

Chicago State University  
Board of Trustees  
Finance and Audit Committee Meeting Minutes  
Academic Library – Auditorium, Room 415  
May 13, 2011  
9:58 a.m. – 11:35 a.m.

Board Members Present

Trustee Zaldwaynaka “Z” Scott, Chairman  
Trustee Gary Rozier  
Trustee Rev. Richard Tolliver, Ph.D.  
Trustee Betsy Hill  
Trustee Julie Samuels  
Trustee Neffer Kerr, Student Representative

Board Members Not Present

Trustee Rev. Leon Finney, Ph.D.  
Trustee Lisa Morrison Butler

Others Present

Mr. Wayne Watson, Ph.D., President  
Mr. Patrick Cage, Esq., General Counsel for Labor and Legal Affairs  
Ms. Gail Cannon, Coordinator of the Student Health Insurance Program  
Mr. Kenneth Clow, Chief Internal Auditor  
Mr. Derrick Collins, Dean of College of Business  
Ms. Carla Davis, Compliance Specialist and External Audit Liaison  
Ms. Ce Cole Dillon, Director of Information Technology  
Dr. Sylvia Gist, Dean of College of Education  
Dr. Yvonne Harris, Interim Director for the Office of Grants and Research Administration  
Ms. Monique Horton, Assistant Director of Physical Facilities  
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. Deborah Muhammad, Assistant Chief Internal Auditor  
Attorney Sonja Clayton-Pedersen, Interim Director of Intercollegiate Athletics  
Ms. Traci Nesbit-Stokes, Project Manager for the  
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  
Dr. Lisa Young, Director of the Wellness Center

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

**Ayes: 6  
Nays: 0**

5. Information Items

a. Administration and Financial Affairs Update

Mr. Glenn Meeks announced that the \$15.5 million for the Douglas Hall renovation has been released by the State, which will ensure the accreditation of our pharmacy program.

Mr. Ted Lannon presented an overview of the preliminary financials and primary balance sheet. Mr. Lannon reported a total increase in cash of \$2.3 million due to the increase in tuition rates. He also reported that as of March 31 there has been a \$10 million increase of state receivables.

*Trustee Scott requested that Mr. Meeks provide the Board with a presentation on how the University is tracking against the budget of incoming expenditures. Mr. Meeks will present budget to actual revenue and expenditures at the June board meeting.*

Mr. Meeks reported that the university's cash position is not as dire as it was previously. He stated the State funds the University projected will be \$8 million at the end of July; however, if the State does not continue to fund the University, the deficit will be a \$2.5 million.

1. **Action Items**

a. **Food Service Contract**

Mr. Meeks presented the resolution bid for the food vendor contract. He stated that eight (8) vendors bided. The Bid Review Committee is ready to make a selection. *Trustee Rozier clarified that the Board was not voting on a contract but voting on the authority to negotiate the contract. Trustee Tolliver suggested that the wording of the resolution be modified to state "approval to enter into negotiations with a particular vendor."*

**Trustee Hill moved to approve the resolution with the modification. Trustee Rozier seconded the motion. The motion passed as follows:**

**Ayes: 5  
Nays: 1**

b. **Health Insurance Fee Increase**

Ms. Gail Cannon presented the resolution for the health insurance fee increase. Ms. Cannon stated that the premium is currently at \$462.50 per semester. She reported that the increase is 7% and the university will continue to charge a \$10 administrative fee per insured student, per semester. The fee also covers Student Health Insurance/Wellness Center operational costs, but will not exceed the usual \$20 fee per academic year. Dr. Lisa Young explained the option for the maternity coverage.

**Trustee Hill moved to approve the student health insurance fee increase. Trustee Rozier seconded the motion. The motion passed as follows:**

**Ayes: 6  
Nays: 0**

c. **Westside Campus Spending Plan**

Ms. Monique Horton presented the Westside Campus resolution to receive and administer the Capital Development Board (CDB) grant funds for the project. She stated that the grant would be

a total of \$4 million, which the initial disbursement would be \$1 million for contracts, including consulting services, the purchase of real estate as well as market and feasibility studies.

**Trustee Tolliver moved to approve the Westside Campus spending plan. Trustee Rozier seconded the motion. The motion passed as follows:**

**Ayes: 6**  
**Nays: 0**

**d. Paving of Campus Parking Lots and Roadways**

Ms. Horton presented the resolution for paving of campus parking lots and roadways. She stated that currently some of the parking lots and roadways are of disrepair. The \$350,000 would come from parking revenues annually. The project will take about five years and would be done in phases. Ms. Horton requested the Board's approval to begin to contract with professional services, including engineering and construction services.

