

Council on University Planning and Budget  
October 7, 2016  
2:00 p.m. – 1895 Room  
Minutes

Voting Members Present: Ann Brownson, Melissa Caldwell, Lauren Clapp, Jack Cruikshank, Steven Daniels, Joann Daugherty, Mona Davenport, Eric Davidson, Sace Elder, Ericka Harris, Ryan Hendrickson, Gloria Leitschuh, Japhun Mays, Jonathan McKenzie, Leigh Moon, Michelle Morgan, Pamela Naragon, Jemmie Robertson, Kathlene Shank, Melody Wollan, Tim Zimmer

Absent: Peggy Brown, Richard England

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

1. **Call to order & introductions of visitors**

Kathlene Shank called the meeting to order at 2:00.

2. **Approval of Minutes for September 9, 2016**

Motion (Zimmer/Hendrickson): To approve the minutes as corrected with the meeting time changed to 2:00 p.m. Motion carried by acclamation.

3. **CUPB Executive Committee Report**

Kathlene Shank reported that the Executive Committee met with President Glassman and provided input on the formation on workgroups for the Vitalization Project Task Force.

4. **Old Business-**

- a. Election of At-Large (J. Gorrell letter) – Motion (Zimmer/Cruikshank): To nominate Melody Wollan to serve as the CUPB member at-large on the Executive Committee. She was elected by acclamation.
- b. Sub-committee Composition-Bylaw Change Motion  
Motion was on the table for the change to the bylaws and a friendly amendment to shorten the lead time from two weeks to one week. Another friendly amendment (Zimmer/Naragon): Remove 6 excess words, “whose assignment is outside this area” from the proposed bylaw revision. Motion was approved by acclamation.  
Motion (Morgan/Mays): To separate the vote for Article VIII. The motion was approved by acclamation.

Vote in support of one week’s notice in advance of the meeting. No: Caldwell, Clapp, Daugherty, Davenport, Davidson, Elder, Harris, Hendrickson, Leitschuh, Mays, Moon, Morgan, Naragon, Wollan, Zimmer; Yes: Cruikshank, Daniels, McKenzie, Robertson, Shank. The vote in support of one week’s notice in advance of the meeting failed. (Y-5; N-15)

Motion (Morgan/Elder): To change the proposed revision back to two weeks. Vote in support of two weeks’ notice in advance of the meeting. No: Cruikshank, Shank; Yes: Caldwell, Clapp, Daniels, Daugherty, Davenport, Davidson, Elder, Harris, Hendrickson, Leitschuh, Mays, McKenzie, Moon, Morgan, Naragon, Robertson, Wollan, Zimmer. The vote in support of two weeks’ notice in advance of the meeting passed. (Y-18; N-2)

Vote on the original motion of the proposed bylaw revisions. Yes: Brownson, Caldwell, Clapp, Cruikshank, Daniels, Daugherty, Davenport, Davidson, Elder, Harris, Hendrickson, Leitschuh, Mays, McKenzie, Moon, Morgan, Naragon, Robertson, Shank, Wollan, Zimmer; No: None. The vote in support of the proposed bylaws revision was unanimous. (Y-21; N-0)

Budget Terminology- Pam Naragon  
No discussion.

5. **Yearly Calendar Reports**

Tim Zimmer provided a detailed update on Facilities including the reduction in staff and the other challenges confronting the unit.

In November reports will be heard on Alumni, Housing, and Recruitment.

6. **Administrative Reports**

- **President Administrative Report** – President Glassman reported that once the election is over, the General Assembly will be working on the budget. IBHE Chair Tom Cross visited EIU on October 6 and was very impressed. He met with President Glassman and Board Chair Joe Dively and toured the campus as well. The President also noted that the Vitalization Project Task Force held its first meeting on September 29, 2016. The Workgroups will begin their work and the preliminary recommendations are due November 1 from Workgroups 1-7, and Workgroups 8 and 9 will submit recommendations later in the process. The Vitalization Project will allow the campus to be at its greatest level of efficiency to attract more students and to position ourselves to be less reliant on the State.
- **Vice President of Academic Affairs Administrative Report** – Provost Lord reported that the number of applications are about even with the prior year. He also reported that four candidates for the Associate Vice President for Enrollment Management position will be interviewing on campus October 11-24, 2016.
- **Interim Vice President of Business Affairs Administrative Report** – Interim VPBA provided an update on the FY17 budget. There are no finalized numbers from Springfield. There was a discussion on draft financial statements for FY16.
- **Interim Vice President of Student Affairs Administrative Report** – Interim VP Drake reported that Homecoming is coming up on October 21-22, 2016. You can find all of the scheduled festivities on the “Guidebook” app.
- **University Advancement Administrative Report** – No report

7. **Formation of Sub-committees** – The subcommittees were formed:

Academic Affairs – Steve Daniels, Jack Cruikshank, Joann Daugherty;  
Business Affairs – Tim Zimmer, Melody Wollan, Pam Naragon, Michelle Morgan;  
Student Affairs – Eric Davidson, Ann Brownson, Ericka Harris;  
University Advancement – Jon McKenzie, Ryan Hendrickson, Lauren Clapp;  
President’s Area – Leigh Moon, Mona Davenport, Melissa Caldwell; and  
Budget Transfer – Pam Naragon, Steve Daniels, Tim Zimmer, Sace Elder, Gloria Leitschuh.

8. **CUPB Open Discussion of CUPB Member/Constituent Items/Inputs** – No discussion.

9. **New Business** – None.

10. **Adjournment** – The meeting was adjourned at 4:37 p.m. with a motion (Daniels/Cruikshank):  
The motion passed by acclamation.