

WESTERN ILLINOIS UNIVERSITY  
BOARD OF TRUSTEES  
Minutes of the Meeting  
December 14, 2018

The meeting of the Board of Trustees of Western Illinois University convened at 8:00 a.m. in Union Capitol Rooms in Macomb. Chair Carolyn Ehlert Fuller presided. Trustee Savala moved to convene to open session. Trustee Brown seconded the motion.

Roll Call

Trustee Roger Clawson	Yes
Trustee Carolyn Ehlert Fuller	Yes
Trustee Justin Brown	Yes
Trustee Todd Lester	Yes
Trustee Yvonne Savala	Yes

Motion carried.

**ATTENDANCE**

The following trustees were present:

Trustee Carolyn Ehlert Fuller	Present
Trustee Yvonne Savala	Present
Trustee Roger Clawson	Present
Trustee Justin Brown	Present
Trustee Todd Lester	Present

**REVIEW AND APPROVAL OF BOARD MEETING MINUTES**

Trustee Lester moved to approve the September 27-28, 2018 Open Session Meeting Minutes. Trustee Brown seconded the motion.

Roll Call

Trustee Roger Clawson	Yes
Trustee Carolyn Ehlert Fuller	Yes
Trustee Justin Brown	Yes
Trustee Todd Lester	Yes
Trustee Yvonne Savala	Yes

Motion carried.

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

President Jack Thomas  
Legal Counsel Liz Duvall  
Board Treasurer and Interim Vice President for Administrative Services William Polley  
Interim Provost and Academic Vice President Kathy Neumann  
Vice President for Student Services Ron Williams  
Vice President for Advancement and Public Services Brad Bainter  
Senior Vice President for Strategic Planning and Initiatives Joe Rives

Advisory Group Representatives present:

Audrey Adamson -- Council of Administrative Personnel Representative – Macomb & Quad Cities  
Robert O’Bear -- Civil Service Employees Council President – Macomb  
Steve Whan -- Civil Service Employees Council Vice President – Quad Cities  
Grant Reed -- Student Government Association President – Macomb  
Christopher Pynes -- Faculty Senate Chair — Macomb

**POINTS OF PRIDE**

Senior Vice President for Strategic Planning and Initiatives Joe Rives introduced each individual who provided Points of Pride:

- Dr. Blair McDonald showcasing School of Engineering
- Dr. Susan Stewart showcasing Human Resource Management
- Mariah Dickson, Student (Major: Biology, Minors: Chemistry and French)

**PUBLIC COMMENTS**

Chair Ehlert Fuller read a statement from the Board of Trustees.

- Paula Wise, retired Psychology professor and representing Retirees for Western commented on low morale on campus and is offering suggestions from the group.
- Elaine Hopkins asked for administration to refrain from making cuts now and to reinstate funding for Tri-States Public Radio (TSPR).
- Dorie Vallillo, thanked President Thomas for waiting on cuts and asked for further consideration on restoring of funding of TSPR.
- Heather McMeekan, Web Services, expressed concern that eliminating funding for TSPR would be detrimental to WIU web traffic and is seeing signs of traumatic stress in coworkers.
- Richard Filipink thanked Liz Duvall for her actions and is encouraging the Board to preserve and release the closed session meeting, despite the law’s provision for destruction.
- Bill Thompson, UPI president, praised Liz Duvall and her efforts. Mr. Thompson is also asking the Board of Trustees to release its verbatim closed session records.
- Mark Bernards, Associate Professor of Agriculture, made a comparison of his favorite football team’s play calling to WIU and urged for a new way at Western.
- Patrick McGinty would like to see a faculty-driven reset of processes.

**CHAIRPERSON’S REMARKS**

Chair Carolyn Ehlert Fuller read a statement:

Good Morning Again.

In providing remarks for this quarter, the Board is reminded that the holidays and end of the calendar year provide an opportunity to pause and reflect on the previous year and the year ahead.

Unquestionably, this has been a very difficult year for Western Illinois University. As President Thomas has said many times in many different venues, we did not ask for the challenges caused by the budget impasse.

With courage, conviction, and passion, the Board sees the University community moving ahead, making the necessary, yet very difficult, decisions to ensure that the future of Western Illinois University is strong in a rapidly changing, highly competitive landscape.

President Thomas, the Board stands behind you and your Leadership Team in making extremely difficult but necessary decisions. Members of the University community, we thank you for your dedication, effort, and commitment. We know that there have been -- and will continue to be -- shared sacrifices across the University and we know that economic impacts are felt personally and in our host communities, our regions, and beyond. This is something that we do not take lightly. We also know that there is not a single solution that will resolve the state-imposed fiscal challenges.

Over the last two meetings, we have introduced the new Points in Pride segment to our quarterly meetings. The faculty and staff commitments to student success demonstrate that we are an institution rich with promise.

President Thomas and others are working hard in Springfield and to make the new Governor and General Assembly aware of the challenges we face. Likewise, as will be stated later today, the Higher Learning Commission has validated that Western is making the difficult but necessary decisions.

Western Illinois University is a force for the public good. And we will make the University even stronger, just as our predecessors have for over 115 years. We will work together for student success. We will work together to advance our vision, mission, values and goals. We will work together for the future of our university, host community, regions and beyond.

President Thomas and University leadership, we look forward to hearing your remarks on institutional accomplishments, plans and change in a moment.

But, before yielding the floor, on behalf of the Board, we wish to all members of Western Illinois University, their families and loved ones a happy holiday season and we wish to congratulate our newest graduates of Western. Thank our faculty and staff for helping to make student dreams a reality.

Thank you.

### **PRESIDENT'S REMARKS**

Good morning, and welcome to our December Board Meeting.

Western Illinois University is at a pivotal moment in its history. The Reverend Dr. Martin Luther King, Jr. once said, "We are now faced with the fact that tomorrow is today. We are confronted with the fierce urgency of now." As higher education across the United States undergoes a radical transformation, and as public higher education faces challenges in our state, Western Illinois University must change. As such, as a University, we are making difficult, yet necessary, budgetary, programmatic and enrollment-

related changes due to the aftermath of the two-year state budget impasse, and two consecutive years of budget reductions. Our current budget situation requires reductions of \$21 million to the University's appropriated expenditures to overcome the deficit.

As I stated in yesterday's letter to the University, my leadership team and I came together with Faculty Senate and UPI leadership, and other key stakeholders, to discuss the possibility of postponing the University's operational reductions plan, which includes faculty, staff and administrative personnel layoffs. With a new governor taking office January 14, 2019, we have determined the best course of action at this time is to postpone the decisions until we hear from Governor-Elect Pritzker in his February 20 budget address.

The plan for reducing the University's expenditures to bring them in line with revenue will be communicated March 1, 2019. I remind our University community that reductions, reorganizations, and faculty, staff and administrative personnel layoffs must still take place. Appropriated funding is only a portion of the decision-making process. Total enrollment is the other critical part of this process.

As my leadership team and I continue to monitor Fall 2019 total enrollment, we also need a more certain indication of what Western Illinois University's state appropriations may be for Fiscal Year 2020 before final decisions are made.

The Governor's budget address is the first step of the process, followed by action from the Illinois House and Senate.

I will continue to work with the state's leadership to advocate for restored funding for Western Illinois University. We will work tirelessly to ensure that Western's voice is heard in Springfield, and to recruit and retain students from Illinois and beyond. We must be unified in our efforts.

I understand the angst and uncertainty that waiting for these decisions cause our faculty, staff, students, and the broader University community. We will take a sustaining course of action to ensure a strong future for Western Illinois University.

We are pleased that Faculty Senate, UPI, Key Stakeholders and the Leadership Team have joined together. I would like to ask Dr. Thompson and Dr. Pynes to add their remarks on this important decision.

Bill Thompson stated, "The interests of both parties overlap more than you might think" and proceeded to discuss how the UPI hopes to work with administration.

Christopher Pynes challenged Chair Fuller's leadership by stating that we are not going to be stronger after making cuts.

President Thomas resumed his speech:

We know that change is not easy, and these decisions are agonizing. We must make changes to address the University's deficit. We must also continue to improve institutional efficiencies, and ensure access to programs that meet the demand and needs of our students. As difficult decisions are made and implemented, let us move forward with compassion, mutual respect and civility.

Over the past several years, everyone at Western Illinois University has sacrificed as we have addressed many challenges. We as a University community have worked together toward our ultimate goal: how best to support Western Illinois University so that we may continue to fully serve our students. Working together, these sacrifices have ultimately been made with our students' best interests in mind.

We must remain unified, even if you do not agree with these difficult decisions. At a time when we need to grow, we must do all that we can to continue to join together with our shared goal in mind.

I ask everyone to channel our passion for this University in a constructive manner that demonstrates to our current and prospective students that Western Illinois University is here for them and is the right choice.

As we undertake the changes that must occur, we will continue to engage in healthy dialogue. We have held town halls, advisory groups, round tables and used other means of communicating with constituency groups as decisions are being implemented. Thank you to those who have been involved and engaged in the process. Your voices have been and are being heard.

As President, and on behalf of my leadership team, I pledge to you that we will continue to communicate with you and do so in a positive and constructive manner. With your feedback, we will make the necessary reductions so that we can invest in programs and services that will further position our

university for growth. We will continue to provide a world-class, high-quality, and well-rounded educational experience. We take pride in the academic excellence, value and affordability that we provide.

To align resources with our expenditures, we must make adjustments. As such, the Vice Presidents, the budget director, and I have been working with the deans, directors, chairs and others to identify budget reductions. As we have worked through this process, I continue to emphasize that we must bear in mind that our co-workers, colleagues, and fellow employees should be treated with respect and compassion. I reiterate that call today.

