

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

12:30 p.m., Tuesday, November 14, 2023, VIA Zoom:

[HTTPS://CSU-EDU.ZOOM.US/J/82491650949](https://csu-edu.zoom.us/j/82491650949)

Present

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

Absent

Melany Puglisi-Weening and Roxanne Stevenson.

The meeting began about 12:33 p.m. with roll call taken and a quorum of 9 confirmed.

REVIEWAL AND APPROVAL OF NOVEMBER 7, 2023 MINUTES

Corrections Noted:

- Kevin Newell is listed as present when he was not.
- The hearing dates under Presenter and Dates should be listed as tentative.

MOTION

Scott Upshaw moved to approve the November 7, 2023 UBC minutes as corrected. Kevin Newell seconded the motion and a vote was taken with 10 ayes, zero nays and zero abstentions. The motion passes and the November 7, 2023 UBC minutes as amended were approved.

BUDGET HEARINGS SUBCOMMITTEES

Administrative Services – January 30, 2024

Kevin Newell
Valerie Riley, Chair
Pamela Sims
Bobbie Stewart
Tereshia Weathers

Financial Operations – February 1, 2024

Shawnice Avilez, Chair
Jacquelyn Benchik-Osborne
Michael Holmes
Charlene Snelling
Tajuane Wes

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Enrollment Management – February 6, 2024

Judith Birgen, Chair
 Michael Holmes
 Liefu Jiang
 Melany Puglisi-Weening
 Scott Upshaw
 Tereshia Weathers

Academic and Student Affairs – February 8, 2024

Judith Birgen
 Liefu Jiang
 Pamela Sims
 Charlene Snelling, Chair
 Bobbie Stewart
 Scott Upshaw
 Tajuane Wes

President’s Office – February 13, 2024

Shawnice Avilez
 Jacquelyn Benchik-Osborne, Chair
 Kevin Newell
 Melany Puglisi-Weening

The CFO attends all hearings. Valerie will send the subcommittee list out to everyone. The job of the subcommittee is to gather the information from the presenter and make recommendations to the chair of the subcommittee. The chair will prioritize the requests, write a report, and present the report to the full Committee. The members of the subcommittee should plan extra time to meet so they can write the report immediately while the information is fresh in their mind.

The Budget, Planning Assessment and Reporting (BPAR) document was shared at the Fiscal Officers Meeting. Everyone should be having conversations with their departments.

REVIEW OF UBC HEARING INVITATION LETTERS

Corrections/Amendments

Michael Holmes noted the department of Meetings and Events is no longer called by that name because it manages more than just meetings and events. The name was changed to Campus Property and Site Management. Dawn Deener is the contact person.

In the first paragraph and the last sentence, PME should be changed to BPAR, the new document being used for budget planning.

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The words “for FY 2025 and FY 2026” should be added to the end of the second to last sentence at the end of the third paragraph where it says “. . . proposals to address your priorities.”

A line space should be added before and after the list of bulleted strategic goals.
Correct the Division Names on the second page.

Valerie will sign each letter as co-chair and add the names of the subcommittee members for each division. She will copy the President, CFO, and the Budget Director.

ADJOURNMENT

Judith Birgen placed a motion on the floor to adjourn the meeting. The motion was seconded by Shawnice Avilez and a voice vote was taken. All were in favor with none opposed and no abstentions. The motion passed and the meeting adjourned at 1:11 p.m.

11/14/2023 UBC MINUTES APPROVED 01/23/2024, THEROMI HORTON