

Council on University Planning and Budget  
Agenda – December 11, 2015  
2:00 p.m. – 1895 Room

Minutes

Voting Members Present:	Dominic Baima, Ann Brownson, Melissa Caldwell, Mona Davenport, Dave Emmerich, Richard England, Gloria Leitschuh, Jonathan McKenzie, Leigh Moon, Allison Moran, Pamela Naragon, Shawn Peoples, Billie Rawlings, Jemmie Robertson, Kathlene Shank
Absent:	Steven Daniels, Rachael Johnson, Leah Reynolds, Lynette Drake, Darlene Riedemann, Tim Zimmer
Non-Voting Members Present:	David Glassman, Blair Lord, Paul McCann, Dan Nadler
Guests:	None

1. Call to order & introductions – David Emmerich called the meeting to order at 2:05 pm.
2. Approval of Minutes for November 6, 2015 – Motion by Pamela Naragon and second by Mona Davenport to approve the minutes. Minutes were approved by acclamation.
3. Executive Committee Report – David Emmerich reported the Executive Committee met. The technology report originally scheduled for today's meeting was being pushed to the January 2016 meeting, due to the retirement of Kathy Reed, AVP of ITS. Jemmie Robertson addressed a discussion held at a recent Faculty Senate meeting, in which a resolution regarding changing the membership of CUPB was presented. No action was taken by Faculty Senate, who plan to discuss the matter further at future meetings.
4. Old Business
  - a. Cost and Efficiencies Initiative Update – The committee met on 12/2/15 and a letter was sent to all vice presidents inquiring about cost containment/efficiencies implemented in their areas. The committee recently received access to the old cost containment website and would be updating it.
5. New Business – None

## **6. Administrative/Subcommittee Reports**

- a. **President Administrative Report** – President David Glassman reported no movement on adoption of a budget by the State, and President's Council continues to monitor the situation in Springfield. The presidents of the state universities will be back in Springfield in January lobby for higher education.
- b. **Vice President of Academic Affairs Administrative Report** – Blair Lord reported the VPAA subcommittee did not meet, and the information he had planned to share with its members would be held for their January meeting. Gloria Leitschuh asked if faculty searches were occurring, and Dr. Lord reported they are occurring on a limited basis, and only after determining the position must be filled.
- c. **Vice President of Business Affairs Administrative Report** – Paul McCann provided 2 handouts to the council: an appropriated line item status report as of 11/30/15 and a breakdown of unrestricted fund balances as of 6/30/14 and 6/30/15. The line item status report indicated the university was approximately \$12 million under-budget, although utilities had only been reported through approximately September. As for the fund balances report, Mr. McCann reported that a portion of the FY15 deficit was covered by reserves because the university had not been able to implement enough cuts in expenditures.

Approximately 40 personnel retirements for 12/31/15 have been officially filed with Human Resources, with the expectation the number will increase before calendar year end.

Kathlene Shank asked about MAP money, and Mr. McCann reported the State owed the university approximately \$3.8 million for those funds.

- d. **Vice President of Student Affairs Administrative Report** – Dan Nadler reported he had followed up with Ryan Gibson regarding the usability of the bookstore's website. Ryan was developing an evaluation for feedback on the website.

Gloria Leitschuh indicated she had not seen university events posted on the electronic sign on Lincoln Ave (outside Old Main) as discussed in a previous meeting. Dr. Nadler indicated he would share the information with VPUA Robert Martin, who oversees that sign. Paul McCann reported the sign had been recently vandalized, and although the sign was displaying, communication to the sign was down.

- e. **Vice President of University Advancement Administrative Report** – No report.

7. Other Business

a. Facilities Update – Paul McCann reported the university is slowing down on projects for the time being, and completing projects that are either fully funded or must be undertaken for reasons such as safety, compliance, etc.

8. Adjournment – The meeting was adjourned at 2:44 pm by David Emmerich.

Minutes recorded by Leigh Moon.