

**ACTION ITEM: RECOMMENDATION TO APPROVE AMENDED CONTRACT:  
WATERMARK INSIGHTS, LLC ASSESSMENT MANAGEMENT SYSTEM**

**Project Background**

In 2015, Northeastern Illinois University entered into a five-year contract with Tk20, Inc. (now known as Watermark Insights, LLC.) as a result of a competitive Request for Proposal procurement process. This procurement was approved by the Board of Trustees at its April 9, 2015 meeting. On April 16, 2020, the Board of Trustees approved to move forward with the five year renewal option. Academic Affairs was notified by the vendor in 2021 that the software application called Tk20 will reach the end of its life and will no longer be supported. Watermark Insights has since proposed upgrade enhancements to its assessment management system in order to maintain the University's robust assessment processes. In addition to upgrading the assessment management system, the Faculty Success application needs to be added to our suite of Watermark applications as faculty portfolios are no longer supported within existing upgrades. Academic Affairs made a determination that is in the best interest of the University to upgrade the current system.

**Amendment Justification**

Higher education accrediting bodies require that their member institutions conduct systematic assessments of student learning. Such data demonstrates to stakeholders the benefits of attending an institution. To support this requirement, Northeastern currently uses a comprehensive, web-based, hosted assessment management software application called Tk20 to enable faculty and staff to collect and store data and report on student learning, among other assessments. The upgraded Outcomes Assessment Application, which replaces Tk20, will facilitate compliance with accreditation mandates, reporting on certificate programs, examining non-traditional pedagogical delivery methods, and assessing institutional effectiveness at the program, college, and institutional level. The system enables Northeastern to comply with and excel in requirements for:

- National, regional, local, and discipline specific accreditation and certification mandates
- The retention, tenure, and promotion of faculty per the collective bargaining agreement
- Maintaining field placement data required for certain licensure programs

The negotiated amendment costs include a savings of \$6,489.42 for the remaining term of the contract. However, we will incur a \$20,000 fee for the upgrades and the implementation of the Faculty Success Module which was discounted from \$30,000, a 33% savings. Total cost for the remaining three years will increase by \$98,235.86 (average of \$32,000/year) and includes a savings of approximately \$75,000 over the life of the contract in discounts and waived fees. Also added is a \$10,764.34 contingency amount should additional services be required to complete the implementation. The new costs reflect the complete cost of the system, managed hosting, training server, user technical support, a dedicated client success manager, and implementation of the new applications.

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WATERMARK INSIGHTS, LLC ASSESSMENT MANAGEMENT SYSTEM**

**Costs**

Watermark Insights, LLC Assessment Management System upgrade costs to finish existing 5-year contract:

	<b>Original Cost</b>	<b>New Cost</b>	<b>Difference</b>
One Time Implementation Fee	-0-	\$20,000.00	\$20,000.00
Year 3 7/1/2022 to 6/30/2023	\$60,099.00	\$85,411.00	\$25,312.00
Year 4 7/1/2023 to 6/30/2024	\$61,902.00	\$87,973.33	\$26,071.33
Year 5 7/1/2024 to 6/30/2025	\$63,760.00	\$90,612.53	\$26,852.53
Total Cost	\$185,761.00	\$283,966.86	\$98,235.86
Contingency amount		\$10,764.34	
<b>Grand Total</b>			<b>\$109,000.00</b>

**Current Vendor**

Watermark Insights, LLC.(™) (Non-BEP)  
New York Headquarters  
71 23rd Street  
New York, NY 10010

**Source of Funds**

Technology Initiatives (Online Course Fee)

**Recommended Action**

I request that the Board approve the recommendation to amend the contract with Watermark Insights, LLC for an additional \$109,000 for the remaining three years of the existing five-year agreement. This includes the cost for the new Faculty Success Module, implementation fee and an approximate 10% contingency amount for any additional required services.

