

CSU Board of Trustees
Virtual Special Board meeting
Open Session Minutes
Monday, June 24, 2021
3:00 p.m. – 4:49 p.m.

Board Members Present

Trustee Andrea Zopp, Chair
Trustee LaTanya McDade, Vice-Chair
Trustee Mark Schneider, Secretary
Trustee Louis Carr
Trustee Brian Clay
Trustee Essence Smart

Board Members Absent

Others Present

President Zaldwaynaka (Z) Scott, Esq.
Walter Pryor, Esq., Interim Vice President of Legal Affairs and General Counsel
Dr. Leslie Roundtree, Provost and Senior Vice President
Craig Duetsch, Chief Financial Officer and Vice President of Financial Operations
Jimell Byrd-Reno, Special Assistant to the President
Kim Tran, Chief of Staff to the President

1. Call to Order

Trustee Andrea Zopp 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, in physical locations in the Student Union building, Library and Cook Administration building.

4. Approval of Agenda

Chair Zopp asked if there was a need to make corrections to the agenda. there's a correction.

- The following resolution was removed from the agenda, Resolution Waiver of Standardized Testing for Undergraduate and Graduate Admissions

The agenda was approved with corrections. Motion was approved

5. Public Comment

Chair Zopp made the following statement.

The Board will not hear presentations or entertain questions on the following topics:
issues under negotiation as part of the University's collective bargaining process, statements concerning the private activities, lifestyles, or beliefs of individuals employed by or associated with the University, grievances of individual students or employees or any personnel matters.

Chair Zopp asked Mrs. Reno to begin calling anyone who has signed up to speak. Mrs. Reno stated that currently no one signed up.

6. Approval of Previous Minutes

- Minutes from March 1, 2021
- Minutes from April 9, 2021
- Minutes from May 3, 2021

Chair Zopp called for a motion to approve the previous minutes. Motion passed.

Special remarks:

Chair Zopp stated that based on the Board statutes that states Trustees must be a resident of Illinois and since Trustee McDade will no longer live in Illinois, she will no longer be eligible to be a Board member. Trustee Smart term will expire at the end of the semester and was thanked for her service.

Trustee McDade gave her farewell and support to Chicago State University.

Trustee Smart expressed her appreciation with her time on the Board.

7. President's Remarks

President Scott shared that this is the end of the semester and most of the work was done from home due to the pandemic. The Fall semester will return to in-person and the campus will be fully opened. The option for vaccination will be on campus as well as COVID-19 testing. COVID-19 campus team are still meeting and is led by Legal Affairs. The Residence Hall will be open in the Fall moving towards full capacity based on the testing and vaccination requirements. The CARES ACT funds allows us to distribute funds directly to the students. We completed a Shared Governance webinar with Faculty Senate. We lead a working equity group, and our report will be released soon. Congratulations to Trustee McDade and Trustee Smart for their service on the Board.

8. University Reports

a. ACADEMIC AND STUDENT AFFAIRS

Chair Zopp called on Dr. Leslie Roundtree, Interim Provost and Senior Vice President of Academic and Student Affairs to give the Academic Affairs report, Child Development Center Summary and present three Resolutions.

Dr. Roundtree shared that Fall 2021 planning has begun as we all look forward to coming back to the campus after the pandemic sent everyone home. The RISE Academy (Freshman scholarship to cover full tuition and books) is starting the first Cohort on June 6. Enrollment and Registration patterns for the Fall is showing a slight increase and we are moving along steadily. Advocate Aurora is assisting us with our vaccination holds and we are looking to do a special outreach to students we lost during COVID.

Dean Theard-Griggs gave a report on the Child Development Center project. The College of Education applied for a grant for birth to three-year-olds and we are expecting an answer by the end of the year. Julia Lubuda is working to launch the Child Development Center by working on grants, handbooks, and hiring staff.

Dr. Roundtree presents resolution.

Dr. Roundtree states that the Chair of Pharmacy and a committee reviewed the recommendation for Dr. Hafeez Faridi to have the status of Tenure by Exception.

