

Resolution No. 2017.05/09
FY2018 Student Tuition, Fees and
Room and Board Rates

Resolution

Whereas, the Board of Trustees of Illinois State University has the authority to approve tuition, mandatory fees and room and board rates, and

Whereas, the Board of Trustees of Illinois State University recognizes the increasingly important role that revenue from tuition and fees plays in ensuring educational excellence and innovation, and

Whereas, the Board of Trustees of Illinois State University is committed to maintaining access to and affordability of its high quality programs, and

Whereas, the University has made the appropriate budget adjustments in order to hold tuition and fee rates at the same levels as FY2017:

Therefore, be it resolved that the Board of Trustees approves the FY2018 student tuition, fees and room and board rates contained herein.

Board Action on: _____	Postpone: _____
Motion by: _____	Amend: _____
Second by: _____	Disapprove: _____
Vote: Yeas: _____ Nays: _____	Approve: _____

ATTEST: Board Action, May 12, 2017

Secretary/Chairperson

**Board of Trustees
Illinois State University
FY2018 Student Tuition, Fees, and Room and Board Rates**

Illinois State University has been recognized nationally for a multitude of academic rankings as evidenced by our placement in the top 100 public universities in the country by U.S. News and World Report’s Guide to Colleges and Universities. Additionally, Illinois State University has a reputation for being a strong and stable institution of higher learning. This reputation is reinforced by a foundation of judicious fiscal planning.

Illinois State University believes in a moderate, balanced approach when making fiscal decisions in order to maintain the high quality and affordability our constituents have come to expect. To help maintain affordability and access to higher education, it is recommended the University not increase student rates for tuition, mandatory fees, room and board for the academic year beginning fall of 2017 (FY2018). Rate proposals in future years will be partially dependent on clarity, timeliness and level of state support.

Proposed FY2018 rates for tuition, mandatory fees, room and board are summarized below. With the exception of Cardinal Court housing, all reflect no increase over previously approved FY2017 rates.

Undergraduate Tuition

New In-State Students in 2017-18. Illinois State University requests authority to charge new, in-state undergraduate students \$370.25 per credit hour for the 2017-18 academic year (FY2018.) The “Truth-in-Tuition” statute guarantees that these students will continue to pay this rate through summer of 2021.

New Out-of-State Students in 2017-18. Illinois State University requests authority to charge new out-of-state undergraduate students \$740.50 per credit hour for the 2017-18 academic year (FY2018.) This represents a ratio of two times the in-state tuition rate. As with in-state students, these students will continue to pay this rate through summer of 2021. Under the Enrollment Competitiveness Program approved by the Board at its February 17, 2012 meeting, selected entering high-achieving/talented out-of-state students or students residing in states contiguous to Illinois will continue to be eligible to pay the in-state tuition rate.

Table 1 shows the undergraduate rates proposed for the 2017-18 academic year.

Table 1 ILLINOIS STATE UNIVERSITY Undergraduate Tuition Per Credit Hour		
<u>Cohort</u>	<u>In State</u>	<u>Out of State</u>
New Undergraduates Fall 2017	\$370.25	\$740.50
New Undergraduates Fall 2016	\$370.25	\$740.50
New Undergraduates Fall 2015	\$359.47	\$620.00
New Undergraduates Fall 2014	\$349.00	\$602.00

Graduate Tuition

In-State Graduate Students in 2017-18. Illinois State University requests authority to charge in-state graduate students \$389 per credit hour for the 2017-18 academic year. The “Truth-in-Tuition” statute does not apply to graduate tuition rates.

Out-of-State Graduate Students in 2017-18. Illinois State University requests authority to charge new out-of-state graduate students \$808 per credit hour for the 2017-18 academic year.

Mandatory Student Fees

Mandatory Student Fees are assessed of all students on a per-credit-hour basis whether undergraduate or graduate status. Each fee is assessed for a specific operational service and/or program. Examples include such things as general activities, Bone Student Center, health services, athletic facilities and services, recreational facilities and services, campus enhancements, instructional support as well as grant-in-aid and student-to-student grants.

Illinois State University requests authority to charge mandatory fees to all new students beginning fall 2017, of \$81.84 per credit hour for the 2017-18 academic year. Revenue from fees will continue to allow the University to fund operational costs, provide for debt service, and meet repair and replacement reserve requirements.

