

UNIVERSITY BUDGET COMMITTEE MINUTES
Tuesday, September 25, 2018, ADM 301

I. Call to Order

The meeting was called to order at 12:35 PM

II. Attendance

Present: Judith Birgen, Jannette Dryjanski, Bernie Thomas Rowan, Bobbie Garner-Stewart, Arrileen Patawaran, Rohan Attele, Azungwe Kwembe, Jimell Byrd-Reno, Michael Ellison, Chyrese Wolf, Pamela Sims, Michael Crawford, Michael Danquah, Valerie Riley, Linnae Bryant, and Eric Shen

Present via Proxy: Azungwe Kwembe, Tomya Hall, and Edmond Garcia

Absent: Nelly Maynard, and Simone Edwards.

III. Minute Approvals

- There were minutes to be approved

IV. Welcome

- Introductions of the committee members

V. Elections

- Election of Officers –

Nominate for Chair - Edmundo Garcia, 12 yes, 3 proxy and 2 abstain

Nominates for Vice Chair – Judy Birgen (votes 7) and Rohan Attele (Votes 10)

Nominate for Secretary – Bobbie Garner-Stewart (Vote 17)

VI. Sub Committee Selections

- Departmental Budget Sub-Committee members - As follows

Enrollment Management

Judy Birgen

Michael Crawford

Chyrese Wolf

B. Rowan

Rohan Attele

Bobbie Garner-Stewart

Arrie Patawaran

Institution Advancement

Michael Crawford
Pamela Sims
Jan Dryjanski
Valerie Riley
B. Rowan
Arrie Patawaran

President Office

Michael Danquah
Eric Shen
Pamela Sims
Jan Dryjanski
Linnae Bryant
Bobbie Garner-Stewart

Academic Affairs

Judy Birgen
Micahel Danquah
Chyrese Wolf
Michael Ellison
Jimell Byrd-Reno
Rohan Attele
Tonya Hall

Administration and Finance

Eric Shen
Valerie Riley
Linnae Bryant
Michael Ellison
Jimell Byrd-Reno
Tonya Hall

VII. Updates

- Enrollment Update by Michael Ellison
Michael Ellison reported an update on enrollment.
- Arrie Patawaran the mission of the UBC and its importance in supporting the University. Majority of the FY019 budget is in instruction, student services and institutional programs.

The Chicago State University Board of Trustees Governing Policies require the university to establish a university-wide budget committee composed of faculty, staff, and students selected to provide a representation of academic and support areas consistent with a reasonable committee size. The budget committee participates in making recommendations concerning:

- The setting of program priorities in the university budget.
- Periodic review of the university budget.
- Transferring significant amounts among internal budget items.

VIII. Concerns

Michael Ellison questioned if we have received any new dollars, Arrie replied no new operating dollars. We received funding for some capital needs.

Michael Ellison asked if we could use the UBC report to identify what was funded and not funded. Arrie stated that from the UBC's budget recommendations, only salary increases are funded in FY 2019.

Linnae Bryant asked if the department needs are the same as last year. Arrie stated probably, but the budget was not balanced, and we had to relocate budget to fund the salary increase pool.

Michael Ellison stated that Enrollment Management should not be the only source of income that the University depends on.

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Rohan stated we would stick with the subcommittee's and complete the task that the University has entrusted us.

IX. Other discussions

- Arrie explained the University budget process and expressed the importance of this committee.
- Arrie distributed the FY2019 Internal Operational Budget Allocation of Line items by fund and noted that the FY2019 General/State funds include an appropriation from General Professions Dedicated Fund for the Pharmacy program, and the CSU Education Improvement Fund (gaming revenue).

X. Deadline dates

- October 15, 2018, Budget Request for FY 20/21. Since 45% of our budget comes from the state, it is imperative that we stick to our timelines.

- December 7, 2018, hard copy request forms are due from President, Vice President and senior executives for FY 2020 and FY 2021
- January 14-18, 2019 UBC Reviews and meets with Academic Affairs for FY 2020 and FY 2021 with NEPR recommendations
- January 28- February 1, 2018 UBC prepares FY2020 and FY2021 operating and capital budget recommendations
- May 3, 2019, CSU Board approves FY 2021 operating and capital budget appropriation requests before submission to IBHE.

XI. Adjourned at 1:45 PM

Next meeting **October 23, 2018** - Our meetings will be held every 4th Tuesday in ADM 301.