

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1351032  
Vendor Name: National Community College His  
Invoice Number: P0369660  
Invoice Date: 05/26/20  
PO Number: P0369660  
Check Number: 0268355  
Check Amount: \$ 6,150.00  
Check Date: 06/10/2020  
Department ID: 00788  
Reviewer Name: Barbara Groves  
Voucher Number: V0623273  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: grovesb16@cod.edu  
Sent: Tue May 26 18:06:22 CDT 2020  
To: invoicing@cod.edu  
CC: cruseb199@cod.edu,kandosca@amgroup.us  
Subject: NCCHC Sponsorship Invoice  
-----

Hello,

Please pay the attached sponsorship invoice with PO# 369660. Please send sponsorship paperwork attached with payment.

Thank you,

Barb Groves  
Assistant to the Provost  
Office of the Provost

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137  
630-942-2005 (ph) | 630-942-3925 (fax)

**APPROVED**  
**06/02/20 - MARK CURTIS**

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**BARBARA GROVES 05/27/20**



## 2020 Leadership Symposium

The Scott Resort & Spa September 17-19, 2020



ALWAYS  
FORWARD

**APPROVED**  
**06/02/20 - MARK CURTIS**

Sponsorship & Marketing Opportunities

### Administrative Contact:

Contact Name: Mark Curtis-Chavez  
Title: Provost  
Phone: ( 630 ) 942 - 3535  
Email: curtis-chavez@cod.edu

### Information for Program Listing:

Company Name: College of DuPage  
Representative Name: Mark Curtis-Chavez Title: Provost  
Address: 425 Fawell Blvd.  
City: Glen Ellyn State: IL Zip: 60137 Website: www.cod.edu  
Phone: ( 630 ) 942-3535 Email: curtis-chavez@cod.edu

### Commitment Level: (please check all that apply)

#### Sponsor/Exhibitor:

- |  |  |
|--|--|
| <input type="checkbox"/> Corporate Sponsor @ \$15,000          | <input type="checkbox"/> Silver Sponsor @ \$1,500    |
| <input type="checkbox"/> Presenting Sponsor @ \$10,000         | <input type="checkbox"/> Bronze Sp/Exhibitor @ \$750 |
| <input checked="" type="checkbox"/> Platinum Sponsor @ \$5,000 | <input type="checkbox"/> Break Sponsor @ \$350       |
| <input type="checkbox"/> Gold Sponsor @ \$2,500                |  |

We (check one): ☐ will ☐ will not be using our exhibit space (Bronze Level & Above)

#### Advertiser: (note: Ad specifications above; due by August 29, 2013)

- |  |  |
|--|--|
| <input type="checkbox"/> Full page @ \$375 | <input type="checkbox"/> Business card @ \$150 |
| <input type="checkbox"/> Half page @ \$225 |  |

Total Commitment: \$ 5000.00

My signature on this form constitutes a commitment on behalf of our organization/company. We understand that NCCHC is counting on our participation at this point. Additionally, we agree to abide by all NCCHC guidelines and to submit payment in a timely manner.

Signature: Mark Curtis-Chavez Date: 5/1/2020

#### Payment Method: (make checks payable to "NCCHC")

- |   |  |
|---|--|
| <input type="checkbox"/> Check enclosed                       | Please invoice us                        |
| <input type="checkbox"/> Check will be mailed within 30 days  | Please charge the following VISA/MC/AMEX |
| <input checked="" type="checkbox"/> PO # <u>369660</u> Issued | (circle one) number                      |

**BARBARA GROVES 05/27/20**  
Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security #: \_\_\_\_\_  
Note: ID number is last three digits on back of card; four numbers on front for AMEX

Name on Card: \_\_\_\_\_ Authorize Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mail completed form with payment to NCCHC, One Capitol Mall, Suite 800, Sacramento, CA 95814  
Phone: 916-231-8970 | Fax: 916-444-7468 | Email: kandosca@amgroup.us



## 2020 Leadership Symposium

Long Beach, CA September 17-19, 2020

### Sponsorship & Marketing Opportunities

We invite YOU to partner with us as a sponsor, exhibitor or advertiser for the 24th Annual NCCHC Leadership Symposium. For more information, see the attached, go to [www.ncchc.com](http://www.ncchc.com) or contact NCCHC's Executive Director Kim Andosca at [kandosca@amgroup.us](mailto:kandosca@amgroup.us) (916) 231-8970.

