

**MINUTES OF THE MEETING OF THE  
BOARD OF TRUSTEES OF  
NORTHEASTERN ILLINOIS UNIVERSITY  
CHICAGO, ILLINOIS**

**June 7, 2007**

The meeting of the Board of Trustees of Northeastern Illinois University was convened on Thursday, June 7, 2007, at 4:06 p.m., in the Golden Eagle Room of the Student Union at Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, Illinois. Nancy J. Masterson, Chair of the Board, called the meeting to order.

Roll was called and the following trustees answered present:

Carlos Azcoitia  
Grace Dawson  
Walter W. Dudycz, Vice Chair  
Edward G. Dykla  
Jin Lee, Secretary  
Nancy J. Masterson, Chair  
Peter Michalczyk

The following trustee was absent:

Carole Balzekas

Also present were the following:

Sharon K. Hahs, President  
Jean A. Kelchauser, Assistant Secretary  
Mark T. Dunn, Legal Counsel

University Provost, Vice Presidents and Staff

**Announcements from the Chair**

Chair Nancy Masterson introduced and welcomed new trustee Dr. Grace Dawson. She said that Dr. Dawson was appointed by Governor Blagojevich on May 14, 2007 to replace trustee Margaret Laurino who by law was required to resign from the Board on April 17 due to a family member becoming registered under the provisions of the Illinois Lobbyist Registration Act. Dr. Dawson is no stranger to NEIU as she taught in the Educational Leadership Department until her recent retirement. She is also active in mentoring aspiring Chicago Public School principal candidates. Chair Masterson then announced with regret that trustee Arnold Park has notified the Board that he has sent a letter of resignation to Governor Blagojevich effective June 1, 2007. Mr. Park said that demands from his business prevent him from continuing his service. And,

finally, Chair Masterson thanked Student Trustee Peter Michalczyk for his service this past year and a half on the Board. Mr. Michalczyk thanked the Board for the opportunity to serve. He introduced the new Student Trustee, Sunil Mahadeshwar, who will assume office on July 1.

**Resolutions**

Dr. Azcoitia, seconded by Mr. Dudycz, moved to approve the following Resolution Honoring Margaret L. Laurino for her service on the Board:

**Resolution Honoring Margaret L. Laurino**

WHEREAS, Margaret L. Laurino provided dedicated service to Northeastern Illinois University as a member of the Board of Trustees beginning in August 2003; and

WHEREAS, Laurino has been a member of the NEIU community in a variety of capacities for over 30 years; and

WHEREAS, Laurino earned her Bachelor's Degree in Education and Master's Degree in History from NEIU; and

WHEREAS, Laurino is the Alderman for the ward which includes Northeastern and has embraced the University as a vital part of the City of Chicago; and

WHEREAS, Laurino, as alderman, has increased education funding, reduced crime and made infrastructure improvements throughout the ward; and

WHEREAS, Laurino announced her resignation from the Board of Trustees of Northeastern Illinois University due to a family member becoming registered under the provisions of the Illinois Lobbyist Registration Act; and

WHEREAS, Laurino has demonstrated outstanding commitment to the mission of Northeastern Illinois University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Northeastern Illinois University does hereby express deep appreciation to Margaret L. Laurino for her exemplary service to the University.

On behalf of the Board of Trustees of  
Northeastern Illinois University  
June 7, 2007  
Nancy J. Masterson, Chair  
Board of Trustees  
Sharon K. Hahs, President  
Northeastern Illinois University

The motion was approved unanimously by voice vote.

Mr. Dykla, seconded by Mr. Dudycz, moved to approve the following Resolution honoring the life of former trustee James W. Barushok who died suddenly on May 5, as follows:

**Resolution Honoring the Life of Dr. James W. Barushok**

WHEREAS, Dr. James W. Barushok was a member of the Northeastern Illinois University community for over 30 years as Professor of Speech and Performing Arts and upon his retirement was bestowed the title of Professor Emeritus; and

WHEREAS, Dr. Barushok continued his dedicated service to NEIU as a member of the NEIU Board of Trustees beginning in November 2005; and

WHEREAS, Dr. Barushok chaired the Department of Speech and Performing Arts with distinction for 15 years and played an instrumental role in the development of the graduate program; and