**Watermark Final Figures**

	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>		<b>Totals</b>
<b>Current Costs</b>		\$ 60,099.00	\$ 61,902.00	\$ 63,760.00		<b>\$ 185,761.00</b>
<b>Upgrade Discount</b>		\$ 2,099.20	\$ 2,162.21	\$ 2,228.01		<b>\$ (6,489.42)</b>
<b>New cost (with revised company)</b>		\$ 57,999.80	\$ 59,739.79	\$ 61,531.99		<b>\$ 179,271.58</b>
<b>New module Add-on</b>		\$ 27,411.20	\$ 28,233.54	\$ 29,080.54		<b>\$ 84,725.28</b>
<b>Total Annual Cost</b>		\$ 85,411.00	\$ 87,973.33	\$ 90,612.53		<b>\$ 263,996.86</b>
<b>Implementation Fee (One Time)</b>	\$ 20,000.00	\$ -	\$ -	\$ -		
<b>Difference</b>	\$ 20,000.00	\$ 25,312.00	\$ 26,071.33	\$ 26,852.53		<b>\$ 98,235.86</b>
<b>Contingency Amount</b>	\$10,764.34		<b>Contract Amendment Amount</b>			<b>\$109,000.00</b>

**ACTION ITEM: QUALIFICATIONS BASED SELECTION (QBS) FOR PROFESSIONAL SERVICES - RECOMMENDATION TO APPROVE EXPENSES OF \$100,000 OR MORE FOR RENEWAL OF MASTER AGREEMENTS FOR A/E SERVICES FOR ROOF AND FAÇADE REPAIRS**

**Background**

Many of the university building roofs are past their life expectancy. The wall façades are also in need of repairs. A Request for Qualifications procurement process was conducted in March 2019 to select Architectural/Engineering firms to address these needs. The Board approved the selection of three architectural and engineering firms for the required services at the June 2019 meeting. Master agreements were entered into with the three firms to provide the services on an as needed basis for an initial three-year term. The master agreements also include three-year renewal options. The University wishes to exercise the three-year renewal options for Architectural and Engineering Services for Roof and Exterior Wall Repair.

**Considerations**

Three firms were selected based on their qualifications to provide Architectural/Engineering services consistent with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/1). The three firms are Inspec, Inc.; Specialty Consulting, Inc. (formerly GSG-Probe Consulting, Inc.); and Globetrotters Engineering Corporation. The original master agreement amount was not to exceed \$300,000. Although there were no expenditures for these services during the initial three-year term, it is in the best interest of the University to exercise the renewal option to avoid going through a new competitive procurement process to select firms for future potential work. The renewal agreement will also be a not-to-exceed amount of \$300,000 for the three-year term. The University will inform the Board of expenditures for services rendered within the three-year renewal term.

The University wishes to exercise the three-year renewal options and is seeking Board approval to enter into a renewal agreement with the three architectural and engineering firms to provide services on an as needed basis.

**Renewal Agreement Amount:**

\$100,000/year not to exceed \$300,000 for the three (3) year renewal term

**SOURCE OF FUNDS:**

University Funds

**A/E Vendors:**

Inspec, Inc. (Non-BEP)  
Specialty Consulting, Inc. (BEP- HM)  
Globetrotters Eng. Corp. (BEP- AAM)

**Inspec, Inc. Subcontractors:**

AAA Engineering, Ltd. (BEP- CF)  
David Mason + Assoc. Illinois, Ltd. (BEP- AAM);

**Recommended Action:**

I request that the Board approve the recommended three-year renewal agreement for Architectural/Engineering services with the three current vendors for future roof and exterior wall maintenance repairs. This renewal is for an annual amount of \$100,000 per year, per vendor.

## **INFORMATION ITEM: APPROVAL OF PRELIMINARY FISCAL YEAR 2023 UNIVERSITY OPERATING BUDGET**

### **Summary**

The University is requesting an operating budget of \$86,129,700 for Fiscal Year 2023. This represents a decrease of 4.5% from FY2022, primarily due to the loss of Federal COVID-19 relief funding. The FY2023 budget is based on a 6% decline in projected tuition revenue and a 5% increase in the State appropriation. The requested operating budget is balanced between revenues and expenditures.

### **Overview**

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, 2022 and will be asked to approve the final FY2023 detailed budget at its September 2022 Board meeting.

In August 2003 the Illinois Board of Higher Education (IBHE) adopted Recommended Actions to Expand and Enhance Public University Annual Operating Budget Review, Approval and Oversight. Actions included a 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 IBHE for the FY2023 internal budget.

The University's unrestricted operating budget is comprised of two main sources of funds – state general funds appropriations (approximately 43 percent of operating revenues) and university income funds, mostly tuition (approximately 57 percent of operating revenues).

At the June 2022 Board meeting, this preliminary FY2023 budget with necessary revisions will be presented for approval. At the September 2022 Board meeting a final detailed budget for FY2023 will be presented for approval.

