

Chicago State University
Board of Trustees
Finance and Audit Committee Meeting Minutes
Academic Library – Auditorium, Room 415
June 25, 2010
9:41 a.m. – 11:55 a.m.

Board Members Present

Trustee Zaldwaynaka “Z” Scott, Chairman
Trustee Rev. Leon D. Finney
Trustee Rev. Richard L. Tolliver
Trustee Betsy Hill
Trustee Levon James, Student Representative

Others Present

Mr. Wayne Watson, Ph.D., President
Dr. Justin K. Akujeze, Dean, Graduate and Professional Studies
Mr. Patrick Cage, Esq., General Counsel for Labor and Legal Affairs
Ms. Gail Cannon, Director of Student Insurance
Ms. Kenneth Clow, Chief Internal Auditor
Mr. Mark Cipich, Assistant Director of Athletics
Mr. Sudie Davis, Director of Athletics
Mrs. Ce Cole Dillon, Director of Information Technology
Dr. Patricia George, Executive Director of Enrollment Management and Student Success
Dr. Sylvia Gist, Dean of the College of Education
Mrs. Monique Horton, Assistant Director of Physical Facilities
Dr. Debrah Jefferson, Associate Vice President for Academic Affairs
Mr. Jerald Knox, Coordinator of Financial Management for the Ghana Textbooks and Learning Program
Ms. Deborah Muhammad, Assistant Chief Internal Auditor
Mr. Glenn Meeks, Vice President of Administration and Finance
Mr. Edward “Ted” Lannon, Associate Vice President of Administration and Finance/Controller
Dr. Mikal Rasheed, Chair of the Social Work Program
Mr. Nathan Tindall, Director of Purchasing
Ms. Altricia Wheeler, Administrative Assistant
Dr. Erma Brooks Williams, Associate to the President for the Board of Trustees and Governmental Affairs

1. Call to Order

Trustee Scott 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 Item

- a. **Approval of Previous Meeting Minutes**
Postponed approval of previous meeting minutes.

5. Information Items

- a. Administration and Financial Affairs Update
Mr. Glenn Meeks reported the cash position of CSU. He explained the outstanding commitments that are against the cash flow. Mr. Meeks also mentioned the expected projected receivables from the state.

He stated the amount the state owes is \$7.7 million. *Trustee Scott inquired what CSU has received from the State.* Mr. Meeks replied that the state owes CSU, but could not provide a date when monies would be received.

b. Action Items

a. FY 2011 Preliminary Budget Approval

Mr. Meeks stated that the preliminary budget will allow CSU more oversight with spending. Mr. Meeks reported the 2011 preliminary budget is based on the governor's recommendations of 6.2 percent budget reduction. He also reported that once CSU receives the final budget from the state, the official budget for FY 2011 will be presented.

Trustee Tolliver moved to accept the FY 2011 Preliminary Budget Approval. Trustee James seconded the motion. The motion passed as follows:

**Ayes: 5
Nays: 0**

b. FY 2012 Budget Request

Mr. Meeks explained the FY 2012 budget request has been presented to the University's Budget Committee. Mr. Meeks stated the \$11.5 million is requested. Trustee Finney inquired about the comparison to last year. Mr. Meeks replied that it went up \$2.8 million.

Trustee Tolliver moved to accept the FY 2012 Budget Request. Trustee James seconded the motion. The motion passed as follows:

**Ayes: 5
Nays: 0**

c. Athletics State Appropriations

Mr. Meeks stated the resolution was put forward to expand the 1.8 percent up to 4 percent. Mr. Mark Cipich presented a review of the resolution. After the review, Mr. Meeks stated that the resolution can reflect 3 percent and not the 4 percent which is stated in the resolution. Mr. Meeks explained that the amount can be revised and returned to the Board in the afternoon.

Trustee Hill moved to accept the Athletic State Appropriations subject to receiving the modifications. Trustee Tolliver seconded the motion. The motion passed as follows:

**Ayes: 5
Nays: 0**

d. Fifth Third Bank Pay Card Program

Mr. Meeks reported that CSU has taken over the responsibility of the Chicagoland Regional College Program (CRCP). He explained that Fifth Third Bank is being used temporarily for the purpose of administrating the CRCP funds to students.

Trustee Finney moved to temporarily accept the Fifth Third Bank Pay Card Program. Trustee James seconded the motion. The motion passed as follows:

**Ayes: 5
Nays: 0**

e. Contract Extension for Constellation New Energy

Mrs. Monique Horton presented the resolution on the fixed cost agreed for electricity which would allow the university to take advantage of a down turn in the market resulting in a savings of approximately \$300,000 beginning FY 2012. The current contract with Constellation New Energy will be extended to FY 2013.

Trustee Finney moved to accept the Contract Extension for Constellation New Energy. Trustee Tolliver seconded the motion. The motion passed as follows:

**Ayes: 5
Nays: 0**

f. Upward Bound Project

Dr. Patricia George presented the resolution for the grant of the Upward Bound Program. She explained that the grant is designed to serve first generation low income high school students with matriculation to college.

Trustee Tolliver moved to accept the Upward Bound Project. Trustee James seconded the motion. The motion passed as follows:

**Ayes: 5
Nays: 0**

g. Upward Bound Project II

Dr. Patricia George presented the U.S. Department of Education grant for the Upward Bound Program II, which supports 60 students with the same eligibility criteria as the Upward Bound Program.

