

**PRESIDENT’S REPORT TO THE
BOARD OF TRUSTEES OF NORTHEASTERN ILLINOIS UNIVERSITY
FEBRUARY 10, 2011**

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I. ACTION ITEM

A. APPROVAL OF REVISED INTERNAL AUDIT CHARTER

The Fiscal Control and Internal Audit Act (30 ILCS 10/2001) establishes that all state agencies, including Northeastern Illinois University, shall establish a full-time program of internal auditing. The responsibilities of Office of Internal Audit at Northeastern Illinois University are defined by the Act and include the following:

- to develop a two-year internal auditing program, identifying audits scheduled for the pending year, as approved by the chief executive officer,
- to conduct audits of major systems of internal accounting and administrative controls so that all major systems are reviewed at least once every two years,
- to review the design of major new electronic data processing systems and major modifications to ensure that the systems provide adequate audit trails and accountability, and
- to conduct special audits of operations, procedures, programs, electronic data processing systems, and activities.

The University's internal audit program is conducted in accordance with the State Fiscal Control and Internal Auditing Act, the Bylaws of the State Internal Auditors Advisory Board, and the Institute of Internal Auditors' International Standard for the Professional Practice of Internal Auditing and Code of Ethics.

These duties, responsibilities, and standards are described in the Northeastern Illinois University Internal Audit Charter which is periodically revised and presented to the University President for approval. The current version of the charter is presented below and includes the requirement that the Internal Audit Department report to the Board of Trustees on significant internal audit matters. Internal auditing standards now require that the internal audit charters also be approved by the oversight Board, if applicable. As a result, the Northeastern Illinois University Internal Audit Charter is presented to the Board of Trustees for approval.

**NORTHEASTERN ILLINOIS UNIVERSITY
INTERNAL AUDIT CHARTER**

MISSION

The mission of the Internal Audit Department at Northeastern Illinois University (NEIU) is to provide independent and objective assurance services of University operations to assist the Board of Trustees and University management in the effective discharge of their oversight, management, and operating responsibilities. Internal Auditing is based on an objective assessment of evidence using a systematic, disciplined approach to evaluate and recommend improvements for operations, and the risk management, internal control, and governance processes.

PURPOSE

The purpose of Internal Audit is to determine whether the University's internal control, risk management, and operations, as designed and implemented by management, are adequate and functioning including:

- Determining that risks are appropriately identified and managed.
- Reviewing and appraising the adequacy and effectiveness of accounting, financial, and operating controls to help ensure that operating information is accurate, reliable, timely and secure.
- Determining the extent of compliance with University policies and procedures, and applicable laws and regulations; and that significant statutory or regulatory issues impacting the University are recognized and addressed appropriately.
- Evaluating the extent to which University resources and assets are acquired economically, recorded, used efficiently, and adequately safeguarded.
- Identifying areas of cost savings or operational improvement to help ensure quality and continuous improvement including University plans and objectives.
- Consideration of risk, fraud, and governance as appropriate for all Internal Auditing projects.
- Reviewing the design of or modifications to major electronic data processing systems prior to their implementation.

AUTHORITY

The scope of Internal Audit coverage is University-wide including access to all records, personnel, and physical properties relevant to the performance of Internal Auditing engagements pertaining to all functions, activities, and units of the University. University officers, administrators, faculty, or staff members shall not interfere with or prohibit Internal Audit from examining any University records or interviewing any employee or student that the Chief Internal Auditor believes is necessary to carry out Internal Audit duties. Also, the Chief Internal Auditor has the authority to review and

evaluate policies, procedures, and practices of any University activity, program, or function.

RESPONSIBILITY

The Chief Internal Auditor has the responsibility to develop and implement a two-year Internal Auditing Plan which includes Internal Audits and Reviews in accordance with statutory and regulatory requirements, University requirements, and risk-based considerations including any risks or control concerns identified by University management. The Internal Audit Plan shall be written and approved by the President. Input from Senior Management and the Board of Trustees shall be considered in developing the Internal Audit Plan. Other responsibilities include maintaining a professional Internal Audit staff having sufficient professional competence including current and required Continuing Professional Education, skills and experience to meet the requirements of this Charter, State statutes and guidelines, Bylaws of the State Internal Audit Advisory Board (SIAAB), and professional standards.

The Chief Internal Auditor has the responsibility to 1) issue to the President of the University periodic written Internal Audit Reports which summarize results of Internal Audit activities, 2) conduct follow up of prior Internal Audit recommendations and other audits and reviews, as approved by the President, of university operations for which management has concerns, and 3) consider the scope of the external auditors for the purpose of planning and providing optimal audit coverage to the University. By September 30 of each year, the Chief Internal Auditor shall submit to the President a written report detailing how the Internal Audit Plan for the year was carried out and the extent to which significant findings and Internal Audit recommendations were implemented. The Chief Internal Auditor shall also report the results at least annually to the NEIU Board of Trustees the plans and results of Internal Audits, Reviews, and other Internal Audit projects including Internal Audit Quality Assurance Assessments.

