

Chicago State University (CSU)
Board of Trustees Meeting
Full Board Meeting Minutes
Gwendolyn Brooks Library – Auditorium, Room 415
December 14, 2018
9:47 a.m. - 2:00 p.m.

Board Members Present

Trustee Marshall Hatch, Sr., Chairman
Trustee Nicholas A. Gowen, Vice Chairman
Trustee Corliss Garner
Trustee Tiffany R. Harper Trustee
Student Trustee Jay Smith

Board Members Not Present

Trustee Horace Smith
Trustee Kambium Buckner, Secretary

Others Present

President Zalduwaynaka (Z) Scott
Dr. Leslie Roundtree, Interim Senior Vice President and Provost
Ms. Stephanie Kelly, Esq., General Counsel | Vice President | Chief Compliance Officer
Ms. LaKeisha Marsh, Esq., Akerman, LLP, Board Attorney
Ms. Bonnie Phillips, Director of Board Relations
Mr. Larry Owens, Interim Controller

1. Call to Order

Chairman Hatch 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.

Chairman Hatch thanked President Zalduwaynaka (Z) Scott for hosting a wonderful graduation on December 13, 2018.

4. Singing of the School Song

Lead by CSU Director of Housing and Residence Life, Tim Lee.

5. Approval of Agenda

The agenda was approved and roll call was taken.

6. Other Matters

a. Public and Employee Comments

Chairman Hatch stated public comments would be limited to two minutes. Chairman Hatch asked Ms. Phillips to call those who signed up for public comment.

Mr. Renard Singleton, Student Government President, expressed concern about the Student Union Building having flooding issues. He stated that student activity fees are being charged, but the building problems are not being addressed. During a campus tour, prospective students and their parents saw the damages in the student union and did not want their children attending the university. In addition, Mr. Singleton questioned when the potholes and walkways on campus would be repaired. He also stated that he wants people to have positive experiences when they come to the university.

Bobbie Stewart, Civil Service Employee Council President, thanked the Board and President Scott for their service to the University. The Civil Service Employee Council presented the Board and President Scott with gifts to thank them for their service to the institution. Ms. Stewart stated that a report would be presented at the next Full Board Meeting.

Mr. Frank Horton, CSU Alum - Class of 1964, stated that the CSU Alum are excited about the prospect of the University getting a marching band. He believes enrollment will also increase if the University had a marching band.

Action Items

- a. **Motion to approve Board Meeting dates for 2019. March 1, 2019; May 10, 2019; June 21, 2019; September 20, 2019; and December 13, 2019.**

Trustee Garner moved to approve the 2019 Board Meeting dates (March 1, 2019; May 10, 2019; June 21, 2019; September 20, 2019; and December 13, 2019). Trustee Gowen seconded the motion.

Ayes: 5

Nays: 0

7. President's Report

President Scott elaborated on the success of the commencement. She introduced the newest members of her Administration:

Mr. Michael Holmes, Interim Vice President of Administrative Services; will manage capital assets, planning, meetings and events, and parking.

Mr. Kim Tran, Deputy Chief of Staff, he supports the Chief of Staff and President. President Scott stated that Mr. Tran is an impressive speechwriter.

Mr. Bryce Yancy, Director of Governmental Relations, is tasked with improving our relationships with government officials.

President Scott reported on meetings with various legislators including, a discussion regarding supply and diversity with State Senator Sandoval and a private meeting with State Representative Chris Welsh, Chair of the Higher Education Committee. Chicago State University will be the leader of the Supply & Diversity Task Force.

The transition committee finished their report, which will be published and released to the public. President Scott acknowledged and thanked Chairman Marshall Hatch, Vice Chairman Nicholas Gowen, Dean Richard Darga, and Dr. Phillip Beverly for their participation on the committee.