Trustee Tolliver moved to accept the Upward Bound Project II. Trustee James seconded the motion. The motion passed as follows:

**Ayes: 4
Nays: 0**

h. Educational Opportunity Centers Program

Dr. Patricia George presented the resolution for the educational opportunity centers program grant. She stated that the grant serves individuals who have low income looking for a new career after being displaced. *Trustee Hill inquired about the location of the program.* Dr. George responded that it would be located on campus, but serves the entire city as well as a significant number of CSU students.

Trustee Tolliver moved to accept the Educational Opportunity Centers Program. Trustee James seconded the motion. The motion passed as follows:

**Ayes: 4
Nays: 0**

i. FY 2011 MPBI Program

Dr. Justin Akujieze presented the resolution for the grant from the U.S. Department of Education in sum of \$500,000 to aid various graduate programs.

Trustee Hill moved to accept the FY 2011 MPBI. Trustee Tolliver seconded the motion. The motion passed as follows:

**Ayes: 4
Nays: 0**

j. Approval to Increase Production Textbooks – Ghana, West Africa

Mr. Gerald Knox presented the resolution to increase the contract for nationwide printing of books in Ghana, West Africa.

Trustee Tolliver moved to accept the Approval to Increase Production of Textbooks – Ghana, West Africa. Trustee James seconded the motion. The motion passed as follows:

**Ayes: 4
Nays: 0**

k. Approval to Accept Additional Funds to Produce Textbooks

Mr. Jerald Knox presented this resolution asking to receive additional money for nationwide printing of books in Ghana, West Africa.

Trustee Tolliver moved to accept the Additional Funds to Produce Textbooks. Trustee James seconded the motion. The motion passed as follows:

**Ayes: 4
Nays: 0**

- l. Approval to Accept 2nd Year Grant Award for the Textbooks and Learning Materials Program**
Mr. Jerald Knox presented the resolution asking approval to accept the second year grant award for the Textbooks and Learning Materials Program.

Trustee James moved to accept the Approval to Accept 2nd Year Grant Award for Textbooks and Learning Materials Program. Trustee Tolliver seconded the motion. The motion passed as follows:

Ayes: 4
Nays: 0

- m. Revised Student Health Insurance**

Mr. Nathan Tindall presented the revised resolution increasing the administrative cost of \$10 per student, per semester or \$20 for the academic year.

Trustee Tolliver moved to accept the Revised Student Health Insurance Plan. Trustee James seconded the motion. The motion passed as follows:

Ayes: 4
Nays: 0

- n. Community Mental Health**

Mr. Mikal Rasheed presented the grant awarded to CSU for the purpose of conducting statewide trauma training to public and private child welfare professionals as a part of the Illinois Department of Children and Family Services contract.

Trustee Hill moved to accept the Community Mental Health grant. Trustee James seconded the motion. The motion passed as follows:

Ayes: 4
Nays: 0

- c. Illinois Institute for Entrepreneurial Education**

Dr. Debrah Jefferson reported that Illinois State University (ISU) has had a Center for Entrepreneurial Education in the Chicago area for several years. Dr. Jefferson stated that ISU would like to move the center and funds to CSU.

- d. Audit Update**

Mr. Kenneth Clow and Ms. Deborah Muhammad, internal auditors, introduced themselves to the Board and stated their backgrounds. Mr. Clow presented an update on the FY 2010 Financial and Compliance Report. Mr. Clow reported that the Office of Auditor-General (OAG) has contracted Borschnack Pelletier & Co. of Kankakee to conduct the audit work for the Financial Compliance Audit and the Information Systems Audit at CSU. The audit is expected to be completed by March 31, 2011.

Mr. Edward Lannon reviewed the audit findings and reported a synopsis of how these findings will be resolved. He stated that monthly reconciliations will be conducted of the audit findings. Mr. Lannon stated that risk assessments will be ongoing.

- e. Ghanaian Textbook Initiative Update**

Mr. Jerald Knox stated that Dr. Carson Warner is in Africa working on the assessments of the Textbooks and Learning Materials Program (TLMP) and will have it completed on July 23.

- f. Athletics Update**

Mr. Sudie Davis stated that the baseball team lost by one point. Mr. Davis also reported that the men's tennis team was selected in the top 10 and highlighted by NCAA. He reported that an athletic awards banquet was held to honor its student athletes for their accomplishments in the athletic field and in the classroom. Mr. Davis also mentioned that CSU will host the Great West Conference as well and the women's tennis team this fall.

g. Information Technology Update

Mrs. Ce Cole Dillon reported that the equipment for the banner upgrade will be installed this summer. Mrs. Dillon stated that three projects are underway for implementation, one to expand our wireless capability, i-Pads for all first-time full-time freshmen and a print study under the green initiative to reduce the amount of dollars being spent on copying.

Trustee Scott inquired if the i-Pads were purchased and insured through Apple. Mrs. Dillon responded that the purchase was through Apple but CSU will apply to become a certified Apple repair facility. That will allow ITD to repair all Apple equipment under Apple warranty (and be reimbursed by Apple for the repair).

Dr. Sylvia Gist stated that i-Pad training will be provided to faculty. The Center for Teaching Research Excellence (CTRE) will sponsor the i-Pad purchase for each faculty member who teaches a freshman seminar course.

6. Other Matters

a. Public and Employee Comments

No comments were made.

7. Adjournment

Trustee Hill moved to adjourn the meeting. Trustee James seconded the motion. The adjournment passed as follows:

Ayes: 3

Nays: 0

Meeting adjourned at 11:55 a.m.