INDEPENDENCE

The Chief Internal Auditor reports to the President of the University, the NEIU Board of Trustees, and administratively to the Vice President for Finance and Administration. Internal Auditors shall not perform management functions or make management decisions, and Internal Auditors shall not audit their own work or perform non-audit duties. All members of the NEIU Internal Audit Department shall maintain an impartial, unbiased attitude and report as appropriate any perceived or actual conflicts of interest. Any impairment to independence or objectivity and the nature and effect of the impairment must be disclosed by the Chief Internal Auditor to Senior Management and the Board of Trustees and other appropriate parties.

Internal Audit may perform advisory and consulting services, depending on priority and resources, which would include participation on certain advisory committees or teams as a non-voting member, research of audit topics relevant to university operations, and enhancements to the efficiency and effectiveness of business functions. All Internal Audit information is confidential and is exempt from disclosure under the Freedom of Information Act.

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PROFESSIONAL STANDARDS

The Office of Internal Audit shall carry out its duties as defined by the State Fiscal Control and Internal Auditing Act, SIAAB Bylaws, and in accordance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing, Definition of Internal Auditing, and Code of Ethics.

Approved: _____ **Date:** _____
Sharon K. Hahs, University President

Approved by the Northeastern Illinois University Board of Trustees

Approved: _____ **Date:** _____
Grace Dawson, Board Secretary

Revised January 11, 2011

I. ACTION ITEM

**B. EXPENDITURE APPROVAL: REMODELING FOR THE ANGELINA PEDROSO
CENTER FOR DIVERSITY AND INTERCULTURAL AFFAIRS**

ITEM DESCRIPTION:

The University requests Board approval for the expenditure of funds to remodel space for the Angelina Pedroso Center for Diversity and Intercultural Affairs. The University received a state capital appropriation to fund the construction of the Center which will be located on the east side of Building B.

The Angelina Pedroso Center for Diversity and Intercultural Affairs will serve as the University's focal point for cultural resource services to underrepresented groups: Latino, African-American, and Asian-American students. The Center will house the offices of the Associate Vice President and Dean for Diversity and Intercultural Affairs, three directors, administrative staff; a resource center; two conference/meeting rooms, a kitchenette, and two lounges to support student activities, team-building, and students' cultural research.

Approximately 5,000 square feet will be remodeled for the Center. The project includes partial demolition and removal of existing building components (ceiling, flooring, light fixtures, ventilation elements, etc.) in the affected area. Construction includes new full height walls; ceiling; power, lighting and telephone/data outlets; and related modifications to existing electrical and HVAC systems.

This project was competitively bid and the recommended vendor was the lowest responsible bidder.

PROJECT COST:

Base Bid	\$337,726
Additional funds if needed	<u>34,000</u>
TOTAL COST:	\$371,726

SOURCE OF FUNDS:

State Capital Appropriations	\$ 371,726
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RECOMMENDED VENDOR:

Greenwood Management Partners
221 North LaSalle Street
Suite 1450
Chicago, IL 60601

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SUMMARY OF BIDS:

Loung's Corp*	\$323,800
Greenwood Management Partners	337,726
Paul Borg Construction	388,000
Coleman Development Corp	390,000
Simpson Construction*	399,000
J.L. Burke	418,028
CMM Group	429,000
Chicago Commercial Contractors	430,000
Staalsen Construction*	435,348
R. Rudnick & Co.	459,900

*Bids were not accepted due to lack of required Board of Elections documents.

I. ACTION ITEM

C. EXPENDITURE APPROVAL: RECITAL HALL ACOUSTICAL MODIFICATIONS

ITEM DESCRIPTION:

This is the first phase of a two-phase project to increase the acoustical flexibility of the University's Recital Hall, located in the Fine Arts Center. The remodeled Recital Hall will be acoustically adjustable to meet the varying requirements of instrumental and vocal performances. These modifications are the direct result of recommendations made by the National Association of Schools of Music (NASM) during the accreditation of our Department of Music. As a condition of accreditation, the University agreed to make these modifications.

Work includes installing new sound absorbing and reflecting materials and motorizing new and existing acoustical curtains.

The University publicly advertised this project on the state of Illinois web procurement bulletin board, in accordance with State procurement regulations and, in addition, sent bid advertisements directly to five general contractors. Nineteen contractors attended the prebid meeting. Four general contractors submitted bids on this project.

Board approval is requested for this project.

