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I. A. ACTION ITEM: TENURE RECOMMENDATIONS FOR PROVOST

When Northeastern Illinois University conducted its search for the position of Provost, the announcement included, under qualifications, the requirement for a record of teaching, scholarship, and service commensurate with appointment as a tenured member of the faculty, preferably at the rank of professor.

Dr. Richard Helldobler’s appointment is the outcome of that search. The process was thorough and exacting; the candidates were evaluated by the Search Committee, the search firm, the entire University community of faculty, staff and students, and myself. Dr. Helldobler has an exemplary record, worthy of the President’s recommendation to the Board of Trustees for the granting of tenure. Further, Dr. Helldobler possesses not only significant experience, but also a deep understanding of higher education and an abiding commitment to student success.

In keeping with the Regulations of the NEIU Board of Trustees, this recommendation is supported by the faculty in the Department of Communication, Media, and Theatre.

I therefore recommend Richard Helldobler, Provost and Vice President for Academic Affairs, for tenure at the rank of professor in the Department of Communication, Media and Theatre in the College of Arts and Sciences at Northeastern Illinois University.
I. B. ACTION ITEM: TUITION AND FEE RECOMMENDATIONS

Overview

Annually, the Board of Trustees of Northeastern Illinois University sets tuition and fee rates for the next academic year. This report recommends a very modest tuition increase in the rate for incoming students of 4.4 percent and an increase of 6.9 percent for students who have been at the University for more than six academic years. Fees would increase 2.4 percent. Recommended increases are outlined in Table 1. This report provides a discussion of the need for these increases, including:

- At its April 2012 meeting, the Board adopted tuition and fee rates for fiscal year 2013 that included no increase in the tuition rates for new students and graduate students. Northeastern was the only Illinois public university to hold tuition level for new and graduate students. The University received no additional state funding and enrollments did not increase as a result of this action.
- New undergraduate students at Northeastern pay 83 percent of the average for all Illinois public universities and undergraduates, in total, pay 85 percent of the average. A modest tuition increase will leave Northeastern with tuition costs well below state average tuition rates for Illinois public universities.
- Budget realities and enrollment challenges call for a combination of priority setting, cost containment, and revenue enhancement. With projected cuts in state appropriations, even with this tuition increase, the University will still likely need to make budget reductions in the four percent to seven percent range.

Budget Needs and Priorities – Fiscal Years 2013 and 2014

To balance the fiscal year 2013 budget and to internally generate funds for innovative initiatives and high priority projects, the University implemented a five percent reduction to each administrative area. These reallocations funded negotiated and non-negotiated salary increases, established a reserve for the proposed new pension requirement, increased institutional financial aid, strengthened student services, expanded marketing initiatives, and supported other high priority needs. In response to suggestions from the Board of Trustees, the University developed and funded innovative initiatives, each specifically approved to improve student recruitment, retention or graduation.

The University’s general operating budget includes two sources of revenue – state general funds appropriations and tuition revenue available from the University income fund. One of the primary considerations in setting tuition rates for fiscal year 2014 is anticipating the level of state support to the University. Over the past three fiscal years, state funding to the University has declined, on average, 4.5 percent per year. Should that trend continue into fiscal year 2014, and most indications are that this will be the case, the University will have a budgetary gap of $1.7 million due to decreased state funding that would need to be replaced with tuition revenue.
Table 1
NORTHEASTERN ILLINOIS UNIVERSITY
Schedule of Proposed Tuition and Fees

<table>
<thead>
<tr>
<th></th>
<th>FY2012</th>
<th>FY2013</th>
<th>FY2014</th>
<th>Change FY13 to FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dollar</td>
<td>Dollar</td>
<td>Dollar</td>
<td>Percent</td>
</tr>
<tr>
<td>Tuition (per credit hour)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate - continuing (enrolled prior to Fall 2008)</td>
<td>$ 230.00</td>
<td>$ 245.00</td>
<td>$ 262.00</td>
<td>$ 17.00 (6.9%)</td>
</tr>
<tr>
<td>Undergraduate - newly enrolled Fall 2008</td>
<td>220.00</td>
<td>245.00</td>
<td>245.00</td>
<td>-</td>
</tr>
<tr>
<td>Undergraduate - newly enrolled Fall 2009</td>
<td>245.00</td>
<td>245.00</td>
<td>260.00</td>
<td>15.00 (6.1%)</td>
</tr>
<tr>
<td>Undergraduate - newly enrolled Fall 2010</td>
<td>260.00</td>
<td>260.00</td>
<td>260.00</td>
<td>-</td>
</tr>
<tr>
<td>Undergraduate - newly enrolled Fall 2011</td>
<td>275.00</td>
<td>275.00</td>
<td>275.00</td>
<td>-</td>
</tr>
<tr>
<td>Undergraduate - newly enrolled Fall 2012</td>
<td>-</td>
<td>275.00</td>
<td>275.00</td>
<td>-</td>
</tr>
<tr>
<td>Undergraduate - newly enrolled Fall 2013</td>
<td>-</td>
<td>-</td>
<td>287.00</td>
<td>n/a (n/a)</td>
</tr>
<tr>
<td>Graduate</td>
<td>275.00</td>
<td>275.00</td>
<td>287.00</td>
<td>12.00 (4.4%)</td>
</tr>
<tr>
<td>Non-resident Undergraduate - continuing</td>
<td>460.00</td>
<td>490.00</td>
<td>524.00</td>
<td>34.00 (6.9%)</td>
</tr>
<tr>
<td>Non-resident Undergraduate - newly enrolled Fall 2008</td>
<td>440.00</td>
<td>490.00</td>
<td>490.00</td>
<td>-</td>
</tr>
<tr>
<td>Non-resident Undergraduate - newly enrolled Fall 2009</td>
<td>490.00</td>
<td>490.00</td>
<td>520.00</td>
<td>30.00 (6.1%)</td>
</tr>
<tr>
<td>Non-resident Undergraduate - newly enrolled Fall 2010</td>
<td>520.00</td>
<td>520.00</td>
<td>520.00</td>
<td>-</td>
</tr>
<tr>
<td>Non-resident Undergraduate - newly enrolled Fall 2011</td>
<td>550.00</td>
<td>550.00</td>
<td>550.00</td>
<td>-</td>
</tr>
<tr>
<td>Non-resident Undergraduate - newly enrolled Fall 2012</td>
<td>-</td>
<td>550.00</td>
<td>550.00</td>
<td>-</td>
</tr>
<tr>
<td>Non-resident Undergraduate - newly enrolled Fall 2013</td>
<td>-</td>
<td>-</td>
<td>574.00</td>
<td>n/a (n/a)</td>
</tr>
<tr>
<td>Non-resident Graduate</td>
<td>550.00</td>
<td>550.00</td>
<td>574.00</td>
<td>24.00 (4.4%)</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>53.30</td>
<td>53.30</td>
<td>54.60</td>
<td>1.30 (2.4%)</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>4.00</td>
<td>4.00</td>
<td>5.00</td>
<td>1.00 (25.0%)</td>
</tr>
<tr>
<td>Student Union Fee</td>
<td>6.75</td>
<td>6.75</td>
<td>6.75</td>
<td>-</td>
</tr>
<tr>
<td>Campus Recreation Fee</td>
<td>3.60</td>
<td>3.60</td>
<td>3.60</td>
<td>-</td>
</tr>
<tr>
<td>Performing Arts Fee</td>
<td>0.80</td>
<td>0.80</td>
<td>0.80</td>
<td>-</td>
</tr>
<tr>
<td>Student Health Service Fee</td>
<td>1.70</td>
<td>1.70</td>
<td>1.70</td>
<td>-</td>
</tr>
<tr>
<td>Computer Resources Fee</td>
<td>16.75</td>
<td>16.75</td>
<td>16.75</td>
<td>-</td>
</tr>
<tr>
<td>Academic Enhancement Fee</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>-</td>
</tr>
<tr>
<td>Parking Fee (waivable)</td>
<td>12.20</td>
<td>12.20</td>
<td>12.50</td>
<td>0.30 (2.5%)</td>
</tr>
<tr>
<td>Green Fee - rate per semester</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>-</td>
</tr>
<tr>
<td>U-Pass (Full-time Students only)</td>
<td>102.00</td>
<td>102.00</td>
<td>102.00</td>
<td>-</td>
</tr>
<tr>
<td>Health Insurance Fee 2</td>
<td>752.25</td>
<td>687.75</td>
<td>687.75</td>
<td>-</td>
</tr>
</tbody>
</table>

Tuition and fees, other than health insurance, the Green Fee, and UPass, are charged on a credit hour basis for each credit hour enrolled per semester up to 16 credit hours. There will be no tuition and fee charges for credit hours enrolled above 16 hours per semester.