Chair Zopp called for a motion to approve resolution regarding the Tenure Status by exception for Dr. Hafeez Faridi.

Trustee Carr made the motion and Trustee McDade seconded the motion.

*Chair Zopp stated that a correction was made by Robin Hawkins that the vote has to be done individually as this meeting is being conducted virtually.

Chair Zopp: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Trustee Carr - Yes

Trustee Clay -Yes

Trustee McDade -Yes

Trustee Schneider -Yes

Trustee Smart – Student Trustee cannot vote on Faculty Tenure

Trustee Zopp -Yes

The motion passed as follows: Ayes 5 Nays 0

Dr. Roundtree presents next resolution.

Dr. Roundtree states after looking at data and recommendation from the committee. The following resolution is being presented, Program Elimination - Bachelor of Arts in Political Science in the Department of Criminal Justice, Political Science and Philosophy. Some of the courses will be offered as a minor and teach out all of the remaining students.

**Chair Zopp called for a motion to approve Resolution Program Elimination - Bachelor of Arts in Political Science in the Department of Criminal Justice, Political Science and Philosophy
Trustee Carr made the motion and Trustee McDade seconded the motion.**

Chair Zopp: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Trustee Carr - Yes

Trustee Clay -Yes

Trustee McDade -Yes

Trustee Schneider -Yes

Trustee Smart - No

Trustee Zopp -Yes

The motion passed as follows: Ayes 5 Nays 1

Dr. Roundtree presents next resolution.

The Faculty of English and Foreign Language department asked to create this degree. Based on data and a recommendation from the program review committee there is a resolution to now sunset/eliminate the degree. There will be a teach out for the remaining students.

**Chair Zopp called for a motion to approve the resolution regarding the Resolution Program Elimination - Bachelor of Arts in General Studies
Trustee Clay made the motion and Trustee McDade seconded the motion.
The motion passed as follows: Ayes 6 Nays 0**

Chair Zopp: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Trustee Carr - Yes
Trustee Clay -Yes
Trustee McDade -Yes
Trustee Schneider -Yes
Trustee Smart - Yes
Trustee Zopp -Yes

The motion passed as follows: Ayes 6 Nays 0

b. STUDENT TRUSTEE REPORT

Chair Zopp called on Essence Smart, Student Trustee to present a report.

Essence Smart began her report with student accolades with student employment opportunities via internships and full employment. Her report also shared scholarships information received by students.

This ends the Student Trustee Report.

c. GRADUATE SCHOOL REPORT

Chair Zopp called on Dr. Potluri, Dean of Graduate School to present a report.

Dr. Potluri stated that for the last four semesters Graduate and Professional School has been steadily increasing. We are focused on encouraging students in summer school to enroll in classes for the Fall. For recruitment and marketing, we are relying on the CRM and the data to lead to the discussions we are making for our outreach. We are focused on updating our processes to make it a more holistic approach. Also, Graduate School is looking to increase certificate offerings.

This ends the Graduate School Report.

d. ENROLLMENT MANAGEMENT

Chair Zopp called on Dr. Carlos Gooden, Director of Admission and Recruitment, to present the Enrollment Management report.

Dr. Carlos Gooden reported that the Admissions department is currently reviewing the data for students that are applying and registering for Fall 2021. Transfer student applications have increased but project that the numbers would increase based on transfer students completing summer courses that will allow them to transfer afterwards. The following initiatives were implemented to help increase applications and admittance for the Fall; summer career Friday's where the Academic Deans will present to new and incoming students, update online blogs, on-campus on-site admissions and adopt a school initiative.

Chair Zopp stated that this ends the Enrollment Management report.

**Process correction based on the meeting being held virtual: Chair Zopp called for the three previous resolutions to have the motion repeated in order to record each Trustee vote separately.*

Now will turn it over to Trustee Carr who will now preside over the report and resolutions presented by the Finance and Audit Committee.

FINANCE & AUDIT COMMITTEE

e. FINANCIAL OPERATIONS

Trustee Carr: I call on Mr. Craig Duetsch, Chief Financial Officer and Vice President of Financial Operations to present the Financial Operations report for 3rd Quarter and four resolutions.