WHEREAS, Dr. Barushok was an invaluable member of the University community by serving as Chair of the University Senate; Chair of the University Faculty Excellence Awards Committee; member of the University Theatre Advisory Board; and most recently by his membership in the Northeastern Illinois University 1867 Founders Society; and

WHEREAS, Dr. Barushok was an active participant and office holder in the Speech Communication Association and the American Theatre Association, and served on several North Central Accreditation Association visitation committees; and

WHEREAS, Dr. Barushok directed more than 50 theatrical productions including works by Shakespeare, Ibsen, and Shaw; acted in over 30 productions; and founded two theater programs, one at the University of Maine and one in Chicago; and

WHEREAS, Dr. Barushok passed away suddenly on May 5, 2007 and will be remembered with gratitude and deep appreciation for his service to Northeastern Illinois University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Northeastern Illinois University honors the life of Dr. James W. Barushok.

On behalf of the Board of Trustees of  
Northeastern Illinois University  
June 7, 2007  
Nancy J. Masterson, Chair  
Board of Trustees  
Sharon K. Hahs, President  
Northeastern Illinois University

Mr. Dudycz said that with this resolution we mourn his passing and celebrate his many accomplishments.

The motion was approved unanimously by voice vote.

Chair Masterson requested a moment of silence in honor of trustee Barushok.

### **Approval of Minutes**

Written Minutes of the meeting of April 5, 2007 and the Minutes of the Confidential Executive Session dated April 5, 2007 have been prepared and submitted. Chair Masterson said that hearing no corrections, the Minutes stand as written.

### **President's Report**

President Hahs requested approval for eleven items.

#### **1. Mr. Dudycz, seconded by Dr. Azcoitia, moved to approve an Amendment to Bylaws Relating to Section II. Meetings as follows:**

**Whereas**, the Board of Trustees of Northeastern Illinois University (the "Board") at its April 7, 1998 meeting adopted Bylaws for the governance of the meetings and affairs of the Board; and

**Whereas**, the Bylaws adopted by the Board provide in Section II for the number of regular meetings to be held annually by the Board, for the place for all such regular meetings and for special meetings by telephone conference; and

**Whereas**, the Board desires to amend its Bylaws to enhance and provide flexibility for its meetings and to bring them into conformity with provisions of the Open Meetings Act that became effective on January 1, 2007;

**Whereas**, the Board submitted such proposed amendments for first reading at its meeting on April 5, 2007;

**Now, therefore**, be it resolved that the Board of Trustees approves the following revisions of Section II of its Bylaws.

### **SECTION II. MEETINGS**

- A. Meetings of the Board shall be held and a quorum determined in accordance with 110 ILCS §680/25-25 and 5 ILCS §120/2.01 of the Illinois ~~Revised~~ Compiled Statutes.
- B. The Board shall hold five regular meetings each year. The regular meeting held in June shall be the annual meeting. The Board, by vote of a majority of a quorum, may omit or cancel any meeting provided the Board meets at

least once each quarter as required by statute. The date of any setting may be changed by vote of a majority of a quorum or by order of the Chair.

- C. The Board may hold special meetings as called by the Chair of the Board or by any 3 members of the Board. Ordinarily, notice of a special meeting shall be mailed to all members at least five days prior to the date of the meeting. ~~Special meetings may be held by telephone conference call at the discretion of the Chair of the Board.~~
- D. Four of the five regular meetings of the Board shall be held ~~All meetings of the Board shall be held~~ on the campus of Northeastern Illinois University.
- E. All meetings of the Board shall be conducted and notice thereof provided in accordance with the Illinois Open Meetings Act, 5 ILCS § 120/1, et seq.
- F. The President shall sit and participate with the Board at each regular and special meeting of the Board.

Roll was called and the vote was as follows:

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

The motion carried.