Note: Continuing students are those enrolled prior to Fall 2008.

1 Per Public Act 93-0028, Illinois undergraduate students newly enrolled starting Fall 2004 will have their tuition held constant for a period of four continuous academic years. This policy was extended at NEIU to non-resident undergraduate students. Public Act 96-1293 extended the tuition guarantee for two additional years at the rate for the following class, effective fall 2010.

2 Assessed to all Undergraduate students enrolled in 12 or more credit hours who do not show evidence of other health insurance coverage. Final fee calculation for fiscal year 2014 is the result of negotiation with the insurance carrier. Amount shown is the charge per semester. Note that the Spring semester fee provides insurance coverage during the Summer semester.
The following chart summarizes the University's state appropriations for the current fiscal year and the three prior fiscal years, as well as the decline in appropriations.

<table>
<thead>
<tr>
<th>Year</th>
<th>Appropriations</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2010</td>
<td>43,401,900</td>
</tr>
<tr>
<td>FY 2011</td>
<td>40,695,200</td>
</tr>
<tr>
<td>FY 2012</td>
<td>40,228,500</td>
</tr>
<tr>
<td>FY 2013</td>
<td>37,807,600</td>
</tr>
</tbody>
</table>

Change

| FY 2010 - 13 | (5,594,300) |

Average Change

| FY 2010 - 13 | (4.5) % |

For fiscal year 2014, the University will need to plan for salary and pension requirements totaling $2.8 million. There will be additional operating costs (instructional and support staffing) associated with the El Centro campus operations currently estimated at $500,000. Other expenditure requirements include estimates of $250,000 to make the final transition from ERP funding to the regular operating budget and $300,000 to operationalize funding previously supported by federal grant funds. And finally, the University Planning and Budget Council identified 12 initiatives totaling $2.1 million for budget consideration. While this amount likely will not be funded in total, several of these initiatives are high priorities for the University and need to be supported. These include the College of Education’s Illinois Certification Testing Center (ICTC) preparation center, enhanced support for students with academic difficulty, student technology initiatives, branding for CCICS, and graduate assistants to support faculty research.

Following Board discussion of the proposed tuition and fee rates at the November meeting, University staff discussed the tuition and fee proposal with the Student Government Association and discussed both the need for the tuition and fee increases and University efforts to keep student costs reasonable and increases modest.
Fiscal Year 2014 Estimated Budget Requirements

(in thousands of dollars)

<table>
<thead>
<tr>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Projected Decrease in State Funding</td>
</tr>
<tr>
<td>Salary and Pension Requirements</td>
</tr>
<tr>
<td>El Centro Operations</td>
</tr>
<tr>
<td>ERP Transition to Operating Funds</td>
</tr>
<tr>
<td>Operationalize Grant Funding</td>
</tr>
<tr>
<td>UPBC Priority Initiatives (25%)</td>
</tr>
<tr>
<td>Total Fiscal Year 2014 Funding Requirements</td>
</tr>
<tr>
<td>Estimated Increase in Tuition Revenue</td>
</tr>
<tr>
<td>Estimated Shortfall</td>
</tr>
<tr>
<td>Shortfall as a Percent of Current Year Budget</td>
</tr>
</tbody>
</table>

Replace Projected Decrease in State Funding: $1,746.7
Salary and Pension Requirements: 2,755.3
El Centro Operations: 500.0
ERP Transition to Operating Funds: 250.0
Operationalize Grant Funding: 300.0
UPBC Priority Initiatives (25%): 527.0
Total Fiscal Year 2014 Funding Requirements: $6,079.0
Estimated Increase in Tuition Revenue: 2,424.1
Estimated Shortfall: $(3,654.9)
Shortfall as a Percent of Current Year Budget: -3.9%

Given these assumptions and projected tuition revenue – with level enrollments and the proposed tuition increase – it is likely that the University will need to implement either a general across-the-board budget reduction of approximately four percent, or identify specific budget reductions that total four percent. In addition, each one percent decrease in enrollments would reduce projected tuition by approximately $600,000.

Fiscal Year 2013 Tuition Analysis

For fiscal year 2013, the Board of Trustees voted not to increase tuition and fees for new students entering Northeastern. The rates for those students are now set for six consecutive academic years. While the decision to keep tuition level for incoming students promoted affordability and furthered the Board’s long-standing commitment to access and cost containment, the long-term financial impact of the decision is significant. The full effect of this decision will not be realized until fiscal year 2017 when the frozen rate and any subsequent tuition increase is completely implemented for all tuition cohorts.

The following table summarizes projected tuition revenues through fiscal year 2017 – comparing gross tuition revenue using the Board approved rates with the final proposed rates and, only for illustration purposes, assuming a four percent annual tuition increase beginning in fiscal year 2014.

Using these assumptions, the analysis shows that the first year cost (in terms of lost gross tuition revenue) of holding tuition level for new students is estimated at $721,328. In fiscal year 2014, the year after the initial tuition freeze, revenue for first year students will again be affected because any approved tuition increase, in this scenario a four percent increase, will be on a lower tuition rate (approved rate) than the initially proposed tuition rate. This trend will continue until the full effect is realized in fiscal year 2017 with $2.0 million in projected foregone tuition revenue. This lost tuition revenue will then be fully implemented and will become an ongoing structural
component of our resource base. In total, from fiscal year 2013 to fiscal year 2017, the estimated foregone tuition revenue totals $7.1 million.

**PROJECTED FOREGONE GROSS TUITION REVENUE**

**COMPARING PROJECTED REVENUE USING FY2013 BOARD APPROVED RATES WITH ORIGINALLY PROPOSED (NOT ADOPTED) RATES**

<table>
<thead>
<tr>
<th>Year of Student</th>
<th>FY2013</th>
<th>FY2014</th>
<th>FY2015</th>
<th>FY2016</th>
<th>FY2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>$488,904</td>
<td>$508,460</td>
<td>$528,627</td>
<td>$549,406</td>
<td>$571,407</td>
</tr>
<tr>
<td>Second Year</td>
<td>-</td>
<td>$400,016</td>
<td>$416,017</td>
<td>$432,517</td>
<td>$449,518</td>
</tr>
<tr>
<td>Third Year</td>
<td>-</td>
<td>-</td>
<td>$289,360</td>
<td>$300,934</td>
<td>$312,870</td>
</tr>
<tr>
<td>Fourth Year</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$178,880</td>
<td>$186,035</td>
</tr>
<tr>
<td>Fifth Year</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$100,952</td>
<td>$104,990</td>
</tr>
<tr>
<td>Sixth Year</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$62,848</td>
</tr>
<tr>
<td>Continuing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Graduate</td>
<td>$232,424</td>
<td>$241,721</td>
<td>$251,308</td>
<td>$261,186</td>
<td>$271,646</td>
</tr>
<tr>
<td>Total</td>
<td>$721,328</td>
<td>$1,150,197</td>
<td>$1,485,312</td>
<td>$1,823,875</td>
<td>$1,959,314</td>
</tr>
</tbody>
</table>

Note: For comparison purposes, assumes an annual 4% tuition increase for new, continuing and graduate students beginning in FY2014.

This analysis shows the importance of adjustment to annual tuition rates. Keeping tuition level in any one year has serious out-year impacts on resources available to the University. In addition, the fact that the University kept tuition level for one year did not have any positive impact on the University's state appropriation and there is no evidence that it had a positive effect on enrollment, which declined by 3.7 percent.

**Tuition and Fee Recommendation**

This report proposes that tuition for new and graduate students be increased by 4.4 percent for fiscal year 2014 and tuition for continuing students be increased by 6.9 percent. It is estimated, based on current enrollments, that the proposed tuition increases will generate $2.4 million in new revenue. Given the estimated fiscal year 2014 spending requirements of $6.1 million identified earlier in this report, it is likely, even with the proposed tuition increases, that significant internal budget reductions and reallocations will again be necessary to balance the fiscal year 2014 budget. The fee recommendation includes a total increase of 2.2 percent, increasing only the student activity fee for a new student wellness initiative and the parking fee for debt service requirements. It is recommended that the Board of Trustees approve the tuition and fee rates presented in Table 1.
### Table 2

