

APPROVED BY THE
BOARD OF TRUSTEES

JUN 07 2010
MEETING OF THE GOVERNANCE, PERSONNEL, AND ETHICS COMMITTEE

SECRETARY OF THE BOARD

OF THE

Michelle M. Thompson

BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

MARCH 9, 2010

This meeting of the Governance, Personnel, and Ethics Committee of the Board of Trustees of the University of Illinois was held in Room 404, Illini Union, Urbana campus, Urbana, Illinois, on Tuesday, March 9, 2010, beginning at 1:00 p.m.

Trustee Pamela B. Strobel, chair of the committee, convened the meeting and asked the clerk to call the roll. The following members of the committee were present: Ms. Karen Hasara and Ms. Pamela B. Strobel. Mr. James D. Montgomery was absent.

Also present were Dr. Robert A. Easter, chancellor, University of Illinois at Urbana-Champaign; Dr. Mrinalini C. Rao, vice president for academic affairs; Dr. Avijit Ghosh, vice president for technology and economic development; Mr. Thomas P. Hardy, executive director for University Relations; Dr. Menah Pratt-Clarke, interim assistant chancellor and director of equal opportunity and access, University of Illinois at Urbana-Champaign; Mr. Steven A. Veazie, deputy University counsel; Ms. Donna McNeely, University Ethics Officer.

In addition, Ms. Julie Wurth, reporter, *The News-Gazette*, was present.

Comments from the Committee Chair

Ms. Strobel announced that this first meeting was an organizational meeting. She then described the scope of the committee charge, stating that the committee's title describes the purview of the committee's concerns and explained that the subject of governance includes

education of the trustees on all manner of topics, and cited the provision of information on legislative matters as an example.

With regard to personnel matters, she said that under this aegis such issues as succession planning for University administrative positions, and training and mentoring of administrative staff would be included, as well as recruitment and retention of administrators and faculty members.

Concerning ethics, Ms. Strobel indicated that the committee would be interested in ensuring that all members of the University community were adequately apprised of expectations concerning ethical behavior and that the committee would wish to be informed of means for complying with the Illinois Ethics Act. With regard to compliance with the Ethics Act, Ms. Strobel said that Ms. McNeely, as the University's ethics officer, was charged with providing training materials to the University faculty and staff members and for reporting participation in the training program. She indicated that Ms. McNeely would present her annual report to the committee today that includes information regarding the training of University employees in ethics, as required by the Illinois Ethics Act, and general information about the ethics office. Ms. Strobel said that this annual report would be presented to the Board as a whole at the Board meeting the next day. She stated that the committee would be interested in providing Ms. McNeely adequate time today to convey all the information she thought important, ensuring that she had sufficient time to convey what she needed to present to the Board at the meeting the following day. In addition, Ms. Strobel said that the committee and the Board would want to be assured that the University Ethics Officer had adequate staff to carry out the responsibilities assigned to that position.

Ms. Strobel shared that she planned to attend the annual conference of the Association of Governing Boards of Universities and Colleges later in the month, and that she would plan to bring back pertinent information on ethics for governing boards and other relevant information to the committee.

Report from the University Ethics Officer

Ms. Strobel then invited Ms. McNeely to share with the committee the presentation concerning the annual report of the Ethics Officer to the Board that she planned to present to the full Board at its meeting the next day. Ms. McNeely presented a report and a PowerPoint presentation concerning the activities of the University Ethics Office and her role in directing the work of the office and overseeing training of University faculty and staff members in matters related to ethics, as required by the Ethics Act. She also told the committee that a code of conduct for University employees is on the website of the University Ethics Office. The report Ms. McNeely presented to the committee included information about responses to inquiries that come to the ethics officer; cyclical activities of the office, such as distribution and collection of training materials to approximately 48,000 University employees; distribution and collection of the Statement of Economic Interest form, required by the Secretary of State, to approximately 8,500 University employees who are required to complete and submit this annually; consultations with employees; and her recent work in conjunction with a consultant to develop training materials for the public universities in the State.

Ms. McNeely told the committee that the Office of the Executive Inspector General of the State requires separate types of training in ethics for governing boards, newly hired employees, and temporary employees. She also stated that classroom training sessions are

required for certain types of employees. Further, she indicated that most employees fulfill the requirement for training in ethics by completing online training.

Ms. McNeely announced that 2010 would be the first year that the training would include information on the principle of the revolving door, as described in the Ethics Act. She stated that this principle applies to members of University governing boards, and employees whose responsibilities include such tasks as purchasing and contract negotiations. She said that the ethics officer is responsible for developing a system for reporting the departures of all University employees with responsibilities in the areas that are pertinent to the revolving door principle to the Executive Inspector General, Mr. James Wright.

In discussion with the committee, Ms. McNeely stated that the activities of the Ethics Office are responsive to State mandates.

Concluding Comments and Announcements from the Committee Chair

Ms. Strobel stressed the importance of training programs and other efforts to inform all at the University of the importance of ethical behavior in all endeavors. She thanked Ms. McNeely for her presentation and reminded all that the Board as a whole would receive the report and presentation the following day.

As part of the organizational matters for this meeting, Ms. Strobel indicated that she envisioned calling four meetings of the committee this year and suggested that the next meeting might be in June. She explained that this would be an important meeting because the committee would review plans and suggested topics for the Board's annual retreat, July 21-22. She said she would notify the committee members of the date of the next meeting as soon as possible.

Committee Meeting Adjourned

There being no further business, Ms. Strobel asked for a motion to adjourn. On motion of Ms. Hasara, seconded by Ms. Strobel, the committee meeting adjourned at 2:15 p.m.

Respectfully submitted,

Michele M. Thompson

Clerk

Pamela B. Strobel

Chair