASOU Co-Chair-Diana Cone, Interim Provost and VPAA
ARM Co-Chair-Chris Curtis, Interim Provost and VPAA

5-1. Faculty Governance
GASOU Co-Chair-Richard Flynn, Moderator, Faculty Senate; Professor of Literature
ARM Co-Chair-David Bringman, Faculty Senate President-Elect
Merge Faculty Governance
Determine Structure
Hold Elections

5-2. Faculty Welfare
GASOU Co-Chair-Jim LoBue, Associate Professor of Physical Chemistry; Chair Faculty Welfare Committee
ARM Co-Chair-Robert LeFavi, Head, Department of Health Sciences
Revise Faculty Performance Evaluation (including Annual Review, Pre-Tenure Review, Tenure, Promotion, and Post-Tenure Reviews)
Evaluate and Determine Appropriate Levels of Consistency In Promotion and Tenure Policies and Procedures
Address Faculty Workloads

5-3. Faculty Processes/Resources
GASOU Co-Chair-Christine Ludowise, Associate Dean Academics
ARM Co-Chair-Donna Brooks, Associate Provost for Academic Affairs and Graduate Studies
Revise Faculty Handbook (to include Academic Policies and Faculty Grievance Processes)
Determine Processes and Procedures for Faculty Appointments
Update Faculty Contracts
Combine Faculty Grievance Processes

5-4. Faculty Development
GASOU Co-Chair-Rachel Schwartz, Director, Center for Teaching and Technology (CT2)
ARM Co-Chair- Nancy Remler, Director of Faculty Development Interim Director of the Office of Online and Blended Learning
Address faculty development & faculty awards
Online Teaching Preparation for Faculty

E. Student Success

USO Contacts: Rob Anderson (rob.anderson@usg.edu), Joyce Jones((Joyce.Jones@usg.edu)Marti Venn (martha.venn@usg.edu), Linda Noble (linda.noble@usg.edu)

6. Student Success
GASOU Co-Chair-Diana Cone, Interim Provost
ARM Co-Chair-Becky daCruz, Interim Associate Provost for Student Engagement and Success

6-1. Advising and Mentoring
GASOU Co-Chair-Alan Woodrum, Assistant Provost
ARM Co-Chair-Delana Nivens, Dean College of Science & Technology
Develop Common Advising Processes and Procedures

6-2. Tutoring and Testing
GASOU Co-Chair-Cathy Roberts-Cooper, Director of Academic Success Center
ARM Co-Chair-Pat Potter, Director of Testing Services
Ensure Academic Tutoring Services are Provided on All Campuses
Services for Students on Academic Intervention
Learning Support Services - Including Testing Services

6-3. First Year Programs
GASOU Co-Chair-Chris Caplinger, Director of First Year Experience
ARM Co-Chair-Greg Anderson, Director First Year Experience
Consolidate First Year Programs into One Admin.& Operating Structure

6-4. Honors Programs and UR
GASOU Co-Chair-Steve Engel, Director of Honor's Program
ARM Co-Chair-Jonathan Roberts, Director of Honor's Program
Consolidate Honors Programs into One Admin. & Operational Structure
Combine Honors Day Activities
Consolidate Undergraduate Research Including Research Conducted External to Honors

6-5. International Programs and Study Abroad
GASOU Co-Chair-Danielle Smith, Director of International Programs
ARM Co-Chair-Dorothee Mertz-Weigel, Director of International Education
Consolidate Intl. Programs into One Admin. & Operational Structure
Coordinate with Homeland Security

6-6. Retention, Progression, & Graduation and Complete College Georgia
GASOU Co-Chair-Christine Ludowise, Associate Dean CLASS and CCG Committee member
ARM Co-Chair-Teresa Winterhalter, Associate Dean, College of Liberal Arts
Address Textbook Policies across Campus
Revise Orientation Programs to be Appropriate for New University
Develop Joint Complete College Georgia Submission
Review and Address Retention, Progression, and Graduation Plans

6-7. MOWR
GASOU Co-Chair-Chris Caplinger, Director of First Year Experience
ARM Co-Chair-Shannon Vo, Senior Academic Advisor
Develop plan for recruiting and supporting MOWR Students

F. Grants & Sponsored Programs

USO Contacts: Marti Venn (martha.venn@usg.edu), Linda Noble (linda.noble@usg.edu)

7. Grants & Sponsored Programs

GASOU Co-Chair-Diana Cone, Interim Provost and VPAA

ARM Co-Chair-Chris Curtis, Interim Provost and VPAA

7-1. Research Services and Sponsored Programs

GASOU Co-Bruxanne Hein, Director, Research Services and Sponsored Programs

ARM Co-Chair-Brent Feske, Associate Dean, College of Science and Technology Interim Director of Grants and Sponsored Programs

Consolidate Processes/Policies for Research Services Administration

Consolidate Research Offices into One Administrative & Operational Structure

Identify Policies/Processes and Needs For Intellectual Property Administration

Remain Aware of and Track Intellectual Property

7-2. Research Integrity

GASOU Co-Bruxanne Hein, Director, Research Services and Sponsored Programs

ARM Co-Chair-Brent Feske, Associate Dean, College of Science and Technology Interim Director of Grants and Sponsored Programs

Consolidate Processes/Policies for Research Integrity and Compliance Activities/Committees

Consolidate ORSSP/OSP Research Integrity Offices into One Administrative and Operational Structure

