

**PRESIDENT’S REPORT TO THE  
BOARD OF TRUSTEES OF NORTHEASTERN ILLINOIS UNIVERSITY  
FEBRUARY 11, 2009**

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**I. ACTION ITEM**

**A. FISCAL YEAR 2010 TUITION AND FEE RATES**

**ITEM DESCRIPTION:**

The Board of Trustees of Northeastern Illinois University is required by its enabling Act to adopt tuition and fee rates for students attending the University. Each year, the Board reviews and adjusts those rates to recognize the budgetary needs of the University and the appropriate contributions students should make to meet those needs. Historically, given the University's ongoing commitments to access and to providing a high quality affordable education, the Board has adopted tuition and fee rates that are among the most affordable of the Illinois public universities. Equally important, the Board adopts tuition rates that reflect a fair and appropriate contribution from students to the cost of their education. It is with those continuing commitments and parameters that this report presents the proposed fiscal year 2010 tuition and fee rates to the Board for approval.

Clearly, students are the campus constituency most affected by changes in student tuition and fees. At the November 2008 Board meeting, the proposed fiscal year 2010 tuition and fee rates (beginning fall 2009) were presented to the Board and to the University community for review and discussion. Prior to that presentation, the University President and the Vice President for Finance and Administration met with Student Government Association leadership to discuss the overall climate for setting tuition and fee rates.

In addition, as in previous years, senior University administrators met with the Student Government Association (SGA) on January 22, 2009 in an open forum to present the proposed tuition and fee rates and to discuss student concerns. At that meeting, the proposed tuition and fee rates were discussed in the context of tuition and fee rates at the other Illinois public universities and the decreasing level of state support for the University. The SGA representatives also discussed the importance of finding adequate resources to meet students' programmatic needs, both inside and outside of the classroom.

**Overview of Current Tuition and Fee Rates**

In fall 2004, a state law took effect requiring all Illinois public universities to guarantee new undergraduate students level tuition for four consecutive academic years. In fall 2009, the sixth cohort of undergraduate students attending Northeastern will enter the University under the tuition guarantee program. Also in fall 2009, the first cohort, those who entered in fall 2004, will complete the two-year transition from their four-year locked rate to the rate for continuing students. This transition period was implemented because the fall 2004 cohort tuition guarantee rate was set at a low rate and a one-year transition to the continuing student tuition rate would have been difficult for those students.

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Finally, the second cohort, those who entered in fall 2005, also will see the expiration of their locked tuition rate and will also be charged the continuing student tuition rate.

One result of the tuition guarantee is the effect on tuition comparisons among institutions. Prior to fall 2004, most universities had one basic tuition rate for undergraduate in-state resident students and it was much easier to compare and assess tuition rates among public universities. Now, because of this legislation, all Illinois public universities have at least five different tuition rates for in-state undergraduate students. This complicates tuition comparisons. Further, prior to this year, there had been no standard statewide methodology to facilitate tuition rate comparisons. However, the Illinois Board of Higher Education has recently developed a methodology for comparing tuition rates that involves weighing each university's various tuition rates by the number of students paying the corresponding rates. Those rates and comparisons are included in this report.

Tuition comparisons are important because they provide a means to assess student costs among somewhat similarly financed institutions. Table 1 presents fiscal year 2009 weighted average tuition rates at Illinois public universities for new undergraduates and for all undergraduate students. Based on this analysis, the average tuition cost for new undergraduate students attending Northeastern for the first time in the current fiscal year is among the lower rates for in-state undergraduate students attending Illinois public universities; four campuses have lower average rates and seven campuses have higher rates. The tuition for new full-time undergraduates at Northeastern is \$6,600, or 84 percent of the statewide average of \$7,838. For all undergraduate students, only three campuses in Illinois have a lower average tuition rate than Northeastern and the weighted average rate of \$5,565 for Northeastern is 81 percent of the statewide average of \$6,876. Stated differently, on average, full-time undergraduate students at Northeastern pay \$1,311 less per year for tuition than the average for all Illinois public universities.

Another assessment of affordability is the change in undergraduate tuition. Table 1 compares the tuition rate for new undergraduates entering Northeastern in fall 2009 compared to those entering the previous year and shows that the rate change of 12.8 percent at Northeastern exceeded the statewide average of 10.8 percent. For all undergraduate students, the fiscal year 2009 weighted average tuition increase at Northeastern of 11.8 percent exceeded the state average of 9.5 percent.

Table 2 provides comparison data for graduate tuition and shows that the fiscal year 2009 rate for students at Northeastern is \$5,280, 69 percent of the statewide average of \$7,682. The current year graduate tuition rate increase of 10.0 percent was less than the statewide average of 10.8 percent. Four public university campuses have an average graduate tuition rate lower than Northeastern and seven have a higher average tuition rate.

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Table 3 provides a comparison of the tuition costs for undergraduate and graduate students at Illinois public universities. Because graduate education is more costly than undergraduate education, it follows that graduate students should pay more for their education than undergraduates. For the past two years, Northeastern has established graduate tuition at the rate paid by the entering undergraduate students. This assures that no undergraduate student pays more for their education than graduate students. Statewide, graduate students pay 22.5 percent more than undergraduate students. However, these data should be interpreted with caution because the graduate costs at several campuses are inflated due to the high cost of certain graduate programs, for example, medical education.

**Setting Tuition and Fees in a Challenging State Fiscal Climate**

The fiscal climate in the state of Illinois has had a direct impact on tuition and fee rates at Northeastern and all other Illinois public universities. The following chart summarizes changes in state appropriations and undergraduate tuition rates over the past 10 years. (It should be noted that, since the November report, the University was notified that it is subject to a current fiscal year 2009 reserve requirement (or "cut") of 2.5 percent, or \$1.1 million, further reducing available state resources.) Between fiscal year 1999 and 2004, state funding increased 2.3 percent while tuition increased 20.9 percent. However, Northeastern ended the five year period with fiscal year 2004 state appropriations of \$6.3 million, or 13.9 percent, below fiscal year 2002 appropriations. This is the compelling story. Even with our minimal increases in state funding from fiscal year 2005 to the current fiscal year 2009, we remain \$4.5 million, or 10.0 percent, below our level of state appropriation in fiscal year 2002.