Illinois State University also requests authority to maintain the outreach fee at \$81.84 per credit hour for the 2017-18 academic year. Outreach fees are charged to groups of students in contracted or non-campus locations that are not otherwise enrolled in University courses. This accommodates costs associated with the varied methods of delivering off-campus instruction.

Table 2 shows the undergraduate mandatory fee rates proposed for the 2017-18 academic year.

<u>Cohort</u>	<u>In State</u>	<u>Out of State</u>
New Undergraduates Fall 2017	\$81.84	\$81.84
New Undergraduates Fall 2016	\$81.84	\$81.84
New Undergraduates Fall 2015	\$79.46	\$79.46
New Undergraduates Fall 2014	\$78.66	\$78.66

Room and Board

Housing

Upon approval, University Housing costs will remain at the FY2017 rates. Services will remain adequately funded to meet operational costs, provide for debt service and fulfill repair and replacement reserve requirements.

In accordance with the agreement to construct Cardinal Court as a public/private partnership, the authority to approve rental rates for these apartments rests with the Collegiate Housing Foundation, which holds the ground lease and owns the facilities. The rental rates are established to meet the University's management obligations under this agreement. For the 2017-18 academic year, the rent at Cardinal Court apartments has been approved for an increase of 2.0 percent.

Tables 3 shows proposed FY2018 rates for on-campus housing options.

Table 3 ILLINOIS STATE UNIVERSITY Residence Hall Rates per Semester Fiscal Year 2018	
<u>Occupancy</u>	<u>Semester Rate</u>
Multiple	\$2,667
Single	\$3,547
Super Single	\$4,080
Multiple Room in Suite	\$3,601
Single Room in Suite	\$4,134
Super Single Room in Suite	\$4,560

Dining

Upon approval, student dining costs will also remain at the FY2017 rates. Campus Dining Services will remain adequately funded to meet operational costs, provide for debt service and fulfill repair and replacement reserve requirements.

Tables 4 shows FY2018 rates for residence hall dining options.

Table 4 ILLINOIS STATE UNIVERSITY Meal Plan Rates Fiscal Year 2018				
	<u>Plan Level</u>	<u>Total Cost per Semester</u>	<u>Base Cost</u>	<u>Flex Dollars *</u>
Residential Plans	7 day unlimited access	\$2,258	\$1,991	\$267
	5 day unlimited access	\$2,148	\$1,744	\$404
	19 meals per week	\$2,307	\$1,927	\$380
	14 meals per week	\$2,180	\$1,690	\$490

*Flex Dollars can be spent at campus retail venues, such as Burger King.

**ILLINOIS STATE
UNIVERSITY**

**BOARD OF
TRUSTEES**

Resolution No. 2017.05/10
FY2018 Spending Authorization

Resolution

Whereas, the Board of Trustees of Illinois State University (the "Board") is obligated to approve the University's annual operating budget which includes appropriations from the State, and

Whereas, State appropriations to Illinois State University for fiscal year 2018 are not yet known, and

Whereas, the University must honor its financial obligations July 1, 2017;

Therefore, be it resolved that the Board of Trustees authorizes the University to obligate and expend funds according to the *FY2018 Spending Authorization by Object and Function of Expenditure*, which is attached hereto and incorporated herein, until the Board takes further action on the FY2018 Operating Budget.

Board Action on: _____
Motion by: _____
Second by: _____
Vote: Yeas: _____ Nays: _____

Postpone: _____
Amend: _____
Disapprove: _____
Approve: _____

ATTEST: Board Action, May 12, 2017

Secretary/Chairperson

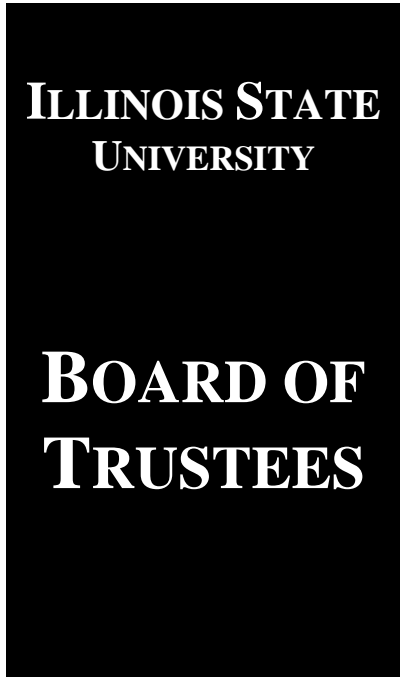
FY2018 Spending Authorization by Object and Function of Expenditure

Table 1 presents FY2018 Spending Authorization by fund and operating object.

