

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087236
Vendor Name: Learning Resources Network Inc
Invoice Number: 042020
Invoice Date: 04/20/20
PO Number:
Check Number: 0268340
Check Amount: \$ 737.50
Check Date: 06/10/2020
Department ID: 63002
Reviewer Name: Yvonne Bedford
Voucher Number: V0622270
Redaction Type: None
Document Type: AP Invoice

Document Below

From: bedford@cod.edu
Sent: Thu May 07 10:34:50 CDT 2020
To: invoicing@cod.edu
CC: cruseb199@cod.edu
Subject: Fw: Signature Required--Check Request Form Attached: LERN

Hello,
See Dan Deasy's approval below for the attached Check Request for LERN.
See attached documents:
Check Request Form
Invoice 11990
Invoice 13325
LERN U Got Class Contract
Thanks for processing for payment.
Yvonne Bedford
Continuing Education

From: Deasy, Daniel J.
Sent: Thursday, May 7, 2020 6:37 AM
To: Bedford, Yvonne
Subject: FW: Signature Required--Check Request Form Attached: LERN

Sorry for the delay Yvonne,
I approve of the attached check request in the amount of \$737.50. Thank you.

From: Bedford, Yvonne <bedford@cod.edu>
Sent: Monday, April 20, 2020 3:01 PM
To: Deasy, Daniel J. <deasyd@cod.edu>
Subject: Signature Required--Check Request Form Attached: LERN
Importance: High

Hi Dan,

Please approve the attached check request in the amount of \$737.50 for U Got Class partnership fees with LERN. I understand you may not be able to sign the form. So your approval in an email will suffice.

Invoice #11990 \$345.00 attached
Invoice #13325 \$392.50 attached

Contract attached

Thank you,
Yvonne

College of DuPage - Accounts Payable
Check Request Form
revised 4/14/2020

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 04/20/2020

Vendor ID: 1087236

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
11990	05	63	63002	5309005	Non-Credit instructional Serv	\$345.00
13325	05	63	63002	5309005	Non-Credit instructional Serv	\$392.50

Grand Total \$737.50

Check the appropriate box below and sign



We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

05/14/20 - DANIEL DEASY



We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Learning Resources Network (LERN)

Other
Instructions:

Payee Address: PO Box 9, River Falls, WI 54022

Description on Check:

Invoice 1190 & 13325: Partnership w/U Got Class

Approvals:

Prepared By: Yvonne Bedford

Approved By: Daniel Deasy

Date:

Signature:

Signature:

Payment Due: 05/15/2020

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

**INVOICE REVIEWED
OKAY TO PAY
YVONNE BEDFORD 05/07/20**

Eligible GL Codes, per AP 10-65

1700005ok

1700006ok

2101001ok

2101002ok

2101003ok

2101004ok

2101005ok

2101006ok

2101007ok

2101008ok

2101009ok

2101010ok

2101011ok

2101012ok

2101013ok

2101019ok

2101020ok

2101021ok

2101022ok

2101023ok

2101024ok

2101025ok

2101026ok

2101027ok

2101028ok

2101029ok

2101030ok

2101031ok

2101032ok

2101033ok

2101034ok

2101035ok

2101036ok

2101037ok

2101038ok

2101039ok

2101040ok

2204001ok

College of DuPage - Accounts Payable
Check Request Form
Notes:

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

- 1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
- 2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
- 3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
- 4. Ensure that the General Ledger Account number is included and correct.
- 5. Maintain a copy of the approved Check Request Form for department records.
- 6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

[illegible]

[illegible]

1000001	Claim on Cash 01
1000002	Claim on Cash 02
1000003	Claim on Cash 03
1000004	Claim on Cash 04
1000005	Claim on Cash 05
1000006	Claim on Cash 06
1000007	Claim on Cash 07
1000008	Claim on Cash 08
1000009	Claim on Cash 09
1000010	Claim on Cash 10
1000011	Claim on Cash 11
1000012	Claim on Cash 12
1000013	Claim on Cash 13
1000034	claim on cash
1000090	Claim on Cash 90
1000095	Claim on Cash 95
1100101	MB Financial Concentration
1100102	MB Financial Fed Account
1100103	Chase Concentration
1100104	Chase Credit Card Clearing
1100110	Change Fund
1100111	Petty Cash Fund
1100112	Bait Money
1100113	Cash with Paying Agent
1100199	Virtual Cash Pay COD Sponsor
1100201	ILFUNDS
1100202	ISDLAF
1100203	Trust Accounts
1100204	Federated Money Market
1100205	Wheaton Now Accounts
1100206	Citibank Savings
1100207	Money Market
1100208	Associated Bank
1100209	PFM Liquidity Account
1100210	PFM Cons't Bond Funds
1100212	2011B Bond Funds Investments
1100214	MB - OPR Invest Acct
1100215	Chase High Yield Savings
1100216	IMET Convenience Fund
1100217	BMO Money Market
1201001	FHLB
1201002	Fair Value Adjustment
1201003	Discount/Premium FHLB
1201010	U.S. Treasury Bills
1201020	U.S. Treasury Notes
1201021	Discount/Premium T Notes
1201090	Unrealized Gains/Losses
1202001	Time Deposits
1209001	PFM

1209002	PFM Fair Market Adjustment
1209003	IIIT PFM
1209004	Fixed Income Sec. North.Trust
1209005	Government Securities
1209006	BMO
1209007	BMO Fair Market Adjustment
1209008	BMO Amorization Adjustment
1209010	Managed Portfolio
1209011	Deutsche Bank 2013A Bonds
1209012	Deutsche Fair Value Adjustment
1209013	State Street Bank 2013A Bonds
1209014	State Street Fair Value Adjust
1209015	Northern Trust Mutual Fund
1209016	Northern Trust Fair Val 2013A
1301001	Taxes Rec-Current
1301020	Taxes Rec-CPPRT
1301030	Allow. Unc Taxes
1302001	State Basic Operating Grt Rec
1302002	Other State Claims Rec
1302003	Grant Revenue Receivable
1303001	Student Accounts Receivable
1303002	Due From Foundation
1303003	Continuing Ed Receivables
1303004	Allowance Uncollct Tuition
1303005	IL Debt Recovery
1303099	Payroll Arrears Benefit Rec.
1304001	Chargeback Receivable
1309001	Travel Advances
1309002	Third Party Receivables
1309003	Billed Earned Receivable
1309004	Other Accts Receivable
1309005	Allowance Uncollected Rec
1309006	B3 Pay Advance Datatel Conver
1309007	Student Loans Receivable
1309008	BRS ADJ CLRG ACCT
1309009	Other Misc Receivables
1309010	Billed Vendor Refund carryover
1309011	IRS Receivable
1309012	NSF Receivables
1309013	Allowance for Uncollect. A/R
1309014	Misc Due From Foundation
1309015	FSA Funded Receivable
1309089	AR Payroll Overpayment
1309090	Payroll Arrears Benefit Rec.
1309091	PCard/Travel Card Reimburse.
1309099	COD Sponsorship Rec Clearing
1401001	Int Rec-FHLB. Notes
1401002	Int Rec-Time Deposits
1401003	Int Rec-IL FUNDS

1401004	Int Rec-U.S. Treasury Bills
1401005	Int Rec-Trust Accounts
1401006	Int Rec-ISDLAF
1401007	Int Rec-Federated Money Market
1401008	Interest Rec PFM
1402001	Accrued Tuition and Fees
1403001	Accrued ICCB Grants
1403002	Accrued Other State Grants
1404001	Accrued Federal Grants
1409001	Other Accrued Revenue
1500001	Receivable From Other Fund
1600001	Inventory
1700001	Prepaid Expenses
1700002	Deferred Compensation Plan
1700003	Deferred Expenses
1700004	Deposits
1700005	USPS Prepaid
1700006	Pitney Bowes Prepaid
1701001	Bond Issues Cost 2003A Series
1701002	Bond Issues Cost 2003B Series
1701003	Bond Issues Cost 2006 Series
1701004	Bond Issues Cost 2007 Series
1701005	Bond Issues Cost 2009A Series
1701006	Bond Issues Cost 2009B Series
1701007	Bond Issues Cost 2009C Series
1701008	Bond Issues Cost 2011A Series
1701009	Bond Issues Cost 2011B
1800000	Construction in Progress
1801001	Land
1801002	Land improvements
1802001	Buildings & Additions
1802002	Building Improvements
1803001	Equipment
1803002	Equipment Donated
1804001	Art Collection
1809001	Other Fixed Assets
1809002	Art (not depreciated)
1890001	Accm Depr-Land Improvement
1890002	Accm Depr-Buildings
1890003	Accm Depr-Bldg Improvement
1890004	Accm Depr-Equipment
1890005	Accm Depr-Donated Equipment
1900001	Other Assets
1914050	Def Amount 2006 Refunding
1914051	Def Amount 2019 Refunding
1914054	Def Outflow 2003B Refunding
1914055	Local ERcontr >meas date OPEB
1914056	State-ERcontr >meas date OPEB
1914057	State-Chgs in Prop. Share OPEB

