



# **COLLEGE OF DuPAGE**

**Special Board of Trustees Meeting**

**June 11, 2015**



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

**THURSDAY, JUNE 11, 2015**  
**SPECIAL BOARD MEETING ~ 6:00 P.M. ~ SSC-2206**

**AGENDA**

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1. CALL TO ORDER / PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA
4. Waiver of Privilege on WDCB-FM Report
5. CLOSED SESSION
6. PUBLIC COMMENT
7. STUDENT TRUSTEE'S REPORT
8. PRESIDENT'S REPORT , by Dr. Joseph Collins
9. Retention Of Alix Partners For Provision Of Interim Financial Services
10. Minutes Of The April 30, 2015 Special Board Of Trustees Meeting
11. Minutes Of The May 14, 2015 Special Board Of Trustees Meeting
12. Minutes Of The May 14, 2015 Closed Session – Confidential – For Board Only
13. Minutes Of The May 21, 2015 Special Meeting – Closed Session – Confidential – For Board Only
14. Minutes Of The May 21, 2015 Regular Board Of Trustees Meeting
15. Personnel Actions
  - a) Ratification of Administrator Appointments
  - b) Ratification of Faculty Appointments
  - c) Ratification of Classified Appointments

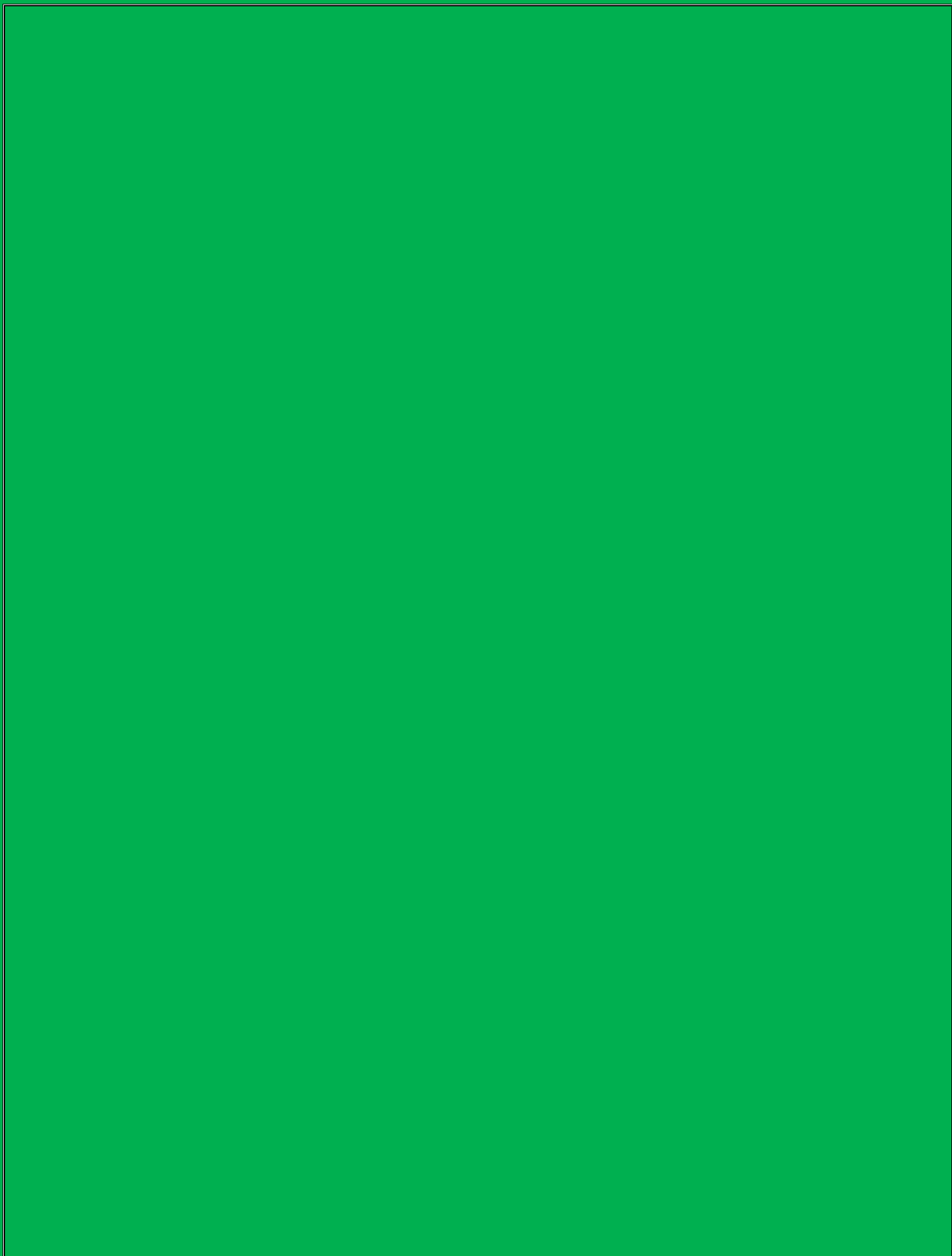
- d) Ratification of Classified Promotions / Transfers
  - e) Ratification of Classified Resignations / Terminations
  - 16. FOR INFORMATION: Construction Change Orders
    - a) Referendum-Related Projects
    - b) Capital Budget Projects
  - 17. FOR APPROVAL: Construction Change Orders
    - a) Referendum-Related Projects
    - b) Capital Budget Projects
  - 18. FOR INFORMATION: Waterleaf Meat And Poultry Purchases
  - 19. FOR INFORMATION: Waterleaf Restaurant Wine Purchases
  - 20. Maintenance Agreement Extension For CurricUNET
  - 21. ProQuest Electronic Resources for the Library
  - 22. Daily Herald 2015 Advertising Campaign
  - 23. PUBLIC COMMENT
  - 24. COMMENTS BY BOARD CHAIRMAN  
Communications
  - 25. TRUSTEE DISCUSSION
  - 26. Calendar Dates
- Campus Events (Note: \* = Required Board Event)
- \*Thursday, June 25, 2015 – Regular Board Meeting – SSC-2206 – 7:00 p.m.
  - \*Thursday, July 16, 2015 – Regular Board Meeting – SSC-2206 – 7:00 p.m.
27. ADJOURN

### FUTURE MEETINGS

7:00 p.m. – Regular Board Meeting – SSC-2206

Thursday, June 25, 2015

Thursday, July 16, 2015



**COLLEGE OF DuPAGE  
SPECIAL BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

The Board may waive the College's privilege over the report prepared by Williams, Montgomery & John, Ltd. regarding the College's radio station, WDBC-FM 90.9, (the "Report") before it may be disclosed to the public.

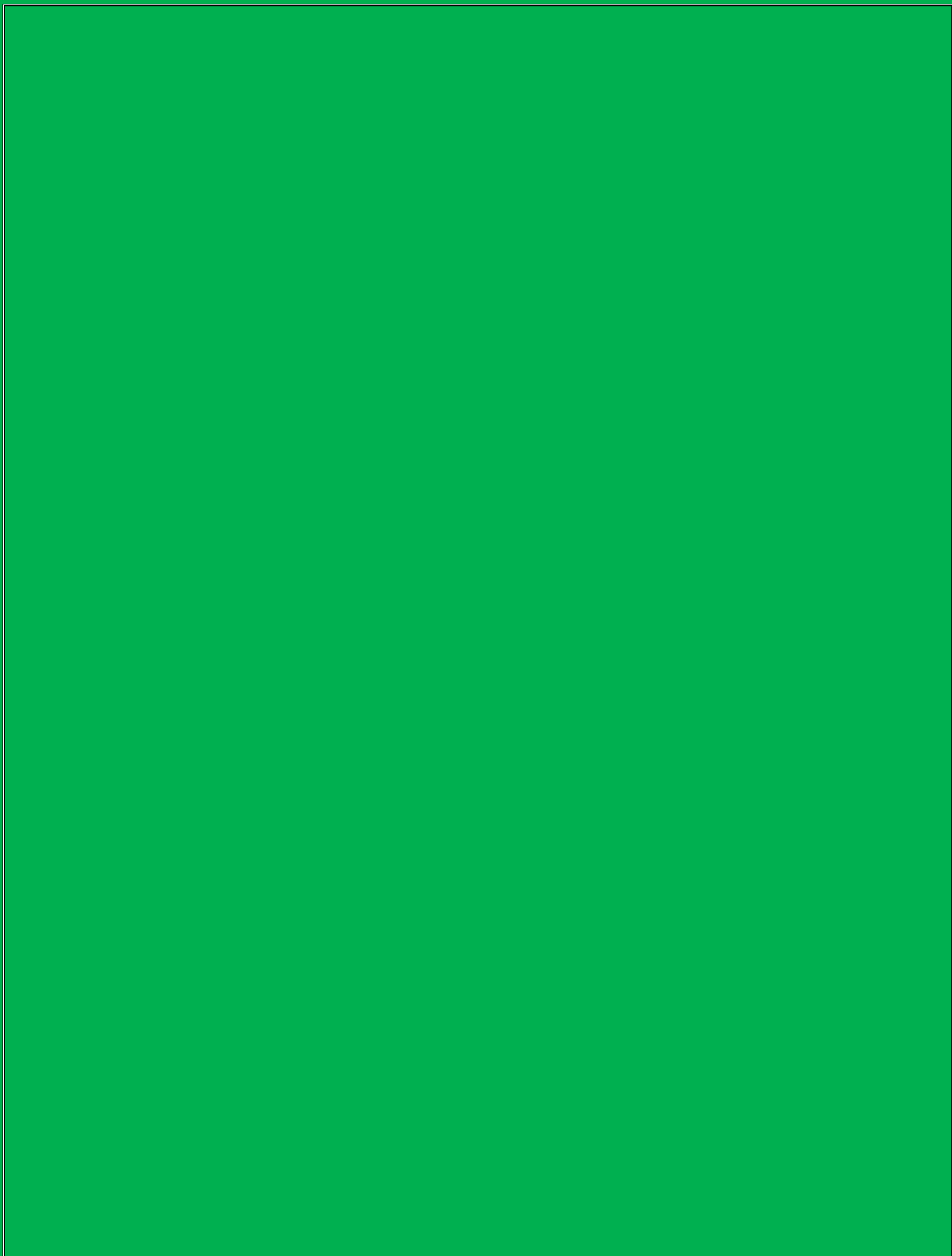
2. **BACKGROUND INFORMATION**

In 2015, at the request of Dr. Breuder, in his capacity as President of the College of DuPage, the law firm of Williams, Montgomery & John, Ltd. investigated the matter of the theft of money from the College radio station by a former employee. The findings of that investigation were summarized in the Report. The Report is currently protected from disclosure by the attorney-client privilege.

The College, through the Board, may waive the privilege protecting the Report.

3. **RECOMMENDATION**

That the Board of Trustees waives the College's privilege of the Report.



**COLLEGE OF DuPAGE  
SPECIAL BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

The College is in need of interim financial services pending the completion of an investigation by the law firm of Schiff Hardin, LLP and, if necessary, new full-time personnel can be employed. Alix Partners is recommended to provide such services.

2. **BACKGROUND INFORMATION**

In order to meet the financial needs of the College pending the completion of Schiff Hardin's investigation and to address workload issues within the finance department, including, if necessary, new full-time finance personnel, interim financial services need to be retained.

The firm of Alix Partners, LLP is prepared to provide the necessary services to the College pursuant to a contract substantially similar to the one included herewith. This retention will comply with state statute, Board Policy and Administrative Procedures. The retention of the services of individual possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1(a). Moreover, the urgent need for day-to-day financial services and ensuring complete response to pending investigations makes this situation an emergency.

Alix Partners personnel shall, on a day to day basis, report to Acting Interim President Dr. Joseph Collins.

3. **RECOMMENDATION**

That the Board of Trustees retains Alix Partners, LLP of 300 N. LaSalle St., Suite 1900, Chicago, IL 60654.

June 11, 2015

Dr. Joseph E. Collins  
President  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

Re: Agreement for the Provision of Interim Management Services

Dear Dr. Collins:

This letter, together with the attached Schedule(s) and General Terms and Conditions, sets forth the agreement (“Agreement”) between AP Services, LLC, a Michigan limited liability company (“APS”), and College of DuPage (the “Company”) for the engagement of APS to provide interim management services to the Company.

All defined terms shall have the meanings ascribed to them in this letter and in the attached Schedule(s) and General Terms and Conditions. The Company and APS are each a “party,” and together the “parties.”

The engagement of APS, including any APS employees who serve in Executive Officer positions, shall be under the supervision of the Company’s President.

<b>OBJECTIVE AND TASKS</b>
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Subject to APS’s internal approval from its Risk Management Committee, confirmation that the Company has a Directors and Officers Liability insurance policy in accordance with Section 7 of the General Terms and Conditions regarding Directors and Officers Liability Insurance coverage, and a copy of the signed Board of Directors’ resolution (or similar document) as official confirmation of the appointment, APS will provide one to two individuals, at the Company’s discretion, to serve as the Company’s interim Chief Financial Officer and/or Controller. Working collaboratively with the senior management team, the Board of Directors and other Company professionals, AlixPartners personnel will assist the Company to do the following:

- Assist the Company with management of its financial and treasury functions.
- Provide assistance to the financial function including, without limitation, assisting the Company in strengthening the core competencies in the finance organization, particularly cash management, planning, general accounting and financial reporting information management.

Dr. Joseph E. Collins

June 11, 2015

Page 2 of 8

- Assist the Company in the preparation of its financial statements, including working with its financial statement auditors.
- Assist with completion of the comprehensive annual financial report.
- Assist with completion of the Company's audit.
- Provide assistance to the Company and its management in connection with any development of a revised business plan, and such other related forecasts as may be required.
- Assist in communication and/or negotiation with outside constituents including regulatory agencies, bondholders, their advisors, and rating agencies.
- Assist in the monitoring of the Company's liquidity initiatives.
- Analyze performance improvement and cash enhancement opportunities relating to the Company's financial management and reporting functions.
- Assist with such other matters as may be requested that fall within APS' expertise and that are mutually agreeable.

<b>STAFFING</b>
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The managing director responsible for the overall delivery of the engagement will be determined by mutual agreement among the parties. That individual will be assisted by a staff of consultants at various levels, who have a wide range of skills and abilities related to this type of assignment. In addition, APS has relationships with, and may periodically use, independent contractors with specialized skills and abilities to assist in this engagement. Louis Dudney will act as the relationship manager with respect to APS's provision of staff on this assignment.

APS anticipates initially using a team of two to three consultants for this engagement. We will periodically review the staffing levels to determine the proper mix for this assignment. We will only use the necessary staff required to complete the requested or planned tasks.

<b>TIMING, FEES AND RETAINER</b>
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APS will commence this engagement in an advisory role on or about June 11, 2015 after receipt of a copy of the Agreement executed by the Company accompanied by the retainer, as set forth on Schedule 1. Upon confirmation that the Company is in compliance with the requirements set forth in the first paragraph of the Objective and



Dr. Joseph E. Collins  
June 11, 2015  
Page 3 of 8

Tasks section above the agreed upon APS individuals will assume the roles of CFO and/or Controller.

The Company shall compensate APS for its services, and reimburse APS for expenses, as set forth on Schedule 1.

\* \* \*

If these terms meet with your approval, please sign and return the enclosed copy of the Agreement and wire transfer the amount to establish the retainer.

We look forward to working with you.

Sincerely yours,

AP SERVICES, LLC

Louis G. Dudney

Acknowledged and Agreed to:

COLLEGE OF DUPAGE

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

## **SCHEDULE 1**

### **FEES AND EXPENSES**

1. **Fees:** APS's fees will be based on the hours spent by APS personnel at APS's discounted hourly rates, which are:

John Dischner	\$685
Kurt Beckeman	\$585
Director	\$ 535 – 625
Vice President	\$ 425 – 525
Associate	\$ 350 – 420
Analyst	\$ 290 – 320
Paraprofessional	\$ 220 – 240

APS reviews and revises its billing rates on January 1 of each year.

2. **Success Fee:** APS does not seek a success fee in connection with this engagement.
3. **Expenses:** In addition to the Fees set forth in this Schedule, the Company shall pay directly, or reimburse APS upon receipt of periodic billings, for all reasonable out-of-pocket expenses incurred in connection with this assignment, such as travel, lodging and meals, and an administrative fee of 2% of the Fees to cover all other indirect administrative costs.
4. **Break Fee:** APS does not seek a break fee in connection with this engagement.
5. **Retainer:** The Company shall pay APS a retainer of \$100,000 to be applied against Fees and expenses as set forth in this Schedule and in accordance with Section 2 of the General Terms and Conditions.
6. **Payment:** APS will submit semi-monthly invoices for services rendered and expenses incurred. All invoices shall be due and payable immediately upon receipt. No discount is provided for prompt payment, and none shall be taken, but interest on any invoices paid late shall accrue in accordance with Section 2 of the General Terms and Conditions.

# AP SERVICES, LLC

## GENERAL TERMS AND CONDITIONS

These General Terms and Conditions ("Terms") are incorporated into the Agreement to which these Terms are attached. In case of conflict between the wording in the letter and/or schedule(s) and these Terms, the wording of the letter and/or schedule(s) shall prevail.

### Section 1. Company Responsibilities.

The Company will undertake responsibilities as set forth below:

1. Provide reliable and accurate detailed information, materials, documentation and
2. Make decisions and take future actions, as the Company determines in its sole discretion, on any recommendations made by APS in connection with this Agreement.

APS's delivery of the services and the fees charged are dependent on (i) the Company's timely and effective completion of its responsibilities; and (ii) timely decisions and approvals made by the Company's management.

### Section 2. Retainer, Billing, Payments and Taxes.

**Retainer.** Upon execution of the Agreement, the Company shall promptly pay APS the agreed-upon advance retainer as set forth on Schedule 1. Invoices shall be offset against the retainer. Payments of invoices will be used to replenish the retainer to the agreed-upon amount. Any unearned portion of the retainer will be applied against the final invoice or returned to the Company at the end of the engagement.

**Billing and Payments.** All payments to be made to APS shall be due and payable upon delivery of invoice via wire transfer to APS's bank account, as shown on the invoice. All amounts invoiced are based on services rendered and expenses incurred to date, and are not contingent upon future services or Work Product (as defined below), or the outcome of any case or matter. "Fees," as used in this Agreement, shall include all amounts payable by the Company to APS in accordance with Schedule 1, including any success fee or break fee, but excluding reimbursable expenses.

If any Fees and/or expenses are not paid by the Company on the relevant due date, APS shall be entitled to charge interest on the unpaid amount until payment is made in full. Interest shall be calculated using the lesser of (i) one percent (1%) per month (12% per annum) or (ii) to the maximum extent permitted by law.

**Taxes.** APS's fees are exclusive of taxes or similar charges, which shall be the responsibility of the Company (other than taxes imposed on APS's income generally). If APS's fees are subject to any taxes, such as State sales tax, Goods and Services Tax/Harmonized Sales Tax or Value Added Tax, then APS will include such taxes on its invoices as separate line items.

### Section 3. Relationship of the Parties.

The parties intend that an independent contractor relationship will be created by the Agreement. As an independent

contractor, APS will have complete and exclusive charge of the management and operation of its business, including hiring and paying the wages and other compensation of all its employees and agents, and paying all bills, expenses and other charges incurred or payable with respect to the operation of its business. Employees of APS will not be entitled to receive from the Company any vacation pay, sick leave, retirement, pension or social security benefits, workers' compensation, disability, unemployment insurance benefits or any other employee benefits. APS will be responsible for all employment, withholding, income and other taxes incurred in connection with the operation and conduct of its business.

### Section 4. Confidentiality.

Each party shall use reasonable efforts, but in no event less effort than it would use to protect its own confidential information, to keep confidential all non-public confidential or proprietary information obtained from the other party during the performance of APS's services hereunder (the "Confidential Information"), and neither party will disclose any Confidential Information to any other person or entity. "Confidential Information" includes the terms of this Agreement, non-public confidential and proprietary data, plans, reports, schedules, drawings, accounts, records, calculations, specifications, flow sheets, computer programs, source or object codes, results, models or any work product relating to the business of either party, its subsidiaries, distributors, affiliates, vendors, customers, employees, contractors and consultants.

