



**GOVERNORS STATE  
UNIVERSITY**

**Board of Trustees Regular  
Quarterly Meeting**

**October 21, 2022  
Engbretson Hall**

**Public Copy**  
*Confidential Information Omitted*

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# **TAB 1**



**GOVERNORS STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Regular Quarterly Meeting  
October 21, 2022 at 9:00 AM  
Engbretson Hall**

*To be conducted in person and by audio and video conference\* as permitted by Public Act 101-0640 and Illinois Governor's Disaster Proclamation dated October 14, 2022.*

**Angela M. Sebastian, Chair**

<b>TIME**</b>		<b>TOPIC</b>	<b>TAB NO.</b>
9:00 am	I.	<b>CALL TO ORDER AND ROLL CALL</b>	
9:05 am	II.	<b>CHAIR'S COMMENTS</b> <i>Chair Sebastian</i>	
9:15 am	II.	<b>PUBLIC COMMENT</b> Consistent with Public Act 91-0715 and reasonable constraints determined by the Board of Trustees, at each regular or special meeting of the Board or its committees that is open to the public, members of the public may request a brief time on the approved agenda of the meeting to address the Board on relevant matters within its jurisdiction.	
9:25 am	III.	<b>CONSENT AGENDA</b> <i>Chair Sebastian</i>  Please note: Items may be removed from the consent agenda on the request of any one Trustee, without conducting a vote. Items not removed will be adopted by general consent without debate. Removed items will be taken up later in the Agenda as action items and may be discussed in Closed Session as appropriate.  A. Approve Proposed Meeting Agenda for October 21, 2022 Regular Quarterly Meeting  B. Approve August 5, 2022 Board Meeting Open Session Minutes	1       2

TIME**		TOPIC	TAB NO.
		C. Approve August 5, 2022 Board Meeting Closed Session Minutes	3
		D. Approval of items recommended for action by the Budget, Finance and Audit Committee:	
		1. Resolution 23-06: Approve Fiscal Year 2023 Operating Budget and Authorize Submission to Illinois Board of Higher Education ("IBHE")	4
		2. Resolution 23-07: Approve Fiscal Year 2024 Operating Appropriations Budget and Authorize Submission to IBHE	5
		3. Resolution 23-08: Approve Fiscal Year 2024 Capital Improvement Budget and Authorize Submission to IBHE	6
		4. Resolution 23-09: Approve Investment Policy	7
		E. Approval of Items Recommended for Action by Executive Committee:	
		1. Resolution 23-10: Approve President's Annual Performance Assessment for Fiscal Year 2022, President's Performance Incentive Compensation for Fiscal Year 2022 based on Annual Assessment, and President's Base Salary Increase for Fiscal Year 2023 based on Annual Assessment	8
		F. Approval of Items Recommended for Action by Student Affairs and Academic Affairs Committee	
		1. Resolution 23-11: Approve Emeritus Faculty Designation	9
		2. Resolution 23-12: Approve Full Professor Status and Tenure for Provost and Vice President of Academic Affairs	10
9:30 am	<b>IV.</b>	<b>PRESIDENT'S REPORT</b> <i>President Cheryl Green, Ph.D.</i>	
9:45 am	<b>V.</b>	<b>INFORMATION ITEMS</b>	
		A. Civil Service Senate Report <i>By Brave Fung, Senate President</i>	
		B. Faculty Senate Report <i>By Marlon Cummings, Senate President</i>	
		C. Student Senate Report <i>By Marquis Parks, Senate President</i>	

<b>TIME**</b>		<b>TOPIC</b>	<b>TAB NO.</b>
		D. University Annual Report <i>By William A. Davis, Vice President, Institutional Advancement, Marketing and Communications</i>  E. Board of Trustee Resource Manual <i>By Maureen Kelly, Executive Director of Government and Community Relations</i>	
10:45 am	<b>VI.</b>	<b>CLOSED SESSION DISCUSSION</b>  Please note: pursuant to the Illinois Open Meetings Act, 5 ILCS 120, the Board may vote to conduct deliberations regarding certain topics in sessions closed to the public. The public portion of the meeting will resume after Closed Session. The following topics may be the subject of discussion during Closed Session at this meeting:  A. Update re union negotiations (per 5 ILCS 120/2(c)(2))  B. Potential raise to salary schedules for non-negotiated employees (per 5 ILCS 120/2(c)(2))  C. Proposed Voluntary Resolution Agreement with U.S. Department of Education's Office of Civil Rights (per 5 ILCS 120/2(c)(11))  D. If removed from Consent Agenda, President's Assessment, Performance Incentive Payment, and/or Base Salary (per 5 ILCS 120/2(c)(1))	
10:45 am	<b>VII.</b>	<b>ACTION ITEMS</b>  A. Resolution 23-13: Approval to Waive Initial Reading of and to Publish for Comment Proposed Policy regarding Working from Home and Alternative Work Schedules  B. Resolution 23-14: Approval to Waive Initial Reading of and to Publish for Comment Proposed Policy regarding Annual President Assessment Process  C. Resolution 23-15: Approval of Raise to Salary Schedules for Non-negotiated Employees  D. Resolution 23-16: Approval of Proposed Voluntary Resolution Agreement with U.S. Department of Education's Office of Civil Rights	11   12   13   14
11:55 am	<b>VIII.</b>	<b>OLD BUSINESS/NEW BUSINESS</b>	

TIME**		TOPIC	TAB NO.
12:00 pm	IX.	ADJOURN	

**\*Notice to GSU Community and Members of the Public:**

1. If you require accommodations to participate fully in the meeting, please contact Therese King Nohos (contact Information below) to request an accommodation.
2. If you wish to make a public comment, please register in advance to do so by contacting Therese King Nohos by 5 PM on Wednesday October 19, 2022.
3. If you wish to observe and listen to the meeting virtually, a link is provided below for your use.

**Contact Information:** Therese King Nohos; [tnohos@govst.edu](mailto:tnohos@govst.edu) and phone is 708.855.1553.

**Zoom Link:**

Please click the General Invitation link below to join the webinar or cut and paste it into your browser:

<https://us02web.zoom.us/j/87612331514?pwd=aVJQUVRQbDRCSHFxdkpEdGEzZVpWUT09>

**Passcode: 000186**

Or One tap mobile :

US: +13092053325,,87612331514# or +13126266799,,87612331514#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 309 205 3325 or +1 312 626 6799 or +1 646 876 9923 or +1 646 931 3860 or +1 301 715 8592 or +1 669 900 6833 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 408 638 0968 or +1 564 217 2000 or +1 669 444 9171

**Webinar ID: 876 1233 1514**

**\*\*Agenda times are approximate.**



# TAB 2

**MINUTES  
OF THE BOARD OF TRUSTEES  
OF GOVERNORS STATE UNIVERSITY  
ANNUAL MEETING**

The annual meeting 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 videoconference communication at GSU’s University Park Campus in Engbretson Hall on August 5, 2022 at 9:00 a.m. The purpose of the meeting was to conduct the business described in the Agenda posted for public notice on August 3, 2022 before 8:00 a.m. 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 Board book with materials corresponding to action and discussion items, a copy of which is maintained with the Board records. Additional materials were distributed during the meeting.

**I. MEETING DETAILS**

Meeting Chair: Lisa Harrell, Board Chair

Minutes Recorded By: Therese King Nohos, General Counsel, on behalf of James Kvedaras, Board Secretary

**II. ATTENDEES**

Chair Harrell confirmed a quorum was present given the presence of the following six (6) Board members in attendance:

- Lisa Harrell, Chair
- Angela M. Sebastian, Vice Chair
- James Kvedaras, Secretary
- Kevin Brookins, Trustee
- Pedro Cevallos-Candau, Trustee
- Anibal Taboas, Trustee

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
- 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
- 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

Finally, Dominick Demonica, AIA, NCARB, LLED of Demonica Kemper Architects was present, as were additional members of the GSU community and public. All above-named attendees appeared in person.

### **III. ABSENCES**

Trustee John Brudnak was absent, and the student trustee, who has yet to be seated to serve, also was absent.

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

Meeting called to order by Chair Harrell at 9:01 am.

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

Chair Harrell welcomed all in attendance, including those who have joined the University in the past year. She recognized shared governance leaders, Marquis Parks, President of the Student Senate, Brave Fung, President of the Civil Service Senate, Marlon Cummings, President of the Faculty Senate, and Mike Hart, President of the UPI chapter at GSU.

Chair Harrell announced that she will step down from the Board in January as she has become a GSU student, although the Board has confirmed with the Illinois Board of Higher Education that enrollment as a student does not preclude her continued service.

## VI. PUBLIC COMMENT

No public comment was made.

## VII. CONSENT AGENDA

Chair Harrell asked for a motion to approve the consent agenda. Trustee Kvedaras moved to approve the consent agenda. Trustee Cevallos-Candau seconded the motion. Upon a roll call vote, the Trustees **unanimously approved the consent agenda** without any motions to amend, change, or otherwise alter the items, thereby approving the:

- June 10, 2022 Board Meeting Minutes; and
- the Agenda for today's meeting.

## VII. PRESIDENT'S REPORT

Next, President Green gave the President's Report. She began by noting new and interim appointments to GSU: (i) Craig Schmidt, MBA (GSU '04) who will serve as the new Executive Director of the School of Extended Learning; (ii) Jason Zingsheim, Ph.D., who currently serves as the Interim Dean of the College of Arts and Sciences while a search for a permanent candidate is ongoing; and (iii) FeMia Norwood, who has been promoted from Assistant Director to Director of the Office of Sponsored Programs and Research.

President Green also reported that over 40 first-time, full-time students have participated in Jaguar Leap, an onboarding program that ensures greater engagement with new students.

She further reported that the College of Business is pursuing a significant grant opportunity regarding workforce development in the alternative energy production industry.

GSU was invited to participate in the Gardner Institute's Curricular Analytics Community Academy, which culminated in a presentation by the GSU's project team of Joi Patterson, Ph.D. (College of Education) and Gisela Grumbach, Ph.D., LCSW, PEL (College of Health and Human Services) regarding degree completion for select University licensure programs. The GSU team obtained insight into areas of improvement and ongoing assessment needed to promote greater completion in GSU's licensure programs. The results will be published at a later date.

President Green reported that she has charged Provost Schneller with pursuit of the Baldrige Award for Excellence, a marker of academic quality. She further noted that Joshua R. Allen was promoted to Vice President of Human Resources effective July 1, 2022. She welcomed several more newcomers to GSU, including: Janelle Crowley, Ph.D., Chief of Staff; Timothy Forde, Ph.D., Associate Vice Provost and Associate Vice President for Academic Affairs; and Robert Stanley, Ph.D., Executive Director of Institutional Research and Effectiveness.

Regarding service of others, President Green announced that, on September 12, 2022, GSU will host *Send Silence Packing*, a traveling public education display intended to raise awareness of and prevent suicide. She thanked Joan Johns Maloney of the Human Resources Department for heading up the event.

Regarding government and community affairs, on August 18, 2022, the University will host all GSU alumni who are serving, or have served, as public officials in the community for a luncheon. In addition, Executive Director of Government and Community Relations Maureen Kelly is preparing an advocacy guide for the Board.

President Green gave the results of development efforts by the GSU Foundation, which raised \$1,277,00 in cash and pledges in fiscal year 2022, a five percent (5%) increase over last fiscal year's cash and pledges. She also reported on recent gifts and earned media for the year.

President Green reported that she has been named an honorary marshal of the Bud Billiken Parade, the oldest and largest African American parade in the US, which is scheduled for August 13, 2022. Students will be included in the event, and it is expected that the televised event will reach many viewers, thereby spreading the GSU name.

Next, President Green reported enrollment activity, noting that Prairie Place has a forecasted 77.3% occupancy rate for Fall 2022. Fall 2022 deposits for first-year students are up 15% compared to pre-pandemic levels of Fall 2019. Total new student enrollment has increased 14.7%.

Finally, President Green announced that Dr. Crowley has identified a strategic initiative intended to increase access and resources for students and employees with diverse abilities, which she will be heading on behalf of the Office of the President.

Trustee Sebastian commented that she is grateful for the advocacy guide in development. Trustee Kvedaras commented that he is looking forward to hearing about the development of Dr. Crowley's initiative on access.

### **VIII. ACTION ITEMS**

Regarding Agenda Item 6.1, Chair Harrell asked for a motion to approve the Campus Master Facilities Plan dated July 21, 2022. Trustee Sebastian so moved. Trustee Brookins seconded. Vice President Bradford presented the resolution, highlighting information contained in the Executive Summary found behind Tab 3 of the Board Book relating to this topic and describing the due diligence the Board had conducted on this item previously, including devoting two hours to it at the June 10 meeting.

Chair Harrell then called for a roll call vote. **Resolution 23-01 to approve the Campus Master Facilities Plan dated July 21, 2022 passed on a unanimous roll call vote.**

Regarding Agenda Item, 6.2, Chair Harrell asked for a motion to approve the reconstitution of an Academic Affairs Committee, to be renamed Student Affairs and Academic Affairs Committee, and a Budget and Finance Committee, to be renamed Budget, Finance and Audit Committee. Trustee Kvedaras so moved. Trustee Sebastian seconded. Vice President Nohos presented the resolution, highlighting certain information contained in the written recommendation found behind Tab 4 of the Board Book. Chair Harrell then called for a roll call vote. **Resolution 23-02 to approve the reconstitution of the two committees passed on a unanimous roll call vote.**

Regarding Agenda Item 6.3, Chair Harrell asked for a motion to elect Board officers for Academic Year 2022-2023. Trustee Brookins described the process for the elections. Chair Harrell requested each Trustee fill out an anonymous ballot to cast their vote and to hand their ballots to Vice President Nohos. Vice President Nohos tallied the results and announced that the slate as

recommended by Trustee Brookins had been elected. Chair Harrell congratulated the following Trustees who were elected to the following offices: (i) Angela M. Sebastian, Chair; (ii) Kevin Brookins, Vice Chair; and (iii) James Kvedaras, Secretary. **Resolution 23-03 to elect the forementioned trustees as officers for Academic Year 2022-2023 passed upon an anonymous, silent vote consistent with Board Bylaws and Governors State Law. See 110 ILCS 670/15-25.**

Regarding Agenda Item 6.4, Chair Harrell asked for a motion to elect committee members for Academic Year 2022-2023. Trustee Brookins presented the resolution. Chair Harrell then called for a vote. **Resolution 23-04 to elect committee members passed on unanimous roll call vote for the following committee structure:**

- **Student Affairs and Academic Affairs: Trustees Taboas (chair), Brookins, and Kvedaras;**
- **Budget, Finance, and Audit: Trustees Kvedaras (chair), Brookins, Sebastian, Brookins, Cevallos-Candau, and the student trustee (to be named)**

Regarding Agenda Item 6.5, Chair Harrell asked for a motion to elect appointees to other bodies for Academic Year 2022-2023. Chair Harrell called for a motion. Trustee Sebastian so motioned. Trustee Kvedaras seconded. Trustee Brookins presented the resolution. **Resolution 23-05 to elect appointees to other bodies passed on unanimous roll call vote, naming Trustee Brookins to serve as a liaison to the GSU Foundation Board and Trustee Cevallos-Candau to serve as an appointee to the State Universities Civil Service Board.** Trustee Kvedaras asked if there are other positions. Vice President Nohos advised that the two referenced in the resolution are set by statute and that if other members have been invited to serve on other boards, they advise her of the same.

## **IX. DISCUSSION ITEMS**

Vice President Allen advised the Board that the expert retained to assist the Board in developing a process for presidential review has timely completed his deliverables. A suggested timeframe entails (i) President Green drafting a 10-15 paged self-assessment report followed by (ii) a roundtable discussion by the Board followed by (iii) a vote by the Board to approve her review for the year.

Vice President Nohos advised the Board that the President has been notified in writing of the Board's intent to extend the term of her contract, a copy of which was included behind Tab 9 in the Board book. She further advised that the Board hire independent counsel to advise it on the contract negotiation process from the list of firms approved by the Illinois Public Higher Education Cooperation ("IPHEC").

Vice President Nohos then presented on the topic of Board Orientation. Trustees were provided with a copy of the AGB's *Top Strategic Issues for Boards 2022-2023*, and additional materials.

Vice President Nohos then advised the Trustees that they had been given written notice of their legal duty not to engage in "revolving door transactions" under the Illinois State Officials and Employees Ethics Act. She requested that each Trustee sign and return the notice to her to acknowledge receipt.

Vice President Nohos then advised the Board regarding timelines for succession planning. She advised that four trustees' terms expire on January 13, 2023. The law provides, however, that each office shall not be considered "vacant" until 60 days *after* the expiration of the office holder's term. If the Senate is not in session when the office becomes vacant, the Governor may appoint a "temporary appointment" until Senate session resumes. Once session resumes, the Governor has 60 more days to file a nomination for a permanent appointment. Thus, Vice President advised, it could be late spring before any Trustee's office becomes "vacant."

## **X. CLOSED SESSION**

Chair Harrell then entertained a motion to go into closed session pursuant to Illinois Open Meetings Act Sections 120/2(c)(2) to discuss labor issues and 120/2(c)(11) to discuss pending litigation. Trustee Cevallos-Candau so moved. Trustee Kvedaras seconded. **The motion passed on unanimous roll call vote.** Chair Harrell then closed the meeting to the public at approximately 10:28 a.m.

At approximately 11:40 a.m., Chair Harrell reconvened the open session of the meeting, and noted that no action had been taken in closed session.



**XI. ANNOUNCEMENTS**

President Green announced the retirement of Colleen Sexton, Ph.D., Associate Provost and Associate Vice President Academic Affairs after a lengthy career of dedicated service to the University and thanked her for her leadership. On behalf of the Board, Chair Harrell thanked Dr. Sexton for her years of service.

President Green thanked Chair Harrell for her leadership as well and presented her with a token of appreciation for her service.

**XII. ADJOURNMENT**

There being no further business, Chair Harrell asked for a motion to adjourn. Trustee Taboas so moved. Trustee Brookins seconded. The motion passed upon unanimous roll call vote. The meeting adjourned at approximately 11:45 am.

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

Angela M. Sebastian  
Board Chair and Trustee

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

James Kvedaras  
Board Secretary and Trustee

# **TAB 3**

# **TAB 4**

**EXECUTIVE SUMMARY****Resolution 23-06*****Resolution for the Approval of FY2023 Operating Budget***

**I. ACTION ITEM:** Approval of Fiscal Year 2023 (“FY2023”) Operating Budget as set forth in the proposed resolution submitted herewith.

**II. BACKGROUND:** The Board of Trustees of Governors State University (the “Board,” and “University,” respectively) historically approves the operating budget for the University at its October meeting. With all known factors in place, we present the FY2023 Operating Budget for approval. The Fiscal Year 2023 Operating Budget reflects the final actions of the Governor and the Illinois General Assembly for the State budget general funds budgets. Resources have been directed to support the University’s highest priorities and to maintain ongoing operations.

The University plans an operating budget based on a fiscal year that runs from July 1 to the following June 30. The current proposed action item requests approval of an operating budget for July 1, 2022 to June 30, 2023. The proposed FY2023 Operating Budget is the same as that which was approved by the Board on a preliminary basis at the June 10, 2022 meeting.

Approval of this proposal will enable the University to meet its statutory obligation to submit a budget to the Illinois Board of Higher Education (“IBHE”) by November 15 of each year. See 110 ILCS 205/8.

**III. ANALYSIS:** At the June 10, 2022 Board meeting, the President recommended and the Board approved a preliminary FY2023 Operating Budget granting the University spending authority between July 1, 2022 and the October 2022 meeting, at which time the Board would review the University’s FY2023 operating budget again and approve the final figures. The preliminary operating budget constituted a conservative estimate of revenues and expenditures of \$58,500,000. The final enacted State appropriation of \$24,353,300, along with University income fund revenues based on enrollment census data, provide for a balanced budget.

The attached represents the core or “State Funds” final operating budget proposed for FY2023 in the amount of \$58,500,000. The revenues to support the budget come from a combination of the annual State of Illinois appropriation to the University plus the revenues projected to be generated by net tuition, user fees, and interest

income.

Through our collaborative PBAC (Planning and Budget Advisory Council) process, which involves discussions with constituencies and many individuals at all levels within the University, we have developed a FY2023 Operating Budget in line with the State appropriations and have further considered the lingering impact of COVID-19 on our operations as well as the implementation of our Strategic Enrollment Plan.

**Governors State University**  
**FY2023 Operating Budget**  
**State Funds (Illinois State Appropriation + University Net Tuition Revenues)**

	<b><u>FY2023</u></b>
<b><u>Revenues:</u></b>	
Income Fund	\$34,146,700
Appropriation	24,353,300
Total Revenues	\$58,500,000
<b><u>Expenses:</u></b>	
Personnel Services	\$48,399,209
Fringe Benefits	1,449,578
Contractual	6,986,732
Commodities	718,875
Permanent Improvements	0
Travel	377,931
Equipment	315,105
Telecom	194,195
Auto Operations	37,375
Awards	21,000
Reserve	0
Total Expenses:	\$58,500,000

BOT Resolution 16-28 established an operating reserve not to exceed 5% of the University's core operating budget. At this time, the FY19 - FY2022 operating surplus exceeds that reserve amount, so no Reserve allocation has been budgeted for FY2023.

**IV. Proposed Resolution:** A proposed resolution is submitted with this Executive Summary.

Committee Approval

CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONSIDERED VOTE: \_\_\_\_\_

**Resolution No. 23-06*****Approval of Operating Budget for  
Fiscal Year 2023***

**WHEREAS**, The Board of Trustees of Governors State University (the “Board”) was created on January 1, 1996, by Public Act 89-4 to operate, manage, control, and maintain Governors State University in accordance with the rights, powers, and duties vested by law in the Board; and

**WHEREAS**, Article V(A)(1) of the Board of Trustees’ (“Board’s”) Regulations provides that the President shall establish guidelines and procedures for establishing an operating budget; and

**WHEREAS**, Article V(A)(2) of the Board’s Regulations provides that the President shall review and make recommendations on the operating budget and submit it to the Board; and

**WHEREAS**, Section 8 of the Board of Higher Education Act, 110 ILCS 205/8, requires the Board to submit an operating budget to the Illinois Board of Higher Education by November 15 of each year; and

**WHEREAS**, The University’s Planning and Budget Advisory Council (“PBAC”), appointed by the President and representing a cross-section of University personnel, issued guidelines and held hearings regarding budget requests and operating expenses for Fiscal Year 2023 (“FY23) in March and April 2022; and

**WHEREAS**, As a result of the PBAC hearings and further analysis, the President presented to the Budget and Finance Committee (the “Committee,” n/k/a Budget, Finance and Audit Committee) a recommended Preliminary Operating Budget for FY23 in a total amount of \$58,500,000, which constituted a 2.45% increase over year-end actuals for Fiscal Year 2022; and

**WHEREAS**, The Board adopted the Committee’s recommended Preliminary Operating Budget for FY23 by Resolution 22-35 at a meeting held on June 10, 2022; and



**WHEREAS**, Upon recommendation of the President, the Committee considered a final operating budget for FY23 (the “FY23 Operating Budget”) at a meeting held on October 7, 2022 in substantially the same form as the Preliminary Operating Budget for FY23 and voted to recommend its approval by the Board; therefore

*Resolved*, that the Board adopts the Committee’s recommendation for the Operating Budget for FY23 as follows:

*[Remainder of page intentionally left blank]*

**Governors State University**  
**FY2023 Operating Budget**  
**State Funds (Illinois State Appropriation + University Net Tuition Revenues)**

	<b><u>FY2023</u></b>
<b><u>Revenues:</u></b>	
Income Fund	\$34,146,700
Appropriation	24,353,300
Total Revenues	<b><u>\$58,500,000</u></b>
<b><u>Expenses:</u></b>	
Personnel Services	\$48,399,209
Fringe Benefits	1,449,578
Contractual	6,986,732
Commodities	718,875
Permanent Improvements	0
Travel	377,931
Equipment	315,105
Telecom	194,195
Auto Operations	37,375
Awards	21,000
Reserve	0
Total Expenses:	<b><u>\$58,500,000</u></b>

*Resolved*, that the Board directs the President to take all reasonable and necessary steps to submit the Operating Budget for FY23 to the IBHE in the format required by the IBHE by the November 15, 2022 deadline.

*Approved October 21, 2022*

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Angela M. Sebastian, Chair  
Board of Trustees

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James Kvedaras, Secretary  
Board of Trustees

# **TAB 5**

**EXECUTIVE SUMMARY****Resolution 23-07*****Resolution for the Approval of FY2024 Operating Appropriations Budget  
Request to the Illinois Board of Higher Education***

**I. ACTION ITEM:** Approve Operating Appropriations Budget Request for Fiscal Year 2024 (“FY2024”) to the Illinois Board of Higher Education (“IBHE”).

**II. BACKGROUND:** In preparation for the upcoming budget year of July 1, 2023 to June 30, 2024 (*i.e.*, FY2024), the Illinois public universities submit their “State Funds” operating requests (appropriations and university income fund – primarily net revenues from tuition and user fees) to IBHE for the forthcoming fiscal year.

IBHE compiles and develops these funding requests in order to produce one consolidated higher education budget request to the Governor, typically in early February for inclusion in the Governor’s Budget Address to the General Assembly later that month. In turn, the Governor’s budget request forms the basis for appropriation bills, which are introduced into the Assembly and eventually passed by the Assembly and signed into law by the Governor.

**III. ANALYSIS:** The schedule accompanying this Executive Summary displays GSU’s FY2024 preliminary State Funds budget request to IBHE of \$60,935,200. GSU anticipates flat net tuition revenues and is seeking a total operating funds increase for FY2024 of \$2.435 million, a 4.2% increase in total University Operating Budget year-over-year. The FY2024 operating appropriations request is \$26,788,500, an increase of \$2.435 million over the fiscal year 2023 State appropriations, or a 10% increase. The incremental state funds would be used to cover ordinary increases in compensation expenses, additional STEM and bilingual faculty, and continuation of student support and retention services initially funded through the HEERF Grant.

Last year, we were pleasantly pleased by the IBHE’s new proposed method for distributing funds based on equity considerations to those institutions that serve a high percentages and numbers of underserved students.

