

WESTERN ILLINOIS UNIVERSITY  
BOARD OF TRUSTEES  
Minutes of the Meeting  
December 15, 2017

The meeting of the Board of Trustees of Western Illinois University convened at 8:00 a.m. at the University Union Capitol Rooms – WIU Macomb. Chair Cathy Early presided. Trustee Lester moved to convene to open session. Trustee Nelson seconded the motion.

The following trustees were present:

Trustee Roger Clawson  
Trustee Cathy Early  
Trustee Carolyn Ehlert Fuller  
Trustee William Gradle  
Trustee Todd Lester  
Trustee Steven Nelson  
Trustee Yvonne Savala

The following trustee was not present:

Trustee Lyneir Cole

Also present for the open meeting of the Board of Trustees:

President Jack Thomas  
Legal Counsel Rica Calhoun  
Board Treasurer and Vice President for Administrative Services Matt Bierman  
Interim Provost and Academic Vice President Kathy Neumann  
Vice President for Student Services Ron Williams  
Vice President for Advancement and Public Services Brad Bainter  
Vice President for Quad Cities and Planning Joe Rives

Advisory Group Representatives present:

Council of Administrative Personnel President – Audrey Adamson – Macomb  
Civil Service Employees Council President – Stacy Dorethy – Macomb  
Student Government Association President – Grant Reed – Macomb  
Faculty Senate Chair – Steve Rock – Macomb

**REVIEW AND APPROVAL OF BOARD MEETING MINUTES**

Trustee Lester moved to approve the September 28-29, 2017 and October 1, 2017 Board Meeting minutes. Trustee Ehlert Fuller seconded the motion.

Roll Call

Trustee Roger Clawson	Yes
Trustee Cathy Early	Yes
Trustee Carolyn Ehlert Fuller	Yes
Trustee William Gradle	Yes
Trustee Todd Lester	Yes
Trustee Steven Nelson	Yes
Trustee Yvonne Savala	Yes

## **PUBLIC COMMENTS**

Bill Thompson, President of the UPI, addressed the Board and thanked President Thomas for his recent letter, which addressed the need for a mutually beneficial contract. He further commended the President for leading the administrative team toward an equitable agreement for the faculty most in need. Dr. Thompson indicated he was looking forward to working with the administration towards this common goal.

Richard Filipink, a Professor in the Department of History, addressed the Board and spoke against Resolution 17.12/3 regarding the maintenance of closed session meeting minutes. He calls for the Board to release the closed meeting minutes in the spirit of the Open Meetings Act.

John Biernbaum, Associate Vice President for Student Services, addressed the Board and asked that the Council of Administrative Personnel (COAP) not be forgotten for taking reductions longer and more than any other group on campus, and they have done so without voicing complaint. He recognized this group as being some of the most dedicated people at this University. They are not asking for a raise or a reduced workload, because they know that the Administration and this Board has challenging decisions before them that were thrust upon them from outside of this University. It is not true that the Administration has not taken reductions. They have taken more reductions for a longer period than any other group on campus. Furthermore, they have been creative, have taken on additional work, and they understand that sacrifice is reinventing and redefining who we are as a departments, divisions, and the University. The Administration is standing behind this Board as they make these tough decisions going forward.

Terri Hare, Director of Financial Aid, addressed the Board and expressed her frustration in groups speaking out negatively to the public, outside of the University community. She also wants to recognize the staff on this campus who see thousands of students every day who are making \$25,000. Starting pay on this campus for some positions is below the poverty level, and are making far below what they should be making for the work that they do.

Patrick McGinty, proud WIU Alumnus and an Associate Professor in the Department of Sociology and Anthropology, addressed the Board and asked for mutual benefit with respect to contract negotiations.

Jim La Prad, a Professor in the Department of Educational Studies, addressed the Board concerning the impact of the history of Illinois with contract negotiations and the status of WIU faculty morale, which although is not high, is hopeful for a mutually beneficial contract – one that will serve our students, our community, and our University. He also thanked the Board members for their service during these difficult times.

## **CHAIRPERSON'S REMARKS**

Chair Early wished Happy Holidays to everyone. She reminisced about her attendance at freshman convocations and other events where parents and students come together on this campus, culminating with the success and graduation of our students. The energy is amplified at graduation. Students are nervous, excited, getting ready to embark on that next phase in their careers. Multiple generations are represented supporting their family members with expressions of relief and pride. Those attending the QC graduation reception were able to hear from an undergraduate student, graduate student and a doctoral candidate. The stories of their journey are warm.

She also highlighted a few great things happening on campus:

- In athletics, both Brett Taylor and Jaelon Acklin have earned Associated Press All-American honors
- Six students recently attended the physical sciences conference in Nebraska in November under

- the faculty direction of Brian Bellott to present research and network
- Students in Rebel Mickelson’s special topics theatre class are in the fine art of puppet making in preparation to the upcoming WIU play “Avenue Q”
  - Communication Department Chair Pete Jorgensen was recently awarded the 2017 National Communication Association (NCA) Training and Development Division’s Outstanding Service Award
  - The WIU Foundation holiday card was designed by junior art major Victoria Harmon depicting the Alumni House, aptly titled “Home for the Holidays”
  - Dalo Chinkhwangwa, a computer science graduate student, from Malawi, decided to further hone his skills learned in the classroom by creating a new mobile game app that is called “Rocky Run”

She also highlighted the extent of service given by our students to the campus and the community. Last year, the Greek life division dedicated nearly 2,900 community service hours and donated nearly \$25,000 to charities and philanthropic efforts. WIU’s all-volunteer WAVE conducts weekly service projects, completing more than 1,000 service hours last year and sponsors the annual angel tree project. Our WIU student athletes, last year, completed 3,500 hours of community service, raised over \$1,300 for local and national organizations, and donated 1,000 pounds of canned goods to the Western Illinois Regional Council food bank. Our athletes also spent time in local classrooms in reading with elementary students. Our WIU agriculture students also deserve recognition for winning the College Aggies Online competition for the third year in a row, along with \$2,500 in scholarship funding for the University’s agriculture club.

Chair Early also thanked everyone for all of their extra efforts on behalf of WIU.

### **PRESIDENT’S REMARKS**

The President’s Remarks were as follows:

Good morning, and welcome to our December Board Meeting!

I want to thank all of you for the part that you have played in helping us to successfully complete another semester here at Western Illinois University. We appreciate your continued hard work and dedication.

I would like to congratulate our students being recognized this afternoon at the ROTC Commissioning and at the Honors Convocation, and those students participating in Commencement Exercises tomorrow. I also want to congratulate our Alumni Achievement Award recipients Scott Clarke, former assistant director of the Illinois Department of Financial and Professional Regulation; John Elliott, CEO emeritus of Petermann, LTD; David Harlow, acting director of the U.S. Marshals Service; Jeff McElroy, attorney from the McElroy Law Office; and Frank Rodeffer who is retired from the United States Air Force and was the senior project manager for Strategic Nuclear C3 Systems.

We appreciate these noteworthy graduates' distinguished service in their fields and their commitment to Western Illinois University.

I am pleased to report that we are receiving some state appropriations. So far, we have received \$24 million dollars for FY 18. Most recently, we received \$6.5 million dollars for MAP funding for our students. However, as I have said on many occasions, we are not out of the woods. We must continue to be frugal, limit expenditures and find creative ways to do more with less. We also need to continue to seek outside funding to support what we do at this University.

At the most recent Illinois Board of Higher Education meeting, I read a letter on behalf of the Illinois Public University Presidents/Chancellors. In the letter, we respectfully disagreed with the Illinois Board of Higher Education (IBHE) proposed FY2019 operating and capital budget recommendations. We recognize the financial plight of the state of Illinois, but attest that the IBHE recommendations place further burdens on public universities, which already sustained reductions over two years. We urged the IBHE to act as an advocate for Illinois public higher education and requested that FY2019 operation funding be restored to the FY2015 level, and further advocated for a capital-spending plan that reflects the urgent maintenance and construction and needs of university infrastructures. Representing my colleagues, the Presidents and Chancellors of all Illinois public universities, as an IBHE board member appointed by the Governor, I advocated for funding, which did not pass, but rather was put on hold so that IBHE can work more closely with the Presidents and Chancellors directly.

