

Minutes of a Special Meeting of the
Ferris State University Board of Trustees
Monday, June 17, 2019
Big Rapids, Michigan

1. Call to Order and Roll Call

A Special Meeting of the Ferris State University Board of Trustees was held on Monday, June 17, 2019 by teleconference, commencing from room 301C in the Timme Center for Student Services building, 1201 S. State Street, Big Rapids, Michigan. Chair Amna P. Seibold called the meeting to order at 1:00 p.m. In addition to Chair Seibold the following individuals were present: Trustees Lori A. Gwizdala, Robert J. Hegbloom, Kurt A. Hofman, Ana L. Ramirez-Saenz, Kari L. Sederburg, and Rupesh K. Srivastava; University President David L. Eisler; Acting Vice President for Administration and Finance Michael J. Hughes; Vice Presidents David Pilgrim, Shelly L. Percy and Jeanine Ward-Roof; Vice President and General Counsel Miles J. Postema; Dean of Extended & International Operations Steve Reifert; Director of Enterprise and Application Services Ralph Williams; Executive Director of Online Education Amy Greene; Board Counsel Frederic N. Goldberg; and Secretary to the Board of Trustees Karen K. Huisman. Trustee LaShanda R. Thomas was absent with prior notification.

2. Hearing of the Public

No one responded to Chair Seibold's invitation to address the Board.

3a. Consent Calendar

It was moved by Trustee Gwizdala, supported by Trustee Hofman, and unanimously carried to approve the following Resolution, as submitted on this date:

“RESOLVED, that the Ferris State University Board of Trustees hereby approves the items contained in the Consent Calendar as presented in the appended documentation:

- a. Consent Calendar*
 - 1. Personnel Items.”*

3b. FY2019-20 Preliminary General Fund Operating Budget, Including Tuition and Fees

President Eisler provided an overview of this item. It was then moved by Trustee Gwizdala, supported by Trustee Srivastava, and unanimously carried to approve the following Resolution, as submitted on this date:

RESOLUTION

“RESOLVED, that the Fiscal Year 2019-20 Preliminary General Fund Operating Budget, including tuition and fees, is approved as submitted on this date.”

3c. West Hall Replacement Space for IT – Project Preliminary Planning

Interim Vice President Hughes provided an overview of this item. It was then moved by Trustee Sederburg, supported by Trustee Hofman, and unanimously carried to approve the following Resolution, as submitted on this date:

RESOLUTION

“WHEREAS, the Administration has recognized that the West building is a facility that needs to be replaced for Information Technology Services (ITS) and therefore has identified a need for a new facility to house the critical support services and infrastructure; and,

WHEREAS, the Administration has considered multiple options to address the space needs of ITS ranging from renovations to new building over the last several years; and,

WHEREAS, the Administration believes it is important at this time to invest in professional services required to assist in the development of a formal program statement, scope development, FLITE space utilization study, conceptual plans, and cost estimate to assist in identifying appropriate new space for the ITS group; and,

WHEREAS, Board of Trustees approval to move forward with this project is required pursuant to Board-approved Purchasing policy, Section 4-205, Matters Reserved to the Board, as it relates to professional services contracts.

NOW THEREFORE BE IT RESOLVED that the Vice President for Administration and Finance or his designee, is hereby authorized to proceed with the retention of necessary professional, and other services, including the negotiation of and entering into contracts for these services, in accordance with Board-approved policies, at a total cost not to exceed \$100,000.00.

BE IT FURTHER RESOLVED that funding for this request will be provided from the General Fund Maintenance and Renovation Reserve in the Plant fund.”

3b. Ellucian Contract Renewal & Professional Services for Implementation Including Argos & Intelligent Learning Platform

Interim Vice President Hughes provided an overview of this item. It was then moved by Trustee Gwizdala, supported by Trustee Srivastava, and unanimously carried to approve the following Resolution, as submitted on this date:

RESOLUTION

“WHEREAS, the University has identified a need to implement a much more user friendly reporting tool, and a current vendor has introduced the Ellucian Reporting Suite and Intelligent Learning Platform; and,

WHEREAS, the University currently uses multiple systems from Ellucian and has also periodically engaged with them for professional services; and,

WHEREAS, Ellucian provided package pricing in their renewal that includes the reporting suite and Intelligent Learning Platform (ILP), which is the new module to integrate Banner with e-Learning platforms; and,

WHEREAS, contracting for these professional services requires Board approval, in accordance with the Board-Approved Purchasing Policy, Section 4-210, Professional Service Contracts, other than with Auditors and Legal Counsel.