Governors State University  
 Budget Revenues and Expenditures by Major Category  
 FY2024 IBHE Operating Budget

STATE FUNDS	FY2023 Operating Budget	FY2024 PROPOSED Operating Budget	\$ to Prior Year Budget	% to Prior Year Budget
<b>Revenues:</b>				
Income Fund	\$34,146,700	\$34,146,700	\$0	0.0%
Appropriation	24,353,300	26,788,500	2,435,200	10.0%
<b>Total Revenues</b>	<b>\$58,500,000</b>	<b>\$60,935,200</b>	<b>\$2,435,200</b>	<b>4.2%</b>
<b>Expenses:</b>				
Personnel Services	\$48,399,209	\$50,834,409	\$2,435,200	5.0%
Fringe Benefits	1,449,578	1,449,578	-	0.0%
Contractual	6,986,732	6,986,732	-	0.0%
Commodities	718,875	718,875	-	0.0%
Permanent Improvement	0	0	-	0.0%
Travel	377,931	377,931	-	0.0%
Equipment	315,105	315,105	-	0.0%
Telecom	194,195	194,195	-	0.0%
Auto Operations	37,375	37,375	-	0.0%
Awards	21,000	21,000	-	0.0%
Reserve**	0	0	0	0.0%
<b>Total Expenses:</b>	<b>\$58,500,000</b>	<b>\$60,935,200</b>	<b>\$2,435,200</b>	<b>4.2%</b>

**Notes:**

\*\* Historical Surplus adequate funds to support BOT Reserve requirement for FY2024

**III. Proposed Resolution:** A proposed resolution is submitted with this Executive Summary.

Committee Approval

CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONSIDERED VOTE: \_\_\_\_\_

**Resolution No. 23-07*****Approval of Operating Appropriations Budget Request to IBHE for  
Fiscal Year 2024***

**WHEREAS**, The Board of Trustees of Governors State University (the “Board”) was created on January 1, 1996, by Public Act 89-4 to operate, manage, control, and maintain Governors State University in accordance with the rights, powers, and duties vested by law in the Board; and

**WHEREAS**, The Board is comprised of eight members, seven of whom are appointed by the Governor of Illinois with the advice and consent of the Senate, and one whom is a Governors State University student selected by student peers; and

**WHEREAS**, Article V(A)(1) of the Board of Trustee’s (“Board’s”) Regulations provides that the President shall establish guidelines and procedures for establishing operating appropriations budget requests; and

**WHEREAS**, Article V(A)(2) of the Board’s Regulations provides that the President shall review and make recommendations on appropriation requests for operating budget expenditures and submit them to the Board; and

**WHEREAS**, Section 8 of the Board of Higher Education Act, 110 ILCS 205/8, requires the Board to submit appropriation requests for operating expenditures for the ensuing year to the Illinois Board of Higher Education (“IBHE”) by November 15 of each year; and

**WHEREAS**, IBHE compiles and develops these funding requests in order to produce one consolidated higher education budget request for the Governor; and

**WHEREAS**, As a result of the foregoing planning process and further analysis, the President presented to the Budget, Finance and Audit Committee (the “Committee”) a recommendation for requesting appropriations for operations for the period July 1, 2023 to June 30 2024 (“FY2024”), which the Committee approved at a meeting held on October 7, 2022; therefore

*Resolved*, that the Board adopts the Committee’s recommendation for the FY2024 Operating Appropriations Budget Request.

*Resolved*, that the FY2024 Operating Appropriations Budget Request is approved for submission to the IBHE in a format recommended by IBHE as follows:

*[Remainder of page intentionally left blank.]*



**Governors State University**  
**Budget Revenues and Expenditures by Major Category**  
**FY2024 IBHE Operating Budget**

STATE FUNDS	FY2023 Operating Budget	FY2024 PROPOSED Operating Budget	\$ to Prior Year Budget	% to Prior Year Budget
<b>Revenues:</b>				
Income Fund	\$34,146,700	\$34,146,700	\$0	0.0%
Appropriation	24,353,300	26,788,500	2,435,200	10.0%
<b>Total Revenues</b>	<b>\$58,500,000</b>	<b>\$60,935,200</b>	<b>\$2,435,200</b>	<b>4.2%</b>
<b>Expenses:</b>				
Personnel Services	\$48,399,209	\$50,834,409	\$2,435,200	5.0%
Fringe Benefits	1,449,578	1,449,578	-	0.0%
Contractual	6,986,732	6,986,732	-	0.0%
Commodities	718,875	718,875	-	0.0%
Permanent Improvement	0	0	-	0.0%
Travel	377,931	377,931	-	0.0%
Equipment	315,105	315,105	-	0.0%
Telecom	194,195	194,195	-	0.0%
Auto Operations	37,375	37,375	-	0.0%
Awards	21,000	21,000	-	0.0%
Reserve**	0	0	0	0.0%
<b>Total Expenses:</b>	<b>\$58,500,000</b>	<b>\$60,935,200</b>	<b>\$2,435,200</b>	<b>4.2%</b>

**Notes:**

\*\* Historical Surplus adequate funds to support BOT Reserve requirement for FY2024

*Resolved*, that the Board directs the President to take all reasonable and necessary steps to timely submit the FY2024 Operating Appropriations Budget Request to the IBHE in the format required by the IBHE.

*Approved October 21, 2022*

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Angela Sebastian, Chair  
Board of Trustees

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James Kvedaras, Secretary  
Board of Trustees

# **TAB 6**

**EXECUTIVE SUMMARY****Resolution 23-08*****Resolution for the Approval of FY2024 Capital Improvement Budget  
to the Illinois Board of Higher Education***

- I. ACTION ITEM:** Approve submission of the Capital Improvement Budget to the Illinois Board of Higher Education (“IBHE”) for the ensuing fiscal year of July 1, 2023 to June 30, 2024, fiscal year 2024 (“FY2024”).
- II. BACKGROUND:** Annually, the State of Illinois prepares a Capital Budget in coordination with state agencies seeking capital improvement appropriations. 20 ILCS 3010/1. All state universities, including Governors State University (“GSU”), are required by the Illinois Board of Higher Education Act to submit capital appropriations requests by November 15. 110 ILCS 205/8. Board of Trustees Regulation V(A)(1) requires that the President “shall review and make recommendations concerning the requests and submit them to the Board for approval.” Further, once approved, “the President shall submit budget requests approved by the Board to the Board of Higher Education and shall take such actions on the Board’s behalf as are necessary and appropriate during the Board of Higher Education budget review process.” *Id.*
- III. ANALYSIS:** Submitted with this Executive Summary are a proposed resolution to be presented to the Board upon consideration and approval by the Budget, Finance and Audit Committee, as well as the proposed Capital Improvement Appropriations Request, which appears as Exhibit A to the proposed resolution. Both are submitted with the recommendation of the President.

**Resource/Contacts:** John Potempa, Associate VP for Facilities Management & Development; jpotempa2@govst.edu; 708.235-7447 and Sandra Zurawski, Executive Director, Budget & Financial Planning; szurwski@govst.edu; 708.534.4981

Committee Approval

CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONSIDERED VOTE: \_\_\_\_\_



**Resolution No. 23-08**

***Approval of Capital Requests and Submission to Illinois Board of Higher Education for  
Fiscal Year 2024***

**WHEREAS,** The Board of Trustees of Governors State University (the “Board”) was created on January 1, 1996, by Public Act 89-4 to operate, manage, control, and maintain Governors State University in accordance with the rights, powers, and duties vested by law in the Board; and

**WHEREAS,** The Board is comprised of eight members, seven of whom are appointed by the Governor of Illinois with the advice and consent of the Senate, and one whom is a Governors State University student selected by student peers; and

**WHEREAS,** Article V(A)(1) of the Board of Trustee’s (“Board’s”) Regulations provides that the President shall establish guidelines and procedures for establishing capital appropriations budget requests; and

**WHEREAS,** Article V(A)(2) of the Board’s Regulations provides that the President shall review and make recommendations on appropriation requests for capital budget expenditures and submit them to the Board; and

**WHEREAS,** Section 8 of the Board of Higher Education Act, 110 ILCS 205/8, requires the Board to submit appropriation requests for capital expenditures for the ensuing year to the Illinois Board of Higher Education (“IBHE”) by November 15 of each year; and

**WHEREAS,** The University engaged in a master facilities planning process resulting in a Campus Facilities Master Plan approved by the Board by Resolution 23-01 at a meeting held on August 5, 2022; and



**WHEREAS**, As a result of the foregoing planning process and further analysis, the President presented to the Budget, Finance and Audit Committee (the “Committee”) a recommendation for requesting appropriations for capital improvements in the form attached hereto as **Exhibit A** (the “FY24 Capital Improvement Budget”), which the Committee approved at a meeting held on October 7, 2022;

Now, therefore, it is:

*Resolved*, that the Board adopts the Committee’s recommendation for the FY24 Capital Improvement Budget.

*Resolved*, that information contained in the FY24 Capital Improvement Budget attached hereto as Exhibit A is approved for submission to the IBHE in a format recommended by IBHE.

*Resolved*, that the Board directs the President to take all reasonable and necessary steps to timely submit the FY24 Capital Improvement Budget to the IBHE in the format required by the IBHE.

*Approved October 21, 2022*

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**Angela M. Sebastian, Chair**  
**Board of Trustees**

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**James Kvedaras, Secretary**  
**Board of Trustees**

**Exhibit A**

**Governors State University  
Capital Improvement Requests for  
Budget Year FY2024**



**GOVERNORS STATE UNIVERSITY  
LARGE PROJECT PLAN  
BUDGET YEAR FY2024**

<u>Projected Fiscal Year</u>	<u>PROJECT NAME</u>	<u>TOTAL Planning Amount</u>	<u>State Appropriation</u>	<u>GSU Debt COP2018</u>
<b>NEW CAPITAL INVESTMENT</b>				
NEW FY24	Center for Health Equity (Health Sciences Building)	\$26,323,000	\$26,323,000	
TBD	Building C Addition for Student Security & Safety	\$2,850,000	\$2,850,000	
TBD	Center for Instruction and Innovation	\$29,865,000	\$29,865,000	
TBD	Library and Learning Commons	\$38,755,000	\$38,755,000	
TBD	Student Success Center	\$35,250,000	\$35,250,000	
<b>REBUILD ILLINOIS PROJECTS - NEW CAPITAL: Need Appropriated Funds Released</b>				
TBD	Academic Building E Extension	\$3,530,000	\$3,530,000	
<b>REBUILD ILLINOIS PROJECTS - CAPITAL RENEWAL: Project Currently In Progress with CDB</b>				
2021	HVAC Replacement and Upgrade	\$4,264,200	\$4,264,200	

<u>Projected Fiscal Year</u>	<u>PROJECT NAME</u>	<u>TOTAL Planning Amount</u>	<u>State Appropriation</u>	<u>GSU Debt COP2018</u>
<b>REBUILD ILLINOIS PROJECTS - CAPITAL RENEWAL: Need Appropriated Funds Released</b>				
TBD	Building E (Sherman Hall & Art Studio Annex) Renovation	\$2,245,000	\$2,245,000	
TBD	Renovation / Replacement Library: Library area	\$4,050,000	\$4,050,000	
TBD	Renovation / Replacement Library: Student Space	\$4,800,000	\$4,800,000	
TBD	Vehicular/Pedestrian/Parking Lot Renovations: North/West Campus	\$5,400,000	\$5,400,000	
TBD	Vehicular/Pedestrian/Parking Lot Renovations: South/East Campus	\$3,600,000	\$3,600,000	
TBD	Building Envelope (Including Window Systems) Phase I	\$5,100,800	\$5,100,800	
<b>FY2023 CAPITAL RENEWAL</b>				
TBD	Building Envelope Phase II	\$2,010,000	\$2,010,000	
<b>FY2019 / 2021 EMERGENCY CAPITAL: Projects Currently In Progress with CDB</b>				
2021	Emergency Capital for Roof Replacement	\$3,244,940	\$3,244,940	
2022	Emergency Capital for Deteriorating Piping	\$7,700,000	\$7,700,000	
<b>SUPPLY CHAIN INNOVATION CENTER: Project Currently in Design with CDB</b>				
2022	GSU SCICBI (Hantack House) Renovation	\$650,000	\$400,000	
<b>GSU COP2018: Projects Currently In Progress</b>				
2020	HVAC Replacement & Upgrade	\$4,273,630		\$4,273,630
2022	Fire Suppression & Communication Replacement	\$2,275,000		\$2,275,000
2019	Roof Replacement	\$125,000		\$125,000
2022	Parking & Roadway Repair	\$80,000		\$80,000

<u>Projected Fiscal Year</u>	<u>PROJECT NAME</u>	<u>TOTAL Planning Amount</u>	<u>State Appropriation</u>	<u>GSU Debt COP2018</u>
<b>GSU COP2018: Projects Completed</b>				
Complete	Pathway Lighting (Vehicular/Pedestrian Circulation Renovation)	\$836,246		\$836,246
Complete	Athletic Field Renovation/Reconstruction	\$256,724		\$256,724
Complete	Cafeteria - Equipment/Infrastructure Replacement	\$4,546,838		\$4,546,838
<b>CAPITAL RENEWAL: Projects Proposed</b>				
2023	Cafeteria - Access / Entrance (D Dock)	\$670,000		
2023	Social Justice Building	\$1,000,000		
2023	Athletic Soccer Field	\$2,000,000		\$1,300,000
2023	Biology Environmental Field Station	\$650,000		
2023	Central Receiving Drainage Improvements	\$200,000		
2023	Marketing Deferred Maintenance	\$150,000		
2023	Financial Services Deferred Maintenance	\$350,000		
2023	Library Services Deferred Maintenance	\$450,000		
2023	Outdoor Campus Beautification	\$90,000		
2023	Parking West Lot 2	\$300,000		
2023	Main Road Lighting	\$150,000		
<b>NOTE: GSU DEFERRED MAINTENANCE BALANCE</b>		\$56,361,000		

Projected Fiscal Year	PROJECT NAME	TOTAL Planning Amount
<b>TECHNOLOGY: Projects Proposed</b>		
2023	GSU WEB (External URL & Internal Portal) Rebuild	TBD
2023	WIFI Access (Latest Standards, Security & Speed)	\$665,000
<b>OTHER Funding Sources Summary</b>		
A	Historical Operating Surplus	\$2,535,000
B	Facility Fees	\$950,000
C	Parking & Walkway Fees	\$540,000
D	Farm Revenues	\$850,000
E	External Fundraising	\$700,000

### NEW CAPITAL INVESTMENT

Center for Health Equity Building (Health Sciences Building)	\$26,323,000
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The Center for Health Equity Building will support our capacity to conduct instructional, clinical, and collaborative activities central to addressing the physical, mental, and social health of communities in the Southland. As a substantial contributor to the health and human services workforce in the region, we seek to provide state-of-the-art models of care and practice, and instill the values of equity and inclusivity. This innovative interdisciplinary space will unite multiple disciplines under one roof, including: Occupational Therapy; Physical Therapy; Speech-Language Pathology; Social Work; Psychology and Counseling; Nursing; and Health Administration and Health Informatics. It will present new opportunities for teaching and practicing, and for engaging the community in health- and wellness-promoting activities. We envision approximately 45,800 square feet providing laboratories, meeting rooms, offices, and clinical spaces, which will allow our students and faculty to provide services and conduct research designed to enhance health equity in the region.

<b>Building C Addition for Student Security &amp; Safety</b>	<b>\$2,850,000</b>
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GSU's safety and security needs have increased substantially since GSU became a 24/7 campus with student housing in FY15. Our Department of Public Safety is greatly in need of an area that would hold vehicles and allow for transfer of any persons subjected to personal assault or in custody without going through the public areas of the main building and HR waiting area. Additionally, we currently utilize small internal spaces like utility and storage closets for holding areas, fingerprinting, and interviews. This space would allow for the use of these internal spaces as their intended purpose.

**NEW CAPITAL INVESTMENT (continued)**

**Library & Learning Commons**

**\$38,755,000**

The Library & Learning Commons is a blend of a modern 21st century library and a vibrant academic support center. In this innovative academic hub, services would include the University Library, Academic Resource Center, Disability Services, Undergraduate Advising Center, TRiO Support Services, and the Writing Center. The current University Library at GSU is a 50,000 square foot portion of the second floor of the University's main building, which wraps around a main staircase and an elevator. The library is open to a classroom complex on the third floor. During the periods immediately before and after classes noise generated by students filters down to the Library, producing an environment not conducive to collaboration, study, or research. Interior renovations to the Library over the years have produced seminar rooms, classroom facilities, and a public bank of computer stations, as well as an enhanced entryway.

Future renovations to the existing space, however, cannot increase the Library's capacity nor facilitate a universal design. GSU is in need of a new University facility, accessible to everyone, to provide adequate space for student support services including places for quiet studying and research and rooms for small group interactions while also housing its collections.

We envision a free-standing building of approximately 70,000 square feet located near the heart of campus. Our request for "Budget Year" funding is 10% of the total for planning and design costs. During the late summer and early fall of 2012, we engaged the architecture/design firm of STR Partners LLC to develop a vision statement for the proposed University Library. Like the vision statement for the Center for Instruction & Innovation, that document provides general guidance for the project proposed here. It is on file with IBHE.

**NEW CAPITAL INVESTMENT (continued)**

**Center for Instruction & Innovation**

**\$29,865,000**

We request capital investment for a new building on the GSU University Park campus to develop the Center for Instruction and Innovation through capital funds that have been lacking over the last decade. Our request for "Budget Year" funding is 10% of the total for planning and design costs. The Center for Instruction and Innovation will address the lack of classroom spaces that can hold more than 60 students and facilitate active learning environments, forum lectures, breakout spaces, and open collaboration areas. Currently, the lack of these spaces is limiting growth opportunities including potential enrollment and degree program growth. This center is planned to provide fully equipped, state-of-the-art instructional space including technology equipped multimedia classrooms preparing students for their future.

Governors State University is the only Illinois public university without a Student Union. Accordingly, our current facilities must incorporate space for student-centered activities normally held in a student union. A new classroom building will free up more usable space in other buildings to support those activities.

**Student Success Center**

**\$35,250,000**

Academic and Social Support Student Services and Life spaces at GSU are currently placed throughout the campus. After meeting with several Student Support Focus Groups, there is an overwhelming desire for a consolidated Student Success Center on campus offering a comprehensive one-stop-shop for instructional and academic support services on campus.

- Create a new “front door” for the campus that is dynamic, welcoming, engaging, easily recognizable, and assists students to navigate the wide range of available academic resources and support services;
- The Student Success Center will be designed as a high-impact, dynamic center that will aid students in fulfilling their academic potential by providing intentional and developmentally appropriate guidance and direction.

**REBUILD ILLINOIS PROJECTS: Need Appropriated Funds Released \$32,990,000**

Public Act 101-0029 appropriates \$32,725,000 in funding from the Capital Development Fund to CDB for GSU for the construction of an expansion of academic Building E, and other capital improvements. Additionally, \$265,000 was re-appropriated from previous residual funds. \$4,264,000 has been released for the emergency project HVAC Replacement and Upgrade. The balance of the funding needs to be released so the projects can be effectively coordinated to avoid additional costs / reconstruction. It is critical that these funds be released as soon as possible in order to provide state of the art resources and learning environments and to contribute to student success inclusive of more student services as well as places for study, research and collaborative group interactions. Use of Rebuild Illinois funds will enable Governors State University to recruit and serve more first generation and Illinois students and grow enrollment according to university strategic planning.

**REBUILD ILLINOIS PROJECTS: New Capital (Need Appropriated Funds Released)**

**Academic Building E Extension**

**\$3,530,000**

FY2020 HB62 SFA 1 NEW CAPITAL MONEY: CDB has allocated \$3,530,000 for the renovation and extension of Building E. This project will incorporate and develop further the Spagnolo Enterprises, LTD Mechanical Systems Evaluation report for the Art Studio areas, the renovation of Sherman Hall, and additional space build out to accommodate new programs and teaching spaces.

**REBUILD ILLINOIS PROJECTS: Capital Renewal (In Progress)**

**HVAC Replacement & Upgrade**

**\$4,264,200**

Several university boilers, HVAC equipment, and RTU (Roof-top Units) have ongoing issues because of poor design, improper ductwork, air distribution, and the age of the equipment. Because most of GSU's buildings are connected into one large facility, an urgent situation in one place affects many other areas. Replacements are necessary to bring our facility up to current code, as well as creating greater safety and efficiency.

**REBUILD ILLINOIS PROJECTS: Capital Renewal (Need Appropriated Funds Released)**

**Building E (Sherman Hall & Art Studio Annex) Renovation**

**\$2,245,000**

CBD has allocated \$3,530,000 for the renovation and extension of Building E. this project will incorporate and develop further the Spagnolo Enterprises, LTD Mechanical Systems Evaluation report for the Art Studio areas, the renovation of Sherman Hall, and additional space build out to accommodate new programs and teaching spaces.



**REBUILD ILLINOIS PROJECTS: Capital Renewal (continued)**

**Renovation / Replacement Library: Library Area \$4,050,000**

The University Library area requires repairs of both a safety and space utilization concerns including reinforcement of public accessible counters, shelves, and media storage. Additionally, to remain a Library of the future, with universal design and accessibility by everyone, innovative technologies need to be implemented.

**Renovation / Replacement Library: Student Space \$4,800,000**

The Student Space within the University Library requires modifications to allow for the different new trends of student group study, research, and participation. Creating break out rooms and ability to use such spaces in a controlled environment when the Library is closed would allow students to have more flexibility to completing their work in a safe productive setting. For safety concerns, there is dire need in developing a connecting public corridor through the current library student space such that the entire second floor is connected.

**Vehicular/Pedestrian/Parking Lot Renovations: North/West Campus \$5,400,000**

With (1) the addition of a 300-bed student residence facility in the fall of 2014, (2) the first fielding of intercollegiate athletic teams during 2014-15, and (3) the expansion of outreach activities at the Center for Performing Arts, the Nathan Manilow Sculpture Park and the GSU Visual Arts Gallery, GSU has added notably to the volume of pedestrian traffic on its campus and to the variety of the entries and exits that those pedestrians seek. The walkways which circulate through the campus and provide the primary means of access to the building for students, faculty and staff need significant repair; new walkways are needed to accommodate the circulation patterns of resident students and visitors between buildings; and the provision of lighting along these paths (both the renovated and the newly constructed) is a high-priority safety concern. The vehicular circulation for people with disabilities and K-12 school busses to the Center of Performing Arts creates difficulties that can be addressed by developing an alternate way to reduce vehicular/pedestrian conflicts.

**Vehicular/Pedestrian/Parking Lot Renovations: South/East Campus \$3,600,000**

The Eastern Entrance Roadway was originally planned to circumvent the parking lots by going behind them, and only a small service road used by limited traffic would be between the parking lots and campus buildings. This was not completed; thus, a large volume of traffic uses this small service road, which has awkward turns and a high volume of pedestrian vehicle conflicts, which have caused numerous accidents. The project requested here would help to resolve these issues and, in doing so, make the GSU campus more inviting and more easily navigated. More importantly, it would substantially increase the safety of all those using it - pedestrians and drivers alike.

**REBUILD ILLINOIS PROJECTS: Capital Renewal (continued)**

**Building Envelope Phase I** **\$5,100,800**

The building envelope i.e., building enclosure is all the elements of the outer shell that maintain a dry, heated, or cooled indoor environment and facilitate climate control. The University has many leaks (water and air) throughout its 50+ year old buildings. Reparations are needed to the outer doors, windows where single pane glazing in steel frames have deteriorated beyond repair, building soffits where flashing heights are not aligned where wall systems meet roofs, masonry tuck pointing, and other areas of exposed concrete.

**FY2023 CAPITAL RENEWAL**

**Building Envelope Phase II** **\$2,010,000**

The building envelope i.e., building enclosure is all the elements of the outer shell that maintain a dry, heated, or cooled indoor environment and facilitate climate control. The University has many leaks (water and air) throughout its 50+ year old buildings. Reparations are needed to the outer doors, windows where single pane glazing in steel frames have deteriorated beyond repair, building soffits where flashing heights are not aligned where wall systems meet roofs, masonry tuck pointing, and other areas of exposed concrete.

**FY2019 / 2021 EMERGENCY CAPITAL: Projects Currently in Progress with CDB**

**Roof Replacement/Safety Upgrading** **\$4,950,000**

Roofs on wings A, B, C, E & the CPA are 95% complete.

**Deteriorating Piping** **\$7,700,000**

GSU and CDB are currently coordinating this project along with LCM Architects of Chicago, IL. The project is planned for a phased approach with \$3.8M contracts currently awarded, estimated to take three years to complete.

**GSU SUPPLY CHAIN INNOVATION CENTER: Project Currently in Design with CDB**

**GSU SCICBI (Hantack House) Renovation** **\$650,000**

\$500M was appropriated from the Build Illinois Bond Fund to the CDB to fund the Illinois Innovation Network system and their initiatives. Of that, \$400,000 was designated to GSU for renovations needed for Hantack House, future home of SCICBI (Supply Chain Innovation Center and Business Incubator) including basement water treatment, HVAC replacement, air quality assessment, parking lot pavement, lighting, signage, security cameras, gutters, downspouts, etc.

### **GSU COP 2018**

As a result of the lack of State funding of a capital budget, the University's deferred maintenance backlog has become critical. GSU estimated \$13.9 million was needed to address the most pressing of the deferred maintenance, and pursued borrowing through Certificates of Participation or Revenue Bonds. On August 15, 2018, Governor State University's (GSU) Certificates of Participation Series 2018 (COP 2018) was priced at an all-in interest cost of 4.586% over 10 years to fund a list of improvements, prioritization from the list below is currently in progress. Design, bidding and contract award phases will follow.

In FY18, Facility Fee revenue of \$2.6M was utilized for the payment of debt service COP 2008 and 2009 in the amount of \$1.7M with an additional \$500,000 utilized to fund interim repairs and renewal until the deferred maintenance projects could be fully funded. A facility fee increase of \$15 per credit hour was implemented in FY19, resulting in revenues of \$3.8M to fund the combined debt service with residual funds available for continued facility maintenance, repairs and renewal projects.

### **COP PROJECTS IN PROGRESS:**

#### **HVAC Replacement & Upgrade \$4,273,630**

HVAC problems frequently close numerous classrooms. And, it must be said, GSU has a scarcity of instructional spaces to begin with. In January 2018, HVAC problems closed the Family Development Center, forcing us to send babies, toddlers, and preschoolers home. Several university boilers, HVAC equipment, and RTU (Roof-top Units) have ongoing issues because of poor design, improper ductwork, air distribution, and the age of the equipment. These issues were compounded in the 1980's, when Governors State transitioned from the initial open floor plan to more traditional classroom designs. Because most of GSU's buildings are connected into one large facility, an urgent situation in one place affects many other areas. Renovations are necessary to bring our facility up to current code, as well as creating greater safety and efficiency.

