

**GOVERNORS STATE UNIVERSITY
BOARD OF TRUSTEES**

**SENATE RETREATS
November 28, 2016**

Brian D. Mitchell, Chair

CIVIL SERVICE SENATE

The meeting of the Governors State University Board of Trustees and the Civil Service Senate was called to order by Board Chair Brian D. Mitchell at 9:42 am. Trustee Bruce Friefeld was also in attendance. Student Trustee Yolanda Pitts arrived at 10:55 am.

Also in attendance: Elaine P. Maimon, President; Deborah Bordelon, Provost and Vice President for Academic Affairs; Kimberly Lambert-Thomas, Interim Vice President for Administration and Finance; Alexis Kennedy, General Counsel; Joyce Coleman, Associate Vice President for Human Resources and Diversity; Penny Perdue, Executive Assistant to the President; Sheryl Jones-Harper, Civil Service Senate President; and Civil Service Senate members Lannie Brown-Simon, Paula Cosenza, Candace Dade, Melody Easterling, Dorothea Franklin, Kathleen Frossard Fisher, Joyce Giroux, Adrienne Gray, Sandra Kawanna, Shondrae Lewis, Susie Morris, Eric Nicholson, Gina Ragland, Raquel Rios-Aguirre, Karen Sinwelski, Sabrina Slocum, and Merri Wilkerson.

A quorum was not present and the meeting is for discussion purposes only.

PUBLIC COMMENT

There were no requests for Public Comment.

Brian D. Mitchell, Chair, Board of Trustees

Chair Mitchell opened the meeting by welcoming the Civil Service senators and thanking them for taking the time to meet with the Board. He expressed appreciation for their efforts during a time of budget uncertainty. He asked for everyone to introduce themselves and then turned the meeting over to Sheryl Jones-Harper, Civil Service Senate President.

Introductions were made.

Sheryl Jones-Harper, President, Civil Service Senate

Ms. Jones-Harper thanked the Board for taking the time to meet with the Civil Service Senate. She also thanked the Board for their willingness to hold an open discussion about the state of the

University and the budget crisis; the attempt of Administration to minimize the impact of layoffs; the evaluation day off for non-negotiated employees; and Summer Hours.

Ms. Jones Harper then introduced items of concern, which were submitted by Civil Service Senate members.

Budget and enrollment update

Thomas reported the General Assembly has not taken action on a budget and it is possible they will not do so until new members are sworn in during the January session. In the meantime, the Administration is planning for any scenario that may occur. The Planning and Budget Advisory Council (PBAC) met earlier this month and a zero-based budget exercise was presented. She explained this involves putting everything on the table to see if there are any synergies or re-engineering that can be done in order to be more efficient and cost effective. Bordelon gave a brief explanation of the work of the Academic Program Elimination Review Committee (APEREC). She noted that it does not mean programs necessarily will be eliminated, but rather the Committee is also looking at whether programs can be combined or restructured. She stated that if any of the Senate members had any insight to please share that information with the division chairs and deans. Recommendations will be brought before the Board at the March 2017 meeting.

Maimon added that with regard to the State, they appear now to only be looking at stop gap funding. The Administration will continue to lobby for one-time funding to repair the water pipes.

Thomas was asked to provide further explanation of zero-based budgeting, which she did. She emphasized the need to cut \$3.1M from GSU's budget in the next three years, while bringing in an additional \$2.3M during the same period. Thomas stated a new Administration and Finance team has been created, the Administration and Finance Process Improvement Team (AFPIT), made up of Civil Service and Administrative Professional employees. They are charged with looking at ways to improve efficiencies, cost containment, and possible revenue generation. Jones-Harper asked if Civil Service employees were being fairly represented on campus committees, such as AFPIT, the Campus Inclusion Committee, and PBAC. It was confirmed there are a minimum of 2-3 Civil Service employees on each of these committees.

Additional layoffs/workload with less workforce

Thomas explained that at this juncture the University is not able to project possible layoffs or workload changes for FY18 because that budget is still in the development process. Ragland asked if there would be layoffs if GSU did not receive any more funding for FY17. Thomas responded there are no current plans for a reduction in force in FY17. Thomas stated spring

enrollment is currently being analyzed and tactics are being put in place to help increase enrollment.

Pay increases for non-negotiated employees/UPI contract ratification

Jones-Harper asked if this was still on the table. Maimon responded that as in the past, this is being budgeted for.

Increasing Civil Service participation in campus growth

Jones-Harper explained that Civil Service employees are eager and willing to work with Administration proactively to achieve the goals of *Vision 2020*, and asked how Civil Service employees can contribute. Bordelon stated that input from everyone is welcome because *Vision 2020* covers a wide range of areas, not just academic, so everyone's input is extremely important.