1914058	State-Diff in Experience DO
1914099	Def Outflow- SURS Contribution
2101001	SURS Payable
2101002	Payroll Aged uncashed
2101003	Payroll Clearing Account
2101004	Payroll Payable
2101005	Other Payroll Liability
2101006	Employee Retirement Contrib
2101007	Withholding Tax - Federal
2101008	Withholding Tax - Fed-OASDI
2101009	Withholding Tax - Fed Medicr
2101010	Withholding Tax - State
2101011	Annuities
2101012	Life Insurance
2101013	Disability Insurance
2101014	Flexible Spending Accounts
2101015	Long Term Care - Ins
2101016	Credit Union
2101017	Professional Dues
2101018	Eldercare Consultation
2101019	Deferred Compensation
2101020	Roth 403 (b)
2101021	CD Annual Appeal
2101022	Wage Assignments
2101023	Charitable Contributions
2101024	Misc Withholding
2101025	Blue Advantage HMO Premiums
2101026	HMO IL Premiums
2101027	PPO Premiums
2101028	Tips Paid
2101029	Deferred Comp Loans
2101030	PPO Premier Payments
2101031	Vison/Dental HMO Premiums
2101032	Vision/Dental PPO Payouts
2101033	Med PPO Trans Premium 01/01/17
2101034	Med HD Premium 01/01/17
2101035	Med HMO Premium 01/01/17
2101036	Dental PPO Premium 01/01/17
2101037	Dental DMO Premium 01/01/17
2101038	Vision Signature Prem 01/01/17
2101039	Vision Choice Prem 01/01/17
2101040	HSA Empl/COD Contr 01/01/17
2101041	Med Blue Choice Prem 01/01/19
2101089	Payroll Overpayment Clearing
2101099	Payroll Arrears Benefit Deduct
2204001	Bonds Currently Payable-2003A
2204002	Bonds Currently Payable-2003B
2204003	Bonds Currently Payable-2007
2204004	Bonds Curr Payable-2006 Refund

2204005	Bonds Currently Payable-2009A
2204006	Bonds Currently Payable-2009B
2204007	Bonds Currently Payable-2009C
2204008	Bonds Currently Payable 2011A
2204009	Bond Currently Payable 2011B
2204010	Bonds Current Payable 2013A
2204011	Bonds Currently Payable - 2018
2204013	Bonds Currently Payable - 2019
2204020	Bond Int Payable-Curr 2003A
2204021	Bond Int Payable-Curr 2003B
2204022	Bond Int Payable-Curr 2007
2204023	Bond Int Payable-Curr 2006 Ref
2204024	Bonds Int Payable-Curr 2009A
2204025	Bonds Int Payable-Curr 2009B
2204026	Bonds Int Payable-Curr 2009C
2204027	Bond Int Payable Curr 2011A
2204028	Bond Int Payable Curr 2011B
2204029	Int Payable 2013A Bonds
2204030	Bond Int Payable Curr - 2018
2204031	Bond Int Payable Curr - 2019
2204040	Curr Bond premium was 2009A
2204041	curr bond premium 2009b
2204042	curr bond premium 2003A
2204043	curr bond premium 2003B
2204044	curr bond premium 2007
2204045	curr bond premium 2006 refund
2204046	curr bond premium 2009c
2204047	Curr Bond Premium 2011 A
2204048	Curr Bond Premium 2011B
2204049	Curr Bond Premium 2013A
2204050	Deferred Amt Refunding 2006
2204051	Deferred Amt Refunding 2009C
2204052	Deferred Amt Refunding 2003A
2204053	Deferred on refunding 2003A
2204054	Deferred on refunding 2003B
2204055	Curr Bond Premium - 2018
2204056	Def Amount 2018 Refunding
2204057	Curr Bond Premium - 2019
2209001	Other Current Obligations
2300001	Accounts Payable-Unrestricted
2300002	Tuition Certificates
2300003	Nursing Application Fee
2300004	A/R Payment Plan
2300005	Deposit Due Foundation
2300006	Locker Deposits Payable
2300007	Imprest - Prior Period Voids
2300008	Unclaimed Property Liability
2300009	Unclaimed Prop Liab - Payroll
2300010	Accrued Accounts Payable

2300011	Pell Bookbills
2300012	Stafford Loan Bookbills
2300013	Dept of Education Interest
2300014	Title IV Return to Gov
2300015	Title IV Return to Lender
2300016	Other Students Bookbills
2300017	Student Refunds Colleague
2300018	Foundation Bookbill Payable
2300019	Other Deposits-IL Debt Recover
2300020	Retainage Payable
2300021	Int'l Student HLTH Ins
2300022	Unclaimed Prop. Scholarships
2300099	COD Sponsorship Pay. Clearing
2301001	Unpaid Salaries
2301002	Accrued Sal 9-27 Faculty
2301003	Retirement Stipends Pay S.T.
2301004	Retirement Stipends Pay L.T.
2301005	Vacation Accrual Current
2301006	Self Ins Accrued, Medical
2301007	Accrued Fringe Benefits
2301008	Accrued SURS
2301099	EE Payroll Arrears Ben Prepay
2400001	Other Accrued Expense
2500001	Interfund Payables
2701001	Unearned Tuition & Fees
2701002	Unearned T&F Universal
2703001	Unearned Rev Tax R.E.
2703002	Unearned CPPRT Revenue
2709001	Grant Deferred Revenue
2709002	Other Deferred Revenue
2709003	Gift Card CHC
2709004	Deposit Payable CHC
2801001	Bonds Payable Long Term
2801002	Bonds LT Payable-2003A
2801003	Bonds LT Payable-2003B
2801004	Bonds LT Payable-2007
2801005	Bonds LT Payable-2006 Refund
2801006	Bonds LT Payable-2009A
2801007	Bonds LT Payable-2009B
2801008	Bonds LT Payable-2009C
2801009	Bonds LT Payable 2011A
2801010	Bonds LT Payable 2011B
2801011	Bonds LT Payable 2013A
2801012	Bonds LT Payable - 2018
2801013	Bonds LT Payable - 2019
2801020	Bond LT Int Payable-2003A
2801021	Bond Int LT Payable-2003B
2801022	Bond Int LT Payable-2007
2801023	Bond Int LT Payable-2006refi

2801024	Bond Int LT Payable-2009A
2801025	Bond Int LT Payable-2009B
2801026	Bond Int LT Payable-2009C
2801027	Bond Int LT Payable 2011A
2801028	Bond Int LT Payable- 2011B
2801040	Premium LT Bond Ser 2003A
2801041	Premium LT Bond Ser 2003B
2801042	Premium LT Bond Ser 2006 refi
2801043	Premium LT Bond Ser 2007
2801044	Premium LT Bond Ser 2009A
2801045	Premium LT Bond Ser 2009B
2801046	Premium LT Bond Ser 2009C refi
2801047	Premium LT Bond Ser 2011A
2801048	Premium LT Bond Ser 2011B
2809001	Other Fixed Liabilities
2809002	LT Liab Termination Plans
2809003	LT OPEB
2809004	vacation accrual LT
2809099	Arbitrage
2900001	Other Liabilities
2900002	Sales Tax
2900003	Due to Granting Agency
2900004	Student Loan Payable
2900005	Art Center Deposit Liability
2900006	Art Center Gift Certificates
2900007	Fire Science Tech Liability
2900008	Build America Bonds Fed Subsid
2900009	Deposit Liability
2900010	Other Post Empl Benefit
2900011	Auto Lab Sales Tax
2900012	Hotel/Motel Tax
2900013	Conf & Event sales tax on food
2900014	Massage Gift Certificates
2900015	Prairie Management Sales Tax
2900016	Net OPEB - State
2900017	Sales Tax Athletic Concession
2900018	Glen Ellyn Food/Beverage Tax
2900020	Agency Scholarships Received
2900021	Agency Schol - Cash Back Stud
2900022	Agency Schol - Bookbills
2900023	Agency Schol - Misc Disburse
2900024	Agency Scholarships
2900025	Student Loan Pay. Non-Elm
2900099	Funds Held in Custody of Othr
2914050	Def Inflow 2003A Refunding
2914054	Def Inflow 2003B Refunding
2914055	Local Chgs in Assumptions OPEB
2914056	State-Diff in Experience OPEB
2914057	State-Chgs in Assumptions OPEB

