

Council on University Planning and Budget
February 10, 2017
2:00 p.m. –1895 Room
Minutes

Voting Members Present: Ann Brownson, Melissa Caldwell, Jack Cruikshank, Steven Daniels, Joann Daugherty, Eric Davidson, Sace Elder, Richard England, Ericka Harris, Ryan Hendrickson, Gloria Leitschuh, Jonathan McKenzie, Leigh Moon, Michelle Morgan, Pamela Naragon, Kathlene Shank, Melody Wollan, Tim Zimmer

Absent: Peggy Brown, Lauren Clapp, Mona Davenport, Japhun Mays, Jemmie Robertson

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

Guests: Cassie Buchman, Mitch Coe, Cathy Engelkes, Freddie Hall

1. Call to order and introductions of visitors

Kathlene Shank called the meeting to order at 2:05 p.m. with an introduction of guests.

2. Approval of minutes January 20, 2017

Motion (Hendrickson/Morgan) to approve the minutes of the January 20, 2017 meeting as published. The motion carried by acclamation.

3. CUPB Executive Committee Report

The CUPB Executive Committee met and discussed the mid-year reports and set the agenda for the meeting on February 10.

4. Old Business – Subcommittee Mid-Year Budget Review of Identified Key Orgs.

Each subcommittee received the mid-year report for their respective area and had the opportunity to meet prior to February 10.

5. Yearly Calendar Report – M.L. King, Jr. University Union

Ms. Cathy Engelkes presented the yearly report on the Martin Luther King, Jr. University Union. The Union is the hub of the campus and is home to several departments, such as Housing and Dining, Student Standards, New Student and Family Programs, the Student Activities Center, the Student Legal Service, Civic Engagement and Volunteerism, Greek Life, Student Life, and the Food Court and Java. The Union is open 7 days a week from 7:00 a.m. to 11 p.m. Monday-Friday, and from 7:00 a.m. to 10:00 p.m. In addition to the departments housed in the Union, the Panther Pantry, Union Ticket Office, Union Liquor, Campus Scheduling, Union Bookstore, Bowling Lanes, and Panther Print and Copy Center are also in the Union. Ms. Engelkes reported several measures that have been implemented to reduce costs in the Union, and also presented several projects that need to be addressed in the near future. The Union's funding comes from student fees, and the budget information was discussed. The Union budget has a deficit and the staff is working to reduce expenses and to use Revenue Bond reserves to attain a balanced budget.

6. Administrative Reports

a. President

Leigh Moon reported that the President's Area subcommittee met and the discussed the mid-year report and the State budget or the lack of a budget.

The President talked about the opinion of the Attorney General that state employees will not get paid beyond February 28 without an approved state budget, and he informed the Council that EIU employees are not considered state employees. There are two bills being floated. The Democrat's bill would allow state employees get paid through June 30, 2017, and the other bill would be that state employees never stop getting paid.

Dr. Glassman reported on several other items:

- The Senate budget hit some snags but the Senate still expects to get 13 bills passed. The Republicans are proposing another stop gap, but the Senate does not want a stop gap but rather a full budget.
- February 8 was another "Fill the Capitol Day" with students in Springfield.
- The Provost search is going well with airport interviews scheduled in early March.
- A search will begin for a Chief University Advancement officer. When asked about the structure of the University Advancement area, Dr. Glassman said some change in the organization of the area may occur.
- Today was a Transfer Open House with 120 reservations plus walk-ins.

President Glassman discussed the RFP for marketing. Four agencies submitted bids, and one agency was ineligible because of Illinois Procurement regulations. The bids were reviewed by the search committee and returned to the Procurement Office. The process will move forward and hopefully the search will conclude by the end of February. In the meantime, marketing initiatives are in place in Chicagoland and on radio and in newspapers throughout our region. The question was asked about marketing efforts for graduate students, and the President responded that marketing in this area is very low key. There is a marketing plan for International students, and we are engaging in online marketing of online classes.

b. Provost and Vice President for Academic Affairs

Dr. Lord reported the subcommittee had met and reviewed the monthly budget report prepared by the VPAA's budget officer. Dr. Lord said he would provide the report to the subcommittee each month.

c. Interim Vice President for Business Affairs

Mr. McCann reported that all subcommittees received the mid-year report, and all subcommittees had questions. Revised reports will be prepared for the subcommittees. Mr. McCann distributed an updated Appropriated Line Item Status Report and reported that the \$83M budget is now down to \$78M. The report reflects an unobligated balance at this time of \$13M, but these numbers will change. The unobligated balance will be under \$8M. Mr. McCann is not concerned with any item on the report.

d. Interim Vice President for Student Affairs

Eric Davidson reported that the VPSA subcommittee met yesterday and reviewed the budget, and the budgets within Student Affairs are looking good. The Housing budget has a small deficit of \$400,000 but that is being addressed. The US Bank will be awarding a need-based

scholarship and the photo op for that scholarship will be on February 28. Last year the need based scholarship was awarded to seven people. Campus climate will be discussed at the next meeting.

Ms. Drake reported that the Student Affairs directors had a conversation about an opportunity for collaboration with an events page published every week under the supervision of Ms. Kimberlie Moock. Two thousand eighty two (2,082) people opened the email with the last events page. Ms. Drake suggested that a “champion” from each department be the person putting the entries on the events page. The question was raised about a single person entering all of the events as opposed to one person from each department entering the respective events.

In addition, Ms. Drake noted that the Illinois Resident Hall Conference will be held on Eastern’s campus next weekend, and the Big Reveal for the Spring Concert was made at the On-campus Resident Appreciation Night at the basketball game on Thursday evening, February 9. The performer will be Kesha at the concert on April 1, 2017.

e. University Advancement

Jonathan McKenzie reported that the subcommittee met and in addition to the search to replace Robert Martin, a search continues for one or two development officers to rebuild our major gift effort. Alumni Services has upcoming events scheduled in Arizona and Florida. The Legacy event to recognize philanthropic efforts is being rebranded as Tribute and is scheduled on April 7, 2017.

7. Member/Constituent Items

None

8. New Business

None

9. Adjournment

Motion (Daniels/Jack) to adjourn. The meeting adjourned at 3:40 pm.