

Board of Trustees of Northeastern Illinois University

**Finance, Buildings and Grounds Committee Meeting Minutes**  
August 24, 2020

A meeting of the Finance, Buildings and Grounds Committee of the Board of Trustees of Northeastern Illinois University was convened via video conference on Monday, August 24, 2020 at 9:00 a.m. Trustee Sherry Eagle called the meeting to order.

**Roll was called and the following Trustee Committee members answered present:** Carlos Azcoitia; Sherry Eagle; and George Vukotich

**Other Trustees present:** Jonathan Stein

**Others present:** Gloria Gibson, President; Mary Pat Burns, Board Counsel; Karl Voigt, Assistant Secretary to the Board; Vice Presidents; staff; and University Community Members

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

Trustee Vukotich announced the Opportunity for Public Comment. There was 1 request to speak.

1. **James O'Connor** – NEIU Instructor

**Topic:** the negative impact of the recent cancellation of reading and writing placement exams.

Dr. Gibson welcomed students back to fall term classes which begin today and thanked the faculty and staff who have worked hard throughout the summer to prepare for the current semester. Dr. Gibson thanked those who participated in the recent budget town hall. The next one will be announced soon. Dr. Gibson asked that everyone review the recent fall term university operating plan for guidance and to reach out with any questions.

Trustee Eagle introduced Vice President Manish Kumar and asked his team to present their reports. Executive Director Mike Wenz reviewed the final FY21 Operating Budget and answered Trustees' questions. The preliminary FY21 Operating Budget was approved by Trustees at the June 11, 2020 meeting. Trustees Azcoitia, Eagle, and Vukotich recommend the board approve the final FY21 Operating Budget at its September meeting.

Associate Vice President for Finance and Administration, Ann McNabb, reviewed the FY22 Operating and Capital Request Budget and answered Trustees' questions. Trustees Azcoitia, Eagle, and Vukotich recommend the full board approve the FY22 Preliminary Operating and Capital Request Budget at its September meeting.

Nancy Medina, Associate Vice President for Facilities and Auxiliary Services, reviewed the Qualifications Based Selection process and provided an overview of the general spaces and science labs renovation projects being considered, and answered Trustees' questions.

General University Spaces: A Request for Qualifications was conducted to select Architectural/Engineering firms to address University space renovation needs. Previously, contracts were awarded to consultants on a per-project basis. The new Master Agreements for Architectural/Engineering services allows the university to utilize any of the three selected vendors

Finance, Buildings and Grounds Committee of the Board of Trustees  
of Northeastern Illinois University  
August 24, 2020 – **Committee Meeting Minutes**

on an as-needed basis without having to enter into separate contracts for each project. This new contracting process allows the university to function in a more efficient manner.

The QBS solicitation was posted on the State of Illinois Public Higher Education Procurement Bulletin website in accordance with the state procurement regulations. An evaluation committee was formed to review and evaluate vendor submissions. There were 44 respondents of which 40 passed Administrative review. 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). Board approval is requested for expenditures related to the Architectural/Engineering vendors for future remodeling and renovation of general university spaces. This award is for an annual amount of up to \$150,000 per vendor if NEIU determines a need for services. The contracts are for an initial term of three years with an option to renew for up to three years, and are funded through Academic Enhancement Funds.

Science Labs: Multiple science labs are in need of remodeling and renovation in order to meet programmatic or deferred maintenance requirements. A Request for Qualifications was conducted to select Architectural/Engineering firms to address these needs. The QBS solicitation was posted on the State of Illinois Public Higher Education Procurement Bulletin website in accordance with the state procurement regulations. An evaluation committee was formed to review and evaluate vendor submissions. There were twenty-nine respondents and twenty eight passed Administrative review. A 20% BEP goal is required. 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). Board approval is requested for expenditures related to the Architectural/Engineering vendors for future remodeling and renovation of science lab projects. This award is for an annual amount of up to \$200,000 per vendor if NEIU determines a need for services. The contracts are for an initial term of three years with an option to renew for up to three years, and funded by Academic Enhancement Funds.

Trustees Azcoitia, Eagle, and Vukotich recommend board approval of these requests at its September meeting.

Director of Purchasing, Vicky Santiago, presented the FY19 Business Enterprise Program (BEP) Report. The University exceeded its FY19 BEP goal of \$336,980 by \$1,049,064 for a total outlay of \$1,386,044 with BEP-registered businesses.

Mike Wenz presented the 4<sup>th</sup> quarter budget to actual report. Through the fourth quarter, the University has vouchered a total of \$35,566,900 of the state appropriation. Of this amount, \$35,566,900 was received. Tuition revenues totaling 104.7 percent of projected revenue was recorded, after adjusting for anticipated waivers and bad debt. These amounts represent the second half of summer 2019, fall 2019, spring 2020 and first half of summer 2020 enrollments. Total annual credit hour enrollment was projected to decline by 6.3 percent from FY2019 levels. Fall 2019 credit hour enrollments fell slightly short of the budget targets, with final census date hours below the preceding fall by 7.3 percent. Spring 2020 credit hours were slightly ahead of forecast, reflecting a decline of 5.6 percent from Spring 2019. Summer 2020 credit hours were 10.3 percent above the preceding summer. In total, FY2020 credit hours were 4.4 percent below FY2019 credit hours. On March 27, 2020, Congress passed the C.A.R.E.S. Act that provides, in part, funding for universities for expenses related to the public health and economic impacts of

Finance, Buildings and Grounds Committee of the Board of Trustees  
of Northeastern Illinois University  
August 24, 2020 – **Committee Meeting Minutes**

COVID-19. The University continues to monitor related expenses, including expenses which were incurred during the third and fourth quarters of FY2020, in conjunction with federal guidelines around funding available through the C.A.R.E.S. Act. Through the fourth quarter, the University spent 95.1 percent of the total \$88,846,700 general operating unrestricted budget.