Western has been fiscally conservative for many years. That conservative approach allowed the University to build a reserve, which enabled us to get through the budget impasse. However, the subsequent years of decreased state funding and lower enrollments have diminished our financial resources. **Consequently, Western has a budget deficit. Expenditures are outpacing revenues.** We must continue to take action to reduce our expenditures and increase our revenues.

As I stated in previous meetings and forums, we have worked with the deans, chairs, and faculty to invoke the Academic Program Elimination Review Committee for low enrolled programs as required by our contract with UPI. In addition, we continue to work with all areas across the University to decrease operating costs, and we are further restructuring to increase efficiencies.

Some state institutions have already gone through the process to bring expenditures in line with decreased revenues, while others, such as Western, are going through the process now. As I have discussed on previous occasions, we must reduce expenditures significantly this fiscal year to address immediate needs.

To repeat, the University is experiencing a critical budget deficit, therefore:

- Each division will reduce its budget for Fiscal Year 2020.
- This will be done to decrease the University's annual budgeted expenditures by \$21 million for Fiscal Year 2020.
- Vice Presidents, deans and directors are identifying budget reductions, which will include personnel.

I want to again emphasize that this reduction amount is based on level new student enrollment and level state funding. The measures undertaken to reduce budgets will take place to balance the budget and bring expenditures in line with revenue. During this process, reductions are being considered regardless of funding source and everything remains on the table. We are looking at every area of the University. Further, we have examined all open positions to determine if the position is essential and critical to University operations.

We are reducing the number of P-Cards issued to ensure cost-saving measures. Finally, University travel, such as conference attendance, requires prior Presidential approval. Previously awarded Provost's Travel Awards through CITR will be honored.

While these reductions are necessary, we cannot continue to reduce our way out of fiscal challenges. Western Illinois University must grow. As such, Dr. Ron Williams and his team have developed University-wide initiatives to help us all to work together to increase enrollment, retention and graduation rates. Student recruitment, retention and graduation rates are everyone's responsibilities. It is everyone's job to help grow our enrollment.

I have shared this message and these new processes previously with the vice presidents, deans, directors, chairs, and others. I asked them to share these processes and procedures with individuals in their divisions.

While changes are implemented, Western will continue its educational mission. We must make these critical reductions to safeguard WIU's future. We must get out of the cycle of forced reductions, which result from the University's expenditures exceeding revenues.

Furthermore, we will continue to advocate in Springfield for increased funding, including appropriated funds, deferred maintenance and capital projects. In addition, we must continue to look beyond appropriated funding. The President's Executive Institute, increased contract and grant activity, and other innovative ventures are essential to our success.

In other matters, I wish to thank Dr. Kathleen Neumann for her outstanding service as Interim Provost during these incredibly difficult and challenging times. Negotiating a new faculty contract in the

midst of an unprecedented state budget impasse is no small feat. She has worked tirelessly for her alma mater and her service is appreciated. Dean Billy Clow has agreed to serve as the Interim Provost, beginning January 1, as a new Provost Search is now underway. Additionally, a search for the Vice President of Administrative Services is underway. Finally, to increase the revenue generated for the University, we will move forward with the position for a grant writer and continue our increased fundraising efforts.

I want to thank all of you who have helped our students complete another successful semester here at Western Illinois University. We accomplish great things at this University, and we appreciate your hard work, loyalty, commitment, 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 would also like to congratulate our Alumni Achievement Award recipients Randall Germeraad, executive chair of Springfield Electric Supply Company, James Leahy, chief operating officer of Veterans Canteen Service, Department of Veterans Affairs, Suzan Nash, retired executive director of the Western Illinois Regional Council, Dennis Papini, provost and vice chancellor for academic affairs at University of Illinois Springfield, and Michael Steelman chairman and CEO of Farmers and Merchants State Bank of Bushnell.

We appreciate the distinguished service these outstanding alumni have provided in their fields, and we applaud their commitment to Western Illinois University. These alumni elevate the reputation of Western Illinois University and speak to the value a Western degree holds.

As we move forward, I am reminded that Western Illinois University has overcome many challenges in its 118-year history, and thrived as events tested the resolve of those whose legacy we continue today. As heirs of this tradition, we will likewise overcome these challenges and lead Western Illinois University into the future.

Thank you for your hard work, passion, and dedication.

## **LEGISLATIVE UPDATE**

Assistant to the President for Governmental Relations Jeanette Malafa addressed the Board as follows:

- New Governor in January but local legislators will remain the same.
- Fall veto session wrapped up Senate Bill 2481: Torte Claims Cap
- Senator Sandoval meeting for state procurement process to increase minority vendor contracts
- Senate and House scheduled to reconvene on January 7

## **GENERAL COMMENTS BY VICE PRESIDENTS**

### **Academic Services**

Interim Provost and Academic Vice President Kathy Neumann reported her area, as follows:

- 848 students eligible to graduate this weekend
- CAS Annual Biology Day
- GIS analyzing recent tornado in Taylorville
- Political Science sponsored an election night party and a panel discussion
- COEHS in the QC CNED counseled 483 patients with the Robert Young partnership
- LEJA Crime Lab dedication on December 5
- RPTA and Hospitality Management have removed 9 hours of redundancy
- Master of Education received accreditation for online
- Chris Merrett from IIRA is serving on Governor-elect Pritzker's transition team

### **Strategic Planning and Initiatives**

Senior Vice President Rives reported on his area, as follows:

- Thanked leadership team and shared governance leaders for coming together to minimize impact

- of impending budget cuts.
- Paul Plagenz received \$500,000 from the Carver Foundation to repurpose Riverfront 118 for Engineering
- Office of Sr. VP coordinated the Fall Graduate Reception and it was a success and thanks to the Trustees and President for attending
- Acceptances and enrollments are up for the QC campus
- Thank you to Steve Whan and facilities for the safety and accessibility of campus during the 14 inches of snow in November

### **Student Services**

Vice President for Student Services Ron Williams reported on his area, as follows:

- First time freshman applicants may now self-report for a quicker admission decision
- Discussed Promise Plus program, AIM High
- There is a high interest from many in helping to grow enrollment
- Encouraged everyone to lift each other up and to treat each other with dignity and respect and for everyone to work together
- Recognized retiring staff: Kathy Meyers and Millie McDonald

### **Advancement and Public Services**

Vice President Brad Bainter reported on his area as follows:

- Received some unrestricted funds from an estate so they are able to offer some additional scholarship dollars to some districts where there have not been many students from.
- Recognized retiring staff: Stan Clayton and Larry Dean.
- Fallen Soldiers 5K held and \$12K was raised
- WIU's webpage bounce rate was about 80% and is down to 56%
- 250 digital ads have been created and ran over the past three months
- Over half of the marketing dollars go to social media to those under 45 with one degree or less

### **Administrative Services**

Interim Vice President Bill Polley reported on the financial status of the University and his area, including:

- Has been attending many meetings in Springfield for budget discussions
- Works closely with Budget Director Trepac to ensure university moves toward a balanced budget
- Timing of allocated appropriations is as expected
- RFID inventory system is progressing and will result in a more efficient inventory process
- HR Director search under way with Interim Director Amelia Hartnett
- P-Card holders will no longer be required to send in receipts to Business Services
- Director of Facilities Maintenance search under way

**Chair Ehlert Fuller called for a break at 10:25 a.m. The meeting reconvened at 10:41 a.m.**

## **ADVISORY GROUP REPORTS**

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

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

The four constituency groups formally submit the included reports as part of their consent agenda. There is a formal objection and not consenting to BoT Resolution No. 18.12/3 Release of Closed Session Meeting Minutes.

In the BoT resolution under consideration, they will be granting authority to destroy verbatim closed session meeting recordings and refusing to release minutes of any of the closed session meetings as well. The Senate does not think it is appropriate for this currently constituted Board of Trustees to be destroying verbatim transcripts. The Faculty Senate also requested on two occasions for the BoT to release properly redacted version of these closed session meeting recordings. The BoT did not even offer a courtesy acknowledgment of those requests.

We encourage the BOT to demonstrate clear leadership and vision.

Additionally, we encourage the BOT to keep our students, faculty, staff, and our four core goals in mind when making and communicating important decisions and long term planning: Academic Excellence, Educational Opportunity, Personal Growth, and Social Responsibility.

Submitted by Robert O’Bear, Civil Service Employees Council

**Council of Administrative Personnel – Audrey Adamson**

Adamson gave highlights from the written report.

On October 18 Open Forum, have a full slate of members, fall professional development event, ongoing civil service audit and position review.

Written Report:

It has been a successful Fall semester for COAP, we were able to add Suzi Pritchard as our Advancement and Public Services rep, so we now have a full executive committee.

President Thomas joined us at our October 3<sup>rd</sup> meeting to speak about his Presidential Initiatives, which the Executive Committee discussed and endorsed.

On October 18<sup>th</sup> we hosted our COAP Open Forum, where President Thomas spoke and was available for questions. We had a great presentation by outgoing HR Director Cindy Lotz that provided detailed information about the Civil Service audit process for COAP positions. We continue to stay in touch with HR and the Review Committee to assure that our membership is aware of the process and timeline.

We were pleased to award our Fall Professional Development Scholarship to Mishelle Oaks. Spring applications will be out in January.

COAP currently has members serving on the Social Responsibility Task Force and the both the VP of Administrative Services and Provost Search committees.

COAP has been discussing ways to welcome and mentor new employees and we are working on a new welcome letter that helps explain exactly what COAP is. We have also been communicating more regularly via email and will be sending out an update to our membership before the break, including information on the budget situation, position reviews, and by-law changes.

COAP thanks the Board of Trustees and the campus leadership for your ongoing support and guidance.

