



**GOVERNORS STATE
UNIVERSITY**

Board of Trustees Meeting

October 21, 2024

Engbretson Hall

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TAB 1

**GOVERNORS STATE UNIVERSITY COMMITTEE OF THE WHOLE
AND
BOARD OF TRUSTEE MEETING**

October 21, 2024 – Committee of the Whole at 9:00 am in Engbretson Hall

and

October 21, 2023 – Board Meeting at 1:00 pm in Engbretson Hall

As of May 11, 2023, there is no longer an emergency option for meeting attendance previously permitted by Section 7(e) of the Illinois Open Meetings Act, 5 ILCS 120/7. A virtual option for viewing is available.

October 21, 2024 – Committee of the Whole

Chair James [Jim] Kvedaras

Time		Item	Tab #'s
9:00 am*	I.	CALL TO ORDER AND ROLL CALL	
9:01 am	II.	GOVSTATE LAND STATEMENT <i>Dr. Joi Patterson</i>	
9:03 am	III.	PUBLIC COMMENT 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.	
9:10 am	IV.	CHAIR'S COMMENTS <i>Chair Kvedaras</i>	
9:12 am	V.	APPROVE PROPOSED AGENDA FOR OCTOBER 21, 2024 COMMITTEE OF THE WHOLE MEETING	1

***Please note that times are approximate.**

		<p>4. Resolution 25-08: Approve Fiscal Year 2025 Operating Budget and Authorize Submission to the Illinois Board of Higher Education (IBHE) <i>Presenter: Dr. Corey S. Bradford, Sr., Vice President for Administration and Finance</i></p> <p>5. Resolution 25-09: Approve Fiscal Year 2026 Operating Resource Allocation Management Program (RAMP) Appropriations Request Budget and Authorize Submission to IBHE <i>Presenter: Dr. Corey S. Bradford, Sr., Vice President for Administration and Finance</i></p> <p>6. Resolution 25-10: Approve Fiscal Year 2026 Capital RAMP Improvement Budget and Authorize Submission to IBHE <i>Presenter: Dr. Corey Bradford, Vice President for Administration and Finance</i></p> <p>7. Resolution 25-11: Approve President's Annual Performance Assessment for Fiscal Year 2024, President's Performance Incentive Compensation for Fiscal Year 2024 based on Annual Assessment, and President's Base Salary Increase for fiscal Year 2025 based on the Annual Assessment <i>Presenter: Mr. Joshua Allen, Vice President for Human Resources</i></p>	<p>7</p> <p>8</p> <p>9</p> <p>10</p>
10:50 am	IX.	CLOSED MEETING	
		<p>According to Section 2(c) of the Illinois Open Meetings Act, 5 ILCS 120, the Board may meet in closed session to consider certain topics, including but not limited to:</p> <ul style="list-style-type: none"> • The appointment, employment, compensation, discipline, performance, or dismissal of specific employees or specific individual contractors pursuant to Section 2(c)(1) • Meetings between internal and external auditors in accordance with generally accepted auditing standards of the United States of America (5 ILCS 120/2 (c)(29)) 	
11:55 am	X.	OLD BUSINESS/NEW BUSINESS	

***Please note that times are approximate.**

11:58 am	XI.	ADJOURN THE COMMITTEE OF THE WHOLE MEETING	
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***Please note that times are approximate.**

Notice to GSU Community and Members of the Public: Committee of the Whole

- 1) If you require accommodations to participate fully in the meeting, please contact Dr. Janelle Crowley (contact info below) to make the request.
- 2) If you wish to watch the meeting remotely via Zoom, a link is provided below for your use. The Chair kindly asks anyone who is attending virtually to log on and into the meeting ten (10) minutes prior to the meeting, to minimize disruption once the meeting is in session.
- 3) If you wish to make a public comment, please register in advance by contacting Dr. Janelle Crowley by 5 pm on Thursday, October 17, 2024.

You are invited to a Zoom webinar.

Please click the General Invitation link below to join the webinar:

<https://us02web.zoom.us/j/82696818840?pwd=4q9TI8vYQZZrkCzHG9KA6RZHTYbLsl.1>

Passcode: 698560

Or One tap mobile:

US: +13092053325, 82696818840# or +13126266799, 82696818840#

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 +1 301 715 8592 or +1 305 224 1968 or +1 646 876 9923 or +1 646 931 3860 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 408 638 0968 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580

Webinar ID: 826 9681 8840

International numbers available: <https://us02web.zoom.us/j/kcLd7V5Apc>

Contact Information: Dr. Janelle Crowley; jcrowley3@govst.edu, or by phone at 708.235.6807.

***Please note that times are approximate.**

October 21, 2024 – Board of Trustees Meeting**Chair James [Jim] Kvedaras**

Time		Item	Tab #'s
1:00 pm*	I.	RESUME MEETING, CALL TO ORDER AND ROLL CALL	
1:03 pm	II.	PUBLIC COMMENT 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.	
1:09 pm	III.	CHAIR'S COMMENTS <i>Chair Kvedaras</i>	
1:14 pm	IV.	PRESIDENT'S REPORT <i>Dr. Cheryl Green</i>	
1:24 pm	V.	CONSENT AGENDA <i>Chair Kvedaras</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. <div><div>1. Approval of Board of Trustee Proposed Agenda, October 21, 2024.</div><div>2. Approval of Board of Trustee Minutes of the August 19, 2024 Meeting</div><div>2. Resolution 25-05: Adopt Board Regulation Amendments, Including to Section II (Employees) and proposed Section VIII (Ethics and Compliance) <i>Presenter: Ms. Therese King Nohos, Vice President, General Counsel</i></div><div>4. Resolution 25-06: Approve Emeritus Faculty Designation</div></div>	<div><div>1</div><div>11</div><div>4</div><div>5</div></div>

***Please note that times are approximate.**

2) If you wish to watch the meeting remotely via Zoom, a link is provided below for your use. The Chair kindly asks anyone who is attending virtually to log on, and into the meeting, 10 minutes prior to the meeting, to minimize disruption once the meeting is in session.

3) If you wish to make a public comment, please register in advance by contacting Dr. Janelle Crowley by 5 pm on Thursday, October 17, 2024.

You are invited to a Zoom webinar.

When: Oct 21, 2024 at 1:00 PM Central Time (US and Canada)

Topic: Full Meeting of the GovState Board of Trustees 10/21/2024

Please click the General Invitation link below to join the webinar:

<https://us02web.zoom.us/j/83202683248?pwd=n6QNMYSXu17aJWwJWWJ6kvls013o2x.1>

Passcode: 884904

Or One tap mobile:

US: +13092053325, 83202683248# or +13126266799, 83202683248#

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 +1 301 715 8592 or +1 305 224 1968 or +1 646 876 9923 or +1 646 931 3860 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 408 638 0968 or +1 507 473 4847 or +1 564 217 2000

Webinar ID: 832 0268 3248

International numbers available: <https://us02web.zoom.us/j/kJk4k2GIT>

***Please note that times are approximate.**

TAB 2

**MINUTES OF
THE BOARD OF TRUSTEES OF GOVERNORS STATE UNIVERSITY
QUARTERLY MEETING OF THE COMMITTEE OF THE WHOLE**

A regular meeting of the Committee of the Whole of the Board of Trustees of Governors State University (the “Board” and “GSU,” respectively), an Illinois body politic and corporate, was held in person and via audio-videoconference at GSU’s University Park Campus in Engbretson Hall on August 21, 2024 beginning at approximately 9:00 am. The purpose of the meeting was to conduct the business described in the agenda posted for public notice before 9:00 am on August 14, 2024 in accordance with Section 2.02 of the Illinois Open Meetings Act. 5 ILCS 120/ *et seq.* Before the meeting, each Trustee received books with materials corresponding to the action items, a copy of which is maintained with the Board records.

I. MEETING DETAILS

Meeting Chair: Angela M. Sebastian

Minutes Recorded By: Therese King Nohos, General Counsel

II. ATTENDEES

Chair Sebastian confirmed a quorum was present given the presence of the following Trustees in attendance in person at the start of the meeting unless otherwise noted:

- Kevin Brookins, Trustee and Vice Chair;
- Stacy Crook, Trustee;
- James Kvedaras, Trustee and Secretary;
- Karen Nunn, Trustee;
- Harish Rayalapati, Student Trustee;
- Angela M. Sebastian, Trustee and Chair; and
- 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 who appeared in person:

- Joshua R. Allen, MPS, SHRM-SCP, Vice President of Human Resources;

- Corey S. Bradford, Sr., Ph.D., Vice President for Administration and Finance;
- Janelle A. Crowley, PhD, Chief of Staff, President's Office;
- Maureen Kelly, Executive Director, Government Relations;
- Paul McGuinness, MA, Vice President for Student Affairs and Enrollment Management;
- Therese King Nohos, JD, Vice President, General Counsel;
- Patricia O'Neal, Executive Assistant to the President;
- Joi F. Patterson, PhD, Chief Diversity Officer; and
- Beverly Schneller, PhD, Vice President, Provost and Chief Academic Officer.

Stephen Wagner, PhD (Faculty Senate President) and Susie Morris (Civil Service President) were present as well.

III. ABSENCES

None

IV. CALL TO ORDER

The meeting was called to order by Chair Sebastian at approximately 9:01 am.

V. PUBLIC COMMENTS

Public comment was made by Michael Hart, UPI President.

VI. CHAIR COMMENTS/APPROVAL OF AGENDA

Chair Sebastian welcomed the new Student Trustee, Harish Rayalapati. On behalf of the Board of Trustees, she then acknowledged receiving Dr. Green's retirement notice. She noted the Board respects and appreciates the way in which President Green is transitioning and her leadership.

VII. APPROVAL OF PROPOSED AGENDA AND MEETING MINUTES

Chair Sebastian asked for a motion to approve the meeting minutes from the open and closed session from June 17, 2024. Trustee Brookins so moved, and Trustee Taboas seconded the motion. The motion passed unanimously.

VIII. INFORMATION ITEMS

As set forth in the Agenda, the following information items were presented for discussion:

- Faculty Senate Report by Dr. Wagner;
- Civil Service Report by Civil Service Senate Vice President Susie Morris;
- Report by Digital Learning Master Planning Task Force by Dr. Wagner;
- President's Annual Review Timeline by Vice President Josh Allen; and
- Calendar Year Meeting Date Recommendations by Dr. Janelle Crowley

During Dr. Wagner's report on Digital Learning Master Planning, there was extensive discussion and question/answer regarding how AI is going to affect higher education. After the President's Annual Review Timeline Presentation by Vice President Josh Allen, General Counsel Nohos recommended that the Board hold an Executive Committee meeting between now and the October 21, 2024 Board meeting. The information item regarding the Ghana Brigade was deferred to a future meeting.

IX. ACTION ITEMS

As otherwise set forth in the agenda, the following action items were presented for discussion:

- Resolution 25-01, Election of Officers, was presented by Ms. Therese King Nohos, Vice President, General Counsel.
- Resolution 25-02, Waive initial reading of and publish proposed Board regulation amendments, including to Section II (Employees) and proposed Section VIII (Ethics and Compliance), was presented by Ms. Therese King Nohos, Vice President, General Counsel.

X. CLOSED SESSION

Chair Sebastian recommended that the Board go into closed session pursuant to Section 2(c)(11) and (29) of the Illinois Open Meetings Act, 5 ILCS 120/ *et seq.* Trustee Kvedaras so moved, and Trustee Crooks seconded. The motion passed unanimously upon a roll call vote. The open session of the meeting adjourned at approximately 9:50 am.

XI. OLD/NEW BUSINESS

The open session of the meeting resumed at approximately 11:30 am. Chair Sebastian noted that there was no action taken in closed session. There being no other new or old business, Chair Sebastian then asked for a motion to adjourn. Trustee Brookins so moved, and Trustee Crooks seconded. The motion passed unanimously. The meeting adjourned at approximately 11:31 am.

Approved this 21st day of October 2024

James Kvedaras, Chair

Karen Nunn, Secretary

TAB 3

GSU Operating Budget to Actual**FY2024**

Our strategic enrollment management planning examines the broad market trends across higher education and analyzes how these trends are affecting Governors State University. We continue to experience enrollment progress despite continued market pressures with focused initiatives on new enrollment and current student persistence. The Income Fund, which includes net tuition revenues, achieved 99.6% of our FY2024 revenue goal resulting in a revenue shortfall of only \$128K compared to budget. GSU plans to continue to forecast revenue conservatively. Appropriation monies from the Illinois Office of the Comptroller are fully vouchered and received timely.

FY2024 expenditures are overbudget by approximately 5.29%. This overage is primarily contributed to contract obligations, including bond/insurance premiums, utilities and advertisement costs.

We anticipate an overall budget shortfall for FY2024 to be covered by historical operating surplus.

**Governors State University
 Budget to Actual by Major Category
 As of June 30, 2024 (Unaudited)**

Category Name	FY2023 Actual	FY2024 Operating Budget	FY2024 Actuals (Unaudited)*	FY2024 Projected Ending Balances (Budget- Actual)
Revenues:				
Income Fund	\$32,954,359	\$34,441,900	\$ 34,313,855	\$ (128,045)
Appropriation	24,353,300	26,058,100	26,058,100	0
Total Revenues	\$57,307,659	\$60,500,000	\$60,371,955	(\$128,045)
Expenses:				
Personnel Services	\$48,342,465	\$50,844,668	\$ 51,320,301	(\$475,633)
Fringe Benefits	1,621,788	1,483,326	1,669,380	(186,054)
Contractual	7,687,001	6,551,592	9,104,136	(2,552,544)
Commodities	701,747	729,120	600,613	128,507
Permanent Improvement	57,762	0	173,866	(173,866)
Travel	272,639	362,673	266,254	96,419
Equipment	313,195	305,705	331,004	(25,299)
Telecom	230,716	185,541	155,420	30,121
Auto Operations	60,789	37,375	70,523	(33,148)
Awards	48,871	0	6,422	(6,422)
Reserve**	0	0	0	0
Total Expenses:	\$59,336,973	\$60,500,000	\$63,697,919	(\$3,197,919)

Notes: ** Historical Years Surplus adequate funds to support BOT Reserve requirement for FY2024.

Quarterly Report of Income Producing Contracts of \$100,000 or More
For the Period Ended September 30, 2024 (Q1FY25)
(With Comparative Information For the Period Ended September 30, 2023 - Q1FY24)

Federal Grants:

Provider Name	Type of Contract	Income 9.30.24	Income 9.30.23	Principal Investigator (PI)/ College/Department	Award Period and Award Amount
U.S. Department of Health & Human Services	Early Head Start Grant	\$239,766	\$ -	Erin Soto COEHD/Family Dev Center	Period: 1/1/20 to 12/31/24 Award Amount: \$3,925,163
National Science Foundation (NSF)	NSF Engines Development Award - Advancing Smart Logistics	\$239,292	\$248,851	Reggie Greenwood College of Business	Period: 5/15/23 to 4/30/25 Amount: \$1,000,000
U.S. Department of Health & Human Services	Mental and Behavioral Health Education and Training Grants	\$99,991	\$13,779	Nancy Burley CHHS/Addiction Studies and Behavioral Health	Period: 9/1/21 to 8/31/25 Amount: \$1,424,720
U.S Department of Education, passed through the Illinois Board of Higher Education	IL Tutoring Initiative Grant	\$90,972	\$ -	Shannon Dermer COEHD	Period: 10/29/21 to 9/30/24 Amount: \$3,156,100

Federal Grants (continued):

Provider Name	Type of Contract	Income 9.30.24	Income 9.30.23	Principal Investigator (PI)/ College/Department	Award Period and Award Amount
U.S Department of Education	TRIO Educational Opportunities Centers Project	\$36,313	\$1,426	Mushtaq Choudhary Dean of Students	Period: 10/1/21 to 9/30/26 Amount: \$1,160,250

State Grants:

Provider Name	Type of Contract	Income 9.30.24	Income 9.30.23	Principal Investigator (PI)/ College/Department	Award Period and Award Amount
IL State Board of Education	Pre-K Block Grant, and Pre-K Expansion Grant	\$59,876	\$ -	Erin Soto COEHD/Family Development Center	Period: 7/1/24 to 6/30/25 Award Amount: \$450,411 Period: 7/1/22 to 6/30/24 Award Amount: \$896,362
IL Network of Child Care Resource and Referral Agencies	Child Care Restoration Grant	\$53,168	\$ -	Erin Soto COEHD/Family Development Center	Period: 7/1/22 to 12/31/24 Amount: \$429,986
IL Department of Human Services	Certified Recovery Support Specialist Success Grant Program	\$51,438	\$57,349	Nancy Burley CHHS/Addiction Studies and Behavioral Health	Period: 7/1/24 to 6/30/25 Amount: \$1,150,000 Period: 7/1/22 to 6/30/24 Amount: \$1,528,132

State Grants (continued):

Provider Name	Type of Contract	Income 9.30.24	Income 9.30.23	Principal Investigator (PI)/ College/Department	Award Period and Award Amount
IL Department of Human Services	Substance Use Prevention and Recovery - Certified Alcohol and Drug Counselor (CADC) Workforce Expansion Program	\$37,257	\$ -	Nancy Burley CHHS/Addiction Studies and Behavioral Health	Period: 8/15/24 to 6/17/25 Amount: \$507,000 Period: 12/1/23 to 6/17/24 Amount: \$507,000
IL Department of Public Health	Stroke Awareness Campaign	\$31,345	\$ -	Tonya Roberson/CHHS	Period: 7/1/23 to 6/30/25 Amount: \$1,000,000
IL Board of Higher Education	Mental Health Early Action on Campus Act Grant	\$756	\$ -	Mushtaq Choudhary/Dean of Students	Period: 7/1/24 to 6/30/25 Amount: \$162,379 Period: 7/1/22 to 6/30/24 Amount: \$274,741

Others:

Provider Name	Type of Contract	Income 9.30.24	Income 9.30.23
Various Clients - Extended Learning	Training programs for professional development/ continuing professional education to individuals, school districts, and employees of certain private organizations	\$161,953	\$64,080
Clearwire Spectrum Holdings	Broadband Lease of Excess Channels	\$53,632	\$80,448

Note: The above agreements generate income for the University throughout the fiscal year.

Resource/Contact: Corey S. Bradford, PhD, Vice President for Administration and Finance, cbradford2@govst.edu, 708.235.7421; Villalyn Baluga, Associate Vice President for Finance, ybaluga@govst.edu, 708.534.4039.

**University Contributions to University-Related Organization
 For the Period Ended September 30, 2024
 (With Comparative Information For the Period Ended September 30, 2023)**

Governors State University (“*University*”) recognizes the Governors State University Foundation (“*Foundation*”) as a University-Related Organization.

The Foundation has an ongoing contract with the University, which includes provisions requiring the Foundation to comply with Section VI of the “University Guidelines 1982 (as amended 2023)” as adopted by the State of Illinois Legislative Audit Commission. The contract requires the University to provide the Foundation with personnel and operational services at no cost. The estimated value of these services, which includes all direct payroll expenses and fringe benefits, for the comparative period ended September 30, 2024 and 2023 is as follows:

September 30, 2024 (Unaudited)	September 30, 2023 (Unaudited)
\$ 81,670	\$ 86,689

**Contributions to the University of \$25K or more
 For the Period Ended September 30, 2024
 (With Comparative Information For the Period Ended September 30, 2023)**

The Foundation provided the University with the following support for the comparative period ended September 30, 2024 and 2023:

	September 30, 2024 (Unaudited)	September 30, 2023 (Unaudited)
Support given to University departments	\$ 68,169	\$ 139,439
Support given for scholarships	211,013	243,844
Total	\$ 279,182	\$ 383,283

INFORMATION ITEM

**Procurement Activities of \$100,000 to \$249,999
for the Period of July 1, 2024 through September 30, 2024**

<u>Vendor Name</u>	<u>Type of Contract</u>	<u>Total Cost</u>
University of Illinois	CARLI- Online Library Resources Intergovernmental Agreement	\$197,008.56
Assessment Technologies LLC	MedHub- Annual Subscription Fee Student Clinical Scheduling Software Licensing Exemption #24CHHS Year 2 of 3	\$106,700.00

Resource/Contact: Ms. Lannie Brown-Simon, Interim Assistant Vice President for Procurement and Business Services; obrown-simon@govst.edu; 708.235.7426

TAB 4

EXECUTIVE SUMMARY**Resolution 25-05*****Approval of Amendments to Board of Trustee Regulation Section II and
Adoption of Board of Trustee Regulation Section VIII*****I. ACTION ITEM:**

It is recommended that the Board of Trustees of Governors State University adopt proposed amendments to Board of Trustees Regulations § II (Employees) and adopt the addition of a new regulation § VIII (Ethics and Compliance). The revised and newly proposed Regulations (the “Final Regulations”) are attached to the proposed resolution submitted herewith.

II. BACKGROUND:

The Board has the power and duty to “make rules, regulations and bylaws, not inconsistent with law, for the government and management of Governors State University . . .” 110 ILCS 670/15-45. The Board Regulations explain how they may be adopted, amended, or repealed as follows:

Board Regulations may be adopted, amended, or repealed at any regular meeting of the Board by a majority vote of the voting membership of the Board. Requests for the adoption, amendment, or repeal of Board Regulations shall be submitted to the President, who shall notify the Board’s Chairperson of such requests. The President shall report such requests with recommendations for action to the Board. . . . [T]he adoption, amendment, or repeal of Board Regulation shall occur only after a proposal for adoption, amendment, or repeal has been presented to the Board for the first reading by the President.

Board Reg. § I(C)(1).

As part of an ongoing process of regularly reviewing and updating the Board’s Regulations, the University’s administration has conducted a review of § II (Employees) of the Regulations and identified proposals for updating them. The University’s administration also proposed a new § VIII regarding Ethics and Compliance. These proposals were presented to the Board at its regular August 19, 2024 meeting with a request that the requirement to read them be waived given their length and complexity. The Board approved the request to waive the initial reading and directed the University’s administration to publish the proposed changes. Via email dated August 23, 2024, the University administration notified the Presidents of the Civil Service, Faculty, and Student Senates of the Proposed Changes, as well as the President of the faculty union and union stewards of all other unions on campus. As of August 23, 2024, the Proposed Changes were posted to the MyGSU portal for review by all current University employees and

students with a notice that comments, if any, were due by October 11, 2024. Except as noted below, no comments were received.

All proposed amendments and additions are recommended by President Green and General Counsel Nohos.

A. Amendments to Section II of the Board Regulations

These proposed changes to § II were described in the August 19, 2024 Executive Summary to the Board and include:

- Removing the ambiguous term “Provost/Vice President” and replacing it with “Provost, Vice Presidents” to remove ambiguity;
- Adding an Equal Opportunity and Affirmative Action statement to reflect the University’s commitment to diversity, equity, and inclusion;
- Recognizing the passage of the Pregnant Workers Fairness Act (PWFA), 42 USC §§ 2000gg *et seq.*, and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act, 29 USC § 218d, and delegating to the President the authority to pass policies and procedures to meet the University’s legal and regulatory requirements under these laws;
- Expressly delegating to the President the authority to enter into labor negotiations;
- Amending termination provisions that permitted termination of employees without cause to reflect current Illinois law, which requires “good cause” (or, for Civil Service employees, “just cause”) to terminate employment;
- Deleting the Policy on Nepotism, which will be covered by the newly proposed, more robust, Section VIII (Ethics and Compliance) under a regulation on Avoidance of Nepotism, Conflicts of Interest and Conflicts of Commitment;
- Delegating to the President the authority to create Flexible Hour Positions in accordance with state law;
- Updating the Regulation to reflect the requirements of the University Faculty Research and Consulting Act, 110 ILCS 100/ *et seq.*, which requires faculty to obtain prior written approval of the President to perform research or provide consulting services to a nongovernmental agency;
- Amending the Holiday section to add Juneteenth and to replace Lincoln’s Birthday, which the University no longer observes, with President’s Day;
- Granting the President discretion to close the University as needed for administrative purposes;
- Authorizing the creation of a sick leave bank pursuant to the Illinois Sick Leave Bank Act, 5 ILCS 400/ *et seq.*;
- Creating a new section addressing the variety of leaves of absence available under state and federal law, including but not limited to, the Paid Leave for All Workers Act, 820 ILCS 192/ *et seq.*, the Illinois Family Military Leave Act, 820 ILCS 151/ *et seq.*, the Illinois Victims’ Economic Security and Safety Act, 820 ILCS 180 *et seq.*, the Illinois Family Bereavement Leave Act, 820 ILCS 154/ *et seq.* and the Illinois Child Extended Bereavement Leave Act, 820 ILCS 156/ *et seq.*, Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61/ *et seq.*, and

the federal Uniformed Services Employment and Reemployment Rights Act, 38 USC §§ 4301 *et seq.*, the Illinois Civil Air Patrol Leave Act, 820 ILCS 148/ *et seq.*, and the Illinois School Visitation Rights Act, 820 ILCS 147/ *et seq.*;

- Voluntarily creating a new section authorizing 25 days of parental leave for all employees not otherwise eligible for parental leave pursuant to a collective bargaining agreement;
- Deleting sections regarding Title IX, discrimination, and accommodations, which are moved to new Section VIII and now reflect the rights of both employees and students;
- Modifying the educational benefits section for faculty and administrative employees to reflect current practices, which are to offer benefits for attendance at Governors State University only;
- Modifying the administrative leave section, which grants qualifying employees up to six months administrative leave at retirement, to phase this benefit out but permit it for current employees who may have relied on the benefit; and
- Removing outdated language granting five additional holidays to employees working at the prevailing wage.

Since publishing the proposed revisions to Section II, the General Counsel's office received a comment noting that certain provisions of Section II were omitted from the draft, namely provisions regarding: (i) background checks; (ii) drug-free workplace; and (iii) the revolving door employment prohibition. These omissions were inadvertent. Therefore, as shown in the attached redlined draft comparing the Final Regulations to the draft presented to the Board in August, those provisions have been restored. The sections regarding background checks and drug-free workplace were reinserted to Section II, just as they were before. The section on revolving door employment prohibition was deemed better suited to be added to Section VIII and was inserted there.

Based on additional research and review, General Counsel Nohos edited the Family and Medical Leave Act section to note that only 1,000 hours of prior service are required for eligibility pursuant to Illinois modifications to applicable law rather than 1,250. This change conforms the Final Regulations to Illinois Governors State University Law, 110 ILCS 670/15-230. General Counsel Nohos also updated the leave section regarding Court Service to ensure that the regulation conformed with Illinois Jury Act, 705 ILCS 305/4.1.

Other ministerial changes, such as formatting changes, are reflected in the attached redline.

B. Adoption of New Section VIII of the Board Regulations

As noted in the August memo to the Board, proposed Section VIII is intended to compile in one place:

- A Code of Conduct, which forms the foundation of every compliance program under standard practices at proposed Regulation VIII(A);

- Policies and procedures, primarily driven by federal and state legal requirements that are binding on the University and its employees, regarding:
 - a. anti-discrimination and harassment provisions, which are found in proposed Regulation VIII(B)(1)-(2);
 - b. restrictions against accepting gifts from a person or entity seeking official action from or doing business with the University, which are found in proposed Regulation VIII(C)(3);
 - c. restrictions against nepotism, conflicts of interest, and conflicts of commitment, which are found in proposed Regulation VIII(C)(5);
 - d. restrictions against the misuse of state resources, which are found in proposed Regulation VIII(D)(4)-(5);
 - e. restrictions against knowingly or intentionally making any materially false statement or misrepresentation on any official record or falsifying or knowingly failing to correct false information contained in an official record, which are found in proposed Regulation VIII(D)(9);
 - f. restrictions against breaching confidentiality, which are found in proposed Regulation VIII(D)(3); and
 - g. restrictions against prohibited political activity, which are found in proposed Regulation VIII(C)(4).

The proposal also draws employees' attention to their duty to comply with the Illinois State Officials and Employees Ethics Act (the "Ethics Act"), 5 ILCS 430/ *et seq.*, the "Code of Personal Conduct" prepared by the Department of Central Management Services on behalf of the Governor, and the "Illinois Board of Higher Education Personnel Policies for Public Universities" prepared by the Illinois Board of Higher Education and makes those documents accessible to employees by appending them to the proposed Regulation. Finally, the proposal includes standard clauses setting conduct expectations for any workplace (e.g., prohibition against violence found in proposed Regulation VIII(D)(8)).

III. Resolution: A proposed resolution is submitted herewith.

IV. Resource/Contact: Therese King Nohos, JD, Vice President and General Counsel, 708.855.1553 or tnohos@govst.edu.

**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 October 21, 2024.

SECTION II. EMPLOYEES

A. General

1. Coverage

This Section II. Applies to all faculty, administrative and/or professional employees who are not civil service employees (collectively, "administrative"), civil service, and other employees of the Board of Trustees of Governors State University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement. The employment of the President of the University is subject solely to the employment contract between the President and the Board of Trustees of Governors State University.

2. Equal Opportunity and Affirmative Action

In accordance with applicable statutes and regulations, Governors State University is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical or mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, or any other factor unrelated to professional qualifications, and will comply with all applicable federal and state statutes, regulations, and orders pertaining to nondiscrimination, equal opportunity, and affirmative action.

3. Pregnant Workers and Workers with Related Conditions

4-a) Governors State University will comply with statutory and regulatory requirements of the Pregnant Workers Fairness Act (PWFA), 42 USC §§ 2000gg *et seq.*, and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act, 29 USC § 218d, as they may be amended from time to time.

2-b) The President shall develop policies and procedures to implement, monitor and document the University's programs put into place to ensure compliance with

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the PWFA and PUMP Act, which shall take effect upon approval by the President.

4. Authority to Employ

~~1-a)~~ Position Authorization

The Board of Trustees is the employer of all faculty, administrative, civil service, and other employees of Governors State University. Faculty, administrative, civil service, and all other positions shall be authorized by the ~~president~~President or designee.

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~~2-b)~~ Appointments: All appointments and promotions shall be made by the President, except as otherwise provided herein.

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i. Major Administrative Appointments

The President shall inform the Board of the appointment, promotion, resignation, retirement, or other event concerning the employment of a Provost, Vice President, and Dean as soon as possible after the event.

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ii. Regular Appointments

Regular appointments are tenured faculty, faculty serving in probationary status on tenure track, other faculty designated as regular appointments, administrative positions not designated as temporary positions, and civil service positions not designated as temporary positions. The President or designee is authorized to make such appointments in accordance with Board Regulations as necessary and justified by prudent financial management.

iii. Adjunct Appointments

The President or designee is authorized to make adjunct faculty appointments as necessary and in accordance with Board Regulations and Human Resources processes. Adjunct appointees will be appointed on an annual or semester basis and will not be eligible for tenure.

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iv. Visiting Appointments

The President or designee is authorized to make visiting faculty appointments to approved positions in accordance with Board Regulations as necessary and justified by prudent financial management. Visiting appointments shall be made for persons employed outside the university or on temporary leave from such employment or retired from such employment. Visiting appointments shall be for a specific period of two years or less. There shall be no

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presumption of renewal or extension of visiting appointments. Visiting faculty shall not be eligible for tenure.

v. Civil Service Appointments

The Board of Trustees is designated by statute as the employer for all its appointments which are subject to the rules and regulations of the State University Civil Service System of Illinois (SUCSS) and for those positions deemed non-status positions pursuant to the rules and regulations of SUCSS (i.e., "900 hour workers"). The Board has authorized the President or designee to appoint Civil Service personnel to authorized positions. All Civil Service employees of Governors State University are employed in accordance with the provisions of the State University Civil Service Act, 110 ILCS 70/, as it may be amended from time to time, and the rules of the University Civil Service System Merit Board (Merit Board), and are entitled to all the rights and subject to all the requirements contained therein.

- vi. The President shall develop procedures for the appointment (including acting appointment) of faculty, administrative, civil service, and other employees. The procedures shall contain such provisions as are necessary and appropriate and shall be: (a) consistent with the Board's delegation of authority in Section II.A.4(b); (b) consistent with the Board's commitment to affirmative action and nondiscrimination in employment practices; and (c) consistent with the Board's policy on participation in University governance.

3-c) Resignations: The President or designee may officially accept resignations and retirements tendered by employees.

4-d) Academic Ranks, Promotion, and Related Titles:

- i. The academic ranks that shall be conferred within Governors State University are: professor, associate professor, and assistant professor. These faculty employees shall be categorized as probationary/tenure-track or tenured. Recommendations for award of tenure shall be presented by the President to the Board for approval. The creation, elimination, or modification of the categories of appointment specified in this section require Board approval.
- ii. In addition to the above academic ranks, the university is authorized to make other academic appointments to positions utilizing additional and related titles (e.g., Lecturer, Senior Lecturer, Instructor). These faculty employees shall be categorized as non-tenure track.

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5-e) Position Administration:

- i. The University shall use recruitment practices aimed toward identifying, securing, and maintaining equitable representation and toward seeking full utilization of minorities and women in all organizational units and job classifications. The university shall also maintain affirmative action policies and procedures consistent with state and federal legal requirements which shall provide for the fair, impartial, and equal treatment of applicants for employment and promotion. The President or designee will administer internal promotion/applicant processes as well as external search procedures for vacant positions. Position design, reorganization processes, titles, and compensation practices will be administered in accordance with university University needs as determined by the President or designee.
- ii. Title changes, consistent with changes in scope of assigned responsibilities or internal promotions can be implemented subject to approval by the President.
- iii. The President shall develop procedures and guidelines regarding the use of search committees to fill positions, which shall take effect upon approval by the President.

f) Pre-Employment Background Checks

i. Purpose of Regulation

In an effort to provide a safe and secure environment for all students, employees and visitors at the University; to safeguard the University's integrity, property and resources; and to help ascertain suitability for employment, the University has established the following Regulation for conducting pre-employment background checks for all new hires. The University will implement this Regulation in a manner that is consistent with employee legal rights and the University's Mission and Values.

ii. Scope of Regulation

This Regulation applies to all prospective employment applicants, employment applicants, new hires, and re-hires (collectively, "New Hires"), but not to internal applicants for new jobs, regardless of a New Hire's intended position at the University.

Under this Regulation, pre-employment background checks (collectively, "Background Checks") may include, but may not necessarily be limited to,

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(d) Educational Verification: confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

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(e) Criminal History: includes review of criminal convictions and probation.

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(f) Motor Vehicle Records: provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

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(g) Credit History: confirms candidate's credit history. This search will be run for positions that involve management of funds and/or handling of cash or credit cards.

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iii. Background Check Practice

(a) Pre-Employment Background Check Requirement

Offers of employment made to prospective New Hires will be contingent upon the results of a criminal background check and other applicable pre-employment Background Checks.

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(b) Background Check Procedure

University Background Checks are conducted by the Human Resources Department as post-offer/pre-employment screenings upon acceptance of a contingent offer of employment (an "Offer") by a New Hire. All Background Checks will be performed in compliance with the Federal Fair Credit Reporting Act, 15 U.S.C. § 1681b.

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The Human Resources Department, in consultation with the various University administrative departments and Colleges as appropriate, shall maintain guidelines and/or procedures, as well as best practices, for conducting Background Checks. Such guidelines and procedures shall include, at a minimum, a list of which types of Background Checks are applicable to each position in the University, consistent with job descriptions and applicable Federal and State law.

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The University may revoke any Offer to an individual who does not consent to applicable Background Checks.

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iv. Use of Background Check Results

(a) Results of the Background Checks run on a New Hire will be reviewed by a designated Human Resources representative, who will notify the hiring manager of same. The University may revoke any Offer if the Background Checks' results represent an unacceptable level of risk in relation to the job responsibilities of the New Hire's intended position at the University or if the Background Checks reveal the individual lacks requisite qualifications, thus not supporting a reasonable hiring decision.

(b) In accordance with relevant State and Federal law, if an individual's criminal Background Check results indicate that the individual has a criminal record, the University will conduct an individualized assessment, which will include an opportunity for the individual to explain or provide additional information. A criminal record will not automatically exclude an individual from being considered for employment, as consideration is given to such factors as, but not limited to, the nature and seriousness of the underlying offense/conduct, the relatedness of the offense/conduct to the position being sought, the length of time that has elapsed since the conviction/end of sentence/conduct and demonstrated rehabilitative efforts.

v. Confidentiality

All records obtained through Background Checks will be maintained in accordance with record retention and other applicable policies and procedures established by the University. Records obtained through Background Checks shall be deemed confidential and maintained in a secured, access-restricted file, separate from an employee's regular personnel file, with access limited to only those University agents who have a need to review or utilize those records in fulfilling their responsibilities under this Regulation.

iii.

5. Labor Relations

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~~4-a)~~ Authority for the negotiation, administration, and coordination of all collective bargaining agreements and overall responsibility for labor relations activities is delegated by the Board of Trustees to the President.

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~~2-b)~~ No collective bargaining agreement shall be effective or implemented until first ratified by the certified employee representative and then approved by the Board of Trustees.

~~3-c)~~ All collective bargaining agreements shall be signed by the Chair and Secretary of the Board of Trustees or, where appropriate, by the President who shall sign such instruments on behalf of the Chair and Secretary.

6. Reassignment and Termination

~~i-a)~~ Reassignment

Employees at the University may be reassigned by the President without notice in advance. The President shall consult with and obtain the approval of the Board of Trustees prior to the reassignment of a Provost or Vice President. Employees, other than employees with a temporary appointment (including employees whose appointment is supported by grant or contract funds), who are reassigned shall receive written notice of any reduction in monthly compensation as follows:

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i. In the first year of employment at the University not less than one month prior to the effective date of reduction in monthly compensation; and

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ii. In the second or subsequent year of employment at the University not less than two months prior to the effective date of reduction in monthly compensation.

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~~ii-b)~~ Termination

i. Consistent with the Governors State University Law, 670/15-45, the Board has authority to terminate employees for good cause, or, in the case of a Civil Service Employee, for just cause (110 ILCS 70/360), which authority is hereby delegated to the President and which authority may be delegated by the President to a delegat~~ee~~.

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ii. A civil service employee shall not be demoted, removed, or discharged after such employee's probationary period except in accordance with the State University Civil Service Act, 110 ILCS 70/, as it may be amended from time to time, and related Merit Board rules.

- iii. Termination of University employees shall require a pre-termination review by the Department of Human Resources and General Counsel.

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iii-c) Severance Pay

- i. Upon termination and within the University's sole discretion, an employee may be offered severance pay based on the individual circumstances of the termination provided the employee signs a separation agreement which, among other things, shall include a release of all potential claims to the fullest extent allowed by law. Severance pay may not be offered to an employee terminated for misconduct as defined by the Government Severance Pay Act (5 ILCS 415/5(1)).
- ii. Any severance pay provided to any at-will or contractual university employee shall be subject to the provisions of the Government Severance Pay Act, as same may be amended from time to time (5 ILCS 415 *et seq.*), including, but not limited to, the requirement that severance pay may not exceed an amount greater than twenty (20) weeks of compensation.

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B. Appointment Administration

1. Job Descriptions

A description shall be prepared for each administrative position, including Chairpersons, in the University, except for the position of President, and for each civil service and other positions. The President shall develop guidelines for the preparation, review, modification, and maintenance of position descriptions, which shall take effect upon approval by the President.

2. Administrative Organization

An organization chart of the administrative structure shall be prepared and maintained for the University.

3. Educational Requirements

The President shall develop a policy concerning the educational requirements necessary for appointment to faculty, including temporary appointments. All educational requirements shall be fulfilled by study in an accredited institution of higher education. The policy and/or any changes shall become effective when approved by the President. The policy shall include the following provisions and such other provisions as are necessary and appropriate:

~~a-a)~~ The minimum educational requirements necessary for appointment;

~~b-b)~~ Any exceptions to the minimum requirements.

~~The policy and/or any changes shall become effective when approved by the President.~~

4. Flexible Hour Positions

The President is authorized to develop policies and procedures to implement flexible hour positions consistent with Governors State University Law, 110 ILCS 670/15-100, which shall take effect upon approval of the President.

C. Conditions of Employment

1. General Obligations and Administrative Rules

All employees are expected to comply fully with all applicable state and federal laws, policies, regulations, and decisions of the Board of Trustees, and policies, regulations and decisions promulgated by the President or designee.

2. Outside Employment

~~a-a)~~ An employee's participation in outside employment must be consistent with the employee's obligation to the Board as the primary employer and is subject to such conditions as may be imposed by federal or state law or the terms of a collective bargaining agreement. The President shall establish guidelines concerning outside employment.

~~b-b)~~ Faculty must have prior written approval of the President, or a designee, to perform research or provide consulting services to nongovernmental agencies. (University Faculty Research and Consulting Act, 110 ILCS 100/ et seq.).

3. Employees Licensed to Practice Law

Employees of the Board who are licensed to practice law may not represent any person or entity in any litigation, administrative proceeding, or other matter (other than proceedings conducted pursuant to Board or University regulations or procedures or a collective bargaining agreement to which the Board is a party) in which the Board, the University, or other employees of the Board are adverse parties.

4. Drug-Free Workplace

a) Purpose of Regulation

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The Board has adopted this Regulation to inform all University employees, both faculty and staff, about the adverse effects of drug and alcohol abuse; to set standards of conduct and disciplinary and legal sanctions related to such use or abuse; and to advise them regarding available counseling and rehabilitation services, with the intent of fully complying with any current or future requirements, regulations, or interpretations developed related to all relevant applicable State and Federal laws and regulations, including but not limited to the federal Drug- Free Schools and Communities Act Amendments of 1989 and the federal Drug- Free Workplace Act of 1988.

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b) Standards of Conduct

i. All employees are prohibited from the unlawful possession, use, sale, manufacture, or distribution of controlled substances, including illicit drugs and alcohol, on University premises or property, possession of drug paraphernalia, marijuana, or alcohol on University premises or property, or the abuse of alcohol on University premises or property or in connection with any University activity. All employees are required to be fit for duty during their entire work schedule. This means that employees must be able to perform their jobs in a safe, secure, productive, and effective manner. Employees who are not fit for work may present a safety hazard to themselves, to other employees, to students, to the University, and to the public.