2914058	State-Investment Earnings OPEB
2914059	State-Chgs in Prop Share - DI
3100001	Designated Fund Balance
3100002	Board Designated Fund Balance
3200001	Undesignated Fund Balance
3200002	Undesignated Fund Bal - Offset
4101001	Current Taxes- Cook County
4101002	Current Taxes- DuPage County
4101003	Current Taxes- Will County
4101004	Back Taxes- Cook County
4101005	Back Taxes- DuPage County
4101006	Back Taxes- Will County
4101007	Future Taxes- Cook County
4101008	Future Taxes- DuPage County
4101009	Future Taxes- Will County
4101010	Int From Taxes - Cook County
4101011	Int From Taxes - DuPage County
4101012	Int From Taxes - Will County
4101050	Corp Pers Prop Repl Tax CPPRT
4104001	Chargeback Community Colleges
4105001	Bond Proceeds Received
4109000	Other Local Govt Sources
4109001	do not use
4201001	Base Operating Grants
4201002	Equalization Grants
4201004	Initial Grant
4201005	Workforce Development Grants
4201007	Retirees Health Ins Grants
4201008	Student Success Grant
4201009	Other Special Initiative Grnt
4201018	ADA Access for All Grants
4201019	Adult Ed - State Basic Grants
4201020	Adult Ed- Public Assist Grants
4201021	Adult Ed Performance Grants
4201030	Career Tech Ed CTE Formula Grt
4201031	CTE Program Improvement Grant
4201035	DualCreditEnhancementGrant Rev
4201098	Additional Designated Grant
4201099	Other State Sources
4202001	Dept of Corrections
4203001	IL State Board of Ed
4203002	Other ISBE Grants
4204001	Depart of Comm and Econ Opport
4205001	Department of Veterans Affairs
4207001	IL Student Assist Comm ISAC
4207501	SURS on-behalf payments
4207502	State Retiree Hlth Ins Contr R
4208001	Other IL Governmental Sources
4301001	Dept of Education

4302001	Dept of Labor
4303001	Depart Health Human Services
4309001	Other Federal Govt Sources
4309002	Return of Title IV Funds
4309003	Pell Grants
4309004	College Work Study Rev
4309005	S.E.O.G
4309006	Contra Federal Direct Loan Rev
4309007	Federal Direct Loans
4401001	In-District Tuition
4401002	Out-of-District Tuition
4401003	Out-of-State Tuition
4401004	International
4401005	Variable tuition
4401011	Waiver In-District
4401012	Waivers Out-of-District
4401013	Waivers Out-of-State
4401050	Universal Fees (part of Tuit)
4401051	Student Activity Fee
4401052	Service Fee
4401053	Technology Fee
4401099	Other Tuition
4402001	Admission Fees
4402002	Course Fees
4402003	Registration Fees
4402004	Late Fees
4402005	Transcript Fee
4402006	Proficiency Sr Fee
4402007	Collection Agency Fee
4402008	Graduation Fee
4402009	Payment Plan Application Fee
4402010	BPI 3rd Prty Waivers
4402011	Internet Fee
4402012	Health & Science Appl. Fee
4402013	Payment Plan Enrollment Fee
4402014	Fire Science Appl. Fee
4402050	Universal Fee
4402051	Student Activity Fee (UF)
4402052	Service Fee (UF)
4402053	Technolgy Fee (UF)
4402099	Other Fees
4403001	Student Activity Service FeesA
4403002	Student Activity Service FeesB
4404001	Scholarship & Grant Offset
4409001	Other Student Tuition & Fees
4409002	Other Course Material Fees
4501001	Food - Arts Center
4501002	Food - Vending
4501003	Food - Non Vending

4501004	Food CHC
4501005	Beverage CHC
4501006	Alcohol CHC
4501007	Culinary Program Sales - Food
4501008	Culinary Program Sales - Bev
4502001	Commissions - Bookstore
4503000	Sales and Service Fee Rev
4503001	Community Memberships - PE
4503002	Athletic Revenue
4504001	Public Ser./Com.Ed/Cust Train
4509000	Other Sales & Services
4509001	Advertising Revenue
4509002	AMC Theater Tickets - Std Act
4509003	Arts Ctr Svcs to PE
4509004	Audio Sales&Ser- Mult Serv
4509005	Board Games - Student Act
4509006	Campus Services
4509007	Concession Sales - Comm CDs
4509008	Concession Sales - Other
4509009	Concession Sales Beer & Wine
4509010	Concess Sales Beer & Wine-Tax
4509011	Deferred Revenue
4509012	Event Supervision
4509013	Great Amer Tickets - Std Act
4509014	Information Tech Svc
4509015	Library Copiers/Readers/Print
4509016	Library Video Rentals
4509017	Marcus Theater Tickets-Std Act
4509018	Misc Rev Rent-Library Coffee
4509019	Miscellaneous Revenue
4509020	Other Income - IT Spec Svcs
4509021	Other Sales & Services - MAC
4509022	Other Sales Services Non Tax
4509023	PACE Bus Tickets - Student Act
4509024	Public Safety Services
4509025	Rental Ticket Revenue
4509026	Royalty Marketing-IT Spec Svcs
4509027	School Stage Ticket - MAC
4509028	Special Event - MAC
4509029	Staff Services & Postage
4509030	Taxable Sales and Services
4509031	Teleconferences - Multi Serv
4509032	Television Prod - Multi Serv
4509033	Ticket Handling Revenue
4509034	Ticket Rev Professional- MAC
4509035	Video Tape Sales
4509036	Student Locker Revenue
4509037	Student Bike Locker Revenue
4509038	Memberships- HSTI

4509039	Smart Print Copy Purchases
4509040	Ammunition - HSTI
4509099	Ticket Refund
4600001	Facilities Rental
4600002	Room Rental - Arena
4600003	Room Rental - Pool
4600004	Room Rental - Classroom
4600005	Room Rental - Dance Studio
4600006	Field Rental - Soccer
4600007	Field Rental-Football/Track
4600008	Tennis Courts Rental
4600009	Baseball Fields
4600010	Rental - COD Equipment
4600011	Rental Commissions
4600012	Rental - Non COD Equipment
4600013	Props and Scenery Rental
4600014	Rental HSTI
4600020	US Bank Licensing Revenue
4600099	Tower Rental Revenue-WDCB
4700001	Interest-U.S. Treas Bills
4700002	Interest- U.S. Notes
4700003	Interest-FHLB Note
4700004	Interest-Time Deposits
4700005	Interest-Wheaton NOW
4700006	Interest-Citibank Savings
4700007	Interest-PFM Investments
4700008	Interest - ISDLAF+
4700009	Interest Offset-Arbitrage
4700010	Interest-IL Funds
4700011	Interest-Federated MM
4700012	Interest - Other
4700013	Interest - Concentration Acct
4700014	Intersest-Federated 2007 Bonds
4700015	MB OPR Invest Acct
4700016	Interest - BMO Investments
4700017	Interest-Bridgeview NOW
4700018	Interest - IMET
4700019	PFM Liquidity Funds Interest
4700020	PFM Cons't Bond Funds Interest
4700021	No Trust Fixed Income Fund
4700022	2011A Bond Funds Investments
4700023	2011B Bond Funds Investments
4700024	Amal Govt Securities Interest
4700030	Managed Portfolio Interest
4700095	Unrealized Gain/Loss Mgd Port
4700098	Realized Gains/Losses
4700099	Unrealized Gains/Losses
4800001	Nongovernment Gifts/Grants
4800002	Bequests

4800003	Donations Corporate
4800004	Donations Individual
4800005	Donations of Buildings
4800006	Donations of Fixed Assets
4800007	Donations of Land
4800008	Foundation Support
4800009	Government Grants
4800010	Merchandising Revenue- WDCB
4800011	Tower Revenue - WDCB
4800012	Underwriting Revenue - WDCB
4800013	CPB Unrestricted Grant
4800014	CPB Restricted Grant
4900001	Benefits- Clearing
4900002	Guest Passes
4900003	ID Cards
4900004	Indirect Cost Recoveries
4900005	Insurance Proceeds
4900006	Jury Duty
4900007	Library Fines & Billing
4900008	NSF Check Fee
4900009	Public Safety Fines
4900010	Royalties
4900011	Sale Fixed Asset
4900012	Other Rev
4900013	Food Vending Commissions
4900014	Beverage Vending Commissions
4900015	Dining Retail Commissions
4900016	ATM Commissions
4900017	Premium Parking
4900018	TIF Surplus
4900019	Sale of Non-Capital Items
4900020	Restitution Revenue
4900097	COBRA Credits Revenue
4900098	Retiree Covg Contrib Revenue
4900099	Miscellaneous Revenues
4901001	Premium
4901002	Capitalized Interest Rev
5101001	Administrative Staff-full-time
5101002	Admin staff, part-time
5101003	Admin staff, temporary
5102001	Profess/Tech Staff - Full-Time
5102002	Profess/Tech Staff, Part-Time
5102003	Profess/Tech Staff, Temporary
5102004	Profess/Tech Staff, Overtime
5103001	Faculty - Full-Time
5103002	Non Teaching FT
5103003	Coordinator
5103010	Full Time Summer Faculty
5103011	Non Teaching F/T Summer