Jones-Harper brought up the subject of salary disparity and professional development asking how, as hard working employees, can Civil Service employees move up in rank, attain professional development, and ultimately make a living wage? Maimon responded that Thomas and Joyce Coleman, Associate Vice President for Human Resources, are working to rewrite job descriptions to reflect the needs of the University as well as better reflect the duties of each position. In addition, free professional development workshops are now available in the Library and can be attended during the work day.

Maimon stated it is the view of Administration to encourage supervisors to be more receptive and to allow more opportunities for employees. Coleman encouraged employees to look at their job description before their performance evaluation and look at career pathing within Civil Service procedures, which Human Resources can help with. She added that HR is putting together a training catalog for professional development that will be rolled out next semester. Discussion ensued regarding job descriptions and advancement possibilities. Mitchell asked about the timeline for re-aligning job descriptions, which Coleman answered is 4-6 months. He asked for a status report on this initiative at subsequent Board meetings.

Allocation of resources

Jones-Harper stated it appears to many that a large sum of University resources is funneled to undergraduates and particularly freshmen. Can the Administration speak to that? Bordelon gave a brief description of services offered through Student Life, the Academic Resource Center, and the Library, emphasizing that these services are open to all students. She added that perhaps the younger students take more advantage of these activities. Easterling asked why transfer and graduate students do not get a new laptop, which she hears about when working with students in Admissions. Bordelon responded this is a recruiting tool for freshmen; other students, such as Dual Degree students, receive other types of incentives.

Holiday Closure

Jones-Harper asked why employees are forced to use vacation time during the Holiday Closure rather than accruing comp time, something that was allowed in the distant past. Coleman stated it is a matter of whether an employee is in a union, is a negotiated employee, or a non-negotiated employee. It is also connected with how payroll is processed. She agreed to consult with payroll on the issue.

Medical premium increases

Jones-Harper asked if there was any new information on medical premium increases. Coleman responded that employees will be notified once any official decisions are announced.

Jones-Harper thanked everyone who was able to attend today's discussion. Maimon thanked the Senate for the service and work they provide each day to the students and the University as a whole. Friefeld also thanked the Senate, stating the discussion was very informative and he's very appreciative of the work the Civil Service employees do at GSU. He added that today's takeaway should be that communication needs to improve, especially with what's going on in the State. Pitts stated she has met most of those in attendance today, and has an understanding of their concerns. She thanked everyone for the good work that they do, and for coming today to provide their comments and concerns in order to make more informed decisions. Mitchell echoed Friefeld's comment, adding that communication is only effective when both sides are able to get their thoughts across. Mitchell added that the Board looks forward to learn of the progress HR is making with the restructuring of job descriptions, assisting with career pathing, and professional development.

A break was taken at 11:35 am.

FACULTY SENATE

The meeting of the Governors State University Board of Trustees and the Faculty Senate commenced at 12:32 pm. Chair Brian D. Mitchell, Trustee Bruce Friefeld and Student Trustee Yolanda Pitts were in attendance.

Others present: Elaine P. Maimon, President; Deborah Bordelon, Provost and Vice President for Academic Affairs; Kimberly Lambert-Thomas, Interim Vice President for Administration and Finance; Alexis Kennedy, General Counsel; Penny Perdue, Executive Assistant to the President; Barbara Winicki, Faculty Senate President; and Faculty Senate members Paul Blobaum, Mary Carrington, Elizabeth Essex, David Golland, Pam Mohanty, Rashidah Muhammad, Beth Parin, Zo Ramamonjjarivelo, Joong-Won Shin, Shirley Spencer, Andrius Tamulis, Catherine Tymkow, Stephen Wagner, Maristela Zell, and Renee Theiss.

Brian D. Mitchell, Chair, Board of Trustees

Chair Mitchell thanked the senators for today's meeting. The students are the only reason we are all here. We are all on the same side and have the same mission and goals for our students. It is this Board's practice to meet with the Senates every other year, a practice unique to GSU. We know how difficult the past two years have been. It has affected us and the other public universities in unprecedented ways. As faculty you shoulder an extra responsibility. On behalf of the Board I want to thank you.

Introductions were made.

Barbara Winicki, Faculty Senate President

Dr. Winicki thanked the Board for today's meeting on behalf of the Faculty Senate and all GSU faculty members. My colleagues and I have decided to focus our time on shared governance, particularly on faculty contributions to shared governance here at GSU. Winicki shared The American Association of University Professors' (AAUP) 1966 statement on *Government of Colleges and Universities* and stated she is happy and proud to be able to provide specific examples of how faculty members at GSU work to fulfill the responsibilities outlined in AAUP's statement.

Members of the Faculty Senate Standing Committees were introduced and gave a brief report on their activities.