As you are aware, we are in the midst of negotiating a new UPI contract agreement. After several months of negotiations, the administration requested mediation, in order to move the process of moving forward and coming together in a mutually beneficial manner. On December 5, I sent a letter to the University community to provide clarity and dispel the rumors surrounding the University's proposals and the negotiations process. Our next mediation sessions are set for December 18 and January 8. It is time to move forward to restore the confidence in higher education in our state and that is what we are doing. But at the same time, we are advocating for full state appropriation and funds for capital projects.

As I meet with people from across the University, a common topic of discussion is employee morale. This has been discussed in my President's round tables for faculty, staff, and students. We know that when the state has budget challenges, it creates uncertainty and worry. Let us keep in mind that morale is a two-way street and each person at this University, and in our community, has a part to play in building morale. It is up to all of us to help build morale by accentuating the positives. Western Illinois University is a wonderful place to work, and Macomb and the Quad Cities are outstanding and safe communities. We are a part of something much bigger than ourselves. We are educating talented and creative students who will make a difference in our world. We have the opportunity to enhance the learning and growth processes of the next generation of leaders.

We need each person to tell Western's positive stories. We can and WE DO affect lives for the good. Let us shout out our accomplishments from the rooftops. Let us flood social media and the traditional media with the good things we do. Let us be proud and loud supporters of the great things we accomplish together.

Let us focus on the outstanding achievements that have taken place at our University since the last board meeting in September.

We unveiled a statue in honor of our Leatherneck namesake, Ray "Rock" Hanson, to further celebrate and commemorate our Leatherneck Pride and our Tradition of Tough. Our thanks go out to Jackie and Dave Thompson and others for making this possible.

Senior Communication Sciences and Disorders and Music-Piano Performance major Jillian Escobar was named the University's recipient of the Lincoln Academy of Illinois' Student Laureate Award for 2017.

For the third consecutive year, Western Illinois University has ranked second in the nation among institutions offering a master's degree in physics by the American Institute of Physics.

WIU is the only Illinois public university to be ranked in the top 15 among 50 of the most affordable online master's programs in the nation by College Choice.

For the eighth consecutive year, Western has been selected as a Military Times "Best College" by Military Times magazine. Western is the only Illinois public four-year university in the top 70 among four-year schools, and is one of two Illinois public universities appearing on this year's four-year schools' list.

These are only a few examples of the remarkable work being done at this University and I am sure the Vice Presidents will share similar accomplishments from their areas.

This semester, we have held 13 town hall meetings and two brown bag lunches to encourage open dialogue about concerns and morale. One of the town hall meetings was with community members and leaders. It was a productive meeting, during which we were able to discuss University and community morale. Chief Scott Harris and Chief Barker shared specific data with the group showing that the crime rate is down significantly on campus as well as in the town.

My next town hall meeting will focus on the positive things happening at Western Illinois University. At that meeting, we will discuss ways to disseminate our positive messages. I am excited to brainstorm ways in which we can let the public know about our highly talented and innovative people, the high-quality education we provide, and the tremendous good being done at this University.

The President's Executive Institute, under the leadership of Joe Rives and Becky Paulsen, continues to develop regional partnerships with civic leaders through various summits, and these meetings are yielding results in terms of funding for the University, establishing dual enrollment agreements, developing partnerships that benefit our students, and learning more about the needs of the region.

I would like to thank Dr. Mark Mossman for piloting an English class dual enrollment program at Cambridge High School. I would also like to recognize Dean Erskine Smith and Dr. Katrina Daytner for listening to the needs of area superintendents and providing a career fair on campus. Dozens of schools attended to recruit our students for careers in education and another fair will be held in the spring. There are many more examples of how the PEI is fostering innovation and enhancing this University, and I thank everyone who has been involved.

Through the PEI, the Moline Foundation gave \$100,000 for a dual-enrollment partnership. Also, as part of the PEI, I had the opportunity to work with three organizations in Chicago to discuss partnering for recruitment and retention initiatives. I recently met with the executive director and staff of Onegoal, which currently has 45 freshman and about 80 upperclassmen enrolled at Western. In addition, I met with the leadership team of Bottomline. We currently have about 36 students from this organization on our campus. Further, I sat on a panel for the To&Through project, which is dedicated to getting students to college and through college. As a result of this presentation, Western received an additional \$100,000 for recruitment and retention efforts. All of these organizations are excited to continue their relationships with WIU as we work to recruit and retain valuable students. We are working with the military to provide online classes in several disciplines that will start this fall of 2018. As a part of my extended cabinet, we invited the Deans to sit at the table to talk about those programs that they will help finish to get them ready to go online this fall. These classes will serve active duty military students and other individual. We feel that this initiative will help to grow our enrollment and moving the University forward.

The President's Executive Institute is about forging partnerships to build this University and better serve our students. I encourage you to become involved and bring your creative ideas and networks to the table.

Positive things are happening at this University and I am excited about the direction we are heading. We have some outstanding people in new positions that will continue to help move this University forward. I am pleased to announce that Letisha Trepac has been named as our new budget director. She will begin in January of 2018.

With that being said, I thank you for being here today and for your continued support of Western Illinois University. I wish each of you happy holiday and a wonderful New Year.

Trustee Early recognized President Thomas for being named to the Marguerite Casey Foundation Board of Directors. This is very exciting that WIU will have a relationship with them.

## **LEGISLATIVE UPDATE**

Assistant to the President for Governmental Relations Jeanette Malafa addressed the Board.

Malafa's remarks were as follows:

### Starting with State Relations:

During the Fall Veto Session, in November, only one new issue arose for the public universities. Public Act 100-554 (SB 402 as amended) amends the State Officials and Employees Ethics Act to require public universities and the Board of Higher Education to implement certain policies and practices to prohibit sexual harassment, including the addition of a new method of reporting claims, the requirement of annual training, and the creation of a Sexual Harassment Hotline at the Department of Human Rights. Our university already has such policies and procedures in place, including annual training. At the last Illinois Board of Higher Education meeting on Tuesday of this week, proposed amendments were also adopted for university and Board personnel policies.

The month of December has also seen a bipartisan group of legislators begin to meet to discuss and research higher education reform in Illinois. Public Institutions of higher education have not been invited to meet with this group yet -- as of yet, only the Board of Higher Education and a few state agencies. However, at the last Board of Higher Education meeting on Tuesday, IBHE suggested a template for reform, which included, among other things, the desire to become a conduit for all University appropriations. President Thomas, being a member of that Board, started lively discussion on this item, representing the Public University President's position that they would not be in favor of such an action.

Action Item #2 at this same Board meeting addressed the IBHE's FY19 proposed budget recommendation, which would be a 1.9% increase over FY18 appropriations – but that also is an approximately 8% decrease over FY15 appropriations. Again, President Thomas started the discussion by reading a letter signed by all of the public university presidents that respectfully disagreed with the proposed budget recommendation and called for the divestment in public education to stop now. In the end, the item was tabled and the issue will be addressed at an emergency board meeting.

### For the New Year:

The Senate and House legislative calendars for the second year of the 100<sup>th</sup> General Assembly have been announced. Of note, the Governor's State of the State Address is set to be delivered on January 31 and the Governor's Budget address is scheduled for February 14. The Senate will start its session on January 30, while the House will begin on January 23.

What does the spring hold for Western Illinois University? I believe this spring session will be a very politically divisive one due to the 10-year legislative redistricting process that will begin after the General Election. Add that to the growing call for higher education reform in this State and the uncertainty of whether a State Budget will actually be passed, and I believe we could be in for a bumpy ride in Springfield. In addition, the Illinois Community College Board states that it will take another run at getting statutory authority to offer BSNs at community colleges – another issue that will take much time to hopefully stop again.

