

Council on University Planning and Budget
February 21, 2014
2:00 p.m.
Booth Library 3202, 4525, and 4456

Minutes

Voting Members Present: Jonathan Blitz, Ann Brownson, Patrick Early, Christine Edwards, Dave Emmerich, Melissa Gordon, Mayhar Izadi, Allen Lanham, Gloria Leitschuh, Cynthia Nichols, Darlene Riedemann, Zach Samples, Anita Shelton, Jennifer Sipes, Grant Sterling, Vance Woods, Tim Zimmer

Absent: Mona Davenport, Assege HaileMariam , Christina Lauff, Pamela Narragon, Kathlene Shank, Debby Sharp

Non-Voting Members Present: Judy Gorrell, Blair Lord, Dan Nadler, William Perry, William Weber

2:00 p.m. Subcommittees will meet in respective groups:

Room 3202 – Student Affairs

Room 4515 – Academic Affairs

Room 4456 – Business Affairs, President’s area, and University Advancement

3:00 p.m. All subcommittees come back to Room 3202 for a brief meeting

1. Call to Order & Introductions

Dean Lanham called the meeting to order at approximately 3 p.m.

2. Approval of Minutes for January 31, 2014

The minutes of the meeting on January 31, 2014 were approved as written, and the notes from subcommittee meetings on February were accepted with no changes.

3. Reports from Subcommittees

Dr. Gloria Leitschuh provided the report from the Academic Affairs Subcommittee, Dr. Jennifer Sipes presented the report from the Student Affairs Subcommittee, and Mr. Dave Emmerich reported on the Business Affairs, University Advancement, and President’s Area Subcommittee. Written reports were provided by the Recorder of each subcommittee.

- a. Academic Affairs
Submitted by Anita Shelton

Present: Jon Blitz, Mahyar Izadi, Alan Lanham, Gloria Leitschuh, Darlene Riedemann, Anita Shelton; non-voting member Blair Lord
Absent: Assege HaileMariam
Guests: Dagni Bredesen, Jackie Collins, David Griffin, Stephen King, Dana Ringuette, Jose Rosa, Seth Schroeder

The meeting convened at 2:00 p.m.

Jon Blitz was introduced as a new member of the subcommittee from the College of Sciences.

The committee questioned whether proceeding through each of the 71 Program Analyses as we have been doing is either efficient or effective. As a new member, Jon Blitz asked what form the committee's recommendations should take: will they be suggestions for specific cuts to specific units or general recommendations? Alan Lanham answered that nothing is off limits, and the committee can make whatever recommendations it deems appropriate. Provost Lord confirmed that there has been no dollar target stated for academic affairs. Alan Lanham suggested departing from a program-by-program review and working instead to agree on general categories or themes to study across the units. Darlene Riedemann suggested the committee consider recommending across-the-board cuts of a certain percent and leaving it to deans and chairs to determine how to carry them out. She also suggested looking in the Program Analyses for opportunities to raise revenue. Provost Lord confirmed that of a total 70 million dollar budget in Academic Affairs, the four colleges account for 45-50 million dollars. Committee members and guests discussed the importance of recognizing that cuts have already been made to many departments in the past several years, and further cuts run the risk of crippling essential programs. All agreed that if cuts have to be made to programs, the programs themselves should be involved in deciding what and how. Mahyar Izadi noted that we are facing two facts: that we are an academic enterprise and must protect that activity, and that we do not have the choice of continuing as we have been.

Anita Shelton pointed out that since there is no set figure expected from academic affairs, the committee is not obliged to suggest any cuts to academic affairs and could recommend that the university look elsewhere. Dana Ringuette reminded that EIU is a university, not a corporation, and that looking at data such as student credit hour production misses much of value. Jon Blitz suggested first looking at non-academic units within academic affairs before looking at any academic programs. He pointed out that comparative data shows that EIU has around twice the number of administrators as its peers. The committee agreed that we need more information, eg, organizational charts for CATS, Admissions, and other units. Alan Lanham handed out data charts of student credit hour production. Darlene Riedemann suggested two general criteria: class size and administrative cost as ways to identify areas for saving. Anita Shelton asked if the second criterion was aiming at

reorganization of academic units or consolidation of the sort represented by the Lumpkin School. Riedemann confirmed that was what she had in mind. Shelton questioned both whether such consolidations in fact save much money and whether it would be appropriate for a university to combine academically different disciplines, reminding that the president expressly said he does not want to undermine the university's mission. Alan Lanham wondered if some contracts in some units could be reduced from twelve to nine or ten months. He also suggested reviewing summer school for possible savings. Jon Blitz pointed out that summer school is revenue neutral. The questions was raised whether we could ask for an extension on CUPB's recommendations through the summer to give us more time to study options. Alan Lanham responded that the president will make decisions with or without the committee's input, so an extension is unlikely.