The foregoing is not intended to prohibit, nor shall it be construed as prohibiting, APS from making such disclosures of Confidential Information that APS reasonably believes are required by law or any regulatory requirement or authority, to clear client conflicts. APS may also disclose Confidential Information to its partners, directors, officers, employees, independent contractors and agents who have a need to know the Confidential Information as it relates to the services being provided under this Agreement, provided APS is responsible for any breach of these confidentiality obligations by any such parties. APS may make reasonable disclosures of Confidential Information to third parties, such as the Company's suppliers and/or vendors, in connection with the performance of APS's obligations and assignments hereunder, provided APS reasonably believes that such third party is bound by confidentiality obligations. In addition, APS will have the right to disclose to any person that it provided services to the Company or its affiliates and a general description of such services, but shall not provide any other information about its involvement with the Company. The obligations of the parties under this Section 4 shall survive the end of any engagement between the parties for a period of three (3) years.

Work Product (as defined in Section 5) may contain APS proprietary information or other information that is deemed to be Confidential Information for purposes of this Agreement. Therefore, the parties acknowledge and agree that (i) all

## AP SERVICES, LLC

### GENERAL TERMS AND CONDITIONS

information (written or oral), including advice and Work Product (as defined in Section 5) generated by APS in connection with this engagement is intended solely for the benefit and use of the Company in connection with this Agreement and (ii) no such information shall be used for any other purpose, disseminated to any third parties, or quoted or referred to with or without attribution to APS at any time in any manner or for any purpose without APS's prior approval (not to be unreasonably withheld or delayed), except as required by law.

#### **Section 5. Intellectual Property.**

All analyses, final reports, presentation materials, and other work product (other than any Engagement Tools, as defined below) that APS creates or develops specifically for the Company and delivers to the Company as part of this engagement (collectively known as "Work Product") shall be owned by the Company and shall constitute Company Confidential Information as defined above. APS may retain copies of the Work Product and any Confidential Information necessary to support the Work Product subject to its confidentiality obligations in this Agreement.

All methodologies, processes, techniques, ideas, concepts, know-how, procedures, software, tools, templates, models, utilities and other intellectual property that APS has created, acquired or developed or will create, acquire or develop (collectively, "Engagement Tools"), are, and shall be, the sole and exclusive property of APS. The Company shall not acquire any interest in the Engagement Tools other than a limited, worldwide, perpetual, non-transferable license to use the Engagement Tools to the extent they are contained in the Work Product.

The Company acknowledges and agrees, except as otherwise set forth in this Agreement, that any Engagement Tools provided to the Company are provided "as is" and without any warranty or condition of any kind, express, implied or otherwise, including, implied warranties of merchantability or fitness for a particular purpose.

#### **Section 6. Framework of the Engagement.**

The Company acknowledges that it is retaining APS solely to assist and advise the Company as described in the Agreement. This engagement shall not constitute an audit, review or compilation, or any other type of financial statement reporting engagement.

#### **Section 7. Indemnification and Other Matters.**

The Company shall indemnify, hold harmless and defend APS and its affiliates and its and their partners, directors, officers, employees and agents (collectively, the "APS Parties") from and against all claims, liabilities, losses, expenses and damages arising out of or in connection with the engagement of APS that is the subject of the Agreement. The Company shall pay damages and expenses as incurred, including reasonable legal fees and disbursements of counsel. If, in the opinion of counsel, representing both parties in the matter covered by this indemnification creates a potential

conflict of interest, the APS Parties may engage separate counsel to represent them at the Company's expense.

In addition to the above indemnification, APS employees serving as directors or officers of the Company or affiliates will receive the benefit of the most favorable indemnification provisions provided by the Company to its directors, officers and any equivalently placed employees, whether under the Company's charter or by-laws, by contract or otherwise.

The Company shall specifically include and cover employees and agents serving as directors or officers of the Company or affiliates from time to time with direct coverage under the Company's policy for liability insurance covering its directors, officers and any equivalently placed employees ("D&O insurance"). Prior to APS accepting any officer position, the Company shall, at the request of APS, provide APS a copy of its current D&O policy, a certificate(s) of insurance evidencing the policy is in full force and effect, and a copy of the signed board resolutions and any other documents as APS may reasonably request evidencing the appointment and coverage of the indemnitees. The Company will maintain such D&O insurance coverage for the period through which claims can be made against such persons. The Company disclaims a right to distribution from the D&O insurance coverage with respect to such persons. In the event that the Company is unable to include APS employees and agents under the Company's policy or does not have first dollar coverage acceptable to APS in effect for at least \$10 million (e.g., there are outstanding or threatened claims against officers and directors alleging prior acts that may give rise to a claim), APS may, at its option, attempt to purchase a separate D&O insurance policy that will cover APS employees and agents only. The cost of the policy shall be invoiced to the Company as an out-of-pocket expense. If APS is unable or unwilling to purchase such D&O insurance, then APS reserves the right to terminate the Agreement.

The Company's indemnification obligations in this Section 7 shall be primary to, and without allocation against, any similar indemnification obligations that APS may offer to its personnel generally, and the Company's D&O insurance coverage for the indemnitees shall be specifically primary to, and without allocation against, any other valid and collectible insurance coverage that may apply to the indemnitees (whether provided by APS or otherwise).

APS is not responsible for any third-party products or services separately procured by the Company. The Company's sole and exclusive rights and remedies with respect to any such third party products or services are against the third-party vendor and not against APS, whether or not APS is instrumental in procuring such third-party product or service.

#### **Section 8. Governing Law and Arbitration.**

The Agreement is governed by and shall be construed in accordance with the laws of the State of Illinois with respect to contracts made and to be performed entirely therein and without regard to choice of law or principles thereof.

## AP SERVICES, LLC

### GENERAL TERMS AND CONDITIONS

Any controversy or claim arising out of or relating to the Agreement, or the breach thereof, shall be settled by arbitration. Each party shall appoint one non-neutral arbitrator. The two party arbitrators shall select a third arbitrator. If within 30 days after their appointment the two party arbitrators do not select a third arbitrator, the third arbitrator shall be selected by the American Arbitration Association (AAA). The arbitration shall be conducted in Chicago, Illinois under the AAA's Commercial Arbitration Rules, and the arbitrators shall issue a reasoned award. The arbitrators may award costs and attorneys' fees to the prevailing party. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction thereof.

Notwithstanding the foregoing, APS may in its sole discretion proceed directly to a court of competent jurisdiction to enforce the terms of this Agreement for any claim (and any subsequent counter claim) against the Company relating to either (i) the non-payment of Fees or expenses due under this Agreement, or (ii) the non-performance of obligations under Section 7.

In any court proceeding arising out of this Agreement, the parties hereby waive any right to trial by jury.

#### **Section 9. Termination and Survival.**

The Agreement may be terminated at any time by written notice by one party to the other; provided, however, that notwithstanding such termination APS will be entitled to any Fees and expenses due under the provisions of the Agreement (for fixed fee engagements, fees will be pro rata based on the amount of time completed). Such payment obligation shall inure to the benefit of any successor or assignee of APS.

Additionally, unless the Agreement is terminated by the Company due to APS's material breach (and such material breach continues after 30 days' written notice thereof and opportunity to cure), APS shall remain entitled to the success fee(s), if any, that otherwise would be payable during the 12 months after the date of termination of the Agreement.

Sections 2, 4, 5, 7, 8, 9, 10, 11 and 12 of these Terms, the provisions of Schedule 1 and the obligation to pay accrued fees and expenses shall survive the expiration or termination of the Agreement.

#### **Section 10. Non-Solicitation of Employees**

The Company acknowledges and agrees that APS has made a significant monetary investment recruiting, hiring and training its personnel. During the term of this Agreement and for a period of two years after the final invoice is rendered by APS with respect to this engagement (the "Restrictive Period"), the Company and its affiliates agree not to directly or indirectly hire, contract with, or solicit the employment of any of APS's Managing Directors, Directors, or other employees/ contractors.

If during the Restrictive Period the Company or its affiliates directly or indirectly hires or contracts with any of APS's Managing Directors, Directors, or other

employees/contractors in violation of the preceding paragraph, the Company agrees to pay to APS as liquidated damages and not as a penalty the sum total of: (i) for a Managing Director, \$1,000,000; (ii) for a Director, \$500,000; and (iii) for any other employee/contractor, \$250,000. The Company acknowledges and agrees that liquidated damages in such amounts are (x) fair, reasonable and necessary under the circumstances to reimburse APS for the costs of recruiting, hiring and training its employees as well as the lost profits and opportunity costs related to such personnel, and to protect the significant investment that APS has made in its Managing Directors, Directors, and other employees/ consultants; and (y) appropriate due to the difficulty of calculating the exact amount and value of that investment.

#### **Section 11. Limit of Liability.**

THE APS PARTIES SHALL NOT BE LIABLE TO THE COMPANY, OR ANY PARTY ASSERTING CLAIMS ON BEHALF OF THE COMPANY, EXCEPT FOR DIRECT DAMAGES FOUND IN A FINAL DETERMINATION TO BE THE DIRECT RESULT OF THE GROSS NEGLIGENCE, BAD FAITH, SELF-DEALING OR INTENTIONAL MISCONDUCT OF APS. THE APS PARTIES SHALL NOT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES, LOST PROFITS, LOST DATA, REPUTATIONAL DAMAGES, PUNITIVE DAMAGES OR ANY OTHER SIMILAR DAMAGES UNDER ANY CIRCUMSTANCES, EVEN IF THEY HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE APS PARTIES' AGGREGATE LIABILITY, WHETHER IN TORT, CONTRACT, OR OTHERWISE, IS LIMITED TO THE AMOUNT OF FEES PAID TO APS FOR SERVICES UNDER THIS AGREEMENT (OR IF THE CLAIM ARISES FROM AN ADDENDUM TO THIS AGREEMENT, UNDER THE APPLICABLE ADDENDUM) (THE "LIABILITY CAP"). The Liability Cap is the total limit of the APS Parties' aggregate liability for any and all claims or demands by anyone pursuant to this Agreement, including liability to the Company, to any other parties hereto, and to any others making claims relating to the work performed by APS pursuant to this Agreement. Any such claimants shall allocate any amounts payable by the APS Parties among themselves as appropriate, but if they cannot agree on the allocation it will not affect the enforceability of the Liability Cap. Under no circumstances shall the aggregate of all such allocations or other claims against the APS Parties pursuant to this Agreement exceed the Liability Cap.

#### **Section 12. General.**

**Equitable Remedies.** Each party acknowledges and agrees that money damages alone may not be an adequate remedy for a breach of the Agreement. Each party agrees that the non-breaching party shall have the right to seek a restraining order and/or an injunction for any breach of the Agreement. If any provision of the Agreement is found to be invalid or unenforceable, then it shall be deemed modified or restricted to the extent and in the manner necessary to render the same valid and enforceable.

**AP SERVICES, LLC**  
**GENERAL TERMS AND CONDITIONS**

**Related Matters.** If an APS Party is required by applicable law, legal process or government action to produce information or testimony as a witness with respect to this Agreement, the Company shall reimburse APS for any professional time and expenses (including reasonable external and internal legal costs) incurred to respond to the request, except in cases where an APS Party is a party to the proceeding or the subject of the investigation.

**Severability.** If any portion of the Agreement shall be determined to be invalid or unenforceable, the remainder shall be valid and enforceable to the maximum extent possible.

**Entire Agreement.** This Agreement, including the letter, the Terms and the schedule(s), contains the entire understanding of the parties relating to the services to be rendered by APS and supersedes any other communications, agreements, understandings, representations, or estimates among the parties (relating to the subject matter hereof) with respect to such services. The Agreement, including the letter, the Terms and the schedule(s), may not be amended or modified in any respect except in a writing signed by the parties. APS is not responsible for performing any services not specifically described herein or in a subsequent writing signed by the parties.

**Joint and Several.** If there is more than one party signs this Agreement, the liability of each party shall be joint and several.

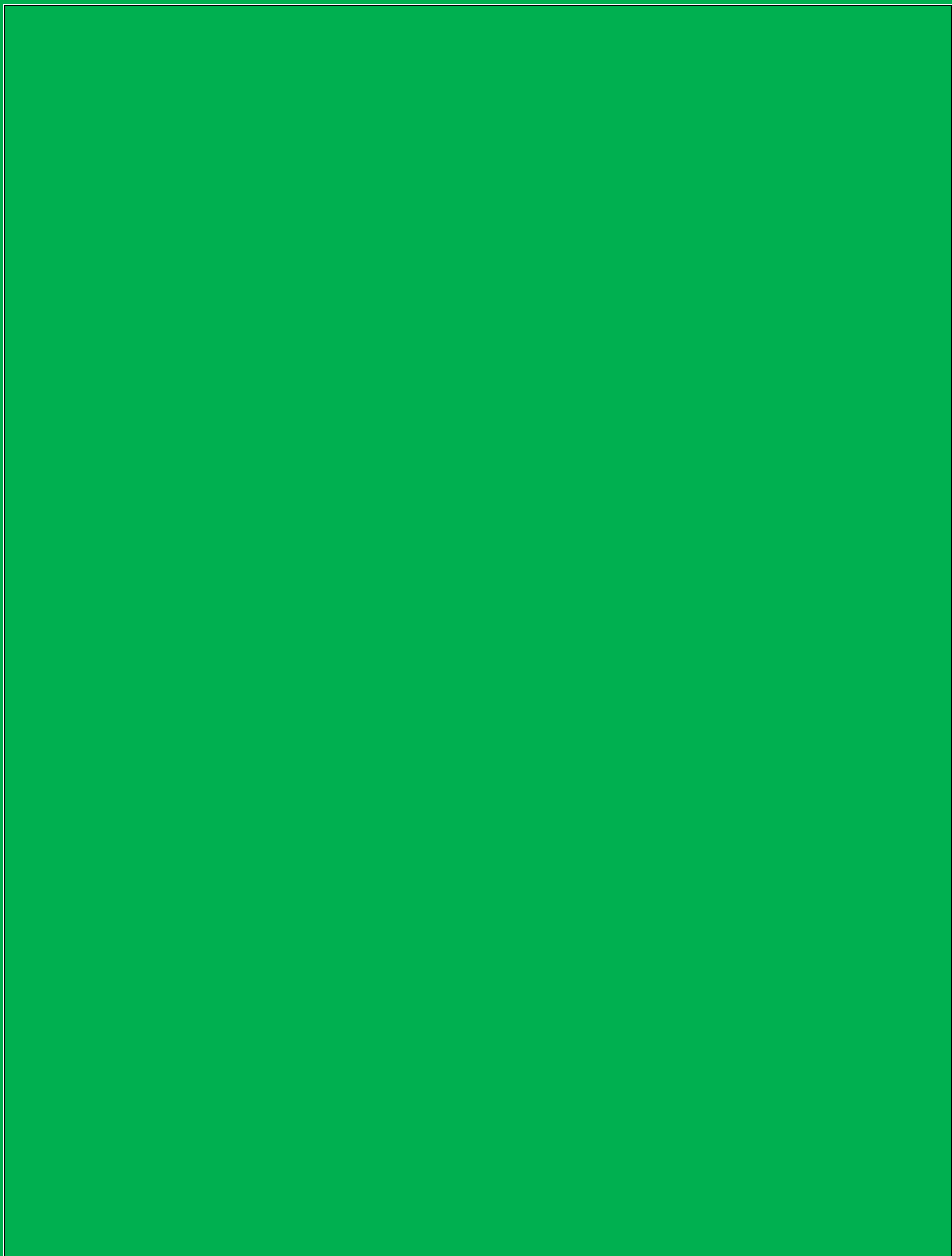
**Third-Party Beneficiaries.** The indemnitees shall be third-party beneficiaries with respect to Section 7 hereof.

**Data Protection.** APS acknowledges and the Company agrees that in performing the services APS may from time to time be required to process certain personal data on behalf of the Company. In such cases (i) the Company agrees that it is acting as a data controller with respect to any such personal data and that it shall comply with all applicable international, federal, state, provincial and local data protection, privacy or information security laws, rules, regulations, directives, and governmental requirements, (ii) APS will not be required to provide any notices to the data subjects of any such personal data before processing the data, if any such notices or consents are required, and (iii) APS shall endeavor to (a) act only on reasonable instructions from the Company within the scope of the services of this Agreement; (b) have in place appropriate technical and organizational security measures against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and (c) comply (to the extent applicable to it and/or the process) with relevant data protection, privacy or other similar laws or regulations regarding the collection, storage, processing and use of personal data in connection with this Agreement.

**Notices.** All notices required or permitted to be delivered under the Agreement shall be sent, if to APS, to:

AP Services, LLC  
2000 Town Center, Suite 2400  
Southfield, MI 48075  
Attention: General Counsel

and if to the Company, to the address set forth in the Agreement, to the attention of the Company's General Counsel, or to such other name or address as may be given in writing to APS. All notices under the Agreement shall be sufficient only if delivered by overnight mail. Any notice shall be deemed to be given only upon actual receipt.



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

MINUTES  
SPECIAL BOARD MEETING  
THURSDAY, APRIL 30, 2015  
HELD ON CAMPUS IN SSC-2206, GLEN ELLYN, IL

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1. CALL TO ORDER

At 9:03 p.m., the Regular Meeting of the Board of the College of DuPage Board of Trustees was called to order by Chairman Hamilton.

2. ROLL CALL

Chairman Hamilton asked Secretary Napolitano to call the roll.

Present: Student Trustee Gloria Roark, Trustees Charles Bernstein, Erin Birt, Katharine Hamilton, Deanne Mazzochi, Dianne McGuire, Frank Napolitano and Joe Wozniak.

Also Present: Timothy D. Elliott, Rathje & Woodward, LLC, Dr. Joseph Collins, Executive Vice President, staff members, representatives of the press and visitors. (Minutes prepared by Erin Carrillo, Administrative Assistant.)

3. AGENDA

3. A. Approval of Agenda. Chairman Hamilton called for a motion to approve tonight's Agenda. Vice Chairman Mazzochi moved, Secretary Napolitano seconded the motion.

Trustee Birt objected to the Agenda as she believes it violates Board Policy 5-130 and the Open Meetings Act. Trustees McGuire and Wozniak also objected to the Agenda.

Chairman Hamilton suggested that Section 2-8 of the Illinois Community College Act allows 3 trustees or the Chair to call a special meeting, time and place.

Chairman Hamilton asked Secretary Napolitano to please call the roll to approve the April 30, 2015 Special Meeting Agenda. Student Trustee Roark's preference is for the motion. On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On a roll call voting nay: Trustees Birt, McGuire and Wozniak. The motion carried.

4. PLEDGE OF ALLEGIANCE

Chairman Hamilton led the Pledge of Allegiance.

5. PUBLIC COMMENT

**5. A. COMMENTS FROM CITIZENS**

5. A. 1) District No. 502 Citizens

- Prudy Widlak spoke regarding the proposed policy changes.
- Laura Reigle spoke regarding Impact Magazine.
- Jeffrey Crowell spoke regarding the violation of the Open Meetings Act.
- Ed Franckowiak presented Laura Reigle with the “Golden Throne” Award.

5. A. 2) Citizens-at-Large

- Kirk Allen spoke regarding Open Meetings Act and the Pledge of Allegiance.
- John Kraft spoke regarding the repeal of the public speaking policy and also the College newspaper.
- Roger Kempa spoke regarding the stopgap on the proposals to select a new law firm. Mr. Kempa also spoke about the upcoming budget hearing and the \$195 million surplus, COD tuition compared to area colleges, COD headcount enrollment statewide comparison using ICCB figures and nationally as reported by *Community College Week*, 12/19/14.
- Julie Beckman spoke regarding the appearance of lack of transparency and a violation of the Open Meetings Act.
- Dan Bailey had a couple of questions: Is Dr. Breuder’s medical leave going to be paid? Does this leave challenge his severance agreement since he cannot serve his last year? Is it possible to combine the audits so the College isn’t paying for the same thing twice?
- James Cadell spoke regarding voters.

