

Eastern Illinois University

## The Keep

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Minutes

Council on University Planning and Budget

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2-7-2014

**February 7, 2014**

Council on University Planning and Budget

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**Council on University Planning and Budget**  
**February 7, 2014**  
**2:00 p.m.**  
**Booth Library 4440, 4515, and 4456**

**Subcommittee Reports**

2:00 p.m.      The entire 2 hours will be used for subcommittee meetings in the following rooms:

**Reports from Subcommittees**

**1. Student Affairs, Room 4440**

Submitted by Christine Edwards, Recorder

Present: Dr. Nadler, Zach Samples, Vance Woods, Ann Brownson, Grant Sterling, Lynette Drake, Mona Davenport, Christine Edwards, Jenny Sipes

Absent: Debby Sharp, Christina Lauff

Guest: DEN reporter

Documents provided included:

- Income Fund Budget FY13- Division of Student Affairs
  - Organizational Charts for the following areas: Student Community Service, Career Services, Student Affairs Division, Campus Recreation, Counseling Center, New Student Programs- Military Student Assistance Center, Student Life, University Union
1. Dr. Nadler spoke about allotted budget for the Student Affairs area. Total allocation is 4% of the appropriated budget. (\$4.5M in comparison to \$108M)
  2. Grant recommended that we remove the University Union, Recreation Center and Military Program from review as they receive very few appropriated dollars
  3. Departments Reviewed
    - a. Counseling Center**
      - i. Accreditation recommends that there is one full-time counselor for every 1,000-1,500 students. Currently there are 5 full-time counselors and one part-time counselor
      - ii. Support staff must be effective, while also maintaining sensitive information
      - iii. Weekly goal is 20-22 hours per week (per counselor). Each counselor has a work plan that includes 65% of individual/group activities per week.
      - iv. Importance to maintain affordability and student confidentiality with regard to insurance billing to parents
      - v. Due to complex issues, new counselors were needed
      - vi. Conversation about summer hours
      - vii. Discussion: reducing length of contract on some counselors, what are the effects if the director and/or assistant director position were eliminated

Options:

1. Explore opportunities for 9, 10 and 12 month contracts

2. Eliminate counselor, director, and/or assistant director position
3. Re-align with Health Service or Career Center

Further information needed to determine:

1. How many counseling hours are conducted in the summer?
2. If we opt to eliminate, how much do we save with each scenario?
3. What are the consequences of each?

**b. Career Services**

- i. What programming is done over the summer?
- ii. Options:
  1. Look at possibilities of moving the other career counselor to a 10-month contract
  2. Is there a need to expand this service? Or add additional staff to assist career service, building corporate relationships, generate opportunities for revenue from corporate partners?

**c. Student Community Service**

- i. No recommendations

**d. New Student Programs**

- i. Options:
  1. Eliminate all appropriated funds given to this department
  2. Explore duplication of efforts between this department and Admissions with regard to debut events, open houses, transfer friendly Friday's, etc. and the cost associated with each
  3. Relocation of Services

Next Meetings:

February 21, 2014- Review of Student Life

March 4, 2014- Review of Athletics

March 21, 2014- Review of University Police Department and Student Affairs

**2. Academic Affairs, Room 4515**

Submitted by Anita Shelton, Recorder

Voting Members Present:	Assege Haile Mariam, Mahyar Izadi, Allen Lanham, Gloria Leitschuh, Anita Shelton
Absent:	Darlene Riedemann
Non-Voting Member Present:	Blair Lord
Visitors:	Jack Cruikshank (who came in and out), Stephen King

The meeting convened at approximately 2:15. after a short delay during which the advice of university counsel, Rob Miller, was sought on the question of whether DEN reporters may record the subcommittee meetings. Mr. Miller's answer was in the affirmative.

Committee members considered whether in light of the short timeline they should divide the reading of the 71 Program Analyses among themselves. The argument in favor of doing so was that this would allow more thorough and careful review of each document by part of the committee, which would then report to the whole. The argument against was that the subcommittee is already but a small subset of the CUPB, and its members have distinctly different points of view. It was agreed that all members of the subcommittee should read all nine sections of all the PA's in Academic Affairs.

To the question whether Academic Affairs would be responsible for providing 75% (or six of the eight million dollars) of savings and reallocations since its budget is approximately 75% of university budget, Provost Lord said that no such figure has been established, although certainly Academic Affairs will have to make a serious contribution. He noted that although Academic Affairs has already made some budgetary reductions, so have other parts of the university.