5103012	Coordinators Summer
5103020	CSPS Course Advising
5103025	Sabbatical
5103030	One Quarter Leave
5103040	Faculty - Part-Time
5103042	Demonstrated Competency
5103044	Non-Teaching Assign-PT
5103050	Coaching
5103090	Teaching Faculty, Temp/Subst
5103092	Teaching Faculty, Overload
5103094	Overload Non-Teaching-FT
5104001	Supervisory/Confidential FT
5104002	Supervisory/Confidential PT
5104003	Supervisory/Confidential Temp
5104004	Supervisory/Confidential OT
5104011	Supervis/Confid FT - High Risk
5104012	Supervis/Confid PT - High Risk
5104013	Supervis/Confid Temp - High Ri
5104014	Supervis/Confid OT - High Risk
5104501	Managerial Staff FT
5104502	Managerial Staff PT
5104503	Managerial Staff Temp
5104511	Managerial Staff FT High Risk
5105001	Academic Support, Full-time
5105002	Academic Support, Part-time
5105003	Academic Support, Temporary
5105004	Academic Support, overload
5105010	Academic Support Summer
5105011	Academic Support P/T Summer
5106001	Clerical Full-Time
5106002	Clerical Part-Time
5106003	Clerical Temporary
5106004	Clerical Overtime
5107001	classified Service Staff FT
5107002	Service Staff PT
5107003	Service Staff Temporary
5107004	Service Staff OT
5107011	Service Staff FT High Risk
5107012	Service Staff PT High Risk
5107013	Serv Staff Temp High Risk
5107014	Service Staff OT High Risk
5108001	Student CWSP
5108002	Student Worker NON-CSWP
5108004	Student Overtime
5108005	Student Stipend
5109001	Other Salary
5109002	Tip Wages
5109099	Vacancy Rate Allocation
5201001	Health - PPO Basic

5201002	Health - HMO Illinois Premiums
5201003	Health - Blue Advantage HMO
5201004	Health - PPO Premier
5201005	Dental/Vision PPO Premiums
5201006	Drug Card Payouts (Rx N Go)
5201007	Vision Insurance Premiums
5201008	Dental/Vision DMO Premiums
5201009	BC/BS Service Fee-Med
5201010	Service Fee-Dent
5201011	BC/BS Utilization Review
5201012	Vision Insurance Service Fee
5201013	Flex Spending Admin Fee
5201014	Drug Card Admin Fee
5201015	Stop-Loss Credits
5201016	C.O.B.R.A. Credits
5201017	Retiree Covg Contrib
5201018	Other Grant Credits
5201019	Employee Coverage Contrb
5201020	Stop-Loss Ins Premium
5201021	Life
5201022	Wellness Incentive
5201023	Health Ins. Admin. Fees
5201030	available object
5201033	Med PPO Basic Trans 01/01/17
5201034	Medical High Ded 01/01/17
5201035	Medical HMO 01/01/17
5201036	Dental PPO 01/01/17
5201037	Dental DMO 01/01/17
5201038	Vision Signature 01/01/17
5201039	Vision Choice 01/01/17
5201040	HSA COD Contr 01/01/17
5201041	Medical Blue Choice 01/01/19
5201042	Spouse Surcharge 01/01/17
5201090	5000 Fund Credits
5201099	Lecturer Benefit Budget
5202001	Workers Compensation Ins
5203001	Sabbatical Leave Exps
5204001	Unemployment Insurance Exps
5205001	Medicare Exps
5206001	FICA - Social Security Exps
5207001	Inst T-Waive Faculty
5207002	Inst T-Waive Classified
5207003	Inst T-Waive Admin
5207004	Inst T-Waive Retiree
5207005	Inst T-Waive PT Faculty
5207006	CE T-waive Faculty
5207007	CE T-waive Classified/Manager
5207008	CE T-waive Admin
5207009	CE T-waive PT Faculty

5208001	Retiree Healthcare Payments
5208002	Retiree Insurance Payment
5208003	SURS 0.5 Health Insurance
5208004	State Ret Hlth Ins Contrib
5208005	Early Retirement/Fac-Admin
5208006	Early Retirement/Classified
5208101	SURS Contribution
5208102	State Retiree Hlth Ins Contr E
5209001	Other Employee Benefit
5209002	Immunizations
5209003	SURS Contr (self managed plan)
5209004	SURS Contribution (grant)
5209005	Pres SURS payback
5209006	SURS Penalties
5209007	Employee Assistance Program
5209008	Elder Care Program
5209009	Misc. Fringe Benefits
5209010	Employee Awards
5209011	Student Service Awards
5209012	Vacation Accrual
5209014	Tuition Reimb-Faculty
5209015	Tuition Reimb-Admin
5209016	Tuition Reimb-CODA
5209017	Tuition Reimb-Classified
5209018	Dues - Faculty
5209019	Dues - Classified
5209020	Dues - Administrators
5299901	FT Allocated Employee Benefits
5299902	PT alloc Employee Benefits
5299999	Fringe Bene Allocation Offset
5301001	Audit Services Exps
5302001	Consultants Exps
5302002	Financial Advisory Services
5302003	Rating and Agency Services
5303001	Architectural Services Exps
5303002	Reimbursable A/E Services
5303008	do not use
5304001	Maintenance Services Exps
5304002	Maint Serv - Computer Equip
5304003	Facilities Maintenance Service
5304004	IT Maintenance Services
5304005	Custodial Services
5304006	Trans Maint Svcs Offset
5305001	Legal Services Retainer
5305002	Legal Services Exps
5305003	Recovered Legal Fees
5305004	Bond Legal Counsel Services
5306001	Office Services Exps
5308001	Instructional Service Contr

5309001	Other Contractual Services Exp
5309002	DNU Honorarium Services
5309003	Officials/Referees
5309004	Performing Arts Services
5309005	Non-Credit instructional Serv
5401001	Office Supplies
5401002	Instructional Supplies
5401003	Library Supplies
5401004	Maintenance Supplies
5401005	Vehicle Supplies
5401006	Other supplies
5401007	DNU - Equip < \$2,500 per item
5401008	Alcohol Purchases
5401009	Vehicle Supplies Offset
5401010	Ammunition Usage
5402001	Printing Exps
5404001	Audio/Visual Materials
5404002	Computer Software
5404003	Postage
5404004	Stamp Sales
5404005	Repair Material & Supplies
5405001	Books and Binding Costs
5406001	Publications
5406002	Dues
5407001	Advertising Exps
5408001	Purchase for Resale
5408002	Food & Beverage for Resale
5409001	Other Materials & Supplies Exp
5409002	Non-Capital equipment
5409003	Shipping Charges
5409004	Athletic Trainer Supplies
5409005	Athletic Soft Good Supplies
5409006	Athletiic Other Supplies
5501001	DNU Confer/Meeting Exp- Local
5501002	On-Campus Conf & Mtgs
5502001	DNU Travel-In Dist / In State
5502002	Mileage In District / In State
5502003	DNU Vehicle Usage Expense
5502004	Vehicle Usage Chargeback
5502005	In-State Conference Costs
5502006	In-State Travel Costs
5502007	In-State Vehicle Usage Expense
5503001	DNU Travel - Out of State
5503002	DNU Mileage Out dist/ State
5503003	International Travel
5503005	Out-of-State Conference Costs
5503006	Out-of-State Travel Costs
5503007	Out-of-State Vehicle Usage Exp
5504001	Recruitment Exps

5505005	International Conference Costs
5505006	International Travel Costs
5506001	Recruitment Costs - Athletics
5507099	Grant Funded Travel/Conf
5509001	Other Conf & Meeting Exp a
5509002	Other Conf & Meeting Exp b
5509003	DNU Athletic Recruitment Trav
5509004	Athletic Event Fee
5601001	Rental Facility
5602001	Rental - Equipment
5603001	2003A Bond Principal
5603002	2003B Bond Principal
5603003	2006 Bond Principal
5603004	2007 Bond Principal
5603005	2009A Bond Principal
5603006	2009B Bond Principal
5603007	2009C Bond Principal
5603008	2013A Bond Principal
5603009	2011A Bond Principal
5603010	2011B Bond Principal
5603012	2018 Bond Principal
5603013	2019 Bond Principal
5604001	2003A Bond Interest
5604002	2003B Bond Interest
5604003	2006 Bond Interest
5604004	2007 Bond Interest
5604005	2009A Bond Interest
5604006	2009B Bond Interest
5604007	2009C Bond Interest
5604008	2013A Bond Interest
5604009	2011A Bond Interest
5604010	2011B Bond Interest
5604011	2012 Bond Interest
5604012	2018 Bond Interest
5604013	2019 Bond Interest
5605001	General Insurance Exps
5605002	Boiler & Machinery
5605004	Ins- Medical Malpractice
5605005	Ins-School Board Legal
5605006	Ins- Loss Fund
5605007	Ins- G/B Claim Fee
5605008	Ins- Arthur Gallagher fee
5605009	Host Liquor Liability
5605010	Underground Storage Tank
5605011	Cyber Liability Premium
5606000	Lease/Purchase Agreement
5606001	Lease/Purchase Agreements
5607001	Property and Casualty Insur
5609001	Other Fixed Charges Exps