**5. B. COMMENTS FROM COLLEGE OF DuPAGE**

5. B. 1) College of DuPage Employees

- David Goldberg spoke regarding an email from a former student regarding the stigma of the College.
- Richard Jarman spoke regarding two resolutions previously presented by the Faculty Senate.

5. B. 2) College of DuPage Students

- Stephanie Torres spoke regarding Student Advocacy Days in Springfield.
- Aira Aquino spoke regarding her experiences as a leader at the College.
- Rachel Musselwhite spoke regarding the new Trustees promise of transparency and honesty.
- Joe Stahl spoke regarding his upcoming term as Student Body President.

**6. NEW BUSINESS**

**A. For Approval:**

- 1) RESOLUTION 15-430-1, Adoption of Robert's Rules as the Procedures to be used during Board meetings.

Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board of Trustees approve the Adoption of Robert's Rules and Procedures to be used during Board meetings.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 2) RESOLUTION 15-430-2, Placement of President Dr. Robert L. Breuder on paid administrative leave and Appointment of Dr. Joseph Collins to serve as acting interim President of the College.

Secretary Napolitano moved and Vice Chairman Mazzochi seconded that the Board of Trustees approve the Placement of Dr. Robert L. Breuder on Paid Administrative Leave; Appointment of Dr. Joseph Collins to Serve as Acting Interim President of the College.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is to abstain. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 3) RESOLUTION 15-430-3, A resolution directing the College's agents and employees to cooperate fully with the Chairman's transition team, which is being formed for the purpose of providing recommendations to the Board regarding the College's operations and governance.

Vice Chair Mazzochi moved and Secretary Napolitano seconded that the Board of Trustees approves the Resolution to Confirm and to Facilitate Cooperation with Transition Team.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is to abstain. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 4) RESOLUTION 15-430-4, Announcement of a "litigation hold" policy for the College and the suspending of all conflicting College document retention policies (if such policies, if applied, would be narrower in scope) to permit

the College to meet any and all legal obligations to preserve documents.

Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board of Trustees approve the Litigation Hold Policy.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is to abstain. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 5)a) RESOLUTION 15-430-5A, Retention of Additional Legal Counsel  
The Law Firm of Rathje & Woodward, LLC.

Vice Chairman Mazzochi moved and Trustee Bernstein seconded that the Board of Trustees approves the Retention of the Law Firm of Rathje & Woodward, LLC.

Trustees Birt raised concerns of an actual or an appearance of a conflict of interest with this firm. Trustee McGuire asked how the attorney viewed the role as a Board's attorney. Trustee Wozniak questioned whether the firm had any experience in higher education law.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is to abstain. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 5)b) RESOLUTION 15-430-5B Retention of Additional Legal Counsel  
The Law Firm of Schuyler, Roche & Crisham, P.C.

Trustee Bernstein moved and Secretary Napolitano seconded that the Board of Trustees approves the Retention of the Law Firm of Schuyler, Roche & Crisham, P.C.

Trustee McGuire asked why the need to hire two different law firms. Trustee Birt also raised a concern regarding the Chairman's relationship with Daniel Kinsella and the appearance of giving contracts to friends or supporters. Trustee Wozniak mentioned that to hire an attorney that represented you in the past is not "clean."

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is to abstain. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 6) RESOLUTION 15-430-6 Authorization of Internal Investigation by Schuyler, Roche & Crisham, P.C.

Secretary Napolitano moved and Trustee Bernstein seconded that the Board of Trustees approve the Authorization of Internal Investigation by Schuyler, Roche & Crisham, P.C.

Trustee McGuire asked the necessity of this investigation since there is currently a federal investigation going on. Trustee Birt suggested that the outcome of this investigation is determined by the Chairman and may not accurately reflect the facts.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is to abstain. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 7) RESOLUTION 15-430-7 Suspension of reimbursement of all Trustee travel and entertainment expenses for the remainder of the 2015 calendar year.

Secretary Napolitano moved and Vice Chairman Mazzochi seconded that the Board of Trustees approves the Suspension of reimbursement of all Trustee travel and entertainment expenses for the remainder of the 2015 calendar year.

Trustee McGuire stated that this Board has stated that they want to be in full compliance with the Illinois Community College Act. [10 ILCS 505/3-7(e)] states we shall be reimbursed for trustee expenses.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is not for the motion. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 8) RESOLUTION 15-430-8 Suspension of all House Accounts at the Waterleaf Restaurant.

Secretary Napolitano moved and Trustee Bernstein seconded that the Board of Trustees approves the Suspension of All House Accounts at the Waterleaf Restaurant.

Vice Chairman Mazzochi motioned to amend the proposed motion and Secretary Napolitano seconded that the motion be amended as follows:

**RESOLUTION 15-430-8**

**WHEREAS**, the Board of Trustees of Community College District No. 502 derives its authority to govern from the *Illinois Public Community College Act*, 110 ILCS 805/1-1 *et seq.*, as amended (the "Act"). This enumeration of powers is not exclusive as the Board of Trustees (the "Board") may exercise all other powers, not inconsistent with the Act, that may be requisite or proper for the maintenance, operation and development of the College of DuPage; and

**WHEREAS**, the Board desires to restrict the use of all House Accounts currently open on or off the College campus;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Community College District No. 502, Counties of DuPage, Cook and Will, State of Illinois that:

Section 1: That the above stated Recitals are hereby restated and incorporated into this Section 1 as though fully set forth herein.

Section 2: That the Board hereby suspends all new activity on any House Accounts whether on or off campus, and bars any College personnel or Trustees from charging any expenses to any House Accounts until further action by the Board. Nothing in this Resolution is intended to prevent College employees from seeking reimbursement of legitimate education-related business expenses to the extent permitted under the College's current expense reimbursement policy. To qualify for reimbursement, the employee must identify every person present at the meal, state the purpose of the meal, and explain why the business discussed could not have been discussed during a non-meal event. In addition, the Board reiterates the College's longstanding policy that no Trustee or employee may seek reimbursement for any alcoholic beverages.

Section 3: That the Board hereby authorizes the Chairman to take all steps that are reasonably necessary to effect this Resolution.

Section 4: That all resolutions or ordinances or parts of resolutions or ordinances in conflict with the provisions of this Resolution are hereby repealed to the extent of the conflict.

Section 5: That this Resolution shall be in full force and effect after its passage, approval and publication (if required) as provided by law.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion

passes.

- 9) RESOLUTION 15-430-9 Request for Copies of all Contracts and Invoices from Public Relations Firms Retained by (or on behalf of) the College.

Trustee Bernstein moved to consider the next four items together, 15-430-9, 15-430-10A, 15-430-10B and 15-430-10C and Vice Chairman Mazzochi seconded the motion.

Chairman Hamilton asked Secretary Napolitano to call for a vote to amend the motion. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

Chairman Hamilton read aloud the items to be voted on:

RESOLUTION 15-430-9 Request for Copies of all Contracts and Invoices from Public Relations Firms Retained by (or on behalf of) the College;

RESOLUTION 15-430-10 Request for Copies of Board's and College's Client Files from Law Firms.

- a) Franczek Radelet P.C.
- b) Robbins Schwartz Nicholas & Lifton, Ltd.
- c) Fuchs & Roselli, Ltd.

Vice Chairman Mazzochi moved and Trustee Bernstein seconded.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is to abstain. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 11) RESOLUTION 15-430-11 Authorization of Performance Audit by the Office of the Illinois Auditor General.

Vice Chairman Mazzochi moved and Trustee Bernstein seconded that the Board of Trustees approved the Authorization of Performance Audit by the Office of the Illinois Auditor General.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is to abstain. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

At 11:10 p.m. Chairman Hamilton moved and Vice Chairman Mazzochi seconded that the Board take a brief break. On a voice vote motion passes unanimously.

At 11:25 p.m. Chairman Hamilton reconvened the meeting.

- 12) RESOLUTION 15-430-12 Authorization for Office Space and Office Equipment for the Board of Trustees.

Vice Chairman Mazzochi moved and Trustee Bernstein seconded that the Board of Trustees approves the Authorization for Office Space and Office Equipment for the Board of Trustees.

Chairman Hamilton asked Secretary Napolitano to call for a vote. Student Trustee Roark's preference is to abstain. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

- 13) RESOLUTION 15-430-13 Changes to Authorized Bank Signatures.

Vice Chairman Mazzochi moved to table this motion for the next meeting and Trustee Bernstein seconded.

Chairman Hamilton asked Secretary Napolitano to call for a vote to table Changes to Authorized Bank Signatures to the next meeting. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustee Bernstein, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. On roll voting nay: Trustees Birt, McGuire and Wozniak. Motion passes.

**B. For Information:**

- 1) Formation of an Ad Hoc Committee to Conduct a Search for an Interim President.
- 2) Revision of Board Policies:
  - Policy No. 5-5: The College Governing Board
  - Policy No. 5-10: Authority for Operations
  - Policy No. 5-15: Responsibilities of the Board
  - Policy No. 5-20: Authority of Members of the Board
  - Policy No. 5-85: Formulation of Board Policy
  - Policy No. 5-90: Formulation of Administrative Procedures
  - Policy No. 5-130: Agenda
  - Policy No. 5-165: Recording of Closed Meetings
  - Policy No. 5-171 (new policy): Provision of Office Space and Related Resources for the Board
  - Policy No. 5-195: Trustee Education and Attendance at Conferences

- 3) Formation of a Transition Team
- 4) Formation of a FY2016 Budget Committee

**7. PUBLIC COMMENTS**

- David Goldberg encouraged the Board to adopt Robert's Rules of Order.
- Jeffrey Crowell reminded everyone that this is supposed to be a non-partisan board and that politics are not an appropriate topic.
- Kirk Allen spoke regarding paid administrative leave, answering questions, Max McGraw and lame duck sessions.
- Laura Reigle spoke regarding Agenda and specifically the office space for trustees.
- Roger Kempa spoke regarding freedom of speech, forensic audit that could have been done for \$45,000 but the board voted it down and reimbursement to the college for expenses.
- Ed Franckowiak spoke regarding dedicated office space and having an email for each trustee.

**8. ANNOUNCEMENTS:**

Chairman Hamilton announces that the next Regular Meeting of the Board of Trustees will be Thursday, May 21, 2015.

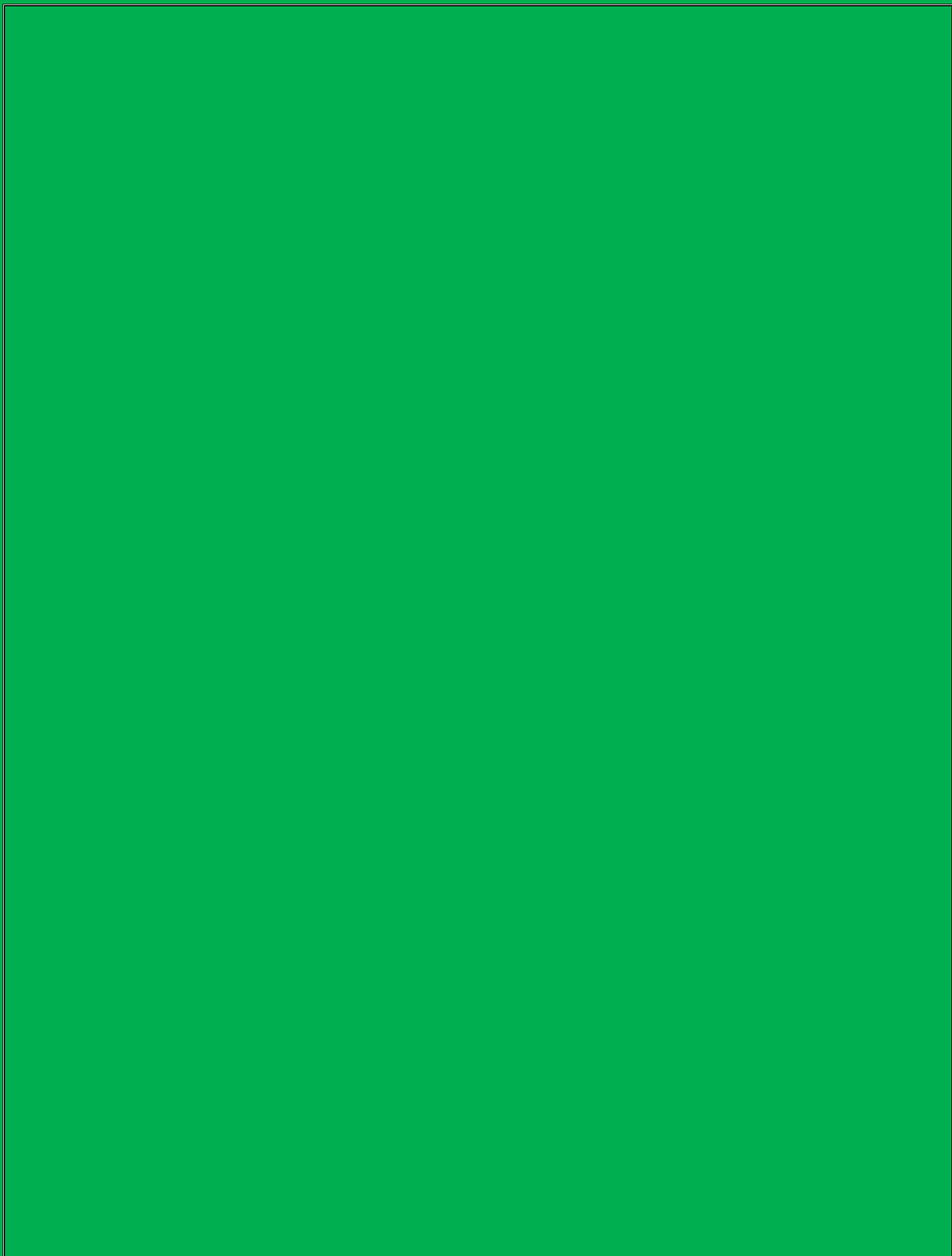
**9. ADJOURN**

At 11:55 p.m., Chairman Hamilton noted that, if there was no further business to come before the Board, she would entertain a motion to adjourn. Vice Chairman Mazzochi moved, Trustee McGuire seconded, that the Board Meeting adjourn. On voice vote, the motion carried unanimously.

By: \_\_\_\_\_  
Frank Napolitano, Secretary

Approved: June 11, 2015

By: \_\_\_\_\_  
Kathy Hamilton, Board Chairman



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

**MINUTES  
SPECIAL BOARD MEETING  
THURSDAY, MAY 14, 2015  
HELD ON CAMPUS IN SSC-2206, GLEN ELLYN, IL**

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**1. CALL TO ORDER**

At 7:10 p.m., the Regular Meeting of the Board of the College of DuPage Board of Trustees was called to order by Chairman Hamilton.

Chairman Hamilton led the Pledge of Allegiance.

**2. ROLL CALL**

Chairman Hamilton asked Secretary Napolitano to call the roll.

Present: Student Trustee Gloria Roark, Trustees Charles Bernstein, Katharine Hamilton, Deanne Mazzochi, Dianne McGuire, Frank Napolitano and Joe Wozniak.

Absent: Trustee Erin Birt.

Also Present: Timothy D. Elliott, Rathje & Woodward, LLC, Dr. Joseph Collins, Acting Interim President, staff members, representatives of the press and visitors. (Minutes prepared by Erin Carrillo, Administrative Assistant.)

**3. AGENDA**

3. A. Approval of Agenda. Chairman Hamilton called for a motion to approve tonight's Agenda. Vice Chairman Mazzochi moved, Trustee Bernstein seconded the motion.

Secretary Napolitano noted that there was not a second public comment section. Chairman Hamilton said that because the agenda was very ambitious they will forego the second public comment for this meeting.

Chairman Hamilton asked Secretary Napolitano to please call the roll to approve the May 14, 2015 Special Meeting Agenda. Student Trustee Roark's preference is for the motion. On a roll call voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. The motion carried.

**4. PUBLIC COMMENT**

- Glenn Hansen spoke regarding the longevity and commitment of the faculty and he also welcomed the new faculty members to the College.
- Richard Jarman spoke regarding throwing good money after bad, public relations and

crisis management and urged to commit spending resources on education.

- John Kraft spoke regarding the letter received from the Higher Learning Commission
- Kirk Allen spoke regarding the responsibility of the Board to fix what is broken and the posting of the invoices in one giant .pdf format is not workable for the public.
- Rob Sherman spoke regarding the electioneering scandal and urged the Board to sponsor Senate Bill 914.
- Mark Misiorowski spoke regarding the students of COD being affected by the accreditation status of the College.
- Roger Kempa spoke regarding a possible meeting with Tom Glaser and also inquired about the status of the PR firm that was hired.
- Miguel Marino congratulated Gloria Roark on being the first African American Student Trustee in the College's history. He also encouraged all to celebrate diversity and accepting different mentalities. He also spoke about democracy and respect.

**5. STUDENT TRUSTEE'S REPORT**

- None

**6. PRESIDENT's REPORT, by Dr. Joseph Collins**

**6. 1) Outstanding Faculty Awards**

- Dr. Jean Kartje, Vice President Academic Affairs presented the Outstanding Faculty Awards
  - **Outstanding Full Time Faculty:**
    - Christopher Miller, Speech, Liberal Arts
  - **Outstanding Part Time Faculty:**
    - Caitlin Luetger, Humanities, Liberal Arts
  - **Divisional Outstanding Faculty:**
    - Bill Carmody, Business Law, Business & Technology Division
    - Mike Foss, Automotive, Business & Technology Division
    - Dilyss Gallyot, Nursing, Health & Sciences Division
    - Caroline Soo, Math and Physical Sciences, Health & Sciences Division
    - Danica Hubbard, English/ESL, Liberal Arts Division
    - Carol Giegerich, Student Success Counselor, Student Affairs
    - Helen Feng, History, Liberal Arts Division
  - **Outstanding Advisers of the Year:**
    - Donna Manning, Student Services Counselor, Student Affairs
    - Cheryl Jackson, Professor of Health Information Technology, Academic Affairs

**6. 2) Presentation of Jack Kent Cooke Award**

- Earl Dowling announced that former Student Trustee Omar Escamilla is a recipient of the Jack Kent Cooke Award.

**6. 3) All Illinois Academic Team**

- Earl Dowling announced that both former Student Trustee Omar Escamilla and

Paolo Mazza had been chosen to be a part of the All Illinois Academic Team.

**6. 4) PTK Awards**

- Earl Dowling spoke regarding Phi Theta Kappa's awards.

**7. CONSENT AGENDA**

Chairman Hamilton asked if there were any Consent Agenda items the Board would like to remove and vote on separately. Vice Chairman Mazzochi requested that Item 7.B.1)a) Janitorial Services, Item 7.B.1)b) Grading and Restoration North of Pond 9, and Item 7.B.3)g) Fiscal Year 2016 Maintenance Contract Renewals for the IT Department. Chairman Hamilton entertained a motion to approve the Consent Agenda without the above listed items.

Secretary Napolitano moved and Vice Chairman Mazzochi seconded, that the Board of Trustees approve the Consent Agenda.

Secretary Napolitano reads the Consent Agenda.