**Figure 1**

Fiscal Year	State Funding (in thousands)	% Change	Undergrad Tuition per Credit Hour	% Change
1999	38,189.0	----	91.00	----
2000	40,330.4	5.6%	94.25	3.6%
2001	42,610.1	5.7	97.50	3.4
2002	45,396.8	6.5	101.00	3.6
2003	42,585.4	(6.2)	107.50	6.4
<u>2004</u>	<u>39,077.7</u>	<u>(8.2)</u>	<u>110.00</u>	<u>2.3</u>
1999-2004	888.7	2.3	19.00	20.9
2004	39,077.7	----	110.00	----
2005	39,227.7	.4%	115.00	4.5%
2006	39,247.7	0.1	126.00	9.6
2007	40,026.3	2.0	136.00	7.9
2008	40,770.7	1.9	156.00	14.7
<u>2009*</u>	<u>40,854.4</u>	<u>0.2</u>	<u>170.00</u>	<u>9.0</u>
2004-2009	1,776.7	4.5	60.00	54.5

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\* Adjusted to reflect reserve requirement. Also excludes \$1.5 million in restricted funds for Hispanic Serving Institution Initiatives, net of reserve requirement of \$37,500.

Even when faced with the sharp funding decreases in fiscal years 2003 and 2004, Northeastern adopted fairly modest tuition increases of 6.4% and 2.3%. Other than the 6.4 percent increase in fiscal year 2003, tuition increases at Northeastern during this first five-year period did not exceed 3.6 percent.

However, in the second five-year period, when state funding remained below the previous funding level of fiscal year 2002 and the modest state funding increases were not enough to address salary, utility and inflationary increases, tuition increased more significantly. The University maintained modest tuition increases until fiscal year 2006, and then increased tuition at higher rates only in response to several years of state funding shortfalls. State funding levels will continue to challenge the ability of public universities to hold down tuition costs.

Not reflected in these state appropriations are additional funding requirements that the University is required by the state to make that must be funded with available resources. In fiscal year 2002, the University incurred a new requirement to contribute \$1.1 million annually to the Illinois state group health insurance plan. This was a new requirement for all public universities, in addition to the employee and employer contributions already required.

Public Act 94-4 requires Northeastern and all other public universities to make a contribution to the State Universities Retirement System for increases in employees' salaries above 6 percent in any of the four years used to determine average earnings for retirement purposes.

What this means for tuition in the State of Illinois is that not only are public universities impaired by decreasing state appropriations, they also are experiencing a pattern of being required to pay additional state expenses out of these decreasing state resources. Because the University operating budget has two primary funding sources – state appropriations and student tuition revenue – any reduction in available state funding results in either greater reliance on student tuition revenue to fund University operating expenses or greater pressure to reduce University services and programs.

**Addressing University Priorities**

Northeastern has a long history of reallocation and will support our newly adopted strategic plan and budget priorities through internal reallocation. However, as mentioned above, we continue to be challenged in supporting these priorities because of decreases in state funding. In the current fiscal year 2009, the University implemented a two percent across-the-board reduction to keep budgeted expenditures within projected revenues. Even with this climate of state funding shortfalls, we continue to negotiate multi-year contracts with the five

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campus unions and implement modest salary increases for our non-negotiated employees.

For fiscal year 2009, the University identified our highest strategic priorities and we will continue to invest available resources in these areas. These priorities are ensuring student success, enhancing academic excellence and innovation, providing urban leadership in Chicago and the region, investing in exemplary faculty and staff, enhancing University operations and facilities, and strengthening the financial position of the University. These are the strategic goals endorsed by the Board in September 2008.

As the University community discusses and considers fiscal year 2010 tuition rates, the appropriate balance between affordability, access and educational quality improvements must be found, all within the state funding climate outlined above.

In addition to operating budget issues affected by state funding, the University also must consider the operations and quality improvements that are supported by student fees. Student fees support such areas as technology, student activities, the Student Union, campus recreation, and student health services. The student demand for services in these areas continues to increase. For example, requests continue to grow for new fee-supported student clubs, expansion of health services, additional computer labs and faster and more robust internet connections.

A major initiative is underway that is supported by student fees, the new University integrated information system – *NEIUworks*, and the new University portal - *NEIUport*. A major component of this system is the expansion and improvement of student services, including a significant expansion of web-based student services (e.g., on-line registration, bill payment, degree audit that provides specific information on course/major requirements on a case-by-case basis, financial aid services).

In addition to the program requirements, student fees also support the various offices that administer the specific fee programs, such as the offices of student activities, health services and campus recreation.

**Tuition and Fee Proposal**

Table 4 provides proposed tuition and fee rates for fiscal year 2010. The proposed tuition rates attempt to balance the needs of the University, the continuing commitment to keep the costs of attending the University affordable, and the ongoing fiscal challenges resulting from the lack of significant new state funding.

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In fiscal year 2010, in compliance with state statute, there will be five different tuition rates for in-state undergraduate students, depending on the date of first enrollment at Northeastern. For three of these rates there will be no increase, that is for those students entering in fall 2006, fall 2007 or fall 2008. This level tuition will be in place for approximately one-half of our undergraduate students. For students entering prior to fall 2004, referred to in Table 4 as continuing students, the tuition rate will be \$190 per credit hour, an increase of 11.8 percent. The in-state, undergraduate tuition rate for new students would be \$245 per credit hour. For in-state graduate students, the proposed tuition rate is \$245 per credit hour, an increase of \$25 per credit hour, or 11.4 percent. For each in-state tuition rate, there is a corresponding non-Illinois resident tuition rate that is twice the in-state rate.