Identify Policies, Processes and Needs for the Administration of Export Controls

G. Enrollment Services

USO Contacts: Joyce Jones(Joyce.Jones@usg.edu), Rich Loftus (rich.loftus@usg.edu), Tracy Ireland (Tracy.Ireland@usg.edu)

8. Enrollment Services:

GASOU Co-Chair-Teresa Thompson, Vice President for Student Affairs & Enrollment Management

ARM Co-Chair-Georj Lewis, Vice President for Student Affairs

8-1. Admissions
GASOU Co-Chair-Amy Smith, Director of Admissions,
ARM Co-Chair-Tobe Frierson, Director of Admissions and Recruitment

Determine Admission Requirements (Including Test Scores)
Develop Common Admission Practices & Policies
Integrate Recruiting Practices and Materials
Consolidate Admissions Policies and Procedures, Including Use of Banner SIS and Other IT Related Processes
Establish Criteria and Procedures for Graduate Admissions
Determine GRE/GMAT and TOEFL/IELTS Requirements (Graduate Adm)
Determine Need to Integrate Recruiting Practices and Materials (Graduate Adm)
Integrate Recruiting Practices and Materials

8-2. Financial Aid
GASOU Co-Chair-Tracey Mingo, Director of Financial Aid
ARM Co-Chair: Samantha Hutto, Assistant Director of Financial Aid

Consolidate Financial Aid Functions and Coordinate with U.S. DOE
Begin Preparing the Eapp
Make decision on Perkins Portfolio Liquidation or Adoption
Reconcile Financial Aid ASAP
Coordinate Funding Streams and Scholarship Funding
Coordinate with Veterans Services with OWG 8-3
Consolidate Financial Aid Policies and Procedures (including IT and Security related)
Athletic Aid (Where are the Athletic Scholarships Being Honored for Armstrong Students Going to be Awarded? By What Office(S)
Crossover to IT BANNER OWG for Processes/Efficiencies/ Automated Issues
Coordinate with GSFC

8-3. Registration, Degree Audit, & Graduation
GASOU Co-Chair-Velma Burden, Registrar
ARM Co-Chair-Kathy Platt, University Registrar

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
Determine Location and Frequency of Graduation Ceremonies
Merge College Catalogs
Coordinate with Veterans Services with OWG 8-2
Establish Criteria and Procedures for Graduate Graduation
Develop a Plan for Consolidating the Scribe in DegreeWorks
Determine Software Needs/Resources
Integration of Veteran/Military Services

8-4. Orientation & Family Programs
GASOU Co-Chair-Amy Smith, Director of Admissions
ARM Co-Chair- Andrew Dies, Interim AVP/Dean of Students
Revise Orientation Programs to be Appropriate for New University
Revise Family Programs to be Appropriate for New University

H. Advancement, Development, and Alumni Affairs
USO Contacts: Charlie Sutlive (Charles.Sutlive@usg.edu), Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu), Margo Wolanin (Margo.Wolanin@usg.edu)

9. Advancement, Development, and Alumni Affairs
GASOU Co-Chair-Trip Addison, Vice President for University Advancement & External Affairs
ARM Co-Chair-William Kelso, Vice President for Advancement

9-1. Advancement Services, including Donor Relations
GASOU Co-Chair-Trip Addison, Vice President for University Advancement and External Affairs
ARM Co-Chair-William Kelso, Vice President for Advancement
Consolidate Advancement Services and Donor Relations

9-2. Alumni Affairs
GASOU Co-Chair-Wendell Tompkins, Senior Director of Alumni Relations and Annual Giving
ARM Co-Chair-Cheryl Ciucevich, Senior Director of Alumni Development
Merge or Retain Separate Alumni Associations

9-3. Fund-Raising
GASOU Co-Chair-Kevin Bostian, Senior Associate Athletic Director for Development/Executive Director Athletic Foundation.
ARM Co-Chair-Julie Gerbsch, Assistant Vice President for Development
Consolidate Fund-Raising Efforts

9-4. Data Systems

GASOU Co-Chair-Jill Gerig, Senior Director of IT Services
ARM Co-Chair- Dawn DeFrank, Gift Coordinator
Merge or Retain Separate data and if so to Blackbaud Raisers Edge v. Banner Fundraiser.

I. Athletics

USO Contact: John Fuchko III (John.Fuchko@usg.edu), Tricia Chastain (Tricia.Chastain@usg.edu), Shelley Nickel (Shelley.Nickel@usg.edu), Rob Anderson (rob.anderson@usg.edu) & **Athletic Review Committee**

10. Athletics

GASOU Co-Chair-Tom Kleinlein, Director of Athletics
ARM Co-Chair-Lisa Sweany, Director of Athletics

GASOU Co-Chair-Keith Roughton, Director, NCAA Compliance
ARM Co-Chair-Jennifer Rushton, Associate Director of Athletics for Compliance
Determine Future State and Configuration of Athletic Programs

J. University Foundations

USO Contact: Susan Ridley(Susan.Ridley@usg.edu), Daryl Griswold (Daryl.Griswold@usg.edu)

11. University Foundations Operations and Integration

GASOU Co-Chair-Rob Whitaker, Vice President for Business and Finance
ARM Co-Chair-Christopher Corrigan, Vice President for Business and Finance

11-1. Properties (Housing)

