

CHICAGO STATE UNIVERSITY
UNIVERSITY BUDGET COMMITTEE (UBC/COMMITTEE) MINUTES

12:30 p.m., Tuesday, March 12, 2024, VIA Zoom:

[HTTPS://CSU-EDU.ZOOM.US/J/84502708975](https://csu-edu.zoom.us/j/84502708975)

Present

Marcie Aranda (Advisor), Shawnice Avilez, Jacquelyn Benchik-Osborne, Judith Birgen, Bobbie Stewart (Secretary), Michael Holmes, Neromi Horton (Ex Officio Secretary), Nicole Latimer-Williams (Co-Chair and Advisor), Valerie Riley (Co-Chair), Pamela Sims, Charlene Snelling, Scott Upshaw.

Absent

Liefu Jiang, Kevin Newell, Melany Puglisi-Weening, Tereshia Weathers, and Tajuane Wes.

The meeting began about 12:39 p.m. with roll call taken and a quorum of 8 voting members confirmed.

APPROVAL OF THE NOVEMBER 14, 2023 MINUTES

After allowing time for everyone to review the November 14, 2023 UBC minutes, it was determined the minutes had been approved in a previous meeting in January. At the next UBC meeting, Neromi Horton will provide the minutes for the January 23, 2024 meeting.

SUBCOMMITTEE PRESENTATIONS – REPORT OF BUDGET HEARINGS

Administrative Services with Michael Holmes held on February 13, 2024

Subcommittee Members: Valerie Riley (Chair), Kevin Newell, Pamela Sims, Bobbie Stewart, and Tereshia Weathers.

Michael Holmes is requesting 374K+ for operating costs. Three Hundred Twenty Thousand (320K) is for staff, 54K+ is for the campus toll gate for the entrances at 99th and King Drive, 95th and St. Lawrence and the reserved lot behind the Library. The toll gate will have the ability to count the cars and the money. A plumber is needed and a full-time engineer which will eliminate overtime. About one half million in overtime is saved with the hiring of one full-time engineer.

Parking is self-funded or self sufficient and cannot support the toll gates.

Administrative Services has been requesting capital improvement dollars each year and have been denied. This year the subcommittee decided to consider their request. A request of 10.62M is for the Robinson University Center (RUC) to renovate the inside of the building. Five million is requested for the Jacoby Dickens Center (JDC) where right now, a new pool is being installed. The request includes Campus-wide Americans with Disabilities Act (ADA) Building Accessibility as well as a request to repair the second floor of Douglas Hall for the Nursing Department and the first floor for the Communications, Media, Arts and Theatre (CMAT) Department.

Subcommittee Rankings:

1. 2M – Campus-wide ADA Accessibility – They need to make the library accessible, the elevators don't work and the student/employee will need help.

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2. 5M – JDC Renovation for the MEP outside, all existing interior rooms and spaces and part of the roof. A portion of the roof is covered under the pool renovation.
3. 5.8M – Media Teaching for CMAT
4. 10.6M – Robinson Center.

Regarding the Robinson Center, Valerie stated it sounded like something great happening, but she didn't know if the vision is complete.

More questions and discussions took place in regards to completion of the elevator repair. The elevators that are up and running are code compliant. The elevators still needing repair must pass the compliance and fire marshal codes. Both the ADA and elevator projects are under funding from the Capital Development Board (CDB).

In regards to the Information Technology Division, they do not pay for itself. Valerie requested Michael Holmes add them into some of the improvements somehow. The Library looks nice but they need a permanent home. Michael said he is working on this.

Enrollment Management with Oscar Rodriguez Held on February 6, 2024

Subcommittee Members: Judith Birgen (Chair), Liefu Jiang, Melany Puglisi-Weening, Scott Upshaw, Michael Holmes, and Tereshia Weathers.

Judith commented no students, no University. College students' numbers are down across the country. The fact that the University's numbers are up is great, but she does not know how significant the numbers are.

Enrollment Management has a total ask of 218K.

1. 75K is to enlarge campus programs in order to draw students/people on campus.
2. 100K for admission leads to generate students. They want to invest in software to increase applications. With the Common App potential students can apply but it doesn't mean they will attend. It doesn't help people feel like the University wants them here.
3. A total of 25K is being requested for the Veterans.
 - 10K is in support of the Veterans budget for operations, and
 - 15K is for Veterans Resources to bring them on campus. This will help to get other veterans enrolled. Veterans come with money and have a little maturity. Having tuition dollars attached will help the University's bottom line.
4. Financial Aid has a total ask of 18K. The current Financial Aid office is not very welcoming and doesn't provide the privacy needed.
 - 15K is to revamp the office and install carrels for privacy.
 - 3K is being requested for table cloths and other items that can be attractive to prospective students when Financial Aid makes presentations.

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Judith presented the Enrollment Management asks in order of priority as determined by the subcommittee. There was a little discussion about the actual cost to renovate the Financial Aid office, but the numbers presented are what was included in the budget request.

President's Office with Kim Tran on February 27, 2024

Subcommittee Members: Jacquelyn Benchik Osborne (Chair), Melany Puglisi-Weening, Valerie Riley, Kevin Newell, and Shawnice Avilez.