### Moving onto Federal Relations:

On October 17, our Congressman, Darin LaHood, came for a visit to talk about Western Illinois University, and timely federal issues. After giving him a synopsis of what is being accomplished here, we did speak of the importance of both federal, state, and institutional financial student aid for our students – its growth in the last ten years, and the need to maintain access to higher education for our students.

Please note that the University communicated with all of our federal legislators the importance of existing federal financial student assistance and how we supported an extension to the Perkins Loan Program. Now, on the topic of federal tax reform, we are re-reaching out to them to share how important the Section 117(d) exemption for tuition reduction waivers are for our Teaching Assistants, our Research Assistants and our Teaching Support Assistants; along with how important the Section 127 exemption is for employee education assistance for our Graduate Assistants.

The latest information I can share is that Illinois has two of its legislators, Congressmen Roskam and Shimkus, sitting on the federal conference committee that will reconcile the House and Senate versions of the tax bills and will markup the final version. I am reaching out to them with our concerns as well. I can take any questions at this time.

Trustee Nelson commented that in the reporting of the tax bill, the taxation of tuition waivers of graduate students is not included, so that's good news. Malafa confirms.

## **GENERAL COMMENTS BY VICE PRESIDENTS**

### **Academic Services**

Interim Provost and Academic Vice President Kathy Neumann noted expected commencement figures of 704 undergraduate, 211 masters' level, and 8 doctoral degrees, totaling 923 students. Of these 528 will be able to participate in the commencement exercises this weekend. The development of class schedules are well under way for the summer and fall of 2018.

Interim Provost Neumann highlighted various events and accomplishments across Academic Affairs. Within the division of the College of Arts and Sciences:

- Mention was already made about Mark Mossman working with students from Cambridge High School who participated in WIU activities at both campuses
- We continue to work with John Marshall Law School to reach out on 3-plus-3 agreements in bringing our students to their campus
- Individual faculty members from Geology, Chemistry, and Biological Sciences has received a \$330,000 award from the National Science Foundation for acquisition of an electron microscope
- Lee Brice has been chosen as the 2018 Richard Smith professor by the American School of Classical Studies in Athens, Greece
- Peter Cole has won the teaching fellowship from the Organization of American Historians to teach in Germany next summer of 2018

Within the College of Business and Technology:

- Received an initial commitment from Bob Nardelli to visit campus this spring to speak with our students and participate in various discussions
- Both Dr. Thomas and Chair Early mentioned some Agriculture accomplishments, so addition to those, the Livestock Judging Team finished third in the nation in intercollegiate contest held in Louisville
- Learn and Earn initiative continues, including co-op type experiences

Within the College of Education and Human Services:

- Hold on Friday, February 23, annual Education Fair in Horrabin Hall gym
- Dept. of Counsel Education recently held a conference for school counselors and administrators entitled, “Safe Schools/Thriving Youth” with more than 140 people participating
- The Infant & Preschool Center cookout held after the last board meeting funded the bamboo fencing replacement and were pleased with the successful turnout
- The Nutrition 205 class in conjunction with some Kinesiology students was selected to prepare and serve meals for 150 Special Olympic participants and their families
- LEJA has been in communication with the Illinois Division of Corrections regarding demand for online courses and degree programs
- Approximately 180 of our LEJA students are getting ready for internships this next semester at an impressive number of different entities across the state and nation

Within the College of Fine Arts and Communication:

- Ian Shelly organized and hosted the juried high school art exhibition which will be come and annual promotion and recruiting event
- In their third year of partnership, broadcasting students produced a live broadcast with Quincy Notre Dame versus Quincy High School for a football game with WGEM and they will also produce the basketball game which will be held tomorrow.
- Communication Sciences and Disorders has been providing speech services for Macomb and West Prairie schools and will soon be expanding to include VIT schools in fall of 2018
- Professor John Mindeman’s musical will be performed by the New York Philharmonic

Within the Library:

- Associate Professor Linda Zellmer has been chosen as the 2017 recipient of the Mary B. Ansari Distinguished Service Award from the Geoscience Information Society recognizing significant contributions to the field of geoinformation
- The ever popular therapy dogs have visited Malpass library to help several hundred students who were working through the stress of finals

Within Graduate Studies:

- Met with all 40 graduate programs in October and November to discuss enrollment, recruiting, perspective communication plans, curricular requests, creative programs, and graduate assistantships, among other things. This takes place every three years.
- 75<sup>th</sup> anniversary of our school of graduate studies
- 5<sup>th</sup> annual Graduate conference will be held in March

Within the Honors College:

- In fall 2017, 1000 students were registered in the Centennial Honor’s College for the first time in history
- The Right Choice campaign just concluded and delivered nearly 2100 signs throughout Illinois with much credit going to Trustee Gradle who personally delivered and set up some of these signs throughout a 16 county region
- Honored to have Trustee Clawson participate in Trustee in residence on November 15
- 116 will be receiving medallions this afternoon as the fall honors’ convocation

Within the School of Distance Learning and International Studies:

- A delegation of students and faculty from Gansu Agricultural University in China visited and toured many campus facilities
- Outreach is expanding their camp offerings this summer for youth to visit our campuses and engage in camp activities, while showcasing our academic programs and our facilities to middle and high school age students

Within the Illinois Institute of Rural Affairs:

- Received a new grant of \$35,000 from DECO starting on January 1<sup>st</sup> through 2018 providing



support to our small business development centers (Macomb & QC) and international trade center

- Served 253 clients this past year and gave 21 workshops

Within the Center for Innovation of Teaching and Research:

- Continues to work on the Zoom pilot as another way of delivering course content
- Worked on the attendance tracker holding over 1.75 million records

On the technology front:

- The 10 GB link between the Macomb and the Quad Cities is now in use for all of the Macomb traffic going to the Quad Cities and it is used for Quad Cities internet access
- Administrative Information Services worked on an automated electronic communication plan for perspective students in conjunction with Seth Miner and Ron Williams
- Members of CAIT have been invited to participate in a capitol hill roundtable discussion in January at Washington DC on expanding education and re-entry programs in prisons with technology and digital resources hosted by Sen. Brian Schultz (D-Hawaii)

Interim Provost Neumann thanked everyone for their creative and constant efforts to retain and recruit our students. It is really through everyone's effort that makes it a true western experience for our students and that experience remains strong.

She echoed President Thomas' comments regarding our optimism regarding contract negotiations with regard to UPI Local 4100. Mediation has been constructive and she is optimistic.

Trustee Gradle thanked Interim Provost Neumann for her work to ensure that we reinstate extended library hours for next semester.

Trustee Nelson asked if there were lists of available internship opportunities to students and whether there was a single entity devoted to locating available internships. Interim Provost Neumann responded that Career Services maintains and helps students secure internships, and, in addition, some departments maintain lists and work with the students as well.

Trustee Gradle inquired as to the follow up and where we are in the process of having Career Services aggregate a list of past internships to assist with future placements. Interim Provost Neumann indicated that an update was not available and that she would provide an update on this past suggestion. President Thomas further commented that it is our goal to have Career Services be the main contact for assisting with internship placement for our students.

Trustee Ehlert Fuller inquired as to the number of students so far involved in the John Marshall Law School program. Dean Sue Martinelli-Fernandez responded that this is the first semester, and that as of a couple of weeks ago we had one student who is in that program. The nature of the program requires that the student be at the freshman status because of the types of courses required. We anticipate that this program will draw from other departments and programs, and is a wonderful marketing moment. We are also starting to reach out to other law schools in order to have the same sorts of agreements available. We have a department working with a Ph. D. program to see if we can have analogous affiliative agreements between our masters' program, as well as with some Ph. D. programs. It has been a wonderful model.

