

Council on University Planning and Budget
November 4, 2016
2:00 p.m. – 1895 Room
Minutes

Voting Members Present: Peggy Brown, Ann Brownson, Melissa Caldwell, Lauren Clapp, Jack Cruikshank, Steven Daniels, Mona Davenport, 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: Joann Daugherty, Japhun Mays, Jemmie Robertson.

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 and roll was called.

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

Motion (Naragon/Morgan): To approve the minutes as written. Motion carried by acclamation.

3. **CUPB Executive Committee Report**

Kathlene Shank reported that the Executive Committee met with Dr. Glassman and discussed the mid-year and end-of-year budget reviews. She also reported that she attended the IBHE Budget Meeting on October 17, 2016, and she felt encouraged as she left the meeting.

Dr. Glassman was asked to comment on the meeting and he provided additional comments. Four staff members from IBHE along with the President, vice presidents, and various other staff members from EIU met to discuss the FY18 Budget. This is difficult to do since we do not know what our FY16 or FY17 budget is or will be. IBHE has an excellent image/perception of EIU as a comprehensive university. Three things EIU excels in keep coming up in conversations: our graduation rate, our retention rate, and our service to first-generation students. Dr. Glassman reported on the structure of the IBHE meetings: the Presidents/Chancellors meet early in the day, the Chair of IBHE then meets with the Presidents/Chancellors for a couple of hours, followed by lunch and the actual IBHE meeting beginning at 1:00 p.m. The leadership of IBHE has changed somewhat with Tom Cross, former minority leader in the House now serving as the Chair of IBHE. IBHE is a champion for the universities, and they are now writing guidelines and goals for the Universities.

Old Business – Kathlene reminded subcommittees to meet prior to the December CUPB meeting to discuss budget reports and identify key orgs.

4. **Yearly Calendar Reports**

Provost Lord and Ms. Kelly Miller reported on Admissions and Recruitment. Provost Lord reported that the number of new freshman this fall was down as well as the number of transfer students and our overall enrollment. However, the number of graduate students and international students was up significantly. He also reported several changes in Admissions: Kelly Miller began July 19, 2016 as the Interim Director of Admission, there is now a full complement of Admissions counselors, e-Worx meets bi-weekly, and the search for the new Associate VP for Enrollment Management is close to being finished.

Ms. Miller reported on some of the new initiatives taking place to recruit more students. The recruitment cycle begins in the middle of the summer.

Currently Admissions is buying sophomore and junior names and Admissions is also targeting attributes/interests of students to personalize the prospective student contact. Campus visits remain the most valuable recruitment tool. If the student comes to campus, he/she is more likely to enroll at EIU. To be eligible for a Commitment to Excellence scholarship students must be admitted by May 1, but they have until June 30 to update paperwork.

Kathlene asked about the budget for Admissions – The Provost informed the Council that the budget for Admissions has been pretty much held harmless.

Mr. Mark Hudson, Director of Housing and Dining Services, provided a power point for the Council highlighting the changes in Housing and Dining Services over the years and speaking to some of the renovations that have taken place in the student living quarters, dining services, and the food court. He fielded questions about Carman and some of uninhabited floors in the residence halls. Pam Naragon spoke to budgetary issues within the Housing and Dining Services area.

Steve Rich reported briefly on Alumni Services. There are five employees in Alumni Services currently responsible for three major functions: the Annual Fund, Systems, and Commencement. In years past, it was not uncommon for Alumni Services to schedule 40-45 alumni events, but with the budgetary constraints this past year, only three events were scheduled: a reception in Springfield for members of the General Assembly who were EIU alums, a reception and ballgame at the Cardinals stadium and a reception and ballgame at Wrigley Field when the Cubs played the Cardinals. All three events were at no cost to the University. Mr. Rich pointed out that the Alumni Association and Alumni Services are two separate entities.

In December CUPB will hear a report on Technology.

5. Administrative Reports

- President Administrative Report – Melissa Caldwell reported that the President’s Area subcommittee met and discussed the budget reports and the Vitalization Project.

Dr. Glassman discussed briefly the U of I Compact which is an attempt to secure stable funding in return for some performance issues. He also discuss sales tax and being tax on Amazon purchases.

- Vice President of Academic Affairs Administrative Report – The academic Affairs subcommittee met and discussed budget reports. In addition the subcommittee discussed faculty levels – Unit A is down 37 faculty members, and Unit B is down 31 members.
- Interim Vice President of Business Affairs Administrative Report – The subcommittee met and discussed the budget reports for their unit, and VP McCann said the FY17 is not complete and discussed the changes regarding the Fair Labor Standards Act to be effective December 1.
- Interim Vice President of Student Affairs Administrative Report – The subcommittee met and discussed the revenue generated from camps and conferences. At the next subcommittee meeting the agenda will include a discussion about planning.

- University Advancement Administrative Report – Ryan Hendrickson reported that the University Advancement subcommittee met and discuss the budget reports and the filling of an additional position in Development.
6. **CUPB Open Discussion of CUPB Member/Constituent Items/Inputs** – No discussion.
 7. **New Business** – None.
 8. **Adjournment** – The meeting was adjourned at 5:00 p.m.