### **State appropriation**

In FY2022, the University received an appropriation of \$35,566,900. In February 2022, the Governor presented a budget plan that called for a 5% increase of \$1,788,400, to a total of \$37,345,300 for FY2022. The final appropriation amount is still subject to approval by the state legislature and the University continues to monitor the state budget process. The preliminary budget presented here is based on the Governor's recommended level of appropriation.

### **Income fund**

The unrestricted operating budget reflects the tuition and fee rates adopted by the Board in November 2021 for FY2023, and enrollment projections developed internally by the University. These tuition rates include no increase in undergraduate tuition, currently 420.44 per credit hour for Illinois residents and a two percent increase for new graduate students from 441.46 to 450.29 per credit hour for Illinois residents.

**INFORMATION ITEM: APPROVAL OF PRELIMINARY FISCAL YEAR 2023 UNIVERSITY  
OPERATING BUDGET**

The FY2022 budget was developed during the evolving COVID-19 pandemic in a year where nearly all classes and a majority of employees were learning and working remotely. Enrollment and registration patterns through the pandemic have been atypical, making forecasting difficult. In the end, the FY2022 budget anticipated a 9% decline in student credit hours, while in actuality, the decline is trending at approximately 12% below FY2021 levels.

The forecast for FY2023 tuition revenues is based on an examination of the flow of new and continuing graduate and undergraduate students. For continuing students, declining enrollment in recent years leads to persistent future declines as well, as incoming classes are not sufficient to replace the flow of students who are graduating. For this reason, this budget anticipates a decline in continuing credit hours for FY2023 as well, with retained student credit hours anticipated to fall approximately 9% below FY2022 budgeted levels and approximately 6% below the current FY2022 projections.

For new student credit hours, this budget considers the likely impact of the NEIU for You program approved by the Board of Trustees during FY2022. This program is designed to reverse the declining trend in new student enrollment and has established targets of 400 new first-time full-time freshmen, 900 new transfer students, and 538 new graduate students for Fall 2022. The FY2023 budget is built around these targets. This would represent a total increase of 220 new students relative to the previous year, a substantial improvement but not enough to offset the headwinds associated with the declines of the recent past. In total, the FY2023 budget anticipates a 6 percent decline in tuition revenue, from \$50,780,200 to \$47,412,000.

In addition to appropriation and tuition revenue, the University generates a small amount of other income from interest on cash balances and miscellaneous sales. This amount is budgeted at \$400,000 for FY2023. In FY2022, Other Income included \$2,788,000 in federal COVID-19 relief funding which will not be available moving forward. In the coming weeks, as fall enrollments materialize, the final budget will consider any known changes to state funding and tuition revenues and high priority spending needs.

**Expenditures**

Expenditures for FY2023 will be balanced to anticipated operating revenues. At this time, the University is finalizing spending plans based on the anticipated revenues of \$86,129,700 as outlined above. The FY2023 request budget was approved at a level of \$95,685,500, and the FY 2022 final operating budget was set at a level of \$90,227,800. While the expenditure budget reflects a significant decline from the FY2022 budget and the FY2023 request budget approved by the Board in September 2021, reorganization and improved efficiencies have seen expenditures for the current and past (FY2021) budget years come in substantially below budget. While a significant cause of lower than anticipated spending has been personnel turnover and vacant positions, it is not the only change. The pandemic affected workflow and work processes, often making them more efficient, and as the University adjusts to the new normal, personnel and non-personnel budgets are being adjusted to reflect this changed environment.

**INFORMATION ITEM: APPROVAL OF PRELIMINARY FISCAL YEAR 2023 UNIVERSITY OPERATING BUDGET**

**Restricted operating funds**

In addition to the unrestricted operating budget, this preliminary plan includes forecasts for the restricted operating budget, which includes student fee programs, auxiliary services, indirect costs and grant sources. The restricted operating budget includes expenditures from revenue sources that are restricted either by an external requirement or by internal accounting policy. Preliminary student fee program budgets reflect the fee rates as approved by the Board of Trustees in November 2021. These restricted operating funds are projected to total \$59,279,300 in FY2022. This represents a decline of \$5,676,000 from FY2023, primarily due to the decline in federal COVID-19 support and a decline in student fee-supported activities due to anticipated declines in credit hour enrollment.

The total preliminary FY2023 budget is summarized in Table 1. Resources available for operating purposes in FY2023 are estimated at \$145,409,000, a decrease of \$9,774,200 or 6.3 percent, from the FY2021 budget. Approximately \$6,788,000 of this decline represents the end of federal COVID-19 relief funding.