President Scott explained that there is a strong focus on the high school population in Chicago. Next week, our enrollment management team will visit Washington High School to present to the junior year students. In addition, President Scott met with the President of Olive-Harvey Community College, in regards to enhancing enrollment for both institutions and developing a partnership for students from Olive-Harvey College to attend Chicago State University after graduation.

President Scott spoke about the lack of investment in facilities maintenance over the years. She is focused on making enhancements to attract students. President Scott spoke with the University of Illinois in regards to sending some of their facilities people to help with ideas to enhance CSU's space. She is also working with professionals to help evaluate the capital needs of the University.

Chairman Hatch thanked his family for coming to his last Board meeting as Chairman. He elaborated on the memorable events that have taken place; such as naming the Academic Library the Gwendolyn Brooks Library.

8. Reports

a. Academic Affairs Report

Chairman Marshall Hatch presided over the Academic and Student Affairs Committee. Trustee Buckner was not in attendance.

Dr. Leslie Roundtree presented the Academic and Student Affairs Update and resolutions.

Dr. Roundtree reported the following:

Isis Martin a senior student in occupational therapy was selected for the Lincoln Laureate Academy in recognition of her academic performance, leadership and service at CSU.

Dr. Marnie Boyd was awarded the Ford Motor Company Unsung Hero Award for her inspiring and informing the Chicago community about STEM and engineering opportunities. Dr. Boyd has been the director of the CSU pre-engineering program and instrumental in planning and implementing summer camps for middle and high school students that are interested in STEM and engineering professions.

The inaugural class of the Tau Sigma Transfer Honors Society had 100 student in the first cohort.

The University now has a chapter of the National Council for Negro Women.

Meetings are being held with the Chicago Community Colleges to form partnerships. We are also meeting with various high schools to start dual enrollment programs. The plan is to finalize these partnerships and initiatives by the March Board Meeting.

Action Items

a. Approval to Extend the University 2012-2018 Strategic Plan Resolution

Extension to December 2019 to remain in compliance with the Higher Learning Commission. To extend the 2012-2015 plan until a new plan is created. The plan has not changed, only the extension date has changed.

Motion to approve the Extend the University Strategic Plan 2012-2018 Resolution. Trustee Gowen moved to approve the Extend the University Strategic Plan 2012-2018 Resolution. Trustee Jay Smith seconded the motion. The motion passed as follows:

Ayes: 5

Nays: 0

b. Young Adult Commission Employment Act Resolution-Chairperson Designee Resolution.

This is a legislative unfunded mandate that came in 2015. A chairperson was appointed in 2017; however, the legislators never appointed any members. The Act has been amended to be reactivated and extended to 2022. The resolution designated the Dean of the Honors College as chairperson of the committee. Dr. Kelly Harris is the Dean of the Honors College.

Motion to approve the Young Adult Employment Commission Act-Chairperson Designee Resolution. Trustee Garner moved. Trustee Nicholas Gowen seconded the motion. The motion passed as follows:

Ayes: 5

Nays: 0

b. Enrollment Management

Dr. Michael Ellison presented the Enrollment Management Report. Dr. Ellison reported on the following:

Enrollment numbers as of December 14, 2018:

There are 339 new undergraduate students that have been admitted to the University (139 freshman up 19% from the previous year and 200 transfer students up 23% from the previous year). There are 85 graduate students (up 60% from the previous year) and 49 students less have registered as compared to last year, we are working to get them registered.

Customer Relations Management Software solution is being implemented. Sales Force and Target X have been on campus to meet with undergraduate and graduate admissions to get admission process implemented by April 1, 2019; which is a significant improvement for processing and going paperless. The department is also

working on other technology improvements so students do not have to print or bring in forms, all forms will be submitted online. We are implementing an automated online signature process.

New brochures are being created for athletics, student life, and all of the colleges, each will have their own brochures.

There have been on over 450 high school visits and other recruitment venues.

