



University Budget Committee

Location: **Virtual Meeting**@ 12:50

UNIVERSITY BUDGET COMMITTEE MINUTES

Tuesday November 9, 2021

I. Call to Order

The meeting was called to order at 12:36 PM

- II. Attendance:** Rohan Attele, Arrileen Patawaran, Michael Holmes, Nelly Maynard, Valerie Riley, Bobbie Garner-Stewart, Thomas Rowan, Azungwe Kwembe, Craig Duetsch, Judith Birgen, Pamela Sims, Ernst Coupet, Valerie Goss, Jimell Byrd-Reno, Valerie Goss and Melany (Faculty Union Rep replacing Valerie Goss) .

An urgent meeting was called to address three very important agenda items:

- * Election of new officers
- * Membership
- * Vote on last year's FY 22 to FY 23 report

III. Election of officers

Nominations were as follows:

Chair – Rohan Attele
Co-Chair – Valerie Riley
Secretary – Bobbie Garner-Stewart

Nominations were made and all present accepted the nominations. The vote was unanimously.

Congratulations.

IV. Membership

The chair will be given the opportunity to review the UBC Committee Composition and fill the vacancies according to the UBC guidelines.

V. Vote on last year's FY 22 to FY 23 report

Members cast their vote to approve last year's report. The vote was unanimously. This UBC's FY 22 to FY 23 Report will be published along with the UBC update minutes on the CSU website.

VI. A word from our Chair: Rohan Attele

Thank you again for this great opportunity to serve as chair.

How can we improve and create interventive ways to enhance the budget process? (think out the box)

Craig Duetsch expressed in a prior email the importance of university-wide input gathered from the UBC. In today's time, the committee is even more important as decisions get more difficult. He supports the process and the importance. He wishes us to move forward and continue to communicate the needs of the university. This process works.

Arrileen Patawaran emailed the proposed timeline and UBC forms for the committee review. Her recommendation is to begin the process and work on updating the timeline.

* Note that the Governor's budget address for FY2023 budget will be February 2, 2022, and NOT February 16th.

UBC meetings will be held every 3rd Tuesday of each month from 12:30pm to 1:45pm.

VII. Adjourn @ 1:47 pm, all in favor by General Consent

Next Meeting: December 21, 2021 @ 12:50-01:50 PM

Submitted by Bobbie Garner Stewart – UBC Secretary

CHICAGO STATE UNIVERSITY			
2021-2022 SCHEDULE FOR FY 2023 & FY 2024 BUDGETS			
Note: FY2023 = July 1, 2022 - June 30, 2023			
FY2024 = July 1, 2023 - June 30, 2024			
DRAFT 10/29/2021			
2021		FY2023	FY2024
June 24	CSU Board approved FY2022 preliminary spending plan for all sources of funds, and FY2023 operating and capital appropriation budget requests.	√	
August 6	Illinois Board of Higher Education (IBHE) sent by email to the Budget Office FY2023 Resource Allocation Management Program (RAMP) requirements for compliance.	√	
September 13	CSU Board approved final FY2022 internal operating budget for all sources of funds.		
September/October	Budget Office requests and receives electronically information/reports for IBHE's RAMP to/from different departments.	√	
October 8	Discusses FY2023 and FY2024 budget processes at the Fiscal Officers' meeting.	√	√
October 15	Budget Office submits to IBHE FY2023 RAMP operating and capital budget data requirements.	√	
October 29	University Budget Committee (UBC) and Budget Office send their budget call letters and forms to the president and vice-presidents regarding their FY2023 operating budgets and FY2024 operating and capital budget requests for appropriated funds only.	√	√
November - December	President and vice-presidents engage in meetings and discussions with their directors/deans regarding budget needs and planning of resources for FY2023 and FY2024. Budget requests are for FY2023 operating and FY2024 operating and capital. Funding may come from new monies, if any, or reallocation of existing resources or external funding.	√	√
November - December	President and vice-presidents complete UBC request forms for both FY2023 operating budgets and FY2024 operating and capital budgets appropriation requests on a division level.	√	√
November	Department's submission for Strategic Planning and Implementation Reporting is due. The submissions include information on the relationship of unit budget proposals to the Strategic Plan.	√	√
December	Deans send approved New Educational Program Request (NEPR) summary statement, if any, to the Provost.	√	√
December	Follow-up meetings occur between president, vice-presidents, senior executives and deans/directors and between deans and the academic chairs to apprise of division-level recommendations; and discuss department line-item budgets for anticipated FY2023 appropriated funds.	√	
December 1	E-mail distribution from the Budget Office to various departments re FY2023 requirements from the Illinois State Legislature (ISL).	√	
December 6	Budget Office submits on-line to the Governor's Office of Management and Budget (GOMB) via the State Budget Book System the FY2020 actual expenditures, FY2021 estimated expenditures, FY2022 projected appropriated funds including operating budget requests as well as 3-year headcount for each position title with salary budgets.	√	
December 14	President and vice-presidents send FY2023 and FY2024 electronic and hard copy request forms to the Budget Director and UBC.	√	√
December 14	Department Chairs send completed NEPRs (FY2023 and FY2024) to the Deans.	√	√
Dec. 1 - December 15	FY2023 ISL requirements requested from various departments are due to the Budget Office.	√	