**Table 1**  
**NORTHEASTERN ILLINOIS UNIVERSITY**  
**Fiscal Year 2023 Preliminary Operating Budget**  
**(with comparable data provided for Fiscal Year 2022)**

	FY2022 Budget	FY2023 Preliminary Budget	Annual Change	
			Dollar	Percent
<b><u>Unrestricted Operating Budget</u></b>				
State General Funds Appropriations	\$ 35,566,900	\$ 37,345,300	\$ 1,778,400	5.0 %
University Income Fund - Tuition	50,780,200	47,412,000	(3,368,200)	(6.6)
University Income Fund - Tuition Differential	692,000	972,400	280,400	40.5
University Income Fund - Other	3,188,700	400,000	(2,788,700)	(87.5)
<b><i>Unrestricted Operating Budget</i></b>	<b>\$ 90,227,800</b>	<b>\$ 86,129,700</b>	<b>\$ (4,098,100)</b>	<b>(4.5) %</b>
<b><u>Restricted Operating Budget</u></b>				
Student Fee Programs	\$ 9,001,100	\$ 8,412,600	\$ (588,500)	(6.5) %
Sales & Services	2,817,100	2,463,800	(353,300)	(12.5)
Auxiliary Services	3,977,900	4,056,500	78,600	2.0
Indirect Costs Recovery	2,138,900	1,870,600	(268,300)	(12.5)
Grants & Contracts-Education	600,000	600,000	-	-
State and Local Grants & Contracts	12,704,400	12,028,100	(676,300)	(5.3)
Federal Grants & Contracts*	32,926,000	28,926,000	(4,000,000)	(12.1)
Private Grants & Contracts	790,000	921,700	131,700	16.7
<b><i>Restricted Operating Budget</i></b>	<b>\$ 64,955,400</b>	<b>\$ 59,279,300</b>	<b>\$ (5,676,100)</b>	<b>(8.7) %</b>
<b>Total Operating Budget</b>	<b>\$ 155,183,200</b>	<b>\$ 145,409,000</b>	<b>\$ (9,774,200)</b>	<b>(6.3) %</b>

**INFORMATION ITEM: APPROVAL OF PRELIMINARY FISCAL YEAR 2023 UNIVERSITY  
OPERATING BUDGET**

**Table 2**  
**NORTHEASTERN ILLINOIS UNIVERSITY**  
**Fiscal Year 2023 Preliminary Operating Budget**  
**by Function and Line Item**

<b>Functional Categories</b>	<b>Unrestricted Operating Budget (State and Tuition)</b>	<b>Restricted Operating Budget</b>	<b>Total</b>
Instruction	\$ 47,271,500	\$ 7,883,300	\$ 55,154,800
Organized Research	119,300	1,671,600	1,790,900
Public Service	558,500	13,850,600	14,409,100
Academic Support	5,942,800	2,358,600	8,301,400
Student Services	3,833,400	24,358,500	28,191,900
Institutional Support	15,413,600	1,631,200	17,044,800
Operations and Maintenance	10,863,000	2,984,100	13,847,100
Independent Operations	-	4,541,400	4,541,400
Benefits/Social Security/Medicare	1,005,000	-	1,005,000
Health Insurance Reserve Fund	1,122,600	-	1,122,600
<b>Total</b>	<b>\$ 86,129,700</b>	<b>\$ 59,279,300</b>	<b>\$ 145,409,000</b>

<b>Line Item Categories</b>	<b>General Operating Fund (State and Tuition)</b>	<b>Restricted Funds</b>	<b>Total</b>
Personal Services	\$ 67,150,600	\$ 14,562,000	\$ 81,712,600
Contractual Services	11,700,000	12,010,600	23,710,600
Travel	110,000	250,500	360,500
Commodities	589,900	871,600	1,461,500
Equipment	670,000	646,600	1,316,600
Telecommunications	180,300	61,300	241,600
Awards/Grants/Tuition Waivers	1,322,000	22,591,300	23,913,300
Permanent Improvements	46,300	122,500	168,800
Benefits/Social Security/Medicare	1,005,000	3,673,000	4,678,000
Health Insurance Reserve Fund	1,122,600	-	1,122,600
Indirect Costs	-	2,138,900	2,138,900
Other/Transfer Out (Debt Service)	2,233,000	2,351,000	4,584,000
<b>Total</b>	<b>\$ 86,129,700</b>	<b>\$ 59,279,300</b>	<b>\$ 145,409,000</b>

**INFORMATION ITEM: BACHELOR OF SCIENCE DEGREE CYBER SECURITY –  
FINANCIAL IMPACT**

**Overview**

As discussed at the March 10, 2022 Academic/Student Affairs, Enrollment, and Technology Committee, Northeastern is seeking approval by the Board of Trustees (and later the IBHE) to offer a Bachelor of Science in Cybersecurity.