Table 1						
Illinois State University						
Fiscal Year 2018 Spending Authority						
Objects by Fund Source						
(in thousands of dollars)	General Revenue Funds ¹	Local Funds	Grants and Contracts	Bond Revenue	Total	Percent of Total
Personal Services	\$ 158,350.5	\$ 19,968.8	\$ 14,302.5	\$ 24,004.9	\$ 216,626.7	52.4%
Medicare	2,850.0	300.0	214.5	361.6	3,726.1	0.9%
Contractual	32,396.5	24,547.2	8,193.9	18,947.0	84,084.6	20.4%
Travel	1,500.3	863.0	317.9	64.8	2,746.0	0.7%
Commodities	3,200.0	5,383.2	851.0	11,825.6	21,259.8	5.1%
Equipment	9,215.3	2,277.6	543.6	667.2	12,703.7	3.1%
Telecommunications	1,200.0	197.4	22.0	305.8	1,725.2	0.4%
Operation Auto	600.0	87.7	52.2	90.8	830.7	0.2%
Awards and Grants	21,200.0	2,749.1	2,106.5		26,055.6	6.3%
Permanent Improvements	5,171.9	1,205.0		13,565.2	19,942.1	4.8%
Group Health Insurance	3,078.3				3,078.3	0.7%
Debt Retirement	4,753.6			7,483.6	12,237.2	3.0%
General Services Overhead				8,120.0	8,120.0	2.0%
Total All Objects	\$ 243,516.4	\$ 57,579.0	\$ 26,604.1	\$ 85,436.5	\$ 413,136.0	100.0%
Percent of Total	58.9%	13.9%	6.4%	20.7%	100.0%	
¹ Appropriation and Income Fund						

Table 2 presents FY2018 Spending Authorization by fund and functional expenditure.

Table 2						
Illinois State University						
Fiscal Year 2018 Spending Authority						
Functional Expenditures by Fund Source						
(in thousands of dollars)	General Revenue Funds ¹	Local Funds	Grants and Contracts	Bond Revenue	Total	Percent of Total
Instruction	\$ 130,354.9	\$ 5,304.3	\$ 4,434.2		\$ 140,093.4	33.9%
Organized Research	2,841.4	1,498.5	15,884.8		20,224.7	4.9%
Public Service	2,088.3	6,065.5	5,005.6		13,159.4	3.2%
Academic Support	20,826.7	247.4	458.5		21,532.6	5.2%
Student Services	25,883.5	42,852.7	670.9		69,407.1	16.8%
Institutional Support	20,938.7	586.1			21,524.8	5.2%
O&M Physical Plant	35,822.7	1,024.5	150.1	\$ 27,373.1	64,370.4	15.6%
Independent Operations				50,564.5	50,564.5	12.2%
Debt Retirement	4,760.2			7,498.9	12,259.1	3.0%
Total All Functions	\$ 243,516.4	\$ 57,579.0	\$ 26,604.1	\$ 85,436.5	\$ 413,136.0	100.0%
Percent of Total	58.9%	13.9%	6.4%	20.7%	100.0%	
¹ Appropriation and Income Fund						



Resolution No. 2017.05/11
Watterson Dining Commons
Expansion Revised Budget

Resolution

Whereas, the Watterson Commons Dining Center project with a budget of \$8.5 million was approved by the Board of Trustees on October 29, 2015 (Item 20015.10/29), and

Whereas, the administration of Event Management, Dining and Hospitality have been working closely with Facilities Planning and Construction staff and the contracted Architectural/Engineering/Kitchen Specialty design team to design this project, and

Whereas, bids were advertised and opened for all construction trades needed for this project with the low bids exceeding the approved budget authorization for the project, and

Whereas, this project is necessary to achieve the desired Dining Services functional requirements and production capability improvements to support all campus Dining Centers and Catering Operations:

Therefore, be it resolved that the Board of Trustees authorizes an increase in the budget authorization for the Watterson Dining Commons Expansion project from \$8.5 million to \$11.0 million.