**A. The following items for BOARD INFORMATION:**

- 1) Gifts and Grants Report (March and April)
- 2) Governmental Consortium/Cooperative Purchases Report
- 3) Financial Statements (March and April)
  - a) Schedule of Investments
  - b) Operating Funds – Budget and Expenditures
  - c) Operating Cash Available to Pay Annual Operating Expenses
- 4) Financial Reports (March and April)
  - a) Payroll and Accounts Payable

**B. The following items for BOARD APPROVAL:**

- 1) Bid Items
  - a) Removed from Consent Agenda
  - b) Removed from Consent Agenda
- 2) Requests for Proposals
  - a) Wide Area Network Ethernet Services for a five year contract for Switched Ethernet Service (ASE) with AT&T, 208 S. Akard Street, TX 75202, for a total expenditure of \$216,000.00 plus taxes and fees.
  - b) Fire Alarm System Inspection & Testing for a three year contract to Commercial Alarm Systems, LLC, 485 W. Fullerton Ave., Elmhurst, IL 60126, for a total expenditure of \$66,500.00.
- 3) Purchase Orders
  - a) Library Maintenance Contracts

That the Board of Trustees approve the following maintenance contracts for service on the following items:

- |     |   |                     |
|-----|---|---------------------|
| (A) | CARLI<br>(Library Database Licenses)<br>100 Trade Centre Drive, Suite 303<br>Champaign, IL 61820-7233   | \$ 81,424.10        |
| (B) | EBSCO Information Services<br>(Library Annual Periodicals)<br>1140 Silver Lake Road<br>Cary, IL 60013-1685  | \$ 98,000.00        |
| (C) | Gale<br>(Library Database Licenses)<br>27500 Drake Road<br>Farmington Hills, IL 48331-3535  | \$ 36,648.62        |
| (D) | OCLC/ILLINET-Illinois State Library<br>(Online Computer Library Center, Inc.)<br>c/o Illinois Heartland Library System<br>1704 West Interstate Drive<br>Champaign, IL 61822 | \$ 44,808.96        |
| (E) | Proquest LLC<br>(Library Database Licenses)<br>6216 Paysphere Circle<br>Chicago, IL 60674   | \$ <u>57,298.36</u> |

**For a total expenditure of:                    \$318,180.04**

- b) FY16 Library Books and A/V Materials from the following two (2) vendors for the not-to-exceed amounts as noted for Fiscal Year 2016:

- |     |  |                     |
|-----|--|---------------------|
| (A) | Baker & Taylor<br>P.O. Box 277930<br>Atlanta, GA 30384 | \$140,000.00        |
| (B) | Amazon.com<br>P.O. Box 530958<br>Atlanta, GA 30353     | \$ <u>45,000.00</u> |

For a total expenditure of:                    \$185,000.00

- c) Testing Center COMPASS Units from ACT, Inc., 500 Act Drive, Iowa City, IA 52243, for a total expenditure of \$50,820.00 in Fiscal Year 2015.
- d) Lexicon Networks Inc. Master Subscription Agreement for Maximize Graduation Service (Max-Grad™) with Lexicon Networks, Inc., One

Tiffany Pointe, Bloomingdale, IL 60108, in an amount not to exceed \$36,000.00.

- e) Purchase of tractors, trailers, and signage for the COD CDL Truck Driving Training Program for a not to exceed expenditure of \$85,000.00, payable to the following vendors:

Schneider Truck Sales 1121 Fawell Blvd. Maine, IL 60137	Two (2) Tractors	\$49,200.00
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Castle Sales & Leasing Corp. 401 NE Industrial Dr. E Aurora, IL 60505	One (1) 48' Trailer	\$ 6,500.00
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NTS Trailer Services, Inc. 13333 Main Street Lemont, IL 60439	One (1) 53' Trailer	\$ 7,450.00
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Harbor Graphics A Division of Vomela 375 Urbandale Ave. Benton Harbor, MI 49022	Three (3) Trailer Wrappings	\$12,068.00
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Windy City Truck Repair, Inc. 61 S. Mitchell Ct. Addison, IL 60101	DOT Preparation	\$ 4,650.00
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Road Wrench, Inc. P.O. Box 376 West Chicago, IL 60186	DOT Preparation	\$ 3,700.00
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- f) Three Year Lease Extension at the Technical Center of DuPage (TCD) for the COD CDL Professional Truck Driver's Training Program for a base rent for year one of \$54,999, with year's two and three increasing by CPI over the previous year's base rent as defined above.
- g) Removed from Consent Agenda
- h) Illinois Department of Central Management, Illinois Century Network, Additional Services for FY15 for an additional \$3,850 to the previously approved ICN/CMS amount of \$28,880 for a total FY15 expenditure of \$32,730.
- i) AT&T IP Flex Phone Service Agreement with AT&T, 208 S. Akard Street, Dallas, TX 75202 for a three year base expenditure of \$110,996.40 plus taxes, fees and international calling charges.

- j) Background Checks for New Employee Hires with Aurico Reports Inc., 116 W. Eastman Street, Arlington Heights, IL 60004, for an estimated total expenditure of \$61,200.00.
  - k) Staff Services Paper Contract Extension with Paper Corporation, d/b/a Paper 101, P.O. Box 248, Ankeny, IA 50021, in the amount of \$24,276.00, for a total award of \$92,210.14.
  - l) Cisco Equipment for the Computer and Internetworking Technologies (CIT) Program from SIGMAnet Inc., 4290 E. Brickell St., Ontario, CA 91761, in the amount of \$36,605.00.
  - m) Contractual Fees for Educational Partner Bell Enterprises CDL, Inc. for Fiscal Year 2015 for expenditures of \$71,000.00.
  - n) Fiscal Year 2016 Maintenance Contract Renewal for Berkley Electronic Press (bepress) for the Library, 2100 Milvia Street, Suite 300, Berkely, CA 94704, in the amount of \$25,225.00.
- 4) Ratify the Personnel Actions
- a) Ratification of Faculty Appointments
  - b) Ratification of Classified Appointments
  - c) Ratification of Administrator Promotions / Transfers
  - d) Ratification of Faculty Promotions / Transfers
  - e) Ratification of Classified Promotions / Transfers
  - f) Ratification of Administrator Resignations / Terminations
  - g) Ratification of Faculty Resignations / Terminations
  - h) Ratification of Managerial Resignations / Terminations
  - i) Ratification of Classified Resignations / Terminations
- 5) In-Kind Quarterly Donations

Chairman Hamilton asked if any Trustee had a question regarding a Consent Agenda item. Hearing no questions or comments from the Board, Secretary Napolitano called the roll for approval of the Consent Agenda items. Student Trustee Roark's preference is in favor of the motion. Voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. Motion to approve all Consent Agenda items listed above carried.

The following items were removed from the Consent Agenda for further discussion:

**Item 7.B.1)a) Janitorial Services – Supplemental Staff.** Chairman Hamilton entertained a motion to approve the Two-Year Contract with Smith Maintenance Company, 205 W. Randolph Street, Chicago, IL 60606, for a two year contract for an estimated annual expenditure of \$524,160.00 and a total expenditure of \$1,048,320.00. Secretary Napolitano moved and Trustee Bernstein seconded.

Jim Ma spoke regarding the need for an outside contractor to supplement the custodial work force.

Chairman Hamilton asked the Secretary to call the roll. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Birt. Motion passes unanimously.

**Item 7.B.1)b) Grading and Restoration North of Pond 9.** Chairman Hamilton entertained a motion to approve Grading and Restoration North of Pond 9 to Landworks, LTD, 751 N. Bolingbrook Drive, #17, Bolingbrook, IL 60440 for the amount of \$129,516.00. Secretary Napolitano moved and Vice Chairman Mazzochi seconded.

Bruce Schmeidl spoke regarding the change in specifications for this project, the bidding process and the awarding of the contract.

Chairman Hamilton asked the Secretary to call the roll. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Birt. Motion passes unanimously.

**Item 7.B.3)g) Fiscal Year 2016 Maintenance Contract Renewals for the IT Department**  
Chairman Hamilton entertained a motion to approve the following contract renewals:

(A)	Autodesk, Inc. (Constructware Enterprise License) 111 Mcinnis Parkway San Rafael, CA 94903	\$ 4,725.00
(B)	Blackboard (Course Management System) 650 Massachusetts Ave., N.W. Washington, DC 20001	\$105,735.00
(C)	Ellucian, Inc. (Datatel/Colleague Systems) 4375 Fair Lakes Court Fairfax, VA 22033	\$658,656.00
(D)	ESM Solutions (Mercury Commerce) 2700 Kelly Road, Suite 100 Warrington, PA 18976	\$ 31,601.00
(E)	Higher One, Inc. (Campus Labs)	\$ 28,518.00

115 Munson Street  
New Haven, CT 06511

- |     |   |                     |
|-----|---|---------------------|
| (F) | Illinois Department of Central Mgt.<br>Communications Revolving Fund<br>(Network Internet Bandwidth)<br>P.O. Box 7199<br>Springfield, IL 62791-7199 | \$ 35,160.00        |
| (G) | Info Tech Research Group<br>(Research & Advisory Membership Services)<br>602 Queens Avenue<br>London, ON CANADA N6B 1Y8                             | \$ 26,934.60        |
| (H) | Oracle Corporation for Hyperion<br>(Budget Management System)<br>500 Oracle Parkway<br>Redwood Shores, CA 94065                                     | \$ 40,700.00        |
| (I) | Perceptive Software Maintenance<br>(ImageNow Document Imaging)<br>22701 W. 38 <sup>th</sup> Street<br>Shawnee, KS 66226                             | \$ 67,102.00        |
| (J) | Project Leadership Associates<br>(Enterprise Data Network & Network Security)<br>120 S. LaSalle Street, 1200<br>Chicago, IL 60603                   | \$ 30,000.00        |
| (K) | Rave Wireless, Inc.<br>(Rave Alert System)<br>50 Speen Street, Suite 301<br>Framingham, MA 01701  | \$ 47,670.80        |
| (L) | SAP Public Services, Inc.<br>(Data Warehouse and Reporting System)<br>1300 Pennsylvania Avenue<br>Washington, D 20004                               | \$ 64,534.00        |
| (M) | Symantec Software Corporation<br>(Netbackup – Server Backups)<br>350 Ellis Street<br>Mountain View, CA 64040  | \$ 18,405.75        |
| (N) | TouchNet Inforormation Systems, Inc.<br>(eCommerce Payment System)<br>15520 College Boulevard   | \$ <u>99,812.00</u> |

Lenexa, KA 66219

For a total expenditure of: \$1,259,554.15

Secretary Napolitano moved and Vice Chairman Mazzochi seconded.

Chuck Currier spoke regarding the maintenance contracts that are licensed contracts that come up annually and that align to start at the beginning of the fiscal year, July 1.

Chairman Hamilton asked the Secretary to call the roll. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Birt. Motion passes unanimously.

**8. A. NEW BUSINESS for Information:**

Chairman Hamilton asked that the order the agenda be changed. She proposed to postpone Item 8.A.2) The Strategic Long Range Plan to the June 11, 2015 meeting. Also to approve items listed under 8.B. in reverse order. Hearing no objections, the Chairman resumes the meeting.

- 1) Revision of Board Policy:  
15-280 Administrator Emeritus  
15-345 Professor Emeritus

- 2) Postponed to June 11, 2015 meeting

Vice Chairman Mazzochi asked to add an additional item for new business for a discussion that stem from the financial reports that appeared in the board packet. Chairman Hamilton agreed and Joseph Moore spoke on the timing and mailing of the postcard mailings and *IMPACT* magazine.

At 9:16 p.m. Chairman Hamilton called for a brief break.

**8. B. NEW BUSINESS for Information:**

- 5) Secretary Napolitano moved and Trustee Bernstein seconded that the Board of Trustees approve the Legal Invoices.

Linda Sands-Vankerk and Thomas Glaser spoke regarding the various law firms contracted through the College in FY15.

No action taken.

**CLOSED SESSION**

At 9:58 p.m. Chairman Hamilton announced that the Board will be going into closed session for the purpose of: "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to

determine its validity;" and "Pending litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting." Chairman Hamilton announced that there will be action taken after the Closed Session meeting. Chairman Hamilton called for a motion, Secretary Napolitano moved and Trustee Bernstein seconded.

On roll call, voting aye: Student Trustee Roark, Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, and Chairman Hamilton. On roll call, voting nay: Vice Chairman Mazzochi. Motion carried.

### **RESUME OPEN MEETING**

At 10:36 p.m. Trustee McGuire moved and Vice Chairman Mazzochi seconded closed session be adjourned. The Board of Trustees returned to open session. Secretary Napolitano called the roll.

Present: Student Trustee Roark, Trustees Charles Bernstein, Dianne McGuire and Joe Wozniak, Secretary Frank Napolitano, Vice Chairman Deanne Mazzochi and Chairman Kathy Hamilton.

Absent: Trustee Erin Birt

Also Present: Acting Interim President Dr. Joseph Collins, Legal Counsel Timothy Elliott of Rathje Woodward, LLC, Dan Kinsella of Schuyler, Roche & Crisham, staff members, representatives of the press and visitors.

- 4) Chairman Hamilton entertained a motion that the Board of Trustees approve the consideration to waive privilege on the WDCB Report and Res Publica Invoice. Vice Chairman Mazzochi would motion as long as it is made clear that the invoice is being released or any privilege associated with the invoices release for waiver that the waiver only be limited to the invoice itself and not the substance of any attorney communications. Trustee McGuire seconded that motion.

Chairman Hamilton said that Res Publica was hired without Board knowledge and was hired initially by a law firm and it was under a thin veil of attorney-client privilege which she believes needed to be disclosed to the public and the Board which is why she is voting to disclose the details of this invoice.

Trustee McGuire said that it wasn't without Board knowledge that (then) Chairman Birt was aware of it.

Chairman Hamilton asked the Secretary to call the roll. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. Motion passes unanimously.

- 3) Vice Chairman Mazzochi moved and Trustee Bernstein seconded that the Board of Trustees approve the Change of Authorized Bank Signatures.

Vice Chairman Mazzochi proposed an amendment to the current pending motion in the nature of a substitute. Chairman Hamilton asked what the amendment was. Vice Chairman Mazzochi noted that Mr. Elliott has a copy of the proposed amendment which is going to replace the specimen cards in the main motion with one that puts some additional signature restrictions and dollar amount limits on the amounts that members of the administration can disburse without an additional signatory.

Attorney Elliott pointed out that Mary Ann Millush put a copy of the card on everyone's chairs and made them available for the public on the back table.

Chairman Hamilton entertained a motion to approve the amendment to the Change of Authorized Bank Signatures. Vice Chairman Mazzochi moved and Secretary Napolitano seconded.

Chairman Hamilton asked the Secretary to call the roll. Student Trustee Roark's preference is for the motion to amend. On roll voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. Motion to amend passes unanimously.

Chairman Hamilton entertained a motion to approve the Change of Authorized Bank Signatures, as amended. Vice Chairman Mazzochi moved and Secretary Napolitano seconded.

Chairman Hamilton asked the Secretary to call the roll. Student Trustee Roark's preference is for the amended motion. On roll voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. Amended motion passes unanimously.

- 2) Vice Chairman Mazzochi moved and Trustee McGuire seconded that the Board of Trustees approves the Fiscal Year 16 Compensation for Non Union Part-Time Teaching Faculty Credit Assignments and Part-Time Librarians, Non-Credit, Non-Classroom Granted Assignments.

Trustee McGuire commented that it is wonderful that all salary increases are consistent across all employee classes and employee groups.

Chairman Hamilton asked the Secretary to call the roll. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. Motion passes unanimously.

- 1) Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the

Board of Trustees approve the Change of Policy No. 15-460 for the CDL Employee Drug Testing Program.

Chairman Hamilton asked the Secretary to call the roll. Student Trustee Roark's preference is for the motion. On roll voting aye: Trustees Bernstein, McGuire and Wozniak, Secretary Napolitano, Vice Chairman Mazzochi and Chairman Hamilton. Motion passes unanimously.

**9. ANNOUNCEMENTS:**

Chairman Hamilton announced that the following committees have been formed:

**Budget Committee:**

Frank Napolitano, Chair  
Charles Bernstein, Member  
Paul Lefort, Member

**Waterleaf Committee:**

Charles Bernstein, Chair  
Paul Lefort, Member

Chairman Hamilton mentioned that the Board will be meeting twice a month in order to accommodate the examining of the College in detail and focusing on the improvement and addressing of the issues that have been out in the press and the criticisms of the College, these meetings will help us accomplish that task.

Chairman Hamilton repeated that the Higher Learning Commission will be coming the College at the end of June to conduct an advisory visit. We will work with the Higher Learning Commission to solve any issues that they might have.

Chairman Hamilton announced that the next Regular Meeting of the Board of Trustees will be Thursday, May 21, 2015.

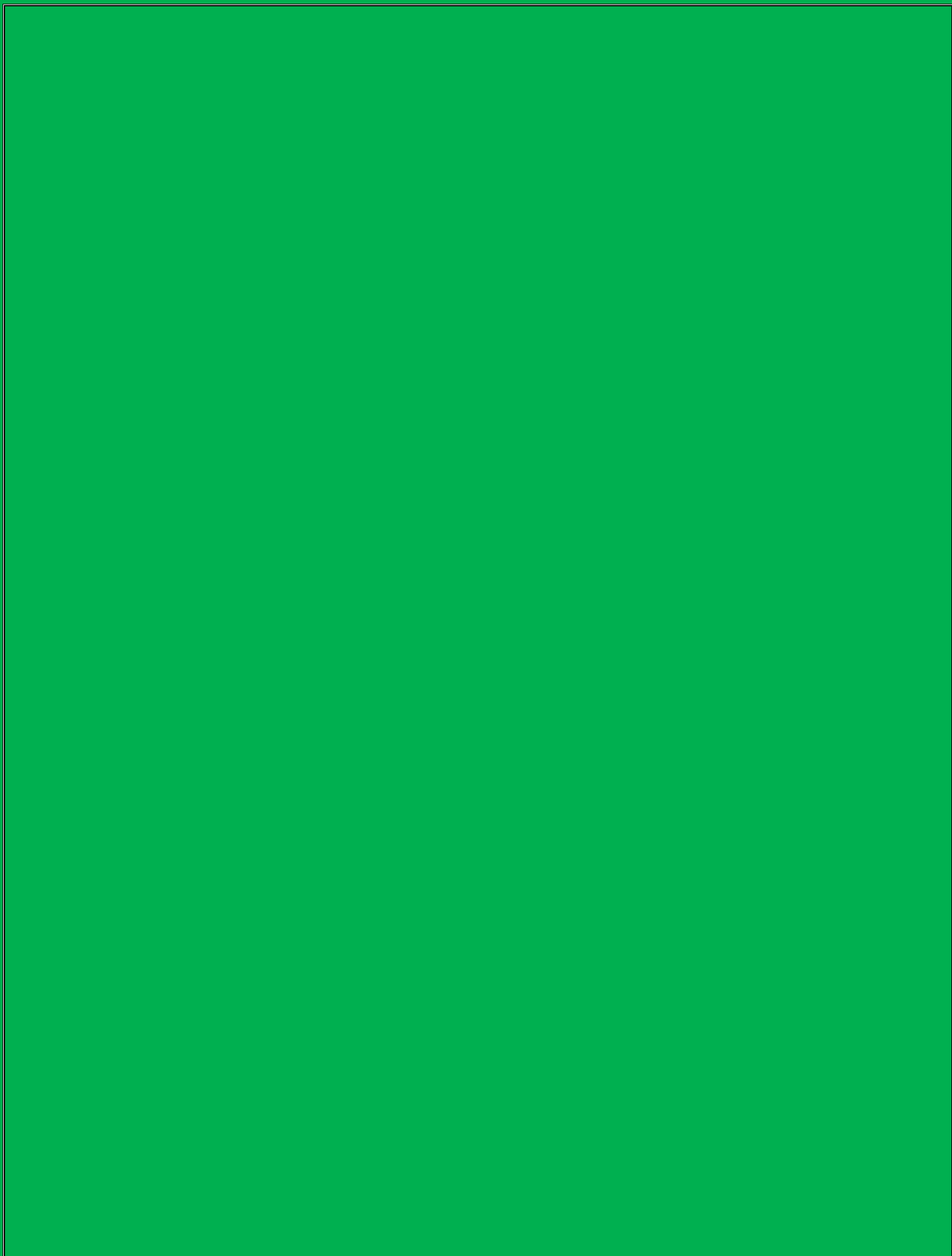
**10. ADJOURN**

At 10:53 p.m., Chairman Hamilton noted that, if there was no further business to come before the Board, she would entertain a motion to adjourn. Vice Chairman Mazzochi moved, Secretary Napolitano seconded, that the Board Meeting adjourn. On voice vote, the motion carried unanimously.

