

November 19, 2015

Members of the Board Ad Hoc Legal Affairs Committee

J. Phil Gilbert, Chair
Shirley Portwood
Joel Sambursky

Dear Members of the Ad Hoc Legal Affairs Committee:

The Ad Hoc Legal Affairs Committee will meet on Monday, November 23, 2015, at 10:30 a.m., in the Board Room, Birger Hall, Southern Illinois University Edwardsville, Edwardsville, IL.

The public portion of the meeting is expected to consist of approval of minutes and review structure of General Counsel's Office. A motion may be made to close the meeting to the public for the purpose of considering pending, probable or imminent court proceedings against or on behalf of the Board; information regarding appointment, employment, compensation, discipline, performance or dismissal of employees or officers; and review of executive session Ad Hoc Legal Affairs Committee minutes.

The agenda is enclosed.

I look forward to seeing you at the meeting.

Sincerely,



J. Phil Gilbert
Chair
Ad Hoc Legal Affairs Committee

JPG/mdw

Enclosure

cc: Roger Herrin
Donna Manering
Dillon Santoni

Allen Shelton
Amy Sholar
Randal Thomas

Randy J. Dunn
Bradley Colwell
Stephen Hansen
Other Interested Parties

AGENDA

MEETING OF THE SOUTHERN ILLINOIS UNIVERSITY BOARD OF TRUSTEES AD HOC LEGAL AFFAIRS COMMITTEE

Monday, November 23, 2015
10:30 a.m.,
Birger Hall, Board Room,
Southern Illinois University Edwardsville
Edwardsville, Illinois

Roll Call

OPEN MEETING ITEMS

- A. Approval of Minutes of the Meeting Held July 15, 2015
- B. Review Structure of General Counsel's Office
- C. Motion to Close the Meeting to the Public (Executive Session)

EXECUTIVE SESSION

- A. Consideration of and information regarding certain matters stated in the meeting notice.

Adjournment

BOARD OF TRUSTEES

SOUTHERN ILLINOIS UNIVERSITY

Minutes of the Ad Hoc Legal Affairs Committee Meeting

July 15, 2015

Pursuant to notice, the Ad Hoc Legal Affairs Committee met in the Schnirring Board Room, Memorial Center for Learning and Innovation, 228 W. Miller, Springfield, Illinois, on July 15, 2015, at 12:30 p.m. Chair Gilbert called the meeting to order. The following members of the Ad Hoc Legal Affairs Committee present were: Hon. J. Phil Gilbert, chair; Dr. Shirley Portwood, member; and Mr. Joel Sambursky, member. Other Board members present were: Dr. Donna Manering, Mr. Dillon Santoni, Mr. Allen Shelton, and Ms. Amy Sholar. Also present were: Mr. Luke Crater, General Counsel; and Ms. Misty Whittington, Executive Secretary of the Board. MG (Ret) Randal Thomas and Dr. Randy J. Dunn joined the meeting at 1:20 p.m.

Review Structure of General Counsel's Office

General Counsel Luke Crater distributed organizational charts of the Office of General Counsel (OGC) and discussed the various duties and practice areas of the office. Mr. Crater spoke to the determination of firms used for outside counsel and engagement letters regarding the same. Mr. Crater noted that in addition to the Office of Risk Management and the OGC attorney overseeing a particular case, he now also reviews billings from outside counsel. Mr. Crater will provide the Committee with a sample copy of the engagement letter utilized with outside counsel.

Motion to Close the Meeting to the Public (Executive Session)

Trustee Sambursky made a motion to close the meeting to the public for the purpose of considering appointment, employment, compensation, discipline, performance, or dismissal of specific employees. The relevant section of the Open Meetings Act Statute that allows for the closed session is 5 ILCS 120/2(c) (1). The motion was duly seconded by Trustee Portwood. The motion carried by the following recorded vote: aye, Hon. J. Phil Gilbert, Dr. Shirley Portwood, Mr. Joel Sambursky; nay, none.

There being no other business, the meeting was adjourned at 1:30 p.m.