

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188209

Vendor Name: College of Dupage Foundation

Invoice Number: 090418

Invoice Date: 09/04/18

PO Number:

Check Number: 0244293

Check Amount: \$ 11,000.00

Check Date: 11/09/2018

Department ID: 00794

Reviewer Name:

Voucher Number: V0535578

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable  
Check Request Form  
revised 12/18/17

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 - Check Request Procedure No. 10-65

Date: 9/4/2018  
Vendor ID: 1188209

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	10	00794	5909070	Scholarship	\$ 11,000.00

Grand Total \$ 11,000.00

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

**AP VERIFIED**

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, a payment is appropriate at this time.

**10/23/18 - MARIA ZERRUDO**

☐ 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: College of DuPage Foundation

Other Instructions:

BOARD APPROVED 10/18/18

AGENDA ITEM 8.F

Payee Address: 425 Fawell Blvd., Glen Ellyn, IL 60137

Description on Check:

Physics Department Center of Excellence Funds to be remitted to the Foundation for the Jim Wolfson Memorial Scholarship.

Approvals:

Prepared By:

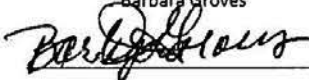
Barbara Groves

Approved By:

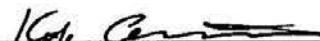
Kirk Overstreet

Date:

Signature:



Signature:



9/4/18

Payment Due:

Approved By:

Date:

Board Approved Date:

Signature:



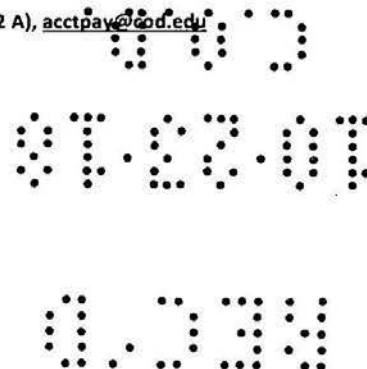
9/4/18

Approved By Division VP:

Date:

Signature:

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



**Grovés, Barbara**

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**From:** Carter, Tom  
**Sent:** Thursday, August 9, 2018 1:55 PM  
**To:** Overstreet, Kirk  
**Cc:** Schrader, Thomas; Groves, Barbara  
**Subject:** use of Center of Excellence Funds

Kirk,

Here is one additional duty that gets dumped on you as the VPAA. You need to approve the use of the "Center of Excellence" funds by the physics discipline. Below is our initial set of requests for this year. They have all been approved by Tom Schrader.

The background is that last year the physics discipline was awarded a designation as a "Center of Excellence" by the college. This designation came with a \$50,000 bump in the discipline's budget for the next three years. The allowable use for the funds is very broad. In fact, there I believe the only requirements are that (a) it have long term positive effect on the discipline involved and (b) it is approved by the VPAA. (The story of how this program and its associated budget bump came to be is long and political. I'm happy to go into details over a coffee, if you like.)

Here is our initial budget for this year:

- 1) \$11,000 - Complete the endowment of the James Wolfson Physics and Engineering scholarship. This was started using \$14k from last year's funds. A fully endowed scholarship is \$25,000.
- 2) \$25,000 – Repeat our lecture from last of a widely known science speaker. We did this last year when we brought in Brian Greene and he sold out the MAC. The details of this event are handled by Lurie Jorgenson in marketing in conjunction with the MAC.
- 3) \$2,000 – Sponsor a meeting of the Illinois Section of the American Association of Physics Teachers (ISAAPT) on campus next April. The meeting would be in conjunction with a STEMINAR lecture handled by Sara Spanial. Chemistry did something similar with their funds.
- 4) \$4500 – Sponsor the travel and registration of three of our adjunct faculty to attend the national meeting of the American Association of Physics Teachers (AAPT) at the winter meeting in Houston in January. We did this last year for a local meeting and I think it was very beneficial to the faculty. It really broadens your outlook. The adjunct faculty were key to physics being designated a Center of Excellence so it only seems fair they should get some benefit.
- 5) \$1500 – Try a pilot project of loaning iClickers to the students as opposed to requiring them to purchase them. We use iClickers in almost all physics classrooms. This will allow us to start using the iClickers almost immediately instead of waiting for the students to purchase them for \$50. Also, this will save the students money. The \$50 is not a bad investment for the engineering and science students who use them multiple semesters. But gen-ed students only use them one semester. The idea is to try it with one class and make sure we can handle the details of checking them out and tracking them.

Total \$44,000.

Some of the numbers above are estimates. We will firm things up and complete our budget as the years progresses.

Please let me know if you need additional information.