By: \_\_\_\_\_  
Frank Napolitano, Secretary

Approved: June 11, 2015

By: \_\_\_\_\_  
Kathy Hamilton, Board Chairman



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

MINUTES  
REGULAR BOARD MEETING  
THURSDAY, MAY 21, 2015  
HELD ON CAMPUS IN SSC-2206, GLEN ELLYN, IL

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1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

At 7:29 p.m., Chairman Hamilton called to order the May 21, 2015 Regular Meeting of the Board of Trustees and led the Pledge of Allegiance.

2. ROLL CALL

Chairman Hamilton asked Secretary Napolitano to call the roll. Present: Student Trustee Gloria Roark, Trustees Charles Bernstein, Erin Birt, Katharine Hamilton, Deanne Mazzochi, Dianne McGuire, Frank Napolitano and Joe Wozniak

Also Present: Timothy D. Elliott, Rathje & Woodward, LLC, Dr. Joseph Collins, Acting Interim President, staff members, representatives of the press and visitors. (Minutes prepared by Monica Miller).

3. AGENDA

3. A. Approval of Agenda. Chairman Hamilton called for a motion that the Board of Trustees approve the May 21, 2015 Regular Meeting Agenda. Vice Chairman Mazzochi moved, Secretary Napolitano seconded the motion.

Chairman Hamilton requested to remove Item 8.B.3 Consulting Services of Levick Strategic Communications, LLC from the Agenda, without objection due to unnecessary scheduling. There being no discussion, it was so ordered.

Secretary Napolitano called for a roll call to approve the Agenda as revised, with Item 8.B.3 removed. On roll call, voting aye: Student Trustee Roark, Trustees Bernstein, Birt, McGuire, Wozniak, Chairman Hamilton, Vice Chairman Mazzochi and Secretary Napolitano.

4. PUBLIC COMMENT

Glenn Hansen, president of the College of DuPage Faculty Association and Faculty Senate, requested live streaming of Board meetings, keeping audio/video recordings of meetings on the website indefinitely, and retaining the verbatim minutes of closed session meetings of the Board of Trustees indefinitely.

*Note: Chairman Hamilton responded as to the request for live streaming, that is in*

*process and the archive of recordings back to 2009 is currently available on the Board page of the College website.*

Richard Jarman, Vice President of College of DuPage Faculty Association, having heard no further progress on the April 2014 announcement of the Community Farm being moved to a DuPage County Forest Preserve property, believes the time is now to move the Community Farm back to the College of DuPage. Also, urged the Board to adopt the approach to landscape and natural areas in the resolution passed by the Faculty Senate in the Summer of 2012.

Kirk Allen requested responses to the following: Documentation that supports claims that dues paid to Max McGraw are a part of Dr. Breuder's compensation. Under what authority can a trustee incur a legal debt for this College prior to Board approval? Why were enrollment numbers inconsistent? Pertaining to the firearms item on the agenda, why were requests made by brand name? Legal billing payment questions.

Paul Lefort, Glen Ellyn, questioned the appropriateness of the SRC donor wall. Made requests to include: an executive summary (3-5 pages) of the Budget; visual presentations to Board should be available on website; additional information on Internal Audit; publish all charters of the Board committees; hold a public Budget Workshop; publish a one page close-out report of the Master Plan 2010; ensure community members input is included in the SLRP process

Bob Graham, Naperville (distributed information to the Board), spoke on behalf of the College soccer program and commented on the condition of the soccer field.

Eugene Refakes, Glen Ellyn, spoke of recent comments made challenging the fiscal responsibility of the Finance Department. Gave specific examples in answer to previous comments.

Michael DeSimone, Addison, former student athlete, spoke of the soccer field and the poor condition – specifically overwatering, high level of grass and mud patches and the non-compliance of the size of the field.

Angela Toritto, Wood Dale, former student athlete, echoed the remarks on the soccer field. In addition, indicated that the women's soccer team has no area to change and no scoreboard.

Roger Kempa, Darien, noted that he would like to see Minutes reflect that he is a District 502 resident and his statement regarding the College being the fastest growing community college in the nation outside of California. Stated the following questions – What are plans for the year-end Audit? Can year-end financial projections be made and available to Board and to public? Budget to Expense report monthly but no revenue to budget report – could that be included? Investment Schedule as of 4/30/15 investment schedule is overstated by over \$4 million and relates to IMET. Asked to have stated for record any examples of disinformation.

Gino Impellizzeri, Elmhurst, – professor emeritus, College of DuPage, offered his congratulations to the new Board.

**5. STUDENT TRUSTEE'S REPORT**

Student Trustee Gloria Roark indicated that she had no report, but she thanked the two student athletes who spoke and she hopes that the College seriously considers making the improvements to their facilities.

**6. PRESIDENT'S REPORT**

Acting Interim President Joseph Collins introduced Professor Paul Sirvatka of Earth Sciences.

Paul Sirvatka, Professor of Meteorology, gave a presentation highlighting and answering questions on the College's Meteorology Program: the most comprehensive Meteorology Program in the nation. College of DuPage was the first community college to be a Storm Ready Facility. We have a nationally and internationally recognized website. College of DuPage was the first institution of higher education to have a program in a curriculum for storm chasing, having started 27 years ago. A Fox television news segment was shown that highlighted a new feature of the storm chasing: the launch of a meteorological weather balloon this spring. Paul concluded his presentation by saying that we have seen what quality does and that the goal has been to better prepare our students for transfer. The College's investment in the program has allowed us to do what others cannot.

**7. CONSENT AGENDA**

Chairman Hamilton asked if there were any Consent Agenda items which the Board would like to remove from the Consent Agenda to discuss and vote on separately?

Vice Chairman Mazzochi requested the removal of the following Items:

7.B.2) Bid Items, a) Firearms for Homeland Security Training Center; 7. B. 3) Requests for Proposals – a) Managed Print Services Contract Increase; and, b) Online Steps-to-Enrollment Software Tool; 7. B. 4) Purchase Orders -- a) Blackboard Collaborate Web Conferencing Annual License and Implementation; b) Internet Recruitment Advertising Agency (Shaker); c) Internet Recruiting and Advertising with CareerBuilder; d) Arrow Systems Integration – Voice PBX Upgrade, all of 7.C. For Approval: Construction-Related Items; 7. C. 1) Ratification of Construction Change Orders: Referendum-Related Projects; Capital Budget Projects; 7. C. 2) Approval of Construction Change Orders: Referendum-Related Projects; Capital Budget Projects.

Secretary Napolitano requested the removal of Items 7.B.1) a) Minutes of the March 19, 2015 Regular Board Meeting and 7.B.1) b) Minutes of the March 19, 2015 Closed Session – CONFIDENTIAL – for Board only.

Trustee McGuire requested the removal of 7.B.1) d) Minutes of the April 30, 2015 Special Board Meeting

Attorney Elliot summarized that the Consent Agenda contained 7.B.5) Ratification of Personnel Actions and 7.D McAninch Arts Center (MAC) Renovation Illinois Community College Board (ICCB) Statement of Final Construction Compliance.

Chairman Hamilton called for a motion to remove all items from the Consent Agenda for separate consideration and vote. Moved by Secretary Napolitano and seconded by Vice Chairman Mazzochi. On roll call, voting aye: Student Trustee Roark, Trustees Bernstein, Birt, McGuire, Wozniak, Chairman Hamilton, Vice Chairman Mazzochi and Secretary Napolitano. Motion passed.

**7. A. The following items are for BOARD INFORMATION only:**

- None

**7. B. The following items are for BOARD APPROVAL:**

**1) Minutes of the following meetings:**

**a) March 19, 2015 Regular Board Meeting**

Chairman Hamilton indicated that members of the prior Board would need to move and second the motion. Trustee McGuire moved and Trustee Wozniak seconded that the Board approve the Minutes of the March 19, 2015 Regular Board Meeting. Hearing no discussion on the Item, Chairman Hamilton called for Board Secretary Napolitano to call the roll. On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, McGuire, Wozniak and Chairman Hamilton. On a roll call voting nay: Trustee Birt. Vice Chairman Mazzochi and Secretary Napolitano abstained. Motion passed

**b) March 19, 2015 Closed Session – CONFIDENTIAL – for Board only**

Trustee McGuire moved and Trustee Wozniak seconded that the Board approve the Minutes of the March 19, 2015 Closed Session. Hearing no discussion on the Item, Chairman Hamilton called for Board Secretary Napolitano to call the roll. On a roll call voting aye: Trustees McGuire, Wozniak and Chairman Hamilton. On a roll call voting nay: Trustee Birt. Student Trustee Roark, Trustee Bernstein, Vice Chairman Mazzochi and Secretary Napolitano abstained. Motion passed.

**c) April 30, 2015 Organizational Meeting**

Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board approve the Minutes of the April 30, 2015 Organizational Meeting

Hearing no further discussion on the Item, Chairman Hamilton called for Board Secretary Napolitano to call the roll. On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, McGuire, Wozniak, Vice Chairman Mazzochi, Secretary Napolitano and Chairman Hamilton. On a roll call voting nay: Trustee Birt. Motion passed.

**d) April 30, 2015 Special Board Meeting**

Vice Chairman Mazzochi moved and Trustee McGuire seconded that the Board approve the Minutes of the April 30, 2015 Special Board Meeting.

Trustee McGuire requested that more complete remarks made by Trustees Birt, McGuire and Wozniak be included under Items 5.a, 5.b, and 6 and that Item 7 reflect a statement she made relative to the Illinois Public Community College Act. Secretary Napolitano suggested that the Minutes also reflect the comments made by a member of the community, who spoke this evening.

Secretary Napolitano made a motion to table until June 11 the Minutes of the April 30, 2015 Special Board Meeting, for time to more accurately reflect the Minutes of the meeting. Trustee McGuire seconded the motion. Chairman Hamilton called for Board Secretary Napolitano to call the roll. On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, Birt, McGuire, Wozniak, Vice Chairman Mazzochi, Secretary Napolitano, and Chairman Hamilton. Motion passed.

**2) Bid Items:**

- a) Trustee McGuire moved and Secretary Napolitano seconded that the Board approve the **Firearms for Homeland Security Training Center** to the following three (3) vendors:
- |                             |                    |
|-----------------------------|--------------------|
| (A) Clyde Armory            | \$19,620.72        |
| (B) Keisler Police Supply   | \$ 8,568.00        |
| (C) Ray O'Herron Co., Inc.  | \$ 3,025.00        |
| For a total expenditure of: | <u>\$31,213.72</u> |

Tom Brady, Associate Dean of the Homeland Security Training Institute gave a presentation pertaining to the Homeland Security Training Center Phase II. Renderings of the building and the 24 position range were shown. The purpose of the purchase is for use by law enforcement agencies, SLEA, and private citizens. Tom responded to questions and stated that specific brands that were requested are those most frequently utilized by law enforcement personnel from agencies who will utilize the range.

Chairman Hamilton called for Board Secretary Napolitano to call the roll. On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, McGuire, Wozniak and Chairman Hamilton. On a roll call voting nay: Trustee Birt, Vice Chairman Mazzochi and Secretary Napolitano. Motion passed.

**3) Requests for Proposals:**

- a) Secretary Napolitano moved and Trustee Bernstein seconded that the Board approve the **Managed Print Services Contract with Xerox Corporation** for a five (5) year contract for a total expenditure not to

**exceed \$800,000 for FY15, with a five (5) year estimated expenditure of \$3,700,000.00.**

A presentation and additional information was provided by Ellen Roberts, Director of Business Affairs along with Keith Zeitz, IT Department, Manager of Office and Classroom Technology. Ellen provided history and background on the College's partnering with Xerox to assess and manage print, and reduce total print costs. Ellen answered questions pertaining to the request for additional print devices.

After a lengthy discussion, Trustee Wozniak moved and Secretary Napolitano seconded a motion to table the request until next month. On a roll call vote voting aye: Trustees Bernstein, McGuire and Wozniak. Voting nay: Chairman Hamilton, Vice Chairman Mazzochi and Secretary Napolitano. Abstaining: Student Trustee Roark and Trustee Birt. Motion failed.

Chairman Hamilton asked for a roll call vote on the original motion to approve. On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, McGuire, Wozniak, Vice Chairman Mazzochi (reserved yes) and Chairman Hamilton. Voting nay: Trustee Birt and Secretary Napolitano. Motion Passed.

At 9:30 p.m., Trustee Birt moved and Trustee McGuire seconded that the Board of Trustees Board take a short recess. Motion passed on voice vote.

At 9:43 p.m., the Board returned.

**b) Trustee Bernstein moved and Secretary Napolitano seconded that the Board approve the Online Steps-to-Enrollment Software Tool with CD Advantage, d/b/a Advantage Design Group, with costs not to exceed \$60,000.00.**

Earl Dowling, Vice President, Student Affairs was joined by Jane Smith, Dean Admission Services and Registrar, in making a presentation and answering questions. The software helps to keep the students engaged in the process from the prospecting through the registration process. The software is branded and customized for the institution.

Chairman Hamilton asked for a roll call vote. On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, Birt (supports the Student Trustee perspective), McGuire, Wozniak and Chairman Hamilton. Voting nay: Vice Chairman Mazzochi and Secretary Napolitano. Motion Passed.

**4) Purchase Orders:**

**a) Secretary Napolitano moved and Trustee McGuire seconded that the Board approve the Blackboard Collaborate Web Conferencing Annual License and Implementation from**

**Blackboard, Inc., in an amount not to exceed \$174,340.00.**

Chuck Currier, Vice President, Information Technology, made a short presentation regarding this interactive online teaching and learning tool. Brett Coup, Associate Dean, Instructional Technology, joined Chuck to provide additional information.

Chairman Hamilton asked for a roll call vote. On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, Birt, McGuire, Wozniak, Hamilton, Vice Chairman Mazzochi and Napolitano. Motion Passed.

- b) **Internet Recruiting Advertising Agency with Shaker Recruitment Advertising & Communications, Inc. for a one-year contract term, expiring June 30, 2016, not to exceed \$75,000.00, be considered together; and**
- c) **Internet Recruiting and Advertising with CareerBuilder, for a one-year contract term, expiring June 30, 2016, not to exceed \$30,000.00.**

Vice Chairman Mazzochi moved and Trustee Birt seconded the motion to consider together Items 7. B. 4) Purchase Orders - b) Internet Recruitment Advertising Agency (Shaker); and c) Internet Recruiting and Advertising with CareerBuilder.

Linda Sands-Vankerk, Vice President of Human Resources provided additional information regarding the scope of what the agencies provide and the cost of the services.

On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, McGuire, Wozniak, Vice Chairman Mazzochi, Secretary Napolitano and Chairman Hamilton. Voting nay: Trustee Birt. Motion Passed.

- d) Trustee McGuire moved and Vice Chairman Mazzochi seconded that the Board approve the **Arrow Systems Integration – Voice PBX Upgrade from Arrow Systems Integration, in the amount of \$255,344.96.**

Board Secretary Napolitano, for complete transparency, stated that he works in the telecommunications industry in sales for a company that competes with Arrow but legally would never bid on the project.

Chuck Currier, Vice President of Information Technology, gave a presentation and answered questions regarding upgrades. He indicated that waiting until 2016 would allow the College to go to competitive bid for the upgrades.

Chairman Hamilton called for Board Secretary Napolitano to call the roll. On a roll call

voting aye: Student Trustee Roark, Trustees Bernstein, McGuire and Wozniak. On a roll call voting nay: Trustees Birt, Chairman Hamilton, Vice Chairman Mazzochi and Secretary Napolitano. Motion failed.

- 5) **Personnel Actions:**
- a) **Ratification of Faculty Appointments**
  - b) **Ratification of Classified Appointments**
  - c) **Ratification of Classified Promotions / Transfers**
  - d) **Ratification of Managerial Resignations / Terminations**
  - e) **Ratification of Classified Resignations / Terminations**

Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board Ratify the Personnel Actions.

Trustee McGuire stated that she was pleased to see an Adjunct Faculty member moved to Full Time Faculty.

On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, Birt, McGuire, Wozniak, Chairman Hamilton, Vice Chairman Mazzochi and Secretary Napolitano. Motion passed.

**7. C. The following Construction-Related items are for BOARD APPROVAL:**

- 1) **Ratification of Construction Change Orders**
- **Referendum-Related Projects**

<b>2014 SITE IMPROVEMENTS PROJECT</b>	
<b>Smith Group JJR for a total credit of</b>	<b>(\$ 7,488.30)</b>
<b>HOMELAND TRAINING CENTER</b>	
<b>Legat for a total of</b>	<b>\$ 15,411.20</b>
<b>Power Construction for a total of</b>	<b>\$ 66,133.00</b>
<b>NAPERVILLE REGIONAL CENTER</b>	
<b>Pepper Construction for a total of</b>	<b>\$ 48,606.00</b>
<b>SRC LIBRARY FURNITURE</b>	
<b>Advantage Movers &amp; Storage, Inc. for a total of</b>	<b>\$ 500.00</b>

Trustee McGuire moved and Trustee Wozniak seconded that the Board ratify the Construction Change Orders -- Referendum-Related Projects. Chairman Hamilton indicated that she has questions about the change orders. Bruce Schmiedl, Director, Facilities Planning and Development provided additional information to Trustees as to where the

costs for the HTC and Naperville projects are relative to the total costs. Information on the change order process was addressed.

On a roll call voting aye: Trustees Bernstein, Wozniak, Secretary Napolitano and Chairman Hamilton. Voting nay: Trustees Birt and Vice Chairman Mazzochi. Student Trustee Roark abstained. Motion Passed.

- **Capital Budget Projects – None**

**2) Approval of Construction Change Orders**

- **Referendum-Related Projects**

<b>2011 ATHLETIC FIELD IMPROVEMENTS</b>	
<b>Wiss, Janney, Elstner for a total of</b>	<b>\$ 2,209.00</b>
<b>SRC DONOR WALL</b>	
<b>1157 Design Concepts</b>	<b>\$ 14,080.99</b>

- **Capital Budget Projects – None**

Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board approve **Construction Change Order Referendum-Related Projects - 2011 ATHLETIC FIELD IMPROVEMENTS Wiss, Janney, Elstner for a total of \$2,209.00.**

Bruce Schmiedl Director, Facilities Planning and Development provided additional information to Trustees on the reason for the change order for Wiss, Janney, Elstner.

On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, McGuire, Wozniak, Vice Chairman Mazzochi, Secretary Napolitano, and Chairman Hamilton. Voting nay: Trustee Birt. Motion Passed.

**2) Approval of Construction Change Order Referendum-Related Projects**  
**SRC DONOR WALL 1157 Design Concepts \$14,080.99**

Catherine Brod, Vice President of Development/Executive Director, College of DuPage Foundation, gave additional information about this item. Upon further discussion, it was learned that this expense will be paid by the Foundation.

On a roll call voting nay: Student Trustee Roark, Trustees Birt, McGuire, Wozniak, Vice Chairman Mazzochi, Secretary Napolitano and Chairman Hamilton. Voting aye: Trustee Bernstein. Motion failed.

**7. D. Statement of Final Construction Compliance**

**1) McAninch Arts Center (MAC) Renovation Illinois Community College Board (ICCB) Statement of Final Construction Compliance.**

Trustee McGuire moved and Secretary Napolitano seconded that the Board approve McAninch Arts Center (MAC) Renovation Illinois Community College Board (ICCB) Statement of Final Construction Compliance.

Trustee McGuire stated that she was pleased with the project savings noted.

On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, Birt, McGuire, Wozniak, Vice Chairman Mazzochi, Secretary Napolitano and Chairman Hamilton. Motion passed.

**8. NEW BUSINESS**

**A. For Information Only:**

- 1) Strategic Long Range Plan
- 2) Proposed FY16 Budget

Chairman Hamilton indicated that the Strategic Long Range Plan is mentioned tonight, but it is not being adopted. In the midst of a crisis is the wrong time to adopt a strategic long range plan and an even worse time to write one.

The “plan” we mention will have to await numerous other resolutions, such as the Illinois Auditor General’s performance audit, and the reports from our transition team, before it can be ready.

This plan got underway recently, and has developed to this point, but I for one do not envision any further development of the plan until the many open questions at COD are resolved.

Our strategic plan for the time being has to be “Identify, Repair and Transform.” We must identify problems, repair them and continue to transform lives through our faculty teaching our students.