5609002	2003A Bond Amort Issuance Cost
5609003	2003B Bond Amort Issuance Cost
5609004	2006 Bond Amort Issuance Cost
5609005	2007 Bond Amort Issuance Cost
5609006	2009A Bond Amort Issuance Cost
5609007	2009B Bond Amort Issuance Cost
5609008	2009C Bond Amort Issuance Cost
5609009	2011A Bond Amort Issuance Cost
5609010	2003A Bond Amort Premium
5609011	2003B Bond Amort Premium
5609012	2006 Bond Amort Premium
5609013	2007 Bond Amort Premium
5609014	2009A Bond Amort Premium
5609015	2009B Bond Amort Premium
5609016	2009C Bond Amort Premium
5609017	2011A Bond Amort Premium
5609018	Payment to Escrow Agent
5609019	2006 Amort Refunding Loss
5609020	2009C Amort Refunding Loss
5609021	2011B Bond Amort Issuance Cost
5609022	2003B Amort Refund gain/loss
5609023	2011B Bond Amort Premium
5609024	2003A Amort Refunding Loss
5609025	2019 Amort Refunding Loss
5609040	2013A Bond Amort Premium
5609041	2018 Bond Amort Premium
5609042	2018 Amort Refunding Gain/Loss
5609043	2019 Bond Amort premium
5609099	Arbitrage
5701001	Gas Exps
5702001	Oil Exps
5703001	Electricity Exps
5704001	Water - Sewage Exps
5705001	Telephone Exps
5705002	Cell Phone Allowance
5706001	Telecommunications Exps
5707001	Refuse Disposal Exps
5709001	Other Utilities Exps
5801001	Real Estate Acquisition
5802001	Land Improvements
5803001	New Bldgs and Additions
5804001	Building Remodeling Exps
5804501	Infrastructure Exps
5805001	Equipment - Office
5805501	Equipment - Technology
5806001	Equipment - Instructional
5807001	Equipment - Service
5808001	Depreciation Expense
5809001	Other Capital Outlay Exps

5809002	Donated Equipment
5809090	Disposal Account Default
5809099	Capital Expense - Offset
5901001	State Tuition Waivers
5901002	State Tuition Waivers ABE
5901003	State Tuition Waivers DCFS
5901004	Presidential & Misc Inst Schol
5901005	Other State-Mandated Waivers
5901006	Inst T-Waivers Acad Excellence
5901007	Inst T-Waivers Acad BPI
5901008	Inst T-Waivers Acad Honors
5901009	Inst T-Waivers Counseling
5901010	Inst T-Waiv Acad Intl Studies
5901011	Inst T-Waivers Acad Misc
5901012	Inst T-Waivers Acad UPS
5901013	Inst T-Waiv Acad High School
5901014	Inst T-Waiv Acad HS STDS/Dual
5901015	Inst T-Waiv Acad Dept Corr
5901016	Inst T-Waivers Acad ROTC
5901017	Inst T-Waivers Acad BPI & TMA
5901018	Inst T-Waiv Acad Peer Leaders
5901019	Inst T-Waiv HS STDS/D DVLP
5901020	Inst T-Waiver Acad Pres Schol
5901021	Inst T-Waivers Adult Student
5901022	Student Stipend (schol)
5901099	Other Tuition Waivers
5902001	Student GrantsAndScholarships
5902002	Contra Direct Loan Exp
5902003	Return of Uncashed Checks
5903001	Tuit Chargeback/Contrct Agree
5904001	Financial Charges & Adjust
5904002	Finance Misc Expense
5904003	Indirect Cost Chargeback
5904099	Loss/(Gain) Disposal of FA
5904201	Bond Issuance Costs Exps
5904202	Transfer to Escrow Agent
5904203	Underwriter Discount Fee
5904204	Registrar, Paying/Escrow A.Fee
5905001	Chargeback Facilit/Staff/Othr
5905002	Charges Faciliti/Staff/Othr
5905003	Inn Charges
5905004	Inn Chargeback
5908001	Honorarium Stipend
5909001	Other Expenditure
5909002	Bad Debt Expense
5909003	Indirect Costs
5909004	chrg back Overnight/Ground
5909005	chrg back Recycling/Shredding
5909006	chrg back Copy Center/Signage

5909007	chrg back Color Copies
5909008	chrg back Fleet Cop/Spec paper
5909009	SS Word Processing
5909010	Staff Service
5909011	Staff Service-Offset Charges
5909012	Staff Service Direct Payment
5909013	SS Overnight/Ground Shipping
5909014	SS Recycling/Shredding
5909015	SS Copy Center/Signage
5909016	SS Color Copies
5909017	SS Fleet Copier/Special Paper
5909018	SS USPS Postage
5909019	SS Print Shop
5909020	Cash Match-Grant a
5909021	Cash Match-Grant b
5909022	chrg back USPS Postage
5909023	chrg back Print Shop
5909024	chrg back Word Processing
5909025	Chargeback Agency Activity
5909030	In-kind Match-Grant a
5909031	In-kind Match-Grant b
5909032	In-kind Salaries
5909033	In-kind Benefits
5909040	Misc Awards (1099)
5909050	Deposit Discrepancy
5909060	AmEx Clearing
5909061	Pcard/Travel Card Clearing
5909062	Follett Gift Card - Clearing
5909070	Scholarship
5909071	Scholarship Allocated
5909080	Material Fees received
5909081	Material Fees Allocated
5909090	Intrafund Transfer Out
5909091	Intrafund Transfer In-Offset
5909999	Unanticipated Expenditures
6000001	Expense Contingency
6000002	Revenue Contingency
7101001	Trans to Other Funds
7102001	Operating Transfer Out
7103001	Residual Equity Trans Out
7201001	Transfers from Other Funds
7202001	Operating Transfer In
7203001	Residual Equity Trans In
7301001	Intra-Fund Transfer Out
7302002	Intra-Fund Transfer In

Learning Resources Network, Inc
PO Box 9
River Falls, WI 54022
855-846-8252
info@ugotclass.org



INVOICE

BILL TO

Debbie Hasse
College of DuPage 10499
425 Fawell Blvd.
Glen Ellyn, IL 60137 US

INVOICE # 11990
DATE 02/25/2020
DUE DATE 03/26/2020
TERMS Net 30

PRODUCT	AMOUNT
UGotClass: Accounting and Finance for Non-Financial Managers - Case, Catherine	97.50
UGotClass: Certificate in Data Analysis - Andreoni, Kevin	247.50

Amount payable in U.S. Dollars.
Thank you for your order!

BALANCE DUE

\$345.00

Please let us know if you have any questions.
Learning Resources Network/UGotClass
PO Box 9
River Falls, WI 54022
855-846-8252
info@ugotclass.org

Learning Resources Network, Inc
PO Box 9
River Falls, WI 54022
855-846-8252
info@ugotclass.org



INVOICE

BILL TO

Debbie Hasse
College of DuPage 10499
425 Fawell Blvd.
Glen Ellyn, IL 60137 US

INVOICE # 13325
DATE 04/05/2020
DUE DATE 05/05/2020
TERMS Net 30

PRODUCT	AMOUNT
UGotClass: Cash is King - Case, Catherine	97.50
UGotClass: Certificate in Learning Styles - Anello, Thalita	197.50
UGotClass: Intermediate Excel - Snyder, Suzanne	97.50

Amount payable in U.S. Dollars.
Thank you for your order!

BALANCE DUE

\$392.50

Please let us know if you have any questions.
Learning Resources Network/UGotClass
PO Box 9
River Falls, WI 54022
855-846-8252
info@ugotclass.org

Humphrey, Vera

From: Roberts, Ellen
Sent: Monday, September 17, 2018 8:07 AM
To: Humphrey, Vera
Cc: Bedford, Yvonne; Hasse, Debra
Subject: FW: Contract Approval Cover Sheet & Supporting Docs: LERN
Attachments: Learning Resources Network LERN CE DH 9.17.18.pdf

Good morning, Vera -

The attached is ready for Brian's review and, if appropriate, signature.

Thank you,

Ellen

Ellen M. Roberts
Director, Business Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2233
roberts@cod.edu

-----Original Message-----

From: Roberts, Ellen
Sent: Friday, September 14, 2018 12:54 PM
To: Hasse, Debra <hassed@cod.edu>
Subject: FW: Contract Approval Cover Sheet & Supporting Docs: LERN

Hi, Debbie -

The information on the contract approval cover sheet needs to match what is in the agreement. The term of the agreement is 9.1.2018 to 6.30.2020. Is \$4,800 the total not-to-exceed amount for that entire period? If so, I can make the change on the cover sheet.

