

Chicago State University
Provost Council Meeting
Wednesday December 3rd, 2014

Call to Order

Meeting called to order at 1:10 p.m. by Provost Henderson

Round Table Introductions:

- Vinny Lyons was introduced as the new Associate Dean (COB)

Electrical Switchgear-David Johnson, Project Specialist

- The electrical switchgear project will begin during intercession Winter 2014, December 15, 2014 through January 9, 2015. Swing space is currently being arranged.
- The residents of EDU, HWH, and BHS will relocate their offices during the week of December 8-12, 2014.
- The following suggestions were made to ensure that the employees that are relocated can operate efficiently:
 - Take bare necessities to operate.
 - Work off laptops or limited computer set ups.
 - Provide David Johnson with phone numbers for all Dean's and On-call Night Administrators.
 - Signage at all buildings indicating building closure. Deans should forward a personnel relocation sheet.
 - Alternate plan for classes that begin January 9, 2015 should also be considered.
- Other important information:
 - Approximately 30 work stations in DH will be prepared for faculty that may need to input grades.
 - Library will be open entire time.
 - Bookstore will be relocated to the Cougar Hut.
 - Work stations available in the Athletics department in JCC.
 - Dr. Rowan is looking at the number of employees displaced.
 - Include computer needs. Swing space available by December 12th, will be out of space by December 14th.

Budget- Arrie Patawaran, Director of Budget

- Ms. Patawaran discussed a letter that was received from IBHE indicating there would be a 5-10 percent recession for spring and fall 2015. The University will have to cut spending as money will not be reimbursed to the University.
- The University will make a recommendation of a 10 percent cut.
- As of today the 2015 budget has been amended. The 3rd and 4th quarter budget is down 25 percent for contractual and commodities and 50 percent for travel.
- Allen Phillips from IBHE will visit CSU.

- Other factors that will be considered during this budget crisis are:
 - Vacancies and pending hire lines have also been reviewed.
 - Have to have larger class sizes.
 - General Assembly Report on all low enrolled programs.
 - Extra help has to be reviewed. Overrides.
 - Summer session courses.
 - Paperwork for new hires.
 - Next Friday December 12- Budget December 16, Dec. 22
 - HR- Robin Hawkins asked to get them in sooner, she has to review first.
 - Distribute ISL requirements for General Assembly sent on Tuesday, Dec 2nd.

Budget Call

- The UBC process is underway for budget planning for 2016.
- Ensure that each area identify their budgetary needs and indicate how it should be funded. This information should be included in the presentations for priority needs.

WEPA –Wireless Printer- Prashant Shinde

- WEPA, the wireless printers are not meeting the needs of the student. CSU is considering breaking the contract with them.
- WEPA will be replaced with another printer.

Roundtable on retention and pre-registration strategies

- IER- Nate Sanders- reviewed IER report, will add to enrollment list.
- CSU needs approximate 1,000 new students.
- Student volunteers making calls.
- Dec 19, 2014- Entire day for photo headshots for deans.
- Darga suggested that faculty senate and provost council come together for a meeting.

Meeting adjourned at 4:10 p.m.