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ii. The passage of the Illinois Cannabis Regulation and Tax Act, effective January 1, 2020, which legalizes recreational use of marijuana and certain activities related to the use of marijuana in the State of Illinois, does not affect the University's prohibition of marijuana on University property or premises or in connection with any University activity. Marijuana is still an illicit controlled substance under federal law, and therefore, is prohibited under the provisions of this Regulation.

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iii. This Regulation does not prohibit employees from the lawful use and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely and must promptly disclose any restrictions to their supervisor. Employees are not required to disclose underlying medical conditions that have caused the need for the prescribed medication(s).

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iv. If any applicable collective bargaining agreement includes provisions related to drug and alcohol testing, the provisions in the collective bargaining agreement shall control over this Regulation.

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v. As a supplement to this Regulation, the President or designee shall compile, publish, and distribute additional information relating to the health risks associated with the use of illicit drugs and abuse of alcohol and the applicable legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

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c) Testing

i. In appropriate circumstances, an employee may be required to be examined at a health center, hospital, urgent care facility, or clinical laboratory, in order to determine the employee's fitness to perform assigned duties and responsibilities. Testing is required if a supervisor and second observer reasonably suspect the employee of using or being under the influence of alcohol or drugs while they are working, on University premises, or operating University vehicles. If an employee is suspected of being under the influence the following steps must be taken:

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(a) The supervisor will obtain confirmation from a second observer and complete a "Reasonable Suspicion" form to be produced and distributed under the President's direction.

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(b) Once completed, the supervisor will immediately contact the University's "Designated Representative," appointed by the President or President's designee, of the Human Resources Department for next steps to be taken with employee.

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(c) Upon receiving the completed Reasonable Suspicion form, the Human Resources Department will enter the drug screen request into the HireRight ordering system and provide the screening scheduling information with collection site instructions to the employee.

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(d) The Human Resources Department will provide the screening scheduling information to the employee to carry with them for immediate processing at the designated collection site.

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- (1) The supervisor will arrange transportation for the employee (via cab or car service).
- (2) The Human Resources Department should contact the Department of Public Safety immediately in the event that an employee who is suspected of being under the influence attempts to operate a motor vehicle.
- (3) The supervisor or Human Resources Designated Representative will inform the employee not to return to work until cleared by the Human Resources Department.
- ii. Testing is also required when an employee causes or contributes to accidents which seriously damage University property or result in an injury requiring emergency medical treatment away from the scene of the accident. To the extent possible, the same steps outlined above should be followed in those post-accident situations.
- iii. The University reserves the right to require employees to undergo psychological/psychiatric evaluation and treatment, as well as tests for illegal drugs or alcohol. Employees who refuse to comply with recommended evaluations may be disciplined up to and including discharge. An employee may be disciplined (up to and including termination) for violation of this Regulation in the absence of a test, based on other evidence, including, but not limited to, observed conduct and symptoms.
- iv. Employees who refuse to cooperate in required tests will be treated as if they failed the test.
- v. Employees who return to work after testing positive for being under the influence of drugs or alcohol in the workplace will be subject to random testing.
- d) Confidentiality
- i. Employees required to participate in reasonable suspicion drug testing, or post-accident testing, shall be sent or driven to a health center, hospital, urgent care, or clinical laboratory and directed to provide a specimen. They should never be allowed to drive themselves. If they leave the site in their vehicle, the local police should be called by the employee's supervisor or Human Resources.

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ii. Specimens shall be collected by trained technicians, using approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee. Employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated, diluted, or substitute specimens. Collected specimens shall be sent to a certified laboratory and tested for evidence of amphetamines, barbiturates, cocaine, marijuana, opiates, phencyclidine, benzodiazepines, methadone, and propoxyphene use. There shall be a chain of custody from the time specimens are collected through testing and storage.

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iii. The collection site and/or lab shall transmit positive drug tests results to a HireRight Medical Review Officer ("MRO") who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by prescribed medicines or lawful substances. The University will also receive a copy of the drug test results. Persons with positive test results may also ask the MRO to have their split specimen tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second test fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test.

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e) Disciplinary Sanctions

i. The first violation by an employee of the standards of conduct cited in this Regulation may result in:

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(a) disciplinary suspension from work without pay for thirty (30) days; and

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(b) required participation in an approved drug abuse and/or alcohol abuse treatment or rehabilitation or re-entry program; and

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(c) where appropriate, referral for prosecution; and

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(d) possible termination of employment under applicable Board Governing Documents, University policies, statutes, employment contracts, or collective bargaining agreements.

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ii. The second violation by an Employee of the standards of conduct cited in this Policy may result in:

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(a) termination of employment under applicable Board Governing Documents, University policies, statutes, employment contracts, or collective bargaining agreement; and

(b) where appropriate, referral for prosecution.

f) Drug-Free Awareness Program and Counseling, Treatment, Rehab. or Re-Entry Programs

i. Drug abuse and/or alcohol abuse assessment, counseling and referral to treatment or rehabilitation or re-entry programs are available to employees through the University's Employee Assistance Program. The Employee Assistance Program counselor will assist employees in identifying the appropriate services/facilities available to them under the employee's medical insurance plan. The counselor will also assist employees with entry into the program and monitor progress. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

ii. The foregoing shall not be construed as an obligation on the part of the University to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such employee from performing their duties or whose continuation on active status would constitute a direct threat to the property or safety of others. Such employees shall be afforded the opportunity to use available accumulated paid leave or take an unpaid leave of absence, at the employee's option, pending treatment.

g) Reporting Obligations

Every employee must notify HR within five (5) calendar days if he or she is convicted of a criminal drug violation.

h) Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided by the collection site and/or lab shall be kept confidential and maintained in

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secure files separate from normal employee personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may be disclosed

where relevant when related to a grievance, charge, claim or other legal proceeding initiated by or on behalf of the employee. Information related to a covered employee's conviction of a criminal drug violation will be reported within ten (10) days, if and as required by the Drug-Free Workplace Act.

i) Definitions

For purposes of this Section II(C)(4)(i), the following definitions apply:

(a) "University premises" or "University property" includes, but is not limited to all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the University.

(b) "Illegal drugs" means substances whose use or possession is controlled by applicable law, but which are not being used or possessed under the supervision of a licensed health care professional. While the University will not penalize an employee solely for his or her status as a registered qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act, or similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Regulation and is subject to discipline up to and including termination for violations of this Regulation.

(c) "Refusal to cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.

(d) "Under the influence of alcohol" means having a blood alcohol concentration of .04 or more and/or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

(e) "Under the influence of drugs" means a confirmed positive test result for illegal drug use. However, the University reserves the right to terminate the employment of any employee who is suspected of being impaired or under the influence of cannabis.

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A determination of suspected cannabis impairment will be based on when the employee manifests specific, articulable symptoms while working of decreased or lessened performance of the duties or tasks of the employee's job or position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment, or the disregard for the safety of the employee or others.

j) Distribution of Regulation

A copy of this Regulation, along with a copy of the supplemental, additional information prepared in accordance with Regulations Section II(C)(4)(f), will be distributed annually to all employees via electronic mail. As new employees are hired thereafter, a copy of this Regulation and supplemental, additional information will be supplied to each of them with the appointment letters/contracts at the time of hire. This Regulation and the supplemental, additional information will also be posted on the University's website for reference.

Any amendment of, or supplement to, this Regulation will be distributed and posted as mentioned as soon as practicable after such amendment or supplement becomes effective.

k) Review of Regulation

i. The University's evaluation plan for its drug and alcohol abuse prevention program will include quantitative and naturalistic approaches to assess the success of the program to meet its stated goals and to comply with applicable law.

ii. To assess Regulation and program effectiveness, the University will collect and evaluate data in the following areas:

(a) Number of drug and alcohol related referrals for counseling.

(b) Number of drug and alcohol related disciplinary sanctions imposed.

(c) Number of drug and alcohol related incidents recorded by the University Public Safety Department.

(d) Number of employees participating in University-sponsored drug and alcohol

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| [related workshops and seminars.](#)

A naturalistic evaluation approach will be used to evaluate incidence of illicit drug and alcohol abuse. This evaluation will include the aforementioned data tracking system as well as an analysis of the environmental conditions and events which enhance and/or support the usage by an employee.

This process will enable the University to more effectively make the necessary changes/modification in its preventive program.

I) 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. Application of progressive discipline pursuant to this Regulation to employees who serve at-will is discretionary and does not affect the at-will status of any such employee.

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D. Benefits

1. Eligibility

The benefits described in this Section are available to faculty, administrative, civil service, and other employees, subject to the eligibility requirements stated in these Regulations. In the instance where there is a conflict between these Regulations and an employee collective bargaining agreement, the collective bargaining agreement will prevail.

2. Holidays

a-a) Holidays recognized by the Board shall be New Year's Day, day before or day after New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor

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Governors State University Regulations Section II issued July 12, 1996, with amendments adopted 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 October 21, 2024.

Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day, and day before or day after Christmas Day.

b-b) The University will be closed, except for necessary operations, on the foregoing holidays. Eligible employees will be excused with regular pay on said holidays unless otherwise determined by the President.

e-c) Eligible employees who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the University, paid time away from work equivalent to the number of hours worked on the holiday.

d-d) Employees with full-time status, provisional, apprenticeship, trainee, or temporary appointments, except prevailing rate craft employees and those employees covered by collective bargaining agreements, will be excused on the observed day of each of the aforementioned holidays. Such employees with less than full-time appointments shall be eligible for holiday pay on a pro-rated basis. All other employees, except for prevailing rate craft employees and employees covered by collective bargaining agreements, will be excused without pay.

e-e) Holidays which fall on a Saturday shall be observed on the preceding Friday; holidays which fall on a Sunday shall be observed on the following Monday.

3. **Administrative Closures:** The President may close the University for administrative purposes as determined within the President's discretion.

4. Sick Leave Bank

The University may establish a system for participation in a University sick leave bank pursuant the Illinois Sick Leave Bank Act, 5 ILCS 400/ *et seq.*, as it may be amended from time to time. The policy and procedures related thereto shall take effect when approved by the President.

5. Leaves of Absence

a-a) General Provisions

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Governors State University Regulations Section II issued July 12, 1996, with amendments adopted 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 October 21, 2024.

- i. The President shall develop procedures and guidelines to implement, monitor and document the University's leave programs outlined in this Subsection ~~II(D)(5)~~, which shall take effect upon approval by the President.
- ii. It is a violation of these Regulations to threaten to take or take any adverse action against employees who exercise or attempt to exercise their rights under these Subsection ~~II(D)(5)~~~~Section 5~~ Regulations, oppose practices which the employees believe violate these Regulations or applicable State or federal law, or support the exercise of rights of another to exercise rights under these Regulations.
- iii. Use of leave under these Subsection ~~II(D)(5)~~~~Section 5~~ Regulations shall not be considered a negative factor in any employment action that involves evaluating, promoting, disciplining, or counting paid leave under a no-fault attendance policy.
- iv. Employees taking leave under these Regulations shall give reasonable notice of their intent to take leave where the reasonableness of the notice shall be judged by the circumstances giving rise to the request. Employees taking leave under these Regulations shall not be required to find coverage for the period of their leave.
- v. Except for PLAWA leave (defined below), the University may request reasonable documentation to support a request for leave under these Subsection ~~II(D)(5)~~~~Section 5~~ Regulations.
- vi. Leave under these Subsection ~~II(D)(5)~~~~Section 5~~ Regulations does not accumulate from fiscal year to fiscal year (i.e., it does not "carry over" if unused). Leave that is accrued but not used by the end of the fiscal year is forfeited; employees will not receive compensation for forfeited time. Employees will not be compensated for accrued but unused upon separation of employment for any reason, such as resignation, retirement, or termination.
- vii. Employees who take leave under these Subsection ~~II(D)(5)~~~~Section 5~~ Regulations should confer with the University about the timing, frequency, or duration of leave unless otherwise provided herein. Employees taking military leave are not required to accommodate the University's needs regarding the timing, frequency, or duration of leave.

Governors State University Regulations Section II issued July 12, 1996, with amendments adopted 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 October ~~21~~, 2024.

- viii. Eligibility requirements for leave under these Section 5 Regulations vary depending on the type of leave, as set forth below.

b-b) Paid Leave for All Workers Act

- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Paid Leave for all Workers Act, 820 ILCS 192/ *et seq.*, as it may be amended from time to time (PLAWA).
- ii. All employees are eligible for PLAWA leave unless they are (i) student employees or (ii) temporary employees working less than two consecutive calendar quarters with no reasonable expectation that they will be rehired the following year. New employees shall be credited with 40 hours of PLAWA leave upon hire and will become eligible to take PLAWA leave 90 days after the commencement of their employment.
- iii. At the start of each University fiscal year, all eligible employees shall be credited with 40 hours of paid PLAWA leave. Subject to applicable law and the terms of this Regulation, leave may be taken in increments as low as two (2) hours per day. For employees whose scheduled workday is less than two (2) hours per day, a scheduled workday is the minimum increment of time. PLAWA leave will not run concurrently with FMLA leave (defined below).
- iv. PLAWA leave may be taken for any reason of the employee's choosing. Employees are not required to provide a reason for taking PLAWA leave and the University will not require documentation supporting the requested leave. If the requested leave is foreseeable, the employee shall give the University seven (7) calendar days' notice of that leave by notifying their supervisor and, if accessible, making a request via the University's electronic timekeeping software. If the requested leave is not foreseeable, the employee shall give the University such notice as is practicable after learning of the need for leave by notifying their supervisor via email or other communication, and later documenting the leave in the University's electronic timekeeping software if accessible.
- v. An employee may choose whether to use paid PLAWA leave provided prior to using any other leave. PLAWA leave shall not be charged or otherwise credited to an employee's paid time off bank or employee account.

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Governors State University Regulations Section II issued July 12, 1996, with amendments adopted 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 October 21, 2024.

~~c.c)~~ Family Medical Leave Act Leave/Military Caregiver Leave

- i. Governors State University will comply with statutory and regulatory requirements of the federal Family Medical Leave Act of 1993, 29 USC § 2601 *et seq*, as amended from time to time (FMLA), as modified by the Illinois Governors State University Law, 110 ILCS 670/15-230.
- ii. To be eligible for FMLA leave, employees must: (1) have worked for Governors State University for at least 12 months, although time worked need not be consecutive; (2) worked at least 1,000~~250~~ hours in the 12 months preceding commencement of the leave; and (3) be employed at a worksite that has 50 or more employees within 75 miles of the worksite.
- iii. If eligible, employees may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While employees are on FMLA leave, the University will maintain the employees' group health insurance coverage at the same level and under the same circumstances as when they were actively working. On returning from approved FMLA leave, employees have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.
- iv. Conditioned on applicable law and U.S. Department of Labor Rules and Regulations, eligible employees may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period, which is measured using a "rolling" method that is measured backward from the date the employee uses any FMLA leave, for any of the following reasons:
 - ~~1)(a)~~ the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);
 - ~~2)(b)~~ the placement of a child with the employee for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
 - ~~3)(c)~~ to care for a spouse, child, or parent of the employee with a serious health condition;
 - ~~4)(d)~~ to care for the employee's own serious health condition, which renders that employee unable to perform any of the essential functions of that employee's position; or
 - ~~5)(e)~~ a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

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~~v-ix.~~ If agreed by the University, an employee may take leave under Subsection ~~II(D)(5)(c)(iv)(a) and (b)5(e)(iv)(1) and (2)~~ intermittently or on a reduced schedule. Leave under Subsection ~~5(c)(iv)(3) and (4)II(D)(5)(c)(iv)(c), (d) and (e) and Subsection 5(c)(vi)~~ may be taken intermittently or on a reduced schedule if medically necessary.

~~vi-v.~~ Employees may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that they take FMLA leave to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

~~a)(a)~~ Military caregiver leave is available for only a single 12-month period during an employee's employment with the University.

~~b)(b)~~ Employees taking military caregiver leave are entitled to a combined total of 26 weeks for leave in a 12-month period; they are not eligible to take an additional 12 weeks of leave under Subsection ~~II(D)(5)(c)(iiiiv)~~ above during the same 12-month period as when military caregiver leave is taken.

~~vii-vi.~~ FMLA leave is unpaid. Employees will be required to substitute any accrued and unused vacation/paid time off/sick days/personal days, except PLAWA leave, for unpaid FMLA leave as described below:

~~▲(a)~~ If employees request leave because of a birth, adoption, or foster care placement of a child, parental leave (if available) will be first substituted for unpaid family/medical leave and run concurrently with FMLA leave, followed by any other accrued and unused paid leave, such as vacation or sick leave, which shall run concurrently with FMLA leave.

~~▲(b)~~ If employees request leave because of their own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid leave will be substituted for any unpaid family/medical leave and run concurrently with FMLA leave.

~~▲(c)~~ The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100% of the employee's salary. FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

~~d-d)~~ Parental Leave

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i. Subject to the approval of Human Resource Services Department and the conditions of this Regulation, twenty-five (25) paid workdays are provided to eligible employees for continuous parental leave for the birth or adoption of a child or assuming the responsibility for a foster child. Except as otherwise provided herein, paid parental leave is in addition to whatever other leave (e.g., sick or vacation) the eligible employee has. Parental leave shall be utilized within 12 months of the date of birth or adoption or placement of the child and will run concurrently with FMLA leave. Requests for parental leave shall be submitted to the Department of Human Resources FMLA coordinator for processing at least thirty (30) days prior to the leave commencing when such leave is foreseeable. If the date of birth or adoption or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. Parental leave may be taken intermittently only with the advanced approval of the University.

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ii. To be eligible for parental leave, employees must meet the eligibility requirements for FMLA leave and not otherwise be eligible for parental leave pursuant to a collective bargaining agreement. Employees who are eligible for parental leave under a collective bargaining agreement are subject to terms of that collective bargaining agreement.

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ii. ~~e-e~~ Victims' Economic Security and Safety Act Leave

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i. Governors State University will comply with statutory and regulatory requirements of the Victims' Economic Security and Safety Act, 820 ILCS 180 *et seq.*, as it may be amended from time to time (VESSA).

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ii. Subject to applicable law and the terms of this Regulation, eligible employees may take up to twelve (12) weeks unpaid leave if they are a victim of domestic violence, sexual violence, gender violence, or any other crime of violence (collectively, "Crime(s) of Violence") or their family or household member whose interests are not adverse to the employee as it relates to the crime is a victim of a Crime of Violence for the purposes set forth here. Leave may be taken if the employee or employee's family or household member is addressing a Crime of Violence by:

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a)(a) seeking medical attention for, or recovering from, physical or psychological injuries caused by a Crime of Violence to the employee or the employee's family or household member;

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b)(b) obtaining services from a victim services organization for the employee or the employee's family or household member;

- e)(c) obtaining psychological or other counseling for the employee or the employee's family or household member;
 - d)(d) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future Crimes of Violence or ensure economic security;
 - e)(e) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil, criminal, or military legal proceeding related to or derived from Crime of Violence;
 - f)(f) attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a Crime of Violence;
 - g)(g) making arrangements necessitated by the death of a family or household member who is killed in a Crime of Violence; or
 - h)(h) grieving the death of a family or household member who is killed in a Crime of Violence.
- iii. Leaves of absence pursuant to Subsection (ii)(f6), (ii)(g7) or (ii)(h8) of this Section are limited to ten (10) workdays, which must be completed within sixty (60) days of the employee receiving notice of the death. If leave is taken under Subsection (ii)(f6), (ii)(g7) or (ii)(h8) of this Section by an employee who also is entitled to leave under the Family Bereavement Leave Act (see below), the leaves shall run consecutively, provided that the overall leave does not exceed the unpaid leave time allowed under the FMLA.
- iv. Employees shall give at least 48 hours' notice of their intent to take leave under VESSA, unless such notice is impracticable in which case the employee shall give notice that is reasonable before or after beginning leave.
- f.f) Bereavement Leave
- i. Governors State University will comply with statutory and regulatory requirements of the Family Bereavement Leave Act, 820 ILCS 154/ et seq. and the Child Extended Bereavement Leave Act, 820 ILCS 156/ et seq., as they may be amended from time to time.
 - ii. All employees may take up to three (3) days with pay per occurrence in the event of the death of the employee's spouse, domestic partner as

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defined by rules set forth by the Illinois Department of Central Management Services, parent, step-parent, mother- ~~and or~~ father-in-law, child, step-child, sibling, step-sibling, brother- ~~and or~~ sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or member of the employee's immediate household. Paid bereavement leave must be taken within five (5) workdays days of the employee receiving notice of the event giving rise to leave. At the employee's option, paid bereavement leave may run concurrently with unpaid bereavement leave described in Subsection (f)(iii) below, if available, or not. Paid bereavement leave may be taken in a single continuous period or intermittently in increments of no fewer than four (4) hours.

- iii. Except as provided below in Subsection ~~II(D)(5)(f)(v) and (vi)-(ii)-(iv)-(v)-~~ ~~and (vii)~~, all employees shall be entitled to use a maximum of 2 weeks (10 workdays) of unpaid bereavement leave to:

~~a)(a)~~ attend the funeral or alternative to a funeral of an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent ("covered family member");

~~b)(b)~~ make arrangements necessitated by the death of the covered family member;

~~c)(c)~~ grieve the death of the covered family member; or

~~d)(d)~~ be absent from work due to:

~~a.(1)~~ a miscarriage;

~~b.(2)~~ an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;

~~c.(3)~~ a failed adoption match or an adoption that is not finalized because it is contested by another party;

~~d.(4)~~ a failed surrogacy agreement;

~~e.(5)~~ a diagnosis that negatively impacts pregnancy or fertility; or

~~f.(6)~~ a stillbirth.

- iv. Except as provided in ~~II(D)(5)(f)(vi)~~ ~~Subsection (f)(v)~~ below, unpaid bereavement leave must be completed within 60 days after the date on

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which the employee receives notice of the death of the covered family member or the date on which another event giving rise to leave occurs.

- v. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.
- vi. In the event of the death of an employee's child (including biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis) by suicide or homicide, the employee may take up to 12 weeks of unpaid bereavement leave within 12 months after the employee notifies the University of the loss, which may be taken in a single continuous period or intermittently in increments of no fewer than 4 hours.
- vii. This Regulation does not create a right to take more leave than would be available to an eligible employee under the FMLA (although employees need not meet the eligibility requirements for FMLA leave to take bereavement leave). Unpaid bereavement leave of longer duration than set forth above may be approved under special circumstances by the President.
- viii. An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan, may elect to substitute any period of such leave for an equivalent period of leave provided under this Subsection. The University may not require the employee to substitute available paid or unpaid leave for leave provided under this Subsection.
- ix. The University may require reasonable advance notice of the employee's intent to take a bereavement leave of absence, unless providing such notice is not reasonable and practicable. The University may request reasonable documentation to support a bereavement leave request.
- x. Leaves beyond these amounts may be approved under special circumstances by the President. However, such additional leave will normally be charged to applicable paid leave benefits.

g-g) Military Leave

- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61/ et seq, as it may be amended from time to time (ISERRA), and the federal Uniformed Services

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Employment and Reemployment Rights Act under Title 38 of the United States Code, as it may be amended from time to time (USERRA).

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- ii. Except as otherwise provided herein, with appropriate notice under the circumstances, all employees are entitled to military leave to perform "active service," as defined by statute, which includes all forms of active and inactive duty regardless of voluntariness including, but not limited to, annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, State active duty, mobilizations, and muster duty.

~~a)iii.~~ Temporary employees employed briefly with no reasonable expectation that employment will continue for a significant period are not eligible for reinstatement of employment after a military leave.

~~b)iv.~~ The right to reinstatement shall terminate in accordance with applicable law, including but not limited to where the employee's separation from service was with a dishonorable or bad conduct charge or disqualifying discharge.

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~~iii-v.~~ Employees on military leave shall be credited with the average performance rating or evaluation received for the three (3) years immediately before leave, or the rating that the employee received for the period immediately prior to military leave, whichever is higher.

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~~iv-vi.~~ All employment rights shall be extended to all employees on military service leave, unless otherwise stated.

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~~a)vii.~~ Time spent on military leave shall be counted when computing seniority and service requirements for promotion eligibility or any other benefit of employment, except this paragraph does not apply to probationary periods.

~~b)viii.~~ Vacation, sick, educational or other similar leave shall continue to accrue while on military leave.

~~e)ix.~~ Health plan benefits shall continue, except the University's share of the full premium and administrative costs shall continue to be paid by the University for active duty.

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~~v-x.~~ Unless a statutory exception applies, the right to reinstatement to employment terminates in accordance with applicable law for employees on military leave for a cumulative period of five (5) years, unless the University's circumstances have so changed as to make reemployment within five (5) years impossible or unreasonable. Employees who are

unqualified to perform their prior role due to a disability and cannot be accommodated absent undue burden shall be entitled to reinstatement in accordance with applicable law.

~~vi-xi.~~ During periods of military leave for annual training for employees who are members of a reserve component, employees shall continue to receive full compensation for up to 30 days per calendar year. Military leave for purposes of receiving concurrent compensation may be performed nonsynchronously.

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~~vii-xii.~~ Except as otherwise provided herein, during periods of military leave for active service for employees who are members of a reserve component, employees shall receive differential compensation in accordance with the law, meaning the difference between the pay received from military service and the pay the employee would otherwise have earned from the University if not on military leave, which shall be calculated on a daily basis in accordance with applicable law.

~~a)xiii.~~ Employees may elect to use accrued vacation, annual, or similar leave with pay in lieu of differential compensation during any period of military leave.

~~b)xiv.~~ For voluntary active service, differential compensation is limited to 60 workdays per calendar year. There is no limit to differential compensation for involuntary active service.

~~e)xv.~~ For active service without pay, differential compensation shall not be paid.

~~h-h)~~ Family Military Leave

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i. Governors State University will comply with the statutory and regulatory requirements of the Family Military Leave Act, 820 ILCS 151/ et seq., as it may be amended from time to time.

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ii. Eligible employees are those employees who have been employed by the University for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave.

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iii. Subject to applicable law and the terms of this Regulation, upon appropriate notice of at least fourteen (14) days if the intended leave will consist of 5 days or more of consecutive workdays or such notice as is practicable if less than 5 consecutive workdays, eligible employees may take up to 30 days unpaid leave if the spouse, parent, child, or grandparent of that employee is called to military service lasting longer

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than 30 days with the State or the United States pursuant to the orders of the Governor or the President while deployment orders are in effect.

- a)iv. The number of days provided to an eligible employee under this Regulation because a spouse or child is called to military service shall be reduced by the number of days of leave, if any, taken under the FMLA because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty as defined in that Act (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

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- b)iv. Eligible employees shall not take family military leave unless the employee has first exhausted all accrued vacation, personal, compensatory or other leave except sick and disability leave.

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i-i) Civil Air Patrol Leave

- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Civil Air Patrol Leave Act, 820 ILCS 148/et seq., as it may be amended from time to time. "Civil air patrol leave" means leave requested by an employee who is a member of the civilian auxiliary of the U.S. Air Force.
- ii. Eligible employees for civilian air patrol leave consist of those employees who have been employed by the University for at least twelve (12) months and who have worked for at least 1,250 hours of service during the 12-month period immediately preceding commencement of the leave.
- iii. Upon appropriate notice of at least fourteen (14) days if the intended leave will consist of 5 days or more of consecutive workdays or such notice as is practicable if less than 5 consecutive workdays, eligible employees may take 30 days of unpaid civil air patrol leave. Eligible employees may, but need not, choose to use accrued vacation leave, personal leave, compensatory leave, sick or disability leave, or any other leave available to them if they wish to remain in paid status during civil air patrol leave.
- iv. An eligible employee taking civil air patrol duty leave is entitled to be restored to the position held prior to taking the leave with equivalent seniority status, employee benefits, pay, and other conditions of employment, unless circumstances unrelated to taking protected leave exist that preclude reinstatement.
- v. An eligible employee taking civil air patrol duty leave is entitled to maintain their health insurance benefits at the employee's expense during leave.

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~~j-i)~~ School Visitation Leave

- i. Governors State University will comply with statutory and regulatory requirements of the School Visitation Rights Act, 820 ILCS 147/ et seq., as it may be amended from time to time.
- ii. Eligible employees consist of those who (1) have worked for the University for at least six (6) consecutive months preceding the request for leave and (2) work an average number of hours per week equal to at least one-half the full-time equivalent position in the University's job classification system or policy.
- iii. With appropriate notice under the circumstances of at least seven (7) days absent an emergency, eligible employees may take up to eight (8) hours unpaid leave during any school year, which may be taken in increments of up to four (4) hours per occurrence, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child if the conference or meeting cannot be scheduled during nonwork hours. Eligible employees must first exhaust all accrued vacation leave, personal leave, compensatory leave and any other leave except sick or disability leave before taking school visitation leave.

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- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Jury Act, 705 ILCS 305/4.1, as it may be amended from time to time.
- ~~i-ii.~~ An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency who is scheduled to work during the time that he/she is called, shall be granted leave with pay for the time spent serving on the jury or testifying and any jury or witness fees may be retained by the employee, provided that no employee shall be given leave with pay for:

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~~4-(a)~~ _____ Appearing as a party in a non-GSU employment related proceeding involving such employee;

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~~2-(b)~~ _____ Appearing as an expert witness when the employee is compensated for such appearance; or

~~3-(c)~~ _____ Appearing as a plaintiff or complainant in a proceeding in which the Board or the University is a defendant or respondent.

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~~In granting leave of absence for jury duty, an employee may be required to return to work for the time during which the employee is not required in any jury attendance. Time off shall be granted without regard to the shift the employee is scheduled to work. For example, an employee scheduled to work the night shift shall be given time off the night shift to attend jury duty during the day.~~

~~H.)~~ Emergency Leave

- i. ~~If an emergency arises (such as a severe snowstorm, tornado, riot, etc.) in which the safety, health, or welfare of employees is a matter of concern, the President may order employees to absent themselves from work with pay.~~
- ii. ~~Civil Service employees ordered to absent themselves from work under such circumstances shall not lose seniority because of such absence.~~
- iii. ~~Employees not excused from work under such circumstances who fail to report for work as scheduled may be denied compensation for such absence.~~

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~~m-m)~~ Extended Sick Leave

~~The President of the University may grant an employee sick leave with full pay for a period not to exceed 60 calendar days, if the employee: (i) has completed at least three full years of service at the University; (ii) has exhausted all sick leave benefits; (iii) is a participant in the State Universities Retirement System; and (iv) is entitled to and has applied for disability benefits under the State Universities Retirement System.~~

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~~n-n)~~ Compulsory Disability Leave

- i. ~~If the President ~~for of~~ the University believes an employee is unable to perform assigned duties due to illness or injury, the President may inform the employee in writing of the basis for such belief and require the employee to obtain a medical examination by a doctor chosen and paid for by the University or by a doctor chosen and paid for by the employee who is acceptable to the President. Refusal of an employee to submit to a medical examination may result in suspension of the employee or other disciplinary action. The doctor shall submit an opinion to the President as to whether the employee (i) has a physical or mental condition which constitutes a health or other hazard to the~~

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employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from performing the duties required by the position of employment. A copy of the doctor's opinion shall be given to the employee. At the employee's discretion and expense, a second medical opinion may be obtained for consideration by the President.

i.

- ii. If the medical evidence indicates that the employee (i) has a physical or mental condition which constitutes a health or other hazard to the employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from satisfactorily performing the duties required by the position of employment, the President may place the employee on compulsory disability leave. The President shall notify the employee in writing of the duration of the compulsory leave period. Any earned leave credits shall be used during the compulsory leave period. That portion of the compulsory disability leave, if any, which is not covered by earned leave credits shall be without pay.

ii.

- i. ~~iii.~~ After expiration of one-half of the compulsory disability leave period, the employee may upon prior notice to the President, and at the employee's expense, seek a medical opinion from a doctor acceptable to the President as to the ability of the employee to return to work. If the opinion indicates the employee is able to return to work, the employee may return to work at a time mutually agreed upon between the employee and the employerUniversity.

- iv. If, in the opinion of a doctor chosen and paid for by the University or of a doctor chosen and paid for by the employee who is acceptable to the President, an employee is unable to return to work at the end of a compulsory disability leave, the President may (i) extend the leave without pay; (ii) request the employee's resignation; or (iii) terminate the employee's employment.

iii.

e-o) Other Leave Programs

The President may establish other leave programs that do not add to the leave or conflict with the leave benefits in collective bargaining agreements or in the Board of Trustees Regulations.

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6. Benefits While on Compensated Leave

- a) An employee eligible for such leave shall earn vacation leave and sick leave while on compensated leave other than educational leave or administrative leave.
- b) An employee on compensated leave may continue to contribute toward and receive the benefits of any State or Board insurance program and may continue to contribute toward and receive retirement credit in the State Universities Retirement System if the laws, rules, regulations, policies, and procedures governing the administration of such insurance programs or the State Universities Retirement System so permit.
- iii-c) Upon return to the University from a compensated leave, an employee's salary shall be adjusted to reflect nondiscretionary increases which the employee would have received if not on leave.

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7. Failure to Return to Work Following the Expiration of an Approved Leave of Absence

If an employee fails to return to work following the expiration of an approved leave absence and has not submitted a request to extend the leave which includes documentation to support the extension within five days of the expiration of the approved leave, the University will consider that the employee to have voluntarily resigned his/her position and will so notify the employee.

8. Retirement

Employees are subject to the statutes and rules governing the State Universities Retirement System.

9. Tax Deferred Retirement Plan

- a-a) It shall be the policy of the Board of Trustees to, in its discretion, sponsor the Governors State University Tax Deferred Annuity Plan in which eligible employees may participate.
- b-b) Plan Administration

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This plan shall be administered by the President who shall have authority to prescribe guidelines, procedures, rules and regulations consistent with Section 403(b) of the Internal Revenue code of 1986, as amended "the Code", whereby eligible employees of the University may enter into agreement with the University to elect to receive, in lieu of salary or wages, benefits which are tax deferred under the Code. Governors State University is the Plan Sponsor and Plan Administrator and as such, reserves the right, in its sole discretion to amend, change or terminate this plan as permitted by law.

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10. Tuition Reduction Benefits

~~a-a)~~ It shall be the policy of the Board of Trustees to, in its discretion, make available to each eligible employee now or hereafter employed, the opportunity to participate in a Tuition Reduction Plan that exempts the employee from tuition and certain fees.

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~~b-b)~~ The specific benefits available to University employees, if approved, are described in Section II(E)(7) for faculty and administrative employees and in Section ~~II(F)(7)(f)~~ for Civil Service employees of these Regulations, and the tuition waiver provisions, if any, of applicable collective bargaining agreements.

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~~c-c)~~ Benefit Administration

This benefit shall be administered by the President who shall have the authority to prescribe guidelines, procedures, rules and requirements consistent with a tax-exempt tuition reduction provision under the Internal Revenue code, where employees of the University may obtain tuition and certain fee waivers on a tax-exempt basis. The Board of Trustees of Governors State University, in its sole discretion, reserves the right to amend, change or terminate the benefits under this program.

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~~d-d)~~ Employee Dependents

Governors State University provides a partial tuition waiver benefit for certain dependents of eligible employees subject to the provision and limitation of the Governors State University Law, 110 ILCS 670/15-90. Dependents under the age of twenty-five of eligible employees shall receive a fifty percent (50%) reduction of the tuition for undergraduate education at any Illinois state university named in the Act for a period not

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to exceed four years. Fees and charges other than tuition are not included in this waiver.

E. Faculty and Administrative Employees

1. Coverage

This Subsection ~~III(E)~~ applies to all faculty and administrative employees of the University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

2. Salaries and Compensation

~~a-a)~~ The President shall develop guidelines for the initial and continuing salaries and salary increases of administrative employees.

~~b-b)~~ The President shall develop policies concerning salaries for Chairpersons. The policies and any changes shall become effective when approved by the President.

~~c-c)~~ The salary of any individual becoming a member of the faculty after relinquishing an administrative position shall be determined on the basis of such individual's qualifications as a faculty member.

3. Administrative Employees with Faculty Rank

The following provisions shall apply to administrative employees with faculty rank (including Chairperson) and shall not apply to employees covered by a collective bargaining agreement.

~~a-a)~~ An administrative employee may retain faculty rank in a department (or equivalent academic unit) in which it has previously been granted by the University. Furthermore, an administrative employee may be granted faculty rank at the time of appointment or subsequent thereto or may be promoted in faculty rank if such employee satisfies the educational requirements established pursuant to Subsection ~~III(B)-(3)~~ above and faculty rank or promotion is recommended by the appropriate department/division (or equivalent academic unit), the Dean, and Provost and approved by the President.

~~b-b)~~ An administrative employee with faculty rank previously granted tenure by the Board shall retain such tenure, which shall not be transferred from one

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department (or equivalent academic unit) to another except by approval of the Board upon recommendation by the President after consultation with the departments (or equivalent academic units) involved.

~~e-c)~~ 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 (or equivalent academic unit), the Dean, the Provost, and the President and approved by the Board.

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~~d-d)~~ Except for a Chairperson, who shall be eligible for tenure as provided in ~~paragraph Subsection II(E)(3)(e-)~~ below, an administrative employee with faculty rank but without tenure shall not be eligible for tenure during the period that such employee occupies an administrative position.

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~~e-e)~~ Chairpersons shall be eligible for consideration for tenure during their term of service as Chairperson if they hold at least the rank of Assistant Professor and meet the following requirements:

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i. Educational Requirements

A Chairperson shall be eligible for consideration for tenure if the employee meets the educational requirements established by the University for tenure for faculty employees covered by a collective bargaining agreement.

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ii. Years of Service

~~a)(a)~~ Except as provided in ~~paragraph Subsection II(E)(3)(e)(iii) e)~~ below, a Chairperson may not apply for tenure before the employee's sixth probationary year of employment at the University.

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~~b)(b)~~ A Chairperson who has no previous full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year one at the time of initial appointment.

~~e)(c)~~ A Chairperson who has one year of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year two at the time of initial appointment.

d)(d) A Chairperson who has two years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year three at the time of initial employment.

e)(e) A Chairperson who has three or more years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year four at the time of initial appointment.

f)(f) A Chairperson may elect to be placed in a lower-numbered probationary year by written notification to the Provost by the close of the first academic term following such employee's initial appointment.

iii. Consideration for Tenure on the Basis of Exception

a)(a) A Chairperson who does not satisfy the educational requirements of tenure established pursuant to Subsection II(F)(3)(d)(i) paragraph (i.) above or the years of service requirement specified in paragraph (ii.) Subsection II(F)(3)(d)(ii) above may apply for consideration for tenure in his/her fourth, fifth, or sixth year of full-time service at the University on the basis of exceptional teaching/performance of primary duties, research/creative activity, or service.

b)(b) A Chairperson who applies for consideration for tenure as an exception to the educational requirements or years of service requirements shall present evidence in support of his/her claim for an exception.

iv. Tenure for Chairpersons shall not be acquired automatically by length of service. Tenure shall be granted and may be acquired only by specific action of the Board after receipt of a specific recommendation of the President. Tenure shall be in an academic department/division or equivalent unit.

v. The performance of a Chairperson during the entire term of employment shall be considered by the Board in determining whether to grant tenure.

vi. An eligible Chairperson must apply to the Dean of such employee's college (or equivalent unit) prior to the commencement of the tenure process in order to be considered for tenure. In the event that an eligible Chairperson

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does not submit an application for tenure in the sixth probationary year, such employee shall receive a terminal contract for the next subsequent academic year.

vii. Removal from Office

In appropriate circumstances, removal of a Chairperson from office may be initiated by vote of a 2/3 majority of all probationary and tenured faculty members of the department/division, or by the Dean of the College after consultation with members of the department/division and the Provost. The final decision with respect to removal of a Chairperson shall be made by the President. In the event of removal from office, a Chairperson shall be entitled to return to such employee's department/division to assume faculty responsibilities at such employee's then-current faculty rank. The President shall establish guidelines concerning the removal of a Chairperson from office. The guidelines shall ensure due process for the incumbent Chairperson.

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4. Sick Leave and Vacation

a-a) Temporary Appointments

i. An faculty member hired specifically for a full-time non-tenure track position shall, during the first fiscal year of such appointment, earn non-cumulative sick leave at the rate of 10 days per year (credited to the employee at the beginning of the appointment), shall be eligible for paid holidays, bereavement leave, and leave for court required service. Such employee shall not receive any benefit for unused sick leave at the end of the fiscal year or at the end of the appointment, whichever is earlier. If such appointment is at least half-time but less than full-time, the employee shall be eligible to receive the benefits listed in this paragraph on a pro-rated basis.

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i-ii.

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ii. _____

a)(a) A faculty member hired specifically for a full-time non-tenure track position, who is appointed to said position for more than one consecutive fiscal year, shall be eligible for paid holidays, bereavement leave, and leave for court required service.

b)(b) In addition, effective at the beginning of the second consecutive fiscal year of such appointment, such employee shall become eligible for educational benefits, shall earn non-cumulative sick leave at the rate of one day per month of appointment (credited to the employee at the beginning of the fiscal year), and, if employed on a 12-month basis, shall (i), if such appointment is supported less than 50% by grant or contract funds, earn vacation leave as specified in paragraph (b), below or (ii), if such appointment is supported at least 50% by grant or contract funds, earn non-cumulative vacation leave credited at the rate of two days per month. Such employee shall not receive any benefit for unused sick leave or non-cumulative vacation leave at the end of the fiscal year or at the end of the appointment, whichever is earlier.

c)(c) If the foregoing appointment is at least half-time but less than full-time, the benefits listed in this subparagraph (ii-) shall be provided on a pro-rated basis, and the employee shall not become eligible to earn the benefits listed in subparagraph (b) above until the beginning of the third consecutive fiscal year of such appointment.

iii.(d) Part-time faculty employees paid on a per-course basis and employees with appointments for less than half-time shall not be eligible for any benefits described above.

b-b) Permanent Appointment

i. Vacation Leave

Employees with 12-month appointments shall earn vacation leave at the rate of two days per month during each month, or major fraction thereof, of service in pay status. Employees with less than 12-month appointments shall earn no vacation leave. Vacation leave may be accrued up to a maximum of 48 days. An employee who accrues the maximum will, except as provided below, earn no further vacation leave until the employee's use of vacation leave reduces the accrual below the maximum. An employee who is required to work on a special assignment may, at the discretion of the President, be permitted to earn up to 12 days of vacation leave beyond the maximum of 48 days. Such additional vacation leave must be used

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within 12 months after the employee completes work on the special assignment.