**B. For Approval:**

- 1) **Revision of the following Board Policies:**

<b>Policy 5-5:</b>	<b>The College Governing Board</b>
<b>Policy 5-10:</b>	<b>Authority for Operations</b>
<b>Policy 5-15:</b>	<b>Responsibilities of the Board</b>
<b>Policy 5-20:</b>	<b>Authority of Members of the Board</b>
<b>Policy 5-85:</b>	<b>Formulation of Board Policy</b>

<b>Policy 5-90:</b>	<b>Formulation of Administrative Procedures</b>
<b>Policy 5-130:</b>	<b>Agenda</b>
<b>Policy 5-165:</b>	<b>Recording of Closed Minutes</b>
<b>Policy 5-195:</b>	<b>Trustee Education and Attendance at Conferences</b>

**Adoption of New Board Policy:**

<b>Policy 5-171:</b>	<b>Provision of Office Space and Related Resources for the Board</b>
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Chairman Hamilton introduced the New Business for Approval by saying that each of the following Board Policy changes was announced and described one month ago. In sum, these undo the changes to COD's policies that gave Board authority to the president. These changes put the authority where the legislature originally had it – with the Board.

Vice Chairman Mazzochi moved and Trustee McGuire seconded a motion that the Board of Trustees approve the Revision of the following Board Policies:

(Each of the policies was reviewed and discussed as noted below.)

Trustee Vice Chairman Mazzochi commented on a citizen communication. She indicated that she wanted to address concerns raised regarding Administrative Procedures. Chairman Hamilton indicated that the Board is charged with setting Policy and giving structure, and pass on implementation of that to the President. The Board has not been able to reach down and correct problems as easily as possible.

**Policy 5-5: The College Governing Board –**

Further changes to the revision were discussed but not brought forward.

**Policy 5-10: Authority for Operations**

**Policy 5-15: Responsibilities of the Board**

It was agreed that the Policy revision would be changed to include the Strategic Long Range plan in the following manner: Under item 6 after the word "through" add "direction of, participation in, and..."

There was a discussion of Board goals, which was felt to be more appropriately addressed at a Board Retreat. Attorney Elliott suggested removing the word "Board" from number 9. It was agreed.

**Policy 5-20: Authority of Members of the Board**

Trustee McGuire asked if it is appropriate to identify oneself as a Trustee, felt that there is

value to speak as one through a Board.

**Policy 5-85: Formulation of Board Policy**

The Board agreed to the revisions as presented.

**Policy 5-90: Formulation of Administrative Procedures**

Chairman Hamilton indicated that this change is consistent with the Illinois Community College Act.

At 11:40 p.m. Trustee Erin Birt indicated that she needed to leave the meeting.

**Policy 5-130: Agenda**

Trustee McGuire indicated that she was pleased to see the change from the first reading.

**Policy 5-165: Recording of Closed Minutes**

Attorney Elliott indicated his concern with the possibility of digital recordings. Secretary Napolitano also indicated his concern. Vice Chairman Mazzochi indicated concern that the Board have access to recordings. One copy must be made available to the Board. Board attorney noted concern with copies, on a server, and/or in a digital format. Remedy is a locked cabinet to which the Secretary has the sole access.

Agreement was reached to the sentence in the first paragraph "The Secretary may not delegate this duty to any other person "except another Board member in the event that the Secretary is absent." It was agreed that the last line in the revised Policy should be deleted.

**Policy 5-195: Trustee Education and Attendance at Conferences**

Student Trustee Roark asked about exceeding the \$335 limit. The Chairman indicated that could be addressed under advance approval.

It was agreed to strike the word "or entertainment: and instead include the following phrase after "travel" include "food, lodging or any other.."

**Adoption of New Board Policy:**

**Policy 5-171: Provision of Office Space and Related Resources for the Board**

Student Trustee Roark asked if there were specific office hours. Chairman Hamilton indicated that each Trustee will set that. Asked if Prairie Light Review had enough room in their new space. Dr. Collins indicated that move had already been slated. Chairman Hamilton indicated that the office was ready and had been painted.

Attorney Elliott read into the record the changes as noted above for each of the proposed Policy changes.

On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, McGuire, Wozniak, Vice Chairman Mazzochi, Secretary Napolitano and Chairman Hamilton. Absent: Trustee Birt. Motion passed.

## **2) Approval Legal Invoices**

Secretary Napolitano moved and Trustee Bernstein seconded a motion to approve the Legal Invoices. Chairman Hamilton said that at the last meeting the Board, reviewed in some detail the legal invoices that had accumulated in the last several month. None of these charges were incurred under this Board and many of the attorneys were not even retained by the Board. However, despite misgivings about the way they were retained, we are obviously going to pay those bills.

Vice Chairman Mazzochi indicated that she would not be voting for Franczek Radelet on the basis of their retaining Res Publica.

On a roll call voting aye: Student Trustee Roark, Trustees Bernstein, McGuire, Wozniak, Secretary Napolitano and Chairman Hamilton. Voting nay: Vice Chairman Mazzochi. Absent: Trustee Birt. Motion Passed.

## **3) Consulting Services of Levick Strategic Communications, LLC, removed from the Agenda item was REMOVED from the Agenda.**

## **4) Information Technology Services of Schiff Hardin, LLP.**

Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board of Trustees approves engaging the Information Technology Services of Schiff Hardin, LLP. On a roll call voting aye: Student Trustee Roark indicated her preference for. Voting aye: Trustees Bernstein, McGuire, Wozniak, Vice Chairman Mazzochi, Secretary Napolitano and Chairman Hamilton. Absent: Trustee Birt. Motion passed.

## **9. PUBLIC COMMENTS**

Kirk Allen commented about a previous public speaker's comments. Credit card statements are not considered proof of purchase, no receipts were provided. Encouraged a review of Mr. Breuder's reimbursed expenses and appearance that taxes were reimbursed. Asked if the firearms purchased are new or pre-owned guns.

## **10. ANNOUNCEMENTS**

### **Calendar Dates:**

The next Special Meeting of the Board of Trustees will be Thursday, June 11, 2015.  
The next Regular Meeting of the Board of Trustees will be Thursday, June 25, 2015

Secretary Napolitano raised the issue of having Trustee Discussion added to the Agenda.

Trustee Wozniak shared that he received a letter from the Illinois Community College Trustees Association (ICCTA) for receiving a second Trustee education award. He will be recognized at the ICCTA meeting in June.

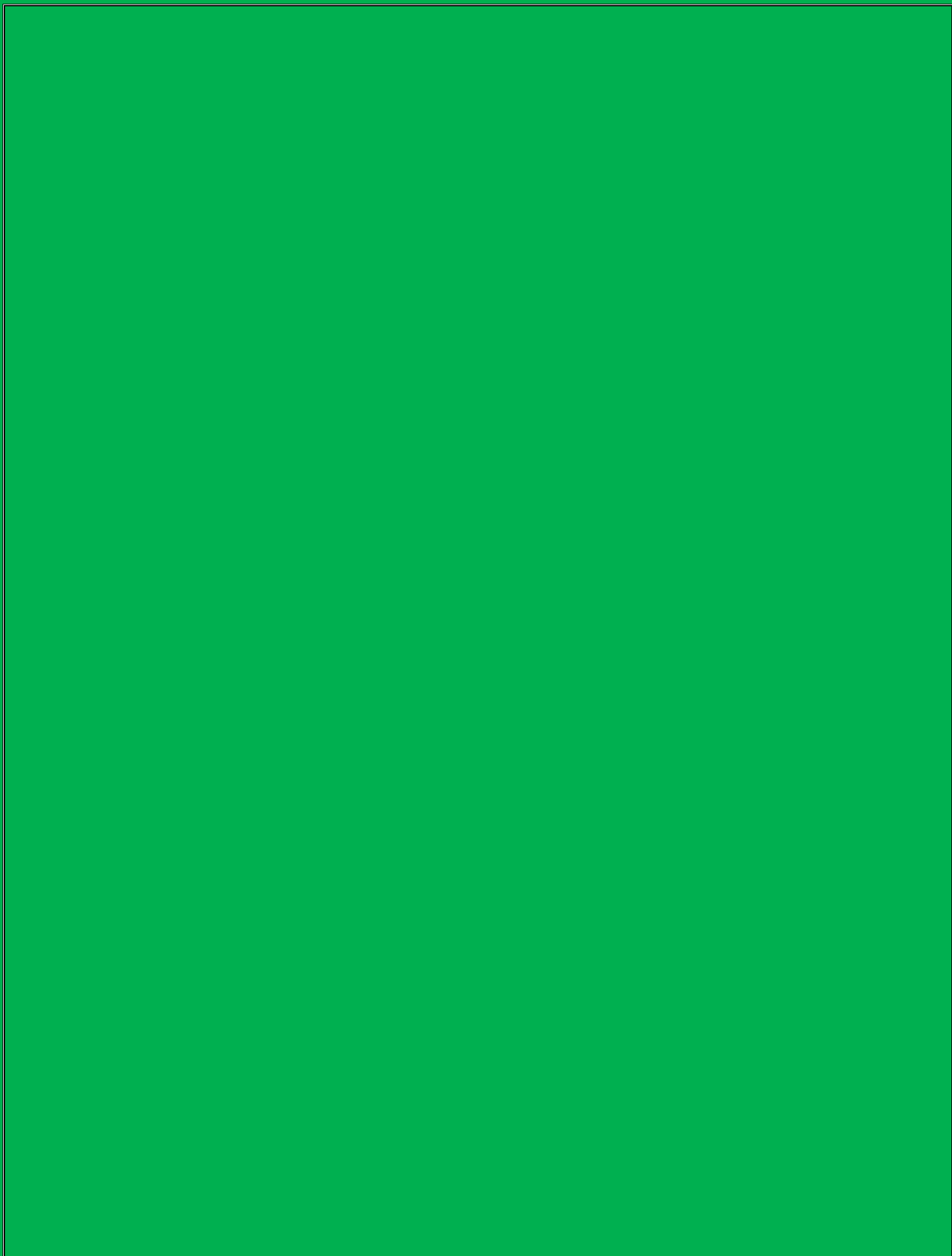
**11. ADJOURN**

At 12:13 a.m., seeing no other Board business, Chairman Hamilton called for a motion that the Board Meeting adjourn. Vice Chairman Mazzochi moved and Secretary Napolitano seconded that the Board of Trustees adjourn. Motion passed on a unanimous voice vote.

By: \_\_\_\_\_  
Frank Napolitano, Secretary

Approved: June 11, 2015

By: \_\_\_\_\_  
Kathy Hamilton, Board Chairman



**COLLEGE OF DuPAGE  
SPECIAL BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Personnel Actions.

2. **REASON FOR CONSIDERATION**

Board Action is required to ratify and approve personnel actions for all employees.

3. **BACKGROUND INFORMATION**

- a) Ratification of Administrator Appointments
- b) Ratification of Faculty Appointments
- c) Ratification of Classified Appointments
- d) Ratification of Classified Promotions / Transfers
- e) Ratification of Classified Resignations / Terminations

4. **RECOMMENDATION**

That the Board of Trustees ratifies the Administrator Appointments; Faculty Appointments; Classified Appointments; Classified Promotions / Transfers; and Classified Resignations / Terminations.

Staff Contact: Linda Sands-Vankerk, Vice President, Human Resources

### APPOINTMENTS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>ADMINISTRATOR</u>					
Joanne Ivory*	Associate Dean, Continuing Education and Director of Business Solutions	Continuing Education	07/01/2015	Re-appointment Full Time	\$102,000
Sandra Martins*	Associate Dean – Humanities and Speech Communication	Liberal Arts	07/01/2015	Re-appointment Full Time	\$112,177
Donna Stewart*	Dean, Business and Technology	Business and Technology	07/01/2015	Re-appointment Full Time	\$153,526

\*One (1) year appointment per Board Policy #15-240 through 6/30/16.

### FACULTY

Peter James	Assistant Professor – Business	Business & Technology	08/19/2015	New Hire Full Time	\$63,409
Robert Moorehead*	Assistant Professor – Sociology	Health & Sciences	08/19/2015	New Hire Full Time	\$73,976
Bradley Sward	Instructor – Computer Information Systems	Business & Technology	08/19/2015	New Hire Full Time	\$58,711
Georgina Trausch**	Assistant Professor - Mathematics	Health & Sciences	08/19/2015	New Hire Full Time	\$63,409

\*Extraordinary circumstance: Approval conditional upon successful completion of pre-employment process requirements. Candidate currently teaches at international location and will complete pre-employment process prior to commencement of employment.

\*\*Appointment approved by Board on May 14, 2015. Additional information provided resulting in salary adjustment.

**APPOINTMENTS - Continued**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
CLASSIFIED					
Constance Chamberlain	Administrative Assistant III	Continuing Education	06/29/2015	New Hire Full Time	\$31,720
Elizabeth Gomez De La Casa	High School Admissions Representative	Admissions & Outreach	07/06/2015	New Hire Full Time	\$51,750
Emma Gonzalez	Custodian I	Facilities Operations	06/29/2015	New Hire Part Time	\$15,912
Jodi Johnson	Cashier	Financial Affairs & Controller	07/01/2015	New Hire Part Time	\$18,954
Suzanne Lapano	Cashier	Financial Affairs & Controller	07/13/2015	New Hire Part Time	\$18,954
Suzanne Martin	Instructional Assistant III	Learning Commons	06/29/2015	New Hire Part Time	\$23,400
Channing Tabb	Student Life Event Specialist	Student Life	06/22/2015	New Hire Full Time	\$36,400
Toni Tompkins	Cashier	Financial Affairs & Controller	07/01/2015	New Hire Part Time	\$18,954

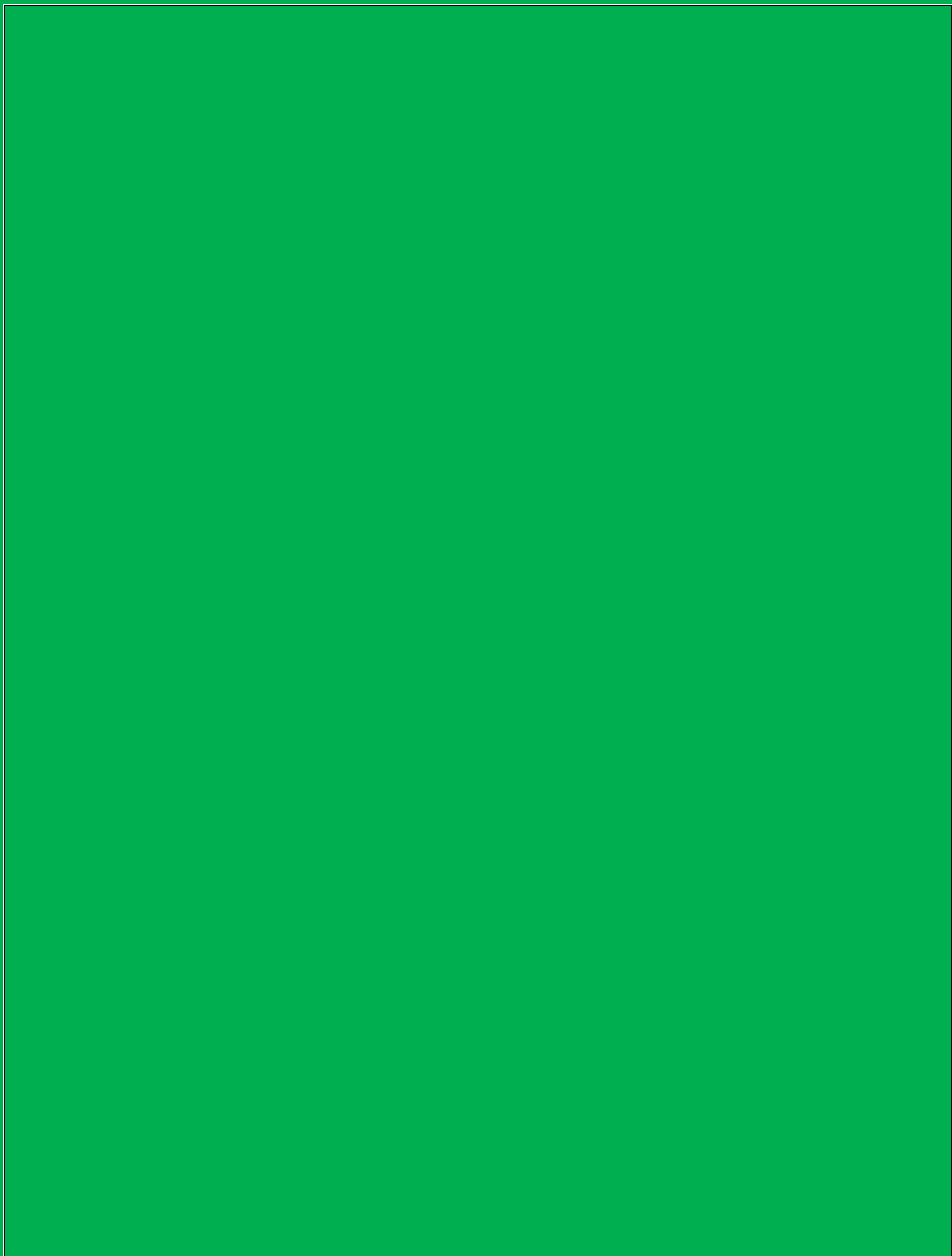
**PROMOTIONS / TRANSFERS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Start Date</u>	<u>Type</u>	<u>Salary</u>
<u>CLASSIFIED</u>					
Kristen Bruhnke	Cashier II	Financial Affairs & Controller	06/15/2015	Promotion Full Time	\$32,635
Christopher Panagopoulos	Accounts Receivable Specialist	Financial Affairs & Controller	06/15/2015	Promotion Full Time	\$39,436

**RESIGNATIONS / TERMINATIONS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>End Date</u>	<u>Type</u>	<u>Years of Service</u>
<u>CLASSIFIED</u>					
Hong Ian	Custodian I	Facilities Operations	05/08/2015	Termination	12 Yrs. 4 Mos.
Priscilla Laubscher	Lab Assistant III	Health & Sciences	05/15/2015***	Resignation	3 Yrs. 11 Mos.
Jeffrey Linton	Lab Assistant I	Liberal Arts	05/22/2015	Resignation	0 Yrs. 6 Mos.
Sheryl Rickord	Lab Assistant III – Nursing	Health & Sciences	05/15/2015	Resignation	1 Yrs. 3 Mos.
Sara Venecek	Administrative Assistant III	Continuing Education	05/22/2015	Resignation	1 Yrs. 4 Mos.

\*\*\*Resignation effective date change.



**COLLEGE OF DuPAGE  
SPECIAL BOARD MEETING**

**BOARD INFORMATION**

---

1. **SUBJECT**

Construction Change Orders below Board threshold, for information only.

2. **REASON FOR CONSIDERATION**

Change orders are funded from the designated project's overall budget and fall within the approved budget. These change orders are presented for the Board's information.

3. **BACKGROUND INFORMATION**

<b>Change Order Value:</b>	<b>Required Approvals:</b>
\$0 to \$50,000	Director of Facilities Planning & Development
\$50,001 to \$100,000	Director of Facilities Planning & Development Acting Interim President
<ul style="list-style-type: none"><li>• \$100,001 and above</li><li>• Single Change Order more than 10% of contract</li><li>• Multiple Change Orders more than 20% of contract</li></ul>	Board of Trustees

a) **Referendum-Related Projects**

*Architect/Engineer Requested Change:* HTC, Power #034.

*Architect/Engineer Oversight:* HTC, Power #058.2, #066, #067, and #071.

*College-Requested Change:* HTC, Power #069, #072, #073; and George's Landscaping #001.

*Unforeseen Condition Change:* HTC, Power #022, #045, #053, #057; and George's Landscaping #001.

b) **Capital Budget Projects**

*None*

Staff Contact: Bruce Schmiedl, Director of Facilities Planning and Development

## SUMMARY OF CONSTRUCTION CHANGE ORDERS

### a) REFERENDUM-RELATED PROJECTS

**HOMELAND TRAINING CENTER (HTC):** The change requests listed below for the Homeland Training Center do not increase the overall project budget. All cost listed below will be removed or added (credits) to the project contingency. The total value of architect's errors and omissions to date is 0.92% of the total construction cost.