2. Mr. Michalczyk, seconded by Dr. Dawson, moved to approve the **Preliminary FY2008 University Budget** as follows:

In August 2003, in its effort to improve accountability for the use of public funds, the Illinois Board of Higher Education adopted *Recommended Actions to Expand and Enhance Public University Annual Operating Budget Review, Approval and Oversight*. The recommendations in that report include a new requirement that each public university adopt a “preliminary/estimated spending plan” prior to July 1 that includes:

- funding sources reported by, at a minimum, state-appropriated funds, university income funds, and all other non-appropriated funds, and
- expenditures by object of expenditure (e.g., personal services, contractual services, equipment)

This report provides the information required by the Board of Higher Education for fiscal year 2008. The Northeastern Illinois University Board of Trustees is asked to approve the University operating budget that represents preliminary/estimated spending plans for the upcoming fiscal year beginning on July 1, 2007 and will be asked to approve the final detailed budget in September 2007.

In September 2006, the Board of Trustees adopted the University's initial fiscal year 2008 budget request and forwarded that request to the Board of Higher Education for consideration. On February 22, 2007, the Board of Higher Education adopted its fiscal year 2008 budget recommendations and, on March 7, 2007, Governor Blagojevich announced his proposed operating budget for all of state government. At the time this report was prepared, the Illinois General Assembly had not taken official action on the Governor's budget. As a result, the budget outlined in this report is based on state funding levels included in the Governor's budget. Should actual fiscal year 2008 state appropriations differ from the Governor's budget, the budget brought to the Board for action in September will reflect those adjustments and the actual appropriation levels.

The preliminary/estimated spending plan for the University reflects all revenue sources available to support operating expenses during the fiscal year. The plan is comprised of two main sections based on state reporting requirements - unrestricted (state-appropriated funds, University Income Funds and unrestricted local funds), and restricted (primarily local grants and contracts). The unrestricted operating budget includes expenditures from revenue sources that are not restricted by statute, contract, or other requirement. The restricted operating budget includes expenditures from revenue sources that are restricted either by an external requirement or by an internal accounting policy.

Table 1 provides proposed expenditures by functional and object categories (e.g., personal services, travel), by source of funds.

The budget for Northeastern Illinois University recommended by the Governor includes \$40.4 million in General Revenue Funds, including an increase of \$744,400, or 1.9 percent, for ongoing operations. Also included are base adjustments to eliminate programs appropriated in the prior year and identified in the Governor's budget as one-time initiatives, including reductions of \$200,000 for the North Atlantic Slave Trade Study and \$170,000 for Retention and Time-to-degree Initiatives. As a result, the net state funding increase at the Governor's budget level is \$374,400, or .9 percent. If University operations are funded at the Governor's budget level, it would represent the highest level of state funding since fiscal year 2004. However, even at this level, state funding to the University would remain \$5.0 million, or 11.0 percent, below the level appropriated to the University in fiscal year 2002.

As state funding decreased, the University increasingly relied on student tuition to compensate for the shortfalls in state funding. In fiscal year 2002, the mix of state appropriations to student tuition revenue was 69% to 31%. At the Governor's fiscal year 2008 budget level that mix is 52% to 48%. Based on prior year enrollment levels, the proposed fiscal year 2008 operating budget includes an increase of \$2.0 million in student tuition revenue. The combined increase in state funding and student tuition revenue will result in an expected increase of \$2.4 million in unrestricted operating funds in the coming fiscal year.

Our expenditure challenges, however, are greater than available revenues. The most significant cost increases for next year are:

- Salary increases, generally in the 3% to 3.5% range, that will require an estimated \$2.1 million,
- Increased utility costs estimated at \$400,000,
- Unfunded sick leave and vacation payouts estimated at \$300,000,
- Increasing costs for insurance and legal services and inflationary cost increases for postage, minimum and prevailing wage, technology software and maintenance, purchased goods and contracted services, estimated at \$300,000.

Given these budget realities, we will be implementing several cost control initiatives. The focus will be on reducing staffing through attrition, reviewing staffing positions and program need, and reducing the use of temporary employees. In addition, equipment purchases, other than Library books, will be reduced from historical levels. Other cost savings and expenditure reduction initiatives are being evaluated and I will be working with the vice presidents, as well as the entire University community, to further these efforts for inclusion in the fiscal year 2008 operating budget presented to the Board in September.

Over the next few months, all departments within the University will work to compile detailed spending plans. At the September meeting, the Board will be asked to approve the fiscal year 2008 budget that provides the detailed revenue and expenditures plans by sources of funds, and function and object expenditure line items.