Subject to applicable State law, if an employee leaves the service of the institution for any reason, including death, a lump sum payment will be granted for the amount of vacation accrued as of the last day of work.

ii. Sick Leave

~~a)~~(a) The ~~university~~—University reserves the right to require acceptable evidence of illness, injury, or disability before allowing any sick leave benefits.

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~~b)~~(b) Any employee who is (or expects to be) absent from employment shall notify the appropriate ~~university~~—University supervisor immediately, and, in cases where the absence will be for more than three days, the employee shall notify the supervisor of the anticipated length of absence so that arrangements can be made for the employee's duties to be assumed during said absence.

~~c)~~(c) An employee, while in pay status, shall earn non-cumulative sick leave at the rate of ten days per year of employment, which shall be credited to the employee at the beginning of the employment year, starting with the first year of employment. Such non-cumulative leave shall not be carried forward into the next fiscal year.

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~~d)~~(d) An employee, while in pay status, shall earn cumulative sick leave at the rate of 1.5 days per month. An employee may accrue cumulative sick leave up to a maximum of 300 work days. An employee who accrues the maximum will earn no further sick leave until the employee's use of sick leave reduces the accrual below the maximum. In accordance with the Illinois State Finance Act, 30 ILCS 105/14a(f), sick leave earned after December 31, 1997 shall not be eligible for compensation at termination. Sick leave earned prior to January 1, 1984 shall not be eligible for compensation at termination.

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~~e)~~(e) Sick leave may be used for injury or illness of an employee, including temporary disability or illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, which prevents the employee from performing assigned duties.

~~f)(f)~~ Deductions of sick leave shall not be made during any Board approved holiday. One day of sick leave shall be deducted for each day an employee is absent because of injury or illness. No more than five days of sick leave shall be deducted in any one calendar week.

~~g)(g)~~ Upon termination of employment, and provided the employee is not reemployed at the same place of employment within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997. The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of cumulative sick leave earned by the employee, in accordance with paragraph d) above, minus any days, or fractions thereof, of cumulative sick leave used by the employee; or (ii) the number of days, or fractions thereof, of cumulative sick leave earned by the employee in accordance with paragraph d) above between January 1, 1984 and December 31, 1997.

~~h)(h)~~ Noncumulative sick leave days shall be used first, and cumulative sick leave days shall be used in the following order:

~~1-(1)~~ Days accrued through December 31, 1983;

~~2-(2)~~ Days accrued after December 31, 1997;

~~3-(3)~~ Days accrued between January 1, 1984 and December 31, 1997.

~~i)~~ An employee who has received a lump sum payment for accrued sick leave and who, within two years, is reemployed by the Board may, if separated in good standing, have such employee's accrued sick leave restored if, within 30 days after commencement of such reemployment, the employee repays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount such employee was paid for one day of accrued sick leave. An employee may have part or all of such

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employee's accrued sick leave restored in this manner; however, if the employee does not make any such repayment to the Board, such employee shall not be entitled to have any such sick leave so restored.

5. Educational Leave

Employees shall have the right to apply for an educational leave after having completed a period of five years of service at the University. Requests for leave shall be submitted in writing by the employee to such employee's unit/department head. If the unit/department head approves the request, it shall be forwarded to the appropriate Vice President for consideration. If recommended by the Vice President, the request shall be submitted to the President for approval together with the written recommendation of the unit/department and the Vice President.

a) ~~a.~~ Applications for education leave may be approved for the following purposes:

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i. Study and research, including related travel;

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ii. Creative work in the employee's field of endeavor.

b) ~~b.~~ The employee shall, prior to the granting of educational leave, enter into a written agreement with the Board that, upon the termination of such leave, the employee will return to service for a full year and that, in default of completing such service, will refund, unless excused therefrom by the President for reasons satisfactory to the President, an amount equal to such proportion of salary received while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered. No such refund shall be necessary should the employee be terminated prior to the completion of the service agreed upon.

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c) ~~c.~~ An educational leave shall not be awarded more than once in every seven years, and educational leave time shall not be cumulative.

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d) ~~d.~~ Salary payments during educational leave shall be: one-half pay if leave is granted for a full year; full pay if leave is granted for one-half year.

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e. The maximum number of educational leave units that may be used during each fiscal year at the University shall be one unit for each twenty-five full-time faculty and administrative employees who are not covered by a collective bargaining agreement or major fraction thereof. Each unit so derived shall generate twelve half-pay months or six full-pay months of educational leave.

6. Leave Without Salary

a.a) An employee may apply for a leave without salary. Ordinarily, such leave may be granted only after the employee has completed at least two consecutive years of full-time service at the University.

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b.b) A leave without salary may be granted at the discretion of the President following a determination that the employee intends to return to service at the end of such leave. The initial grant of a leave without salary may be for a period of up to one calendar year. The leave may be extended upon the agreement of the President for a period of up to two successive calendar years.

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7. Educational Benefits

a) i. An employee may enroll in the University for a maximum of two courses, or six credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and fees. The fees which will be waived include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived. Each faculty or administrative employee who wishes to enroll for credit must file with the department head, program coordinator, or other immediate supervisor a statement outlining the extent and goals of the proposed program of studies. That individual will forward the statement with recommendations to the appropriate dean or director for final approval. Approval by the employee's dean or director is a prerequisite for enrollment in any course. Faculty who hold the rank of assistant professor or higher may take graduate courses but may not be admitted to or enrolled in a program

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leading to a graduate degree in the same program area or department in which they instruct.

ii-b) So long as required by each Illinois state university's respective governing statute, children of employees who have been employed for an aggregate period of at least 7 years may receive 50% tuition waivers for undergraduate education at any campus under such Illinois state university's governance. To be eligible to receive a partial tuition waiver, the child of an employee (i) must be under the age of 25 at the commencement of the academic year during which the partial tuition waiver is to be effective, and (ii) must qualify for admission under the same admissions requirements, standards and policies which such university applies to applicants for admission generally to its respective undergraduate colleges and programs. An eligible applicant who has continued to maintain satisfactory academic progress toward graduation may have such applicant's partial tuition waiver renewed until the time as 4 years of undergraduate partial tuition waiver benefits have been expended.

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iii-c) The natural, adopted, foster, and step-children and the spouse of an employee who dies while in service shall be entitled to a waiver of tuition and fees up to and including the baccalaureate degree at Governors State University. Should both parents be employees, the death of one parent makes the child eligible for the waiver. Children of a deceased employee who is divorced shall be eligible for a waiver of tuition and fees if such employee had been contributing to their support at the time of death.

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iv-d) An employee who has retired from the University may enroll in the University for a maximum of one course, or three credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and such fees as may be waived in accordance with paragraph (i.) above.

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8. Administrative Leave

a-a) In the event that any President, Vice President (including Associate or Assistant Vice President), or administrative officer holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson hired on or before July 1, 2025, elect to terminate employment in those positions, they shall be eligible, upon approval by the Board (following

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recommendation of the President) to receive six months' leave at full pay or twelve months' leave at half pay if they meet all the following criteria at the time of retirement:

- i. They do not continue in a tenured teaching appointment;
 - ii. They have been in one or more of the aforementioned positions for a period of at least ten years prior to retirement; and
 - iii. They have not had a sabbatical or educational leave during the ten years immediately preceding retirement.
- b-b) Individuals employed in positions specified in paragraph (a-) above may be afforded continued employment as follows:
- ii-i. Vice Presidents who hold faculty rank but not tenure who elect to terminate employment in those positions in accordance with paragraph (a-) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the department (or equivalent academic units) in which they hold rank, if any, with the approval of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.
 - iii-ii. Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson, Director, Registrar, or Business Manager who elect to terminate employment in those positions in accordance with paragraph (a-) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.

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iv-iii. Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson who elect to terminate employment in those positions in accordance with paragraph (a-) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval of the departments (or equivalent academic units) involved. Approval of the department (or equivalent academic units) involved shall not be required for Deans, Associate or Assistant Deans, Vice Deans, Department/Division Chairs holding tenure immediately prior to termination of employment in an administrative position.

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F. Civil Service Employees

1. Coverage

This Subsection F. applies to all civil service employees of the Board unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

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2. Work Week

a-a) The standard work week (exclusive of unpaid meal periods) for all full-time employees shall consist of 37 ½ hours per week, except for those classifications maintaining 24-hour per day operations including, but not limited to, Security and Plant Engineers, for which the standard work week shall consist of 40 hours per week.

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b-b) Any change in the standard work week for represented full-time employees shall require approval of the President.

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3. Work Schedules and Shift Assignments

A schedule of work days and shift assignments shall be maintained for each civil service employee. Work day schedules and shift assignments may be changed to meet operating conditions and needs of the University upon reasonable notice to the Civil Service employees affected.

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4. Performance Evaluation

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The University shall develop a performance evaluation program for employees consistent with these Regulations and the statutes and rules governing the State University Civil Service System. The programs and any changes shall become effective when approved by the President. Each performance evaluation program shall include the following elements and such other elements as are necessary and appropriate:

~~a-a)~~ _____ A description of the evaluation structure;

~~b-b)~~ _____ An identification of the roles and responsibilities of employees and supervisors;

~~c-c)~~ A statement of job related criteria for performance evaluation; and

~~d-d)~~ _____ A description of the employee appeal procedure with respect to recommendations or decisions made pursuant to a performance evaluation.

5. **Grievance Procedure**

~~a-a)~~ _____ The University shall establish a grievance procedure for the resolution of employee grievances. An employee may file a grievance when a dispute arises concerning the interpretation or application of these Regulations and/or policies established by the University. Each grievance procedure shall contain the following elements and such other elements as are necessary and appropriate:

i. Provisions for informal resolution;

ii. Formal procedures for filing a grievance; and

iii. Provisions for a formal decision of the Director of Human Resources and an appeal by the employee of that decision.

~~b-b)~~ _____ The decision made at the conclusion of the appeal shall be final and binding, and shall be consistent with these Regulations.

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~~c-c)~~ If an employee seeks resolution of the grievance in any other forum, whether administrative or judicial, or pursuant to a grievance procedure under a collective bargaining agreement, the Director of Human Resources shall have no obligation to process the grievance under the procedure established in accordance with this regulation.

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~~d-d)~~ An employee grievance committee may be established for the purpose of advising the Director of Human Resources on employee grievances.

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~~e-e)~~ The grievance procedures described above and any changes therein shall become effective when approved by the President.

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6. Employee Discipline Program

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~~a-a)~~ The University shall develop and maintain an employee discipline program specifying reasonable rules of conduct, descriptions of inappropriate behavior, and corrective disciplinary measures. Each program shall contain the following elements and such other elements as are necessary and appropriate:

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i. Rules of conduct with examples of unacceptable behaviors;

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ii. The following levels of disciplinary action:

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~~a)~~(a) Oral reprimand;

~~b)~~(b) Written reprimand;

~~c)~~(c) Suspension and/or Administrative Leave;

~~d)~~(d) Discharge.

iii. An employee appeal procedure.

b-b) The discipline programs described above and any changes therein shall become effective when approved by the President.

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7. Employee Benefits

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a-a) Limitations and Eligibility

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Except as otherwise indicated for prevailing wage rate groups, employee benefits shall be made available to employees in status positions, including, for the purposes of this paragraph, employees in appointments designed to qualify employees for status in the class, i.e. learner, trainee, apprentice, and, where appropriate, provisional. Civil Service employees in other types of non-status appointments will not be extended employee benefits under this paragraph except that employees with temporary appointments shall be eligible for holiday pay in accordance with paragraph c. below. An employee with a full-time appointment shall be eligible to receive the benefits specified in this paragraph. An employee whose appointment is at least half-time but less than full-time shall be eligible to receive such benefits on a pro-rated basis. An employee whose appointment is for less than half-time shall not be eligible for benefits under this paragraph, except that such an employee shall be eligible for holiday pay in accordance with paragraph c. below on a pro-rated basis.

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b-b) Vacation Leave

- i. Non-exempt employees, as defined by Fair Labor Standards Act criteria, shall earn vacation leave in accordance with the following schedule:

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Years of Service Completed		Rate Earned/Hr. of Pay Status	Equiv. Days Per Year
At Least	Not More Than		
0	3	.0462	12
3	6	.0577	15
6	9	.0692	18
9	14	.0808	21
14		.0962	25

- ii. Exempt employees, as defined by Fair Labor Standards Act criteria, shall earn vacation leave in accordance with the following schedule:

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<u>Years of Service Completed</u>		<u>Leave Days Earned Per Year</u>
At Least	Not More than	
0	3	25
3	6	26
6	9	27
9		28

- iii. Beginning October 1, 1972, where there has been a break in service, the service year shall be determined by the addition of all previous periods of State service with a SURS employer which qualified for earning of vacation leave.
- iv. An employee who leaves the service of the University for any reason, provided that the employee is not reemployed within 30 calendar days at the same place of employment, shall receive pay for vacation leave to the extent of any accrued balance as of the date of separation from service. No vacation leave will be available or payable for employees whose service is terminated prior to the completion of the probationary period.
- v. Except as provided below, an employee may not accumulate more than two times the appropriate annual level of vacation leave. Upon reaching this maximum, vacation leave will cease to be earned except as the accumulation is reduced. An employee who is required to work on a special assignment may, at the discretion of the President be permitted to earn up to 12 days of vacation leave beyond the maximum provided above. Such additional vacation leave must be used within 12 months after the employee completes work on the special assignment. Extra pay in lieu of vacation leave will not be allowed. Observed holidays that occur during the approved vacation leave shall not be charged against vacation leave. Leaves for vacation purposes shall be arranged with due regard for the operational needs of the university and shall require supervisory approval.
- vi. Vacation leave shall not be taken during the probationary period, except for good cause and upon approval of the employer representative.

- vii. Subject to applicable State law, if an employee leaves the service of the institution for any reason, including death, a lump sum payment will be granted for the amount of vacation accrued as of the last day of work.

e-c) Holidays

i.
a)i. Employees with full-time status, provisional, apprenticeship, trainee, or temporary appointments, except prevailing rate craft employees and those employees covered by collective bargaining agreements, will be excused on the observed day of each of the aforementioned principal and supplemental holidays. Such employees with less than full-time appointments shall be eligible for holiday pay on a pro-rated basis. All other employees, except for prevailing rate craft employees and employees covered by collective bargaining agreements, will be excused without pay.

b)ii. For employees who work other than a Monday through Friday work schedule, the calendar date on which a principal holiday falls shall be considered the holiday for purposes of receiving premium pay if work is performed on that date, in which case premium pay will not apply to work performed on the date the principal holiday is observed by the University. If departmental needs permit, employees may be granted the calendar holiday off with full pay instead of the observed holiday in which case premium pay will not apply to work performed on the observed holiday.

ii.
a)iii. Prevailing rate craft employees will be excused for all holidays designated in their area agreements and shall be compensated as stipulated and in accordance with provisions contained in said area agreements for said holidays.

b)iv. Prevailing rate craft employees shall have the option of charging any unpaid area agreement holiday to vacation leave which they have available on holidays on which they are excused.

iii-v. Employees covered by a collective bargaining agreement shall be granted paid holidays in accordance with the express terms of that agreement.

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~~iv-vi.~~ In the event that work is required on any University-observed holiday ~~as specified in paragraph 1. above,~~ compensation shall be determined as follows:

~~a)(a)~~ Employees who are eligible for holiday pay shall receive straight time pay for the holiday, plus compensation at the rate of time and one-half for hours worked or, by mutual agreement between the employee and employer representative, shall be credited with compensatory time equal to one and one-half times the number of hours worked.

~~b)(b)~~ Employees who are not eligible for holiday pay shall be compensated at the rate of time and one-half for hours worked, or, by mutual agreement between the employee and the employee's unit head, shall be credited with compensatory time equal to one and one-half times the number of hours worked.

~~c)(c)~~ Exempt employees, as defined by Fair Labor Standards Act criteria, who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the employee's unit head, paid time away from work equivalent to the number of hours worked on the holiday.

~~d)(d)~~ Prevailing rate craft employees shall be compensated in accordance with the terms of their area agreement for holidays designated in the area agreement.

~~iv-vii.~~ To be eligible for holiday compensation, employees must be on the active payroll on their last scheduled work day preceding the observed holiday and their first scheduled work day following the observed holiday, unless they are absent on such day(s) for good cause and such absence is approved by the employee's supervisor.

~~d-d)~~ Sick Leave

~~a)i.~~ An employee in a status position shall earn credit for sick leave with full pay at the rate of 0.0462 hours of sick leave for each hour in pay status, equivalent to one regular work day for each completed calendar month of service or twelve regular work days per year.

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b)ii. A status employee who fails to complete a full month of service shall have sick leave credit pro-rated for the shortened period of that month.

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ii.iii. There shall be no limit in the amount of sick leave which may be accumulated.

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iii.iv. The university reserves the right to require acceptable evidence of illness, injury, or disability before allowing any sick leave benefits. Any employee who is (or expects to be) absent from employment shall notify the appropriate university supervisor immediately, and, in cases where the absence will be for more than three days, the employee shall notify the supervisor of the anticipated length of absence so that arrangements can be made for the employee's duties to be assumed during said absence.

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iv.v. An employee whose employment or reemployment by the University commences within two years after termination of his or her employment by an employer covered by the State Universities Civil Service System shall, if separated in good standing, be allowed to transfer his or her accrued sick leave to the University, provided that such employee has not received a lump sum payment for accrued sick leave. If such employee has received a lump sum payment for accrued sick leave, only accrued sick leave which was earned before January 1, 1984 or after December 31, 1997 may be transferred; credit for accrued sick leave which was earned between January 1, 1984 and December 31, 1997 shall be governed by paragraph **(iv.vi.)** below.

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v.vi.

a)(a) Upon termination of employment at the University and provided the employee is not reemployed at the University within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997.

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b)(b) The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of sick leave earned by the employee, in accordance with paragraph (i.) above, minus any days, or fractions thereof, of sick leave used by the employee; or (ii) the number of days, or fractions thereof, of sick leave earned by the employee in accordance with paragraph (i.)

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above between January 1, 1984 and December 31, 1997. Sick leave days shall be used in the following order:

~~1.~~(1) Days accrued through December 31, 1983;

~~2.~~(2) Days accrued after December 31, 1997;

~~3.~~(3) Days accrued between January 1, 1984 and December 31, 1997.

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~~c.)~~a) An employee may waive payment for all or part of his/her eligible accrued sick leave (one-half of the employee's accumulated and unused sick leave earned between January 1, 1984 and December 31, 1997) by executing an appropriate waiver form prior to termination of employment.

~~d.)~~b) An employee who has received a lump sum payment for accrued sick leave from an employer covered by the State Universities Civil Service System and who, within two years, is employed or reemployed by the Board may, if separated in good standing, have his or her accrued sick leave restored if, within 30 days after commencement of such employment or reemployment, the employee pays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount he or she was paid for one day of accrued leave. An employee may have part or all of his or her accrued sick leave restored in this manner; however, if the employee does not make any such payment to the Board, he or she shall not be entitled to have any such sick leave so restored.

~~vi-vii.~~ An employee may use accumulated sick leave only when the employee is prevented from performing assigned duties because of illness, injury, or temporary disabilities or illness caused or contributed to by pregnancy, or is obtaining medical or dental consultation or treatment, or for special circumstances stipulated under the Bereavement Leave provision of these Regulations.

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~~vii.~~~~viii.~~ Unless approved in writing by the employee's unit head, sick leave requested during a work stoppage may be denied and the absence from work treated as unexcused.

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~~e.~~~~e)~~ Leave of Absence

Requests for leave of absence without pay for reasons other than disability (including but not limited to leaves of absence without pay for advanced study), upon recommendation of a supervisor, may be granted by the employee's department head after vacation leave is reduced to not more than five days. Each request will be considered on the basis of its individual merits and the operational needs of the department/unit. The department head may waive the above vacation reduction requirement when it is determined to be in the best interests of the employer to do so.

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~~f.~~~~f)~~ Educational Benefits

- i. Tuition and fee waivers shall be granted by each state university in Illinois to status Civil Service employees of the University. The following credit hour maxima shall apply to employees who enroll in courses at the University:

	<u>Academic Term</u>	<u>Annual</u>
Full-time employee	6 c.h.	18 c.h.
¾ time employee	4 c.h.	12 c.h.
½ time employee	3 c.h.	9 c.h.

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These maxima are employee benefit limitations and do not apply to enrollment in approved work-related training programs, the purpose of which is to improve service. The fees which will be waived by the Board include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived by such universities for an employee of the university granting the waiver. For employees who enroll in courses at state universities in Illinois outside the university, the credit hour maxima and fees which will be waived will be determined by the institution in which such employees enroll.

Governors State University Regulations Section II issued July 12, 1996, with amendments adopted 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 October 21, 2024.

- ii. Employees are encouraged to enroll in courses having scheduled class hours outside their scheduled work hours. For courses held during the employee's work schedule, the employee may be excused to attend classes subject to a maximum of 4 clock hours per week or the number of clock hours required to attend one course, whichever is greater. Requests for excused absences to attend classes must be submitted to the supervisor for approval prior to enrollment and request for waiver of tuition. When such approval is granted, employees shall "make-up" time at the discretion and approval of the supervisor by (i) working outside of regularly scheduled hours during the work week in which the excused absence occurs, or (ii) deducting the time spent in class from the employee's accumulated vacation leave. Daily overtime compensation shall not be earned for make-up time worked under (i.) above.
- iii. The natural, adopted, foster, or step-children and the spouse of any status employee under full-time employment (including employees on sick leave or compulsory disability leave) who dies while in service at the University shall be entitled to a waiver of tuition and fees (as defined in paragraph (i.) above) up to and including the baccalaureate degree at the University. Should both parents be full-time employees, the death of one parent shall make the child eligible for the waiver of tuition and fees. Children of a divorced employee are eligible for waiver of tuition and fees if such employee was contributing to their support at the time of death.
- iv. An employee who has retired from the University shall be eligible for a waiver of tuition and fees at the University as specified in paragraph (i.) above for one-half time employees.

g-g) Overtime Compensation

- i.
 - a) Except as provided in subparagraph (f)(2)–(7-g.ii.) above, employees in non-negotiated classifications that are covered by the overtime provisions of the Fair Labor Standards Act will be compensated at time and one-half either in cash or by allowing compensatory time off, for all time in a work week in excess of the number of hours of work comprising an established full-time daily or weekly work schedule. Employees shall not receive overtime

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compensation on both a daily and weekly basis for the same work time.

- b) For the purpose of computing overtime, paid benefit time for which work is not performed shall count as time worked in any work week.
- ii. For employees paid on a prevailing rate basis, the number of hours before daily and/or weekly overtime is payable, and the rate of overtime pay will depend on the number of hours and the rate being paid locally pursuant to the appropriate multi-employee area agreement.
- iii. For employees in a negotiated classification, overtime payment shall be in accordance with the provisions of the applicable collective bargaining agreement.
- iv. Employees in position that are exempt from the overtime provisions of the Fair Labor Standards Act shall work as required by their position.

F. Other Employees

For employees of the Board other than faculty, administrative, and civil service employees, the President shall develop guidelines concerning appointment, benefits, and other conditions of employment.

G. Acknowledgement

With gratitude, certain materials in this Regulation were informed by or adapted from the Northern Illinois University Board of Trustees' Regulations Section II: Faculty and Administrative Employees (available at <https://www.niu.edu/board/regs/sectionii.shtml> (last visited Aug. 5, 2024)).

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Resolution No. 25-05***Approval of Amendments to Board of Trustee Regulation Section II and
Adoption of Board of Trustee Regulation Section VIII***

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;

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;

WHEREAS, Pursuant to Board Regulation § I(C)(1), a Board regulation may be adopted, amended, or repealed by a majority vote of the voting membership of the Board;

WHEREAS, Regulation § I(C)(2) provides:

Board action on the proposal shall not be taken earlier than the next regular meeting following first reading. During the interim between first reading and Board action the President shall distribute copies of the proposal to appropriate faculty, staff, and student groups. Up to ten days prior to the Board meeting at which action is to be taken, members of the faculty, staff, and study body may submit their views and comments in writing to the President for distribution to the Board together with the President’s recommendation for action on the proposal.

WHEREAS, At its regular meeting on August 19, 2024, the Board voted to waive the first reading of certain proposed Board Regulation Amendments to § II (Employees) and newly proposed § VIII (Ethics and Compliance) (collectively, “Proposed Changes”) via Resolution 25-02;

WHEREAS, Via email dated August 23, 2024, the University administration notified the Presidents of the Civil Service, Faculty, and Student Senates of the Proposed Changes, as well as the President of the faculty union and union stewards of all other unions on campus;

WHEREAS, As of August 23, 2024, the Proposed Changes were posted to the MyGSU portal for review by all current University employees and students;

WHEREAS, Comments to the Proposed Changes were made and are reflected in the final regulations (“Final Regulations”) attached hereto as Exhibit A and Exhibit B;

WHEREAS, The President and General Counsel recommend adopting the Final Regulations and the Board finds there is good cause to do so.

Now, therefore, it is:

Resolved that the Board approves and adopts the Final Regulations.

Resolved that the Board directs the University’s administration to take all appropriate steps to publish the Final Regulations.

Approved this 21st day of October 2024

James Kvedaras
Chair

Karen Nunn
Secretary

EXHIBIT A

**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 October 21, 2024.

SECTION II. EMPLOYEES

A. General

1. Coverage

This Section II. Applies to all faculty, administrative and/or professional employees who are not civil service employees (collectively, “administrative”), civil service, and other employees of the Board of Trustees of Governors State University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement. The employment of the President of the University is subject solely to the employment contract between the President and the Board of Trustees of Governors State University.

2. Equal Opportunity and Affirmative Action

In accordance with applicable statutes and regulations, Governors State University is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical or mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, or any other factor unrelated to professional qualifications, and will comply with all applicable federal and state statutes, regulations, and orders pertaining to nondiscrimination, equal opportunity, and affirmative action.

3. Pregnant Workers and Workers with Related Conditions

- a) Governors State University will comply with statutory and regulatory requirements of the Pregnant Workers Fairness Act (PWFA), 42 USC §§ 2000gg *et seq.*, and the Providing Urgent Maternal Protections (PUMP) for

Nursing Mothers Act, 29 USC § 218d, as they may be amended from time to time.

- b) The President shall develop policies and procedures to implement, monitor and document the University's programs put into place to ensure compliance with the PWFA and PUMP Act, which shall take effect upon approval by the President.

4. Authority to Employ

- a) Position Authorization

The Board of Trustees is the employer of all faculty, administrative, civil service, and other employees of Governors State University. Faculty, administrative, civil service, and all other positions shall be authorized by the President or designee.

- b) Appointments: All appointments and promotions shall be made by the President, except as otherwise provided herein.

- i. Major Administrative Appointments

The President shall inform the Board of the appointment, promotion, resignation, retirement, or other event concerning the employment of a Provost, Vice President, and Dean as soon as possible after the event.

- ii. Regular Appointments

Regular appointments are tenured faculty, faculty serving in probationary status on tenure track, other faculty designated as regular appointments, administrative positions not designated as temporary positions, and civil service positions not designated as temporary positions. The President or designee is authorized to make such appointments in accordance with Board Regulations as necessary and justified by prudent financial management.

- iii. Adjunct Appointments

The President or designee is authorized to make adjunct faculty appointments as necessary and in accordance with Board Regulations and Human Resources processes. Adjunct appointees will be appointed on an annual or semester basis and will not be eligible for tenure.

- iv. Visiting Appointments

The President or designee is authorized to make visiting faculty appointments to approved positions in accordance with Board Regulations as necessary and justified by prudent financial management. Visiting appointments shall be made for persons employed outside the university or on temporary leave from such employment or retired from such employment. Visiting appointments shall be for a specific period of two years or less. There shall be no presumption of renewal or extension of visiting appointments. Visiting faculty shall not be eligible for tenure.

v. Civil Service Appointments

The Board of Trustees is designated by statute as the employer for all its appointments which are subject to the rules and regulations of the State University Civil Service System of Illinois (SUCSS) and for those positions deemed non-status positions pursuant to the rules and regulations of SUCSS (i.e., "900 hour workers"). The Board has authorized the President or designee to appoint Civil Service personnel to authorized positions. All Civil Service employees of Governors State University are employed in accordance with the provisions of the State University Civil Service Act, 110 ILCS 70/, as it may be amended from time to time, and the rules of the University Civil Service System Merit Board (Merit Board), and are entitled to all the rights and subject to all the requirements contained therein.

- vi. The President shall develop procedures for the appointment (including acting appointment) of faculty, administrative, civil service, and other employees. The procedures shall contain such provisions as are necessary and appropriate and shall be: (a) consistent with the Board's delegation of authority in Section II(A)(4)(b); (b) consistent with the Board's commitment to affirmative action and nondiscrimination in employment practices; and (c) consistent with the Board's policy on participation in University governance.

- c) Resignations: The President or designee may officially accept resignations and retirements tendered by employees.

- d) Academic Ranks, Promotion, and Related Titles:

- i. The academic ranks that shall be conferred within Governors State University are: professor, associate professor, and assistant professor.

These faculty employees shall be categorized as probationary/tenure-track or tenured. Recommendations for award of tenure shall be presented by the President to the Board for approval. The creation, elimination, or modification of the categories of appointment specified in this section require Board approval.

- ii. In addition to the above academic ranks, the university is authorized to make other academic appointments to positions utilizing additional and related titles (e.g., Lecturer, Senior Lecturer, Instructor). These faculty employees shall be categorized as non-tenure track.
- e) Position Administration:
- i. The University shall use recruitment practices aimed toward identifying, securing, and maintaining equitable representation and toward seeking full utilization of minorities and women in all organizational units and job classifications. The university shall also maintain affirmative action policies and procedures consistent with state and federal legal requirements which shall provide for the fair, impartial, and equal treatment of applicants for employment and promotion. The President or designee will administer internal promotion/applicant processes as well as external search procedures for vacant positions. Position design, reorganization processes, titles, and compensation practices will be administered in accordance with University needs as determined by the President or designee.
 - ii. Title changes, consistent with changes in scope of assigned responsibilities or internal promotions can be implemented subject to approval by the President.
 - iii. The President shall develop procedures and guidelines regarding the use of search committees to fill positions, which shall take effect upon approval by the President.
- f) Pre-Employment Background Checks
- i. Purpose of Regulation
In an effort to provide a safe and secure environment for all students, employees and visitors at the University; to safeguard the University's integrity, property and resources; and to help ascertain suitability for employment, the University has established the following Regulation for

conducting pre-employment background checks for all new hires. The University will implement this Regulation in a manner that is consistent with employee legal rights and the University's Mission and Values.

ii. Scope of Regulation

This Regulation applies to all prospective employment applicants, employment applicants, new hires, and re-hires (collectively, "New Hires"), but not to internal applicants for new jobs, regardless of a New Hire's intended position at the University.

Under this Regulation, pre-employment background checks (collectively, "Background Checks") may include, but may not necessarily be limited to, any of the following types of verifications and checks if applicable to an intended position at the University:

- (a) Social Security Verification: validates the applicant's Social Security number, date of birth and former addresses.
- (b) Prior Employment Verification: confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- (c) Personal and Professional References: calls will be placed to individuals listed as references by the applicant.
- (d) Educational Verification: confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- (e) Criminal History: includes review of criminal convictions and probation.
- (f) Motor Vehicle Records: provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

- (g) Credit History: confirms candidate's credit history. This search will be run for positions that involve management of funds and/or handling of cash or credit cards.

iii. Background Check Practice

- (a) Pre-Employment Background Check Requirement.
Offers of employment made to prospective New Hires will be contingent upon the results of a criminal background check and other applicable pre-employment Background Checks.

- (b) Background Check Procedure

University Background Checks are conducted by the Human Resources Department as post-offer/pre-employment screenings upon acceptance of a contingent offer of employment (an "Offer") by a New Hire. All Background Checks will be performed in compliance with the Federal Fair Credit Reporting Act, 15 U.S.C. § 1681b.

The Human Resources Department, in consultation with the various University administrative departments and Colleges as appropriate, shall maintain guidelines and/or procedures, as well as best practices, for conducting Background Checks. Such guidelines and procedures shall include, at a minimum, a list of which types of Background Checks are applicable to each position in the University, consistent with job descriptions and applicable Federal and State law.

The University may revoke any Offer to an individual who does not consent to applicable Background Checks.

iv. Use of Background Check Results

- (a) Results of the Background Checks run on a New Hire will be reviewed by a designated Human Resources representative, who will notify the hiring manager of same. The University may revoke any Offer if the Background Checks' results represent an unacceptable level of risk in relation to the job responsibilities of the New Hire's intended position at the

University or if the Background Checks reveal the individual lacks requisite qualifications, thus not supporting a reasonable hiring decision.

- (b) In accordance with relevant State and Federal law, if an individual's criminal Background Check results indicate that the individual has a criminal record, the University will conduct an individualized assessment, which will include an opportunity for the individual to explain or provide additional information. A criminal record will not automatically exclude an individual from being considered for employment, as consideration is given to such factors as, but not limited to, the nature and seriousness of the underlying offense/conduct, the relatedness of the offense/conduct to the position being sought, the length of time that has elapsed since the conviction/end of sentence/conduct and demonstrated rehabilitative efforts.

v. Confidentiality

All records obtained through Background Checks will be maintained in accordance with record retention and other applicable policies and procedures established by the University. Records obtained through Background Checks shall be deemed confidential and maintained in a secured, access-restricted file, separate from an employee's regular personnel file, with access limited to only those University agents who have a need to review or utilize those records in fulfilling their responsibilities under this Regulation.

5. Labor Relations

- a) Authority for the negotiation, administration, and coordination of all collective bargaining agreements and overall responsibility for labor relations activities is delegated by the Board of Trustees to the President.

- b) No collective bargaining agreement shall be effective or implemented until first ratified by the certified employee representative and then approved by the Board of Trustees.
- c) All collective bargaining agreements shall be signed by the Chair and Secretary of the Board of Trustees or, where appropriate, by the President who shall sign such instruments on behalf of the Chair and Secretary.

6. Reassignment and Termination

a) Reassignment

Employees at the University may be reassigned by the President without notice in advance. The President shall consult with and obtain the approval of the Board of Trustees prior to the reassignment of a Provost or Vice President. Employees, other than employees with a temporary appointment (including employees whose appointment is supported by grant or contract funds), who are reassigned shall receive written notice of any reduction in monthly compensation as follows:

- i. In the first year of employment at the University not less than one month prior to the effective date of reduction in monthly compensation; and
- ii. In the second or subsequent year of employment at the University not less than two months prior to the effective date of reduction in monthly compensation.

b) Termination

- i. Consistent with the Governors State University Law, 670/15-45, the Board has authority to terminate employees for good cause or, in the case of a Civil Service Employee, for just cause (110 ILCS 70/36o), which authority is hereby delegated to the President and which authority may be delegated by the President to a delegate.
- ii. A civil service employee shall not be demoted, removed, or discharged after such employee's probationary period except in accordance with the State University Civil Service Act, 110 ILCS 70/, as it may be amended from time to time, and related Merit Board rules.

- iii. Termination of University employees shall require a pre-termination review by the Department of Human Resources and General Counsel.

c) **Severance Pay**

- i. Upon termination and within the University's sole discretion, an employee may be offered severance pay based on the individual circumstances of the termination provided the employee signs a separation agreement which, among other things, shall include a release of all potential claims to the fullest extent allowed by law. Severance pay may not be offered to an employee terminated for misconduct as defined by the Government Severance Pay Act (5 ILCS 415/5(1)).
- ii. Any severance pay provided to any at-will or contractual university employee shall be subject to the provisions of the Government Severance Pay Act, as same may be amended from time to time (5 ILCS 415 *et seq.*), including, but not limited to, the requirement that severance pay may not exceed an amount greater than twenty (20) weeks of compensation.

B. Appointment Administration

1. Job Descriptions

A description shall be prepared for each administrative position, including Chairpersons, in the University, except for the position of President, and for each civil service and other positions. The President shall develop guidelines for the preparation, review, modification, and maintenance of position descriptions, which shall take effect upon approval by the President.

2. Administrative Organization

An organization chart of the administrative structure shall be prepared and maintained for the University.

3. Educational Requirements

The President shall develop a policy concerning the educational requirements necessary for appointment to faculty, including temporary appointments. All educational requirements shall be fulfilled by study in an accredited institution of higher education. The policy and/or any changes shall become effective when approved by the President.

The policy shall include the following provisions and such other provisions as are necessary and appropriate:

- a) The minimum educational requirements necessary for appointment;
- b) Any exceptions to the minimum requirements.

4. Flexible Hour Positions

The President is authorized to develop policies and procedures to implement flexible hour positions consistent with Governors State University Law, 110 ILCS 670/15-100, which shall take effect upon approval of the President.

C. Conditions of Employment

1. General Obligations and Administrative Rules

All employees are expected to comply fully with all applicable state and federal laws, policies, regulations, and decisions of the Board of Trustees, and policies, regulations and decisions promulgated by the President or designee.

2. Outside Employment

- a) An employee's participation in outside employment must be consistent with the employee's obligation to the Board as the primary employer and is subject to such conditions as may be imposed by federal or state law or the terms of a collective bargaining agreement. The President shall establish guidelines concerning outside employment.
- b) Faculty must have prior written approval of the President, or a designee, to perform research or provide consulting services to nongovernmental agencies. (University Faculty Research and Consulting Act, 110 ILCS 100/ et seq.).

3. Employees Licensed to Practice Law

Employees of the Board who are licensed to practice law may not represent any person or entity in any litigation, administrative proceeding, or other matter (other than proceedings conducted pursuant to Board or University regulations or procedures or a collective bargaining agreement to which the Board is a party) in which the Board, the University, or other employees of the Board are adverse parties.

4. Drug-Free Workplace

a) Purpose of Regulation

The Board has adopted this Regulation to inform all University employees, both faculty and staff, about the adverse effects of drug and alcohol abuse; to set standards of conduct and disciplinary and legal sanctions related to such use or abuse; and to advise them regarding available counseling and rehabilitation services, with the intent of fully complying with any current or future requirements, regulations, or interpretations developed related to all relevant applicable State and Federal laws and regulations, including but not limited to the federal Drug- Free Schools and Communities Act Amendments of 1989 and the federal Drug- Free Workplace Act of 1988.

b) Standards of Conduct

- i. All employees are prohibited from the unlawful possession, use, sale, manufacture, or distribution of controlled substances, including illicit drugs and alcohol, on University premises or property, possession of drug paraphernalia, marijuana, or alcohol on University premises or property, or the abuse of alcohol on University premises or property or in connection with any University activity. All employees are required to be fit for duty during their entire work schedule. This means that employees must be able to perform their jobs in a safe, secure, productive, and effective manner. Employees who are not fit for work may present a safety hazard to themselves, to other employees, to students, to the University, and to the public.
- ii. The passage of the Illinois Cannabis Regulation and Tax Act, effective January 1, 2020, which legalizes recreational use of marijuana and certain activities related to the use of marijuana in the State of Illinois, does not affect the University's prohibition of marijuana on University property or premises or in connection with any University activity. Marijuana is still an illicit controlled substance under federal law, and therefore, is prohibited under the provisions of this Regulation.
- iii. This Regulation does not prohibit employees from the lawful use and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely and must promptly disclose any restrictions to their supervisor. Employees are not required to disclose underlying

medical conditions that have caused the need for the prescribed medication(s).

- iv. If any applicable collective bargaining agreement includes provisions related to drug and alcohol testing, the provisions in the collective bargaining agreement shall control over this Regulation.
- v. As a supplement to this Regulation, the President or designee shall compile, publish, and distribute additional information relating to the health risks associated with the use of illicit drugs and abuse of alcohol and the applicable legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

c) Testing

- i. In appropriate circumstances, an employee may be required to be examined at a health center, hospital, urgent care facility, or clinical laboratory, in order to determine the employee's fitness to perform assigned duties and responsibilities. Testing is required if a supervisor and second observer reasonably suspect the employee of using or being under the influence of alcohol or drugs while they are working, on University premises, or operating University vehicles. If an employee is suspected of being under the influence the following steps must be taken:
 - (a) The supervisor will obtain confirmation from a second observer and complete a "Reasonable Suspicion" form to be produced and distributed under the President's direction.
 - (b) Once completed, the supervisor will immediately contact the University's "Designated Representative," appointed by the President or President's designee, of the Human Resources Department for next steps to be taken with employee.
 - (c) Upon receiving the completed Reasonable Suspicion form, the Human Resources Department will enter the drug screen request into the HireRight ordering system and provide the screening scheduling information with collection site instructions to the employee.

- (d) The Human Resources Department will provide the screening scheduling information to the employee to carry with them for immediate processing at the designated collection site.
 - (1) The supervisor will arrange transportation for the employee (via cab or car service).
 - (2) The Human Resources Department should contact the Department of Public Safety immediately in the event that an employee who is suspected of being under the influence attempts to operate a motor vehicle.
 - (3) The supervisor or Human Resources Designated Representative will inform the employee not to return to work until cleared by the Human Resources Department.
 - ii. Testing is also required when an employee causes or contributes to accidents which seriously damage University property or result in an injury requiring emergency medical treatment away from the scene of the accident. To the extent possible, the same steps outlined above should be followed in those post-accident situations.
 - iii. The University reserves the right to require employees to undergo psychological/psychiatric evaluation and treatment, as well as tests for illegal drugs or alcohol. Employees who refuse to comply with recommended evaluations may be disciplined up to and including discharge. An employee may be disciplined (up to and including termination) for violation of this Regulation in the absence of a test, based on other evidence, including, but not limited to, observed conduct and symptoms.
 - iv. Employees who refuse to cooperate in required tests will be treated as if they failed the test.
 - v. Employees who return to work after testing positive for being under the influence of drugs or alcohol in the workplace will be subject to random testing.
- d) Confidentiality
 - i. Employees required to participate in reasonable suspicion drug testing, or post-accident testing, shall be sent or driven to a health

center, hospital, urgent care, or clinical laboratory and directed to provide a specimen. They should never be allowed to drive themselves. If they leave the site in their vehicle, the local police should be called by the employee's supervisor or Human Resources.

