

Board of Trustees of Northeastern Illinois University

Executive Committee Meeting Minutes

October 15, 2021

A meeting of the Executive Committee of the Board of Trustees of Northeastern Illinois University was convened on Friday October 15, 2021 in the Student Union Golden Eagles Room located at 5500 N. St. Louis Avenue, Chicago, IL. Jim Palos, chair of the committee called the meeting to order at 8:32 a.m.

Roll was called and the following Trustee committee members were present in person: Jim Palos and Jonathan Stein

The following Trustee committee member was present via video conference: Sherry Eagle

Other Trustees present via video conference: Charlie Serrano joined at 8:34 a.m.; Ann Kalayil joined at 8:41 a.m.

Also present in person: Gloria Gibson, President; G. A. Finch, University Counsel; Karl Voigt, Assistant Secretary to the Board; vice presidents; staff; and University community members

Also present via video conference: Mary Pat Burns, Board Counsel

Chair Palos recited the following statement: "Governor Pritzker has continued in place his disaster proclamation in response to COVID-19, the most recent proclamation being dated September 20, 2021, and as a result this meeting is being held by video conference. I note, for the record, that I am physically present on campus for the meeting as is Trustee Jonathan Stein. Trustee Sherry Eagle is with us remotely. We have posted notice of this meeting in accordance with the Open Meetings Act, the open portion of which is being recorded, and a transcript of the proceedings will be prepared and ultimately after approval will be available to the public on the NEIU website."

Opportunity for Public Comment in Accordance with P.A. 91-0715

Chair Palos announced the opportunity for public comment. There were no requests to speak.

ITEMS FOR INFORMATION

Shared Governance Speaker: November Board Meeting

Chair Palos asked committee members if there are any particular areas they would like to see addressed by the next shared governance presentation by the University Advisory Council. Trustee Eagle recommended that, for the sake of consistency, each group presenting to the Board should address how they are working toward meeting the university's strategic goals.

November Lunch and Learn Overview

Liesl Downey, Vice President for Institutional Advancement, stated the next lunch and learn session will be in tandem with the Foundation Board's annual meeting. The theme for the event is *How the NEIU Foundation and University Board of Trustees Increase Fundraising Collaboration*. There will be an introduction and overview of the NEIU Foundation, and presentations from several other people. Trustees requested a calendar of fundraising events.

Enrollment Update

Dan Weber, Interim Associate Vice President for Enrollment Services reported that as of September 3, 2021, Fall 2021 enrollment is 6,440. Of this number, 4,608 are undergraduate and 1,832 are graduate. 330 undergraduates are first-time freshmen and 769 undergraduates are transfers. There are 71 international students. This student population represents 59,461 credit hours, which is an 11% decrease in credit hours compared to fall 2020. Other student data show that 51% of total students are part-time and 49% are full-time. The average age of undergraduates is 28.6 years. The recent tuition initiative was helpful to push the actual undergraduate first-time freshmen enrollment (330) by more than what was initially predicted (290). Of the \$2.9 million allocated for the tuition initiative, the University expects to spend \$2.3 million in FY22. Trustees asked for credit hour trend from 2019 through 2021.

ITEM FOR ACTION

Purchases \$100,000 or Greater: Branding, Wayfinding and Signage Qualifications Based Selection (QBS)

A Request for Qualifications solicitation was posted on the Illinois Public Higher Education Procurement Bulletin in accordance with the Architectural, Engineering, and Land Surveying Qualifications Based Selection (QBS) Act (30 ILCS 535/1). An evaluation committee was formed to review and evaluate vendor submissions. Thirteen firms submitted Statements of Interest, eleven of which passed administrative review.

Two firms were selected based on their qualifications to provide Architectural and Engineering services consistent with the QBS Act. The evaluation committee selected The Smithgroup, Inc. and Lothan Van Hook DeStefano Architecture (LVDA) based on their qualifications and experience with campus branding, wayfinding and signage projects. Consulting services will be provided on an as needed, task order basis as determined by the University's needs.

The Business Enterprise Program (BEP) goal commitments will be met as follows: The SmithGroup, Inc. will meet a 50% BEP goal and Lothan Van Hook DeStefano Architecture will meet a 53% BEP goal.

Vendors will provide services such as Program Analysis, Schematic & Development Design Services, Construction Documents, assist with bidding phase and oversight of construction phase for Campus Branding, Wayfinding, and signage designs for all Northeastern Illinois University locations.

Master Agreement Amount: Not to exceed \$300,000 per year, per vendor.

The award is for an annual amount of up to \$300,000 per vendor. The Master Agreements are for an initial term of four years with an option to renew.

Source of Funds: President's Strategic Fund

Trustee Stein, seconded by Chair Palos moved to approve the Purchases \$100,000 or Greater: Branding, Wayfinding and Signage QBS as presented. The vote must be unanimous to pass.

Discussion: this matter failed to gain prior approval, but remains an important University issue and the Executive Committee is taking it up today. Trustees engaged in a lengthy discussion that included a legal opinion from the University's General Counsel with a summary of the procurement's merits, and an explanation of the efficiency this type of a procurement provides for

the University in saving significant work hours over the life of the project. Vicky Santiago, Director of Procurement Services, provided an overview of the procurement process, scoring committee responsibilities, and how vendor materials are reviewed and scored. As well, Ms. Santiago clarified that the selection of two vendors is to provide flexibility to the University based on the size and scope of the overall project. Manish Kumar, Vice President for Finance and Administration, reviewed the sequence for creating the project timelines and executing them with the respective vendors, and reiterated that the contract would cap the University's annual spending on this project at \$600,000. Concern was expressed that a sample work product and timeline are not readily known and have not yet been produced for inspection. Additionally, Trustees engaged in a lengthy discussion about the sequence of projects, deciding that the most important sign program should be for the El Centro location, and should be its own, separate procurement not part of a universal signage project. Trustee Eagle recommended to the Chair commissioning a sub-committee to thoroughly review the entire procurement project and report its recommendations to the Board by the next full Board meeting. The Chair demurred.

Roll was called and the vote was as follows:

Eagle: No Palos: Yes Stein: Yes

The motion was defeated.

In light of the failed motion, Chair Palos asked for a new motion to approve the issuance of an RFP on an expedited basis to secure the design and installation of a sign at the El Centro property location, and to refer any matters relating to the sign procurement and selection of a vendor back to the Finance, Buildings and Grounds Committee for any future recommendations to the Board.

Trustee Stein, seconded by Trustee Eagle, moved to approve the motion as presented.

Discussion: there was no discussion

Roll was called and the vote was as follows:

Eagle: Yes Palos: Yes Stein: Yes

The motion carried.

Old/New Business

Chair Palos asked if there was any old or new business. There was no further business.

Motion to Adjourn

At 10:01 a.m. Trustee Stein, seconded by Trustee Eagle, moved to adjourn. The meeting was adjourned by acclamation.

Respectfully submitted,

Jim Palos, Chair of the Board
Karl Voigt, Assistant Board Secretary
Approved November 18, 2021