Board Action on: _____	Postpone: _____
Motion by: _____	Amend: _____
Second by: _____	Disapprove: _____
Vote: Yeas: _____ Nays: _____	Approve: _____

ATTEST: Board Action, May 12, 2017

Secretary/Chairperson

Board of Trustees
Illinois State University
Supplemental Information for Watterson Dining Commons Expansion Project

This item requests Board of Trustees approval to increase the budget authorization for the Watterson Dining Commons Expansion Project from \$8.5 million to \$11.0 million. The project will provide space for a new culinary support center in an addition to the Watterson Dining Commons. The addition will support all dining operations: residential, retail, and catering. Included in the expansion are a cold production processing center, full-service bakery, cook-chill operation, department training/test kitchen, and additional seating for the dining center.

Background. In 2008, Illinois State University operated four full-service dining centers providing continuous dining to residential students and off-campus meal plan holders. Since then, two of the dining centers, Vrooman and Southside at Feeney, have closed. Today, the University operates two full-service dining centers, Watterson Dining Commons and Marketplace at Linkins Center, that serve meals to over 8,000 meal plan holders.

Originally constructed in 1968, the John Green Food Service building on Gregory Street housed a bakery operation that produced all of the baked goods for campus dining venues. By the early 2000s, the bakery equipment was failing and the baking operation was moved to Feeney Dining Center in the South Campus Residence Hall Complex. Bakery functions were moved to Watterson Dining Commons once plans were finalized to demolish the South Campus Residence Hall Complex, including Feeney Dining Center. Currently, bakery operations use Watterson Dining Common's kitchen space and equipment during nighttime shift hours, as there is no designated space for the bakery to occupy on a permanent basis. The sharing of space and equipment limits the amount of production that can occur, which in turn requires the purchase of pre-packaged baked goods and increases food costs. Furthermore, this creates staffing challenges in hiring because the hours of operation are not the industry standard.

A planning effort was completed in 2011 to determine the optimal scope of bakery and food preparation functions. This included a cook/chill operation for the centralized processing of product for the dining centers. A project of 12,000 gross square feet was planned to accommodate centralized food preparation functions and a bakery. It was further determined the Watterson Dining Commons was the best location for this facility for operational efficiency.

Project Scope. This project provides for the construction of a two-story addition to Watterson Dining Commons, on the east side of the facility fronting Fell Avenue. A processing center for fruits, vegetables, meats, cheeses and other cold prepared items will be located on the first floor of the addition. The new space will be temperature controlled to maintain optimal food quality and food safety while providing cold processed items to support all dining operations including new dining venues that are a part of the Bone Student Center Revitalization Project scheduled to begin in the summer of 2017.

In addition, an area for a cook/chill system of food preparation which involves the full cooking of food, followed by rapid chilling and storage at controlled temperatures will be located on the first floor of the addition. Currently catering and the two dining centers prepare large batches of frequently served menu items. Upon its completion, the cook/chill operation will centralize this production and allow dining staff to prepare soups, sauces, pasta and other menu items for the entire campus. Recipes will be formulated to reduce sodium content as well as limit additives and preservatives in the finished product.

The second floor of the addition will house a full-service bakery that will allow for the daytime preparation of baked goods and an increase in the variety of products available to campus dining venues. A training/test kitchen also will be located on the second floor, providing space for training of staff, recipe and menu development and cooking demonstrations. An additional fifty seats will be provided adjacent to the training/test kitchen to allow for much needed dining space. This will help alleviate seating capacity issues as Watterson Dining Commons currently serves up to 9,000 meals daily, but only provides 932 seats.

The project includes a modest amount of other work in the existing Watterson Commons Dining facility, including improvements to the loading dock areas and relocation of cold and dry ingredient storage to facilitate this addition. The existing pipes located under the current cold production area are in poor condition and in need of replacement. With this renovation, the plumbing issues will be addressed.

This project will consolidate all baking and centralized food preparation functions at the Watterson Commons Dining Center and significantly increase operational synergy and efficiency. For example, the centralization of processing will eliminate the duplication of food production currently occurring in four different campus locations. Furthermore, staff working at the Culinary Support Center will be able to support Watterson Dining Commons during peak lunch periods. The project achieves the objectives of recommendation #31 in *Master Plan: 2010-2030* calling for more appropriate space for Event Management, Dining and Hospitality to create and test new food recipes and for food preparation and processing of products.