The National Community College Hispanic Council (NCCHC) is the nation's premier organization for preparation and support of Hispanic leaders in America's community colleges. NCCHC is an affiliated council of The American Association of Community Colleges (AACC) and believes that "Education is essential for realizing the fullest potential of each member of our society and that appropriate higher education should be available to all." While Hispanics in American society do not comprise the only group that may need special attention and assistance in taking full advantage of higher education opportunity, this is the group to which our primary attention is directed. NCCHC is a non-profit, charitable organization founded in April, 1985.

As an affiliate of the American Association of Community Colleges (AACC), the NCCHC organization is committed to delivering high quality leadership development experiences and providing Hispanics/Latinos with opportunities to continue their personal and professional growth. The Council provides members with resources, networking and educational opportunities.

*In a 2016 post symposium survey of attendees, the following comment was reflective of the overall sentiments: "As a first-time attendee at the NCCHC Leadership conference and having attended many other conferences over the years, I could honestly say that this was one of the best! I particularly thought that you brought on some very, very powerful keynote speakers for the general sessions. THE best ever. I, along with my college team, will attend in the future! Thanks so much for organizing an excellent opportunity for us."*

***We anticipate up to 175 administrators from across the country to participate in 2020.***

Leadership development is a major issue across the nation in all sectors of our economy especially for community college faculty and staff. By addressing the on-going issues of the development of up and coming Hispanic professionals, our symposium helps to create a pool of presidential and other administrative professionals, in order to increase Hispanic representation on boards of trustees as well as provide awareness of opportunities for potential and current elected board members, faculty/staff diversity on college campuses, friendly campus environments, and affirmative action. It is also one of the core missions and values of NCCHC to advocate for Hispanic students, equal opportunity and accessibility in higher education, specifically at the community college level. NCCHC helps to provide the leadership which will be critical for us to meet the challenges of the 21st Century.

**Take advantage of one or more of the opportunities in this packet to reach Latin administrators nationwide!**





## Sponsor Levels and Benefits at a Glance

	<b>Corporate \$15,000</b>	<b>Presenting \$10,000</b>	<b>Platinum \$5,000</b>	<b>Gold \$2,500</b>	<b>Silver \$1,500</b>	<b>Bronze \$750</b>	<b>Break \$350</b>
Will have priority consideration for Symposium or Fellows Program Presentation	X	X					
May provide banner for registration area	X	X					
May provide a company collateral piece for each tote bag	X	X	X	X	X	X	
Number of complimentary conference registrations included	5	3	2	1			
Table top (6' x 30" surface) exhibit space included	X Plus room for standing display	X Plus room for standing display	X Plus room for standing display	X	X	X	
Representative will be introduced at a general session	X Opp to speak for 5 minutes	X Opp to speak for 5 minutes	X Opp to speak for 5 minutes	X	X		
Will receive a post conference listing of attendees and a printed on-site list	X	X	X	X	X	X	
Logo will be included on	X Event signage, on tote bag/other & in 3 issues of Vision newsletter	X notepad/ other and in 1 issue of Vision newsletter					
May submit a complimentary program book ad by deadline	Full page ( <i>inside front cover; color</i> )	Full page ( <i>inside back cover or ctr pg; color</i> )	Full page ( <i>premium placement</i> )	Full page	Half page		
Will be identified as a reception host	X Welcome	X Awards					
Will be recognized in program book on a sponsor thank you page and in listings	X Logo on cover and listing as corporate sponsor on all materials	X Logo on cover and listing as presenting sponsor on all materials	X Logo on cover	X	X	X	X
Logo will be featured on NCCHC signage at sponsored event	X Title sponsor of a general session	X Title sponsor of a general session	X Title sponsor of a general session	X Title sponsor of a general session	X	X	X
Company name will be listed on website, symposium page for a minimum of 3 months	X	X	X	X	X	X	
Company logo and website link will be included on website home page for six months	X	X	X	X			

### Symposium Program Advertising

Gain exposure to diverse markets for your company by advertising in the Symposium program.

Full Page	\$375	7-1/2" high x 4-1/2" wide
Half Page	\$225	3-1/2" high x 4-1/2" wide
Business Card	\$150	standard business card size

The conference program will be 8-1/2" x 5-1/2" and all ads will be black & white. Ad artwork must be submitted electronically to [kandosca@amgroup.us](mailto:kandosca@amgroup.us) by Thursday, August 22, 2019 in jpeg, eps or high resolution pdf format.