- ii. Specimens shall be collected by trained technicians, using approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee. Employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated, diluted, or substitute specimens. Collected specimens shall be sent to a certified laboratory and tested for evidence of amphetamines, barbiturates, cocaine, marijuana, opiates, phencyclidine, benzodiazepines, methadone, and propoxyphene use. There shall be a chain of custody from the time specimens are collected through testing and storage.
- iii. The collection site and/or lab shall transmit positive drug tests results to a HireRight Medical Review Officer ("MRO") who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by prescribed medicines or lawful substances. The University will also receive a copy of the drug test results. Persons with positive test results may also ask the MRO to have their split specimen tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second test fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test.

e) Disciplinary Sanctions

- i. The first violation by an employee of the standards of conduct cited in this Regulation may result in:
 - (a) disciplinary suspension from work without pay for thirty (30) days; and
 - (b) required participation in an approved drug abuse and/or alcohol abuse treatment or rehabilitation or re-entry program; and
 - (c) where appropriate, referral for prosecution; and
 - (d) possible termination of employment under applicable Board

Governing Documents, University policies, statutes, employment contracts, or collective bargaining agreements.

- ii. The second violation by an Employee of the standards of conduct cited in this Policy may result in:
 - (a) termination of employment under applicable Board Governing Documents, University policies, statutes, employment contracts, or collective bargaining agreement; and
 - (b) where appropriate, referral for prosecution.
- f) Drug-Free Awareness Program and Counseling, Treatment, Rehab, or Re-Entry Programs
 - i. Drug abuse and/or alcohol abuse assessment, counseling and referral to treatment or rehabilitation or re-entry programs are available to employees through the University's Employee Assistance Program. The Employee Assistance Program counselor will assist employees in identifying the appropriate services/facilities available to them under the employee's medical insurance plan. The counselor will also assist employees with entry into the program and monitor progress. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.
 - ii. The foregoing shall not be construed as an obligation on the part of the University to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such employee from performing their duties or whose continuation on active status would constitute a direct threat to the property or safety of others. Such employees shall be afforded the opportunity to use available accumulated paid leave or take an unpaid leave of absence, at the employee's option, pending treatment.
- g) Reporting Obligations

Every employee must notify HR within five (5) calendar days if he or she is convicted of a criminal drug violation.
- h) Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided by the collection site and/or lab shall be kept confidential and maintained in secure files separate from normal employee personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may be disclosed where relevant when related to a grievance, charge, claim or other legal proceeding initiated by or on behalf of the employee. Information related to a covered employee's conviction of a criminal drug violation will be reported within ten (10) days, if and as required by the Drug-Free Workplace Act.

i) Definitions

For purposes of this Section II(C)(4)(i), the following definitions apply:

- (a) "University premises" or "University property" includes, but is not limited to all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the University.
- (b) "Illegal drugs" means substances whose use or possession is controlled by applicable law, but which are not being used or possessed under the supervision of a licensed health care professional. While the University will not penalize an employee solely for his or her status as a registered qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act, or similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Regulation and is subject to discipline up to and including termination for violations of this Regulation.
- (c) "Refusal to cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.
- (d) "Under the influence of alcohol" means having a blood alcohol concentration of .04 or more and/or actions, appearance, speech or bodily odors which reasonably cause a supervisor

to conclude that an employee is impaired because of alcohol use.

- (e) "Under the influence of drugs" means a confirmed positive test result for illegal drug use. However, the University reserves the right to terminate the employment of any employee who is suspected of being impaired or under the influence of cannabis. A determination of suspected cannabis impairment will be based on when the employee manifests specific, articulable symptoms while working of decreased or lessened performance of the duties or tasks of the employee's job or position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment, or the disregard for the safety of the employee or others.

j) Distribution of Regulation

A copy of this Regulation, along with a copy of the supplemental, additional information prepared in accordance with Regulations Section II(C)(4)(f), will be distributed annually to all employees via electronic mail. As new employees are hired thereafter, a copy of this Regulation and supplemental, additional information will be supplied to each of them with the appointment letters/contracts at the time of hire. This Regulation and the supplemental, additional information will also be posted on the University's website for reference.

Any amendment of, or supplement to, this Regulation will be distributed and posted as mentioned as soon as practicable after such amendment or supplement becomes effective.

k) Review of Regulation

- i. The University's evaluation plan for its drug and alcohol abuse prevention program will include quantitative and naturalistic approaches to assess the success of the program to meet its stated goals and to comply with applicable law.
- ii. To assess Regulation and program effectiveness, the University will

collect and evaluate data in the following areas:

- (a) Number of drug and alcohol related referrals for counseling,
- (b) Number of drug and alcohol related disciplinary sanctions imposed,
- (c) Number of drug and alcohol related incidents recorded by the University Public Safety Department,
- (d) Number of employees participating in University-sponsored drug and alcohol related workshops and seminars.

A naturalistic evaluation approach will be used to evaluate incidence of illicit drug and alcohol abuse. This evaluation will include the aforementioned data tracking system as well as an analysis of the environmental conditions and events which enhance and/or support the usage by an employee.

This process will enable the University to more effectively make the necessary changes/modification in its preventive program.

I) 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. Application of progressive discipline pursuant to this Regulation to employees who serve at-will is discretionary and does not affect the at-will status of any such employee.

D. Benefits

1. Eligibility

The benefits described in this Section are available to faculty, administrative, civil service, and other employees, subject to the eligibility requirements stated in these Regulations. In the instance where there is a conflict between these Regulations and an employee collective bargaining agreement, the collective bargaining agreement will prevail.

2. Holidays

- a) Holidays recognized by the Board shall be New Year's Day, day before or day after New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day, and day before or day after Christmas Day.
- b) The University will be closed, except for necessary operations, on the foregoing holidays. Eligible employees will be excused with regular pay on said holidays unless otherwise determined by the President.
- c) Eligible employees who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the University, paid time away from work equivalent to the number of hours worked on the holiday.
- d) Employees with full-time status, provisional, apprenticeship, trainee, or temporary appointments, except prevailing rate craft employees and those employees covered by collective bargaining agreements, will be excused on the observed day of each of the aforementioned holidays. Such employees with less than full-time appointments shall be eligible for holiday pay on a pro-rated basis. All other employees, except for prevailing rate craft employees and employees covered by collective bargaining agreements, will be excused without pay.
- e) Holidays which fall on a Saturday shall be observed on the preceding Friday; holidays which fall on a Sunday shall be observed on the following Monday.

- 3. **Administrative Closures:** The President may close the University for administrative purposes as determined within the President's discretion.

4. Sick Leave Bank

The University may establish a system for participation in a University sick leave bank pursuant the Illinois Sick Leave Bank Act, 5 ILCS 400/ *et seq.*, as it may be amended from time to time. The policy and procedures related thereto shall take effect when approved by the President.

5. Leaves of Absence

a) General Provisions

- i. The President shall develop procedures and guidelines to implement, monitor and document the University's leave programs outlined in this Subsection II(D)(5), which shall take effect upon approval by the President.
- ii. It is a violation of these Regulations to threaten to take or take any adverse action against employees who exercise or attempt to exercise their rights under these Subsection II(D)(5) Regulations, oppose practices which the employees believe violate these Regulations or applicable State or federal law, or support the exercise of rights of another to exercise rights under these Regulations.
- iii. Use of leave under these Subsection II(D)(5) Regulations shall not be considered a negative factor in any employment action that involves evaluating, promoting, disciplining, or counting paid leave under a no-fault attendance policy.
- iv. Employees taking leave under these Regulations shall give reasonable notice of their intent to take leave where the reasonableness of the notice shall be judged by the circumstances giving rise to the request. Employees taking leave under these Regulations shall not be required to find coverage for the period of their leave.
- v. Except for PLAWA leave (defined below), the University may request reasonable documentation to support a request for leave under these Subsection II(D)(5) Regulations.
- vi. Leave under these Subsection II(D)(5) Regulations does not accumulate from fiscal year to fiscal year (i.e., it does not "carry over" if unused). Leave that is accrued but not used by the end of the fiscal year is forfeited; employees will not receive compensation for forfeited time. Employees will not be compensated for accrued but unused upon separation of employment for any reason, such as resignation, retirement, or termination.
- vii. Employees who take leave under these Subsection II(D)(5) Regulations should confer with the University about the timing, frequency, or duration of leave unless otherwise provided herein. Employees taking military leave are not required to accommodate the University's needs regarding the timing, frequency, or duration of leave.

- viii. Eligibility requirements for leave under these Section 5 Regulations vary depending on the type of leave, as set forth below.
- b) Paid Leave for All Workers Act
- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Paid Leave for all Workers Act, 820 ILCS 192/ *et seq.*, as it may be amended from time to time (PLAWA).
 - ii. All employees are eligible for PLAWA leave unless they are (i) student employees or (ii) temporary employees working less than two consecutive calendar quarters with no reasonable expectation that they will be rehired the following year. New employees shall be credited with 40 hours of PLAWA leave upon hire and will become eligible to take PLAWA leave 90 days after the commencement of their employment.
 - iii. At the start of each University fiscal year, all eligible employees shall be credited with 40 hours of paid PLAWA leave. Subject to applicable law and the terms of this Regulation, leave may be taken in increments as low as two (2) hours per day. For employees whose scheduled workday is less than two (2) hours per day, a scheduled workday is the minimum increment of time. PLAWA leave will not run concurrently with FMLA leave (defined below).
 - iv. PLAWA leave may be taken for any reason of the employee's choosing. Employees are not required to provide a reason for taking PLAWA leave and the University will not require documentation supporting the requested leave. If the requested leave is foreseeable, the employee shall give the University seven (7) calendar days' notice of that leave by notifying their supervisor and, if accessible, making a request via the University's electronic timekeeping software. If the requested leave is not foreseeable, the employee shall give the University such notice as is practicable after learning of the need for leave by notifying their supervisor via email or other communication, and later documenting the leave in the University's electronic timekeeping software if accessible.
 - v. An employee may choose whether to use paid PLAWA leave provided prior to using any other leave. PLAWA leave shall not be charged or otherwise credited to an employee's paid time off bank or employee account.

- c) Family Medical Leave Act Leave/Military Caregiver Leave
- i. Governors State University will comply with statutory and regulatory requirements of the federal Family Medical Leave Act of 1993, 29 USC § 2601 *et seq*, as amended from time to time (FMLA), as modified by the Illinois Governors State University Law, 110 ILCS 670/15-230.
 - ii. To be eligible for FMLA leave, employees must: (1) have worked for Governors State University for at least 12 months, although time worked need not be consecutive; (2) worked at least 1,000 hours in the 12 months preceding commencement of the leave; and (3) be employed at a worksite that has 50 or more employees within 75 miles of the worksite.
 - iii. If eligible, employees may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While employees are on FMLA leave, the University will maintain the employees' group health insurance coverage at the same level and under the same circumstances as when they were actively working. On returning from approved FMLA leave, employees have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.
 - iv. Conditioned on applicable law and U.S. Department of Labor Rules and Regulations, eligible employees may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period, which is measured using a "rolling" method that is measured backward from the date the employee uses any FMLA leave, for any of the following reasons:
 - (a) the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);
 - (b) the placement of a child with the employee for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
 - (c) to care for a spouse, child, or parent of the employee with a serious health condition;
 - (d) to care for the employee's own serious health condition, which renders that employee unable to perform any of the essential functions of that employee's position; or
 - (e) a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).
 - ix. If agreed by the University, an employee may take leave under Subsection II(D)(5)(c)(iv)(a) and (b) intermittently or on a reduced

schedule. Leave under Subsection II(D)(5)(c)(iv)(c), (d) and (e) may be taken intermittently or on a reduced schedule if medically necessary.

- v. Employees may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that they take FMLA leave to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).
 - (a) Military caregiver leave is available for only a single 12-month period during an employee's employment with the University.
 - (b) Employees taking military caregiver leave are entitled to a combined total of 26 weeks for leave in a 12-month period; they are not eligible to take an additional 12 weeks of leave under Subsection II(D)(5)(c)(iii) above during the same 12-month period as when military caregiver leave is taken.
- vi. FMLA leave is unpaid. Employees will be required to substitute any accrued and unused vacation/paid time off/sick days/personal days, except PLAWA leave, for unpaid FMLA leave as described below:
 - (a) If employees request leave because of a birth, adoption, or foster care placement of a child, parental leave (if available) will be first substituted for unpaid family/medical leave and run concurrently with FMLA leave, followed by any other accrued and unused paid leave, such as vacation or sick leave, which shall run concurrently with FMLA leave.
 - (b) If employees request leave because of their own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid leave will be substituted for any unpaid family/medical leave and run concurrently with FMLA leave.
 - (c) The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100% of the employee's salary. FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.
- d) Parental Leave
 - i. Subject to the approval of Human Resource Department and the conditions of this Regulation, twenty-five (25) paid workdays are provided to eligible employees for continuous parental leave for the birth or

adoption of a child or assuming the responsibility for a foster child. Except as otherwise provided herein, paid parental leave is in addition to whatever other leave (e.g., sick or vacation) the eligible employee has. Parental leave shall be utilized within 12 months of the date of birth or adoption or placement of the child and will run concurrently with FMLA leave. Requests for parental leave shall be submitted to the Department of Human Resources FMLA coordinator for processing at least thirty (30) days prior to the leave commencing when such leave is foreseeable. If the date of birth or adoption or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. Parental leave may be taken intermittently only with the advanced approval of the University.

- ii. To be eligible for parental leave, employees must meet the eligibility requirements for FMLA leave and not otherwise be eligible for parental leave pursuant to a collective bargaining agreement. Employees who are eligible for parental leave under a collective bargaining agreement are subject to terms of that collective bargaining agreement.
- e) Victims' Economic Security and Safety Act Leave
- i. Governors State University will comply with statutory and regulatory requirements of the Victims' Economic Security and Safety Act, 820 ILCS 180 *et seq.*, as it may be amended from time to time (VESSA).
 - ii. Subject to applicable law and the terms of this Regulation, eligible employees may take up to twelve (12) weeks unpaid leave if they are a victim of domestic violence, sexual violence, gender violence, or any other crime of violence (collectively, "Crime(s) of Violence") or their family or household member whose interests are not adverse to the employee as it relates to the crime is a victim of a Crime of Violence for the purposes set forth here. Leave may be taken if the employee or employee's family or household member is addressing a Crime of Violence by:
 - (a) seeking medical attention for, or recovering from, physical or psychological injuries caused by a Crime of Violence to the employee or the employee's family or household member;
 - (b) obtaining services from a victim services organization for the employee or the employee's family or household member;
 - (c) obtaining psychological or other counseling for the employee or the employee's family or household member;

- (d) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future Crimes of Violence or ensure economic security;
 - (e) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil, criminal, or military legal proceeding related to or derived from Crime of Violence;
 - (f) attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a Crime of Violence;
 - (g) making arrangements necessitated by the death of a family or household member who is killed in a Crime of Violence; or
 - (h) grieving the death of a family or household member who is killed in a Crime of Violence.
- iii. Leaves of absence pursuant to Subsection (ii)(f), (ii)(g) or (ii)(h) of this Section are limited to ten (10) workdays, which must be completed within sixty (60) days of the employee receiving notice of the death. If leave is taken under Subsection (ii)(f), (ii)(g) or (ii)(h) of this Section by an employee who also is entitled to leave under the Family Bereavement Leave Act (see below), the leaves shall run consecutively, provided that the overall leave does not exceed the unpaid leave time allowed under the FMLA.
- iv. Employees shall give at least 48 hours' notice of their intent to take leave under VESSA, unless such notice is impracticable in which case the employee shall give notice that is reasonable before or after beginning leave.
- f) Bereavement Leave
 - i. Governors State University will comply with statutory and regulatory requirements of the Family Bereavement Leave Act, 820 ILCS 154/ et seq. and the Child Extended Bereavement Leave Act, 820 ILCS 156/ et seq., as they may be amended from time to time.
 - ii. All employees may take up to three (3) days with pay per occurrence in the event of the death of the employee's spouse, domestic partner as defined by rules set forth by the Illinois Department of Central Management Services, parent, step-parent, mother- or father-in-law, child, step-child, sibling, step-sibling, brother- or sister-in-law,

grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or member of the employee's immediate household. Paid bereavement leave must be taken within five (5) workdays days of the employee receiving notice of the event giving rise to leave. At the employee's option, paid bereavement leave may run concurrently with unpaid bereavement leave described in Subsection (f)(iii) below, if available, or not. Paid bereavement leave may be taken in a single continuous period or intermittently in increments of no fewer than four (4) hours.

- iii. Except as provided below in Subsection II(D)(5)(f)(v) and (vi), all employees shall be entitled to use a maximum of 2 weeks (10 workdays) of unpaid bereavement leave to:
 - (a) attend the funeral or alternative to a funeral of an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent ("covered family member");
 - (b) make arrangements necessitated by the death of the covered family member;
 - (c) grieve the death of the covered family member; or
 - (d) be absent from work due to:
 - (1) a miscarriage;
 - (2) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 - (3) a failed adoption match or an adoption that is not finalized because it is contested by another party;
 - (4) a failed surrogacy agreement;
 - (5) a diagnosis that negatively impacts pregnancy or fertility; or
 - (6) a stillbirth.
- iv. Except as provided in II(D)(5)(f)(vi) below, unpaid bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which another event giving rise to leave occurs.

- v. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.
 - vi. In the event of the death of an employee's child (including biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis) by suicide or homicide, the employee may take up to 12 weeks of unpaid bereavement leave within 12 months after the employee notifies the University of the loss, which may be taken in a single continuous period or intermittently in increments of no fewer than 4 hours.
 - vii. This Regulation does not create a right to take more leave than would be available to an eligible employee under the FMLA (although employees need not meet the eligibility requirements for FMLA leave to take bereavement leave). Unpaid bereavement leave of longer duration than set forth above may be approved under special circumstances by the President.
 - viii. An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan, may elect to substitute any period of such leave for an equivalent period of leave provided under this Subsection. The University may not require the employee to substitute available paid or unpaid leave for leave provided under this Subsection.
 - ix. The University may require reasonable advance notice of the employee's intent to take a bereavement leave of absence, unless providing such notice is not reasonable and practicable. The University may request reasonable documentation to support a bereavement leave request.
 - x. Leaves beyond these amounts may be approved under special circumstances by the President. However, such additional leave will normally be charged to applicable paid leave benefits.
- g) Military Leave
- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61/ et seq, as it may be amended from time to time (ISERRA), and the federal Uniformed Services Employment and Reemployment Rights Act under Title 38 of the United States Code, as it may be amended from time to time (USERRA).

- ii. Except as otherwise provided herein, with appropriate notice under the circumstances, all employees are entitled to military leave to perform “active service,” as defined by statute, which includes all forms of active and inactive duty regardless of voluntariness including, but not limited to, annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, State active duty, mobilizations, and muster duty.
- iii. Temporary employees employed briefly with no reasonable expectation that employment will continue for a significant period are not eligible for reinstatement of employment after a military leave.
- iv. The right to reinstatement shall terminate in accordance with applicable law, including but not limited to where the employee’s separation from service was with a dishonorable or bad conduct charge or disqualifying discharge.
- v. Employees on military leave shall be credited with the average performance rating or evaluation received for the three (3) years immediately before leave, or the rating that the employee received for the period immediately prior to military leave, whichever is higher.
- vi. All employment rights shall be extended to all employees on military service leave, unless otherwise stated.
- vii. Time spent on military leave shall be counted when computing seniority and service requirements for promotion eligibility or any other benefit of employment, except this paragraph does not apply to probationary periods.
- viii. Vacation, sick, educational or other similar leave shall continue to accrue while on military leave.
- ix. Health plan benefits shall continue, except the University’s share of the full premium and administrative costs shall continue to be paid by the University for active duty.
- x. Unless a statutory exception applies, the right to reinstatement to employment terminates in accordance with applicable law for employees on military leave for a cumulative period of five (5) years, unless the University’s circumstances have so changed as to make reemployment within five (5) years impossible or unreasonable. Employees who are unqualified to perform their prior role due to a disability and cannot be accommodated absent undue burden shall be entitled to reinstatement in accordance with applicable law.

- xi. During periods of military leave for annual training for employees who are members of a reserve component, employees shall continue to receive full compensation for up to 30 days per calendar year. Military leave for purposes of receiving concurrent compensation may be performed nonsynchronously.
 - xii. Except as otherwise provided herein, during periods of military leave for active service for employees who are members of a reserve component, employees shall receive differential compensation in accordance with the law, meaning the difference between the pay received from military service and the pay the employee would otherwise have earned from the University if not on military leave, which shall be calculated on a daily basis in accordance with applicable law.
 - xiii. Employees may elect to use accrued vacation, annual, or similar leave with pay in lieu of differential compensation during any period of military leave.
 - xiv. For voluntary active service, differential compensation is limited to 60 workdays per calendar year. There is no limit to differential compensation for involuntary active service.
 - xv. For active service without pay, differential compensation shall not be paid.
- h) Family Military Leave
- i. Governors State University will comply with the statutory and regulatory requirements of the Family Military Leave Act, 820 ILCS 151/ et seq., as it may be amended from time to time.
 - ii. Eligible employees are those employees who have been employed by the University for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave.
 - iii. Subject to applicable law and the terms of this Regulation, upon appropriate notice of at least fourteen (14) days if the intended leave will consist of 5 days or more of consecutive workdays or such notice as is practicable if less than 5 consecutive workdays, eligible employees may take up to 30 days unpaid leave if the spouse, parent, child, or grandparent of that employee is called to military service lasting longer than 30 days with the State or the United States pursuant to the orders of the Governor or the President while deployment orders are in effect.
 - iv. The number of days provided to an eligible employee under this Regulation because a spouse or child is called to military service shall be

reduced by the number of days of leave, if any, taken under the FMLA because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty as defined in that Act (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

- v. Eligible employees shall not take family military leave unless the employee has first exhausted all accrued vacation, personal, compensatory or other leave except sick and disability leave.
- i) Civil Air Patrol Leave
 - i. Governors State University will comply with statutory and regulatory requirements of the Illinois Civil Air Patrol Leave Act, 820 ILCS 148/ et seq. as it may be amended from time to time. "Civil air patrol leave" means leave requested by an employee who is a member of the civilian auxiliary of the U.S. Air Force.
 - ii. Eligible employees for civilian air patrol leave consist of those employees who have been employed by the University for at least twelve (12) months and who have worked for at least 1,250 hours of service during the 12-month period immediately preceding commencement of the leave.
 - iii. Upon appropriate notice of at least fourteen (14) days if the intended leave will consist of 5 days or more of consecutive workdays or such notice as is practicable if less than 5 consecutive workdays, eligible employees may take 30 days of unpaid civil air patrol leave. Eligible employees may, but need not, choose to use accrued vacation leave, personal leave, compensatory leave, sick or disability leave, or any other leave available to them if they wish to remain in paid status during civil air patrol leave.
 - iv. An eligible employee taking civil air patrol duty leave is entitled to be restored to the position held prior to taking the leave with equivalent seniority status, employee benefits, pay, and other conditions of employment, unless circumstances unrelated to taking protected leave exist that preclude reinstatement.
 - v. An eligible employee taking civil air patrol duty leave is entitled to maintain their health insurance benefits at the employee's expense during leave.
- j) School Visitation Leave
 - i. Governors State University will comply with statutory and regulatory requirements of the School Visitation Rights Act, 820 ILCS 147/ et seq., as it may be amended from time to time.

- ii. Eligible employees consist of those who (1) have worked for the University for at least six (6) consecutive months preceding the request for leave and (2) work an average number of hours per week equal to at least one-half the full-time equivalent position in the University's job classification system or policy.
 - iii. With appropriate notice under the circumstances of at least seven (7) days absent an emergency, eligible employees may take up to eight (8) hours unpaid leave during any school year, which may be taken in increments of up to four (4) hours per occurrence, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child if the conference or meeting cannot be scheduled during nonwork hours. Eligible employees must first exhaust all accrued vacation leave, personal leave, compensatory leave and any other leave except sick or disability leave before taking school visitation leave.
- k) Court Service
- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Jury Act, 705 ILCS 305/4.1, as it may be amended from time to time.
 - ii. An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency who is scheduled to work during the time that he/she is called, shall be granted leave with pay for the time spent serving on the jury or testifying and any jury or witness fees may be retained by the employee, provided that no employee shall be given leave with pay for:
 - (a) Appearing as a party in a non-GSU employment related proceeding involving such employee;
 - (b) Appearing as an expert witness when the employee is compensated for such appearance; or
 - (c) Appearing as a plaintiff or complainant in a proceeding in which the Board or the University is a defendant or respondent.

Time off shall be granted without regard to the shift the employee is scheduled to work. For example, an employee scheduled to work the night shift shall be given time off the night shift to attend jury duty during the day.

l) Emergency Leave

- i. If an emergency arises (such as a severe snowstorm, tornado, riot, etc.) in which the safety, health, or welfare of employees is a matter of concern, the President may order employees to absent themselves from work with pay.
- ii. Civil Service employees ordered to absent themselves from work under such circumstances shall not lose seniority because of such absence.
- iii. Employees not excused from work under such circumstances who fail to report for work as scheduled may be denied compensation for such absence.

m) Extended Sick Leave

The President of the University may grant an employee sick leave with full pay for a period not to exceed 60 calendar days, if the employee: (i) has completed at least three full years of service at the University; (ii) has exhausted all sick leave benefits; (iii) is a participant in the State Universities Retirement System; and (iv) is entitled to and has applied for disability benefits under the State Universities Retirement System.

n) Compulsory Disability Leave

- i. If the President of the University believes an employee is unable to perform assigned duties due to illness or injury, the President may inform the employee in writing of the basis for such belief and require the employee to obtain a medical examination by a doctor chosen and paid for by the University or by a doctor chosen and paid for by the employee who is acceptable to the President. Refusal of an employee to submit to a medical examination may result in suspension of the employee or other disciplinary action. The doctor shall submit an opinion to the President as to whether the employee (i) has a physical or mental condition which constitutes a health or other hazard to the employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from performing the duties required by the position of employment. A copy of the doctor's opinion shall be given to the employee. At the employee's discretion and expense, a second medical opinion may be obtained for consideration by the President.
- ii. If the medical evidence indicates that the employee (i) has a physical or mental condition which constitutes a health or other hazard to the

employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from satisfactorily performing the duties required by the position of employment, the President may place the employee on compulsory disability leave. The President shall notify the employee in writing of the duration of the compulsory leave period. Any earned leave credits shall be used during the compulsory leave period. That portion of the compulsory disability leave, if any, which is not covered by earned leave credits shall be without pay.

iii. After expiration of one-half of the compulsory disability leave period, the employee may upon prior notice to the President, and at the employee's expense, seek a medical opinion from a doctor acceptable to the President as to the ability of the employee to return to work. If the opinion indicates the employee is able to return to work, the employee may return to work at a time mutually agreed upon between the employee and the University.

iv. If, in the opinion of a doctor chosen and paid for by the University or of a doctor chosen and paid for by the employee who is acceptable to the President, an employee is unable to return to work at the end of a compulsory disability leave, the President may (i) extend the leave without pay; (ii) request the employee's resignation; or (iii) terminate the employee's employment.

o) Other Leave Programs

The President may establish other leave programs that do not add to the leave or conflict with the leave benefits in collective bargaining agreements or in the Board of Trustees Regulations.

6. Benefits While on Compensated Leave

a) An employee eligible for such leave shall earn vacation leave and sick leave while on compensated leave other than educational leave or administrative leave.

b) An employee on compensated leave may continue to contribute toward and receive the benefits of any State or Board insurance program and may continue to contribute toward and receive retirement credit in the State Universities Retirement System if the laws, rules, regulations, policies, and

procedures governing the administration of such insurance programs or the State Universities Retirement System so permit.

- c) Upon return to the University from a compensated leave, an employee's salary shall be adjusted to reflect nondiscretionary increases which the employee would have received if not on leave.

7. Failure to Return to Work Following the Expiration of an Approved Leave of Absence

If an employee fails to return to work following the expiration of an approved leave absence and has not submitted a request to extend the leave which includes documentation to support the extension within five days of the expiration of the approved leave, the University will consider that the employee to have voluntarily resigned his/her position and will so notify the employee.

8. Retirement

Employees are subject to the statutes and rules governing the State Universities Retirement System.

9. Tax Deferred Retirement Plan

- a) It shall be the policy of the Board of Trustees to, in its discretion, sponsor the Governors State University Tax Deferred Annuity Plan in which eligible employees may participate.
- b) **Plan Administration**
This plan shall be administered by the President who shall have authority to prescribe guidelines, procedures, rules and regulations consistent with Section 403(b) of the Internal Revenue code of 1986, as amended "the Code", whereby eligible employees of the University may enter into agreement with the University to elect to receive, in lieu of salary or wages, benefits which are tax deferred under the Code. Governors State University is the Plan Sponsor and Plan Administrator and as such, reserves the right, in its sole discretion to amend, change or terminate this plan as permitted by law.

10. Tuition Reduction Benefits

- a) It shall be the policy of the Board of Trustees to, in its discretion, make available to each eligible employee now or hereafter employed, the opportunity to participate in a Tuition Reduction Plan that exempts the employee from tuition and certain fees.
- b) The specific benefits available to University employees, if approved, are described in Section II(E)(7) for faculty and administrative employees and in Section II(F)(7)(f) for Civil Service employees of these Regulations, and the tuition waiver provisions, if any, of applicable collective bargaining agreements.
- c) **Benefit Administration**
This benefit shall be administered by the President who shall have the authority to prescribe guidelines, procedures, rules and requirements consistent with a tax-exempt tuition reduction provision under the Internal Revenue code, where employees of the University may obtain tuition and certain fee waivers on a tax-exempt basis. The Board of Trustees of Governors State University, in its sole discretion, reserves the right to amend, change or terminate the benefits under this program.
- d) **Employee Dependents**
Governors State University provides a partial tuition waiver benefit for certain dependents of eligible employees subject to the provision and limitation of the Governors State University Law, 110 ILCS 670/15-90. Dependents under the age of twenty-five of eligible employees shall receive a fifty percent (50%) reduction of the tuition for undergraduate education at any Illinois state university named in the Act for a period not to exceed four years. Fees and charges other than tuition are not included in this waiver.

E. Faculty and Administrative Employees

1. Coverage

This Subsection II(E). applies to all faculty and administrative employees of the University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

2. Salaries and Compensation

- a) The President shall develop guidelines for the initial and continuing salaries and salary increases of administrative employees.
- b) The President shall develop policies concerning salaries for Chairpersons. The policies and any changes shall become effective when approved by the President.
- c) The salary of any individual becoming a member of the faculty after relinquishing an administrative position shall be determined on the basis of such individual's qualifications as a faculty member.

3. **Administrative Employees with Faculty Rank**

The following provisions shall apply to administrative employees with faculty rank (including Chairperson) and shall not apply to employees covered by a collective bargaining agreement.

- a) An administrative employee may retain faculty rank in a department (or equivalent academic unit) in which it has previously been granted by the University. Furthermore, an administrative employee may be granted faculty rank at the time of appointment or subsequent thereto or may be promoted in faculty rank if such employee satisfies the educational requirements established pursuant to Subsection II(B)(3) above and faculty rank or promotion is recommended by the appropriate department/division (or equivalent academic unit), the Dean, and Provost and approved by the President.
- b) An administrative employee with faculty rank previously granted tenure by the Board shall retain such tenure, which shall not be transferred from one department (or equivalent academic unit) to another except by approval of the Board upon recommendation by the President after consultation with the departments (or equivalent academic units) involved.
- c) 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 (or equivalent academic unit), the Dean, the Provost, and the President and approved by the Board.
- d) Except for a Chairperson, who shall be eligible for tenure as provided in Subsection II(E)(3)(e) below, an administrative employee with faculty rank but without tenure shall not be eligible for tenure during the period that such employee occupies an administrative position.

- e) Chairpersons shall be eligible for consideration for tenure during their term of service as Chairperson if they hold at least the rank of Assistant Professor and meet the following requirements:
 - i. Educational Requirements

A Chairperson shall be eligible for consideration for tenure if the employee meets the educational requirements established by the University for tenure for faculty employees covered by a collective bargaining agreement.
 - ii. Years of Service
 - (a) Except as provided in Subsection II(E)(3)(e)(iii)) below, a Chairperson may not apply for tenure before the employee's sixth probationary year of employment at the University.
 - (b) A Chairperson who has no previous full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year one at the time of initial appointment.
 - (c) A Chairperson who has one year of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year two at the time of initial appointment.
 - (d) A Chairperson who has two years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year three at the time of initial employment.
 - (e) A Chairperson who has three or more years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year four at the time of initial appointment.
 - (f) A Chairperson may elect to be placed in a lower-numbered probationary year by written notification to the Provost by the close of the first academic term following such employee's initial appointment.
 - iii. Consideration for Tenure on the Basis of Exception
 - (a) A Chairperson who does not satisfy the educational requirements of tenure established pursuant to Subsection II(F)(3)(d)(i) or the years of service requirement specified in Subsection II(F)(3)(d)(ii) above may

apply for consideration for tenure in his/her fourth, fifth, or sixth year of full-time service at the University on the basis of exceptional teaching/performance of primary duties, research/creative activity, or service.

(b) A Chairperson who applies for consideration for tenure as an exception to the educational requirements or years of service requirements shall present evidence in support of his/her claim for an exception.

- iv. Tenure for Chairpersons shall not be acquired automatically by length of service. Tenure shall be granted and may be acquired only by specific action of the Board after receipt of a specific recommendation of the President. Tenure shall be in an academic department/division or equivalent unit.
- v. The performance of a Chairperson during the entire term of employment shall be considered by the Board in determining whether to grant tenure.
- vi. An eligible Chairperson must apply to the Dean of such employee's college (or equivalent unit) prior to the commencement of the tenure process in order to be considered for tenure. In the event that an eligible Chairperson does not submit an application for tenure in the sixth probationary year, such employee shall receive a terminal contract for the next subsequent academic year.
- vii. Removal from Office

In appropriate circumstances, removal of a Chairperson from office may be initiated by vote of a 2/3 majority of all probationary and tenured faculty members of the department/division, or by the Dean of the College after consultation with members of the department/division and the Provost. The final decision with respect to removal of a Chairperson shall be made by the President. In the event of removal from office, a Chairperson shall be entitled to return to such employee's department/division to assume faculty responsibilities at such employee's then-current faculty rank. The President shall establish guidelines concerning the removal of a Chairperson from office. The guidelines shall ensure due process for the incumbent Chairperson.

4. Sick Leave and Vacation

a) Temporary Appointments

- i. A faculty member hired specifically for a full-time non-tenure track position shall, during the first fiscal year of such appointment, earn non-cumulative sick leave at the rate of 10 days per year (credited to the employee at the beginning of the appointment), shall be eligible for paid holidays, bereavement leave, and leave for court required service. Such employee shall not receive any benefit for unused sick leave at the end of the fiscal year or at the end of the appointment, whichever is earlier. If such appointment is at least half-time but less than full-time, the employee shall be eligible to receive the benefits listed in this paragraph on a pro-rated basis.

ii.

- (a) A faculty member hired specifically for a full-time non-tenure track position, who is appointed to said position for more than one consecutive fiscal year, shall be eligible for paid holidays, bereavement leave, and leave for court required service.
- (b) In addition, effective at the beginning of the second consecutive fiscal year of such appointment, such employee shall become eligible for educational benefits, shall earn non-cumulative sick leave at the rate of one day per month of appointment (credited to the employee at the beginning of the fiscal year), and, if employed on a 12-month basis, shall (i), if such appointment is supported less than 50% by grant or contract funds, earn vacation leave as specified in paragraph (b) below or (ii), if such appointment is supported at least 50% by grant or contract funds, earn non-cumulative vacation leave credited at the rate of two days per month. Such employee shall not receive any benefit for unused sick leave or non-cumulative vacation leave at the end of the fiscal year or at the end of the appointment, whichever is earlier.
- (c) If the foregoing appointment is at least half-time but less than full-time, the benefits listed in this subparagraph (ii) shall be provided on a pro-rated basis, and the employee shall not become eligible to earn the benefits listed in subparagraph (b) above until the beginning of the third consecutive fiscal year of such appointment.

- (d) Part-time faculty employees paid on a per-course basis and employees with appointments for less than half-time shall not be eligible for any benefits described above.

b) Permanent Appointment

i. Vacation Leave

Employees with 12-month appointments shall earn vacation leave at the rate of two days per month during each month, or major fraction thereof, of service in pay status. Employees with less than 12-month appointments shall earn no vacation leave. Vacation leave may be accrued up to a maximum of 48 days. An employee who accrues the maximum will, except as provided below, earn no further vacation leave until the employee's use of vacation leave reduces the accrual below the maximum. An employee who is required to work on a special assignment may, at the discretion of the President, be permitted to earn up to 12 days of vacation leave beyond the maximum of 48 days. Such additional vacation leave must be used within 12 months after the employee completes work on the special assignment.

Subject to applicable State law, if an employee leaves the service of the institution for any reason, including death, a lump sum payment will be granted for the amount of vacation accrued as of the last day of work.

ii. Sick Leave

(a) The University reserves the right to require acceptable evidence of illness, injury, or disability before allowing any sick leave benefits.

(b) Any employee who is (or expects to be) absent from employment shall notify the appropriate University supervisor immediately, and, in cases where the absence will be for more than three days, the employee shall notify the supervisor of the anticipated length of absence so that arrangements can be made for the employee's duties to be assumed during said absence.

(c) An employee, while in pay status, shall earn non-cumulative sick leave at the rate of ten days per year of employment, which shall be credited to the employee at the beginning of the employment year, starting with the first year of employment. Such non-cumulative leave shall not be carried forward into the next fiscal year.

- (d) An employee, while in pay status, shall earn cumulative sick leave at the rate of 1.5 days per month. An employee may accrue cumulative sick leave up to a maximum of 300 work days. An employee who accrues the maximum will earn no further sick leave until the employee's use of sick leave reduces the accrual below the maximum. In accordance with the Illinois State Finance Act, 30 ILCS 105/14a(f), sick leave earned after December 31, 1997 shall not be eligible for compensation at termination. Sick leave earned prior to January 1, 1984 shall not be eligible for compensation at termination.
- (e) Sick leave may be used for injury or illness of an employee, including temporary disability or illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, which prevents the employee from performing assigned duties.
- (f) Deductions of sick leave shall not be made during any Board approved holiday. One day of sick leave shall be deducted for each day an employee is absent because of injury or illness. No more than five days of sick leave shall be deducted in any one calendar week.
- (g) Upon termination of employment, and provided the employee is not reemployed at the same place of employment within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997. The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of cumulative sick leave earned by the employee, in accordance with paragraph d) above, minus any days, or fractions thereof, of cumulative sick leave used by the employee; or (ii) the number of days, or fractions thereof, of cumulative sick leave earned by the employee in accordance with paragraph d) above between January 1, 1984 and December 31, 1997.
- (h) Noncumulative sick leave days shall be used first, and cumulative sick leave days shall be used in the following order:
 - (1) Days accrued through December 31, 1983;
 - (2) Days accrued after December 31, 1997;

(3) Days accrued between January 1, 1984 and December 31, 1997.

An employee who has received a lump sum payment for accrued sick leave and who, within two years, is reemployed by the Board may, if separated in good standing, have such employee's accrued sick leave restored if, within 30 days after commencement of such reemployment, the employee repays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount such employee was paid for one day of accrued sick leave. An employee may have part or all of such employee's accrued sick leave restored in this manner; however, if the employee does not make any such repayment to the Board, such employee shall not be entitled to have any such sick leave so restored.

5. Educational Leave

Employees shall have the right to apply for an educational leave after having completed a period of five years of service at the University. Requests for leave shall be submitted in writing by the employee to such employee's unit/department head. If the unit/department head approves the request, it shall be forwarded to the appropriate Vice President for consideration. If recommended by the Vice President, the request shall be submitted to the President for approval together with the written recommendation of the unit/department and the Vice President.

- a) Applications for education leave may be approved for the following purposes:
 - i. Study and research, including related travel;
 - ii. Creative work in the employee's field of endeavor.
- b) The employee shall, prior to the granting of educational leave, enter into a written agreement with the Board that, upon the termination of such leave, the employee will return to service for a full year and that, in default of completing such service, will refund, unless excused therefrom by the President for reasons satisfactory to the President, an

amount equal to such proportion of salary received while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered. No such refund shall be necessary should the employee be terminated prior to the completion of the service agreed upon.

- c) An educational leave shall not be awarded more than once in every seven years, and educational leave time shall not be cumulative.
- d) Salary payments during educational leave shall be: one-half pay if leave is granted for a full year; full pay if leave is granted for one-half year.
- e. The maximum number of educational leave units that may be used during each fiscal year at the University shall be one unit for each twenty-five full-time faculty and administrative employees who are not covered by a collective bargaining agreement or major fraction thereof. Each unit so derived shall generate twelve half-pay months or six full-pay months of educational leave.

6. Leave Without Salary

- a) An employee may apply for a leave without salary. Ordinarily, such leave may be granted only after the employee has completed at least two consecutive years of full-time service at the University.
- b) A leave without salary may be granted at the discretion of the President following a determination that the employee intends to return to service at the end of such leave. The initial grant of a leave without salary may be for a period of up to one calendar year. The leave may be extended upon the agreement of the President for a period of up to two successive calendar years.