PROJECT COST:

Base Bid	\$264,193
Additional funds if needed	<u>26,200</u>
TOTAL COST:	\$290,393

SOURCE OF FUNDS:

Academic Enhancement Fee

RECOMMENDED VENDOR:

AGAE Contractors

SUMMARY OF BIDS

<u>SUMMARY OF BIDS</u>	<u>BASE BID</u>
AGAE Contractors	\$264,193
Expedia Construction	284,500
GMP LLC	286,956
OCA/North American Tech	348,900

I. ACTION ITEM

D. EXPENDITURE APPROVAL: CCICS SOUTH FACE FAÇADE REPAIRS

ITEM DESCRIPTION:

The Carruthers Center for Inner City Studies (CCICS) building was originally constructed in 1904 and completely remodeled in the early 1970's. As previously reported to the Board of Trustees in June 2007, the City of Chicago Exterior Wall Ordinance requires that the masonry exterior of certain city buildings, including CCICS, be periodically inspected by a registered engineer and a report submitted identifying conditions requiring immediate or on-going maintenance and repair. Reports prepared in November 2006 and September 2008 and submitted to the City indicated that the CCICS parapet walls required reconstruction, window lintels required repair, and that all brick masonry joints needed to be ground out and repointed.

Due to lack of funding to complete this project in one phase, this work is to be completed in four phases. The first two phases of work for repairs to the north face and west face were approved by the Board of Trustees and were completed in 2007 and 2009, respectively. Approval is now requested for the third phase of work.

This project includes the reconstruction of the south parapet wall plus eleven feet on the east wall; repair of the parapet expansion joints; removal and reinstallation of terra cotta coping units; new roof flashing; grinding and tuck pointing of the brick masonry; lintel replacements, as necessary; removal of existing steel lintels; terra cotta sill replacement; window perimeter sealant; and painting of the windows. Alternate #1 of the project is complete tuck pointing of the masonry joints on the south side.

Because there is uncertainty relative to the existing construction that will need to be replaced, an allowance for additional funds for unknown conditions is included.

PROJECT COST:

Base Bid	\$357,900
Alternate #1	<u>85,000</u>
TOTAL BID	442,900
Additional funds if needed	<u>42,000</u>
TOTAL COST:	\$484,900

SOURCE OF FUNDS:

University Operating Funds

RECOMMENDED VENDOR

Restore Masonry, LLC.
5721 N. Tripp Avenue
Chicago, Illinois 60646

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<u>SUMMARY OF BIDS:</u>	<u>Base Bid</u>	<u>Alternate No. 1</u>	<u>TOTAL</u>
Restore Masonry, LLC.	\$357,900	\$85,000	\$442,900
MBB Enterprises of Chicago	\$351,718	\$122,000	\$473,718
Design Installation Systems*	\$371,900	\$102,875	\$474,775
Eugene Matthews, Inc.	\$382,000	\$110,000	\$492,000
Otto Baum Company, Inc.	\$349,950	\$153,500	\$503,450
Old Veteran Construction	\$426,072	\$87,500	\$513,572
Simpson Construction	\$388,300	\$134,724	\$523,024
Mark 1 Construction	\$447,125	\$91,500	\$538,625
Continental Construction**	\$375,246	\$170,000	\$545,246
Bulley & Andrews	\$399,795	\$147,572	\$547,367
Beton Construction	\$384,580	\$247,585	\$632,165
Mertes Construction	\$575,297	\$147,765	\$723,062
National Restoration	\$604,761	\$132,600	\$737,361

* Design Installation Systems bid was not accepted because it did not acknowledge Addenda Nos. 1, 2, and 3, which were issued during the bidding process.

** Continental Construction bid was not accepted because it did not submit the required Board of Elections Certificate.

II. INFORMATION ITEM

A. BOOKSTORE CONCESSIONAIRE

BACKGROUND

The University has maintained an ongoing and successful relationship with Beck's Book Store, Inc. to operate the University's retail bookstore since 1961. Beck's provides the required textbooks, academic materials, wearing apparel, and memorabilia promoting NEIU to students, faculty, staff, and visitors.

The concession agreement with Beck's Book Store, Inc. was established and exists in accordance with the Procurement Rules for Public Institutions of Higher Education, which state that "the University shall award concessions to property under its jurisdiction at its discretion in accordance with University policies." Based on these rules, the University required Beck's to submit a comprehensive proposal to address commercial, management, and customer service requirements.

DESCRIPTION

At Northeastern and other higher education institutions, university bookstore operations face a challenging retail environment. Textbook costs have risen as much as 60 percent in recent years, due to publisher consolidation, the bundling of electronic media with hard copy books, and frequent edition changes. On-line purchase options, digital books, and textbook rental programs have negatively impacted the university bookstore marketplace. Further, the Federal Higher Education Opportunity Act now requires that institutions of higher education provide students with textbook information during the registration process to allow students to competitively shop for textbooks prior to registering for classes. Northeastern requires our bookstore concessionaire to provide this textbook information to students through *NEIUport*, the University's on-line registration system. Beck's manages its operation in this competitive environment without financial support from the University.

Beck's responded to these challenges in several ways. It established an on-line ordering system for the pre-purchase of textbooks. It rents selected textbook titles at 50 percent of the book's retail price and increased its selection of used textbooks at discounted prices. Finally, Beck's accumulates and provides the information needed for students to buy their books elsewhere, which allows the University to meet the requirements of the Federal Higher Education Opportunity Act.

