

**GOVERNORS STATE UNIVERSITY
BOARD OF TRUSTEES
SPECIAL MEETING**

Minutes of the June 13, 2016 Meeting

Brian D. Mitchell, Chair

Amended December 15, 2016 per Villalyn Baluga, Internal Auditor

CALL TO ORDER AND ROLL CALL

The Governors State University Board of Trustees Executive Committee meeting of June 13, 2016 was called to order by Chair Brian D. Mitchell at 8:02 am in G330/President's Conference Room. Trustee Bruce Friefeld was in attendance; Trustee Eileen Durkin participated by phone; and Student Trustee Yolanda Pitts arrived at 8:04 am.

Others in attendance: Elaine P. Maimon, President; Deborah E. Bordelon, Provost and Vice President for Academic Affairs; Gebeyehu Ejigu, Acting Executive Vice President/Treasurer; Alexis Kennedy, General Counsel; Jeff Slovak, Interim Vice President of Administration and Finance; Kimberly Lambert-Thomas, Director of Budget and Financial Planning; Tracy Sullivan, Assistant Vice President of Procurement and Business Services; and Penny Perdue, Executive Assistant to the President.

ACTION ITEM

Resolution 16—41: Approval of a Contract for the Purchase and Installation of a Document Imaging System to Lexmark Enterprise Software LLC

Mitchell requested a motion to approve Resolution 16-41. Friefeld made a motion. Durkin seconded. Mitchell called upon Ejigu, who reminded the Board that they passed a resolution for the purchase of this system, at an amount not to exceed \$500,000, at their December ~~2016~~ 2015 meeting. The system will replace software acquired in 2006, which is no longer technically supported and which no longer supports GSU's needs. After the December ~~2016~~ 2015 meeting, proposals were received and evaluated to find a system that meets the University's needs as well as integrates with *Ellucian CRM Recruit* so that data can be migrated. In order to meet these needs more options were necessary, at an increased cost beyond the original projection. Therefore, the Administration has brought it before the Board for approval today.

Durkin asked what would happen if this system were not purchased. Ejigu responded that Admissions would not be able to process the approximately 9,000 applications received each year as quickly as necessary. Currently there is a weakness in the system in that the process is slow and not as responsive to students the University is trying to admit and enroll. He noted that

each application can contain between five and thirty pieces of paper and the current process is tedious and time consuming. This is effecting the University's competitiveness.

Friefeld stated that he did not originally understand the complexity of migrating the information and asked if that migration requirement was in the RFP, and did all the firms have a chance to respond to that requirement. Ejigu replied that many of the options were submitted as add-ons to the main quote, and it became clear that several of those options were necessary in order to run the system efficiently. Friefeld then asked for clarification on the two 3-year renewal options. Sullivan responded that the 'not-to-exceed' amounts are fixed in the contract, subject to any changes the University may ask for, with a maximum 2% increase in the cost. Pitts asked if the new system would allow Admissions to process more applications. Ejigu responded by clarifying that currently all applications are processed; however, not as quickly as necessary. Pitts remarked she is currently a graduate assistant in the College of Business and she agrees that scanning in documents for admission to the graduate programs is a tedious process, involving a lot of paperwork. Maimon added that the University is currently losing students to other institutions that respond quicker, noting that as GSU becomes more and more dependent on tuition, it must be more responsive to students regarding admission. She also pointed out that the identified vendor was about to raise its price so time is of the essence.

Chair Mitchell called for a voice vote for approval of Resolution 16-41. The motion was approved by unanimous voice vote.

PUBLIC COMMENT

There were no requests for Public Comment.

ADJOURNMENT

Mitchell requested a motion to adjourn. Friefeld made a motion. Durkin seconded. The motion was approved by unanimous voice vote and the Executive Committee of the Governors State University Board of Trustees adjourned at 8:15 am.

Respectfully submitted,

Penny Perdue