7. Educational Benefits

- a) An employee may enroll in the University for a maximum of two courses, or six credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and fees. The fees which will be

waived include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived. Each faculty or administrative employee who wishes to enroll for credit must file with the department head, program coordinator, or other immediate supervisor a statement outlining the extent and goals of the proposed program of studies. That individual will forward the statement with recommendations to the appropriate dean or director for final approval. Approval by the employee's dean or director is a prerequisite for enrollment in any course. Faculty who hold the rank of assistant professor or higher may take graduate courses but may not be admitted to or enrolled in a program leading to a graduate degree in the same program area or department in which they instruct.

- b) So long as required by each Illinois state university's respective governing statute, children of employees who have been employed for an aggregate period of at least 7 years may receive 50% tuition waivers for undergraduate education at any campus under such Illinois state university's governance. To be eligible to receive a partial tuition waiver, the child of an employee (i) must be under the age of 25 at the commencement of the academic year during which the partial tuition waiver is to be effective, and (ii) must qualify for admission under the same admissions requirements, standards and policies which such university applies to applicants for admission generally to its respective undergraduate colleges and programs. An eligible applicant who has continued to maintain satisfactory academic progress toward graduation may have such applicant's partial tuition waiver renewed until the time as 4 years of undergraduate partial tuition waiver benefits have been expended.
- c) The natural, adopted, foster, and step-children and the spouse of an employee who dies while in service shall be entitled to a waiver of tuition and fees up to and including the baccalaureate degree at Governors State University. Should both parents be employees, the death of one parent makes the child eligible for the waiver. Children of a deceased employee who is divorced shall be eligible for a waiver of tuition and fees if such employee had been contributing to their support at the time of death.

- d) An employee who has retired from the University may enroll in the University for a maximum of one course, or three credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and such fees as may be waived in accordance with paragraph (i.) above.

8. **Administrative Leave**

- a) In the event that any President, Vice President (including Associate or Assistant Vice President), or administrative officer holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson hired on or before July 1, 2025, elect to terminate employment in those positions, they shall be eligible, upon approval by the Board (following recommendation of the President) to receive six months' leave at full pay or twelve months' leave at half pay if they meet all the following criteria at the time of retirement:
 - i. They do not continue in a tenured teaching appointment;
 - ii. They have been in one or more of the aforementioned positions for a period of at least ten years prior to retirement; and
 - iii. They have not had a sabbatical or educational leave during the ten years immediately preceding retirement.
- b) Individuals employed in positions specified in paragraph (a) above may be afforded continued employment as follows:
 - i. Vice Presidents who hold faculty rank but not tenure who elect to terminate employment in those positions in accordance with paragraph (a) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the department (or equivalent academic units) in which they hold rank, if any, with the approval of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.

- ii. Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson, Director, Registrar, or Business Manager who elect to terminate employment in those positions in accordance with paragraph (a) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.
- iii. Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson who elect to terminate employment in those positions in accordance with paragraph (a) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval of the departments (or equivalent academic units) involved. Approval of the department (or equivalent academic units) involved shall not be required for Deans, Associate or Assistant Deans, Vice Deans, Department/Division Chairs holding tenure immediately prior to termination of employment in an administrative position.

F. Civil Service Employees

1. Coverage

This Subsection F. applies to all civil service employees of the Board unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

2. Work Week

- a) The standard work week (exclusive of unpaid meal periods) for all full-time employees shall consist of 37 ½ hours per week, except for those classifications maintaining 24-hour per day operations including, but not limited to, Security and

Plant Engineers, for which the standard work week shall consist of 40 hours per week.

- b) Any change in the standard work week for represented full-time employees shall require approval of the President.

3. **Work Schedules and Shift Assignments**

A schedule of work days and shift assignments shall be maintained for each civil service employee. Work day schedules and shift assignments may be changed to meet operating conditions and needs of the University upon reasonable notice to the Civil Service employees affected.

4. **Performance Evaluation**

The University shall develop a performance evaluation program for employees consistent with these Regulations and the statutes and rules governing the State University Civil Service System. The programs and any changes shall become effective when approved by the President. Each performance evaluation program shall include the following elements and such other elements as are necessary and appropriate:

- a) A description of the evaluation structure;
- b) An identification of the roles and responsibilities of employees and supervisors;
- c) A statement of job related criteria for performance evaluation; and
- d) A description of the employee appeal procedure with respect to recommendations or decisions made pursuant to a performance evaluation.

5. **Grievance Procedure**

- a) The University shall establish a grievance procedure for the resolution of employee grievances. An employee may file a grievance when a dispute arises concerning the interpretation or application of these Regulations and/or policies established by the University. Each grievance procedure shall contain the following elements and such other elements as are necessary and appropriate:

- i. Provisions for informal resolution;

- ii. Formal procedures for filing a grievance; and
 - iii. Provisions for a formal decision of the Director of Human Resources and an appeal by the employee of that decision.
- b) The decision made at the conclusion of the appeal shall be final and binding, and shall be consistent with these Regulations.
- c) If an employee seeks resolution of the grievance in any other forum, whether administrative or judicial, or pursuant to a grievance procedure under a collective bargaining agreement, the Director of Human Resources shall have no obligation to process the grievance under the procedure established in accordance with this regulation.
- d) An employee grievance committee may be established for the purpose of advising the Director of Human Resources on employee grievances.
- e) The grievance procedures described above and any changes therein shall become effective when approved by the President.

6. Employee Discipline Program

- a) The University shall develop and maintain an employee discipline program specifying reasonable rules of conduct, descriptions of inappropriate behavior, and corrective disciplinary measures. Each program shall contain the following elements and such other elements as are necessary and appropriate:
 - i. Rules of conduct with examples of unacceptable behaviors;
 - ii. The following levels of disciplinary action:

- (a) Oral reprimand;
- (b) Written reprimand;
- (c) Suspension and/or Administrative Leave;
- (d) Discharge.

iii. An employee appeal procedure.

- b) The discipline programs described above and any changes therein shall become effective when approved by the President.

7. Employee Benefits

a) Limitations and Eligibility

Except as otherwise indicated for prevailing wage rate groups, employee benefits shall be made available to employees in status positions, including, for the purposes of this paragraph, employees in appointments designed to qualify employees for status in the class, i.e. learner, trainee, apprentice, and, where appropriate, provisional. Civil Service employees in other types of non-status appointments will not be extended employee benefits under this paragraph except that employees with temporary appointments shall be eligible for holiday pay in accordance with paragraph c. below. An employee with a full-time appointment shall be eligible to receive the benefits specified in this paragraph. An employee whose appointment is at least half-time but less than full-time shall be eligible to receive such benefits on a pro-rated basis. An employee whose appointment is for less than half-time shall not be eligible for benefits under this paragraph, except that such an employee shall be eligible for holiday pay in accordance with paragraph c. below on a pro-rated basis.

b) Vacation Leave

- i. Non-exempt employees, as defined by Fair Labor Standards Act criteria, shall earn vacation leave in accordance with the following schedule:

<u>Years of Service</u>	<u>Rate Earned/Hr.</u>	<u>Equiv. Days</u>
<u>Completed</u>	<u>of Pay Status</u>	<u>Per Year</u>

At Least	Not More Than		
0	3	.0462	12
3	6	.0577	15
6	9	.0692	18
9	14	.0808	21
14		.0962	25

- ii. Exempt employees, as defined by Fair Labor Standards Act criteria, shall earn vacation leave in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Leave Days Earned Per Year</u>
At Least	Not More than	
0	3	25
3	6	26
6	9	27
9		28

- iii. Beginning October 1, 1972, where there has been a break in service, the service year shall be determined by the addition of all previous periods of State service with a SURS employer which qualified for earning of vacation leave.
- iv. An employee who leaves the service of the University for any reason, provided that the employee is not reemployed within 30 calendar days at the same place of employment, shall receive pay for vacation leave to the extent of any accrued balance as of the date of separation from service. No vacation leave will be available or payable for employees whose service is terminated prior to the completion of the probationary period.
- v. Except as provided below, an employee may not accumulate more than two times the appropriate annual level of vacation leave. Upon reaching this maximum, vacation leave will cease to be earned except as the accumulation is reduced. An employee who is required to work on a special assignment may, at the discretion of the President be permitted to earn up to 12 days of vacation leave beyond the maximum provided above. Such additional vacation leave must be used within 12 months after the employee completes work on the special assignment. Extra pay in lieu of

vacation leave will not be allowed. Observed holidays that occur during the approved vacation leave shall not be charged against vacation leave. Leaves for vacation purposes shall be arranged with due regard for the operational needs of the university and shall require supervisory approval.

- vi. Vacation leave shall not be taken during the probationary period, except for good cause and upon approval of the employer representative.
- vii. Subject to applicable State law, if an employee leaves the service of the institution for any reason, including death, a lump sum payment will be granted for the amount of vacation accrued as of the last day of work.

c) Holidays

- i. Employees with full-time status, provisional, apprenticeship, trainee, or temporary appointments, except prevailing rate craft employees and those employees covered by collective bargaining agreements, will be excused on the observed day of each of the aforementioned principal and supplemental holidays. Such employees with less than full-time appointments shall be eligible for holiday pay on a pro-rated basis. All other employees, except for prevailing rate craft employees and employees covered by collective bargaining agreements, will be excused without pay.
- ii. For employees who work other than a Monday through Friday work schedule, the calendar date on which a principal holiday falls shall be considered the holiday for purposes of receiving premium pay if work is performed on that date, in which case premium pay will not apply to work performed on the date the principal holiday is observed by the University. If departmental needs permit, employees may be granted the calendar holiday off with full pay instead of the observed holiday in which case premium pay will not apply to work performed on the observed holiday.
- iii. Prevailing rate craft employees will be excused for all holidays designated in their area agreements and shall be compensated as stipulated and in accordance with provisions contained in said area agreements for said holidays.

- iv. Prevailing rate craft employees shall have the option of charging any unpaid area agreement holiday to vacation leave which they have available on holidays on which they are excused.
- v. Employees covered by a collective bargaining agreement shall be granted paid holidays in accordance with the express terms of that agreement.
- vi. In the event that work is required on any University-observed holiday compensation shall be determined as follows:
 - (a) Employees who are eligible for holiday pay shall receive straight time pay for the holiday, plus compensation at the rate of time and one-half for hours worked or, by mutual agreement between the employee and employer representative, shall be credited with compensatory time equal to one and one-half times the number of hours worked.
 - (b) Employees who are not eligible for holiday pay shall be compensated at the rate of time and one-half for hours worked, or, by mutual agreement between the employee and the employee's unit head, shall be credited with compensatory time equal to one and one-half times the number of hours worked.
 - (c) Exempt employees, as defined by Fair Labor Standards Act criteria, who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the employee's unit head, paid time away from work equivalent to the number of hours worked on the holiday.
 - (d) Prevailing rate craft employees shall be compensated in accordance with the terms of their area agreement for holidays designated in the area agreement.
- vii. To be eligible for holiday compensation, employees must be on the active payroll on their last scheduled work day preceding the observed holiday and their first scheduled work day following the observed holiday, unless they are absent on such day(s) for good cause and such absence is approved by the employee's supervisor.

d) Sick Leave

- i. An employee in a status position shall earn credit for sick leave with full pay at the rate of 0.0462 hours of sick leave for each hour in pay status, equivalent to one regular work day for each completed calendar month of service or twelve regular work days per year.
- ii. A status employee who fails to complete a full month of service shall have sick leave credit pro-rated for the shortened period of that month.
- iii. There shall be no limit in the amount of sick leave which may be accumulated.
- iv. The university reserves the right to require acceptable evidence of illness, injury, or disability before allowing any sick leave benefits. Any employee who is (or expects to be) absent from employment shall notify the appropriate university supervisor immediately, and, in cases where the absence will be for more than three days, the employee shall notify the supervisor of the anticipated length of absence so that arrangements can be made for the employee's duties to be assumed during said absence.
- v. An employee whose employment or reemployment by the University commences within two years after termination of his or her employment by an employer covered by the State Universities Civil Service System shall, if separated in good standing, be allowed to transfer his or her accrued sick leave to the University, provided that such employee has not received a lump sum payment for accrued sick leave. If such employee has received a lump sum payment for accrued sick leave, only accrued sick leave which was earned before January 1, 1984 or after December 31, 1997 may be transferred; credit for accrued sick leave which was earned between January 1, 1984 and December 31, 1997 shall be governed by paragraph (vi.) below.
- vi.
 - (a) Upon termination of employment at the University and provided the employee is not reemployed at the University within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997.
 - (b) The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of sick leave earned by the employee, in accordance with paragraph (i.) above, minus any

days, or fractions thereof, of sick leave used by the employee; or (ii) the number of days, or fractions thereof, of sick leave earned by the employee in accordance with paragraph (i.) above between January 1, 1984 and December 31, 1997. Sick leave days shall be used in the following order:

(1) Days accrued through December 31, 1983;

(2) Days accrued after December 31, 1997;

(3) Days accrued between January 1, 1984 and December 31, 1997.

- a) An employee may waive payment for all or part of his/her eligible accrued sick leave (one-half of the employee's accumulated and unused sick leave earned between January 1, 1984 and December 31, 1997) by executing an appropriate waiver form prior to termination of employment.
- b) An employee who has received a lump sum payment for accrued sick leave from an employer covered by the State Universities Civil Service System and who, within two years, is employed or reemployed by the Board may, if separated in good standing, have his or her accrued sick leave restored if, within 30 days after commencement of such employment or reemployment, the employee pays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount he or she was paid for one day of accrued leave. An employee may have part or all of his or her accrued sick leave restored in this manner; however, if the employee does not make any such payment to the Board, he or she shall not be entitled to have any such sick leave so restored.

- vii. An employee may use accumulated sick leave only when the employee is prevented from performing assigned duties because of illness, injury, or temporary disabilities or illness caused or contributed to by pregnancy, or is obtaining medical or dental consultation or

treatment, or for special circumstances stipulated under the Bereavement Leave provision of these Regulations.

- viii. Unless approved in writing by the employee's unit head, sick leave requested during a work stoppage may be denied and the absence from work treated as unexcused.

e) Leave of Absence

Requests for leave of absence without pay for reasons other than disability (including but not limited to leaves of absence without pay for advanced study), upon recommendation of a supervisor, may be granted by the employee's department head after vacation leave is reduced to not more than five days. Each request will be considered on the basis of its individual merits and the operational needs of the department/unit. The department head may waive the above vacation reduction requirement when it is determined to be in the best interests of the employer to do so.

f) Educational Benefits

- i. Tuition and fee waivers shall be granted by each state university in Illinois to status Civil Service employees of the University. The following credit hour maxima shall apply to employees who enroll in courses at the University:

	<u>Academic Term</u>	<u>Annual</u>
Full-time employee	6 c.h.	18 c.h.
$\frac{3}{4}$ time employee	4 c.h.	12 c.h.
$\frac{1}{2}$ time employee	3 c.h.	9 c.h.

These maxima are employee benefit limitations and do not apply to enrollment in approved work-related training programs, the purpose of which is to improve service. The fees which will be waived by the Board include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived by such universities for an employee of the university granting the waiver. For employees who enroll in courses at state

universities in Illinois outside the university, the credit hour maxima and fees which will be waived will be determined by the institution in which such employees enroll.

- ii. Employees are encouraged to enroll in courses having scheduled class hours outside their scheduled work hours. For courses held during the employee's work schedule, the employee may be excused to attend classes subject to a maximum of 4 clock hours per week or the number of clock hours required to attend one course, whichever is greater. Requests for excused absences to attend classes must be submitted to the supervisor for approval prior to enrollment and request for waiver of tuition. When such approval is granted, employees shall "make-up" time at the discretion and approval of the supervisor by (i) working outside of regularly scheduled hours during the work week in which the excused absence occurs, or (ii) deducting the time spent in class from the employee's accumulated vacation leave. Daily overtime compensation shall not be earned for make-up time worked under (i.) above.
- iii. The natural, adopted, foster, or step-children and the spouse of any status employee under full-time employment (including employees on sick leave or compulsory disability leave) who dies while in service at the University shall be entitled to a waiver of tuition and fees (as defined in paragraph (i.) above) up to and including the baccalaureate degree at the University. Should both parents be full-time employees, the death of one parent shall make the child eligible for the waiver of tuition and fees. Children of a divorced employee are eligible for waiver of tuition and fees if such employee was contributing to their support at the time of death.
- iv. An employee who has retired from the University shall be eligible for a waiver of tuition and fees at the University as specified in paragraph (i.) above for one-half time employees.

g) Overtime Compensation

- i.
 - a) Except as provided in subparagraph (f)(2) above, employees in non-negotiated classifications that are covered by the overtime provisions of the Fair Labor Standards Act will be compensated at

time and one-half either in cash or by allowing compensatory time off, for all time in a work week in excess of the number of hours of work comprising an established full-time daily or weekly work schedule. Employees shall not receive overtime compensation on both a daily and weekly basis for the same work time.

- b) For the purpose of computing overtime, paid benefit time for which work is not performed shall count as time worked in any work week.
- ii. For employees paid on a prevailing rate basis, the number of hours before daily and/or weekly overtime is payable, and the rate of overtime pay will depend on the number of hours and the rate being paid locally pursuant to the appropriate multi-employee area agreement.
- iii. For employees in a negotiated classification, overtime payment shall be in accordance with the provisions of the applicable collective bargaining agreement.
- iv. Employees in position that are exempt from the overtime provisions of the Fair Labor Standards Act shall work as required by their position.

F. Other Employees

For employees of the Board other than faculty, administrative, and civil service employees, the President shall develop guidelines concerning appointment, benefits, and other conditions of employment.

G. Acknowledgement

With gratitude, certain materials in this Regulation were informed by or adapted from the Northern Illinois University Board of Trustees' Regulations Section II: Faculty and Administrative Employees (available at <https://www.niu.edu/board/regs/sectionii.shtml> (last visited Aug. 5, 2024)).

EXHIBIT B

GOVERNORS STATE UNIVERSITY

BOARD OF TRUSTEES

REGULATIONS

Issued October 21, 2024

SECTION VIII. ETHICS AND COMPLIANCE

A. Code of Conduct

1. Purpose

- a. Governors State University (the “University”) operates on behalf of the people of Illinois to achieve the University’s mission of offering an exceptional and accessible education that prepares students with the knowledge, skills, and confidence to succeed in a global society. As such, it is important that the University and all those acting on its behalf act ethically and with integrity, transparency, and respect for others. Moreover, the University’s institutional accreditation is dependent upon its ability to operate with integrity in its financial, academic, human resources, and auxiliary functions.
- b. This Code of Conduct (“Code”) establishes standards of ethical conduct and provides guidelines and resources to help effect them. Employees (as defined below) are expected to act professionally and ethically whenever conducting business on behalf of the University or stewarding University property. This Code is intended to guide employees’ conduct when engaging in duties and fulfilling responsibilities related to the University, regardless of whether the conduct is specifically described in this policy, other policies, laws, or regulations.
- c. The University adopts this Code as an important element of the University’s comprehensive ethics and compliance efforts, which include but are not limited to annual mandatory ethics training. The effectiveness of the University’s compliance program depends on the commitment and participation of each individual.

2. Scope

- a. As used in this Policy, the term “employee(s)” is broadly defined to include without limitation: officers; full-time employees; part-time employees; independent contractors; faculty, staff, and administrative employees; Civil Service employees; employees represented by unions and not represented by unions; paid and unpaid appointees; volunteers; student workers and graduate assistants; and individuals holding similar positions in any office, department, or program under the University’s jurisdiction. For purposes of this Code, “employees” includes trustees and/or members of the University Board of Trustees and the Governors State University Foundation Board.
- b. Engaging in unethical conduct or otherwise violating this Code may subject an employee to discipline up to and including termination. It also may subject an employee to civil, administrative, or criminal fines or penalties by the State of Illinois.

3. Standards of Personal Responsibility

- a. The University operates in a highly regulated environment. The various roles it plays, from educator to employer to recipient of public and private funds, mean the University is subject to numerous federal, state, and local laws, regulations, and accreditation requirements. This Code does not attempt to summarize all laws, regulations, and standards applicable to the University and its employees. Rather, the focus of this Code is the ***personal responsibility*** of all employees to conduct themselves in an ethical manner and make ethical decisions when doing business on behalf of the University or handling University property.
- b. Whenever employees are unsure how to conduct themselves in an ethical manner, they should consult the University Ethics Officer. And, when an employee is not sure whether something is legal or compliant with applicable regulations or standards, the employee should consult with the University General Counsel. The following principles should guide each employee’s conduct and decision-making:
 - i. Public service is a public trust, not to be exploited for personal gain.

- (a) University employees may not use their positions of employment for personal gain, including but not limited to taking bribes or gifts in exchange for fulfilling their official duties or improperly favoring one over another.
 - (b) University employees may not engage in other employment or activities that conflict with their official duties and responsibilities.
 - (c) University employees must take appropriate action to identify, disclose, avoid, and mitigate potential conflicts of interest in the performance of their official duties. Taking part in a hiring or promotion decision of a relative is a conflict of interest, as is engaging in romantic relationships with employees in one's own reporting line or with students under one's own direct supervision or instruction.
- ii. Public service requires honest and impartial performance.
 - (a) University employees must conduct their duties with honesty and integrity, including but not limited to accurately reporting time worked.
 - (b) University employees must be diligent in their efforts and not be willfully idle during their working hours.
- iii. Public servants serve as stewards of taxpayer resources.
 - (a) University employees must protect and conserve University property and not use it for any purpose other than authorized activities.
 - (b) University employees must report waste, fraud, abuse, and corruption to the appropriate authorities.
 - (c) University employees must appropriately maintain resources entrusted to them, including but not limited to following security and cybersecurity policies and procedures.
- iv. Public servants are good citizens.

- (a) University employees should avoid any action that creates the appearance of a violation of the law, University policy, or the ethical standards set forth in this Code, or which would reflect negatively on the reputation of the University.
 - (b) University employees must report violations of the Code to appropriate authorities.
 - (c) University employees who, in good faith, report misconduct or participate in an investigation or hearing regarding misconduct are protected from unlawful retaliation.
- v. Public service must be an equal opportunity for all.
 - (a) University employees must adhere to all laws, regulations, and policies that provide equal opportunity for all, including but not limited to the University's anti-discrimination policies.
 - (b) There must be no unlawful discrimination or harassment in any University employment practice based on race, color, national origin, religion, age, sex, pregnancy, marital status, physical or mental disability, ancestry, sexual orientation, military service, unfavorable discharge from military service, order of protection status, or any other protected status.
- c. Reporting Obligations. Whenever an employee learns that another individual subject to this Code has committed a violation of the Code, the employee has a duty to report such suspected violation to the Ethics Officer promptly. The duty to report applies whenever an employee has a good faith belief that a violation may have occurred; the employee has no duty to investigate or obtain incontrovertible evidence of a violation before making a report. The duty to report belongs to each individual even where multiple employees know of a single instance of a violation; each one is personally responsible for reporting the misconduct to the Ethics Officer. It is a violation of this Code to fail to report a reasonably suspected violation.

4. Related Policies, Laws, and Regulations

Employees should take care to familiarize themselves with the following related policies, which describe specific types of prohibited conduct:

- a. **Discrimination and Harassment:** Discriminating and/or harassing someone based on a status protected by law, such as disability, race, or sex, see Anti-Discrimination, Harassment, and Retaliation Policy 52, and Interim Anti-Sex Discrimination Policy 78.
- b. **Gift ban:** Soliciting or accepting a gift(s) from a person or entity seeking official action from or doing business with the University, or whose interests may be substantially affected by the performance or

nonperformance of the employee's duties. More information on the gift ban is found in Regulation VIII(C)(3).

- c. **Nepotism/Conflicts of Interest/Conflicts of Commitment:** Employees are expected to avoid conflicts of interest and the appearance of conflicts of interest, and to disclose them when unavoidable, see Regulation VIII(C)(5).
- d. **Misuse of State Resources:** Using State property for private, personal, financial, or political gain or other unauthorized use. State property includes time, monies and physical items (including electronics) as well as electronic resources (including the University's IT infrastructure). Improper work time reporting constitutes misuse of state resources. More information can be found in Regulation VIII(D)(4)-(5).
- e. **Dishonesty or Deception:** Knowingly or intentionally making any materially false statement or misrepresentation on any official record or falsifying or knowingly failing to correct false information contained in an official record or document related to the performance of job duties. More information can be found in Regulation VIII(D)(9).
- f. **Breach of Confidentiality:** Failing to safeguard confidential information or violating confidentiality requirements related to employment or service to the university.
- g. **Prohibited Political Activity:** Engaging in prohibited political activity during any compensated time, excluding vacation, personal, or compensatory time off, or intentionally misappropriating any State property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization. More information on prohibited political activity is found in Regulation VII(C)(4).
- h. **Ethics Act:** The Illinois State Officials and Employees Ethics Act (the "Ethics Act"), 5 ILCS 430/.
- i. **The "Code of Personal Conduct":** Prepared by the Department of Central Management Services on behalf of the Governor and appended hereto.
- j. **The "Illinois Board of Higher Education Personnel Policies for Public Universities":** Prepared by the Illinois Board of Higher Education ("IBHE") and appended hereto.

5. Application of Code of Conduct

- a. The Code is intended to govern University employees concurrently with:
 - The Governor's "Code of Personal Conduct"; and
 - The IBHE's "Illinois Board of Higher Education Personnel Policies for Public Universities."
- b. More detailed policies and procedures that apply to University employees or certain groups of University employees are set forth in other

documents, and the Code should not be considered a complete listing of all actions University employees must or must not take. While the other policies are not part of the Code, each University employee is expected to conduct themselves consistently with the Code, the Governor's Code of Personal Conduct, the IBHE's Personnel Policies for Public Universities, and all other applicable laws, regulations, and University policies and procedures.

- c. To the extent the Code conflicts with the Ethics Act, the Governor's Code of Personal Conduct, the IBHE's Personnel Policies for Public Universities, or any generally applicable federal or state law or policy, the more restrictive provision will control. Further, it is the University's intention that the Code be compatible with the requirements of all collective bargaining agreements to which it is a party. Accordingly, to the extent this Code conflicts with any collective bargaining agreement, the terms of the collective bargaining agreement will control with respect to the employees covered thereby.
- d. Unless expressly stated otherwise, the provisions of the Code are applicable to all employees when on compensated time (other than compensatory time off), on University property or handling/managing/responsible for University property, or carrying out the employee's official duties. For purposes of this Code:
 - i. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of that employee's employment, but for purposes of the Code, does not include any compensatory time off;
 - ii. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer or employee is on premises under the control of the University and any other time when the officer or employee is executing his or her official duties, regardless of location; and
 - iii. "Compensatory time off" means all University-recognized and -observed official holidays, administrative closure time, and periods when an employee is using benefit time, such as vacation leave, sick leave, bereavement leave, military leave, and FMLA leave.

B. Anti-Discrimination and Anti-Retaliation Policies

1. Anti-Discrimination Policies and Procedures

- a. Governors State University will comply with all statutory and regulatory requirements prohibiting unlawful discrimination in the workplace and in its educational programs, including but not limited to: Title VII of the Civil Rights Act of 1964, 42 USC §§ 2000e *et seq*; the Equal Pay Act of 1963, 29 USC § 206(d); the Age Discrimination in Employment Act of 1967, 29 USC §§ 621 *et seq*; the Americans with Disabilities Act of 1990, 42 USC §§ 12101; the Rehabilitation Act of 1973, 29 UCS § 791; the Genetic Information Nondiscrimination Act of 2008, 42 USC §§ 2000ff; Title IX of the Education Amendments Act of 1972, 20 U.S.C. §§1681; and the Illinois Human Rights Act, 775 ILCS 5/ *et seq*, as each may be amended from time to time.
- b. The President shall develop policies and procedures to implement, monitor, and document the University's programs put into place to ensure compliance with applicable anti-discrimination and anti-retaliation laws, which shall take effect upon approval by the President.

2. Persons with Disabilities

- a. Governors State University will comply with all applicable federal, state, and local laws, regulations and guidelines, as they may be amended from time to time, protecting the rights of persons with disabilities and ensuring their access to the University's programs, including employment, through reasonable accommodations, including but not limited to the Americans with Disabilities Act of 1990 ("ADA"), including changes made by the ADA Amendments Act of 2008, 42 U.S.C. §§ 12101 *et seq.*, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701 *et seq.* (the "Rehabilitation Act"), and the Illinois Human Rights Act, 775 ILCS 5/1-101.
- b. The President shall develop policies and procedures to implement, monitor and document the University's programs put into place to ensure compliance with the ADA, the Rehabilitation Act, and the Illinois Human Rights Act, which shall take effect upon approval by the President.

C. Personnel Regulations

1. Work Time Requirements, Timekeeping, and Documentation of Time Worked

- a. Employees are required to truthfully and accurately record in writing their time spent on University business on a daily basis.
- b. While on duty, employees should dedicate their efforts to the performance of assigned work and other job responsibilities. Employees (i) must perform all work duties assigned to them; (ii) must not perform any work duties in a negligent or willfully reckless or erroneous manner that results in the risk of a material delay or material financial loss to the University; and (iii) must not engage in willful idleness while on the job.
- c. As and when required by University procedure, employees must personally submit periodic timesheets that accurately document their time spent each day on official University business to the nearest quarter ($\frac{1}{4}$ or 0.25) hour. Such time sheets must also accurately reflect use of relevant compensatory time off used or occurring during the period covered by each timesheet.

2. Documentation for Reimbursement for Travel on Official University Business

Employees who wish to seek reimbursement for travel expenses incurred on official University business must comply with the pre-approval requirements (where applicable) and “travel voucher” processes and procedures set by University Financial Services. Financial Services shall promulgate and update such requirements, processes, and procedures from time to time as necessary to bring them into compliance with the rules of the Higher Education Travel Control Board and other applicable laws and regulations, as now adopted or hereinafter amended, which shall take effect upon approval by the President. Any expense for which reimbursement is sought must be actual, reasonable, and adequately documented.

3. Gift Ban

As defined and detailed below, the Gift Ban prohibits University employees and their close family members from taking gifts from persons who seek to do business with the University or otherwise influence the employee.

a. Definitions

For purposes of the gift ban (“Gift Ban”) described in article 10 of the Ethics Act, as modified by Illinois Executive Order 2015-09 (“EO 15-09”), and as set forth in this Section VIII.B, the following definitions apply.

- i. “Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an employee. Pursuant to EO 15-09, the exceptions to the statutory gift ban contained in subsection

10-15(8) of the Ethics Act (food and refreshments of up to \$75 per day) and subsection 10-15(12) of the Ethics Act (other gifts of up to \$100 per year) **do not apply to University employees**. University employees may accept only *de minimis* meals or refreshments served at a business meeting or reception attended by the University employee in the course of their official duties.

- ii. “Prohibited source” means any individual or entity that:
 - (a) Is seeking official action (1) by a University employee or (2) by an officer or another employee of the University directing that employee;
 - (b) Does business or seeks to do business (1) with a University employee or (2) with an officer or another employee of the University directing that employee;
 - (c) Conducts activities regulated (1) by a University employee or (2) by an officer or another employee of the University directing that employee; or
 - (d) Has interests that may be substantially affected by the performance or non-performance of the official duties of the employee.

b. Policy

- i. *General Gift Ban*. Except as expressly permitted by applicable law (including but not limited to the Ethics Act and Illinois Executive Order 2015-09), no employee, and no spouse of or immediate family member living with any employee, (collectively, “recipients”) shall intentionally solicit or accept any gift from any prohibited source or gift that is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section IV.D.
- ii. *Limited Exceptions*. The Gift Ban is not applicable to the following:

- (a) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (b) Anything for which the recipient pays the fair market value.
- (c) Any (1) contribution that is lawfully made under the Election Code or (2) activities associated with a fundraising event in support of a political organization or candidate.
- (d) a gift from a relative.
- (e) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or their spouse or immediate family member and not because of the personal friendship.
- (f) Intra-governmental gifts (*i.e.*, any gifts given to one employee from another employee) and inter-governmental gifts (*i.e.*, any gifts given to an employee by an officer or employee of another Illinois governmental entity).
- (g) Bequests, inheritances, and other transfers at death.

Each of the exceptions listed in this Section VIII.B.3 is mutually exclusive and independent of every other.

- iii. *Disposition of Gifts.* Recipients who unintentionally accept a gift from a prohibited source do not violate this Code if they promptly take reasonable action: (1) to return the gift to the prohibited source; or (2) to give the gift, or a monetary amount equal to its value, to an appropriate charity that is exempt from income taxation under section 501(c)(3) of the Internal Revenue Code of 1986.
- iv. *Financial Aid Professionals.* The University's "Code of Conduct and Statement of Ethical Principles for Financial Aid Professionals" also includes gift ban provisions as required by federal law.

4. Prohibited Political Activities

As detailed below, employees may not engage in prohibited political activities while on University compensated time, while on University property, or while using University resources.

a. Definitions

For purposes of the prohibition set forth in this Section VIII.B(4), the following definition applies.

- i. "Prohibited political activity" means any of the following:
- (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (f) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
 - (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
 - (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
 - (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
 - (j) Preparing or reviewing responses to candidate questionnaires.
 - (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

- (l) Campaigning for any elective office or for or against any referendum question.
- (m) Managing or working on a campaign for elective office or for or against any referendum question.
- (n) Serving as a delegate, alternate, or proxy to a political party convention.
- (o) Participating in any recount or challenge to the outcome of any election.

b. Policy

- i. No employee shall intentionally perform any prohibited political activity during any compensated time. No employee shall intentionally use any University property or resources in connection with any prohibited political activity.
- ii. At no time shall any employee intentionally require any other employee to perform any prohibited political activity (a) as part of that other employee's duties, (b) as a condition of employment, or (c) during compensatory time off.
- iii. No employee shall be required at any time to participate in any prohibited political activity in consideration for that employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any employee be awarded additional compensation or any benefit in consideration for their participation in any prohibited political activity.
- iv. Nothing in this Section prohibits activities that are permissible for an employee to engage in as part of their official duties, or activities that are undertaken by an employee on a voluntary basis which are not prohibited by this Code.
- v. No person either (a) in a position that is subject to recognized merit principles of public employment or (b) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because they are a member or an officer of a political committee, of a political party, or of a political organization or club.

5. Avoidance of Nepotism, Conflicts of Interest, and Conflicts of Commitment

All employees are expected to avoid and, where unavoidable, disclose actual and potential conflicts of interest and commitment.

a. Definitions

For purposes of the prohibition set forth in this Section IV.G, the following definitions apply.

- i. “Alternative arrangements” are remedial or mitigating actions to remove the responsibility or influence that leads to a benefit to the employee or to any person who is that employee’s relative or in a significant relationship or in a business association with that employee.
- ii. “Immediate family members” means a given individual’s spouse or domestic partner, parents, siblings, and children.
- iii. “Intimate personal relationship” means any relationship of a sexual, amorous, dating, or romantic nature. This definition will be applied based upon the nature, not the duration, of the relationship. Any contact of a sexual, amorous, dating, or romantic nature would be considered an “intimate personal relationship” under this Code even if it does not recur.
- iv. “Related Individual” means, with respect to a specific employee, any person who is a relative of that employee by blood or marriage or in a significant relationship or a business association with that employee.
- v. “Relatives” means the people, regardless of where they reside, related to a given individual as spouse, son/daughter/child (dependent and independent), parent, grandparent, grandchild, sibling, half-sibling, aunt, uncle, nephew, niece, first cousin, mother/father/parent-in-law, son/daughter/child-in-law, stepchild, stepparent, step-grandparent, stepsibling, step-aunt, and step-uncle. The term also includes any other people related by law, blood, or marriage who reside in the same household as a given individual.
- vi. “Significant relationship” means people living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.

b. Policy

- i. Avoiding Nepotism in Employment Matters

- (a) All University personnel decisions that involve a direct benefit (initial employment, promotion, salary or pay rate changes, leaves of absence, etc.) to a recipient must be conducted in a manner that enhances public confidence in the University; prevents situations that give the appearance of partiality, preferential treatment, improper influence, or conflict of interest; and are in accordance with federal, state, and local laws.
- (b) Every University employee is prohibited from participating in or influencing any University personnel decision that directly benefits any Related Individual. This means that an employee may not advocate for, nor appoint, hire, or promote a Related Individual into a University position. An employee is also prohibited from serving on an interview panel of or a search committee considering a Related Individual. An employee is prohibited from having a Related Individual in their direct chain of reporting, in either direction, and may not evaluate the job performance of a Related Individual nor recommend a salary increase for them. An employee may not participate in the discipline, discharge, or investigation related to a Related Individual's alleged or actual misconduct.
- (c) If a chain-of-reporting conflict arises due to a promotion, transfer, or other personnel decision that otherwise complies with this Code, the affected department/unit shall work expeditiously to eliminate the conflict to the extent permitted by law and/or any relevant collective bargaining agreement. This may involve alternative arrangements, relocation, or transfer to a comparable position with minimal inconvenience for the transferring employee.
- (d) Provided that the employees involved comply with any and all approved alternate arrangements necessary to avoid a violation of this Code, the following are not prohibited:
 - (1) Marriage or significant relationship occurring between two employees subsequent to their employment within same the department/unit; provided that the employees involved notify their department/unit of their significant relationship/marriage and the affected department/unit and the Human Resources Department ("HR") approves alternative arrangements to ensure that no chain-of-reporting conflict exists.
 - (2) Employment in a department/unit prior to the appointment of a Related Individual to the supervisory position (*e.g.*, a husband is employed by the Division of Arts and Sciences and his wife becomes Chair of that Division); provided that alternative arrangements are

approved by HR so that there is no chain-of-reporting conflict.

(3) The Related Individual of a supervisory employee working in the same department/unit as the supervisory employee as long as the supervisory employee does not participate in the hiring/promotion/transfer of the Related Individual and has no direct line of supervision over the Related Individual; provided that HR approves all alternative arrangements necessary to ensure no violation of this Code.

In any of those situations, the affected department/unit must submit proposed alternative arrangements in writing to HR for approval.

University employees must be familiar with and abide by all applicable provisions of Illinois Executive Order 2018-12 regarding the prohibition on nepotism in State Government hiring.

ii. Avoiding Nepotism in Student-Related Matters

(a) All University decisions that involve a direct benefit (admissions, enrollment, the awarding of financial aid, grading, etc.) to a prospective or current student must be conducted in a manner that enhances public confidence in the University; prevents situations that give the appearance of or result in partiality, preferential treatment, improper influence, or conflict of interest; and is in accordance with federal and state laws and regulations.

(b) Every University employee is prohibited from participating in or influencing any University decision that directly benefits a student that is a Related Individual of that employee. This means that an employee may not advocate for or participate in the decision to admit a Related Individual as a student at the University or in a decision awarding financial aid to a Related Individual who is a student. An employee is also prohibited from overseeing or serving on any panel or group involved in awarding grades, grants, prizes, opportunities, employment, or achievements to a Related Individual. An employee may not participate in the discipline, expulsion, or investigation related to misconduct of a Related Individual who is a student at the University.

(c) In cases where an immediate family member relationship or significant relationship exists between a student enrolled in a course and an instructor with direct evaluative authority for grades for that course, the affected division/department or college shall work expeditiously to eliminate the conflict to the extent permitted by law and/or any relevant collective bargaining agreement. This

may involve alternative arrangements or transfer of the affected student to an alternative section of the course (if any) without causing undue delay to the student's academic progress.

(d) In cases where an issue of nepotism arises between a candidate for an award, scholarship, or grant and an employee with direct oversight into the selection process, the employee with oversight must remove themselves from the entire process.

(e) Employees are prohibited from entering into any intimate personal relationship with a student of the University, regardless of whether the employee has supervisory or evaluative authority over the student. Intimate personal relationships between employees and students, even absent any supervisory or evaluative authority, may lead to unanticipated conflicts of interest because an employee's influence and power may extend beyond the classroom, department, or team. There is always the possibility that the employee may unexpectedly be placed in a position of power over the student. Due to the institutional power differential in employee-student relationships, there is the inherent risk of coercion and the perception by others of exploitation, particularly where undergraduate students are involved. Students' broad educational opportunities and experiences are such that plans to manage these important issues are typically inadequate as a remedy. In the event an intimate personal relationship between an employee and a student predates the student's enrollment at the University (e.g., an employee's spouse chooses to further their education at the University), subsections (a)-(d) of this Section IV.D(2)(ii) apply.

iii. Disclosing Nepotism

(a) Candidates (both external and internal) for University employment must disclose, at the time of application, the names of any Related Individuals currently employed by the University.

(b) University employees must identify and disclose to the head of their department/unit any relationship covered by the definitions, prohibitions, and requirements of this Section IV.G as soon as reasonably practicable after a conflict arises (e.g., after a Related Individual applies for employment, after a transfer results in a chain-of-reporting conflict, after two employees enter into a significant relationship, or after the child of an admissions employee applies to the University). This includes, but is not limited to, when a Related Individual applies for a University position and an employee reasonably believes they are in a position of participation or influence over employment decisions discussed in this Code.

(c) Each department/unit head who receives a disclosure regarding, or otherwise identifies, any conflict involving nepotism

in an employment matter should immediately notify HR. Each department/unit head who receives a disclosure regarding, or otherwise identifies, any conflict involving nepotism in a student-related matter should immediately notify either the Provost (regarding academic matters) or the Vice President for Student Affairs and Enrollment Management (regarding non-academic matters).

(d) HR, the Provost, or the Vice President for Student Affairs and Enrollment Management, as appropriate, shall work with affected departments/units to determine, approve, and impose appropriate alternative arrangements to avoid conflicts involving nepotism.

(e) Failure to disclose an actual or potential conflict involving nepotism or a failure to abide by approved alternative arrangements may subject an employee to discipline up to and including termination.

iv. Avoiding Conflicts of Interest and Conflicts of Commitment

(a) A conflict of interest occurs when a University employee is in a position to influence a decision on policy or purchases that actually or potentially provides a benefit to that employee or to a Related Individual of that employee. It is not only the actual benefit conferred but the mere appearance of its occurrence that the University seeks to avoid. Conflicts of interest also occur when an employee or a member of their immediate family is or seeks to be in a vendor relationship with the University, either directly or by having a financial or ownership interest in a vendor doing business with the University. Employees should use sound judgment, professional commitment, and ethics to protect the University and themselves from becoming entangled in such conflicts.

