

Council on University Planning and Budget
December 9, 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, Sace Elder, Richard England, 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, Eric Davidson, Ericka Harris

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

Guests Josh Awalt, John Henderson, Brian Murphy

1. Call to order and introductions of visitors

Kathlene Shank called the meeting to order at 2:05 pm and an attendance sheet was passed around the room.

2. Approval of minutes November 4, 2016

Revisions to minutes as follows – move Ryan Hendrickson’s subcommittee report on University Advancement to University Advancement Administrative Report (and remove from President Administrative Report); correct spelling of Ryan Hendrickson’s name; remove typo (“i9nterest”) from Admissions report. Motion made to accept minutes as revised (Naragon/Wollan). Motion approved by acclamation.

3. CUPB Executive Committee Report

Pam Naragon reported the committee met and discussed the budget format for the mid-year and year-end reports. Paul McCann is working on a template.

4. Old Business

None

5. Yearly Calendar Reports

Reports on technology were provide by Brian Murphy, Asst. VPBA for ITS, and John Henderson, Asst. VPAA for Technology (CATS).

Brian Murphy presented the orgs ITS has in the various ledgers and what the orgs are used for:

Ledger 1 – Management Systems (used to pay for Oracle, Banner and Argos), ITS (used for software maintenance and salaries), Campus Wide Computer Support (used for anti-virus software and laptops), Infrastructure Technology, and Microcomputer Maintenance (used to support the help desk).

Ledger 2 – Computer Network Fee (hardware maintenance; sourced by student fees), ITS (enterprise hardware upgrades; sourced by local chargebacks and participation fees), and Microcomputer Maint and Network Support.

Ledger 3 – Fixed Costs (Banner license renewal) and Business (ITS salaries).

From FY14 to FY17, ledger 1 and 2 revenues have decreased. Prior to August 2015, ITS had approximately 54 staff members and now has 29. Results of the decreased budgets have included streamlining processes in ITS, revamping the website, using more virtualization, collaborating more with CATS, and longer turnaround times for projects or requested assistance.

Mr. Murphy also discussed a list of immediate needs for ITS and a list of future priorities.

John Henderson discussed the two ledgers that CATS utilizes. Ledger 1 org is for salaries (10 staff members) and ledger 2 is for D2L, 3 staff salaries and Adobe.

CATS had 28 staff members and is now down to 13. Windows 10 was installed in all classrooms during the summer of 2016. The contracts for the LMS (D2L) and Adobe were renegotiated. CATS' priorities are to service classrooms, then labs, then instructors' laptops that are used for instruction.

Impacts of staff reductions have slowed the timing of services but collaboration with ITS has helped.

Kathlene Shank asked both presenters if they thought consolidation of ITS and CATS could occur as suggested from Program Analysis (completed a few years ago). Both presenters answered there could be some benefits if a consolidation was performed well and the 2 departments could still focus on their specific functions/objectives. An overall steering committee or a CIO would be recommended to oversee the departments.

6. Administrative Reports

a. President

The subcommittee met. Melissa Caldwell reported the group discussed the additional \$5.6 million in appropriations received from IBHE. The group also discussed the budget template for mid-year/year-end reports and CUPB's role in budgeting vs. planning.

President Glassman reported the State's budget impasse continues. Additionally, he discussed the U of I compact for stable funding from the State. He indicated that all of the public university presidents were aware of the compact prior to its creation and submission, and the other universities could submit their own compacts if they desired. U of I's submission has lawmakers talking about higher education funding and that is a positive outcome for all of the public universities.

President Glassman discussed the vitalization project is continuing and final recommendations from workgroups #1-7 are due 12/15/16. The recommendations will be posted to the website before the Spring semester.

b. Provost and Vice President for Academic Affairs

Blair Lord reported the subcommittee did not meet. Provost Lord reported that Fall 2017 enrollment numbers are softening.

Japhun Mays recommended changes to EIU's website to include pictures of students on the homepage. Additionally, he commented that students thought campus did not have enough activities to keep students involved. He indicated students consider transferring away from EIU because the campus is not lively with student activities.

c. Interim Vice President for Business Affairs

Paul McCann reported the subcommittee did meet. Mr. McCann presented current budget reports for FY17, which had been updated since the November BOT meeting. The university had received an additional \$5.6 million of appropriated funds through IBHE. The university was one of 3 schools to receive funding which was based on criteria determined by IBHE. The university is continuing to apply MAP money to students' accounts even though MAP funding has not been received from the state for 16-17.

Fair Labor Standards Act (FLSA) provisions that were to be implemented on 12/1/16 have been put on hold due to an injunction by a federal judge. The university is continuing to review employees' statuses to determine if all employees are categorized correctly.

d. Interim Vice President for Student Affairs

Lynette Drake reported the subcommittee did not meet but will meet before the January meeting. In response to the campus not having activities for students, Ms. Drake indicated that activities are occurring on a daily basis across campus. Additionally, she reported Student Government is working on organizing the Apportionment Board for the Spring semester.

e. University Advancement

The subcommittee met. Jonathan McKenzie reported the group discussed the budget form for the mid-year/year-end reports. The group also discussed 3 open positions in University Advancement (2 development officers – one in Development and one in Athletics; and 1 graphic designer). A RFP is being prepared for services regarding the university's brand management, and the group discussed the success of Giving Tuesday.

7. CUPB Open Discussion of CUPB Member/Constituent Items/inputs

The electronic board on Lincoln Ave was discussed. Jemmie Robertson indicated he would provide a link to the form users must submit to have information displayed on the board.

8. New Business

None

9. Adjournment

Motion (Cruikshank/Daniels) to adjourn. Meeting adjourned at 4:20 pm.

Minutes recorded by Leigh Moon.