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2022		FY2023	FY2024
January 6	Provost's Office sends approved NEPRs to the Budget Office and UBC.	√	√
January 11	UBC meets and reviews FY2023 and FY2024 budget requests received from the president and vice-presidents	√	√
January 18 - 25	UBC reviews and meets with Academic Affairs re FY2023 and FY2024 NEPRS recommendations, if any.	√	√
February 11	Budget Office submits FY2023 ISL requirements to the General Assembly in Springfield by physical mail (Per statute, should be received by ISL staffers within 48 hours after the Governor's budget address).	√	
February 16	Governor's budget address to the State re FY2023 budgets (set by statute every third Wednesday in February annually).	√	
February 1 - 15	President and vice-presidents make presentations of their FY2023 operating and FY2024 operating and capital budget appropriation requests to the UBC.	√	√
February 1 - 15	UBC sub-committees meet to discuss and make budget recommendations on specific operating units based on the budget presentations made by the president, vice-presidents and senior executives.	√	√
February 22 - March 8	UBC prepares FY2023 operating and FY2024 operating and capital budget recommendations.	√	√
March 1	Budget Office issues call for FY2023 non-appropriated non-grant budgets.	√	
March 22	UBC sends FY2023 and FY2024 budget recommendations to the President prior to board approval in May.	√	√
March - April	University President with her senior leadership team reviews UBC's budget recommendations, and assess priorities and funding.	√	√
March - April	Legislative appropriation budget hearings before the Senate and the House in Springfield and/or Chicago for FY2023 state funding. Provides the legislators and CSU's executive team with information and responses as requested by the legislators and/or legislative staffers.	√	
February - May	Executive Budget Director gives senior executives budget information/updates based on the Governor's recommended level of funding for FY2023. If the difference between CSU's proposed budget and the Governor's proposed budget requires action, additional internal meetings will be scheduled.	√	
April	University President approves FY2024 operating budget and capital budget appropriation requests for Board of Trustees' approval.		√
April 15	FY2023 non-appropriated non-grant operating budgets are due in the Budget Office.	√	
April - June	Budget Office develops FY2023 operating budgets for appropriated and non-appropriated non-grant funds.	√	
May	CSU Board approves FY2024 operating and capital budget appropriation requests prior to submission to IBHE.		√
June	CSU Board approves FY2023 preliminary spending plan/operating budgets for all funds.	√	
July 1	FY2023 fiscal year begins.	√	

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		FY2023 FY2024
September	CSU Board approves final FY2023 internal operating budget for all sources of funds.	√

