The meeting of the Board of Trustees of Northeastern Illinois University was convened on Thursday, November 14, 2013, at 2:13 p.m., in the Golden Eagles room at Northeastern Illinois University, 5500 N. St. Louis Ave. Dr. Carlos Azcoitia, Chair of the Board, called the meeting to order.

Roll was called and the following trustees answered present:

Carlos Azcoitia, Chair; Bob Biggins, Omar Duque, Secretary; Barbara Fumo, Marvin Garcia, Jin Lee, Vice Chair; and Franklin Ortega

The following trustees were absent: Darlene Ruscitti and Jonathan Stein

Also present were the following:

Sharon Hahs, President; Tom Arkell, Legal Counsel; Mimi Crespo, Assistant Secretary; University Provost, Vice Presidents, and Staff

Approval of Minutes
Written Minutes of the meeting of September 19, 2013 and the Minutes of the Confidential Executive Session dated September 19, 2013 were prepared and submitted.

Chair’s Announcements

- Chair Azcoitia recognized Dr. Elyse Mach, distinguished professor of music, and presented her with a certificate in honor of her 50 years of exemplary service at Northeastern.

- Chair Azcoitia had the wonderful opportunity to attend the Fall 2013 Presidential Lecture Series on Thursday, October 24 which featured Jose Hernandez, NASA engineer and author of *Reaching for the Stars: The Inspiring Story of a Migrant Farmworker Turned Astronaut*.

- Chair Azcoitia congratulated President Hahs for the recognition she received for enhancing student experience at Northeastern. The National Association of Student Personnel Administrators (NASPA) Region IV-East honored President Hahs with its 2013 President’s Award. This annual award recognizes a college or university president who has enhanced the quality of student life on campus by supporting staff, programming and services that assist students.

- Chair Azcoitia attended the HACU 27th Annual Conference in Chicago where he learned more about the 400 students who were promised $1,000 scholarships by Northeastern if they attended the University.

- Chair Azcoitia met with the University’s external auditors, CliftonLarsonAllen. Azcoitia and the auditors had a very positive conversation about the auditing process.
President’s Announcements

- President Hahs asked Provost Helldobler to introduce Dr. Michael Stern. Dr. Stern joined Northeastern as dean of the College of Graduate Studies and Research. Stern came to Northeastern from the University of Central Florida where he served as associate dean of the College of Graduate Studies, as well as professor of biology. His record includes service at Yale University School of Medicine, Massachusetts Institute of Technology and the Howard Hughes Medical Institute. Stern holds a Ph. D. in Biochemistry from the University of California at Berkeley and a B.S. in Molecular Biophysics and Biochemistry from Yale College.

- President Hahs asked Frank Ross, Vice President for Student Affairs to introduce Maria Genao-Homs, new director of Latino/a Resource Center in the Angelina Pedroso Center. Ms. Genao-Homs previously served as the assistant director for Multicultural Student Affairs at Northwestern University in Evanston, IL. Genao-Homs received her bachelor's degree at the Nicholson School of Communication from the University of Central Florida and her Master of Arts degree in Broadcast Journalism from the University of Colorado-Boulder.

- President Hahs asked Melissa Reardon Henry, General Counsel to introduce our new director of Equal Opportunity, Affirmative Action and Ethics Compliance, Natalie Brouwer Potts. Ms. Potts previously served as the Supervising Attorney and Clinical Assistant Professor at the IIT Chicago-Kent College of Law. Prior to this, she was an employment lawyer in private practice in the District of Columbia and Miami, Florida. She holds a B.A in Political Science from the University of Chicago, four years of Ph.D. program and teaching in Political Science from Indiana University and a J.D. from Cornell Law School.

Provost Helldobler and Dr. Janice Herring-Hendon, associate vice president for enrollment services, presented a powerpoint presentation on recruitment initiatives. Topics of discussion included: overarching recruitment strategies and tactics, revised high school territory management plan, strategies to expand name purchases, innovation and collaborative strategies, rethinking how we do recruitment, and the implementation of the customer relation management (CRM) system.

President’s Report
The entire President’s Report is incorporated herein by reference.

Action Item I. A. CONTRACT WITH FOOD SERVICE VENDOR
The University has for many years contracted with an external food services vendor to operate a dining services program for the main campus. The prior agreement with ARAMARK Higher Education was terminated at its request on June 4, 2013, leaving the University without a food service provider during the summer sessions. Interim contracts were negotiated to provide summer catering services and fall semester dining services.
A’viands will charge an annual management fee of $45,000, with a shared profit and/or loss pending actual performance, to be capped at an annual not-to-exceed amount of $98,295. Negotiations are underway regarding the final terms for a three year contract with additional three and five year renewal options. The anticipated start date of the contract is December 1, 2013.

