

Council on University Planning and Budget
December 13, 2013
2:00 p.m. – Booth Library, Room 4440

Minutes

Voting Members Present: Ann Brownson, Mona Davenport, Christine Edwards, Dave Emmerich, Melissa Gordon, Assege HaileMariam, Mayhar Izadi, Allen Lanham, Gloria Leitschuh, Christopher Mitchell, Pamela Narragon, Cynthia Nichols, Darlene Riedemann, Jennifer Sipes, Grant Sterling, Vance Woods, Tim Zimmer

Absent: Ahmid Abou-Zaid, Patrick Early, Blair Jones, Christina Lauff, Kathlene Shank, Debby Sharp,

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

1. Call to order & introductions

Dean Lanham called the meeting to order at approximately 2:05 p.m.

2. Approval of Minutes for December 6, 2013

The minutes for the December 6 meeting were approved as written

3. Advisory Subcommittee Reports

- a. President/ Advisory Subcommittee – no report
- b. VPBA/Advisory Subcommittee – no report
- c. VPAA/Advisory Subcommittee – Gloria Leitschuh reported that the subcommittee met today at 1:00 p.m. and discussed items included on the agenda of the larger meeting.
- d. VPUA/Advisory Subcommittee – no report
- e. VPSA/Advisory Subcommittee – no report

4. Old Business

- a. Vote on whether or not to make a recommendation for a target amount. Assege HaileMariam has received several emails regarding concerns: 1) Based on the 2012 audit report, there are unanswered questions about cash on hand, and we need to see the 2013 audit report before any decisions can be made. 2) Cutting the budget does not address the root of the problem. 3) Timing of this proposal came at the busiest time of the year for faculty. The faculty did not have time to truly learn about the proposal.

Ann Brownson added another concern: The minutes and the agendas are not current on the web, and the minutes are too sanitized.

Dr. Weber reported that the 2013 audit is still in process, and he cannot share information about the audit because it belongs to the auditors. The audit has two components – a financial audit and a compliance audit.

Dr. Perry offered to get the group the information it needs to move forward with Program Analysis, but also stressed the need to move forward and not delay.

Dr. Weber noted that he does not view this as budget cutting, but rather restructuring of operations so that we can live within our revenue going forward.

Assege HaileMariam asked about restricted funds – Is it donor specific as to what the money is spent on? Some people do not fully understand the different types of money.

Dr. Perry explained that appropriated funds are general revenue from the state and tuition collected from our students. We also have money from gifts, grants, and contracts, and these funds are often designated for specific expenditures. Another example is the equipment reserve which is for the purchase of equipment.

Dean Lanham asked the Council to vote whether or not to identify a target number to cut. Tim Zimmer commented, “We need to look at putting back money for a rainy day” Darlene said, “We need to cut, but also invest.” The deficit is \$7.2M or \$6.8M. The vote: Yes: Mona Davenport, Christine Edwards, Dave Emmerich, Melissa Gordon, Mayhar Izadi, Allen Lanham, Pamela Narragon, Darlene Riedemann, Jennifer Sipes, Grant Sterling, Vance Woods, Tim Zimmer No: Ann Brownson, Assege HaileMariam, Gloria Leitschuh, Christopher Mitchell, Cynthia Nichols. Yes – 12 and No – 5.

The Council put the following numbers on the board: 0, 1, 1.5, (2) 5, 6, 6.25, (2) 7, 7.5, (4) 8, (2) 9, and one post-it note that said, “will determine the number based on analysis results.” The number given by the Council members is non-binding. Dr. Perry asked the Council to think about what Dr. Weber said, “Program Analysis is long term, and we will work hard to not have it taken in just one year.” Dr. Perry also informed the members that they are not out of the game, if they do not provide a number.

Dr. Weber: The strategic plan outlines what the Program Analysis is about. The third action item of the Financial Sustainability plank: “Eliminate academic and administrative programs and positions that are neither financially sustainable nor academically central to the mission.”

Gloria Leitschuh commented to the group, “According to CUPB bylaws, the group cannot make decisions regarding anything that relates to collective bargaining.”

Jenny Sipes – President Perry is allowing us to participate in shared governance.

b. Review draft of Program Analysis process and timetable

Dr. Perry expressed the need to get the process moving forward. Jenny Sipes noted that the timeline is in accordance with the timeline of the presentation of the FY 2015 budget to the Board of Trustees, and Dr. Weber confirmed that information. There was some discussion about the current subcommittees and possibly the opportunity for members to self-select the subcommittee on which he/she would like to serve. Each member will serve on one subcommittee. Recommendations as narrative review verses using a rubric, concerns that it could take an extended period of time to develop a rubric that may not be universal to all programs on campus.

c. Program Analysis Website links

One hundred fifteen (115) programs are on the program analysis website. All templates are available and have been made public. Multi-year process will be an on-going review of the need. The Council members were advised to review the program analysis website over the holidays and send an email to Judy Gorrell stating a primary and a secondary choice for a self-selected subcommittee.

- d. New calendar beginning spring semester: Friday, January 24, 2014 in the 1895 Room at 2:00 p.m., Friday, January 31, 2014 in the 1895 Room at 2:00 p.m., Friday, February 7, 2014 in the 1895 Room at 2:00 p.m., Friday, February 21, 2014 in the 1895 Room at 2:00 p.m., Friday, March 7, 2014 in the 1895 Room at 2:00 p.m., Friday, March 21, 2014 in the 1895 Room at 2:00 p.m., Friday, April 4, 2014 in the 1895 Room at 2:00 p.m., Friday, April 18, 2014 in the 1895 Room at 2:00 p.m., Friday, May 2, 2014 in the Arcola-Tuscola Room at 2:00 p.m., Friday, May 16, 2014 in the 1895 Room at 9:00 a.m., Friday, June 13, 2014 in the 1895 Room at 9:00 a.m., Friday, June 20, 2014 in the 1895 Room at 9:00 a.m., Friday, July 11, 2014 in the Martinsville Room at 9:00 a.m., Friday, July 25, 2014 in the 1895 Room at 9:00 a.m., Friday, August 8, 2014 in the 1895 Room at 9:00 a.m., and Friday, September 12, 2014 in the 1895 Room at 2:00 p.m.

5. New Business

None

6. Other

- a. Facilities Update – no report

7. Administrative Reports

- a. President Administrative Report – no report
- b. Vice President of Academic Affairs Administrative Report – no report
- c. Vice President of Business Affairs Administrative Report – no report
- d. Vice President of Student Affairs Administrative Report – no report
- e. Vice President of University Advancement Administrative Report – no report

8. Next Meeting

The next meeting is scheduled for Friday, January 24, 2014 in the 1895 Room at 2:00 p.m.

9. Adjournment

The meeting was adjourned at 3:50 p.m.