#### **Fire Suppression & Communications Replacement \$2,530,000**

GSU's system has reached 50-year expiration. Project to replace Main building wings A – F with the latest NFPA Requirements. Additionally, replace the fire communications system, currently operated with twisted copper wire, to that with fiber optic cable and configure a logical interconnect based on current safety protocols.

#### **Roof Replacement/Safety Upgrading \$125,000**

Coordination with CDB: roofs on wings A, B, C, E & the CPA are 95% complete.

#### **Parking & Roadway Repair \$80,000**

**GSU COP 2018 (continued)**

**GSU COP 2018 PROJECTS COMPLETED:**

<b>Pathway Lighting (Vehicular/Pedestrian Circulation Renovations)</b>	<b>\$836,246</b>
<b>Athletic Field Renovation/Reconstruction</b>	<b>\$256,724</b>
<b>Cafeteria - Equipment/Infrastructure Replacement</b>	<b>\$4,540,656</b>

**CAPITAL RENEWAL PROPOSED**

<b>Cafeteria - Access / Entrance (D Dock)</b>	<b>\$670,000</b>
<b>Social Justice Building</b>	<b>\$1,000,000</b>
<b>Athletic Soccer Field</b>	<b>\$2,000,000</b>
<b>Biology Environmental Field Station</b>	<b>\$650,000</b>
<b>Central Receiving Drainage Improvements</b>	<b>\$200,000</b>
<b>Marketing Deferred Maintenance</b>	<b>\$150,000</b>
<b>Financial Services Deferred Maintenance</b>	<b>\$350,000</b>
<b>Library Services Deferred Maintenance</b>	<b>\$450,000</b>
<b>Outdoor Campus Beautification</b>	<b>\$90,000</b>
<b>Parking West Lot 2</b>	<b>\$300,000</b>
<b>Main Road Lighting</b>	<b>\$150,000</b>

### **GSU DEFERRED MAINTENANCE**

The University adopted a new Campus Facilities Master Plan approved by the GSU Board of Trustees August 2022. This critical strategic document is the culmination of input from students, faculty, and staff from all areas of the University and will be used to support the University Mission and supporting Strategic Plan by anticipating and preparing for the future, extending the useful life of the campus buildings, and minimizing disruption from unforeseen industry change. The Facility Condition Assessment (FCA) provides detailed information associated with each building, including overall condition describing the current conditions and highlighting major deficiencies.

Based on the FCA, the current Deferred Maintenance Balance is \$56,361,000 with the highest proportion attributable to age and condition of our heating, ventilation, air conditioning (HVAC) systems. The four most critical deferred maintenance projects are in process.

**TAB 7**

**EXECUTIVE SUMMARY****Resolution 23-09*****Resolution for the Approval of Investment Policy***

**I. ACTION ITEMS:** Proposed revisions to Board of Trustees of Governors State University Regulations Section V to:

- incorporate a Governors State University Investment Policy (the “Investment Policy,” which is attached to the accompanying proposed Resolution as Exhibit A) as Regulations Section V.M; and
- remove Regulations Section V.G.1 (Depositories), Section V.G.2 (Collateral), and Section V.G.3 (Investment of Funds) as duplicative because these items are included in the proposed Investment Policy.

**II. BACKGROUND AND ANALYSIS:** As required by the Public Funds Investment Act (30 ILCS 235) (the “Act”), investment of public funds by a public agency shall be governed by a written investment policy adopted by the governing body of the public agency.

Governors State University (the “University”) has been operating its investments without a complete investment policy adopted by the University Board of Trustees (“Board”). To comply with the Act, a complete written investment policy must be adopted by the Board.

The University Investment Policy will provide the guiding principles for the University to effectively supervise, monitor, and evaluate the investment of its funds. The University’s investment objectives are to manage its cash and investments in a manner that will preserve principal (safety), meet operating cash flow needs (liquidity), and produce a yield that would be described in the current marketplace as acceptable by conservative investment managers (return on investments). In accordance with the investment policy requirements of the Act, the University Investment Policy also includes a listing of authorized investments, and addresses diversification and allocation, bank deposit collateralization, selection of investment managers, standards of care, and sustainable investing, among other requirements.

On June 10, 2022, President Cheryl Green and Vice President for Administration and Finance Corey S. Bradford, Sr., recommended to the Board that the Board adopt a resolution approving to waive the first reading of, and direct the publication of, the proposed Regulation regarding a new Investment Policy. The Board accepted that recommendation as reflected in Resolution 22-42.

In accordance with Resolution 22-42,

- A true, accurate, and complete copy of the full text of the Investment Policy was posted for viewing by the University community on the University’s myGSU portal;

- An email was sent out notifying members of the University community where on the myGSU portal the Investment Policy could be found;
- In that same email, and in a notice posted with the copy of the Investment Policy on the myGSU portal, the University community was informed that those members wishing to submit their views and comments on the Investment Policy should do so in writing by June 28, 2022, either (1) through the comments feature on the myGSU portal page where the Investment Policy was posted, or (2) by submitting them to the Office of the General Counsel; and
- A true, accurate, and complete copy of the full text of the Investment Policy was distributed to the presidents of the University Civil Service Senate, University Faculty Senate, and the University Student Senate for distribution to their respective members.

No comments on the Investment Policy were received from the University community by June 28, 2022 or since. Accordingly, President Green and Vice President Bradford recommend that the proposed revisions to Board of Trustees of Governors State University Regulations Section V to incorporate a Governors State University Investment Policy as Regulations Section V.M. be adopted without any change to the language thereof and that prior regulations regarding investments be deleted as duplicative.

**Resource/Contact:** Corey S. Bradford, Sr., Ph.D., Vice President for Administration and Finance; cbradford2@govst.edu; 708.235.7421, and Villalyn Baluga, Associate VP for Finance; vbaluga@govst.edu; 708.534.4039.

Committee Approval

CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONSIDERED VOTE: \_\_\_\_\_



**Resolution No. 23-09*****Approval of Investment Policy***

**WHEREAS,** The Board of Trustees of Governors State University (the “Board”) was created on January 1, 1996, by Public Act 89-4 to operate, manage, control, and maintain Governors State University in accordance with the rights, powers, and duties vested by law in the Board; and

**WHEREAS,** The Board is comprised of eight members, seven of whom are appointed by the Governor of Illinois with the advice and consent of the Senate, and one whom is a Governors State University student selected by student peers; and

**WHEREAS,** Article I(C)(1) of the Board’s Regulations provides that Board Regulations may be adopted, amended, or repealed at any regular meeting by a majority vote of the Board ; and

**WHEREAS,** Article I(C)(2) of the Board’s Regulations provides that action on regulation shall not be taken earlier than the next regular meeting after which it is read and an opportunity for public comment has been given; and

**WHEREAS,** The Public Funds Investment Act requires that public agencies, such as Governors State University, develop and adopt a written investment policy, 30 ILCS 235/2.5; and

**WHEREAS,** Current Board regulations regarding investment of funds do not meet the statutory requirements for investment policies; and

**WHEREAS,** On June 10, 2022, President Cheryl Green and Vice President for Administration and Finance Corey S. Bradford, Sr., recommended to the Board of Trustees that the Board adopt a resolution approving to waive the first reading of, and direct the publication of, the

adoption of a new regulation regarding a new Investment Policy and the repeal of former Regulation Section V(G)(1)-(3), which the Board accepted as reflected in Resolution 22-42; and

**WHEREAS,** The Investment Policy, in the form attached hereto as Exhibit A, was presented to the Budget, Finance and Audit Committee (the “Committee”) for consideration at a meeting held on October 7, 2022; and

**WHEREAS,** The Committee voted to recommend adoption of the Investment Policy and repeal of prior related policies by the full Board; and

**WHEREAS,** No public comments have been received;

Now, therefore, it is:

*Resolved,* that the Board adopts the Committee’s recommendation for adoption of the Investment Policy in the form attached hereto as Exhibit A and the repeal of prior related policies as reflected in the redlined version of Article V attached hereto as Exhibit B.

*Resolved,* that that Article V shall be amended to reflect all the foregoing changes as stated in the form attached hereto as Exhibit B.

*Resolved,* that the Board directs the President to take all reasonable and necessary steps to effectuate this Resolution, including but not limited to timely publishing revised Article V.

***Approved October 21, 2022***

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**Angela M. Sebastian, Chair**  
**Board of Trustees**

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**James Kvedaras, Secretary**  
**Board of Trustees**

**GOVERNORS STATE UNIVERSITY  
BOARD OF TRUSTEES**

**REGULATIONS**

**Issued July 12, 1996**

**With Amendments adopted by the Board on June 12, 1998; October 14, 2011; June 10, 2022; and [DATE].**

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**SECTION V. FINANCIAL AND ADMINISTRATIVE AFFAIRS**

**A. Budget and Appropriations Process**

**1. Budget Requests**

The President shall establish guidelines and procedures for preparation of operating and capital budget requests for the University. The President shall review and make recommendations concerning the requests and submit them to the Board for approval. The President shall submit budget requests approved by the Board to the Board of Higher Education and shall take such actions on the Board's behalf as are necessary and appropriate during the Board of Higher Education budget review process.

**2. Appropriations Requests**

The President shall prepare the University's requests for operating and capital appropriations. The President shall introduce appropriations requests based upon budget requests approved by the Board in the appropriate house of the General Assembly and shall take such actions on the Board's behalf as are necessary and appropriate during the appropriations process.

**3. Financial Plans and Reports**

- a. The President, after consultation with the Committee on Finance and Budget, shall establish guidelines and procedures for the preparation of an annual financial plan for appropriated and non-appropriated funds which shall be submitted to the Board for review.

- b. The President, after consultation with the Committee on Finance and Budget, shall establish guidelines and procedures for the preparation of financial reports for the Board.

#### **4. Line Item Transfers**

The President, subject to the provisions of State law, may approve appropriation line item transfer requests and shall present a report at each regular meeting of the Board on appropriation line item transfers approved since the preceding regular Board meeting.

### **B. Purchases**

Purchases consist of contracts, purchase orders, or other agreements (collectively referred to in this Subsection B. as “contracts”) for the receipt of services or the acquisition of real or personal property which obligate financial resources of the Board. The financial resources of the Board include all funds received by or belonging to the Board and the University, including income received and retained in accordance with 30 ILCS 105/6a-1e. All purchasing transactions shall be conducted in accordance with applicable State and Federal statutes and regulations and applicable regulations adopted by the Board. Procurement activity of the University is governed by many statutes, including, but not limited to the Illinois Procurement Code 30 ILCS 500/1-1 *et seq.* As stewards of public funds, it is essential that University employees receive and follow clear guidance on purchasing decisions.

#### **1. Approval**

Approval of purchases shall be obtained, prior to the obligation of financial resources of the Board, as follows:

- a. All transactions involving the acquisition of real property or purchases of \$250,000 or more (except as specified in Section V.B.1.d hereof) shall require approval by the Board.
- b. Authority for approval of purchases other than those referred to in Section V.B.1.a hereof is delegated to the President, who may delegate such authority to University administrators within his or her discretion. Such delegations of authority shall be in writing.

- c. In the event of an emergency, the President may grant an exception to the requirement of Board approval of a contract if, in the opinion of the President: (i) immediate action is required; (ii) a reasonable effort has been made by the President to consult individually with members of the Board or of the Executive Committee; and (iii) there is insufficient time to obtain approval by the Board or the Executive Committee before action must be taken. The President shall present an informational report on exceptions granted under this provision at the next regular meeting of the Board.
- d. Approval by the Board under paragraph Section V.B.1.a hereof is not required for the following purchases: natural gas; utility services; fire protection; library books, electronic resources, and periodicals; textbooks; food products; entertainment services paid for with student fees and/or ticket sales receipts; resale items; postal charges; Procurement Code Exempt purchases and purchases made from vendors approved by the Illinois Public Higher Education Cooperative, State of Illinois Joint Contract awards, and other cooperatives where GSU is a member and a public solicitation is awarded for the product or service purchased.

## **2. Reports**

At each regular meeting of the Board, the President shall present an informational report on purchases of at least \$100,000 but less than \$250,000 (other than purchases excepted under Section V.A.1.d hereof) made since the preceding regular Board meeting.

## **3. Contract Preparation and Signature**

- a. The Board of Trustees of Governors State University, constituted a body corporate and politic, is the contracting entity for all contracts involving the Board and the University.
- b. Except as otherwise provided herein, the President is authorized to sign all contracts for the University and may delegate such authority to University administrators within his or her discretion. Such delegations of authority shall be in writing.

## **4. Letters of Intent**

A letter of intent (or similar document) may be signed by the President when in her or his judgment a letter of intent is necessary to ensure receipt of an advantageous price

or delivery date for goods or services and approval of the purchase by the Board as required by Section V.B.1 hereof cannot be timely obtained. Such letters of intent shall provide that the purchase may be terminated without any cost, liability, or obligation if approval of the Board as required by Section V.B.1 is not obtained by a specific date and shall contain such other conditions as may be considered appropriate by the person signing the letter of intent.

## **5. Internal Management Guidelines**

The President shall establish and publish internal management guidelines (via policy, procedure, or otherwise) concerning purchases, which shall include the following provisions and such other provisions as are necessary and appropriate. Such guidelines shall take effect upon approval by the President.

- a. Provisions intended to ensure the fair and equitable treatment of all persons who provide goods or services to the Board.
- b. Provisions intended to foster competitive bidding and economical procurement to the greatest extent possible.
- c. Provisions intended to encourage the economical utilization and replacement of vehicles.
- d. Provisions to encourage the use of diverse suppliers, including but not limited to, small businesses and businesses owned by minorities, women, veterans, and persons with disabilities. Such provisions shall ensure compliance with applicable law.

## **6. Change Orders**

- a. The President (or the President's delegee) is authorized to approve and sign change orders or amendments relating to contracts (collectively, "amendments") on behalf of the University.
- b. A change order or series of change orders which authorizes or necessitates an increase or decrease in either the cost of a contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more shall not be approved unless it is first determined in writing by the President that the circumstances necessitating the change were not reasonably foreseeable at the time the contract was signed, the change is germane to the original contract as signed, or the change order or

series of change orders is in the best interest of the University and is authorized by law. Such written determination and the written change order resulting from that determination shall be preserved in the contract's permanent file, which shall be open to the public for inspection consistent with applicable law governing public records.

- c. In accordance with Section I.E of these Regulations, the President shall further delegate the authority granted to her or him in the preceding paragraphs so that the same individual does not both approve a change order under Section V.B.6.a and make a determination in writing that the change order is justified under Section V.B.6.b.
- d. Except in emergency situations meeting the requirements of Section V.A.1.c hereof above and except as relating to those contracts described in Section V.B.1.d hereof, prior Board approval shall be required for any amendment that (i) increases a contract to \$250,000 or more; (ii) exceeds a contingency previously approved by the Board; or (iii) increases a contract previously approved by the Board without a contingency. The President shall present a report on emergency exceptions granted under this provision at the next regular meeting of the Board.

### **C. Income-Producing Contracts**

Income-producing contracts include, without limitation, grants or contracts with public or private agencies for instruction, research, or service, as well as concession contracts and contracts for the conveyance, lease, license, encumbrance, or other disposition of real or personal property of the Board.

#### **1. Approval**

- a. Income-producing contracts shall require Board approval when the acceptance of any such contract results in changes to academic programs that would require subsequent approval by the Board of Higher Education.
- b. All contracts for the conveyance, lease, or encumbrance of real property shall require Board approval. For the avoidance of doubt, this provision shall not apply to the practice of temporary space use rental agreements or license agreements.
- c. Authority for approval of income-producing contracts, other than those requiring Board approval in accordance with Section V.C.1.a and b hereof, is delegated to

the President. Except as otherwise provided herein, the President may sign all such contracts upon approval.

## **2. Reports**

A quarterly report to the Board shall be presented by the President on income-producing contracts of \$100,000 or more received by the University.

## **D. Travel**

Travel regulations issued by the Illinois Higher Education Travel Control Board, as may be amended from time to time, shall govern the reimbursement of travel expenses incurred by employees and members of the Board from all fund sources, except appropriately restricted funds donated to University foundations. The President shall establish and publish a policy concerning the reimbursement of travel expenses not otherwise provided for herein, and such policy shall take effect when approved by the President.

## **E. Business Expenses**

The President shall establish and publish a policy concerning the reimbursement from any University funds for any reason, including expenses incurred in connection with the conduct of official business for individuals, organizations, or situations not covered by regulations of the Higher Education Travel Control Board. The policy shall be consistent with regulations issued by the Higher Education Travel Control Board to the extent possible and shall take effect when approved by the President. The policy shall include the following provisions and such other provisions as are necessary and appropriate.

1. Provisions concerning the reimbursement of expenses for transportation, meals, and living expenses.
2. Provisions concerning the reimbursement of expenses for institutional advancement and development efforts.
3. Provisions concerning the reimbursement of expenses for candidates for positions.
4. Provisions concerning the source of funds for reimbursement of business expenses.



## **F. Moving and Relocation Expenses**

1. The term “employee,” as used herein, includes all full-time faculty and selected administrative and civil service employees hired from outside the commuting area of Governors State University. The President shall define the administrative and civil service positions in each university that are eligible for reimbursement for moving and relocation expenses.
2. Moving or relocation expenses associated with the appointment of the President shall be limited to reasonable and actual expenses and shall be subject to approval by the Board. Moving or relocation expenses associated with the appointment of other employees shall be limited to reasonable and actual expenses and shall be limited to the maximum established by the President unless an exception thereto is granted by the President. The President shall inform the Board of the maximum reimbursement levels established by the President under these Regulations, and thereafter, of any change to such maxima.
3. If two or more individuals occupying the same household who qualify for reimbursement for moving and relocation expenses are hired with commencement dates not more than 30 calendar days apart, they shall be eligible for a single reimbursement for that household to be divided equally between or among such individuals.

## **G. Non-Appropriated Funds**

30 ILCS 105/6a-1e provides that certain non-appropriated funds may be retained by the University for use in the manner and for the purposes set forth therein. This regulation is issued to establish uniform procedures relating to the use and handling of such funds as receipts from revenue bond operations, auxiliary enterprise operations, and other self-supporting activities; governmental and private gifts, grants, and contracts; a working cash fund; unrestricted institutional funds; tuition; student fees; and such other funds as may from time to time be approved by the Board. The University’s policy on the investment of non-appropriated funds is set forth in Section V(M) below.

### **1. Reports**

The President shall submit an annual report to the Board on the deposit and investment of non-appropriated funds during the preceding year.

## **2. Records and Audits**

The University shall maintain detailed financial records of operations and prepare formal financial reports in accordance with generally accepted principles and standards of accounting as are necessary for sound financial management and adequate disclosure. Each year, the University shall provide a copy of its annual financial report and audit by the Auditor General to the Board.

## **3. Bond Resolutions**

In the event of a conflict between the provisions of these Regulations and the requirements of specific bond resolutions adopted by the Board, the latter shall govern.

## **4. Reserves**

Board approval shall be required to establish or change non-instructional facilities reserves or other reserves authorized by the University Guidelines 1982 issued by the Legislative Audit Commission.

# **H. University-Related Organizations**

## **1. General**

University-related organizations include foundations, alumni associations, athletic associations, and other not-for-profit organizations established for the purpose of assisting the Board and the University in the accomplishment of their educational objectives.

## **2. Audit Commission Guidelines**

The relationship between University-related organizations and the University shall be governed by the University Guidelines 1982 issued by the Legislative Audit Commission. The University shall develop a written contract describing this relationship with each of its University-related organizations. Each contract shall be subject to approval by the Board.

## **3. Establishment of University-Related Organizations**

Proposals to create a new University-related organization shall be submitted by the President for review by the Board before the organization is established.

#### **4. Contributions**

A proposal shall be submitted by the President describing any significant commitment of University resources to or for the benefit of, or contribution to or for the benefit of, any University-related organization. Approval of the Board shall be required before such a commitment is made.

#### **5. Reports**

- a. A quarterly report to the Board shall be presented by the President on contributions to University-related organizations.
- b. The President shall submit copies of the annual audits of each University-related organization to the Board.

### **I. Contributions**

#### **1. General**

The Board is charged by statute to succeed to and administer all trusts, trust property, and gifts belonging or pertaining to the University. Contributions may be accepted on behalf of the Board by authorized University officials.

#### **2. Definition**

For the purpose of this Regulation, contributions are defined to include gifts, endowments, trusts, bequests, devises, and other donations made to the University.

#### **3. Authority to Accept**

The President is authorized to accept contributions to the University. Board approval shall be required prior to acceptance in the case of contributions that involve a significant commitment of resources for the operation, maintenance, or administration of the contribution.

#### **4. Reports**

A quarterly report to the Board shall be presented by the President on contributions to the University of \$25,000 or more.

## **J. Mandatory Fees**

### **1. Definition**

Mandatory fees are defined as tuition and other fees established by the Board, which all students are assessed as a prerequisite for registration unless a waiver or other exemption has been authorized by the Board or by statute.

### **2. Tuition**

The University shall develop a long-range plan for tuition as required by the Illinois Board of Higher Education. Board approval shall be required to change tuition rates.

### **3. Other Mandatory Fees**

Any proposal to establish or change the amount of any other mandatory fee shall be subject to a student referendum. Board approval shall be required to establish or change the amount of any mandatory fee. In addition to tuition, mandatory fees that may be established at the University include, but are not limited to, the following:

- a. Activity fee
- b. Revenue Bond fee
- c. Health Care fee
- d. Insurance fee
- e. Athletic fee
- f. University Center fee

### **4. Waivers**

The approval of the President is required to waive mandatory fees, except when a waiver is required by statute, authorized by Board regulation, or has been established as part of the University's financial aid policy.

### **5. Collections**

All registration fees must be collected prior to or during the academic term to which they apply. The University may offer a plan which would permit students to pay their tuition and fees in two or more installments during the academic term. A service charge may be added for students who elect to pay in more than one installment in accordance with the approved University plan. Unless

an exception is granted by the President by policy or on an ad hoc basis, all persons must meet all financial obligations to the University to maintain their status as enrolled students.

## **6. Refunds**

The University shall develop policies that govern the refund of mandatory fees. These policies and any changes shall become effective when approved by the President. The term “refund” as used in this Regulation may mean the cancellation of an unpaid obligation as well as an actual refund of amounts previously paid.

## **7. Activity Fee**

- a. Student activity fees, upon collection by the University, become State funds and are subject to statutes, regulations, and University policies and procedures applicable to State funds generally.
- b. The University shall develop policies concerning the administration of student activity fees. The policies and any changes shall become effective when approved by the President.

The policies shall contain the following provisions and such other provisions as are necessary and appropriate:

- i. Provisions for collection of all student activity fees at regular intervals.
- ii. Provisions for allocation by a body which includes representation of appropriate student organizations and of students generally.

## **K. Special Fees and Charges**

### **1. Special Fees**

Special fees are defined as all fees other than mandatory fees and include, but are not limited to, the following:

- a. Room and Board fee
- b. Program Change fee

- c. Graduation fee
- d. Late Registration and/or Late Payment fee
- e. Service fee for Installment Payments
- f. Transcript fee

The President's approval shall be required to establish or change the amount of any special fee.

## **2. Charges**

Charges are defined as program- or activity-specific assessments, and may include but are not limited to, the following:

- a. Laboratory, Material, or Other Course-Related charge
- b. Locker and Towel charge
- c. Late Examination charge
- d. Duplicate Schedule charge
- e. Library Fine charge
- f. Lost Identification or Activity Card charge
- g. Test charge
- h. Parking charge

Approval of the President is required to establish or change the amount of any charge.

## **3. Waivers and Refunds**

Special fees and charges may be waived or refunded in accordance with University policy or by specific approval of the President.

## **L. Internal Offset Procedures**

The University shall develop procedures whereby University initiated payments to its debtors may be offset in accordance with State law and the rules of the State Comptroller. The procedures and any changes shall become effective when approved by the President.

## **M. Investment Policy**

### **1. Purpose**

The Investment Policy provides the guiding principles for the University to effectively supervise, monitor, and evaluate the investment of its funds.

## **2. Philosophy**

The University shall manage its cash and investments in a manner that will preserve principal, meet operating cash flow needs, and produce a yield which would be described in the current marketplace as acceptable by conservative investment managers.

Investment strategies will evolve over time as market conditions, interest rates, and operational needs change. Such strategies must comply with applicable State and Federal laws and regulations, and bond/debt indentures.

## **3. Responsibility and Authority**

### **a. University Board of Trustees**

- The Board has fiduciary responsibility for the University's invested funds.
- The Board fulfills its fiduciary responsibility for the management of all invested funds through the adoption of the University's investment policy.
- The Board may retain such professionals, including investment managers, consultants, fund custodians, and legal and accounting specialists as may be required to achieve the purposes of the investment policy. The Board reserves the right to terminate such professionals as a result of performance assessment in accordance with this investment policy.

### **b. Budget and Finance Committee of the Board**

- Has oversight responsibilities over the University's investment program.
- Sets forth recommendations to the Board regarding investment policy.
- Reviews the University's investment policy on a periodic basis.
- Reviews investment asset allocation, portfolio, and performance on a quarterly basis.
- Reports investment activities and performance to the Board on an annual basis.
- Approves the selection and assesses the performance of professionals, including consultants, investment managers, fund custodians, and legal and

accounting specialists as may be required to achieve the purposes of the investment policy.

c. Vice President for Administration and Finance/Chief Financial Officer

- Chief custodian of all funds held in the name of the University.
- Execution of the investment policy, which includes the establishment of financial relationships, such as banking relationships, investment managers, consultants, custodians, and other vendors directly related to the provision of investment management services, for the holding or management of the University's invested funds.
- Recommends, as necessary, changes to investment allocation and investment policy.
- Provides a quarterly report of investment activities and performance to the Budget and Finance Committee of the Board.

d. Office of Financial Services and Comptroller

- Manages the University invested funds consistent with the investment policy under the direction of the Vice President for Administration and Finance/Chief Financial Officer.
- Directs and manages the day-to-day transactions with external investment managers.
- Establishes internal controls and written operational procedures for the operation of the investment program.

e. Investment Managers

- Manage the University invested funds under their supervision in accordance with the University investment policy.
- Exercise full investment discretion with regard to buying, managing, and selling assets held in the portfolios.
- Accorded full discretion, within the limits set forth in this investment policy, to select individual securities, adjust the maturity mix, where applicable, and (3) diversify their portfolios so as to limit the impact of large losses in individual investments on the total portfolio.
- Use the same care, skill, prudence, and due diligence under the circumstances then prevailing that experienced investment professionals acting in a like capacity would in the management of their own affairs, not in regard to



speculation, but in regard to the stewardship of their funds considering the probable income, risk, and preservation of capital.