**Trustee Hill moved to approve the paving of campus parking lots and roadways. Trustee Rozier seconded the motion. The motion passed as follows:**

**Ayes: 6**  
**Nays: 0**

**e. Robinson University Center Renovation**

Ms. Traci Nesbit-Stokes presented the Robinson University Center (RUC) Renovation resolution. She stated that the resolution is to approve Inspec, the architectural firm selected by the committee, to address the building envelope of the RUC and will be managed by CDB.

**Trustee Rozier moved to approve the Robinson University Center Renovation. Trustee Tolliver seconded the motion. The motion passed as follows:**

**Ayes: 6**  
**Nays: 0**

**b. Audit Update**

Mr. Kenneth Clow presented the internal audit synopsis for FY 2012. He stated that a risk assessment tool will be sent out to determine some areas of concern. Mr. Clow reported that revisions were made to the FY 2011 audit plan. As a result, the revised plan includes testing of areas pertinent to some of the external audit findings as well as areas that need to be reviewed. Mr. Clow stated that the Office of Internal Audit is in the process of developing a draft audit report for review. Ms. Carla Davis presented a compliance program update.

Mr. Glenn Meeks presented an update regarding the 41 material findings of the 2010 external audit. Details of the 2010 audit can be found on the Office of the Audit General's website. A corrective action plan for each of the 41 findings was presented. CSU has hired some external accountants to assist with the plan. Mr. Meeks commented that he feels we are already in compliance.

Mr. Derrick Collins informed the Board that the University is preparing to issue a request for proposal to contract with an independent consulting firm. The firm will assist and supplement the university in addressing three key items: (1) accelerate the process of audit findings; (2) the physical liquidity and sustainability of the university by preparing for a new type of financing in the future; and (3) assist in the development of our strategic plan and the completion of the accreditation process.

- c. Textbook and Learning Material Project (TLMP) Assessment  
Mr. Jerald Knox reported that the program received \$493,000 for the grantor, which raises the total received to \$7.8 million. He also reported that six individuals represented CSU at the Comparative International Society Conference in Montreal, Canada by conducting workshops related to the research findings, methodology and processes of the TLMP program. Mr. Knox stated that currently four members of the CSU staff are in Ghana participating in the teacher training part of the program where they are training approximately 20 teachers. Mr. Knox pointed out that he was not sure of the longevity of the program.
  - d. Athletics Update  
Attorney Sonja Clayton-Pedersen presented an updated comprehensive Concussion Management Policy and protocol. Attorney Clayton-Pedersen stated that the policy has taken a multi stage approach to managing concussions. The document incorporates all the best practices described in the NCAA's April 29, 2010 memo that required all institutions in Divisions 1, 2 and 3 to adopt a concussion management protocol. Attorney Clayton-Pedersen discussed the detailed outline and protocol of the policy. She stated that the policy will be reviewed on an annual basis.
  - e. Information Technology (IT) Update  
Ms. Ce Cole Dillon reported that IT will implement Banner 8 to improve functionality beginning July 1, 2011. Ms. Dillon stated that Point N Click is a new system implemented for student health services anticipated to be completed June 1. She also stated that an off-site disaster recovery trial will be conducted next week. The trial is to restore the electronic services remotely. Ms. Dillon explained phase one of the wireless network implementation. Ms. Dillon discussed the online help desk system called "Cougar Paws", which will add speed and accountability regarding campus service requests. Ms. Dillon reported that IT is working with campus police to improve safety by placing electronic locks at the exterior entrance of campus buildings.
  - f. Office of Grants and Research Administration  
Dr. Yvonne Harris reported on grant fund activity from July 1 through April 13, 2011. Dr. Harris stated that total grants received were \$91 million. She discussed that \$81 million was actual financial aid to students. The remaining dollars, which is approximately \$10 million, can be equally divided between federal and state grants.
6. Other Matters
- a. Public and Employee Comments  
Ms. Loyola Moore, former athletic student of Chicago State and member of the Alumni Athletic Association. Ms. Moore voiced her concerns regarding the departure of Coach Sudie Davis.

7. Adjournment

**Trustee Tolliver moved to adjourn the meeting. Trustee Rozier seconded the motion. The motion passed as follows:**

**Ayes: 6**  
**Nays: 0**

The meeting adjourned at 11:35 a.m.