Academic Program Review Committee (APRC)

Stephen Wagner: The purpose of the APRC is to review new programs that are being proposed, comply with the IBHE formal processes, and conduct a regular review of existing programs.

Educational Policies Committee (EPC)

Andrius Tamulis: The task of the EPC is to review the 70+ University policies in place, update them, and evaluate newly proposed policies.

University Curriculum Committee (UCC)

Beth Parin: Parin provided a handout outlining the roles and responsibilities of the UCC.

General Education Council

Maristela Zell and Andrius Tamulis: The council provides oversight for the general education curriculum, develops policies and procedures, and assesses outcomes.

Graduate Studies Council

Beth Cada, Catherine Tymkow, Lydia Falconnier: The Council reviews and recommends policies and revisions of policies that affect graduate education, acting as a clearinghouse

between the programs and the Provost's Office. Other initiatives include but are not limited to revising graduate capstone guidelines, improvement in graduate writing, the Library's OPUS site, interviewing seminars, and navigating the IRB process.

Institutional Review Board (IRB)

Renee Theiss: The IRB is a federally mandated compliance committee that requires adherence to a 17-page document of guidelines for human subject research.

SEI Task Force (Student Engagement Instrument)

Stephen Wagner and Pam Mohanty: The SEI Task Force is a new group that includes some administration, and members of the Faculty Senate and University Professionals of Illinois (UPI). GSU traditionally had a paper based system which was recently converted to computer based. It is a challenging process, but the Committee is excited about the opportunity to define a process that informs and results in better teaching and learning.

IBHE-Faculty Advisory Committee

Daniel Cortese: Dr. Cortese was unable to attend today's meeting.

University Personnel Committee

Rashidah Muhammad: There are 11 tenured faculty members, elected by each College, with two at-large members charged with reviewing Unit A faculty for retention, tenure, promotion, and PAI. A number of provisions dictate the process.

Academic Program Elimination Review Committee (APERC)

Mary Carrington: The Committee's purpose is to review programs under review for elimination and to present its recommendations to the Provost's Office. The Committee was instructed by the Provost to reconvene approximately one month ago, and given the charge of reviewing all academic programs for possible elimination. Using a rubric provided by the Provost this will be carried out and the Committee will report back to the Provost in early 2017.

Winicki brought forward the following concerns of the Faculty Senate:

1. **APERC.** The inclusion of every academic program concerns us and sends a dangerous message to students, prospective students, and the community at large, in the Faculty Senate's opinion. Moreover, the process imposed threatens the good faith and consultation needed for successful shared governance.
2. **Tenure Process.** The tenure-track faculty evaluation system seems to be making it increasingly difficult to earn tenure. The long-term good of programs and of GSU as a whole are being sacrificed, for short-term expediency. One source of this problem is new

tenure-track faculty members are being asked to take on administrative and program coordination duties prematurely. This is due to the lack of tenured faculty members in many programs. The hiring freeze and retirements have taken their toll.

3. **Scheduling Conflicts.** The problem of teaching schedule conflicts with service commitments is harmful to shared governance. There are many who are not able to join faculty committees because they would not be able to attend scheduled committee meetings. We hope that Chairs and Deans will take this into consideration when faculty teaching schedules are developed, especially the schedules of those who are not yet tenured. Again, healthy shared governance requires that new, as well as veteran, faculty members take part in the University's governance.

Winicki thanked the Board and the Administration for the opportunity to provide this information about faculty contributions to shared governance.

Discussion

Maimon: Last year we were fully expecting the State crisis would remedy itself and that we would get some sort of appropriation budget. The University followed total austerity, spending as little as possible, and then received only 30% for FY16 and 50% in FY17 from the baseline of FY15 appropriations. That is why we are looking at zero-based budgeting, putting everything on the table. Reconvening APERC is based on zero-based budgeting. We have to be responsible for the future of our institution, and the Board of Trustees has charged the Administration with looking at diversified forms of revenue. We encourage you to let the Board know how you feel or any questions you may have. Further discussion took place regarding zero-based budgeting, the APERC process and the rubric being used, and faculty service time issues.

Mitchell and Winicki again expressed appreciation for today's meeting and Mitchell closed the session by stating, "We are all here for the same reason. We must remember that, and work together."

STUDENT SENATE

The meeting of the Governors State University Board of Trustees and the Student Senate commenced at 3:02 pm. Chair Brian D. Mitchell, and Trustees Bruce Friefeld, Jack Beaupre, and Student Trustee Yolanda Pitts were also in attendance.

Others present: Elaine P. Maimon, President; Deborah Bordelon, Provost and Vice President for Academic Affairs; Kimberly Lambert-Thomas, Interim Vice President for Administration and Finance; Alexis Kennedy, General Counsel; Penny Perdue, Executive Assistant to the President;

Randi Schneider, Associate Vice President for Enrollment Management; Sheree Sanderson, Assistant Dean of Students; Konya Sledge, Assistant Director, Student Life; Justin Smith, Student Senate President; and Student Senate members Jessica Love-Jordan, Lester Van Moody, Linda Coleman, Dwaylon Bledsoe, Derrick Brown, and Trauvell Crawford.