Table 1  
NORTHEASTERN ILLINOIS UNIVERSITY  
Fiscal Year 2008 Preliminary Spending Plan  
By Function and Line Item

<u>Functional Categories</u>	Unrestricted				
	General	University		Restricted	Total
	Revenue	Income Fund	Local		
Instruction	\$ 22,396,900	\$ 20,840,200	\$ 2,800,000	\$ 1,500,000	\$ 47,537,100
Organized Research	136,400	117,300	30,000	450,000	733,700
Public Service	658,000	101,800	570,000	15,800,000	17,129,800
Academic Support	3,711,000	3,654,200	550,000	75,000	7,990,200
Student Services	1,426,500	1,304,400	3,550,000	8,850,000	15,130,900
Institutional Support	4,908,200	5,768,700	1,450,000	260,000	12,386,900
Operations and Maintenance	5,721,100	4,774,100	1,250,000	-	11,745,200
Independent Operations	-	-	4,450,000	120,000	4,570,000
Other	370,000	147,000	2,850,000	-	3,367,000
Health Insurance Reserve Fund	1,072,600	-	-	720,000	1,792,600
<b>Total</b>	<b>\$ 40,400,700</b>	<b>\$ 36,707,700</b>	<b>\$ 17,500,000</b>	<b>\$ 27,775,000</b>	<b>\$ 122,383,400</b>

<u>Line Item Categories</u>	Unrestricted				
	General	University		Restricted	Total
	Revenue	Income Fund	Local		
Personal Services	\$ 37,210,400	\$ 25,012,200	\$ 3,800,000	\$ 8,304,500	\$ 74,327,100
Contractual Services	1,180,000	7,403,300	6,223,000	6,500,000	21,306,300
Travel	-	200,000	52,000	110,000	362,000
Commodities	-	950,000	550,000	650,000	2,150,000
Equipment	300,000	1,700,000	500,000	210,000	2,710,000
Telecommunications	-	650,000	460,000	30,000	1,140,000
Operation of Auto	-	15,200	15,000	500	30,700
Awards and Grants	-	147,000	2,850,000	8,850,000	11,847,000
Permanent Improvements	-	400,000	20,000	-	420,000
Benefits/Social Security/Medicare	537,700	180,000	260,000	1,500,000	2,477,700
Health Insurance Reserve Fund	1,072,600	-	-	720,000	1,792,600
Other	100,000	50,000	2,770,000	900,000	3,820,000
<b>Total</b>	<b>\$ 40,400,700</b>	<b>\$ 36,707,700</b>	<b>\$ 17,500,000</b>	<b>\$ 27,775,000</b>	<b>\$ 122,383,400</b>

These preliminary budget estimates may be adjusted in the actual budget presented to the Board in September.

Roll was called and the vote was as follows:

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

The motion carried.

3. Mr. Michalczyk, seconded by Mr. Dudycz, moved to approve the **Revision to Board approved Fiscal Year 2008 Student Tuition and Fees to include a Campus Green Fee** as follows:

At its February 15, 2007 meeting, the Board of Trustees approved the Student Tuition and Fee Schedule effective Fall 2007 (fiscal year 2008). Subsequent to that approval, the Northeastern Illinois University Student Government Association (SGA) considered a proposal from the campus Green Cycle Group to implement a Campus Green Fee and, after discussion, approved a student referendum to determine student support the implementation of such a fee. Specifically, the SGA referendum asked students if they would support a fee of \$3.00 per student per semester to “fund implementation of clean and renewable energy technologies and improvement of campus energy efficiency at Northeastern Illinois University.”

The referendum was presented to the students and passed with approximately 75 percent of the voting students approving the fee.

The Board of Trustees has the statutory authority to set student tuition and fees and is asked to revise the tuition and fee rates approved at the February 15, 2007 meeting to include the student approved Campus Green Fee of \$3.00 per student per semester as a mandatory fee effective Fall 2007. Based on current year enrollments, the fee will generate approximately \$89,000 annually. Specific uses of the funds generated by the fee will be determined jointly by the Green Cycle Group, in consultation with its faculty advisor, and Facilities Management. Some previously discussed uses of this fee include support for a campus-wide energy audit, light efficiency improvements, alternate energy sources (solar panels) and recycling initiatives.