(b) Conflicts of commitment occur when an employee's involvement in an outside activity substantially interferes with the employee's primary commitment to the University.

(c) University employees shall not use their positions to secure for themselves or any Related Individuals anything of value, financial gain, or personal benefit that would not ordinarily accrue to them in the performance of their official duties to the University. Further, employees shall avoid conflicts of commitment that substantially and adversely impact their ability to perform their duties for the University.

(d) The following are examples of conflicts of interest/commitment prohibited by this Code:

- Using one's position to secure approval of a University contract in which the employee or a Related Individual of the employee has a financial interest.
- Soliciting or accepting anything of value that could have a substantial and improper influence on the employee's performance of their position.
- Being paid or accepting any form of compensation for personal services rendered on a matter before, or a sale of goods or services to, the University.
- Using or disclosing confidential information of the University or information otherwise protected by law, without receiving proper authorization, to benefit oneself or a Related Individual.
- Having responsibilities outside the scope of the employee's duties to the University that substantially and adversely impact the employee's performance of such duties.

(e) The provisions of this Code prohibiting conflicts of interest are in addition to, and function in concert with, the Board of Trustees Bylaws (especially article VIII thereof), the Board of Trustees Regulations (especially section II.6 thereof), Policy 68 regarding financial conflicts of interest in externally sponsored research and educational activities, and Policy 87 regarding the "Revolving Door Prohibition" of the Ethics Act.

v. Disclosing Conflicts of Interest and Conflicts of Commitment

(a) University employees shall request and obtain approval prior to engaging in activities or relationships that present actual or reasonably perceived conflicts of interest or commitment with their duties to the University.

(b) Such activities include:

- Non-University income-producing activities.
- Non-University financial relationships or fiduciary roles that constitute actual or reasonably perceived conflicts of interest to the University.
- Activities conducted by immediate family members that present an actual or reasonably perceived conflicts of interest to the University.

(c) If required to do so by the Illinois Governmental Ethics Act (5 ILCS 420/art. 4A) and EO 15-09, an employee must submit an annual Statement of Economic Interest to the Illinois Secretary of State and an annual Supplemental Statement of Economic Interest to the Illinois Executive Ethics Committee by May 1st each year.

D. Revolving Door Prohibition of the Illinois State Officials and Employees Ethics Act (“Ethics Act”)

1. Governors State University will comply with statutory and regulatory requirements of the Illinois State Officials and Employees Ethics Act’s prohibition on revolving door employees, as they may be amended from time to time. Section 5-45 of the Ethics Act, 5 ILCS 430/5-45, impacts the post- State employment opportunities of certain State employees. In essence, the Revolving Door Prohibition imposes a twelve (12) month ban on University employees whose employment with the University terminates from going to work for (or receiving other types of compensation from) any entity who contracted with the University where that employee played a material role in the award or fiscal administration of a contract to that entity as a University employee.
2. The President, or President’s delegate, shall develop policies and procedures designed to effect the Ethics Act’s ban on revolving door employees. Such policies and procedures shall take effect upon approval by the President.

E. Other Conduct Policies

1. Insubordination

An employee (i) must execute the lawful instructions, whether oral or written, of a supervisor or member of the University administration having authority over the employee or the University department having subject matter jurisdiction over the matter involved (e.g., HR over personnel matters, Financial Services over financial matters, or Information Technology Services over cybersecurity matters); (ii) may not be disrespectful in their conduct and communication, whether oral or written, directed toward a supervisor or member of management; and (iii) will comply with State law and University policy as directed.

2. Disruptive Conduct

An employee may not (i) engage in disruptive conduct or activities, pranks, or roughhousing that interrupts work or impedes the work of others; or (ii) use abusive or threatening or discriminatory or harassing language, gestures, or similar conduct.

3. Breach of Confidentiality

Employees must take all reasonable measures to protect confidential information in their possession. Employees may not knowingly (i) fail to follow and abide by University cybersecurity and network security protocols and policies; (ii) fail to safeguard confidential information; (iii) take actions which would reasonably be foreseen to result in a breach of confidential information; or (iv) otherwise violate

confidentiality requirements inherent to the employee's position or the University's Mission.

4. Stealing

An employee may not steal or attempt to steal the property of the University or another individual or entity or collude with another person to commit such acts.

5. Misuse or Abuse of State Property

Except for very limited (*de minimis*) personal use, an employee must use State property provided by the University for official purposes only and not for personal benefit or political gain. When entrusted with safeguarding State property, an employee may not (i) intentionally or recklessly lose or damage such State property; or (ii) knowingly and willfully use or authorize the use of a State vehicle for other than an official purpose.

6. Improper Destruction of University Records

An employee may not destroy or otherwise dispose of University records, regardless of physical form or characteristics of the records, without proper authorization in compliance with the Illinois State Records Act (5 ILCS 160) and University policy and procedures.

7. Conduct Unbecoming of a Supervisor

An employee in a position with supervisory authority may not (i) intentionally, negligently, or recklessly order employees or students to commit any illegal act or violation of State or University policies; (ii) order employees or students to perform a task for other than an official purpose; or (iii) exploit supervisory authority for personal gain or personal profit.

8. Threatening Words or Actions and Violence

An employee may not (i) threaten or attempt to inflict bodily harm on another individual, or (ii) hit or push another person or have hostile or unwelcomed contact with another person. For more information on the University's intolerance on violence and reporting obligations, please see the University's Violence in the Workplace Policy. Nothing herein is intended to prohibit lawful conduct by the University Department of Public Safety.

9. False Statement

An employee may not (i) make any materially false statement and/or knowing misrepresentation on an application for State or University employment or other document pertaining to qualifications or any other official record; (ii) knowingly and/or intentionally misrepresent themselves or the University to students or the public; (iii) knowingly and/or intentionally make any false or malicious statement against a fellow employee (including the employee's co-workers, supervisors, and subordinates) with the intent of harming or destroying the reputation, authority, or official standing of that individual; (iv) knowingly make any deliberate

misrepresentation or omission of a material fact, such as perjury, making any false sworn statement, and lying to a supervisor; or (v) falsify or knowingly fail to correct false information contained in, or omit material information from, official documentation or an official record related to the performance of such employee's job duties, including but not limited to timesheets and expense reimbursement requests.

10. Health and Safety Violation

An employee will maintain a clean and orderly work area and will follow all applicable safety rules and regulations, including (i) abiding by the University's Smoke-Free/Tobacco-Free Campus Initiative promulgated under the Illinois Smoke-Free Campus Act; (ii) not possessing a lighter, match, or other flammable materials in any explosive or hazardous area; (iii) reporting to a supervisor any on-the-job personal injury or accident experienced by the employee or for which the employee had primary responsibility; (iv) observing all precautions for personal safety, posted rules, signs, and written or oral safety instructions; (v) using appropriate protective clothing and equipment in any hazardous area; (vi) following all material traffic regulations and not engaging in reckless driving or improper operation of a motor vehicle while on property owned or controlled by the University or the State or while driving a University vehicle; and (vii) abiding by the University's Weapons and Firearms-Free Campus Policy and the University Concealed Carry Policy.

11. Official Misconduct

No employee, when in their official capacity, may:

- i. Intentionally or recklessly fail to perform a mandatory duty as required by law; or
- ii. Knowingly perform an act that the employee knows to be forbidden by law to perform; or
- iii. Intentionally perform an act in excess of the employee's lawful authority with intent to obtain a personal advantage for themselves or another; or
- iv. Knowingly accept or purposefully solicit a fee or reward for the performance of any act which the employee knows is unauthorized by law.

In addition to being a violation of this Code, such conduct is a violation of article 33 of the Illinois Criminal Code of 2012, and an employee convicted of violating any provision of that statute is guilty of a Class 3 felony.

12. Failure to Complete Mandatory Trainings

All employees must complete the mandatory annual ethics training and harassment and discrimination prevention training as required under the Ethics Act as directed by the University Ethics Officer and/or Human Resources.

Employees must also complete any other trainings deemed mandatory by the University, such as the Mandated Reporter Training required under the Illinois Abused and Neglected Child Reporting Act as directed by the Ethics Officer and/or Human Resources. A failure to complete a mandatory training as directed will be a violation of this Code.

E. No Creation of Rights

This Regulation VIII does not, and may not be interpreted to, create any rights for any person or entity other than Governors State University. Nothing in this Regulation VIII may be construed as altering the employment relationship between the University and any employee. Employees in supervisory positions or in positions with the ability to recommend employee discipline will comply with applicable law and collective bargaining agreements when imposing discipline pursuant to this Regulation VIII.

===== END OF CODE TEXT =====

Content of the Employee Code of Conduct was adapted in part from the State of Illinois Personal Code of Conduct (revised Mar. 17, 2021), issued by the Illinois Department of Central Management Services, and from the Model Ethics Ordinance, issued by the Office of the Illinois Attorney General. Content of the non-fraternization provisions of the Code was adapted from the University of Illinois System.

TAB 5

EXECUTIVE SUMMARY***Associate Professor Emerita Status for Dr. Lorri Glass***
Resolution 25-06**I. ACTION ITEM:**

It is recommended that the Board of Trustees of Governors State University confer Associate Professor Emerita status to Dr. Lorri Glass pursuant to Policy 35.

II. BACKGROUND:

Pursuant to Policy 35, “[t]he title Professor Emeritus or Associate Professor Emeritus may be conferred upon a retiring faculty member by the Board of Trustees of the university upon the recommendation of the president.” In making such recommendation, the president is to consider the recommendations of the tenured and tenure-track Unit A faculty members in the candidate’s college or unit, the dean or director of the candidate’s college or unit, and the provost. Policy 35 requires candidates to meet three criteria for successful candidacy:

A. Candidates must hold the title of Associate Professor, Professor, or University Professor.

B. Candidates must have completed at least ten years of service to the university.

C. Candidates must be retired at the time of conferral of the Emeritus title.

President Green now recommends Dr. Lorri Glass for Associate Professor Emerita status, having confirmed that she meets all the above requirements. Dr. Glass has served as an Associate Professor in the Department of Social Work since 2006, is retiring, and has earned the recommendation of a majority of tenure and tenure-track Unit A faculty in her Department as well as the recommendation of her dean and the provost. The provost's recommendation is attached as Exhibit A. Dr. Glass’ *curriculum vitae* is attached as Exhibit B.

III. Resolution: A proposed resolution is submitted herewith.**IV. Resource/Contact:** Beverly Schneller, PhD, Provost and Vice President for Academic Affairs, 708.534.4980 or bschneller@govst.edu.

EXHIBIT A

September 6, 2024

Re: Provost Recommendation to University President, Dr. Cheryl F. Green for Emerita Status
for Dr. Lori Glass

President Green,

It is my pleasure to support the recommendation of the appropriate dean and the faculty for Emerita status for Dr. Lori Green, College of Health and Human Services, who has announced her retirement. The supporting documents show that Dr. Glass possesses a distinguished record of teaching, scholarship and service, both on and off campus. She has met the criteria of the University to be awarded Emerita status and she has received the support of her College and of the Dean, Dr. Catherine Balthazar. The supporting materials and resolution to the Board provide the required documentation.



Beverly Schneller, PhD
Provost and Vice President for Academic Affairs



College of Health and Human Services
1 University Parkway
University Park, IL 60484
708.534.4388 FAX: 708.534.8958
www.govst.edu/chhs

To: Beverly Schneller, Provost
From: Catherine Balthazar, Dean, CHHS
Re: Recommendation for Associate Professor Emerita
Lorri Glass
Date: September 6, 2024

It is my privilege to write in support of Dr. Lorri Glass's application for the title of Associate Professor Emerita of Governors State University. In accordance with GSU Policy 35 Professor Emeritus, I have verified that she meets the criteria for eligibility, having retired with the rank of Associate Professor and served GSU for more than ten years.

As required by Policy 35, Dr. Glass's application and curriculum vitae were presented to the tenured and tenure-track faculty of the College of Health and Human Services for a vote by email ballot. Ballots were collected from September 3rd through September 5th, 2024. Ballots were returned by 25 of the 39 eligible faculty (64%), with a majority vote (25/25 votes submitted) in support of Associate Professor Emeritus Status.

On behalf of the College, I recommend that Dr. Lorri Glass be awarded the title of Associate Professor Emerita. I am confident that Dr. Glass will maintain a continuing interest in scholarly activity and in higher education, will offer valuable advice in professional matters affecting the university, and serve as a mentor to faculty and students.

8/29/24

**Lorri Glass, PhD, LCSW
6160 Streamwood Lane
Matteson, IL 60443
drllglass@gmail.com
219.678.8055**

**President Cheryl Green, PhD
Governors State University
1 University Parkway
University Park, IL**

Dear President Green

I am writing to formally request consideration for Emeritus status upon my retirement from Governors State University, effective September 1, 2024. I have had the privilege of serving as the BSW Program Coordinator and Associate Professor in the Department of Social Work since 2006, and it has been an honor to contribute to the academic community through my teaching, research, and service.

For over 35 years of teaching (18 years at Governors State University), I feel honored to have been entrusted with the education and professional development of so many students. It has been my goal to be an “accessible” educator that created an optimal learning environment that engaged students from diverse backgrounds, being inclusive and inviting students to join in a transformative educational experience that promoted critical consciousness and praxis.

Governors State provided the environment that allowed me to bring my vision into reality. It has been rewarding to see the power of such an educational experience and witness our students join society as well-prepared social justice advocates and change agents.

Throughout my tenure at Governors State University, I have been dedicated to advancing the field of social work and, most importantly, supporting the growth and development of our students. Some of my notable contributions include:

- **Teaching:** I have taught numerous courses on the undergraduate and graduate level at Governors State University (refer to CV). My extensive practice experience as a clinical social worker, program director and consultant has been integrated in my teaching and has been instrumental in my ability to enrich the curriculum and bridge the gap for students between theory and practice. My commitment to education and social work competency is reflected in the new courses I have created and the positive impact they have had on our students. These courses include undergraduate courses: **SOCW 3000, Professionalism and Social Work Practice**, this course was developed to further promote students developing a professional identity as a social worker that reflects ethical behavior, emotional awareness, and self-awareness. I also developed two courses that focus on trauma which is imperative knowledge for social work practitioners. **SOCW 4000: Social Work Response to Trauma** is a senior level undergraduate course and **SOCW 8060: Trauma Informed Social Work Practice** is an advanced graduate course.
- **As the BSW Program Coordinator** I implemented numerous curriculum changes, spearheaded recruitment and retention strategies and provided leadership through two accreditation cycles. In this role I also mentored faculty. I am most proud of the academic advising and mentorship that I provided to numerous undergraduate students which positively impacted their successful matriculation and subsequent career success.
- **Mentoring/Student Engagement**
 - **Founder of Generating Hope:** Founded in 2013, Generating Hope initially emerged as a support and resource initiative for students who have been impacted by mass incarceration. As the BSW Program Coordinator, I became aware of the collateral consequences of mass incarceration that students faced as they sought higher education (e.g., admission criteria, financial aid, etc.). This initiative was formed to increase awareness, support and provide resources to students and to promote advocacy to dismantle barriers to higher education. I have worked closely with students to promote inclusion and support for those with criminal backgrounds. This has been a very profound experience for me and has resulted in

the development of the **Generating Hope Student Organization**, and the successful matriculation of numerous students completing undergraduate and graduate degrees and securing professional social work positions as leaders in the surrounding community. I am excited that in 2024 the Generating Hope Scholarship was renamed to the **Dr. Lorri Glass Generating Hope Scholarship Award**. For the past year, I have been in planning meetings with the GovState Foundation office, alumni, and the Social Justice Initiative to ensure that the success students experienced in the Department of Social Work, would be offered to students impacted by the criminal justice system would be available university wide. Generating Hope will continue as a program as a part of the Social Justice Initiative. I will join the Social Justice Advisory Council and continue to contribute to the expansion of GH through fundraising, program planning, and the collaboration with GovState Alumni to support current students at GovState with a focus on mentoring, retention, leadership and professional development.

- **Student Engagement:** Over the course of my time at Governors State I have been actively involved in other initiatives that enhance student engagement and success. I have worked with the **Latino Center for Excellence** and utilized my experience with the Veterans Administration to support student veterans, develop on campus forums to promote awareness of combat related PTSD and was a member of the **Student Veterans Advisory Board** since 2014, advocating for the needs and success of our student veterans.
- **Research/Scholarship:** My research/scholarship has focused on critical issues such as civic engagement, help-seeking behaviors among African American women, trauma, mental health, etc. I have publications which have contributed to the broader academic discourse. I have a value in lifelong learning and have developed and facilitated numerous workshops and trainings for various professional and community-based organizations. It has been my pleasure to provide social work professionals with current knowledge and to use my skills as a research/practitioner to facilitate learning and competence-based practice. **Notable juried presentations, trainings and workshops can be found on my CV.** Furthermore, I have been awarded multiple **Intellectual Life Grants** that resulted in campus wide symposiums. These initiatives brought the GovState

community, and the surrounding southland and Chicago community together for discourse on relevant social justice issues and promoted student leadership and professional development (**See my CV for listing of Intellectual Life grants**).

- **Service:** I have actively participated in professional organizations, including the National Association of Social Workers, the Baccalaureate Program Directors, and the Council on Social Work Education. I have also reviewed manuscripts for several prominent publications. In addition to these contributions, I have received several awards and recognitions, including the Coretta Scott King Award at the Black Women Rock event at Governors State University in 2017, and the Council on Social Work Education Dissertation Award in 2006. I was also a recipient of the Minority Fellowship from the Council on Social Work Education from 2001 to 2004 in support of my doctoral studies. My service extends beyond the university through my involvement in community and professional boards. I have served on the Advisory Board for the Minority Fellowship Program (CSWE & SAMHSA) from 2013 to 2023 and the Advisory Board for South Suburban College from 2008 to 2014. (**For the inclusive list of service see my CV**)

I am humbled and proud of the work I have accomplished and the impact it has had on our students and the broader academic and professional community. **As stated by Paolo Freire, “Education does not change the world. Education changes people, people change the world.”** I feel that I have been transformed as an educator by my experience at Governors State University and am honored to see so many of our students committed to change the world.

As I transition into retirement, I hope to continue contributing to the university in a meaningful way through emeritus status. I anticipate working on the Social Justice Advisory Council and utilize my expertise to provide support and guidance in expanding the Generating Hope Program. In addition, I would like to support the Social Work Department in any capacity needed and would like to be a member on the Social Work Advisory Board.

Thank you for considering my request. I am more than willing to provide any additional information or documentation to support my nomination for the title of Professor Emerita. I look

forward to the opportunity to remain engaged with Governors State University and to continue supporting its mission and goals.

Sincerely,

Lorri L. Glass, Ph.D., LCSW

Lorri Glass, Ph.D., LCSW

Associate Professor/BSW Program Coordinator

Department of Social Work/CHHS

Governors State University

Cc: Dean Catherine Balthazar, Ph.D.

College of Health and Human Services

Giesela Grumbach, Ph.D.

Chair Department of Social Work

EXHIBIT B

CURRICULUM VITAE
LORRI GLASS, Ph.D., LCSW, ACSW, CCTP I/II
Governors State University
Department of Social Work G-111
1 University Parkway
University Park, IL 60466
Phone (708) 534-4919
Cell (219) 678-8055
E-Mail: lglass@govst.edu

EDUCATION

- 2008 Ph.D., University of Illinois at Chicago/Jane Addams College of Social Work. Dissertation topic: *Help Seeking Pathways of African American women who have been victims of serious non-sexual violent crime.* Chair: Dr. Patricia O'Brien
- 1980 MSW, University of Illinois at Chicago/Jane Addams College of Social Work
- 1978 B.A., Valparaiso University/Political Science

ACADEMIC APPOINTMENTS

- 2007 - Present BSW Program Coordinator, Associate Professor
Governors State University
- Faculty Advisor: Generating Hope Student Organization
- 2006 – 2007 Lecturer, Department of Social Work,
Governors State University
- 1995 – 2006 Department Chair 7/05; Tenured 8/04; Assistant
Professor, Department of Social Work, Valparaiso University.
- 1992 – 1995 Lecturer, Assistant to the Director of Field Instruction
School of Social Service Administration, University of Chicago

AWARDS

- 2024 Recipient of Honorary membership in Phi Alpha, Omicron Beta Honor Society at Governors State University/Social Work Department
- 2017 Coretta Scott King Award. Black Women Rock event at

	Governors State University
2009	Awarded Scholarship CUEs
2008	20 th National Symposium on Doctoral Research in Social Work Award Recipient
2006	Council on Social Work Education Dissertation Award
2005	Honorable Mention Alice J. Dan Dissertation Award Center for Research on Women and Gender University of Illinois/Chicago
2001 – 2004 Track	Council on Social Work Education Minority Fellowship—Clinical
2002	Nominated for Excellence in Teaching Valparaiso University
1997	BPD/IASWR/NIMH Summer Research Development Cornell University

RESEARCH AND TEACHING INTERESTS

Research interests: feminist methods in practice and research, post-traumatic stress, mental health, cultural diversity, organizational management, resilience, elder abuse, domestic violence, qualitative research methods, intervention research.

Teaching interests: trauma, children's and adult mental health, direct practice, crisis intervention, family social work, cultural competence, supervision, qualitative research methods, program evaluation, group work.

PROFESSIONAL POST MASTER'S SOCIAL WORK EXPERIENCE

1993 – Present

Private Practice/Consultation/Presenter/Trainer

Responsibilities:

Provider of behavioral health services and consultation services. Developed contractual relationships as a preferred provider for major insurance carriers. Designed billing protocol, implemented marketing strategy. Providing individual, family and group therapy in an urban setting to a racially diverse population. Utilizing a strengths and empowerment perspective with an emphasis on culturally sensitive practice. Providing clinical supervision to area social workers to enhance professional development. Provided critical incident stress debriefing to employees after work related violent incidents to Bank One, South Shore Railroad, Department of Family and Children. Familiarity with DSM V, assessment, treatment planning, and pharmacology. Special interest in women's issues, depression, posttraumatic stress disorder, and anxiety.

1996 - Present

**Veterans Administration
Clinical Consultant**

Responsibilities: (a) Facilitate case presentations and supervision on specific trauma cases (b) Develop strategies which may be used to increase client's effectiveness in treatment (c) Collaborate on cases which may need another direction/point of view (d) Provide clinical updates of Social Work policies/review of ethical information and (e) Promote team building.

1993 – 1995

**Valparaiso University, Valparaiso, IN. Coordinator
Campus Sexual Assault Advocacy Program**

Responsibilities: Developed program, procedures and protocol for crisis intervention, peer education and support services to victims of sexual violence on campus. Supervised student volunteers and trained faculty and staff as advocates.

1985 – 1992

**Gary Community Mental Health Center, Gary, IN.
Manager-Outpatient Services**

Responsibilities: Program development, fiscal management, marketing, clinical supervision, staff training. Conducted community workshops, and developed a satellite program. Monitored contract compliance, coordinated graduate student training program. Carried a small caseload of outpatient clients—individuals, families and groups.

1984 – 1985

**Tri City Comprehensive Community Mental Health
Center, East Chicago, IN. Off hours worker**

Responsibilities: Provided crisis intervention and admission assessments for individuals with acute mental health disorders. Linked families with appropriate community services, expedited emergency detention procedures.

1980 – 1985

**Gary Community Mental Health Center, Gary, IN.
Clinical Social Worker**

Responsibilities: Diagnostic assessments and treatment planning. Individual, family and group therapy with a diverse population including those with affective disorders, character disorders, severe mental illness, anxiety, etc. Liaison with inpatient facility. Familiarity with pharmacology, DSM IV.

BOOK REVIEWS

Book Review in Affilia:

Glass, L. (Fall 2005). The Complete Guide to Mental Health for Women. Edited by Lauren Slater, Jessica Henderson Daniel, and Amy Banks. Boston: Beacon Press, 400 pp.

Reviews of draft Manuscript:

Ivey, A.E. & Ivey, M. B. (2005). *Intentional Interviewing in a Multicultural World: An Introduction*. Wadsworth.

Ivey, A.E. & Ivey, M. B. (2006). *Essentials of Intentional Interviewing*. Brooks/Cole Publishing Co.

(fall 2009)

Kirst-Ashman & Hull, Generalist Practice with Organizations and Communities, 5th Edition Brooks/Cole-Cengage Learning .

Garvin, Charles D. & Seabury, Brett A. Interpersonal Practice in Social Work, 3rd Edition. Chapters 8-10. Sage Publishing.

(fall 2011)

The experience of post-secondary education for students in recovery from addiction to drugs or alcohol: Relationships and recovery capital. *Journal of Social and Personal Relationships*.

PUBLICATIONS

Glass, L. (2012). Civic reflection: A pedagogical teaching strategy to enhance student civic engagement. *Journal of Baccalaureate Social Work*, Vol. 17 (1).

Glass, L. (2012). Help Seeking: Perceived Risks for African American Women. *Affilia: Journal of Women and Social Work*, Vol. 27 (1).

PROFESSIONAL PRESENTATIONS

Juried Presentations

- 2013 *Generating Hope: Inclusion vs. Exclusion, students with criminal backgrounds*. Presented at the Council on Social Work Education Annual Program Meeting. Dallas, TX.
- 2012 *Civic Reflection: A Pedagogical Strategy to Enhance Civic Engagement*. Presented at the Baccalaureate Program Director's Annual Program Meeting. Portland, OR.
- 2011 *The Challenges of Program Evaluation for Civic Reflection Discussions*. Presented at The International Association for Research on Service-Learning and Community Engagement Conference. Chicago, IL.
- 2011 *Women Taking the Lead: Feminist Leadership in Higher Education*. Leadership Development Institute Presented at the Council on Social Work Education Annual Program Meeting. Atlanta, GA.

- 2010 *Infusing a Feminist Perspective across the Curriculum*. Presented at the Council on Social Work Education Annual Program Meeting. Portland, OR.
- 2009 *Social Justice in Social Work Education: Moving from Student Accessibility to Student Transformation*. Presented at the Baccalaureate Program Directors Annual Program Meeting, Phoenix, AZ.
- 2007 *Help Seeking Pathways of African American Women Who Have Been Victims of Serious Non-Sexual Violent Crime*. Presented at the Council on Social Work Education Annual Program Meeting, San Francisco, CA.
- 2002 *Response to trauma events: Danger or opportunity*. Presented at the National Association of Social Workers Annual Program Meeting, Indiana Chapter.
- 2001 *Y2K: Are BSW students being prepared to meet the challenges of the millennium?* Presented at the National Association of Social Workers Program Meeting, Indiana Chapter.
- 2000 *An Oxymoron? ...Applying a strengths and resilience perspective in the context of managed care*. Presented at the National Association of Social Workers Annual Program Meeting, Indiana Chapter.
- 2000 *Activism: A return to our roots*. National Association of Social Workers, Regional Conference.
- 2000 *I'm not racist but: Developing cultural competence*. LaPorte County Juvenile Services Consortium.
- 1999 *Issues of culture in domestic violence*. Presented at the Indiana State Corrections Conference.
- 1999 *To thine own self be true: Professional identity and ethical dilemmas in managed care*. Presented at the National Association of Social Workers Annual Meeting, Indiana Chapter.
- 1999 *The strengths perspective in family, youth, and community*. Presented at the Valparaiso University Social Work/NASW conference.
- 1998 *Building on student strengths: Making the connection*. (Juried paper) Presented at the Baccalaureate Program Director's Annual Program Meeting.
- 1997 *Infusing a strengths perspective in BSW Curriculum*. (Juried paper) Presented at the Baccalaureate Program Director's Annual Program Meeting.
- 1997 *Making the supervisory connection: linking theory to practice*. Presented at the Indiana Association of Social Work Educators Annual Program Meeting.
- 1997 *Understanding, assessing and intervening with African American Families*. Presented at the National Association of Social Workers Annual Program Meeting, Indiana Chapter.
- 1997 *Sister-to-Sister: An innovative group design for African American Women*. Presented at the Bi State National Association of Social Workers.
- 1996 *Why men batter? Why women stay?: Issues in domestic violence*. Presented at the National Association of Social Workers Annual Program Meeting, Indiana Chapter.

Invited Presentations

- 2019 Self Care. Presented to social work doctoral students (Minority Fellows with CSWE) at the Annual Program Meeting of the Council on

Social Work Education.

- 2017 Career Options. Presented to social work doctoral students (Minority Fellows with CSWE) at the Annual Program Meeting of the Council on Social Work Education.
- 2014 *Building a Research Agenda*. Presented to social work doctoral students (Minority Fellows with CSWE) at the Annual Program Meeting of the Council on Social Work Education.
- 5/09 – 2014 Speaker on Uterine Fibroid Embolization for Ingalls Hospital
- 2006 *Crisis Intervention*. Presented to social work professionals at The Care Centers, Inc. Valparaiso, IN.
- 2006 *Assessing for Client Strengths*. Presented to social work professionals at The Care Centers, Inc. Valparaiso, IN.
- 2006 *Interviewing Skills for helping Professionals*. Presented to staff at Harbor Light Hospice, Merrillville, IN.
- 2005 *Stress Management for Helping Professionals*. Presented to social work professionals at The Care Inc. Valparaiso, IN.

TRAININGS

- 6/24 GRO Community Services. *“Trauma Informed Practice: It starts with me”*
- 5/23 *Reflective Practice: Integrating Evidence Based Practice with self-reflection. Chicago CRED.*
- 4/23 *PTSD and complicated Bereavement with Veterans. Chicago Heights Vet Center.*
- 4/23 *Group Structure and Dynamics with Veterans. Gary Area Vet Center.*
- 6/20 *Processing Racial Trauma in therapy & Supervision: In Response to George Floyd. Regional Veterans Administration Administrators. (Virtual)*
- 7/18 *Self-Care for Behavioral Healthcare Providers. Gary Area Vet Center.*
- 5/17 *Trauma Informed Practice. Consolidated Youth Spring Institute. (Plenary Speaker).*
- 11/16 *Self-Care for Behavioral Healthcare Providers. Hines Veterans Administration Hospital.*

09/16 *Trauma Focused Intervention in a Correctional Setting.* Sheridan Correctional Center.

08/16 *Self-Care for Behavioral Healthcare Providers.* Gary Area Vet Center.

06/16 *Trauma Focused Intervention.* Westcare Chicago, IL.

TEACHING

2022-24 Professionalism and Social Work Practice (New Course Development/Undergraduate)
2013-24 Trauma Informed Social Work Practice (New Course Development/Advanced Graduate)
2012-24 Social Work Response to Trauma (New Course Development/Undergraduate selective)
2007-23 Foundation Practice (Graduate)
2006-24 Generalist Practice I & II (Undergraduate)
2009-2012 Introduction to Social Work
2009-2012 Urban Dynamics (Undergraduate selective)
2008-2011 Interviewing Skills
2006 Contexts and Theories in Practice with Children and Families (Graduate)
2003-2005 Children's Mental Health (Undergraduate)
2002-2006 Social Work with Families (Undergraduate)
2003-2005 Crisis Intervention (Undergraduate)
1997-2006 Field Case Seminar (Undergraduate)
2004-2006 Social Work Practice I (Undergraduate)
1998-2006 Social Work Practice II (Undergraduate)
2003-2005 Strategies of Intervention (Undergraduate)
1996-2000 Introduction to the Profession of Social Work (Undergraduate)
1992-1993 Cultural Diversity
1992-1995 Integrative Field Seminar

PROFESSIONAL, UNIVERSITY AND COMMUNITY SERVICE

Professional Memberships

National Association of Social Workers
Baccalaureate Program Directors
Council on Social Work Education
Council on Social Work Education---Women's Council

Reviewer for Juried Presentations:

2006, 2008-2014 Council on Social Work Education Annual Conference
2008-2014 Convener for presentation sessions. Council on Social Work Education Annual Conference

Governors State University

2020-24	Chair, Social Work Department Search Committee
2020-2023	University Personnel Committee, member
2016-23	Department Personnel Committee
2013-24	Faculty advisor for Generating Hope
2014-2016	CHHS Personnel Committee
2014-2015	Civic Inquiry Committee
2014-2015	Student Concerns Committee
2014-23	Student Veterans Advisory Board
2011-2015	GSU Commencement Planning Coordinator
2010-2014	GSU Civic Engagement Initiative
2009-2014	Committee on University Spirit
2009-2010	Search Committee for Family Development Center
2008 -2010	PBAC – Student Advising and Retention
2006 –2007	University Curriculum Committee
2007 –2008	Chair of Department Search Committee for Field Director
2006 –2009	Latino Center for Excellence/Faculty Development Grant Recipient

Valparaiso University

2005-2006	Successfully spearheaded the Council on Social Work Education Self Study Process for the Social Work Department. Program received Re Affirmation for an 8 year cycle
2005-2006	Selected as part of University North Central Accreditation Self Study Committee - Committee on Engagement & Service
2005-2006	Faculty Advisor for Student Social Work Organization
2000- 2006	Faculty Advisor for social work honor society - Phi MU Alpha Honor Society
1996 –2006	Racial Harassment Complaint Advisor - Student Affairs
2001 -2006	Scholarship and Advising Committee
1997 -1999	Diversity Concerns Committee
1997 -1998	MLK Convocation Co-Chair
1996 -1997	MLK Focus Sessions Co-Chair
1997	Search Committee Office of Multicultural Programs
1996 –1999	Office of Multicultural Programs Mentoring Development of <i>Sister to Sister</i> a social support program for African American female students.

GRANTS/PRESENTATIONS

- 2018 **Intellectual Life Grant (\$500): “A Woman’s Journey: The Criminal Justice System”.**
- 2017 **Intellectual Life Grant (\$500): “Healing Hope and Restoration: Becoming the Author of Your Own Story”.**

- 2016 Intellectual Life Grant (\$500): “13th Amendment” – viewing and panel discussion.**
- 2015 Intellectual Life Grant (\$500): “A chance of a lifetime: Reintegrative Justice and the role of higher education”.**
- 2013 Intellectual Life Grant (\$500): “Generating Hope: Inclusion vs. Exclusion of students with a criminal background”**
- 2013 Intellectual Life Grant (\$500). “Transitioning: Are Veterans Failing College or Are Colleges Failing Veterans?”**
- 2012 Intellectual Life Grant (\$500): "Before and After Deployment: Trauma and The Impact on the Military Family”**

PROFESSIONAL LICENSURE AND CERTIFICATION

Licensed Clinical Social Worker, Indiana
Academy of Certified Social Workers, National
Certified Clinical Trauma Professional (CCTP I/II)

COMMUNITY/PROFESSIONAL BOARD MEMBERSHIP

2013 – 2023: Advisory Board – Minority Fellowship Program (CSWE & SAMHSA)
2008 – 2014: Advisory Board –South Suburban College

References Submitted Upon Request

Resolution No. 25-06***Approval of Associate Professor Emerita Status for Dr. Lorri Glass***

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;

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;

WHEREAS, In accordance with University Professor Emeritus Policy 35, an individual’s eligibility for the “Professor Emeritus” designation turns on three criteria: (i) having attained the rank of Associate Professor, Professor, or University Professor; (ii) having at least ten (10) years of service to the University; and (iii) being of retired status;

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”;

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

WHEREAS, The candidate 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;

WHEREAS, There is one retired faculty member, Lorri Glass, PhD, now recommended for *emeritus* status (the “Candidate”);

WHEREAS, The Candidate achieved the rank of associate professor during her tenure, with plans to continue with scholarly activity in higher education and to provide advice to other professionals and students, and may continue to serve former students and colleagues and provide requested letters of recommendation;

WHEREAS, The Candidate has been voted on by Unit A faculty members in her respective unit in her college and division by a majority vote (50% plus 1) of her peers, and she has the support and recommendation of her respective Dean, Provost, and the President; and

WHEREAS, The Board of Trustees, upon consideration of all applicable information supports the designation of *emeritus* status to Dr. Lorri Glass.

Now, therefore, it is:

Resolved, that the Board adopts the recommendations of all parties involved.

Resolved, that the Board approves, recognizes, and grants the following Candidate the designation of Associate Professor Emerita with all rights and privileges of the Associate Professor Emeritus distinction: Dr. Lorri Glass.

Approved October 21, 2024

James Kvedaras, Chair

Karen Nunn, Secretary

TAB 6

EXECUTIVE SUMMARY

Regarding Resolution 25-07: Tenure for Drs. Rasha Elhage and Sara Jozwik

I. ACTION ITEM: To approve the award of tenure upon hire to (i) Dr. Rasha Elhage as Associate Professor of Education in the College of Education and Human Development and (ii) Dr. Sara Jozwik as Associate Professor of Education in the College of Education and Human Development.

II. BACKGROUND: Pursuant to Board Regulation Section II(A)(3)(b)(i), the award of tenure must be approved by the Board of Trustees. Pursuant to the operative collective bargaining agreement by and between the University and the faculty union, University Professionals of Illinois (“UPI”), “[t]enure is a status awarded by the Board upon the positive recommendation of the University President following an extensive evaluation process.” Collective Bargaining Agreement, § 20.1.

Section 20.7 TENURE UPON HIRE stipulates that:

If in the opinion of the Provost, a candidate for a Unit A Faculty position who is tenured at an accredited, Bachelor’s degree granting institution meets the tenure requirements as set forth in the relevant Division Criteria, the Provost may recommend to the President that the candidate be offered tenure upon initial hire and may also recommend whether the candidate be hired as an Associate or Full Professor. The Provost shall set forth the reasons for his/her recommendation in writing. The President, upon consideration of the recommendation of the Provost, shall submit her/his recommendation in writing to the Board for consideration.

Dr. Rasha Elhage was hired as, and currently serves as, an Associate Professor of Education in the College of Education and Human Development. Dr. Elhage comes to GSU from Chicago State University, where she was awarded tenure for her extensive teaching, scholarship, and service. She meets the criteria for education and prior experience to qualify for tenure on hire under Section 20.7 of the operative collective bargaining agreement.

Dr. Sara Jozwik was hired as, and currently serves as, an Associate Professor of Education in the College of Education and Human Development. Dr. Jozwik comes to GSU from the University of Wisconsin-Milwaukee, where she was awarded tenure for her extensive teaching, scholarship, and service. She meets the criteria for education and prior experience to qualify for tenure on hire under Section 20.7 of the operative collective bargaining agreement.

As set forth in the accompanying proposed Resolution, Drs. Elhage and Jozwik are eligible for tenure within the College of Health and Human Services pursuant to Section 20.7, and are recommended for tenure by President Green. Their *curricula vitae* accompany the proposed Resolution.

III. PROPOSED RESOLUTION: Please see proposed Resolution submitted herewith.

IV. RESOURCE/CONTACT: Provost Beverly Schneller, PhD; bschneller@govst.edu;
708.534.4980.

Resolution No. 25-07***Approval of Tenure for Drs. Rasha Elhage and Sara Jozwik, Associate Professors of Education, College of Education and Human Development***

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;

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;

WHEREAS, Pursuant to Board Regulation II(A)(3)(b)(i), Board approval is required for the award of tenure;

WHEREAS, Drs. Rasha Elhage and Sara Jozwik are being evaluated for the consideration of tenure based on Section 20.7 of the GSU-UPI Agreement, which states:

If in the opinion of the Provost, a candidate for a Unit A Faculty position who is tenured at an accredited, Bachelor’s degree granting institution meets the tenure requirements as set forth in the relevant Division Criteria, the Provost may recommend to the President that the candidate be offered tenure upon initial hire and may also recommend whether the candidate be hired as an Associate or Full Professor. The Provost shall set forth the reasons for his/her recommendation in writing. The President, upon consideration of the recommendation of the Provost, shall submit her/his recommendation in writing to the Board for consideration.

WHEREAS, Dr. Rasha Elhage was evaluated using the Division of Education and Leadership’s criteria and found to be highly effective in teaching, highly significant in research and effective in service;

WHEREAS, Dr. Sara Jozwik was evaluated using the Division of Education and Leadership Criteria and found to be highly effective in teaching, highly significant in research and effective in service;

WHEREAS, The tenured faculty of the Division of Education and Leadership, the Chair of that Division, and the Dean of the College of Education and Human Development have recommended the award of tenure upon hire to Drs. Elhage and Jozwik;

WHEREAS, The President, upon advice of the Provost and an independent review of Drs. Elhage's and Jozwik's qualifications, does hereby recommend that the Board award Drs. Elhage and Jozwik tenure upon hire.

Now, therefore, it is:

Resolved that the Board approves and recognizes Dr. Rasha Elhage's expertise and grants her all rights and privileges as an associate professor with tenure upon hire with Governors State University within the Division of Education and Leadership and the College of Education and Human Development.

Resolved that the Board approves and recognizes Dr. Sara Jozwik's expertise and grants her all rights and privileges as an associate professor with tenure upon hire with Governors State University within the Division of Education and Leadership and the College of Education and Human Development.

Approved this 21st day of October 2024

James Kvedaras, Chair

Karen Nunn, Secretary

EXHIBIT B

September 19, 2024

Dr. Cheryl Green, President

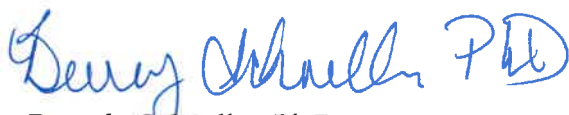
Dear President Green:

Dr. Sarah Elhage was awarded tenure from Chicago State University effective August 2023. She has extensive teaching experience, university and professional service, publications, presentations, and several million dollars in grants. Her record and the awarding of tenure and promotion from Chicago State University make her eligible for tenure upon hire at Governors State University. Tenure, contingent upon recommendation of the Provost and Board approval, was part of her hire offer. The tenured faculty in the Division of Education and Leadership, the Division Chair, and the Dean of the College of Education and Human Development all support her for tenure. There are nine tenured faculty in the Division. Four faculty voted in favor of supporting tenure, there was one abstention, and two faculty were absent.