GASOU Co-Chair-Tina Adams, Director of Accounting, Housing/Athletic Foundation
ARM Co-Chair-Jessica Henderson, Interim Director of Budget and Financial Analysis, Controller for Foundations
Merge or Retain Separate Foundations
Address Endowment Restrictions
Identify Cost/Funding Sources for Changes Foundation Must Make on PPVs
Consider Responsibility of 5 Year Facilities Condition Assessments
Analyze of PPV Insurance Coverage to Insure Adequate Continuous Coverage
Consider Refinancing to Lower Cost to Students
Discern any Change to Foundation Impact on Existing PPVs or Financing
Determine Enrollment Projections Impact on PPV Pro Formas
Send Notice to MSRB and Others as Required for PPVs

Understand What Real Property Foundations Own
Reconcile Replacement Reserves Accounts for PPV Capital Improvements Programs
Determine if 8038 Filings Need to Be Amended for PPVs
Understand How Debt Ratios get Calculated (for PPVs projects)
Provide Required Notice on All PPVs to EMMA and Others
Make Changes to Existing Bonds/Warranties
Identify Restrictions on Real Property Deeds
Identify any Reversionary Language in Property Deeds
Consider moving PPV in Athletic Foundation (GASOU) to Properties Foundation

11-2. Research
GASOU Co-Chair-Krista Briel, Associate Director, External Affairs
ARM Co-Chair-Jessica Henderson, Interim Director of Budget and Financial Analysis, Controller for Foundations
Identify any Policies/Processes and Needs Not Already Accomplished by the GSU Research and Service Foundation, Inc.

11-3. University Philanthropic
GASOU Co-Chair-Melanie Mosely, Assistant VP for Advancement
ARM Co-Chair- Jessica Henderson, Interim Director of Budget and Financial Analysis, Controller for Foundations
Merge or Retain Separate Foundations
Address Endowment Restrictions
Discern any Impact on Foundation Bylaws
Understand What Real Property Foundations Own
Identify Restrictions on Donations for Naming

11-4. Athletic Foundation
GASOU Co-Chair-Kevin Bostian, Executive Director of the Athletic Foundation
ARM Co-Chair- Jessica Henderson, Interim Director of Budget and Financial Analysis, Controller for Foundations
Address Endowment Restrictions
Discern any Impact on Foundation Bylaws
Consider Moving Athletic Endowments from Armstrong State to Georgia Southern Athletic Foundation
Consider Moving Athletic Endowments from Georgia Southern University Foundation to Georgia Southern Athletics Foundation
Consider Moving PPV to Property Foundation
Understand What Real Property Foundation Owns

K. Media and Marketing
USO Contact: Sonja Roberts (Sonja.Roberts@usg.edu)

12. Media and Marketing

GASOU Co-Chair-Jan Bond, Associate Vice President, Marketing & Communications

ARM Co-Chair-Allison Hersh, Director of Marketing and Communications

12-1. Ongoing Consolidation Communications

GASOU Co-Chair-Jan Bond, Associate Vice President, Marketing and Communications

ARM Co-Chair-Allison Hersh, Director of Marketing and Communications

Coordinate Communications on Consolidation Announcements

Coordinate Communications to Announce Regents' Actions on Mission and Name Changes

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 Needs and Actions and Share "Best Practices"

12-2. Marketing

GASOU Co-Chair-Jan Bond, Associate Vice President, Marketing and Communications

ARM Co-Chair-Allison Hersh, Director of Marketing and Communications

Create New Messaging

Develop Marketing Plan and Strategy as New University

Combine Advertising

Create Expanded Plan for Marketing Specialists and Communication Officers

Develop Plan for Licensing, Merchandise, etc.

Combine Digital Signage

12-3. Public Relations and Media

GASOU Co-Chair-Jennifer Wise, Director of Communications

ARM Co-Chair-Melanie Simon, Public Relations Manager

Create Integrated Public Relations Plan

Combine Crisis Communication Plans and Systems

Develop Plan for Expanding Markets (Savannah,Hinesville)

Manage Internal Communications

12-4. Brand and Identity

GASOU Co-Chair-Gregg Sekscienski, Director of Creative Services

ARM Co-Chair-Wes Johnson, Graphic Designer & Production Manager

Print Campus Maps and Promotional Materials

Develop Rebranding Initiatives and Revised College Seal

Merge Identity Marks/Logos

Combine Magazine, Recruitment Materials, Campus Maps and Other Major Publications

Letterhead and Business Cards As Well As Intake System
Oversee Design Integration
Update Campus Signage

12-5. Social Media
GASOU Co-Chair-Jennifer Wise, Director of Communications
ARM Co-Chair- Allison Hersh, Director of Marketing and Communications
Consolidate and Invigorate Social Media Presence and Impact

12-6. University Website
GASOU Co-Chair-Gregg Sekscienski, Director of Creative Services
ARM Co-Chair-Janice Stanford, Website Manager
Create a New Website, Photo, and President's Letter
Finalize Creation of Joint Website
Determine How to Combine Microsites And Vanity URLS
Develop a Plan to Archive Armstrong Material on the Web

12-7. Video and Photography
GASOU Co-Chair- Gregg Sekscienski, Director of Creative Services
ARM Co-Chair-Bruce Habersham, Manager of Media Production
Consolidate Existing Workflows and Organizational Structures That Ensures Best Integration into New University's Communication And Marketing Priorities
Determine Best Platforms for Photo And Video Moving Forward and Combine Current Archives

L. Human Resources

USO Contact: Marion Fedrick (Marion.Fedrick@usg.edu), Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu), Quint Hill (quint.hill@usg.edu), Julie Harris (jharris@ssc.usg.edu), Becky Prince (bprince@ssc.usg.edu)

13. HR, including Position Descriptions and Salary Bands
GASOU Co-Chair-Rob Whitaker, Vice President for Business and Finance
ARM Co-Chair-Christopher Corrigan, Vice President for Business and Finance

