

**REPORT: CHANCELLOR'S PLANNING & BUDGET ADVISORY COMMITTEE**  
**AP STAFF COUNCIL MEETING**  
**[MEETING: February 24, 2014]**

**MEETING**

On February 24, 2014, the Chancellor's Planning and Budget Advisory Committee met in the Balcony Conference Room in Anthony Hall.

**AGENDA AND DISCUSSION**

A. Approval of Minutes from January 14, 2014

B. Chancellor Updates

1. *Leadership Meeting.* The Chancellor the Leadership meeting was held this morning. The discussion focused on metrics for the strategic plan.
2. *Loss of Student.* Tragic loss of student. Chancellor thanked campus representatives for their help.
3. *New President.* Dr. Randy Dunn. Uncertain about start date.
4. *Scholarship Weekend.* Very successful. Recipients of scholarships will be notified the week of March 7. Housing contracts are being signed, and recipients will be encouraged to sign by March 31.
5. *Teresa Farnum* will be here March 3-4 to work with focus groups on retention efforts.
6. *Smoke Free Campus.* July 1, 2014. 17 person committee looked into the recommendation. There will be designated smoking areas in parking lots and vehicles.
7. *Budget Update.* Tuition and fees for next year will be presented at the next Board Meeting. They hope to have the vote passed, rather than having it pushed to a summer meeting.
8. *Housing-East Campus.* There is a formal request for the east campus housing project and budget. It will include low-rise housing. The towers will be taken down. Two units are planned for Fall 2017: 700 beds. At that time, one tower will be taken down, and Grinnell Hall will have a kitchen renovation.
9. *West Campus Buildings.* Funds will be used to renovate some of the wings of the buildings.
10. *Minimum Wage Discussions* could impact University and community.
11. *Kaskaskia College.* SIUC has several agreements in place with this college and several colleges. They also have a dual degree program established. On March 24, all colleges are meeting at Governor's State to talk about all the efforts in place with community colleges.
12. *SIU Today.* They have recently added research grants, alumni relations, as well as other things to SIU Today.
13. *Distinguished Speaker Series will be launched.* The first speaker will be the author of "Lincoln."
14. *Baseball Stadium.* The new baseball stadium is scheduled for a grand opening on March 13

C. FY15 Budget Planning [Judy Marshall]

1. The March 19 Governor's Budget address has been pushed to March 26.
2. No much insight is being shared on the discussion

3. A 3% tuition increase will be presented to the SIU BOT at the April 10 meeting. Hoping for approval at this meeting.
4. 2014 Fall registration will open next month. They don't have a good feel for registration numbers at this time.
5. The administration is taking a look at the impact of retention on university funding. They are looking at the average net tuition per student. Examples of information they are determining is that nearly \$200,000 is the amount for retaining 2,175 students.
6. Minimum Wage. The starting student rate is already \$8.50 which is more than the state's minimum wage. The change to a \$10.00 minimum wage could have a significant impact. In FY13, it is estimated that SIUC logged 1.4M hours of student work, costing approximately \$11M. \$4.4M was spent from state funding, with the remainder spend from local accounts. It is estimated the change to a \$10.00 minimum wage could cost the University another \$2M a year. In addition, if the UGA rates are raised from the current \$10.00/hour to a higher rate, that will cost additional monies as well.
7. W2 Distribution. It was recommended that employees check out their costs of their employee-sponsored health insurance. That information can be found in Box 12d. And that is the cost that SIUC pays for each employee's health insurance. It is estimated the regular operating appropriation for health insurance is about \$145M. It is \$192M for health and retirement contributions by the State of Illinois. As many of you may have heard, legislators are in discussions to have the Universities start picking-up a portion of the costs of state-sponsored health insurance and retirement. This might be implemented by asking the agencies to pay for an increasing percentage of the costs per year (for examples, 1% in the first year .... 2% in the second year, etc.
8. SURS has undergone another actuarial change that may cause a mass exit on campus. This actuarial change only relates to those under the money purchase formula. The University estimates that approximately 80-85% of people who retire now will retire under the money-purchase formula. The announced changes are prompting several to investigate retirement.

D. Presentation: Distance Education and Summer Courses [Gayla Stoner]

1. At the last meeting, it was suggested that someone provide some background information on distance education and summer school. Gayla Stoner attended the meeting and provided some background information on distance education. She also provided some abbreviated information on summer school
2. Distance education on the Carbondale campus has experienced significant growth from its inception in Fall 2012 to present.
3. The DE classes have been well-received. After talking with students, 77% of students actually rate their distance education as superior to their face-to-face classes. 32% of students have taken at least one DE class. 69% of students have taken a DE class that is critical to their program of study. Approximately \$6.9M has been generated from DE classes.
4. On-line degree programs have grown from 4 in Summer 2011 to approximately 17 programs, certificates and non-degree diplomas.
5. Revenues generated from DE programs are split between administration and the colleges 29.5%/70.5%.
6. Most colleges experience a 88% collection rate on their DE revenues. This may be a little lower depending on the number of things that generally subtract from revenues (graduate student waivers, IVG, etc.)