Respectfully submitted,  
Audrey Adamson  
2018-19 COAP President



### **Civil Service Employees Council Macomb President – Bob O’Bear**

O’Bear thanked EOM Ruth Kostreva, Eric Reed, Allen Arvin. Luncheon held on December 6 and awarded scholarships. EOY was Eric Reed. The Council is down in numbers due to resignations and retirements and is looking for a boost in numbers. The Consent Agenda was submitted.

#### Written Report:

We would like to thank all the Employees of the Month for going above and beyond their everyday duties. 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.

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

October 2018: Ruth Kostreva, Office Support Specialist – Center for International Studies

November 2018: Eric Reed, Assistant Superintendent of Grounds – Landscape Maintenance

December 2018: Alan Arvin, Manager of Sports Facilities – Campus Recreation

2. The Council held its fall luncheon on December 6 with a theme “A snow day with CSEC.”

During the luncheon the recipients of the 2018-2019 scholarships and the 12 2018 individual Employee of the Month (EOM) were recognized, as well as announcing the winner of the Employee of the Year (EOY) – Eric Reed.

3. The Council has been down 3 members due to resignations. We just recently had another resignation and we have 2 members retiring. I am asking for boost from whatever source we possible to encourage Civil Service Employees to become active in the Council.

The Civil Service Employees Council appreciates the support of the WIU Community. We would also like to send a big “thank you” to Dr. Polley, Interim Vice President for Administrative Services; and Amelia Hartnett, Interim Human Resource Director, for their continued support of our council.

### **Civil Service Employees Council Quad Cities Representative – Steve Whan**

Whan thanked Dr. Rives for recognizing the snow removal efforts in the QC. Early voting was held on the QC campus. Memorial tree planting was held for Emily Pitz Jackson, WQAD Channel 8 military greetings commercials airing now.

### **Faculty Senate Representative – Christopher Pynes--Macomb**

Pynes outlined realignment discussions, Teacher Education and alternative forms of licensure, thanked Ron Williams and Jason Woods for recruitment and enrollment presentations, Letisha Trepac and Bill Polley thanked for budget explanation, has requested acknowledgement of communication from Faculty Senate in the future.

#### Written Report:

The following is an abbreviated summary of some of the activities, discussions, and initiative the WIU Faculty Senate has engaged in since the 28 September 2018 BOT meeting with full Faculty Senate meeting minutes available on the Faculty Senate website, < [http://wiu.edu/faculty\\_senate/meetings/index.php](http://wiu.edu/faculty_senate/meetings/index.php) >:

#### **September 25, 2018**

- Vice President for Student Services Ron Williams, Interim Director of Admissions Jason Woods, and Associate Director for Admissions Melissa Telles spoke to Faculty Senate about opportunities for faculty outreach and recruitment initiatives.

- As follow up to questions submitted by a faculty member, Chairperson Pynes reported on the impact of the Background Check Policy on faculty. To date, no potential faculty members have been refused employment for failing a background check; one WIU employee in total has been refused employment for

failing a background check. As of September 7, 3,378 background checks have been conducted at a cost of \$108,123.25 since they began in FY 16. There are no plans to expand the background checks to all current WIU employees.

- Results of recent elections to the Academic Program Elimination Review (APER) Committee were announced.
- Faculty Senate approved a motion to ask that the APER Committee be given appropriate time to complete its review. Chairperson Pynes will send a formal letter to the Interim Provost expressing this request.
- Faculty Senate approved a new Policy on Articulating Credit for Advanced Placement and External Examinations. The Executive Committee had charged CAGAS to create a policy to be used when evaluating and articulating new or revised Advanced Placement (AP) exams. CAGAS included external examination options within the proposed language and made the policy internally consistent with the procedure used to evaluate new and revised transfer courses.
- Faculty Senate approved the General Education Review Committee (GERC) report, the result of two years of work. Chairperson Pynes announced that the moratorium on new Gen Ed requests is lifted as a result of approval of the report by Faculty Senate and GERC is officially disbanded. The report next goes to President Thomas for approval.
- Faculty Senate discussed the Board of Trustees consent agenda for September 27-28.

### **October 9, 2018**

- Interim Admissions Director Jason Woods provided information about the new Promise Plus program.
- Amy Carr, WIU's representative to the Illinois Board of Higher Education Faculty Advisory Council, spoke about the council and some of its upcoming issues. Links to her meeting notes have been added to the Faculty Senate website.
- Chairperson Pynes announced the election results for the Provost Search Committee, adding that they are also available on the Faculty Senate website:  
**[http://wiu.edu/faculty\\_senate/committees/Membership%20fall%202018.pdf](http://wiu.edu/faculty_senate/committees/Membership%20fall%202018.pdf)**
- At the request of the Faculty Senate, Interim Provost and Academic Vice President Kathy Neumann will host a meeting to discuss Academic Affairs reorganization and staff reduction on October 24 from 3-4:30 p.m. in the University Union Capitol Rooms, with video conferencing to the QC campus in RF 111.
- Senior Vice President for Quad Cities and Planning Joe Rives, Interim Vice President for Administrative Services Bill Polley, and Budget Director Letisha Trepac will join President Jack Thomas and Interim Provost Kathy Neumann at individual Town Hall Meetings,
- Faculty Senate approved revised procedures for the Council for Curricular Programs and Instruction.
- Senators discussed issues related to the proposed realignment during the Provost's Report and For the Good of the Body agenda items.

### **October 23, 2018**

- Senators discussed the proposed Illinois State Board of Education's Teacher Licensing Program with Greg Montalvo, College of Education and Human Services Assistant Dean for Educator Preparation; Jeanette Malafa, Assistant to the President for Government Relations, and Amy Carr, WIU Representative to the Illinois Board of Higher Education Faculty Advisory Council.
- Senators discussed the proposed realignment at length under Old Business.

### **November 6, 2018**

- Senator Plos provided information on the status of the Athletic Training program.
- Interim Provost Neumann read to Faculty Senate her letter of resignation, effective December 31.
- Senators had many questions for the Interim Provost regarding the recently released recording of the closed minutes of the Board of Trustees meeting of July 28, 2018.
- Senators discussed President Thomas's response to the GERC report, which was to approve the report but to ask that the Interim Provost to "address" the foreign language/global issues (FLGI) requirement with the appropriate council and work to reduce General Education hours by eliminating the Multicultural category.

Chairperson Pynes, after discussion with the Executive Committee, responded to the President that the Multicultural issue was considered and addressed by GERC and Faculty Senate, and he will not send this charge to the Council on General Education nor put it on a Faculty Senate agenda for a vote. The Interim Provost will work with the Senate Council for International Education to determine if the FLGI requirement is doing what is expected of it.

- Faculty Senate endorsed academic calendars for 2020-21 through 2024-25.
- Faculty Senate tabled with no date a Faculty Senate resolution on the 2018 No Confidence Referendum Governing Academic Realignment. The resolution was created in response to a question from a faculty member asking what it means to be “governed by the results of the referendum” in reference to last spring’s (spring 2017) vote of no confidence on the WIU administration.

### **November 27, 2018**

- Faculty Senate approved the revised bylaws amendment for its Summer School Committee.
- Chairperson Pynes told senators he submitted several FOIA requests for documents on behalf of Faculty Senate that were mentioned on the closed session recording from the Board of Trustees meeting of July 28.
- Senators at the last two meetings have expressed concerns that the job ad for the position of Institutional Grant Writer has not yet been posted.
- During the Provost’s Report, senators discussed information from the closed session recordings, including the 107 positions that are to be eliminated.
- Senators were unable to consider the Board of Trustees consent agenda since it has not yet been released. They discussed efforts made by the Faculty Senate a number of years ago to have an ex-officio faculty member added to the Board of Trustees. Senators approved a motion to add an additional Faculty Senate meeting for December 4 in hopes that the BOT consent agenda will be available at that time for consideration and that Interim Vice President Polley and Budget Director Trepac can meet with senators to discuss the recently announced \$21 budget cut.
- Faculty Senate approved a resolution asking that the Board of Trustees release all currently held verbatim recordings of closed session minutes from the July 2017 Board Retreat until the most recent Board meeting of September 27 by no later than December 7, 2018.
- Senators discussed deferred maintenance and the perception that Faculty Senate sometimes generates negative publicity for the University.

### **December 4, 2018 (special meeting)**

- Interim Vice President Polley and Budget Director Trepac met with senators to discuss the recently announced \$21 budget cut. The context of budget cuts versus expenditure cuts was explained. The full context of 5 million dollars of expenditure reduction for the rest of this academic year as well as 16-18 million dollars in expenditure reductions for FY 20 we put into context.
- The Faculty Senate Votes not to consent to BOT Agenda Item/Resolution No. 18.12/2: Release of Closed Session Meeting Minutes. Members of the Faculty Senate believe that given recent violation to the Open Meetings Act, it is NOT appropriate for the currently constituted Board of Trustees to be destroying verbatim recordings of the closed session meetings. Passed: 12 yes votes, 1 no vote, and 0 abstentions.

### **Student Government Association Macomb President – Grant Reed**

Reed gave highlights from the written report, including the Inaugural Super Hero Blue Light Fun Run Walk held in partnership with OPS and the Women’s Center, which raised nearly \$800 for the Western Illinois Regional Council. Continuing to serve on the Mayors’ Student Roundtable, Coordinating Annual Student Lobby Day in Springfield, planning State of the Student Address for Monday, April 22 at 3 pm, creating a parking forum.

Written report:

The Student Government Association in Macomb has concluded the fall semester of our 50th legislative session. This semester, we have appointed several new members to our Executive Cabinet, held a successful inaugural Superhero Blue Light Fun Run/Walk, and have begun work on planning for the spring semester.