A particular challenge that was addressed in last year's approved rates was student tuition charges for students who first enrolled at Northeastern in fall 2004 and, by state law, had their tuition held constant for four consecutive academic years. At the end of summer 2008, the tuition guarantee expired for this first cohort of students, those that enrolled at Northeastern under this program in fall 2004. Several pricing options for these students were examined and modeled, including extending the tuition lock, adding this cohort to another cohort (e.g., fall 2005 or fall 2006), or moving these students into the continuing undergraduate tuition rate category. Each of these options was examined to determine whether the students would be making an appropriate contribution to their education relative to other undergraduate students and whether their tuition increase would result in an unrealistic burden for those students. Another complication was the tuition rate for this first cohort was established at a very low rate. These students were paying \$124 per credit hour for four years, compared to the fiscal year 2008 rate of \$195 per credit hour for new students.

It was determined to move the rate for this first cohort to the continuing rate over a two year period. In fiscal year 2009, the rate for these students increased to \$155 per credit hour and for fiscal year 2010 it is recommended that this first cohort join the continuing rate of \$190 per credit hour. In addition, the second expiring cohort, those students who first enrolled in fall 2005, also will be join the continuing cohort that is being charged \$190 per credit hour.

The tuition and fee rates provided on Table 4 are presented to the Board for approval

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**B. AMENDMENT OF BOARD REGULATIONS REGARDING THE  
APPROVAL OF EXPENDITURES**

**ITEM DESCRIPTION:**

The Board of Trustees of Northeastern Illinois University is required by its Regulations to approve any transaction involving real estate or any expenditure transaction involving the expenditures of \$100,000 or more, with a limited number of exceptions for items such as utilities and expenditures to vendors approved by the Illinois Public Higher Education Consortium (IPHEC). The Board Regulation establishing this policy was adopted in 1998 and has not been adjusted since that time.

Since the adoption of this policy at Northeastern, three of the other four universities that were part of the Board of Governors Universities and had similar policies, modified their expenditure limit. Those universities, with their total budget and the year of expenditure threshold change, are shown below.

	<u>Threshold</u>	<u>Year</u>	<u>Total Budget</u>
Chicago State University	\$250,000	2000	\$108,429,200
Eastern Illinois University	\$250,000	2001	\$183,625,900
Governors State University	\$100,000	1996	\$ 93,632,500
Northeastern Illinois University	\$100,000	1998	\$126,749,500
Western Illinois University	\$500,000	2001	\$210,385,000

Note: Budget data from Illinois Board of Higher Education – FY2008 Revenue and Expenditure Report

Board Regulations require that any change in Board policy be presented to the Board at least one meeting prior to the vote to change that policy. The following resolution was presented to the Board of Trustees at the November 2008 meeting to provide notice of the request to change the expenditure level. The resolution is presented to the Board at the February 2009 meeting for approval of the change in expenditure limit.

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**BOARD OF TRUSTEES**

**Resolution No. 2.09/1**

**Proposed Amendment of Regulations of the  
Board of Trustees Relating to Section V. Administrative Affairs,  
Subsection: B. Purchases**

**February 11, 2009**

WHEREAS, the Board of Trustees of Northeastern Illinois University (the "Board") at its April 7, 1998 meeting adopted Regulations for the governance of the affairs of the Board; and

WHEREAS, the Regulations adopted by the Board provide in Section V. Administrative Affairs, Subsection: B. Purchases, paragraph 1. a. that prior to the obligation of the financial resources of the University for all transactions involving the acquisition of real property and all purchases of \$100,000 or more (except as specified in paragraph d. below) shall require approval of the Board of Trustees; and

WHEREAS, the Regulations adopted by the Board provide in Section V. Administrative Affairs, Subsection: B. Purchases, paragraph 2. that at each regular meeting of the Board the President shall present a report on purchases of at least \$50,000 but less than \$100,000 (other than purchases listed in paragraph 1.d. above) made since the preceding regular Board meeting; and

WHEREAS, the dollar amounts provided for in the foregoing Section, Subsection and paragraphs of the Regulations have not been adjusted for a period of more than ten (10) years and the Board desires to amend its Regulations to enhance and provide flexibility for its purchases;

NOW, THEREFORE, be it resolved that the Board of Trustees approves for the first reading the following revisions of Section V. Administrative Affairs, Subsection: B. Purchases, paragraph 1. a. and paragraph 2. of its Regulations.

**SECTION V. Administrative Affairs**

\* \* \*

B Purchases: paragraph 1. a. "All transactions involving the acquisition of real property and all purchases of \$250,000 or more (except as specified in paragraph d. below) shall require approval of the Board of Trustees."

\* \* \*

B. Purchases: paragraph 2. "At each regular meeting of the Board the President shall present a report on purchases of at least \$100,000 but

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less than \$250,000 (other than purchases listed in paragraph 1.d. above)  
made since the preceding regular Board meeting.”

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**C. PROPOSAL TO AWARD HONORARY DEGREE**

Northeastern Illinois University conducts commencement ceremonies every December and May. Following each ceremony the Commencement Committee, the President and others evaluate what went well and how the ceremony could be improved. The suggestion has been made that NEIU begin the practice of awarding honorary degrees at commencement, a tradition of many institutions. The University has an unusual opportunity to consider this idea with the naming of Lech Walesa Hall. The invitation for President Walesa to attend the naming ceremony could be combined with an invitation to attend commencement and receive an honorary degree.

Below is a brief biography of President Walesa. The Board of Trustees is being asked to consider the award of a Doctor of Humane Letters, *honoris causa*, to Lech Walesa. It would be presented in the May 2009 commencement ceremony.

**The Honorable Lech Walesa**

Nobel Peace prize-winner Lech Walesa is largely responsible for the fall of Communism in the Soviet Union and Eastern Europe. He was born September 29, 1943, in Popowo, Poland. In the 1970s, Walesa worked as an electrician in a Gdansk shipyard and went on to found Solidarity, the independent, noncommunist trade union in Poland. Led by Walesa's vision and courage, Solidarity fought a peaceful revolution for the dignity of human labor in the Eastern Bloc. Because of Walesa and the union's efforts, the establishment of a noncommunist government in Poland was initiated in 1989. The following year, Walesa was elected President of the Republic of Poland, an office he served until 1995.