- Provide the University with monthly and quarterly reports of investment activities, fund holdings and performance.

#### 4. Policy

##### a. University Funds Available for Investments

- *Operating Funds*: Represents all funds available for current use in support of the University's academic programs and support functions. These operating funds are pooled to provide the University continuity of mission, investment flexibility, and efficient administration.
- *Debt Funds*: Proceeds from debt issuance, which can be temporarily invested pending expenditure for the related University's projects.

##### b. Investment Objectives

University investments shall be managed with prudent judgment and care. The investment portfolio shall be managed with the intention of obtaining the highest possible net return, balancing reasonable growth and yield with acceptable risk. In addition, the portfolio shall exhibit diversity with respect to instrument type and duration. The achievement of these objectives shall be accomplished in the manner described below:

- *Safety*: The safety of principal is the foremost objective of the investment program. The University funds shall be invested in a manner which seeks to ensure the preservation of capital.
- *Liquidity*: The University's investment portfolio will be structured in such a manner that securities mature at the same time as cash is needed to meet anticipated operational cash flow needs. Additionally, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.
- *Return on Investments*: Investment returns on the University's investment portfolio is a priority after the safety and liquidity objectives described above. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

c. Authorized Investments

University funds should be invested in accordance with the State of Illinois Public Funds Investment Act (30 ILCS 235), which authorized the University to invest in the following:

- Bonds, notes, certificates of indebtedness, treasury bills, or other securities guaranteed by full faith and credit of the United States of America as to principal and interest.
- Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities. Agencies of the United States of America includes:
  - federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto;
  - federal home loan banks and federal home loan mortgage corporation;
  - any other agency created by Act of Congress.
- Interest-bearing savings accounts, interest-bearing certificates of deposits, interest-bearing time deposits, or any other investment that constitutes direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5).
- Short-term obligations of corporations organized in the United States with assets exceeding \$500M, if:
  - such obligations are rated at the time of purchase at 1 of the 3 highest classifications established by at least 2 standard rating services;
  - the maturity is not later than 270 days from the date of purchase, or the maturity is more than 270 days but less than 3 years from the date of purchase;
  - such purchases do not exceed 10% of the corporation's outstanding obligations;
  - no more than one-third of the University's funds may be invested in short-term obligations of corporations.
- Money market mutual funds registered under the Investment Company Act of 1940.

- Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings and loan associations which are incorporated under the laws of Illinois or any other state or under the laws of the United States.
  - Investments may be made only in those savings and loan associations which are insured by the Federal Savings and Loan Insurance Corporation.
  - Securities may be purchased at the offering or market price at the time of purchase.
  - Securities shall mature or be redeemable on a date or dates prior to the time when invested funds will be required for expenditure by the University.
- Dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States, provided the principal office of the credit union must be located within the State of Illinois and the investments must be in accounts which are insured by applicable law.
- The Illinois Funds Money Market Funds.
- Repurchase agreements that meet certain instrument and transaction requirements.

d. Diversification and Allocation

The University will diversify its investments by security type, issue and maturity in order to reduce overall portfolio risks while striving to obtain the highest possible net return. The University's investment portfolio will be structured to provide that sufficient funds from investments are available every month to meet the University's anticipated cash needs. Subject to the safety objectives outlined above, the choice in investment instruments and maturities will be based upon an analysis of anticipated cash needs, existing and anticipated revenues, interest rate trends, and specific market opportunities.

e. Bank Deposit Collateralization Requirements

In accordance with the State Finance Act (30 ILCS 105/6a-1e), whenever funds retained by the University in its own treasury are deposited with a bank or savings and loan association and the amount of the deposit exceeds the amount of federal deposit insurance coverage, a bond or pledged securities shall be obtained. Only the types of securities which the State Treasurer may, in his discretion, accept for

amounts not insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation under Section 11 of the Deposit of State Moneys Act (15 ILCS 520/11) may be accepted as pledged securities. The market value of the bond or pledged securities shall at all times be equal to or greater than the uninsured portion of the deposit.

f. Selection of Investment Managers

Selection of investment managers will be based on prudent due diligence procedures as informed by the Illinois Procurement Code. Investment managers who manage University funds must be registered with the Securities and Exchange Commission, carry adequate levels of insurance, and have sufficient documented investment history and experience, personnel, organizational and fee structure, and client service capabilities to meet University needs.

g. Standards of Care

- *Prudent Person Rule:* The standard of prudence to be used by the officers, employees, and agents, including, but not limited to, investment managers, involved in the investment process shall be the “prudent person rule” and shall be applied in the context of managing an overall investment portfolio.
- *Ethics and Conflicts of Interest:* Officers, employees, and agents, including, but not limited to, investment managers, involved in the investment process shall refrain from personal business activity that conflicts with the proper execution of the investment program, or impairs their ability to make impartial investment decisions. They shall comply with the Board policies and regulations, University policies and procedures, and all the applicable Federal and State laws and regulations governing ethics and conflicts of interest. This includes, but is not limited to, the Illinois Governmental Ethics Act (5 ILCS 420), and the State Officials and Employees Ethics Act (5 ILCS 430), which set forth guidelines for professional conduct by those acting on behalf of the University. Any material interest in financial institutions with which the University conducts business shall be reported to the University Ethics Officer.
- *Internal Controls:* The University is responsible for establishing, maintaining, and evaluating internal control systems designed to ensure compliance with applicable laws and regulations; recording transactions properly; and protecting assets from loss that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees.

h. Sustainable Investing

In accordance with the Illinois Sustainable Investing Act (30 ILCS 238), officers, employees, and agents, including, but not limited to, investment managers, involved in the investment process will strive, within the bounds of financial and fiduciary prudence, to regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions. Factors to be considered may include, but are not limited to: (i) corporate governance and leadership factors, (ii) environmental factors, (iii) social capital factors, (iv) human capital factors, and (v) business model and innovation factors.

GOVERNORS STATE UNIVERSITY  
BOARD OF TRUSTEES

REGULATIONS

Issued July 12, 1996

With Amendments adopted by the Board on June 12, 1998; October 14, 2011; and June 10, 2022, and [DATE].

**SECTION V. FINANCIAL AND ADMINISTRATIVE AFFAIRS**

**A. Budget and Appropriations Process**

**1. Budget Requests**

The President shall establish guidelines and procedures for preparation of operating and capital budget requests for the University. The President shall review and make recommendations concerning the requests and submit them to the Board for approval. The President shall submit budget requests approved by the Board to the Board of Higher Education and shall take such actions on the Board's behalf as are necessary and appropriate during the Board of Higher Education budget review process.

**2. Appropriations Requests**

The President shall prepare the University's requests for operating and capital appropriations. The President shall introduce appropriations requests based upon budget requests approved by the Board in the appropriate house of the General Assembly and shall take such actions on the Board's behalf as are necessary and appropriate during the appropriations process.

**3. Financial Plans and Reports**

- a. The President, after consultation with the Committee on Budget, Finance, and Budget Audit, shall establish guidelines and procedures for the preparation of an annual financial plan for appropriated and non-appropriated funds which shall be submitted to the Board for review.

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- b. The President, after consultation with the Committee on Budget, Finance, and Budget Audit, shall establish guidelines and procedures for the preparation of financial reports for the Board.

#### 4. Line Item Transfers

The President, subject to the provisions of State law, may approve appropriation line item transfer requests and shall present a report at each regular meeting of the Board on appropriation line item transfers approved since the preceding regular Board meeting.

### B. Purchases

Purchases consist of contracts, purchase orders, or other agreements (collectively referred to in this Subsection B. as "contracts") for the receipt of services or the acquisition of real or personal property which obligate financial resources of the Board. The financial resources of the Board include all funds received by or belonging to the Board and the University, including income received and retained in accordance with 30 ILCS 105/6a-1e. All purchasing transactions shall be conducted in accordance with applicable State and Federal statutes and regulations and applicable regulations adopted by the Board. Procurement activity of the University is governed by many statutes, including, but not limited to the Illinois Procurement Code, 30 ILCS 500/1-1 *et seq.* As stewards of public funds, it is essential that University employees receive and follow clear guidance on purchasing decisions.

#### 1. Approval

Approval of purchases shall be obtained, prior to the obligation of financial resources of the Board, as follows:

- a. All transactions involving the acquisition of real property or purchases of \$250,000 or more (except as specified in ~~paragraph~~ Section V.B.1.d hereof) shall require approval by the Board.
- b. Authority for approval of purchases other than those referred to in Section V.B.1.a hereof is delegated to the President, who may delegate such authority to University administrators within his or her discretion. Such delegations of authority shall be in writing.

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c. In the event of an emergency, the President may grant an exception to the requirement of Board approval of a contract if, in the opinion of the President: (i.) immediate action is required; (ii.) a reasonable effort has been made by the President to consult individually with members of the Board or of the Executive Committee; and (iii.) there is insufficient time to obtain approval by the Board or the Executive Committee before action must be taken. The President shall present an informational report on exceptions granted under this provision at the next regular meeting of the Board.

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d. Approval by the Board under paragraph Section V.B.1.a hereof is not required for the following purchases: natural gas; utility services; fire protection; library books, electronic resources, and periodicals; textbooks; food products; entertainment services paid for with student fees and/or ticket sales receipts; resale items; postal charges; Procurement Code Exempt purchases; and purchases made from vendors approved by the Illinois Public Higher Education Cooperative, State of Illinois Joint Contract awards, and other cooperatives where the UniversityGSU is a member and a public solicitation is awarded for the product or service purchased.

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## 2. Reports

At each regular meeting of the Board, the President shall present an informational report on purchases of at least \$100,000 but less than \$250,000 (other than purchases excepted under Section V.A.1.d. hereof) made since the preceding regular Board meeting.

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## 3. Contract Preparation and Signature

a. The Board of Trustees of Governors State University, constituted a body corporate and politic, is the contracting entity for all contracts involving the Board and the University.

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b. Except as otherwise provided herein, the President is authorized to sign all contracts for the University and may delegate such authority to University administrators within his or her discretion. Such delegations of authority shall be in writing.

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## 4. Letters of Intent

A letter of intent (or similar document) may be signed by the President when in her or his judgment a letter of intent is necessary to ensure receipt of an advantageous price

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or delivery date for goods or services and approval of the purchase by the Board as required by Section V.B.1 hereof cannot be timely obtained. Such letters of intent shall provide that the purchase may be terminated without any cost, liability, or obligation if approval of the Board as required by Section V.B.1 is not obtained by a specific date and shall contain such other conditions as may be considered appropriate by the person signing the letter of intent.

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#### 5. Internal Management Guidelines

The President shall establish and publish internal management guidelines (via policy, procedure, or otherwise) concerning purchases, which shall include the following provisions and such other provisions as are necessary and appropriate. Such guidelines shall take effect upon approval by the President.

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a. Provisions intended to ensure the fair and equitable treatment of all persons who provide goods or services to the Board.

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b. Provisions intended to foster competitive bidding and economical procurement to the greatest extent possible.

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c. Provisions intended to encourage the economical utilization and replacement of vehicles.

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d. Provisions to encourage the use of diverse suppliers, including but not limited to, small businesses and businesses owned by minorities, women, veterans, and persons with disabilities. Such provisions shall ensure compliance with applicable law.

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#### 6. Change Orders

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a. The President (or the President's ~~designee~~ ~~delegee~~) is authorized to approve and sign change orders or amendments relating to contracts (collectively, "amendments") on behalf of the University.

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b. A change order or series of change orders which authorizes or necessitates an increase or decrease in either the cost of a contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more shall not be approved unless it is first determined in writing by the President that the circumstances necessitating the change were not reasonably foreseeable at the time the contract was signed, the change is germane to the original contract as signed, or the change order or

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series of change orders is in the best interest of the University and is authorized by law. Such written determination and the written change order resulting from that determination shall be preserved in the contract's permanent file, which shall be open to the public for inspection consistent with applicable law governing public records.

- c. In accordance with Section I.E. of these Regulations, the President shall further delegate the authority granted to her or him in the preceding paragraphs so that the same individual does not both approve a change order under Section V.B.6.a and make a determination in writing that the change order is justified under Section V.B.6.b.

- d. ~~d.~~ Except in emergency situations meeting the requirements of Section V.A.1.c hereof above and except as relating to those contracts described in Section V.B.1.d hereof, prior Board approval shall be required for any amendment that (i-) increases a contract to \$250,000 or more; (ii-) exceeds a contingency previously approved by the Board; or (iii-) increases a contract previously approved by the Board without a contingency. The President shall present a report on emergency exceptions granted under this provision at the next regular meeting of the Board.

### C. Income-Producing Contracts

Income-producing contracts include, without limitation, grants or contracts with public or private agencies for instruction, research, or service, as well as concession contracts and contracts for the conveyance, lease, license, encumbrance, or other disposition of real or personal property of the Board.

#### 1. ~~4.~~ Approval

- a. Income-producing contracts shall require Board approval when the acceptance of any such contract results in changes to academic programs that would require subsequent approval by the Board of Higher Education.
- b. All contracts for the conveyance, lease, or encumbrance of real property shall require Board approval. For the avoidance of doubt, this provision shall not apply to the practice of temporary space use rental agreements or license agreements.
- c. Authority for approval of income-producing contracts, other than those requiring Board approval in accordance with ~~Sections~~ Section V.C.1.a and ~~V.C.1.b~~ hereof, is

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delegated to the President. Except as otherwise provided herein, the President may sign all such contracts upon approval.

## 2. Reports

A quarterly report to the Board shall be presented by the President on income-producing contracts of \$100,000 or more received by the University.

## D. Travel

Travel regulations issued by the Illinois Higher Education Travel Control Board, as may be amended from time to time, shall govern the reimbursement of travel expenses incurred by employees and members of the Board from all fund sources, except appropriately restricted funds donated to University foundations. The President shall establish and publish a policy concerning the reimbursement of travel expenses not otherwise provided for herein, and such policy shall take effect when approved by the President.

## E. Business Expenses

The President shall establish and publish a policy concerning the reimbursement from any University funds for any reason, including expenses incurred in connection with the conduct of official business for individuals, organizations, or situations not covered by regulations of the Higher Education Travel Control Board. The policy shall be consistent with regulations issued by the Higher Education Travel Control Board to the extent possible and shall take effect when approved by the President. The policy shall include the following provisions and such other provisions as are necessary and appropriate.

1. Provisions concerning the reimbursement of expenses for transportation, meals, and living expenses.
2. Provisions concerning the reimbursement of expenses for institutional advancement and development efforts.
3. Provisions concerning the reimbursement of expenses for candidates for positions.
4. Provisions concerning the source of funds for reimbursement of business expenses.

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## F. Moving and Relocation Expenses

1. The term "employee," as used herein, includes all full-time faculty and selected administrative and civil service employees hired from outside the commuting area of Governors State University. The President shall define the administrative and civil service positions in each university that are eligible for reimbursement for moving and relocation expenses.
2. Moving or relocation expenses associated with the appointment of the President shall be limited to reasonable and actual expenses and shall be subject to approval by the Board. Moving or relocation expenses associated with the appointment of other employees shall be limited to reasonable and actual expenses and shall be limited to the maximum established by the President unless an exception thereto is granted by the President. The President shall inform the Board of the maximum reimbursement levels established by the President under these Regulations, and thereafter, of any change to such maxima.
3. If two or more individuals occupying the same household who qualify for reimbursement for moving and relocation expenses are hired with commencement dates not more than 30 calendar days apart, they shall be eligible for a single reimbursement for that household to be divided equally between or among such individuals.

## G. Non-Appropriated Funds

30 ILCS 105/6a-1e provides that certain non-appropriated funds may be retained by the University for use in the manner and for the purposes set forth therein. This regulation is issued to establish uniform procedures relating to the use and handling of such funds as receipts from revenue bond operations, auxiliary enterprise operations, and other self-supporting activities; governmental and private gifts, grants, and contracts; a working cash fund; unrestricted institutional funds; tuition; student fees; and such other funds as may from time to time be approved by the Board. The University's policy on the investment of non-appropriated funds is set forth in Section V(M) below.

### 4. Depositories

~~Non-appropriated funds may only be deposited in depositories approved by the Board. The only financial institutions eligible for consideration as depositories are (a.) banks located in Illinois and insured by FDIC, or (b.) savings and loan associations located in Illinois and insured by FSLIC.~~

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## 2. Collateral

As a general rule, all deposits at a depository in excess of the amount insured by FDIC or FSLIC shall be secured by the pledge of (a.) United States government securities, (b.) securities guaranteed by the full faith and credit of the United States government, or (c.) any other security permitted by law and approved by the Board. The requirement for securing uninsured deposits may be wholly or partially waived by the Board if an economic advantage may be gained thereby or conditions otherwise warrant such waiver.

## 3. Investment of Funds

Non-appropriated funds that are not secured in accordance with Section V.G.2 hereof shall, unless otherwise provided by terms of a bond resolution or unless needed for operational expenses, be invested through approved depositories or through other means authorized by the Board in (a.) United States government securities, (b.) securities guaranteed by the full faith and credit of the United States government, or (d.) any other investment permitted by law and approved by the Board. Several funds of the same general category or classification may be combined in a single account; however, the books and records of the University shall reflect the amount in each fund and the charges against each fund.

### 4.1. Reports

The President shall submit an annual report to the Board on the deposit and investment of non-appropriated funds during the preceding year.

### 5.2. Records and Audits

The University shall maintain detailed financial records of operations and prepare formal financial reports in accordance with generally accepted principles and standards of accounting as are necessary for sound financial management and adequate disclosure. Each year, the University shall provide a copy of its annual financial report and audit by the Auditor General to the Board.

### 6.3. Bond Resolutions

In the event of a conflict between the provisions of these Regulations and the requirements of specific bond resolutions adopted by the Board, the latter shall govern.

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#### 7.4. Reserves

Board approval shall be required to establish or change non-instructional facilities reserves or other reserves authorized by the University Guidelines 1982 issued by the Legislative Audit Commission.

### H. University-Related Organizations

#### 1. General

University-related organizations include foundations, alumni associations, athletic associations, and other not-for-profit organizations established for the purpose of assisting the Board and the University in the accomplishment of their educational objectives.

#### 2. Audit Commission Guidelines

The relationship between University-related organizations and the University shall be governed by the University Guidelines 1982 issued by the Legislative Audit Commission. The University shall develop a written contract describing this relationship with each of its University-related organizations. Each contract shall be subject to approval by the Board.

#### 3. Establishment of University-Related Organizations

Proposals to create a new University-related organization shall be submitted by the President for review by the Board before the organization is established.

#### 4. Contributions

A proposal shall be submitted by the President describing any significant commitment of University resources to or for the benefit of, or contribution to or for the benefit of, any University-related organization. Approval of the Board shall be required before such a commitment is made.

#### 5. Reports

- a. A quarterly report to the Board shall be presented by the President on contributions to University-related organizations.

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- b. The President shall submit copies of the annual audits of each University-related organization to the Board.

## I. Contributions

### 1. General

The Board is charged by statute to succeed to and administer all trusts, trust property, and gifts belonging or pertaining to the University. Contributions may be accepted on behalf of the Board by authorized University officials.

### 2. Definition

For the purpose of this Regulation, contributions are defined to include gifts, endowments, trusts, bequests, devises, and other donations made to the University.

### 3. Authority to Accept

The President is authorized to accept contributions to the University. Board approval shall be required prior to acceptance in the case of contributions that involve a significant commitment of resources for the operation, maintenance, or administration of the contribution.

### 4. Reports

A quarterly report to the Board shall be presented by the President on contributions to the University of \$25,000 or more.

## J. Mandatory Fees

### 1. Definition

Mandatory fees are defined as tuition and other fees established by the Board, which all students are assessed as a prerequisite for registration unless a waiver or other exemption has been authorized by the Board or by statute.

### 2. Tuition

The University shall develop a long-range plan for tuition as required by the Illinois Board of Higher Education. Board approval shall be required to change tuition rates.

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**3. Other Mandatory Fees**

Any proposal to establish or change the amount of any other mandatory fee shall be subject to a student referendum. Board approval shall be required to establish or change the amount of any mandatory fee. In addition to tuition, mandatory fees that may be established at the University include, but are not limited to, the following:

- a. Activity fee
- b. Revenue Bond fee
- c. Health Care fee
- d. Insurance fee
- e. Athletic fee
- f. University Center fee

**4. Waivers**

The approval of the President is required to waive mandatory fees, except when a waiver is required by statute, authorized by Board regulation, or has been established as part of the University's financial aid policy.

**5. Collections**

All registration fees must be collected prior to or during the academic term to which they apply. The University may offer a plan which would permit students to pay their tuition and fees in two or more installments during the academic term. A service charge may be added for students who elect to pay in more than one installment in accordance with the approved University plan. Unless an exception is granted by the President by policy or on an ad hoc basis, all persons must meet all financial obligations to the University to maintain their status as enrolled students.

**6. Refunds**

The University shall develop policies that govern the refund of mandatory fees. These policies and any changes shall become effective when approved by the President. The term "refund" as used in this Regulation may mean the cancellation of an unpaid obligation as well as an actual refund of amounts previously paid.

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## 7. Activity Fee

- a. Student activity fees, upon collection by the University, become State funds and are subject to statutes, regulations, and University policies and procedures applicable to State funds generally.
- b. The University shall develop policies concerning the administration of student activity fees. The policies and any changes shall become effective when approved by the President.

The policies shall contain the following provisions and such other provisions as are necessary and appropriate:

- i. Provisions for collection of all student activity fees at regular intervals.
- ii. Provisions for allocation by a body which includes representation of appropriate student organizations and of students generally.

## K. Special Fees and Charges

### 1. Special Fees

Special fees are defined as all fees other than mandatory fees and include, but are not limited to, the following:

- a. Room and Board fee
- b. Program Change fee
- c. Graduation fee
- d. Late Registration and/or Late Payment fee
- e. Service fee for Installment Payments
- f. Transcript fee

~~Approval of the President~~ The President's approval shall be required to establish or change the amount of any special fee.

### 2. Charges

Charges are defined as program- or activity-specific assessments, and may include but are not limited to, the following:

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- a. Laboratory, Material, or Other Course-Related charge
- b. Locker and Towel charge
- c. Late Examination charge
- d. Duplicate Schedule charge
- e. Library Fine charge
- f. Lost Identification or Activity Card charge
- g. Test charge
- h. Parking charge

Approval of the President is required to establish or change the amount of any charge.

### 3. **Waivers and Refunds**

Special fees and charges may be waived or refunded in accordance with University policy or by specific approval of the President.

### L. **Internal Offset Procedures**

The University shall develop procedures whereby University initiated payments to its debtors may be offset in accordance with State law and the rules of the State Comptroller. The procedures and any changes shall become effective when approved by the President.

## **M. Investment Policy**

### **1. Purpose**

The Investment Policy provides the guiding principles for the University to effectively supervise, monitor, and evaluate the investment of its funds.

### **2. Philosophy**

The University shall manage its cash and investments in a manner that will preserve principal, meet operating cash flow needs, and produce a yield which would be described in the current marketplace as acceptable by conservative investment managers.

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Investment strategies will evolve over time as market conditions, interest rates, and operational needs change. Such strategies must comply with applicable State and Federal laws and regulations, and bond/debt indentures.

### **3. Responsibility and Authority**

#### **a. University Board of Trustees**

- The Board has fiduciary responsibility for the University's invested funds.
- The Board fulfills its fiduciary responsibility for the management of all invested funds through the adoption of the University's investment policy.
- The Board may retain such professionals, including investment managers, consultants, fund custodians, and legal and accounting specialists as may be required to achieve the purposes of the investment policy. The Board reserves the right to terminate such professionals as a result of performance assessment in accordance with this investment policy.

#### **b. Budget, Finance, and Audit Committee of the Board**

- Has oversight responsibilities over the University's investment program.
- Sets forth recommendations to the Board regarding investment policy.
- Reviews the University's investment policy on a periodic basis.
- Reviews investment asset allocation, portfolio, and performance on a quarterly basis.
- Reports investment activities and performance to the Board on an annual basis.
- Approves the selection and assesses the performance of professionals, including consultants, investment managers, fund custodians, and legal and accounting specialists as may be required to achieve the purposes of the investment policy.

#### **c. Vice President for Administration and Finance/Chief Financial Officer**

- Chief custodian of all funds held in the name of the University.
- Execution of the investment policy, which includes the establishment of financial relationships, such as banking relationships, investment managers, consultants, custodians, and other vendors directly related to the provision of

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investment management services, for the holding or management of the University's invested funds.

- Recommends, as necessary, changes to investment allocation and investment policy.
- Provides a quarterly report of investment activities and performance to the Budget, Finance, and Audit Committee of the Board.

d. Office of Financial Services and Comptroller

- Manages the University invested funds consistent with the investment policy under the direction of the Vice President for Administration and Finance/Chief Financial Officer.
- Directs and manages the day-to-day transactions with external investment managers.
- Establishes internal controls and written operational procedures for the operation of the investment program.

e. Investment Managers

- Manages the University invested funds under their supervision in accordance with the University investment policy.
- Exercises full investment discretion with regard to buying, managing, and selling assets held in the portfolios.
- Accorded full discretion, within the limits set forth in this investment policy, to select individual securities, adjust the maturity mix, where applicable, and diversify their portfolios so as to limit the impact of large losses in individual investments on the total portfolio.
- Uses the same care, skill, prudence, and due diligence under the circumstances then prevailing that experienced investment professionals acting in a like capacity would in the management of their own affairs, not in regard to speculation, but in regard to the stewardship of their funds considering the probable income, risk, and preservation of capital.
- Provides the University with monthly and quarterly reports of investment activities, fund holdings and performance.

