

APPROVED BY THE  
COMMITTEE

MAY 09 2013

  
SECRETARY OF THE BOARD

MEETING OF THE GOVERNANCE, PERSONNEL, AND ETHICS COMMITTEE

OF THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

October 25, 2012

This meeting of the Governance, Personnel, and Ethics Committee of the Board of Trustees of the University of Illinois was held in Room 414, Administrative Office Building, 1737 West Polk Street, Chicago, Illinois, on Thursday, October 25, 2012, beginning at 1:00 p.m. Attendance via videoconference was also available in Room 1030, National Center for Supercomputing Applications, 1205 West Clark Street, Urbana; and the Hatmaker Room, Room 550, Public Affairs Center, One University Plaza, Springfield, Illinois.

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, Mr. James D. Montgomery, Ms. Pamela B. Strobel. Mr. Kenneth M. Thomas, student trustee from the Chicago campus, was present.

Also present were President Robert A. Easter; Mr. Walter K. Knorr, vice president/chief financial officer and comptroller; Dr. Susan J. Koch, vice president of the University of Illinois and chancellor, Springfield campus; Dr. Lawrence B. Schook, vice president for research; Mr. Thomas R. Bearrows, University counsel; Dr. Susan M. Kies, secretary; and Mr. Thomas P. Hardy, executive director for University relations.

Attached is a listing of other staff members in attendance at this meeting, as well as some members of the media.

Ms. Strobel asked if there were any comments or questions regarding the minutes from the meeting that was held on August 28, 2012. Mr. Montgomery requested that a typographical error be corrected. All were in agreement with this change. Ms. Strobel asked for a motion to approve the minutes as amended, and on motion of Mr. Montgomery, seconded by Ms. Strobel, the minutes were approved. There were no “nay” votes.

#### REVIEW RECOMMENDED BOARD ITEMS FOR THE NOVEMBER 8, 2012, BOARD MEETING

Ms. Strobel introduced the items within the purview of this committee that will be on the Board’s agenda at its meeting on November 8, 2012.

#### Appointments to the Faculty, Administrative/Professional Staff, and Intercollegiate Athletic Staff

Dr. Kies explained that the appointments of faculty, administrative and professional staff, and intercollegiate athletic staff that are recommended in this item are thoroughly reviewed at the appropriate levels within the college, department, or unit, and that this item appears regularly on the Board’s agenda. There were no questions or comments regarding this item.

## PRESENTATIONS

### Freedom of Information Act (FOIA) Operations 2012

Ms. Strobel asked Mr. Hardy to provide a presentation on FOIA operations in 2012 (materials on file with the clerk). Mr. Hardy provided an overview of the functions and structure of the Office for University Relations and introduced Ms. Kathy McCarthy, assistant director, FOIA administration. He reported that the University received 520 FOIA requests from January 1, 2012, through September 30, 2012, and he presented data regarding the number of pages reviewed and produced in the process of complying with these requests. He then provided some information about FOIA and emphasized the importance of complying with these requests, noting the breadth of materials that are considered public documents and subject to FOIA. He discussed FOIA presumptions and gave examples of exemptions that pertain to the University, and he discussed response times and the role of the Public Access Counselor (PAC) in the Illinois Attorney General's office.

Next, Mr. Hardy provided an overview of the process utilized for responding to FOIA requests prior to November 1, 2011, and explained that the recommendation to consolidate this process was part of the Administrative Review and Restructuring recommendations. He discussed the advantages of consolidation and provided an updated overview of the process by which FOIA requests are processed. Ms. McCarthy discussed the advantages of being able to track all FOIA requests, identify

trends, and manage workload, and she provided a chart depicting the rise in FOIA requests over the past five years, stating that she anticipates that these will reach 700 by the end of the calendar year. She then presented additional data regarding FOIA requests, noting that requests made by the media occur less frequently than others but are labor intensive. Mr. Hardy concluded the presentation by stating that his office takes its responsibilities seriously, and he thanked all involved for their cooperation.

Discussion followed, and Ms. McCarthy provided some examples of events that led to an increase in FOIA requests. She also provided information regarding appeals to the PAC. Ms. Hasara requested an estimate of the cost to the University to respond to FOIA requests, and Mr. Hardy stated the work completed by units throughout the University makes this difficult to calculate. He said he would attempt to analyze the cost this year, and Mr. Bearrows added that some time is also spent on requests for information that are not considered formal FOIA requests. Mr. Hardy also commented that his office has worked to spread awareness of this law and its application to public records.

REVIEW RECOMMENDED BOARD ITEMS FOR  
THE NOVEMBER 8, 2012, BOARD MEETING, CONTINUED

Appoint Vice Chancellor for Institutional Advancement, Urbana,  
and Senior Vice President, University of Illinois Foundation

Dr. Ilesanmi Adesida, vice chancellor of academic affairs and provost, Urbana, provided information regarding the recommended appointment of Mr. Dan C. Peterson as vice chancellor for institutional advancement, Urbana, and senior vice president, University of Illinois Foundation. He discussed the search process and provided information about Mr. Peterson's background and qualifications. He also responded to a question from Mr. Montgomery regarding the responsibilities of this position.