Trustee Gradle further commented that three of the Trustees attended mandatory trustee training and one of the topics covered was the retention and success of first generation students. Increasingly, we need to look at putting out pathways for students, such as our 3+3 program. Do we have the necessary pathway easily accessible to students so that they know every step of the way the classes that they will need to take outside their WARD report? The WARD reports are very confusing for students. Dean Martinelli-Fernandez responded that there have been follow up meetings with the advisers to inform and keep them

apprised of the 3+3 John Marshall Law School program. VP Rives further added that in the FY18 plan you will see that the Leadership Team calls for pathway development across the University.

### **Student Services**

Vice President for Student Services Ron Williams opened his comments by thanking all of the individuals that make Western Illinois University a place to guide, teach, mentor, and help to broaden students' thinking to help prepare them for success in life. He highlighted some of the great things happening in the area of Student Services:

#### **In Admissions:**

- Undergraduate Admissions is focusing on enrollment goals and persistence to degree completion
- Partnered with vendor to enhance recruitment process
- Began admitting fall 2018 freshman and transfer students on September 5 of this year
- Daily report implemented of students ready for admission enabling a quicker turn around for students completing their application and receiving an admission decision from the University. We are admitting students quicker than in the past.
- Continuing to review admissions process for efficiencies and enhancements
- Completed hiring process and training of two regionally based admissions counselors in Chicago, and a Macomb-based Interim Associate Director of Admissions
- Currently filling positions in the Admissions processing center and evaluating the freshman and transfer territories with the intent of better serving our students and improving efficiency
- Our current students are helping to recruit students. SGA President Grant Reed, Madison Lynn, and Wil Gradle have been valuable in terms of marketing WIU and providing recruitment ideas.
- Partnered with Alumni Office to reach out to our alumni to reach strategic out of state markets for recruitment, including Dallas, Denver, Kansas City, and Omaha
- An overview of past and upcoming Welcome Receptions, including the participation of alumni, in collaboration with various WIU offices, was presented

#### **In Financial Aid:**

- Special thank you to Director of Financial Aid Terri Hare for maintaining the quality of work product with very limited staff
- Began sending financial aid award letters on November 10, believed to be the first in the state to begin our award letter process, and have continued to process FAFSAs
- Recently helped over 130 encumbered students with an additional supplemental opportunity grant monies for spring registration
- Conducting an internal search to replace their Assistant Director who will be retiring soon

#### **In Career Services:**

- Established a corporate sponsorship program to help defray students' costs for unpaid internships
- Establishing an mentoring program which includes an online system called Leatherneck Link

#### **In Women's Center/Gwendolyn Brooks Cultural Center:**

- The Women's Center in collaboration with the University Counseling Center and the Western Illinois Regional Council (WIRC) held the 28<sup>th</sup> Annual Take Back the Night was held on October 26 with about 300 faculty, staff, and community members in attendance
- The new director of the Gwendolyn Brooks Cultural Center (GBCC) visited eight different student organizations to ascertain ways to enhance their services in the future
- The GBCC provided 34 programs to over 1200 attendees taking special notes to track attendance data to enhance future attendance
- Completed renovation of the GBCC art work which was received from the College of Fine Arts and Communication
- Secured renowned poet/educator/activist Nikki Giovanni for Black History Month who will be a

speaker here in the spring

- Increased Purple Post membership significantly

In the Office of Student Activities:

- Facilitated the “Make a Difference Day” on October 28 with 65 students volunteering at eight local agencies
- Held the fall leadership conference on November 11 with 63 students attending
- Fraternity/Sorority recruitment resulted in 129 new Interfraternity Council (IFC) members, 32 new United Greek Council members, 106 new Panhellenic (PHC) council members

In the Veteran’s Resource Center:

- Hosted Military Appreciation Week from November 6-11 in honor of veterans from the Vietnam War (50<sup>th</sup> Anniversary) offering several events with 400 individuals in attendance
- University Counseling Center was reaccredited by the International Association of Counseling Services

Trustee Lester commended Grant Reed and Madison Lynn for their local recruitment efforts as student leaders certain to yield benefits. Trustee Lester also questioned if anything special was planned for the high school Holiday Tournament on campus December 28-30. Seth Miner responded that a table would be onsite, contributions to the player gift bags, utilizing representatives from all across campus to have a presence at the tournament.

### **Advancement and Public Services**

Vice President Brad Bainter highlighted several accomplishments and initiatives.

- The University Magazine was recently delivered featuring the history of housing on campus and one of our more outstanding Alumna, Pat Magoon. VP Bainter thanked the many staff for their efforts.
- Col. Rock calendars have also just been delivered.
- We have made an offer to, and have received an acceptance this morning for, a marketing director on campus, after one failed search.
- Darcie Shinberger, Sue Schoonover, and Theresa Little (before her) should be recognized for taking the additional responsibilities of assisting with the QC marketing, which was not part of our marketing in Macomb, and because of their efforts over several years, jobs were saved in our division by not hiring that position. VP Bainter thanked President Thomas for his support of their efforts in the Marketing Dept. and for Matt Bierman for finding funding dollars for marketing with the fiscal limitations.
- A new video production that was assembled, at virtually no cost, and recently received a standing ovation at an Alumni event when presented there was introduced to the Board. The Board very well received the video, which will be used at Alumni events, and focuses on marketing and recruitment.
- A tribute was given to late Leatherneck, Coach Red Miller.

### **Administrative Services**

Vice President Matt Bierman reported on cash flow. In FY 17, WIU received \$9.8 million and are still owed \$1.3 million, and do not expect the additional amount until spring. From the FY18 funds, the State is paying on schedule as vouchers are being submitted, and that gives us hope that regular payment will continue. We have received approximately \$24 million from the State. We are still owed about \$22.3 million from the State. We just received our MAP money this week for the fall, \$6.5 million, which is nearly all of it. There is remaining about \$110,000, which will trickle in. We expect the spring MAP to arrive sometime in late April or May. The cash needs of the University today are being met, and we expect this trend to continue through the rest of the fiscal year, which is welcome news.

In business services, the financial audit is nearly complete and should be released soon after the first of the year. We do not expect any material findings in the financial report. In the compliance report, the auditor is just finishing up their testing this month. We expect that to be released in February or March. No preliminary indication was received as to any findings.

Beginning in spring 2018, we will begin to certify our military students by campus, whereas before they were certified by the Macomb campus regardless of their location. Therefore, the students that are living in the Quad Cities will receive a higher stipend based on the higher cost of living figures for the QC versus Macomb.

We have been meeting about the structure of our student fees and how the integration of online and hybrid courses impacts our current models, which don't necessarily fit the way students are now utilizing coursework. We are benchmarking along other institutions and will be reviewing these findings with more to be reported in the future.

The new Director of Human Resources, Cindy Lotz, was introduced along with a synopsis of her credentials.

Human Resources and University Housing & Dining joined forces to host the first Professional Development Day on the Macomb campus. The idea for this event came about because we do not have an excess of funding to send people away for professional development, so we decided to create and host our own conference and present from our own expertise across the University. Human Resources handled the logistics and University Housing and Dining paid for the event, so it was at no cost to the 120 employee participants and received much needed professional development skills. Thirty different presenters from our campus and the community offered twenty different sessions. Sara Hart and Sheila Downin should be recognized for their efforts to make that event possible.

Civil service recruitment continues to be a struggle but I am very appreciative of recent efforts to think outside of the box and solicit future employees to be interested in the University using tools such as ZipRecruiter, attending career fairs, and doing some seeking, instead of expecting everyone to come to us, as well as using our intern program.

VP Bierman mentioned the continued negotiation efforts with the faculty and commented that negotiations with the other bargaining groups on campus are continuing in a very positive manner while working toward resolution.

Over \$14,000 was raised during the Fallen Soldiers 5K with over 450 participants ran this year.

Our annual ethics training is complete. 2,077 members of our campus received the training and only 1 employee did not get the training complete.