Thanks very much,

Ellen

Ellen M. Roberts
Director, Business Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2233
roberts@cod.edu

-----Original Message-----

From: Hasse, Debra

Sent: Friday, September 14, 2018 9:30 AM

To: Bedford, Yvonne <bedford@cod.edu>; Roberts, Ellen <roberts@cod.edu>

Subject: RE: Contract Approval Cover Sheet & Supporting Docs: LERN

I should have written \$4,800 for year two, not both years.

We are just beginning to work with this online training provider and this first year students will enroll directly with UGotClass.

They will be paying us per enroll.

Once we get an idea of popular programs, next July classes will be set up and students will register directly with COD. At that point we will be reimbursing them.

Would you like a new cover sheet to reflect this?

Debbie

-----Original Message-----

From: Bedford, Yvonne

Sent: Thursday, September 13, 2018 3:06 PM

To: Hasse, Debra <hassed@cod.edu>

Subject: FW: Contract Approval Cover Sheet & Supporting Docs: LERN

Hi Debbie,

Please read Ellen Roberts' email below and respond.

Thanks,

Yvonne

-----Original Message-----

From: Roberts, Ellen

Sent: Thursday, September 13, 2018 12:36 PM

To: Bedford, Yvonne <bedford@cod.edu>

Subject: FW: Contract Approval Cover Sheet & Supporting Docs: LERN

Hi, Yvonne -

The attached total contract amount would be not to exceed \$9,600, since the contract period is two years. At that dollar amount, we need three quotes, unless this is a sole source vendor. The Board item is a bit confusing, in that it speaks to two bi-annual submissions, which I believe references reviews of existing partners. Do you have two other vendors that were identified in the bi-annual review?

Thank you,

Ellen

Ellen M. Roberts

Director, Business Affairs

College of DuPage

425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2233
roberts@cod.edu

-----Original Message-----

From: Purchasing Proposals
Sent: Wednesday, September 12, 2018 1:54 PM
To: Roberts, Ellen <roberts@cod.edu>
Cc: Bedford, Yvonne <bedford@cod.edu>
Subject: FW: Contract Approval Cover Sheet & Supporting Docs: LERN

Hello Ellen,

Enclosed contract for your review.

Thank you,

Jordan Towne
Purchasing Expeditor

425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

- Click Here for current bids/Rfps!
- COD: Check out our Team Site!

-----Original Message-----

From: Bedford, Yvonne
Sent: Wednesday, September 12, 2018 1:20 PM
To: Purchasing Proposals <purchasing@cod.edu>
Subject: Contract Approval Cover Sheet & Supporting Docs: LERN

Hello,

Please see attached Contract Approval Cover Sheet and supporting documents for LERN UGotClass.

Thanks for routing the contract for approval.

Regards, Yvonne Bedford
Continuing Education
X 4194

CONTRACT APPROVAL COVER SHEET

Contract Name: Online training UGotClassRequesting Department: Continuing Education/Business Solutions/CDL Date Initiated: 8.31.18Contact Name: Debbie Hasse Phone: 942.2679Email Address: hassed@cod.eduVendor Name: Learning Resources Network (LERN) Phone: 715-503-4592Vendor Contact: Leslie Kowalczyk Email: leslie@lern.org

Total Contract: \$ up to \$4,800 per year

Contract Dates: Start: 9.1.201805-63-63002-5308001FY Budget \$ Professional Development Training-Contr Service\$125,000.00End: 6.30.2020

Vendor 1: Name _____ Quote: \$ _____

Vendor 2: Name _____ Quote: \$ _____

Vendor 3: Name _____ Quote: \$ _____

Contract Purpose: Expand online offerings for residents looking for online short term professional development programsContract Type: ☐ Independent Contractor ☒ Service Agreement ☐ Lease
☐ Construction ☐ OtherHas the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)Are required support documents attached? (see page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

PrintSignRequester: Debbie HasseBudget Mgr.: Dan DeasyDept. Adm.: Joe CassidySubmit to Purchasing in Berg Instructional Center (BIC), Room 1540 or email to purchasing@cod.edu.

Purchasing Dept. Use Only

Comments: _____

REVIEWEDApproval Initials: By E. Roberts at 8:04 am, Sep 17, 2018

CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administration. This form must be completed in full and submitted with all contracts that require a signature.

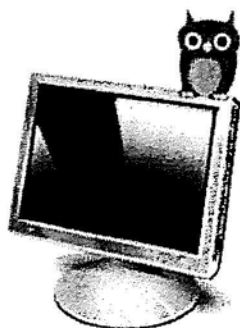
Submit the contract, along with this form and all required support documents as outlined below, to Purchasing in the Berg Instructional Center (BIC), Room 1540 or via email at purchasing@cod.edu. Purchasing will review all documents, and, if appropriate, will forward to the Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation:

- ☒ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
- ☐ 2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
- ☐ 3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes.
- ☐ 4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
- ☐ 5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.
- ☐ 6. If vendor will be providing a service on campus a Certificate of Insurance is required. For additional information contact Risk Manager.

Upon signature, the original contract will be returned to the requester. It is the responsibility of the requester to forward all fully executed contracts/agreements, no matter the dollar amount, to the Purchasing Department by emailing to purchasingforms@cod.edu for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s). Once fully executed, requester will scan a copy of the complete contract and email to purchasingforms@cod.edu.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.



UGotClass

Online certificates and courses



PARTNER AGREEMENT

THIS PARTNER AGREEMENT is entered into on this 1st day of ^{Sept}~~August~~, 2018, by and between **LEARNING RESOURCES NETWORK, INC.**, a Kansas corporation with a mailing address of P.O. Box 9, River Falls, Wisconsin 54022 and an email address of info@lern.org ("LERN") and College of DuPage (the Partner) with a mailing address of 425 Fawell Blvd, Glen Ellyn, IL 60137 and an email address of www.cod.edu (the "Partner").

WHEREAS, LERN has developed UGotClass™, an online course platform designed to support asynchronous, teacher-led, noncredit online education; and

WHEREAS, the Partner desires to make UGotClass™ online courses available to its students; and

WHEREAS, subject to the terms of this Agreement, LERN is willing to make UGotClass™ online courses available,

NOW, THEREFORE, the parties agree as follows:

1. Services Provided by LERN. During the term of this Agreement, LERN, at its sole expense, shall do the following:
 - a. Provide the Partner with a listing of UGotClass™ course titles and content descriptions from which the Partner may select one or more to offer to students;
 - b. Provide the Partner with a schedule containing the tuition and other fees, including amounts payable to LERN, associated with each course title;
 - c. Be responsible for the online delivery of and provide qualified online instructors to teach the UGotClass™ courses selected by the Partner;

- d. Provide registered students with course materials not included in the online classroom;
- e. Provide awards of completion to each student who satisfactorily completes a UGotClass™ course; and
- f. Submit invoices to the Partner on a monthly basis for an amount equal to the appropriate percentage of the registration/tuition fees collected by the Partner during the preceding month for UGotClass™ courses selected by the Partner. LERN Member organizations will receive 50% of the revenue. Non-member organizations will receive 40% of the revenue.

2. Services Provided by the Partner. During the term of this Agreement, the Partner, at its sole expense, shall do the following:

- a. Be responsible for marketing the availability of the UGotClass™ courses selected by the Partner;
- b. Be responsible for the registration and enrollment of students and handling of all student inquiries regarding enrollment and tuition payments;
- c. Collect all registration/tuition and other fees from students enrolled in UGotClass™ courses selected by the Partner;
- d. Notify LERN of the names and email addresses of all registered students, subject to modification on the basis of the drop/add system utilized by the Partner; and
- e. Pay all LERN invoices within sixty (60) days following receipt thereof either by check or by ACH or wire transfer. In accordance with Local Government Prompt Payment Act, the College will approve or disapprove an invoice from UGotClass within 30 days after receipt of the invoice or after the date of receipt of the goods, whichever is later. Any bill approved for payment shall be paid within 30 days after the date of approval (term: Net 60), in compliance with the Local Government Prompt Payment Act if payment is not made within the 60-day period, an interest penalty requirement of 1% per month is allowed if denoted and approved herein. LERN does not accept credit or debit cards, PayPal or similar electronic third party platforms for payments due hereunder.

3. Term. The term of this Agreement commences on the date hereof and will remain in effect from September 1, 2018 – June 30, 2020 unless and until terminated by either party by providing the other party with written notice of termination not less than thirty (30) days prior to the proposed termination date. In such event, the Partner shall pay all outstanding LERN invoices and make a final payment to LERN of any

registration/tuition fees collected by the Partner not yet invoiced by LERN. Notwithstanding the foregoing, if, on the proposed termination date, a UGotClass™ course has not been completed, LERN shall complete the course and the Partner shall not interfere with the completion thereof.

4. Intellectual Property. To the extent not in the public domain or the property of others, as between LERN and the Partner, LERN shall be the sole owner of all right, title, and interest in and to all UGotClass™ course materials, including syllabi, agendas, lesson plans, and other instructor-prepared materials and LERN reserves all rights thereto. LERN reserves all rights in the UGotClass™ trademark and all goodwill connected thereto. The Partner shall never dispute LERN's ownership of the UGotClass™ trademark.