Chair Masterson noted that 75% of students voting voted to approve this fee.

Roll was called and the vote was as follows:

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

The motion carried.

4. Mr. Dudycz, seconded by Mr. Dykla, moved to approve **Adjustments to Reserve Limits for Non-Indentured Entities** as follows:

The Board is being asked to approve adjustments to reserve limits for certain non-indentured entities. The Illinois General Assembly Legislative Audit Commission (LAC), in consultation with the Illinois public universities, adopted *University Guidelines* to establish certain uniform fiscal procedures and controls among the Illinois public universities. First adopted in 1982 and amended in 1997, the *Guidelines* provide direction not only to the universities in establishing and maintaining appropriate fiscal controls and procedures but also assist the Office of the Auditor General by providing the standards to which Northeastern and all other Illinois public universities must adhere.

Section IV of the *Guidelines* - Reserves and Excess Funds - provides the limits and calculations necessary to determine the maximum allowable reserves for revenue bond entities and non-indentured entities, which are being presented to the Board in this report. The reserves allow a university to accumulate funds in these restricted accounting entities for equipment replacement, extraordinary maintenance, and other similar purposes. Non-indentured entities at Northeastern Illinois University subject to the reserve limits are Student Fee Programs, Public Service, Student and Staff Services, Service Departments, Other Educational Services, Educational Contracts, Other Auxiliaries, and Parking Lots.

The *Guidelines* allow reserve accumulations for non-indentured entities up to the sum of the following:

- 5% of building and building improvement replacement costs,
- 10% of historical costs of parking lots, and
- 20% of historical costs of movable equipment.

Because the cost basis for buildings, improvements and equipment changes annually, the *Guidelines* require approval by the Board of Trustees of any adjustment to those reserve limits. Each June, the Board is requested to adjust those limits for the current fiscal year.

Approval is requested for the following Reserve Limits for Non-indentured Entities:

Reserve Limits for Non-indentured Entities			
Entity	June 2006 Approved Amount	Requested Change	Adjusted Total
Student Fee Programs	\$2,149,894	+ 138,436	\$2,288,330
Public Service	\$646,909	+ 384,562	\$1,031,471
Student and Staff Services	\$220,874	+ 361,356	\$582,230
Service Departments	\$1,885,590	+ 334,195	\$2,219,785
Other Educational Services	\$788,429	+ 320,750	\$1,109,179
Educational Contracts	\$132,751	+ 47,323	\$180,074
Other Auxiliaries	\$1,262,938	+ 297,790	\$1,560,728
Parking Lots	\$552,525	+ 14,682	\$567,207

Roll was called and the vote was as follows:

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

The motion carried.

5. Dr. Dawson, seconded by Mr. Michalczyk, moved to approve **CCICS North Face Façade Repairs** as follows:

The Carruthers Center for Inner City Studies (CCICS) building was originally constructed in 1904 and completely remodeled in the early 1970's. 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. A November 2006 report was prepared and submitted to the City. That report indicated that the CCICS parapet walls require reconstruction, window lintels require repair and painting, and that all brick masonry joints need to be ground out and repointed. This work will be complete in four phases; the project for which approval is requested in this report is the first of a four year program to complete this work.

This project reconstructs the north parapet wall, removes and reinstalls terra cotta copings, and fabricates replacement coping units, where needed. Work includes brick masonry and steel lintel repairs to 9,000 square feet of the north wall to include grinding and pointing brick masonry, coating the existing concrete sills, cleaning and painting exposed steel lintels and structural steel as exposed during the masonry work, and removing steel lintels where windows were formerly located. Additional funds above the base bid are included due to unforeseen conditions that may be discovered during the work.

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 eight masonry restoration contractors. Eleven contractors attended the pre-bid meeting. However, only one contractor submitted a bid on this project. Post bid investigation by the engineer revealed that only one bid was received due to the complexity of the project and the timing of the work. After detailed review by the engineer, the bid received for this project was determined to be reasonable within the context of the engineer's cost estimate.

