

Keith E. Ickes

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Request for Compensation for Services

At the request of President Baker, I traveled to Northern Illinois University on Wednesday September 4, 2013 to provide consulting services relative to Dr. Baker's transition as the new President of Northern Illinois University. Specifically, I was asked to provide an assessment of unbudgeted or unallocated permanent sources of funding that might be available for base allocations in order to meet key goals Dr. Baker might want to pursue. I was also asked to review and evaluate the current budgeting process and recent proposals for changing that process to determine whether they would meet reasonable criteria of transparency and openness to university leadership. Finally, I was asked to assess the strengths and weaknesses of the current staff in key financial and leadership positions in terms of skills, abilities, concept of service and willingness to entertain changes to previous budget and finance procedures and practices.

Due to travel complications, I arrived late in the afternoon of September 4. I met that evening with President Baker, Dana Stover, his wife, and with Ron Walters, another independent advisor who was assisting Dr. Baker. While the meeting and discussion covered 4-5 hours over the course of the evening, I am billing for 2 of those hours as a fair representation of time spent directly in preparing for the formal interviews on Thursday and Friday. I have attached a copy of the interview schedule for Thursday and Friday. Based on the schedule, I am billing for 8 hours on Thursday and 7.5 hours on Friday – for a total billable hours for the visit of 17.5 hours.

Billable hours: Wednesday,	September 4, 2013	2.0 hours
Thursday,	September 5, 2013	8.0 hours
Friday,	September 6, 2013	7.5 hours
	Total	17.5 hours

President Baker had agreed on a per hour fee of \$100 per hour for my services.

Total Bill: For Consulting Services: \$1,750

Dr. Baker also agreed to reimburse me for travel expenses related to this trip. Because of the complexity of scheduling the travel, I made my own arrangements and covered those costs with a personal credit card. Under our agreement, I am also seeking reimbursement for these expenses in the amount of \$916.65. I have provided copies of receipts for the airline reservations, one hotel stay, as well as a few brief food items during the travel.

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