The influence of Walesa and Solidarity led to the spread of anti-communist ideals and movements throughout the Eastern Bloc. The 1989 elections in Poland were a striking victory for anti-communist candidates and led to a succession of anti-communist revolutions in Central and Eastern Europe. Walesa's leadership in Poland contributed to the collapse of the Soviet Union in the early 1990s.

Walesa was the first Pole to receive the Nobel Peace Prize in 1983. He has been granted many honorary degrees from universities, including Harvard University and the University of Paris. Other honors include the Medal of Freedom, the Award of Free World and the European Award of Human Rights. *Time Magazine* named him Man of the Year in January 1982.

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**II INFORMATION ITEMS**

**A. BOARD NOTIFICATION OF CERTAIN EXPENDITURES**

1. Board of Trustees Regulations require that the President report to the Board purchases of at least \$50,000 but less than \$100,000, other than those exempt from Board approval (e.g. utilities). Since the November report to the Board, there have been no such purchase orders issued.

However, there are two other expenditures that require Board notification.

**2. Award for Installation of Emergency Notification System**

At its November meeting, the Board authorized the University to proceed with the selection of a contractor to install the University's emergency notification system. This approval was granted to reduce any delay in the installation of this equipment that is critically important for the timely notification of campus emergencies to students, faculty, staff and guests.

The University solicited competitive bids in accordance with all Illinois Procurement Code requirements. In addition, the University took steps to secure additional proposals based on the discussion at the November meeting of the Board of Trustees. As a result of these efforts, 15 electrical contractors attended the pre-bid meeting and 8 contractors bid on the project. Seven contractors attended the pre-bid meeting but did not submit bids. In November, it was estimated that the successful bid for this project would be between \$100,000 and \$140,000. Bids for this project were opened on January 20, 2009 and are summarized below. The University awarded the bid to JM Polcurr for \$107,000, a certified minority vendor.

JM Polcurr	\$ 107,000
Argon Electric Company	108,000
Horizon Contractors	118,800
Waldron Electric	122,000
G-N-V Electric	132,000
Candor Electric, Inc.	134,440
PCS Cable and Wireless	135,000
Monarch Electric	148,000

**3. Notification of Exceptional Expenditure Approval**

At the November meeting, the Board was notified of a purchase order of \$75,000 to American Snow Removal for campus snow removal operations. This contract was competitively bid for a three year period in fiscal year 2007 and the \$75,000 purchase order represented the estimated expenditures from Parking Operations

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for fiscal year 2009. However, several factors contributed to the need for a significant increase in this snow removal purchase order. The most notable factors include:

- the unusually early and continuing heavy snows that we have experienced this year,
- the lack of warm weather that typically would melt the snow accumulation, meaning snow must be transported from the parking lots, and
- the substantial increase in the price of salt.

As a result, and due to the immediate need to secure these services, the President, as allowed by Board Regulations Section V, Subsection B.1.c., granted an exception to the requirement for Board approval of this change in the purchase order to over \$100,000 and approved the increase in the purchase order for American Snow removal to \$175,000. The Board is being notified of this exception as required by Board Regulations.

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**B. FOLLOW-UP REPORT ON UNIVERSITY CONTRACTING**

**Overview**

At the June 2008 Board committee meeting, a report was presented which provided an overview of State of Illinois procurement requirements, University requirements to award contracts to the lowest responsible bidder, and University efforts to expand the diversity of eligible bidders. The report discussed the procurement of goods and services in a competitive manner which takes advantage of price competition to hold down costs for the University. This is accomplished through several means, primarily through the University's membership in the Illinois Public Higher Education Consortium which allows the University to benefit from the leveraged buying power of all Illinois public universities.

At the November 2008 Board committee meeting, a few additional questions were asked concerning University contracting procedures. In response to those questions, this follow-up report provides an update on University efforts in attaining minority, female and disabled-owned contracting goals and a brief review of the increasingly stringent State of Illinois procurement requirements which is making it more difficult for vendors and contractors to bid on state business.

**Purchases from Minority, Female and Disabled-owned (MAFBE)  
Businesses**

The State of Illinois established the Business Enterprise Program for Minorities, Females and Persons with Disabilities (BEP) to promote the economic development of businesses owned by minorities, females and persons with disabilities. The Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) became effective August 1994.

To comply with guidelines established by this program, the State of Illinois requires the University to establish a goal of making at least 19 percent of all purchases of commodities, equipment and contractual services, after allowable exemptions, from certified minority, female, and disabled-owned businesses. The certification takes place through the State of Illinois Department of Central Management Services (CMS). The program also recognizes other minority-owned business certifications made by the Illinois Department of Transportation, the Women's Business Development Council, and the Chicago Business Development Council.

These certifications are limited to firms whose minority ownership is at least 51 percent and control of management and daily business operations of the firm is by the minority owners. Without this or a comparable certification, a firm is not

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recognized by any state agency or university as a minority, female or disabled-person owned business.

**University Efforts to Increase MAFBE Business Participation**

Northeastern Illinois University, through the University Purchasing Department, is committed to attaining the goals established by CMS and submits two reports to the State CMS BEP Department each fiscal year. Those reports are the Fiscal Year Compliance Plan, which details the University's goals for the upcoming fiscal year, and the Fiscal Year Expenditure Report, which details the University's achievements relative to its goals for the past fiscal year.

State achievement data are available for fiscal years 2002 through 2008. During that period, the University's MAFBE participation goals averaged \$403,780 per year and our actual expenditures averaged \$775,370 per year. On average, the University exceeded its state MAFBE goal by \$371,599, or 92 percent.