As time ran out, the committee agreed to depart from program-by – program review and devote the next session to focusing on general criteria or themes. The following were proposed by various individuals: reviewing class sizes, asking deans and chairs for input on where they might make cuts, considering possible consolidation of programs, looking for duplication or redundancy of services, reviewing summer school, and reviewing non-academic programs first. It was decided that for the next meeting members would review the non-academic programs in academic affairs, looking for redundancy, inefficiency, and/or services inessential to the university mission.

The meeting adjourned at 2:55 so members could proceed to the follow-up meeting of the entire CUPB.

b. Business Affairs, President's area, and University Advancement

Submitted by: Tyler Zimmer

Present: Dave Emmerich, Melissa Gordon, Pat Early, Dr. Weber, Tim Zimmer, Cynthia Nichols

Pam Naragon's report (e-mailed in): Benefit services

- Employer comp
- External services (SURS, etc.)
- Tuition waivers
- *No costs or staffing data available
- Keeping low costs
- Streamlining their processes with various automations

Cynthia Nichols: President's office

- Pg. 11 President's Office Program Analysis

- Brainstorming savings areas/ generate more revenues: more offerings in the summer; quarter system vs. semester system; cutting off utilities Thursday night during the summer for a full 3 day weekend; Shared Services Model (i.e. travel coordination)- Is it feasible/ beneficial with the size of EIU?
- Summer sessions increasingly being moved off-campus; How do we get more students on campus during summer to increase efficiency of expenditures?

Cynthia Nichols: Alumni

- Opportunities for savings and new services to increase activity, to be discussed in the future.

Dr. Weber: regarding Director of Telecom Services

- Position handles Panther Card, Mail Services, and Telecom, and will not be refilled after retirement of current director. Responsibilities of the position will be divvied out to other positions. Cost savings are expected through the elimination of the position.
- Other: Interest in moving to VOIP (voice over internet protocol).

c. Student Affairs

Submitted by: Christine Edwards

Present: Dr. Nadler, Zach Samples, Vance Woods, Ann Brownson, Grant Sterling, Lynette Drake, Christine Edwards, Jenny Sipes

Absent: Debby Sharp, Christina Lauff, Mona Davenport

Guest: DEN reporter

Documents provided included:

- Counseling Center: Salary Savings by Reduced Counselor Contracts, Salary Savings by Eliminating Administrative Salaries, 2013 Semester Comparison
 - New Student Programs: Open house vs Debut (Orientation, Advisement and Registration)
 - Career Services information sheet
- 1) Review of Information presented and brought back from each area
 - a. Counseling Center- 3 options
 - Explore opportunities for 9, 10 and 12 month contracts
 - Eliminate counselor, director, and/or assistant director position

- Re-align with Health Service or Career Center

Discussion on results, but no final recommendation decided upon

- b. New Student Programs
 - i. Report submitted indicated that there is no overlap between Open House and Debut events offered by New Student Programs and Admissions department, no cost savings

Discussion on results, but no final recommendation decided upon

- c. Career Services
 - i. Review of email explanation from Linda Moore regarding effects of moving a FT Career Counselor position to 10 month contract verses adding another Career Counselor to the Department

Discussion on results, but no final recommendation decided upon

2) Student Life

- a. The last 10 minutes of the subcommittee meeting included a brief review of the program analysis report for Student Life. Discrepancies noted between organizational chart and revenue/expenditures report. It was determined that the budget supports multiple staff within Student Life, Fraternity Sorority Programs, etc. (Dean, Leah, ½ of Marsha, and Cici)

Subcommittee adjourned into the Main Council meeting

March 4, 2014- Review of Athletics 1-2:45pm

March 21, 2014- Review of University Police Department and Student Affairs

4. Discussion of Program Analysis

Following the subcommittee reports, council members were given an opportunity to discuss the process, ask questions, and comment on the progress made in the subcommittees.

5. Adjournment

The meeting was adjourned at approximately 4:00 p.m.