4. Policy

a. University Funds Available for Investments

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- Operating Funds: Represents all funds available for current use in support of the University's academic programs and support functions. These operating funds are pooled to provide the University continuity of mission, investment flexibility, and efficient administration.
- Debt Funds: Proceeds from debt issuance, which can be temporarily invested pending expenditure for the related University's projects.

b. Investment Objectives

University investments shall be managed with prudent judgment and care. The investment portfolio shall be managed with the intention of obtaining the highest possible net return, balancing reasonable growth and yield with acceptable risk. In addition, the portfolio shall exhibit diversity with respect to instrument type and duration. The achievement of these objectives shall be accomplished in the manner described below:

- Safety: The safety of principal is the foremost objective of the investment program. The University funds shall be invested in a manner which seeks to ensure the preservation of capital.
- Liquidity: The University's investment portfolio will be structured in such a manner that securities mature at the same time as cash is needed to meet anticipated operational cash flow needs. Additionally, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.
- Return on Investments: Investment returns on the University's investment portfolio is a priority after the safety and liquidity objectives described above. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

c. Authorized Investments

University funds should be invested in accordance with the State of Illinois Public Funds Investment Act (30 ILCS 235), which authorized the University to invest in the following:

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- Bonds, notes, certificates of indebtedness, treasury bills, or other securities guaranteed by full faith and credit of the United States of America as to principal and interest.
- Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities. Agencies of the United States of America includes:
  - federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto;
  - federal home loan banks and federal home loan mortgage corporation;
  - any other agency created by Act of Congress.
- Interest-bearing savings accounts, interest-bearing certificates of deposits, interest-bearing time deposits, or any other investment that constitutes direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5).
- Short-term obligations of corporations organized in the United States with assets exceeding \$500M, if:
  - such obligations are rated at the time of purchase at 1 of the 3 highest classifications established by at least 2 standard rating services;
  - the maturity is not later than 270 days from the date of purchase, or the maturity is more than 270 days but less than 3 years from the date of purchase;
  - such purchases do not exceed 10% of the corporation's outstanding obligations;
  - no more than one-third of the University's funds may be invested in short-term obligations of corporations.
- Money market mutual funds registered under the Investment Company Act of 1940.
- Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings and loan associations which are incorporated under the laws of Illinois or any other state or under the laws of the United States.
  - Investments may be made only in those savings and loan associations which are insured by the Federal Savings and Loan Insurance Corporation.

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- Securities may be purchased at the offering or market price at the time of purchase.
- Securities shall mature or be redeemable on a date or dates prior to the time when invested funds will be required for expenditure by the University.
- Dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States, provided the principal office of the credit union must be located within the State of Illinois and the investments must be in accounts which are insured by applicable law.
- The Illinois Funds Money Market Funds.
- Repurchase agreements that meet certain instrument and transaction requirements.

d. Diversification and Allocation

The University will diversify its investments by security type, issue and maturity in order to reduce overall portfolio risks while striving to obtain the highest possible net return. The University's investment portfolio will be structured to provide that sufficient funds from investments are available every month to meet the University's anticipated cash needs. Subject to the safety objectives outlined above, the choice in investment instruments and maturities will be based upon an analysis of anticipated cash needs, existing and anticipated revenues, interest rate trends, and specific market opportunities.

e. Bank Deposit Collateralization Requirements

In accordance with the State Finance Act (30 ILCS 105/6a-1e), whenever funds retained by the University in its own treasury are deposited with a bank or savings and loan association and the amount of the deposit exceeds the amount of federal deposit insurance coverage, a bond or pledged securities shall be obtained. Only the types of securities which the State Treasurer may, in his discretion, accept for amounts not insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation under Section 11 of the Deposit of State Moneys Act (15 ILCS 520/11) may be accepted as pledged securities. The market value of the bond or pledged securities shall at all times be equal to or greater than the uninsured portion of the deposit.

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f. Selection of Investment Managers

Selection of investment managers will be based on prudent due diligence procedures as informed by the Illinois Procurement Code. Investment managers who manage University funds must be registered with the Securities and Exchange Commission, carry adequate levels of insurance, and have sufficient documented investment history and experience, personnel, organizational and fee structure, and client service capabilities to meet University needs.

g. Standards of Care

- *Prudent Person Rule:* The standard of prudence to be used by the officers, employees, and agents, including, but not limited to, investment managers, involved in the investment process shall be the "prudent person rule" and shall be applied in the context of managing an overall investment portfolio.
- *Ethics and Conflicts of Interest:* Officers, employees, and agents, including, but not limited to, investment managers, involved in the investment process shall refrain from personal business activity that conflicts with the proper execution of the investment program, or impairs their ability to make impartial investment decisions. They shall comply with the Board policies and regulations, University policies and procedures, and all the applicable Federal and State laws and regulations governing ethics and conflicts of interest. This includes, but is not limited to, the Illinois Governmental Ethics Act (5 ILCS 420), and the State Officials and Employees Ethics Act (5 ILCS 430), which set forth guidelines for professional conduct by those acting on behalf of the University. Any material interest in financial institutions with which the University conducts business shall be reported to the University Ethics Officer.
- *Internal Controls:* The University is responsible for establishing, maintaining, and evaluating internal control systems designed to ensure compliance with applicable laws and regulations; recording transactions properly; and protecting assets from loss that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees.

h. Sustainable Investing

In accordance with the Illinois Sustainable Investing Act (30 ILCS 238), officers, employees, and agents, including, but not limited to, investment managers, involved in the investment process will strive, within the bounds of financial and

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fiduciary prudence, to regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions. Factors to be considered may include, but are not limited to: (i) corporate governance and leadership factors, (ii) environmental factors, (iii) social capital factors, (iv) human capital factors, and (v) business model and innovation factors.

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# **TAB 8**

**EXECUTIVE SUMMARY****Resolution 23-10*****Resolution for the Annual Review of President Green, Eligibility for Incentive Compensation, and Eligibility for Increase to Base Pay***

- I. **ACTION ITEMS:** Evaluate and form recommendations to the Board of Trustees of Governors State University (“Board” and “University,” respectively) regarding President Cheryl Green’s: (i) performance for Fiscal Year 2021-2022 (“FY2022”); (ii) eligibility for a Performance Incentive Compensation payment, or portion thereof, pursuant to the Presidential Employment Agreement (“Agreement”) by and between the University and President Green (attached hereto as **Exhibit A**); and (iii) eligibility for an increase to her Base Salary as defined in the Agreement (together, the “Action Items”).
- II. **BACKGROUND:** The Board has an obligation to take the Action Items on an annual basis due to a combination of requirements found in Illinois State law, the Board Bylaws, and the Agreement. Those various requirements are stated briefly here and a proposed action plan for meeting those requirements is stated in the Analysis section below.

*First*, the Board must conduct an annual assessment of the President and meet with President Green to discuss her performance. Hiring, supporting, and retaining the president is the most important task of a board member, especially the chair. MacTaggart, Terrence, *Assessing and Developing College and University Presidents, an Enterprise Leadership Approach*, Washington, DC, Association of Governing Boards of Colleges and Universities, 2020. “[A]ssessing chief executives with the goal of enabling them to perform at superior levels is a fundamental fiduciary responsibility of boards.” *Id.* In fact, in Illinois, annual assessment is required by law. 110 ILCS 670/15-190 (“the Board must complete an annual performance review of the president . . .”). This obligation also is found in the Bylaws, which require that the Board assess the President’s performance periodically. *See* Bylaws Art. I, § 4(c). Similarly, the Agreement states that the “Board is required by law to review the President’s performance on an annual basis” and to “meet with President Green annually to evaluate and discuss her performance.” Agreement, § 3.2.

*Second*, based on the annual performance review, the Board must determine President Green’s eligibility for incentive compensation pursuant to the Agreement. While Illinois does not require the award of incentive compensation, it is permissible. And, where included in an employment contract, as it is in the Agreement, the “annual performance review must be considered when the Board contemplates a bonus [or] incentive-based compensation . . .” 110 ILCS 670/15-190. The Agreement provides that “[t]he Board shall annually pay President Green up to forty thousand and [sic] eight-hundred dollars

(\$40,800), or up to fifteen percent of her Base Salary, representing an annual discretionary ‘Performance Incentive Compensation’ payment . . .” Agreement, § 4.2.1. The Performance Incentive Compensation payment shall be based on qualitative and quantitative factors mutually agreed on by the parties. *Id.* “It is within the sole discretion of the Board based on the annual assessment of President Green to determine whether the Performance Incentive Compensation payment, or a portion thereof, has been earned.” *Id.* Such payment, if any, is due to be paid by December 31. Agreement, § 4.2.2.

**Third**, the Board has a contractual obligation to review President Green’s “Base Salary” on an annual basis. Agreement, § 4.1.2. The Board has the discretion to increase her Base Salary and shall make such a decision in connection with her performance review. *Id.* Illinois State law, too, requires the consideration of her annual performance review if the Board wants to award a compensation raise. 110 ILCS 670/15-190.

To assist it with devising a policy and procedure, including performance metrics, for performing the president’s annual review, the Board retained the services of AGB consultant, Terrence MacTaggart, Ph.D. Dr. MacTaggart provided an overview of how he conducted this engagement and arrived at his recommendations in a June 27, 2022 letter provided to the Executive Committee at the July meeting. He also provided a set of assessment criteria after consulting with the Cabinet and President Green regarding available data and existing metrics. Those metrics were provided to the full Board at the August meeting and consist of:

Student-focused measurements:

- Enrollments across all categories of students
- Year-over-year retention across all categories of students

Diversity, Equity, and Inclusion:

- Pell Grant recipients and average debt load
- Enrollment of various population segments of students
- Retention rates for various population segments of students

Stewardship of Resources and Compliance

- Institutional unrestricted revenues
- Income from alternative sources outside of regular income and fees.

By report dated September 26, 2022, President Green submitted via email a self-assessment addressing the foregoing factors. In addition, Vice President of Human Resources, Joshua R. Allen, solicited feedback from the three senate presidents regarding President Green’s performance, which he will share with the Executive Committee at its October 7, 2022 meeting. Finally, each Executive Committee member was assigned the

task of obtaining feedback from trustees who are not on the Executive Committee, to be shared at the October 7, 2022 meeting.

- III. Analysis/Proposed Action Plan:** Based on Dr. MacTaggart's proposed policy and procedure, the Agreement, Illinois law, and practices from last year, it is recommended that the Board adopt the following process in executing the three Action Items:
- a. The Executive Committee will meet on October 7, 2022 to discuss all materials collected regarding President Green's performance for FY2022, including feedback from the senates, feedback from other trustees, and President Green's self-assessment. All trustees are welcome to attend and participate in this meeting.
  - b. Pursuant to Section 120/2(c)(1) of the Illinois Open Meetings Act ("OMA"), the Executive Committee shall deliberate (but not vote on) the three proposed actions items in closed session.
  - c. If deliberations are completed on October 7, 2022, the Executive Committee shall vote to make recommendations to the Board on the Action Items and shall delegate responsibility for drafting a written assessment to one of the Executive Committee members, which shall be provided to President Green by October 12.
  - d. President Green shall advise the Executive Committee Chair by October 14 if she wishes to have a formal opportunity to address the written assessment before the Board votes on it.
    - i. If President Green does not want a formal opportunity to address the written assessment, the written assessment shall be published 48 hours in advance of the October 21, 2022 Board Meeting pursuant to Illinois State law. The Board shall vote on the Executive Committee's recommendations on the three Action Items at the October 21 meeting in open session; however, it shall meet with President Green in closed session to deliver feedback on her performance.
    - ii. If President Green does want to have a formal opportunity to address the written assessment, the Board will delay voting on the Action Items until after she has had a fair opportunity to do so.
  - e. The Board shall vote on the Action Items in open session on October 21 or some later date as determined pursuant to the process above.

**Resource/Contact:** *Therese King Nobos*, JD, Vice President, General Counsel and Interim Vice President for Human Resources, [tnohos@govst.edu](mailto:tnohos@govst.edu), or 708.534.7096.

Committee Approval

CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONSIDERED VOTE: \_\_\_\_\_



# **TAB 9**



TO: Trustee Anibal Taboas, Chair, Student Affairs and Academic Affairs Committee

CC: Student Affairs and Academic Affairs Committee

FROM: Dr. Cheryl Green, President

RE: Awarding of Professor or Associate Professor Emeritus Designation

DATE: September 15, 2022

According to the Governors State University Professor Emeritus Policy 35, in order for a faculty member to be eligible for Professor Emeritus or Associate Professor Emeritus status, and garner the privileges of such designation, the faculty member must (i) have had the rank of Associate Professor, Professor, or University Professor; (ii) have served the University for at least ten (10) years; and (iii) be retired. Furthermore, it is expected that a candidate for emeritus status maintain a continuing interest in scholarly activity and in higher education, be able to provide advice on or be a faculty member whose advice may appropriately be sought in professional matters affecting the university, and/or a faculty member who may serve as a mentor to faculty and students, and one to whom former students and colleagues can reasonably apply for personal letters of recommendation. The candidates for emeritus status must be voted upon by their colleagues in their respective college, supported by their dean and provost, and subsequently be recommended to the Board of Trustees for the title of Professor Emeritus by the University President. Following the Board of Trustees vote, the University President shall inform the candidate and departmental faculty of the Board's decision.

As President of Governors State University ("GSU"), it is my distinct honor and privilege to recommend the following seven candidates for consideration and distinction of Professor Emeritus for their valued stewardship of their scholarly work here at GSU. The faculty members elucidated herein have met the requirements professionally, have been approved by more than 50% of the votes cast for each candidate within their departmental faculty review committee, and recommended by their respective deans and provost.

Dr. Pamela Guimond has been with GSU, first as a student followed by employment as a Program Coordinator in 1992. Proudly, Dr. Guimond was part of the *Grow-Your-Own* program, whereby support was provided while pursuing a doctorate in education, with achievement attained in 2004. Dr. Guimond has been recognized locally, in the State of Illinois and nationally. As a true professional, Dr. Guimond served for 29 years whereby the Biology and Chemistry programs were enhanced and garnered numerous grants, and Dr. Guimond continues significant research as an educator to this day. As a Full Professor, Dr. Guimond has many achievements and recognitions that warrant consideration as a Professor Emeritus.

Dr. Frances Kostarelos earned multiple degrees from the University of Chicago and is a well published author, presenter, and speaker nationally, as well as globally. Dr. Kostarelos has served GSU since 1995

in the College of Arts and Sciences as a Full Professor specializing in Anthropology and Sociology, and the graduate program, Political and Justice Studies. Dr. Kostarelos has supported many colleges and universities in the State of Illinois, has received multiple awards and continues to socialize Orthodox Religions, Gender and Identity, and Globalization and Eastern Orthodox Churches in North America. As a distinguished faculty member and Full Professor of GSU, Dr. Kostarelos continues with the passion of a lifetime - research and service.

Dr. Angela Latham has completed more than ten years with GSU; however, has continuously served in higher education since 1995. Dr. Latham earned a Ph.D. in 1997 here at GSU, has served as a Tenured Professor, and served as the Associate Provost, Associate Vice President of Academic Affairs. More recently, Dr. Latham costumed the TAPS production of *12 Angry Jurors*, mentored new faculty and completed four essays within the past year, all of which have been accepted for publication. This continuation of Dr. Latham's service to GSU as a Full Professor and beyond, is evidence of the continued scholarly activity.

Dr. Roberta Kuchler O'Shea has served the State of Illinois at both the University of Illinois-Chicago and Governors State University for more than 30 years. It was in 1999 when a professional relationship began with GSU. The first doctorate earned by Dr. O'Shea occurred in 1996, with a Doctorate in Philosophy (Ph.D.) focused on Education/Special Education and the second in 2014, with a Doctorate in Physical Therapy (DPT). As a professional and Full Professor, Dr. O'Shea continued personal growth through licensures and credentialing far beyond personal achievements but provided value to the many students of GSU. Dr. O'Shea is a recognized scholar throughout the world because of the many publications and presentations done with other scholars. Based on the continued display of scientific acumen, Dr. O'Shea will continue scholarly work.

Dr. Colleen Sexton's work with GSU began in 2004, as an appointed tenured associate professor of science education in the College of Education. Within four years, Dr. Sexton was granted the status of Full Professor. Between April 2014 and August 2022, Dr. Sexton served the university as the Associate Provost/Associate Vice President for Academic Affairs and has served as the GSU liaison to the Higher Learning Commission, which has proven to be invaluable to the GSU community. As a result of various changes at GSU, during Fall 2021 and through mid-March 2022, Dr. Sexton served as Interim Provost and Vice President for Academic Affairs. During Dr. Sexton's tenure with GSU, the accomplishments, leadership, campus involvement and professionalism, above and beyond teaching and course development, was beyond reproach. History dictates that Dr. Sexton will now continue scholarship activities that will continue to serve higher education.

Dr. Ting J. (TJ) Wang has proven to be a pioneer for the College of Business in the more than ten years of service to GSU. Dr. Wang, a Full Professor since 2019, developed a special relationship with the students through the many wins as part of the National Collegiate Table Tennis Association (GSU was ranked 4<sup>th</sup> nationally in 2010). As the recipient of many awards and recognitions in project management and budgeting, Dr. Wang continues to actively conduct research and service to GSU with plans to return as a guest and visiting speaker but is also gathering information and developing textbook materials on Project Management Budgeting. Therefore, Dr. Wang continues with service to higher education through scholarly activities, focused on higher education.

Dr. Maristela Zell, a Full Professor, began working for GSU in 2000 as a field teacher, an assistant professor in 2002, and upon completion of the terminal degree in 2008, was granted tenure and a

promotion to Associate Professor, and to Full Professor in 2014. As a Professor for GSU, Dr. Zell's work included successful accreditation achievements, establishing partnerships with field agencies for student development and developed many courses, above and beyond numerous appointments on campus. Dr. Zell supported many diversity and equity initiatives, demonstrated university service through many hours of volunteerism, plus was the recipient of numerous awards. Dr. Zell continues to support scholarly work through the many presentations and publications that are ongoing and worthy of the Emeritus designation.

Committee Approval

CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONSIDERED VOTE: \_\_\_\_\_

**Resolution No. 23-11*****Approval of Professor Emeritus Designation for  
Retired Professors***

**WHEREAS,** The Board of Trustees of Governors State University (the “Board” and “University,” respectively) was created on January 1, 1996, by Public Act 89-4 to operate, manage, control, and maintain Governors State University in accordance with the rights, powers, and duties vested by law in the Board; and

**WHEREAS,** The Board is comprised of eight members, seven of whom are appointed by the Governor of Illinois with the advice and consent of the Senate, and one whom is a Governors State University student selected by student peers; and

**WHEREAS,** In accordance with University Professor Emeritus Policy 35, eligibility turns on three criteria: (i) rank of Associate Professor, Professor, or University Professor; (ii) at least ten (10) years of service to the University; and (iii) retired status; and

**WHEREAS,** Pursuant to Policy 35, it is expected that designees “maintain a continuing interest in scholarly activity and in higher education, to have been a faculty member whose advice may appropriately be sought in professional matters affecting the university, and/or a faculty member who may serve as a mentor to faculty and students, and one to whom former students and colleagues can reasonably apply for personal letters of recommendation”; and

**WHEREAS,** Pursuant to Policy 35, the title may be conferred upon recommendation of the President and approval of the Board; and

**WHEREAS,** The candidates for emeritus status must be voted upon by their colleagues in their respective colleges, supported by their dean and provost, and subsequently be recommended to the Board of Trustees for the title of Professor Emeritus by the University President; and

**WHEREAS,** There are seven retired faculty members now recommended for *emeritus* status (the “Candidates”); and

**WHEREAS,** The Candidates all have the rank of full professor, with plans to continue with scholarly activity in higher education, provide advice to other professionals and students, and may continue to serve former students and colleagues and provide requested letters of recommendation; and

**WHEREAS,** The Candidates have been voted on by Unit A faculty members in their respective units in their colleges and divisions by a majority vote (50% plus 1) of their peers, and

have the support and recommendation of their respective Deans, the Provost, and the President; and

***WHEREAS***, The Student Affairs and Academic Affairs Committee of the Board (the “Committee”), upon consideration of the foregoing at a meeting held October 5, 2022, voted to recommend the Board award the status of *emeritus* status to the Candidates;

Now, therefore, it is:

*Resolved*, that the Board adopts the Committee’s recommendation.

*Resolved*, that the Board approves, recognizes and grants the following Candidates the designation of Professor Emeritus with all rights and privileges of the Professor Emeritus distinction: Dr. Pamela Guimond; Dr. Frances Kostarelos; Dr. Angela Latham; Dr. Roberta Kuchler; Dr. Colleen Sexton; Dr. Ting J. (TJ) Wang, and Dr. Maristela Zell.

***Approved October 21, 2022***

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**Angela Sebastian, Chair**  
**Board of Trustees**

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**James Kvedaras, Secretary**  
**Board of Trustees**

**TAB 10**



TO: Trustee Anibal Taboas, Chair, Student Affairs and Academic Affairs Committee  
CC: Student Affairs and Academic Affairs Committee  
FROM: Dr. Cheryl Green, President  
RE: Tenure and Rank of Full Professor  
DATE: September 15, 2022

It is not unusual for universities to award tenure with the rank of full professor to a newly appointed senior executive member. Governors State University does have the opportunity for a leadership member to be awarded this privilege. At this time, it is my privilege to recommend Dr. Beverly Schneller be awarded rank of Full Professor with tenure based on her work experience, depth and breadth of knowledge, accreditation expertise, coupled with the five different institutions where she earned rank of full professor and tenure.

To support this recommendation, Section II.B.3.c. of the Board of Trustees Regulations provides: "At the time of initial employment by the University, an administrative employee whose preceding employment included faculty rank and tenure may be granted tenure only if so recommended by the department[,], the Dean, the Provost/Vice President, and the President and approved by the Board." According to the memo dated Friday, August 26, 2022, from the Interim Dean of the College of Arts and Sciences, Dr. Jason Zingsheim highlighted that Unit-A faculty of the division of Arts and Letters have reviewed Dr. Schneller's past experience, reviewed the governing criteria for this recognition and have recommended that Dr. Schneller be awarded the rank of full professor with tenure, which he fully supports as well, as do I.

For further review, Dr. Schneller's curriculum vitae is provided herein for your review. I am confident you will find that she meets all the criteria and possesses the education, experience and professional acumen necessary to be awarded the rank of full professor with tenure. I encourage the committee to support Dr. Schneller's recommendation with my approval, to the rank of full professor with tenure, and afforded all rights and privileges therein for Governors State University.

Committee Approval

CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONSIDERED VOTE: \_\_\_\_\_



**Beverly E. Schneller, Ph.D.**  
**Curriculum Vitae**

**Contact Information:** 13300 Callan Drive, Orland Park, IL 60462  
[Beverly.schneller14@gmail.com](mailto:Beverly.schneller14@gmail.com)  
717-471-0856

**EDUCATION**

Ph.D. in English, The Catholic University of America, Washington, DC, 1987  
M.A. in English, The Catholic University of America, Washington, DC 1982  
B.A. in English, (*Magna cum Laude*), The University of St. Thomas, Houston, Tx, 1980  
Emerging Leaders, 2020-21 Cohort, AASCU, Special Project- Institutional Finance and Administration  
Teagle Assessment Scholar  
University of Virginia, Rare Book School  
American Antiquarian Society  
NEH Summer Seminar for College and University Teachers  
Folger Shakespeare Library, Folger Institute Seminar  
Folger Shakespeare Library, Library Weekend Workshop  
Folger Shakespeare Library, NEH Summer Institute  
The Coach Approach to Leadership, Institute for Social and Emotional Intelligence  
Leading Leadership Development Certificate, Training Industry  
Non-degree post bac studies, Centre for Thomistic Studies, University of St. Thomas

**ACADEMIC RANK**

Full Professor of English, with tenure, since 1995

**ADMINISTRATIVE EXPERIENCE**

**2022- : Governors State University**

**Provost and Vice President for Academic Affairs**

- **General Scope of Work:** Academic leadership, budget management, program review and accreditation, design and implementation of strategic initiatives, advisor to the President and Cabinet, institutional representative to national, state and regional educational and legislative oversight boards and councils, faculty and staff supervision

**2018- 2021: Kentucky State University**

KSU is an 1890s Land Grant University and Kentucky's only accredited HBCU with 2200 students, graduate and undergraduate.

***Vice Provost for Academic Quality, Research and Innovation and SACSCOC Liaison, Government Relations Liaison, Head, Grants, Contracts and Sponsored Research,***

***Acting Head, Office of Institutional Effectiveness; Acting Provost and Vice President for Academic Affairs***

**Representative Sample of Accomplishments**

Accreditation and Compliance

- Appointed to SACSCOC Arbitration and Appeals Committee
- Supervised reaffirmation activities for CSW, NASPAA and CAEP
- Fostered membership to COPLAC (Council on Public Liberal Arts Colleges)
- Served as Acting Provost during ten year SACSCOC reaffirmation visit
- NC-SARA Compliance Officer

Academic Support and Enhancements

- Designed and led the transition from five colleges to two colleges
- Interacted with the Board of Regents on Academic Affairs issues
- Approved promotion, tenure, sabbatical and renewal applications for faculty
- Led faculty committee in development of eight new career-ready academic programs to be implemented by 2029
- Designed and implemented the Liberal Studies Curriculum Committee and the Faculty Senate to align and reduce the liberal studies core from 43 to 32 credits
- Collaboratively designed Master's program in Teacher Leader
- Designed four scholarship themed professional development programs for faculty offered in Spring 2019; delivered one presentation in the series on the Boyer Model of Scholarship

Strategic Planning and Resource Development/ Enrollment Management

- Appointed to Commerce LEX (Lexington, KY Chamber of Commerce Business and Economic Development Strategic Planning Committee)
- Elected member of COPLAC Finance Committee (2021-2025)
- Authored *Vision 2025*, Kentucky State University Strategic Plan, 2021-25
- Oversaw and designed the standup of courses from face-to-face to remote
- Designed and implemented surveys of student and faculty experience for continuous improvement
- Designed and implemented academic recovery and re-enrollment activities, including development of admissions policy, financial aid and scholarship packages, and debt relief for undergraduate and graduate students

### Infrastructure Management

- Managed COVID-19 compliance reporting and expansion activities for SACSCOC
- Served a part of the Emergency Management Team for COVID-19
- Collaborated with Deputy Provost for Faculty Affairs in the implementation of Interfolio, software program for faculty portfolio management and promotion/tenure/post-tenure review application processes
- Served as Interim Director of Graduate Studies, 2018-2019 AY
- Founder of Omicron Delta Kappa Circle 420 (National leadership society)
- Selected and implemented use of AdmitHub and InScribe for student recruitment
- Introduced and led the campus in purchase of Qualtrics survey software and GRAD-CAS online application software for graduate students

### Supervision

- Supervise eight university directors and offices including Title III and IR

### Statewide Initiatives

- Managing stand up of West Louisville economic and educational campus funded by the Kentucky General Assembly
- Council on Postsecondary Education Strategic Agenda Taskforce

### ***General Duties and Scope of Work***

- Lead institutional and program level accreditations
- Head the Office of Grants, Contracts and Sponsored Research
- Represent the University as Government Relations Liaison
- Represent the University to CAO meetings of CPE
- Develop unit budgets
- Implemented and lead workshops on Gray Associates Program Analytics and Curricular Sustainability Study
- Design and development academic degree programs
- Create community and campus partnerships to increase student learning opportunities
- Write all MOUs and foster them through required approvals
- Design, implement and deliver professional development programming for faculty
- Chaired the grant funded QA Commons, Essential Employment Qualities initiative, Council on Postsecondary Education

**2013-2018: Belmont University, Nashville, TN**

Belmont University, with 8300, is a private non-denominational Christian University composed of 12 academic units offering graduate and undergraduate programs.