Cybersecurity is an emerging discipline that concerns the protection of assets through assessing the vulnerabilities of cyber systems and creating incident response strategies to promptly countermeasure adversaries' attacks. A wide range of knowledge and practical skills is needed to design and maintain the security of information systems and underlying infrastructures. The Cybersecurity Program in the Department of Computer Science covers fundamental and advanced security topics to prepare graduates for joining the cybersecurity workforce or starting and successfully completing a Master's degree in Cybersecurity or related fields. Cybersecurity is a relatively emerging practical field that lies at the intersection of interests of national agencies, academia, and enterprises. Building upon the fundamental security concepts, the end goal of cybersecurity is to protect digital resources through identifying assets, system vulnerabilities, and adversaries, and the necessary security tools and countermeasures required to prevent and/or counter any unauthorized access or attacks.

Northeastern currently offers a minor in this discipline, so the faculty, and the necessary hardware and software, are already in place. At this time, we anticipate no additional costs to be incurred.

## **INFORMATION ITEM: FY2021 BUSINESS ENTERPRISE PROGRAM (BEP) RESULTS**

This report provides an update of University's FY2021 BEP expenditures and its efforts in attaining minority, women and persons with disabilities owned businesses contracting goals.

### **Overview**

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

To comply with guidelines established by this program, the State of Illinois sets goals for all state agencies and public universities and specifically requires Northeastern to establish a goal of making at least 20 percent of all purchases of commodities, equipment, and contractual services, after allowable exemptions, from certified minority, women, and persons with disabilities owned businesses. The BEP certification takes place through the State of Illinois Department of Central Management Services (CMS).

Northeastern Illinois University, through the University's Purchasing Office, is committed to attaining the goals established by CMS and submits two reports to the State's CMS BEP Department each fiscal year. The 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.

The University establishes a minimum 20 percent BEP contracting goal for each solicitation, when feasible, advertised on the Illinois Public Higher Education Procurement Bulletin. Additionally, BEP owned firms certified through the Business Enterprise Program are contacted by the Purchasing Office to inform them of the availability of bid documents relevant to their field of expertise. For small purchases not published on the Illinois Procurement Bulletin, efforts are made to solicit BEP vendors for the required goods or services.

### **FY2021 Purchases from Minority, Women, and Persons with Disabilities Owned Businesses**

In fiscal year 2021, the University established an aggregate BEP Compliance Plan Goal of \$1,681,138.20. The table below summarizes FY2021 payments made to BEP owned firms by certification designation. Actual expenditures were \$1,316,701.32 or 16%, a shortfall of \$364,436.88 or 4%.

**INFORMATION ITEM: FY2021 BUSINESS ENTERPRISE PROGRAM (BEP)  
RESULTS**

African American Males	\$296,868.91
African American Females	42,580.59
Hispanic American Males	272,518.15
Hispanic American Females	139,944.98
Asian American Males	167,833.50
Asian American Females	29,995.00
Caucasian Females	364,807.69
Sheltered Workshops	2,152.50
<b>Total FY2021 Payments Made to BEP firms</b>	<b>\$1,316,701.32</b>

The COVID pandemic greatly affected the types of goods and services procured which hindered our ability to meet the 20% aspirational goal. The shortfall was primarily due to few or no expenditures in the following categories: Catering Services, Security Services, Bus Transportation Services; Travel Agency Services, Cafeteria Services and construction projects.

The Purchasing Office's efforts to increase BEP participation in contracting include reaching out to current University vendors to encourage firms to register in the BEP program. As a result, three firms registered in the program. Also, in one contract that had no BEP participation, the prime vendor agreed to add a BEP subcontractor (20%) when the contract was renewed for an additional three years. In FY21, Purchasing provided training to University personnel on how to search for vendors in the BEP database. The training was recorded and is available to all staff via NEIUport.

