

**GOVERNORS STATE UNIVERSITY
BOARD OF TRUSTEES
BUDGET AND FINANCE COMMITTEE**

Minutes of the Monday, January 27, 2020 Meeting

Call to Order and Roll Call

The Governors State University Board of Trustees Budget and Finance Committee meeting for Monday, January 27, 2020 was called to order by Chair Angela Sebastian-Hickey at 9:00am. Roll call was taken and Trustees Kevin Brookins, John Brudnak, Pedro Cevallos-Candau, Lester Van Moody, and Angela Sebastian-Hickey were in attendance. Trustees Jim Kvedaras and Lisa Harrell also attended.

Also in attendance:

Elaine P. Maimon, President

Mary Pat Burns, Interim General Counsel, Burke Burns & Pinelli, Ltd.

W. Paul Bylaska, Vice President for Administration and Finance

Elizabeth A. Cada, Provost and Vice President for Academic Affairs

David Golland, Faculty Senate President

Sheryl Jones-Harper, Civil Service Senate President

Joan Johns Maloney, Coordinator of Benefits and Employee Relations, Human Resources

Penny Perdue, Chief of Administrative Operations and Liaison to the Board

Brenda Hannigan, Administrative Assistant to VP for Administration and Finance

Kristiana Russell, Student Senate President

Villalyn Baluga, Associate Vice President for Finance

Zion Banks, Senior Writer, Marketing and Communications

Rob Bews, Technical Associated, ITS

Veronica Blair, Administrative Assistant, Development

Kim Boland-Prom, Faculty, College of Health and Human Services

Karen Caesar, Director, Office of Special Events

Mushtaq Choudhary, Director, Auxiliary Services and Housing

Will Davis, Vice President for Institutional Advancement and CEO of the GSU Foundation

Jose De La Paz, Associate Director, Benefits & Employee Relations, HR

Sondra Estep, President of GSU UPI Chapter 4100

Kristoffer Evangelista, Chief Internal Auditor

Anne Gill, Interim Associate Vice President, HR

Pam Guimond, Faculty, College of Arts and Sciences

Lynette Johnson, Office Manager, College of Arts and Sciences

Denise Jones, Specialist, Office of Sponsored Programs and Research

Maureen Kelly, Director of Government and Community Relations

Jeannie Klomes, Faculty, College of Education

Sandra Marak, Director of Human Resource Service/Title IX Coordinator, HR

James McGee, Director of Public Safety

Paula McMullen, Academic Advisor, Senior Status, College of Arts and Sciences
Brenda Moore, Client Relations Representative III, Financial Aid
Angel Pilkin, Student
John Potempa, Associate VP for Facilities Development and Management
Chuck Pustz, AVP for Information Technology
Lana Rogachevskaya, Executive Director, Center for the Performing Arts
Katie Schaefer, Budget Analyst, Budget and Financial Planning
Peggy Schiesher, Building Service Supervisor, Facilities Development and Management
Tracy Sullivan, Assistant Vice President of Procurement
Catherine Tymkow, Faculty, College of Health and Human Services
Aurélio Valente, Vice President for Student Affairs and Enrollment Management
Corey Williams, Associate VP for Student Affairs & Dean of Students
Jim Zumerchik, Facilities Project Manager, Facilities Development and Management
Sandra Zurawski, Director of Budget and Financial Planning

In addition, the following Faculty Senate Representatives were in attendance: Carlos Ferran and Chelsea Vanderpool

Study Session – Orientation as to Budget and Finance Operations

Chair Sebastian-Hickey explained that the purpose of the meeting was for the Committee to gain a better understanding of the University's basic financial information, in alignment with their responsibilities as fiduciaries per the bylaws.

Chair Sebastian-Hickey called on Paul Bylaska, Vice President for Administration and Finance, and his team to lead the discussion through each topic.

Bylaska reviewed the legislative budget hearings, timing, and GSU priorities; information prepared by Maureen Kelly, Director of Governmental and Community Relations.

Sandra Zurawski, Director of Budget and Financial Planning, led the Committee through the GSU operating budget. Some discussion ensued amongst the trustees regarding some of the specific budget line items.

Villalyn Baluga, Associate Vice President for Finance, presented the debt/financing schedule to the Committee. Some discussion ensued.

Bylaska presented the FY18 Compliance and Financial Audits, adding that the FY19 audits have not been released yet but release of the FY 19 audits is expected in a few weeks. Bylaska explained that audits are a year-round process. Discussion ensued regarding several of the audit findings. The Chair was especially interested in what steps have been undertaken to ensure that timesheets are maintained and submitted in accordance with Illinois law. Bylaska reported that GSU is currently in the process of implementing a new, revised and updated Time Entry system, which will modernize and automate employee time reporting. The University is also

implementing new internal procedures for reporting of time. The Chair asked that the Committee be routinely updated as to the progress of the implementation of the new time reporting system.

Zurawski then presented a list of the various reports the University is required to submit to the Illinois Board of Higher Education each year. She described many of the other reports that the University is required to file with various other entities.

Tracy Sullivan, Assistant Vice President for Procurement & Business Services, provided the Committee with a list of vendor/supplier contracts over \$100,000 and also master contracts over \$100,000 used on an as-needed basis. She presented a report on the University's Business Enterprise Program (BEP), managed by the Illinois Department of Central Management Services, showing that GSU has exceeded its BEP's goals by a considerable margin each year since FY11. Discussion ensued amongst the trustees and Ms. Sullivan as to the steps GSU has taken and will take to expand its minority utilization numbers.

John Potempa, Associate VP for Facilities Development and Management, discussed the need for a new Facilities Master Plan, adding that a contract to engage with an architectural firm to develop a new Facilities Master Plan, including a Space Utilization Study, will be coming before the Board at a future meeting.

Sandra Zurawski presented to the Committee information regarding GSU's tuition and fee structure and the purpose for each mandatory student fee. Discussion ensue regarding how tuition and fee rates are set. Zurawski explained that some recommendations regarding tuition and fee rates for academic year 2020/21 would be brought to the Board in the near future.

Public Comment

Sondra Estep, Associate Professor, College of Education and President, UPI Chapter 4100
Dr. Estep provided her report, expressing UPI's support for the recent vote of the Faculty Senate.

Angel Pilkin, GSU Graduate Student

Ms. Pilkin provided her report, expressing her support for UPI.

The meeting adjourned at 11:56am with a motion from Trustee Brookins and a second from Trustee Cevallos-Candau. The motion was approved by unanimous voice vote.

Respectfully submitted,
Penny Perdue
Recording Secretary