NOW THEREFORE BE IT RESOLVED that the Vice President for Administration and Finance, or his designee, is hereby authorized to negotiate and enter into a contract with Ellucian, in accordance with Board-approved policies, to assist with the implementation and training for the Ellucian Reporting Suite and Intelligent Learning Platform during 2019 and the first quarter of 2020, at a total cost not to exceed \$105,000.00.

BE IT FURTHER RESOLVED that the Vice President for Administration and Finance, or his designee, is hereby authorized to negotiate and enter into a renewal contract with Ellucian, in accordance with Board-approved policies, for the University's Ellucian Banner ERP software for a five-year period ending June 20, 2024, in an amount not to exceed \$2,757,567.

BE IT FURTHER RESOLVED that the funding for these services will be provided from the Information Technology Services budget.”

3e. Professional Services for Implementation and Configuration of Self-Service Banner 9
Pages - SIG

Interim Vice President Hughes provided an overview of this item. It was then moved by Trustee Sederburg, supported by Trustee Gwizdala, and unanimously carried to approve the following Resolution, as submitted on this date:

RESOLUTION

“WHEREAS, the University has identified a need for upgrading the University's Banner ERP system; and,

WHEREAS, the University has periodically engaged with SIG for professional services; and,

WHEREAS, Information Technology Services is requesting support from SIG to provide professional services for the implementation and configuration of the General, Student, Faculty, Registration and Human Resources Self-Service Banner 9 modules; and,

WHEREAS, contracting for these services requires Board approval, pursuant to Board-approved Purchasing Policy, Section 4-205 Matters Reserved to the Board, as it relates to professional services contracts.

NOW THEREFORE BE IT RESOLVED that the Vice President for Administration and Finance or his designee, is hereby authorized to negotiate and enter into the contract with SIG to assist with the implementation of the identified Self-Service Banner 9 Modules during FY2020, in accordance with Board-approved policies, at a total cost not to exceed \$75,000.00, plus reimbursable expenses.

BE IT FURTHER RESOLVED, that funding for these services will be provided from the IT Application Roadmaps account as identified in the University Plan for IT 2016-2019 budget.”

3f. Professional Services for Extended Help Desk Services – Ellucian

Interim Vice President Hughes provided an overview of this item. It was then moved by Trustee Hofman, supported by Trustee Srivastava, and unanimously carried to approve the following Resolution, as submitted on this date:

RESOLUTION

“WHEREAS, the University has identified a need for continuing extended help desk hours for Information Technology support for University customers; and,

WHEREAS, the University proposes to continue the professional services for extended help desk support with Ellucian; and,

WHEREAS, the amount of this contract requires Board approval, pursuant to Board-approved Purchasing Policy, Section 4-205 Matters Reserved to the Board, as it relates to professional services contracts.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves extending the agreement with Ellucian for extended help desk services for an annual amount not to exceed \$60,000.00 annually, through June 30, 2022.

BE IT FURTHER RESOLVED, that funding for these services will be provided from the IT annual budget.

BE IT FURTHER RESOLVED that the contract for these services will thereafter be added to the recurring contracts list of the annual General Fund Operating Budget.”

3g. Professional Services for Supporting the Human Resources Office

Interim Vice President Hughes provided an overview of this item. It was then moved by Trustee Gwizdala, supported by Trustee Srivastava, and unanimously carried to approve the following Resolution, as submitted on this date:

RESOLUTION

“WHEREAS, the University Human Resources Office provides human resource services to the University, including the Big Rapids and other campuses around the state; and

WHEREAS, the Human Resources Office has had a vacancy in the Associate Vice President for Human Resources position for much of the last three and a half years, and the Vice President for Administration and Finance has recently retired; and,

WHEREAS, the University Administration has identified a firm in West Michigan, which has an individual on their team with the requisite experiences and skills to serve on a part-time basis at the level of a Director of Human Resources; and,

WHEREAS, the individual identified will be placed at the University on assignment from HR Collaborative and will not be a University employee; and,

WHEREAS, the Administration is recommending the Board of Trustees approve the use of these services to augment the University’s Human Resources staff at a cost not to exceed \$150,000.00, plus reimbursable expenses.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees hereby authorizes the Vice President for Administration and Finance to enter into an agreement with HR Collaborative, for Human Resource services for a total cost not to exceed \$150,000.00, plus reimbursable expenses, for the period beginning June 18, 2019, and continuing until the earlier of the date on which the Associate Vice President for Human Resources position is filled or the total approved cost of this contract has been expended.

