

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084121

Vendor Name: DAOES

Invoice Number: 18-192

Invoice Date: 06/25/18

PO Number:

Check Number: E0068394

Check Amount: \$ 1,020.60

Check Date: 07/25/2018

Department ID: 61007

Reviewer Name:

Voucher Number: V0519033

Redaction Type: Other

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

Document Below

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EMPLOYEES

Welcome Yvonne!

Voucher

FYE18

Voucher Number [REDACTED]

Voucher Amount **\$132.30**

Vendor ID and/or Name **1084121 DAOES**

Voucher Status **In Progress (Unfinished)** AP Type **IM Invoices < \$15,000**

Voucher Date **07/09/18** Voucher Maintenance Date **07/09/18** Due Date **07/09/18**

Invoice Number **18-192** Invoice Date **06/25/18**

Check/Transaction Number Paid Date

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Facility Rental - Auto		1.000		132.3000	132.30	05-61-61007-5601001 Leisure CE : Rental Facility	18-192			

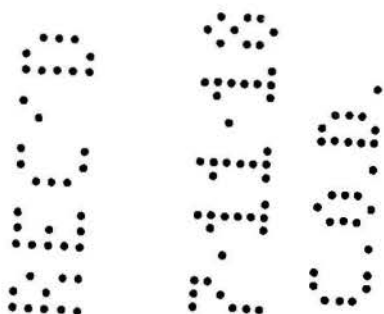
Comments Auto Body Repair Course AUTO-0001-001 5/31-8/9/18

Approval Date Next Approval

OK

JUL 10 2018

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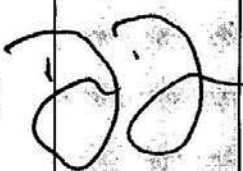


1084121

DAOES/Technology Center of DuPage**INVOICE**301 S. Swift Road
Addison, IL 60101Main: (630) 620-8770
Fax: (630) 691-7592INVOICE NUMBER 18-192
INVOICE DATE 06/25/2018College of DuPage
301 S. Swift Road
Addison, IL 60101
Attn: Nancy Keller

TERMS NET 30 DAYS

FYE18

ACCOUNT #	DESCRIPTION	UNIT PRICE	AMOUNT
1910	Facility Rental 2018 -Summer Continuing Education Classes 05-61-61007-5601001 APPROVED  AP VERIFIED 07/11/18 - MARIA ZERRUDO		\$132.30
MAKE ALL CHECKS PAYABLE TO: Technology Center of DuPage		SUBTOTAL	\$132.30
Questions concerning this invoice? Contact: Donna Contraveos (630) 691-7594 donnac@tcdupage.org		TOTAL	\$132.30

JUL 10 2018

Please return the copy of this invoice with your payment.

There is a \$25.00 service charge on each returned check.

SUMMER 2018 BILLING FOR CONTINUING EDUCATION CLASSES AT TCD

COURSE NAME AND NUMBER	ROOM	DAYS	MEET TIME	SESSIONS	# OF STUDENTS	\$1.89 per STUDENT	TOTAL
*AUTO-0001-001	AUTO BODY	R	5/31-8/9	10	7	\$1.89	\$132.30
				TOTAL	CE	CLASSES	\$132.30
* No class 6/21							

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Addison Center rental increase and room usage fees for 2017 – 2018 per DAOES Lease and Facility Use Agreement.

2. **REASON FOR CONSIDERATION**

Contracts that exceed the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

College of DuPage (COD) has been leasing classroom and office space from DuPage Area Occupational Education System (DAOES) contiguous with TCD for more than 30 years. The site continues to allow the College to effectively respond to the academic and training needs of COD students and community residents throughout Addison area and surrounding suburbs.

On June 23, 2016, the COD Board of Trustees approved a multi-year agreement (the Lease Agreement) with DAOES for the lease of 14,686 gross square feet of space at the Technology Center of DuPage (TCD) located at 301 S. Swift Road in Addison, Illinois, with a lease period beginning on July 1, 2016 and ending on June 30, 2026.

The Lease Agreement, also approved by the Illinois Community College Board under ILCS 805/3-38, includes provisions for an annual increase in base lease cost per the terms contained in item 3, paragraph two of the ten-year lease. The provision specifies that annual increases will be calculated by using the "Revised Consumer Price Index for All Urban Consumers (CPI-U)." It further specifies that in no event shall the increase be more than five percent (5%) over the prior year the lease agreement.

Accordingly, DAOES opted to increase the Addison Center rental costs by 1.33% for 2017 – 2018, resulting in an increase in the building rental fee from \$199,692.89 to \$202,350.94 effective July 1, 2017.

The agreement also encompasses a separate Facility Use Agreement (FUA) for the College's supplemental use of TCD classroom space used for COD evening classes requiring specially equipped classrooms or labs, e.g., TCD medical labs which are used for COD's College Basic Nurse Assisting classes during the evenings. Total annual costs are dependent on the number of students enrolled, the number of times

a class meets, and the number of classrooms used. The FUA was passed as a separate item on June 23, 2016 and that FUA was for one (1) year beginning July 1, 2016 and expiring June 30, 2017.

DAOES has provided COD with a renewed FUA with a one (1) year term beginning July 1, 2017 through June 30, 2018. In this new agreement DAOES increased the College's room usage fee from \$1.81 to \$1.89 (a 0.53% increase) effective July 1, 2017; the room charge to be calculated per the following formula: number of class sessions X number of students' X rental rate = rental fee.