Beck's also continues to be an active part of the University community. It has demonstrated its support through participation in and support of the University Talent Show, Student Stress Free Zone, Fall-Into-Fun, Chuck Kane Golf Outing and Scholarship Fund, and the Arthur Beck Olson Scholarship Program. Beck's offers employment opportunities to NEIU students and has an excellent relationship with faculty as its representatives help facilitate the textbook selection process. The University currently receives a commission of 8 percent of net sales as part of the

concession agreement. Commissions earned through the concession agreement have funded the Presidential Scholarship Program, Ensemble Español, and the International Travel Program, providing students and faculty the ability to participate in travel abroad programs. Beck's is certified through the state's Business Enterprise Program (BEP).

This concession agreement is brought to the Board as an information item. This agreement includes the requirement for the continuing financial investment by Beck's Book Store, Inc. in the appearance and functionality of the bookstore. The University will receive an increased commission on retail sales to fund the critical University initiatives outline above. This is a five-year concession agreement with a five-year renewal option.

II. INFORMATION ITEM

B. REPORT ON UNIVERSITY CONTRACTING

In February 2010, the Board of Trustees received a report on University contracting. In that report, the University provided background information on the State of Illinois Business Enterprise Program for Minorities, Females, and Persons with Disabilities (BEP) and University purchases from Minority, Female and Disabled-owned (MAFBE) businesses.

The report also outlined University efforts to increase MAFBE participation in University contracting by expanding outreach efforts to develop a diverse contractor base. The University Purchasing Department now routinely markets bids to certified, minority-owned businesses registered under the applicable vendor category. Purchasing Department staff also use minority contractor associations to further the distribution of University bid documents through their vendor networks. These associations include the Alliance of Business Leaders and Entrepreneurs, the Hispanic American Contractors Association, the Illinois Hispanic Chamber of Commerce, the Illinois State Black Chamber of Commerce, the Minority Supplier Development Council, and the Federation of Women Contractors.

The critical issues in expanding minority and disabled-owned participation in University contracts for goods and services include the development of an increased base of certified MAFBE suppliers and increasing University efforts to attract minority firms to do business with the University. The University has increased its efforts to network with a broader base of minority-owned suppliers and market specific bid opportunities to them. The results of these efforts are showing a significant increase in minority participation in University procurement efforts.

On today's Board agenda are three requests for Board approval for expenditures over \$100,000 – all construction projects. The Pedroso Center remodeling project includes three BEP certified contractors among the four lowest bidders. The lowest bidder, a certified minority-owned firm, was disqualified because it failed to meet the State of Illinois requirement of submission of its Board of Election certificate. The second lowest bidder is also a minority-owned firm. Board approval is requested to approve that contract. The fourth lowest bidder on this project also is minority-owned.

Two of the six lowest bids on the CCICS façade repair project also are minority-owned. While the lowest responsible bidder is not a MAFBE contractor, the contractor agreed to the University goal of using minority-owned subcontractors or suppliers for at least 20 percent of the project cost. With the Recital Hall project, the third and fourth lowest bidders are MAFBE certified. The lowest bidder was not a BEP vendor but also agreed to a minority subcontractor goal for the project. The University Purchasing Department also is meeting the requirements of the recently enacted Senate Bill 351 (Public Act 96-706) which state that BEP subcontracting goals be established for all construction bids, and documented "good faith efforts" must be demonstrated for waiver of the specified MAFBE goal.

Examples of recent successful MAFBE subcontracting efforts at Northeastern include: University Energy Conservation project (\$1.05 million MAFBE subcontract commitments), Buildings D and E Interior Substation Replacement (\$75,000 in MAFBE subcontracts), PE Building Skylight Replacement Project (\$141,750 in MAFBE subcontracts), Copier and Print System (\$36,000 annual MAFBE subcontract), food service operation (two subcontracted minority-owned retail food vendors are now operating in the University cafeteria), Student Union Elevator Modernization Project (\$50,000 MAFBE subcontract), and CCICS South Face Façade (\$90,500 MAFBE subcontract), and the Recital Hall Acoustical Modifications (\$29,310 MAFBE subcontract).

The results are encouraging and provide support for the University's Purchasing Department's efforts to bring more BEP contractors and suppliers into the University contracting processes.

Impact of Recently Enacted Purchasing-Related Legislation

When estimated University expenditures for the purchase of goods or services meet the threshold that requires competitive bidding (\$20,000 for Professional and Artistic Services, \$51,300 for supplies or services, and \$72,000 for construction), a competitive bid must be advertised to the public via the Illinois Public Higher Education Procurement Bulletin. Per State of Illinois Procurement Rules, purchase contracts must be awarded only to the lowest cost responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids (specifications).

In addition to being the lowest cost responsible and responsive bidder meeting specifications, the bidder must also provide compliance certifications in order to meet various State of Illinois legislative mandates or commercial requirements (see list in Appendix A). In general, these requirements were adopted by the Illinois General Assembly to respond to a specific social issue. For example, vendors must certify that they pay prevailing wages, adhere to environmental requirements, and register with the State Board of Elections so that interested parties can track any political contributions from the contractor. Individually, these are appropriate and socially responsible certifications. However, in aggregate, these certifications are burdensome and hamper small, and it often seems, minority vendors from participating in the Illinois procurement process.

