

Chicago State University
Board of Trustees Meeting
Full Board Meeting Minutes
Gwendolyn Brooks Library – Auditorium, Room 415
June 21, 2018
9:47 a.m. - 1:53 p.m.

Board Members Present

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

Members Not Present

Trustee Kambium Buckner, Secretary
Trustee Horace Smith

Others Present

Dr. Rachel Lindsey, Ph.D., Interim President
Ms. Simone Edwards, Vice President of Administration and Finance
Dr. Michael Ellison, Interim Vice President of Enrollment
Ms. Stephanie Kelly, Esq., Deputy General Counsel
Ms. LaKeisha Marsh, Esq., Board Attorney, Akerman, LLP
Ms. Bonnie Phillips, Director of Board Relations
Dr. Bernard Rowan, Associate Provost, Contract Administration
Mr. Joe Simonetti, Director of Facilities
Mr. Christopher Zorich, J.D., Director of Intercollegiate Athletics
Dr. Charisse Johnson, Assistant Dean, College of Pharmacy.

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.

4. Approval of Agenda

The agenda was approved and roll call was taken.

5. Public and Employee Comment

Trustee Hatch stated public comments would be limited to two minutes. Trustee Hatch asked Ms. Phillips to call those who signed up for public comment. Ms. Phillips stated that no one signed up for comments.

Chairman Hatch thanked Interim President Rachel Lindsey on behalf of the Board and University for her service. Dr. Lindsey thanked the Board for the opportunity serve. She also acknowledged the stalwart efforts of our state lobbyist Paul Williams and Associates to prevent Senate Bill 880 from passing.

6. Presidents Report - Dr. Rachel Lindsey

- Dr. Marnie Boyd and Dr. Calorie introduced high school prep students Tiffany Snead and Darien Gilmore Jones, who participated in the 1080 Points Race Competition. Students must complete assignments in engineering, computer science, and enterprise and innovation lessons in this year's annual competition. The High School Points Race Grand Champion was Chicago State University (CSU) besting their own previous high score. CSU earned second place in the Rover Points Race. President Lindsey applauded Dr. Boyd and Dr. Calorie for their work with the students. She stated that Dr. Boyd has been involved since her kids were children and Trustee Buckner may have been in the program.
- Regarding the Budget, we have a 2% increase in the operating budget. Although, a capital bill was passed, the bill has not been funded. Funding may occur by December.
- Dr. Ellison has implemented a number of strategies to increase enrollment for all academic terms, which includes expanding the recruitment territory and the review of policies, practices, and procedures to eliminate barriers that students encounter from the application process through the time they are actually students. Enrollment services has kicked off their annual marketing plan to increase the number of applications and promote the university's academic programs.
- The College of Pharmacy's memorandum of understanding (MOU) with the University of Chicago is required for accreditation. The University of Chicago provides clinical experience for pharmacy students and faculty. Our pharmacy school is not affiliated with a medical center; therefore, we have to be connected with a university that has a medical center. There are MOUs with Rush University and University of Illinois at Chicago.
- Dr. Rachel Lindsay, Dr. Leslie Roundtree, Dr. Lisa Young, Dr. Angela Henderson, and Dr. Ron Hickombottom went to Washington, DC to promote various initiatives for the university, including:
 - A meeting with Health, Resources and Services Administration (HRSA) regarding the federally qualified health center that we are trying to develop (a proposal should be submitted within a month). The HRSA staff were positive about what we are trying to do with the center, as was the staff of Senator Durbin, Senator Duckworth, and Representative Rush. These legislators will provide letters of support for the proposal. They along with Provost Henderson are commended for their efforts to move this project forward. This federally qualified health center will be an important and valuable contribution to CSU and the surrounding community as we are in a health desert for medical services.
 - A conversation was held with legislators regarding the super computer that has been donated to CSU for curricular improvements and research. It will be used for a variety of disciplines not just STEM. CSU will be the only PBI with a super computer for curricular improvements and research. Dr. Kapila Rohan Attele and Dr. Anil Mehta are to be commended for acquiring this super computer
 - A teleconference was held with the National Science Foundation Division for Computer and Information Science and Engineering. The program officer was very positive about what we are doing and provided information about funding opportunities.

- Other opportunities for STEM were discussed at the Department of Energy. They have many funding opportunities that are consistent with what we are already doing with STEM and will potentially provide extra revenue for STEM activities.
- Alumni affairs recently had an event in Blue Island, IL that was well attended.
- Dr. Lindsey noted that Dr. Robert Bionaz is retiring in August and he has been a resolute advocate for Chicago State University.