Due to restrictions with in person meetings, the University did not participate in Minority, Women and Veteran owned Business Enterprise vendor fairs. However, we look forward to hosting and attending these meeting in the future. Based on current expenditures in FY22, we anticipate meeting the established BEP goal. For example, the University recently entered into a \$2.1 million contract with a BEP vendor for Workday Software and Maintenance project. We also entered into a \$500,000 contract with an IPHEC BEP vendor for the campus wide Wi-Fi project.

**Summary**

The University will continue its efforts and commitment to ensure economic opportunities for minority, women, and persons with disabilities owned businesses to participate in the university's procurement process.

The University recognizes the value of diversity and inclusion in public contracting and are committed to exploring additional opportunities to improve the equitable distribution of University business and to be a supportive partner of the Business Enterprise Program.

	BEP EXPENDITURES REPORTED BY THE COMPTROLLER	EXPENDITURE ADJUSTMENTS	TOTAL CONTRACTS	TOTAL EXPENDITURES
AFRICAN AMERICAN MALES		\$296,868.91	38	\$296,868.91
AFRICAN AMERICAN FEMALES		\$42,580.59	15	\$42,580.59
HISPANIC AMERICAN MALES		\$272,518.15	22	\$272,518.15
HISPANIC AMERICAN FEMALES		\$139,944.98	7	\$139,944.98
ASIAN AMERICAN MALES		\$167,833.50	5	\$167,833.50
ASIAN AMERICAN FEMALES		\$29,995.00	2	\$29,995.00
NATIVE AMER/AK NATIVE MALES		\$0.00	0	\$0.00
NATIVE AMER/AK NATIVE FEMALES		\$0.00	0	\$0.00
CAUCASIAN FEMALES		\$364,807.69	49	\$364,807.69
<b>PERSONS WITH DISABILITIES:</b>				
<i>(ETHNICITY &amp; GENDER)</i>		\$0.00	0	\$0.00
<b>BEP TOTALS:</b>	\$0.00	\$1,314,548.82	138	\$1,314,548.82
<b>SHELTERED WORKSHOPS</b>		\$2,152.50	7	\$2,152.50
<b>TOTALS:</b>	<b>\$0.00</b>	<b>\$1,316,701.32</b>	<b>145</b>	<b>\$1,316,701.32</b>