Brian D. Mitchell, Chair, Board of Trustees

Mitchell welcomed the students and thanked them for today's meeting. He reminded the students that the Trustees have all volunteered to be of service to the University and its students, and that is the primary concern of their work. Today we want to hear what you're worried about, what you're happy about, and how we can help you achieve your goals.

Introductions were made.

Justin Smith, Student Senate President

Mr. Smith thanked the Board for today's meeting, saying the students will be giving an overview of the Student Senate's various committees. It should be noted that Senate members also sit on various University-wide committees including PBAC, the Board of Trustees, the Campus Inclusion Team, the Student Evaluation Committee, the Arena Service Committee, and the Master Plan Review Committee. We have the opportunity to be the student voice on those committees.

Academic Affairs Committee

Jessica Love-Jordan: The Committee serves as a liaison between students and faculty, and has launched some campaigns including *Know Your Policy* to help educate students on things such as the Withdrawal Policy, the Grievance Policy, and the Honors Policy. The Committee also sponsored a Student Senate Town Hall in order to provide a forum for open communication of student concerns. We want a safe environment where students have a voice.

Fee and Finance Committee

Lester Van Moody: The Committee has been educating students on the lack of a State budget and how it affects them and the University. Additionally, we evaluate club budget requests and educate club members on how to stay within their budgets and on financial literacy. In March we will have budget hearings for FY18.

Social Media Committee

Trauvell Crawford: We work with the Public Relations Committee to encourage responsiveness to our events, campaigns, and initiatives through the Jaguar Connection, Twitter, Facebook, and other promotional avenues. We also encourage students to address their concerns and help them as needed.

Bylaws Committee

Love-Jordan: We are familiarizing ourselves with Robert's Rules of Order and how to properly conduct meetings. Coleman: We also work hard to follow our bylaws and adhere to the requirements of them.

Program Committee

Dwaylon Bledsoe: The Committee provides students with programs that enhance their education and social responsibility. Some activities have included presidential debate watch gatherings and campaign watch gatherings.

Sustainability Committee

Crawford: The Committee strives to be a presence on campus for sustainability and civic engagement.

Student Political Engagement and Advocacy

Coleman explained that the *GSU Rocks the Vote Campaign* is the Senate's signature event. All representatives of the Student Senate here are trained in voter registration, and conduct campaigns both on and off campus. This year alone over 200 new voters were registered. Smith described the *Illinois United Student Senate Forum (IUSSF)* and other initiatives and events the students have been involved with.

Love-Jordan pointed out the Senate is also hosting Town Hall meetings each semester in *Prairie Place*. These efforts are building campus community. Coleman added that the Senate has been conducting a *FAFSA Now* campaign, encouraging students to complete their FAFSA as soon as possible.

Student Concerns

Higher Education Funding - Is MAP funding sustainable? How long can the University fund it?

Maimon: I think the Board will agree that we will fund MAP for as long as we have to. Additional discussion was held on the topics of tuition, housing rates, student employment (including federal work study), possible program eliminations, and the zero-based budgeting procedure currently taking place.

Love-Jordan: In what ways can we be proactive in light of the budget impasse? We've been to Springfield five times, met with legislators, advocated, and appeared on TV. How can the Student Senate help foster more trust between students and the institution given the budget impasse? Beaupre responded and first thanked the students for their advocacy efforts. He explained that the Board and the Administration always put the students first.

He asked the students to remember that the wheels of government move slowly. What you're doing is making an impact that hasn't yet been realized, but it will eventually, so keep doing what you are doing. Pitts echoed that sentiment, telling the students not to lose heart, to continue to fight and push.

Safety of Campus Water

Smith: This is an issue that has come up a lot. In *Prairie Place* sometimes the water is turned off, and when it comes back on it is a foul color and has a foul taste.

Thomas: Campus water has been tested and is safe. Currently GSU receives hard water that is filtered by Aqua Illinois. In 2018 they will be converting to water from the Kankakee River, which should be an improvement. I would be happy to forward you the water analysis report done by Facilities Development Management (FDM).

Smith: Is there a separate water supply for *Prairie Place*? I have some photos here of water after an outage and it is brown (handouts provided).

Thomas: That is unacceptable and we will definitely follow-up with FDM and student housing.

Smith expressed his thanks to the Board and Administration. Mitchell thanked everyone in attendance, noting there have been some great discussions today, and all agree that students are the focus of GSU.

The meeting adjourned at 4:27 pm.

Respectfully submitted,

Joan Johns Maloney