In the area of Facilities Management, we continue to receive grant money for energy efficiency projects and the impact of those projects is substantial. For example, in the library this year, we have been working with grant dollars to increase the building automation systems, which are the brains and controls behind the heating and air conditioning systems; with about a \$30,000 investment on our part, we got about \$140,000 of work done in the library. We need to continue to find those types of grant opportunities.

Some recent projects include a new roof on the barrow barn, the golf course pro shop has been demolished and site preparation is underway, and Higgins Hall cleanup is nearly complete.

Facility Management's search just completed interviews and campus visits yesterday and we look for a decision for Director very shortly after the evaluation of feedback. A thanks goes Troy Rhodes who has served as Interim Director while we do through this process.

In parking services, QC parking options are being discussed and will look to the QC SGA for a parking referendum for a permanent parking fee for the QC campus for the spring.

VP Bierman expressed his appreciation for all of the administration and staff in his division that continue to be dedicated members of our university community in facing more demands, compliance, and work, with a smile on their face.

Trustee Gradle commented that he would like student involvement as early as possible in beginning discussions such as the QC parking permit with SGA. VP Bierman indicated that we have already reached out to SGA for the spring semester to include them in those discussions.

### **Quad Cities and Planning**

Vice President for Quad Cities and Planning Joe Rives thanked everyone for attending the graduation reception. He shared that from the student perspective it is very meaningful to have the Trustees support and attend this event.

Recognition was given to:

- Debbie Kepple-Mamros having recently hosted the Institutional Research annual forum with approximately 100 people in Rockford and doing so with much success so as to subsequently be elected as Vice President and President Elect.
- Duke Oursler for all of the artistic enhancements on the Macomb campus resulting in him being named the recent recipient of the Community University Service Award.
- WQPT, under Mary Pruess' watch, for the outstanding fundraising and membership accomplishments.
- Curtis Williams for working with admissions and all of Student Services to overcome the crisis of confidence and for ensuring that QC enrollment remains relatively level.
- Paul Plagenz for working with the College of Business and Technology for working on the dual enrollment program
- His office staff of Nicky, Debbie & Allison for their assistance in the preparation and guidance of the Board reports, presentations, and QC events.

Chair Early called for a break at 9:41 a.m. Trustee Nelson announced that he must attend to a work emergency and may not be able to be present when the Board reconvenes. The Board reconvened at 10:10 a.m. without Trustee Nelson present.

## **ADVISORY GROUP REPORTS**

### **Consent Agenda: Civil Service Employees Council, Council of Administrative Personnel, Faculty Senate, and Student Government Association:**

Written Report Submitted On Behalf of Governance Groups by Steve Rock, Faculty Senate:

The four constituency groups formally submit the included reports as part of their consent agenda.

Despite the challenges facing WIU due to budget uncertainty and declining enrollments, the university is still moving forward in many ways. The Master Plan accomplishments at both the Macomb and Quad

Cities campuses in enlivening the academic environment, enhancing the student experience, strengthening campus identity, engaging the strategic plan, and developing visionary, yet implementable strategies, are impressive.

It is clear that there is a high priority in stopping (even reversing) the enrollment decline and increasing retention and graduation rates. Initiatives such as eliminating the application fee for students at their visit to campus and the creating of a Student Success Center are steps in this direction. We know that the Office of Admissions is pulling out all the stops to increase applications and enrollment as noted the 2017-18 Recruitment Plan. The work on the university's Quality Initiative with its four goals is notable. The list of members of the various task forces, focus groups, planning teams, steering teams, the President's Executive Institute, the General Education Review Committee, show a substantial commitment by a large number of members of the campus community.

#### **Council of Administrative Personnel – Audrey Adamson**

Adamson expressed her love of the compilation video presented by VP Bainter, and gave highlights from her written report.

Written Report:

This Fall COAP has begun the process of updating our by-laws to, potentially, add additional board representatives from areas on campus with high numbers of COAP employees. The changes were voted on by the current board and will be put out to the membership for approval.

President Thomas joined us on October 12th for an Open Forum for all COAP members, giving an update on campus happenings and taking questions.

COAP Board members Audrey Adamson and Dustin VanSloten were pleased to be asked to present at the Professional Development Day held on December 1st and COAP congratulates Sarah Hart and her committee on a great event.

Spring professional development scholarship applications went out this week and are due at the end of January. We are proud to support our members with this opportunity.

A COAP survey has been distributed to our membership to assess needs and determine how to best serve COAP designated staff. The board will be reviewing those results in the New Year. COAP thanks the Board of Trustees and the campus leadership for your ongoing support and guidance.

#### **Civil Service Employees Council Macomb President – Stacy Dorethy**

Dorethy gave highlights from her written report.

Written Report:

- 1) We would like to thank all the employees of the month for going above and beyond their everyday duties. All 2017 EOM were recognized at the Fall CSEC Luncheon on December 7, 2017 for their service to the University, as well as the newly introduced 2017 CSEC Employee of the Year. We would also like to send out many thanks to their nominators for helping to recognize them for their outstanding service to Western Illinois University.

#### **Civil Service Employees of the Month:**

- October 2017: Julie Terstriep, Business Manager, Campus Recreation
- November 2017: Julie Derry, Chief Clerk, University Housing & Dining Services

- December 2017: Deb Lutz, Office Manager, Curriculum and Instruction

Civil Service Employee of the Year:

- Julie Terstriep, Business Manager, Campus Recreation (October 2017 EOM)
- 2) CSEC had two members attend the 20th anniversary Council of Councils conference held at NIU October 19-20. They were able to learn a lot and make some great connections. Council of Councils is an opportunity for civil service employee councils across the state to come together for important state legislation updates, professional development, and networking.
  - 3) The ten \$1,000 Civil Service Dependent Scholarships for the 2017-2018 academic year were recognized at the CSEC Fall Luncheon.
  - 4) We hosted our Fall Luncheon: “*Football Mania*” on Thursday, December 7 from 11:30am – 1pm in the Grand Ballroom. This year’s event was very well attended with over 200 in attendance. Many thanks to everyone that attended and supported this luncheon. The money made from each luncheon (Spring and Fall) is used to support the Civil Service Dependent Scholarships and Civil Service Employee Textbook scholarships. We have posted some pictures on the WIU Civil Service Employees Council Facebook page.

The Civil Service Employees Council would like to express their sincere appreciation to the WIU Board of Trustees; President Thomas; Matt Bierman, Vice President for Administrative Services; and Cindy Lotz, Interim Director of Human Resources, for their continued support of our council and to WIU’s Civil Service employees.

**Student Government Association – Grant Reed**

Reed advised that SGA, on November 28, concluded a successful first semester of the 49th legislative session. They have been fortunate to welcome several first time cabinet and senate members into the organization, providing fresh perspective, new eyes, and new energy.

In terms of SGA legislation, Lincoln/Washington/Grote (LWG) Senator, Andrew Rosenberg, collaborated with Facilities Management and the landscape management to create a natural barrier of six bald cypress trees between the Frisbee golf course and the student parking lot at that residence hall complex.

SGA Senator Natasha Kelch has been continuing her diligent work in authoring legislation in support of gender-neutral restrooms across campus.

On November 30, we had the pleasure of hosting our inaugural Lunchtime with Leaders on campus. The purpose of the event was to give students the opportunity to interact with some community and local government leaders. They were honored to have several members of the BOT, University administrators, Mayor Mike Inman, Representative Norine Hammond, and Senator Jil Tracy as guests. The hope is to continue the event and have it grow over the upcoming years to provide more students with the opportunity to meet the leaders and have meaningful discussions about the things that affect them.

SGA worked closely this semester in continuing the Mayor’s Student Roundtable. Twelve to fifteen WIU students gathered with the mayor for a few hours on a weeknight and talked about the Macomb community and the impact that the students, specifically, have on the Macomb community. It has been a fantastic opportunity for our students to learn about what is going on locally outside of campus. SGA members have enjoyed learning about a variety of topics, including economic development, community safety, and all of the need initiatives of the Macomb community.