**PROJECT COST:**

Base Bid	\$555,319
Additional funds if needed*	<u>55,500</u>
TOTAL COST:	\$610,819

**SOURCE OF FUNDS:**

University Operating Funds

**RECOMMENDED VENDOR:**

Bulley & Andrews Masonry Restoration  
1755 W. Armitage Avenue  
Chicago, Illinois 60622

\* For unforeseen conditions that may be discovered during the work

**Roll was called and the vote was as follows:**

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

**The motion carried.**

**6. Mr. Dudycz, seconded by Mr. Dykla, moved to approve Parking Lots “H” and “J” Rehabilitation as follows:**

Parking Lots ‘H’ and ‘J’ on the University’s main campus were last rehabilitated in 1995. This rehabilitation of the two lots includes the asphalt surface removal, pavement patching, hot-mix asphalt repaving, seal coat and crack filling, and thermoplastic and repainting of pavement markings. Partial repairs to curb and gutters, additional under-drains and structure adjustments, and miscellaneous site work may also be required as work proceeds and other conditions become known.

**PROJECT COST:**

Base Bid	\$104,800
Additional funds if needed*	<u>10,500</u>
TOTAL COST:	\$115,300

**SOURCE OF FUNDS:**

University Operating Funds

**RECOMMENDED VENDOR:**

Accu-Paving  
2665 S. 25<sup>th</sup> Avenue  
Broadview, Illinois 60155-4591

**SUMMARY OF BIDS:**

	<u>Base Bid</u>
Accu-Paving	\$104,800
Hardin Paving Corp.	108,450
Chicagoland Paving	135,022
A Lamp Concrete	259,124

\* For unforeseen conditions that may be discovered during the work

**Roll was called and the vote was as follows:**

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

**The motion carried.**





9. Mr. Michalczyk, seconded by Dr. Azcoitia, moved to approve **Computer Support-Automated Data Processing, Inc. (ADP)** as follows:

Board approval is requested for continued contractual support for ADP Human Resource/Payroll Enterprise Application Software which will support payroll processing and check production through June 30, 2008. This contract includes payroll calculation and processing, employee paycheck and direct deposit processing, federal and state tax reporting, and quarterly and year-end reporting.

The Sungard Banner Human Resource application will be implemented in January 2008, at which time services provided by ADP will be phased out.

**PROJECT COST:**

Computer Services \$ 109,200

**SOURCE OF FUNDS:**

University Operating Funds

**RECOMMENDED VENDOR:**

Automated Data Processing Inc. (ADP)  
Midwest NPC  
100 Northwest Point Boulevard  
Elk Grove Village, IL 60007

Roll was called and the vote was as follows:

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

The motion carried.

10. Mr. Dudycz, seconded by Dr. Dawson, moved to approve **Renewal of Contract for Legal Services** as follows:

It is recommended that the contract for legal services between the Board of Trustees of Northeastern Illinois University and the law firm of Dunn, Willard, Arkell & Bugg be renewed for fiscal year 2008 under the following terms and conditions:

1. Legal advice, representation and litigation services for the Board and the University at the rates of \$165.00 per hour for partners, an increase of \$15.00, and \$135.00 per hour for associates, an increase of \$5.00.
2. Legal advice regarding any debt issues charged at the lesser of \$150.00 per hour or 1/10 of 1 percent of the first \$5,000,000 of the debt issue and 1/20 of 1 percent of the amount of the debt issue in excess of \$5,000,000.
3. Reimbursement for actual, reasonable and necessary expenses incurred and advanced upon behalf of the Board and the University, incident to the foregoing matters.
4. Any H-1B application filed by the firm on behalf of NEIU will be billed at a flat fee of \$1,800, an increase of \$50.00, plus filing fees and costs. Any H-1B extension petition filed by the firm on behalf of NEIU will be billed at a flat fee of \$1,000, plus filing fees and costs. This extension rate is unchanged from FY2007 level.

Mr. Dudycz commended Mr. Dunn for his expertise in assisting the Board Presidential Search Committee to reach an excellent result and for his counsel in legal matters. Mr. Dunn said it is his privilege to serve the Board as his grandfather and father served the previous boards before him.

Roll was called and the vote was as follows:

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

The motion carried.