In the most recent fiscal year 2008, the University exceeded its goal for every minority, female and disable-owned business category, as outlined below:

<u>Vendor Category</u>	<u>Goal</u>	<u>Actual</u>
Female Minority	\$ 70,740	\$310,992
Female Non-minority	\$212,220	\$354,087
Minority	\$117,900	\$131,117
<u>Disabled</u>	<u>\$ 47,160</u>	<u>\$ 56,165</u>
Total	\$448,020	\$852,361

**Expanding Support for MAFBE Businesses**

At the November 2008 Board committee meeting, it was recommended that the University extend its outreach efforts to develop a diverse contractor base. Accordingly, the University Purchasing Department, in addition to our regular marketing efforts, specifically marketed the recent Emergency Notification System bid to certified minority owned businesses registered under the applicable vendor category.

Purchasing Department staff met directly with several minority contractor associations to discuss the University's desire to build continuing business relationships with their members and to use their services to further the distribution of University bid documents through their vendor networks. Discussions were conducted with the Alliance of Business Leaders and Entrepreneurs and the Hispanic American Contractors Association. Notifications of the bid opportunity were provided to these organizations, along with the Illinois Hispanic Chamber of Commerce.

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The recent Emergency Notification System project provides a good illustration of the results of these expanded outreach efforts which were conducted up until the mandatory pre-bid meeting. Bid notifications were provided to the Alliance of Business Leaders and Entrepreneurs, the Hispanic American Contractors Association, and the Illinois Hispanic Chamber of Commerce. Invitations for Bid were directly sent to 24 minority-owned electrical contractors and 58 vendors downloaded the bid document from the Illinois Public Higher Education Procurement Bulletin. As a result of these efforts, 15 vendors attended the mandatory pre-bid meeting; four vendors were BEP certified minority owned vendors and two vendors were uncertified minority owned vendors. Further, of the final eight bidders, two of the bidders demonstrated MAFBE certification in its bid response, as did the lowest responsible and responsive bidder.

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.

Despite these efforts, only six minority vendors attended the pre-bid meeting. A greater challenge exists in working with vendors, particularly small and minority owned businesses, to complete the various compliance certification forms required to do business with the State of Illinois (discussed in the following section). Quite often, small companies do not have the resources, time, confidence, or experience to complete these forms. The certification requirements frequently cause a disincentive for vendors to pursue State business opportunities. This is a situation that has been discussed by all IPHEC member universities. Progress in reducing these burdensome requirements would need to be addressed in the Illinois General Assembly.

Regardless of these challenges, Northeastern Illinois University has a very successful record in meeting its annual Minority, Female and Disabled-owned Business Compliance Plan. We are encouraged by the recent experience and will continue to expand these outreach efforts.

**Vendor Certifications and Requirements for State of Illinois Bids and Contracts**

When estimated University expenditures for the purchase of goods or services meet the threshold that requires competitive bidding, a competitive bid must be advertised to the public via the Illinois Public Higher Education Procurement Bulletin. Per 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 Bid (specifications).

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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 issue. For example, vendors must certify that they pay prevailing wages, have a drug-free workplace, 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 certifications are not a burden. However, in the aggregate, these certifications hamper small, and it seems often minority, vendors from participating in the Illinois procurement process.

The following information is intended to provide perspective on the complexity of state bid documents and the challenges that bidders face in meeting these compliance requirements on a timely basis. The University Purchasing Department will continue expanding efforts to assist vendors in completing these bidding requirements.

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**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
- Illinois Department of Human Rights Certification

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

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**C. ENERGY PERFORMANCE CONTRACTING**

The Board of Trustees recently endorsed the University's Strategic Plan which includes six important goals, two of which directly relate to improving the productivity and efficiency of our operations. Goal Five, Enhance University Operations, states that the University will provide a supportive learning, teaching and working environment by improving operating productivity, physical infrastructure and environmental sustainability. Goal Six, Fiscal Strength, includes the statement that the University will enhance its financial strength by reducing reliance on state general funds and tuition. To address these strategic goals, the University is making new and significant efforts to reduce energy consumption, not only to address the budget challenges being faced due to significant utilities cost increases, but also to serve as an example to the University community to embrace energy conservation and sustainability.

Due to the deregulation of the electricity industry and other utility cost increase factors outside the control of the University, our natural gas and electricity costs have increased 77 percent, or \$1.2 million, over the past four years. To control costs, it is vital that consumption decrease, and sustainable and renewable initiatives be identified. With these goals, finding alternative ways to facilitate energy savings efforts is equally important.

However, there are two challenges. First, the lack of a state capital program has left the University without funding to complete energy improvement and utility equipment replacement projects. Even with a capital program, funds for these initiatives likely will be inadequate. Second, the traditional state procurement processes does not always facilitate selection based on measures such as best-value design and minimal life-cycle costs.

To facilitate energy conservation initiatives, many colleges and universities nationally and in Illinois are turning to Energy Performance Contracts. An Energy Performance Contract (EPC) is an innovative program that uses reduced energy demand to create savings to repay the cost of installing energy conservation measures. This reduced energy consumption is contractually guaranteed by the vendor.

Over the past several months, the University has been researching and studying the advantages and challenges of an EPC and believes for the following reasons that energy performance contracting is a prudent strategy for the University to use to implement energy conservation.

- Energy Performance Contracts will allow the University to receive the technical expertise of an energy service company (ESCO).
- Energy-efficiency projects have become more economically attractive due to the higher costs of fossil fuels. Allowing an ESCO to comprehensively audit

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University facilities likely will result in identifying numerous and significant untapped energy saving opportunities.

- The University currently does not have adequate capital funds to address many of our capital equipment replacement needs that would result in energy savings. EPC's will provide financing options that will allow us to fund equipment replacement and other conservation projects.
- The traditional capital budget, planning and construction process may take as long as five years or more to do a project that an ESCO could typically deliver in less than two years.

The Illinois Compiled Statutes authorizes the use of Energy Performance Contracts by Illinois public universities. The following is a brief overview of the EPC process.

