

**MINUTES OF  
THE BUDGET, FINANCE & AUDIT COMMITTEE'S  
REGULAR QUARTERLY MEETING**

The regularly scheduled meeting of the Budget, Finance & Audit Committee (the “Committee”) of the Board of Trustees of Governors State University (the “Board” and “GSU,” respectively), an Illinois body politic and corporate, was held in person and via audio-videoconference at GSU’s University Park Campus in Engbretson Hall on October 7, 2022. The meeting was scheduled to begin at 10:30 am but started at 11:15 am due to the length of the preceding meeting of the Executive Committee of the Board. The purpose of the meeting was to conduct the business described in the Agenda posted for public notice before 10:30 am on October 5, 2022 in accordance with Section 120/2.02 of the Illinois Open Meetings Act. 5 ILCS 120/2.02. Before the meeting, each Trustee received a book with materials corresponding to action and discussion items, a copy of which is maintained with the Board records.

**I. MEETING DETAILS**

Meeting Chair: James Kvedaras, Committee Chair

Minutes Recorded By: Therese King Nohos, General Counsel, on behalf of James Kvedaras, Committee Chair

**II. ATTENDEES**

Chair Kvedaras confirmed a quorum was present given the presence of the following four (4) Committee members in attendance:

- James Kvedaras, Chair
- Pedro Cevallos-Candau, Trustee (via Zoom) was present until approximately 12:50 pm
- Lluvia Hernandez Aguirre, Student Trustee (via Zoom) was present except for a brief period during which no actions were voted on
- Angela M. Sebastian, Trustee
- John Brudnak, Trustee (via Zoom) joined the meeting at approximately 12:55 pm.

President Cheryl Green, Ph.D., *ex-officio* Board member and chief executive officer of GSU, was present as were the following members of the President’s Cabinet:

- Joshua R. Allen, MPS, SHRM-SCP, Vice President of Human Resources (via Zoom)
- Corey S. Bradford, Sr., Ph.D., Vice President Administration and Finance/ Board Treasurer
- Janelle A. Crowley, Ph.D., Chief of Staff, President's Office
- William A. Davis, MS, Vice President, Institutional Advancement, Marketing and Communications
- Maureen Kelly, Executive Director for Government and Community Affairs
- Paul McGuinness, MA, Vice President for Student Affairs and Enrollment Management
- Therese King Nohos, JD, Vice President, General Counsel/Board Chief Legal Counsel
- Beverly Schneller, Ph.D., Provost and Vice President for Academic Affairs

### **III. ABSENCES**

Trustees Kevin Brookins was absent.

### **IV. CALL TO ORDER**

**Meeting called to order by Chair Kvedaras at 11:13 am.**

### **V. CHAIR'S REMARKS**

Chair Kvedaras welcomed all in attendance, including Lluvia Hernandez Aguirre, the new Student Trustee.

### **VI. PUBLIC COMMENT**

No public comment was made.

## VII. AGENDA

Chair Kvedaras asked for a motion to approve the agenda. Trustee Sebastian so moved. Chair Kvedaras seconded the motion. Upon a roll call vote, the Trustees **unanimously approved the agenda.**

## VII. MINUTES

Chair Kvedaras asked for a motion to approve the meeting minutes of the Committee's May 24, 2022 meeting. Trustee Sebastian so moved. Chair Kvedaras seconded the motion. Upon a roll call vote, the Trustees **unanimously approved the meeting minutes.**

## VIII. INFORMATION ITEMS

Those information items identified in the Agenda were presented to the Committee as follows:

- Executive Director Sandra Zurawski presented the Budget to Actual Report for July 1, 2021 to June 30, 2022;
- Associate Vice President Tracy Sullivan presented the Report on Procurement Activities between \$100,000 and \$249,999 for May 1, 2022 through August 31, 2022;
- Associate Vice President Tracy Sullivan presented the Diversity Vendor Report;
- Vice President Corey S. Bradford, Sr., presented the Report on Income-Producing Contracts\*;
- Vice President Corey S. Bradford, Sr., presented the Report on FY2021 Audits\*\*; and
- Vice President Paul McGuinness presented a report on efforts to retain students struggling with debt.\*\*\*

\*Regarding income-producing contracts (e.g., grants), Trustee Sebastian inquired into the status of recruiting preschool students under Head Start Grant, which had been the subject of a prior audit finding. Dean Shannon Dermer advised that the grant's enrollment number requirements likely will be adjusted downward given the national challenge to recruit and retain qualified early childhood educators but no action has been taken as of yet.