GASOU Co-Chair-Rebecca Carroll, Associate Vice President for Human Resources
ARM Co-Chair-Willette Stevens, Interim Director of Human Resources
Establish Process and Procedures for Hiring and RIFs
Combine Org Charts
Create New Position Descriptions for Select Positions to Reflect Multi-Campus Institution
Establish Workweek Schedule for 12-Month Faculty And Staff
Create Common Holiday Calendar
Determine Need for Salary Adjustments
Ensure Effective Implementation of Controls

(Flowcharts, Segregated Duties)
Consolidate all IDs: Employee, Student, Parking Decals, etc.
Establish Process and Procedures for Determining Staff Seniority
Staff Governance-Determine Structure and Policies

M. Business and Finance

USO Contacts: Shelley Nickel(Shelley.Nickel@usg.edu),
Claire Arnold(Claire.Arnold@usg.edu), Debbie Lasher (Debra.Lasher@usg.edu),
Tracey Cook (Tracey.Cook@usg.edu), Susan Ridley(Susan.Ridley@usg.edu),
Julie Harris (jharris@ssc.usg.edu), Becky Prince (bprince@ssc.usg.edu)
Marty Nance (Marty.Nance@usg.edu), Rich Loftus(rich.loftus@usg.edu)

14. Business & Finance

GASOU Co-Chair-Rob Whitaker, Vice President for Business and Finance
ARM Co-Chair-Christopher Corrigan, Vice President for Business and Finance

14-1. Budget

GASOU Co-Chair-Connie Clark, Director of Budgets
ARM Co-Chair- Jessica Henderson, Interim Director of Budget and Financial Analysis, Controller for Foundations

Address Budget Preparation Process (PeopleSoft)
Determine Whether A Common or Separate Database Will Be Used (PeopleSoft)
Consolidate iStrategy Systems (PeopleSoft)
Address Allocations
Budget Amendment System Including Position Management

14-2. Business Operations and Contracts

GASOU Co-Chair-Kim Brown, Sr. Associate VP for Finance
ARM Co-Chair- Jessica Henderson, Interim Director of Budget and Financial Analysis, Controller for Foundations

Transfer Assets
Transfer Bank Accounts
OST: Address Bank Accounts and Other Banking Matters
Federal: Coordinate with IRS, Grants, Foundations
DUNS, FEI, etc.
Coordinate with Georgia Department of Revenue
Coordinate with Rating and Lending Agencies
Address Insurance & Benefits Vendors (Develop Communications & Standardization within Consolidated Institution)
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)
Ensure Integrity of Financial Information (PeopleSoft)
Determine Changes to PeopleSoft Trees (PeopleSoft)
Address Non-Standard Chartfields (Dept., Account, Project, etc.) (PeopleSoft)
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
DOAS: Address Insurance and Purchasing
Coordinate with DOAS to Revise Compensation Claims
Understand How Debt Ratios get Calculated
Touchnet MarketPlace Maintenance –Timeline
Address Consolidated Travel Expense and Reimbursement Processes

14-3. Procurement
GASOU Co-Chair-Houston Kirkland, Assistant Director – Business
ARM Co-Chair-Daphne Burch, Purchasing Manager
Merge Purchasing Process and Procedures
Address Purchase Orders- Existing, New, and Encumbrances (PeopleSoft)
Address Vendor Codes (PeopleSoft)
Address State Approvals for RFPs- Purchasing Issue
Merge Common Purchasing Systems
Transfer of Multi-Year Contracts
Merge Pcard Plans and Policies
Address Central Receiving and Shipping

14-4. Tuition and Fees
GASOU Co-Chair-Rob Whitaker, Vice President for Business and Finance
ARM Co-Chair-Chris Corrigan, VP for Business & Finance
Merge Student Fee Structure
Develop Tuition Structure
Determine Student Fee Charges between Institutions
Determine Student Cohorts that will be Charged Fees Related to PPVs
Revise Student Fee Committee Bylaws
Merge Banner Fee Tables
Determine Timeline for Fee/Tuition Merger

Implementation
Determine Waiver Rules /Cohorts

14-5. Bursar
GASOU Co-Chair-Cindy Durden, Bursar
ARM Co-Chair-Patrice Kerner, Bursar
Address Detail Codes- Student Registration System (BANNER)
Bursar Timelines and Major Processes
Software/Systems Usage
Banking Procedures
Collections
Invoicing
Student Accounts Contracts and Exemptions
Taxes
Refunding
Receipting
Miscellaneous (Non-Tuition Related) Charges
Petty Cash
Document Archiving
Detail Codes and Banner AR setup
1098T Processing

14-6. Payroll
GASOU Co-Chair-Thomas Mikell, Director of Financial Accounting
ARM Co-Chair-Sissy Capron, Payroll Manager
Develop/Merge Payroll Processing Procedures and Policies Including Non-SSC Local University Processes
Address Issues with PeopleSoft/OneUSG Conversion
Determine Summer Faculty Pay Processes
Address GL and any Banking Issues
Determine Payroll Deduction and Payment Processes including Local Non-Standard Items

N. Information Technology

USO Contacts: Bobby Laurine (Bobby.Laurine@usg.edu), Lectra Lawhorne (llawhorn@kennesaw.edu), Jeff Delaney (Jeff.Delaney@usg.edu), Doug Hyche (Doug.Hyche@usg.edu)

15. Information Technology:
GASOU Co-Chair-Ron Stalnaker, Chief Information Officer
ARM Co-Chair-Tim Moody, Chief Information Officer