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #022: \$27,718.00.** This change is for unsuitable soils found at the northeast corner and east side of the construction site. These soils were not previously identified as unsuitable. The soils were replaced with 3" stone to support the new foundation. *This is an unforeseen condition change.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Excavator	\$530,497.00	\$23,617.00	\$25,606.00	\$579,720.00
Power Fee	\$332,436.43	See Note Below	\$704.00	See Note Below
Power G.C	\$520,561.62	See Note Below	\$1,184.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	\$224.00	See Note Below
<b>Total this C.O.</b>			<b>\$27,718.00</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #034: \$5,555.00.** This change corrects an error in the credit provided in PCI #06 in the amount of \$9,389.00. PCI #06 mis-calculated the amount of the credit that was due to the College. The quantity of lights to be credited to the College was inaccurately provided by the Contractor. This change was reviewed by the engineers and found acceptable. *This is an Architect/Engineer requested change.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Electrical	\$1,776,500.00	\$15,501.00	\$5,132.00	\$1,797,133.00
Power Fee	\$332,436.43	See Note Below	\$141.00	See Note Below
Power G.C	\$520,561.62	See Note Below	\$237.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	\$45.00	See Note Below
<b>Total this C.O.</b>			<b>\$5,555.00</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #045: \$3,195.00.** This change adds (2) additional strips of roofing material along the path of the electrical cabling to help span over an electrical snow melt system. The electrical snow melt system was required so ice would not build up in the rear gutter clogging the scuppers and flooding the large exterior gutter. The electrical snow

melt system was bid after the roofing was awarded and was not on the roofing bid documents. *This is an unforeseen condition change.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Roofing	\$338,873.00	(\$21,739.00)	\$2,952.00	\$320,086.00
Power Fee	\$332,436.43	See Note Below	\$81.00	See Note Below
Power G.C	\$520,561.62	See Note Below	\$136.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	\$26.00	See Note Below
<b>Total this C.O.</b>			<b>\$3,195.00</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #053: \$18,269.00.** This change adds unistrut under the return air duct in the plenum in the gun range to support the ballistic panels that are needed under the duct. This condition was unforeseen by the contractor because at the time of this bid package the HVAC system was not fully designed and there was no information in the bid package that would have identified this condition. *This is an unforeseen condition change.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
General Trades	\$1,142,247.00	\$24,173.00	\$16,878.00	\$1,183,298.00
Power Fee	\$332,436.43	See Note Below	\$464.00	See Note Below
Power G.C	\$520,561.62	See Note Below	\$780.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	\$147.00	See Note Below
<b>Total this C.O.</b>			<b>\$18,269.00</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #057 \$896.00.** This change is for the cost of (2) dumpsters that were filled with existing buried concrete from the OCC demolition project and found buried when the HTC site was being excavated. *This is an unforeseen condition change.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Power Const.-Dumpster	\$26,250.00	0.00	\$896.00	\$27,146.00
Power Fee	\$332,436.43	See Note Below	\$0.00	See Note Below
Power G.C	\$520,561.62	See Note Below	\$0.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	\$0.00	See Note Below
<b>Total this C.O.</b>			<b>\$896.00</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #058.2: CREDIT (\$1,576.00).** This credit change corrects the original cost for PCI #58 in the amount of \$5,735.00. The amount of excavation was less than anticipated, and a credit was provided. This change was required because the location of the gas

meter was not per NICOR's requirements and had to be moved to a different location in the dock area. *This change is the result of an oversight by the Architect/Engineer.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Mechanical	\$2,468,000.00	\$6,674.00	(\$1,712.00)	\$2,472,962.00
Excavator	\$530,497.00	\$49,223.00	\$256.00	\$579,976.00
Power Fee	\$332,436.43	See Note Below	(\$40.00)	See Note Below
Power G.C	\$520,561.62	See Note Below	(\$67.00)	See Note Below
Power Insurance	\$105,578.79	See Note Below	(\$13.00)	See Note Below
<b>Total this C.O.</b>			<b>(\$1,576.00)</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #066: \$732.00.** This change adds (1) code required fire alarm pull station in corridor 1D near exit vestibule 1E, that was not shown on the design drawings. *This change is the result of an oversight by the Architect/Engineer.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Electrical	\$1,776,500.00	\$20,633.00	\$676.00	\$1,797,809.00
Power Fee	\$332,436.43	See Note Below	\$19.00	See Note Below
Power G.C	\$520,561.62	See Note Below	\$31.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	\$6.00	See Note Below
<b>Total this C.O.</b>			<b>\$732.00</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #067: \$5,155.00.** This change modifies the door hardware for door 1021 and is due to the incorrect door and hardware being specified. *This change is the result of an oversight by the Architect/Engineer.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
General trades	\$1,142,247.00	\$41,051.00	\$4,762.00	\$1,188,060.00
Power Fee	\$332,436.43	See Note Below	\$131.00	See Note Below
Power G.C	\$520,561.62	See Note Below	\$220.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	\$42.00	See Note Below
<b>Total this C.O.</b>			<b>\$5,155.00</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #069: CREDIT (\$1,387.00).** This credit change reduces the number of paint colors on the lobby walls. *This is a College-Requested change directed by the College's Senior Project Manager.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Painting	\$42,639.00	\$2,767.00	(\$1,339.00)	\$44,067.00
Power Fee	\$332,436.43	See Note Below	(\$37.00)	See Note Below
Power G.C	\$520,561.62	See Note Below	\$0.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	(\$11.00)	See Note Below
<b>Total this C.O.</b>			<b>(\$1,387.00)</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #071: \$4,162.00.** This change incorporates several different light fixture changes in the lobby corridors and toilet rooms that were not correctly specified; and also adds door contacts and electronic latches that were not shown on the bid documents, but required for the proper operation of the doors. *This change is the result of an oversight by the Architect/Engineer.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Electrical	\$1,776,500.00	\$21,309.00	\$3,844.00	\$1,801,653.00
Power Fee	\$332,436.43	See Note Below	\$106.00	See Note Below
Power G.C	\$520,561.62	See Note Below	\$178.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	\$34.00	See Note Below
<b>Total this C.O.</b>			<b>\$4,162.00</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #072: CREDIT (\$103.00).** This credit change eliminates (6) padlocks from the steel contractor's contract. Since the padlocks are keyed to the College's core system, it was preferred that they be supplied by the College. *This is a College-Requested change directed by the College's Senior Project Manager.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Steel	\$362,235.00	\$18,313.00	(\$99.00)	\$380,449.00
Power Fee	\$332,436.43	See Note Below	(\$3.00)	See Note Below
Power G.C	\$520,561.62	See Note Below	\$0.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	(\$1.00)	See Note Below
<b>Total this C.O.</b>			<b>(\$103.00)</b>	

- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #073: CREDIT (\$1,327.00).** This credit change revises the boiler intake flues from double wall to a single wall. This change was requested by the contractor and approved by the engineer. *This is a College-Requested change directed by the College's Senior Project Manager.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Mechanical	\$2,468,000.00	\$4,962.00	(\$1,281.00)	\$2,471,681.00
Power Fee	\$332,436.43	See Note Below	(\$35.00)	See Note Below
Power G.C	\$520,561.62	See Note Below	\$0.00	See Note Below
Power Insurance	\$105,578.79	See Note Below	(\$11.00)	See Note Below
<b>Total this C.O.</b>			<b>(\$1,327.00)</b>	

**NOTE** – Power's CM Fee, General Conditions and Insurance Adjustments: \$4,718.00. The table below summarizes the adjustments to the Power CM contract resulting from and included in each of the change orders listed above and referenced herein. This summary includes PCI's #022, #034, #045, #053, #057, #058.2, #066, #067, #069, #071, #072, and #073.

Construction Manager (CM)	Original Contract	Change Orders Amount to Date	Total of Above Change Orders	New Contract Value
Power Fee	\$332,436.43	(\$12,625.43)	\$1,531.00	\$321,342.00
Power G.C	\$520,561.62	(\$41,651.62)	\$2,699.00	\$481,609.00
Power Insurance	\$105,578.79	(\$6,739.79)	\$488.00	\$99,327.00
<b>Total this C.O.</b>			<b>\$4,718.00</b>	

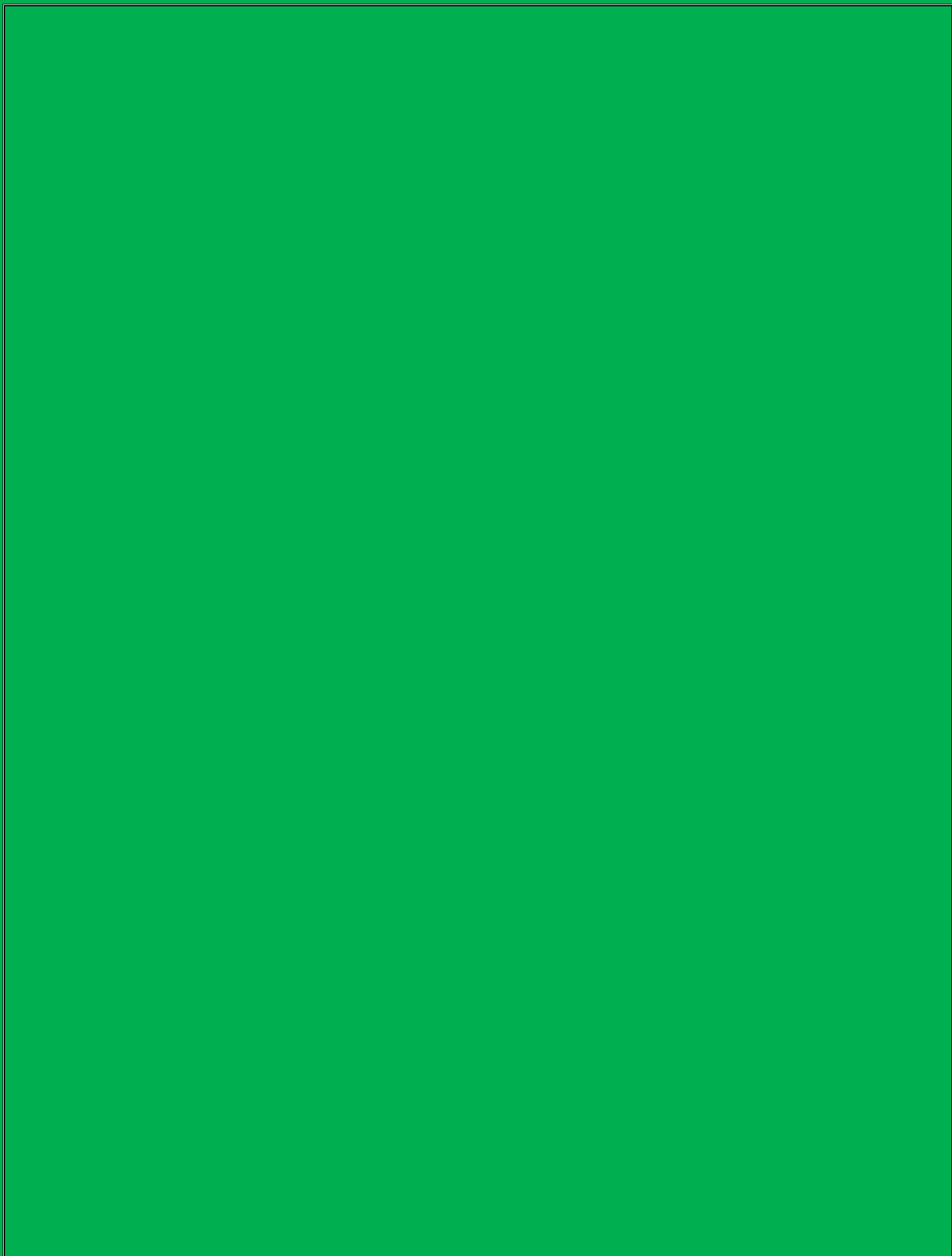
- **HOMELAND TRAINING CENTER (HTC) – GEORGES LANDSCAPING CO #001: \$4,249.00.** This change is for repairing an unidentified existing irrigation line that was cut while excavating for a new catch basin. The pipe and control wiring were in the same location of Catch Basin 111. *This is an unforeseen condition change.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Landscaping	\$547,521.50	\$0.00	\$4,249.00	\$551,770.50
<b>Total this C.O.</b>			<b>\$4,249.00</b>	

- **HOMELAND TRAINING CENTER (HTC) – GEORGES LANDSCAPING CO #002: \$9,079.07.** This change repairs (2) damaged irrigation lines and wiring that were damaged while excavating a new sewer line and gas line by NICOR. Several different types of plant material were revised when the materials specified could not be ordered in the variety or sizes specified in the documents. In order to maintain the consistent look throughout the design some plants had to be upsized or substituted. *This is a College-Requested change directed by the College's Senior Project Manager.*

**Item 16**  
**June 11, 2015**

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Landscaping	\$547,521.50	\$4,249.00	\$9,079.07	\$560,849.57
<b>Total this C.O.</b>			<b>\$9,079.07</b>	



**COLLEGE OF DuPAGE  
SPECIAL BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Approval of Construction Change Orders.

2. **REASON FOR CONSIDERATION**

Change orders will be funded from the designated project's overall budget and fall within the approved budget. These change orders are presented for approval to enable the required project work to continue and to avoid delays in the completion schedule.

3. **BACKGROUND INFORMATION**

<b>Change Order Value:</b>	<b>Required Approvals:</b>
\$0 to \$50,000	Director of Facilities Planning & Development
\$50,001 to \$100,000	Director of Facilities Planning & Development Acting Interim President
<ul style="list-style-type: none"><li>• \$100,001 and above</li><li>• Single Change Order more than 10% of contract</li><li>• Multiple Change Orders more than 20% of contract</li></ul>	Board of Trustees

a) **Referendum-Related Projects**

*College-Requested Change:* HTC, Power #070.

b) **Capital Budget Projects**

*None*

4. **RECOMMENDATION**

That the Board of Trustees approves the Construction Change Orders from the Summary for June 11, 2015 set forth below.

## **SUMMARY OF APPROVED CONSTRUCTION CHANGE ORDERS**

a) REFERENDUM-RELATED PROJECTS

**HOMELAND TRAINING CENTER (HTC):** The change requests listed below for the Homeland Training Center do not increase the overall project budget. All costs listed below will be removed to the project contingency.

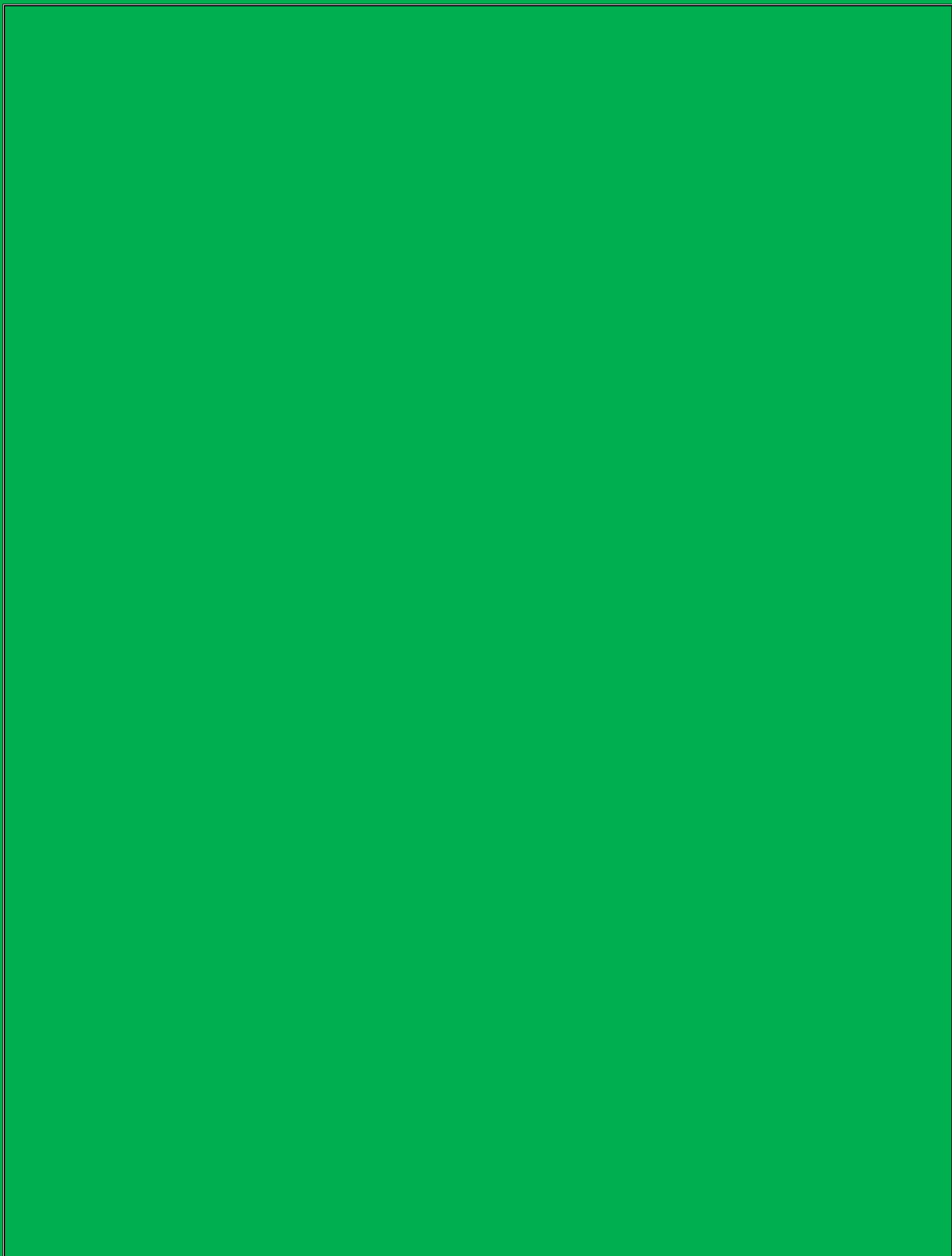
- **HOMELAND TRAINING CENTER (HTC) – POWER PCI #070: \$50,152.00.** This change is for redesigning and fabricating the millwork in the reception area to create a focal point for students and visitors entering the building. The revised design was reviewed with the past College President and team and replaces a more costly millwork option that was included in the construction documents. *This is a College-Requested change directed by the College's Senior Project Manager.*

Subcontractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
General trades	\$1,142,247.00	\$46,711.00	(\$449.00)	\$1,188,509.00
Millwork	\$106,000.00	\$710.00	\$46,780.00	\$153,490.00
Power Fee	\$332,436.43	(\$11,094.43)	\$1,274.00	\$311,342.00
Power G.C	\$520,561.62	(\$-38,952.62)	\$2,142.00	\$483,751.00
Power Insurance	\$105,578.79	(-6,251.79)	\$405.00	\$105,332.00
<b>Total this C.O.</b>			<b>\$50,152.00</b>	

b) CAPITAL BUDGET PROJECTS

None

Staff Contact:      Bruce Schmiedl, Director of Facilities Planning and Development



**COLLEGE OF DuPAGE  
SPECIAL BOARD MEETING**

**BOARD INFORMATION**

---

1. **SUBJECT**

The Waterleaf has spent \$35,500 on multiple purchases with one vendor without Board approval.