Mr. Duque, seconded by Mr. Biggins, moved to approve the CONTRACT WITH FOOD SERVICE VENDOR.

Roll was called and the vote was as follows:

Azcoitia  Yes  Duque  Yes  Garcia  Yes
Biggins  Yes  Fumo  Yes  Lee  Yes  Ortega  Yes

The motion carried.

Action Item I. B. APPOINTMENT OF OPEN ACCESS TO RESEARCH TASK FORCE
Approval is requested for the appointment of the individuals listed; further, approval is requested to grant the University President the authority to appoint the final member, the academic publisher representative. Each member of the Task Force brings a critical voice and distinctive high-level expertise to this initiative. Together they represent university administration, faculty from each of the colleges and the Library, UPI representation and academic publishers. Their expertise extends to current trends in open access and librarianship, faculty research, copyright, NEIU budgets and publishing.

Mr. Duque, seconded by Mr. Ortega, moved to approve APPOINTMENT OF OPEN ACCESS TO RESEARCH TASK FORCE.

Roll was called and the vote was as follows:

Azcoitia  Yes  Duque  Yes  Garcia  Yes
Biggins  Yes  Fumo  Yes  Lee  Yes  Ortega  Yes

The motion carried.

Action Item I. C. MARKETING RESEARCH
Be it resolved that the Board of Trustees of Northeastern Illinois University, in order to facilitate the timely completion of the marketing research project, delegates to the University President the authority to approve such expenditures and contracts directly related to the marketing research project without prior Board approval and that the President will report to the Board on all such approved expenditures and contracts normally requiring Board approval at the next regularly scheduled meeting of the Board of Trustees. This does not relieve the University of compliance with the Illinois Procurement Code and all other applicable State of Illinois statutes and administrative rules which will be adhered to in all phases of the administration of these expenditures
and contracts.

Mr. Duque, seconded by Ms. Fumo, moved to approve MARKETING RESEARCH.

Roll was called and the vote was as follows:

Azcoitia  Yes  Duque  Yes  Garcia  Yes
Biggins  Yes  Fumo  Yes  Lee  No  Ortega  Yes

The motion carried.

**Action Item I. D. AGREEMENTS BETWEEN NORTHEASTERN ILLINOIS UNIVERSITY AND HIGHER GROUND BAPTIST CHURCH TO ACCEPT CERTAIN PROPERTIES (MARKHAM PRAIRIE)**

Regulations adopted by the Board of Trustees of Northeastern Illinois University require that any contract involving real property must be brought before the Board for approval. This report provides background for the Board of Trustees on University property located in the city of Markham, Illinois and proposes that the Board enter into an agreement with the Higher Ground Baptist Church regarding certain properties. The proposed agreement calls for the acceptance of a donation of three vacant lots near the University’s Gensburg-Markham Prairie that are beneficial to the long term health of this National Natural Landmark Preserve. This action represents the acquisition of close to 1 acre in addition to the 103 acres currently held by Northeastern Illinois University at the Gensburg-Markham Prairie.

Mr. Garcia, seconded by Mr. Duque, moved to approve AGREEMENTS BETWEEN NORTHEASTERN ILLINOIS UNIVERSITY AND HIGHER GROUND BAPTIST CHURCH TO ACCEPT CERTAIN PROPERTIES (MARKHAM PRAIRIE).

Roll was called and the vote was as follows:

Azcoitia  Yes  Duque  Yes  Garcia  Yes
Biggins  Yes  Fumo  Yes  Lee  Yes  Ortega  Yes

The motion carried.

**Action Item I. E. SOUTH CAMPUS UTILITY INFRASTRUCTURE PLANNING PHASE 2**

The University completed 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. Primera Engineers was selected and approved by the Board of Trustees to complete Phase I of the planning and analysis phase and is recommended to complete Phase II. The University recommends awarding the Professional Services Contract to Primera Engineers for Phase II based on their experience and qualifications. Primera is a MAFBE certified firm.
Mr. Biggins, seconded by Ms. Fumo, moved to approve SOUTH CAMPUS UTILITY INFRASTRUCTURE PLANNING PHASE 2.

Roll was called and the vote was as follows:

Azcoitia  Yes   Duque   Abst.   Garcia   Yes
Biggins  Yes    Fumo    Yes   Lee     Yes   Ortega   Abst.

The motion carried.