Bidding and Cost. When undertaking construction projects with budgets of \$250,000 or more, the State Procurement Code requires the University to identify construction contractors in a publicly competitive process and to contract with the lowest responsible bidders in a minimum of five areas: a) plumbing, b) heating, c) ventilating, d) electrical, and e) general contract work. In accordance with these requirements, the University issued and received bids for this project in November 2016 from heating, ventilating, electrical, plumbing and fire protection contractors. However, no general contractor submitted a bid. Several general contractors had expressed interest in the project, so the absence of a bid was not anticipated. Furthermore, the absence of a bid from a general contractor was unprecedented in the University's recent history.

After receiving no bids from a general contractor, Facilities Planning and Construction staff talked to general contract bidders who had shown an interest in this project, but did not submit a bid. From these discussions, no substantive reasons were identified for Illinois State University to have not received a project bid and a few of the contractors indicated they remained interested in the project. Therefore, the University issued bids in January 2017 for only the general contractor portion of the project work after securing commitments from the heating, ventilating, electrical, plumbing, and fire protection contractors they would hold their prices for several months. Following the issuance of the second round of bids, ten general contractors requested bid documents and eight attended a mandatory pre-bid meeting hosted by the University. When bids were opened in February 2017, only one general contractor submitted a bid to do the work.

The total consultant-estimated cost for this project was \$8.5 million (inclusive of design fees). The project bids received in November 2016 for the heating, ventilating, electrical, plumbing and ventilation state-mandated prime contractor scopes were within the consultant's estimate for that scope of work. However, the general contractor's bid was \$2.5 million more than the consultant's estimate for that scope of work, which includes all of the kitchen equipment. The University has had positive, past project experience in working with Poettker Construction, the only contractor to submit a general contractor bid for this project.

The Watterson Dining Commons Expansion project is important to Event Management, Dining and Hospitality for enhancing operational synergy and efficiency in dining services. Furthermore, having the expanded capabilities in Watterson Commons Dining Center prior to the commencement of work in Bone Student Center to relocate the catering kitchen from second to first floor is critical to ensuring campus catering capabilities are not compromised.

Resource Requirements:

Construction	\$ 7,500,000
Kitchen Equipment	2,330,000
A/E Fees	720,000
Contingency	<u>450,000</u>
Total Project Cost	\$11,000,000

Source of Funding: \$11,000,000 – Campus Dining Reserves

**ILLINOIS STATE
UNIVERSITY**

**BOARD OF
TRUSTEES**

Resolution No. 2017.05/12
Connect Transit Agreement

Resolution

Whereas, Illinois State University has partnered with Connect Transit (formerly Bloomington Normal Public Transit System) to provide certain transportation services since 1998, and

Whereas, said partnership benefits all University faculty, staff, and students by allowing them to use their Illinois State University Redbird Card as a bus pass to access Connect Transit services, and

Whereas, ridership for the various transportation services provided is expected to exceed 628,000 rides in FY2018, and

Whereas, University policies require Board of Trustees approval on expenditures of \$500,000 or more:

Therefore, be it resolved that the Board of Trustees authorizes the University to enter into a two-year agreement with Connect Transit to provide transportation services to students, faculty and staff for an amount not to exceed \$535,000 in FY2018 and an amount not to exceed \$545,000 in FY2019; and

Therefore, be it further resolved that the authorization for this agreement is contingent upon the agreement's approval by the Connect Transit's Board of Trustees.

Board Action on: _____

Motion by: _____

Second by: _____

Vote: Yeas: _____ Nays: _____

Postpone: _____

Amend: _____

Disapprove: _____

Approve: _____

ATTEST: Board Action, May 12, 2017

Secretary/Chairperson

**Board of Trustees
Illinois State University
Supplemental Information for Connect Transit Agreement**

Illinois State University and Connect Transit (formerly Bloomington Normal Public Transit System) have a long-standing partnership. Formalized in 1998, the partnership initially provided a safe, after-hours transportation alternative for students. Since then the partnership has expanded to give students, faculty, and staff access to fixed-route, regularly published public transportation service throughout the Bloomington/Normal community, including the University campus.

