



**Northern Illinois
University**

Office of the President

Sent via Email (cfrazi23@csu.edu) and US First Class Mail

Douglas D. Baker, President
Altgeld Hall 300
DeKalb, Illinois 60115-2828
815-753-9500
Fax 815-753-8686
www.niu.edu

October 31, 2014

Ms. Charon Frazier-Parks, Chair, Higher Education Travel Control Board
c/o Chicago State University
Purchasing Office
Cook Administration Building, Room 208
9501 S. King Dr.
Chicago, IL 60628

Ms. Frazier-Parks:

RE: Request for Special Exceptions: Magaly Rodriguez
(16 Ill. Reg. 4831, Subpart G: Exceptions to the Rules, Section 2800.710)

Pursuant to the travel regulation cited above, I am submitting this request for an Ex Post Facto Exception to the Higher Education Travel Regulations.

I believe that this request meets the criteria established in the travel regulations which allow for exceptions where "necessary to meet special or unavoidable circumstances and when in the best interests of the state."

BACKGROUND

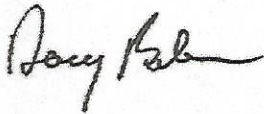
When the Board of Trustees of Northern Illinois University appointed me in June, 2013 (effective July 1, 2013) they provided for me to initiate the transition immediately including an assessment of the University. As part of that assessment it was absolutely necessary to have personnel who would provide critical service to me in both strategic and financial areas as these were, in my opinion, the most critical issues facing the University.

When I came to NIU, I hired Magaly Rodriguez to hold a retreat with our senior leadership in December 2013 to build communication and change skills through a highly interactive workshop. There is a strong desire at NIU to be a stronger, thriving institution. While this workshop and subsequent workshops with other groups were very successful in beginning to change our culture, there was much more ground to cover so that we can continue to build positive momentum. I decided to retain this consultant as an affiliate employee to be able to work on a consistent basis in many other areas in the institution.

Initially, in internal discussions, it was my understanding that we handled the expenses in the appropriate manner. Lately I have been briefed on the travel policy and now submit the request for exemptions to be fully compliant.

My request applies to each of the attached documents.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Baker". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. Douglas Baker, President

Attachments: Magaly Calculations

Date	Names	Item	Amount	Notes
13-15/2014	Magaly Rodriguez	air travel	\$744.21	
5/16/2014	Magaly Rodriguez	Holmes Student Center Room	\$237.00	3 nights; IL & city taxes paid
4/30/2014	Magaly Rodriguez	Delta Economy Comfort charge	\$15.00	
13-22/2014	Magaly Rodriguez	Delta air travel	\$305.20	
8/15/2014	Ruth Skeens (Volentum)	Hillside Restaurant	\$26.73	2/3 of \$40.50 bill (Magaly and D Hooker); No tax
8/20/2014	Magaly Rodriguez	Hillside Restaurant	\$33.95	No tax
			\$1,362.09	