***Associate Provost for Academic Affairs; Acting Manager, Office of Assessment and Institutional Research; and, Head, Office of Grants and Sponsored Research***

**Representative Sample of Accomplishments**Accreditation and Compliance

- Conducted successful five year review SACSCOC
- Provided leadership to academic departments for specialized reaffirmation efforts
- Campus representative: Lilly Network, SACSCOC, NACU
- Administrative liaison to Faculty Senate, General Education Council
- Title IX investigator
- NC-SARA Compliance Officer

Academic Support and Enhancements

- Elevated Bridges to Belmont equity and educational access program
- Designed and implemented Legal Studies 3+3 accelerated degree program
- Launched Faculty Authors interview program showcasing recent publications by faculty members in 50 min Q&A sessions once a month
- Co-designed BS in Public Health with interprofessional education focus
- Implemented and designed new forms for curriculum proposals and for faculty hiring
- Revised and created new sections of the University Faculty Handbook on attendance policies, final examinations, use of University email accounts, and other operational issues
- Led efforts for institutional purchase of Get Connected (to record service learning hours for students) and Axiom Mentor (for IRB review)
- Served as institutional graduate dean
- Served as member of New American Colleges and Universities (NACU) administrative team with the University Provost

Strategic Planning and Resource Development/Enrollment Management

- Served on strategic planning, Vision 2020 task force, and subcommittee on institutional advancement and fundraising enhancement strategies

DEI

- Created and led the Diverse Faculty at Belmont Group

### Supervision

- Supervisor of Honors Program, Teaching Center, Lila D Bunch Library, Service Learning program, Instructional Design, Office of Career and Professional Development, Bridges to Belmont Program, Sophomore Transitions Center (GPS), General Education program, and three campus scholarship programs- Ingram Scholars, Community Scholars, and Rose Park Scholars

### ***General Duties and Scope of Work***

- Budget and personnel management for Office of the associate provost, academic affairs
- Reported on academic unit work to the Academic Affairs Committee of the Board of Trustees on a bi-monthly basis
- Chair, Catalog and Curriculum Committee (both graduate and undergraduate)
- Chair, University Theme Committee
- Chair, Faith in the Academy annual lecture
- Created and co-chaired the Chairs Council

### ***2011-2013: The University of Baltimore, Baltimore, Maryland***

UB has approximately 3000 students studying in three Colleges.

### ***Associate Provost, Academic Affairs and Graduate Studies Representative to University System of Maryland***

### **Representative Sample of Accomplishments**

#### Accreditation and Compliance

- Coordinated and led Middle States Five Year Reaffirmation (report commended by the Commission for its overall quality and thoroughness)
- Created and supervised Provost Assessment Fellows program

#### Academic Support and Enhancements

- Designed and implement assessment focused activities to guide the Law School into compliance with ABA report outcomes
- Collaboratively launched and designed the Bob Parsons-funded Center for Veterans at the University of Baltimore (focused on student success and learning styles)
- Designed and implemented PLA
- Designed and implemented the Bee Line guided pathways program

- Designed and implemented minor in Irish Studies (undergraduate with Study Abroad component)
- Oversaw successful redesign of Graduate Student Orientation (in collaboration Student Affairs)
- Collaborated with the Director of General Education and supervised work in shift from curricular to competencies based model of GEN ED core

#### DEI

- Chair, Cultural Diversity Working Group (included preparing the annual Cultural Diversity Report)
- Conducted the campus diversity reporting to the USM

#### Supervision

- Appointed as Human Resources Liaison in Academic Affairs (a new position designed to work with faculty members on HR matters, contracts, and performance evaluations in a non-unionized setting)
- Supervised one executive administrative assistant

#### Statewide Initiatives

- Representative to the Universities of Shady Grove; hired and mentored Director of Programs at the Shady Grove campus
- Represented the campus and presented updates and curricular initiatives to MHEC
- Chair, Maryland Higher Education Commission (MHEC) Critical Reading Grant
- Representative to USM for Graduate Dean

#### ***General Duties and Scope of Work***

- Reviewed promotion and tenure application and made recommendations to the Provost
- Chair, Graduate Council
- Chair, Committee on Learning Outcomes Software
- Chair, Committee on development of technology learning outcomes
- Chair, Summer School 2013 working group
- Chair, President's Faculty Award Committee
- Chair, Prior Learning Assessment (PLA) Policy Working Group

#### ***1989-2011: Millersville University of Pennsylvania, Millersville, PA***

MU is a regional, public university of approximately 8,000 students studying in three Colleges

#### ***Professor of English, Director of General Education, English Department Chair***

## **Representative Sample of Accomplishments**

### Accreditation and Compliance

- Served on triennial review committees for two University presidents.
- Selected and implemented software for learning outcomes assessment
- 

### Statewide Initiatives

- Served on the PAASHE transfer articulation agreement working group for the English curriculum

### DEI

- Implemented diversity course requirement in General Education core

### Strategic Planning and Resource Development/Enrollment Management

- Redesigned institutional policies and processes to enhance student time to degree

## ***General Duties and Scope of Work by Position held***

### ***English Department Chair (2005-2011)-***

- Supervised 27 FTE and 10-12 part-time faculty; 360 students across five programs
- Accreditation reporting
- Recruitment, retention, and enrollment management relative to English degrees (BA, BSE, MEd and MA, post-baccalaureate certification)
- Served as Dean's Fellow for Teacher Education Assessment (NCATE)

### ***As Director of General Education (2006-2011)-***

- Implemented policies
- Revised curriculum proposal and review process
- Designed and implemented program reporting and assessment
- Reported to the campus through shared governance on the state of the General Education program
- Promoted scholarly activity and course redesign to improve General Education SLOs
- Advised the Associate Provost on scheduling, staffing and budget campus-wide; collaborated in University wide enrollment management conversations

### **General Institutional Service (selected)**

- Chair, Women's Studies Curriculum Committee
- Chair, Academic Theme Committee, 1992-5; 1995-8
- Chair (twice), University Promotion and Tenure Committee

- Elected, Faculty Senator (two terms); Alternate Senator (one term); Secretary of the body (6 years)
- Task Force on the Creation of the Interdisciplinary Studies Major
- Coordinator of General Education
- Council on Institutional Effectiveness and Assessment, Inaugural Chair
- Middle States Steering Committee
- Chair, Associate Director of Career Services Search,
- Associate Provost for Academic Affairs Search Committee
- Enrollment Management Steering Committee
- APSCUF (Faculty Union) Professional Development Committee
- Faculty Professional Development Committee
- Senate Policies Review Committee, Chair

### **1985-1989: Marist College, Poughkeepsie, NY**

Marist is a private, Catholic University of approximately 6,000 students.

### ***Assistant Director, Writing Program and Assistant/Associate Professor of English***

### **Selected Accomplishments**

#### Academic Support and Enhancements

- Designed and implemented faculty resource library
- Created textbook selection coherence and provided uniform syllabus template for part-time writing faculty
- Coordinated and implement writing proficiency test and Regents Competency testing for Marist College

### ***General Duties and Scope of Work***

- Provided professional development to part-time faculty
- Supervised 35 part-time composition faculty members
- Administered and conducted peer reviews of teaching each semester
- Advised Director on changes in writing program staffing and budgetary needs

### **GRANTS AND EXTERNAL FUNDING (\$13M institutional; \$765,000 grants)**

- US National Park Service, \$495,000. Renovation of Jackson Hall, Kentucky State University, Kentucky State University, 2021
- James Graham Brown Foundation, Louisville, KY, \$270,000 Expanding student services for veterans and adult learners, Kentucky State University, 2021



- QA Commons Essential Employment Qualifications Project, \$10,000 operational funding through Lumina Foundation, Kentucky State University and Council on Postsecondary Education, 2018-21
- Belmont University, Bridges to Belmont, awarded \$10 million donor gift for academic program support and sustainability, 2015
- NetVue (Lilly Foundation) Curriculum Enhancement Grant, \$10,000 for course redesign to focus on spiritual discernment in undergraduate courses across the curriculum for undergraduates
- Maryland Higher Education Commission Grant for Critical Reading Enhancement, \$10,000
- Bob Parsons Veterans Center, The University of Baltimore, \$3 million donor gift to support the UB Veterans Center, 2013

### **CONFERENCES/GUEST LECTURESHIPS (selected in higher education only )**

#### **Student Success**

- “College Pathways for Closing the Achievement Gap,” Drexel University Assessment Institute, with M. Christopher Brown II, Eighteenth President, Kentucky State University, September 2018
- “Entertaining Lives: An Humanities Elective in Life-writing for Music Business and EIS Students,” Music Education and Industry Educators Association (MEIEA), March 2018
- "Making the 'Switch' in Music Business" (with Dr. Larry E. Wacholtz, Professor, Curb College, Belmont University) IUPUI Assessment Institute, October 2015
- "Ingenuity: the 21st century career skill" New American Colleges and Universities (NACU), Redlands, CA, June 2014
- "Access: Bridges to Belmont," Live Text, Chicago, July 2014
- "Assessing Spirituality: Maymester in Haiti" AAC&U Global, Minneapolis, MN, October 2014

#### **Assessment**

- Finding value in the midsemester review of teaching“ with Anthony Blash (Belmont University), The Scholarly Teacher Blog  
<https://www.scholarlyteacher.com/blog>
- “Creating Wicked Students in General Education Linked Cohort Courses: An Example of Course-Pairing from Music Business at Belmont University“ Association for General and Liberal Studies, with Clyde Rolston, September 2019
- “Using course evaluations in course redesign” Drexel University Assessment Conference, with Dr. Larry Wacholtz, Professor, Mike Curb College of Entertainment and Music Business, Belmont University, September 2017

- “Improving Student Persistence with course pairings: survey of Music Business and the FYS,” Association for General and Liberal Studies, with Dr. Larry Wacholtz, September 2017
- “Assessing SLOs when FYS is paired with the first course in the major” Assessment Institute, with Dr. Larry Wacholtz, October 2017
- "Students as creative disruptors in the entertainment and music business," with Dr. Larry Wacholtz, Music Educators Seminar Speakers, May 2017
- "Team Teaching a Liberal Arts FYS and the Survey of Music Business" with Dr. Larry Wacholtz, Hilton Head, NC, March 2017
- "Teaching Creativity" with Dr. Larry Wacholtz, College English Association, Denver, March 2016
- "Assessing Spiritual Development through Haiti-based Service" (with Dr. Martha Minardi, adjunct professor of Religion, Belmont University), Live Text, Nashville, TN, July 2015

### **Institutional Effectiveness**

- Brown, II, M.Christopher, Allen, Douglas R. & Schneller, B. “Moving Forward through Effective Campus Re-design”. American Association of College and Universities Annual Meeting, January 2021.
- Schneller, Beverly & Brown, II, M. Christopher. “Maintaining the Culture of Compliance after Reaffirmation”, SACSCOC Annual Meeting, December 2020
- Allen, II, Douglas R. & Schneller, B. “Promoting global progress and excellence in academia: Financing and assessing E-learning. A case study in academic and accounting principles for affordable higher education.” International Association for Advancement in Business Research- Accounting, Finance and Economics, October 2020. <http://www.iaabr.com/conferences/orlando/>
- “Generative Collaboration in Strategic Plan Leadership” COPLAC, June 2020
- “General Education rubric and assessment development consultant with Dr. Larry Wacholtz, Samford University, November 1, 2016
- "Changing the Faculty Handbook at Belmont University: transformation and collaboration," NACU, Hamline University, June 2015
- "Assessing Program Redesign" NCHC, Denver, CO, November 2014
- "The Sophomore Seminar and Common Read" AGLS, Sept 2013
- "Assessing General Education", MSCHE, Philadelphia, Dec 2012
- "General Education Learning Goals," IUPUI, Indianapolis, IN, Oct 2012
- “Diversity Awareness among Teacher Education Candidates,” ATE, Philadelphia, August 2011

### **PRESENTATIONS VARIOUS SUBJECTS**

As a Session Chair (selected): "Ingenuity: The 21st century career skill,"  
NACU, June 2014

“New Media in the 18<sup>th</sup> century” SHARP, 2007

“New Voices in Poetry Criticism,”  
West Chester Poetry Conference 2001

“George Faulkner and the Irish Publishing Community”  
International Congress on the Enlightenment, 1999

“A Roundtable on “The Ghost of a Tradition”  
Fifth Annual Exploring Form and Narrative Conference  
West Chester, PA 1999

“Form and Meaning in Contemporary Poetry”  
Fourth Annual Exploring Form and Narrative Conference  
West Chester, PA 1997

“Bibliography and the Book Trade”  
EC-ASECS, 1996

“Getting There: Cartography, Navigation and Mapping”  
EC-ASECS, 1994

“Recent Critical Approaches to 18<sup>th</sup> Century Texts”  
EC-ASECS, 1991, 1996, 1998

As a Panelist:

“Gioia and Death” Midwest Popular Culture Association, 2019

“Is Amish Trpathi India’s Tolkein?” Popular Culture  
Association, 2019

"Team Teaching a Liberal Arts FYS and the Survey of Music  
Business" with Dr. Larry E. Wacholtz, Professor, Curb College,  
College English Association, Hilton Head, NC, March 2017

"Teaching Creativity" with Dr. Larry E. Wacholtz, Professor, Curb  
College, Belmont University, College English Association,  
Denver, March 2016

" Changing the Faculty Handbook at Belmont University:  
transformation and collaboration," NACU, Hamline University,  
June 2015

" Making the 'Switch' in Music Business" ( with Dr. Larry E.  
Wacholtz, Professor, Curb College, Belmont University) IUPUI  
Assessment Institute, October 2016

" Assessing Spiritual Development through Haiti- based Service" ( with Dr. Martha Minardi, adjunct professor of REL, Belmont University), Live Text, Nashville, TN July 2015

" Time and Place in the California Poetry of Dana Gioia," College English Association, Baltimore, MD, March 2014

" Ingenuity: the 21st century career skill" NACU, Redlands, CA, June 2014

" Access: Bridges to Belmont," Live Text, Chicago, July 2014

" Assessing Spirituality: Maymester in Haiti" AAC&U Global, Minneapolis, MN, October 2014

" Assessing Program Redesign" NCHC, Denver, CO, November 2014

" The Sophomore Seminar and Common Read" AGLS, Sept 2013

" Assessing General Education" , MSCHE, Philadelphia, Dec 2012

" General Education Learning Goals," IUPUI, Indianapolis, IN, Oct 2012

“Diversity Awareness among Teacher Education Candidates,” ATE, Philadelphia, August 2011

“Middle Level Education Curriculum: A collaboration between education and the arts,” NMSA, November 2010

“Understanding Diversity Awareness: A course-based survey approach” with Dr. Thomas Burns, AACU, Houston, 2011

“The Dialog between Faith and Doubt in the poetry of Mark Jarman” NEMLA, April 2010

“Uncovering the Woman Behind the Mask: Reading the Diaries of Elizabeth Inchbald”, East-Central American Society for 18<sup>th</sup> century Studies, October 2009

“Increasing Faculty Buy-In for Assessment: Strategies for Liberal Arts Faculty, “ Assessment Institute, October 2009

“‘What made you a Christian?: Doctrinal Thinking in selected works of Elizabeth Inchbald” American Society for Eighteenth-Century Studies, March 2009

“The Argument from the Bookstall: The Politics of Publishing in 18<sup>th</sup> century London” SHARP, July 2007

“‘My Aim is to make them Better’: Anna Eliza Bray’s Life of Handel”  
American Handel Festival, April 2007

“Jonathan Swift: History’s Most Eligible Bachelor” American Society for Eighteenth-Century Studies (ASECS), March 2007

“Frances Hodgson Burnett’s The Lady of Quality: A modern heroine from the 18<sup>th</sup> century” MW-ASECS, October 2006

“Craft(y)ng Narratives in Some Personal Papers: Theories of Narrative and theories of Truth” O’Connor and other Southern Writers, Georgia College and State University, Milledgeville, GA March 29-April 1, 2006

American Conference on Irish Studies (ACIS), 2005: “Anna Parnell’s Ladies’ Land League and Women’s Voluntary Organizations”

ALSC, 2004: “Dana Gioia’s Use of Stream-of-Consciousness” (Selected)

NYU School of Visual Arts, 2003: “The Artist as Educator in Select British Novels, 1879 – 1919”

NYU School of Visual Arts, 2002: “Vers Collage: The Remembrance  
Work of Art and Poetry

East-Central ASECS, 2002

“‘None Can Equal the Elephant in Magnitude’: Dean Mahomet’s Travels (1793 – 1794)”

Southeast Central ASECS, 2002:

“J.V. Cunningham and Jonathan Swift: The 18<sup>th</sup> Century Voice in Modern Satire”

Irish – American Society 2001: “Doing My Bit was not a Great Sham:

Anna Parnell, Margaret Skinnider”

SAMLA, 2001: “Ann Radcliffe’s  
The Castles of Athlin and Dunbayne; or How to write a Gothic”

NYU School of Visual Arts 2001: “Frederick Turner and the Moral  
Imperative of Arts.”

Association of Literary Scholars and Critics, 2000, “The New Aesthetics”  
(respondent)

ASECS 1999: “Metabiography: The Case of Defoe and Robinson  
Crusoe”

16<sup>th</sup> Century Studies Society, 1998: “The Throckemorton Treason  
Pamphlet, News or Creative Non-Fiction”

SCECS 1998: “The Future is Come at Last: 18<sup>th</sup> Century Poetry in  
the 21<sup>st</sup> Century”

MLA 1997: “Women’s Uses of the Stationers’ Register”

1995: “Eighteenth-Century Women in the Book Trade”

ASECS 1993: “New Paradigms for Studying Women in the Book  
Trade”

EC-ASECS 1996: “Women’s Uses of the Stationers’ Register”

1992: “Acts of Enclosure in Castle Rackrent”

NE-ASECS 1990: “Fielding’s Fallen Women”

[Accepted for, but unable to attend due to illness: 18<sup>th</sup> Century  
Scottish Society , 2008; International Comparative Literature  
Association, “Charlotte Brooke as poet and Translator,” 1997; due  
to lack of funds: Jewett at 150, “Jewett Wharton and the 18<sup>th</sup> c  
Novel,” 1995]

Special topics conferences: In addition to MSCHE, NACU, IUPUI, selection of the  
following:

Midwestern 2000 Conference on Literature and History, “Some  
Versions of India”

6<sup>th</sup> Annual Exploring Form and Narrative Conference 1999: “Rita Dove’s Thomas and Beulah”

Contemporary Literature and Contemporary Writing 1999: “Rita Dove’s Approach to Family in Thomas and Beulah”

5<sup>th</sup> Annual Exploring Form and Narrative Conference 1998:  
“Turner Cassity and the Couplet”

4<sup>th</sup> Annual Exploring Form and Narrative Conference 1997:  
“Extending the Franchise of Form”

4<sup>th</sup> Annual Meeting on Women Writers, 18<sup>th</sup> and 19<sup>th</sup> Century,  
1995: “Charlotte Brooke’s Reliques of Irish Poetry, 1789”

Swift and Irish Studies, 1991: “Opposition to Development in  
Castle Rackrent”

## **PUBLICATIONS**

### **Higher Education**

- “Promoting global progress and excellence in academia: Financing and assessing E-learning. A case study in academic and accounting principles for affordable higher education.” Elenkov, D., ed. (2020). With Douglas R. Allen, II. *2020 Orlando International Academic Conference Proceedings of the International Association for Advancements in Business Research*. ISBN-10: 0615846882: ISBN-13: 978-0-615-84688, 2020 pp. 30-31.
- “Administrative Redesign: Human-centered Design Applications for Sustaining Change” in Serving the New Majority Student. Working from Within to Transform the Institution. Ed by Eric Malm and Marguerite Weber, Rowman and Littlefield, 2018
- “Appendix: Faculty Workshop Discussion Guide” op cit
- "Educating the New Majority - an interview with Marguerite Weber and Eric Malm", in Academic Transformation: Designing Learning for the New Majority, 2 vols. Ed by Weber and Malm Rowman and Littlefield, 2017

### **Academic Affairs (General- Curriculum, Assessment, Professional Development)**

- ‘Finding value in the midsemester review of teaching’ The Scholarly Teacher (with Anthony Blash, College of Pharmacy, Belmont University), March 11, 2021, [www.scholarlyteacher.com](http://www.scholarlyteacher.com)

- “There’s Got to Be a Better Way: Introducing Faculty to Midcourse Formative Reviews” Currents in Pharmacy Teaching and Learning Vol. 10:9 (2018).
- “Assessing Professional and Liberal Learning in the First-year Seminar at Belmont University: A Pilot Pairing to Increase Value in Liberal and Professional Education,” with Larry Wacholtz, Assessment Update, May-June 2018, Vol.30, No.3: 4,12.
- "Assessing Spiritual Development in Short term Missions." Assessment Update, Jan-Feb 2016.
- "The Business of Music at Belmont University" with Don Cusic in Nancy Hensel, ed. Exploring, Experiencing and Envisioning Integration in US Arts Education, Palgrave Macmillan, 2017
- "Leveraging the Talents of Faculty Members to create an Engaged Retirement Ecosystem At the University of Baltimore" (Bryan, Cardona, Pitta and Schneller -in Van Ummersen, et al, Faculty Retirement Best Practices for Navigating the Transition. Stylus Press, 2014: 129-44

## Literary and Professional Studies

### Publications

#### Books:

The 360 Music Industry. With Larry Wacholtz. Thumbs Up: Nashville, TN 2017.

Monetizing Entertainment. By Larry Wacholtz, Ed. By Beverly Schneller, Taylor and Francis, 2016

Anna Parnell’s Political Journalism (Dublin:Maunsel, 2005) *Nominated for the Barbara Kanner Prize, Western Women’s History Association, in Bibliomethodology (October 2006; reviewed in Irish Literary Supplement July 2007; The Recorder 2008 and Irish Women’s History 2008)*

Writing about Business and Industry, Oxford UP, 1995 (Described by Journal of Advanced Composition as “the best collection of essays on business”)

Writing about Science, with Elizabeth Bowen, Oxford UP, 1991

In-Progress: Between Love and Terror: contemporary Iraqi women poets, an anthology, Ed by Al-Araki, McDowell and Schneller ( in progress)

#### Articles in Books:



"The Business of Music at Belmont University" with Don Cusic, Professor of Music Business, Belmont University for Kindelan, Ed. Arts and Education, Palgrave, 2017

"John Hill and the Price of Fame" for John Hill and Fame, eds. George Rousseau and Clare Brandt, Cambridge 2017

"Leveraging the Talents of Faculty Members to create an Engaged Retirement Ecosystem at the University of Baltimore" in Van Ummersen, et al, Faculty Retirement Best Practices for Navigating the Transition. Stylus Press, 2014: 129-44

"A new and braver point to make: parting thoughts on the brilliant career of Betty Rizzo" in Women, gender and print culture: Essays in Honor of Betty Rizzo, eds. T. Berg and S. Kane. Lehigh UP, 2013: 305-11

"No 'Brave Irishman' Need Apply: Sheridan, Shakespeare, and the Smock-Alley Theatre" in Shakespeare in Ireland, ed. Mark Thornton Burnett and Ramona Wray, London:Macmillan, 1997 (reviewed by Brenda Tooley in JEGP 98:1, 2000, pp. 47-51)

"The Use of Newspaper Advertisements in Bibliography: A Year in the Life of Mary Cooper," in Writers Books and Trade: A Miscellany for William B. Todd, ed. O.M. Brack, Jr. New York: AMS, 1994

"Nora in a Box: Spatial Imagery in A Doll House" in Teaching Composition from Literature, ed. Dana Gioia, New York: HarperCollins 1994 and 1998

#### Articles in Journals:

"Assessing Spiritual Development in Short term Missions." Assessment Update, Jan-Feb 2016

"Broken Vows in Aphra Behn's The History of the Nun and Elizabeth Inchbald's A Simple Story" The St. Austin Review, March/April 2009: 16-20.