Chairman Hatch questioned enrollment numbers. Dr. Ellison stated that the projection that we have not changed, but some students are still being reviewed and signing up for classes. There has been a increase for fall applications

New CSU banners are being placed around campus and there are plans to place more around the city to promote CSU.

a. Action Item

A discussion on the Radio Link Media Contract to adjust contract. It was supposed to be \$500,000 for one year, but can be renewed if the work is appropriate and satisfactory. We will have to come before the board again to renew the contract the next year. Looking to do billboards, social media platforms, radio ads. Specific campaigns are not explained.

Trustee Garner questioned if there are metrics to measure the work the firm is doing and that there needs to be a discussion of measurable outcomes. Dr. Ellison explained that their work was impressive and that surveys will be given for the new campaign. CSU General Counsel Stephanie Kelly stated that we are creating a baseline and tracking all visits to different parts of the website. Trustee Harper stated that per the contract payment can be withheld if they do not meet the metrics or perform well.

Because of a previous conflict of interest with Trustee Buckner the resolution was brought back before the board.

Motion to approve the Approval of Media Buying and Advertising Contract with Radio Link Media Resolution as amended: Trustee Gowen moved. Chairman Hatch seconded the motion. The motion passed as followed:

Ayes: 5

Nays: 0

c. Trustee Harper presided over the Finance and Audit Committee
Larry Owens, Interim Controller, presented the Finance and Audit Report.

Mr. Owens stated that we are analyzing potential expenditures that may be needed absent a capital budget. The external auditors have left, but they are still working on a number of issues. The financial audit is closing next week

Trustee Garner asked about the current budget status. Mr. Owens reviewed Exhibits A and B of the Capital Budget Informational Item. Trustee Harper stated that she wanted the Trustees to see the changes over time.

a. Action Item

Motion to approve the Appointment of the CFO as *ex-Officio* Treasurer and Approval of Public Official Bond Resolution.

Trustee Garner moved. Trustee Harper seconded the motion. The motion passed as followed:

Ayes: 5

Nays: 0

d. Facilities

No Verbal Report

Trustee Harper asked about the facility problems in the Student Union Building. Mr. Michael Holmes stated that the problem is mainly with the roof and the repair work is in the final bid phase. He stated that the roof repair will take one week. Trustee Jay Smith expressed concern about the many water leaks and ceiling tiles that are missing.

9. Recess into Executive Session Pursuant to The Illinois Open Meetings Act

10. Reconvene into Open Session

11. Action Items

Ms. Marsh presented the resolutions.

Approval of the Repeal & Enactment of New By-Laws of Chicago State Foundation

Motion for the Approval of the Repeal & Enactment of New By-Laws of Chicago State Foundation.

Trustee Gowen moved to approve the Approval of the Repeal & Enactment of New By-Laws of Chicago State Foundation Resolution.

Trustee Harper seconded the Motion. Motion passed as follows:

Ayes: 5

Nays: 0

Appointment of Members to Board of Directors of Chicago State Foundation

As sole member of the Chicago State Foundation, the Board of Trustees at Chicago State University has the authority to appoint new member to the Chicago State Foundation. I ask for a motion to approve the following board members with the following terms:

Leslie Anderson, 3 years, Beginning January 1, 2019

Alvin Boutte, Jr. , 1 year term, Beginning January 1, 2019

Dorothy Capers, 3 year term, Beginning January 1, 2019

Spring Capers, 2 year term Beginning January 1, 2019

Kristen Finney-Cooke, 2 year term, Beginning January 1, 2019

Angelique David, 3 year term, Beginning January 1, 2019
Mark Flessner, 2 year term, Beginning January 1, 2019
Peggy Montes, 1 year term, Beginning January 1, 2019
Abraham Thompson, 1 year term, Beginning January 1, 2019
Chad Walker, 3 year term, Beginning January 1, 2019
Marshall Hatch, 3 year term, Beginning January 1, 2019

Currently, let the record reflect that Andrea Zopp currently sits on the Board with a 1-year term, and she will be up for renewal of her minimum of 3-year term.