7. Reports

a. Academic and Student Affairs Report

Chairman Hatch presided over Academic and Student Affairs as Trustee Buckner was not in attendance. Dr. Bernie Rowan, Associate Provost for Contract Administration presented the Academic and Student Affairs Report. Provost Henderson and the Dean of the College of Pharmacy are meeting with their accrediting body today and will not be able to attend this meeting.

Action Item

a. University of Chicago Medicine Contract for College of Pharmacy Course Resolution

Dr. Rowan was joined by Dr. Charisse Johnson. Dr. Rowan then presented a new contract to renew the nearly 10-year relationship between the College of Pharmacy and the University of Chicago, which gives the University the ability to train its pharmacy students in a state of the art setting.

Trustee Harper asked if there were any changes to the contract and if there were, could the changes be highlighted. Dr. Johnson stated the contract is mostly the same, the value has not changed, but we negotiated with the University of Chicago Medicine to make a deliberate attempt to streamline the services and add more specificity of services being provided. In appendices, you will see the lecture topics outlined and how many person-hours will be devoted to each topic. We streamlined the number of rotation placements with the center and the type of placements that will be provided by the center. Lastly, we added a faculty member placement at the site, which certainly adds to the robustness of the relationship. As Dr. Lindsey highlighted we are not affiliated with a medical center so this is a wonderful addition to our contract and relationship with the medical center.

Trustee Harper made a motion to approve the University of Chicago Medicine Contract for College of Pharmacy Course Resolution. Trustee Gowen seconded the motion. The motion passed as follows:

Ayes: 4

Nays: 0

Chairman Hatch inquired if there was any contact with University of Cape Coast Ghana, they are looking to start a school of pharmacy and to have our support. Dr. Rowan did not know, however he would follow up.

b. Enrollment Management Report

Dr. Michael Ellison presented the Enrollment Management Report.

- The numbers for fall undergraduate admissions:
 - We are up 25% on applications and approximately 37% of those students we admitted (1,047) were freshman. University College, which is our conditional enrollment program, is up 65% over last year with 251 students.

- Student transfer applications were up 26%. We have received 708 applications and have admitted 243 thus far, which is a 35% increase over last year at this time. Transfer students typically come in a little slower.
- 3053 have enrolled, which is a 9% increase over last year.
- Efforts to ensure that enrollment increases:
 - Making personalized phone calls and email communications by the enrollment specialist to the admitted population.
 - Targeting applicants who have not completed the enrollment process. We have had success getting those students to submit their missing documents. The goal is to make a minimum of 75 calls each day.
 - Encouraging each college to follow up with admitted students. Each college receives a weekly college persistence report of those who were enrolled last term, but have yet to register for fall 2018.
 - Emails from the registrar's office are being sent to those who have yet to register.
 - We are working on those students to have academic or financial holds to get those released.
 - Training is being held for enrollment specialists.
 - Admission processes and procedures are being updated.
 - A new website is schedule to launch fall 2018.
 - The enrollment team is meeting with the deans to discuss strategies for program capacity building and concentrating on ways to package and sale programs.
 - We are making changes to the testing policies and examining why students are not returning to the University.
 - More utilizing of institutional research data.

Trustee Hatch asked for fall 2017 enrollment number and what the enrollment projections are for this upcoming fall term. Dr. Ellison responded that there were 104 new freshman, 234 transfer students, and a total 3100 students in fall 2017. Our goal is to increase the number of new students by 25%.

Trustee Gowen questions what type of marketing tactics they are using to push enrollment. Dr. Ellison states that they using social media, as well as the transportation ads, and billboards. They have been visiting churches and participating in community events and programs such as Upward Bound. The goal is to maintain the students we already have and acquire more. Trustee Gowen expresses that he sees advertisements for other institutions and questions what type of advertisements we are using because he has not heard or seen any. Dr. Ellison explains that in the next two weeks there will be more advertisements.

Dr. Ellison elaborates that the new recruiters have been helpful in following up with the schools and forming relationships with them. When talking to prospective students we can share the success of our previous students.

Chairman Hatch asked how many people work in enrollment. Dr. Ellison stated that there are five people in enrollment and two of them are from Veterans Affairs. There is no receptionist in the office of admissions. Hiring a recruiter for the central and southern part of the state to recruit more in those areas would be helpful. We currently do not have a person to evaluate credits for transfers.

c. Administration and Finance Report

Trustee Harper presides over the Finance and Audit Committee
Ms. Simone Edwards presented the Administration and Finance Update

Cash flow for the University is \$31.5 million of the \$34.6 million appropriated from the state. We are owed approximately \$3 million, which is to be received before the end of the fiscal year. Cash flow is being managed vigorously and we are expecting to have a university balance for the next three months of \$23 million with state appropriation and \$11.6 million without. We are in a good financial position for the next three months.