Pursuant to Board Regulation Section II(A)(3)(b)(I), the award of tenure must be approved by the Board of Trustees. Pursuant to the operative collective bargaining agreement by and between the University and the faculty union, University Professionals of Illinois ("UPI"), "[t]enure is a status awarded by the Board upon the positive recommendation of the University President following an extensive evaluation process." Collective Bargaining Agreement, § 20.1.

Section 20.7 TENURE UPON HIRE stipulates that "If in the opinion of the Provost, a candidate for a Unit A Faculty position who is tenured at an accredited, Bachelor's degree granting institution meets the tenure requirements as set forth in the relevant Division Criteria, the Provost may recommend to the President that the candidate be offered tenure upon initial hire and may also recommend whether the candidate be hired as an Associate or Full Professor. The Provost shall set forth the reasons for his/her recommendation in writing. The President, upon consideration of the recommendation of the Provost, shall submit her/his recommendation in writing to the Board for consideration."

Sincerely,



Beverly Schneller, Ph.D.
Provost and VP Academic Affairs

Rasha ElSaheli-Elhage

EDUCATION

PhD (2014)

Major: Educational Evaluation and Research

Minor: Educational Psychology

Wayne State University, Detroit, Michigan, USA

Master of Education (2006)

Major: Special Education; Emotional Impairment

Eastern Michigan University, Ypsilanti, Michigan, USA

Bachelor of Arts (1997)

Major: Special Education

Saint Joseph University, Beirut, Lebanon

CERTIFICATIONS & CREDENTIALS

- **Michigan Professional Teaching Certificate** – Special Education Endorsement in Cognitive Impairment
 - **Delaware Professional Teaching Certificate** – Special Education Endorsement
 - **Promoting Active Learning**, ACUE Spring 2022
 - **Designing Learner Centered & Equitable Courses**, ACUE Summer 2022
 - **Blended Learning Design & Instruction**, University of Illinois, May 2022
 - **Instructional Design for Online Course Development**, University of Illinois, May 2022
 - **Technology Tools for Online Learning**, University of Illinois, May 2022
 - **Universal Design Principles for Online Learning**, University of Illinois, May 2022
 - **Critically Reflective Practice**, Branch Alliance for Educator Diversity, May 2022
 - **Engaging in Mixed Reality Simulation**, Branch Alliance for Educator Diversity, August 2022
-

SUMMARY OF PROFESSIONAL EXPERIENCE

Chicago State University – Chicago, IL, USA

Fall 2018 – Current

Associate Professor, College of Education

www.csu.edu

Chicago State University (CSU) is a public, comprehensive university that provides access to higher education for students of diverse backgrounds and educational needs.

Serve as an Associate Professor in Special Education in the Department of Advanced Studies in Education (DASE). Primary duties include:

- Teaching graduate students seeking a Masters' degree or an endorsement in Special Education (LBSI).
- Supervise and assist teachers during their internship and student teaching in special education.

- Coach teacher candidates in the implementation of appropriate social and academic instructional methods. Instruction of Instructional Methods in a university.
- Research, review and analyze studies and projects assessing inclusion and differentiation in curricular planning for all learners including those with exceptionalities to promote understanding of diverse classrooms.
- Integrate multimedia tools and utilize instructional technology to enhance pedagogical approach.
- Complete yearly assessment reports for the special education program in my capacity as the assessment coordinator.
- Undertake program reviews and create new lines of concentrations.
- Participate in college and university committees.
- Conduct research and grant writing.

University Service

- Faculty Mentor, Mentorship Program. (January 9, 2019 – January 30, 2020).
- Program Coordinator, Mentorship Program. (March 1, 2019 – January 30, 2020)
- Task Force Member, Recruitment Task Force. (May 14, 2019 – December 2019)
- Faculty Senate Technology Subcommittee – Founding Member (since September 2019)
- Guest Speaker, Mentor-Mentee relationship for CSU graduates. (September 25, 2019).
- Student Recruiter, Salute to Illinois Scholars. (October 8, 2019).
- College of Education Curriculum Committee (since January 2020)
- Webinar Coordinator – Free series of 9 webinars offered to education professionals in response to COVID-19 (April 2020 – June 2020)
- Distance Education Committee Vice Chair (since November 2020)

Lebanese University – Beirut, Lebanon

Fall 2016 – Spring 2018

Assistant Professor, Faculty of Pedagogy (*part time*)

<https://www.ul.edu.lb/faculte/branches.aspx?facultyId=7>

The Lebanese University is the only public entity for higher education in Lebanon. Assignments included:

- Teaching and examining undergraduate and masters level students in Education and Special Education.
- Contributing to the monitoring and enhancement of quality in teaching within the college of Education.
- Serving on departmental committees.

University of Science and Art in Lebanon

Spring 2017 – Spring 2018

Lecturer

<http://www.usal.edu.lb/?lang=en#>

Assignments included:

- Teaching and examining undergraduate students in Special Education.
- Contributing to the monitoring and enhancement of quality in teaching within the department of Education.
- Serving on departmental committees.

Digital Opportunity Trust

Design Monitoring and Evaluation Manager

April 2017- June 2018

<https://lebanon.dotrust.org/>

DOT is a Canadian NGO supporting youth in becoming innovators and leaders by creating and applying digital solutions to positively impact their communities.

Assignments included:

- Creating detailed implementation plans, frameworks and procedures for the monitoring and evaluation of project activities, data collection tools and procedures; defining and implementing the key project performance indicators (KPI)
- Leading the design and development of a management information systems in coordination with a software company
- Contributing to the development of global/regional/country M&E learning opportunities and tools.
- Leading the establishment of concept notes, proposals, log frames, M&E work plans, and targets during the drafting donor project proposals as well as throughout project implementation
- Contributing to the development of program and operational reporting templates that facilitate the acquisition and aggregation of information in programs in order to meet identified information needs.

Parkville Global Advisory – MENA**2015-2017****Research Project Manager**<https://parkvilleglobal.com/about-us>

This job entailed the following responsibilities:

- Coordinating and undertaking in-depth quantitative and qualitative research on topics in education policy, student achievement and system improvement.
- Managing the relationship with key partners within the Ministries of Education in Qatar and the UAE, as well as other relevant suppliers.
- Assisting in strategic and operational planning, and coordination with the Ministries of Education Assessment Teams.
- Creating content for and delivering capacity-building workshops with the following departments at both partner entities: curriculum, professional development, school accreditation and other departments as specified by the client.

American University of Beirut – Beirut, Lebanon**2011-2015****Project Evaluation Specialist**www.aub.edu.lb <http://www.tamamproject.org/>

Hosted in one of the leading universities in the Middle East, TAMAM project is a collaborative school-based educational reform project involving schools in the Arab World. Participating schools are located in Lebanon, Jordan, KSA, Oman, Qatar, Bahrain, and Egypt. Assigned responsibilities included:

- Designing a monitoring and evaluation plan that emphasized stakeholders' participation in accordance with the essence of the TAMAM pillars and completing detailed data analyses.
- Developing a diagnostic test to establish baseline for the project and creating forms and questionnaires.
- Completing various literature reviews, compiling numerous resources for the project, and writing identified sections of the project's resource book
- Participating in organizing professional development and workshops for the participating schools.

National Center for Educational Research Development**2012-2013****Trainer (Lebanon)**<http://www.crdp.org/?la=en>

Trained public school teachers to increase their knowledge, skills and awareness about various educational subjects such as learning disabilities, differentiated instruction, assessment and evaluation.

Edsel Ford High School – Dearborn, Michigan, USA**2009–2011****Special Education Teacher**<https://efhs.dearbornschools.org/>

Developed and implemented individualized education programs for special education students. Identified needs using various assessments such as the WJ III, the Brigance, the Key Math and implemented goals tailored to the students' individual abilities. Coordinated with parents, teachers, teacher assistants, and various service providers that include speech, occupational, and physical therapists for students with various types of disabilities. Co-taught Algebra 1 and Algebra 2 using Carnegie software and E2020.

Woodworth Middle School - Dearborn, Michigan, USA**2004–2009****Special Education Teacher**<https://woodworth.dearbornschools.org/>

Similar responsibilities as the above, in addition to the following:

- Modified the general education curriculum for special education students based upon a variety of instructional techniques and technology.
- Co-taught science and social studies employing a variety of co-teaching techniques and providing insight to highly qualified general education teachers on classroom accommodations and curriculum modifications in the general education setting in compliance with IEP requirements.

The Leona Group**Allen Academy & Cesar Chavez Academy – Detroit, Michigan, USA****2001–2004****Special Education Teacher**<http://www.leonagroup.com/>

Embraced the philosophy of full inclusion, believing special education students are often best educated in the regular classroom. Worked collaboratively with general education teachers to provide personalized instructional programs for every child with special needs. Attended weekly and monthly meetings for professional development, legal and compliance updates. Instructed to a variety of students with different ethnic backgrounds including African American and Hispanic students.

Edsel Ford High School – Dearborn, Michigan, USA**2000****Long Term Substitute Teacher**

Provided instruction to ESL students in social studies and science.

Al-Hadi Institute for Deaf and Blind Children – Beirut, Lebanon**1998–2000****Special Education Teacher for Students with Hearing Impairment**<http://www.alhadi.org.lb/>

Taught and provided educational support for students with hearing impairments.

PUBLICATIONS & PEER REVIEWED PRESENTATIONS***Publications***

Akkary, R. K., Elhage, R. E., Sarrieddine, D., & Katerji, R. (2013). Developing the TAMAM's Monitoring Model: An Experience of Evolving Design Planning.

Akkary, R. K., Elhage, R. E., Mansour, S. (2016). Evaluating the Impact of TAMAM: The Case of Al-Asriyah School.

ElSaheli-Elhage, R. & Sawilowsky, S. (2016). Assessment practices for students with learning disabilities in Lebanese private schools: A National survey. *Cogent Education*, 3(1), 1261568.

- ElSaheli-Elhage, R. & Lakkis, C. (2019). The Impact of ICT Training on Income Generation Opportunities for Vulnerable Young Adults in Lebanon. *International Journal of Emerging Trends*, 6(1).
- McClendon, G., Elhage, R., & Laosebikan, O. (2020). Grade Efficacy, Grade Point Average Aggregation, and Covid-19 Readiness at Proximity Learning®-A Company Providing Certified Teachers and Accredited Courses through Online Streaming. *Research Institute for Progression of Knowledge*, 7(4).
- ElSaheli-Elhage, R. (2021). Access to students and parents and levels of preparedness of educators during the COVID-19 emergency transition to e-learning. *International Journal on Studies in Education (IJonSE)*, 3(2), 61-69.
- ElSaheli-Elhage, R. (2021). eLearning Recommendations for Students with Disabilities. *Techniques*, 10-11.
- ElSaheli-Elhage, R. (2021). Transition to eLearning: A guide for Special Education Teachers During a Pandemic. Amazon.
- ElSaheli-Elhage, R. (2022). The Impact of COVID-19 on Teachers' Transition Practices for Students with Disabilities in Illinois, USA. *Journal of Research in Special Educational Needs*, <https://doi.org/10.1111/1471-3802.12580>
- ElSaheli-Elhage, R.; Laoesebikan, O., Black-Parker, K. (2022). Alumni Perceptions of the Educational Benefits of their Graduate Degree from a PBI. *Journal of Effective Teaching in Higher Education* 5(2), 93-122.
- ElSaheli-Elhage, R. & Rosales, L. (2023). Strengthened Voice through Pedagogical Partnerships: A Story of Transformational Learning. *Teaching and Learning Together in Higher Education*, 1(41). <https://repository.brynmawr.edu/tlthe/vol1/iss41/2>

Presentations

- Elhage, R., College of Education Summit, "Mentorship Program," CSU College of Education. (August 23, 2019).
- Elhage, R., TED Conference, "Lending a Hand to Beginning Teachers," Council for Exceptional Children CEC, New Orleans. (November 6, 2019).
- Elhage, R., PEERS Grant Annual Conference, "Co-Teaching, Does it Really Work?", Chicago State University, (November 9, 2019)
- Elhage, R., Gardner Institute and United Negro College Fund, "High-Impact Online Teaching and Learning for Faculty at HBCUs, Lessons Learned", (August 6, 2020)
- Elhage, R. Faculty Institute Day, "Transitioning to Remote Learning: Best Practices of Online Instruction, Round Table". Chicago State University, (August 20, 2020)
- Elhage, R. "High-Impact Online Teaching and Learning for Faculty at HBCUs: Testimony of Take-Aways!" Gardner Institute (December 2020)
- Elhage, R. Council for Exceptional Children Annual Summit 2021. ELearning for Students With Disabilities: 5 Steps to Success. (March 12, 2021)
- Elhage, R. & Lynch, D. American Association of Colleges for Teacher Education (AACTE) 73rd Annual Conference: Partners in Prime. "CSU Webinar Series: A Helping Hand in Time of Crisis". (February 23, 2021)
- Elhage, R. & Luseno, F. Chicago State University Parent Advocacy Event. "Advocacy & Partnership with your Child's School" (April 13, 2021)
- Elhage, R. PEERS Annual Conference, Chicago State University. "Supporting the Mental Health of Children with Special Needs and Their Families" (May 15, 2021)
- Black-Parker, K., Elhage (Author), Laoesebikan (Author), Critical Questions in Education Symposium: Responding to the Pandemic and Social and Political Unrest, "Critical Dimensions of Student Satisfaction with Graduate Education at a Predominantly Black Institution," Academy for Educational Studies, Cleveland, OH. (October 11, 2021).

- Elhage, R., CEC Convention & Expo 2022, "Supporting Parents of Children with Disabilities During COVID-19," Council for Exceptional Children, Orlando, FL. (January 16, 2022).
- Elhage, R., Secondary Transition Education Experience (STEP) Monthly Meeting, "Changes in Teachers' Transition Practices During COVID-19." (January 18, 2022).
- Pape, B., Cipriano, C., Malone, A. & Elhage, R. ISTE LIVE 22. "Ask the Experts: Sharing Methods for Inclusive Classroom to Support All Learners". International Society for Technology in Education (ISTE), New Orleans, LA (June 27, 2022).
- Elhage, R. Effective Teaching Tips for Online Experiential Learning: Designing Thoughtful Classroom Experiences. eXL 2022 Experiential Learning for All. Xtreme Labs Annual Conference (July 26, 2022; Online).
- Elhage, R. Complexities in the Classroom: Engaging Teacher Candidates in Purposeful Practice. BranchEd Fall 2022 Workshop (September 12, 2022; Online).
- Elhage, R. & McNicholas, M. Employability Skills: The Old, the New and the Out of the Blue. Illinois Statewide Transition Conference. Peoria, IL (November. 4, 2022).
- Elhage, R. Changes in Teachers' Transition Practices During COVID-19. Proficio Conference. Oak Lawn, IL (November 18, 2022).
- Elhage, R. PEERS Annual Conference, Chicago State University. "Facing the Future Supporting Transition for Students with Disabilities". (December 17, 2022)
- Elhage, R., Rosales, L., & Alvarez-McHatton, P. Improving Our Practice Through Pedagogical Partnerships. AACTE, Indianapolis, IN (February, 25, 2023).
- Elhage, R. Complexities in the Classroom. BranchEd Spring Summit, Wichita, KS. (March 8, 2023).
- Elhage, R. Changes in Teachers' Transition Practices due to COVID-19. CEC Convention & Expo 2023. (March 23, 2023)
- Elhage, R. Employability Skills: The Old, the New and the Out of the Blue. Illinois Center for Transition & Work Symposium (April 13, 2023)

Webinars

- Elhage, R. "eLearning for Students with IEPs: Tips for Teachers", Chicago State University, response to COVID-19 (April 16, 2020)
- Elhage, R. "eLearning for Students with Severe Disabilities: 5 Steps to Success", Chicago State University, response to COVID-19 (April 30, 2020)

AWARDED GRANTS

- **The Special Education Fast-Track Cohort Program Grant (2023)**
US. Department of Education, Office of Special Education Programs
Amount: **\$1,246,152**
- **The Special Education Master's Degree Program for Initial Certification Grant (2023)**
US. Department of Education, Office of Special Education Programs
Amount: **\$1,158,606**

PROFESSIONAL SERVICE

- Test Item reviewer, Illinois Licensure Testing System, Rosemont, IL. (February 28, 2019 - March 1, 2019)
- Marker Response Selection Meeting, Illinois Licensure Testing System, Rosemont, IL. (January 14, 2020)
- Learning Behavioral Specialist Committee, Test Item Review, Illinois Licensure Testing System (January 20 & 21, 2021)
- CEC Programs Review, Spring 2020 & Fall 2020
- Learning Behavioral Specialist Committee, Framework Review , Illinois Licensure Testing System (June 16, 2020)
- Illinois Workforce & Education Research Collaborative, Advisory Board Member since 2020.
- CAEP site visitor, Spring 2021
- Illinois Statewide Transition Conference Steering Committee. Member (May 2021 – current)
- Illinois State Board of Education Diverse Pipeline Pilot, Team Leader (Aug. 2021 – May 2022)

COURSES TAUGHT

- | | |
|-----------------|--|
| • ED 1520 | Introduction to Teaching (face to face) |
| • SED 4301/5301 | Characteristics of Exceptional Learners (face to face) |
| • SED 5304 | Speech & Language Development and the Classroom Teacher (hybrid) |
| • SED 5475 | Cross Cat Practicum (face to face) |
| • SED 5476 | Characteristics of Students with Behavioral, Learning and Cognitive Disabilities (online) |
| • SED 5477 | Characteristics & Instructional Adaptations for Learners with Physical & Health Disabilities (hybrid). |
| • SED 5481 | Adaptive Skills for Learners with Special Needs (hybrid) |
| • SED 5482 | Curricular Adaptations for Learners with Special Needs (online) |
| • SED 5487 | Assessment, Evaluation and Measurement of Students with Special Needs (online) |
| • SED 5488 | Internship in Special Education (face to face) |
| • SED 5492 | Master's Thesis/Project in Special Education (hybrid) |

MEMBERSHIPS

- Council for Exceptional Children *CEC*
- National Association of Special Education Teachers *NASET*
- Illinois Teacher Education Division *ITED*
- University Professional of Illinois *UPI*
- American Federation of Teachers *AFT*

Awards

- Faculty Excellence Award in Research**
Chicago State University
May 2021
- Faculty Excellence Award in Research**
Chicago State University
May 2023

EXHIBIT B



1 University Parkway
University Park, IL 60484
708.534.5000
www.govst.edu

September 19, 2024

Dr. Cheryl Green, President

Dear President Green:

Dr. Sara Jozwik was awarded tenure from the University of Wisconsin-Milwaukee effective August 2020. She has extensive teaching experience, university and professional service, publications, presentations, and over six million dollars in grants. Her record and the awarding of tenure and promotion from University of Wisconsin-Milwaukee make her eligible for tenure upon hire at Governors State University. Tenure, contingent upon recommendation of the Provost and Board approval, was part of her hire offer. The tenured faculty in the Division of Education and Leadership, the Division Chair, and the Dean of the College of Education and Human Development all support her for tenure. There are nine tenured faculty in the Division. Four faculty voted in favor of supporting tenure, there was one abstention, and two faculty were absent.

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Section 20.7 TENURE UPON HIRE stipulates that "If in the opinion of the Provost, a candidate for a Unit A Faculty position who is tenured at an accredited, Bachelor's degree granting institution meets the tenure requirements as set forth in the relevant Division Criteria, the Provost may recommend to the President that the candidate be offered tenure upon initial hire and may also recommend whether the candidate be hired as an Associate or Full Professor. The Provost shall set forth the reasons for his/her recommendation in writing. The President, upon consideration of the recommendation of the Provost, shall submit her/his recommendation in writing to the Board for consideration."

Sincerely,

A handwritten signature in blue ink that reads "Beverly Schneller, Ph.D." The signature is written in a cursive style.

Beverly Schneller, Ph.D.
Provost and VP Academic Affairs

CURRICULUM VITAE**Sara L. Jozwik, Ed. D.****EDUCATION**

Institution	Degree	Major	Dates
Illinois State University	Ed. D.	Special Education	2015
Western Governors University	M. A.	K-12 Teaching English Language Learners	2009
Illinois State University	B. S.	Special Education	2000

CERTIFICATION AND SIGNIFICANT TRAINING

Single-Case Intervention Research Design and Analysis Fellow, Institute of Educational Sciences & National Center for Special Education Research	2017
Learning Behavior Specialist I, ages 3–21, Professional Educator License, Illinois State Board of Education	2000–Current
Teaching English as a new language, endorsement on educator license Illinois State Board of Education	2009–Current

EXPERIENCE**University**

University of Wisconsin-Milwaukee Department of Teaching and Learning, K–12 Special Education Program Director, Exceptional Education Graduate Program Director, Applied Behavior Analysis Program Co-Director	Associate Professor	2020–Current
University of Wisconsin-Milwaukee Department of Teaching and Learning	Assistant Professor	2018–2020

Illinois State University Department of Special Education	Assistant Professor	2015–2018
Olivet Nazarene University Graduate School of Continuing Studies Teaching English as a Second Language	Adjunct Professor	2010–2015
Prairie State College English as a Second Language Adult Basic Education	Adjunct Instructor	2013–2014

K-12 Teaching

Community Consolidated School District 146 Bert. H. Fulton Elementary, K-5	Learning Behavior Specialist	2003–2015
Chicago Public Schools Francis Parkman Elementary 7 th and 8 th grade Classroom	Cross-Categorical Teacher	2002–2003
Hawaii Department of Education Molokai High and Intermediate Community-Based Instruction	Special Education Teacher	2001–2002
Chicago Public Schools Ames Middle School 7 th grade LD/BD	Cross-Categorical Teacher	2000–2001

PUBLICATIONS

Scholarly Journal Articles (* indicates student)

- Jozwik, S. L.** (2022). Scaffolds to support reading comprehension for English Language Learners. *Illinois Reading Council Journal*, 51(1), 51–54.
<https://doi.org/10.33600/IRCJ.51.1.2022.51> [Published by the Illinois Reading Council; Researcher and Practitioner audience; 10% acceptance rate]
- Kroesch, A. M., **Jozwik, S.**, Douglas, K. H., Chung, Y.-C., Uphold, N. M., & Baker, E. (2022). Using technology to support academic learning. *The Journal of Special Education*, 56(3), 158–167. <https://doi.org/10.1177/00224669211070563> [Published by SAGE, 1.968 impact factor]
- Jozwik, S. L.** (2021). Leveraging technology applications to make texts accessible for English Language Learners. *Illinois Reading Council Journal*, 50(1), 62–66.

<https://doi.org/10.33600/IRCJ.50.1.2021-2022.62> [Published by the Illinois Reading Council; Researcher and Practitioner audience; 10% acceptance rate]

Jozwik, S. L., Cuenca-Carlino, Y., & Gardiner-Walsh, S. (2020). Special education teachers' preparedness for teaching emergent bilingual students with disabilities. *Multiple Voices: Disability, Race, and Language Intersections in Special Education*, 20(2), 38–53. <https://doi.org/10.5555/2158-396X-20.2.38> [Published by the Council for Exceptional Children's Division for Culturally and Linguistically Diverse Exceptional Learners; Research audience; no data on impact factor]

Jozwik, S. L., & Hardin, S. E. (2020). Affirming linguistic diversity by using picture books that feature bidialectal and bilingual voices. *Illinois Reading Council Journal*, 49(1), 57–63. <https://doi.org/10.33600/ircj.49.1.2020.57> [Published by the Illinois Reading Council; Researcher and Practitioner audience; 10% acceptance rate]

Jozwik, S. L., & Rice, N. E. (2020). Analyzing the portrayal of characters with reading difficulties in realistic fiction. *Journal of Adolescent and Adult Literature*, 64(2), 167–179. <https://doi.org/10.1002/jaal.1081> [Published by Wiley-Blackwell, 1.128 impact factor]

Jozwik, S. L., Freeman-Green, S., Kaczorowski, T., & Douglas, K. H. (2020). Effects of peer-assisted multimedia vocabulary instruction for high school English language learners. *Reading & Writing Quarterly: Overcoming Learning Difficulties*, 40(4), 237–250. doi:10.1080/10573569.2020.1723153 [Published by Springer, 1.18 impact factor]

Jozwik, S. L., Cuenca-Carlino, Y., Lin, M., Mustian, A., & Hardin, S. E. (2020). Reading comprehension interventions for English learners with learning disabilities: A systematic review. *Special Education Research, Policy & Practice*, 4(1), 74–94. <https://issuu.com/hofstra/docs/2020-special-education-research-policy-practice?fr=sNmQ1MTE5OTM5NjM> [Published by Hofstra University, online, peer-reviewed journal]

Kroesch, A. M.*, Douglas, K. H., **Jozwik, S. L.,** Uphold, N., & Chung, Y. C. (2020). Teaching American government content to students with developmental disabilities using technology and constant time delay. *Journal of Developmental and Physical Disabilities*, 32(1), 925–941. DOI:10.1007/s10882-019-09726-9 [Published by Springer, 1.86 impact factor]

Jozwik, S. L., & Cuenca-Carlino, Y. (2020). Promoting self-advocacy through persuasive writing for English language learners with learning disabilities. *Rural Special Education Quarterly* 39(2), 82–90. <https://doi.org/10.1177/8756870519892883> [Published by SAGE, 1.35 impact factor]

Jozwik, S. L., & Gardiner-Walsh, S. (2019). From roots to riches: Morphological analysis strategy instruction for English language learners. *Illinois Reading Council Journal*,

48(1), 78–89. <https://doi.org/10.33600/IRCJ.48.1.2019.78> [Published by the Illinois Reading Council; Researcher and Practitioner audience; 10% acceptance rate]

Jozwik, S. L., & Mustian, A. L. (2019, advance online). Effects of technology-supported Language Experience Approach for English learners with exceptional needs. *Reading & Writing Quarterly*. <https://doi.org/10.1080/10573569.2019.1655690> [Published by Springer, 1.18 impact factor]

Jozwik, S. L., Cuenca-Carlino, Y., Mustian, A. L., & Douglas, K. H. (2019). Self-regulated strategy development reading comprehension instruction for emerging bilingual students with learning disabilities. *Preventing School Failure: Alternative Education for Children and Youth*, 63(2), 121–132. doi: 10.1080/1045988X.2018.1523126. [Published by Taylor & Francis, 1.25 impact factor]

Jozwik, S. L., Peterson-Karlan, G., & Kaczorowski, T. L. (2018). Effects of POWER strategy instruction for students supported by assistive technology. *Journal of International Special Needs Education*. <https://doi.org/10.9782/18-0001> [Published by the Council for Exceptional Children's Division for International Special Education and Services, .3 impact factor]

Jozwik, S. L., Kaczorowski, T. L., & Cahill, A. S. (2018). Unblocking barriers: Universal Design for Learning and literacy instruction in culturally and linguistically diverse contexts. *Illinois Reading Council Journal*, 47(1), 63–74. [Published by the Illinois Reading Council; Researcher and Practitioner audience; 10% acceptance rate]

Jozwik, S. L., & Cahill, A. S., & Sánchez, G. (2018). Collaboratively crafting individualized education program goals for culturally and linguistically diverse exceptional learners. *Preventing School Failure: Alternative Education for Children and Youth*, 62 (2), 140–148. doi:10.1080/1045988X.2017.1393791 [Published by Taylor & Francis, 1.25 impact factor]

Cuenca-Carlino, Y., Gozur, M.*, **Jozwik, S. L.**, & Krissinger, E.* (2018). The impact of self-regulated strategy development on the writing performance of English learners. *Reading & Writing Quarterly*, 34(3), 248–262. doi:10.1080/10573569.2017.1407977 [Published by Springer, 1.18 impact factor]

Jozwik, S. L., Lin, M., & Cuenca-Carlino, Y. (2017). Using backward design to develop service-learning projects in teacher preparation. *New Waves –Educational Research and Development Journal*, 20(2), 34–48. https://www.viethconsulting.com/members/proposals/view_file.php?md=VIEW&file_id=1093369 [Published by the Chinese American Education Research and Development Association, and affiliate of the American Educational Research Association, no data on impact factor]

Jozwik, S. L., & Douglas, K. H. (2017). Effects of multicomponent academic vocabulary instruction for English learners with learning difficulties. *Learning Disability Quarterly*,

40(4), 237–250. doi: 10.1177/0731948717704967 [Published by SAGE, 2.132 impact factor]

Jozwik, S. L., & Douglas, K. H. (2017). Effects of a technology-assisted reading comprehension intervention for English learners with learning disabilities. *Reading Horizons: A Journal of Literacy and Language Arts*, 56(2), 42–63. [Published by the Western Michigan University Dorothy J. McGinnis Reading Center and Clinic, no data on impact factor]

Jozwik, S. L., & Landa-Vialard, O., Lin, M., Tsinajinie, G., & Mshaiel, A.* (2017) Using a CAN DO approach to assess English language learners' oral reading. *Illinois Reading Council Journal*, 46(1), 78–87. [Published by the Illinois Reading Council; Researcher and Practitioner audience; 10% acceptance rate]

Jozwik, S. L., Cuenca-Carlino, Y., & Lewis-Pratl, K.* (2017). Cultural responsiveness in data-based individualization and literacy assessment for English learners. *Illinois Reading Council Journal*, 45(2), 74–79. [Published by the Illinois Reading Council; Researcher and Practitioner audience; 10% acceptance rate]

Jozwik, S. L., & Douglas, K. H. (2016). Effects of semantic ambiguity detection training on reading comprehension achievement of English learners with learning difficulties. *Multiple Voices for Ethnically Diverse Exceptional Learners*, 16(2), 37–57. [Published by the Council for Exceptional Children's Division for Culturally and Linguistically Diverse Exceptional Learners; Research audience; no data on impact factor]

Multimedia Publications

Jozwik, S. L. (2022). Technology, Literacy, and Bilingualism in Special Education. Center for Innovation Design and Digital Learning (CIDDL) Research and Practice Brief. <https://ciddl.org/research-and-practice-brief-14-technology-literacy-and-bilingualism-in-special-education/>

Jozwik, S. L., & Cuenca-Carlino, Y. (2017, May). Cultural responsiveness in data-based individualization and literacy assessment for English learners. *Council for Exceptional Children Professional Development Webinar Series*. <http://pubs.cec.sped.org/web1706a/>

Other Publications

Jozwik, S. L. (2018, October). Voices from the field: Practices and challenges in serving exceptional English learners from low-incidence language groups. *The Council for Exceptional Children's Division for Culturally and Linguistically Diverse Exceptional Learners (DDEL) Newsletter*, 8(3), 12–14.

Jozwik, S. L., & Borders, C. M. (2013, May). Wise words, wise actions: Verbal intervention for managing classroom behavior. *Supportive Stance: A Newsletter for the Crisis Prevention Institute*. <https://www.crisisprevention.com/Blog/May-2013/Wise-Words-Wise-Actions-Verbal-Intervention-Traini>

PROFESSIONAL ACTIVITIES

Funded Grants

- Joseph, T., Bartlett, M., Evans, L., & **Jozwik, S.** (2022–2027). Preparing inclusive early childhood educators (PIECE) project. U. S. Department of Education, Office of English Language Acquisition (OELA), National Professional Development Grant. [Funded \$2.87M; Award Number: T365Z220096]
- Jozwik, S.**, & Lize, K. (2019). *Building FoRTitude with self-paced 'Foundations of Reading Test' modules*. Women's Giving Circle. [Funded \$2,7500.00]
- Smith, R., Silverman, M., Moerchen, V., Lund, S., & **Jozwik, S.** (2018–2023) *Interdisciplinary technology instruction program for individualized technology implementation planning (ITIP²)*. Office of Special Education Programs. [Funded \$1,139,999.00]
- Jozwik, S.**, Hardin, S., & O'Quin, C. (2017). *Preparing preservice special education teachers to teach literacy in linguistically diverse classrooms*. Culturally Responsive Learning Grant, Illinois State University. [Funded \$500.00].
- Jozwik, S.**, & Borders, C. M. (2016). *Evaluating perceptions, needs, practices, and challenges in bilingual special education*. University Research Grant, Illinois State University. [Funded \$11,000.00]
- Jozwik, S.** (2016). *Urban teacher preparation course development grant: Applications of language and literacy development*. Illinois State University. [Funded \$3,500.00]
- Jozwik, S.** (2016). *Reviewing culturally responsive literacy interventions for English learners with disabilities*. University Research Grant, Illinois State University. [Funded \$2,000.00]
- Jozwik, S.** (2016). *Implementing culturally responsive literacy intervention for English learners with disabilities*. New Faculty Start-Up Research Grant. Illinois State University. [Funded \$2,000.000]
- Jozwik, S.**, & Cuenca-Carlino, Y. (2015). *Teaching-learning innovations grant: Building a framework for culturally sensitive literacy assessment*. Center for Teaching and Learning, Illinois State University. [Funded \$2,000.00]
- Jozwik, S.** (2012). *Integrating technology into reading comprehension instruction for English language learners with learning disabilities*. Ray Graham Memorial, Illinois Council for Exceptional Children. [Funded \$300.00]
- Jozwik, S.** (2012). *Quantitative research study on verbal intervention training and classroom behavior management*. Crisis Prevention Institute. [Funded \$500.00]

Non-Funded Grants

- Evans, L., Bartlett, M., Joseph, T., & **Jozwik, S.** (2021). Pedagogical innovations in urban inclusive early childhood teacher education. Development and Innovations Grant, University of Wisconsin–Milwaukee. [Not funded]
- Rice, N. E., Britz, L., & **Jozwik, S.** (2021). Infusing trauma responsive educational practices into interdisciplinary (INTREPID) personnel preparation. Office of Special Education Programs, U. S. Department of Education. [Not funded].
- Cuenca-Carlino, Y., & **Jozwik, S.** (2017–2022). *Best practices for bilingual/ESL special education teachers*. Grant proposal submitted to the Office of English Language Acquisition (OELA) National Professional Development Competition, Washington, D.C. \$2, 482,006. [Not Funded].
- Jozwik, S.**, & Cuenca-Carlino, Y. (2017–2020). *The English learners succeed with culturally responsive interventions in bilingual education (ESCRIBE) project*. Grant proposal submitted to the Office of Special Education Programs Model Demonstration Competition, Washington, D.C. \$943,127. [Not Funded].
- Cuenca-Carlino, Y., & **Jozwik, S.** (2016–2021). *Best practices for bilingual/ESL special education teachers*. Grant proposal submitted to the Office of English Language Acquisition (OELA) National Professional Development Competition, Washington, D.C. \$ 1,961,419. [Not Funded].

Conference Presentations

International Conference Presentations

- Jozwik, S. L.**, & Rice, N. E. (2019, April). An analysis of the portrayal of learning disabilities in children's and young adult literature. *American Educational Research Association Annual Meeting*. Toronto, CA.
- Jozwik, S. L.**, & Kaczorowski, T. L., & Freeman-Green, S. (2019, April). Multimodal vocabulary instruction for high school English learners with or at-risk for learning disabilities. *American Educational Research Association Annual Meeting*. Toronto, CA.
- Uphold, N., & **Jozwik, S. L.** (2018, February). Using simultaneous prompting to teach paragraph writing skills to students with an intellectual disability. *Council for Exceptional Children Convention and Expo*. Tampa, FL.
- Jozwik, S. L.** (2017, April). Analyzing the cultural responsiveness of reading comprehension intervention research for English learners with reading difficulties. *American Educational Research Association Annual Meeting*. San Antonio, TX.

Lee, R., Lin, M., & **Jozwik, S. L.** (2017, April). Preparing culturally responsive teachers: The impact of urban redesign. *Chinese American Educational Research and Development Association (CAERDA)*. San Antonio, TX.

Jozwik, S. L., & Cuenca-Carlino, Y. (2016, March). Effects of explicit reading comprehension strategy instruction for English learners with specific learning disabilities. *Council for Exceptional Children Annual Convention and Expo*. Saint Louis, MO.

Jozwik, S. L., & Douglas, K. H. (2016, March). Developing academic vocabulary for English learners with high-incidence disabilities. *Council for Exceptional Children Annual Convention and Expo*. Saint Louis, MO.

Jozwik, S. L., & Peterson-Karlan, G. (2016, March). Writing strategy intervention for students supported by speech recognition and word prediction assistive technology. *Council for Exceptional Children Annual Convention and Expo*. Saint Louis, MO.

Jozwik, S. L. (2015, March). Effects of semantic ambiguity detection training on reading comprehension achievement of English learners with specific learning disabilities. *Teaching English to Speakers of Other Languages International Convention*. Toronto, Canada.

Jozwik, S. L. (2013, March). Culturally sensitive assessments for monitoring progress with reading comprehension. *Teaching English to Speakers of Other Languages International Convention*. Dallas, TX.

National Conference Presentation

Jozwik, S. L. (2018, October). Promoting academic vocabulary development for English learners with learning disabilities. *Council for Learning Disabilities*. Portland, OR.

Regional, State, and Local Conference Presentations or Workshops

Jozwik, S. (2019, March). Navigating the intersection of bilingual/ESL education and special education. *Kane County Institute Day*.

Jozwik, S. (2018, October). How are characters with dyslexia portrayed in children's and young adult literature? *Illinois Reading Council Conference*. Peoria, IL.

Jozwik, S. L. (2018, January). Writing IEPs that are SMART and culturally and linguistically responsive. *North Palos School District 117 Professional Development*. Palos Hills, IL.

Jozwik, S. L. (2017, December). Writing culturally and linguistically responsive IEPs for English Learners. *Lincoln School District 156 Professional Development*. Calumet City, IL.

- Jozwik, S.** (2017, December). Crafting IEP goals for English learners with intensive support needs. *Annual Statewide Conference for Teachers of Culturally and Linguistically Diverse Students*. Oak Brook, IL.
- Jozwik, S., & Lewis-Pratl, K.** (2017, November). Cultural responsiveness in data-based individualization. *Illinois Council for Exceptional Children Conference*. Naperville, IL.
- Jozwik, S.** (2017, October). Strategies to support reading comprehension for students with Autism Spectrum Disorder. *Illinois Reading Council Conference*. Peoria, IL.
- Jozwik, S., & Janicki, A.** (2017, October). Fostering literacy development for English learners: Strategies, tools, and data-based decisions. *Illinois Reading Council Conference*. Peoria, IL.
- Jozwik, S., & Cuenca-Carlino, Y.** (2017, September). Cultural responsiveness in literacy assessment for English learners. *Illinois Association for Administrators of Special Education (IAASE) Conference*. Tinley Park, IL.
- Jozwik, S.** (2017, September). Writing culturally and linguistically appropriate IEPs. *Illinois State Board of Education's Division of English Language Learning Annual Director's Meeting*. St. Charles, IL.
- Borders, C. M., & **Jozwik, S.** (2017, March). Addressing needs of bilingual/multilingual deaf students and their families. *Illinois Teachers of the Deaf and Hard of Hearing Conference*, Naperville, IL.
- Brusca-Vega, R., **Jozwik, S.**, Rodríguez, J., & Sánchez-López, C. (2016, December). Questions and answers - open forum on English learners with disabilities. *Annual Statewide Conference for Teachers of Culturally and Linguistically Diverse Students*. Oak Brook, IL.
- Jozwik, S., & Rodríguez, J.** (2016, December). Developing a culturally and linguistically appropriate IEP for English learners with disabilities. *Annual Statewide Conference for Teachers of Culturally and Linguistically Diverse Students*. Oak Brook, IL.
- Jozwik, S., Rodríguez, J., & Sánchez, G.** (2016, December). FAQs on English learners with disabilities. *Annual Statewide Conference for Teachers of Culturally and Linguistically Diverse Students*. Oak Brook, IL.
- Jozwik, S., & Mshaiel, A.** (2016, October). Islamophobia in the campus community. *Culturally Responsive Campus Community Conference*. Illinois State University.
- Jozwik, S., & Cuenca-Carlino, Y.** (2016, September). Enacting a culturally responsive approach to literacy assessment for K to 6 preservice teachers and in-service teachers. *Illinois Reading Council Conference*. Peoria, IL.

- Jozwik, S., & Sánchez, G.** (2016, August). Developing linguistically and culturally appropriate Individualized Education Programs for English learners with disabilities. *Illinois State Board of Education Special Education Directors Conference*. Springfield, IL.
- Cuenca-Carlino, Y. & **Jozwik, S.** (2016, January). Community partnerships to enhance learning and reflection in the classroom. *Teaching and Learning Symposium*. Illinois State University, Normal, IL
- Crowley, P., Freeman-Green, S., **Jozwik, S.**, Zablocki, M. (2015, November). Making the academic behavior connection panel discussion. *Illinois Council for Exceptional Children Conference*. Naperville, IL.
- Jozwik, S.** (2015, October). Culturally responsive reading comprehension interventions. *Illinois Reading Council Conference*. Peoria, IL.
- Jozwik, S.** (2014, October). Ridding with rigor: Semantic ambiguity detection training increases English learners' reading comprehension achievement. *Illinois Reading Council Convention*. Springfield, IL.
- Jozwik, S., & Cahill, A.** (2013, November). Alignment check: How can IEP goals be crafted to celebrate the common core standards? *Illinois Council for Exceptional Children Convention*. Lisle, IL.

