

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

12:30 p.m., Tuesday, October 24, 2023, VIA Microsoft Teams:

<https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTeXOTc3OGItZTQ3My00ZDA4LTk5OGQTMTC1MTGxZWNIzc3%40thread.v2/0?content=7b%22tid%22%3a%228ceb1065-78bd-4761-9162-8ee35215afbf%22%2c%22oid%22%3a%22ac5e1530-7c9f-435d-b947-81fb1408ebc2%22%7d>

8EE35215AFBF%22%2C%22OID%22%3A%22AC5E1530-7C9F-435D-B947-81FB1408EBC2%22%7D>

MEETING ID: 277 376 718 773

PASSCODE: ZAA9AE

Present

Marcie Aranda (Advisor), 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, Scott Upshaw, Tereshia Weathers, Tajuane Wes.

Absent

Shawnice Avilez and Roxanne Stevenson.

The meeting began at 12:50 p.m. and an apology was given for technical difficulties that delayed its start. Neromi Horton performed the roll call and a quorum of 10 was confirmed.

Minutes from the September 26, 2023 meeting were posted in the chat and emailed to the members. Also posted in the chat was the budget timeline.

APPROVAL OF THE SEPTEMBER 26, 2023 UBC MINUTES

Everyone was allowed time to review the minutes prior to taking a vote for approval.

Corrections

1. Judith Birgen's name is listed two different ways: Judith Birgen and Judy Birgen. Although it is okay to list her name using either spelling, the spelling selected should be consistent throughout the document.
2. Page two, second paragraph, second sentence, "The funding never came as a scope for the UBC because of the agreement with Walgreens." Change the sentence to read "the funding never came within the scope of the UBC . . ."
3. Page two, second paragraph and the third sentence, "There are a number of conversations regarding the construction projects and how it will pan out in relation to the funding, but that falls outside of the UBC." Change the latter part of the sentence ". . . but that falls outside of the UBC." to read "funding is outside of the UBC."

MOTION

Charlene Snelling moved to accept the September 26, 2023 UBC minutes as amended. The motion was seconded by Judith Birgen. A vote was taken and there were 12 ayes, zero nays, and zero abstentions. The motion is passed and the September 26, 2023 UBC minutes were approved as amended.

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BUDGET TIMELINE

Marcie Aranda presented, and showed on the screen, the budget timeline for July 1, 2024 through June 30, 2026 which includes fiscal year (FY) 2026, July 1, 2025 through June 30, 2026. She did not make many changes but wanted to make sure the dates are in line with the dates for the Board of Trustees (Board/BOT) meetings and the State.

The Committee will be reviewing the timeline for FY 2025 – 2026. Although it is a new process, the Committee already developed the capital requests for FY 2025, which was submitted last year. We are finalizing the operations budget for FY 2025 and developing the budget for additional capital requests for FY 2026. For requests submitted for FY 2025 that were not funded, departments should continue to make their requests and submit them for FY 2026. We must also keep in mind that costs are going up.

It is critical for the UBC and the Budget Office to send the call letters and forms to the vice presidents and president for their FY 2025 operating budgets and FY 2026 operating and capital budget requests for appropriated funds only. This should be done by the Committee in November and December. The vice presidents and president are responsible for obtaining the budget information for their division or reporting departments.

The BPAR was shared last week in the Cabinet Meeting with the President. The BPAR form is not the Committee's form. It is used for the vice presidents and president to obtain their departments' budget requests. The vice presidents and president then add that information to the budget call forms for the UBC.

It was suggested that the UBC have a form that is complimentary to the BPAR to eliminate a duplicated effort. There should be a way to link the information on the BPAR form to the UBC forms with the ability to list the priorities. This could be especially beneficial for larger areas like Academic and Student Affairs. The Committee should look at what works now and not at what has always worked. It needs to look at what will move the process forward.

Action Item: Valerie will figure out how to link the forms together, or make the UBC forms part of the BPAR form. They can be linked as long as everyone has both forms. If you make the UBC form a part of the BPAR form, it will be better for linking. The Committee will look to have the new form during the first week in November. Nicole Latimer-Williams will work with Valerie on this.

The vice president and president will distribute forms to the units reporting under them. The units are expected to complete the forms and their vice president or president will prepare the budget call forms for presentation to the UBC by November or December.

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If the Committee makes it a priority to meet at least twice in November and December, the schedule will not be as critical.

BUDGET BOOK

Action Item: Marcie will send Pamela Sims a link to the budget book.

The budget book was shared with the vice presidents. The document is hundreds of pages and can be sent in an electronic format, but everyone is being cautioned regarding its printing. Departments can go to their vice president to ask about their budget.

Financial Operations is cautious about sending out the budget book. The University is trying to go green. This is a public document. A link can be sent to the UBC. Not sending out the budget book is not to discourage anyone from looking at the book.

Those who are supposed to have access to your budget, especially if doing requisitions and budget transfers, should be able to see the budget so they can do things for their department. If you don't have access or have challenges, email Marcie Aranda separately to make sure you have access. What's in the budget book could be very different than what's in the budget. Marcie will show you how to access the information.

BUDGET CALL FORMS

Form UBC 1 – Valerie added check boxes for the fields and made sure it's one cell for each category.

Form UBC 2 – This form is the same except the boxes and writing were made larger.

Form 1 is used to request additional funding.

Form 2 is to reallocate funding you have.

Form 3 is for capital requests.

Form 4 is for grants.

These forms are to consolidate what is put before us and they are received every year.

The new philosophy for the budget is it occurs once a year but we plan all year (major projects are added to the BPAR). This starts July 1st for the next fiscal year.

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MEETING DATES

Action Item: Valerie will send out meeting dates and everyone can let her know if they are available.

The dates January 11th through 19th had been chosen for the dates of the budget presentations but it was decided they will move the dates back after Martin Luther King's (MLK's) birthday which is on January 15, 2024. **The presentations will begin Tuesday, January 23, 2024.**

Members are welcome to participate in all of the budget presentations, but they especially should be available for the presentations for which they serve as a subcommittee member.

The deadline to turn in the budget forms will be decided in the November UBC meeting.

Action Item: Marcie will update the timeline form with the new date.

ADJOURNMENT

MOTION

Judith Birgen moved to adjourn the meeting and the motion was seconded by Marcie Aranda. A voice vote was taken and all were in favor. The motion passed and the meeting adjourned at 1:45 p.m.

10/24/2023 UBC MINUTES APPROVED AS AMENDED 11/07/2023 NEROMI HUBBON