

Chicago State University
Board of Trustees
Finance, Facilities and Audit Committee Meeting Minutes
Academic Library – Auditorium, Room 415
September 24, 2010
9:46 a.m. – 11:45 a.m.

Board Members Present

Trustee Zaldwaynaka “Z” Scott, Chairman
Trustee Betsy Hill
Trustee Lisa Morrison Butler
Trustee Julie Samuels
Trustee Neffer Kerr, Student Representative

Others Present

Mr. Wayne Watson, Ph.D., President
Mr. Patrick Cage, Esq., General Counsel for Labor and Legal Affairs
Mr. 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, Director of Student Support Services (TRIO)
Dr. Sylvia Gist, Dean for the College of Education
Mr. Glenn Meeks, Vice President of Administration and Finance
Ms. Debra Mohammad, Assistant Chief Internal Auditor
Dr. Yvonne Harris, Interim Vice President for Sponsored Programs
Mr. Edward “Ted” Lannon, Associate Vice President of Administration and Finance/Controller
Dr. Carol Carson Warner, Executive Director of the Textbooks and Learning Program Ghana
Dr. Sandra Westbrooks, Provost and Senior Vice President for Academic Affairs
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 Items

a. **Approval of Previous Meeting Minutes**

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

**Ayes: 5
Nays: 0**

5. Information Items
 - a. Administration and Financial Affairs Update

Mr. Glenn Meeks reported that during the Illinois Board of Higher Education (IBHE) meeting, it was indicated not to expect any reimbursements owed to the University for FY 2011 until January of FY 2012. Mr. Meeks pointed out that based on the IBHE meeting, the University would face a critical cash deficit in the month of December. Mr. Meeks explained that his plan to address the deficit would be to examine the out flows of cash. Mr. Meeks described the out flows of cash as personnel cost and vendor payments. Mr. Meeks stated that he would suspend loading the 2nd quarter budget to non-personnel departments, which would save \$500,000.

Trustee Scott recommended that a long range plan should be in place before November to address the deficit. Trustee Hill suggested articulating the impact the plan would have on student learning.

b. Action Items

1. Approval of FY 2011 Operating Budget

Mr. Meeks presented the resolution for the FY 2011 Operating Budget to be approved. Trustee Samuels inquired how would this affect the budget. Mr. Meeks responded that we are controlling the budget.

Trustee Rozier moved to approve the FY 2011 Operating Budget as proposed. Trustee Samuels seconded the motion. The motion passed as follows:

**Ayes: 4
Nays: 0**

2. Contracts over \$250,000

a. Student Support Services Program

Dr. Yvonne Harris presented the resolution for the Department of Education and Student Support Services Program. Dr. Patricia George explained that the program is exclusively designed to retain and graduate first-generation low-income students, students with physical and learning disabilities.

Trustee Hill moved to approve the Student Support Services Program as proposed. Trustee Samuels seconded the motion. The motion passed as follows:

**Ayes: 4
Nays: 0**

b. Wi-Fi System for Campus Community

Mrs. Ce Cole Dillon reported that the new Wi-Fi system will cover the campus' interior and exterior environment. Mrs. Dillon stated the system will allow students to complete their homework in any area of the campus. *Trustee Samuels inquired if there is an annual cost and maintenance fee.* Mrs. Dillon replied that maintenance is included for five years. *Trustee Hill asked if the system was within the budget.* Mrs. Dillon replied yes.

Trustee Hill moved to approve the Wi-Fi System for the campus community as proposed. Trustee Kerr seconded the motion. The motion passed as follows:

**Ayes: 4
Nays: 0**

c. Audit Update

Mr. Kenneth Clow presented the results of the internal audit from the last three months. Mr. Clow stated that information regarding the external audit had a number of requests, which have been provided to management. He also stated that some of the requests have gone into "final," meaning that if management does not address those requests, there will be an audit finding.

Trustee Scott inquired if the lack of documentation is confined to one department or several. Mr. Clow responded several departments.

d. Textbook and Learning Material Project Assessment

Dr. Carol Carson Warner explained that the major activities of this grant are the printing of workbooks and teachers guides. Dr. Carson Warner stated that the initial print should be completed by October 15. She also stated that the USAID Mission in Ghana will provide \$1 million for the distribution. Dr. Carson Warner reported that phase one, which is a collection of data, has been completed. She explained that six CSU students were trained as field researchers and spent a month in Ghana on the ground collecting/compiling initial data. The students were also involved in cultural enrichment activities. Dr. Carson Warner thanked Dr. Gist for her guidance. Dr. Carson Warner further explained that phase two, the analysis time line, will be completed November 30 and final documents will be submitted to USAID by December 30.

Trustee Scott queried how the trips to Ghana will be paid. Dr. Carson Warner replied that the grant covers all costs.

e. Athletics Update

Mr. Studie Davis informed Trustees that new staff had been hired: Three head coaches, Mr. Tracy Dildy (Men's Basketball), Mr. Michael Bugielski (Strength and Conditioning) and Bob Eskew (Women's Volleyball). He also reported two new assistant coaches, Mr. Sean Pryor and Mr. James Far.

Mr. Davis reported that the CSU men's tennis team received from the National Collegiate Athletic Association (NCAA) a high merit academic honor by being in the top 10% percentile in the country. Mr. Davis stated that Matthew Jordan won the entire cross country race. Ms. Peggy Moore won the Northern Illinois University tennis tournament and the women's golf team defeated Loyola University.

Mr. Davis announced that the grand opening for the fitness center will be in October.

f. Office of Grants and Research Administration

Dr. Yvonne Harris reported that the total grants received by university faculty and staff were \$34.40 million. Dr. Harris stated that of the federal grants given to CSU the U.S. Department of Education and Human Services were the major grant agencies. She also stated the Illinois Department of Child and Family Services awards CSU the majority of its grants. PELL grants represented most of the student aid grant awards.

6. Other Matters

- a. Public and Employee Comments
No comments.

7. Adjournment

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

Ayes: 5
Nays: 0

The meeting adjourned at 11:45 a.m.