- The University competitively advertises for an Energy Service Company (ESCO) through the Request for Proposal (RFP) process. A University committee then reviews the proposals and selects an ESCO based on the published criteria.
- After the ESCO is selected, an Energy Audit Agreement (EAA) is negotiated with the ESCO. The ESCO will then perform a complete energy audit of the University and recommend energy conservation measures. If the University proceeds with the conservation measures, there is no upfront cost for the energy audit. If the University elects not to proceed with the measures, then there will be a cost to the University for the audit.
- After the audit is completed, an Energy Services Agreement (ESA) is negotiated. The ESA will detail, among other things, what energy conservation measures are recommended for completion, what the project costs will be, what the payback period will be (based on certain energy cost/use assumptions), and how the guaranteed consumption savings will be measured and verified.
- Before the ESA is signed, funding must be identified and procured. ESCO's offer to finance the up-front cost of the conservation measures. A more typical financing mechanism used by other Illinois public universities is to issue Certificates of Participation.
- After conservation measures are completed, energy consumption is measured and verified. If consumption reduction falls short of the guaranteed amount, the ESCO will reimburse the University based on the original contract terms.

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Energy Performance Contracts have been used successfully at other Illinois public universities, including Eastern Illinois University, Northern Illinois University, the University of Illinois and Governors State University. Technical expertise and staff support is provided by the Illinois Department of Commerce and Economic Opportunity at no cost to the University. In addition, the Illinois General Assembly recently increased the allowable guaranteed payback period from 10 years to 20 years.

Based on the rationale outlined above, the University is proceeding with our energy performance contracting initiative based on the schedule outlined below.

January 9, 2009	Request for Proposal issued
January 20, 2009	Mandatory pre-proposal meeting
January 27 – February 3, 2009	Service company site visits to the University
March 9, 2009	Deadline for proposals
April 9, 2009	Update to Board of Trustees
April 17, 2009	Select Energy Services Company
May 11, 2009	Finalize Energy Audit Agreement
June 11, 2009	Request Board of Trustees approval of Energy Audit Agreement

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**D. RESERVE REQUIREMENT FOR FISCAL YEAR 2009 STATE  
APPROPRIATIONS**

On November 26, 2008, Northeastern Illinois University, and all other Illinois public universities, was notified by the Illinois Board of Higher Education that the Governor's Office of Management and Budget was implementing a 2.5 percent reserve requirement for fiscal year 2009. A reserve requirement is a directive from the Governor's office that universities not spend (i.e. lapse) a percentage of their state appropriation. For Northeastern, this means our state funding for the current year is reduced by \$1.1 million. This requirement included reductions in our special line items: \$37,500 for Hispanic Serving Institution Initiatives, \$5,000 for the North Atlantic Slave Trade Study, and \$4,250 for Retention and Time to Degree initiatives.

The University was told at the beginning of the fiscal year to expect this mid-year reserve and included that contingency in our budget planning. Therefore, the contingency will be used to fund the reserve requirement. This means these funds will not be available for hiring part-time faculty to provide needed course sections for students (in some cases this will delay a student's graduation or time to degree), addressing deferred maintenance projects, improving student services operations (e.g., financial aid office), and replacing outdated academic equipment, particularly in the sciences.

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**E. Northeastern Illinois University as an Hispanic Serving Institution**

Introduction

Northeastern Illinois University is the most ethnically diverse university in the Midwest. It is also the only public four-year federally designated Hispanic Serving Institution (HSI) in the Midwest. Currently Latino students account for over 25% of Northeastern's student population. Recently, we completed our new Strategic Plan, which includes our goal of Urban Leadership, that is strengthening and expanding our roles in the communities we serve. One of the areas of focus is to become an institution of choice for Latino students. To do this, we will strengthen our role as an HSI.

NEIU received a special FY09 legislative appropriation of \$1.5 million to help us implement this goal. Our *HSI Initiative* is a signature program designed to increase our capacity to serve our region. Its initial focus is to increase the number of culturally and linguistically competent professionals providing social services in Latino communities. In addition, it will build on several of the dimensions described below.

How will we strengthen our role as an HSI?

There are many approaches and opportunities to strengthen our role:

1. Academic Programs. The University will provide programs which prepare graduates to serve the Latino community, the fastest growing minority in our region and the country. Existing and new programs will be improved with internships, study abroad, and research opportunities. Beginning with the Social Work, Justice Studies and Educational Leadership departments, NEIU will appoint new faculty with expertise in Latino-related issues. These new faculty members will develop courses and internships to train students who can provide services needed in Latino communities. The *Initiative* will expand to other disciplines as it develops.

- Hired a new tenure-line faculty in Bilingual/Bicultural Education
- Three searches in progress for tenure-line faculty in Justice Studies, Social Work, and Educational Leadership
- Hired an additional Instructor in English as a Second Language
- Provided financial support for the ENLACE Program and its students
- Created the Academic Advisory Committee to develop additional projects to support the HSI initiative. The Committee received 71 proposals from across the campuses and forwarded its recommendations to the Provost in December; funding totaling over \$300,000 has been provided for support of 20 proposals

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2. Academic Support. Expanded tutoring and mentoring will increase student success and encourage students to consider degree paths in which Latinos are underrepresented, where service needs are greatest, and where career opportunities are available. The functions of the Latino and Latin American Studies (LLAS) Program will be expanded to work with students from enrollment through graduation. Through advising, mentoring, other academic support, and research opportunities, the LLAS program will help more students progress and graduate. Additional opportunities for study abroad in Latin America will be provided through our International Studies program.

- Added a mentor/adviser for Latino and Latin American Studies (LLAS)
- Developed a Peer Tutor Program for LLAS
- Created fund for study abroad; sponsoring four groups in FY09
- Created Library portal pages for Latino resources

3. Community services. We will improve our El Centro campus, a campus focused on providing academic and support services to the Latino community. We will enhance the facilities and operations at El Centro, including the installation of new classroom furniture and technology, and the addition of a career exploration and resource library. We will expand course offerings in response to student needs.

