

Council on University Planning and Budget  
February 2, 2018  
2:00 p.m. – Room 4440, Booth Library  
Minutes

Voting Members Present: Steve Brantley, Peggy Brown, Melissa Caldwell, Lauren Clapp, Eric Davidson, Sace Elder, Richard England, Cathy Engelkes, Grace Fosu, Ryan Hendrickson, Gloria Leitschuh, Leigh Moon, Steve Rich, Jemmie Robertson, Jody Stone, Melody Wollan, Luke Young

Absent: Angela Anthony, Mona Davenport, Allorah Miles-L'Hote, Kathlene Shank, Westley Wright, Tim Zimmer

Non-Voting Members Present: Lynette Drake, Jay Gatrell, David Glassman, Judy Gorrell, Paul McCann

1. Call to order and introductions – Luke Young called the meeting to order at 2:00 p.m.
2. Approval of Minutes January 12, 2018 – Motion (Hendrickson/Brantley): To approve the minutes as written. The minutes were approved by acclamation.
3. New Business – Ms. Cathy Engelkes presented a report on the Martin Luther King, Jr. University Union. The Union is the hub of campus and is home to several student-oriented departments, such as the New Student and Family Programs, Military Student Assistant Center, Student Activities Center, Student Legal Service, Civic Engagement and Volunteerism, Greek Life, Student Life, Student Standards, and Housing and Dining including Food Court and Java. Other services offered in the Union include Panther Pantry, Union Ticket Office, Union Liquor Service, Campus Scheduling, Union Bookstore, Union Bowling Lanes, Panther Print & Copy Center, and Union Parking. Ms. Engelkes also provided budget information and cost-savings measures that have been implemented.  
  
Mr. Mitch Coe presented a report on the Textbook Rental Service (TRS) at EIU. The TRS provides the students of Eastern Illinois University with quality textbooks at an affordable cost. The report provided information on the staffing, the hours, and the features of TRS such as the book drop and the volume of textbooks picked up by students or mailed to students.
4. CUPB Executive Committee Report – The committee met to set the agenda and to discuss the bike path that will go through campus. This initiative is in conjunction with the City of Charleston. The committee also discussed mid-year financial reports.
5. Administrative/Subcommittee Reports
  - a. President Administrative Report – The subcommittee met. Dr. Glassman reported that the Senate has requested Higher Ed testimony on March 1. Leigh Moon reported that the subcommittee discussed Athletics, mid-year/budgeting process on campus, and upcoming student events.

- b. Vice President of Academic Affairs Administrative Report – Provost Gatrell reported that the subcommittee met and discussed budget/fiscal processes in Academic Affairs, and he reported that several searches are underway.
  - c. Interim Vice President of Business Affairs Administrative Report – Mr. McCann distributed information on Cash Flow of Appropriated Funds. FY 18 appropriation is being paid as we submit claims/vouchers. He also passed out a sample budget management report and Orbit report and discussed how to read each report.
  - d. Interim Vice President of Student Affairs Administrative Report – Ms. Drake reported that the subcommittee reviewed the appropriated orgs in Student Affairs, the proposed housing room and board rates, and the grant-in-aid fee. The subcommittee discussed career outcomes and various activities occurring on campus.
  - e. University Advancement Administrative Report – Lauren Clapp reported that the subcommittee met and discussed the executive committee meeting, anticipated budget discussions, and upcoming alumni events.
6. Adjournment -- Motion (Brown/Stone): To adjourn. The meeting was adjourned at 3:10 p.m.