Allen Lanham handed out updated majors numbers from academic departments for fall, 2013 (since the PA's only go up to spring, 2013) and promised to bring comparative Student Credit Hour data in one document for the next meeting (Feb 21). Provost Lord handed out organizational charts for each college (which committee members had requested of him the preceding week).

The committee discussed all the PA's from the Lumpkin College of Business and Applied Science, but agreed to set aside the Dean's PA to discuss alongside the other Deans' PA's once all four academic colleges have been reviewed. Chair Izadi and Provost Lord were able to answer questions about the programs and provide additional information.

The committee also began discussion of the College of Arts and Humanities PA's. but, proceeding alphabetically, got only as far as Communication Studies. Chair Stephen King and Provost Lord were able to answer questions and provide additional information. The decision was made to discuss all of the Fine Arts PA's together in a group with the Doudna PA at the start of the next meeting, before continuing alphabetically through the other CAH programs.

The College of Sciences will be the next set of PA's up for review on February 21, after the College of Arts and Humanities is completed.

The meeting was adjourned at exactly 4:00.

### 3. Business Affairs, President's area, and University Advancement, Room 4456

Submitted by Dave Emmerich

- Introductions for benefit of DEN staff Jared Jarmon
- Present – Kathleen Shank, Pam Naragon, Tim Zimmer, Tyler Zimmer, David Emmerich(Notes), Cynthia Nichols(arrived approx.. 3pm)
- Review of Accounting Dept – Pam Naragon
  - Have reduced staff by 3 positions(1 AP, 2 CS)
  - Revenue
    - Interest of university flows through this dept(minimal)
    - Finance Charges come through(only booked, not necessarily paid)
  - Expenses
    - Audit Fee's
    - Payout reserves(planning for retiree's)
      - FY11 – 1M
      - FY12 – 1.5M
      - FY13 - .75M
    - (Kathleen would like to request more information on reserve accounts)
      - Noted on current FY15 budget there are \$0 planned for equipment
      -
  - A lot of processes automated in the past years
    - Believe that this has helped in ways to reduce staffing
    - Some processing has been shifted to other departments
  - Recognized that some departments that might make sense in Accounting are in other departments
    - Payroll
    - Procurement
    - Etc..
- Discussion on “big idea”(computer purchases)
  - Standardize purchases?
  - Centralize purchases?
  - Already get savings by bulk order
  - Recognized that a lot of departments have different purchase processes for computing equipment
  - Would like to get information from Connie Downey, Kay Mackelwie(sp?)
- Discussion on furniture standardization
  - Would be nice to have just a few parts, colors, etc... easier to purchase, maintain parts...etc..
- Telecommunications(Tim Zimmer)
  - Would like to look into possible savings using VOIP
  - Would any changes be detrimental due to any agreements with lumpkin

- FPM will be assuming mgmt. of mail services after March 31(retirement of Clay Hopkins)
- We used to charge a fee for long distance calls
  - With cell phones, that revenue is essentially \$0
  - Kathleen noted – cost is now at departments because calling most cells in this area is a long distance call due to student population
- Because of reduction in land lines, telephone staff have reduced to 2 students
- Panthercard over time has reduced to 2 staff because of efficiencies
- Telecom revenues have declined each of the past 3 years
  - But the services have to be provided
- Treasurers Office(Tyler Zimmer)
  - 1 FTE
  - Most of the budget is Administrative
  - With 1 employee...really not much savings to find here
  - Questioned an FY12 expenditure(\$2.6M) – probably just a transfer
- Business Affairs(David Emmerich)
  - Noted this is Business Affairs office(VPBA)
  - Include Env. Health and Safety
  - Noticed parking fee/fines have reduced \$100k from 2011-2013
    - Less students and employees means fewer parking tags, more parking spaces available, less likely to have parking fines
  - Question from group about amount spent on disability services and improvements.
  - Noticed campus improvement fee revenue dropped from \$1.4M -> \$400K

For next meeting(time permitting)

- Dave – purchasing
- Tim Z – Media Relations
- Pam – Benefits Services
- Kathleen – Pres Office
- Cynthia Nichols – Alumni Services

The next CUPB meeting will be Friday, February 21, 2014. Please consult the agenda for meeting locations.