**INFORMATION ITEM: UNIVERSITY POLICE SPRING 2022 UPDATE**

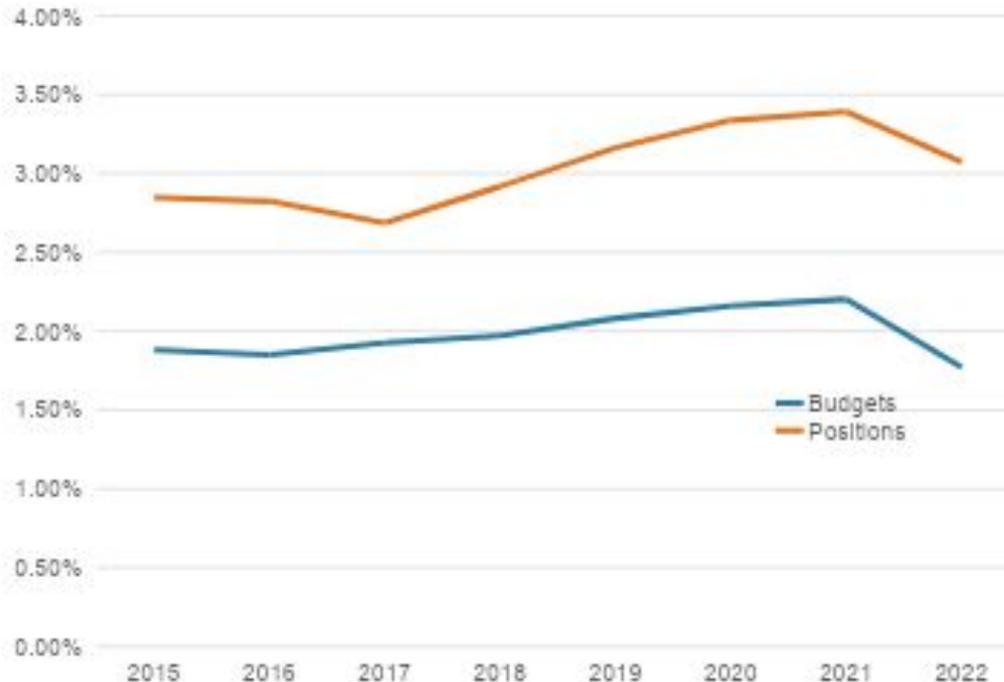
**NEIUPD Spring Update**

- The new hire, the Administrative Assistant Director, took office on Feb. 7. Duties include all administrative police duties, co-chair the Emergency Management Team, serve as the department accreditation manager, and University risk manager
- Current open and posted positions include one security guard (CCICS) and one telecommunicator
- The current NEIUPD budgeted staffing level is sufficient to provide the appropriate level of safety and security for all our locations.
- New emergency message board system has been approved and works for all three locations will take place April 11-20
- Campus-wide camera upgrade announcement is expected very soon. A vendor has been selected and final plans are under review
- Upcoming member training highlights for March include:
  - NEIU's "Becoming an Ally"
  - Illinois Training Board "Responding to a Mass Shooting"
  - Department of Justice Office on Violence Against Women Conference
  - Police Executive Research Forum's "De-escalation/Conflict Management" course, and several online classes focused on campus policing topics.

The NEIUPD remains committed to all community policing practices that best serve the safety and security of our campus community.

# Position Trends

Police Share of Budgets and Positions  
State Fund



Since 2015, police budgets ranged between 1.8%-2.2% of the operating budget.

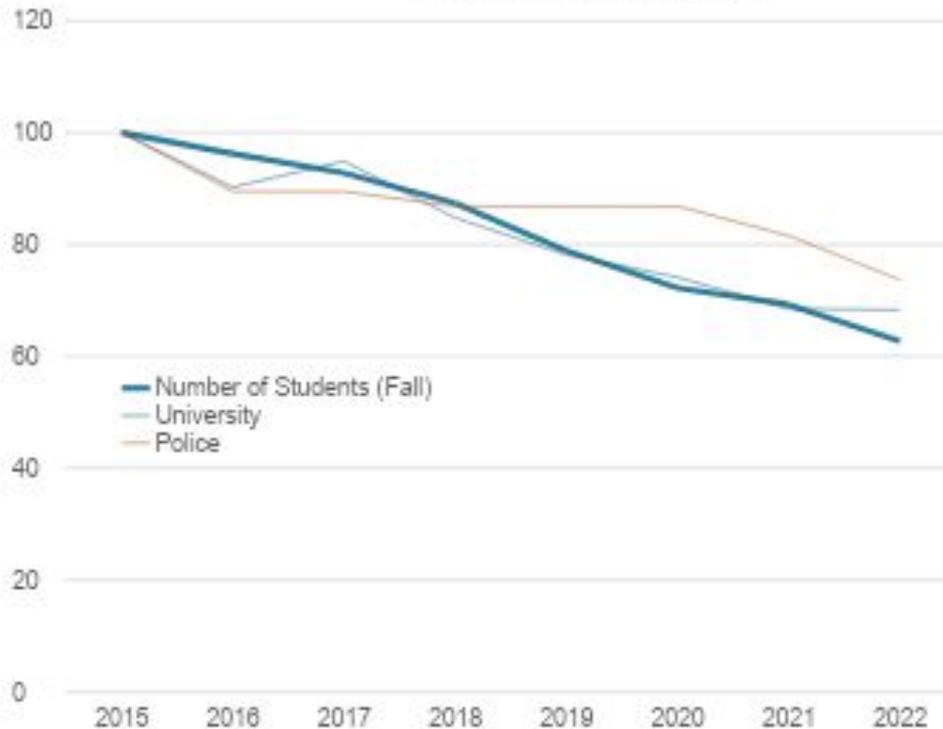
The police department accounted for 2.7%-3.4% of total positions.

Position and budget shares increased modestly from 2017-2021 before falling in 2022.

	2015	2016	2017	2018	2019	2020	2021	2022
Budget	1,731,630	1,675,807	1,770,541	1,767,259	1,840,164	1,917,855	1,913,043	1,597,211
Positions	38	34	34	33	33	33	31	28

# Position Trends

Enrollment and Position Trends  
Base Year = 2015; Index=100



Since 2015, enrollment has fallen by 37%.

Overall employee counts have fallen by 31% and police head counts have fallen by 26% during this period.

Police headcounts were stable between 2016-2020 before reductions over the past two budget cycles.

