**Planning and Budgeting Council (PBC) Meeting December 3, 2009 3:00pm -4:30pm AB5 210**

**Summary**

**Present:** Toll, Bullock, Lennertz, Ruder, Shepard, Snyder, Oistad, Genson, Felton, Crawford, Henry, Banks, Kavanagh, and Weeks  **Absent:** Roberts, Roman, Johnson, Brundage, Magiera, Rollo  **Guest:** Laviolette

**Report of the Council Chair:**

Provost Toll reported that the Cabinet had reviewed the recommendations of the PBC concerning changes to the Mission and Vision statements and that the Cabinet had endorsed the proposed change for the Mission statement and had eliminated one word from the PBC-recommended Vision statement. The Cabinet had also completed its review of the PBC-recommended environmental scans with minor changes mostly editorial in nature. He also stated the Cabinet had begun its review of the PBC-recommended strategic goals and KPIs. All these materials would be presented to the UBOT at its January 19 meeting and materials can be found on the SP website.

**ERMC Enrollment Growth Impact Report:**

Marc Laviolette co-chair of the ERMC distributed a document representing the results of a request to members of the committee to assess the projected 9% annual growth in enrollment for the next five years. While not meant to be comprehensive, the report details the need for an additional 3 PT and 56 FT staff positions in various areas which Marc estimated was probably only about 65% of the total need. In addition, there were requests for additional financial resources, space, and increased reliance on technical solutions. Marc also noted that we may need to more actively recruit non-traditional students to realize enrollment projections. Joe Shepard asked if any benchmarking had been used and Marc responded he thought not. Ron noted we are talking both about internal and external benchmarking and encouraged the ERMC to expand their request to all administrative units in the university. Paul noted that the ERMC will need to work closely with the Budget Committee to ensure that the strategic plan has both a schedule of enrollment growth and likely budgetary resources to support the planned growth.

**Standing Committee Reports:**

Joe Shepard and Shawn Felton, co-chairs of the **budget committee**, reported that the committee was considering budget issues for the coming year. They will use the same core criteria they used last year for determining funding priorities. Joe also added that the recent PECO estimating committee indicated more PECO money is likely for higher ed the coming year than previously thought. FGCU might receive as much as $5M for infrastructure. He thinks the PECO outlook for funding might improve further over the next few months. Paul again emphasized it will be important that the committee not only work on budget criteria for next year but also a funding plan for the developing strategic plan.

Donna Henry, co-chair of the **ERMC**, noted that the ERMC had received additional retention data from Lenore Benefield and the Office of Planning and Institutional Performance. Paul noted that his
preliminary review of the data showed consistent patterns with earlier student cohorts studied. Marc stated they would dig deeper into the data to find out more what motivates certain students to leave the university as one means to improve student retention.

Lewis Johnson co-chair of the Environmental Sustainability Committee (ESC) was not available so Kathleen Crawford reported for the committee. The committee had met to determine what measurement tools to use to benchmark progress and had decided it would pursue Climate Commitment criteria and STARS measures now. She added that the next committee meeting is now scheduled for January.

Kay Oistad, co-chair of the IRC noted the committee continues to meet and make progress using Google docs to share information. She added that Provost Toll had attended the committee’s 11/19 meeting had had provided information he had gleaned from the work his colleagues at Stratum Broadband had done on FGCU’s IT structure and resources. Kay finished her report by saying the committee had drafted mission and vision statements to guide the sp they were developing.

Barrett Genson, co-chair of the Safety and Facilities Committee presented the results of an analysis of safety issues complied by the committee that will affect the further growth of the university. The results fell into 7 categories including:

- Vehicular and pedestrian traffic flow and control
- Campus signage
- Site lighting
- Staffing
- Emergency communication
- Recreation and leisure space
- Facility security and management

Ron asked for an update on the campus master planning process and Barrett noted he was in negotiations with the consultants. Paul reminded everyone that a space analysis will need to accompany the report as we are likely to face space bottlenecks in the next few years and we should know where they are likely to occur to begin to plan for them now. Ron also noted space limitations imposed upon us by state formula as another potential limiting factor for consideration.

Paul Snyder, co-chair of the SPIEC, noted that the SPIEC had met on November 19 to determine a plan for development of university action plans following the UBOT workshop in January. He said a revised annual report template will be sent to all units. Action plans will be vetted by SPIEC in March and committee plans/reports in April with recommendations for what to include in the SP document coming to the PBC in early May.

Next Steps:

Ron thanked the Council and the committees for their great work this semester and encouraged them to keep their committee web pages current. Paul stated that the PBC meetings tentatively scheduled for
Dec. 15 and 17 were cancelled and the next meeting of the PBC would occur on January 12, 2010 from 1:30-3pm in AB5-309.