

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

12:30 p.m., Tuesday, October 22, 2024, VIA Zoom:  
<https://csu-edu.zoom.us/j/89820243244>

**Present**

Marcie Aranda (Advisor), Shawnice Avilez, Charita Barlow-Walls, Judith Birgen, Michael Holmes, Neromi Horton (Ex Officio Secretary), Tangee Jenkins, Liefu Jiang, Danielle Land, Nicole Latimer-Williams (Co-Chair and Advisor), Toni McCoy Smith, Kevin Newell, and Scott Upshaw.

**Absent**

Charlene Snelling.

The meeting began about 12:35 p.m. with roll call taken. A quorum was confirmed.

Nicole Latimer Williams welcomed everyone to the first University Budget Committee (UBC) Meeting of the fiscal year.

**APPROVAL OF THE MAY 14, 2024, UBC MINUTES**

**MOTION**

Toni McCoy Smith placed a motion on the floor to approve the May 14, 2024, UBC minutes. The motion was seconded by Michael Holmes. A vote was taken and there were eight ayes, no nays, and one abstention. The motion passed.

**MEMBERSHIP AND ELECTIONS**

**Introduction of New Members**

*Toni McCoy Smith* works in the Honors College with Steven Rowe. She is the President of the Civil Service Employee Council and the Union Stewart of Local 743. Toni has been working at the University most of her life, 49 years. She has worked in almost every office on campus, except she is not the President.

*Danielle Land* works in Accounts Payable and has been at the University for ten years.

*Tangee Jenkins* is in Student Affairs and has been at the University for 17 years. Tangee is interested in seeing how the Committee works.

*Charita Barlow Walls* is the Interim Chair of the Department of Nursing. Charita is looking forward to learning a lot and growing.

**Election of a Co-Chair**

Nicole told the Committee Valerie Riley was one of the previous Co-Chairs who has served her term and has now stepped down. The Committee must select a new Co-Chair. The conditions for a Co-Chair are

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in the bylaws. The President/Chair and Vice President/Chair of the of the Faculty Union and the President/Chair and Vice President/Chair of the Faculty Senate are precluded from serving as a Co-Chair.

There are two roles that must be replaced, the Co-Chair, previously served by Valeire Riley and the UBC Secretary, previously served by Bobbie Stewart.

Nicole Latimer Williams is the other Co-Chair. The Co-Chair helps organize agenda items in sync with the budget calendar and gets the UBC's recommendations to the President before she takes her trip down state to present the budget for the entire University. There are a number of meetings held, and special meetings hosted so that she is well prepared with the thoughts from this Committee as to how the budget should be allocated for the fiscal year.

Toni McCoy Smith nominated herself to serve as a Co-Chair.

### **MOTION**

Michael Holmes placed a motion on the floor to accept the nomination of Toni McCoy Smith as the UBC Co-Chair. The motion was seconded by Kevin Newell. A unanimous vote was cast to accept the nomination of Toni McCoy Smith as the Co-Chair, and the motion is passed.

### **Election of the Secretary**

None of the Committee members wanted to serve as Secretary. Neromi Horton will continue in the role as Ex Officio Secretary.

### **THE BUDGET PROCESS**

#### **Budget Priorities**

Marcie Aranda shared a document showing the FY25 Priority Requests. These requests are what came through the Committee last year. The typical allocation received from the State is about \$39M - \$40+M which is all for salaries. It is through this process that we ask for additional funding. For FY25 CSU requested an additional increase of \$24.2M and these are the priority requests made to the State. When the budget was approved by the Governor, out of the additional requests that were made, the University was only approved for \$786,900.00.

In October, some employees received a COLA (Cost of Living Allowance) increase. Marcie wanted everyone to be appreciative of the President, because even though the University did not receive the allocation requested for its union and living allowance increases, the President still provided the increase and Nicole, and others, had to work through the budget to make sure the increases were done. Marcie wants everyone to be aware of the challenges the University is having with the State. Everything that was a request had gone through the Committee and was voted on by the Committee and were essential items needed to increase enrollment and make student life better. This is a reminder that starting on July 1<sup>st</sup>, the University is in fiscal year 2025.

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The second spreadsheet shown on the screen is for the budget year FY26. Last year through the UBC, there were additional requests done for the next year, FY26, which will start on July 1, 2025. Marcie emphasized the fiscal years so the members could understand that when the Committee reviews the budget requests, they review requests two years in advance. Of the requests approved by the UBC in FY24 for FY26, \$4.5M was approved by the Board of Trustees (Board). That request was sent to the State this past October. The request will be resubmitted through what is called the ISL (Illinois State Legislature) request that will be done in March.

When the Budget Office made a request for budget information last year, one of the problems they faced was that the departments were submitting requests for FY25, which were already late. Anything that will be requested this year through this process will be for FY27 and FY28. This is the ultimate objective to be reached at the conclusion of the Committee.

- The Committee has been charged with prioritizing how the budget is spent and present a recommendation to the President.
- The Committee hears recommendations from the Vice Presidents and the President for their respective areas.
- The Vice presidents and President's Office presents their priorities to different subcommittees and afterwards the UBC members vote to show which recommendation they think is priority one or five, etc. Through this process, a report like what is shown on the screen is created.

**The Budget Calendar**

Marcie next shared the budget calendar which she said was in draft form. Last year adjustments were made to some of the dates. Marcie is asking everyone to look at the dates of the calendar with the intention of finalizing the dates at the next meeting.