The passage of Senate Bill 51 (Public Act 96-975), which became effective July 1, 2010, amended the Procurement Code to require that bidders and subcontractors provide additional certifications with their bids. The addition of mandatory application and renewal fees for certifications required with the submittal of bids presents a new challenge for bidders on State of Illinois work. Subcontractor requirements in Public Act 096-795 are burdensome and, as mentioned above, may be particularly difficult for new and small contractors to adhere to, which counter diversity participation goals since these firms may tend to be smaller and have fewer resources available.

Bidder Requirements and Potential Impacts:

The following items highlight some of the new legislative bidder requirements and the potential impacts on statewide and University procurement efforts. In general, these requirements will make it more difficult for vendors to participate in the procurements process, resulting in fewer bidders and increasing costs for those that do bid on University work.

- *Mandatory Illinois State Board of Election registration and submission of the registration certificate with every competitively advertised bid or proposal.* Many vendors have been disqualified from competitive bidding because they did not register, forgot to include their certificates, or submitted dated copies of the certificate. This requirement will continue to make bidding difficult, possibly decreasing the number of interested vendors and increasing costs.
- *Requirement for suppliers responding to formal competitive solicitations to be authorized to do business in the State of Illinois through registration with the Secretary of State.* The cost of this registration application is a minimum of \$175, and then once registered; suppliers must annually file a report and pay \$75 to keep their registration current. This requirement is especially burdensome to small business, out-of-state, and international companies.
- *Requirement for copies of all subcontracts in the amount of \$25,000 or greater to be filed with the Chief Procurement Officer for Higher Education and for contractor and subcontractor disclosures of financial interests and conflicts of interest to be filed with the State Procurement Policy Board within 20 days of the prime contract award.* This will delay the issuing of contracts as vendors will forget to complete all required documents. Vendors may also have concerns due to privacy issues.
- *Required receipt and posting of annual re-certification and financial interest disclosures from vendors for each year of a multi-year contract.* Contractor and subcontractors must fill out an annual certification, even if they are awarded a contract with a five-year term, making continuing compliance with the requirements more difficult and burdensome.
- *Another standing certification requirement is that all bidders must provide an Illinois Department of Human Rights (IDHR) number with their bid or proposal. However, effective January 1, 2010, all bidders filing for, or renewing, an IDHR number will be charged a \$75 registration fee. Such registration will be valid for five years from the date of issuance.*
- *All vendor communications which impart or request material information regarding a procurement matter must be reported to the Procurement Policy Board through an automated reporting system; such reports will be posted publicly to the Board Web site. All State employees, including University faculty, staff and members of the Board of Trustees must report this information, for*

every applicable vendor communication. The effort to administratively comply with this requirement will be burdensome and time consuming on the part of anyone involved at the University in the procurement process, not just the Purchasing Department.

The Illinois Board of Higher Education, in response to House Resolution 919, established a task force to examine the changes in state procurement statutes and rules and to make recommendations to make statewide improvements in procurement practices. The task force noted many of the concerns outlined above for Northeastern – that the new requirements are overly burdensome for both the university and the contractors and vendors wishing to do business with the State, that these new regulations may have a disproportionate effect on smaller and often minority firms, that the procurement changes will likely result in increases in the costs of goods and services procured by the public universities, that University Purchasing Departments will have increased administrative compliance responsibilities with less focus on cost effective procurement activities and vendor sourcing and, in addition, that because of these new requirements, Illinois is at risk of losing research projects to states with more reasonable procurement practices.

This information is intended to provide an update and perspective on the complexity of state bid documents and the new challenges that bidders face in meeting these compliance requirements in a complete and timely basis. Regardless of these challenges, Northeastern Illinois University has a very successful record in meeting its annual Minority, Female, and Disabled-owned Business Compliance Plan. The University also is encouraged by the increased level of participation by minority, female, and disabled-owned businesses in University contracts and services and will continue to expand these outreach efforts.

**APPENDIX A
STATE OF ILLINOIS CERTIFICATIONS
REQUIRED TO BE INCLUDED IN ALL BIDS AND CONTRACTS**

The following certifications are required to be included in all bids and contracts:

Provides information to the University or Other State Agencies:

- Bidder Application Form
- Financial Interest and Potential Conflict of Interest Disclosures
- Registration with Illinois State Board of Elections
- Authority to do Business in Illinois - \$175 initial fee
- Illinois Department of Human Rights Certification - \$75 initial fee

Provides to NEIU at additional cost to the vendor:

- Certificates of Insurance
- Bid Bond

Vendor certifies that it will comply with the following legislative mandates:

