

Board of Trustees of Northeastern Illinois University

**Finance, Buildings and Grounds Committee Meeting Minutes**

May 23, 2019

A meeting of the Board of Trustees Finance, Buildings and Grounds Committee of Northeastern Illinois University met as follows on May 23, 2019 in the Student Union Room 216 at 5500 N. St. Louis Ave., Chicago, IL. Trustee George Vukotich, Chair of the Committee, called the meeting to order at 9:05 a.m.

**The following Trustee Committee Members were in attendance:** George Vukotich; Carlos Azcoitia, and Sherry Eagle

**Other Trustees present:** Charlie Serrano

**Also present:** Dr. Gloria Gibson, President; Melissa Reardon Henry, Vice President for Legal Affairs and General 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**

Chair Vukotich announced the Opportunity for Public Comment. There were no requests received prior to this meeting.

Chair Vukotich introduced the first item. Dr. Gibson asked the Ann McNabb, Interim CFO, to present the 3<sup>rd</sup> quarter budget to actual. Ms. McNabb reported that the University is in line with its spending, and is receiving vouchered income from the state of Illinois on its former schedule. Ms. McNabb informed Trustees of recent GASB changes in relation to how the University calculates its reserve levels. Trustees asked clarifying questions and reviewed the current year to last year same time.

Dr. Gibson asked Mike Dizon, Chief Communications Officer, to present the Media Buyer Services item. Mr. Dizon provided an overview of the University's marketing objectives and how this buyer service fits into the overall mix, as well as how this type of service works in tandem with the University's enrollment funnel. The University has recently completed an RFP process and selected Carnegie Dartlet, LLC as its preferred provider. Trustees asked about creating a dashboard with digital advertising spends and application and enrollment trends over time.

Trustees reviewed the list of purchases of \$50,000 - \$99,999.99. Dr. Daniel Lopez, Vice President for Student Affairs presented an overview of the Campus Climate Study. Nancy Medina, Assistant Vice President for Facilities Management informed Trustees of the various facility-related repairs and upgrades.

Nancy Medina provided an overview of the expenses for the stalled Detention Basin Expansion project. In order to accommodate the proposed Education Building and other future projects planned for the campus, the current basin needs to be expanded. The original costs approved in 2015 have increased. Trustees will recommend the funding for this project.

Nancy Medina provided a campus construction update with funding that has been released from the Capital Development Board. A project to analyze the University building roofs is currently underway. Electric Cable Replacement project is in its initial stages.

Dr. Gibson provided an update on the Vice President for Finance and Administration search. She thanked the search committee for their efforts, and thanked Ann McNabb for serving in her role as Interim CFO over the past year. After a lengthy, national, University-managed search, the University did not select any of the finalists identified. The President is requesting to engage a search firm in the next fiscal year to help identify the best possible candidate for this important leadership position, with

input from the new Provost and Vice President for Academic Affairs who begins July 1. Trustees will recommend funding for this item.

Trustee Vukotich asked if there was any New Business. Nancy Medina introduced the Qualifications Based Selection Master Agreement item for roof and façade repairs. This agreement would allow the University to contract with one of several firms for architectural and engineering studies of the University's buildings, should they be needed, over the next 3 years with a spending cap of \$100,000 per firm, per year. In the past, these services would have been requested on a case-by-case basis, sometimes delaying critical work. The funding for this agreement is not part of the Capital Development Board allotment. Trustees will recommend funding for this item.

Dr. Gibson asked Ann McNabb to present the preliminary FY2020 Operating Budget. Ms. McNabb reviewed a summary of three possible scenarios; optimistic, middle, and conservative. The University is recommending the conservative model based on the projected appropriation for next fiscal year, and projected enrollment figures for fall 2019; flat appropriation, a 6.3% decrease in credit hour enrollments, and a \$1.6M spending reduction from the current year. The board is being asked to approve the preliminary budget in June to accommodate the July 1 fiscal year start. The final budget will be approved at the September meeting. Trustees will recommend the preliminary spending plan for FY2020.

There was no further business.

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### **Adjourn**

At 10:28 a.m., the Chair adjourned the meeting.

George Vukotich, Finance, Buildings and Grounds  
Committee Chair

Karl Voigt, Assistant Board Secretary

Approved June 13, 2019