Action Item I. F. ARCHITECTURAL/ENGINEERING CONSULTANT FOR BUILDING B EXPANSION
Building B currently houses the Angelina Pedroso Center for Diversity and Intercultural Affairs, the Office of Career Services, Nontraditional Degree Programs, the Honors Program, the McNair Scholars Program, the Office of Student Rights and Responsibilities, and classroom spaces. These departments are outgrowing their spaces and the University has no other space to house these functions, precipitating the need for additional space. To address these space needs, an approximately 6,000 square foot addition is proposed to be constructed on the north side of Building B. Board approval is recommended for the hiring of EXP for architectural and engineering services for the Building B Expansion Project.

Mr. Duque, seconded by Mr. Biggins, moved to approve ARCHITECTURAL/ENGINEERING CONSULTANT FOR BUILDING B EXPANSION.

Roll was called and the vote was as follows:

Azcoitia  Yes   Duque   Yes   Garcia   Yes
Biggins  Yes    Fumo    Yes   Lee     Yes   Ortega   Yes

The motion carried.

The Board discussed the following information item.

II. A. Information Item: Preliminary Tuition and Fee Recommendations
Annually, the Board of Trustees of Northeastern Illinois University sets tuition and fee rates for the next academic year. The University’s general operating budget includes two sources of revenue – state general funds appropriations and tuition revenue. In fiscal year 2014, the student tuition revenues totaled 60 percent of the budget and the state appropriation supported the remaining 40 percent. As state funding decreased and student contributions increased, these percentages are reversed from a decade ago.

Tuition revenue is driven both by enrollment levels and price per credit hour. In the most recent two fiscal years, the University has realized a decline in credit hour enrollment. The fiscal year 2014 budget anticipated that enrollments would again decline, by 6.0 percent in
the fall semester and 3.0 percent in the spring semester. Budget cuts of 3.3 percent were implemented to balance the budget.

Using varying projections for tuition revenues and state support, available incremental resources anticipated for fiscal year 2015 range from a high of $2.4 million in increased revenue (based on a 3 percent enrollment increase and level state funding) to a low of a $2.9 million decrease in available revenue (based on a 3 percent enrollment decrease and a 5 percent decrease in state funding). To put these assumptions in the context of the earlier discussions, estimated state funding cut could be as large as 10 percent and the University’s latest known enrollment trend, fall 2013, was 5.4 percent below the previous year.

Following Board discussion at the November meeting, University staff will discuss tuition and fee issues and proposals with the Student Government Association and bring recommendations for approval to the Board of Trustees at the February meeting.

Trustees expressed their concern over raising tuition rates again. Having a special finance committee meeting to discuss tuition rates before the February 2014 board meeting was suggested and agreed upon.

**Board Committee Reports**

**Executive** – no reports at this time.

**Academic and Student Affairs** – Trustee Garcia represented the committee and announced there are no reports at this time.

**Buildings and Grounds** – Trustee Duque represented the committee and explained that the Construction Update was read during committee.

**Finance** – Trustee Duque represented the committee and explained that all issues have been discussed during committee.

**Legal Counsel Report**
Mr. Arkell explained to the Board that the Legal Counsel Report was distributed and he would answer any questions in executive session.

**Old Business**
Trustee Lee reminded the Board of his request from the September 20, 2012 Board meeting regarding an employee report that includes number of staff and faculty and their employment status for the past ten years and the job employment rates for each vice president area compared with other similar universities, as well as race, gender, and ethnicity per Chair Azcoitia’s request. President Hahs responded that the University would work to provide what is reasonably available from Human Resources.
Trustee Lee would like International Programs to provide an update on their programs and goals during the next Board meeting in February.

New Business/Announcements
Trustee Azcoitia announced a future meeting with the Board of Trustees and Student Government Association. Student Trustee Franklin Ortega will work with the SGA and Board to set a date.

Trustee Lee suggested that the University provide healthier drinks in its vending machines and asked for a resolution at the February 2014 Board meeting to regulate vending options. Trustee Ortega will present the issue to the SGA. Also, Frank Ross, Vice President for Student Affairs, reminded the Board of a major initiative on campus with the College of Arts and Sciences called Reimagining Food which focuses on food and healthy eating.

Upcoming Events
Chair Azcoitia announced the following upcoming events:

1. Latino Graduate Celebration – Wednesday, December 4, 6:30 to 8:30 p.m. in the Pedroso Center. Trustee Garcia will attend and provide greetings. Trustee Ortega will also attend.

2. Academic Honors - Monday, December 9, 4:30 to 6:30 p.m. in the auditorium. Trustee Biggins will attend and provide greetings.