**ILLINOIS PUBLIC UNIVERSITIES**  
**FY2013 UNDERGRADUATE TUITION INCREASES**

<table>
<thead>
<tr>
<th>(Annual based on 30 credit hours)</th>
<th>New Undergraduates</th>
<th>Weighted Average All Undergraduates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter Fall 2011</td>
<td>Enter Fall 2012</td>
</tr>
<tr>
<td>Chicago State University</td>
<td>$ 8,310 $</td>
<td>$ 8,550 $</td>
</tr>
<tr>
<td>Eastern Illinois University</td>
<td>8,070</td>
<td>8,370</td>
</tr>
<tr>
<td>Governors State University</td>
<td>7,290</td>
<td>7,470</td>
</tr>
<tr>
<td>Illinois State University</td>
<td>9,630</td>
<td>10,050</td>
</tr>
<tr>
<td>Northeastern Illinois University</td>
<td>8,250</td>
<td>8,250</td>
</tr>
<tr>
<td>Northern Illinois University</td>
<td>8,491</td>
<td>8,880</td>
</tr>
<tr>
<td>Western Illinois University</td>
<td>7,649</td>
<td>8,012</td>
</tr>
</tbody>
</table>

**Southern Illinois University**

| Carbondale                        | 7,877               | 8,248           | 371    | 4.7 %   | 7,443     | 7,805           | 362    | 4.9 %   |
| Edwardsville                      | 6,630               | 6,948           | 318    | 4.8 %   | 6,218     | 6,512           | 294    | 4.7 %   |

**University of Illinois**

| Chicago                           | 10,905              | 11,411          | 506    | 4.6 %   | 9,953     | 10,610          | 657    | 6.6 %   |
| Springfield                       | 8,670               | 9,090           | 420    | 4.8 %   | 7,921     | 8,413           | 492    | 6.2 %   |
| Urbana-Champaign                 | 13,162              | 13,709          | 547    | 4.2 %   | 11,922    | 12,434          | 512    | 4.3 %   |

**Weighted Average**

| $ 9,495                          | $ 9,897 $           | $ 402  | 4.2 %   | $ 8,740 $ | $ 9,271 $       | $ 531  | 6.1 %   |

**NEIU as a Percentage of State Average**

| 87%                              | 83%                 | 85%     | 85%     |

*Source: Illinois Board of Higher Education Data*
Table 3

ILLINOIS PUBLIC UNIVERSITIES
FY2013 GRADUATE TUITION INCREASES

<table>
<thead>
<tr>
<th>University</th>
<th>FY2012 ($)</th>
<th>FY2013 ($)</th>
<th>Change ($)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago State University</td>
<td>$ 6,264</td>
<td>$ 6,624</td>
<td>$ 360</td>
<td>5.7 %</td>
</tr>
<tr>
<td>Eastern Illinois University</td>
<td>6,456</td>
<td>6,696</td>
<td>240</td>
<td>3.7</td>
</tr>
<tr>
<td>Governors State University</td>
<td>6,384</td>
<td>6,528</td>
<td>144</td>
<td>2.3</td>
</tr>
<tr>
<td>Illinois State University</td>
<td>6,840</td>
<td>7,392</td>
<td>552</td>
<td>8.1</td>
</tr>
<tr>
<td>Northeastern Illinois University</td>
<td>6,600</td>
<td>6,600</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Northern Illinois University</td>
<td>7,690</td>
<td>8,064</td>
<td>374</td>
<td>4.9</td>
</tr>
<tr>
<td>Western Illinois University</td>
<td>6,461</td>
<td>6,626</td>
<td>165</td>
<td>2.6</td>
</tr>
</tbody>
</table>

Southern Illinois University

<table>
<thead>
<tr>
<th>University</th>
<th>FY2012 ($)</th>
<th>FY2013 ($)</th>
<th>Change ($)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbondale</td>
<td>8,473</td>
<td>9,016</td>
<td>543</td>
<td>6.4</td>
</tr>
<tr>
<td>Edwardsville</td>
<td>6,312</td>
<td>6,504</td>
<td>192</td>
<td>3.0</td>
</tr>
</tbody>
</table>

University of Illinois

<table>
<thead>
<tr>
<th>University</th>
<th>FY2012 ($)</th>
<th>FY2013 ($)</th>
<th>Change ($)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago</td>
<td>13,265</td>
<td>13,983</td>
<td>718</td>
<td>5.4</td>
</tr>
<tr>
<td>Springfield</td>
<td>6,978</td>
<td>7,314</td>
<td>336</td>
<td>4.8</td>
</tr>
<tr>
<td>Urbana-Champaign</td>
<td>13,791</td>
<td>13,927</td>
<td>136</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Weighted Average

<table>
<thead>
<tr>
<th></th>
<th>FY2012 ($)</th>
<th>FY2013 ($)</th>
<th>Change ($)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 9,295</td>
<td>$ 9,809</td>
<td>$ 514</td>
<td>5.5 %</td>
</tr>
</tbody>
</table>

NEIU as a % of State Average

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>71%</td>
<td>67%</td>
<td></td>
</tr>
</tbody>
</table>

Note: Graduate rates are based on 24 enrolled credit hours.

Source: Illinois Board of Higher Education Data
# Table 4

**ILLINOIS PUBLIC UNIVERSITIES**

**FY2013 GRADUATE TUITION**

**COMPARISON WITH UNDERGRADUATE RATES**

<table>
<thead>
<tr>
<th>University</th>
<th>FY2013 Graduate Tuition</th>
<th>FY2013 New Undergraduate Tuition Restated to 24 Credit Hours</th>
<th>Graduate Tuition</th>
<th>Percent Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago State University</td>
<td>$6,624</td>
<td>$6,840</td>
<td>(3.2) %</td>
<td></td>
</tr>
<tr>
<td>Eastern Illinois University</td>
<td>6,696</td>
<td>6,696</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Governors State University</td>
<td>6,528</td>
<td>5,976</td>
<td>9.2</td>
<td></td>
</tr>
<tr>
<td>Illinois State University</td>
<td>7,392</td>
<td>8,040</td>
<td>(8.1)</td>
<td></td>
</tr>
<tr>
<td>Northeastern Illinois University</td>
<td>6,600</td>
<td>6,600</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Northern Illinois University</td>
<td>8,064</td>
<td>7,104</td>
<td>13.5</td>
<td></td>
</tr>
<tr>
<td>Western Illinois University</td>
<td>6,626</td>
<td>6,410</td>
<td>3.4</td>
<td></td>
</tr>
</tbody>
</table>

**Southern Illinois University**

<table>
<thead>
<tr>
<th>Campus</th>
<th>FY2013 Graduate Tuition</th>
<th>FY2013 New Undergraduate Tuition Restated to 24 Credit Hours</th>
<th>Graduate Tuition</th>
<th>Percent Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbondale</td>
<td>9,016</td>
<td>6,598</td>
<td>36.6</td>
<td></td>
</tr>
<tr>
<td>Edwardsville</td>
<td>6,504</td>
<td>5,558</td>
<td>17.0</td>
<td></td>
</tr>
</tbody>
</table>

**University of Illinois**

<table>
<thead>
<tr>
<th>Campus</th>
<th>FY2013 Graduate Tuition</th>
<th>FY2013 New Undergraduate Tuition Restated to 24 Credit Hours</th>
<th>Graduate Tuition</th>
<th>Percent Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago</td>
<td>13,983</td>
<td>9,129</td>
<td>53.2</td>
<td></td>
</tr>
<tr>
<td>Springfield</td>
<td>7,314</td>
<td>7,272</td>
<td>0.6</td>
<td></td>
</tr>
<tr>
<td>Urbana-Champaign</td>
<td>13,927</td>
<td>10,967</td>
<td>27.0</td>
<td></td>
</tr>
</tbody>
</table>

**Weighted Average**

<table>
<thead>
<tr>
<th>FY2013 Graduate Tuition</th>
<th>FY2013 New Undergraduate Tuition Restated to 24 Credit Hours</th>
<th>Graduate Tuition</th>
<th>Percent Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,809</td>
<td>$7,918</td>
<td>23.9 %</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Graduate rates are based on 24 enrolled credit hours.*

*Source: Illinois Board of Higher Education Data*
CHICAGO AREA UNIVERSITIES TUITION AND FEES

Data for Fiscal Year 2013
Full Time (30 cr. hr) In State Tuition and Fees

- Northwestern: $43,779
- Loyola: $35,388
- North Park: $22,280
- DeVry: $14,500
- DePaul: $32,500
- National-Louis: $20,000
- Columbia: $21,970
- IIT: $39,044
- UIC: $11,896
- U of Chicago: $45,609
- Chiago State: $10,724 (FY 2012)

Undergraduate Tuition and Fees
Fiscal Year 2013
$23,000

Source: University Web Sites
I. C.  ACTION ITEM: INCREASE IN COST FOR ANATOMY LAB

In June of 2012, C. W. Burns Co., Inc. was included in the list of Purchases between $50,000 and $100,000 for Board information. This firm is the chief contractor for the plumbing in the Human Anatomy Lab in Bernard Brommel Hall. The amount indicated in the purchases list was $99,000. This figure was exceeded, the final cost being $103,644.