The audit by the general auditors for FY18 has begun on May 14, 2018.

We are in the process of doing property control for FY18. We have to be 99.5% in compliance.

We have started an initiative to go paperless; we are working with the archives to undergo a special project to become paperless in all departments and schools. Another large initiative we are incorporating is utilizing an electronic travel service. Through the Illinois Higher Education Cooperative, we will use an online service similar to Expedia to book our travel.

Action Items

Ms. Simone Edwards presented the resolutions.

a. Student Health Insurance Rate Increase Resolution

For FY18-FY19, we required 12 plus credits for undergraduate, 9 plus credits for graduate, and 6 plus credits for doctorate students to participate in an injury and sickness insurance plan. This is a requirement by the State; we have undertaken a plan with United Health for the upcoming fiscal year. The insurance plan has increased by 8.66% from \$1,294 to \$1446 which includes a per semester administrative fee of \$20.

Jay Smith questions if there is in an increase in benefits. Ms. Edwards stated that no, there is not a difference. This is a standard increase across the insurance industry.

Trustee Harper motioned to approve the Student Health Insurance Rate Increase Resolution. Trustee Gowen seconded the motion. The motion passes as follows:

Ayes: 4

Nays: 0

b. 2018 CTA Ventra U-Pass Program Fee Increase Resolution

The U-Pass is a mandatory fee defined in the fees established by the Board of Trustees. On June 3, 2013, CSU Board of Trustees approved the resolution to engage in the CTA U-Pass program. At that time the mandatory fee was \$113, the contract was renewed on June 2013 with a mandatory fee increase of \$140. For the new upcoming contract for the next five years, CTA has required an increase to \$170. The CTA Ventra U-Pass card will replace the CTA U-Pass card; it will be a 5-year term just as it was before. As a result, CTA requested that we amended the contract and the program for the academic year 2018-2023 as follows:

- Change the name of the program from CTA U-Pass to CTA Ventra U-Pass

- Amend the term to July 1, 2018, June 30, 2023, which is equivalent to our academic year
- Increase the cost from \$140 per semester to \$170 per semester to ensure that the rate is be locked for the entire 5-year term, with an administrative fee of \$5 per year.
- Effective for the Fall Term of 2018.

Trustee Jay Smith questions if the program is necessary. If students have cars, which they drive to school are they exempt from the program. Ms. Edwards responds that the program is mandatory for all students. In this current contract student with cars cannot be exempt.

Trustee Harper moved to approve the fall 2018 CTA Ventra U-Pass Program Fee Increase Resolution as stated. Trustee Gowen seconded the motion. The motion passes as follows:

Ayes: 4
Nays: 0

c. Laboratory and Class Fee Increase Beginning Fall 2018 Resolution

The tuition and fee waiver committees recommend additional laboratory course fees to the new graduate program that will begin in the fall 2018. The department of mathematics and computer sciences desires to implement a \$20 fee for each of the four courses that begin fall 2018. The fee will supplement the department purchasing of raspberry pi and other boards for students taking those respective courses. These motherboard chips are required for the course and can be use again by the students at any time. The departments are able to purchase them in bulk for \$70 to offset the cost they offering them to students for just \$20.

Trustee Harper motion to approve the Laboratory and Class Fee Increase Beginning Fall 2018 Resolution. Trustee Gowen seconded the motion. The motion passes as follows:

Ayes: 4
Nays: 0

d. Athletics Update

Mr. Christopher Zorich, Director of Intercollegiate Athletics presented the report.

Mr. Zorich talked about ways to increasing involvement and attendance at games. Including developing relationships with other departments and having professors travel with the team (shows involvement at away games) to see what players go through on a daily basis. Mr. Zorich noticed that the golf team has games during the week, which causes the students to miss classes; he is considering moving the games to weekends. Mr. Zorich reflected on the negative connotation surrounding sports at CSU and stated that the culture needs to be changed.

Mr. Zorich has met with the SAAC (Student Athletic Advisory Council) to gain insight in that area.

Mr. Zorich plans to increase fundraising efforts by having guaranteed games for several sports. He is planning to do more marketing and to increase the department’s involvement in the community as well as around Chicago. He is developing a partnership with the Chicago Marathon where CSU will have a station and cheer section. CSU will be passing out CSU water bottles at the silver room block party tent.

Trustee Jay Smith suggests that he reach out to enrollment management to give some high schools tickets to the games. Mr. Zorich stated that we are attempting to do so and to supply schools with busses so their students can attend games. We are also partnering with grammar schools to establish a mentorship program.