5. Compensation. As compensation for services (marketing, advisement, registration, etc.), the Partner will receive a 50% of gross tuition revenues generated from courses. Payment by Partner to LERN will be made according to 2.e above.

6. Relationship of Parties. The relationship between LERN and the Partner is that of independent contractor. Except as specifically provided herein, neither party shall have the authority to create any obligations on behalf of or otherwise bind the other.

7. Confidentiality. LERN shall be considered a school official, as such term is defined under the Family Educational Rights and Privacy Act of 1974, as amended. As such, LERN may have access to the educational records and personally identifiable information about students registered/enrolled in UGotClass™ courses. LERN shall treat all such information as confidential, use the same only in connection with the course or courses taken by such students, and not disclose any such information to third parties except as may be required by law. Notwithstanding the foregoing, LERN shall be entitled to generate and use statistical information about UGotClass™ course enrollment and student profiles for any purpose provided such information does not include any personally identifiable information about students or the Partner.

8. Indemnification. Each party shall indemnify, defend, and hold the other harmless from and against any and all claims, liabilities, damages, costs, and expenses (including reasonable counsel fees) incurred by a party arising out of the negligence, intentional wrongful acts, or breach of this Agreement by the other party. This indemnification obligation shall survive the termination of this Agreement.

9. Miscellaneous.

a. Assignment. Neither party may assign this Agreement without the written consent of the other party.

b. This Agreement is binding upon and inures to the benefit of the parties and their respective successors and permitted assigns.

c. This Agreement may be amended only in a writing executed by LERN and the Partner.

d. This Agreement shall be governed by the laws of the State of Illinois, without regard to its rules concerning conflict of laws.

e. Any disputes arising between the parties that cannot be resolved by the parties shall be resolved by litigation initiated and maintained in the state courts located in Illinois.

f. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, such provision shall be modified to the extent necessary for it to be valid and enforceable and all other provisions shall remain in full force and effect.

g. Any notice required or permitted to be given pursuant to this Agreement shall be in writing and sent, prepaid, by recognized overnight courier such as Federal Express or Express Mail or by email (with written electronic receipt of successful transmission) to the mailing or email addresses in the preamble of this Agreement and shall be deemed to be effective upon receipt.

IN WITNESS WHEREOF, the parties have caused their authorized representatives to execute this Agreement as of the date first above written.

LEARNING RESOURCES NETWORK, INC.

By: Leslie Kowalczyk
Name: Leslie Kowalczyk
Title: Administrative and Customer Service Manager
Duly Authorized

By: Brian W. Caputo
Name: Brian W. Caputo, Ph.D., C.P.A.
Title: Vice President/CFO
Duly Authorized
Administrative Affairs

College of DuPage Approved UGotClass Trainings as of Jan 2018:

Business

3D Printed Science and Math: Visualizations and Experiments
Accounting and Finance for Non-Financial Managers
Financial Analysis and Planning for Non-Financial Managers
Introduction to Data Analysis
Intermediate Data Analysis
Advanced Data Analysis
Strategic Selling with Social Media
Power Selling
Getting Started in Sales
Law for Non Lawyers
Introduction to 3D Printing
Productivity eTools: Be Organized and Get Stuff Done
Managing Productivity
New 21st Century Strategies for Productivity and Time Management
Introduction to Social Media
Integrating Social Media in Your Organization
Marketing Using Social Media
Mentoring and Coaching in the Workplace Level 1
Change Management Skills
Onboarding New Employees
Your Workplace Your Employees & The Law

Leadership

Leadership Principles
Developing Your Leadership Skills
Developing Your Professional Career
Leadership in the 21st Century
How to Avoid Fatal Leadership Errors

Management

Change in the Workplace
Collaborative Management
Dealing with Difficult People in the Workplace
Managing Generations in the Workplace
Creative Problem Solving
Female Bullying in the Workplace

New Media Marketing

Google Apps for Business
Digital Marketing Certificate
Improving Email Promotions
Boosting Your Web Site Traffic

Online Advertising

Training and Education

Advanced Teaching Online

Developing Hybrid Courses

The Flipped Classroom

Designing Successful Webinars

Managing & Marketing Webinars

Designing Online Instruction

Fostering Online Discussion

Training for K12 Teachers

Certificate in Learning Styles

Students with ASD (Autism Spectrum Disorder)

Generational Learning Styles

Gender in the Classroom

Online Learning and Teaching for K12 Teachers

Social Media and Online Tools for K12 Teachers

Students with ASD (Autism Spectrum Disorder)

Substitute Teacher Preparation.

Using Cell Phones in the Classroom



**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502
COUNTIES OF DuPAGE, COOK AND WILL, STATE OF ILLINOIS**

**REGULAR BOARD MEETING
AUGUST 17, 2017 ~ 6:30 P.M. ~ SSC 2200**

AGENDA

-
1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL**
 2. **CLOSED SESSION** (to conclude by 7:00 p.m.)
 3. **RETURN TO OPEN SESSION**
 4. **PUBLIC COMMENT**
 5. **REPORTS**
 - a. Chairman's Report
 - b. Student Trustee's Report
 - c. President's Report
 - New Student Orientation
 - Earl Dowling, Vice President Student Affairs & Institutional Advancement
 - d. Audit Committee
 6. **PRESENTATIONS**
AG Report Update
 - Dr. Brian Caputo, Vice President Administrative Affairs & Treasurer
 7. **INFORMATION**
 - a. Personnel Items
 - b. Financial Statements
 - c. Gifts & Grants Reports
 - d. Continuing Education RFP for Educational Partners
 - e. Monthly Construction Update
 8. **CONSENT AGENDA**
 - a. Board Policy 5-15: Responsibilities of the Board - 2nd Reading
 - b. Board Policy 5-100: Committees of the Board of Trustees - 2nd Reading
 - c. General Contractor for Continuing Education Office Renovation Project
 - d. Internet Recruitment Advertising
 - e. Blackboard Course Management System Annual Maintenance Renewal
 - f. General Contractor for SRC Door #1 Entrance Remodel Project
 - g. General Contractor for BIC Honors Commons Renovation Project
 - h. Physical Education Center (PEC) Arena Events Equipment Rental
 - i. FY2018 Payment to Educational Partner World Instructor Training School (WITS), owned by S.F. & Wellness
 - j. Comcast Spotlight LLC Cable, On Demand and Streaming TV Advertising
 - k. Comcast Spotlight LLC Advertising for McAninch Arts Center (MAC) National Touring Shows, Fiscal Year 2018



COLLEGE OF DuPAGE

Regular Board of Trustees Meeting

August 17, 2017

INFORMATION

- a. **Personnel Items**
- b. **Financial Statements**
- c. **Gifts & Grants Reports**
- d. **Continuing Education RFP for Educational Partners**
- e. **Monthly Construction Update**

- l. MAC Touring Artist Contracts that exceed \$25,000 for 2017-2018 Season
- m. In Residence Agreement with Buffalo Theatre Ensemble Second Year (FY18)
- n. Remit Funds held in Custody by the College of DuPage on behalf of MAC Rental Clients
- o. Produce and Dairy Purchases for Culinary & Hospitality Program
- p. Removal and Disposal Services for Lab Packed Waste, Universal Waste, Bulk Hazardous Waste and Non-Hazardous/Non-Regulated Waste
- q. Charter Transportation for Athletic Teams
- r. Athletic Training Services Contract Annual Expenses
- s. Metal Stock Material Purchases for Welding Technology
- t. Textbooks and Workbooks from Cambridge University Press for the Grant-Funded English Language Acquisition (ELA) Program
- u. Automotive Parts for the Automotive Program Service Class Resale and Educational Fleet Repairs
- v. Project Management Training
- w. Mailroom Furniture
- x. Contract between Bruce A. Sokolove (d/b/a Field Training Associates) for Law Enforcement Training Classes offered through Suburban Law Enforcement Academy (SLEA)
- y. Lead-Free Ammunition for Homeland Security Training Institute (HSTI), Suburban Law Enforcement Academy (SLEA) and College of DuPage Police Department (COD PD)
- z. Minutes of the July 6, 2017 Special Board Meeting
- aa. Minutes of the July 20, 2017 Regular Board Meeting
- bb. Approval of Reimbursement of Business Expenses for President Rondeau
- cc. Personnel Action Items
- dd. Financial Reports

9. RESOLUTION – ACADEMIC COMMITTEE OVERSIGHT

10. TRUSTEE DISCUSSION

11. Calendar Dates / Campus Events

- Friday, August 18, 2017: Special Board Meeting @ 6:00 p.m. – SSC-2200
- Thursday, September 21, 2017: Regular Board Meeting @ 7:00 p.m. – SSC-2200

12. CLOSED SESSION (if needed)

13. ADJOURN

FUTURE MEETINGS

6:00 p.m. – Special Board Meeting – **SSC-2200**
August 18, 2017

7:00 p.m. – Regular Board Meeting – **SSC-2200**
Thursday, September 21, 2017

COLLEGE OF DuPAGE
REGULAR BOARD MEETING

BOARD INFORMATION

1. SUBJECT

Continuing Education RFP for Educational Partners, for information purposes.