Reed reports that SGA has a very busy spring semester ahead. The State of the Student Address and Student Lobby Day will be held, and they are getting ready to start the 2018 student government elections soon after break. The first scheduled meeting of the New Year with is on January 30.

Reed, on behalf of the SGA, wished all of the WIU students, faculty & staff a wonderful holiday season, a relaxing and recharging break, and we look forward to seeing all of you in the New Year.

No written report received.

**Faculty Senate – Steve Rock**

Rock gave highlights from his written report.

Written Report:

Highlights from the Faculty Senate since the last BOT meeting:

-The Senate's Committee on Provost and President Performance has shortened the annual survey that goes out to faculty in part to increase the participation rate.

-The Senate passed a resolution and forwarded to President Thomas a request to hire an institutional grant writer.

-Vice President Williams came to Senate to explain portions of the remarks he made at the last Board meeting regarding some faculty being disrespectful to students.

-Senators Heather McIvaine-Newsad and Gloria Delany-Barmann travelled to Puerto Rico for a week to offer assistance. The trip was supported by the Department of Education under the Title VI project "Communities as Agents of Change: Language and Area Studies for a Sustainable Future."

-Faculty senators penned notes to admitted (undecided major) students urging them to enroll at WIU. -Jeff Hancks discussed international recruitment efforts and explained the role and operation of sponsored credit courses.

-Registrar Lynn provided data on the impact of transfer students on the institution on the whole, as well as individual colleges.

-Vice President Bierman presented data on the university budget and the financial situation.

-The Senate has been considering recommendations from its Council on Curricular Programs and Instruction involving comprehensive majors and academic terms.

-Associate Provost Parsons provided information and answered questions about the IBHE mandated low productivity report. Majors that fall under the stated guidelines have to be assessed as to their status and future.

-Admissions Director Miner detailed enrollments by gender in recent years.

-The Senate received a briefing on the results of a survey on dining satisfaction on campus.

-The Senate decided to create a Budget Transparency Committee



-The Senate engaged in a discussion about the efficacy and value of the First Year Experience program.

Detailed minutes from our meetings are available online at: [www.wiu.edu/facultysenate](http://www.wiu.edu/facultysenate)

## **FINANCE COMMITTEE REPORT**

Todd Lester, Chair

### **Report No. 17.12/1: Report on Contributions**

Vice President Brad Bainter provided an update per the request of Trustee Nelson, and reported that to-date contributions total about 4.3 million with yearend still ahead of us, well past the 50% goal mark for this year. Recently received real estate and farmland that totals 2.2 million, some of which will be held and some of which will be sold. Total foundation assets are approximately \$64 million. New scholarships have been started to support our students on campus. Several of the larger donors were recognized by name.

### **Report No. 17.12/2: Report on Externally Sponsored Grants and Contracts and Income Producing Contracts for the 1st Quarter**

Director of Sponsored Projects Shannon Sutton summarized the report by saying that grants were relatively flat this year, which is a positive thing, although as viewed, the 2015 numbers on the report may not appear that way, but it does include a 3-year Illinois Department of Transportation grant which needs to be factored across the three years.

### **Report No. 17.12/3: Report on Purchases of \$100,000-\$499,999.99**

Vice President Matt Bierman outlined the purchases requiring action, most of which were standard, the exception being the purchase of a Steinway piano, which was from Foundation Funds.

## **ACADEMIC AND STUDENT SERVICES COMMITTEE REPORT**

Chair Early, on behalf of Steven Nelson, Chair

### **Report No. 17.12/4: Report on Enrollment, Retention and Graduation Rate Information**

Vice President Ron Williams indicated this is the standard report as presented, including tenth day data. Also available to answer questions is Associate Provost Nancy Parsons, Director of Institutional Research and Planning Angela Bonifas, and Director of Admissions Seth Miner.

Trustee Lester encouraged that recruitment efforts continue strongly in the local region, as well as to outlying regions, specifically in Adams and Schuyler counties. Seth Miner indicated changes in staffing would increase visibility and frequency in these areas.

Trustee Ehlert Fuller asked about the success of the initiative of having current students return to their respective high schools for recruiting purposes. Seth Miner reported that this is the first year that this fully organized initiative is taking place, which we are calling “Home for the Holidays.” We are utilizing admissions ambassadors, SGA members, housing, and other active student leaders and groups across campus, to visit Macomb high school students. We are also running a “True to WIU” social media campaign which highlights why students chose WIU for their graduate studies.

Trustee Gradle asked about the success and response to our Honors Student for a Day initiative. Seth Miner indicated that we are still tracking those students, three of which are seniors, and of those one of which has not yet applied, to assess her interest and to work with her throughout the admissions process. Trustee Gradle asked if we would be using this model of having current students reach out to perspective students on a larger scale. Seth Miner indicated that there are discussions already taking place with Rick Hardy in the Honors College about how to expand this initiative next year. He also stated that we do like having the student referral for reach out to more students that may not be on our radar. Trustee Savala asked if this

would be carried over to the Quad Cities campus. Seth Miner replied affirmatively. VP Rives advised of spring plans to do this. Trustee Clawson noted that report indicated that graduate enrollment had increased and questioned if we knew the reason. Associate Provost Nancy Parsons reported that a large part of the increase came in Computer Science with the international students, many of which come from India. They have a very interesting plan where they have a graduate assistant serving as an ambassador and working on a closed Facebook page that is connecting with perspective students in India where questions can be answered. Another area with large growth is the MBA program. By not only having face-to-face, but also the hybrid and online versions of the MBA program, this has resulted in the significant jump of applicants and enrollees. Trustee Clawson asked if we had caps on those. Parsons replied that we do not. Trustee Savala asked about the tracking of students that go directly from undergraduate to graduate programs. Parsons stated that our largest feeder school is WIU, whether that is because of our twenty-some integrated programs or just from those traditional transitions from undergrad to graduate school.

**Report No. 17.12/5: Report on Planning Based on Enrollment, Retention and Graduation Rate Information**

VP Rives highlighted the written report and the recruitment data presented, which includes statistics revealing that WIU is the only rural institution to increase minority enrollment.

**Resolution No. 17.12/1: Tuition for Active Duty Personnel**

VP Rives reported that we have over 600 military students enrolled this fall, and of those, less than ten are active duty, so this opens a new market. Trustee Gradle voiced his support for the idea of passing this tuition amendment. He questioned if reservists are eligible as active duty personnel to receive these funds. There was further discussion about how a shift in military status would affect eligibility.

A motion was made by Trustee Ehlert Fuller to approve. Trustee Savala seconded the motion.

**Roll Call**

Trustee Roger Clawson	Yes
Trustee Cathy Early	Yes
Trustee Carolyn Ehlert Fuller	Yes
Trustee William Gradle	Yes
Trustee Todd Lester	Yes
Trustee Steven Nelson	Yes
Trustee Yvonne Savala	Yes

Motion carried.

**Resolution:**

**WHEREAS**, Western Illinois University is committed to quality, opportunity, and affordability through successful implementation of Higher Values in Higher Education; and,

**WHEREAS**, Western Illinois University is a national leader these areas; and,

**WHEREAS**, Western Illinois University following its Strategic Plan has a long standing tradition of serving members of the United States Armed Forces and their dependents; and,

**WHEREAS**, the United States Armed Forces maintains an active duty rate that is used in screening for student recruitment and institutional partnerships; and,

**WHEREAS**, Western Illinois University is committed to expanding our commitment and service to the military through strategic planning and continued expansion of the President’s Executive Institute; and,

**WHEREAS**, tuition is to be established annually by the Western Illinois University Board of Trustees, following the general guidelines established by the Illinois Board of Higher Education; and,

**WHEREAS**, these guidelines were followed:

**THEREFORE** be it resolved in accordance with the priorities and goals of Higher Values in Higher Education and the President’s Executive Institute that the Board of Trustees establishes a new tuition rate for United States military personnel who are serving in active duty status for the purposes other than training, as of the official university census day each term.