BE IT FURTHER RESOLVED that the funding for this contract will be provided from the budgeted compensation in the Associate Vice President for Human Resources position.”

3h. Professional Services – EAB Global, Inc.

Interim Vice President Hughes provided an overview of this item. It was then moved by Trustee Sederburg, supported by Trustee Hegbloom, and unanimously carried to approve the following Resolution, as submitted on this date:

RESOLUTION

“WHEREAS, University faculty and staff are working diligently on many initiatives to recruit and retain additional students to the University, including initiatives focused on transfer students; and,

WHEREAS, the Administration has looked for opportunities to obtain external expertise to augment the efforts of faculty and staff in this area and has identified EAB Global, Inc. (EAB) as an organization made up of over 1,100 educational institution members focusing on helping institutions achieve desired results; and,

WHEREAS, the University has determined that EAB is the only known vendor that provides the transfer portal that Ferris needs to augment its own recruitment and retention efforts, and is therefore proposing to enter into an agreement on a sole-source basis; and,

WHEREAS, the Administration has negotiated fees for the above services, subject to Board of Trustee approval, for the annual cost not to exceed \$85,000 for FY19-20; an annual cost not to exceed \$61,800 for FY20-21; and an annual cost not to exceed \$63,660 for FY21-22; and,

WHEREAS, Board approval is required to authorize the Administration to enter into an Agreement for the above services, pursuant to Board approved Purchasing Policy, Section 4-205, Matters Reserved to the Board, as it relates to professional services contracts.

NOW THEREFORE BE IT RESOLVED, that the University President, or the Vice President for Administration and Finance, is hereby individually authorized to negotiate and enter into an agreement with EAB for the transfer portal services, including the one-time cost of implementation thereof for a three (3) year period from June 18, 2019 through June 17, 2022, for a first year cost not to exceed \$85,000, a second year cost not to exceed \$61,800, and a third year cost not to exceed \$63,600.

BE IT FURTHER RESOLVED, that the funding for these services will be provided from the President's Office budget."

3i. Learning Management System Replacement

Dean Reifert provided an overview of this item. It was then moved by Trustee Hofman, supported by Trustee Gwizdala, and unanimously carried to approve the following Resolution, as submitted on this date:

RESOLUTION

"WHEREAS, the University has identified a need for a new Learning Management System to support faculty, staff, and students; and,

WHEREAS, the University proposes to adopt Instructure's Canvas as the new Learning Management System; and,

WHEREAS, this contract requires Board approval, pursuant to Board-approved Purchasing Policy, Section 4-205 Matters Reserved to the Board, as it relates to professional services contracts.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the engagement of professional services from Instructure's Canvas for the Canvas Premium Pilot for \$49,999; the 6-month cost of the Canvas subscription for \$151,652; and for the five-year subscription cost at \$282,168 per subsequent year, through June 30, 2025.

BE IT FURTHER RESOLVED, that funding for these services will be provided from the Academic Affairs budget.”

3j. Ratification of Agreement with FFA Regarding Academic Advisors

Vice President and General Counsel Postema provided an overview of this item. It was then moved by Trustee Gwizdala, supported by Trustee Sederburg, and unanimously carried to approve the following Resolution, as submitted on this date:

RESOLUTION

“RESOLVED, that the Ferris State University Board of Trustees hereby approves and ratifies the terms and conditions of the tentative agreement under which the Academic Advisors will be accreted to the FFA bargaining unit agreed to on May 16, 2019 between the Ferris State University Board of Trustees and the Ferris Faculty Association, affiliated with the Michigan Education Association for Higher Education MEA-NEA. This agreement is in effect from the date of ratification by both parties until 11:59 p.m., June 30, 2023.”

4. Hearing of the Public

No one responded to Chair Seibold’s second invitation to address the Board.

5. Adjournment

At 2:01 p.m., the meeting was adjourned.

Submitted by:

Karen K. Huisman, RP
Secretary to the Board of Trustees

Approved by the Board of Trustees:

October 4, 2019