FY25 is done. Looking at the calendar, the column for the current fiscal year and the next, highlighted in green, is the process followed for the requests shown on the other spreadsheet that was shared. The UBC will be requesting budget priorities for FY26 and FY27.

The calendar begins in June because this is the deadline for the Board approval of the preliminary spending plan for FY25 and FY26. This included the recommendations that came from the Committee for FY26 as well as adjustments to the budget based on what the State said would be allocated to the University. A preliminary spending plan is drawn up in June to ensure budgets are available on July 1<sup>st</sup>. The final recommendation of the budget is approved by the Board in its September meeting.

During the months of August through October, a lot of activity is going on between the University and the State. The State is requesting information on the University's prior expenses and the next fiscal year's requests. Next year at this time, the University will be submitting the FY27 requests just as they did this past week when they submitted the FY26 budget requests.

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Deadline dates on the calendar revolve around the dates the University is submitting information to the State. The preliminary requests for next year's recommendations start with what is called the RAMP (Resource Allocation Management Program) Report. The final recommendations are what is called the ISL (Illinois State Legislature) Report.

Between now and December is when the bulk of the Committee's work is done. This includes disseminating information to the departments and making sure they understand the requests are being made for FY27, which will not be the next fiscal year. Whatever requests are being made before December are for two years from now.

Marcie wants to make sure the departments understand the process and the requests. This year departments thought their budgets had been reduced or they did not receive what was requested. It appears information is not being filtered through to the departments. The UBC wants to make sure everyone is participating in the process and everyone's needs are being heard and they have an opportunity to vet them. Information is disseminated to the Vice Presidents, and they should filter this information to all their departments.

Nicole wants to do the engagement with the Vice Presidents a little differently this year. She has asked Marcie to review the forms that are typically sent out (referenced on line 29 on the calendar) because part of her work is translating the initiatives that are provided to the State so they can understand. If she can create the forms so there is less ambiguity, then all she will need to do is go to that source and she has the language that will help her to complete the request. For example, when classroom enhancement is mentioned, it is clear what this involves. This will also help in the completion of the RAMP and the ISL. When Parts A and B of the forms are completed, we want to make sure the information is not duplicated or unnecessary. Those forms will be different depending on Marcie's recommendations to the Committee. The Committee wants to work smarter when submitting information. This plan will help eliminate the work done by the departments twice. After making their requests, the information must be translated to the required forms of the State. Marcie wants to change the forms so that there is one request that will satisfy the departments' needs and the information requested by the State.

The forms revolve around the Strategic Plan and currently there is a committee reviewing those plans. The goals may not change but there might be new language around the goals.

- *Marcie will follow up with the Strategic Plan Committee to make sure the information is part of the UBC process.*
- *Any recommendations made to this Committee should be tied to the Strategic Plan. The University should not spend its resources on anything that does not align with the Strategic Plan.*
- *Homework for the Committee is to familiarize themselves with the current Strategic Plan which is effective for FY20 through FY25.*

The capital requests will also be updated on the request forms. Marcie will work with Michael Holmes to make the changes. There are specific forms that are required by the State when a capital request is made and some of those forms need to be completed at the time the request is made or those projects

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will be left behind. If the requests are not submitted to the State with the required information, they will not be accepted. With the updating of the forms, it will include more of the information being required by the State for capital requests.

Capital requests from the departments will be filtered to Administrative Services so they are incorporated in Michael Holmes' presentation. Capital requests are a part of the UBC budgeting process because they are required in the RAMP Report that goes to the State, and they require Board approval. A capital request is typically remodeling, involves construction projects, and are a permanent structure update. As an example, a capital request would be if the University requested to update the bathrooms. Other requests like for software, would be considered an operating expense.

The UBC wants to be more aggressive this year so that they are finalizing what the requests are for FY27 and FY28 to submit them to the President for approval in March and submit them to the Board in June.

A recommendation was made to ask Vice President Holmes to coordinate his capital requests with the 95<sup>th</sup> Street Renovation, especially when the University is talking about FY27 and has already begun its partnership with Metra, and it is being reevaluated, which is a catalyst for the 95<sup>th</sup> Street Renovation plans. It is anticipated that the FY27 and FY28 capital budget recommendations will include some part of that.

*For the next meeting, the members were asked to look at the timeline and let Marcie know if they have any additional recommendations. When the Committee returns for the spring term, everyone will be busy with the new term and it's around the time when Marcie will be asking the Committee to finalize the requests. Everyone should be mindful of completing the UBC's task when the faculty are engaging with the students.*

There is not a booklet that gives definitions and timelines, etc. that can be given to new members so they will have something to relate to regarding the budget process. *Marcie can create a Frequently Asked Questions (FAQ) list regarding the budget process. This list of FAQs can be posted on the UBC website. If anyone has questions, they would like to include in the FAQ list, send them to Marcie Aranda, [maranda@csu.edu](mailto:maranda@csu.edu). The meeting minutes are also posted on the UBC website. The timeline calendar was emailed to all the members. It was sent just before the meeting.*

*Neromi Horton was asked to send the link to the UBC website to the members so they can add a bookmark.*

**ADJOURNMENT**

**MOTION**

Judith Birgen placed a motion on the floor to adjourn the meeting. The motion was seconded by Shawnice Avilez. A voice vote was taken, and all were in favor of adjourning. There were no nays and no abstentions. The meeting was adjourned at 1:31 p.m.