TEACHING AND ADVISING

University of Wisconsin-Milwaukee

Undergraduate/Graduate Level

EXCEDUC 662	Collaborative Strategies (Undergraduate/Graduate [U/G]; 3 ch)
EXCEDUC 571	Curriculum Accommodations I (Undergraduate; 3 ch)
EXCEDUC 574	Curriculum Accommodations II (U/G; 3 ch)
EXCEDUC 605	Child, Learner, Disabilities (Undergraduate; 3 ch)
EXCEDUC 488	Linking Seminar: edTPA e-portfolio development (U/G; 1 ch)
EXCEDUC 486	Linking Seminar: Reflective Practice (U/G; 1 ch)
EXCEDUC 587	Field Work with Students Having Exceptional Needs (2 ch)
EXCEDUC 680	Literacy I (Undergraduate; 3 ch)
EXCEDUC 601	Behavioral Supports (U/G; 3 ch)
EXCEDUC 681	Literacy II (U/G; 3 ch)
EXCEDUC 595	Technology Applications for Diverse Learners (U/G; 3 ch)
EXCEDUC 531	Inclusion for Secondary Educators (U/G; 3 ch)
EXCEDUC 532	Assessment and Monitoring (U/G; 3 ch)
EXCEDUC 635	Individualized Planning and Instructional Methods (U/G; 3 ch)
OCCTHPY 742	Single Case Experimental Design (G; 3 ch)

Capstone Project Advising for Graduate Students

Brinkman, B. (2021). Master of Science in Exceptional Education, Capstone project title, "Developing Self-Advocacy Skills in Deaf/Hard of Hearing Students: Allowing for

- Success in the Virtual Setting,” University of Wisconsin–Milwaukee. Successful defense: May 10, 2021.
- Nettie, R. (2021). Master of Science in Exceptional Education, Capstone project title, “Social emotional needs of Deaf and Hard of Hearing students during the COVID-19 pandemic” University of Wisconsin–Milwaukee. Successful defense: May 10, 2021.
- Dotts, B. (2020). Master of Science in Exceptional Education, Capstone project title, “Multimedia in the Classroom: Ensuring Accessibility for Deaf and Hard of Hearing Students,” University of Wisconsin–Milwaukee. Successful defense: Dec. 9, 2020.
- Dworak-Allen, T. (2020). Master of Science in Exceptional Education, Capstone project title, “Deaf/Hard of Hearing Student Involvement with In-Servicing General Education Staff Members to Increase Self-Advocacy: A Case Study.” University of Wisconsin–Milwaukee. Successful defense: Dec. 9, 2020.
- Baker, E. (2020). Master of Science in Exceptional Education, Capstone project title, “Themes of Disproportionality Research: Factors Perpetuating the Overrepresentation of Black Students in Special Education,” University of Wisconsin–Milwaukee. Successful defense: July 30, 2020.
- Keef, J., (2020). Master of Science in Exceptional Education, Capstone project title, “Instructional methods for building decoding and encoding skills in deaf or hard of hearing students,” University of Wisconsin–Milwaukee. Successful defense: July 30, 2020.
- Willman, M. (2020). Master of Science in Exceptional Education, Capstone project title, “Benefits of morphological awareness to vocabulary and reading comprehension in deaf and hard of hearing students,” University of Wisconsin–Milwaukee. Successful defense: July 30, 2020.
- Freda, R. (2019). Master of Science in Exceptional Education, Capstone project title, “The influence of music on the reading comprehension of students with significant and multiple disabilities.” University of Wisconsin–Milwaukee. Successful Defense: December 16, 2019.
- Gragnani, S. (2019). Master of Science in Exceptional Education, Capstone project title, “The effects of rewards reading intervention on decoding and fluency with students with specific learning disabilities in reading.” University of Wisconsin–Milwaukee. Successful Defense: December 16, 2019.
- Stempniewski, J. (2019). Master of Science in Exceptional Education, Capstone project title, “Notice and note close reading comprehension intervention.” University of Wisconsin–Milwaukee. Successful Defense: December 16, 2019

Abbott, T. (2019). Master of Science in Exceptional Education, Capstone project title, “Effective reading comprehension strategies for students with learning disabilities.” University of Wisconsin–Milwaukee. Successful defense; May 2019.

Advising for Doctoral Students

Swope-Farr, T. Ph. D. in Urban Education (2020–2021), committee member, dissertation, “Mathematics anxiety, mathematics teaching anxiety, and the mathematics instructional practices of in-service elementary teachers.” University of Wisconsin–Milwaukee. [Successful defense: April 21, 2021]

Resch, K., Ph. D in Urban Education (2020–2021), committee member, dissertation, “Working toward ‘achievement’: Key considerations for providing access to equitable opportunities to students with disability labels.” University of Wisconsin–Milwaukee. [Successful defense: November 29, 2022]

Westerdahl, J., A.B.D. in Physical Therapy (2021–Current), committee member, dissertation proposal, “Consideration of physicality in measuring the caregiver-infant interaction: A descriptive review of observational tools and coding schemes.” University of Wisconsin–Milwaukee. [Successful defense March 7, 2022].

Labanieh, K. (2019), Chair of Dissertation, titled “Heritage language learners of Arabic in Islamic schools: Opportunities for attaining Arabic language proficiency.” University of Wisconsin–Milwaukee. [Successful defense; May 2019]

Illinois State University

Graduate Level

SED 422	Teaching Diverse Learners (face-to-face Master’s; 3 ch)
SED 410	Educational Assessment and Planning for Individuals with Disabilities (hybrid Master’s course; 3 ch)
SED 445	Curriculum Development for Diverse Learners (hybrid Master’s; 3 ch)
SED 454	Consultation and Collaboration (hybrid Master’s; 3 ch)
SED 514	Personnel Preparation in Special Education (face-to-face, Doctoral; 3 ch)

Undergraduate Level

SED 101	Introduction to Special Education (online; 3 ch)
SED 206	Assessment Foundations (face-to-face; 3 ch)
SED 342	Language and Literacy Development I (face-to-face; 3 ch)
SED 345	Literacy Applications II (face-to-face; 3 ch)

Capstone Advising for Graduate Students

Bailey Chapman, K. (2016). Capstone project title, “The effects of peer-mediated, technology-assisted vocabulary Intervention for high school English Learners with and without disabilities.” Illinois State University. [Successful defense; Spring 2016]

Carroll, T. (2017). Capstone project title, “Assessing the needs of parents of children with disabilities.” Illinois State University. [Successful defense; Spring 2017]

Zavala, J. (2018) Master’s Thesis, “Music therapy for individuals with disabilities.”
Illinois State University [Successful defense: Spring 2018]

Advising for Doctoral Students

Miles-Turner, M. (2018). Comprehensive examination committee member, Project Title,
“Strategies to support language and literacy development in unique populations.”
Illinois State University. [Successful oral defense for comprehensive
examinations: Spring 2018]

Kroesch, A. (2018). Dissertation committee member, dissertation Title, “Teaching
students with developmental disabilities to sequence academic content using
video modeling and constant time delay via an iPad application.” [Successful
dissertation defense: Summer 2018]

Olivet Nazarene University

Graduate Level

- EDUC 603 Theoretical Foundations in Teaching English as a Second Language
(face-to-face; online; 3 ch)
- EDUC 604 Assessment of the Bilingual Student (face-to-face; 3 ch)
- EDUC 605 Methods and Materials for Teaching English as a Second Language (face-
to-face; 3 ch)
- EDUC 606 Cross-Cultural Communications in Teaching English as a Second
Language (face-to-face; 3 ch)

Prairie State Community College

Adult Basic Education Level

- ESL Bridge to Healthcare Careers (face-to-face)

SERVICE

University of Wisconsin-Milwaukee

<i>Instructional and Research Academic Staff Review Committee</i> , member	2022–present
<i>Charter School Advisory Board</i> member	2022–present
<i>School of Education Student Appeals Committee</i> , Chair	2021–present
<i>Department of Teaching & Learning Executive Committee</i> member	2020–present
<i>Academic Programs and Curriculum Committee</i> member	2019–present
<i>Multiliteracies, Language, and Cultures Committee</i> member	2018–present

<i>Teacher Education Special Education K–12 Work Group</i> member	2018–present
<i>Assistive Technology and Accessible Design Certificate Advisory Board</i> member	2019–present
<i>Academic Programs and Curriculum Committee</i> member	2019–present
<i>edTPA</i> steering committee member	2019–present

Illinois State University

Faculty Co-sponsor for Registered Student Organization, <i>Best Practices for Bilingual/ESL Teaching</i>	2015–2018
College of Education, <i>Teaching and Learning Committee</i> , Co-chair	2016–2018
College of Education, <i>Global Conversations Committee</i> , member	2016–2017
Department of Special Education, <i>Institutional Review Board</i> representative	2017–2018

External Service

Conference Proposal Reviewer

Conference Proposal Reviewer for the <i>Council for Learning Disabilities</i>	2019
Conference Proposal Reviewer for <i>American Education Research Association</i>	2017–2018

Manuscript Reviewer

Review Board Member, <i>Intervention in School and Clinic</i>	2019–present
Guest reviewer, <i>Journal of Applied School Psychology</i>	2019
Guest reviewer, <i>Advances in Cognitive Psychology</i>	2019
Guest reviewer, <i>Journal of Learning Disabilities</i>	2019
Guest reviewer, <i>Intellectual and Developmental Disabilities</i>	2019
Guest reviewer, <i>Action in Teacher Education</i>	2018
Ad hoc reviewer, <i>Reading Research Quarterly</i>	2017–2019
Associate Editor, <i>Illinois Reading Council Journal</i>	2016–present

Guest reviewer, <i>Exceptional Children</i>	2016–2019
Field reviewer, <i>Multicultural Perspectives</i>	2014–2017
Field reviewer, <i>Multiple Voices for Ethnically Diverse Exceptional Learners</i>	2013–present

State-Level Service

Secretary, Illinois Council for Exceptional Children, <i>Division for Culturally and Linguistically Diverse Exceptional Learners</i> (I-DDEL)	2016–2018
Co-chair, Illinois State Board of Education, <i>Bilingual Special Education Joint Sub-Committee (Bilingual Advisory Council & Special Education Advisory Council)</i>	2015–2018
Consulting member, Illinois State Board of Education, <i>Bilingual Special Education Joint Sub-Committee</i>	2018–present
Planning committee member for the <i>Wisconsin Literacy Research Symposium</i>	2019

PROFESSIONAL AFFILIATIONS

International Literacy Association	2019–present
American Education Research Association (AERA)	2014–present
Council for Exceptional Children (CEC)	2004–present

HONORS AND AWARDS

2018 “Must-Read Article” Award for <i>Learning Disability Quarterly</i> , Council for Learning Disabilities	2018
<i>Professional Development Award</i> , Teaching English to Speakers of Other Languages	2015
<i>Rose E. Parker Graduate Excellence Award</i> , Illinois State University	2014
<i>Service to Diversity Award</i> , Illinois State University	2000

TAB 7

EXECUTIVE SUMMARY***Regarding*****Resolution 25-08: *Resolution for the Approval of FY2025 Operating Budget***

I. ACTION ITEM: Approval of Fiscal Year 2025 (“FY2025”) 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 FY2025 Operating Budget for approval. The Fiscal Year 2025 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, 2024 to June 30, 2025. The proposed FY2025 Operating Budget is the same as that which was approved by the Board on a preliminary basis at the June 17, 2024 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 17, 2024 Board meeting, the President recommended and the Board approved a preliminary FY2025 Operating Budget granting the University spending authority between July 1, 2024 and the October 2024 meeting, at which time the Board would review the University’s FY2025 operating budget again and approve the final figures. The preliminary operating budget constituted a conservative estimate of revenues and expenditures of \$61,721,200. The final enacted State appropriation of \$26,579,300, along with University income fund revenues based on enrollment census data, provide for a balanced budget.

The below budget represents the core or “State Funds” final operating budget proposed for FY2025 in the amount of \$61,721,200. 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 FY2025 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
Budget Revenues and Expenditures by Major Category
FY2025 Operating Budget

STATE FUNDS	FY2024 Operating Budget	FY2025 Operating Budget	\$ Chg to Prior Year Budget	% Chg to Prior Year Budget
<u>Revenues:</u>				
Income Fund	\$ 34,441,900	\$ 35,141,900	\$ 700,000	2.0%
Appropriation	26,058,100	26,579,300	\$ 521,200	2.0%
Total Revenues	\$ 60,500,000	\$ 61,721,200	\$ 1,221,200	2.0%
<u>Expenses:</u>				
Personnel Services	\$ 50,844,668	\$ 52,445,092	\$ 1,600,424	3.1%
Fringe Benefits	1,483,326	1,483,326	\$ -	0.0%
Contractual	6,551,592	6,296,504	\$ (255,088)	-3.9%
Commodities	729,120	655,720	\$ (73,400)	-10.1%
Permanent Improvements	-	-	\$ -	0.0%
Travel	362,673	341,346	\$ (21,327)	-5.9%
Equipment	305,705	276,195	\$ (29,510)	-9.7%
Telecom	185,541	185,641	\$ 100	0.1%
Auto Operations	37,375	37,375	\$ 0	0.0%
Awards	-	-	\$ -	0.0%
Reserve	-	-	\$ -	0.0%
Total Expenses:	\$ 60,500,000	\$ 61,721,200	\$ 1,221,200	2.0%

BOT Resolution 16-28 established an operating reserve not to exceed 5% of the University's core operating budget. At this time, the FY2019 - FY2022 operating surplus exceeds that reserve amount, so no Reserve allocation has been budgeted for FY2025.

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

V. Resource/Contacts: Corey S. Bradford, Sr., Ph.D., Vice President for Administration and Finance; cbradford2@govst.edu; 708.235.7421; and Cheri Taylor-Lawton, Executive Director, Budget & Financial Planning; ctaylor-lawton@govst.edu; 708.534.4981.

Resolution No. 25-08***Approval of Operating Budget for Fiscal Year 2025***

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;

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;

WHEREAS, In accordance with Section V, Subsection A.1 of the Board Regulations, the President is responsible for making recommendations and submitting to the Board for approval budget requests;

WHEREAS, The President, upon advice and recommendation of a University-wide planning and budget council and the President’s Cabinet, recommends the final budget for Fiscal Year 2025 as set forth herein;

WHEREAS, The Board believes it is in the University’s best interest to approve the final budget for Fiscal Year 2025 as set forth herein.

Now, therefore, it is:

Resolved, that the Board approves the following as the final budget for Fiscal Year 2025:

[Remainder of page intentionally left blank.]

Governors State University
 FY2025 Operating Budget
 State Funds (Illinois State Appropriation + University Net Tuition Revenues)

	<u>FY2025</u>
<u>Revenues:</u>	
Income Fund	\$ 35,141,900
Appropriation	26,579,300
Total Revenues	\$ 61,721,200
 <u>Expenses:</u>	
Personnel Services	\$ 52,445,092
Fringe Benefits	1,483,326
Contractual	6,296,504
Commodities	655,720
Permanent Improvements	-
Travel	341,346
Equipment	276,195
Telecom	185,641
Auto Operations	37,375
Awards	-
Reserve	-
Total Expenses:	\$ 61,721,200

Resolved, that the Board directs the University to take all appropriate steps to effectuate this Resolution, including but not limited to submitting the foregoing budget to the Illinois Board of Higher Education.

Approved this 21st day of October 2024

 James Kvedaras, Chair

 Karen Nunn, Secretary

TAB 8

EXECUTIVE SUMMARY***Regarding******Resolution 25-09: Resolution for the Approval of FY2026 Operating Appropriations Budget Request to the Illinois Board of Higher Education***

I. ACTION ITEM: Approve Operating Appropriations Budget Request for Fiscal Year 2026 (“FY2026”) to the Illinois Board of Higher Education (“IBHE”).

II. BACKGROUND: In preparation for the upcoming budget year of July 1, 2025 to June 30, 2026 (*i.e.*, FY2026), 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 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 FY2026 preliminary State Funds budget request to IBHE of \$64,910,716. GSU anticipates flat net tuition revenues and is seeking a total operating funds increase for FY2026 of \$3,189,516, a 5.2% increase in total University Operating Budget year-over-year and a 12% increase in year-over-year State appropriations. The incremental State Funds would be used to cover ordinary increases in compensation expenses, additional faculty (micro-credentials & badges, supply chain research & development, LEAP program), AI tools, development of a faculty lab, micro-credential offerings, build capacity in the field of driver rehabilitation, continuation of the LEAP program and improvement and expansion of the DDP & dual credit programs.

Governors State University
 Budget Revenues and Expenditures by Major Category
 FY2026 IBHE Operating Budget Request

STATE FUNDS	FY2025 Operating Budget	FY2026 Operating Budget	\$ Chg to Prior Year Budget	% Chg to Prior Year Budget
<u>Revenues:</u>				
Income Fund	\$ 35,141,900	\$ 35,141,900	\$ -	0.0%
Appropriation	26,579,300	29,768,816	\$ 3,189,516	12.0%
Total Revenues	\$ 61,721,200	\$ 64,910,716	\$ 3,189,516	5.2%
<u>Expenses:</u>				
Personnel Services	\$ 52,445,092	\$ 55,634,608	\$ 3,189,516	6.1%
Fringe Benefits	1,483,326	1,483,326	\$ -	0.0%
Contractual	6,296,504	6,296,504	\$ -	0.0%
Commodities	655,720	655,720	\$ -	0.0%
Permanent Improvements	-	-	\$ -	0.0%
Travel	341,346	341,346	\$ -	0.0%
Equipment	276,195	276,195	\$ -	0.0%
Telecom	185,641	185,641	\$ -	0.0%
Auto Operations	37,375	37,375	\$ -	0.0%
Awards	-	-	\$ -	0.0%
Reserve	-	-	\$ -	0.0%
Total Expenses:	\$ 61,721,200	\$ 64,910,716	\$ 3,189,516	5.2%

Notes:

** Historical Surplus adequate funds to support BOT Reserve requirement for FY2025

IV. PROPOSED RESOLUTION: A proposed resolution is submitted with this Executive Summary.

V. RESOURCE/CONTACTS: Corey S. Bradford, Sr., Ph.D., Vice President for Administration and Finance; cbradford2@govst.edu; 708.235.7421; and Cheri Taylor-Lawton, Executive Director, Budget & Financial Planning; szurwski@govst.edu; 708.534.4981

IV.

Resolution No. 25-09***Approval of Operating Appropriations Budget Request to IBHE for Fiscal Year 2025***

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;

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 Governors State University student selected by student peers;

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;

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;

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;

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 Committee of the Whole (the “Committee”) a recommendation for

requesting appropriations for operations for the period July 1, 2025 to June 30 2026 (“FY2026”), which the Committee considered at a meeting held on October 21, 2024.

Now, therefore, it is:

Resolved, that the FY2026 Operating Appropriations Budget Request is approved for submission to the IBHE in a format recommended by IBHE as follows:

**Governors State University
FY2026 IBHE Operating Budget Request
State Funds (Illinois State Appropriation + University Net Tuition Revenues)**

	<u>FY2026</u>
<u>Revenues:</u>	
Income Fund	\$ 35,141,900
Appropriation	29,768,816
Total Revenues	<u>\$ 64,910,716</u>
 <u>Expenses:</u>	
Personnel Services	\$ 55,634,608
Fringe Benefits	1,483,326
Contractual	6,296,504
Commodities	655,720
Permanent Improvements	-
Travel	341,346
Equipment	276,195
Telecom	185,641
Auto Operations	37,375
Awards	-
Reserve	-
Total Expenses:	<u>\$ 64,910,716</u>

Resolved, that the Board directs the President to take all reasonable and necessary steps to timely submit the FY2026 Operating Appropriations Budget Request to the IBHE in the format required by the IBHE.

Approved this 21st day of October 2024

James Kvedaras, Chair

Karen Nunn, Secretary

TAB 9

EXECUTIVE SUMMARY*Regarding***Resolution 25-10: *Resolution for the Approval of FY2026 Capital Improvement Budget and Submission to the Illinois Board of Higher Education***

- I. ACTION ITEM:** Approve the Capital Improvement Budget for submission to the Illinois Board of Higher Education (“IBHE”) for the ensuing fiscal year of July 1, 2025 to June 30, 2026, fiscal year 2026 (“FY2026”).
- 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 (“GovState”), 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 Committee of the Whole, 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.
- IV. RESOLUTION:** A proposed resolution is submitted herewith.
- V. RESOURCE/CONTACTS:** John Potempa, Associate VP for Facilities Management & Development; jpotempa2@govst.edu; 708.235-7447 and Cheri Taylor-Lawton, Executive Director, Budget & Financial Planning; ctaylor-lawton@govst.edu; 708.534.4981.



Resolution No. 25-09

Approval of Capital Requests and Submission to IBHE for Fiscal Year 2026

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;

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;

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

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;

WHEREAS, Section 8 of the Illinois 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;

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 Committee of the Whole (the “Committee”) a recommendation for requesting appropriations for capital improvements in the form attached hereto as **Exhibit A** (the



“FY26 Capital Improvement Budget”), which the Committee approved at a meeting held on October 21, 2024.

Now, therefore, be it:

Resolved, that the Board adopts the Committee’s recommendation for the FY26 Capital Improvement Budget.

Resolved, that information contained in the FY26 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 FY26 Capital Improvement Budget to the IBHE in the format required by the IBHE.

Approved this 21st day of October 2024

James Kvedaras , Chair

Karen Nunn, Secretary



Governors State University
Capital Improvement Requests
Budget Year FY2026

**GOVERNORS STATE UNIVERSITY
LARGE PROJECT PLAN
BUDGET YEAR FY2025/2026**

<u>Projected Fiscal Yr</u>	<u>PROJECT NAME</u>	<u>TOTAL Planning Amount</u>	<u>State Appropriation</u>	<u>GSU Debt COP2018</u>	<u>OTHER</u>	<u>STATUS</u>
NEW CAPITAL INVESTMENT						
TBD	Library and Learning Commons	\$42,630,500	\$38,755,000			
TBD	Center for Instruction and Innovation	\$32,851,500	\$29,865,000			
TBD	Student Success Center	\$35,475,000	\$32,250,000			
TBD	Center for Health & Equity (Health Sciences Building)	\$28,955,300	\$26,323,000			
TBD	Building C Addition for Student Security & Safety	\$3,135,000	\$2,850,000			
REBUILD ILLINOIS PROJECTS - NEW CAPITAL: Need Appropriated Funds Released						
TBD	Academic Building E Extension	\$3,883,000	\$3,530,000			
REBUILD ILLINOIS PROJECTS - CAPITAL RENEWAL: Need Appropriated Funds Released						
TBD	Building E (Sherman Hall & Art Studio Annex) Renovation	\$3,547,500	\$3,225,000			
TBD	Renovation / Replacement Library: Library area	\$6,398,700	\$5,817,000			
TBD	Renovation / Replacement Library: Student Space	\$7,584,500	\$6,895,000			
TBD	Vehicular/Pedestrian/Parking Lot Renovations: North/West Campus	\$8,531,600	\$7,756,000			
TBD	Vehicular/Pedestrian/Parking Lot Renovations: South/East Campus	\$1,256,200	\$1,142,000			
FY2025 CAPITAL RENEWAL						
TBD	Vehicular/Pedestrian/Parking Lot Renovations: South/East Campus	\$4,431,900	\$4,029,000			
TBD	Building Envelope (Including Window Systems) Phase I	\$7,960,700	\$7,237,000			
TBD	Building Envelope Phase II	\$3,175,700	\$2,887,000			
FY2019 / 2021 EMERGENCY CAPITAL: Projects Completed with CDB						
2021	Emergency Capital for Roof Replacement	\$3,244,940	\$3,244,940			100% Complete
FY2019 / 2021 EMERGENCY CAPITAL: Projects Currently In Progress with CDB						
2022	Emergency Capital for Deteriorating Piping	\$4,196,665	\$3,815,150			80% Complete
2023	HVAC Replacement and Upgrade (*2022 Emergency Funds for Piping	\$4,273,335	\$3,884,850			
2021	HVAC Replacement and Upgrade (*REBUILD IL FUNDS)	\$4,690,620	\$4,264,200			Design Phase
SUPPLY CHAIN INNOVATION CENTER: Project with CDB						
2022	GSU SCICBI (Hantack House) Renovation	\$935,000	\$400,000		\$535,000	A

Projected Fiscal Yr	PROJECT NAME	TOTAL Planning Amount	State Appropriation	GSU Debt COP2018	OTHER	STATUS
GSU COP2018: Projects Completed						
2020	Pathway Lighting (Vehicular/Pedestrian Circulation Renovation)	\$836,246		\$836,246		100% Complete
2020	Athletic Field Renovation/Reconstruction	\$256,724		\$256,724		100% Complete
2021	Cafeteria - Equipment/Infrastructure Replacement	\$4,546,838		\$4,546,838		100% Complete
2020	Roof Replacement / Parking & Roadway Repair	\$205,000		\$205,000		100% Complete
2020	HVAC Replacement & Upgrade	\$4,273,630		\$4,273,630		100% Complete
2022	Fire Suppression & Communication Replacement	\$2,275,000		\$2,275,000		100% Complete
CAPITAL RENEWAL: Projects Proposed						
2025	Athletic Soccer Field	\$3,200,000		\$1,300,000	\$1,900,000 E	IBHE BOT Approved
2024	Biology Environmental Field Station	\$800,000			\$800,000 D	
2024	Financial Services Deferred Maintenance	\$450,000			\$450,000 B	
2025	Parking East Lot 2	\$300,000			\$300,000 C	
2025	Main Building Entrance Way Improvements	\$250,000			\$250,000 C	
CAPITAL RENEWAL: Projects Completed						
2024	Social Justice Building	\$2,500,000			\$2,500,000 A	100% Complete
2024	Parking West Lot 2	\$300,000			\$300,000 C	100% Complete
2024	Prairie Place Access Walkway	\$200,000			\$200,000 B	100% Complete
2023/24	Library Services Deferred Maintenance	\$450,000			\$450,000 B	100% Complete
NOTE: GSU DEFERRED MAINTENANCE BALANCE		\$64,921,692				
TECHNOLOGY: Projects Currently In Progress						
2024/25	GSU WEB (External URL & Internal Portal) Rebuild	\$900,000			\$900,000 A	1% Complete
2025/26	Network Switch Replacement	\$1,500,000			\$1,500,000 A	15% Complete
TECHNOLOGY: Projects Completed						
2024	WIFI Access (Latest Standards, Security & Speed)	\$665,000			\$665,000 A	100% Complete
OTHER Funding Sources Summary						
A Capital Reserves						
B University Facilities Fees						
C Campus Access & Safety Fee						
D Farm Revenues						
E External Fundraising						

NEW CAPITAL INVESTMENT

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.

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.

NEW CAPITAL INVESTMENT (continued)

Student Success Center

\$32,250,000

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, and easily recognizable assists students to navigate 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.

Center for Health Equity Building (Health Sciences Building)

\$26,323,000

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.

Building C Addition for Student Security & Safety

\$2,850,000

GSU’s safety and security needs increased substantially when 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. 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.

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. \$4,264,200 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 \$3,225,000

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 \$5,817,000

The University Library area requires repairs of both 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 \$6,895,000

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 \$7,756,000

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 \$5,171,000

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.

FY2025 CAPITAL RENEWAL

Building Envelope Phase I

\$7,237,000

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.

Building Envelope Phase II

\$2,887,000

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

Deteriorating Piping

\$3,815,150

HVAC Replacement & Upgrade

\$3,884,850

Several university boilers, HVAC equipment, and RTU (Roof-top Units) have ongoing issues. Most of GSU's buildings are connected into one large facility, thus an urgent situation in one place affects many other areas. Replacements are necessary to bring our facility up to current code and ensure air quality.

FY2019 / 2021 EMERGENCY CAPITAL: Projects Completed with CDB

Roof Replacement/Safety Upgrading

\$4,950,000

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

GSU SCICBI (Hantack House) Renovation

\$850,000

\$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.

GSU COP 2018 PROJECTS COMPLETED:

Pathway Lighting (Vehicular/Pedestrian Circulation Renovations)	\$836,246
Athletic Field Renovation/Reconstruction	\$256,724
Cafeteria - Equipment/Infrastructure Replacement	\$4,546,838
Roof Replacement / Parking & Roadway Repair	\$205,000
HVAC Replacement & Upgrade	\$4,273,630
Fire Suppression & Communications Replacement	\$2,275,000

CAPITAL RENEWAL PROPOSED

Social Justice Building	\$2,500,000
Athletic Soccer Field	\$3,200,000
Biology Environmental Field Station	\$800,000
Financial Services Deferred Maintenance	\$450,000

Library Services Deferred Maintenance	\$450,000
Parking West Lot 2	\$300,000
Prairie Place Access Walkway	\$200,000
Parking East Lot 2	\$300,000
Main Building Entrance Way Improvements	\$250,000

GSU DEFERRED MAINTENANCE

The University adopted the Campus Facilities Master Plan approved by the GSU Board of Trustees in 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 **\$64,921,692** 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 10

EXECUTIVE SUMMARY**Resolution 25-11*****Resolution for the Annual Review of President Green and Eligibility for Performance Bonus***

- I. **ACTION ITEMS:** Approve recommended annual review by Executive Committee, which was posted for public comment on or before October 19, 2024, regarding President Cheryl Green's: (i) performance for Fiscal Year 2023-2025 ("FY2025") and (ii) eligibility for a Performance Bonus payment pursuant to the Presidential Employment Agreement ("Agreement") by and between the University and President Green (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.

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 bonus compensation pursuant to the Agreement. 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 Dr. Green twenty-five thousand dollars (\$25,000.00) representing an annual discretionary 'Performance Bonus' payment based on the Board's annual evaluation of her performance in accordance with the GSU Presidential Annual Assessment Policy and Procedures and Section 670/15-190 of the Governors State University Law." Agreement, § 4.2.1. "It is within the sole discretion of the Board based on the annual assessment of Dr. Green to determine whether the Performance Bonus payment has been earned. If the Board concludes Dr. Green's performance meets expectations she shall receive her annual Performance Bonus." *Id.* Such payment, if any, is due to be paid by December 31. Agreement, § 4.2.2.

The metrics agreed upon by the parties for Dr. Green's review were:

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.

President Green submitted via email a self- assessment addressing the foregoing factors on September 30, 2024. In addition, Vice President of Human Resources, Joshua R. Allen, solicited feedback from the two of the three available senate presidents regarding President Green's performance, which he shared with the Executive Committee at its September 5, 2024 meeting. On September 5, 2024, the Executive Committee reached a consensus as a non-final action regarding Dr. Green's proposed annual review, subject to review and receipt of her annual report. The Executive Committee delivered the review to President Green (attached to proposed resolution as Exhibit 1). A copy of the review was posted publicly prior to October 19, 2024.

III. Proposed Resolution: Please see accompanying written resolution.

IV. Resource/Contact: Joshua R. Allen, MPS, SHRM-SCP, Vice President, Chief Human Resources Officer, jallen@govst.edu; 708.235.7169.



Resolution No. 25-11

Resolution for the Annual Review of President Green and Eligibility for Performance Bonus

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;

WHEREAS, Article I, Section 4.c, of the Board Bylaws and Board Governing Policy Article II, Section 6.B, require the Board to conduct a periodic assessment of the University’s president;

WHEREAS, Section 3.2 of the Employment Agreement by and between the Board and President Cheryl Green, dated June 12, 2023, (the “Agreement”) requires the Board to conduct an annual review of the president;

WHEREAS, Pursuant to Section 4.2.1 of the Agreement, the Board has the discretion to pay President Green a \$25,000 Performance Bonus based on the Board’s annual evaluation of her performance;

WHEREAS, Pursuant to Section 4.2.1 of the Agreement, “[i]f the Board concludes Dr. Green’s performance meets expectations she shall receive her annual Performance Bonus”; and

WHEREAS, attached hereto as Exhibit 1 is the annual review of President Green as recommended by the Executive Committee and as posted for public comment on or before October 19, 2024.

Now, therefore, it is:

1. *Resolved*, that the Board adopts Exhibit 1 as its annual review of President Green for fiscal year 2023-2024.
2. *Resolved*, that the Board finds President Green is eligible for the Performance Bonus in the amount of \$25,000 for fiscal year 2023-2024.

3. *Resolved*, that the Board authorizes the administration to take all other or additional actions necessary to effect the intent of this resolution, including but not limited to paying the Performance Bonus to President Green on or before December 31, 2024.

Approved this 23rd day of October 2023

James Kvedaras, Chair

Karen Nunn, Secretary

EXHIBIT 1

October 9, 2024

Cheryl Green, Ph.D.
President
Governors State University
1 University Parkway
University Park, IL 60484

Re: Annual Assessment for July 1, 2023 to June 30, 2024 ("FY2024")

Dear President Green:

On behalf of the Executive Committee of the Board of Trustees of Governors State University ("Board" and "University," respectively), and consistent with Section 3.2 of the Presidential Employment Agreement by and between you and the University (the "Agreement") and Section 670/15-190 of the Governors State University Law, I write to convey our recommended assessment of your performance for FY2024 and eligibility for a Performance Bonus of \$25,000 as set forth in section 4.2 of the Agreement. I am pleased to report that the Executive Committee recommends that the Board should find you have satisfied the conditions precedent to earning the Performance Bonus for FY24 as determined by the Executive Committee's assessment of your performance relative to the pending GSU Presidential Assessment Policy and Procedures (the "Policy").

Pursuant to the Policy, the Board is to consider "metrics that are considered reasonable in practice in higher education." Procedures adopted pursuant to the Policy "are intended as guidelines subject to the Board's discretion to apply as it sees fit." Procedures adopted pursuant to prior reviews included consideration of the following factors, no one of which is determinative:

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.

The Executive Committee met on September 5, 2024 to consider multiple sources of feedback and information before reaching its assessment, including: your annual State of the University;

oral reports gleaned from interviews with the presidents of the Civil Service Senate and Student Senate; feedback from fellow Trustees; the Agreement; and our own observations and judgments. Subsequently, the Executive Committee considered your annual self-assessment, submitted on September 30, 2024. Pursuant to our discretion, we evaluated the above factors as well as the impact you have had on the University generally, which will no doubt positively impact all the foregoing factors on a long-term basis.

Based on all data considered in forming this assessment, the Executive Committee recommends that the Board should find you have earned the Performance Bonus of \$25,000. The Board will consider this recommendation at the October 21, 2024 meeting in closed session along with your self-assessment, and any additional information you wish to provide at that time. If you have no objection to the Board's assessment, the Board will vote on your bonus during open session; if you have any objection, the Board will delay its vote until such time as you have had a full opportunity to be heard.

The Executive Committee extends its gratitude for your leadership and service to the University. Your transparency with and responsiveness to the Board is admirable.

Sincerely,

/s/ James Kvedaras

James Kvedaras
Chair

TAB 11

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

A regularly scheduled 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 audio-videoconference at GSU’s University Park Campus in Engbretson Hall on August 19, 2024, beginning at approximately 12:15 pm. The purpose of the meeting was to conduct the business described in the Agenda posted for public notice before 9:00 am on August 14, 2024 in accordance with Section 120/2.02 of the Illinois Open Meetings Act. 5 ILCS 120/ *et seq.* Before the meeting, each Trustee received books with materials corresponding to the action items, a copy of which is maintained with the Board records.

I. MEETING DETAILS

Meeting Chair: Angela M. Sebastian

Minutes Recorded By: Therese King Nohos, General Counsel

II. ATTENDEES

Chair Sebastian confirmed a quorum was present given the presence of the following Trustees in attendance in person at the start of the meeting unless otherwise noted:

- Kevin Brookins, Trustee and Vice Chair;
- Stacy Crook, Trustee;
- James Kvedaras, Trustee and Secretary;
- Karen Nunn, Trustee;
- Harish Rayalapati, Student Trustee;
- Angela M. Sebastian, Trustee and Chair; and
- 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 who appeared in person:

- Joshua R. Allen, MPS, SHRM-SCP, Vice President of Human Resources;

- Corey S. Bradford, Sr., Ph.D., Vice President for Administration and Finance;
- Janelle A. Crowley, PhD, Chief of Staff, President's Office;
- Maureen Kelly, Executive Director, Government Relations;
- Paul McGuinness, MA, Vice President for Student Affairs and Enrollment Management;
- Therese King Nohos, JD, Vice President, General Counsel;
- Patricia O'Neal, Executive Assistant to the President;
- Joi F. Patterson, PhD, Chief Diversity Officer; and
- Beverly Schneller, PhD, Vice President, Provost and Chief Academic Officer.

Stephen Wagner, PhD (Faculty Senate President) and Susie Morris (Civil Service Senate President) were present as well.

III. ABSENCES

None

IV. CALL TO ORDER

The meeting was called to order by Chair Sebastian at approximately 12:15 pm.

V. PUBLIC COMMENTS

None was made.

VI. CHAIR COMMENTS/APPROVAL OF AGENDA

Chair Sebastian noted that, this was her last Board meeting as Chair. She added that she is honored to have been able to serve in that capacity and looks forward to supporting the next Chair.

VII. PRESIDENTS REPORT

President Green noted that her report is an eleven (11) page report that was written and submitted for the Board's review. To be mindful of time, Dr. Green selected a few key highlights. President Green, started with a press conference she attended on July 30th called "paving the path to adequate and equitable higher education funding." President Green noted she attended this press conference along with Senate Majority Leader Kimberly Lightfoot and State Representative Carol Ammons, who are the Co-Chairs of the Illinois Commission on Equitable Public University Funding.

President Green also announced that, as of August 14, 2024, Freshmen enrollment is up by 2.5% at Governors State. Transfer student enrollment is up 29.8%. International graduate enrollment is up 11.3% and Doctoral enrollment has an unusually high increase because they changed the date of when student's start. It was changed from the summer to the fall semester. President Green noted that as a result there is a 212% increase in enrollment for Doctoral enrollment. So overall, total new student enrollment is up 15% at Governors State University. President Green announced that Prairie Place is at full capacity with a wait list.

Dr. Green congratulated Dr. Bradford for hosting the Vendor Meet and Greet. President Green recognized our new resident Fulbright Scholar, Dr. Marconi, and our incoming Professor in the Spring, Dr. Maria Murray.

In June, Dr. David Rhea was nominated for a three-year Board of Directors position for the National Collegiate Honors Council. At the GSU 55th birthday party, the Honors College Lounge was dedicated to Dr. Larry Levinson. He was the founding Director of the Honors Program.

President Green also noted that the College of Business in collaboration with the Illinois Innovation Network submitted an NSF (National Science Foundation) grant application regarding advancing smart logistics initiatives, which seeks to revolutionize fulfillment across Illinois by enhancing the safety, efficiency, sustainability and resilience of logistics systems.

President Green announced that, Dr. William Kresse received the unsung heroes of democracy award from the American Bar Association. He was one of 22 individuals and Organizations that received the award.

President Green noted that OSPR (Office of Sponsored Programs and Research) submitted 66 grant proposals. GovState received 24 new awards, totaling over 5 million dollars. OSPR manages 68 active awards totaling over 21 million dollars.

Dr. Green announced that, GovState is the recipient of the Insight into Diversity Higher Education Excellence in Diversity Award. This is an annual award that recognizes colleges and universities that demonstrate an outstanding commitment to diversity and inclusion.

VIII. ACTION ITEMS

The following action items were presented and passed by unanimous vote:

- The Board approved the Agenda on unanimous vote.
- Resolution 25-01, Election of Officers, was presented by Ms. Therese King Nohos, Vice President, General Counsel. Based on General Counsel Nohos' tally of a confidential vote, she recommended to Chair Sebastian to ask for a motion to approve Trustee James Kvedaras as Chair, Trustee Stacy Crook as Vice-Chair and Trustee Karen Nunn as Secretary. Chair Sebastian asked for a motion to approve the next officer/slate for the Board of Trustees. Trustee Brookins so moved; Trustee Taboas seconded the motion. The motion passed unanimously.
- Resolution 25-02, waive initial reading of and publish proposed Board Regulation Amendments, including Section II (Employees) and proposed Section VIII (Ethics and Compliance), was presented by Ms. Therese King Nohos, Vice President, General Counsel. Chair Sebastian asked for a motion to approve the resolution. Trustee Kvedaras so moved; Trustee Taboas seconded the motion. The motion passed unanimously.

IX. BOARD DIALOGUE AND DISCUSSION ITEMS

President Green gave the State of the University Address. Some of the highlights included GSU's celebration of its 55th birthday. In relation to GSU's faculty and staff demographics, President Green noted that GovState's full-time faculty minority percentage is two times higher than the national

average for American post-secondary institutions. The number of African American faculty members is three times the national average and employee retention rate is at an all-time high of 90%.

Some of the academic highlights include accreditation reaffirmation by the Higher Learning Commission. The university launched the College of Graduate Studies and the Honors College, as well as hosted the grand opening of the Bartolomucci Behavioral Health Lab.

Regarding admissions, current enrollment exceeds plans.

Regarding the budget, President Green noted that we have successfully balanced our budget. All public universities in the State of Illinois received a 2% State appropriations increase. GSU's investment grade bond rating has improved to BBB. This places GSU in the group of four Illinois public universities out of 12 who have earned this distinction.

In the area of community and government affairs, President Green noted that GSU formalized its partnership with the U.S Department of Health and Human Services. In January of 2024, Dr. Green noted we had the honor of hosting Lt. Governor Stratton on our campus for the launch and celebration of the Illinois Healing Center Task Force. This event highlighted our role in supporting crucial statewide mental health initiatives. To conclude added President Green, GSU is proud to announce that we continue to serve as an early voting site from October 21 to November 3, 2024.

Next, the administration discussed the Retrospective Analysis of Becoming a Four-Year Comprehensive Institution. Dr. Beverly Schneller, Provost/Vice President Academic Affairs, provided the background of what led to Gov State changing its institutional profile to a four-year institution. Mr. Paul McGuinness, Vice President Student Affairs and Enrollment Management, discussed increased enrollment and expanded experiences. Finally, Dr. Corey S. Bradford, Sr., Vice President Administration and Finance. provided the financial impact of the decision to change GSU's institutional profile to a four-year institution, concluding that there has been a positive return on investment on the decision to move to a four-year institution. The university was able to diversify the enrollment pool and revenue streams, as well as increase access to educational opportunities in the Southland.

The remainder of the items listed for discussion were deferred to another Board session.

X. OLD/NEW BUSINESS

Chair Sebastian noting there are no old/new business to discuss asked for a motion to adjourn the meeting.

XI. ADJOURNMENT

Chair Sebastian then asked for a motion to adjourn. Trustee Brookins so moved; Trustee Nunn seconded the motion. The motion passed unanimously. The meeting adjourned at 3:50 pm.

Approved this 21st day of October 2024

James Kvedaras, Chair

Karen Nunn, Secretary