At the request of Illinois State University, Connect Transit installed electronic card readers in buses in FY2017. All students, faculty, and staff may ride a Connect Transit bus free of charge by swiping their ISU Redbird Card in the new electronic card readers. In the past, the University's students, faculty and staff simply showed their ISU Redbird Card and bus drivers kept a manual track of the number of riders. The new electronic readers began providing data that are more reliable to the University about ridership beginning in September 2016. Between September 2016 and March 2017, the number of bus rides taken by University students, faculty and staff totaled 470,288. The number of rides projected for FY2018 totals 628,228.

The University, through the Parking and Transportation Offices, makes monthly payments to Connect Transit for the transportation services provided for students, faculty, and staff. For FY2017, the annual cost for these services totals \$532,740. The cost will increase to \$535,000 in FY2018 and to \$545,000 in FY2019 under the proposed two-year agreement with Connect Transit.

This agreement with Connect Transit supports *Educating Illinois* by providing sustainable transportation options to all faculty, staff, and students. Providing alternative transportation options to the campus community, at no charge to the rider, is a tangible demonstration of the University's commitment to sustainable initiatives. The strategic external partnership that exists between Illinois State University and Connect Transit is mutually beneficial.

Source of Funding: Student Fee Revenues

**ILLINOIS STATE
UNIVERSITY**

**BOARD OF
TRUSTEES**

Resolution No. 2017.05/13
Elevator Maintenance
Contract

Resolution

Whereas, Illinois State University owns and operates 102 passenger elevators, freight elevators, and vertical lift systems throughout campus, and

Whereas, Illinois State University contracts with an outside company to regularly repair and maintain each elevator system to ensure compliance with life safety codes and continuing operation, and

Whereas, Illinois State University developed and solicited a Request For Proposal (RFP) in which six (6) qualified firms replied, and

Whereas, Illinois State University reviewed and evaluated each RFP submitted and considered each firm's qualifications and pricing proposals:

Therefore, be it resolved that the Board of Trustees authorizes the University administration to enter into a multi-year contract with Otis Elevator Company at a cost not to exceed \$2.8 million over five-years.

Board Action on: _____	Postpone: _____
Motion by: _____	Amend: _____
Second by: _____	Disapprove: _____
Vote: Yeas: _____ Nays: _____	Approve: _____

ATTEST: Board Action, May 12, 2017

Secretary/Chairperson

**Board of Trustees
Illinois State University
Supplemental Information for Elevator Maintenance Contract**

Illinois State University owns and operates 102 elevators and vertical lift systems (e.g., dock lifts, wheelchair lifts, and dumbwaiters) in campus facilities. There are 44 elevators and six lifts in bond revenue facilities, and 39 elevators and 13 lifts in general revenue facilities. The University contracts with an outside company to do the routine preventive maintenance of each of the elevator and lift systems. The current contract, which is in its tenth year, expires June 30, 2017.

A Request for Proposal (RFP) process was used in identifying qualified vendors for conducting routine elevator maintenance. Six qualified vendors submitted proposals that were evaluated in accordance with University procurement procedures. The successful vendor, Otis Elevator Company, was selected based upon a complete review of cost, service, references, local presence, supply and inventory capabilities and value-added services. Otis will have two elevator mechanics on campus five days a week under this proposed contract. The elevator mechanics will have responsibility for maintaining all elevators, including performing all inspections, adjustments, and repairs. This includes preventative maintenance and routine maintenance due to normal wear and tear. The University seeks authority to enter into a five-year elevator maintenance contract with Otis Elevator Company for a total cost not to exceed \$2.8 million.

Additionally, the University is seeking authority to negotiate annual renewals of the maintenance contract for a period not to exceed five additional years. The total projected cost for the additional five years is \$3.06 million. Annual changes in rates will be based upon the Consumer Price Index as published by the U.S. Department of Labor's Bureau of Statistics.

Source of Funding: General and Bond Revenue Operating

**ILLINOIS STATE
UNIVERSITY**

**BOARD OF
TRUSTEES**

Resolution No. 2017.05/14
Approval of Starbucks Corporation
Licensing Agreement

Resolution

Whereas, Illinois State University owns and operates the Bone Student Center for the use of its students, faculty, staff, alumni and guests to the University; and Illinois State University owns and operates an existing Starbucks at the Student Fitness Center; and

Whereas, Illinois State University Event Management, Dining, and Hospitality wishes to amend the current Master Licensing Agreement with the Starbucks Corporation that will allow Illinois State University to construct, own and operate a Starbucks in the Bone Student Center; and

Whereas, the University has projected the royalty, marketing, license fee, furniture, fixture, equipment, and food costs for the second Starbucks over the remaining term of the current Master License Agreement;

Therefore, be it resolved that the Board of Trustees approves an amendment to the current Master Licensing Agreement with Starbucks Corporation to provide for a second Starbucks store and an increase in cost not to exceed \$5,600,000.