Budget Table

GL Account	FY2017	FY2018		
	Prior Year Spend	Annual Budget	YTD Spend	Available Balance
02-70-00717-5601001	\$ -	\$ 216,000	\$ -	\$ 216,000
<i>Regional Centers - OM : Rental Facility</i>				

FY2018 Request \$ 202,351

**YTD Spend equals actuals plus committed as of 09/07/2017. In FY2018 these rental charges were reallocated to the Operations & Maintenance Fund.*

4. RECOMMENDATION

That the COD Board of Trustees approve the annual increase in Addison Center rental costs for 1.33% stipulated in the Lease Agreement and approved at the June 23, 2016 regular meeting. Additionally, that the Board of Trustees approve the FUA supplemental room fees, a .053% increase, for the fiscal year beginning July 1, 2017 and ending on June 30, 2018 in accordance with the provisions of the COD/DAOES Lease Agreement and separate Facility Use Agreement.

Staff Contact: Liedtke, Andrea, Manager, Academic Outreach
 Nancy Keller, Supervisor, Addison Center

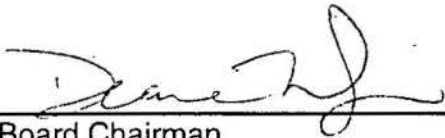
BOARD APPROVAL

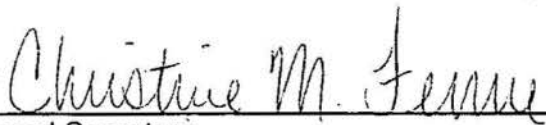
Signature Page

**DAOES Addison Center Lease Agreement rental increase and Facility Use
Agreement room rental fee increase**

ITEM(S) ON REQUEST

That the COD Board of Trustees approves increases in Addison Center rental costs and supplemental room fees for 1.33% and .053%, respectively, for the fiscal year beginning July 1, 2017 and ending on June 30, 2018 in accordance with the provisions of the COD/DAOES Lease Agreement and Facility Use Agreement.


Board Chairman 10/19/17
Date


Board Secretary 10-19-17
Date

**FACILITY USE AGREEMENT
BETWEEN
COLLEGE OF DUPAGE OPEN CAMPUS
AND
DUPAGE AREA OCCUPATIONAL EDUCATION SYSTEM (DAOES)**

As an addendum to the agreement entered into on the 19th day of May 2016, between the DuPage Area Occupational Education System (hereinafter referred to as "DAOES") and Community College District Number 502 (hereinafter referred to as "College"), the parties further agree as follows for the term commencing July 1, 2017, and ending June 30, 2018.

1. DAOES shall provide the College instructors audio visual equipment for use in the College classes held at the DAOES Center. The DAOES Satellite Supervisor shall be responsible for scheduling, delivering and returning said equipment.
2. The rental fee shall be based on the following formula: number of class sessions x number of students x rental rate = rental fee. The number of students shall be defined as the number of students determined by state apportionment claim enrolled in programs conducted by the College at the DAOES facilities excepting those students using facilities pursuant to a lease agreement entered into between DAOES and the College dated May 19, 2016.

Rental rate for July 1, 2017-June 30, 2018 - \$1.89

3. The DAOES equipment (audio visual, laboratory or shop) which is established as damaged, lost, or stolen during College use shall be repaired or replaced by the College provided DAOES gives the College written notice within 30 days of the occurrence.
4. Whenever necessary, the College shall purchase and maintain supply cabinets in laboratory areas for storage of consumable supplies used for College classes.
5. Whenever necessary, the College shall require students participating in College courses conducted at the DAOES facilities to purchase basic hand tool kits.

For College of DuPage:

Signature: _____

Chairperson, Board of Trustees

Date: _____

9/21/17

Attest: _____

Christine M. Ferrer
Secretary

For DuPage Area Occupational Education
System (DAOES):

Signature: _____

DAOES Board President

Date: _____

Aug 24, 2017

Attest: _____

Lee G. Gendall
Secretary

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084121

Vendor Name: DAOES

Invoice Number: 18-193

Invoice Date: 06/25/18

PO Number: B0354858

Check Number: E0068394

Check Amount: \$ 1,020.60

Check Date: 07/25/2018

Department ID: 14025

Reviewer Name:

Voucher Number: V0519182

Redaction Type: None

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

Document Below

DAOES/Technology Center of DuPage

INVOICE

301 S. Swift Road
Addison, IL 60101

Main: (630) 620-8770
Fax: (630) 691-7592

College of DuPage
301 S. Swift Road
Addison, IL 60101
Attn: Nancy Keller

FYE18

Bo# 354858

INVOICE NUMBER	18-193
INVOICE DATE	06/25/2018
TERMS	NET 30 DAYS

ACCOUNT #	DESCRIPTION	UNIT PRICE	AMOUNT
1910	Facility Rental for Summer 2018 - ELA Classes		\$888.30
AP VERIFIED 07/12/18 - MARIA ZERRUDO			
MAKE ALL CHECKS PAYABLE TO: Technology Center of DuPage		SUBTOTAL	\$888.30

APPROVED
JUL 05 2018

Questions concerning this invoice?

Contact: Donna Contraveos
(630) 691-7594
donnac@tcdupage.org

TOTAL \$888.30

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**SUMMER 2018 BILLING FOR
ELA CLASSES AT TCD**

COURSE NAME	ROOM	DAYS	MEET TIME	SESSIONS	# OF STUDENTS	\$1.89 per STUDENT	TOTAL
2 & 3 ELA-0950/0951/0952-211	Suite D	M/W	6/18-8/1	13	14	\$1.89	\$343.98
1 & 3 ELA-0956-211	Multi-Media	M/W	5/30-8/1	16	18	\$1.89	\$544.32
			TOTAL	CONT.	ED	CLASSES	\$888.30

1 Classes held in COD area for testing Wednesday & Monday May 30th & June 4th.

2 Class split from ELA 0953-201 on 6/18 that was meeting in the COD area from 5/30-6/13.

3 No Classes in observance of the 4th of July holiday.