15-1. Infrastructure
GASOU Co-Chair-Mike Fox, Chief Information Security Officer
ARM Co-Chair-Angel Howard, Senior Director, Enterprise Systems, Security and Quality
Site to Site Connectivity established (Dedicated Path or VPN)

Logical Network Design and Implementation
Physical Network Design and Implementation (LAN/WAN)
Enterprise Network Firewalls
University Domain Name Space - DNS/DHCP/IPAM
Wi-Fi Network
Telecommunications - Phone Systems
Servers and Clusters
Server Operating Systems
Data Centers
Databases and Data Stores
Life Safety and Security
IT Policy and Security - Research Technology Standard
ISO-DNS Blackhole Implementation
ISO-IT Policy
ISO-Enterprise Elevated Risk Areas
ISO-Termination Process
ISO-Configuration Standards
ISO-Disaster Recovery and Continuity of Operations Planning
ISO-System Scanning Remediation and Reporting
ISO-Confidential Data Management Scanning DLP
ISO-Patch Management and Validation
ISO-Incident Response
ISO-Security Education and Awareness
ISO USG Handbook Compliance

15-2. Enterprise Applications

GASOU Co-Chair-Ryan Richardson, Director of Enterprise Applications
ARM Co-Chair-Eric Lance, Enterprise Applications Developer

Identity and Access Management
Email-Supporting Systems
Implementation Milestones for USG reporting
Email-Faculty and Staff
Email-Students
Email-Additional Groups (Alumni, Graduate Programs)
Website/Content Management System
Implementation Milestones for USG Reporting
IT Engagement with Business Partners (Marketing/ University Relations)
Look and Feel for New University Website Established
Site Launch for New University for Top Tier and Second Tier Pages
IT Student/Faculty Services - Educational Technologies
Desire2Learn-Brightspace
Start D2L Conversations for Consolidation with USG
D2L Data Feed Testing
D2L Content Testing

Configuration Review
D2L Production Move
Academic Scheduling Software
Transaction System (Ex. Blackboard Transact)
Card Printing Application (Ex. ID Works)
Bookstore (Ex. MBS)
Parking Enforcement Citations and Appeals (Ex. T2Flex)
Payment Processing for Auxiliary (Ex. Touchnet)
POS and Merchant Accounts Systems (Ex. Sequoia)
Access Control Systems for a "One Card" Campus
Culinary Services (Food Service Vendor and Meal Plans)
Continuing Education Technologies
Facilities Ticketing and Maintenance Software
(Ex. AiM/School Dude)
Enterprise Appointment Scheduling Software (Ex. Appt Plus)
University Development Constituent / Alumni Software
(EX. Blackbaud Raiser's Edge)
Faculty Annual Review (Ex. Digital Measures - Activity Insight)
Digital Course Evaluations (Ex. Digital Measures-Course
Response
Faculty/Staff Hiring Software (Ex. Hire Touch/PeopleSoft)
Student Athlete Recruitment ofthware (Ex. JumpForward)
Document Repository (Ex. Nolij or BDMS)
Student Life Organization Software (Ex. Collegiate Link)
Accounting Software for Individual Departments
(Ex. Peachtree Accounting)
Grant Management Software (Ex. SmartGrant)
Distance Learning Testing Software
Housing Software (Ex. StarRez)
Grievance Software (Ex. Symplicity)
Judicial Action Software (Ex. Symplicity)
Payment Processing (Ex. Touchnet)
Tax Software (Ex. Windstar Tax Navigator)
Business Intelligence Applications (Ex. SAS)
Human Resources (HR) System Consolidation
(Date for consolidated records is critical to know)
File Services-Document Management and Collaboration Tools
Authentication (AD, LDAP, CAS, GLUU, SAML, etc.)

15-3. General Support
GASOU Co-Chair- Ashlea Anderson, Assistant Director of Academic Technology Support
ARM Co-Chair-Pam Culberson, Senior Director of Support and Project Management
Service Desk
Establish Memorandum of Agreement to Facilitate the Working

Relationship Between Institutions Prior to BOR Consolidation Vote (as possible)

Desktop Management - Domain Integration
Endpoint Security
Licensing and Maintenance
File Services-File and Print Sharing
Virtual Desktop Infrastructure
IT Inventory Control
Lab Management
Technology Training
Device Standards
Project Management Software (Ex.TeamDynamix/MS Project)
Audio Visual
Life Cycle Replenishment - Identify Funding
IT Purchasing Process
Printing and Print Release (Ex. Pharos)

15-4. Research Computing

GASOU Co-Chair-Brandon Kimmons, Director of Research Computing
ARM Co-Chair-Pam Culberson, Senior Director of Support and Project Management

High Performance Computing

15-5. Banner

GASOU Co-Chair- Ted Williams, Director of IT for Student Affairs and Enrollment Management
ARM Co-Chair-Chris Yarborough, Manager of Enterprise Applications

Decision on Model (A+B=?)
Banner Consultant First Meeting
Decision on Student/Faculty/Staff ID Numbers (if fed from Banner)
Banner Test System Established
Banner Consultant Visits, Validations and Script Testing Person, Overall, International, Medical

Admissions, General, Faculty, Location Management and Housing Catalog, Schedule, General Student, Registration Academic History, Transfer Articulation and Graduation AR and Financial Aid

Identify Business Process Decision and Implement Where Applicable in Key Functional Areas

(Ex. Who administers schedule building, advising holds, start date for combined admissions application for new university)