Since the last Board of Trustees meeting, on October 20th the Student Government Association held our inaugural Superhero Blue Light Fun Run/Walk. The purpose behind the event was to bring awareness to the topic of sexual assault, while also informing participants of our emergency blue light system on campus and blue light locations. We were grateful to have guest speakers at the race opening from WIRC, WIU OPS, the WIU Women’s Center, and President Thomas. We were pleased to have an attendance of approx. 15 students, staff, and community members and several volunteers. Overall, through donations and registrations, we were able to donate nearly \$800 to the Western Illinois Regional Council’s Victims Services Program. My many thanks to Vice President Madison Lynn for her tireless work and dedication to planning and coordinating the event, as well as the generosity of our co-sponsors.

We have continued our Mayor’s Student Roundtable, most recently touring the Go West facility here in Macomb, learning more about our award winning municipal transit program, and are very much looking forward to continuing these meetings in the spring semester.

Last week, we completed our semesterly evaluations of cabinet members, as well as held our spring semester planning meeting. We are actively working with the City of Macomb and the Chamber of Commerce to coordinate our annual Student Lobby Day with their annual lobby day in Springfield. We have also set a date and location for our annual State of the Student Address, which will be held Monday, April 22nd at 3:00 PM in the University Union Heritage Room. A save the date was sent out in the November edition of the SGA monthly newsletter, and we will additionally be sending one by email. Parking has also long been a topic for conversation amongst the students on the Macomb campus, and thus SGA has decided to hold a student parking forum in coordination with OPS Parking Services. We are in the planning stages now, and hope to hold it in late January when everyone returns for spring semester.

**Student Government Association Quad Cities President – Jesse Ramos**

Ramos was not present.

**FINANCE**

**Amended Resolution No. 18.9/5**

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

Roll Call

Trustee Roger Clawson	Yes
Trustee Carolyn Ehlert Fuller	Yes
Trustee Justin Brown	Yes
Trustee Todd Lester	Yes
Trustee Yvonne Savala	Yes

Motion carried.

**Resolution:**

**WHEREAS** Western Illinois University must prepare annual appropriated capital budget recommendations for the Illinois Board of Higher Education, Illinois State Legislature, and the Governor; and,

**WHEREAS** Western Illinois University's Fiscal Year 2020 budget recommendations advance institutional progress and sustainability for the University's Strategic Plan, *Higher Values in Higher Education*, Campus Master Plans on the Macomb and Quad Cities campuses, and the Illinois Board of Higher Education's statewide strategic plan for higher education, *IBHE 2012, A Strategic Plan for the Illinois Board of Higher Education*; and,

**WHEREAS** the Fiscal Year 2020 Appropriated Capital Budget Recommendations require Western Illinois University Board of Trustees approval prior to submission:

**THEREFORE** be it resolved that the Board of Trustees approves the Fiscal Year 2020 Appropriated Capital Budget Recommendations as presented in the *Fiscal Year 2020 Appropriated Capital Budget Recommendations* document, and be it further resolved that the President be authorized to make technical adjustments in the capital budget recommendations if necessary.

Fiscal Year 2020 Capital Budget Recommendations  
Western Illinois University

Western Illinois University recommends \$368.6 million for capital projects to support high-quality academic programs, co-curricular services, and regional economic development for fiscal year 2020. All of the requested funds will support new construction on the Macomb and Moline campuses to address highly needed space for premier academic programs. A total of \$23.1 million in capital renewal funds is also requested to support critical deferred maintenance needs.

**Background**

Composition of the Recommendation

Western Illinois University operates two distinct campuses, and each has unique capital priorities and needs. The University has prioritized the overall needs of the University into the recommendation below.

<b>Western Illinois University</b>			
<b>Fiscal Year 2020 Capital Recommendation</b>			
(Dollars in Thousands)			
<u>Priority</u>	<u>Description</u>	<u>Project Type</u>	<u>Requested Amount</u>
1	WIU - Macomb Science Phase I	New Construction & Renovation	\$94,500
2	WIU - Macomb Science Phase II	Renovation	\$61,900
3	WIU - Macomb Tillman Hall	Renovation	\$31,000
4	WIU - Macomb Stipes Hall	Renovation	\$52,000
5	WIU - Macomb Education Building	New Construction	\$86,700
6	WIU - QC Phase Three	New Construction	<u>\$42,500</u>
<b>Total Recommendation</b>			<b>\$368,600</b>

A summary statement documenting need for these projects is displayed below. Additional, detailed information on the scope, design, and costs of each project begins on page three of this report.

Priority 1: Western Illinois University-Macomb Science Building Phase I The current College of Arts and Sciences' three science facilities, Currens Hall, Waggoner Hall, and Tillman Hall, are obsolete in providing high-quality comprehensive instructional laboratories. All three facilities were constructed before modern laboratory standards were developed for acceptable indoor air quality and energy efficiency. Antiquated laboratory fume-hood systems and poor quality heating, ventilation, and air conditioning systems yield inadequate comfort and humidity control. These lead to detrimental impacts on teaching; research; and student, faculty, and staff recruitment and retention. Phase I includes the construction of a new science building, an addition and remodel to Currens Hall. The new science

building will consolidate existing and support new academic programs, as Western Illinois University becomes a leading comprehensive university in the United States.

Priority 2: Western Illinois University-Macomb Science Building Phase II Phase II will continue with the improvements to the science programs at WIU by renovating an existing building. Waggoner Hall will be considered for renovations to improve the overall science facilities.

Priority 3: Western Illinois University-Classroom Building Renovation Tillman Hall. Tillman Hall was originally constructed in 1954 as the first science building on the campus of Western Illinois University. The needs of the University have changed significantly since the building's original construction over sixty years ago. The deferred maintenance needs of the building are also excessive as all of the systems are past expected life.

Priority 4: Western Illinois University- Stipes Hall Renovation Stipes Hall was constructed in 1968 and has had no major renovations or updates. The University through is the Macomb Facilities Master Plan update and Strategic Building Renovation Matrix has identified the building as a priority for renovation. The building is a high profile, heavily used part of the academic programs on campus and it also has a high deferred maintenance backlog.

Priority 5: Western Illinois University-Education Building Horrabin Hall was originally constructed in 1965 as a laboratory school and encompassed K-12 grades. The needs of the College of Education and Human Services do not match the current building construction. This project would reconstruct the building on the site of Horrabin Hall.

Priority 6: Western Illinois University-Quad Cities Riverfront Campus Building Phase Three In 2010, the state committed to building the first two phases on the newly developing Western Illinois University-Quad Cities Riverfront Campus. Building Complex Three will complete the construction of the new campus that serves a regional population of 400,000 residents and leverages \$175 million in private investment and foundation support for education, entrepreneurship, technology, new jobs, and economic opportunity.

Capital Renewal The University is requesting \$23.1 million in capital renewal funds to be utilized for classroom modernization; improving HVAC and building energy management controls; enhancing electrical and plumbing distribution systems; and renovating campus sidewalks, drives, and exterior stairs.

Priority Changes from Fiscal Year 2019

The priorities for FY2019 are shown below. There are no changes between our FY20 and FY19 request.

<b>Priority Changes</b>			
Description	Project Type	<u>FY2020</u>	<u>FY2019</u>
WIU - Macomb Science Phase I	New Construction & Renovation	1	1
WIU - Macomb Science Phase II	Renovation	2	2
WIU - Macomb Tillman Hall	Renovation	3	3
WIU - Macomb Stipes Hall	Renovation	4	4
WIU - Macomb Education Building	New Construction	5	5
WIU - QC Phase Three	New Construction	6	6

Adhering to Illinois Board of Higher Education guidelines and format, the following recommendations for Western Illinois University's Fiscal Year 2020 capital projects will be made (pending Western Illinois University Board of Trustees approval).



PROJECT: WESTERN ILLINOIS UNIVERSITY - MACOMB SCIENCE PHASE I

PRIORITY: 1

RAMP BUDGET CATEGORY: Buildings, Additions, and/or Structures

REQUESTED FUNDING: \$ 94,500,000 (Planning, Design and Construction)

#### BACKGROUND DATA

The current College of Arts and Sciences' facilities, Currens Hall (physical sciences, 1970), Waggoner Hall (life sciences, 1968), and Tillman Hall (earth sciences, 1953) are obsolete in providing high-quality instructional laboratories. These facilities were constructed before modern laboratory standards were developed by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. Western Illinois University science facilities fall below acceptable indoor air quality and energy-efficiency standards. The antiquated laboratory fume-hood systems and poor quality heating, ventilation, and air conditioning systems yield inadequate comfort and humidity control. This problem produces detrimental impacts on teaching, research, and student/faculty/staff recruitment and retention.

The basic teaching and laboratory layouts of Western Illinois University's current science facilities are pedagogically obsolete and do not easily allow for the integration of new science technologies. A new facility to house science-based programs will provide the ability to integrate new laboratory technologies with the latest in science pedagogy and will foster multidisciplinary interaction through the consolidation of departments from previously diverse locations. In addition, planning studies were completed to evaluate and program future projects to renovate Currens and Waggoner Halls to allow the College of Arts and Sciences to consolidate academic programs to a single campus locale and provide for additional facility improvements/enhancements for the humanities and social sciences which are critical to the mission of the College of Arts and Sciences.

The new science building and renovation of Currens Hall will also support expanding academic programs. This includes the new forensic chemistry program and a new nursing program as approved by the Western Illinois University Board of Trustees and Illinois Board of Higher Education.

#### QUANTIFICATION

Western Illinois University completed a space planning and utilization study for a new state-of-the-art science facility during Fiscal Year 2007 and completed an update in Fiscal Year 2014. The building will include both wet and dry instructional laboratories, office space, and classrooms. The facility will utilize green and sustainable technologies appropriately designed to meet academic needs and satisfy the University's goal to construct LEED Silver certified facilities. In addition, the project will include the provision for service drives, limited parking, exterior site development, and connections to Currens Hall and all required campus utility infrastructure.