- Allocated funds to support a resource library at the El Centro campus
- Provided new and additional furniture and equipment for the El Centro campus

4. Co-curricular Activities. We are planning for a Global Cultural Center which will encompass a variety of existing and future projects, programs and centers. It will be both a physical space and a virtual center that connects many aspects of our diverse campuses. The Cultural Center will house a Latino Resource Center in addition to other resource centers.

- Global Cultural Center Program Committee of students, faculty and staff is working to develop plans for space and activities
- Staffing plans to follow

5. Best Practices. Mechanisms which bring together academic activities, student activities, and cultural activities help us to build community and provide an environment for student success. NEIU sent a delegation to the HACU conference in October. This group of students and faculty examined models and best practices at other HSI's and brought this information back to enhance our planning work.

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- HACU Delegation provided good feedback from the Conference. For example, the University may host in late spring or early fall a conference on strategies to retain Latino students, using speakers from the HACU Conference
- Engaging an external consultant on the re-design of student services with awareness/consideration of an HSI focus
- Implementing a recruitment marketing plan to include Latino neighborhoods and some materials in Spanish
- Project underway to add Spanish to NEIU website
- Consideration of hiring an alumni affairs director with focus on Latino alumni

What are our plans beyond the first year?

Tentative plans for the future of the *Initiative* include the expansion of Latino-focused curricula in other disciplines, expansion of the Bilingual/Bicultural program in Teacher Education, a focus on potential graduate programs (such as a new M.A. program in Teaching English as a Second Language) and consideration of a research center on immigration. As the *Initiative* grows, it will continue to enhance the University's distinctiveness as an HSI for the region and the country.

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**F. DOCTORAL PROGRAM CONCEPT**

At the November 2008 meeting of the Board, there was a brief discussion of the proposed doctoral program at Northeastern. As a follow-up to that conversation, I researched certain documents and information regarding the concept for the proposed doctoral program. These documents consist of notes from a planning conference in the fall of 2005 and a draft degree proposal from spring of 2006. The working title of the degree was a Doctorate in Organizational Leadership; it is an interdisciplinary concept.

Based on my review and experience with other new degree proposals, the initial proposal for this doctoral program lacks a market analysis (student interest and needs analysis) and a budget analysis (cost and revenue projections). The curriculum concept also needs further consideration and development. I have asked Provost Frank to review these materials and to assign these tasks, market and budget analyses, for this proposal to a working group. I have also asked the Provost to complete this work during the next academic year.

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**G. NEWS AND EVENTS**

**1. Jewel Box Series/Venezuelan Pianist, Vanessa Perez – November 21**

On Friday, November 21 the Jewel Box Series featured Venezuelan pianist Vanessa Perez. This concert was sponsored by the Embassy of the Bolivarian Republic of Venezuela and Chevron's program *Venezuelan Sounds*.

**2. Academic Honors – December 2**

On Tuesday, December 2, President Hahs hosted the Academic Honors Reception for students who are graduates of August and December 2008 and earned cumulative Grade Point Average of 3.5 to 4.0, or have met the criteria of the Honors Program. Dr. Carlos Azcoitia and Edward Dykla gave greetings from the Board of Trustees. There were over 200 students, guests, faculty and staff in attendance.

**3. Korean Delegation – December 5**

Northeastern Illinois University welcomed Acting Governor of Education, Seog Soo Han, and his delegation from the Chungcheongnamdo Office of Education in South Korea to the University for the purpose of signing a Memorandum of Understanding. This is the first time that the University has signed an international agreement with an Office of Education outside of the United States. The Memorandum of Understanding enables Northeastern Illinois University students in education, linguistics, and linguistics with a T.E.S.L. concentration to live in Korea for several months while gaining teaching experience through their work in Chungcheonamdo schools. Additionally, it is expected that teachers from the Chungcheonamdo schools will receive advanced preparation in Teaching English as a Second language at Northeastern Illinois University during the summer terms. In addition to President Hahs, this visit and agreement were facilitated with the cooperation of Trustee Jin Lee, Dr. Kyu Park, The Office of International Programs, Provost Frank, and Deans Fredericks, Gillette and Duster.

**4. Student Stress-Free Zone – December 9-11**

The Student Health Service sponsored its 19th Student Stress-Free Zone in December during finals week. The event was held over three days and provided a location for students to hang out and relax between final exams. Approximately 200 students attended each day.

**5. Holiday Reception – December 12**

The NEIU community gathered to celebrate the holidays on Friday, December 12. The NEIU Holiday Reception is a wonderful tradition that brings

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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 500 guests.

**6. Commencement – December 13**

On Saturday, December 13, the University held the December 2008 Commencement Convocation for students graduating in August and December. Two ceremonies were held in the Physical Education Complex. The morning ceremony was for students graduating from the Graduate College with concentrations in the Arts and Sciences, and Bachelor degrees from the College of Arts and Sciences and the Non-traditional Degree Program. The afternoon ceremony was for students graduating from the Graduate College with concentrations in the Business, Accounting and Education, and Bachelor degrees from the College of Business and Management and the College of Education. Omar Duque gave greetings from the Board of Trustees for the morning ceremony and Dr. Grace Dawson gave the greetings from the Board of Trustees for the afternoon ceremony. Dr. Timothy Scherman was presented with the Audrey Reynolds Distinguished Teaching Award, and Emeritus Scrolls were presented to eight recipients. President Hahs gave the main address. There were 764 graduates, and approximately 3000 guests and 120 faculty and staff participated in the day's ceremonies.

**7. Jewel Box Series/The Rose Ensemble – December 19**

On December 19, NEIU hosted the Rose Ensemble, an a cappella singing group in their third appearance on the Jewel Box Series. The crowd was robust despite the snow storm that hit us that day.

**8. Ask Me Campaign – January 12-23**

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, Student Affairs staff hosted a week-long resource information table in Village Square from Monday, January 12 to Friday January 16 and again on Saturday, January 17 in the Classroom Building. Nearly 600 students obtained information and asked questions about Student Affairs and NEIU in general via the information table.

