

**APPROVED
DECEMBER 2,
2014**

Item #IV-11
December 2, 2014

**MINUTES – BOARD MEETING
October 6, 2014**

Submitted for: Action.

Summary: Minutes of the October 6, 2014, meeting of the Illinois Board of Higher Education held at Loyola University, Chicago, Illinois.

Action Requested: That the Illinois Board of Higher Education approve the Minutes of the October 6, 2014, meeting.

**STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION**

**MINUTES - BOARD MEETING
October 6, 2014**

A meeting of the Illinois Board of Higher Education was called to order at 2:02 p.m. in Regents Hall at Loyola University, Chicago, Illinois, on October 6, 2014.

Lindsay Anderson, Chair, presided.
Cindy Deitsch was Secretary for the meeting.

The following Board members were present:

Sean Fouts-Anderson	Mary Richardson-Lowry
Jane Hays	Robert Ruiz
Allan Karnes	Tyler Solorio
Proshanta Nandi	Christine Wiseman

Also present by invitation of the Board were:

James L. Applegate, Executive Director, Illinois Board of Higher Education
Mr. William Feurer, Legal Counsel, Illinois Board of Higher Education

I. Call to Order

1. Call Meeting to Order, Chair Lindsay Anderson

Chair Lindsay Anderson called the meeting to order. A quorum was present.

II. Discussion Items

Chair Anderson informed the Board that she called the extra meeting in order to discuss several items in a less formal setting and to give the Board plenty of time for questions and discussion.

2. Proposed Amendments to Personnel Policies

Chair Anderson asked the Board to review the proposed amendments to the personnel policies of the Illinois Board of Higher Education (IBHE). The main focus of the amendments to the policy is relative to travel. Chair Anderson informed the Board that she is required to approve Dr. Applegate's out-of-state travel before he can attend. A new document has been created that requires Dr. Alan Phillips to review the travel request against the budget and requires Ms. Karen Helland to review the travel against rules, policies, and ethics. Chair Anderson then reviews a detailed explanation of why Dr. Applegate is traveling and how it furthers the business of the Board. Chair Anderson then approves the request.

Chair Anderson wanted the Board to be more aware of the things that Dr. Applegate is doing. The goal is to have a discussion about what could be put into writing and to be honest and open. The Board wants to have the right rules and guidance in place in writing so there are no questions. Mr. William Feurer informed the Board that the agency staff is guided by the rules of the Higher Education Control Board. Chair Anderson shared a copy of the approval forms that IBHE now requires Dr. Applegate to complete for any out-of-state travel.

The Board discussed whether it wanted to provide additional guidance to Dr. Applegate on prioritizing operational day-to-day business at the agency versus traveling out of state. The Board further discussed the proposed new travel policy and agreed that the proposed policy would be adequate with a few minor edits by the Board Chair.

3. Expectations for and Review Process of Executive Director

Chair Anderson noted that the Board identified at its April 2014 retreat that it wanted Dr. Applegate to prepare an expectation and review process document. Dr. Applegate described the process he went through in developing this document for the Board's review.

The Board discussed the proposed expectations and review process.

This item will be reviewed further and pulled from the October 7, 2014, meeting agenda.

4. Board Meeting Procedures

Chair Anderson asked the board to make sure they are acknowledged by the Chair before they speak during a board meeting in order to be a bit more orderly and formal. Mr. William Feurer gave a quick overview of why the board meetings are conducted in the way that they are and discussed some of the rules of the IBHE including quorums.

5. Executive Session Meeting Minutes

Mr. Feurer noted that typically the minutes of executive sessions cannot be approved during open session due to the nature of the meetings. He indicated that he had four sets of minutes from previous meetings that have not been approved. Mr. Feurer noted that there were no members of the public present at the meeting. He requested that the Board review the minutes of those meetings for approval.

On motion made by Mr. Allan Karnes and seconded by Ms. Christine Wiseman, the Board unanimously approved the Minutes of the Executive Session Meetings of September 25, 2012, December 4, 2012, February 5, 2013, and April 2, 2013.

III. Adjournment

There being no further business to come before the Board, Chair Anderson adjourned the meeting at 4:00 p.m.

Respectfully submitted by Cindy Deitsch, Secretary to the Board.

Note: Copies of all items referred to in the minutes (i.e., letters, statements, reports, etc.) are on file with the official minutes of the October 6, 2014, meeting.