**BE IT FURTHER RESOLVED** this rate shall not exceed the tuition rate established by the Armed Forces (currently \$250 per credit hour) and become effective for FY2019 (fall semester 2018).

**AUDIT COMMITTEE REPORT**

Roger Clawson on behalf of Lyneir Cole, Chair

**Resolution No. 17.12/2: Annual Review of Internal Audit Charter**

Director of Auditing Mike Sartorius reported no internal changes to the audit charter with just a few wording updates, having previously presented to, and received approval from senior management.

A motion was made by Trustee Ehlert fuller to approve. Trustee Gradle seconded the motion.

Roll Call

Trustee Roger Clawson	Yes
Trustee Cathy Early	Yes
Trustee Carolyn Ehlert Fuller	Yes
Trustee William Gradle	Yes
Trustee Todd Lester	Yes
Trustee Steven Nelson	Yes
Trustee Yvonne Savala	Yes

Motion carried.

**Resolution:**

**WHEREAS** Western Illinois University has a need to periodically review and present the Internal Auditing Department Charter to the Senior Leadership team and the Board of Trustees to be in compliance with regulatory requirements and the Institute of Internal Auditors *International Standards for the Professional Practice of Internal Auditing*; and,

**WHEREAS** the WIU Internal Auditing Department Charter includes the mission, purpose, and organizational structure and authority of the department; statement of professional practice; statement of independence and objectivity; the types of internal audit services provided; departmental objectives; and the duties and responsibilities of the department; and,

**WHEREAS** the Internal Auditing Charter includes the primary responsibilities of the Internal Audit Department, which includes: developing a two-year risk based audit schedule that is updated and

approved annually; performing audit assurance engagements, consulting services, special investigations, and follow-up reviews on audit findings issued; reporting material results of audits, reviews, and investigations to University management and the Audit Committee; and providing an annual summary of the Internal Auditing Department activities to the University President and Audit Committee by September 30<sup>th</sup> for the previous fiscal year:

**THEREFORE** be it resolved that the Board of Trustees approves the Internal Audit Charter as presented.

**Western Illinois University  
Internal Auditing Department Charter**

**Mission:**

The WIU Office of Internal Auditing is dedicated to improving University and Foundation operations by providing independent, objective assurance and consulting / advisory services. Our mission is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

**Purpose:**

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The internal audit function is an integral part of the organization's internal control system; however, the internal audit review and appraisal process does not, in any way, relieve other University or Foundation personnel of the responsibilities assigned to them.

**Organization and Authority:**

The Department functions in accordance with the Institute of Internal Auditors International Professional Practices Framework (IPPF); the Fiscal Control and Internal Auditing Act (FCIAA) enacted by the State of Illinois (Illinois Compiled Statutes, 30 ILCS 10); the State of Illinois Internal Audit Advisory Board, and the University's Policy on Internal Auditing (<http://www.wiu.edu/vpas/policies/intaudit.php>).

The WIU Office of Internal Auditing reports administratively to the President of the University and functionally to the Western Illinois University Board of Trustees Audit Committee. The Department provides results of reports relating to the WIU Foundation activities to their respective audit committee. This reporting relationship permits independent and unbiased judgments essential to the proper conduct of audits. Internal Audit staff have free and unrestricted communication with management and members of the Audit Committee.

In carrying out their duties and responsibilities, internal auditors will have full, free, and unrestricted access to all University and Foundation activities, records, property and personnel. No officer, administrator, or staff member may prohibit the internal auditors from examining any University or Foundation record, or access to personnel which is deemed pertinent to the audit, review or investigation. Internal auditors will handle any information obtained during a review in the same prudent manner as the custodian of such information.

### **Statement of Professional Practice:**

Western Illinois University is committed to the professional practice of internal auditing. The WIU Office of Internal Auditing will ensure conformance with the Institute of Internal Auditors (IIA) International Professional Practices Framework. The mandatory requirements include the *Code of Ethics*, *Definition of Internal Auditing*, *Core Principles for the Professional Practice of Internal Auditing*, and the *International Standards for the Professional Practice of Internal Auditing*). Other professional accounting and auditing standards may be followed as applicable.

### **Independence/Objectivity:**

Independence is defined as the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner.

Internal auditing staff will be independent of the activities that they review. Internal Auditing staff have no direct responsibility or any authority over the activities or operations being reviewed. Internal Auditing staff may not implement accounting procedures, controls or prepare financial records that could compromise the auditor's independence. Internal auditors may act in a consulting and advisory role without adversely affecting their objectivity.

### **Auditing Objectives:**

In an effort to provide value-added services, the WIU Office of Internal Auditing assists management in the effective discharge of their responsibilities relating to the University's strategies, key business objectives, associated risks, and risk management processes. To accomplish this, the Department will furnish management with analyses, recommendations, counsel and pertinent information concerning the activities reviewed or investigated. The attainment of this overall objective involves such activities as:

1. Evaluating the organization's governance process and making recommendations to assist in enhancing:
  - a. Strategic and operational decisions.
  - b. Oversight and communication of the risk management and control process.
  - c. Ethics and values programs.
  - d. Organizational performance, management, and accountability.
  - e. Communication of information among the board, external and internal auditors, other assurance providers, and management.
2. During audits, determining if the overall system of internal control is adequate, effective, efficient and functioning properly to reduce risk and achieve objectives.
3. Assessing the reliability and adequacy of the accounting, financial, technology and reporting systems and procedures.
4. Ensuring key risks are identified and managed.
5. Determining if University and Foundation activities are in conformity with generally accepted accounting principles; policies and procedures; state and federal laws and regulations; contractual obligations and good business practices.
6. Ascertaining the extent to which the organization's assets exist, are properly accounted for and are safeguarded from losses through theft, fraud or other means.
7. Developing the professional skills and competence of the internal auditing staff.

### **Audit Services:**

The Internal Auditing Department performs internal operational, technology, compliance and financial related audits of programs, functions, services, departments and accounts under the authority of the University or Foundation. There are four primary types of audit services provided:

1. **Assurance Services:** an objective examination of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization. These types of audits include financial, operational, compliance, information technology pre-implementations, and due diligence engagements.
2. **Consulting Services:** advisory and related client service activities, the nature and scope of which are agreed with the client, are intended to add value and improve an organization's governance, risk management, and control processes without the internal auditor assuming management responsibility. When performing consulting services, the WIU Office of Internal Auditing will not assume management's responsibilities in order to maintain their objectivity and independence.
3. **Special Investigations:** Investigations evaluate allegations of unethical business practices and/or financial and operational misconduct to determine if allegations are substantiated and to prevent future occurrences. These steps are also taken to prevent additional occurrences from happening. The WIU Policy on Fraud (<http://www.wiu.edu/vpas/policies/fraud.php>) defines the roles and responsibilities for internal audit staff to follow when investigating allegations of fraud.
4. **Follow-up Engagements:** Follow-up engagements evaluate plans and actions taken to correct reported conditions or deficiencies.

### **Primary Duties and Responsibilities:**

1. Ensure conformance with the mandatory elements of the IIA International Professional Practices Framework and Fiscal Control and Internal Auditing Act.
2. Prior to June 30th of each year, submit a flexible, two-year, risk-based audit plan identifying audits scheduled to the University President and Audit Committee Chairperson for approval. The plan will include risks and control concerns identified by management or through the annual risk assessment process and address compliance requirements established by FCIAA.
3. Implement the audit plan by performing internal operational, compliance, technology and/or financial audits of programs, functions, services, departments and accounts that are under the authority of the University and the Foundation.
4. Adjust the plan and address special request audits, reviews or investigations as requested by management or deemed necessary as a result of potential fraudulent activity, significant internal control weaknesses identified, or emerging issues that may significantly impact the University.
5. Ensure major information systems of internal and accounting administrative controls are reviewed at least once every two years. This includes review of the design of major new information systems and major modifications of those systems before their installation.
6. Report all material results of audits, reviews, or investigations to the appropriate levels of management and the Audit Committee.