**9. Presidential Lecture Series/Judith Ortiz Cofer – January 15**

The Presidential Lecture Series invited author Judith Ortiz Cofer to campus for a public lecture on Thursday, January 15, 2009. Several guests attended a luncheon with Dr. Ortiz Cofer before the lecture. These guests included students, faculty, staff and parents of high-school students reading her book through an

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early college program connected to the Chicago Teacher's Center. Judith Ortiz Cofer's daughter Tanya Cofer is a mathematics professor at NEIU.

**10. Dr. Martin Luther King Jr. Celebration – January 15**

Northeastern Illinois University hosted the annual anniversary program to honor the life and legacy of Dr. Martin Luther King, Jr., on January 15, 2009 with a keynote presentation and book signing by Dr. Lea Williams, Associate Provost of North Carolina A&T University, and author, *Servants of the People*, (2008). Dr. Williams delivered her address on the theme of "Service above Self: The Legacy of Dr. Martin Luther King, Jr." Students from The Evangelical Christian School Choir were joined on the Auditorium stage by NEIU's student clubs, The Black Heritage Gospel Choir, and Urban Sankofa, a multicultural/multiethnic drumming, percussion and dance group for choral and dance renditions. Dr. Williams later engaged students, staff and faculty in a well attended round table discussion Afterword: "Servant Leaders in the King Years".

**11. Jewel Box Series/Pablo Ziegler's Trio – January 16**

On January 16<sup>th</sup> the Jewel Box Series featured an exciting concert with Pablo Ziegler's Trio for Nuevo Tango.

**12. Presidential Inauguration, Washington D.C. – January 17-21**

President Hahs and her husband Billy along with Carla Knorowski, Vice President for Institutional Advancement and Suleyma Perez, Director of Government Relations, traveled to Washington to participate in various events surrounding the Inauguration.

On Sunday evening the NEIU delegation attended Mayor Daley's reception. Present were a number of friends of the University. Monday morning Senator Durbin hosted a coffee hour at the Library of Congress. Later, at noon, the delegation hosted a luncheon for NEIU alumni in the DC area. Joining the NEIU delegation were Trustee Grace Dawson and her sister and IBHE member Francis Carroll, and their family, as well as Don Pitman, Sheena Glover, Murrell Duster and their guests. We were also honored to have Alderman George Cardenas, State Senator Iris Martinez and Representative David Miller as guests. On Monday night the NEIU delegation attended the Illinois Ball. Tuesday evening, following the Inauguration, they attended the Home States Ball.

**12 A. Presidential Inauguration, NEIU - January 20, 2009**

The NEIU campus as a whole came together to celebrate the Inauguration of Barack Obama, Chicago's own adopted son, as the 44<sup>th</sup> President of the United

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States. The day served as a kickoff for the 2009 Black History Month celebration with a formal program in the Auditorium featuring a live broadcast of the inauguration followed by a panel discussion. Arrangements were also made for large screen televisions to be set up throughout the Bryn Mawr campus and at the Carruthers Center, El Centro and the Chicago Teachers Center where campus community members could gather to watch the events of the day. It is estimated that over 1560 individuals watched the inaugural festivities throughout the day.

The student run Northeastern Programming Board also got involved by providing a cardboard cutout of President Obama and a photographer in Village Square. Approximately 500 students, faculty, and staff had their pictures taken with the President. In addition, the music department provided a band that "marched" through the main campus playing Hail to the Chief and other music appropriate to the occasion and campus food service featured a menu that highlighted some of the favorite foods of our new President including chili, shrimp and grits, and Margherita Pizza. Nearly 600 servings of cotton candy, patriotic popcorn, and Ben and Jerry's "Yes Pecan!" ice cream were served free of charge thanks to the Student Union. As a concluding event 40 individuals participated in afternoon ballroom dancing lessons in honor of the inaugural balls.

**13. Student Organization Fair – January 21-22**

Thirty-five student organizations participated in the 18<sup>th</sup> annual Spring Student Organization Fair in Village Square. Nearly 400 students signed up with Northeastern's Programming Board and other groups to receive information via email.

**14. Service Learning – January 30**

As part of the new Dare to Care initiative, the Dean of Students Office, in conjunction with a multi-disciplinary effort at Northeastern, welcomed Dr. Bob Bringle to campus on January 30 to help instruct faculty and students on how to incorporate Service-Learning in the classroom and in their everyday lives. The program was co-sponsored through a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA).

**15. Multi-Institutional Study of Leadership – February 2009**

The NEIU Student Activities Office will take part in a multi-institutional study of leadership tentatively scheduled to launch mid-February, with distribution and collection over a 3-week period. The Multi-Institutional Study of Leadership (MSL) is a project of the National Clearinghouse for Leadership Programs in conjunction with the Center for Student Studies. The NEIU undergraduate population will be surveyed on questions pertaining to their leadership development. The purpose of the MSL is to contribute to the understanding of

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college student leadership development—with special attention to the role of higher education in fostering leadership capacities.

**16. OrgSync Training – February 3-6**

Student organization leaders participated in workshops to enhance their skills in the use of Orgsync, the online organization management system implemented during the fall semester. The system is a major sustainability effort of Student Activities by replacing most paper forms with electronic transmittal of required information. The leaders were trained in the use of the system to prepare and transmit forms, the use of the system for inter-organization communication, and how to post events, news, and discussion topics on the system. Currently over 275 student organization leaders and members have signed on to OrgSync.

**17. Advisor Appreciation Reception – February 10**

This is an opportunity for the Student Activities Office and the University to show appreciation for our 70 plus student club advisors who volunteer their time to mentor and guide the clubs, in turn enhancing the quality of campus life on campus. The club advisors are an array of full time faculty, staff and administrators at the University.

**18. Benefit Concert for the Donn F. Bailey Legacy Hall – February 26**