Identify and Code Reports Required Based on Business Process Decisions
Course Listing Available for Fall 2018
Testing:Banner Pre-Big Bang Full Dress Rehearsal /Walkthrough
Modify Datafeeds etc for all Dependent Systems
Testing: Consolidated Reports for Business Process Decisions

Fall Financial Aid Process Updates Applied
Big Bang Occurs (a separate project plan needs to be created for this based on the institution's processes)
Implement all Modified Datafeeds
Daily Syncs Begin to Bring Data to the Consolidated Database
Fall 2018 Early Registration Begins
D2L Data Syncs Begin
Spring "Small Bang" (Primarily Brings Over Spring Grades)
AR "Small Bang" (Financial Transactions are Consolidated)
Summer "Small Bang" (Primarily Brings Over Summer Grades and Other Pending Items)
DegreeWorks System

O. Student Services

USO Contacts: Joyce Jones (joyce.jones@usg.edu)
Kimberly Ballard-Washington (Kimberly.Ballard-Washington@usg.edu)

16. Student Services

GASOU Co-Chair-Teresa Thompson, Vice President for Student Affairs & Enrollment Management
ARM Co-Chair-Georj Lewis, Vice President for Student Affairs

16-1. Career Services
GASOU Co-Chair-Philip Bruce, Director of Career Services
ARM Co-Chair-Glenn Gibney, Director of Career Service
Combine Career Services, including Interest Assessment and Placement

16-2. Counseling
GASOU Co-Chair-Jodi Caldwell, Director of Counseling Center
ARM Co-Chair-Jeanne McGowan, Director of Counseling Center
Combine Counseling Centers

16-3. Disability Services and Testing
GASOU Co-Chair-Debbie Perez-Lopez, Director of Student Disability Resource Center
ARM Co-Chair-Kelly Woodruff, Director of Disability Services
Combine Disability Services and Resources
Coordinate with Vocational Rehabilitation

16-4. Health Services
GASOU Co-Chair-Diane Norris, Director of Health Services
ARM Co-Chair-Andrew Dies, Interim AVP/Dean of Students
Combine Health Centers and Services
Determine Requirements to Participate in Student Health Insurance Program
Merge and consolidate Immunization Compliance and Tracking Program

16-5. Student Conduct and Academic Integrity

GASOU Co-Chair-Zwisel Gandia, Associate Dean for Student Conduct
ARM Co-Chair-Andrew Dies, Interim AVP/Dean of Students
Combine Student Disciplinary Report Databases
Revise Judiciary Processes
Merge Student Handbooks

16-6. Dean of Students
GASOU Co-Chair-Patrice Jackson, Dean of Students
ARM Co-Chair-Andrew Dies, Interim AVP/Dean of Students

Combine Behavioral Response Teams and Notification Systems
Consolidate and Integrate Dean of Students Policies and Procedures
Consolidate Student Complaint Procedures for SACSCOC Submission

16-7. Multicultural Affairs & Diversity Programs
GASOU Co-Chair-Takeshia Brown, Director of Multicultural Student Center
ARM Co-Chair-Nashia Whittenburg, Director of Multicultural Affairs
Combine Services and Resources for Multicultural and Diversity Education

16-8. Military and Veteran Services
GASOU Co-Chair-LTC Bill Roberts, Associate Dean of Students for Military Affairs
ARM Co-Chair-Phil Gore, Military Education Coordinator
Combine Military and Veteran Student Services and Resources

16-9. TRiO Programs
GASOU Co-Chair-Leslie Harris, Coordinator for Academic Success
ARM Co-Chair-Corine Ackerson-Jones, Director, TRiO Student Support Services
Combine TRiO Program and Resources

P. Student Organizations and Student Life
USO Contact: Joyce Jones (Joyce.Jones@usg.edu)

17. Student Organizations and Student Life
GASOU Co-Chair-Teresa Thompson, Vice President for Student Affairs & Enrollment Management
ARM Co-Chair-Georj Lewis, Vice President for Student Affairs

17-1. Campus Recreation Programming & Facility Operations
GASOU Co-Chair-Gene Sherry, Executive Director of Campus Recreation & Intramurals
ARM Co-Chair-Megan Feasel, Director of Recreation & Wellness

Consolidate and Integrate
Club Sports, Intramurals, and Recreational Sports-Consolidate and Integrate

17-2. Fraternity and Sorority Life
GASOU Co-Chair-Francisco Lugo, Director of Fraternity & Sorority Life
ARM Co-Chair-Lucero Aradillas, Interim Director of Student Life
Maintain, Consolidate and Integrate

17-3. Preserving Traditions & History
GASOU Co-Chair-Michelle Davis, Executive Director of Student Activities
ARM Co-Chair-Jason Salzer, Associate Director of Recreation & Wellness
Maintain, Consolidate, and Integrate
Identify and Promote Key Issues and Items in GASOU and ARM History

17-4. Student Activities/ Student Life and Registered Student Organizations
GASOU Co-Chair-Michelle Davis, Executive Director of Student Activities
ARM Co-Chair-Lucero Aradillas, Interim Director of Student Life
Maintain, Consolidate, and Integrate Student Activities and Student Life
Maintain, Consolidate, and Integrate Registered Student Organizations

17-5. Student Government Association
GASOU Co-Chair: Patrice Jackson, Dean of Students
ARM Co-Chair: Andrew Dies, Interim AVP/Dean of Students
Combine SGA
Consolidate SGA Constitution and By-laws
Revise SGA Student Organization Funding Process