11. Mr. Michalczyk, seconded by Mr. Dudycz, moved to approve **Building J Renovaton** as follows:

This project remodels space within Building J to facilitate the relocation of Ensemble Español from Building A. The Ensemble is the last unit to vacate Building A in preparation of building remodeling. The remodeled Building J will house the Spanish Dance program and the Center for Spanish Dance and Music, units within the Department of Music and Dance.

Work includes partition, electrical and data modifications, dance floor installation in two studios, and installation of an additional air conditioning unit for the increase in cooling loads.

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 nine general contractors. Five contractors attended the prebid meeting. However, only one contractor submitted a bid on this project. Post bid investigation revealed that only one bid was received as a number of contractors had other commitments during the required construction period.

**PROJECT COST:**

Base Bid	\$116,877
Additional funds if needed	<u>11,700</u>
TOTAL COST:	\$128,577

**SOURCE OF FUNDS:**

Academic Enhancement Fee

**RECOMMENDED VENDOR:**

Pelar Construction  
9929 S. Wood Street  
Chicago, Illinois 60643

Mr. Dudycz noted that on questioning the one bid, he had been informed that nine firms had shown interest in bidding and five had attended the prebid, but only one of the five actually submitted a bid.

**Roll was called and the vote was as follows:**

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Abstain
Dykla	Yes		

**The motion carried.**

**Information Items**

President Hahs noted Item B on pages A-1 through A-26 as attached to her report. This information on Fiscal Years 2009-2014 Priorities Statements and Fiscal Year 2009 Operating and Capital Budget requests will be an action item at the September 20, 2007 meeting. She continued with Item C. Planning which she said she intends to make a regular part of her

reporting to the trustees. This month's report includes the newly approved NEIU Statement of Values, an update on the Inaugural Planning Committee membership, and a Report on Student Retention and Graduation which was handed out at the meeting.

President Hahs discussed her report which included information of Graduation Rates and Time to Degree issues at NEIU, Actions to Date, and a section on Further Steps for the Future. (copy of report is attached to these Minutes) Mrs. Masterson said that in her opinion these issues are the most important challenge for our President. Dr. Azcoitia said that the information presented is very useful and asked if he could see data for the four year cohort as well. He asked Mr. Michalczyk about his experience at NEIU and Mr. Michalczyk said that he thought the advising system could offer more suggested options along the way. Dr. Dawson said that she agrees that advising is very important, not just about courses, but providing a support system for our students.

As follow up, President Hahs said that for the September 20 meeting, she will bring a second report as well as a schedule and suggested items for discussion throughout the year.

### **Committee Reports**

Mr. Michalczyk gave the Construction Update as follows:

#### **Building A Remodeling:**

- The Illinois Capital Development Board authorized the University to proceed with remodeling of Building A, which will house the College of Business and Management, faculty offices and classrooms.
- Favorable bids were received for Asbestos Abatement and Demolition on 24 April 07. Work is expected to begin after 1 July 07 and be completed in 12 weeks.
- The construction is scheduled to follow with project completion currently scheduled for January 2009.

#### **Building F and E Remodeling/Expansion:**

- This project also has a CDB state capital appropriation and includes remodeling and expanding Building F, enlarging the current 110 seat theater and remodeling the adjacent classroom and rehearsal space.
- An initial program has been drafted and is being reviewed. Meetings will continue with the architect to further develop the building program. The actual design work requires CDB approval to proceed.

#### **Library Service Elevator Modernization:**

- This project restored the service elevator that was destroyed in the Library fire and was completed April 2007.

#### **Computer Room CLS 3054 Modifications:**

- This project consisted of improvements to the University's main computer room to accommodate the additional electrical and cooling demands of the ERP project. This project included improvements to the mechanical, electrical, communications, and fire suppression components to support the space as the long-term main server

- location for University Computing Services.
- This project was completed last month.

**Physical Education Complex and Caruthers Center for Inner City Studies Fire Alarm System Replacement:**

- This project upgrades the Fire Alarm Systems in the PE Complex and CCICS.
- The PE system has not been updated since the building was constructed in 1988 and CCICS was last updated in 1972.
- Both facilities will have new fire/smoke detectors and voice/visual activation devices installed and the project should be completed by the end of 2007.

