



**University Budget Committee**

**Location: Virtual Meeting@ 1pm**

**UNIVERSITY BUDGET COMMITTEE MINUTES**

**Tuesday October 27, 2020**

**Call to Order**

The meeting was called to order at 1:10 PM

**II. Attendance**

**Members Present 17, Proxies 0, absent 5**

Present:

1. Arrileen Patawaran,
2. Tonya Hall,
3. Chyrese Wolf,
4. Bobbie Garner-Stewart
5. Rohan Attele,
6. Thomas Rowan,
7. Valerie Goss,
8. Latrice Eggleston Williams
9. Pamela Sims
10. Valarie Riley
11. Mark A, Kutame
12. Michael Danquah
13. Nelly Maynard
14. Andrea Welch
15. Jimell Byrd-Reno
16. Crag Duetsch
17. Jan Dryjanski

**Present via Proxy: 0 Proxy**

**Absent:**

1. Azungwe Kwembe
2. Judith Birgen
3. Leslie Jackson
4. Edmundo Garcia-Solis
5. Shenay Bridges Carter

### **Approval of Minutes from August 25, 2020**

**Corrections to the minutes were as follows:** correction to the spelling of Katame should be Kutame.

Motion to approve the minutes by Dr. Latrice Eggleston Williams, 2<sup>nd</sup> by Dr. Thomas Rowan, and Minutes were approved by General Consent.

**Note \* General Consent is defined as: used for saying that nearly everyone agrees with the opinion given.**

### **III. Agenda**

□ List of representatives/vacancies, currently we are missing a graduate student, Undergrad Student (will request from Dean of Students) along with a representative from Chicago State University Foundation. The chair will reach out to ensure that the representatives will be on the committee.

Also, discussion whether or not Office of Institutional Effectiveness & Research (I.E.R) that now reports to the Provost would require representation. Enrollment Management and I.E.R are two different areas Dr. Latrice Eggleston Williams would not remain on the committee.

- In addition, we need a Representative of Administrative Services. A discussion on how to add or amend the bylaws to include Administrative Services was held. After careful deliberation, the committee would amend the bylaws as proposed previously April 20, 2009.

Motion by Valarie Riley to increase the number of membership by one which would add an Administration Service Representative.

2<sup>nd</sup> by Dr. Tonya Hall

Amendments to these bylaws were proposed and ratified on October 27, 2020 by a 16-yes, 0-no and 1-abstain. The amendments added a member to represent a VP for Administration Services.

- BOT Approved budget- Arrileen Patawaran presented a report that highlighted the following:

FY22 operating budgets for re-assessment of priorities per leadership, and FY23 operating and capital budget requests which included:

1. Project sources of Funds along with the timelines for Operating Budget and Capital budget.
2. new forms required by the state of Illinois (added to the Budget website)
3. Decline in revenue due to Covid
4. Decline in Campus events, Dorms, Parking
5. 11.2% decrease in Credit hours
6. Decline in student mandatory fees
7. Compassions FY 2020 to FY 2021
8. Decrease in Personal Service
9. IBHE format change

Craig Duetsch, CFO/VP of Financial Operations also added the Board approved the budget however we are currently working through the process of planning to cut due to the reduction in budget.

- Subcommittee Preferences/ subcommittee chairs, FY 19-20 committee list will be emailed for reference
  - Plan for the hearings. - The chair concerns that the university beginning spring semester a week later would have an impact on the committee hearing dates. Suggestion was made to move the hearings up to accommodate the deadlines.
1. Draft Letter for President/VP for Review- was emailed ( VP of Administrative Services needs to be added)

Next Meeting **November 5, 2020** we will review the remainder of the agenda listed below:

2. Review routine action
3. Lessons Learned
4. How do we innovate?

**IV. Adjourn @ 1:57 pm** motion by Valarie Riley second by Dr. Nelly Maynard.

All in favor by General Consent

**Next Meeting - November 5, 2020 @ 1pm**

**Submitted by Bobbie Garner Stewart – UBC Secretary 10/27/20**