

**Attendance:** *Co-Chairs, Gebe Ejigu and David Curtis*, Linda Buyer, Shannon Dermer, David Diers, Robert Donaldson, Rupert Evans, Judy Ferneau, Ellen Foster Curtis, Jim Howley, Rosemary Hulett, Maribeth Kasik, Gary Lyon, Eric Martin, Joe Matula, Kathy Miller, Daniel Nearing, Charles Nolley, Jeff Slovak, and Karen Stuenkel

**Absent:** Carmin Garnica and Lydia Morrow Ruetten

**Documents:**

1. Agenda
2. Administration and Finance, Operating Budget Request
3. Institutional Advancement, Budget Presentation
4. Overview of the Office of General Counsel

**I. Overview of Today's Agenda**

Dr. Curtis briefly reviewed the agenda for this, the second public hearing on budget requests for FY10.

**II. Administration and Finance Units**

Dr. Ejigu began by noting that few units in his area can produce revenue for the institution as directly as the colleges can. He noted further that most of what can be produced is dedicated to servicing the debt issued to fund projects under the "Deferred Maintenance Initiative."

Ejigu discussed the expenditure needs of the units that report to him, and the major initiatives on behalf of the institution as a whole that need to be begun or continued. Highlights of that presentation were as follows:

- Most of the repairs from the "Deferred Maintenance Initiative", while not usually visible to the casual observer, have made the university a safer and more functional place in which to work. Sixteen projects have been initiated to date at \$17 million in cost. Ejigu gave kudos to the Facilities Department because of the way they managed the projects and the funds.
- There is a very active Emergency Response Team chaired by Sherilyn Poole. Volunteers are trained for handling emergencies of all types.
- A classroom furniture upgrade was initiated last year and needs to continue this year.
- The initial process of evaluating our ERP system has begun. A Jenzabar assessment will be the first component of this process, followed by an evaluation by an external consultant. Both will be completed by the fall. We will decide how to proceed further as a result of those assessments.
- Business issues are being discussed across units and offices in the Business Information Forum. That group meets several times per year and is an invaluable forum for standardizing practices and exchanging information.
- Human Resources will launch a customer service training program starting this fall for all non-faculty employees.

- As requests for information increase from both internal and external sources, there is a need for one data specialist to assist Linda Buyer, Director of Institutional Research at GSU.
- Enrollment is the number one strategy plan for this university. We have one person dedicated to managing our outreach efforts to and for community colleges, but we need to increase that staff in order to meet the goals of Strategy 2015.
- There is a need to increase the facility/infrastructure maintenance budget by \$200,000 immediately, and by more in the more distant future, or we will fall behind again in the area of facility upkeep.

**III. Institutional Advancement**

Ms. Vaughn explained the roles and functions of her units to the Council, and presented her fund-raising strategies and their budget implications, as follows:

- \$158,000 is requested for Public Affairs (PA) and primarily for its marketing budget, to enable us to better understand the impact of our advertising campaigns;
- GSU's Web presence needs updating, and funds are requested for staff assistance to accomplish this;
- Funds are also requested for a recognition fund to develop a history wall as a permanent display of our accomplishments.

**IV. Office of the General Counsel:**

This office provides legal counsel to the colleges, the non-academic units and the executives of the institution. This department has 2 full time staff and one part time staff. No special requests or new allocations were asked for the FY10 budget.

**V. Office of the President**

Requests:

- Request for an increase of \$14,000 for all expenses for the Board of Trustees', primarily for their trips to the annual meeting of the Association of Governing Boards;
- Other expenses pertain to strategic activities undertaken by President Maimon, including recognition gatherings for honorary degree winners and top donors.

The next PBAC meeting is scheduled for May 29 as an open discussion of the various budget requests for FY10. After that meeting, the Budget Office will develop recommendations for the FY10 budget. These will be presented to PBAC at its final meeting, on June 3<sup>rd</sup>.

Next Meeting is scheduled for May 29, 2009