7. Prepare an annual report by September 30th, summarizing the scope, results and status of implemented action plans; and the results and activities of the WIU Office of Internal Auditing throughout the previous fiscal year.
8. Report annually to the President and Audit Committee regarding the accomplishments of the Department, the audit plan, operational activities, budget, and staffing of the WIU Office of Internal Auditing.
9. Establish an audit finding follow-up process to monitor and identify if management actions have been effectively implemented, or if senior management has accepted the risk of not taking any action. This includes proper disclosure to the Audit Committee when risks have been accepted.
10. Coordinate with external auditors and regulatory agencies concerning the scope of work to be performed to reduce duplication and optimize audit coverage.
11. Assist management in the coordination of the annual FCIAA certification of internal controls for the University and Foundation.
12. Assist in the investigation of potentially fraudulent activities as required by the WIU Policy on Fraud and ensure due diligence is performed to identify fraud in planned audits.
13. Periodically communicate and meet with University Senior Leadership and the Audit Committee to review the results of audits, consulting services, and investigations.
14. At least annually, provide the Internal Audit Charter and to Senior Leadership and the Audit Committee for review and approval.

**Approvals:**

Original Charter Approved by President & BOT: June 1, 2007

Revisions Approved: June, 29, 2010; November 11, 2011; See Below

BOT: December 16, 2011; December 14, 2012; December 13, 2013; December 19, 2014; December 18, 2015; December 16, 2016; President: Nov 1, 2013; November 10, 2014; October 26, 2015; November 14, 2016

**GENERAL DISCUSSION AND ACTION ITEMS REPORT**

**Report No. 17.12/6: Report on Quarterly Planning Update**

VP Rives introduced the quarterly update as presented.

**Report No. 17.12/7: Report on Fiscal Year 2017 Master Plan Update**

VP Rives presented a power point presentation, which highlighted many campus initiatives and capital projects.

**Report No. 17.12/8: Report on Higher Learning Commission Quality Initiative: Fiscal Year 2017 Update**

VP Rives highlighted the report and presented it as information.

**Report No. 17.12/9: Report on Iowa Re-Certification for Museum Studies and Distance Education**

VP Rives highlighted the report and discussed its necessity.

**Report No. 17.12/10: Report on Higher Learning Commission: Reporting on Spring 2016 Teach Out Plans For Disestablished Majors**

VP Rives highlighted the report.

**Report No. 17.12/11: Report on Cumulative Strategic Plan Accomplishments: Fiscal Year 2018 Update**

VP Rives highlighted the report and indicated that changes since tenth day have been indicated in bold font.

**Report No. 17.12/12: Report on President's Executive Institute Quarterly Update**

VP Rives presented fact-filled power point presentation with an update of the many initiatives of the PEI.

**Report No. 17.12/13: Report on The Statewide Budget Context and Western Illinois University's Mission-Driven Planning and Results, Fiscal Year 2018 Update**

VP Rives presented a power point presentation outlining an eight-point plan to move us from basic fiscal survival into the strength and viability of WIU in the 21st century, by acknowledging the need to address enrollment and the reality of becoming more tuition-driven:

- 1) Creating a Reinvestment Pool
- 2) Support High Demand Programs
- 3) Remove Enrollment Barriers
- 4) Improve Retention
- 5) Increase Revenue
- 6) Decrease Expenses
- 7) Enhance Operational Efficiencies
- 8) Engage in All Funds Budgeting

President Thomas thanked VP Rives for his hard work in putting together these presentations.

**Resolution No. 17.12/3: Release of Closed Session Meeting Minutes**

Chair Early solicited discussion and heard none.

A motion was made by Trustee Ehlert Fuller to approve. Trustee Gradle seconded the motion.

**Roll Call**

Trustee Roger Clawson	Yes
Trustee Cathy Early	Yes
Trustee Carolyn Ehlert Fuller	Yes
Trustee William Gradle	Yes
Trustee Todd Lester	Yes
Trustee Steven Nelson	Yes
Trustee Yvonne Savala	Yes

Motion carried.

**Resolution:**

**WHEREAS** the Board of Trustees of Western Illinois University must comply with the Illinois Open Meetings Act;

**WHEREAS** pursuant to Section 2.06(c) of the Open Meetings Act, the Board of Trustees of Western Illinois University may eliminate the verbatim records of July 14-15, 2016;



**WHEREAS** pursuant to Section 2.06(d) of the Open Meetings Act, the Board of Trustees of Western Illinois University has reviewed the minutes of the closed session minutes of December 17, 2015; January 25, 2016; March 10, 2016; April 20, 2016; June 9, 2016; July 14, 2016; October 6, 2016; December 15, 2016; March 30, 2017; June 8, 2017; July 13, 2017; and September 28, 2017, to determine whether the need for confidentiality still exists with respect to all or part of the minutes; and

**THEREFORE** be it resolved the Board of Trustees of Western Illinois University approves the elimination of the verbatim records of July 14-15, 2016, and has determined that the need for confidentiality of the minutes listed above still exists. The Board will review the minutes listed above again at the March 23, 2018, Board Meeting to make a determination regarding release.

**Resolution No. 17.12/4: Illinois Fraternal Order of Police Labor Council**

Chair Early solicited discussion and heard none.

A motion was made by Trustee Savala to approve. Trustee Ehlert Fuller seconded the motion.

Roll Call

Trustee Roger Clawson	Yes
Trustee Cathy Early	Yes
Trustee Carolyn Ehlert Fuller	Yes
Trustee William Gradle	Yes
Trustee Todd Lester	Yes
Trustee Steven Nelson	Yes
Trustee Yvonne Savala	Yes

Motion carried.

**Resolution:**

**WHEREAS** the Board of Trustees must approve collective bargaining agreements prior to implementation; and,

**WHEREAS** an award was given on October 17, 2017 through binding arbitration:

**THEREFORE** be it resolved that the Board of Trustees approves the agreement as presented.

**Illinois Fraternal Order of Police Labor Council**

An award was given through binding arbitration for the period of July 1, 2015 through June 30, 2019, with the Illinois Fraternal Order of Police Labor Council representing approximately 21 employees. The award contains language governing increases each year of the agreement.

**Contract Language**

The contract contains all the provisions required by law. In addition, it contains specific articles reflecting the unique circumstances of Western Illinois University. The parties agreed to update the non-discrimination language to include: genetic information and any other classes protected by state and federal law.

### Wage Settlement

The binding arbitration award was to adopt the Union's final wage offer which is an across-the-board percentage increase per fiscal year: FY 2016 – 2%, FY 2017 – 2%, FY 2018 – 2%, and FY 2019 – 2%. The increases will be effective July 1 of the respective fiscal year and are to be paid retroactively for all current and former members for all hours in paid status.

### **OLD BUSINESS**

No old business reported.

### **NEW BUSINESS**

Chair Early mentioned she recently learned that three of the new administrators in the Moline Coal Valley school district all have Masters in Administration from WIU, and WIU's doctoral candidate from the QC is currently the Assistant Superintendent in the Moline School District. She also shared a front-page story newspaper story about Trustee Savala's daughter, which speaks to her volunteerism at the QC campus and QC area.

Trustee Nelson reported that in viewing a television program on the Outdoor World Channel featured a WIU faculty member in charge of the research grant on the bobcat population in Midwestern Illinois.

### **NEXT MEETING**

The next Board meeting will be held March 22-23, 2018 on the WIU Macomb campus.

### **Adjourn Action**

Chair Early called for a motion to adjourn the meeting of the Board at 11:45 a.m. A motion was made by Trustee Gradle and seconded by Trustee Lester. All were in favor and none opposed.

Cathy Early, Chair  
Kerry McBride, Business Administrative Associate to the Board

sjp