Therefore, Board approval is requested for this additional expenditure which now exceeds the $100,000 threshold which requires Board approval.
BACKGROUND

The utility infrastructure for the Northeastern Illinois University's main campus is comprised of two very distinct systems. The north section of the main campus includes all buildings from the Ronald Williams Library to Bryn Mawr Avenue. This section of campus is served by two main electrical feeds from ComEd which provide redundancy in the event one feed is lost. The north section has the ability to produce electricity using our co-generation capability in case both feeds are lost, providing additional electrical redundancy, or when natural gas costs make generating our own electricity cost effective. The north section of the main campus is served by a central heating plant which provides chilled water and high temperature hot water to heat and cool all buildings in the north section of campus. This section of campus also has little open space for any new significant building projects.

In contrast, the south section of the main campus has several areas for possible building sites. However, the south section is served by only one ComEd electrical feed and has no co-generation capabilities, meaning there is no redundancy on this section of campus and educational programs and services cannot be continued if the sole ComEd electrical feed is lost. Further, there is no heating plant to provide chilled or hot water for heating and cooling buildings. Each building on the south section has stand-alone heating and cooling systems. In addition, there are questions as to the ability of the sewer infrastructure to support new buildings.

SOUTH CAMPUS BUILDING PLANS

Northeastern has state funding appropriated for the planning and construction of a new Education Building. Planning funds have been released by the Governor and building design will begin this spring. In addition, the University has requested planning and construction funds for a new Science Building. Should that building be funded, it must also be constructed on the south section of the main campus. Finally, long range plans may include another significant building on part of the current athletic field: possibly a student residence. Other ideas for the south section include a new parking structure and a new child care facility.

Given these long-term building possibilities, it is necessary to plan for a utility infrastructure to support these building plans. It is necessary to make long-term utility plans so that the utility infrastructure can be modified and expanded as needed as new buildings are constructed. This is the impetus for the utility infrastructure planning process.

PROJECT DESCRIPTION:

This project will develop plans for additional utility infrastructure on the southern portion of the main campus. Possibilities include a second cogeneration plant located in the PE
Complex, an independent structure, and adding to the existing plant at the north campus.

The project is anticipated to be executed in two phases, and approval is requested at this time for Phase I.

**Phase I** will include the review of current utility distribution systems and expansion options, current systems used to heat and cool the existing buildings, and various existing site planning and conceptual design documents prepared for locating new buildings. This phase will also include the completion of program analysis for the most viable infrastructure distribution options, cost modeling, conceptual design for the selected option that takes into consideration the anticipated location and phasing of new buildings, and the expected cost of construction. All new buildings will be designed to take advantage of relevant energy efficiencies as well as “green” design technologies. In addition, it is desired that costs and benefits of providing geothermal heating and cooling as well as electrical cogeneration capability for the southern portion of the main campus be investigated during this phase.

**Phase II** will, upon acceptance of the Phase I conceptual design, consist of design development, preparation of construction documents, bidding assistance, and construction administration for expanding the utility infrastructure. Related commissioning services may also be required.

**CONSULTANT SELECTION PROCESS AND RECOMMENDATIONS**

The University did a Qualifications-Based Selection (QBS) for an engineering or architectural/engineering firm to provide engineering services for conceptual design, design development, programming, cost modeling, construction documentation and project manuals, bidding, and construction administration for the utility infrastructure, to include heating/cooling, water, electrical, sanitary and storm water systems, and technology. Fourteen firms submitted proposals. The following firms were brought to campus for interviews:

1) Henneman Engineering Inc.
2) KJWW
3) Primera
4) Stanley Consultants

The QBS Selection Committee recommends Board approval for the awarding of the professional services contract to Primera for Phase 1 based on their experience and qualifications. Primera is a MAFBE certified firm.
PROJECT COST:
Total $265,000
Additional funds if needed 26,500
TOTAL COST: $291,500

SOURCE OF FUNDS:
Academic Enhancement Fund $291,500

RECOMMENDED VENDOR:
Primera
100 S. Wacker Drive, Suite 700
Chicago, IL 60606
I. E. ACTION ITEM: EXPENDITURE RECOMMENDATIONS FOR PURCHASES OF $100,000 OR MORE –ARCHITECTURAL/ENGINEERING CONSULTANT FOR THE JACOB H. CARRUTHERS CENTER FOR INNER CITY STUDIES, DONN F. BAILEY LEGACY HALL AUDITORIUM

ITEM DESCRIPTION:

Project Background
Built in 1905, the Jacob H. Carruthers Center for Inner City Studies (CCICS) building is of historical significance. CCICS was established in 1966 to improve the lives of inner city residents by offering undergraduate and graduate programs as well as community service seminars and cultural events. CCICS's mission is to become a focus of cooperative efforts between the University and Chicago's inner city schools, expanding offerings in teacher preparation and development, administrator training, in-service programs, and student enrichment programs.

Project Scope
This project provides necessary permanent improvements to the Donn F. Bailey Legacy Hall Auditorium. Architectural and Engineering services are required for this project. Located on the second floor of CCICS, the auditorium will be refurbished with new seating and other furnishings. Sound and light systems will be replaced, and media and technology equipment and mechanical systems upgraded. The floor will be repaired, and improvements made to the stage. All these improvements will be designed to protect the important historical significance of the building while fulfilling ADA requirements.

The scope of architectural and engineering services consists of program analysis, design, bid document preparation, bidding assistance, and construction administration. Related commissioning services are to be provided during the appropriate phases.

Recommended Consultant
4240 Architects is being recommended as the Architectural/Engineering consultant for this project based on their past experience in auditorium design. 4240 Architects has been selected through the competitive Qualifications-Based Selection (QBS) process. The team specializes in academic and auditorium projects, including programming, mechanical and electrical engineering systems, cost estimating, acoustical analysis, and historic preservation.

The fee for the professional services has been negotiated with 4240 Architects and will be reimbursed on a completed phase and expense basis.

Board approval is requested for the expenditure of funds for the architectural and engineering services for the Donn F. Bailey Legacy Hall Auditorium renovation project.
RECOMMENDED VENDOR:
4240 Architects
328 South Jefferson Street, Suite 750
Chicago, IL 60661

PROFESSIONAL SERVICE FEES:
Not to exceed $230,180

SOURCE OF FUNDS:
Academic Enhancement Fund

SUMMARY OF BIDDERS:
4240 Architects
Nagle Hartray Architects
Harding Partners
The Ronald Williams Library opened in September 1977. A five-story brick building, it originally had a shelving capacity of approximately 450,000 volumes. The collection has grown to approximately 700,000 print volumes plus an additional 500,000 physical items. As stacks were added to accommodate the growing collection, hundreds of student study spaces in public areas of the Library were removed. Additional public square footage in the building has been reallocated to accommodate a number of campus support services and tutorial areas, primarily on the fourth floor of the building. At present, there are only 751 seats at tables and carrels in public areas (original capacity was 1,505 seats). The need for additional instruction and study spaces for library users makes it imperative that the University develop a master space plan for the building at this time.

The Library’s vision statement asserts that the Library should be “enhanced to serve as an intellectual and cultural oasis for the campus with programming and services to support engagement of the mind and spirit.” The Library supports all the academic departments at Northeastern Illinois University. In addition, a dynamic and focused library makes a positive impact on recruiting new students at all levels.

The biggest impact on the Ronald Williams Library over the past decade has been the growth of electronic resources. Approximately one half of the Library budget is spent on library materials in electronic formats. This growing reliance on the web for providing access to library collections and to library services has many implications for the optimal design of the library. The master plan must address the growth in demand for computer work stations, printers and network access for staff and student use. Larger classroom/computer labs are needed to meet the growing demand for hands-on library and information literacy instruction. More space for group study and quiet individual study is a critical need. These broad changes in library services and collections have impacted service in ways that could not have been imagined in 1977. Furthermore, the reduction in library staff during the past ten years requires a strategic look at all library spaces to meet the academic needs of students and faculty and the workplace needs of staff.

The Library has taken a proactive approach in gathering data about services and facilities from students and faculty to support this request. In addition to surveys and communication mechanisms from the Library’s website, Library staff were the primary administrators for a $372,000 Library Services and Technology Act (LSTA) grant from the Illinois State Library to investigate the library research needs of students. The research included the participation of an anthropologist working with librarians in engaging students and faculty to ensure meaningful qualitative data to help define how to adapt library services. It is clear from this research and all assessment instruments that students want and need improvements to the Library, including redefined service to reduce any barriers that students have in requesting and receiving assistance. Equally
important-- especially on a commuter campus-- is the need for extended hours and social spaces in the library, including a café and lounge areas to accommodate students’ complex schedules. The Library, in its current condition, cannot adequately address these needs.