3. Commencement - Sunday, December 15 at 2:00 p.m. at the UIC Pavilion. Trustee Stein will attend and provide greetings.

4. Next Board Meeting - Thursday, February 20, 2014 at our main campus in the Golden Eagles room.

Opportunity for Public Comment in Accordance with Public Act 91-0715
Chair Azcoitia announced, we now come to the Opportunity for Public Comment section of the Agenda. The purpose of Public Comment is for the Board to hear from the public regarding matters of interest or concern. We will not enter into general discussion or open debate on issues that might be raised. So, while the Board welcomes Public Comments, we will not respond to them at the present time.

Today we have 2 individuals scheduled to speak; the requests were placed in advance. Time is limited to 2 minutes. To assist us, our Board Secretary, Mimi Crespo, will announce when 30 seconds remain and when time is up and the Chair will alert the speaker to please conclude.

Please begin…
Public Comment Speakers:

1. Mr. Peter Enger, student, WZRD ration station  
   Topic of Discussion – Community concerns on how the University is operated

2. George Blakemore, community member  
   Topic of Discussion – public participation at Board meetings; demographic make-up of the Board, and rules and regulations that govern the use of NEIU facilities.

President Hahs announced that this is the last Board meeting for Mark Wilcockson as Vice President for Finance and Administration. There will be a new vice president announced shortly who will be in attendance at the February meeting. Mr. Wilcockson has served the University for thirteen years and has been key in strategic planning development and implementation. He has been extraordinary in his fiscal guidance and he has a deep commitment to Northeastern Illinois University. Everyone in attendance acknowledged and thanked Mr. Wilcockson.

Convene in Executive Session
At 4:48 p.m., Mr. Lee, seconded by Mr. Duque, moved to convene in executive session to consider: pending, probable or imminent litigation, as permitted by Section 2. (c) (11) of the open meetings Act.

Roll was called and the vote was as follows:

Azcoitia  Yes   Duque   Yes   Garcia   Yes   
Biggins  Yes    Fumo    Yes   Lee     Yes    Ortega   Yes

The motion carried.

Reconvene in Open Session
At 5:20 p.m., Mr. Lee, seconded by Mr. Duque, moved to reconvene in open session.

Roll was called and the vote was as follows:

Azcoitia  Yes   Duque   Yes   Garcia   Yes   
Biggins  Yes    Fumo    Yes   Lee     Yes    Ortega   Yes

The motion carried.

Mr. Biggins, seconded by Mr. Duque, moved that the confidential written minutes of the executive session dated November 8, 2012 have been reviewed and it has been determined that they should remain confidential.

Roll was called and the vote was as follows:
Azcoitia  Yes   Duque   Yes   Garcia   Yes
Biggins  Yes    Fumo    Yes   Lee    Yes   Ortega   Yes

The motion carried.

Ms. Fumo, seconded by Mr. Duque, moved to approve the destruction of verbatim records for the meeting held on April 12, 2012 as follows:

Whereas, 5 ILCS 120/2.06(a) requires public bodies to keep verbatim records of all closed meetings in the form of a video or audio recording; and
Whereas, 5 ILCS 120/2.06(c) provides that these verbatim records may be destroyed after eighteen (18) months but only after: 1) the public body approves destruction of a particular recording; and 2) the public body approves Minutes of the closed meeting that meet the written requirements applicable to open meetings; and
Whereas, the Board of Trustees has reviewed written Minutes of the closed meetings held on April 12, 2012 and those written Minutes meet the written minutes requirements; and
Whereas, the Board of Trustees believes that the destruction of the verbatim records is appropriate:
Therefore, be it resolved that the Board of Trustees of Northeastern Illinois University approves 1) the written Minutes of the closed meetings held on April 12, 2012 2) the destruction of the verbatim records of the closed meetings held on April 12, 2012 and, 3) directs the Assistant Secretary of the Board of Trustees to destroy said verbatim records.

Roll was called and the vote was as follows:

Azcoitia  Yes   Duque   Yes   Garcia   Yes
Biggins  Yes    Fumo    Yes   Lee    Yes   Ortega   Yes

The motion carried.

Mr. Arkell announced that it is possible for there to be special meetings as called by the Chair of the Board or by any three members of the Board and special meetings may be held by telephone conference. Trustee Lee requested that the public comment speaking time be increased from 2-minutes to 3-minutes. A formal permanent change to the structure of meetings has to be presented to the Board as an action item and voted upon.

Adjourn
At 6:03 p.m., the Board unanimously agreed to adjourn.

Carlos Azcoitia, Chair
Mimi Crespo, Assistant Secretary