"Assessing An English Program " with Dr. Daniel Weinstein, Assessment Update , March-April 2009, Vol. 21, No. 2: 8-9

"Anna Parnell: The Avondale Home Rulerress," The Recorder, the Journal of the American- Irish Historical Society, Fall 2007

"'Visible and Visitable': The Use of History in Select South Asian Novels" Journal of Narrative Theory, Vol. 31, no.2: Summer 2001

“‘Which was the Worst of All My Voyages?’: John N. Morris and Jonathan Swift”, The McNeese Review, Vol. 38: 2000

“Narrative Compression in Castle Rackrent” Mississippi Studies in English 1997

“Mary Cooper’s Periodical Publications” The Journal of Newspaper and Periodical History 6:2(1990)

“Maria Edgeworth, George Crabbe, and Oliver Goldsmith: A Reassessment of Castle Rackrent” Eire-Ireland XXIV 3(1989)

Articles in Proceedings and Newsletters:

“Stella Gibbons, Neglected Author” ALSC Newsletter, Spring 2005

“Vers Collage: The Remembrance Work of Poetry” NYU School of Visual Arts School of Visual Arts On-line Proceedings, 2003

“Frederick Turner and the Moral Imperative of the Art” NYU School of Visual Arts. School of Visual Arts On-line Proceedings, 2005

“The Throckmorton Treason Pamphlet: News or Fiction?” Proceedings 1993, English Association PA State Universities

“Yeats’ Spiritual Marriages and Unity of Being” Proceedings, EAPSU 1991

“Using Newspaper Advertisements to Study the Booktrade” East-Central Intelligencer New Series I (1989)

Essays and Articles in Reference Books as Paid Contributor:

Great Lives of the Incredibly Wealthy (Salem 2010): Emilio Bacardi Moreau; Sir Edward Guinness with two sidebars on the Bacardi Museum and Kenwood House

The Forties in America (Salem Press, 2010): Golf; Nylon stockings

Critical Survey of American Poets (Salem 2010): update- Turner Cassity; new -Mark Jarman

— Masterworks of Christian Literature (Salem 2007) : Watts, Hymns; Jarman, Questions for Ecclesiastes; Kennedy, Beasts of Bethlehem; Steele, Sapphics and Uncertainties

Great Events of the 18<sup>th</sup> Century (Salem 2006): “Volta and the Battery” and “Buffon’s Natural History”

Great Lives of the 18<sup>th</sup> Century (Salem, 2006): “Sophie von la Roche”

Great Events of the 19<sup>th</sup> Century (Salem, 2006): “James Wakely founds ‘The Economist’” “The Virgin Mary appears at Lourdes”

Great Lives of the 19<sup>th</sup> Century (Salem, 2006): “Charlotte Mary Yonge”

Great Events of the 20<sup>th</sup> Century (Salem, 2006): “The American Legion”

Encyclopedia of Literary Places (Salem Press 2003): Bennett, The Old Wives’ Tale Meredith, Diana of the Crossways

Greenwood Encyclopedia of Women Novelists (2001): “Mary Wesley”

Poetry Masterplots II (Salem Press, 1997-8; 2001):

J. V. Cunningham “With a Copy of Swift’s Works”

James McMichael, Four Good Things

Yvor Winters, “To the Holy Spirit”

Timothy Steele, “The Library” and “Sapphics against Anger”

Critical Survey of Poetry 2<sup>nd</sup> rev. ed (2002)

Edgar Bowers

Lincoln Kirsten

Critical Survey of Long Fiction (2000; revised and updated 2008)

Mark Helprin

The New Dictionary of National Biography (Oxford, Clarendon Press, 2001)

Anna Eliza Bray, Edward Atkyns Bray, William Jerdan, Mona Caird, Ethel Mannin,

Matilda Houston, Lady Agnes Grove, Hugh Kelly, Phyllis Bottome

*Note: The New DNB has won the Dartmouth Medal for outstanding reference work ; the Longman-History Today Trustees Award; the Besterman/McColvin Medal for outstanding electronic reference work and a special citation from the American National Book Critics Circle*

Encyclopedia of Feminist Literary Theory, ed. Beth Kowaleski-Wallace (Garland, 1997)

Satire, Mimesis, New Criticism

Masterplots, 20<sup>th</sup> Anniversary Edition (Salem Press, 1996-7)

James Merrill, The Changing Light at Sandover

Edna St. Vincent Millay, The Harp-Weaver

Addison and Steele, The Spectator

Cyclopedia of World Authors (Salem Press, 1997)

Henry Brooke, Turner Cassity, Austin Clarke, Yvor Winters, Stanley Kunitz

Consumer Magazines of the British Isles, ed. Samuel Reilly (Greenwood, 1993)

“Encounter” and “In Britain”

British Romantic Novelists, ed. Bradford K. Mudge, (Gale, 1992)

Anna Eliza Bray

British Literary Publishing Houses, eds. Jonathan Rose and Patricia Anderson, 2 vols.  
(Gale, 1992)

Barrie and Jenkins, Browne and Nolan, Chatto and Windus, Victor Gollancz, and  
Herbert Jenkins

Encyclopedia of Romanticism, ed. Laura Dabundo (Greenwood, 1992)

John Murray, The Monthly Magazine, The Essay, Nineteenth-Century British  
Publishing

British Women Writers: A Critical Reference Guide, ed. Janet Todd (Continuum, 1988)

Isabella Bird Bishop, Phyllis Bottome, Anna Eliza Bray, Rhoda Broughton, Mona Alice  
Caird, Catherine Cockburn Trotter, Emily Eden, Aemelia Ann Edwards, Susan Ferrier,  
Felicia Hemans (included at my suggestion), Mary Kingsley, Ethel Mannin, and Gladys  
Mitchell

Historical Dictionary of Tudor England, ed. Ronald Fritze (Greenwood, 1991)

Edmund Spenser      Philip Sidney

[Reviewed in Albion and The Library Journal]

Book Reviews: Albion, Review, Eighteenth-Century Current Bibliography, Eighteenth-  
Century Novel, East-Central Intelligencer (Since 1989), European Romantic  
Review, South Atlantic Review, Rapportage: The Journal of the Lancaster  
Literary Guild; Eighteenth-Century Scottish Society; Irish Literary Supplement

## **PROFESSIONAL CONSULTING (selected)**

### **Teagle Assessment Scholar 2010-18 (program closure), Center of Inquiry, Wabash College, Crawfordsville, Indiana**

- Competitively selected assessment educator, program consultant specialist and faculty developer. Assigned consulting activities: Diversity Training supported by an Arthur Vining Davis grant for Wabash College (as client), 2009-11; Writing across the Curriculum, Lawrence University, 2011; Portfolio Assessment in the Capstone, Washington College, 2010; attended and assisted with small team onsite consulting at Wabash during their assessment institutes

### **Additional Consulting**

- University of Maryland Eastern Shore, various academic transformation initiatives and grants consulting
- External consultant and reviewer, Kentucky College of Art and Design, initial SACSCOC accreditation application
- Participant, LEAP States Summit, AACU on behalf of New American Colleges and Universities
- External reviewer, Cabrini University Adult Degree programs in NJ, July 2016 - evaluated their proposed partnership in Camden, NJ with LEAP Academy for NJ Department of Education, 2-day site visit and report
- Keynote speaker, "The impact of civic engagement and service learning" Middle TN Campus Compact meeting, June 14, 2016

**Resolution No. 23-12**

***Approval of Status and Tenure for  
Provost and Vice President of Academic Affairs Beverly Schneller***

**WHEREAS,** The Board of Trustees of Governors State University (the “Board” and “University,” respectively) was created on January 1, 1996, by Public Act 89-4 to operate, manage, control, and maintain Governors State University in accordance with the rights, powers, and duties vested by law in the Board; and

**WHEREAS,** The Board is comprised of eight members, seven of whom are appointed by the Governor of Illinois with the advice and consent of the Senate, and one whom is a Governors State University student selected by student peers; and

**WHEREAS,** In accordance with Section II, Subsections B.3.a., and c. of the Board Regulations, tenure may be awarded to an administrative employee whose preceding employment included faculty rank if recommended by the employee’s respective department, the Dean, and the President; and

**WHEREAS,** Dr. Beverly Schneller, Provost and Vice President of Academic Affairs and a member of the President’s Cabinet, has an extensive academic career in higher education, with more than thirty years as a tenured faculty member; and

**WHEREAS,** Dr. Schneller has raised more than \$14 million dollars in grants and external funding, and

**WHEREAS,** Dr Schneller has an extensive record of scholarship in her higher education career and within her academic area of expertise and she has, since joining GSU, supported accreditation for the Higher Learning Commission, supported excellence through her knowledge

and collaborative leadership of projects including those of the Gardner Institute, Baldrige Recognition Award, and the Carnegie Social Justice Designation; and

**WHEREAS**, Dr. Schneller continues her academic and professional leadership at Governors State University in her role as Provost and Vice President for Academic Affairs; and

**WHEREAS**, The Unit A faculty of the Division of Arts and Letters of the College of Arts and Sciences has voted to recommend the aware of tenure full professor to Dr. Schneller; and

**WHEREAS**, The President, upon advice of the Unit A faculty of the Division of Arts and Letters of the College of Arts and Sciences and an independent review of Dr. Schneller's qualifications, does hereby recommend the Board award Dr. Schneller the status of tenured full professor;

Now, therefore, it is:

*Resolved* that the Board approves and recognizes Dr. Beverly Schneller's expertise and grants her all rights and privileges as a tenured full professor with Governors State University within the Division of Arts and Letters and the College of Arts and Sciences.

*Approved October 21, 2022*

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Angela Sebastian, Chair  
Board of Trustees

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James Kvedaras, Secretary  
Board of Trustees

**TAB 11**



**EXECUTIVE SUMMARY****Resolution 23-13*****Resolution for the Approval to Waive Initial Reading of and to Publish for Comment  
Proposed Regulation Regarding Remote Work and Alternative Work Schedules***

**I. ACTION ITEMS:** Approve (i) waiving an initial reading of, and (ii) publishing for comment by the University community, proposed revisions to Board of Trustees of Governors State University Regulations Section II.A that will incorporate a new Regulation regarding working from home/remote work and alternative work schedules (the “Proposed Regulation,” which is attached hereto as Exhibit A) as Regulations Section II.A.26.

**II. BACKGROUND:** On August 2, 2021, with approval by the University President, Cheryl Green, the University put into effect a Human Resources Interim Policy entitled the “Governors State University Employee Remote Work and Alternative Work Schedules Policy and Procedures” (the “Remote Work Policy,” a copy of which is attached hereto as Exhibit B for informational purposes). The purpose of the Remote Work Policy was to implement section 15-100 of the Governors State University Law, 110 ILCS 670/15-100, which permits the use of alternative work arrangements, including but not limited to: “(i) a part-time job of 20 hours or more per week, (ii) a job which is shared by 2 employees, or (iii) a job with a compressed work week consisting of an ordinary number of working hours performed on fewer than the number of days ordinarily required to perform that job.” It was also intended to ensure the University’s position as an employer of choice by meeting labor market demands for increased flexibility regarding remote work (also known as telecommuting) and work schedules *where possible* given the University’s vision of creating an intellectually stimulating public square and value of offering accessibility to a first-class public education. The Remote Work Policy established a benefit voluntarily extended by the University to certain qualifying employees, which benefit could be withdrawn at any time within the University’s sole discretion for any or no cause. The Remote Work Policy superseded and replaced what was formerly known as the Governors State University Telecommuting Policy and Procedures, codified as Human Resources Departmental Procedure 200.11.

**III. ANALYSIS:** Now, in accordance with the February 2021 recommendation from the University General Counsel, Therese King Nohos, that the University conduct a review of Human Resources-related policies and procedures to ensure that relevant Board documents are updated and complete, and the reasons set forth above for enacting the Proposed Regulation, President Green recommends that the Board Regulations be amended to incorporate the Proposed Regulation as a new Regulations Section II.A.26.

**Resource/Contact:** Joshua R. Allen, Vice President for Human Resources; [jallen10@govst.edu](mailto:jallen10@govst.edu); 708.235.7169.

**Resolution No. 23-13***Resolution regarding Approval to Waive Initial Reading of and to Publish for Comment Proposed Regulation  
Regarding Remote Work and Alternative Work Schedules*

**WHEREAS,** The Board of Trustees of Governors State University (the “Board” and “University,” respectively) was created on January 1, 1996, by Public Act 89-4 to operate, manage, control, and maintain the University in accordance with the rights, powers, and duties vested by law in the Board; and

**WHEREAS,** The Board is comprised of eight members, seven of whom are appointed by the Governor of Illinois with the advice and consent of the Senate, and one of whom is a University student selected by student peers; and

**WHEREAS,** Section 15-100 of the Illinois Governors State University Law, 110 ILCS 670/15-100, authorizes the Board to “use flexible hour positions”; and

**WHEREAS,** Section 15-100 of the Illinois Governors State University Law, 110 ILCS 670/15-100, further provides that a “flexible hours position is one that does not require an ordinary work schedule and includes but is not limited to: (i) a part-time job of 20 hours or more per week, (ii) a job which is shared by 2 employees, or (iii) a job with a compressed work week consisting of an ordinary number of working hours performed on fewer than the number of days ordinarily required to perform that job” and such other positions as the Board may define as flexible hour positions (collectively, “Flex Positions”); and

**WHEREAS,** The Board seeks to ensure the University’s status as an employee of choice in the region and seeks to promote work-life balance for University employees; and

**WHEREAS,** The Board finds that the way in which employees work is continually evolving as technology becomes more sophisticated and society changes and, thus, Flex Positions should

include, among others, alternative work schedules and alternative work locations (*i.e.*, “remote work”) where appropriate; and

**WHEREAS**, The Board finds that the consideration of a new Human Resources-related Regulation (*i.e.*, the “Proposed Regulation” attached hereto as **Exhibit A**) formally to codify the concepts of Flex Positions and remote work opportunities and clarify that the creation and administration of Flex Positions as administrative in nature and best determined by the president, is in the best interests of the University and its employees;

Now, therefore, it is:

*Resolved*, that the Board waives the complete recitation, or first reading, requirement set forth in Board Regulations Section I.C.1 with respect to the Proposed Regulation due to the extensive length of the Proposed Regulation.

*Resolved*, that a true, accurate, and complete copy of the full text of the Proposed Regulation be posted for viewing by the University faculty, staff, and student body (the “University community”) on the University’s myGSU portal; and that a notice of where on the myGSU portal the Proposed Regulation may be found be sent out to members of the University community.

*Resolved*, that a true, accurate, and complete copy of the full text of the Proposed Regulation be distributed to the presidents of the University Civil Service Senate, University Faculty Senate, and the University Student Senate for distribution to their respective members.

*Resolved*, that members of the University community wishing to submit their views and comments on the Proposed Regulation may do so in writing either (1) through the comments feature on the myGSU portal page where the Proposed Regulation is posted; or (2) by submitting them to the Office of the General Counsel (Office of the General Counsel, Attn: Therese King

Nohos, 1 University Pkwy – G364, University Park, IL 60484; GeneralCounsel@govst.edu) at least ten (10) days prior to the Board 's December 9, 2022 meeting (*i.e.*, by November 29, 2022).

*Resolved*, that the Board authorizes the Administration to take all other or additional actions necessary to effect this Resolution and its intent.

***Approved October 21, 2022***

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**Angela M. Sebastian, Chair**  
**Board of Trustees**

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**James Kvedaras, Secretary**  
**Board of Trustees**

**GOVERNORS STATE UNIVERSITY  
BOARD OF TRUSTEES**

**REGULATIONS**

**Issued July 12, 1996**

**With Amendments adopted by the Board on March 13, 1998; September 11, 1998; June 17, 2005; April 16, 2010; February 24, 2012; October 12, 2018; August 30, 2019; December 10, 2021; June 10, 2022; and [DATE].**

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**SECTION II. EMPLOYEES**

**A. General**

[. . .]

**26. Remote Work and Alternative Work Schedules**

a. Purpose of Regulation

The purpose of this Section II.A.26 is to implement section 15-100 of the Governors State University Law, 110 ILCS 670/15-100, which permits the use of alternative work arrangements, including but not limited to: “(i) a part-time job of 20 hours or more per week, (ii) a job which is shared by 2 employees, or (iii) a job with a compressed work week consisting of an ordinary number of working hours performed on fewer than the number of days ordinarily required to perform that job.” This Section also is intended to ensure the University’s position as an employer of choice by meeting labor market demands for increased flexibility regarding remote work (also known as telecommuting) and work schedules **where possible** given the University’s vision of creating an intellectually stimulating public square and value of offering accessibility to a first-class public education. This Section establishes a benefit voluntarily extended by the University to certain qualifying employees, which benefit may be withdrawn at any time within the University’s sole discretion for any or no cause.

b. Scope of Regulation

This Section is applicable to non-Union-represented University employees (*i.e.*, certain Civil Service employees and administrative professionals) (together, “Employees” for purposes of this Section II.A.26). This Section does not apply to University employees who are members of Union-represented bargaining units, although this Section shall not be construed as prohibiting any such bargaining

unit from negotiating with the University over a policy addressing the same subject matter on behalf of the employees it represents.

This Section applies to Employees in every department, division, or unit within the University (together, “Unit(s)” for purposes of this Section II.A.26). Each Unit head shall consider requests made pursuant to this Section on a case-by-case basis, either by Employee or by Employee title/role/function, based on the factors set forth below. Units do not have discretion to opt out of this Section or to make blanket judgments that this Regulation does not apply to Employees within said Units without considering the factors below. However, Unit heads can and should consider the impact of any single request or group of requests on the operational efficiency of the Unit as a whole as set forth below.

This Section does not apply where an employee seeks alternative work arrangements as a disability-related accommodation under State or Federal law.

c. Definitions

For purposes of this Section II.A.26, the following definitions apply:

- “Alternative Work Schedule” means a situation where an Employee regularly works hours other than 8:30 a.m. to 5:00 p.m. on Monday through Friday with express approval of the Employee’s manager as documented in writing with Human Resources.
- “Arrangement(s)” mean(s) working conditions that include an Alternative Work Schedule and/or Remote Work as defined herein.
- “Ethics Act” means the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-1 *et seq.*
- “Human Resources” means the University Human Resources Department or some designated appropriate subsection thereof, as appropriate.
- “Remote Work” means a situation where an Employee regularly performs assigned responsibilities in a non-campus, non-University affiliated environment, typically their place of residence, with express approval of the Employee’s manager as documented in writing with Human Resources. Related terms include “telecommuting,” “working remotely” and “working from home.”
- “Request(s)” mean(s) requests by Employees for leave to engage in an Alternative Work Schedule or Remote Work pursuant to this Section and related procedures

d. Regulation on Remote Work and Alternative Work Schedules

In support of the University's efforts to foster an engaged and productive workforce, and to meet or exceed the labor market's expectations of preferred employers while fulfilling its vision of creating an intellectually stimulating public square and abiding by its value of offering accessibility to a first-class public education, University Employees may apply for leave to engage in Remote Work or an Alternative Work Schedule. Requests may be granted or denied subject to the following conditions, obligations, and procedures, as may be amended from time to time by the Board or the University President, as appropriate, in their sole discretions. Arrangements that have been granted may be re-evaluated, suspended, or terminated at any time within the sole discretion of the University.

The University considers Remote Work and Alternative Work Schedules to be viable, flexible work options when both the Employee and the Employee's job are suited to such an arrangement. Remote Work and Alternative Work Schedules may be appropriate for some Employees and jobs but not for others, and at some times but not others. Remote Work and Alternative Work Schedules are not an entitlement; they are not an institution-wide benefit, and they in no way change the terms and conditions of employment with the University. The factors that should be considered when evaluating Requests include, but are not limited to, whether:

- The Employee's ordinary duties can be performed remotely, without sacrificing quality or productivity;
- The Employee's work can be supervised remotely with reasonable effort;
- The University's expectations for personalized, exceptional student service can be met; and
- The Unit's operational needs will be met.

Remote Work, when conducted outside the State of Illinois, may create new or additional tax burdens and reporting requirements for the Employee and/or the University. Therefore, care should be taken in, and advice from Human Resources should be sought when, forming and approving Remote Work arrangements where the Employee lives outside the State of Illinois or intends to conduct Remote Work primarily outside the State of Illinois.

i. Conditions of Remote Work and Alternative Work Schedules

*Memorialize Arrangements in Writing.* No Employee may engage in Remote Work or an Alternative Work Schedule on a regular and ongoing basis unless and until the Employee's written Request has been approved by the Employee's supervisor and the applicable Vice President overseeing the Employee's Unit, and filed with Human Resources. Work done remotely or on an alternative schedule may be performed on an ad hoc basis without meeting the requirements of this Section upon approval of an Employee's supervisor pursuant to Subsection d.iv, below.

*Compliance with All Applicable Requirements.* No Arrangements shall be made that conflict with applicable law, University policies, or procedures. In the event of a conflict between this Section and related procedures and



any approved Arrangements, this Section and related procedures shall control. Employees who are granted Arrangements remain obligated to comply with all University applicable rules, policies, practices and procedures, including, but not limited to, the University's anti-discrimination and harassment policies and information security policies and practices. Employees also remain obligated to comply with all relevant Federal and State laws, including, but not limited to, the Ethics Act and the Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. Failure to adhere to applicable law, policies, practices, and procedures may result in the immediate termination of an Arrangement and possible additional disciplinary action up to, and including, termination.

*Provisional Arrangements.* Any and all Arrangements granted pursuant to this Section shall be granted on a provisional basis and may be altered or amended at any time with or without notice by the University to the respective Employees. Approval for an Arrangement may be withdrawn at any time within the University's sole discretion, including but not limited to where the Employee's performance is suffering in quality or quantity, management of the Employee requires extraordinary effort, the needs and expectations of students are not being met, or the operational needs of the Unit, which may change from time to time, are not being met. A Unit may temporarily suspend Arrangements due to temporary operational needs, such as suspending remote work arrangements during peak seasonal needs or requiring remote Employees to attend key events (e.g., graduation), training and/or team building activities in person. Where an Arrangement is altered or withdrawn, the Employee's supervisor shall notify Human Resources that the Employee's Arrangement has been terminated. Where a supervisor suspends or terminates an Arrangement, the supervisor shall make reasonable efforts to give the Employee advanced notice (preferably thirty (30) days' notice) of any such change; however, advanced notice may not be possible in all circumstances.

- ii. Obligations of Employees Granted Arrangements or Working Remotely on an Ad Hoc Basis

*Timekeeping Obligation.* An Employee granted an Arrangement must document all hours spent on State business and benefits used (e.g., vacation time), as required by the Ethics Act and in accordance with University policy or practice, just as if the Employee was working on campus and/or regular hours.

*Equipment.* On a case-by-case basis, the University will determine, with information supplied by the Employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each Arrangement. Human Resources and the Information Technology Services ("ITS") department will serve as resources in this matter. Equipment supplied by the University will be maintained by the University. Equipment supplied by the Employee, if deemed appropriate by the University, will be maintained by

the Employee. The University accepts no responsibility for damage or repairs to Employee-owned equipment. The University reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the University is to be used for business purposes only. The Employee must sign an inventory of all University property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all University property shall be returned to the University, unless other arrangements have been made. The Employee will establish an appropriate work environment within his or her home for work purposes. The University will not be responsible for costs associated with the setup of the Employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. If University-owned equipment is used by an Employee while working remotely, a proper record of the equipment must be completed and submitted to Property Control and ITS per University policy and practice.

*Security.* Consistent with the University's expectations of information security for Employees working on campus, Employees working remotely will be expected to ensure the protection of proprietary University, student, and employee information accessible off campus. Steps include, but are not limited to, the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Originals or copies of University records must not be taken off campus without supervisor approval and without documenting the contents of such records and the need therefor. The University reserves the right to conduct and/or require physical inspection of equipment, supplies, and/or records being used off campus by Employees working remotely. Upon reasonable notice, an Employee may be required to arrange to bring such items to a designated University representative for inspection. Records and equipment no longer needed by a remote Employee must be returned by the Employee to the appropriate campus location and documented. If the Employee's employment with the University terminates during the term of an Arrangement, it is the Employee's responsibility to ensure return of all University records and equipment. If University equipment, data, or files are lost, stolen, or damaged while an Employee is remote, the Employee must immediately notify his/her supervisor, Human Resources, and ITS and participate in any related investigation. When appropriate, the Employee must include such University equipment in any associated personal insurance claim.

*Appropriate Work Space and Attire.* Remote work is not designed to be a replacement for appropriate childcare or an opportunity to engage in other personal pursuits during working hours. Although an individual Employee's schedule may be modified to accommodate childcare or other personal needs or interests, the focus of the arrangement must remain on job performance and meeting institutional demands. Prospective remote workers are encouraged to discuss expectations of remote work with family members prior to entering a trial period to ensure a professional environment can be maintained. Care should be taken to

ensure that communications containing private or sensitive information, including but not limited to phone calls or printed materials, are not overheard or seen by family members or guests in the Employee's home. Employees working remotely are expected to be fully available during their scheduled hours. Employees working remotely also are expected to dress in attire appropriate for campus when working remotely and appearing via teleconference.

iii. Injury During Remote Work

Worker's compensation laws may apply if an Employee is injured in the course of performing official duties at their remote work location. The University is not liable, to the extent provided by law, for other property damage or bodily injury that results from participation in an Arrangement.

iv. Ad Hoc Arrangements

Supervisors may approve remote or alternative work schedule arrangements on an ad hoc basis for temporary circumstances, such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance, and do not require the execution of a signed writing with Human Resources.

All informal, ad hoc arrangements are made on a case-by-case basis, based on factors including but not limited to campus community health and safety, as well as University operational needs.

e. Procedures for Establishing Arrangements

The President and/or the President's delegee shall promulgate appropriate procedures by which Employees may submit Requests and Arrangements may be established. Upon promulgation, such procedures should be published and/or distributed in a way that makes them accessible to all Employees.

If an Employee wishes to take advantage of the opportunity to engage in Remote Work or to utilize an Alternative Work Schedule, the Employee should (i) review this Section; (ii) review all procedures promulgated pursuant to this Subsection; and (iii) meet with his/her supervisor to discuss the Employee's desired Request.

f. Exceptions to this Regulation

This Section and any procedures promulgated pursuant hereto shall not apply to the extent they conflict with:

- Remote work policies and/or procedures imposed at the direction of the University Emergency Response Team, the University President, or the President's designee (for example, when protection of the health and safety of the University community requires Employees to work remotely).

- The University's obligation to provide an Employee with a reasonable accommodation in accordance with the Federal Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*, and related regulations, including 29 C.F.R. Part 1630.
- g. No Creation of Rights
- This Regulation does not, and may not be interpreted to, create any rights for any person or entity other than the University. Nothing in this Regulation may be construed as altering the employment relationship between the University and any Employee.

**GOVERNORS STATE UNIVERSITY  
EMPLOYEE REMOTE WORK AND ALTERNATIVE WORK SCHEDULE  
POLICY AND PROCEDURES**

**I. PURPOSE OF POLICY AND PROCEDURES.**

The purpose of this Policy and related Procedures is to implement Section 15-100 of the Governors State University Law, 110 ILCS 670/15-100, which permits the use of alternative work arrangements, including but not limited to: “ (i) a part-time job of 20 hours or more per week, (ii) a job which is shared by 2 employees, or (iii) a job with a compressed work week consisting of an ordinary number of working hours performed on fewer than the number of days ordinarily required to perform that job.” This Policy and related Procedures also are intended to ensure the University’s position as an employer of choice by meeting labor market demands for increased flexibility regarding remote work (also known as telecommuting) and work schedules *where possible* given the University’s vision of creating an intellectually stimulating public square and value of offering accessibility to a first-class public education. This Policy and related Procedures establish a benefit voluntarily extended by the University to certain qualifying employees, which benefit may be withdrawn at any time within the University’s sole discretion for any or no cause.

This Policy and related Procedures supersede and replace what was formerly known as the Governors State University Telecommuting Policy and Procedures, Human Resources Departmental Procedure 200.11.

**II. SCOPE OF POLICY AND PROCEDURES.**

This Policy and related Procedures are applicable to non-Union-represented University employees (i.e., certain Civil Service employees and administrative professionals) (together, “Employees”). This Policy and related Procedures do not apply to University employees who are members of Union-represented bargaining units, although this Policy and related Procedures shall not be construed as prohibiting any such bargaining unit from negotiating with the University over a policy addressing the same subject matter on behalf of the employees it represents.