Approve Amended and Restated Services and Management Agreement  
Between the University of Illinois Research Park, LLC and  
the Board of Trustees of the University of Illinois

Dr. Schook provided background information on proposed changes to the services and management agreement between the University of Illinois Research Park, LLC, and the Board of Trustees. He stated that the proposed changes align with current University policies and practices and explained that the University of Illinois Research Park, LLC, board of managers has reviewed and approves of these changes.

Appoint Vice Chancellor for Development, Springfield,  
and Senior Vice President, University of Illinois Foundation

Vice President/Chancellor Koch discussed the recommended appointment of Dr. Jeffery D. Lorber as the vice chancellor for development, Springfield, and Senior Vice President, University of Illinois Foundation. She provided some information about Dr. Lorber and stated that he currently holds the position of assistant vice chancellor for institutional advancement and executive director of development at Southern Illinois University.

Appoint Interim Dean, College of Public Affairs and Administration, Springfield

Vice President/Chancellor Koch then provided information regarding the recommended appointment of Dr. William H. Miller as interim dean of the College of Public Affairs and Administration at Springfield. She stated that Dr. Miller is currently a professor and department chair of public administration and that a search will be conducted for a candidate to fill the position on a permanent basis.

PRESENTATIONS, CONTINUED

Policies for a Comprehensive Sexual Harassment and Protection of Minors Program

Ms. Maureen Parks, executive director of human resources, provided an update on the Task Force on Sexual Abuse Prevention that was formed in December 2011, and stated that she serves on the task force with Mr. Bearrows and Ms. Donna McNeely, University ethics officer. Ms. Parks stated that they were charged by President Michael J. Hogan to

focus on four areas, and she discussed their progress in each area. She stated that University employees have been reminded of the need to keep the community safe and of the obligations and responsibilities of University employees. She reported that an inventory of applicable laws and policies related to the prevention of sexual abuse and harassment has been conducted and that those are being reviewed to determine if adjustments are needed. She stated that special situations requiring additional attention involving minors have been identified and that the need for unique policies and procedures is being evaluated.

Ms. Parks then reviewed four new and updated policies related to sexual harassment and the protection of minors (materials on file with the clerk). She first reviewed a draft policy regarding the protection of minors that also incorporates recently passed State legislation to expand the Abused and Neglected Child Reporting Act, which will now include University employees as mandated reporters of suspected child abuse or neglect of minors. She also provided information regarding a draft policy prohibiting sex discrimination, sexual harassment, and sexual misconduct and related activities and educational programs, and stated that this policy will require training every three years by all employees. She reported that incoming freshman currently receive this training and that this policy will now require that transfer students will also be required to complete it. Next, Ms. Parks discussed a draft policy regarding the protection of minors and stated that completion of a training program will be required of all University employees beginning in the spring of 2013. She reported that the policy dictates that individuals

who are responsible for the supervision or care of children or whose duties would require close contact with minors must undergo a criminal background check and sex offender registry check prior to employment, volunteering, or participation in those duties. She stated that these policies were revised or created with input from offices throughout the University and outside counsel and that they will be available on the University's website.

Ms. Parks stated that campus policies were also reviewed by the task force and by outside legal counsel and that they are working with the campuses to ensure that University policies and campus policies cascade appropriately. Discussion followed, and Ms. Parks provided some information regarding campus policies. She explained that University and campus policies will be cross-referenced, consistent, and will use the same language. President Easter commented that this would allow for the expansion of policies specific to certain campus-specific programs, such as the 4-H program at Urbana. Ms. Hasara inquired about the workload involved in conducting background checks, and Ms. Parks stated that some units already require background checks and use an outside firm to do so. She said that while she expects an increase in the number of background checks conducted, she does not anticipate delays. The process for conducting and responding to findings in background checks for current employees was also discussed. Mr. Thomas inquired about sexual harassment training for students, which Ms. Parks said is handled by the office of student affairs on each campus.

## NEW BUSINESS

President Easter referred to the conflict of commitment and interest forms that are completed by all University employees and explained that a second-level review is necessary in instances where a conflict is identified. He indicated that some guidance is needed in creating a process for a second-level review of management plans for the president and those who report to the president. Ms. Strobel requested additional information and asked for examples of management plans. Dr. Schook stated that he would provide a brief presentation on the conflict of commitment and interest process at the next committee meeting.

Ms. Strobel stated that the next meeting of this committee is scheduled for February 21, 2013, at 1:00 p.m., and said that another meeting can be scheduled before then if necessary.

## OLD BUSINESS

There was no business presented under this aegis.

MEETING ADJOURNED

On motion of Mr. Montgomery, seconded with no "nay" votes, the committee adjourned  
at 2:13 p.m.

Respectfully submitted,



Susan M. Kies  
*Clerk*



Pamela B. Strobel  
*Chair*



Eileen B. Cable  
*Assistant Clerk*