

CHICAGO STATE UNIVERSITY
UNIVERSITY BUDGET COMMITTEE (UBC/COMMITTEE) MINUTES

12:30 p.m., Tuesday, November 7, 2023, VIA Zoom:

<HTTPS://CSU-EDU.ZOOM.US/J/82491650949>

Present

Marcie Aranda (Advisor), Shawnice Avilez, Jacquelyn Benchik-Osborne, Judith Birgen, Bobbie Stewart (Secretary), Michael Holmes, Neromi Horton (Ex Officio Secretary), Liefu Jiang, Nicole Latimer-Williams (Co-Chair and Advisor), Kevin Newell, Melany Puglisi-Weening, Valerie Riley (Co-Chair), Pamela Sims, Charlene Snelling, Roxanne Stevenson, Scott Upshaw, Tereshia Weathers, Tajuane Wes.

Absent

Kevin Newell.

The meeting began about 12:33 p.m. with roll call taken and a quorum of 12 confirmed.

APPROVAL OF 10/24/2023 MINUTES

The members noted a few corrections:

- The title of Secretary should be written after Bobbie Stewart's name.
- Tajuane Wes was present October 24, 2023.
- On page two in the fifth paragraph under Budget Timeline and the first sentence, the word "duplicity" should be replaced with "a duplicated effort".

MOTION

Charlene Snelling motioned to approve the October 24, 2023 minutes as amended. The motion was seconded by Pamela Sims. A vote was taken and there were 13 ayes, zero nays and zero abstentions. The motion is carried and the October 24, 2023 minutes as amended were approved.

TIMELINE

Valerie Riley gave a timeline for the current budget and next year's projected budget process. This information was also sent to the members.

- The Division Leaders discuss with their direct reports the budget they want for their departments.
- Budget Hearings are scheduled.
- The UBC members volunteer to serve on subcommittees.
- The Division Leaders make their presentations at the budget hearings.
- The subcommittee members prepare a report on the hearings and the Committee votes on the requests.
- A final report is written and submitted to the President.
- In April, officers are elected to serve on the Committee.

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Marcie Aranda posted the FY2024 budget book on the budget page and sent a copy to the Archives to be posted on the Library's site. Charlene asked that Marcie send the budget book to her in the Reference area. Items for posting to the Library's page should be sent to Reference.

Marcie explained the information in the budget book is by department. If you need a hard copy of the budget, it is recommended that you only print the pages pertaining to your department, since the entire document is 400 pages.

Keep in mind when you are reviewing the budget that the budget lines might look different if your department has made transfers or other transactions since July 1st.

A question was asked about the expected percentage of increase in the University's budget. That information is not yet known. On October 13, 2023, key personnel met with the State and presented the budget. The University requested an additional \$26M plus \$70M in capital expenses. The increase from last year to this year was a little under \$3M from \$39M to \$42M.

Faculty representation on the Committee was discussed as it was thought there had to be a representative from the faculty. Last year an amendment was made that changed the representation and it was thought the change was to have a faculty chair. Since the Committee has fewer faculty, it is more difficult for their views to be represented.

Valerie explained last year when William Raynovich was on the Committee he tried to do a take over and the Committee was forced to review the bylaws. Twenty-five items were reviewed and one was that the Committee must have a faculty member serve as chair. When voted upon, this did not pass. It was decided the chair should be anyone on the Committee except students. Valerie Riley was voted in as a co-chair and she was not at the meeting when this happened. It was also decided that the Vice President of Financial Operations would be a co-chair. All of this is in the bylaws and it is on the website.

It was stated a large percent of staff are administrators which means there are less faculty on the Committee than it used to be. In contrast, the Committee has six members who are faculty and that is a 40% representation of the Committee.

Another item changed in the bylaws was a reduction in the number of members. The Committee used to have 25 members and it was reduced to 15. The President suggested the reduction in the size of the Committee and discussed the make-up of the Committee. A union member was added to be a representative for Faculty Senate. This is all in the bylaws. An election is coming in April.

HEARING DATES

Budget hearing dates need to be set. The President's and Provost's Offices are usually last.

For the FY2025 operating budget, Division Leaders and their departments should think about what they would need to keep their department running, i.e. personnel, contractual dollars, etc. The unknown are

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any additional expenses. The FY2025 additional requests were made last year. The current requests are things to be added for next fiscal year. We must present the operating budget for FY2025 and FY2026.

The following dates were selected for the hearings: January 23, 2024, January 25, 2024, January 30, 2024, February 1, 2024, and February 6, 2024. February 1st will be used for the Provost's budget hearing and February 6th will be for the President's budget hearing.

The UBC must have the report out and on time. It is not just getting the final recommendations to the Board of Trustees (Board/BOT), but also making the presentation to the State in March and going through the final approval process.

An Excel spreadsheet was sent to the members to volunteer for the hearing subcommittees. The spreadsheet is also on the SharePoint site. Valerie will send out instructions for how to get to the SharePoint site, which is part of the new Microsoft Office. IT will be holding classes on Teams soon to show how to navigate the site. Also coming soon is a new phone system.

In the survey or spreadsheet sent out, members should indicate what dates and times work best. A request was made if the meetings are on Teams to make sure it is set up so people can call in. After the new telephone system is implemented, you will be able to call in using Teams. Right now, you cannot.

The email asks that the members volunteer for at least two subcommittees, but do not volunteer for a subcommittee related to their work. However, since there are so many professors on the Committee, some may need to volunteer for a subcommittee that reviews their work area. There is a possibility the subcommittees will be reorganized if a member is new and doesn't know about a subcommittee.

Nicole Latimer-Williams stated the hearings seems to be earlier this year because last year the Committee was late starting. We are now in line with the process and want to be on time with the Committee's recommendation to the President.

Presenters and Tentative Hearing Dates

1/30	Michael Holmes, Administrative Services
2/1	Nicole Latimer-Williams, Financial Operations
2/6	Oscar Rodriguez, Enrollment Management
2/8	Leslie Roundtree, Academic and Student Affairs
2/13	Zaldwaynaka Scott, President's Office

ACTION ITEMS

- Valerie will send out an email with areas of concern.
- Valerie will compile a letter to each of the Division Leaders inviting them to the hearings.

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UNIVERSITY BUSINESS

The next road construction area is Cougar Avenue. CTC, the next street over closer to King Drive, will be available and you can cross over to get to the reserved lots in B-7 and B-15. This will start tomorrow, Wednesday, November 8th. A notification will be sent out today.

Clocks

A question was asked regarding the clocks being adjusted for daylight savings time in the public areas. It is believed the master clocks are set by someone under Administrative Services. Michael will check with the engineers.

Pools

The pools are expected to be complete in late summer.

Next Meeting

The next UBC meeting is Tuesday, November 14, 2023.

ADJOURNMENT

MOTION

Judith Birgen placed a motion to adjourn the meeting. The motion was seconded by Melany Puglisi-Weening. A voice vote was taken and all were in favor of adjournment with no one opposing the vote and no abstentions. The motion is passed and the meeting adjourned at 1:32 p.m.