- David-Bacon Act
- Record Retention Act
- Prevailing Wage Law
- No Contracts with the Government of Iran
- An Act Requiring Employment of Illinois Workers on Public Projects
- Submission of Certified Payrolls (820 ILCS 130/5)
- Contract Debt Certification
- Domestic Products Act
- Lead Poisoning Prevention Act
- Substance Abuse Prevention on Public Works Project Act
- Steel Products Procurement Act
- U.S. Export Administration Act
- P.A. 93-0307 prohibits purchase of foreign-made equipment produced through convict, forced or indentured labor
- Sarbanes-Oxley Act
- Environmental Protection Act
- Hiring of State Employees
- Bribery Conviction Clause
- Public Education Act (Loan Default)
- Child Labor Act
- Barred from Contracting, Bid Rigging, Bid Rotating Law
- Drug Free Workplace Act
- Workers Compensation Act
- Human Rights Act
- Equal Employment Opportunity Clause
- Successor Vendor Clause
- Illinois Information Technology Accessibility Act

II. INFORMATION ITEM

C. PRELIMINARY REPORT ON CHANGE IN ACTIVITY HOUR

Introduction

In April 2010, the University announced changes in the scheduling of the activity hour effective for the fall semester 2010. The purpose of the change was twofold: "1) to provide additional hours of instruction for students wishing to take more courses during times of high demand; and 2) to support participation by students in activities and extend the times during which student activities are scheduled." One of the underlying reasons behind this change was the need to improve the graduation and time to degree rates of NEIU students.

The new activity hour schedule would be done on a two year trial period that would include a review and analysis of the impacts of this change. This report provides a review of the preliminary data that has been gathered to assess the impact of the changes. It also outlines some next steps for evaluating the impact of the change in the next year recognizing that it is too early to assess the full impact of the changes.

Assessment of the Time Change

- Preliminary data shows that the change has provided an opportunity to add 16 additional course sections which has led to an increase of 509 students (46%) who were able to enroll in a class during a time of high demand. It is anticipated these numbers will increase now that department chairs have more lead time to work with faculty in scheduling courses.
- In addition the University was able to schedule an additional 15 course sections that overlap into the new class period. This allowed the campus to address a long standing problem with the scheduling of courses that require two consecutive class periods.
- Data provided by the Student Activities Office indicates there has been a decrease from 90 to 79 events sponsored by student organizations during the new activity hour time slots. This, also, may increase with more lead time to work with student organizations.
- Feedback from students, faculty and staff indicates concerns about the ability of some students to participate in student organizations and programs due to childcare and work issues.

Next Steps:

While it is too early to draw any meaningful conclusions on the impacts of the new approach, the University plans to do the following:

- Conduct a random sample survey of students to obtain feedback on how the change has impacted their access to classes and student activities. This will enable us to gather feedback from students who are not involved as well as those who are.

- Conduct a more in depth analysis of institutional and department data to follow up on some of the anecdotal observations and feedback from students, faculty and staff.
- Conduct a formal survey of relevant faculty, staff, and student organization leaders on the pros and cons of the change.

II. INFORMATION ITEM

D. NOTIFICATION TO THE BOARD OF CERTAIN EXPENDITURES

ERP RELATED EXPENDITURES

At the April 6, 2006 meeting, the Board of Trustees resolved that "in order to facilitate the timely implementation of the ERP project (the Board) delegates to the University President the authority to approve such expenditures and contracts directly related to the ERP project without prior 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." The University recently upgraded our major student and administrative information systems. The contracted vendor provided specific technical support for the administrative system upgrade (Banner and ERP, and associated systems).

Under this authority, the following contract has been approved and is reported to the Board as required.

Vendor: N2 Services Inc.

Purchase Order Amount: \$129,250

E. NEWS AND EVENTS

1. Diversity Community Job Fair – November 17

On Wednesday, November 17, Northeastern hosted a Diversity Community Job Fair between 12:00 and 4:00 p.m. in Alumni Hall. The event was a collaborative effort and was co-sponsored by the Chicago Korean American Chamber of Commerce, the Albany Park Community Center Workforce Development Program, and the NEIU Office of Career Services. A total of 29 employers and over 200 NEIU students and alumni participated in the fair.

2. Kaszubowski Scholarship Plaque Unveiling – November 18

President Hahs and Vice President Knorowski joined donors and guests on November 18 for the unveiling of the Dr. Olga Kaszubowski Memorial Scholarship plaques that were permanently installed in the College of Education, Lech Walesa Hall. Olga Kaszubowski (B.A. '54 Education, M.A. '60, Chicago Teachers College) dedicated more than 35 years of her life to education in the Chicago Public Schools system as a teacher, principal and superintendent. Her husband, James Kaszubowski, created the endowed scholarship in Olga's name with a donation of \$125,000, which will provide a full-year of tuition, fees and books to a junior or senior majoring in education with a concentration in science. Jessica Mamola is the first recipient of the scholarship.

3. Bernard J. Brommel Hall Naming Ceremony – November 18

On November 18, the University community gathered for a dedication and ribbon-cutting ceremony to celebrate the naming of the science building as Bernard J. Brommel Hall. Dr. Brommel (M.A. '82 Family Communication, Guidance, and Counseling), who is a longtime friend, faculty member and alumnus of Northeastern Illinois University, is the University's first \$1-million donor. He recently committed another seven-figure gift through his estate plan to establish and underwrite an endowment to maintain, enhance and renovate the building.