In order of priority as determined by the subcommittee, Jacquelyn presented the President's Office requests.

1. 126K – Body worn cameras for the Police Department. This is a mandated request and must be funded. It is a one-time cost.
2. 64K – Extra Help for security using non-police personnel. These persons are not trained at the level of University police and is a low cost to have police presence on campus for the many events held. This is a cost-saving measure.
3. 21K – Police Safety Gear. This request potentially adds new revenue because the police are safe.
4. 150K – This is an annual request to assist the Police Department Captain in meeting public safety needs.
5. 600K – Total cost over a three-year period to update campus signage needs.
 - 100K – Covers the installation of directories in buildings and key department listings, i.e. Financial Aid, Human Resources, Admissions Office, etc.
6. 12K – Annual cost for Officer Academy Training and Industry Membership.
7. 416K – One-time cost for Graduate Enrollment Marketing.
8. 45K – Internal Audit Augmentation helps the University obtain their objectives and provides additional insurance where needed. This involves auditing from within the University to make sure the numbers we spend are what is spent. It does not necessarily mean bringing in another person, but it could help. This request does not support a full-time person but sometimes there is a need of help with the audits and an extra help person may be hired to internally augment the process. This is an assist with the audit process function. It supplements the current staff at the same time whether through technology or a temporary person.
9. 8K – Internal Audit Software.
10. 150K – One-time cost for a Public Relations (PR) firm to promote the brand of the institution, academic department, and athletics.

Financial Operations with Nicole Latimer-Williams on February 29, 2024.

Subcommittee Members: Shawnice Avilez (Chair), Charlene Snelling, Jacquelyn Benchik Osborne, Tajuane Wes, and Michael Holmes.

The total Financial Operations budget request is 750K. The subcommittee focused on priority by safety and student needs.

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1. 225K – TouchNet is already being used in the Student Financial Services area and Financial Operations wants to expand the contract to include campus services and ID management which impacts the dorm locks, cafeteria, building access, parking, and the bookstore.
2. 125K – The Laptop Loaner Program provides a convenient solution to help students who need a computer to effectively participate in academic activities on a semester by semester basis. The program also includes the lease of laptops for faculty and staff.
3. 275K – Xerox Copier Lease will reduce the amount of printing at CSU and making the printing that does happen more environmentally friendly which is a key component of the University's sustainability effort.
4. 125K – Staff Augmentation in the Procurement Department. Financial Operations would like to create a New Business Manager role or responsibility in the Procurement Department to maximize the benefits of the standard purchase process, increased supplier knowledge, risk mitigation, and faster delivery times.

Academic and Student Affairs with Leslie Roundtree on February 15, 2024.

Subcommittee Members: Charlene Snelling (Chair), Pamela Sims, Liefu Jiang, Bobbie Stewart, Scott Upshaw, Tajuane Wes, and Judith Birgen.

Academic and Student Affairs had five asks: three were for 2025 and two were for 2026. The subcommittee's priority was to put people first. Here are their rankings.

1. 100K – Salaries in the College of Business, Social Work, faculty, Career Development and the Library. These areas directly affect the student success and student success initiatives. Some library positions have been filled but there are still a lot of empty positions.
2. 325K – Software. Ad Astra is a customer service/management component which supports events and other modules that use the software. The Curriculogues serves students by providing the online catalog. It is the software for the automated retrieval system in the library. The cost is 200K because it has not been managed. When the software is not upgraded and the company no longer supports it, this is critical. This means with all the material stored in the system nothing can be retrieved out of it, if it is not upgraded. A grant is being submitted to see if it can supplement the ask.
3. 500K – Technology in the classroom. This covers speakers, monitors, projectors and other equipment that affect the quality of instruction. Everyone agreed this was a good priority list, except one or two of the subcommittee members.

Valerie Riley requested the Chairs of the subcommittees to send the summaries of their budget hearing reports to her. Valerie has compiled a list of the fiscal year (FY) 2025 and 2026 requests. She asked if the requests for Admissions, the Veterans Resource Center and Financial Aid could be combined to help reduce the number of requests. Everyone agreed the requests could be combined.

There is a total of 28 requests because we cannot do the toll gate. The cost of living increase and the obligations to the unions are the first two requests. The third request would be the police body cameras because the University must have that. This leaves seven additional requests. Valerie asked the Committee if they wanted to submit their top seven requests to the President. It was suggested that the

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Committee submit the top 10 requests which means there will be a total of 13. The Committee agreed to submit a total of 13 requests. In the report Valerie will also list the rest of the requests but not what was recommended. This was requested in last year's report. Valerie will send out the requests and tell the members how to prioritize them. At the next meeting the Committee will vote on the requests.

Valerie then thanked everyone for the great job done.

MOTION TO ADJOURN

MOTION

Judith Birgen placed a motion on the floor to adjourn the meeting. The motion was seconded by Pamela Sims and a voice vote was taken. There were no nays or abstentions. All agreed to adjourn and the meeting ended at 1:31 p.m.

03/12/2024 UBC MINUTES - APPROVED 04/02/2024, MELOMI HORTON