\*\*An extended discussion regarding FY2021 Audits ensued. Vice President Bradford explained that the institution is subject to three annual audits. For FY2021, independent auditors gave an unmodified (i.e., “clean”) opinion as to the institution’s financial statements. In total, there were 15 audit findings, 14 of which were not material weaknesses. The single identified material weakness related to the reporting of employee census data to the State University Retirement System (“SURS”)—a finding every Illinois state university received. A copy of Vice President Bradford’s presentation is attached to these minutes. Trustee Sebastian asked for a status report on rolling out electronic timesheets to all employees and was advised that the University is working on rolling out the Kronos electronic timekeeping system to non-exempt employees now and will work on faculty next. Trustee Sebastian also asked for a status update on the hiring of an additional internal auditor and was advised that a search is continuing. Trustee Sebastian asked whether the findings concerning information technology would be addressed by the strategic plan and was advised that they would be so addressed.

\*\*\*An extended discussion ensued regarding efforts to retain students struggling with debt. Vice President McGuinness presented a report on efforts to retain struggling enrolled students and recruit formerly enrolled students who stopped out without obtaining a degree. A copy of Vice President McGuinness’ presentation is attached to these minutes.<sup>1</sup>

## **IX. ACTION ITEMS**

The second action item listed in the Agenda, consideration and possible recommendation of the FY2024 Operating Appropriations Budget as presented to the Board for approval and submission and Illinois Board of Higher Education (“IBHE”), was inadvertently put to vote without motion or a second, the omission being of no consequence pursuant to *Robert’s Rules of Order* (12<sup>th</sup> ed.), Rules 49.21(2) and (5) and 50.25 (outlining informalities and modifications of regular rules for committees). Vice President Bradford presented the proposal. **Upon roll call vote, the proposed recommendation passed unanimously with Trustees Cevallos-**

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<sup>1</sup> These meeting minutes reflect the proceedings categorically and not chronologically. Thus, for example, all Information Items are grouped together, although they were not necessarily discussed in the order recorded.

**Candau, Hernandez Aguirre, Kvedaras, and Sebastian voting in favor and no trustee abstaining or voting against.**

Next, Chair Kvedaras asked for a motion to consider recommending the FY2023 Operating Budget as presented for approval by the Board and submission to the IBHE. Trustee Sebastian so moved and Committee Chair Kvedaras seconded. Vice President Bradford presented the proposal. **Upon roll call vote, the proposed recommendation passed unanimously with Trustees Cevallos-Candau, Hernandez Aguirre, Kvedaras, and Sebastian voting in favor and no trustee abstaining or voting against.**

Chair Kvedaras then asked for a motion to consider recommending the Capital Improvement Budget for FY2024 to the Board for approval and submission to the IBHE. Trustee Sebastian so moved and Committee Chair Kvedaras seconded. Vice President Bradford presented the proposal. **Upon roll call vote, the motion passed unanimously with Trustees Cevallos-Candau, Hernandez Aguirre, Kvedaras, and Sebastian voting in favor and no trustee abstaining or voting against.**

Chair Kvedaras then asked for a motion to consider recommending the Investment Policy to the Board for approval. Trustee Sebastian so moved and Committee Chair Kvedaras seconded. Vice President Bradford presented the proposal. **Upon roll call vote, the motion passed unanimously with Trustees Cevallos-Candau, Hernandez Aguirre, Kvedaras, and Sebastian voting in favor and no trustee abstaining or voting against.**

Trustee Cevallos-Candau left the meeting after the prior vote at approximately 12:50 pm.

Trustee John Brudnak joined the meeting at approximately 12:55 pm.

**X. ADJOURNMENT**

There being no further business, Chair Kvedaras asked for a motion to adjourn and so moved. Trustee Sebastian seconded. **The motion passed upon unanimous roll call vote and the meeting was adjourned at approximately 1:15 pm.**

Approved by: \_\_\_\_\_

James Kvedaras  
Committee Chair