

**MINUTES**  
**COUNCIL ON UNIVERSITY PLANNING AND BUDGET**  
**November 14, 2003**

**Voting Members Present:**

David Carpenter, Ray Watkins, Steve Daniels, Christine McCormick, Pat Fewell, Nora P. Small, Jocelyn Tipton, Rodney Ranes, Josh Jewett, Wanda Kay Robinson, James Johnson, Glenn Hild, Mike Boorum, Mark Hudson, Sandy Bingham-Porter, Doug Sloat, Kathy Reed, Carol Strode, Linda Coffey, Joy Craft, Lynette Drake, Sheila Baker, Rick Sailors, Cynthia Nichols.

**Absent:**

Joe Heumann, William Joyce (official business--presenting paper), Wafeek Wahby, Rose Gong, Larry Ward, Mary Anne Hanner, Allen Lanham, Bill Addison, Mahmood Butt, Jody Stone, Michael Hoadley, Eric Davidson, Godson Obia.

**Non-Voting Members Present:**

Julia Abell, Doug Bock, Jeff Cooley, Judy Gorrell, Blair Lord, Jill Nilsen, Jim Shonkwiler.

**1. Call to Order & Introductions**

Christine McCormick called the meeting to order.

**2. Approval of Minutes of October 24, 2003**

Motion (Carpenter/Watkins): Approve the minutes of October 24, 2003 as corrected: 7d. Lynette Drake reported that the Student Affairs Subcommittee met and discussed last year's focus statements. The Subcommittee is scheduled to meet November 3 and will begin ~~developing focus statements for this year.~~ **discussing topics related to developing the vice president's focus statement for FY 2006.** Motion carried by acclamation.

**3. Approval of Advisory Subcommittees for 2003-2004**

Motion (Daniels/Carpenter): To approve the Advisory Subcommittees as recommended by the Executive Committee.

**Advisory Subcommittee for Academic Affairs** – David Carpenter, Steve Daniels, Pat Fewell, Josh Jewett, Ray Watkins, Bill Addison.

**Advisory Subcommittee for Business Affairs** – Sandy Bingham-Porter, Linda Coffey, Kathy Reed, Joy Craft.

**Advisory Subcommittee for Student Affairs** – Eric Davidson, Lynette Drake, Mark Hudson, Rodney Raney.

**Advisory Subcommittee for External Relations** – Rick Sailors.

**Advisory Subcommittee for President's Area** – Cynthia Nichols.

**4. Response to NCA Steering Committee Request**

Chris McCormick asked members to respond to the questions for the NCA Report which were distributed earlier with the agenda. She asked each Council member to provide comments and to return the information no later than Monday, November 17. Steve Daniels and David Carpenter will meet with Mahmood Butt to generate a draft of the responses which will be brought back to the CUPB meeting in December.

**5. Report from Planning and Budget**

Julia Abell reminded the Council that the vice presidents are working on focus statements for FY 2006. Jim Shonkwiler reported that Eastern continues to monitor what is going on in Springfield. The budget request for FY 2005 has been submitted, we are planning to start the budget cycle for FY 2006, and we are in FY 2004.

**6. Report of the Legislative Action Team**

Jill Nilsen reported that she and seven students traveled to Springfield to visit with legislators, who are in veto session. She felt the day was successful and she stated that the students represented the University very well. Eastern Day at the Capitol is scheduled for February 19, 2004.

**7. Subcommittee Reports**

**a. External Relations** – Rick Sailors provided the following report. The External Relations Committee (ERC) met and re-worked the Vice Presidential focus statement. The intent was to bring the statement more in line not only with the underlying principles, but the actual language contained in the Illinois Commitment and the Presidential Goals. It is hoped that the new language will make the correlation of the focus statement more readily discernable. The final draft will be presented in ERC next Monday, November 17, and is expected to be approved at that time.

The ERC also discussed the benefits of building on the existing SWOT analysis with a document of some sort that would serve as a constitutional or strategic plan for the ER area. No specific determinations have been made and the topic will be discussed further at the next ERC meeting.

**b. Academic Affairs** – Steve Daniels reported that the subcommittee met on October 27 and received an overview of FY 2003 and FY 2004. The subcommittee was asked to discuss the Academic Affairs goals and provide feedback. Another meeting is scheduled

to review the final focus statement.

**c. Business Affairs** – Linda Coffey reported that the subcommittee met on November 5 to work on the Business Affairs focus statement. The focus statement has been completed and forwarded to the President. The emphasis of the focus statement was on customer service and improving technology for the campus.

**d. Student Affairs** – Lynette Drake reported that the subcommittee met on November 3. Since then the departments have provided feedback to the vice president for the development of the PC 06 focus statement. The vice president's focus statement will be distributed prior to and discussed at our next subcommittee meeting. Departmental progress reports for PC 03 reports are due to the vice president by December 1. Student Affairs will be having a division meeting and a CUPB subcommittee meeting prior to the next CUPB meeting.

**e. President's Area** – Cynthia Nichols reported that the President has asked his direct reports to review the focus statements of their units in relation to the current presidential goals and the SWOTS submitted by CUPB. Each of the direct reports will submit revised focus statements with proposed FY 05 work-plans in the context of a flat and/or reduced budget.

## **8. Report of the Executive Committee**

Chris McCormick reported that President Hencken met with the Executive Committee. He does share the concern that the Council may be too large and is open to suggestions regarding the size/composition. He did say that the SWOT analysis has been helpful in development of the presidential goals, and he would like for the Council to do a routine review year of the statements as things change – using the SWOT as the framework.

## **9. Other Business**

Sandy Bingham-Porter thanked Carol Strobe for all the years of service to the University and mentioned that this would be her last CUPB meeting.

## **10. Adjourn**

Motion (Sailors/Daniels): To adjourn the meeting. Motion carried.

Judy Gorrell

Executive Secretary