

Council on University Planning and Budget  
April 15, 2016  
2:00 p.m. – 1895 Room

Minutes

Voting Members Present: Dominic Baima, Peggy Brown, Ann Brownson, Melissa Caldwell, Steve Daniels, Mona Davenport, Eric Davidson, Sace Elder, Richard England, Gloria Leitschuh, Jonathan McKenzie, Leigh Moon, Allison Moran, Pamela Naragon, Shawn Peoples, Billie Rawlings, Jemmie Robertson, Tim Zimmer

Absent: Eric Davidson, Rachael Johnson, Darlene Riedemann, Kathlene Shank

Non-Voting Members Present: Lynette Drake, David Glassman, Blair Lord, Paul McCann

Guests: Brian Murphy, Stacia Lynch

1. Call to order & introductions – Dominic Baima called the meeting to order at 2:03 pm.
2. Approval of Agenda for April 15, 2016 – Motion by Ann Brownson and second by Shawn Peoples to approve the agenda. Agenda was approved by acclamation.
3. Approval of Minutes for March 11, 2016 – Motion by Ann Brownson and second by Mona Davenport to approve the minutes. Changes to the minutes were discussed and the original motion was voted down. Another motion by Ann Brownson and seconded by Peggy Brown to approve the minutes with the following changes was approved by acclamation.
  - On page 3, section b under Administrative/Subcommittee Reports, change Gloria Leitschuh to Blair Lord.
  - Remove the section “suggestions for recapturing of funds and cost reductions” from the minutes and prepare as a second document for CUPB members.
4. Executive Committee Report – Dominic Baima reported the executive committee met and set the agenda. The executive committee plans to meet with the Faculty Senate executive committee and authors of the resolution regarding the reorganization of CUPB at the next regularly scheduled CUPB executive committee meeting on 5/5/16.

5. Old Business

- Cost and Efficiencies Initiative Update – Pamela Naragon reported she is in the process of updating the website with additional information that has been received.

6. New Business – None

7. Administrative/Subcommittee Reports

- President Administrative Report – President David Glassman reported there is some movement and discussion by legislators in Springfield regarding the budget impasse. Dr. Glassman is scheduled to testify in front of the House appropriations committee on 4/21/16. The state's attorney general is discussing the legality of paying state employees when no budget is in place. May 1<sup>st</sup> is financial aid acceptance day for students. Applications and admits are steady for Fall 2017 but enrollment deposits are down. Dr. Glassman reported on several spending bills being filed in the legislature and reported that he had recently met with both state Senator Dale Righter and Representative Reggie Philips.

Dr. Glassman reported he had reviewed the brainstorming ideas generated at the prior meeting.

Dr. Glassman discussed an article he had recently read about the five biggest instructional cost drivers, which include fill rates of class sections, course enrollment minimums, curricular complexity (# of hours required for a major) and faculty course loads.

Dr. Glassman is recommending a 1.5% tuition increase for incoming students for the AY16-17. The Board of Trustees has the final approval. Fee rates are still under consideration.

- Vice President of Academic Affairs Administrative Report – Blair Lord reported the VPAA subcommittee met and discussed the budget and enrollment. Fall registration for continuing students is down but it is still early in the process.
- Vice President of Business Affairs Administrative Report – Paul McCann reported the VPBA subcommittee did not meet. The university hopes to get through 6/30/16 without making any further staffing adjustments. The 2017 budget will be approved at the June Board of Trustees meeting. Summer hours will continue this year.
- Vice President of Student Affairs Administrative Report – Lynette Drake reported the VPSA subcommittee did meet. Registration for this summer's Debut program is ongoing. University Board is hosting the

spring concert tonight (4/15/16). The Apportionment Board had allocated its budget for FY17.

A proposal for increases in the AY17-18 student health service fee and the university union fee was discussed. A handout was provided that discussed the reasons for the increase. Lynette explained the process of how student fee increases are discussed with students prior to submitting proposals to the Board of Trustees.

- Vice President of University Advancement Administrative Report – President Glassman reported he had cancelled the annual alumni trips to Arizona and Florida this spring due to budget constraints. Spring Fling occurred the previous weekend but fundraising results were not known yet. Dr. Glassman also reported that a new summer school initiative would be debuting from Marketing.

8. Other Business

a. ITS Report – Brian Murphy provided an update on ITS’ activities that had occurred since January 2015, which included information about IT infrastructure, IT systems and services, collaborations and future plans.

b. Marketing and Creative Services Report – Stacia Lynch provided a handout that had previously been provided to the Board of Trustees at their January 2016 meeting. The handout included a summary of various initiatives handled by the department. Stacia also reported the department was updating the university identity guide.

c. Facilities Report – Tim Zimmer reported FPM is focusing on providing services for student activities to minimize the budget impact on students. He also reminded staff to throw away trash in central locations since these areas are emptied more frequently.

8. Adjournment – The meeting was adjourned at 3:52 pm by Dominic Baima.

Minutes recorded by Leigh Moon.