#### DEPENDENT RELATIONSHIPS

Upon completion of this project, Western Illinois University will seek funds in Science Phase II for the remodel of Waggoner Hall. These actions are consistent with the newly developed Western Illinois University-Macomb campus master plan.

#### DESIRED COMPLETION DATE

Design will commence as soon as funds are received with total project completion estimated at 54 months.

TABLE C104  
 BUDGET YEAR BUILDING BUDGET ESTIMATION FORM  
 NAME OF UNIVERSITY AND CAMPUS

**FISCAL YEAR 2020**  
 CAPITAL REQUEST  
 PROJECT NAME WIU - Macomb Science Phase I  
 (IN THOUSANDS OF DOLLARS)

SPACE TYPE	NASF	MULTIPLIER FACTOR	GSF	FY20 Rates \$/GSF*	COST
Office	4,040	1.7	6,868	302.0	\$ 2,073.8
Classrooms	650	1.5	975	291.7	\$ 284.4
Instructional Dry Laboratories	11,000	1.64	18,040	326.8	\$ 5,894.8
Instructional Wet Laboratories	12,700	1.64	20,828	345.5	\$ 7,196.8
Special Use	2,200	1.8	3,960	291.8	\$ 1,155.7
Supporting Facilities	400	1.2	480	272.4	\$ 130.8
Currens remodel	95,000	1.61	152,950	212.8	\$ 32,552.9
1) BASE TOTAL	125,990		204,101		\$ 49,289.1
2) ADDED COSTS:					\$ 17,004.7
a) Historic Preservation Considerations: _____					\$
b) Green Building Design/LEED Certification Level _____ (Cert., Silver, Gold, Platinum) (Please use 6% of Base Total to estimate the cost of LEED design.)					\$ 2,957.3
c) Other Energy Efficiencies: _____					\$
3) BASE COST					\$ 69,251.2
4) ADD ESCALATION COST (For monthly escalation rates beyond 1 year use Statewide Average 2.6 percent per year, or 0.217 percent per month from base to bid date.)					\$ 4,501.3
Expected Bid Date: <u>May-21</u>		Monthly Escalator	<u>0.217%</u>		
Number of Months to Bid Date: <u>30</u>					
5) ESCALATED BUILDING BUDGET (BASE PLUS ESCALATION)					\$ 73,752.5
6) ADD 10% FOR CONTINGENCIES					\$ 7,375.2
<b>SUBTOTAL, BUILDING BUDGET</b>					\$ 81,127.7
ADDITIONAL BUDGET ADDS:					
1) A/E FEES <u>9.60%</u> *					\$ 7,788.3
ON-SITE OBSERVATION:					\$ 502.2
NUMBER OF MONTHS <u>24</u>					
DAYS PER WEEK <u>5</u>					
2) REIMBURSABLES (5% of A/E fees unless better estimate available)					\$ 414.5
3) OTHER ADDS <u>See 2 below.</u>					\$ 1,537.3
4) ART IN ARCHITECTURE (As Applicable) -- ONE-HALF OF ONE PERCENT					\$ 405.6
<b>SUB-TOTAL, BUDGET ADDITIONS</b>					\$ 10,648
CDB CONSTRUCTION ADMINISTRATION FEE (3%)**					\$ 2,753.3
<b>TOTAL, BUILDING BUDGET</b>					\$ 94,528.9

OTHER:

PROVIDE AN ESTIMATE OF ANNUAL STATE SUPPORTED OPERATIONS AND MAINTENANCE EXPENSE	TOTAL	\$ 1,243.4
Number of additional staff: <u>8</u>	Salaries and Related	415.1
	Utilities	388.3
	Repairs and Maintenance	440.0
	All Other	

PROVIDE AN EXPLANATION OF ALL DEVIATIONS FROM COST GUIDELINES

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SOURCE OF COST ESTIMATE Science Building Programming Study, Ratio Architects  
 NAME OF PERSON TO CONTACT FOR FURTHER INFORMATION Troy Rhoads  
 PHONE NUMBER 309-298-1834

\* The Capital Development Board's Centralized Fee Negotiation Professional Services and Fees Handbook, (March 2009), provides guidance in developing the budget for A/E fees.

\*\* If adding CDB Construction Administration Fee, Public Act 93-0032 increased the fee from 1.5% to 3.0% effective July 1, 2003. (Revised 8/16/2018)

1 Added costs include: FFE (18%), LEED (6%), Sophisticated Piping (1%) and site/utilities work (15.5%)  
 2 Added costs include: building commissioning, testing and balancing, and technology infrastructure

PROJECT: WESTERN ILLINOIS UNIVERSITY - MACOMB SCIENCE PHASE II

PRIORITY: 2

RAMP BUDGET CATEGORY: Buildings, Additions, and/or Structures

REQUESTED FUNDING: \$ 61,900,000 (Planning, Design and Construction)

#### BACKGROUND DATA

The current College of Arts and Sciences' facilities, Currens Hall (physical sciences, 1970), Waggoner Hall (life sciences, 1968), and Tillman Hall (earth sciences, 1953) are obsolete in providing high-quality instructional laboratories. These facilities were constructed before modern laboratory standards were developed by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. Western Illinois University science facilities fall below acceptable indoor air quality and energy-efficiency standards. The antiquated laboratory fume-hood systems and poor quality heating, ventilation, and air conditioning systems yield inadequate comfort and humidity control. This problem produces extremely detrimental impacts on teaching, research, and student/faculty/staff recruitment and retention.

The basic teaching and laboratory layouts of Western Illinois University's current science facilities are pedagogically obsolete and do not easily allow for the integration of new science technologies. A new facility to house science-based programs will provide the ability to integrate new laboratory technologies with the latest in science pedagogy and will foster multidisciplinary interaction through the consolidation of departments from previously diverse locations. In addition, planning studies were completed to evaluate and program future projects to renovate Currens and Waggoner Halls to allow the College of Arts and Sciences to consolidate academic programs to a single campus

locale and provide for additional facility improvements/enhancements for the humanities and social sciences which are critical to the mission of the College of Arts and Sciences.

The new science building and renovation of Currens Hall will also support new academic programs. This includes the new forensic chemistry program and a new nursing program as approved by the Western Illinois University Board of Trustees and Illinois Board of Higher Education.

#### QUANTIFICATION

Western Illinois University completed a space planning and utilization study for a new state-of-the-art science facility during Fiscal Year 2007 with an update completed in Fiscal Year 2014. This project will continue the Science Facilities project by remodeling Waggoner Hall.

#### DEPENDENT RELATIONSHIPS

This project would commence upon completion of the Macomb Science Phase I.

#### DESIRED COMPLETION DATE

Design will commence as soon as funds are received with total project completion estimated at 54 months.

TABLE C104  
 BUDGET YEAR BUILDING BUDGET ESTIMATION FORM  
 NAME OF UNIVERSITY AND CAMPUS

**FISCAL YEAR 2020**  
 CAPITAL REQUEST  
 PROJECT NAME WIU - Macomb Science Phase II  
 (IN THOUSANDS OF DOLLARS)

SPACE TYPE	NASF	MULTIPLIER FACTOR	GSF	FY20 Rates \$/GSF*	COST
Building remodel	102,000	1.61	164,220	212.8	\$ 34,951.5
<b>1) BASE TOTAL</b>	102,000		164,220		\$ 34,951.5
<b>2) ADDED COSTS:</b>					\$ 8,388.4
a) Historic Preservation Considerations: _____					\$
b) Green Building Design/LEED Certification Level _____ (Cert., Silver, Gold, Platinum) (Please use 6% of Base Total to estimate the cost of LEED design.)					\$ 2,097.1
e) Other Energy Efficiencies: _____					\$
<b>3) BASE COST</b>					\$ 45,437.0
<b>4) ADD ESCALATION COST</b> (For monthly escalation rates beyond 1 year use Statewide Average 2.6 percent per year, or 0.217 percent per month from base to bid date.)					\$ 2,953.4
Expected Bid Date: <u>May-21</u>		Monthly Escalator	0.217%		
Number of Months to Bid Date: <u>30</u>					
<b>5) ESCALATED BUILDING BUDGET (BASE PLUS ESCALATION)</b>					\$ 48,390.4
<b>6) ADD 10% FOR CONTINGENCIES</b>					\$ 4,839.0
<b>SUBTOTAL, BUILDING BUDGET</b>					\$ 53,229.4
<b>ADDITIONAL BUDGET ADDS:</b>					
1) A/E FEES <u>6.76% *</u>					\$ 3,598.3
ON-SITE OBSERVATION:					\$ 502.2
NUMBER OF MONTHS <u>24</u>					
DAYS PER WEEK <u>5</u>					
2) REIMBURSABLES (5% of A/E fees unless better estimate available)					\$ 205.0
3) OTHER ADDS <u>See 2 below.</u>					\$ 2,271.8
4) ART IN ARCHITECTURE (As Applicable) -- ONE-HALF OF ONE PERCENT					\$ 266.1
<b>SUB-TOTAL, BUDGET ADDITIONS</b>					\$ 6,843.5
CDB CONSTRUCTION ADMINISTRATION FEE (3%)**					\$ 1,802.2
<b>TOTAL, BUILDING BUDGET</b>					\$ 61,875.1

OTHER:

PROVIDE AN ESTIMATE OF ANNUAL STATE SUPPORTED OPERATIONS AND MAINTENANCE EXPENSE			
Number of additional staff: <u>0</u>	TOTAL		\$ 0.0
	Salaries and Related		0.0
	Utilities		0.0
	Repairs and Maintenance		0.0
	All Other		

PROVIDE AN EXPLANATION OF ALL DEVIATIONS FROM COST GUIDELINES

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NAME OF PERSON TO CONTACT FOR FURTHER INFORMATION Troy Rhoads  
 PHONE NUMBER 309-298-1834

\* The Capital Development Board's Centralized Fee Negotiation Professional Services and Fees Handbook, (March 2009), provides guidance in developing the budget for A/E fees.