17-6. Leadership & Volunteer Programs
GASOU Co-Chair-Todd Deal, Executive Director of Leadership & Community Engagement
ARM Co-Chair-Lucero Aradillas, Interim Director of Student Life
Revise and Consolidate Leadership & Community Engagement Programs to be Appropriate for the New University

17-8. Student Media
GASOU Co-Chair- David Simpson, Director of Student Media
ARM Co-Chair: Andrew Dies, Interim AVP/Dean of Students
Consolidate and Integrate Student Media

Q. Facilities and Physical Plant
USO Contact: Jim James (Jim.James@usg.edu), Alan S. Travis (Alan.Travis@usg.edu)

18. Facilities & Plant Operations
GASOU Co-Chair-Rob Whitaker, Vice President for Business and Finance

ARM Co-Chair-Christopher Corrigan, Vice President for Business and Finance

18-1. Campus Master Planning and Capital Projects
GASOU Co-Chair-Wendy Woodrum, Associate Vice President
ARM Co-Chair- Katie Twining, Director of Facilities

Review and Evaluate Current Campus Master Plans to Transition to the New Consolidated Institution Mission
Initiate Building Inventory Validation/Update for USG Space Utilization Study Coordinate Both Institution Efforts to Inform New President and Facilitate Data Merge
Merge and Review Space Inventories
Consider Cross Training for Smooth Transition & Higher Delegated Authority
Develop Naming Protocols for Buildings
Determine if Institutions Accept Pre-Funding Commitments to Begin Projects
Work with GSFIC on Changes to Necessary Documentation (Letters)
Understand What Real Property Campuses Own
Evaluate Construction Projects
Identify Restrictions on Real Property Deeds
Identify any Reversionary Language in PropertyDeeds

18-2. Physical Plant
GASOU Co-Chair-Wendy Woodrum, Associate Vice President
ARM Co-Chair- Katie Twining, Director of Facilities

Identify Responsibilities for GO Bonds Asset Tracking and Records Retention
Revise Active Contracts once Consolidation is Completed
Address Additional Satellite Campus Issues
Address Use Restrictions in Rental Agreements
Consider and Implement Consolidation of Rental Space
Consolidate & Restructure Maintenance Depts., including Salary & Reporting
Identify and Reconcile Differences in Handling M&O
Change Signs on and off Campuses
Address all Out-Sourced Services, and Make Them Coincide
Identify Functional Duplication between Campuses (Supervisors, Tech., etc.)
Re-implement Mgmt. Systems: M&O Billing/Accounting, Tracking, etc.)
Address Maintenance Contracts for Plant Equipment, HVAC, Trash, etc. Consolidate Preventive Maintenance Programs
Address Fleet Acquisition, Rental and Maintenance
Address Variances in Event Management, Support and Logistics

18-3. Environmental, Health & Safety (EHS)
GASOU Co-Chair-Kelly Close, Director of EHS

ARM Co-Chair-Katie Twining, Director of Facilities

Identify Environmental Compliance and Occupational Safety Issues
Identify Environmental Mgmt. System Requirements for Multiple Campuses
Integrate Environmental & Occupational Safety Policies, Plans, etc.
Decide Mgmt. and Reporting Structure for EHS, including Points of Contact
Address & Consolidate Service/Consulting Contracts (Waste, Lab Hoods, etc.)
Amend USG/EPA Self-Audit Agreement with Consolidation Changes
Consolidate Campus Safety Plans and Train Where Required

R. Auxiliary Services

USO Contacts: Tracey Cook (Tracey.Cook@usg.edu), Susan Ridley(Susan.Ridley@usg.edu)

19. General Auxiliary Services

GASOU Co-Chair-Rob Whitaker, Vice President for Business and Finance
ARM Co-Chair-Christopher Corrigan, Vice President for Business and Finance

GASOU Co-Chair-Eddie Mills, Associate Vice President, Auxiliary Services
ARM Co-Chair- Greg Surrette, Interim Director, Auxiliary Services

Integrate Bookstores
Integrate Copy Centers
Integrate Parking &Transportation
Integrate Campus Card/Badging
Integrate Food Services
Integrate Conference and Events
Address Shipping & Receiving, including Inter-Campus Mail Courier Service
Consolidate Preventive Maintenance Plans, including for PPVs
Reconcile Differences in How Depts. Handle M&O of PPV/GHEFA Space
Reassess Outsourced Functions for PPV/GHEFA (Mech., Elec., Fire, etc.)

S. Public Safety and Security

USO Contact: Bruce Holmes (Bruce.Holmes@usg.edu)

20. Public Safety and Security and Emergency Planning and Communication

GASOU Co-Chair-Rob Whitaker, Vice President for Business and Finance
ARM Co-Chair-Christopher Corrigan, Vice President for Business and Finance

20-1. Public Safety and Security
GASOU Co-Chair-Laura McCullough, Chief of Police
ARM Co-Chair- Tiffany Land, Interim Chief of Police

Consolidate Campus Security and Police Policy/Procedure Manual
Contact DOE to Address Clery Act Reporting Requirements
Coordinate Meeting with All Chiefs to Discuss Best Practices
Discuss Public Safety Responsibilities & Authorities for Combined Operations
Identify new FTE Requirements for Dispatch, Patrol, and Investigation
Make Decisions on Campus Police Management Structures
Plan Transition Training and Workshops to Assist Key Supervisors
Integrate Vehicle Fleet
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

20-2. Emergency Planning and Communication
GASOU Co-Chair-Kelly Nilsson, Director, Emergency Management
ARM Co-Chair-Allison Hersh, Director of Marketing and Communications

