

Chicago State University
Board of Trustees
Legislation and Human Resources Committee Meeting Minutes
Academic Library – Auditorium, Room 415
September 24, 2010
11:55 a.m. – 12:56 p.m.

Board Members Present

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

Others Present

Mr. Wayne Watson, Ph.D., President
Mr. Patrick Cage, Esq., General Counsel for Labor and Legal Affairs
Dr. Renee Mitchell, Director of Human Resources
Dr. Rachel Lindsey, Dean, College of Arts and Sciences
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 Morrison Butler 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**

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

Ayes: 4
Nays: 0

5. Information Items

a. Legislative Update

Dr. Erma Brooks Williams stated that U.S. Senator Roland Burris hosted a Business Expo featuring 10 exhibitors on campus. She reported that the University continues to follow-up with Senator Trotter concerning capital dollars with the Capital Development Board (CDB). Dr. Brooks Williams also reported that President Watson met with Senator Lightford to discuss concerns related to priorities for the Westside campus.

Dr. Brooks Williams described two projects she would be working on. The first is to conduct research in collaboration with the library’s archivist regarding the Illinois Legislative Black Caucus photo exhibit and the second to work on the oral history of Illinois Black Lawmakers for the Presidential Lincoln Library and Museum Illinois State Craft Commission.

Dr. Brooks Williams informed the Board of the following upcoming events:

- October 12th a major press conference with Attorney Langdon Neal regarding early voting
- October 12th – 28th early voting registration
- October 12th Congressmen Mark Kirk will be on campus to discuss higher education and foreign Pplicity
- November 10th breakfast meeting for alumni legislators
- National Black Caucus will have a planning meeting for their National Conference to be held in Chicago in 2011

Finally, Dr. Brooks Williams informed the Trustees that CSU was not successful in securing earmarks for FY 2011.

b. Human Resources Update

Dr. Renee Mitchell reported that Human Resources (HR) has implemented three major projects:

1. PeopleAdmin
 - electronic application process to reduce the paper from resumes
 - reduce the time to hire
 - increase the diversity of applicants
2. Direct Deposit Initiative
 - reduce the amount of checks and direct deposit statements from being printed each pay period
 - saving approximately \$175,000 a year by not producing pay stubs and checks
 - 90% of employee are receiving direct deposit
3. Web-Time Entry
 - improve accuracy and eliminate loss or delays in paper process of physical timecards and leave requests
 - enable employees prompt payment of wage and salary for time worked

Trustee Samuels inquired about health initiatives for employees. Dr. Mitchell responded that a six week program on exercise and nutrition had been completed.

6. Other Matters

a. Public and Employee Comments

There were no public and employee comments.

7. Adjournment

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

Ayes: 5

Nays: 0

The meeting adjourned at 12:56 p.m.