SCOPE OF WORK
A Qualifications-Based Selection (QBS) request for a consultant to develop a master space plan for the Ronald Williams Library was posted last spring. Fifteen firms submitted proposals. After extensive review of the respondents by the Library administration, Library faculty and a representative from the Center for Academic Writing, Cannon Design was chosen as the preferred consultant. The detailed scope and deliverables for the project are as follows:

- Assessment of the current use of space in the Library building
- Development of projections for near/long term space needs for library collections, staff, and services. Solutions should be considered in the context of current trends in academic libraries and be visually compelling and functionally optimized to maximize the use of technology for library services
- Review data on current and projected student needs and priorities for space and services in the library. Clear on-site research and data collection should be conducted to identify the specific environmental and related service needs of the Library’s most critical constituencies that can be addressed in the context of current trends in academic library design. It is also extremely important to include the workplace needs of faculty and staff in considering future objectives. Consequently, the project should define and execute some form of participation from each of these groups to collect relevant data.
- Develop a master plan for redesign and revitalization of the Ronald Williams Library which can guide phased refurbishing/remodeling of the facility over the next five to ten years. Prioritize phases within the larger plan to help identify critical needs and facilitate their completion with smaller construction expenditures. The preference is for a “menu” approach to specific priorities and projects related to individual components of the library such as floors, library instruction classrooms, service points, staff spaces and social spaces. This would allow greater flexibility in the coming years to prioritize objectives within a range of budgets. Develop a flexible design that would facilitate ongoing changes with minimal impact on future improvements. The basic design should be constant over time without substantial change and revision.
- Revised floor plans and suggested furniture layouts will be part of the deliverables of the project. The project will be limited to the existing footprint and the interior of the building. Some changes involving windows and exterior doors could be included in the plan.

Board approval is requested for the expenditure of funds for the Ronald Williams Library Master Plan Project.
RECOMMENDED VENDOR:
Cannon Design

PROJECT COST:
Professional Fees: $205,700

SOURCE OF FUNDS:
Academic Enhancement Funds

SUMMARY OF BIDDERS:
Cannon Design
225 N. Michigan #1100
Chicago, IL 60601

RATIO Architects, Inc.
401 E. Illinois #225
200 W. Jackson #1040
Chicago, Illinois 60606

FGM Architects, Inc.
1211 W. 22nd St. #705
Oak Brook, IL 50523
I. G. ACTION ITEM: PHYSICAL EDUCATION COMPLEX AUXILIARY GYM FLOOR REPLACEMENT

ITEM DESCRIPTION:

The floor in the Physical Education Complex’s Auxiliary Gym was installed when the building was originally built in 1988. The floor is worn and needs to be replaced. Work will consist of the removal of existing gym flooring and wall base, repairs to the concrete floor, floor prep and leveling, installation of new resilient athletic flooring system and new wall base, and floor painted. Work will take approximately 4-6 weeks to complete and will start on April 15th.

Board approval is requested for the expenditure of funds for the Physical Education Complex Auxiliary Gym Floor Replacement Project.

PROJECT COST:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$180,742</td>
</tr>
<tr>
<td>Additional funds if needed</td>
<td>18,074</td>
</tr>
<tr>
<td>TOTAL COST:</td>
<td>$198,816</td>
</tr>
</tbody>
</table>

SOURCE OF FUNDS:

Campus Recreation Fees $198,816

RECOMMENDED VENDOR:

Tyler Lane Construction Inc.
4200 W. Victoria Street
Chicago, IL 40648

SUMMARY OF BIDS:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tyler Lane Construction</td>
<td>$180,742</td>
</tr>
<tr>
<td>Dynamic Sports Construction</td>
<td>174,398</td>
</tr>
</tbody>
</table>

* Low bidder failed to meet specifications and submit a Business Enterprise Program Utilization Plan.
I. H. ACTION ITEM: EXPENDITURE RECOMMENDATIONS FOR PURCHASES OF $100,000 OR MORE – ARCHITECTURAL/ENGINEERING CONSULTANT FOR THE ALUMNI HALL RENOVATION PROJECT

ITEM DESCRIPTION:

Project Background
Built in 1973, the Northeastern Commuter Center was established to improve the educational experience of students by offering open gathering spaces, dining, hospitality, and meeting spaces. The building name was later changed to Student Union and was renovated in 1998 with improvements made to interior spaces. Alumni Hall is located within the Student Union. It is a two-story space comprised of approximately 5,000 square feet and is utilized as a multi-purpose exhibition and gathering space. Alumni Hall no longer meets the needs of the University. It lacks flexibility for the variety of events that take place there, and lacks appropriate sound systems and technology to support events in the facility.

Project Scope
Architectural and Engineering services are required for the renovation of Alumni Hall. The hall will be refurbished with a new demising partition and other finishes and furnishings. Sound and light systems will be replaced, acoustical qualities will be enhanced, and media and technology equipment and mechanical systems upgraded. The floor will be redone and improvements will be made to the mezzanine.

The scope of needed architectural and engineering services consists of program analysis, design, bid document preparation, bidding assistance, and construction administration. Related commissioning services are to be provided during the appropriate phases.

Recommended Consultant
Harley Ellis Devereaux is being recommended as the Architectural/Engineering consultant for this project based on their past experience in auditorium design. Harley Ellis Devereaux has been selected through the competitive Qualifications-Based Selection (QBS) process. Forty-eight firms submitted proposals. The following firms were brought to campus for interviews: Harley Ellis Devereaux, Teng/EXP, Bailey Edward, Ross Barney, and Wight Co. Harley Ellis Devereaux specializes in academic and higher education projects, including programming, mechanical and electrical engineering systems, cost estimating, and acoustical analysis with 38 percent of the anticipated work being completed by MABE firms.

The fee for the professional services has been negotiated with Harley Ellis Devereaux and will be reimbursed on a completed phase and expense basis.
PROJECT COST:
Basic Project Cost: $133,150
Additional funds if needed: 13,315
TOTAL COST: $146,465

SOURCE OF FUNDS:
Student Union Building Reserve

RECOMMENDED VENDOR:
Harley Ellis Devereaux
401 West Superior
Chicago, IL 60610-3430
II. A. INFORMATION ITEM: COMPLETED MINORITY AND FEMALE BUSINESS ENTERPRISE SUPPLIER DIVERSITY PROGRAM (MAFBE)

The following information responds to the Board of Trustees’ request for a summary of actual expenditures contracted with MAFBE-owned firms for recent Board of Trustees approved projects.

Table 1 summarizes the expenditure action items approved by the Board of Trustees during the past fiscal year. Each item includes the project name, awarded contractor, and annual contract amount. In addition, the table provides the identification of MAFBE contractors/subcontractors utilized on the project, their certification status and the MAFBE firms’ contract amount.

Board approved expenditures totaled $2,840,856. The MAFBE firms’ share of this amount was $992,447, or 35% of the total approved expenditures.

As reported in a previous information item, the Energy Performance Project was contracted with NORESCO, Inc. Total subcontracting efforts for this work amounted to $3,874,325, of which MAFBE vendor participation comprised $1,445,785, or 37.3% of the sub-contracted work.

The University establishes a minimum 20 percent contracting goal for MAFBE-owned firms for each construction solicitation advertised on the Illinois Public Higher Education Procurement Bulletin. Additionally, MAFBE-owned firms certified through the Business Enterprise Program and the City of Chicago are directly contacted regarding solicitations, along with representative membership groups such as Alliance of Business Leaders and Entrepreneurs (ABLE), Hispanic American Construction Industry Association (HACIA), Illinois Hispanic Chamber of Commerce (IHCC), the Illinois State Black Chamber of Commerce, Chicago Minority Supplier Development Council, and the Federation of Women Contractors.