7. In September 2013, course enrollments totaled 2,929; generating 8,530 credit hours, from 151 courses. In Spring 2014, course enrollments totaled 4,182; generating 12,664 credit hours from 203 courses. Tuition revenues distributed to the colleges has been approximately \$7,522,803.20 in FY14. The carry-forward of DE tuition revenues from FY13 to FY14 was approximately \$1,074,618.
8. In Fall 2012, the Chancellor convened a Summer Enrollment Task Force. The 9.5% drop in undergraduate enrollment from Fall 2012 to Fall 2013 spurred the creation of the task force.
9. J-Term enrollments also increased. The first J-Term offerings were in 2013. Online classes increase from 4 in 2013 to 20 in 2014. Enrollments increases from 72 in 2013 to 343 in 2014.
10. Summer school is going to try to perform some special analysis to determine special target populations in the junior and senior classes (and of course not neglecting freshman and sophomores), as well as special populations (visiting students, non-traditional students, etc.).
11. They hope to promote summer school through summer events, websites, social media, print, emails and using WSIU.
12. Evaluations of classes will include measurable outcomes (grades, completed courses, etc.). They plan to also use Google Analytics and data analysis.
13. Distance Education is currently providing Deans with information on tuition net of waivers, collections, fees, uncollectables, etc.
14. Guidelines are being discussed and put into place regarding several items such as the following.
  - a. DE courses trump SUM model
  - b. Study Abroad trumps SUM model
  - c. Revenues for courses with no home college are routed to DE summer session and off-campus programs.
  - d. SUM 2014 expense accounts can only pay salary (will be revisited in SUM 2015).
  - e. Budget for SUM carry-forward will be made available after November 1
  - f. Carry-forward accounts must be spent in the year they are budgeted.
15. In the past, summer sometimes actually lost money, which was subsidized by fall and spring tuition revenue.
16. They are also looking to put additional programs in place in the near future and charging fees for those items. One such program is "credit by exam." For example, charging \$50 for a student to take a proficiency exam. Even possibly offering prep classes, workbooks, seminars for taking proficiency exams.

E. Human Resources Subcommittee [Judy Marshall]

1. John Ehrens is helping assess the current HRMS System
2. The committee has learned that there have been many alterations to the system. It was recommended the University hire an organization named Mystics to access the gaps with best practices.
3. The SOM medicine uses an added software to help with processing applications and applicants. The applicant enters their information. However, the product does not allow seamless entry into the HRMS.
4. The goal is to help streamline some of the hiring processes (Civil Service, AP, faculty). They have evaluated the CS process and made some recommendations to combine a few forms. They plan to take a closer look at AP and Faculty hires in hopes of doing the same. Linda McCabe Smith has been invited to the next meeting to help with the discussions.

5. A suggestion was made by a CPBC committee member to include someone on the committee who routinely prepares HR paperwork. Judy Marshall indicated she would make sure users are involved with the group to help. She planned to consult Lisa Stearns and her staff also.
6. The Chancellor has also indicated that she hopes to improve OSPA paperwork processes. She has asked Dr. Garvey to work with Judy Marshall and David Crain to help with this.
7. The overall goal is to use technology to improve paperwork completion and flow.

#### F. Other Business

Several people shared information around the table. Some of those items include the following.

1. Athletics [M. Mocca]. The baseball field should be ready for its grand opening. The topic of TON hosting conceal and carry classes was brought up. Lori Stetler mentioned that TON has already been looking into the matter and has made strides in planning to open a shooting range for free-shooting.
2. Administration [K. Bame]. Kevin briefly mentioned that the University processed its \$30M debt bond over 20 years. He mentioned he was pleased with the process and the 4% interest rate. They will complete Pulliam, and work toward renovating Woody Hall afterwards, then moving onto other buildings. Health Services is looking into the Affordable Care Act and the impact.
3. Finance and Budget [J. Marshall]. Judy Marshall mentioned the group planning session for finance and budget went well this morning [strategic planning sessions]. They hope to share information with the Deans shortly.
4. Touch of Nature [L. Stetler]. Lori talked a little more about the conceal-carry classes. She also mentioned plans for offering voting at the Student Center, and announced the maple syrup event went well.
5. Faculty Senate. George mentioned that there has been talk in the Faculty Senate regarding the SURS moves regarding retirement. He was worried how that might impact the fall teaching schedules, because the fall schedules are already in place.
6. University Communications. Rae discussed the new emergency alert system installed around campus.

#### G. Other Business

With no other business to discuss, the meeting was adjourned.