\*\* If adding CDB Construction Administration Fee, Public Act 93-0032 increased the fee from 1.5% to 3.0% effective July 1, 2003. (Revised 8/16/2018)  
 1 Added costs include: FFE (18%), LEED (6%), Sophisticated Piping (1%) and Asbestos abatement (5%)  
 2 Added costs include: building commissioning, testing and balancing, and technology infrastructure (5%)

PROJECT: WESTERN ILLINOIS UNIVERSITY - MACOMB TILLMAN HALL REMODEL  
PRIORITY: 3

RAMP BUDGET CATEGORY: Major Remodeling

REQUESTED FUNDING: \$ 31,000,000 (Planning, Design and Construction)

#### BACKGROUND DATA

Tillman Hall was originally constructed in 1954 as the first science building on the campus of Western Illinois University. The needs of the University have changed significantly since the building's original construction over sixty years ago. The deferred maintenance needs of the building are also excessive as all of the systems are past expected life.

#### QUANTIFICATION

Tillman was first constructed as a science building and its use has significantly changed since 1954. The facility is outdated and does not match the latest instruction standards that are demanded at a modern university. Updated academic facilities will benefit the academic mission of the University.

The remodeled facility will utilize green and sustainable technologies appropriately designed to meet academic needs and satisfy the University's goal to construct LEED Silver certified facilities.

#### DEPENDENT RELATIONSHIPS

These actions are consistent with the Western Illinois University-Macomb campus master plan.

#### DESIRED COMPLETION DATE

Design will commence as soon as funds are received with total project completion estimated at 54 months.

TABLE C104  
 BUDGET YEAR BUILDING BUDGET ESTIMATION FORM  
 NAME OF UNIVERSITY AND CAMPUS

**FISCAL YEAR 2020**  
 CAPITAL REQUEST  
 PROJECT NAME WIU - Macomb Tillman Remodel  
 (IN THOUSANDS OF DOLLARS)

SPACE TYPE	NASF	MULTIPLIER FACTOR	GSF	FY20 Rates \$/GSF*	COST
Building Remodel	58,625	1.61	94,386	202.4	\$ 19,101.7
1) BASE TOTAL	58,625		94,386		\$ 19,101.7
2) ADDED COSTS:					\$ 2,292.2
a) Historic Preservation Considerations: _____.					\$
b) Green Building Design/LEED Certification Level _____ (Cert., Silver, Gold, Platinum) (Please use 6% of Base Total to estimate the cost of LEED design.)					\$ 1,146.1
c) Other Energy Efficiencies: _____.					\$
3) BASE COST					\$ 22,540.1
4) ADD ESCALATION COST (For monthly escalation rates beyond 1 year use Statewide Average 2.6 percent per year, or 0.217 percent per month from base to bid date.)					\$ 1,465.1
Expected Bid Date: <u>May-21</u>		Monthly Escalator	0.217%		
Number of Months to Bid Date: <u>30</u>					
5) ESCALATED BUILDING BUDGET (BASE PLUS ESCALATION)					\$ 24,005.2
6) ADD 10% FOR CONTINGENCIES					\$ 2,400.5
<b>SUBTOTAL, BUILDING BUDGET</b>					<b>\$ 26,405.7</b>
ADDITIONAL BUDGET ADDS:					
1) A/E FEES <u>7.56%</u> *					\$ 1,996.3
ON-SITE OBSERVATION:					\$ 502.2
NUMBER OF MONTHS <u>30</u>					
DAYS PER WEEK <u>4</u>					
2) REIMBURSABLES (5% of A/E fees unless better estimate available)					\$ 124.9
3) OTHER ADDS <u>See 2 below.</u>					\$ 901.6
4) ART IN ARCHITECTURE (As Applicable) -- ONE-HALF OF ONE PERCENT					\$ 132.0
<b>SUB-TOTAL, BUDGET ADDITIONS</b>					<b>\$ 3,657.0</b>
CDB CONSTRUCTION ADMINISTRATION FEE (3%)**					\$ 901.9
<b>TOTAL, BUILDING BUDGET</b>					<b>\$ 30,964.6</b>

OTHER:

PROVIDE AN ESTIMATE OF ANNUAL STATE SUPPORTED OPERATIONS AND MAINTENANCE EXPENSE

OPERATIONS AND MAINTENANCE EXPENSE	TOTAL	\$ 0.0
Number of additional staff: <u>0</u>	Salaries and Related	0.0
	Utilities	0.0
	Repairs and Maintenance	0.0
	All Other	

PROVIDE AN EXPLANATION OF ALL DEVIATIONS FROM COST GUIDELINES

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NAME OF PERSON TO CONTACT FOR FURTHER INFORMATION Troy Rhoads

PHONE NUMBER 309-298-1834

\* The Capital Development Board's Centralized Fee Negotiation Professional Services and Fees Handbook, (March 2009), provides guidance in developing the budget for A/E fees.

\*\* If adding CDB Construction Administration Fee, Public Act 93-0032 increased the fee from 1.5% to 3.0% effective July 1, 2003. (Revised 8/16/2018)

1 Added costs include: FFE (7%), LEED (6%), and Asbestos Abatement (5%)

2 Added costs include: building commissioning, testing and balancing, and technology infrastructure (4%)



PROJECT: WESTERN ILLINOIS UNIVERSITY - MACOMB STIPES BUILDING REMODEL  
PRIORITY: 4

RAMP BUDGET CATEGORY: Major Remodeling

REQUESTED FUNDING: \$ 52,000,000 (Planning, Design and Construction)

#### BACKGROUND DATA

Stipes Hall was constructed in 1968. Stipes Hall has not had any renovations or major remodeling since its opening over 45 years ago. The University, through its recent Macomb Campus Master Plan update and Strategic Building Renovation matrix, has identified Stipes as a high priority for renovation. Stipes Hall has over 140,000 square feet of classroom and office space and houses the College of Business and Technology.

#### QUANTIFICATION

In the Macomb Master Plan update, the Master Plan Steering committee identified eight renovation criteria that were used to prioritize building renovation projects. Stipes Hall is a high profile building on campus, has high critical deferred maintenance and houses University Signature programs. Updated academic facilities will benefit the academic mission of the University.

The remodeled facility will utilize green and sustainable technologies appropriately designed to meet academic needs and satisfy the University's goal to construct LEED Silver certified facilities.

#### DEPENDENT RELATIONSHIPS

These actions are consistent with the newly developed Western Illinois University-Macomb campus master plan.

#### DESIRED COMPLETION DATE

Design will commence as soon as funds are received with total project completion estimated at 54 months.

TABLE C104  
 BUDGET YEAR BUILDING BUDGET ESTIMATION FORM  
 NAME OF UNIVERSITY AND CAMPUS

**FISCAL YEAR 2020**

CAPITAL REQUEST

PROJECT NAME WIU - Macomb Tillman Remodel

(IN THOUSANDS OF DOLLARS)

SPACE TYPE	NASF	MULTIPLIER FACTOR	GSF	FY20 Rates \$/GSF*	COST
Building	100,000	1.66	166,000	195.1	\$ 32,394.1
1) BASE TOTAL	100,000		166,000		\$ 32,394.1
2) ADDED COSTS:					\$ 3,887.3
a) Historic Preservation Considerations: _____					\$ _____
b) Green Building Design/LEED Certification Level _____ (Cert., Silver, Gold, Platinum) (Please use 6% of Base Total to estimate the cost of LEED design.)					\$ 1,943.6
e) Other Energy Efficiencies: _____					\$ _____
3) BASE COST					\$ 38,225.0
4) ADD ESCALATION COST (For monthly escalation rates beyond 1 year use Statewide Average 2.6 percent per year, or 0.217 percent per month from base to bid date.)					\$ 2,484.6
Expected Bid Date: <u>May-21</u> Monthly Escalator <u>0.217%</u>					
Number of Months to Bid Date: <u>30</u>					
5) ESCALATED BUILDING BUDGET (BASE PLUS ESCALATION)					\$ 40,709.7
6) ADD 10% FOR CONTINGENCIES					\$ 4,071.0
<b>SUB-TOTAL, BUILDING BUDGET</b>					\$ 44,780.6
ADDITIONAL BUDGET ADDS:					
1) A/E FEES <u>7.26%</u> *					\$ 3,251.1
ON-SITE OBSERVATION:					\$ 502.2
NUMBER OF MONTHS <u>24</u>					
DAYS PER WEEK <u>5</u>					
2) REIMBURSABLES (5% of A/E fees unless better estimate available)					\$ 187.7
3) OTHER ADDS See 2 below.					\$ 1,529.0
4) ART IN ARCHITECTURE (As Applicable) -- ONE-HALF OF ONE PERCENT					\$ 223.9
<b>SUB-TOTAL, BUDGET ADDITIONS</b>					\$ 5,693.8
CDB CONSTRUCTION ADMINISTRATION FEE (3%)**					\$ 1,514.2
<b>TOTAL, BUILDING BUDGET</b>					\$ 51,988.7

OTHER:

PROVIDE AN ESTIMATE OF ANNUAL STATE SUPPORTED OPERATIONS AND MAINTENANCE EXPENSE	TOTAL	\$ 0.0
Number of additional staff: <u>0</u>	Salaries and Related	0.0
	Utilities	0.0
	Repairs and Maintenance	0.0
	All Other	

PROVIDE AN EXPLANATION OF ALL DEVIATIONS FROM COST GUIDELINES

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NAME OF PERSON TO CONTACT FOR FURTHER INFORMATION Troy Rhoads  
 PHONE NUMBER 309-298-1834

\* The Capital Development Board's Centralized Fee Negotiation Professional Services and Fees Handbook, (March 2009), provides guidance in developing the budget for A/E fees.