Board Action on: _____
Motion by: _____
Second by: _____
Vote: Yeas: _____ Nays: _____

Postpone: _____
Amend: _____
Disapprove: _____
Approve: _____

ATTEST: Board Action, May 12, 2017

Secretary/Chairperson

Board of Trustees Illinois State University
Supplemental Information for Approval of Licensing Agreement for Starbucks Store in the Bone Student Center

This item seeks Board of Trustees approval for a Starbucks to be located within the Bone Student Center. This location is part of the first phase of the Bone Student Center Revitalization project that was approved by the Board of Trustees in May 2015. This is the second Starbucks on campus. The first store is located at the Student Fitness Center and opened in September 2016.

The Board of Trustees approved the Student Fitness Center location with Resolution No. 2015.10/32 Approval of Starbucks Corporation Licensing Agreement in October 2015. The current agreement is for a period of 10 years beginning July 1, 2016 through June 30, 2026 and the approved amount for all royalty, marketing, license fee, furniture, fixture, equipment, and food costs is not to exceed \$2,640,000. The second store would be incorporated into the current ten year contract for an estimated additional cost of \$5,600,000.

A coffee concept is part of the plan for retail dining options to be included within the Bone Student Center. Faculty, staff and students have provided feedback that a Starbucks franchise is the preferred coffee concept for the student center. Illinois State University opened the first Starbucks on campus at the Student Fitness Center and the store has been well received by students, faculty and staff and provided a lot of excitement to the university since opening.

The second Starbucks Store will be located on the first floor of the north end of the Bone Student Center. The location will be next to the Welcome Center addition that will be built as part of the first phase. The Bone Student Center location will be a full-service location and offer a wide variety of beverages and food options. Included is a seating area that will allow customers to meet others for coffee or for students to use as they study for their classes. In addition, there will be direct access into the courtyard, located below Milner Plaza, to allow customers to relax outside. Future Redbirds will enjoy this space as they begin their path to admission to Illinois State University, just a few steps to the third floor of the new Welcome Center.

The University has followed all state procurement procedures to qualify the licensing agreement to operate a Starbucks Store in the Bone Student Center. The contractor will determine construction of the store when the revitalization project begins.

Funding Source: Campus Dining Operating and Reserves

**ILLINOIS STATE
UNIVERSITY**

**BOARD OF
TRUSTEES**

Resolution 2017.05/15
Approval for StarRez Software
Upgrades and Expansions

Resolution

Whereas, Illinois State University (the “University”) requires software for our student room and meal plan selection processes including integrated student billing, communication, and record retention aspects, and

Whereas, the University has concluded that additional upgrades for the existing software are required to meet evolving student and business needs and an expansion of StarRez modules is required in order to manage the University’s housing and meal plan application and selection process, and

Whereas, the University has conducted a competitive bidding process and evaluated proposals that most effectively provided such additional services and expansion, and

Whereas, the University desires to amend to the original contract with StarRez, Inc., the selected vendor, Inc. for such upgrades and expansion;

Therefore, be it resolved that the Board of Trustees authorizes the President of the University to enter into an amended contract with StarRez Inc., to provide such upgrades and expansion at a total cost not to exceed \$650,000.

Board Action on: _____
Motion by: _____
Second by: _____
Vote: Yeas: _____ Nays: _____

Postpone: _____
Amend: _____
Disapprove: _____
Approve: _____

ATTEST: Board Action, May 12, 2017

Secretary/Chairperson

**Board of Trustees
Illinois State University
Supplemental Information for Approval of StarRez Software Upgrades/Expansions**

Illinois State University currently contracts with StarRez as a vendor for managing our student housing and dining processes. This encompasses a one-stop integrated portal for students as well as a staff facing database application. The student portal allows students to electronically sign contracts, submit initial payments, roommate match and select meal plans and room spaces. The staff database manages housing room inventory, functions as Housing and Dining's data warehouse with commensurate reporting functionality, facilitates Housing and Dining billing systems, retains students' records, enables department communication to students, and is the mechanism used to program the portal.

