

Chicago State University  
Board of Trustees  
Finance and Audit Committee Meeting Minutes  
Academic Library – Auditorium, Room 415  
December 9, 2011  
10:13 a.m. – 11:55 a.m.

Board Members Present

Trustee Gary Rozier, Chairman  
Trustee James T. Joyce  
Trustee Adam L. Stanley  
Trustee Anthony L. Young  
Trustee David Anderson, Student Representative

Board Members Not Present

Trustee Lisa Morrison Butler, Secretary  
Trustee Zaldwaynaka “Z” Scott, Vice Chairman

Others Present

Mr. Wayne Watson, Ph.D., President  
Mr. Patrick Cage, Esq., General Counsel for Labor and Legal Affairs  
Dr. Carol Carson Warner, Executive Director for Textbook and Learning Material Program  
Mr. Kenneth Clow, Chief Internal Auditor  
Ms. Sonja Clayton-Pedersen, Esq., Interim Director of Intercollegiate Athletics  
Ms. Carla Davis, Compliance Officer  
Mrs. Ce Cole Dillon, CIO for Information Technology  
Dr. Yvonne Harris, Interim Director for the Office of Grants and Research Administration  
Mr. Edward “Ted” Lannon, Associate Vice President Of Administration and Finance/Controller  
Mr. Jerald Knox, Financial Manager for Textbook and Learning Material Program  
Mr. Edward “Ted” Lannon, Associate Vice President of Administration and Finance/Controller  
Mr. Glenn Meeks, Vice President of Administration and Finance  
Ms. Bonnie Phillip, Administrative Assistant  
Dr. Leslie Roundtree, Chair, Occupational Therapy  
Chief Ronnie Watson, Chief of Police  
Dr. Erma Brooks Williams, Associate to the President for the Board of Trustees and Governmental Affairs

1. Call to Order

Trustee Rozier called the meeting to order.

2. Roll Call

A quorum was verified and roll call was taken.

3. Verification of Meeting Notice

The meeting notice was posted as mandated by the Illinois Open Meetings Act.

4. **Action Items**

a. **Approval of Previous Meeting Minutes**

**Trustee Stanley moved to approve the previous meeting minutes. Trustee Young seconded the motion. The motion passed as follows:**

**Ayes: 5  
Nays: 0**

5. Information Items

a. Administration and Financial Affairs Update

Mr. Glenn Meeks noted that Chicago State University's (CSU) financial situation is healthy; however, projecting long-term if CSU does not receive any funds from the state, the University would run out of funds in May 2012.

Mr. Meeks presented an overview of two programs that are being implemented by the state, Performance Based Funding and Budgeting for Results. CSU will meet with the Office of Management and Budget, (OMB) which is implementing the Budgeting for Results program.

Mr. Meeks provided the cash position as of December 6, 2011, indicating that the State is current with payment to the University for FY2011; everything that has been vouchered has been paid.

Mr. Meeks reported that the external audit for FY2011 is on target for completion by the end of December. He will meet with the external auditor prior to the findings being sent to the office of the Auditor General. The audit findings will be published in March 2012.

Mr. Ted Lannon presented an overview of the preliminary financials as of September 30<sup>th</sup>, 2011.

1. **Action Items**

a. **Beverage Contract**

Mr. Pinkerton presented the resolution for the Beverage Contract.

**Trustee Young moved to approve the Beverage Contract. Trustee Stanley seconded the motion. The motion passed as follows:**

**Ayes: 5  
Nays: 0**

b. **Snow Removal Contract**

Chief Ronnie Watson presented the resolution for the Snow Removal Contract. This resolution recommends that a 5-year \$300,000 contract for snow removal be awarded.

**Trustee Joyce moved to approve the Snow Removal Contract. Trustee Joyce seconded the motion. The motion passed as follows:**

**Ayes: 5  
Nays: 0**

b. Audit Update and Compliance Update

Mr. Kenneth Clow reported that all but one of the project holdovers from FY 2010 have been completed. The rotational internship program has been a success and there have been placements at high level firms such as KPMG.

Mr. Clow stated that the department is mechanizing the audit process; there is a "Request for Proposal" to purchase Internal Audit Software. The software will have a risk based focus and provide Trustees and CSU managers the ability to electronically access audit results.

Mr. Clow presented an overview of the Legislative Mandate & CSU Policy Audit program and the Academic Review Audit. A revised Audit Plan will be given to Dr. Watson by the end 2011. He reported that in FY2011 there were 13 operational, financial, and compliance audit reports.

- c. Ms. Carla Davis presented a compliance program update. The compliance hotline will roll out in January 2012 and "Compliance Week" is in the implementation stage. Ms. Davis will meet with President Watson monthly or bimonthly to discuss compliance. Ms. Davis noted that the Compliance Steering Committee has met.
- d. Textbook and Learning Material Project Assessment  
Dr. Carol Carson Warner reported that the CSU workbook and teachers guide budget was \$8.5 million. The major objective 4.1 million workbook and teacher's guides was exceeded by 43,000. \$700,000 has been received to close out the grant.
- e. Athletics Update  
Ms. Sonja Clayton-Pedersen gave an update on activities associated with the Athletics Department, noting that there is a national search for Athletic Director. She reported that CSU has made strides with its relationship with the NCAA. Ms. Clayton-Pedersen reported that mandatory study hours have been implemented and monitoring software has enhanced the registration process in Student Affairs.

*Dr. Watson noted that Division 1 status was successfully obtained.*

*Chairman Rozier requested reporting on the effectiveness of mandatory study hour.*

**1. Action Items**  
**a. Temporary Suspension of Athletic Funding Limitation, FY2012**

Attorney Clayton-Pedersen presented the resolution for the Temporary Suspension of Athletic Funding Limitation, FY2012.

**Trustee Joyce moved to approve the Temporary Suspension of Athletic Funding Limitation for FY2012. Trustee Stanley seconded the motion. The motion passed as follows:**

**Ayes: 5**  
**Nays: 0**

- f. Information Technology - No report given due to time restraints.
- g. Office of Grants and Research Administration

**1. Action Items**  
**a. Facilitating Occupational Therapists Collaboration in Urban School-based Practice (FOCUS)**

Dr. Harris presented the resolution on the Facilitating Occupational Therapists Collaboration in Urban School-based Practice grant.

**Trustee Young moved to approve the Youth Empowerment Grant. Trustee Joyce seconded the motion. The motion passed as follows:**

**Ayes: 5**  
**Nays: 0**

**b. Head Start/Early Head Start/Collaboration Budget**

Dr. Harris presented the resolution asking the Board to approve an amendment and revision to the grant contract from the City of Chicago Department of Child Support Services. The budget for Head Start is \$536,000 and \$102,000 for Early Head Start.

**Trustee Stanley moved to approve the Head Start/Early Head Start/Collaboration Budget resolution. Trustee Young seconded the motion. The motion passed as follows:**

**Ayes: 5**  
**Nays: 0**

Other Matters

a. Public and Employee Comments

No public or employee comments.

6. Adjournment

**Trustee Young moved to adjourn the meeting. Trustee Stanley seconded the motion. The motion passed as follows:**

**Ayes: 5**  
**Nays: 0**

The meeting adjourned at 11:55 a.m.