This Policy and related Procedures apply to Employees in every department, division, or unit within the University (together, “Unit(s)”). Each Unit head shall consider requests made pursuant to this Policy on a case-by-case basis, either by Employee or by Employee title/role/function, based on the factors set forth below. Units do not have discretion to opt out of this Policy or to make blanket judgments that the Policy does not apply to Employees within said Units without considering the factors below. However, Unit heads

can and should consider the impact of any single request or group of requests on the operational efficiency of the Unit as a whole as set forth below.

This Policy and related Procedures do not apply where an employee seeks alternative work arrangements as a disability-related accommodation under State or Federal law.

### III. DEFINITIONS.

1. **“Alternative Work Schedule”** means a situation where an Employee regularly works hours other than 8:30 a.m. to 5:00 p.m. on Monday through Friday with express approval of the Employee’s manager as documented in writing with the Human Resources Department.

2. **“Arrangement(s)”** mean(s) working conditions that include an Alternative Work Schedule and/or Remote Work as defined herein.

3. **“Ethics Act”** means the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.*

4. **“Human Resources”** means the University Human Resources Department or some designated appropriate subsection thereof, as appropriate.

5. **“Remote Work”** means a situation where an Employee regularly performs assigned responsibilities in a non-campus, non-University affiliated environment, typically their place of residence, with express approval of the Employee’s manager as documented in writing with the Human Resources Department. Related terms include “telecommuting,” “working remotely” and “working from home.”

6. **“Request(s)”** mean(s) requests by Employees for leave to engage in an Alternative Work Schedule or Remote Work pursuant to this Policy and related Procedures.

### IV. POLICY ON REMOTE WORK AND ALTERNATIVE WORK SCHEDULES.

In support of the University’s efforts to foster an engaged and productive workforce, and to meet or exceed the labor market’s expectations of preferred employers while fulfilling its vision of creating an intellectually stimulating public square and abiding by its value of offering accessibility to a first-class public education, University Employees may apply for leave to engage in Remote Work or an Alternative Work Schedule. Requests may be granted or denied subject to the following conditions, obligations, and procedures, as may be amended from time to time in the University’s sole discretion. Arrangements that have been granted may be re-evaluated, suspended, or terminated at any time within the sole discretion of the University.

The University considers Remote Work and Alternative Work Schedules to be viable, flexible work options when both the Employee and the Employee’s job are suited to such

an arrangement. Remote Work and Alternative Work Schedules may be appropriate for some Employees and jobs but not for others, and at some times but not others. Remote Work and Alternative Work Schedules are not an entitlement, they are not an institution-wide benefit, and they in no way change the terms and conditions of employment with the University. The factors that should be considered when evaluating Requests include, but are not limited to, whether:

1. The Employee's ordinary duties can be performed remotely, without sacrificing quality or productivity;
2. The Employee's work can be supervised remotely with reasonable effort;
3. The University's expectations for personalized, exceptional student service can be met; *and*
4. The Unit's operational needs will be met.

Remote Work, when conducted outside the State of Illinois, may create new or additional tax burdens and reporting requirements for the Employee and/or the University. Therefore, care should be taken in, and advice from Human Resources should be sought when, forming and approving Remote Work arrangements where the Employee lives outside the State of Illinois or intends to conduct Remote Work primarily outside the State of Illinois.

#### **A. Conditions of Remote Work and Alternative Work Schedules.**

**1. Memorialize Arrangements in Writing.** No Employee may engage in Remote Work or an Alternative Work Schedule on a regular and ongoing basis unless and until the Employee's written Request has been approved by the Employee's supervisor and the applicable Vice President overseeing the Employee's Unit, and filed by the Employee with Human Resources. Work done remotely or on an alternative schedule may be performed on an ad hoc basis without meeting the requirements of this Policy upon approval of an Employee's supervisor pursuant to Section IV(D) below.

**2. Compliance with all applicable Requirements.** No Arrangements shall be made that conflict with applicable law, University policies, or procedures. In the event of a conflict between this Policy and related Procedures and any approved Arrangements, this Policy and related Procedures shall control.

Employees who are granted Arrangements remain obligated to comply with all University applicable rules, policies, practices and procedures, including, but not limited to, the University's anti-discrimination and harassment policies and information security policies and practices. Employees also remain obligated to comply with all relevant Federal and State laws, including, but not limited to, the Ethics Act and the Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. Failure to adhere to applicable law, policies, practices, and procedures may result in the immediate termination of an Arrangement and possible additional disciplinary action up to, and including, termination.

**3. Provisional Arrangements.** Any and all Arrangements granted pursuant to this Policy and related Procedures shall be granted on a provisional basis and may be altered or amended at any time with or without notice by the University to the respective Employees. Approval for an Arrangement may be withdrawn at any time within the University's sole discretion, including but not limited to where the Employee's performance is suffering in quality or quantity, management of the Employee requires extraordinary effort, the needs and expectations of students are not being met, or the operational needs of the Unit, which may change from time to time, are not being met. A Unit may temporarily suspend Arrangements due to temporary operational needs, such as suspending remote work arrangements during peak seasonal needs or requiring remote Employees to attend key events (e.g., graduation), training and/or team building activities in person. Where an Arrangement is altered or withdrawn, the Employee's supervisor shall notify Human Resources via Email that the Employee's Arrangement has been terminated. Where a supervisor suspends or terminates an Arrangement, the supervisor shall make reasonable efforts to give the Employee advanced notice (preferably thirty (30) days' notice) of any such change; however, advanced notice may not be possible in all circumstances.

**B. Obligations of Employees Granted Arrangements or Working Remotely on an Ad Hoc Basis.**

**1. Timekeeping Obligation.** An Employee granted an Arrangement must document all hours spent on State business and benefits used (e.g., vacation time), as required by the Ethics Act and in accordance with University policy or practice, just as if the Employee was working on campus and/or regular hours.

**2. Equipment.** On a case-by-case basis, the University will determine, with information supplied by the Employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each remote work arrangement. The Human Resources and Information Technology departments will serve as resources in this matter. Equipment supplied by the University will be maintained by the University. Equipment supplied by the Employee, if deemed appropriate by the University, will be maintained by the Employee. The University accepts no responsibility for damage or repairs to Employee-owned equipment. The University reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the University is to be used for business purposes only. The Employee must sign an inventory of all University property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all University property shall be returned to the University, unless other arrangements have been made. The Employee will establish an appropriate work environment within his or her home for work purposes. The University will not be responsible for costs associated with the setup of the Employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. If University-owned equipment is used by an Employee while working remotely, a proper record of the equipment must be completed and submitted to Property Control and ITS per University policy and practice.



**3. Security.** Consistent with the University's expectations of information security for Employees working on campus, Employees working remotely will be expected to ensure the protection of proprietary University, student, and employee information accessible off campus. Steps include, but are not limited to, the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Originals or copies of University records must not be taken off campus without supervisor approval and without documenting the contents of such records and the need therefor. The University reserves the right to conduct and/or require physical inspection of equipment, supplies, and/or records being used off campus by Employees working remotely. Upon reasonable notice, an Employee may be required to arrange to bring such items to a designated University representative for inspection. Records and equipment no longer needed by a remote Employee must be returned by the Employee to the appropriate campus location and documented. If the Employee's employment with the University terminates during the term of an Arrangement, it is the Employee's responsibility to ensure return of all University records and equipment. If University equipment, data, or files are lost, stolen, or damaged while an Employee is remote, the Employee must immediately notify his/her supervisor, Human Resources, and ITS and participate in any related investigation. When appropriate, the Employee must include such University equipment in any associated personal insurance claim.

**4. Appropriate Work Space and Attire.** Remote work is not designed to be a replacement for appropriate child care or an opportunity to engage in other personal pursuits during working hours. Although an individual Employee's schedule may be modified to accommodate child care or other personal needs or interests, the focus of the arrangement must remain on job performance and meeting institutional demands. Prospective remote workers are encouraged to discuss expectations of remote work with family members prior to entering a trial period to ensure a professional environment can be maintained. Care should be taken to ensure that communications containing private or sensitive information, including but not limited to phone calls or printed materials, are not overheard or seen by family members or guests in the Employee's home. Employees working remotely are expected to be fully available during their scheduled hours. Employees working remotely also are expected to dress in attire appropriate for campus when working remotely and appearing via teleconference.

**C. Injury during Remote Work.**

Workers' Compensation laws may apply if an Employee is injured in the course of performing official duties at their remote work location. The University is not liable, to the extent provided by law, for other property damage or bodily injury that results from participation in an Arrangement.

**D. Ad Hoc Arrangements.**

Supervisors may approve remote or alternative work schedule arrangements on an ad hoc basis for temporary circumstances, such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no

expectation of ongoing continuance, and do not require the execution of a signed writing with Human Resources.

All informal, ad hoc arrangements are made on a case-by-case basis, based on factors including but not limited to campus community health and safety, as well as University operational needs.

## **V. PROCEDURES FOR ESTABLISHING ARRANGEMENTS.**

### **A. Employee Request.**

If an Employee wishes to take advantage of the opportunity to engage in Remote Work or utilize an Alternative Work Schedule, the Employee should (i) review this Policy and related Procedures in full and (ii) meet with his/her supervisor to discuss his/her request.

### **B. Factors to Consider in Evaluating Request.**

A supervisor charged with evaluating a request for an Arrangement should consider the following factors, in addition to any special factors that may be unique that that supervisor's Unit, in deciding whether to grant or deny a request. If any single factor below is not met fully, the request should be denied. This is not a balancing test where a request can be granted if the majority of factors are met. Each and every factor must be fully satisfied in order for a request to be granted.

1. ***The Employee's ordinary duties can be performed remotely, without sacrificing quality or productivity:*** Certain jobs cannot be performed remotely because routine, important aspects of the position require in-person attendance. By way of example only and not as an exhaustive list, such positions include, but are not limited to, positions where the employee's primary duty is to engage in: catering/food service; child care; event set up/management; facilities maintenance; physical security; and reception duties. As determined by the discretion of a Unit head, other positions in a Unit may not be suitable for remote work either, such as where personal interaction with the public, students, or other employees is deemed an important attribute of the services provided or operations performed by that Unit. By way of example only, a Unit in Student Affairs may reasonably determine that its services are enhanced by face-to-face contact and real-time availability to students during ordinary business hours. In that case, the Unit head may reasonably decide to require all employees in that Unit to work on campus during regular business hours, or alternatively, to require the minimum number of workers to meet in-person student needs to work on campus. In other circumstances, a job may be suitable for remote work but the employee may not be, such as where the employee is new to his/her role and requires training and support, or where an employee's performance is suffering in quality or quantity. In that case, the employee's request should be declined (although it may be

reevaluated if circumstances change after a reasonable period of time has passed).

2. ***The Employee's work can be supervised remotely with reasonable effort:*** When discussing the viability of an Arrangement, an Employee and supervisor should discuss how the Employee's work will be supervised and whether it is feasible to supervise the work with reasonable effort. Options may include, but are not limited to, daily or weekly one-on-one calls or telephone conferences, and/or agreed-upon work plans with defined goals and deadlines. Absent exceptional circumstances, no Arrangement should result in an Employee working hours that do not coincide at all with his/her supervisor's or team's hours. By way of example only, it would not be a reasonable request for a Human Resources Employee to work 11 p.m. to 7 a.m. because it would pose an undue burden on the Unit to schedule group meetings, and adequately interface with, and supervise, that Employee. Conversely, a request to work 7 a.m. to 3:30 p.m. may be a reasonable request (depending on all other factors) where that employee's working hours will overlap substantially with the rest of the Unit's.
3. ***The University's expectations for personalized, exceptional student service can be met:*** In considering this factor, the Unit supervisor is encouraged to consider the University's vision of creating an intellectually stimulating public square and its value of offering accessibility to a first-class public education. Implicit in this vision and these values is the notion that personal interactions foster community, culture, and trust. While convenient, reliance exclusively on electronic communications with students is simply inappropriate for a University setting. Students expect, and deserve, in-person and real-time responses to their questions when they visit campus during ordinary business hours. Accordingly, a request may be denied if a Unit otherwise lacks sufficient staff to respond to student foot traffic and inquiries during ordinary business hours.
4. ***The Unit's operational needs will be met:*** Unit heads must balance the needs of the Unit as a whole when considering individual Requests. For example, suppose a Unit head determined that, out of a staff of five, only four are required to be on campus during ordinary business hours to meet the needs of students. If two or more staff members wanted to work remotely on Fridays, the Unit would not be able to meet its operational needs if all individual Requests were granted. In such a case, the Unit head would have the discretion to equitably decide how to balance the operational needs with the Employees' desires to work remotely (e.g., by giving each Employee their second choice of remote work day, awarding the Employee with more seniority the first choice, or using a "first come/first served" method). Other operational needs may cause Arrangements to be denied, withdrawn or temporarily suspended, such as meeting the needs of particularly busy times of the year, providing staff coverage to account for leave or vacation of other team members, or requiring all Employees to be on campus together a set

number of days per week in order to foster culture and collaboration and/or to make scheduling team meetings and trainings more convenient. Additional operational needs may include, but are not limited to, equipment availability and security, the lack of which may be cause to deny a request.

#### **D. Granting/Denying a Request.**

After consultation with his/her supervisor, an Employee may submit a written Request for an Arrangement by completing an "Employee Remote Work/Alternative Work Schedule Application Form" available from Human Resources. If, upon evaluation of all relevant factors, the supervisor agrees with the Request, the supervisor should sign the form and submit it to the Unit head (e.g., the Unit's applicable Vice President) for review and approval. If approved by the Unit head, the Employee shall file a copy of the request with Human Resources via Email. If a request is denied, the Employee may renew his/her request if the Employee reasonably believes that circumstances have changed since his/her last request. Before implementing any Arrangement, the Employee and supervisor should reach a clear understanding of:

- how the Employee's performance will be supervised during Remote Work and/or while utilizing an Alternative Work Schedule; and
- how the Employee will ensure privacy of confidential information and security of University-issued equipment, if any.

If a Request is granted and an Employee is provided University-owned equipment for remote use, the Employee shall complete and turn in an "Asset Possession Form" before removing such equipment from campus.

#### **E. Monitoring Arrangements.**

It is the supervisor's responsibility to manage an Employee's performance under an Arrangement and to ensure that the continued use of Arrangements is in the best interests of the University. Arrangements may be terminated at any time by a supervisor via Email to Human Resources upon a determination that the above-factors are no longer being met.

### **VI. EXCEPTIONS TO POLICY AND PROCEDURES.**

The Policy and Procedures herein described shall not apply to the extent they conflict with:

- Remote work policies and/or procedures imposed at the direction of the GSU Emergency Response Team, the GSU President, or the President's designee (for example, when protection of the health and safety of the GSU community requires Employees to work remotely).

- GSU's obligation to provide an Employee with a reasonable accommodation in accordance with the Federal Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*, and related regulations, including 29 C.F.R. Part 1630.


## VII. NO CREATION OF RIGHTS.

These Policy and Procedures do not, and may not be interpreted to, create any rights for any person or entity other than the University. Nothing in these Policy and Procedures may be construed as altering the employment relationship between the University and any Employee.

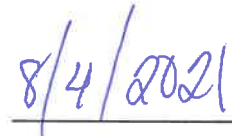
### Applicable Laws and Regulations:

- Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.*
- Illinois Governors State University Law, 110 ILCS 670/15-1 *et seq.*
- Illinois Procurement Code, 30 ILCS 500/1-1 *et seq.*, and related regulations, including 44 Ill. Admin. Code § 5010.46
- Federal Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*, and related regulations, including 29 C.F.R. Part 1630


RECOMMENDED:

  
Therese King Nohos, Vice President  
for Human Resources (interim)

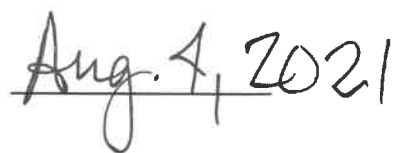
DATE:



APPROVED:

  
Cheryl Green, Ph.D., President

DATE:



# **TAB 12**

**EXECUTIVE SUMMARY**

regarding

**Resolution 23-14****Approval to post proposed Board policy regarding annual presidential  
assessment for community comment****I. Action Item**

Authorize administration to post for public comment a newly proposed policy regarding an annual presidential assessment process (the “Presidential Review Policy”), which is attached as **Exhibit A** to Resolution 23-14 submitted herewith, and which is intended to be incorporated into the policies of the Board of Trustees of Governors State University (the “Board”) as a restatement of current Board Governing Policies Art. II, § 6.B. The Resolution also authorizes waiving the reading of the Presidential Review Policy at a Board meeting given its length and complexity.

**II. Background**

The purpose of the proposed action is to initiate the process for altering a current Board Governing Policy so as to restate the existing, cursory policy regarding presidential review with a more robust policy and set of procedures based on the recommendation of an external governance expert. At a later date, *after* the proposed policy has been posted for comment, the Board will be asked to consider the substance of the policy before voting in favor of or against it. Thus, the only question at hand is whether to initiate the process for evaluating a new or revised policy—not whether to pass it.

The proposed policy on the president’s annual review and evaluation—if ultimately adopted at a later date—will have three positive effects. *First*, as a best practice in performance review and evaluation, it fulfills the University’s interest in offering an annual, comprehensive evaluation of the University president in effort to document and clarify adherence to and expectations for effective performance in the chief executive officer’s role. *Second*, the proposal, informed by an external governance expert, will help ensure that the Board is fulfilling its fiduciary duty of care to exercise appropriate oversight, hold the president accountable, and conduct a fair assessment consistent with higher education standards. *Third*, by following a robust practice as outlined in the proposal, the Board will ensure it meets various legal and compliance obligations outlined below.

The information below describes (i) the Board's obligations; (ii) the process used in arriving at the proposed policy, which was informed by the advice of a neutral, third party expert; and (iii) next steps.

A. The Board's Fiduciary and Legal Responsibilities

A seminal function of the Board is to ensure the institution has sound and effective leadership in its CEO and to implement, in keeping with that duty, an effective and meaningful performance review that addresses both the CEO's performance and leadership capabilities. As outlined by the Association of Governing Boards of Colleges and Universities (AGB), the role of the Board in relation to presidential performance is stated as:

One of the most important duties of governing boards is hiring promising presidents and developing them into enterprising leaders. The success of higher education depends on presidential leadership, and boards utilize presidential assessments to assess executive performance and leadership capabilities.

"Board Fundamentals: Presidential Assessment." *AGB*, <https://agb.org/knowledge-center/board-fundamentals/presidential-assessment/>. Visited July 24, 2022.

In addition, the duty to conduct presidential assessment is so important that Illinois law requires that the Board conduct an annual assessment:

The Board must complete an annual performance review of the president and any chancellors of the University. Such annual performance review must be considered when the Board contemplates a bonus, incentive-based compensation, raise, or severance agreement for the president or all chancellors of the University. 110 ILCS 670/15-190.

Lastly, Article I, Section 4.c, of the Board Bylaws (as restated June 10, 2022) codifies the requirement that the Board periodically assess the performance and review the compensation of the president. However, University's current governing documents provide only minimal instructions on how such assessment and review must be conducted:

Evaluation of the President



1. The performance of the President shall be reviewed annually by the Board at a time designated by the Board. The Board shall share the results of the annual review with the President.
2. The material used in the annual review of the President's performance shall include a statement of the President's goals and objectives and such other material as specified by the Board. Additional material may be submitted at the discretion of the President or at the direction of the Board.

Board Governing Policies Art. II, § 6.B. As such, the recommendation is to restate the existing policy with the proposed policy.

**B. The Process Followed to Reach the Recommendation**

Currently, the Board does not have a standardized practice for conducting presidential assessments, although it has engaged in robust reviews in the past. To address this gap, the Human Resources Committee, charged with presidential assessment under then-existing Bylaws (eff. Oct. 8, 2010), retained a consultant through the Association of Governing Boards of Colleges and Universities ("AGB"), Terrence MacTaggart, Ph.D., author of *Assessing and Developing College and University Presidents: An Enterprise Approach*,<sup>1</sup> who has been similarly engaged by the University of Illinois Board of Trustees to advise on leadership **assessment**.

Upon completion of his assessment, Dr. MacTaggart has recommended a proposed "Presidential Annual Assessment Policy and Procedures," which is attached as **Exhibit A** to **Resolution 23-14** submitted herewith.

**C. Next Steps: The Decision the Board is Asked to Make**

Procedurally, the Board may not act on the Presidential Review Policy until it is "read" at a Board meeting, distributed for public comment, and presented at a subsequent meeting pursuant to Board Governing Policies Art. III. As such, the first step is to read the proposed policy at a meeting and post it for public comment.

Given the length and complexity of the proposal, the President recommends the Board waive the reading requirement. To satisfy Board Governing Policies Art. III, the President also requests that the Board authorize the publication of the proposed policy for comment. Then, at a subsequent meeting, depending on the results of the

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<sup>1</sup> Dr. MacTaggart's book is available to download for free as part of each Trustee's AGB membership; hard copies can be ordered upon request.

comments received, the President will request the Board substantively evaluate the Proposed Regulation and vote to adopt the proposed policy. As a matter of process, the Board is free to debate the policy at any time; it simply may not vote on it until the public comment period has expired.

Resolution 23-14 provides for a public comment period ending ten (10) days before the full Board meeting scheduled for December 9, 2022.

### **III. Proposed Resolution**

Resolution 23-14 has been submitted herewith.

### **IV. Resource/Contact**

Please contact Joshua R. Allen, MPS, SHRM-SCP, Vice President of Human Resources, for additional information or with questions. Mr. Allen may be reached at [jallen10@govst.edu](mailto:jallen10@govst.edu) or 708.235.7169 (office) or 708.510.4679 (cell).

**Resolution No. 23-14**

*Resolution to Post for Public Comment Proposed Policy and Procedure re  
Annual Presidential Assessment and  
Waive Initial Reading*

**WHEREAS**, Section 15-190 of the Illinois Governors State University Law, 110 ILCS 670/15-190, requires the Board of Trustees of Governors State University (“Board” and “University,” respectively) to conduct an annual performance review of the University’s president; and

**WHEREAS**, Article I, Section 4.c, of the Board Bylaws (as restated Jun. 10, 2022) and Board Governing Policies Article II, Section 6.B, require the Board to conduct a periodic assessment of the University’s president; and

**WHEREAS**, Having examined the issue and being fully advised, the Board has formed the conclusion that it is in the University’s best interest to adopt a policy and related procedures regarding an annual presidential assessment; and

**WHEREAS**, The Board has retained a subject matter expert to advise the University on best governance practices concerning presidential assessment, Terrence MacTaggart, Ph.D., who has prepared a proposed policy and procedure regarding annual assessment of the University president by the Board, a copy of which is attached hereto as **Exhibit A** (the “Proposed Presidential Review Policy”); and

**WHEREAS**, Pursuant to Board Governing Policies Article III, before adoption, any proposed Board Governing Policy must be read at a meeting and published for public comment before it can be the subject of vote at a subsequent meeting; and

**WHEREAS**, President Cheryl Green, Ph.D. recommends adoption of this Resolution;

Now, therefore, it is:

1. *Resolved*, that the Board waives the complete recitation, or first reading, requirement set forth in Board Governing Policies Article III with respect to the Proposed Presidential Review Policy due to its extensive length and complexity.
2. *Resolved*, that the Board authorizes the administration to post the Proposed Presidential Review Policy for comment by GSU faculty, staff, and students so that the Board may consider it for passing at its next regular meeting.

3. *Resolved*, that the Board orders the administration to distribute to various campus constituents (faculty, staff and students) and post in a manner accessible to the public a true, accurate, and complete copy of the full text of the Proposed Presidential Review Policy for comment, along with notice of the submission deadline and instructions on how to submit comments by the deadline.
4. *Resolved*, that the Board orders the University General Counsel to analyze any and all timely submitted comments and make a recommendation to the Board as to whether, as a result of such comments, the Proposed Presidential Review Policy should be adopted by Board resolution at the Board's next regular meeting or whether it should be altered, or changed, or not passed by the Board.
5. *Resolved*, that the Board authorizes the administration to take all other or additional actions necessary to effect this Resolution and its intent.

*Approved October 21, 2022*

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Angela M. Sebastian, Chair  
Board of Trustees

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James Kvedaras, Secretary  
Board of Trustees

**Governors State University**  
**Board Governing Policies Art. II, § 6.B. (restated as of [DATE TO COME])**  
**Presidential Annual Assessment Policy**

**Article II. University Governance**

**Section 6.**

**(B) Evaluation of the President**

**1. Purposes of Presidential Assessment**

The Board is committed to annual presidential assessments that are fair, accurate, timely, respectful, and supportive of continuing leadership development. The Board recognizes that one of its primary fiduciary responsibilities to the people of Illinois is to ensure presidential accountability through regular assessments of performance. In addition, state law requires the Board to conduct an annual performance review, 110 ILCS 670/15-190, and Article I(5) of the Board's Bylaws requires the Board to periodically assess the president's performance and review the president's compensation. Thus, the purpose of the policy is to:

- Provide critical information to the Board on presidential effectiveness in carrying out the duties assigned to the chief executive officer;
- Enable the president to summarize salient achievements of the past year and suggest priorities for the coming twelve months;
- Offer evidence that the president is being held accountable for mutually agreed-upon expectations to include compliance with local, state, and federal laws and regulations;
- Afford the president the opportunity to identify areas of professional leadership development that merit Board approval and support; and
- Meet the Board's fiduciary and legal obligations.

**2. Statement of Policy:**

- a. The Board shall engage in a fair and equitable process to assess the president's effectiveness on at least an annual

basis. This process shall be called the “Annual Presidential Review.”

- b. In conducting the Annual Presidential Review, the Board shall apprise itself of any and all applicable legal requirements and contractual requirements relating to review of the president and the president’s employment agreement with the University. The Board shall not engage in illegal discrimination in any component of carrying out the Annual Presidential Review. It shall abide by all legal and contractual requirements unless otherwise waived or amended, including but not limited to deadlines contained therein and agreed-upon review metrics, as well as those metrics that are considered reasonable practice in higher education.
- c. The Board shall give the president adequate notice of any standard by which the president’s performance will be measured.
- d. The Board shall respect the privacy rights of the president by conducting interim deliberations in closed session to the extent allowed by law. The Board’s consensus view of the president’s performance shall be made public. The basis for determining compensation, including but not limited to annual salary and incentive compensation, if any, shall be a public and transparent process.
- e. The Board shall adopt procedures to create a predictable and repeatable process each year. However, the procedures are intended as guidelines subject to the Board’s discretion to apply as it sees fit.

**TAB 13**

**TAB 14**