Nancy Medina presented the Construction Update and answered Trustees' questions. A lengthy discussion about the El Centro signage ensued. The Committee asked to have a meeting with the signage architect to answer some of the questions that emerged.

Manish Kumar provided an overview of the C.A.R.E.S. Act and GEER funding received by the University. A total of \$6,515,000 as Higher Education Emergency Relief Funds (HEERF) was allocated through the C.A.R.E.S. Act. This represents \$3,035,000 for student financial aid, \$3,035,000 for institutional aid, and \$445,000 in Minority Serving Institution (MSI) funds. To date, \$2,800,000 has been awarded in student aid representing \$42 per credit hour for students enrolled full-time in spring 2020, along with an additional \$15 per credit hour awarded to Pell-eligible students. The remaining \$235,000 will be awarded to renewing Nest students who do not have a social justice housing award.

Of the \$3,035,000 in institutional funding, \$530,000 has been used for student fees and housing refunds, \$280,000 has been used for institutional PPE, \$1,480,000 has been used for instructional technology, and \$360,000 has been used for faculty support. \$385,000 remaining will be allocated pursuant to the conditions set forth in the Act. \$445,000 of MSI funds were allocated to lost institutional auxiliary revenues from parking fees, the bookstore, food services, and lost revenue from the child care center, which is open to the public.

The University received \$2,915,000 in Governor's Emergency Education Relief Funds (GEER). The allocation was determined for each university based upon the total number of Pell students, of which Northeastern received the second largest amount in the state. The funds were awarded to support efforts to recruit and retain students of color, first generation, and high-need students who are disproportionately impacted by the pandemic, and to address this population's digital equity gaps. This funding has provided the University a unique, one-time opportunity to spend on enrollment and retention in a way it has not been able to in the past.

Ann McNabb provided an overview of the Purchases between \$50,000 and \$99,999.99 made since the last board meeting.

Manish Kumar provided an overview the Request for Proposal (RFP) being issued to seek advisement and ideas of how best to develop the properties owned by the University on W. Bryn Mawr Avenue and specific parcels at the El Centro location. The proposal is being sent to 50 real estate vendors, and the University is asking Trustees to recommend firms they think would be a good fit for this project. Dr. Gibson will provide a copy of the RFP to all Trustees. An update on the project will be provided at the November board meeting.

Ann McNabb provided an overview of the FY22 Preliminary Tuition and Fees Recommendation and answered Trustees' questions. Trustees thanked everyone for the clear materials and concise presentation.

Manish Kumar provided an overview of ERP contract renewals. At the April 6, 2006 meeting, the Board of Trustees resolved that "in order to facilitate the timely implementation of the ERP project,

Finance, Buildings and Grounds Committee of the Board of Trustees  
of Northeastern Illinois University  
August 24, 2020 – **Committee Meeting Minutes**

(the Board) delegates to the University President the authority to approve such expenditures and contracts directly related to the ERP project without prior Board approval and that the President will report to the Board on all such approved expenditures and contracts normally requiring prior Board approval at the next regularly scheduled meeting of the Board of Trustees.” Under this authority, the subscription license contract with Touchnet Information Systems is being renewed for e-payment services from 9-01-2020 through 8-31-2021 for \$109,276. The original 10-year agreement obtained via RFP from Touchnet Information Systems expired on August 31, 2015. A Sole Source Justification for continued service with Touchnet Information Systems e-payment services was submitted to the State of Illinois Chief Procurement Office in 2015. At the June 18, 2015 meeting, the Board was informed that the Sole Source Agreement had been approved and will serve for six years. This Information Item addresses the sixth year of this six-year agreement.

The subscription license contract with Ellucian Banner Recruit System (CRM) for cloud software usage is being renewed from 07-01-2020 through 06-30-2021 for \$92,737. The original five-year agreement obtained via RFP from Ellucian expired on June 30, 2018. A Sole Source Justification for continued service with Ellucian was submitted to the State of Illinois Chief Procurement Office, in 2015. At the September 17, 2015 meeting, the Board was informed that the Sole Source Agreement had been approved and will serve for eight years. The recommendation was to continue to partner with Ellucian as Northeastern’s ERP vendor of choice. This information Item addresses the fifth year of this eight-year agreement.

At 11:03 a.m. Trustee Vukotich, seconded by Trustee Azcoitia, moved to convene in Closed Session in accordance with sections 2 (c) 5 and 6 of the IL Open Meetings Act.

At 11:46 a.m. Trustee Vukotich, seconded by Trustee Azcoitia moved to re-convene in Open Session.

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**New Business**

No new business was raised.

There was no further business.

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**Adjourn**

At 11:48 a.m., Trustee Eagle, seconded by Trustee Azcoitia, moved to adjourn. The meeting was adjourned by acclamation.

Respectfully submitted,

Sherry Eagle, Chair  
Karl Voigt, Assistant Board Secretary  
Approved September 17, 2020