The University is encouraged by the level of participation by minority, female, and disabled-owned businesses in University contracts and services and will continue to expand these outreach efforts. The construction of the new El Centro facility will provide another significant opportunity to expand on this achievement.
Table 1
FY12 MAFBE Contracting Efforts - Board Approved Expenditures

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Approved Contractor</th>
<th>Annual Contract Amount</th>
<th>MAFBE Contractor / Subcontractor</th>
<th>MAFBE Certification Status</th>
<th>MAFBE Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Centro Architect Selection</td>
<td>JGMA</td>
<td>$794,000</td>
<td>JGMA MBE - Hispanic American</td>
<td>$381,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Primer Engineers MBE - Hispanic American</td>
<td>183,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prism Engineering MBE - African American</td>
<td>42,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Site Design MBE - Asian American</td>
<td>34,000</td>
<td></td>
</tr>
<tr>
<td>Recital Hall Acoustical Modification - Phase 2</td>
<td>AGAE</td>
<td>158,961</td>
<td>All Tech Energy FBE</td>
<td>10,708</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Garrigan Construction FBE</td>
<td>9,700</td>
<td></td>
</tr>
<tr>
<td>Organic Chemistry Lab</td>
<td>Chicagoland Building Contractors</td>
<td>191,000</td>
<td>None</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amber Mechanical Contracting</td>
<td>239,000</td>
<td>Dekay Corporation MBE - Hispanic American</td>
<td>47,932</td>
<td></td>
</tr>
<tr>
<td>Human Anatomy Lab</td>
<td>Chicagoland Building Contractors</td>
<td>183,800</td>
<td>M Cannon Roofing MBE - African American</td>
<td>920</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CW Burns</td>
<td>103,644</td>
<td>Garth Building Products MBE - African American</td>
<td>20,097</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stern Corp.</td>
<td>117,971</td>
<td>Vario Mechanical</td>
<td>25,820</td>
<td></td>
</tr>
<tr>
<td>Learning Management System: Year 1</td>
<td>Desire 2 Learn</td>
<td>146,655</td>
<td>None Utilized</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Learning Management System: One-Year Agreement</td>
<td>Blackboard</td>
<td>196,440</td>
<td>None Utilized</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Services for Deaf and Hearing Impaired Students</td>
<td>Chicago Hearing Society (Anixter Center)</td>
<td>115,000</td>
<td>Chicago Hearing Society (Anixter Center)</td>
<td>Sheltered Workshop 115,000</td>
<td></td>
</tr>
<tr>
<td>El Centro Lease</td>
<td>ASPIRA, Inc. of Illinois</td>
<td>228,600</td>
<td>None Utilized</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>University Website</td>
<td>Pixo</td>
<td>325,450</td>
<td>Pixo FBE</td>
<td>325,450</td>
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<tr>
<td>Electrical Substation Upgrade</td>
<td>All Tech Energy, Inc.</td>
<td>254,735</td>
<td>All Tech Energy, Inc. FBE</td>
<td>96,863</td>
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<tr>
<td>CTC Lease - Year 1</td>
<td>Kinders 807 LLC</td>
<td>290,000</td>
<td>None Utilized</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Student Union Roof</td>
<td>National Roofing Corporation</td>
<td>289,600</td>
<td>Garth Building Products MBE - African American</td>
<td>67,735</td>
<td></td>
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<tr>
<td><strong>Total Approved Expenditures</strong></td>
<td></td>
<td><strong>$2,840,856</strong></td>
<td><strong>$992,477</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAFBE Vendor Participation Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35%</td>
</tr>
</tbody>
</table>
II. B. INFORMATION ITEM: HIRING OF EXTERNAL SEARCH FIRMS(S) POLICY

Under a recently enacted state statute (110 ILCS 680/25-175), Northeastern Illinois University, as well as all other Illinois public universities, is required to develop a policy under which search firms can be contracted to assist in filling highly specialized positions.

Such a policy has been developed and is being reviewed by the University Policy Committee. The policy is presented to the Board as an information item for review and comment. Under this policy, the Board of Trustees must authorize the hiring of an external search firm to fill the President’s position and other positions requiring specific expertise.

After all comments have been reviewed and/or incorporated, the policy will be incorporated into the University’s policy library.
In accordance with 110 ILCS 680/25-175, Northeastern Illinois University (NEIU) may employ an external search firm to facilitate the hiring of the President or the hiring of an individual when there is a demonstrated and justifiable need for guidance from a firm or individual with specific expertise in the field of hiring. The purpose of this policy is to serve as the formal NEIU policy that complies with 110 ILCS 680/25-175 related to the hiring of external search firms.

### POLICY STATEMENT

The purpose of this policy is to serve as the formal NEIU policy that complies with 110 ILCS 680/25-175 related to the hiring of external search firms.

### PURPOSE OF THE POLICY

The purpose of this policy is to serve as the formal NEIU policy that complies with 110 ILCS 680/25-175 related to the hiring of external search firms.

### WHO IS AFFECTED BY THIS POLICY

Those who wish to contract with an external search firm to facilitate the hiring of the President or the hiring of an individual where a specific expertise in the field is needed.

### PROCEDURES

**Presidential Search**

The Board of Trustees may use and authorize the hiring of an external search firm for the President of the University.

**Other Positions**

The President or designee will review requests for the use of an external search firm and decide whether there is a justifiable need for the use of a search firm with specific expertise in the field of employment in which the hiring will take place. The request must be submitted to the President in writing and include the following:

- a) Specialized nature and scope of position, including academic, fiscal, technical, and managerial/supervisory responsibilities along with the job description;
- b) The need for hiring an external search firm for this position; nature and scope of hiring that requires a level of professional search experience exceeding that available internally to the University;
- c) Required attributes for position and minimum qualifications;
- d) External search firm’s expertise in handling this recruitment that includes the following but not limited to: (i) a plan to enhance the pool of quality candidates; (ii) an outline of their recruitment and screening process; (iii) logistics in recruitment and posting of vacancy;
- e) Plan to assure that the diversity of the applicant pool will be significantly enhanced by the services provided by the hiring of an external search firm and
- f) A completed Position Authorization Request with all needed approvals and the organizational chart.

The President or designee may require other factors specifically applicable to the vacancy in question. The Board of Trustees must authorize the hiring of an external search firm for all positions.
Contracting for Services
Search firm services in the amount of $20,000 or greater may require advertisement on the Illinois Public Higher Education Procurement Bulletin for a minimum of 15 days and solicitation through a competitive sealed proposal process.

After selection of the search firm, University contracting procedures must be followed. The hiring agent or designee will contact the Purchasing Department to facilitate the solicitation and contracting processes.

Payment of Service Fees
Charges for the services of an external hiring search firm may not be paid from any University funds, except (i) in the hiring of the President of the University or (ii) in certain instances when the President of the University, or designee, and the Board of Trustees approve the hiring of an individual or firm with specific expertise in the field of hiring.

RELATED POLICIES, DOCUMENTS, AND LINKS
110 ILCS 680/25-175

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of University Outreach and Equal Employment</td>
<td>(773) 442-5214</td>
<td>e-mail address</td>
</tr>
</tbody>
</table>

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.
II. C. INFORMATION ITEM: NOTIFICATION TO THE BOARD OF CERTAIN EXPENDITURES

PURCHASES BETWEEN $50,000 AND $100,000
Board of Trustees' Regulations require that the President report to the Board purchases of at least $50,000 but less than $100,000 other than those exempt from Board approval (e.g. utilities). The following lists those purchases since the last board meeting.

<table>
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<tr>
<td>Witt/Kiefer, Ford, Hadelman</td>
<td>Provost search services. Final invoice payment.</td>
<td>$92,434</td>
</tr>
</tbody>
</table>
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D. NEWS AND EVENTS

1. El Centro Groundbreaking Ceremony – November 8

Illinois Governor Pat Quinn joined other dignitaries and members of the University community for a groundbreaking ceremony on Thursday, November 8 at the site where a new Northeastern Illinois University El Centro Campus will be constructed. After more than 40 years of serving students and the community in leased space, the Northeastern El Centro Campus will have a new, permanent home at 3390 N. Avondale Ave. in Chicago.

2. National Family Day of Service – November 12

As a part of National Family Day of Service, on Monday, November 12 approximately 30 alumni and students participated in two community volunteer projects organized by Northeastern in conjunction with Asian Youth Services, an Albany Park community agency. The projects included sorting through winter clothing donations and purchasing winter coats, hats and gloves for more than 25 needy children.

3. Foundation 101 Workshops – November 12, January 10 and February 5

Staff members from Institutional Advancement conducted workshops for academic administrators and staff to learn how they can most effectively and efficiently collaborate with the NEIU Foundation to receive support for their areas. The two-hour workshops included an overview of the roles and procedures for soliciting, acquiring and processing gifts; maintaining fiscal accounts; and administering scholarships and other funds. Workshops were held for administrators and staff from departments and programs in the College of Arts and Sciences on November 12, the College of Business and Management on January 10, and the College of Education on February 5.

4. Second Annual Fajitas, Greens, and All in Betweens Comedy Jam - November 13

On Tuesday, November 13, the Angelina Pedroso Center for Diversity and Intercultural Affairs hosted a comedy show that dealt with identity issues for various cultures through a comedian’s and poet’s perspective. Topics included race, sexuality, sexual orientation, discrimination, diversity, and other issues that affect our development of identity. In addition to working with NEIU students, the Pedroso Center partnered with two network high schools from two different communities, Clemente in Humboldt Park, and Escalera in Little Village.

5. Fourteenth Annual Interfaith Conference - November 13

On Tuesday, November 13, the Angelina Pedroso Center for Diversity and Intercultural Affairs hosted the 14th Annual Interfaith Conference on Interfaith Relationships. The conference examined the role of faith, values and politics in our lives with various presentations and panel discussions, including “Media’s Portrayal of the Islamic World:
A Fact vs. Fiction Fight” and a student dialogue on interfaith relationships. This conference provided the University community with the opportunity to engage in discussion about the critical and controversial issues that are affecting our community, both in and out of the classroom, and to understand the role faith plays in our lives.

