

Matt Cabrera

From: Douglas Baker
Sent: Saturday, November 23, 2013 5:38 PM
To: Jerry Blakemore; Nancy Suttentfield; lsala@niu.edu
Subject: Re: Special Internal Control Assessment Contractor

Dang. If there is a way to start earlier, let's explore it. thanks. db

>>> Nancy Suttentfield 11/22/2013 12:20 PM >>>
Doug and Jerry,

Based on my discussion with Jerry and Laura earlier this week about launching this project, I talked this morning with Becky May to seek her suggestions and help in expediting the contracting process.

Bottom line: She does not agree with the approach we discussed (as the result of a new state requirement that she apparently just learned about this morning). She believes (b) (1) (f)

Since the RFP has to be on the street for 15 days, the PPB has 30 days to approve an award of contract, and from our perspective time is of the essence to get this review started, I will work up a draft RFP this weekend. My goal is to get it to Laura and Becky on Monday, and I hope we can get the RFP issued by November 30, earlier if possible. Even so, it appears that nothing can really start until about February 1.

Nancy

Matt Cabrera

From: Nancy Suttentfield
Sent: Tuesday, December 3, 2013 2:07 PM
To: Jerry Blakemore
Cc: Douglas Baker
Subject: Internal Controls

Jerry,

I know that you've been swamped with board preparations but I am feeling the need to protect Doug from further delays in getting this project underway. I now have a draft engagement letter from the contractor reflecting the phased approach we discussed but later discouraged by Procurement. I need to tell this contractor something soon since he set aside time to make this assessment a priority for us this month. Sorry to be a pest on such a challenging administrative process!! Your counsel is much appreciated!

Nancy

From: [Nancy Suttentfield](#)
To: [Douglas Baker](#)
Subject: Re: Registry: CONFIDENTIAL
Date: Monday, January 06, 2014 6:45:52 PM

Wine sounds great ! See you Weds.

Nancy D. Suttentfield
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> On Jan 6, 2014, at 6:58 PM, "Douglas Baker" <ddbaker@niu.edu> wrote:

>

> thanks for that context. A few days ago, I got a note from the Registry noting their upset with us potentially breaching the contract. I did not get a call either. I sent the email to Jerry and asked him what was going on. He responded today saying there are some issues that need to be addressed. I asked him to let me know how to respond to the Registry soon and get this cleaned up. Sorry about how this has unfolded and the hassles for you. I'll monitor Jerry's work on this and make it clear to the Registry that you did not drive the unusual process at NIU. Let's discuss all of this over a glass of wine....db

>

> >>> Nancy Suttentfield 1/6/2014 5:40 PM >>>

> Doug,

>

> Thanks for sharing Jerry B's comment to you on the emails from the Registry.

>

> I want to take issue with Jerry's statement that "I reached out to him", which implies that I asked him to make me a temporary employee. I did not do that and could not under the terms of my own contract with the Registry.

> During one of the meetings with Jerry B, to which he invited Steve, to discuss the engagement of Marc Sherman, Jerry informed us of the following. He said he had contacted the state procurement director concerning the need for the President and CFO to complete the f-audit asap and explain that we wanted to hire an expert that I had identified. Jerry stated that the state official would not give his consent that our need and this situation constituted any emergency or special situation that would allow NIU to proceed without an RFP (thus we are hiring Marc as a temporary employee).

> Jerry B went on to say that he had also discussed the existing NIU contract with the Registry with the state procurement officer, because there was also an immediate need for a CFO. Jerry looked me in the face and said that the contract with the Registry was also not permissible under the state rules for the same reasons and "going to be a problem for us". The state officer had told Jerry that an interim CFO could be found via an RFP and would not have created any major delays. Jerry then went on to say that the contract with the Registry would be a problem for us when the state conducts the annual audit of our compliance with state rules requiring RFPs.

Always
14-02369

Suttentfield

From: [Nancy Sutenfield](#)
To: [Jerry Blakemore](#)
Subject: Temporary Appointment
Date: Monday, January 13, 2014 9:51:14 AM

Jerry,

Per previous discussions, I am moving ahead to engage a member of a consulting firm to conduct a process efficiency assessment as a temporary employee. The firm already has a practice allowing its employees to be seconded to other employers for brief assignments. I have been working with Celeste Latham in HR to execute the arrangement.

Before I finalize this arrangement, I want to be certain that I have not overlooked anything as the result of the experience with the Registry. The situations seem to be very different but I just wanted to double check with you.

Thanks much! Hope your cold is behind you by now!

Nancy