\*\* If adding CDB Construction Administration Fee, Public Act 93-0032 increased the fee from 1.5% to 3.0% effective July 1, 2003. (Revised 8/16/2018)

1 Added costs include: FFE (7%), LEED (6%), and Asbestos Abatement (5%)

2 Added costs include: building commissioning, testing and balancing, and technology infrastructure (4%)

PROJECT: WESTERN ILLINOIS UNIVERSITY - MACOMB EDUCATION BUILDING

PRIORITY: 5

RAMP BUDGET CATEGORY: Buildings, Additions, and/or Structures

REQUESTED FUNDING: \$ 86,700,000 (Planning, Design and Construction)

#### BACKGROUND DATA

Horrabin Hall was constructed in 1965 as a laboratory school housing K-12 grade. Horrabin has not had any major renovations or retrofits in 50 years. The College of Education and Human Services is housed in the 150,000 square feet of classrooms and offices in Horrabin.

#### QUANTIFICATION

In the Macomb Master Plan update, the Master Plan Steering committee identified eight renovation criteria that were used to prioritize building renovation projects. Horrabin Hall was identified as a high priority for renovation due to high critical deferred maintenance, containing University signature programs and facilities not matching the current needs of the College. Updated academic facilities will benefit the academic mission of the College and the University.

The proposed building would be constructed on the existing site of Horrabin Hall with design features to promote the latest in teaching styles, electronic classrooms and student/faculty interaction.

The new facility will utilize green and sustainable technologies appropriately designed to meet academic needs and satisfy the University's goal to construct LEED Silver certified facilities.

#### DEPENDENT RELATIONSHIPS

This project would construct the new Education building on the current site of Horrabin Hall.

#### DESIRED COMPLETION DATE

Design will commence as soon as funds are received with total project completion estimated at 54 months.

TABLE C104  
 BUDGET YEAR BUILDING BUDGET ESTIMATION FORM  
 NAME OF UNIVERSITY AND CAMPUS

**FISCAL YEAR 2020**

CAPITAL REQUEST

PROJECT NAME WIU - Macomb Education Building

(IN THOUSANDS OF DOLLARS)

SPACE TYPE	NASF	MULTIPLIER FACTOR	GSF	FY20 Rates \$/GSF*	COST
Building	100,000	1.63	163,000	297.8	\$ 48,544.2
1) BASE TOTAL	100,000		163,000		\$ 48,544.2
2) ADDED COSTS:					\$ 13,106.9
a) Historic Preservation Considerations: _____					\$
b) Green Building Design/LEED Certification Level _____ (Cert., Silver, Gold, Platinum) (Please use 6% of Base Total to estimate the cost of LEED design.)					\$ 2,912.7
e) Other Energy Efficiencies: _____					\$
3) BASE COST					\$ 64,563.8
4) ADD ESCALATION COST (For monthly escalation rates beyond 1 year use Statewide Average 2.6 percent per year, or 0.217 percent per month from base to bid date.)					\$ 4,196.6
Expected Bid Date: <u>May-21</u> Monthly Escalator <u>0.217%</u>					
Number of Months to Bid Date: <u>30</u>					
5) ESCALATED BUILDING BUDGET (BASE PLUS ESCALATION)					\$ 68,760.4
6) ADD 10% FOR CONTINGENCIES					\$ 6,876.0
<b>SUB-TOTAL, BUILDING BUDGET</b>					\$ 75,636.4
ADDITIONAL BUDGET ADDS:					
1) A/E FEES <u>6.34%</u> *					\$ 4,795.3
ON-SITE OBSERVATION:					\$ 502.2
NUMBER OF MONTHS <u>24</u>					
DAYS PER WEEK <u>5</u>					
2) REIMBURSABLES (5% of A/E fees unless better estimate available)					\$ 264.9
3) OTHER ADDS <u>See 2 below.</u>					\$ 2,582.6
4) ART IN ARCHITECTURE (As Applicable) -- ONE-HALF OF ONE PERCENT					\$ 378.2
<b>SUB-TOTAL, BUDGET ADDITIONS</b>					\$ 8,523.2
CDB CONSTRUCTION ADMINISTRATION FEE (3%)**					\$ 2,524.8
<b>TOTAL, BUILDING BUDGET</b>					\$ 86,684.4

OTHER:

PROVIDE AN ESTIMATE OF ANNUAL STATE SUPPORTED OPERATIONS AND MAINTENANCE EXPENSE	TOTAL	\$ 0.0
Number of additional staff: <u>0</u>	Salaries and Related	0.0
	Utilities	0.0
	Repairs and Maintenance	0.0
	All Other	

PROVIDE AN EXPLANATION OF ALL DEVIATIONS FROM COST GUIDELINES

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NAME OF PERSON TO CONTACT FOR FURTHER INFORMATION Troy Rhoads  
 PHONE NUMBER 309-298-1834

\* The Capital Development Board's Centralized Fee Negotiation Professional Services and Fees Handbook, (March 2009), provides guidance in developing the budget for A/E fees.  
 \*\* If adding CDB Construction Administration Fee, Public Act 93-0032 increased the fee from 1.5% to 3.0% effective July 1, 2003. (Revised 8/16/2018)  
 1 Added costs include: FFE (7%), LEED (6%), site work/building demo (15%) and Abestos Abatement (5%)  
 2 Added costs include: building commissioning, testing and balancing, and technology infrastructure (4%)

PROJECT: WESTERN ILLINOIS UNIVERSITY - QUAD CITIES  
RIVERFRONT CAMPUS BUILDING COMPLEX THREE

PRIORITY: 6

RAMP BUDGET CATEGORY: Buildings, Additions, and/or Structures

REQUESTED FUNDING: \$42,500,000

BACKGROUND DATA

Western Illinois University-Quad Cities Riverfront Campus Phase III

Western Illinois University-Quad Cities (WIU-QC) is the only public university in a metropolitan area of over 375,000 residents. In recognizing the growth and capacity limits of WIU-QC at its current location, the State supported the first two (of three) phases for construction of the Western Illinois University-Quad Cities Riverfront Campus to achieve *Illinois Public Agenda* Goal 4 of better integrating Illinois' educational, research, and innovation assets to meet economic needs of the state and its regions.

Post-Phase II operations will generate economic impacts for the region of 330 jobs and \$13.0 million in labor income. Phase III will complete the construction of the new campus that serves as an educational and economic stimulus. In total, the Western Illinois University-Quad Cities Riverfront Campus will leverage a total of \$175.0 million in private investment and foundation support for education, entrepreneurship, technology, new jobs, and economic opportunity.

Successful redevelopment of adjacent property to the campus known as "RiverTech" will create a \$100.0 million taxable base; attract 2,000 new and existing jobs with a one-time construction impact in excess of \$150.0million. Current projects that the State of Illinois helped cultivate by developing the Western Illinois University-Quad Cities Riverfront Campus by virtue of the new campus location include:

- A \$50.0 million project by the KONE Corporation to house their North American Operation Center on the Mississippi Riverfront. This new construction completes a three-phase \$71.0 million mixed-use development known as Bass Street Landing.
- A \$45.0 million Transit Oriented Development/Amtrak Station that will include an intermodal pedestrian transport center and a new high rise office structure with retail and food service amenities.
- A \$5.0 million new facility for research and development by public and private sectors.
- A \$12.0 million, 90-unit work-live urban lofts, with retail and businesses located on the lower floors.
- A \$3.0 million new Healthcare Center for those underserved in the Hispanic community.

A fully completed Riverfront Campus is the "cornerstone" to these developments, and Western will continue to be a conservative steward of state resources. Phase III exclusively focuses on the academic mission of the University. All ancillary services such as bookstores, retail, and food service will be privately developed to support the local economy and new job creation.

## QUANTIFICATION

Phase III will complete the new Western Illinois University-Quad Cities Riverfront Campus, and provide the infrastructure to support 5,000 students. Phase III is essential for academic programs and support services; lab and research space; and facilities to support technology, patent transfer, and community events.

## DEPENDENT RELATIONSHIPS

There are no dependent relationships between this project and any other state-funded capital project. However, there are significant educational and economic development gains to be noted. The completed Western Illinois University-Quad Cities Riverfront Campus will have an economic impact of over \$50 million annually and will double the number of college graduates to 500 annually.

Phase III provides the necessary facilities to increase enrollment and meet *Illinois Public Agenda* Goal 1 of increasing educational attainment to match best-performing states. Without essential space, the University will not be able to increase enrollment and degree attainment. An educated community is especially important to a host county that earns 81.8 percent of the state's median family income. Moreover, spatial access is necessary to achieve *Illinois Public Agenda Goal 4* of increasing the number of high-quality post-secondary credentials to meet the demands of the economy and an increasingly global society.

## DESIRED COMPLETION DATE

This project will be completed as soon as possible after funds have been released. A traditional planning then construction approach will take up to 54 months to complete.