6. Salute to Graduates – November 14

On Wednesday, November 14, more than 300 graduates attended a day-long fair in Alumni Hall, which showcased alumni benefits and services as well as continuing educational opportunities. Several Northeastern departments participated in the event, which also included vendor services for graduation portraits, caps and gowns, commencement tickets and other graduation commemorative items. Eighteen donations totaling more than $360 to the Class Gift Fund were collected at the event.

7. Slamming Mental Illness: Black Women Speak Out Against Stigma – November 15

This student-initiated event addressed the taboo of mental illness in the African-American Community by utilizing poetry as the medium of expression. In collaboration with the African and African-American Resource Center, the Women’s Resource Center hosted this dynamic event in which students shared stories, poems and ideas about how to address this very taboo topic. Healthy vegetarian soul food was served to nourish minds and bodies.

8. Art Department, Intro to Graphic Design - November 15

The Director of the Women's Resource Center, Joanna Snawder, worked closely with Dr. Vida Sacic from the art department to introduce a design project to students. Students were assigned a class project to design a publicity poster advertising The Women's Resource Center. A class presentation was followed by an all class visit to the Pedroso Center and its various resources. The class project exposed students to the locations and services of the Pedroso Center.

9. Student Affairs Brown Bag Discussion Series – November 15 - Feb. 4

The Division of Student Affairs hosted a series of Brown Bag Discussions to assist with the development of our Strategic Plan. All members of the University community were invited to participate in the following discussions: “Student Engagement at a Hispanic Serving Institution” (November 15), facilitated by Dr. Claudia Mercado, Director of Admissions; “Supporting Latino Student Success” (January 8), facilitated by Dr. Christina Gomez, Coordinator, Latino and Latin American Studies; and “Supporting African-American Student Success” (February 4), facilitated by Robert Bedford, Assistant Director, Project Success, and Kimberly Everett, Director, African and African-American Resource Center.
10. Chinatown Bus Tour – November 16

On Friday, November 16, the Angelina Pedroso Center sponsored another one of its Get on the Bus tours with a trip to Chinatown. The tours are part of an educational program where NEIU students and staff board a bus to visit a Chicago community to learn about the history, culture, and customs of that community.


On Tuesday, November 20, Dr. Gabriel Cortez shared his educational journey as a Latino male with members of the Barbershop. Cortez spoke about his challenges and successes and the importance of establishing support networks. Participants reflected on their own journeys and experiences and shared their stories. This series of workshops and events, presented by the Angelina Pedroso Center, addresses issues of gender identity for Latino and African-American males.

12. NEIU Leader Fund – mid-November

In mid-November 2012, a solicitation was mailed for the NEIU Leader Fund, which raises unrestricted funds through the NEIU Foundation to support students, faculty, staff and programming. More strategic and frequent communication has helped yield a 22 percent increase in new donors to the Leader Fund over last year.

13. LGBTQA Health Fair – November 27

On Tuesday, November 27, the LGBTQA and Women's Resource Centers organized "Here's to your Health!" a comprehensive health fair that focused on the LGBTQA community and included workshops, lectures, and on-site HIV testing. The response to the HIV testing was so positive that the LGBTQA Resource Center now hosts monthly rapid HIV testing free for students.

14. Latino Muslim Narratives – November 27

On Tuesday, November 27, the Asian/Global Resource Center, in collaboration with the Latino Resource Center, hosted a dynamic, interactive program, Latino Muslim Narratives, to a packed, standing room only audience in the Angelina Pedroso Center. A panel consisting of Dr. Jose E. Lopez, executive director of the Antonio Corretjer Puerto Rican Cultural Center, and Dr. Mateo Farzaneh, NEIU History Department, examined the significance of the newly emerging demographic: Latino-Muslims in the US. The panelists explored the growing presence of Muslims in Latino America and a community member spoke about his journey as a Latino male exploring the Muslim community.
15. Presentation of “Unveiled” – November 28

The Asian and Global Resource Center, in collaboration with the Women’s Resource Center, paid homage to the International Day of Violence Against Women by hosting *Unveiled* at NEIU on Wednesday, November 28. *Unveiled*, a one-woman play written and enacted by Rohina Malik follows the lives of five Muslim women who uncover what lies beneath the veil in a post-9/11 world. Themes of racism, hate crimes, love, life, cultural differences and similarities, islamophobia, ethnicity, preconceived notions, feminism, empowerment, and “veiling” as the ultimate act of feminism, were highlighted in this play. A dominant student audience of over 280 packed Alumni Hall for this informative presentation, which was followed by a panel discussion. Panelists included Rohina Malik, Dr. Mateo Farzaneh, (History, NEIU), director Ann Filmer, photojournalist Sadaf Syed, and school principal Dr. Hameed Qureshi. The Muslim Student Association and Indian Students Association collaborated to bring *Unveiled* to NEIU.

16. AIDS Awareness Week – November 29 - December 5

Sections of the internationally celebrated and Nobel Prize nominated AIDS Memorial Quilt – the 54-ton, handmade tapestry that stands as a memorial to more than 94,000 individuals lost to AIDS – were on display in the Pedroso Center from November 29 to December 5. This free display of The AIDS Memorial Quilt was hosted by the LGBTQA Resource Center and was viewed by several hundred students over the week.

The African and African-American Resource Center also hosted a World AIDS Day Discussion entitled, "Living A Positive Life" on Tuesday, December 4 in the Pedroso Center. It was a conversation with activists, educators, and people living with HIV and AIDS.

17. Trans* Awareness Month – November 1-30

Tuesday, November 20, marked the 14th Annual Transgender Day of Remembrance (TDoR). TDoR memorializes those who have been killed as a result of transphobia and seeks to bring attention to the continued violence endured by the transgender community. There were numerous programs throughout the month, including About Face Theatre's production of "Queertopia" on campus, "I am the Queen" film screening and discussion on the Puerto Rican Cultural Center annual drag competition, TDoR vigil honoring victims of trans* violence, and a Trans 101 workshop facilitated by Transformative Justice Law Project, to educate the NEIU community on core issues and violence facing gender queer individuals.

18. Film Screening - Nov. 30

In collaboration with the NEIU Library and the GLBTQA Club, the Women’s Resource Center sponsored the film, Bol. The film is from Pakistan and explored many themes of gender expression and gender-based violence. This event was also in recognition of *The International Day for the Elimination of Violence Against Women*. 
19. Academic Honors Ceremony – December 6

On Thursday, December 6, nearly 260 students and their guests attended the Academic Honors recognition ceremony in Alumni Hall followed by a reception in the Golden Eagles Nest. August and December 2012 graduates who met the criteria for cum laude, summa cum laude and magna cum laude distinctions as well as graduates who completed the honors program were awarded medallions to be worn at commencement.

20. Noche Cultural – December 7

On Friday, December 7, students and staff from the El Centro Campus presented: “Noche Cultural,” an evening of cultural performances where various NEIU student music ensembles along with “Son del Viento”, a Chicago based musicians group, performed traditional music from southern México. The event was well attended. Proceeds benefited the NEIU-El Centro Campus Scholarship Endowment Fund.

21. Third Annual Late Night Finals Bash – December 10

The Division of Student Affairs held their third annual Late Night Finals bash on Monday, December 10. President Hahs and several senior administrators participated in this event by serving free meals to nearly 300 students. Other activities included a showing of the summer blockbuster film “The Dark Knight Rises”, a photo booth and a classic arcade room, were sponsored by Student Union, Event and Conference Services, Student Leadership Development and the Northeastern Programming Board student organization.

22. Student Stress-Free Zone – December 11-13

Student Health and Counseling Services sponsored the 27th Student Stress-Free Zone on December 11-13 from 9:30 a.m. to 2:30 p.m. More than 200 students attended the event each day. Six therapists provided chair massages. Cards, crafts, and relaxation fountains created a fun atmosphere.

23. Lieutenant Governor Sheila Simon Visit – December 12

Lieutenant Governor Sheila Simon visited Northeastern on Wednesday, December 12 to meet with senior administrators to discuss how Northeastern is addressing broad issues in higher education including affordability, student support and student achievement. President Hahs, the vice presidents, deans and others shared with Lieutenant Governor Simon many examples of how Northeastern is providing a high-quality education that is an exceptional value.