Craig Duetsch stated that overall, the 3rd quarter financial status is strong compared to where we started the year. First three quarters our revenue is down \$1M from a year ago and expenses are down about 8%. Comparably we had very strict spending protocols and approvals. Highlights included accounts receivable is up 30% consist with the pandemic where it's seen across other universities where students are having problems paying down their debt. Numerous offices are working together, Bursar's office and Student Affairs to increase the financial literacy.

Craig asked if there are any questions or comments regarding the Financial Operations report?

Chair Zopp stated that all Trustees have seen and have a copy of the Budget presented to be voted on today and Craig should continue.

Craig Duetsch stated he will now present his first resolution. He stated that this is an annual process required by the IBHE and should be passed by June 30. The Preliminary Operating Budget for FY22 is being presented with consideration in having a flat budget appropriation and flat budget projections. I present the balance spending plan in the amount of \$89M with a \$3M coming from Federal Stimulus funds. Marketing, Enrollment and IT infrastructure has moved to the top as being a funding priority. We will continue to have strict guidelines for spending this year.

**Chair Carr called for a motion to approve the resolution regarding FY22 Preliminary Operating Budget
Trustee McDade made the motion and Trustee Zopp seconded the motion.**

Chair Carr: Mrs. Reno, will you please call the roll?

Mrs. Reno:

*Chair Carr - Yes
Trustee Clay -Yes
Trustee McDade -Yes
Trustee Schneider -Yes
Trustee Smart - Yes
Trustee Zopp -Yes*

The motion passed as follows: Ayes 6 Nays 0

Chair Carr asked for the next resolution.

Craig Duetsch stated that the next resolution is for the FY23 Capital Operating Preliminary Operating Budget. The FY 2023 capital budget appropriation requests total \$186.0 million, which includes deferred maintenance of \$68.4 million.

The budget process at Chicago State University (CSU) is an annual collaborative effort among the various levels in the organization and their division vice-presidents that involve developing spending plans in future fiscal years. Focused on the Strategic plan there are eight (8) FY2023 operating budget requests totaling 3.4 million being submitted to the BOT for approval.

Chair Carr called for a motion to approve the resolution regarding Resolution for FY23 Preliminary Operating Budget

Trustee Clay made the motion and Trustee Schneider seconded the motion.

Chair Carr: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Chair Carr - Yes

Trustee Clay -Yes

Trustee McDade -Yes

Trustee Schneider -Yes

Trustee Smart - Yes

Trustee Zopp -Yes

The motion passed as follows: Ayes 6 Nays 0

Trustee Carr: Mr. Duetsch, please present your next resolution.

Craig Duetsch stated that the next resolution is for the FY22 Tuition and Waiver Allocation which is a committee that is overseen by me. Some of the Tuition and Waivers are used for Teacher Special Education, ROTC, Honorary and Veteran Grants among many others. After careful review of the FY2021 actual tuition and fee waivers, the statutory requirements and limitations, and projected FY2022 enrollment, the Tuition, Fee, and Waiver Committee recommends \$1,586,100 for FY2022 tuition and fee waivers. This recommended waiver allocation represents a decrease of \$265,900 or 14.4% from the FY2021 allocated waivers, and a 2% increase over FY2021 actual waivers. The University President recommends to the Board for approval the FY2022 tuition and fee waiver allocation for the total sum of \$1,586,100.

Chair Carr called for a motion to approve the resolution regarding Resolution for FY22 Tuition and Waiver Allocation

Trustee McDade made the motion and Trustee Zopp seconded the motion.

Chair Carr: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Chair Carr - Yes

Trustee Clay -Yes

Trustee McDade -Yes

Trustee Schneider -Yes

Trustee Smart - Yes

Trustee Zopp -Yes

The motion passed as follows: Ayes 6 Nays 0

Mr. Duetsch will present the next resolution.