TABLE C104  
 BUDGET YEAR BUILDING BUDGET ESTIMATION FORM  
 NAME OF UNIVERSITY AND CAMPUS

**FISCAL YEAR 2020**  
 CAPITAL REQUEST  
 PROJECT NAME WIU-QC - Riverfront Phase III  
 (IN THOUSANDS OF DOLLARS)

SPACE TYPE	NASF	MULTIPLIER FACTOR	GSF	FY20 Rates \$/GSF*	COST
Office	4,600.0	1.70	7,820	302.0	\$ 2,361.3
Classrooms	16,000.0	1.50	24,000	291.7	\$ 7,000.4
Instructional Wet Laboratories	2,800.0	1.64	4,592	345.5	\$ 1,586.7
Supporting Facilities	5,000.0	1.20	6,000	272.4	\$ 1,634.5
Research Lab (Wet)	2,800.0	1.67	4,676	457.7	\$ 2,140.1
Special Use	2,575.0	1.80	4,635	291.8	\$ 1,352.7
General Use	12,000.0	1.90	22,800	348.6	\$ 7,949.1
1) BASE TOTAL	45,775		74,523		\$ 24,024.7
2) ADDED COSTS:					\$ 3,723.8
a) Historic Preservation Considerations: _____					\$
b) Green Building Design/LEED Certification Level _____ (Cert., Silver, Gold, Platinum) (Please use 6% of Base Total to estimate the cost of LEED design.)					\$ 1,441.5
c) Other Energy Efficiencies: _____					\$
3) BASE COST					\$ 29,190.0
4) ADD ESCALATION COST (For monthly escalation rates beyond 1 year use Statewide Average 2.6 percent per year, or 0.217 percent per month from base to bid date.)					\$ 1,897.4
Expected Bid Date: <u>May-21</u>		Monthly Escalator	<u>0.217%</u>		
Number of Months to Bid Date: <u>30</u>					
5) ESCALATED BUILDING BUDGET (BASE PLUS ESCALATION)					\$ 31,087.4
6) ADD 10% FOR CONTINGENCIES					\$ 3,108.7
<b>SUBTOTAL, BUILDING BUDGET</b>					\$ 34,196.1
ADDITIONAL BUDGET ADDS:					
1) A/E FEES <u>7.50%</u> *					\$ 2,564.7
ON-SITE OBSERVATION:					\$ 320.9
NUMBER OF MONTHS <u>15</u>					
DAYS PER WEEK <u>5</u>					
2) REIMBURSABLES (5% of A/E fees unless better estimate available)					\$ 2,580.8
3) OTHER ADDS <u>See 2 below.</u>					\$ 1,397.2
4) ART IN ARCHITECTURE (As Applicable) -- ONE-HALF OF ONE PERCENT					\$ 171.0
<b>SUB-TOTAL, BUDGET ADDITIONS</b>					\$ 7,035
CDB CONSTRUCTION ADMINISTRATION FEE (3%)**					\$ 1,236.9
<b>TOTAL, BUILDING BUDGET</b>					\$ 42,467.6

OTHER:

PROVIDE AN ESTIMATE OF ANNUAL STATE SUPPORTED OPERATIONS AND MAINTENANCE EXPENSE

OPERATIONS AND MAINTENANCE EXPENSE	TOTAL	\$ 409.3
Number of additional staff: <u>3</u>	Salaries and Related	143.3
	Utilities	170.0
	Repairs and Maintenance	96.0
	All Other	

PROVIDE AN EXPLANATION OF ALL DEVIATIONS FROM COST GUIDELINES

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SOURCE OF COST ESTIMATE WIU Riverfront Campus  
 NAME OF PERSON TO CONTACT FOR FURTHER INFORMATION William Brewer  
 PHONE NUMBER 309-762-9481

\* The Capital Development Board's Centralized Fee Negotiation Professional Services and Fees Handbook, (March 2009), provides guidance in developing the budget for A/E fees.

\*\* If adding CDB Construction Administration Fee, Public Act 93-0032 increased the fee from 1.5% to 3.0% effective July 1, 2003. (Revised 8/16/2018)

1 Added costs include: FFE (7%), LEED (6%), site work (3.5%) and Data Center (5%)

2 Added costs include: building commissioning, testing and balancing, technology infrastructure

PROJECT: WESTERN ILLINOIS UNIVERSITY – MACOMB  
CAPITAL RENEWAL

RAMP BUDGET CATEGORY: Remodeling and Rehabilitation

REQUESTED FUNDING: \$23,100,000

BACKGROUND DATA

*Higher Values in Higher Education*, Western Illinois University's Strategic Plan, states:

“Provide safe, accessible, responsible campus environments that meet the needs of University constituencies and reflect the core values of the University.”

Providing a safe, accessible, and responsive campus environment conducive to learning is directly linked to responsive upkeep and repair of facilities. In addition to operating funds, Capital Renewal funds are used to address deferred maintenance needs on campuses. Since Fiscal Year 2004 Western Illinois University has only received \$3.6 million to address critical campus-wide elevator maintenance, utility infrastructure repairs, and numerous other needs on campus and is scheduled to receive emergency deferred maintenance funds of \$9.5 million in Fiscal Year 2019 for water piping, critical roofs, and chiller needs. The University currently estimates a total deferred maintenance and capital renewal backlog of over \$500 million. As is the case on all campuses in Illinois, there are many projects that have been critically needed for a substantial period of time and are negatively impacting the learning environment.

QUANTIFICATION

The University is making a strong commitment toward improving the campus physical environment. A reduction in the deferred maintenance liability is viewed as integral to achieving that objective. An increase in the Permanent Improvement budget will allow the University to address the increasing backlog of deferred maintenance projects.

Funds will be utilized for classroom modernization; improving HVAC and building energy management controls; enhancing electrical and plumbing distribution systems; and renovating campus sidewalks, drives, and exterior stairs.

DEPENDENT RELATIONSHIPS



There are no other projects that this proposal is dependent.

DESIRED COMPLETION DATE

Design would commence as soon as funds are received.

**Report No. 18.12/1: Report on Contributions**

Vice President Brad Bainter highlighted the report, and advised the Board of personnel changes in his area.

**Report No. 18.12/2: Purchases of \$100,000-\$499,999.99 Receiving Presidential Approval**

Interim Vice President Bill Polley highlighted the report as presented.

**ACADEMIC AND STUDENT SERVICES**

**Report No. 18.12/3: Enrollment, Retention and Graduation Rate Information**

Vice President Ron Williams, Director of Institutional Research and Planning Angela Bonifas, and Interim Director of Admissions Jason Woods provided the report as presented.

**Report No. 18.12/4: Academic Years 2020-2021 through 2024-2025 Academic Calendars**

Interim Provost Kathy Neumann was available for questions.

**AUDIT**

**Resolution No. 18.12/1: Presentation of Internal Auditing Department Charter**

Internal Auditor Michael Sartorius was available for questions.

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

Roll Call

Trustee Roger Clawson	Yes
Trustee Carolyn Ehlert Fuller	Yes
Trustee Justin Brown	Yes
Trustee Todd Lester	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 Internal Audit Charter Approved by WIU Board of Trustees: June 1, 2007

Annual Internal Audit Charter Review and Approval by WIU Board of Trustees: December 15, 2017

**GENERAL DISCUSSION ITEMS**

**Report No. 18.12/5: Quarterly Planning Update**

Sr. Vice President Joe Rives was available for questions.

**Report No. 18.12/6: Positioning Western Illinois University for the Future Quarterly Update**

Sr. Vice President Joe Rives presented a PowerPoint.

**Report No. 18.12/7: Fiscal Year 2019 Master Plan Update**

Sr. Vice President Joe Rives, Vice President Ron Williams, and Interim Vice President Bill Polley

**Report No. 18.12/8: Facilities Condition Report**

Sr. Vice President Joe Rives, Interim Vice President Bill Polley, Associate Provost Russ Morgan, and Interim Director of Facilities Maintenance Troy Rhodes provided the report as presented.

**Report No. 18.12/9: FY19 Teach Out Update for the Higher Learning Commission**

Sr. Vice President Joe Rives presented the report as as written.

**Report No. 18.12/10: Western Illinois University's Quality Initiative for the Higher Learning Commission**

Sr. Vice President Joe Rives presented the report as written.

**Report No. 18.12/11: Cumulative Strategic Plan Accomplishments: Fiscal Year 2019 Update**

Sr. Vice President Joe Rives presented the report as written.

**Report No. 18.12/12: President's Executive Institute Quarterly Update**

President Jack Thomas and Sr. Vice President Joe Rives, Sr. Vice President Rives presented a PowerPoint presentation.

**Report No. 18.12/13: Community College of the Air Force: General Education Mobile Program**

Sr. Vice President Joe Rives presented this report with the next as an information item to show how the university is preparing for the next step.

**Report No. 18.12/14: Community College of the Air Force: Air University – Associate to Baccalaureate Degree Completion Program**

Sr. Vice President Joe Rives presented the report as written.

**Resolution No. 18.12/2: Release of Closed Session Meeting Minutes**

A motion was made by Trustee Brown to table and report back in March. Trustee Savala seconded the motion.

Roll Call

Trustee Roger Clawson	Yes
Trustee Justin Brown	Yes
Trustee Todd Lester	Absent
Trustee Ehlert Fuller	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 13-14, 2017 and September 28, 2017;

**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; September 28, 2017; December 14, 2017; March 22, 2018, April 5, 2018, April 30, 2018, May 18, 2018, June 1, 2018, June 7, 2018, June 28, 2018, July 12, 2018, August 23, 2018, and September 27, 2018: to determine whether the need for confidentiality still exists with respect to all or part of the minutes;

**THEREFORE** be it resolved the Board of Trustees of Western Illinois University 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 29, 2019, Board Meeting to make a determination regarding release.

**OLD BUSINESS**

Trustee Savala thanked those involved in the AFSCME contract from the last meeting.

**NEW BUSINESS**

- Trustee Clawson is not planning to renew his term as a trustee but will be an interim member until replaced.
- Chair Ehlert Fuller expressed her gratitude and her best wishes to WIU.
- Trustee Savala thanked the departing trustees for their service.
- President Thomas thanked Chair Ehlert Fuller for her many years of service to WIU and thanked

Trustee Clawson for his service on the BOT, Foundation Board and Alumni Board and leadership.

**NEXT MEETING**  
**March 28-29, 2019 in Macomb**

**ADJOURN ACTION**

Chair Ehlert Fuller called for a voice call to adjourn the meeting of the Board at 12:46 p.m. All were in favor and none opposed.

Carolyn Ehlert Fuller, Chair  
Kerry McBride, Business Administrative Associate to the Board

ndf