4. NEIU Foundation Annual Meeting – November 18

The NEIU Foundation hosted its third Annual Meeting to recognize and celebrate the generosity of donors to the University in the last fiscal year. Acknowledgements of major contributions from donors included Bernard J. Brommel and the families of Shirley Castelnovo, Olga Kaszubowski, and Chuck and Virginia Kane. Select faculty and students also were honored for their contributions to the University community.

5. Jewel Box Series – November 19

On Friday, November 19, the Jewel Box Series presented the Calmus Ensemble of Leipzig as they performed *a capella* works for five voices. Concerts are broadcast live on WFMT 98.7 FM, Chicago's classical radio station.

6. Academic Honors Reception – December 9

The Fall 2010 Academic Honors reception was held on Thursday, December 9. The event recognized students graduating with honors for their scholastic achievements. One hundred fifty graduates received cum laude honors, 82 graduates received magna cum laude honors, and 69 graduates received summa cum laude honors. Chair Azcoitia and Dr. Dawson were in attendance to give greetings and congratulations on behalf of the Board of Trustees.

7. Polish American Christmas Gala Concert - December 12

On Sunday, December 12, NEIU hosted the Polish American Christmas Gala Concert in the Auditorium. The Northwest Center Traditional Polish Folk Dancers consists of over 200 young singers and dancers ranging from age 3 to 25. Anna Krynski, the General Director of Polonia Ensemble, started the evening with warm holiday greetings and was assisted by widely known Polish-American community representative Mark Dobrzycki as Master of Ceremonies. Over 400 attendees enjoyed the festive array of music, carols, song and dance.

8. Stress Free Zone – December 14-16

Student Health Service sponsored the 21st Student Stress-Free Zone on December 14-16 in SU 214. Fountains and soft lighting created a relaxing atmosphere where students engaged in relaxing activities and/or studied for exams. Five therapists provided chair massages and healthy snacks. Approximately 100 students attended the event each day.

9. Jewel Box Series – December 17

On Friday, December 17, the Jewel Box Series featured jazz and blues musician, Howard Levy who also performed solo harmonica as well as accompanied himself at the piano. Concerts are broadcast live on WFMT 98.7 FM, Chicago's classical radio station.

10. Holiday Reception – December 18

The NEIU community gathered to celebrate the holidays on Friday, December 18. 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, her husband Billy and the Vice Presidents greeted over 450 guests.

11. Commencement – December 19

The December 2010 Commencement ceremonies were held on Sunday, December 19. Six hundred twenty-five graduates participated in the two ceremonies. Greetings from the Board of Trustees were presented by Chair Azcoitia for the morning ceremony and by Dr. Dawson for the afternoon ceremony. President Hahs gave remarks to the

graduates. Northeastern conferred an honorary Doctor of Humane Letters degree on Suzanne Malveaux, White House correspondent for CNN who gave the Commencement address at both ceremonies. Jose Rico, deputy director of the White House Initiative on Educational Excellence for Hispanics, was awarded the 2010 Distinguished Alumnus Award at the morning ceremony.

12. Illinois Inaugural events, Springfield, Illinois – January 10

On Monday, January 10, President Hahs and Suleyma Perez, Director of Government Relations, represented NEIU at the Illinois Inaugural events in Springfield, Illinois. Northeastern received invitations to attend the Inaugural Ceremony, Executive Mansion Open House and Inaugural Ball.

13. NEIU ASK ME! Campaign – January 10-14

The NEIU community served as ambassadors, wearing Ask Me buttons and answering student inquires to help new and returning students with questions and concerns at the start of the Spring Semester. In addition, the Dean of Students Office coordinated a week-long resource information table in Village Square from Monday, January 10 through Friday, January 14, with additional information tables in the Science Building, Ronald Williams Library, El Centro, and the Carruthers Center for Inner City Studies (CCICS). Over 400 students obtained information and asked questions about a wide range of issues via the information tables.

14. Dr. Martin Luther King Jr. Celebration – January 13

NEIU's annual celebration honoring the life and legacy of Dr. Martin Luther King, Jr. was held on Thursday, January 13. Greetings and words of inspiration were provided by President Hahs; Janean Watkins, Spoken Word President; and Kristina Garcia, SGA President. NEIU's own Black Heritage gospel choir, Logan Family drumming group, and the 100-voice choir from the Evangelical Christian School performed selections to honor Dr. King's legacy. A panel discussion followed with Cliff Kelley, WVON radio talk show host; Rev. Dr. Al Sampson, Fernwood United Methodist Church; William Logan Jr., Ret. Chief of Police, Evanston; and Dr. Scipio A. J. Colin, III, Associate Professor, Adult and Continuing Education, National Louis University.