Motion to approve Appointment of Members to Board of Directors of Chicago State Foundation Resolution. Trustee Gowen moved. Trustee Harper seconded the motion.

Motion passed as follows:

Ayes: 4

Nays: 0

Abstain (1) Chairman Hatch

Approval of Previous Minutes

Motion to approve previous meeting minutes (June 21, 2018; September 28, 2018; and November 9, 2018)

Trustee Harper moved to approve previous (June 21, 2018; September 28, 2018; and November 9, 2018) minutes. Trustee Gowen seconded the motion.

Motion passed as follows:

Ayes: 5

Nays: 0

Approval of CSU Board Regulations

Trustee Gowen moved. Trustee Garner seconded the motion. Motion passed as follows:

Ayes: 5

Nays: 0

Approval of CSU Board Regulations

Whereas the Board of Trustees of Chicago State University endeavor to review the current Board Regulations and replace them with procedures that align with operations and are in accordance with best practices and applicable law and Whereas Section 1(e) of the board regulations authorizes the board to adopt, amend, or repeal the board regulations and, Whereas June 21, 2018, September 28, 2018, and November 9, 2018.

The Board conducted first readings of the various sections of the board regulations pursuant to section 1(e) of the board regulations. Now therefore be it resolved that governing Board Regulations and Procedures of the Board of Trustees of Chicago State University as attached and amended to reflect the changes concerning the setting of minimum salaries and for various employee ranks as well as the salaries.

So That section 5 of principals governing employment of academic and administrative staff (A) would read that the members of the academic and administrative staff shall be employed and salaries fixed by the Board of Trustees or the President as delegated by the Board

With those changes, I asked that the board approve the Board regulations.

Further be it resolved that each of the officers and agents of the Board be in hereby is authorized and directed in the name and on behalf of the board to take any and all actions that such officer or agent may reasonably determined to be necessary or desirable to carry out the purposes of the foregoing resolution such determination to be conclusively evidenced by the execution and delivery thereof or taking of such other actions.

I ask for approval of the resolution as read.

Trustee Gowen moved to approve the CSU Board Regulations. Trustee Garner seconded the motion. The motion passes as follows:

Ayes: 5

Nays: 0

2019 Election of CSU Board of Trustees Officers

Trustee Nicholas Gowen was nominated as Chair, Trustee Tiffany Harper was nominated as Vice Chair and Trustee Kambium Buckner was nominated as Secretary.

Election of Trustee Nicholas Gowen as Chair of CSU Board of Trustees

Trustee Garner moved to elect Trustee Nicholas Gowen as Chair of CSU Board of Trustees. Chairman Hatch seconded. The motion passes as follows:

Ayes: 4

Nays: 0

Election of Trustee Tiffany Harper as Vice Chair of CSU Board of Trustees

Trustee Gowen moved to elect Trustee Tiffany Harper as Vice Chair of CSU Board of Trustees. Trustee Garner seconded. The motion passes as follows:

Ayes: 4

Nays: 0

Election of Trustee Kambium Buckner as Secretary of CSU Board of Trustees

Trustee Garner moved to elect Trustee Kambium Buckner as Secretary of CSU Board of Trustees. Trustee Jay Smith seconded. The motion passes as follows:

Ayes: 5

Nays: 0

Chairman Hatch congratulated the new officers of the board. He stated that it has been a delight and a pleasure to work with President Scott and that the board member have been great colleagues.

Trustee Gowen thanked Chairman Hatch for his leadership over the last two years and stated that few people outside of those sitting on this dais know the issues that we had to face in the last two plus years and the diligent work that you have put in to make sure this university stays open and viable and that this board stay solid and thoughtful in considering the future of Chicago State University.

10. Adjournment

The meeting adjourned at 2:00 p.m.