Craig Duetsch stated that the last resolution present is the Designation of Signature Authority based on the Board Regulations and Procedures, "The President is authorized to sign all contracts for the University. The President may designate such authority to an administrative employee under conditions recommended by the President and approved by the Board. There are three people who include the Vice President of Legal Affairs and General Counsel signing engagement letters with law firms, and for the CFO / Vice President of Financial Affairs and the Controller to sign contracts in an amount up to \$24,999, sign checks, and approve documents in CSUBuy, and recommends such to the Board and seek approval.

Chair Carr called for a motion to approve the resolution regarding Resolution for Resolution for Signature Authorization

Trustee McDade made the motion and Trustee Zopp seconded the motion.

Chair Carr: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Chair Carr - Yes

Trustee Clay -Yes

Trustee McDade -Yes

Trustee Schneider -Yes

Trustee Smart - Yes

Trustee Zopp -Yes

The motion passed as follows: Ayes 6 Nays 0

f. EXTERNAL AFFAIRS

Trustee Carr stated, I call on Erin Steva, Vice President of External Affairs to present two resolutions.

Erin Steva stated that she has two resolutions to present the first is the Approval for an Amendment to the Current Contract for Media Planning, Buying, and Advertising CSU has a purchase order for November 1, 2020 - October 31, 2021, that authorizes \$185,000 in spending. CSU requests permission to amend the purchase to allow an additional \$113,670 in spending to cover advertising, student focus groups, and web page redesign services between July 1, 2021 - October 31, 2021. This is the third year of the University's engagement with RLM. Following the completion of this contract renewal, the University will have two remaining potential one-year renewals. Any subsequent renewals of this contract will be presented for Board approval.

Chair Carr called for a motion to approve the resolution regarding Resolution for RLM Marketing Contract - Amendment to FY21

Trustee Zopp made the motion and Trustee McDade seconded the motion.

Chair Carr: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Chair Carr - Yes

Trustee Clay -Yes

Trustee McDade -Yes

Trustee Schneider -Yes

Trustee Smart - Yes

Trustee Zopp -Yes

The motion passed as follows: Ayes 6 Nays 0

Chair Carr asked for Erin Steva to present the next resolution.

Erin Steva states that the second resolution is for the Resolution for RLM Marketing Contract - FY22 to spend \$450,000 through the dates of November 2021 until October 31, 2022. 75% of the budget will be used for paid advertisement and 10% PR and Media and the remainder used for analytics and reporting.

Chair Carr called for a motion to approve the resolution regarding Resolution for RLM Marketing Contract - FY22

Trustee Zopp made the motion and Trustee Schneider seconded the motion.

Chair Carr: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Chair Carr - Yes

Trustee Clay -Yes

Trustee McDade -Yes

Trustee Schneider -Yes

Trustee Smart - Yes

Trustee Zopp -Yes

The motion passed as follows: Ayes 6 Nays 0

g. INFORMATION TECHNOLOGY

Trustee Carr calls on Mike Odeh, Interim Chief Information Officer to present a resolution.

Mr. Mike Odeh stated his name and that he is replacing Mark Las as the Interim CIO. In 1994 Chicago State University (“the University” or “CSU”) entered an initial Master Contract to use Ellucian Banner as the University Enterprise Resource Planning (ERP) system to manage the student, financial, and human resources data for the University, and to provide infrastructure support to a number of areas on the campus, including but not limited to Finance, Student Affairs, Faculty, Financial Aid, Employee Self-Service, Procurement, and Document Management.

The University continues to believe that Ellucian Banner is the strongest ERP system available on the market that meets its needs and CSU intends to manage its business and operations using Ellucian Banner software for the foreseeable future as it is one of only a small number of products available for managing the broad array of systems employed by the University and is also used by over 2,000 higher education institutions.

New and updated Ellucian Products and Modules along with maintenance for Ellucian Advance and Ellucian Banner ERP are needed in order to continue to utilize the product for maximum benefit and efficiency. The cost of the contract over five years is \$4,339,889 and negotiating a five-year contract as opposed to entering a one-year contract with extensions will provide a cost savings of almost \$300,000. The Board will have the ability to review performance under this contract annually to determine whether to continue utilizing this system.