24. ENLACE Celebration – December 13

On Thursday, December 13, the ENLACE Leadership Institute held a celebration in honor of its fifteen graduating ENLACE Fellows at the Fiesta Cantina restaurant in
Chicago, IL. They were joined by former ENLACE Fellows as well as new Fellows entering the program, along with program faculty, ENLACE Advisory Council Members, ENLACE Administrative Team Members, and family and friends. President Hahs and Dean Gillette provided welcoming remarks and Trustee Garcia presented an Enlacista recognition award to Dr. Diane Ehrlich, professor emeritus and academic advisor. Several graduating fellows shared their experiences on the great value they gained from the program.

25. Holiday Reception – December 14

The NEIU community gathered to celebrate the holidays on Friday, December 14. The NEIU Holiday Reception is a wonderful tradition that brings the University community together to celebrate all that has been accomplished throughout the year. President Hahs, Dr. Billy Hahs and Vice Presidents, Rodriguez, Roman-Lagunas, Ross, and Wilcockson greeted over 500 guests.

26. Give a Child a Smile – December 14

On Friday, December 14, the El Centro Campus held another successful “Give a Child a Smile” event where more than 55 underserved children who participate in the Hermosa Community Organization Mentoring Program received a gift this Holiday Season. Generous donations were provided by the Student Alliance for Leadership and Education (S.A.L.E.), Latinas In Power (LIP), the Latino Resource Center, Galt’s Toys, Luis Ortiz from the Social Work Program, Barbara Cosentino from Student Leadership Development, Monica Smith from CCICS, and the NEIU community.

27. Commencement Ceremony – December 16

The University held the December 2012 Commencement ceremony on Sunday, December 16 at the University of Illinois at Chicago (UIC) Pavilion. Northeastern graduated 1,468 students in August and December. Of those graduates, 715 of them participated in the ceremony. This is a participation rate of 48.7%, which is up approximately 5% from the previous two December ceremonies. Over 5,500 guest tickets were distributed to the ceremony for an estimated attendance of 6,300. The Commencement address to the graduates was given by Mr. J. Todd Phillips, Vice President of Local Markets and Sales Strategy, Blue Cross Blue Shield of Illinois.

2012 NEIU Distinguished Alumnus Award

At the December 2012 Commencement, President Sharon Hahs and Vice President for Institutional Advancement Melba Rodriguez presented the 2012 NEIU Distinguished Alumnus Award to Dr. Ann L. Kalayil. Kalayil, who earned a bachelor’s degree in computer science from Northeastern, is the regional administrator of the General Services Administration’s Great Lakes Region.
28. Express Lane Advising – January 7-9

Express Lane Advising was hosted by Academic and Career Advising on January 7-9 in Village Square. The purpose of this event was to provide quick and accessible general advising information to students during their first week of class. This event served approximately 195 students.

29. Spring Student Organization Fair – January 15-16

The 23rd annual Student Organization Fair was held in Village Square on January 15-16. Over 90 student clubs and organizations took advantage of the opportunity to recruit new members and to showcase and market their events for the upcoming spring semester.

30. Jewel Box Series – January 18

On Friday, January 18, the Jewel Box Series concert featured solo pianist, Susan Tang, assistant professor, NEIU music department, in a program of works by Schumann, Chopin, Mozart, Ives, and Albeniz. The concert was broadcast live and reached over 10,000 listeners on Chicago's Fine Arts radio station WFMT 98.7 and online at www.wfmt.com.

31. Foreclosure and Mortgage Relief Program - January 19

On Saturday, January 19, the Office of the President co-hosted the Mortgage Relief Project with State Senator Iris Martinez and State Representatives Maria A. Berrios and Deborah Mell at the main campus. The project is part of the Illinois Foreclosure Prevention Network established by Governor Quinn to help residents lower their mortgage, avoid foreclosure, and keep their home. Over 150 people participated in the program along with staff members from the Governor's Office, Illinois Housing Department Authority, Attorney General Lisa Madigan, and over 20 HUD-Certified counseling agencies and lenders.

32. Martin Luther King Day Celebration – January 22

NEIU's Annual Tribute to the Rev. Dr. Martin Luther King Jr. entitled “The Legacy Lives On” was held on Tuesday, January 22. The morning program celebrated Dr. King through music, motion and words featuring a keynote address by Dr. Martha Biondi and performances by the NEIU Chamber Singers, Malcolm London, and Ayodele Drum and Dance. The auditorium program was followed by a discussion panel that shared insights on the role of student activists in the civil rights movement and the current role of student leaders in the pursuit of social justice. The day’s events were concluded with round table discussions on Dr. King's universal message of peace, justice and equality titled “Moving Beyond the Black and White Binary”.
33. Spring Meet the Greeks Week – January 22-24

The United Greek Council held its annual programmatic week that focused on recruitment and showcasing NEIU’s Greek-letter organizations. Over 16 organizations participated in events that included organizational tabling and general Greek informational presentation.

34. Body Image Workshop at El Centro – January 23

The Women’s Resource Center, in response to concerns by the staff at El Centro, hosted a program examining body image and its implications on Wednesday, January 23. The purpose was to empower the students to strive for a balanced and healthy self-image through the critical consumption of media and challenging societal norms.


Student Leadership Development held its second annual Spectrum Social Justice Retreat at the Stronghold Retreat Center in Oregon, IL on January 25-27. Twenty students participated in this three day, two night retreat geared towards facilitating dialogue focused on building a foundation of knowledge that enhances student success in leadership in the areas of multiculturalism and social justice.

36. Visiting Writers Series – January 31

As part of the new collaboration between the Department of English and the Office of Cultural Events, visiting author Jennine Capó Crucet was on campus to present her work and visit with students on Thursday, January 31. Six distinguished writers of fiction and poetry have been invited to campus during the year. Ms. Capó Crucet’s recent work *How to Leave Hialeah* won the Iowa Short Fiction Prize, the John Gardner Book Award, the Devil's Kitchen Reading Award, and was named a Best Book of the Year by the *Miami Herald*, the *Miami New Times*, and the *Latinidad List*. The first in her family to graduate from college, Capó Crucet’s writing has been shaped by South Florida, its people and its landscape, and by the stories of Cuba repeated to her almost daily by her parents and grandparents.

37. State of the Ward Luncheon - February 1

On Friday, February 1, members of the President’s Office attended a State of the Ward Luncheon hosted by Alderman Margaret Laurino with special guest Police Commander Jose Ramirez. The alderman and the commander spoke about their work to maintain a safe, functional, and attractive community. Other partners of the luncheon included the Peterson Pulaski Business and Industrial Council, the Albany Park Community Center, Pulaski Elston Business Association, and the Sauganash Chamber of Commerce.
38. FAFSA Workshop – February 2

In collaboration with NEIU’s Financial Aid Office, the El Centro Campus held a Free Application for Federal Financial Aid (FAFSA) completion workshop on Saturday, February 2 from 10:00 a.m. to 3:00 p.m. This event helped many NEIU students and community members complete their FAFSA and it provided additional information on scholarship resources.

39. Immigration Reform meeting with Senator Durbin – February 4

President Hahs was invited to join U.S. Senator Dick Durbin for a stakeholders small group discussion about comprehensive immigration reform at Instituto del Progreso Latino, 2520 S. Western Avenue on Monday, February 4. At the event, Senator Durbin briefed meeting participants on a series of principles to guide comprehensive immigration reform. Senator Durbin sits on the Senate Judiciary Committee, through which immigration reform will be considered. Among the attendees were Congressman Luis Gutierrez and Alderman Danny Solis. NEIU was the only higher education institution invited to address the issues of undocumented students.

40. Governor Quinn’s State of the State Address – February 6

President Hahs attended Governor Quinn’s State of the State Address in Springfield, Illinois on Wednesday, February 6. Hahs met with State Senate and House leadership members of the Higher Education Appropriation Committees.

41. Who’s Who Among Students in American Universities and Colleges – February 7

At a ceremony and reception on Thursday, February 7, twenty-three students were recognized as Who’s Who Among Students in American Universities and Colleges, Class of 2013 at NEIU. One of the most prestigious awards of the academic community, this award recognizes students who have excelled both academically and in the areas of leadership and campus/community involvement.

This year’s recipients are: Samuel Aguirre, Edward Alderson, Rodney Allen, Colette Bernhard, Ashley Beyer, Roger Byrd, Rachel L. Deahl, Alexis Dennis, Jessica L. Fuentes, Priscilla Joseph, Nergal Malham, Veleka Meeks, Kristopher Mika, Jose Miranda, Juan Morales, Robert Motley, Vitalii Mytnychuk, Nicole Nigl, Jesus H. Nunez, Sarah Paulis, Samira S. Savani, Jorge Vargas, and Kelly Webb.

42. Donor Stewardship

The Development Office has created and implemented a new stewardship procedure to help increase donor retention. The new procedure outlines ways that donors—both new and continuing—will be acknowledged over the course of several months, including contact by Institutional Advancement student workers personally thanking donors for their support.