Trustee Hatch inquires about the athletic department's recruitment efforts. Mr. Zorich responds that they have some students with potential. Currently, they do not have coaches involved, so it makes it more difficult; however, we are working on getting more student athletes. Chairman Hatch poses questions about criteria used to pick coaches. Mr. Zorich explains that he is going through the resumes and picking coaches that are suitable for Division 1 basketball.

e. Facilities

Trustee Hatch presided, as Trustee Horace Smith was not present. Mr. Joe Simonetti presented the Facilities report.

We have completed one of the capital projects, which was to secure the safety of the Robinson Center. Tarps are on the roof and a security fence around the building has been constructed. There has been some emergencies such as burst water pipes and cracks in the hot water line of the residence hall and student union buildings. Mr. Simonetti explained all of the repairs that have taken place in numerous facilities. In addition, there is work being done on the President's house. Trustee Gowen asked what could be done in the interim to fix the leaking roofs. Mr. Simonetti explained that the roofs could be patched; however, they eventually will have to be replaced. Chairman Hatch inquired about the heating plant. Mr. Simonetti explained that the architects are working on the heating plant and the backup generators.

f. Legislative and Human Resources Update

Trustee Gowen presides over the Legislative and Human Resources Committee.

Lindsay Hamilton gives the update on the current highlights of the human resources department.

- Developing cost efficient activities that encourage employee recognition.
- Annual performance evaluations are currently in progress.

State Civil Service System Procedure's Manual. Effective as of October 1, 2018 the state university civil service system has mandated a new civil service system exemption procedure's manual. Those at the university that are covered by the civil service system are required to undergo a certain process that will exempt or included them. Certain employees may have to transition to a civil service position. Additional staffing has been requested to oversee this process. The Janis case could prohibit mandatory rep fees for the union. Most of the employees are in the union, but there are some employees that pay mandatory union fees.

g. Student Trustee's Report

Trustee Jay Smith gives the student report.

The students would like to welcome President Z. Scott to the university.

Chairman Hatch took time to recognize and thank Rachel Lindsey for her service to CSU. Dr. Rachel Lindsey expresses her gratitude for the opportunity to service as Interim President and states that there are still issues that need addressing, such as a lack of resources.

8. Recess into Executive Session pursuant to the Illinois Open Meetings Act.
Trustee Jay Smith moved to recess into Executive Session. Trustee Gowen seconded the motion. The motion passed as follows:

Ayes: 4

Nays: 0

9. Reconvene into Open Session

Action Items

a. Approval of Previous Minutes.

Trustee Gowen motioned to approve the minutes from the May 4, 2018, May 8, 2018, and June 15th, 2018. Harper seconded the motion.

Ayes: 4

Nays: 0

b. Approval of Local 743 Collective Bargaining Agreement

Board Attorney Ms. Marsh present the resolution.

Whereas the representatives of the Chicago State University Board of Trustees and the healthcare professional technical office, warehouse, and mail order employees union Local 743 Negotiated a collective bargaining agreement effective July 1,2017 through June 30, 2021. And, whereas the union has reviewed and ratified the agreement. And, whereas the Board has reviewed the agreement and is now prepared to approve the agreement. And, now therefore be it resolved by the Board as follows. The Board hereby adopts and approves the execution of the agreement, and the resolutions will be in full force and effect from and after its passage and approval as provided by law.

Trustee Harper moved to approve the Approval of Local 743 Collective Bargaining Agreement.

Trustee Gowen seconded.

Ayes: 4

Nays: 0

First Reading of Section I, of the Board Regulations revised:

Board Attorney Ms. Marsh.

This will serve as the first read for Regulations Section I: Board Procedures, Subsection a: Board of Trustees, Subsection b: Board Regulations, Subsections d, e, f, g, h, and I as well. The recent changes to the board procedures include revisions to the process of adopting, amending or repealing board regulations as well as a section on Board meeting for the purpose of cleaning up the language of the board procedures and creating clarity regarding the boards obligations to provide access to its meeting through in compliance with the open meetings act. Further, the following new sections were included. First Section: Compensation of board members, second section board committees, Third Section: Powers of the board as related to contracts, suits, conveyances, and expending funds and the Fourth Section: Drafting and approval of University contracts. The additions of these sections into the Section I of board procedures provides a more detailed overview of how the board is organized as well as defining its duties and powers.

Just for clarity, these are not new provisions but rather moved from other sections of the board regulations and placed in this single section. This serves as the first reading. We look to approve those revisions of the Board Regulations at our next regular board meeting.

10. Adjournment