2. BACKGROUND INFORMATION

In an effort to be fully transparent, Continuing Education seeks to inform the Board of Trustees of its intention to renew or form new educational partnerships with the following companies, contingent upon successful negotiations of final memorandum of understanding: LERN, ProTrain, World Education, ed2go/Cengage, and Career Step.

A legal notice for a Request for Proposal (RFP) was published on June 1, 2017, in the Daily Herald and posted to the College of DuPage Purchasing Website. Seven (7) vendors were solicited. Thirty-seven (37) vendors downloaded the RFP documents. Seven (7) proposals were received. A public opening and reading of the proposal was held on July 12, 2017, at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC 1B03A). One (1) proposal was delivered late and was rejected. The following individuals were in attendance: Jacoby Radford (COD Purchasing Manager/Facilitator), Beth Cernick (COD Purchasing Assistant/Recorder), Joanne Ivory (COD Associate Dean, Continuing Education/Agent of the Board), and Cristina Willard (COD Program Development Manager).

An evaluation committee comprised of employees from the Continuing Education Leadership Team was formed, and, in accordance with the evaluation criteria defined in the RFP, proposals were reviewed. The evaluation scores follow.

Educational Partner	Composite Score
LERN	94.5
FKI	<i>Disqualified</i>
MRxl	45.77
ProTrain	85.33
World Education	72.5
ed2Go/Cengage	87.00
Career Step	86.17

This process has been conducted annually since 2016 to determine new educational partners for Continuing Education, as well as to provide a periodic review of existing partners to ensure they are the best choice for the College and District 502. This

Item 7d
August 17, 2017

process will increase to two (2) bi-annual submissions in FY2018 to allow Continuing Education to meet changing market need and to support rapid opportunity development.

This information item is for first reading to inform the Board of Continuing Education's intention to proceed with the review process with the identified companies. Agreements and approval items will be brought to subsequent Board Meetings when final Educational Partner selections have been made and individual agreements are complete.

Staff Contact: Joe Cassidy, Dean, Continuing Education/Extended Learning
Cristina Willard, Program Development Manager, Business Solutions



UGotClass

Online certificates and courses



PARTNER AGREEMENT

THIS PARTNER AGREEMENT is entered into on this 22nd day of January, 20 18, by and between **LEARNING RESOURCES NETWORK, INC.**, a Kansas corporation with a mailing address of P.O. Box 9, River Falls, Wisconsin 54022 and an email address of info@lern.org ("LERN") and College of DuPage (the Partner)

with a mailing address of 425 Fawell Blvd, Glen Ellyn, IL 60137 and an email address of www.cod.edu (the "Partner").

WHEREAS, LERN has developed UGotClass™, an online course platform designed to support asynchronous, teacher-led, noncredit online education; and

WHEREAS, the Partner desires to make UGotClass™ online courses available to its students; and

WHEREAS, subject to the terms of this Agreement, LERN is willing to make UGotClass™ online courses available,

NOW, THEREFORE, the parties agree as follows:

- I. Services Provided by LERN. During the term of this Agreement, LERN, at its sole expense, shall do the following:
 - a. Provide the Partner with a listing of UGotClass™ course titles and content descriptions from which the Partner may select one or more to offer to students;
 - b. Provide the Partner with a schedule containing the tuition and other fees, including amounts payable to LERN, associated with each course title;
 - c. Be responsible for the online delivery of and provide qualified online instructors to teach the UGotClass™ courses selected by the Partner;

d. Provide registered students with course materials not included in the online classroom;

e. Provide awards of completion to each student who satisfactorily completes a UGotClass™ course; and

f. Submit invoices to the Partner on a monthly basis for an amount equal to the appropriate percentage of the registration/tuition fees collected by the Partner during the preceding month for UGotClass™ courses selected by the Partner. LERN Member organizations will receive 50% of the revenue. Non-member organizations will receive 40% of the revenue.

2. Services Provided by the Partner. During the term of this Agreement, the Partner, at its sole expense, shall do the following:

a. Be responsible for marketing the availability of the UGotClass™ courses selected by the Partner;

b. Be responsible for the registration and enrollment of students and handling of all student inquiries regarding enrollment and tuition payments;

c. Collect all registration/tuition and other fees from students enrolled in UGotClass™ courses selected by the Partner;

d. Notify LERN of the names and email addresses of all registered students, subject to modification on the basis of the drop/add system utilized by the Partner; and

e. Pay all LERN invoices within sixty (60) days following receipt thereof either by check or by ACH or wire transfer. In accordance with Local Government Prompt Payment Act, the College will approve or disapprove an invoice from UGotClass within 30 days after receipt of the invoice or after the date of receipt of the goods, whichever is later. Any bill approved for payment shall be paid within 30 days after the date of approval (term: Net 60), in compliance with the Local Government Prompt Payment Act if payment is not made within the 60-day period, an interest penalty requirement of 1% per month is allowed if denoted and approved herein. LERN does not accept credit or debit cards, PayPal or similar electronic third party platforms for payments due hereunder.

3. Term. The term of this Agreement commences on the date hereof and will remain in effect for approximately six months (January 22, 2018 – June 30, 2018) unless and until terminated by either party by providing the other party with written notice of termination not less than thirty (30) days prior to the proposed termination date. In such event, the Partner shall pay all outstanding LERN invoices and make a final payment to LERN of any

registration/tuition fees collected by the Partner not yet invoiced by LERN. Notwithstanding the foregoing, if, on the proposed termination date, a UGotClass™ course has not been completed, LERN shall complete the course and the Partner shall not interfere with the completion thereof.

4. Intellectual Property. To the extent not in the public domain or the property of others, as between LERN and the Partner, LERN shall be the sole owner of all right, title, and interest in and to all UGotClass™ course materials, including syllabi, agendas, lesson plans, and other instructor-prepared materials and LERN reserves all rights thereto. LERN reserves all rights in the UGotClass™ trademark and all goodwill connected thereto. The Partner shall never dispute LERN's ownership of the UGotClass™ trademark.

5. Compensation. As compensation for services (marketing, advisement, registration, etc.), the Partner will receive a 50% of gross tuition revenues generated from courses. Payment by Partner to LERN will be made according to 2.e above.

6. Relationship of Parties. The relationship between LERN and the Partner is that of independent contractor. Except as specifically provided herein, neither party shall have the authority to create any obligations on behalf of or otherwise bind the other.

7. Confidentiality. LERN shall be considered a school official, as such term is defined under the Family Educational Rights and Privacy Act of 1974, as amended. As such, LERN may have access to the educational records and personally identifiable information about students registered/enrolled in UGotClass™ courses. LERN shall treat all such information as confidential, use the same only in connection with the course or courses taken by such students, and not disclose any such information to third parties except as may be required by law. Notwithstanding the foregoing, LERN shall be entitled to generate and use statistical information about UGotClass™ course enrollment and student profiles for any purpose provided such information does not include any personally identifiable information about students or the Partner.

8. Indemnification. Each party shall indemnify, defend, and hold the other harmless from and against any and all claims, liabilities, damages, costs, and expenses (including reasonable counsel fees) incurred by a party arising out of the negligence, intentional wrongful acts, or breach of this Agreement by the other party. This indemnification obligation shall survive the termination of this Agreement.

9. Miscellaneous.

a. Assignment. Neither party may assign this Agreement without the written consent of the other party.

b. This Agreement is binding upon and inures to the benefit of the parties and their respective successors and permitted assigns.

c. This Agreement may be amended only in a writing executed by LERN and the Partner.

d. This Agreement shall be governed by the laws of the State of Illinois, without regard to its rules concerning conflict of laws.

e. Any disputes arising between the parties that cannot be resolved by the parties shall be resolved by litigation initiated and maintained in the state courts located in Illinois.

f. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, such provision shall be modified to the extent necessary for it to be valid and enforceable and all other provisions shall remain in full force and effect.

g. Any notice required or permitted to be given pursuant to this Agreement shall be in writing and sent, prepaid, by recognized overnight courier such as Federal Express or Express Mail or by email (with written electronic receipt of successful transmission) to the mailing or email addresses in the preamble of this Agreement and shall be deemed to be effective upon receipt.

IN WITNESS WHEREOF, the parties have caused their authorized representatives to execute this Agreement as of the date first above written.

LEARNING RESOURCES NETWORK, INC.

By: William A. Draves
Name: William A. Draves
Title: LERN President
Duly Authorized

Brian W. Caputo
Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

By: _____
Name:
Title:
Duly Authorized