2. **BACKGROUND INFORMATION**

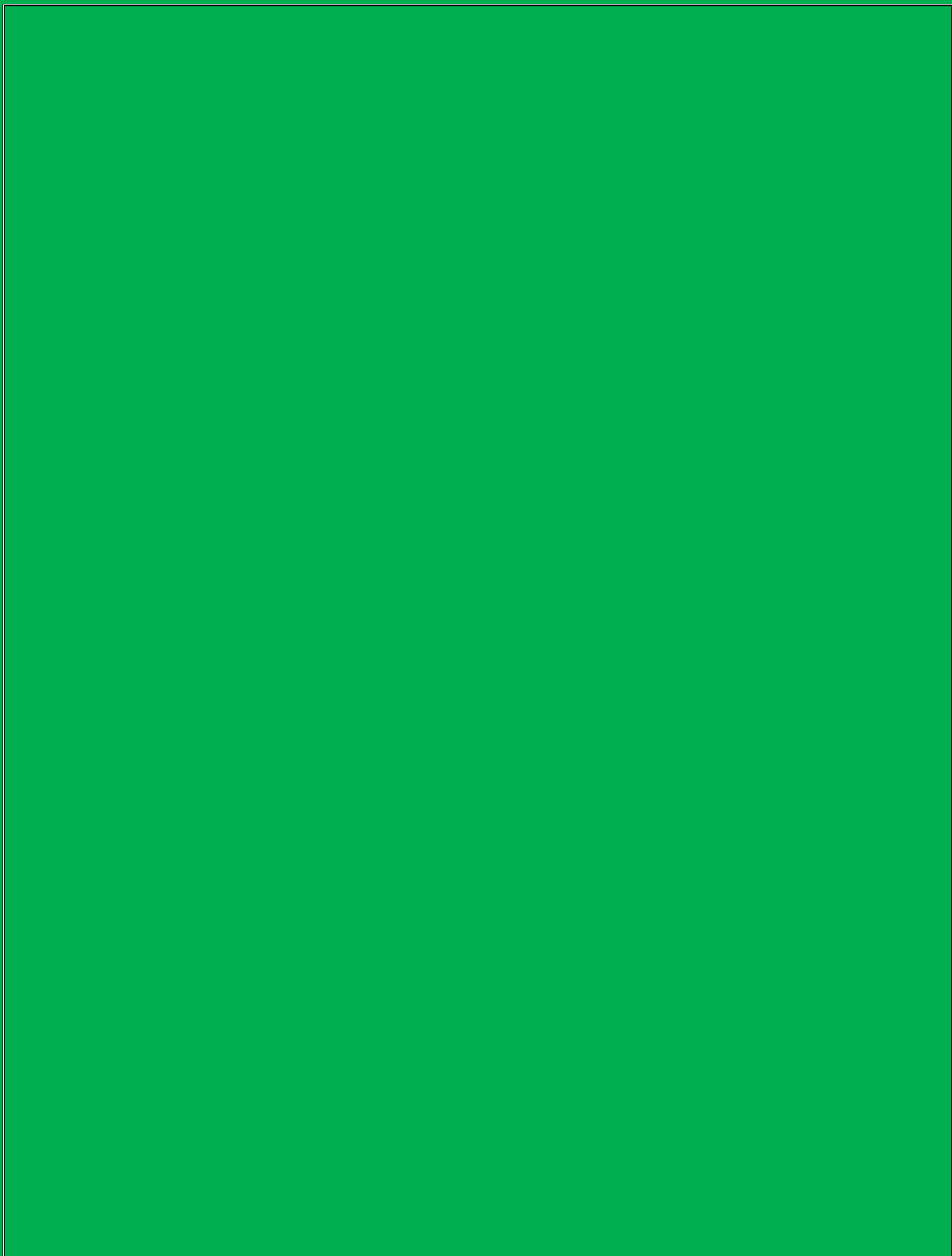
Total payments to Lencioni Wholesale Meats for FY15 add up to \$35,500. These payments have been made during the year, and accumulate to a total of \$35,500. The payments have already been made, and are reflected in the Actual Year-to-Date figure in the table below:

<b>Budget</b>	<b>Actual Year-to-Date</b>	<b>Variance</b>
\$422,500.00	\$ 360,098.96	\$35,329.39

There is no specific line item for this meat and poultry purchase. It is included in the total Food and Beverage for Resale line. This was not a single purchase, which would require Board approval before execution, but rather it was a number of smaller purchases that in aggregate exceed the \$25,000 limit for a single purchase. This item is before the Board for information. All spending with Lencioni Wholesale Meats has stopped for FY15.

Contracts for purchase of perishable foods are exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1(n).

Staff Contact: Dr. Jean Kartje, Vice President Academic Affairs



**COLLEGE OF DuPAGE  
SPECIAL BOARD MEETING**

**BOARD INFORMATION**

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1. **SUBJECT**

The Waterleaf has spent \$28,000 on multiple purchases with one vendor without Board approval.

2. **BACKGROUND INFORMATION**

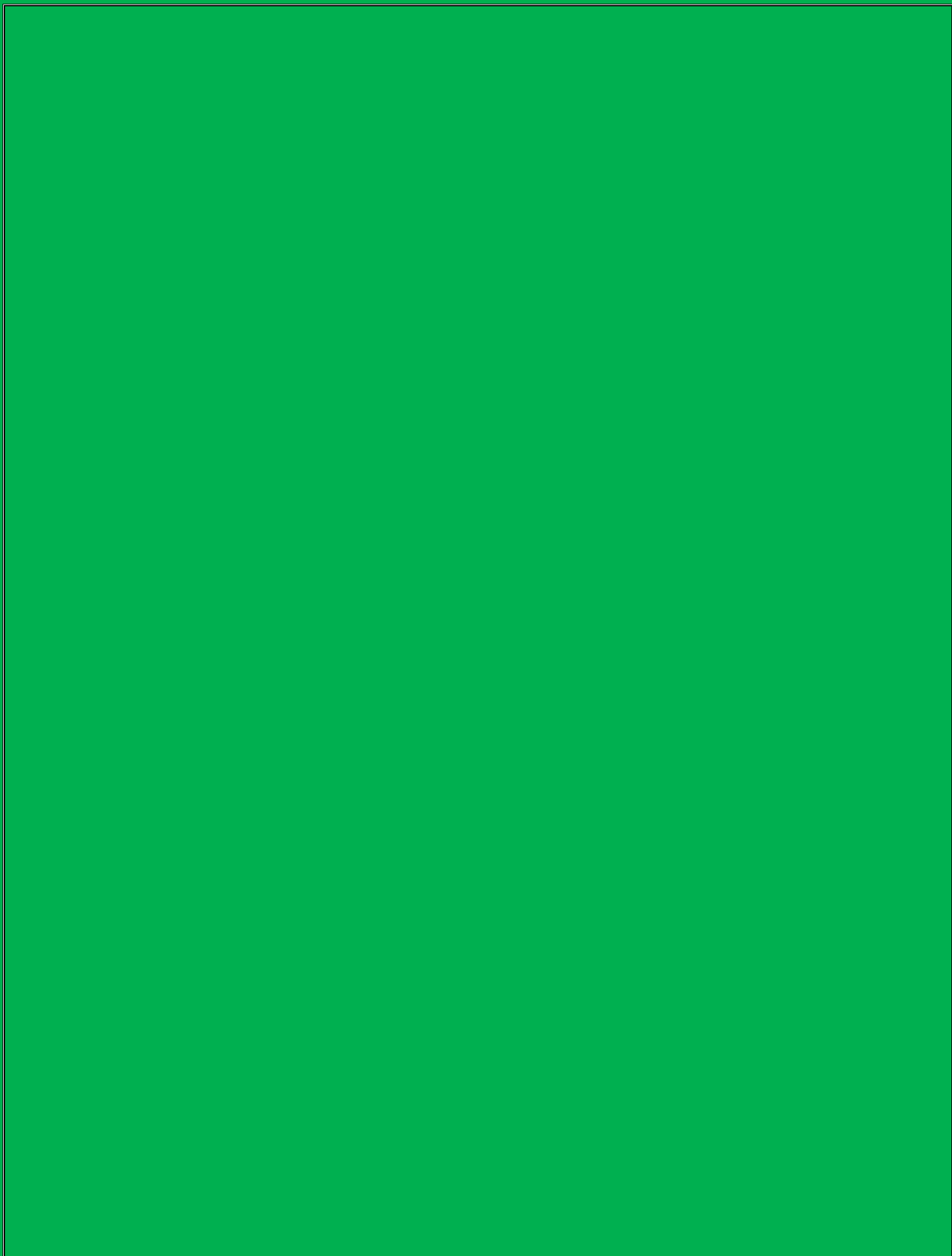
Total payments to Heritage Wine Cellars for FY15 add up to \$28,000. These payments have been made during the year, and accumulate to a total of \$28,000. The payments have already been made, and are reflected in the Actual Year-to-Date figure in the table below:

Budget	Actual Year-to-Date	Variance
\$422,500.00	\$ 360,098.96	\$35,329.39

There is no specific line item for this wine purchase. It is included in the total Food and Beverage for Resale line. This was not a single purchase, which would require Board approval before execution, but rather it was a number of smaller purchases that in aggregate exceed the \$25,000 limit for a single purchase. This item is before the Board for information. All spending with Heritage Wine Cellars has stopped for FY15.

In addition, this item was not bid properly. It was thought by the restaurant staff that the exemption for perishable foods applied, but wine is not a perishable food. Training for all College buyers will be held to ensure procedures for purchasing are followed properly.

Staff Contact: Dr. Jean Kartje, Vice President Academic Affairs



**COLLEGE OF DuPAGE  
SPECIAL BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

Renewal of maintenance agreement extension for CurricUNET with Governet covering Fiscal Years 2016-2018 and totaling \$74,203.00.

2. **BACKGROUND INFORMATION**

The annual maintenance, support and hosting fees, budgeted annually in the Academic Affairs Department budget account 01-20-00413-5104501, are as follows:

<b>Fiscal Year</b>	<b>Cost</b>	<b>Percent Increase</b>
FY15	\$23,840.00	
FY16	\$24,203.00	1.5%
FY17	\$25,000.00	3.2%
FY18	\$25,000.00	0.0%

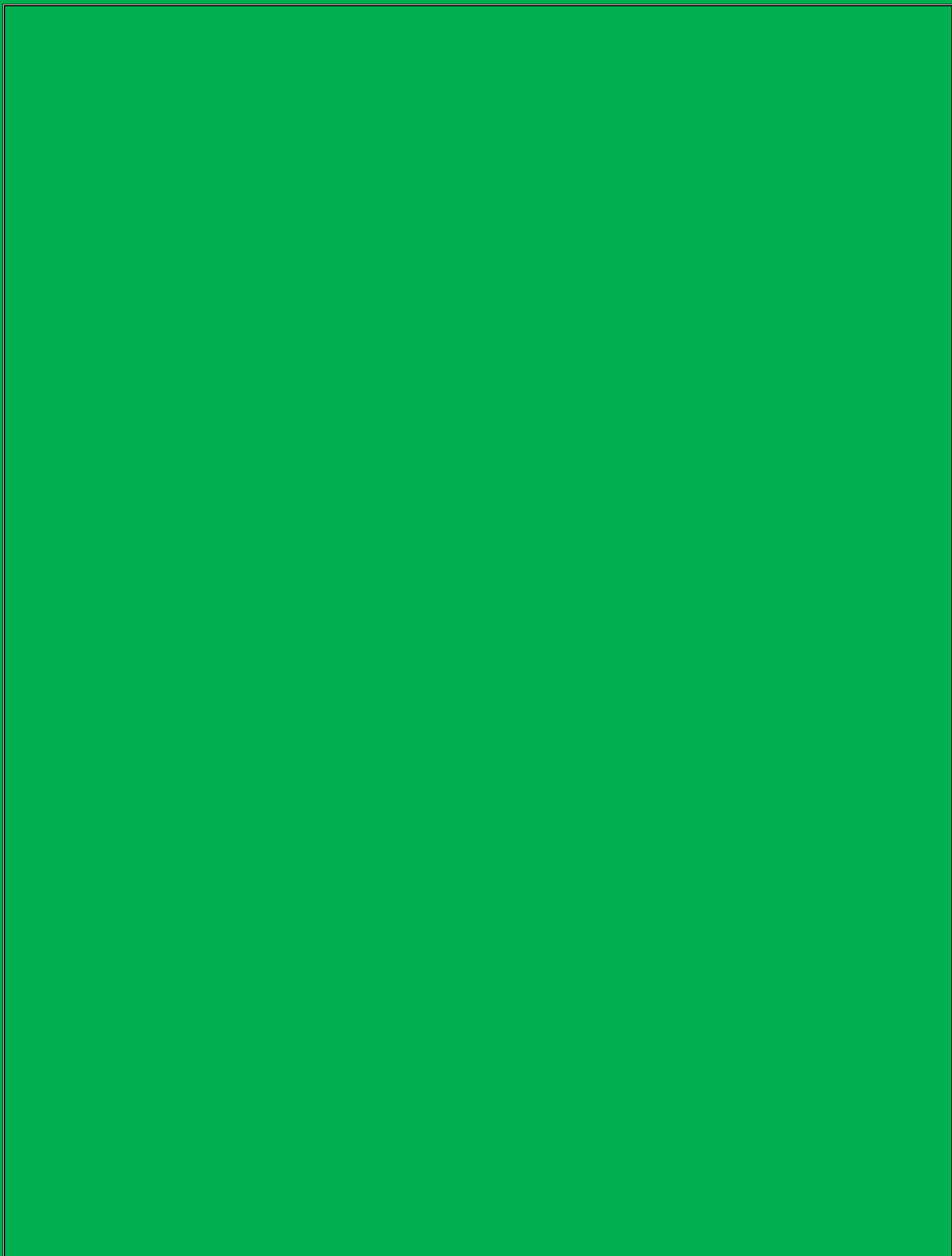
The CurricUNET system is an automated curriculum development and approval tracking system used by community colleges throughout the State of Illinois. The three-year agreement extension guarantees that Governet will continue to host the CurricUNET software and data, provide College of DuPage with user support, system maintenance, future software upgrades, technical services, and options to purchase additional modules.

This purchase complies with state statute, Board Policy and Administrative Procedures. The purchase of data processing equipment is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

3. **RECOMMENDATION**

That the Board of Trustees approve the three-year extension agreement for CurricUNET with Governet of 1000 River Walk Drive, Suite 350, Idaho Falls, ID 83402, for a total of \$74,203.00.

Staff Contact: Betty Willig, Manager, College Curriculum



**COLLEGE OF DUPAGE  
SPECIAL BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

To date, the Library has purchased \$24,890.78 of materials from ProQuest and is proposing purchasing \$9,000 in additional resources prior to the end of FY15, which will exceed the limit requiring Board of Trustee approval.

2. **BACKGROUND INFORMATION**

The FY15 Library Books and Binding budget account 01-20-15240-5405001 summary to date:

Budget	Actual to Date	Variance
\$697,000.00	\$683,763.44	\$13,236.56

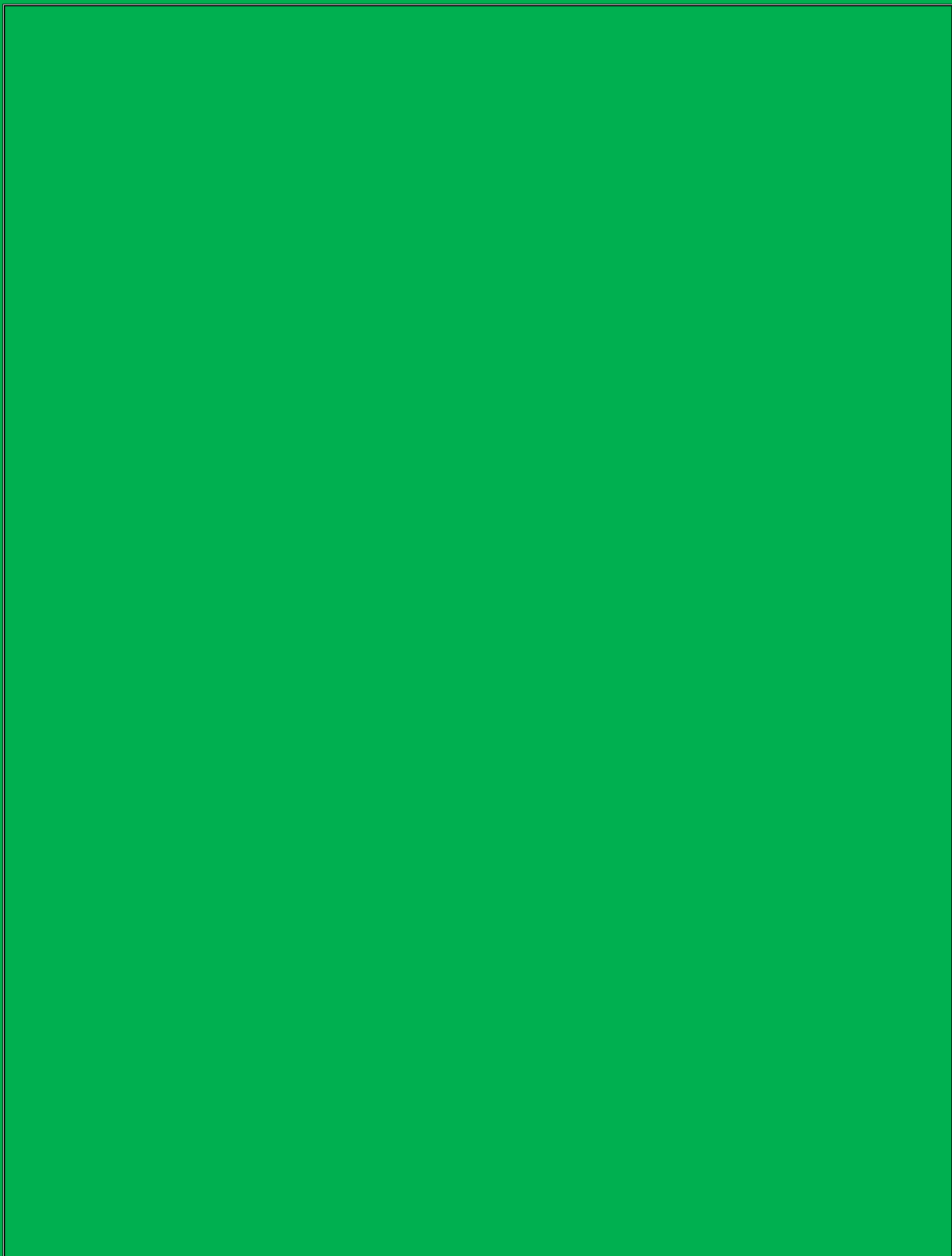
After reviewing available funds left at the end of FY15, the Library is proposing to purchase an additional \$9,000 of e-books from ProQuest Electronic Resources. ProQuest is the copyright owner and sole source vendor for these e-book editions. The databases provide access to key academic resources supporting existing course curriculum and a user-friendly process for downloading texts to mobile devices.

These purchases are in accordance with the Illinois Public Community College Act, Section 3-27.1(f), which specifically exempts from bidding: "(f) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports."

3. **RECOMMENDATION**

That the Board of Trustees approves a total expenditure of \$33,890.78 with ProQuest Electronic Resources, 6216 Paysphere Circle, Chicago, IL 60674 FY2015.

Staff Contact: Ellen Sutton, Dean for Learning Resources



**COLLEGE OF DuPAGE  
SPECIAL BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

Daily Herald Advertising Campaign for the Fiscal Year 2015.

2. **BUDGET STATUS**

	FY15 Budgeted	FY15 YTD Actual	Variance
Total Advertising	\$905,100	\$761,624.37	\$143,475.63
Daily Herald	\$45,000	\$51,300	(\$6,300)

3. **BACKGROUND INFORMATION**

The Board initially gave approval to spend \$45,000 with Daily Herald/Paddock Publications for FY15. Marketing and Creative Services made a tracking error and overspent the allowed amount by \$6,300. Marketing and Creative Services needs the Board's authorization to make an internal transfer of \$6,300 to pay the final invoice to Daily Herald/Paddock Publications, Inc. for FY15. Funds in the amount of \$51,300 are currently budgeted in the Marketing and Creative Services budget 01-90-00825-5407001 for the FY15 to be spent for print advertising (inserts and display advertising).

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1(a).

4. **RECOMMENDATION**

That the Board of Trustees approves the proposed \$6,300 increase in Advertising Services expenses for the Fiscal Year 2015 with Daily Herald/Paddock Publications, 4300 Commerce Ct., Lisle, IL 60532, for a total amount not to exceed \$51,300.

Staff Contact: Joe Moore, Vice President Marketing and Communications