	2015	2016	2017	2018	2019	2020	2021	2022*
Number of Students	10,275	9,891	9,538	8,984	8,103	7,423	7,119	6,440
University Positions	1,334	1,204	1,266	1,131	1,043	989	914	911
Police Positions	38	34	34	33	33	33	31	28

\*Number of Students is estimated through Fall enrollments

**INFORMATION ITEM: UPDATE ON REAL ESTATE RFP**

The real estate broker services- Bryn Mawr properties RFP solicitation was updated and re-advertised on March 4, 2022. A virtual pre-submittal conference was held on March 16, 2022. Proposals are due on March 31, 2022. Below is a revised timeline of the procurement process:

<b>Milestone</b>	<b>Date</b>	
Update RFP	2/7/2022	
Finalize RFP	2/10/2022	
Purchasing Review	3/3/2022	
SPO Review	3/3/2022	
Issue RFP	<b>3/4/2022</b>	<b>Four weeks on the street</b>
Pre-Submittal Conference	<b>3/16/2022</b>	
Last Date of Questions	3/21/2022	
Publish Addendum	3/24/2022	
<b>Proposals Due Date</b>	<b>3/31/2022</b>	
Administrative Review	4/1/2022	
Evaluation Kick Off Meeting	4/4/2022	
Technical Scores Due	4/11/2022	
First Evaluation Committee Meeting, if required	4/13/2022	
Oral Presentations by shortlist	4/15/2022	
Second Evaluation Committee Meeting, if required	4/18/2022	
Pricing Scores	4/18/2022	
Negotiation with Finalist(s), if required	4/20/2022	
Best and Final Offers	4/21/2022	
Consensus Meeting, if required	4/22/2022	
Award Recommendation*	4/25/2022	
<b>Finance Buildings and Grounds Committee Meeting</b>	<b>5/16/2022</b>	
Publish on Bulletin	<b>TBD</b>	
Procurement Policy Board Waiver (PPB)	TBD	

**INFORMATION ITEM: NOTIFICATION TO THE BOARD OF CERTAIN EXPENDITURES -  
PURCHASES OF AT LEAST \$50,000 BUT LESS THAN \$100,000**

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

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>PURCHASE ORDER AMOUNT</b>
BT Consulting Group (Non-BEP)	Consulting Services	\$99,000.00
Davis & Campbell, LLC (Non-BEP)	Ongoing Legal & Litigation Support- University Collective Bargaining Matters	\$65,000.00

**INFORMATION ITEM: CONSTRUCTION UPDATE**

**CDB Project - Electric Cable Replacement Project Phase 1**

The Capital Development Board (CDB) awarded the project to Linear Electric. The construction is anticipated to begin in Spring of 2022. Contractor to submit construction schedule.

**CDB Project - Campus Roof Replacements**

CDB has informed us that the awarded contractor has decided to pull out. The project will be re-bid as soon as the updated bid documents are ready. Awaiting revised schedule from the architects.

**CDB Project - Campus Entrance and Walkway Repairs**

CDB has approved 100% construction bid documents and the project is out for bid. Pre-bid meeting is scheduled for March 16, 2022.

**CDB Project – Lech Walesa Hall Upgrades to the HVAC Systems**

Consultants have submitted preliminary drawing to CDB for review and approval.

**CDB Project – Bernard Brommel Hall Upgrades to the HVAC Systems**

The project is underway. Consultants have begun field investigation and preliminary design. Awaiting project schedule.

**INFORMATION ITEM: UPDATE ON EL CENTRO SIGN**

The contract with Daktronics, Inc. was executed on February 10, 2022. Additional purchase orders were issued to two other vendors on March 2, 2022 for ancillary services (electrical services and soil boring tests). Council order from Alderman Ramirez-Sosa to be obtained in May 2022. Permit to be issued in August 2022. Electrical lines, fabrication and installation of sign to be completed October 2022. Final hook up, programming and testing, and landscaping to be completed November 2022.

<b>Milestones</b>	<b>Estimated Date</b>
Contract signed (Daktronics PO Issued)	2/10/2022
Misc. PO's Issued (Electrical, Soil Testing)	3/2/2022
Soil Boring Test and Report	4/4/2022
Council Order from Alderman (Poblocki)	5/9/2022
Shop Drawings (Concurrent w/Item 4)	5/18/2022
City Sign Permit (Poblocki)	8/19/2022
Electrical	10/10/2022
Fabrication & Installation	10/28/2022
Final Hook up, Programming, and Testing	11/1/2022
Landscaping (Project Completion)	11/4/2022