In conjunction with the University LeapForward Project, University Housing Services needed to retain a vendor to replace the previous mainframe functionality (involving student database, billing, & inventory), as well as the homegrown online contracting, room selection, and room renewal processes. Illinois State University selected StarRez as the vendor for the assignments process via a Request for Proposal in 2014. The implementation of this product in 2015 was well received by both staff and students who experienced process improvements including automation of existing processes, centralization of student records, increased reporting capabilities, further alignment with marketing standards, and new roommate matching features. In addition, this product has facilitated our ability to respond to changing student needs through the flexibility of the portal management process.

Features not available or considered during the initial process are listed below as opportunities for further growth, improved functionality for students, and efficiency for staff.

Portal X

In 2016, StarRez launched Portal X, the next generation of the student portal. Portal X is designed to increase student interaction and improve staff management of the system. Some of the benefits of Portal X include increased security to ensure the users cannot access restricted dates, operates on smart/mobile devices, has widget-based components allowing increased use and ease for students, and utilizes modern technology to increase user experience, graphic elements, and speed. The staff who manage the portal will experience easier to use editing components and built-in self-help guides for configuration. Staff will have increased capabilities to troubleshoot portal issues and address the changing needs of students.

Date Dependent Rooms Configuration Module

The Date Dependent Rooms Configuration module increases the flexibility of creating different room configurations for the same rooms throughout different times of the year. This not only allows for planning in advance for changing capacity needs but also increases our ability to retain and report better data regarding past occupancy. Currently, we only have the capacity to have one configuration per room, this module will allow us to have multiple configurations dependent of specific needs by dates. For example, with the module, we could set up Hewett 123 for fall 2016 as a male super single, spring 2017 as a male traditional double, and summer 2017 as a female traditional double. Without the module, if we need to change the gender or capacity of the room we have to take it offline for returning students during contract renewal and then change the gender just before room selection for new students in the summer. These changes are manually tracked for implementation and historical data is lost every time we make a change. This module will allow us to do room configuration in advance for the student portal and increase the spaces that students can select from during room selection.

The University requests approval to expand upon our agreement with StarRez, which includes our original term of five years ending June 30, 2019, to also include additional modules and upgrades as detailed above. With these additions, the total cost is not to exceed \$650,000 over the original five-year term.

Source of Funds: Bond Revenue Operating

**ILLINOIS STATE
UNIVERSITY**

**BOARD OF
TRUSTEES**

Resolution No. 2017.05/16
President's Contract Extension

Resolution

Whereas, the Board of Trustees and Dr. Larry Dietz entered into a Contract for Services on March 22, 2014, with a term ending June 30, 2017, and

Whereas, the Board of Trustees wishes to amend the Contract for Services to extend the term of the Contract for Services to July 31, 2017 and to adjust Dr. Larry Dietz's annual salary to provide him with the same 2% salary increase that was provided to the other employees of the University, and

Whereas, this amendment serves the interests of the Board and the President and is in furtherance of the strong working relationship between the Board and the President:

Therefore, be it resolved that the Board of Trustees of Illinois State University hereby agrees to amend the Contract for Services to extend the term to July 31, 2017 and to increase the annual salary by 2% effective January 1, 2017.

Board Action on: _____
Motion by: _____
Second by: _____
Vote: Yeas: _____ Nays: _____

Postpone: _____
Amend: _____
Disapprove: _____
Approve: _____

ATTEST: Board Action, May 12, 2017

Secretary/Chairperson

**ILLINOIS STATE
UNIVERSITY**

**BOARD OF
TRUSTEES**

Resolution No. 2017.05/17
Recognition of Student Trustee
Ryan Powers

Resolution

Whereas, Ryan Powers was selected by his constituents at Illinois State University to represent their interests as a member of the Board of Trustees of Illinois State University, and

Whereas, Ryan Powers ably discharged that responsibility while at the same time keeping in mind the interests of all of the people of the State:

Therefore, be it resolved that the Board of Trustees of Illinois State University expresses its sincere appreciation to Ryan Powers for his service on the Board and its hope for his success in all future endeavors.

Board Action on: _____
Motion by: _____
Second by: _____
Vote: Yeas: _____ Nays: _____

Postpone: _____
Amend: _____
Disapprove: _____
Approve: _____

ATTEST: Board Action, May 12, 2017

Secretary/Chairperson