**Note:** Sponsors/exhibitors will be contacted with additional information and planning details approximately six weeks prior to the program.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1351032

Vendor Name: National Community College His

Invoice Number: 3881,3835,3885

Invoice Date: 05/26/20

PO Number:

Check Number: 0268355

Check Amount: \$ 6,150.00

Check Date: 06/10/2020

Department ID: 00788

Reviewer Name:

Voucher Number: V0623305

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: barriosi142@cod.edu  
Sent: Wed May 27 16:55:53 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Check Request - Payment Needed  
-----

**From:** Groves, Barbara <grovesb16@cod.edu>  
**Sent:** Tuesday, May 26, 2020 4:41 PM  
**To:** Barrios, Isabel <barriosi142@cod.edu>  
**Subject:** Check Request - Payment Needed

Hi Isabel,

I hope all is going well with you. I wasn't sure how we are now processing check requests, so I thought I would send this check request to you. I believe the vendor would fall under you, please let me know if that is not the case. Can you please process the attached check request for payment in the next run? Let me know if you need any additional information.

Please let me know if I should have processed this to AP a different way.

Thanks,

**Barb Groves**

Assistant to the Provost

**Office of the Provost**

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137  
630-942-2005 (ph) | 630-942-3925 (fax)



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: 5/26/2020  
Vendor ID: 1351032

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
3881, 3835, 3885	01	80	00788	5406002	Dues	\$ 1,150.00

Grand Total \$ 1,150.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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.
- ☐ **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: National Community College Hispanic Council (NCCHC)  
Payee Address: Attention: Kim Andosca  
One Capitol Mall, Suite 800  
Sacramento, CA 95814

Other Instructions:

Description on Check:

Institutional & individual Annual Membership Dues

Approvals:

Prepared By: Barbara J. Groves  
Signature: *Barbara J. Groves*  
Payment Due: 6/15/2020  
Board Approved Date:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Approved By Division VP: Mark Curtis-Chavez Date: 5/26/2020  
Signature: *Mark Curtis-Chavez*

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



**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.



NCCHC  
One Capitol Mall, Suite 800  
Sacramento, CA 95814 US  
(916) 231-8970  
kandosca@amgroup.us

## INVOICE

### BILL TO

Mark Curtis-Chavez  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

INVOICE # 3885

DATE 04/23/2020

DUE DATE 06/30/2020

TERMS 2020-2021

Membership Cycle

ACTIVITY	AMOUNT
Membership Dues:Membership Dues-Individual	250.00
Membership Dues - Individual	

It's time to renew your membership! Now more than ever before, your support is needed to continue the important work of NCCHC.

BALANCE DUE

**\$250.00**

We hope your membership within the Council (an affiliate council of AACC) has been and will continue to be beneficial to you and your institution.

The NCCHC membership year runs from July 1, 2020 to June 30, 2021.

Again, we look forward to our continued support of NCCHC.

Sincerely,  
Dr. Robert Vela, NCCHC President



NCCHC  
One Capitol Mall, Suite 800  
Sacramento, CA 95814 US  
(916) 231-8970  
kandosca@amgroup.us

## INVOICE

**BILL TO**

Diana Del Rosario  
425 Fawell Rd.  
Glen Ellyn, IL 60137

**INVOICE # 3881****DATE** 04/21/2020**DUE DATE** 06/30/2020**TERMS** 2020-2021

Membership Cycle

**ACTIVITY****AMOUNT**

**Membership Dues:Membership Dues-Individual**  
Membership Dues - Individual

**250.00**

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**BALANCE DUE****\$250.00**

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Sincerely,

Dr. Robert Vela, NCCHC President



NCCHC  
One Capitol Mall, Suite 800  
Sacramento, CA 95814 US  
(916) 231-8970  
kandosca@amgroup.us

## INVOICE

### BILL TO

Mark Curtis-Chavez  
College of Dupage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

INVOICE # 3835

DATE 04/14/2020

DUE DATE 06/30/2020

TERMS 2020-2021

Membership Cycle

ACTIVITY	AMOUNT
Membership Dues:Membership Dues-Institutional	650.00
Membership Dues - Institutional	

It's time to renew your membership! Now more than ever before, your support is needed to continue the important work of NCCHC.

BALANCE DUE

**\$650.00**

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