Tom

Budget Year: FY19  
Department Name: Academic Affairs - COE-Physics

-----President Signature Required-----

### BUDGET TRANSFER DETAIL

Fund	Func.	Dept.	Object.	Object Name	Funds Available	Budget Adjustment	Revised Funds Available
01	10	00794	5409002	Non-Capital equipment	\$ 50,000.00	\$ (11,000.00)	\$ 39,000.00
01	10	00794	5909070	Scholarship	-	11,000.00	11,000.00
					-	-	-
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<b>Grand Total</b>					<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>

*Note: Budget Office will determine the budget allocation by month.*

*Anticipated Spend Allocation (Optional)*

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

**JUSTIFICATION OF BUDGET TRANSFER**

If additional space is needed please attach a word file with budget transfer. Supporting documentation may also be attached.

The Physics faculty are donating \$11k to complete the scholarship endowment with the COD Foundation for the Him Wolfson Memorial Scholarship for Physics and Engineering students.

## APPROVALS

DIVISION/DEPARTMENT		DATE		FINANCE OFFICE		DATE	
INITIATED BY				BUDGET MANAGER			
(Print & Signature) Barbara Groves		9/4/18		RH		9/4/18	
APPROVED BY				ENTERED BY			
(Print & Signature) Kirk Overstreet		9/4/18		Toni		9/5/18	
PRESIDENT (REQUIRED IF TOTAL TRANSFER IS >\$10,000)							
9/5/18							
ADJUSTMENT NUMBER				B009261			

Return To: Budget Office (SRC 2130J) or Budget@cod.edu

Email: 9/5/18

**COLLEGE OF DUPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

James Wolfson Physics and Engineering Scholarship Endowment

2. **REASON FOR CONSIDERATION**

A single purchase exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

In FY2018, the physics discipline was selected as a Center of Excellence of the College. This award included an annual budget increase of \$50,000 for three years for a total of \$150,000, payable over a three-year period (FY2018-FY2020) through the College of DuPage's Center of Excellence program. The guidance provided for the use of these funds was that they were to be used for any project that had a long lasting and positive effect on the discipline.

In FY2018, the discipline proposed the use of \$14,000 of the funding to create the Jim Wolfson Memorial Scholarship through the College's Foundation. The funds were remitted to the College's Foundation on August 14, 2018. The rest of the funds for that year were used to bring in nationally known science speaker Brian Greene for a public lecture and to provide professional development for adjunct physics faculty.

In FY2019, the physics discipline proposes to remit an additional \$11,000 to the College's Foundation to complete the permanent endowment to the Jim Wolfson Memorial Scholarship program, bringing the College's total obligation to \$25,000. Additional goals for FY2019 funds include again funding a public science lecture by a nationally known speaker, supporting professional development of physics adjunct faculty, and sponsoring an on-campus meeting of the state physics educators association.

The scholarship is named for Dr. James Wolfson who was an adjunct faculty member and lab manager in the physics discipline from 2006 until 2012 when he died of a sudden heart attack. Along with being an outstanding educator, Dr. Wolfson was an excellent organizer of the physics lab equipment and schedule.

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Budget Status

GL Account	FY2018	FY2019		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-10-00794-5909070	\$ 14,000	\$ 11,000	\$ -	\$ 11,000
<i>Ctr. Of Ex. FY17-FY19 (Physics): Scholarship</i>				
FY2019 Request				<u>\$ 11,000</u>

*\*YTD Spend equals actuals plus committed as of 9/28/18.*

This purchase supports Goal #7 Financial Stewardship of the Strategic Long Range Plan: Careful and responsible management of the resources entrusted to its care. More specifically, objective 7.4: Increase philanthropic giving in order to increase access to education and to enhance cultural opportunities for the community.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

4. RECOMMENDATION

That the Board of Trustees approves the \$11,000 FY19 payment to the College of DuPage Foundation 425 Fawell Blvd. Glen Ellyn, IL, 60137 for a total endowment to the Jim Wolfson Memorial Scholarship of \$25,000.

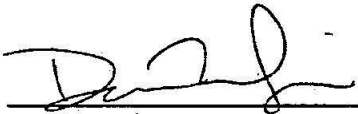
Staff Contact: Dr. Kirk Overstreet, Associate Vice President, Academic Affairs  
Dr. Tom Carter, Physics Professor

**SIGNATURE PAGE**

**James Wolfson Physics and Engineering Scholarship Endowment**

**ITEM(S) ON REQUEST**

That the Board of Trustees approves the \$11,000 FY19 payment to the College of DuPage Foundation 425 Fawell Blvd. Glen Ellyn, IL, 60137 for a total endowment to the Jim Wolfson Memorial Scholarship of \$25,000.

  
\_\_\_\_\_  
BOARD CHAIR 10/18/18  
DATE

  
\_\_\_\_\_  
BOARD SECRETARY 10-18-18  
DATE