Review/Unify Existing Mass Communication Systems and Contracts
Maintain Existing Emergency Operations, and Put New Plans in Place

T. Risk Management, Occupational Safety and Compliance
USO Contacts: Wesley Horne (Wesley.Horne@usg.edu),
Kenyatta Johnson (kenyatta.johnson@usg.edu)

21. Enterprise Risk Management (ERM), Ethics & Compliance
GASOU Co-Chair-Jana Briley, Chief Audit Officer
ARM Co-Chair-Kelly Crosby, Chief Audit Officer

Consolidate Enterprise 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

U. Legal Affairs Issues

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

22. Legal Affairs and Handbooks
GASOU Co-Chair-Maura Copeland, Associate Vice President for Legal Affairs
ARM Co-Chair-Lee Davis, University Counsel

22-1. University Policy Mergers and Handbooks
Staff Policy Mergers and Handbooks
Student Policy Mergers and Handbooks
GASOU Co-Chair-Geoff Carson, Associate University Attorney
ARM Co-Chair-Kelly Crosby, Chief Audit Officer
Merge University Handbooks
Merge Staff Handbooks
Merge Statutes/Bylaws
Develop Unified Policy on the Formulation of Policies

22-2. Division of Responsibilities
GASOU Co-Chair-Candace Griffith, Assistant Provost
ARM Co-Chair-Donna Brooks, Associate Provost
Review and Revise Institutional MOUs

22-3. Office of Legal Affairs
GASOU Co-Chair-Maura Copeland, Associate Vice President in for Legal Affairs
ARM Co-Chair-Lee Davis, University Counsel
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

V. Audit

USO Contact: Terry Thompson (Terry.Thompson@usg.edu),
Claire Arnold(Claire.Arnold@usg.edu)

23. Audit
GASOU Co-Chair-Jana Briley, Chief Audit Officer

ARM Co-Chair-Kelly Crosby, Chief Audit Officer

23-1. External Audits
GASOU Co-Chair-Thomas Mikell, Director, Financial Accounting
ARM Co-Chair- Jessica Henderson, Interim Director of Budget and Financial Analysis, Controller for Foundations

Coordinate with Georgia Department of Audits and Accounts
DOAA: Address FDMRs, full audits, consolidated reports, etc; set timeframes SAO:
Address State CAFR, reporting for SEFA, TIGA, CAP, et. al.
Evaluate Open Audit Issues for Completion

23-2. Internal Audits
GASOU Co-Chair-Jana Briley, Chief Audit Officer
ARM Co-Chair-Kelly Crosby, Chief Audit Officer
Ensure Adequate Internal Audit Coverage
Evaluate Open Audit Issues for Completion
Merge Audit Manuals
Merge Audit Charter
Determine Department Name

W. Economic Development, Government Relations and Community Engagement
USO Contacts: Charlie Sutlive (Charles.Sutlive@usg.edu), Sonja Roberts (Sonja.Roberts@usg.ed)

24. Economic Development, Government Relations and Community Engagement
GASOU Co-Chair-Kendria Lee, Executive Associate for Government and Community Relations
ARM Co-Chair-Peter Hoffman, Director of Government Relations and Community Engagement

GASOU Co-Chair Kendria Lee, Executive Associate for Government and Community Relations
ARM Co-Chair-Michael Toma, Fuller E. Calloway Professor of Economics

- 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
- Government Relations
  Develop and Maintain Legislative Relationships and Support

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

X. Housing

USO Contacts: Susan Ridley(Susan.Ridley@usg.edu),
Joyce Jones((Joyce.Jones@usg.edu), Marty Nance (Marty.Nance@usg.edu),

25. Housing
GASOU Co-Chair-Teresa Thompson, Vice President for Student Affairs & Enrollment Management
ARM Co-Chair-Georj Lewis, Vice President for Student Affairs

GASOU Pete Blutreich, Executive Director of Housing,
ARM Nick Shrader, Director - Housing & Residence Life
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

Y. Library

USO Contacts: Marti Venn (martha.venn@usg.edu), Linda Noble (linda.noble@usg.edu)

26. Library
GASOU Co-Chair-Bede Mitchell, Dean, Henderson Library
ARM Co-Chair-Doug Frazier, University Librarian

GASOU Co-Chair-Clement Lau, Associate Director of Library
ARM Co-Chair- Aimee Reist, Learning Commons Coordinator
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
Review, Revise, and Consolidate Library Websites
Negotiate with Vendors

Z. Diversity & Inclusion Programs/Activities
USO Contacts: Felita Williams (Felita.Williams@usg.edu)
Joyce Jones (Joyce.Jones@usg.edu)

27. Diversity & Inclusion Programs/Activities
GASOU Co-Chair-Maura Copeland, Associate Vice President for Legal Affairs
ARM Co-Chair-Deidra Dennie, Director of Equity, Diversity, and Inclusion

GASOU Co-Chair-Joel Wright, Director, Equal Opportunity & Title IX
ARM Co-Chair- Deidra Dennie, Director of Equity, Diversity, and Inclusion & Title IX
Consolidate Diversity and Inclusion Programs and Activities

OTHER RESPONSIBLE GROUPS/INDIVIDUALS

Board of Regents
BOR Approval for Consolidation Prior to Submission of Prospectus to 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 (July-August)
BOR and Using Agency are Additional Insured for All Consultants

Consolidation Implementation Committee
Determine Campus-Wide Functional Units
Develop New Vision and Mission Statements

Jaimie Hebert/Linda Bleicken
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