**Education Building:**

- The Governor included planning and construction funds for the Education Building in his proposed fiscal year 2008 capital budget.
- This project now awaits approval by the General Assembly of a statewide capital program and the inclusion of this project in that program.
- The University will review and update the current building program, site location and building design over the next few months.

**Report from Legal Counsel**

Mr. Dunn presented Legal Report No 61, updated the trustees on recent actions regarding some of the cases and answered questions.

**Old Business**

There were no items of Old Business.

**New Business**

**Calendar of Meetings for 2008**

Mr. Dudycz, seconded by Mr. Lee, moved to approve the **Calendar of Meetings for 2008** as follows:

Thursday, February 7, 2008  
Thursday, April 10, 2008  
Thursday, June 12, 2008  
Thursday, September 18, 2008  
Thursday, November 13, 2008

Meetings will be held beginning at 4:00 p.m.\* in the Student Union - Golden Eagle Room, Northeastern Illinois University. Board Committee Meetings will be held from 3:00 p.m. until 4:00 p.m. on the above dates. Locations to be announced. \*Meetings may include an Executive Session if voted upon by the Board in accordance with the Illinois Open Meetings Act

Roll was called and the vote was as follows:

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

The motion carried.

Mr. Dykla inquired about the dedication ceremony naming the Lech Walesa Building. President Hahs said that she would look into this.

Dr. Grace Dawson said that she would bring greetings from the Board at the Retiree Reception on June 29 from 4 to 6 p.m.

Mr. Dudycz announced that President Hahs' Inauguration ceremony will take place on Friday, September 7.

**Opportunity for Public Comment in accordance with Public Act 91-0715**

Chair Masterson noted for the record that an opportunity for public comment was provided.

**Convene in Executive Session**

At 5:28 p.m., Mr. Dykla, seconded by Mr. Dudycz, moved that the Board of Trustees convene in Executive Session to consider: 1) the employment of employees, as permitted by Section 2. (c) (1) of the Open Meetings Act; 2) pending, probable or imminent litigation, as permitted by Section 2. (c) (11) of the Open Meetings Act; and, 3) discussion of Minutes of meetings lawfully closed under this Act, as permitted by Section 2. (c) (21) of the Open Meetings Act.

Roll was called and the vote was as follows:

Azcoitia	Yes	Lee	Yes
Dawson	Yes	Masterson	Yes
Dudycz	Yes	Michalczyk	Yes
Dykla	Yes		

The motion carried.

**Reconvene in Open Session**

At 6:57 p.m., Dr. Dawson, seconded by Mr. Michalczyk, moved to reconvene in Open Session.

Roll was called and the vote was as follows:

Dawson	Yes	Lee	Yes
Dudycz	Yes	Masterson	Yes
Dykla	Yes	Michalczyk	Yes

The motion carried.

Mr. Dudycz, seconded by Mr. Michalczyk, moved to approve that the **Confidential Written Minutes of the Executive Sessions dated April 6, 2006 and June 8, 2006 no longer require confidential treatment and are available for public inspection.**

Roll was called and the vote was as follows:

Dawson	Yes	Lee	Yes
Dudycz	Yes	Masterson	Yes
Dykla	Yes	Michalczyk	Yes

The motion carried.

Mr. Michalczyk, seconded by Mr. Dudycz, moved to approve the **destruction of verbatim records** required for 5 ILCS 120/2.06(c) for the meeting of November 17, 2005 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 meeting held on November 17, 2005 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 meeting held on November 17, 2005 2) the destruction of the verbatim records of the closed meeting held on November 17, 2005 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:

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Dawson	Yes	Lee	Yes
Dudycz	Yes	Masterson	Yes
Dykla	Yes	Michalczyk	Yes

The motion carried.

**Adjourn**

At 7:01 p.m., Mr. Michalczyk, seconded by Mr. Dudycz, moved to adjourn.

Roll was called and the vote was as follows:

Dawson	Yes	Lee	Yes
Dudycz	Yes	Masterson	Yes
Dykla	Yes	Michalczyk	Yes

The motion carried.

Nancy J. Masterson, Chair  
Jean A. Kelchauser, Assistant Secretary