15. Student Organization Fair – January 19 - 20

The 21st Student Organization Fair was held in Village Square January 19 and 20. NEIU's more than 70 student clubs and organizations took advantage of the opportunity to recruit new members, and to showcase and market their events for the Spring. This event was complemented by an additional organization fair for Greek Letter organizations on January 12-13, 2011 and the new "Meet the Greeks" event on January 20th designed to provide information on all the Greek groups on campus in a more collaborative fashion.

16. Jewel Box Series – January 21

On Friday, January 21, the Jewel Box Series featured Austrian cellist Friedrich Kleinhapl. Staff members from the Austrian consulate as well as students from the Merit School of Music (K-12) were among guests in attendance. Concerts are broadcast live on WFMT 98.7 FM, Chicago's classical radio station.

17. Student Organization Networking Event – January 25

On Tuesday, January 25, the Student Activities Office held their Student Organization Networking Event. The purpose of the event was to facilitate communication among club members in order to increase their knowledge about other student organizations, find ways to work with other groups to reduce funding constraints, co-sponsor events, address important causes at NEIU, and build connections and relationships.

18. Newsweek Magazine Advertising – January 31

Newsweek magazine's special Peterson's Guide to Excellence in Graduate Degrees issue, which hit newsstands on January 31, included a Northeastern Illinois University advertisement. This ad reached the Chicago-metro region with a circulation of 69,000 as well as the state of Illinois with a circulation of 75,000.

19. CPS Basketball Sponsorships – February

In February, Northeastern has sponsored four Chicago Public Schools basketball games, at which the University provided onsite admissions and community outreach in the form of financial aid information and assistance with FAFSA forms. This was an opportunity for NEIU to have face-time with its largest recruitment pool and their families while providing an important service to them.

20. Jean B. Carlson Memorial Lectureship

NEIU's first endowed lectureship has been established through donations from family, friends and colleagues of Dr. Jean B. Carlson (1922 – 2010), who taught at Northeastern in the Educational Foundations Department for 18 years, serving as chair from 1977 to her retirement in 1989. Established in honor of Dr. Carlson, the Jean B. Carlson Memorial Lectureship will be housed within the NEIU College of Education and serve as a professional development opportunity for teachers, administrators, faculty, alumni, friends and the wider community of higher education leadership.

21. Behavioral Concerns Team

NEIU's Behavioral Concerns Team (BCT) continues to meet weekly to oversee and manage situations related to individuals who have caused faculty, staff or students concern. Established in January 2009, the team includes the Dean of Students, a Psychologist from the Counseling Office, a Lieutenant from University Police and the Director of Student Activities. Its mission is to receive reports of potentially troublesome

behavior, provide support to NEIU faculty and staff about these situations, and to work to see that appropriate people get involved to resolve the matter. Situations are followed for as long as necessary to assure the safety of the University community and to ensure that the person causing the concern receives the assistance or services needed.

22. Movie Night, *Amazing Grace* - February 1

In collaboration with the Black Heritage Committee, the Angelina Pedroso Center for Diversity and Intercultural Affairs will participate in the showing of *Amazing Grace*. This film is based on the life of antislavery pioneer William Wilberforce, a devout Christian who is torn between a career in politics and a more spiritual life. In the film, Wilberforce leads a group of 12 called the Abolition Committee who begin a campaign against slavery in Parliament in 1787.

23. The 15th Annual AANACA Conference - February 1-3

The 15th Annual AANACA Conference (African, African American, Native American, Caribbean and the Americas Heritage Conference) with the theme "Global Connections: Our Collective Destiny for Peace and Understanding" was held February 1-3, with presentations on "Homelessness in the African American Community", "Social Development, Public Health and Social Justice in Ghana", and "Globalization and the U.S.: The Latino "Challenge." Other programs included a Cultural Kiosk Activity and a theatrical performance of "Show Me the Franklins," a dramatization of the issues of slavery and freedom in America from the perspectives of Benjamin Franklin and others in early America.

24. Michelle Duster presents: *Ida B. Wells* – February 3

On Thursday, February 3, the Black Heritage Committee and the Angelina Pedroso Center for Diversity and Intercultural Affairs, was pleased to bring Michelle Duster to Northeastern to celebrate the life of Ida B. Wells. Michelle Duster is a writer, speaker, and project manager who highlights the positive contributions of African Americans. She has written numerous articles and essays as well as the books, *Ida In Her Own Words* and *Ida From Abroad*.

25. Advisor Appreciation Reception – February 8

On Tuesday, February 8, the Student Activities Office hosted a reception in honor of more than 70 student organization advisors who volunteer their time to mentor and guide student leaders, in turn enhancing the quality of campus life. The club advisors are an array of NEIU faculty, staff, and administrators.

26. Student Government Referendum

The Student Government Association developed and conducted a referendum in late fall, having first listened carefully to students and their concerns. The referendum had six basic questions dealing with the U-Pass, service department liaisons, inclusion of

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GLBTQ and Adult and Women's Services in the Pedroso Center, extended Library hours, more on-line classes, and greater information on-line about amenities and services. The SGA worked hard to encourage participation, tallied the results, and met with a sizeable group of administrators who would be able to address the results. This spring all results are being addressed.