

CHICAGO STATE UNIVERSITY

UNIVERSITY BUDGET COMMITTEE (UBC/COMMITTEE) MINUTES

12:30 P.m., Tuesday, January 24, 2023

VIA VIDEO CONFERENCE, Zoom

<https://us02web.zoom.us/j/82853141984>**Present**

Shawnice Avilez, Jacquelyn Benchik-Osborne, Judith Birgen, Bobbie Garner-Stewart, Azungwe Kwembe, Kevin Newell, Arrie Patawaran, Pamela Sims, Den Stark (Co-Chair), Tereshia Weathers, Tajuane Wes, Guest: Neromi Horton.

Absent

Michael Holmes, Melany Publisi-Weening, Valerie Riley, Roxanne Stevenson.

Den called the meeting to order at 12:30 p.m. and asked Neromi Horton to complete the roll call. Nine voting members were present which constitutes a quorum.

BY-LAWS

One person was appointed to the Committee since last week. Pamela Sims is a Program Coordinator in Biological Sciences and is a Civil Service employee. She was appointed to the University Budget Committee when the Committee asked for a Civil Service Person.

Since the by-laws are subject to President Scott's approval, the Committee will not perform any legalities like approving the four sets of meeting minutes. If anyone has comments to correct the minutes, they can call Neromi and let her know.

Overlaps and contradictions were found in the by-laws that were submitted. The by-laws used to have a Chairman and a Vice Chair. Now it has two Co-Chairs which is the equivalent of a Vice Chair. Therefore, a Vice Chair is no longer needed. The Committee will also have a Secretary. Having Co-Chairs was a material change in the new by-laws. A Co-Chair will be elected from the people on the Committee, but this cannot be done until President Scott approves the by-laws.

The Strategic Planning Committee representative was just a few people but went back to the former structure to invite everyone on the Committee to meet with the Strategic Planning Committee.

Den encouraged everyone to look over the revised by-laws and if they found anything questionable, share it with Neromi or Den so it can be dealt with on Thursday. Den hopes to have the President's approval by then and the by-laws can be amended and approved and recommend them for the President's approval on Thursday.

Members of the UBC questioned the President's authority to approve the by-laws stating that the UBC is a committee of the Board of Trustees (Board) and was created by the Board regulations. A couple of members read from the University's Governing Policies, but it was later stated they were reading from an older version.

Arrie pulled the Board Regulations revised in 2019. The lower portion does not have anything that states the President has to approve the by-laws for the UBC, but she does think it is good for her consideration. The UBC wants to be a Committee for the people by the people. The Higher Learning Commission (HLC) wants to see the UBC as a committee independently. Not saying review or comments aren't welcomed, but for approval purposes, it is an independent committee perhaps that is why the UBC is a committee of the Board.

The Committee is made up of 17 members of which 15 are eligible to vote. There are two ex-officio members, Arrie Patawaran, Executive Director of Budget and Resource Planning, and Den Stark, Chief Financial Officer and Vice President of Financial Operations. A quorum is eight since there are 15 voting members. The Committee has just 13 of the 15 selected members because there is not yet a representative from Health Sciences. That selection

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will be made by the Dean of the College of Health Sciences. Den will get the President's and Legal's approval of the by-laws and afterwards will catch up on the approval of the minutes and continue with the budget process. It was mentioned Ernst Coupe is no longer on the Committee since 2022 and a representative is needed for the College of Business. This changes the number of members currently to 13 of the 15 members needed. Den hopes to have a quorum of eight on Thursday.

Regarding union representation, it is not in their contract to be on the University Budget Committee. However, the by-laws will provide that at least one of the faculty members selected by the Deans must be a member of the faculty union. This requirement has already been satisfied.

The Nominations Committee will meet after the President approves the by-laws. They will nominate by the whole UBC at least one candidate for the other Co-Chair and Secretary positions.

APPOINTMENT OF SUBCOMMITTEE MEMBERS

The Co-Chair has not heard from the majority of the UBC regarding which subcommittee they want to serve. Those who have not responded were urged to do so. There needs to be at least three members on each subcommittee. Persons can serve on more than one subcommittee.

For next year the budget process starts with identifying "new" dollars needed by each of the five administrative areas. Den said he only knows of one project for Finance, which is a new software system for the Bursar's Office that includes Cashiering. Den will remind the five areas that they need to complete the budget process forms. Biggest issue is to come up with the money. Consideration could be given to stopping something to free up other dollars for something new besides using State dollars or tuition and fees.

BPAR – BUDGETING PROCESS A

The original deadline for the submission of the budgeting process, Form A has passed. The Committee needs to select a new deadline date. To do so, they can work backwards from the due date to the Committee to decide when the forms will be due to the Vice Presidents. The units should have started making plans around October or November since this is an ongoing process.

Arrie sent a memo to the Division Heads in November 2022 with a deadline of January 11, 2023 to submit their information to the UBC. It is important to set the deadline so the Committee can update the budget process deadline for HLC. The Vice Presidents could be given five days to update their information and it can be due to the UBC by the first of February; this will give them a month. The Division Heads usually submit their requests on the day of Presentation but we try to discourage this. The Committee agreed to meet Tuesdays and Thursdays. The UBC report is due by the May or June Board Meeting. The Committee decided to set the initial deadline as Friday, February 3, 2023 for when the Vice Presidents' requests are due to the Co-Chair and other Co-Chair.

When scheduling the budget meetings, Arrie requested to use the term "Budget Hearings" to avoid confusion with the regularly scheduled UBC meetings. The hearings are scheduled for two hours and then communication is by emails. Division Heads will have until February 9, 2023 to submit their requests and prepare for the hearings.

MOTION

Valerie placed a motion to adjourn the meeting. The motion was seconded by Judy Birgen. A voice vote was taken and all agreed. There were none opposed and no abstentions. The motion is carried. The meeting adjourned at 1:18 p.m.