This Sole Source procurement has been approved by the State and no RFP will be required. The agreement and its terms have been reviewed and approved by the University’s Interim General Counsel, the Chief Financial Officer, and the Director of Procurement as being in proper form and in accordance with applicable state law, University procedures, and Board regulations to the best of their knowledge and belief. Today we seek authorization from the Board of Trustees to enter the proposed agreement with Ellucian Banner to provide the University’s Enterprise Resource Planning system.

Chair Carr called for a motion to approve the resolution regarding Resolution for Ellucian Contract
Trustee Zopp made the motion and Trustee McDade seconded the motion.

Chair Carr: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Chair Carr - Yes

Trustee Clay -Yes

Trustee McDade -Yes

Trustee Schneider -Yes
Trustee Smart - Yes
Trustee Zopp -Yes

The motion passed as follows: Ayes 6 Nays 0

Trustee Carr stated this ends the Finance and Audit Committee Report. And Chair Zopp moves to the next item on the agenda.

h. CHICAGO STATE FOUNDATION

Chair Zopp calls on Darrious Hilmon, Executive Director of the Chicago State Foundation, to give an update on Chicago State Foundation, present the Budget and two resolutions.

Darrious Hilmon begins by stating that the Foundation is approaching the end of this fiscal year and will have an ambitious goal of \$3.5M this upcoming year. Our work is rooted strategy and in 2021 looked to partner with corporations and the alumni and launched a major fundraising program. The Board of the Directors were a part of the success, taking meetings and helping with fundraising. 100% of the Board of Directors made personal donations and gave time and leadership. The Board has looked at the policies and looking to increase endowment. Funding opportunities has increased and helping to bring on other partners. The First Gen Gala was pivoted to a virtual platform and raised more than \$250,000. We launched a Major Donor gift of \$10,000 or more and now have a website to sign-up for legacy planning donation.

Chair Zopp states, are there any questions or comments from the Trustees on this report and budget? If none, please continue Darrious with the resolutions.

Darrious Hilmon states that Peggy Montes donated \$150,000 for playground and ask for approval for the resolution.

Chair Zopp called for a motion to approve the resolution regarding Resolution for Naming of CSU Playground

Trustee McDade made the motion and Trustee Clay seconded the motion.

Chair Carr: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Trustee Carr - Yes
Trustee Clay -Yes
Trustee McDade -Yes
Trustee Schneider -Yes
Trustee Smart - Yes
Chair Zopp -Yes

The motion passed as follows: Ayes 6 Nays 0

Chair Zopp made the statement that she would like to note that three years ago there was no Foundation and now there are Board of Directors after hiring Darrious, and during a pandemic year raising over \$2M and building partnerships. I would like to Thank Darrious and your team for building partnerships and building a strong team.

Chair Zopp called for a motion to approve the resolution regarding Resolution for Approval of Chicago State Foundation Memorandum of Understanding Fee for Services Agreement

and FY 2021-22 Rider for Compensation

Trustee Clay made the motion and Trustee McDade seconded the motion.

Chair Carr: Mrs. Reno, will you please call the roll?

Mrs. Reno:

Trustee Carr - Yes

Trustee Clay -Yes

Trustee McDade -Yes

Trustee Schneider -Yes

Trustee Smart - Yes

Chair Zopp -Yes

The motion passed as follows: Ayes 6 Nays 0

Chair Zopp asked are there any questions or comments from the Trustees on this report? If none, this ends the Chicago State Foundation reporting.

9. Recess into Executive Session

A motion was called to convene executive session.

Chair Zopp called for a motion to move into Executive session.

Trustee Schneider made the motion and Trustee McDade seconded the motion.

The motion passed as follows: Ayes 6 Nays 0

Chair Zopp called for a motion to move back into Open session.

Trustee McDade made the motion and Trustee Carr seconded the motion.

The motion passed as follows: Ayes 6 Nays 0

Chair Zopp stated that the Board took no action in executive session that requires action in open session.

11. Adjournment

Chair Zopp called for a motion to adjourn the June 24, 2021, board meeting of the Chicago State University Board of Trustees. All in favor, motion passes.

The June 24, 2021, meeting of the Chicago State University Board of Trustees is hereby adjourned at 4:49pm.